

User Manual for

Online Application Process in

Swami Vivekananda Merit cum Means Scholarship (V2.0)

Government of West Bengal

<https://svmcm.wbhed.gov.in>



Steps to be followed to apply online for Swami Vivekananda Merit Cum Means Scholarship:

Step 1: Open the home page of e-Governance portal for Swami Vivekananda Merit Cum Means Scholarship (<https://svmcm.wbhed.gov.in>) in any browser and click on **Registration** option on the right side of the menu. [Shown in Fig:01]



Fig: 01

Step 2: Please download the operation manual before proceeding for registration, by clicking on **Download User Manual** button and also read the **Instructions** given in the page. After that click on the checkbox to agree terms and then **Proceed for Registration**. [Shown in Fig: 02]

Instructions for submission of Online Application of Swami Vivekananda Merit Cum Means Scholarship

Please download and go through the **Guidelines** of Swami Vivekananda Merit Cum Means Scholarship carefully before you start filling the Online Application Form.

Schedule for Online Application

Application Type	Opening Date	Closing Date
Fresh Application 2018	10.09.2018	30.11.2018
Renewal Application 2017	10.09.2018	----
Kanyashree (K3) Application 2018	10.09.2018	30.11.2018

Application Procedure: Steps to be followed to apply online

Step 1

Online Registration: At first applicants need to fill up and submit the online registration form. On successful submission of the Registration Form, an Applicant ID of 15 characters will be generated and it will be used to login and complete the remaining Steps of the Application Form. The Applicant ID also required for all future correspondences. Please maintain the Password Policy, for choosing the Password in the Registration Form, as instructed. Please download the Registration Slip or note down the system generated Applicant ID for future use. The Applicant ID will also be sent to the mail id, entered at the time of registration.

Applicants, willing to apply for K3 are required to fill up the authentication form to verify their existence in Kanyashree(K2) with the input fields **Kanyashee(K2) Year of Application, Kanyashree ID, Applicant's Name, Applicant's Date of Birth, Father's Name, Mother's Name**. On successful completion of K2 authentication applicants will be forwarded to registration form. The rest of the process is same as fresh application procedure.

For Renewal of existing beneficiaries, Online registration is not needed, rather they can login with their previous Applicant ID and Password to apply for renewal.

Note: Eligibility criteria for application in Swami Vivekananda Merit cum Means Scholarship 2018 are mentioned in detail advertisement, available under Downloads menu.

If Applicants forget their Applicant ID or Password, they can retrieve the same using Forgot Applicant ID/Password option from Applicant Login option.

Step 2

Online Application: Login with the generated Applicant ID, Password (which was set during Registration Process) and Captcha (Security Code). After successful login, fill up rest of the application forms. While uploading Scanned Copy of Image and Signature, please maintain **File Format and File Size** as mentioned. Image and Signature format should be **JPG/JPEG** and size should be in between **20KB-50KB** and **10KB-20KB** respectively.

Step 3

Upload Documents: After successful submission of application forms, **Scanned Supporting Document Upload** form will be appeared. Upload all necessary documents as mentioned in the form. While uploading, please maintain the **File format and File size**, as mentioned. Files should be in **PDF** format and size should not exceed **400KB**.

Documents to be uploaded for Fresh and Kanyashree Application:

- i. Admit Card of Madhyamik Examination or its equivalent
- ii. Mark sheet of Madhyamik Examination or its equivalent (Both sides)
- iii. Admit Card of last Board/Council/University/College examination
- iv. Mark sheet of last Board/Council/University/College examination (Both sides)
- v. Income certificate of family (**Not Applicable for Kanyashree**)
- vi. Domicile certificate as Aadhaar ID/Voter ID/Ration card/Certificate Issued by concerned authority
- vii. Scanned copy of Bank Passbook (1st Page, containing A/C No. and IFSC)

Documents to be uploaded for Renewal Application:

- i. Copy of the Marksheet of the last examination in the present course of study. (Both sides and in case of semester examination system, year wise semester Marksheets).
- ii. Admission receipt for the promotion to the next higher class

Format for Income Certificate is available under Downloads option in the Top menu in all pages.

After successful upload, **Finalize** the application.

Note: Please note that once an application is finalized, that application cannot be edited anymore.

Check to Agree the Declaration

Step 4

Final Submission: After finalizing the application, download the **Verification Certificate** which contains two pages. First page is the Applicant Copy and second page is the HOI(Head of the Institution) Copy. After verification and signed by HOI, applicant will scan the Applicant Copy and upload the same in the application portal to complete the application process. HOI will retain the HOI Copy.

This is to declare that I have read the instructions properly and I agree to abide by them.

