

No: 3/2/2017–P&P-I

Skill India NSDC India

IMPORTANT INSTRUCTIONS

For One-Time Registration and submission of Online Application for the Manager Examination, 2018

Part-I (One-Time Registration)

1. Candidates applying for the Manager in, 2018 are required to register afresh. **Old Registration ID and Password, if any, will not work on the new website.**
2. Please read the instructions given in the Notice of Examination carefully before filling up the online 'Registration Form' and „Application Form“.
3. Before proceeding with One-Time Registration, keep the following information/ documents ready:
 - a. Mobile Number (to be verified through OTP)
 - b. Email ID (to be verified through OTP). User ID of the candidate will be his/ her Email ID provided at the time of registration.
 - c. Aadhaar Number or Aadhaar Enrollment Number. If Aadhaar Number or Aadhaar Enrollment Number is not available, please give one of the following ID Numbers. (You will be required to show the original document at a later stage):
 - i. Voter ID Card
 - ii. PAN
 - iii. Passport
 - iv. Driving License
 - v. School/ College ID
 - vi. Employer ID (Govt./ PSU/ Private)
 - d. Information about the Board, Roll Number and Year of Passing the Matriculation (10th) Examination.
 - e. Scanned colour passport size photograph in JPEG format (20 KB to 50 KB). **Applications with blurred photograph will be rejected.**
 - f. Scanned signature in JPEG format (10 to 20 KB). **Applications with blurred signature will be rejected.**
 - g. If Aadhaar Number or Aadhaar Enrollment Number is not provided, scanned Left hand Thumb Impression (LTI) in JPEG format (10KB to 30 KB). **Applications with blurred biometric impression will be rejected.**
 - h. If you are suffering from any specific disability (40% or more) identified suitable for government jobs, then scanned Disability Certificate in JPEG/ PDF format (20KB to 50KB).
4. For One-Time Registration, click on „Register Now“ link provided in „Login“ Section on <https://edu-nsdcindia.org>.
5. One-Time Registration process requires filling up of following information:
 - a. Basic Details
 - b. Additional Details

- c. Contact Details
 - d. Photo Signature and LTI
6. **For filling up the 'One-Time Registration Form', please follow the following steps:**
- a. Few critical details (e.g. Aadhaar Number, name, father's name, mother's name, date of birth etc) are required to be entered twice, in the relevant columns of the Registration Form, for verification purpose and to avoid any mistakes. If there is mismatch between original and verify data column, indication will be given in red text.
 - b. S No-1, provide information about Aadhaar Number/ Aadhaar Enrollment Number/ Identity Card and its Number. Any one of these Numbers is required to be given.
 - c. S No-2: Fill your name **exactly** as given in Matriculation (10th Class) Certificate. In case, you have made any changes in your name after matriculation, please also indicate the same at S No-2c and 2d.
 - d. S No-3: Fill your father's name **exactly** as given in Matriculation (10th Class) Certificate.
 - e. S No-4: Fill your mother's name **exactly** as given in Matriculation (10th Class) Certificate.
 - f. S No-5: Fill your date of birth **exactly** as given in Matriculation (10th Class) Certificate.
 - g. S No-6: Matriculation (10th Class) Examination Details which include:
 - i. Name of Education Board
 - ii. Roll Number
 - iii. Year of passing
 - h. S No-7: Gender
 - i. S No-8: Level of Educational Qualification (Highest).
 - j. S No-9: Your Mobile Number. This must be a working mobile number as it will be verified through „One Time Password“ (OTP). It may be noted that any information which we may like to communicate with you, will be sent on this mobile number only. Your mobile number will also be used for retrieval of password, if required.
 - k. S No-10: Your Email ID. This must be a working Email ID as it will be verified through OTP. **Your Email ID will be your Username for login to the Skill India NSDC India online system.** It may also be noted that any information which we may like to communicate with you, will be sent on this Email ID only. Your Email ID will also be used for retrieval of password, if required.
 - l. When the Basic Details provided at S No-1 to 10 are saved, you will be required to confirm your mobile number and email ID. On confirmation, your Registration ID and Password will be provided to you on your mobile number and Email ID. Now proceed further to fill up „Additional Details“ by clicking „Next“
 - m. S No-11: Provide information about your Category.
 - n. S No-12: Provide information about your Nationality