Click here to proceed for Registration

Proceed for Registration

Download User Manual

Click here to download the User Manual

Fig:02

Step 3: Choose appropriate **Directorate** and then click on **Apply for Fresh application**. [Shown in Fig:03]

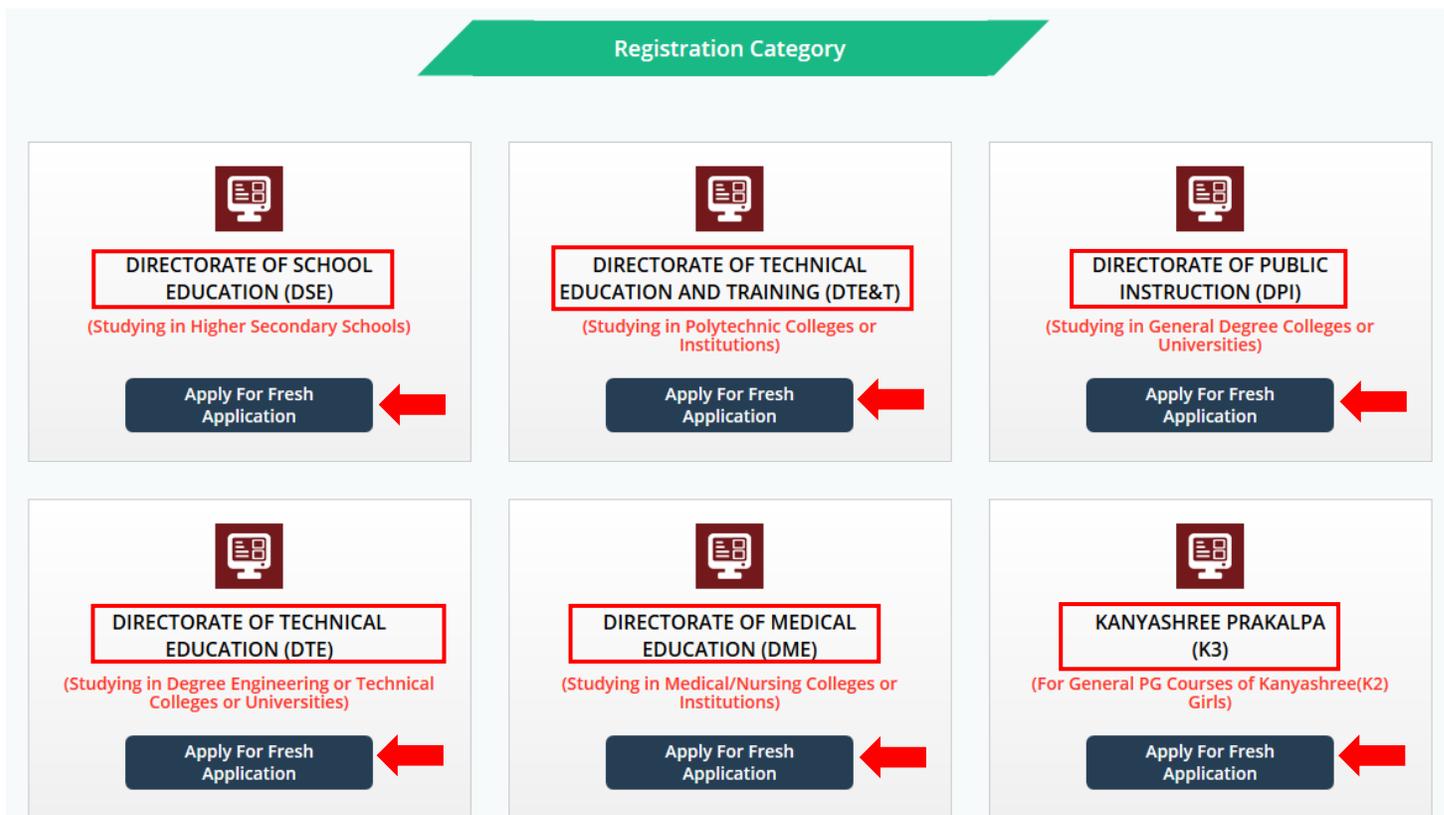


Fig:03

Click on **Apply For Fresh Application**

Step 4: Online Registration:

Fresh Application Process:

For Fresh Application, fill up the Registration form and then Click on **Register** button.

Obtained Marks, Total Marks and Obtained Percentage of applicants from Qualifying Examination Board of **WBBSE** or **WBCHSE** or **WBSCT&VE&SD (for Lateral)** will be filled up automatically.

[Shown in Fig:04, Fig:05 and Fg:06]

Details of Last Eligible Qualifying Board/Council/University Examination for Scholarship ?

Name of qualifying public examination* <input style="width: 95%;" type="text" value="Name of qualifying public examination*"/>	Name of the Board/Council/College/University* <input style="width: 95%;" type="text" value="Name of the Board/Council/College/University*"/>
Roll Number of last eligible Board/Council/College/University examination for Scholarship* <input style="width: 95%;" type="text" value="ROLL NUMBER OF LAST BOARD/COUNCIL/COLLEGE/UNIVERSITY EXAMINATION ELIGIBLE FOR SCHOLARSHIP"/>	
Roll No of 10th Standard Board/Council Examination* <input style="width: 95%;" type="text" value="ROLL NO OF 10TH STANDARD BOARD/COUNCIL EXAMINA"/>	Passing Year of 10th Standard Board/Council Examination* <input style="width: 95%;" type="text" value="Select Year of Passing"/>
Total marks obtained(Excluding additional or optional marks)* <input style="width: 95%;" type="text" value="Total marks obtained(Excluding additional or optional ma"/>	Out of* <input style="width: 95%;" type="text" value="Out of"/>
Overall percentage(Excluding additional or optional marks)(%)* <input style="width: 95%;" type="text" value="Overall percentage obtained (Excluding additional or opti"/>	Year of Qualifying Examination* <input style="width: 95%;" type="text" value="Select Year of Qualifying Examination"/>

Basic Details ?

First Name* <input style="width: 95%;" type="text" value="FIRST NAME"/>	Middle Name <input style="width: 95%;" type="text" value="MIDDLE NAME"/>	Last Name <input style="width: 95%;" type="text" value="LAST NAME"/>
Mobile No* <input style="width: 95%;" type="text" value="Mobile No"/>	Email Id* <input style="width: 95%;" type="text" value="Email Id"/>	
Religion* <input style="width: 95%;" type="text" value="Religion*"/>		

Present Course of Study ?

Select District <input style="width: 95%;" type="text" value="Please Select District*"/>	Name of Institution* <input style="width: 95%;" type="text" value="Name of present Institution*"/>
Name of Present Course* <input style="width: 95%;" type="text" value="Name of Present Course*"/>	Discipline of Course* <input style="width: 95%;" type="text" value="DISCIPLINE OF COURSE"/>
Duration of Course (In years)* <input style="width: 95%;" type="text" value="Duration of Course (In years)"/>	Date of Admission* <input style="width: 95%;" type="text" value="Date of Admission"/>

Password ?

Password* <input style="width: 95%;" type="password"/>	Confirm Password* <input style="width: 95%;" type="password"/>
--	--

Cancel
Register

Fig:04

Details of Last Eligible Qualifying Board/Council/University Examination for Scholarship ⓘ

Name of qualifying public examination* <input type="text" value="HIGHER SECONDARY/EQUIVALENT"/> ✓	Name of the Board/Council/College/University* <input type="text" value="West Bengal Council of Higher Secondary Education"/> ✓
Roll Number of last eligible Board/Council/College/University examination for Scholarship* <input type="text" value="1001111889"/> ✓	
Roll No of 10th Standard Board/Council Examination* <input type="text" value="11254E02147"/> ✓	Passing Year of 10th Standard Board/Council Examination* <input type="text" value="2016"/> ✓
Total marks obtained(Excluding additional or optional marks)* <input type="text" value="376"/>	Out of* <input type="text" value="500"/>
Overall percentage(Excluding additional or optional marks)(%)* <input type="text" value="75.20"/>	Year of Qualifying Examination* <input type="text" value="2018"/> ✓

Basic Details ⓘ

First Name* <input type="text" value="TEST"/> ✓	Middle Name <input type="text" value="MIDDLE NAME"/>	Last Name <input type="text" value="APPLICANT"/> ✓
Mobile No* <input type="text" value="9134012111"/> ✓	Email Id* <input type="text" value="testapplicant2018@yahoo.in"/> ✓	
Religion* <input type="text" value="HINDUISM"/> ✓		

Fig:05

Present Course of Study

Select District KOLKATA	Name of Institution* Bethune College
Name of Present Course* B.A	Discipline of Course* GEOGRAPHY
Duration of Course (In years)* 3	Date of Admission* 01-08-2018

Password

Password*	Confirm Password*
--------------------	----------------------------

Passwords matched!

[Cancel](#) [Register](#)

Password should be strong.
Password should contain
minimum eight characters,
consisting of atleast One Upper
Case Alphabet (i.e. A-Z), One
Lower case Alphabet (i.e. a-z),
One Numeric Character (i.e. 0-9)
& One Special Character (i.e.
@#\$_*_).



Hover the
Mouse here to
See the
Password
Policy



Click here to
Register

Fig:06

Kanyashree (K3) Application Process:

Applicants are required to **Authenticate** their previous Kanyashree Details for registration under Kanyashree(K3) application. [Shown in Fig:07, Fig:08 and Fig:09]

The screenshot shows a web form titled "Kanyashree authentication". The form contains several input fields, each with a green checkmark indicating successful validation. Red arrows point from blue callout boxes to each field:

- Year of Kanyashree(K2) Application:** A dropdown menu showing "2015-2016". Callout: "Select Year".
- Enter Kanyashree ID (Case Sensitive)*:** A text input field containing "19063901c10130000226". Callout: "Kanyashree ID".
- First Name of Applicant*:** A text input field containing "TEST". Callout: "Enter Name".
- Middle Name of Applicant:** A text input field containing "MIDDLE NAME OF APPLICANT".
- Last Name of Applicant:** A text input field containing "APPLICANT". Callout: "Enter Name".
- Enter Applicant DOB*:** A text input field containing "01-10-1995". Callout: "Enter DOB".
- Father's First Name*:** A text input field containing "DEMO". Callout: "Father's Name".
- Father's Middle Name:** A text input field containing "FATHER'S MIDDLE NAME".
- Father's Last Name:** A text input field containing "FATHER". Callout: "Father's Name".
- Mother's First Name*:** A text input field containing "DEMO". Callout: "Mother's Name".
- Mother's Middle Name:** A text input field containing "Mother's Middle Name".
- Mother's Last Name:** A text input field containing "MOTHER". Callout: "Mother's Name".

At the bottom of the form, there are two buttons: "Cancle" (black) and "K2 Authentication" (green). A red arrow points from a blue callout box labeled "Click here to Authenticate" to the "K2 Authentication" button.