- o. S No-13: Provide information about visible Identification Mark. You may be required to show the above Identification Mark at various stages of examination.
 - p. S No-14: Provide information about disabilities, if any. If you are suffering from any specific disability (40% or more) identified suitable for government jobs, then provide Disability Certification Number and upload Disability Certificate. **However, PwD candidates are not eligible to apply for this examination.**
 - q. Save the information and proceed further to provide Contact Details.
 - r. S No: 15 to 18: Provide information about your Permanent and Present Address. Save the data and proceed further to last Part of the Registration Process.
 - s. S No: 19 to 22: Upload your recent Photo and Signature as specified at S No-2 above. If you do not have Aadhaar Number or Aadhaar Enrolment Number, then you have to upload the scanned impression of Left Hand Thumb. In case a candidate does not have left hand thumb, impression of right hand thumb or Left great toe or right great toe may be used in that order.
 - t. Save the information provided. You have the facility to take draft printout and to send the draft information to your registered email ID. Review the information provided thoroughly, before „Final Submit“.
 - u. Upon clicking „Final Submit“ different OTPs will be sent on your mobile number and Email ID. You need to enter the respective OTPs to complete the Registration Process.
 - v. After submission of Basic Information, if the registration process is not completed within 7 days, your data will be deleted from the system.
7. After completion of registration process, „Basic Details“ can be changed only once. **THEREFORE BE EXTREMELY CAUTIOUS WHILE MAKING ONE TIME REGISTRATION.**
8. **YOU ARE AGAIN ADVISED THAT NAME, FATHER'S NAME, MOTHER'S NAME, DATE OF BIRTH, MATRICULATION EXAMINATION DETAIL SHOULD BE FILLED EXACTLY AS RECORDED IN MATRICULATION CERTIFICATE. YOUR CANDIDATURE MAY GET CANCELLED IN CASE OF INCORRECT/ WRONG INFORMATION.**

Part-II (Online Application Form)

1. Login to online system through your registered Email ID and password provided on your mobile number and Email. Change your password, when prompted.
2. Click „Apply“ link in „GD Manager“ section under „Latest Notifications“ tab.
3. Information in columns at S No-1 to 12 will be automatically filled from your One-Time Registration Data which is non-editable.

4. S No-13: Give your preference for Examination Centers. You may choose examination Centers within the same Region. Choice for all the three Centers must be given in the order of preference.
5. S No-14: If you are an ex-serviceman, fill up the required information. **Wards of servicemen/ ex-servicemen are not treated as ex-servicemen.**
6. S No-15: If you are seeking age relaxation, select appropriate age-relaxation category.
7. S No-16 and 17: Select your Domicile State/ UT and District of Domicile. As the vacancies for the posts of Managers in CAPFs and Rifleman in Assam Rifles is domicile based and vacancies are also reserved for Border Districts and Districts affected by Naxal/ Militancy, therefore you will only be considered from the State/ UT and District mentioned by you at S No-16 and 17 respectively. You will be required to produce Domicile Certificate of the State/ UT and District specified by you at S No-16 and 17 respectively at the time of Document Verification. **If there is any mismatch between Domicile State/ UT and District mentioned by you at S No-16 & 17 and the State/ UT and District in the Domicile Certificate produced by you at the time of Document Verification, your candidature will be summarily rejected.**
8. S No-18: If you belong to SC/ ST/ OBC category and have migrated from the State/ UT of your origin to a State/ UT where your caste is not recognized as SC/ ST/ OBC, you have the option either to take the benefit of reservation from the State/ UT of your origin or be considered as un-reserved candidate against the vacancies of the State/ UT of your present domicile. Make your considered decision and fill up information in this column accordingly.
9. S No-19 and 20: Information will be filled up automatically based on your Domicile State/ UT and District.
10. S No-21: Give your preference of CAPFs/ Organizations. **Filling up of all the 8 options will be mandatory.**
11. S No-22: Please see Notice of Examination, Para No: 17 (30) and fill up accordingly.
12. S No-23: Please indicate your highest qualification.
13. S No-24, 25 and information with regard to Photo/ Signature/ Biometric impression will be filled up automatically from the One-Time Registration Data.
14. Complete your declaration by clicking on "I agree" check box, fill up captcha code.
15. Preview and verify the information provided by you and Submit the Application.
16. If you are not exempted from fee payment, make the requisite fee payment through online mode or through SBI Challan. In case, fee is paid through Challan, it will get updated within 2-3 days.
17. Take printout of the application for your future reference. You are not required to submit printout of the application or the hard copy of any other document at the application stage to the Commission.
18. Payment status and application status can be checked by clicking on the respective links available on „Latest Notifications“ tab under Candidate's „Dashboard“.

Under Secretary (P&P-I)
22-07-2018