Fig:07

Successful
Authentication Message

Kanyashree applicant's authentication has been done successfully

Basic Details ?

Year of Kanyashree(K2) Application

2013-2014

Enter Kanyashree ID (Case Sensitive)*

19063901c10130000226

First Name of Applicant*

TEST

Middle Name of Applicant

Middle Name of Applicant

Last Name of Applicant

APPLICANT

Mobile No*

8777025144

Email Id*

testapplicant2018@yahoo.in

Roll No of 10th Standard Board/Council Examination*

11205E22658

Passing Year of 10th Standard Board/Council Examination*

2013

Details of Last Qualifying Board/Council/University Examination Eligible for Scholarship ?

Name of qualifying public examination*

B.SC

Name of the Board/Council/College/University*

Kalyani University

Roll Number Of Last Eligible Board/Council/College/University Examination for Scholarship*

22145ABC

Total marks obtained(Excluding additional or optional marks)*

800

Out of*

1000

Overall percentage(Excluding additional or optional marks)(%)*

80

Year of Qualifying Examination*

2018

Fig:08

Present Course of Study ⓘ

Select District	Name of Institution*
<input type="text" value="NADIA"/>	<input type="text" value="Kalyani University"/>
Name of Present Course*	Discipline of Course*
<input type="text" value="M.SC"/>	<input type="text" value="PHYSICS"/>
Duration of Course (In years)*	Date of Admission*
<input type="text" value="2"/>	<input type="text" value="01-09-2018"/>

Password ⓘ

Password*	Confirm Password*
<input type="password" value="....."/>	<input type="password" value="....."/>
Passwords matched!	

Hover the Mouse here to See the Password

Click here to Register

Fig:09

Renewal Application Process:

Renewal Applicants are not required to register, rather they will login directly with their previous SVMCM Applicant Id and Password and complete the application process.

(Please scroll down to see the login process). [Shown from fig:11]

Step 5: After successful registration, an **Applicant Id** will be generated and the same will be sent to the registered email id. **Note down the Id** for subsequent login to complete rest of the Application Process and also for future use. [Shown in Fig:10]

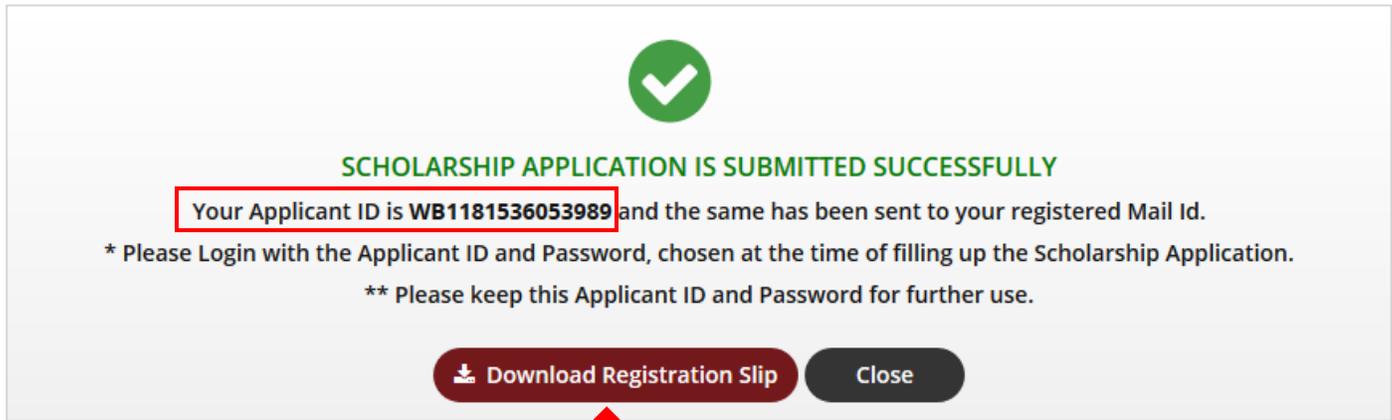


Fig:10

Step 6: Now click on **Applicant Login** option from any of the pages. Enter the **Applicant Id, Password** (Which was set during registration process) and **Security Code** in the appeared pop-up. Then click on the **Login** button. [Shown in Fig:11 and Fig:12]

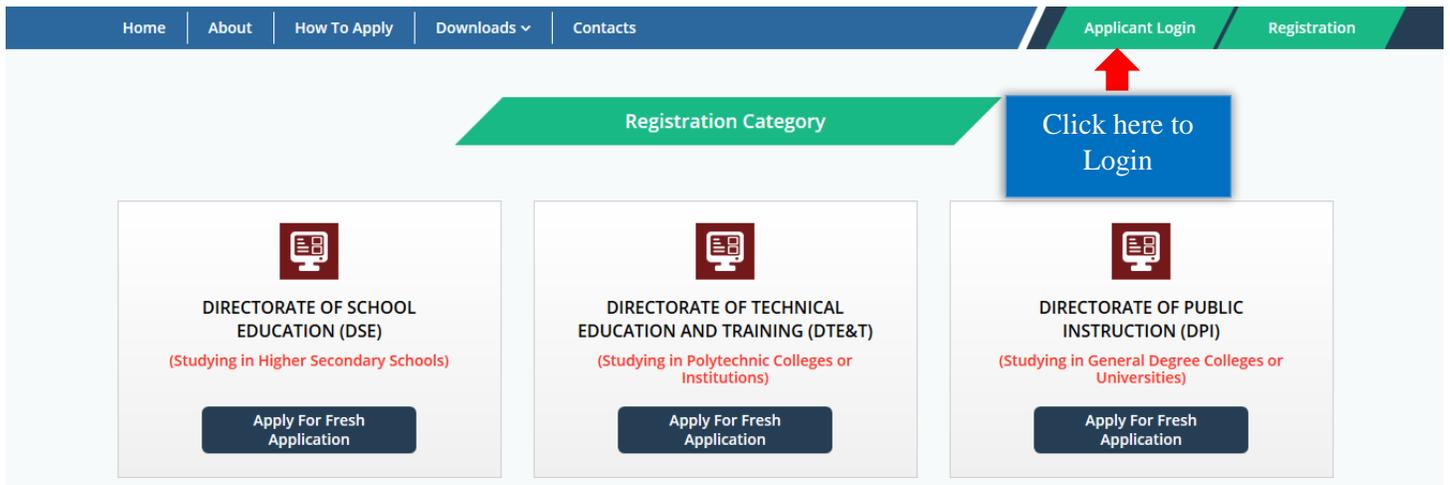


Fig:11

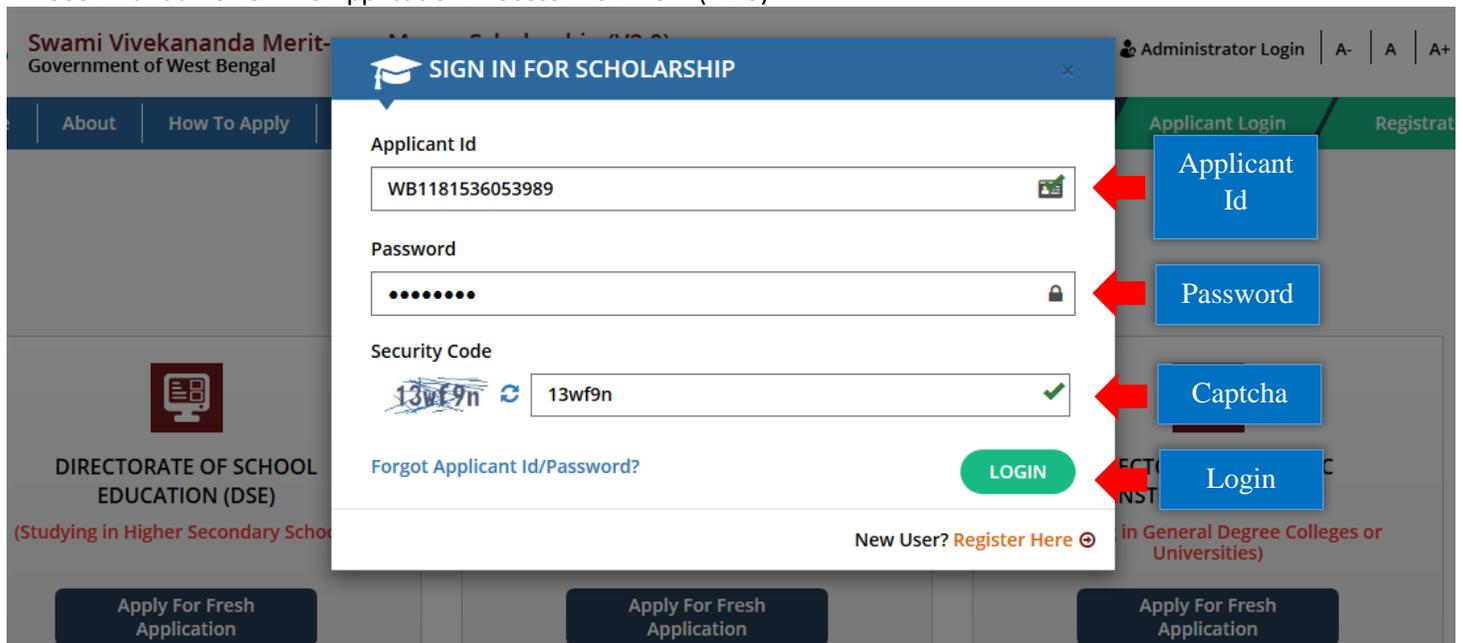


Fig:12

Step 7: After successful login, **Dashboard** of the concerned applicant will be appeared. Click on **Edit Profile** or **Edit Application** to continue the application process. Application process for Fresh and Kanyashree are same. [Shown in Fig:13]

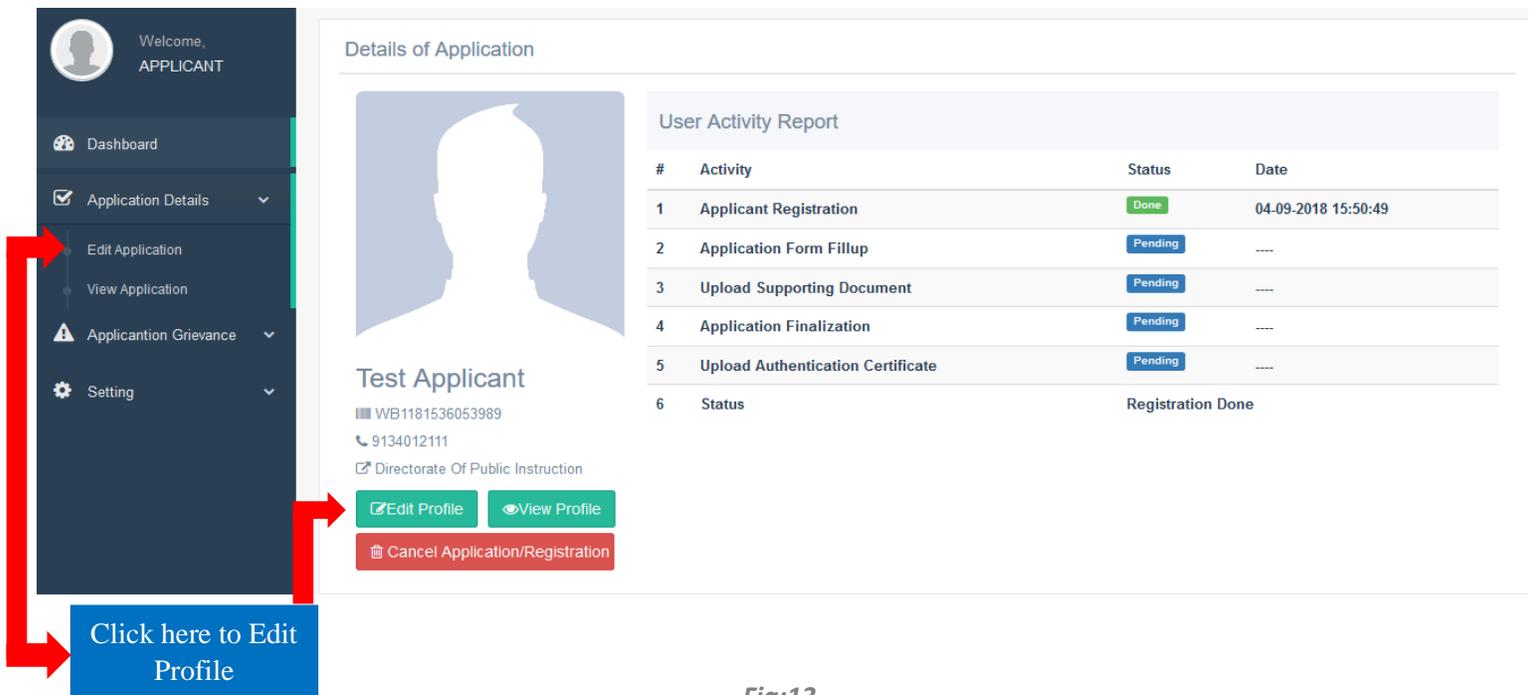


Fig:13

Step 8: First fill up the **Basic Details** form and then click on **Save & Continue** button. Star marked fields are mandatory fields. While uploading Image and Signature please maintain the **File Format** and **File Size** as mentioned in the form. In the Basic Details form, applicants only have to upload the image and signature as the other fields are already filled up during the time of the registration. [Shown in Fig:14]

Basic Details			
Applicant Registration No.	WB1181536053989	Applicant Name	TEST APPLICANT
Mobile No.	9134012111	Email Id	testapplicant2018@yahoo.in
Roll Number of 10th standard Board/ Council Examination or Equivalent	11254E02147	Year of 10th standard Board/ Council Examination or Equivalent	2016
Details of the qualifying public examination, eligible for scholarship:			
Name of the examination	HIGHER SECONDARY/EQUIVALENT	Year of the examination conducted by Board/Council/University	2018
Name of the Board/Council/University	West Bengal Council of Higher Secondary Education	Roll No. of the Board/Council/University Exam	1001111889
Total marks obtained(Excluding additional or optional marks)	376	Out Of	500
Overall percentage obtained(%)	75.20		
Present course of study			
Name of the course	B.A	Discipline of course	GEOGRAPHY
Duration of Course (in Years)	3	Date of admission in this course	01-08-2018
Name of the present Institution	Bethune College	District	KOLKATA

Upload Photograph

Photograph of Applicant:*
(Image Size: 20KB-50KB
Image Format: JPG/JPEG)

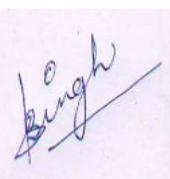
Browse... 10299-200.jpg



Upload Signature

Signature of Applicant:*
(Signature Size: 10KB-20KB
Signature Format: JPG/JPEG)

Browse... 15775_c2Fuamic2...0_Signa



Save & Continue



Click here to Save & Continue

Step 9: After successful submission of Basic Details form, **Personal Details** form will be appeared. Fill up the form and then click on **Save & Continue** button. Star marked fields are mandatory fields. [Shown in Fig:15]

Basic details of application has been updated successfully.

Personal Details

Name of Father	<input type="text" value="DEMO"/>	<input type="text" value="MIDDLE NAME"/>	<input type="text" value="FATHER"/>
Name of Mother	<input type="text" value="DEMO"/>	<input type="text" value="MIDDLE NAME"/>	<input type="text" value="MOTHER"/>
Profession of Father	<input type="text" value="BUSINESS"/>		
Name of guardian*	<input type="text" value="DEMO"/>	<input type="text" value="MIDDLE NAME"/>	<input type="text" value="FATHER"/>
Profession of guardian*	<input type="text" value="BUSINESS"/>	Relation with Guardian*	<input type="text" value="FATHER"/>
Date of Birth*	<input type="text" value="24-10-2001"/>	Sex*	<input type="text" value="MALE"/>
Religion*	<input type="text" value="HINDUISM"/>	Caste*	<input type="text" value="GENERAL"/>
Any Linguistic/Religious minority Community:*	<input type="text" value="No"/>	Whether the applicant is domiciled in West Bengal: *	<input type="text" value="No"/>
Whether Differently Able:	<input type="text" value="No"/>		
Aadhaar No.:	<input type="text" value="918268216322"/>		

Present Family address

House No:*	<input type="text" value="1/22N"/>	Street Name:*	<input type="text" value="BUSSTAND RD"/>
Town/Village:*	<input type="text" value="DEMO TOWN"/>	Post Office:*	<input type="text" value="DEMO POST OFFICE"/>
PIN Code:*	<input type="text" value="742134"/>	District*	<input type="text" value="MURSHIDABAD"/>
State*	<input type="text" value="WEST BENGAL"/>		
Whether the applicant is in receipt of any other State/Central Government scholarship/stipend for the present course: *	<input type="text" value="No"/>		
Whether the applicant has been nominated/has received any other State/Central Government scholarship for the present course of study: *	<input type="text" value="No"/>		
Total income of family, in rupees, from all sources for the period from 1st April 2017 to 31th March 2018:*	<input type="text" value="210000"/>		

Bank details(Major A/C in the name of the Beneficiary concerned)

Name of Bank*	<input type="text" value="STATE BANK OF INDIA"/>	A/C No:*	<input type="text" value="32015147265"/>
IFS Code:*	<input type="text" value="SBIN0002147"/>	Branch Name:	<input type="text" value="DEMO BFRANCH"/>
Branch code:	<input type="text" value="10604"/>	MICR Code:	<input type="text" value="741010604"/>

Previous

Click here to Save & Continue

➔

Save & Continue

Fig:15

For Kanyashree:

Kanyashree applicants may change their bank details as required. In that case, they have to select a reason for the change from the given list. If they select 'Others', then they have to mention the reason by themselves. [Shown in Fig:16]

Bank details(Major A/C in the name of the concern Beneficiary)

Name of Bank*	ORIENTAL BANK OF COMMERCE	A/C No:*	XXXXXXXXXXXX64
IFS Code:*	ORBC0100481	Branch Name:	BONKAPASI
Branch code:	BRANCH CODE	MICR Code:	MICR Code
Do you want to change Bank A/C*	YES	Reason for Change:*	----PLEASE SELECT---- ----PLEASE SELECT---- BANK A/C CLOSED BANK A/C DORMANT TINY A/C CHANGE OF ADDRESS MINOR A/C OTHERS

Previous

Fig:16

Step 10: After successful submission of Personal Details form, **Scanned Supporting Documents** form will be appeared. Upload all the necessary documents as required and then click on **Submit Application** button. While uploading the documents, please maintain the **File Format** and **File Size** as instructed in the form. [Shown in Fig:17 and Fig:18]

For Fresh:

Personal details of application has been updated successfully.

Upload Scanned Supporting Document

Mark sheet of Madhyamik Examination or its equivalent(Both sides)*	Browse... No file selected.	Mark sheet of last Board/Council/University /College Examination*	Browse... No file selected.
Income Certificate of Family*	Browse... No file selected.	Domiciliary certificate as Aadhaar ID/Voter ID/Ration card/Certificate Issued by concerned authority*	Browse... No file selected.
Scan copy of Bank Passbook (1st Page, containing A/C No., IFSC and Beneficiary Name)*	Browse... No file selected.		

Note: Files should only be in PDF format & File size must not exceed 400KB.

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief. In case any of the above information is found to be false or fallacious or misleading or misrepresenting, I am aware that I may be held liable for it. My A/C No. is: 32015147265 and IFS Code is: SBIN0002147 which is major one with the first name of mine.

Previous

Click here to Save & Continue
Submit Application

Fig:17

Check to Agree the Declaration

➤ **The uploading of Income Certificate is not needed for K3 applicants.**

For Renewal:

Basic Details of Renewal Application Has Been Submitted successfully.

Upload Scanned Supporting Document

<p>Mark sheet of last qualifying Examination in the present course of study 2017-2018 (Both sides and in case of semester examination system, copy of both Marksheets for the year)*</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Browse... No file selected.</div>	<p>Admission receipt for the promotion to the next higher class:*</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Browse... No file selected.</div>
--	---

Note: Files should only be in PDF format & File size must not exceed 400KB.

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief. In case any of the above information is found to be false or fallacious or misleading or misrepresenting, I am aware that I may be held liable for it. My A/C No. is: 0156010238939 and IFS Code is: UTBI0BBA246 which is major one with the first name of mine.

PreviousSubmit Application

↪

Check to Agree the Declaration

↑

Click here to Save & Continue

Fig:18

Step 11: After successful submission of the Application, a success message regarding the submission will be displayed. Applicants may download the Application details by clicking on the **Download Application Details** button. Click on **Finalize Application** button to finalize the application. [Shown in Fig:19]

Scholarship Application has been submitted successfully.

View Application

Click here to Download the Application Details

➔

Download Application Details

Basic Details
▼

Applicant Registration No.	WB1181536053989	Applicant Name	TEST APPLICANT
Mobile No.	9134012111	Email Id	testapplicant2018@yahoo.in
Roll Number of 10th standard Board/ Council Examination or Equivalent	11254E02147	Year of 10th standard Board/ Council Examination or Equivalent	2016

Details of the qualifying public examination, eligible for scholarship (Last Board/Council/University examination passed)

Name of the examination	HIGHER SECONDARY/EQUIVALENT	Year of the examination conducted by Board/Council/University	2018
Name of the Board/Council/University	West Bengal Council of Higher Secondary Education	Roll No. of the Board/Council/University Exam	1001111889
Total marks obtained(Excluding additional or optional marks)	376	Out Of	500
Overall percentage obtained:(%)	75.20		

Present course of study

Name of the course	B.A	Discipline of course	GEOGRAPHY
Duration of Course (in Years)	3	Date of admission in this course	01-08-2018
Name of the present Institution	Bethune College	District	KOLKATA

Personal Details
▼

Upload Documents
▼

Finalize Application

Click here to Finalize the Application

↑

Fig:19

➤ **Note that, once an application is finalized, it cannot be edited anymore.**

Step 12: After finalization, a page will be appeared for uploading the Verification Certificate of Head of Institution. At first, click on **Download Head of the Institution Verification Certificate** button to download the certificate. Then **get the certificate attested** with Signature and Official Seal of Head of the Institution concerned. After that upload the scanned copy of the attested certificate and click on **Final Submission of Scholarship Application** button for final submission of the application. [Shown in Fig:20]

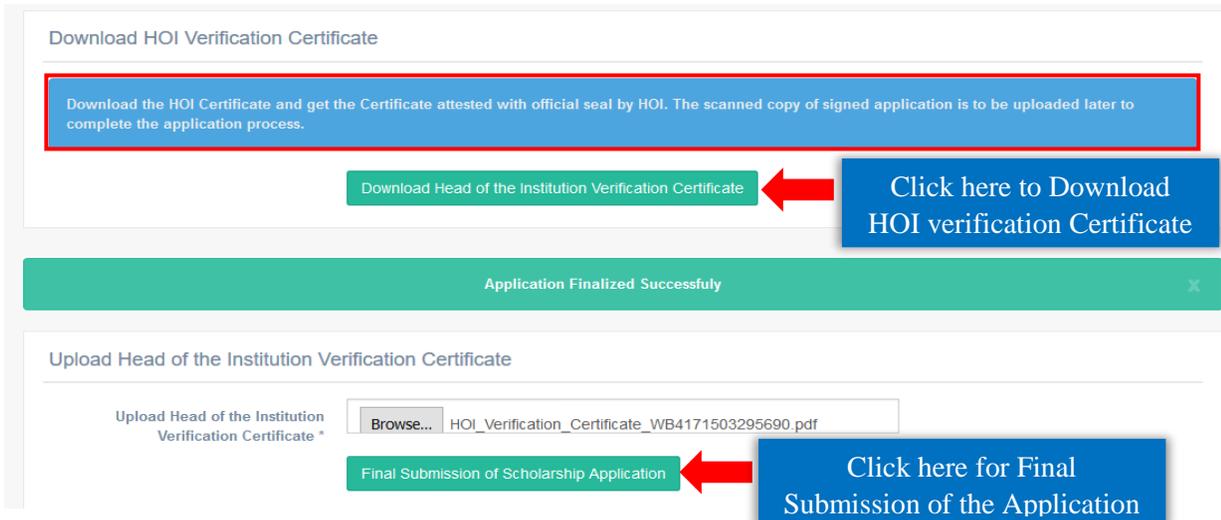


Fig:20

- After final submission, a success message regarding successful submission of the application will be displayed. [Shown in Fig:21]

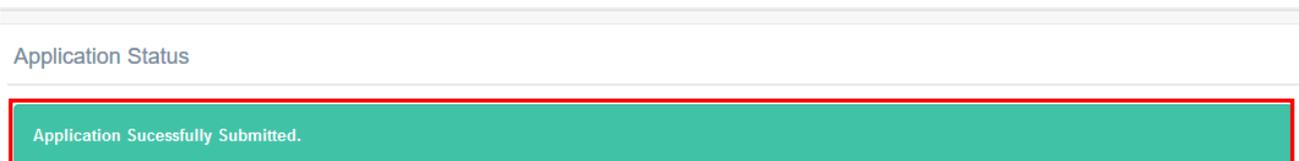


Fig:21

- To view the Profile/Application, click on **View Profile** option in Dashboard or click on **View Application** option under **Application Details** tab in Menu area. [Shown in Fig:22]

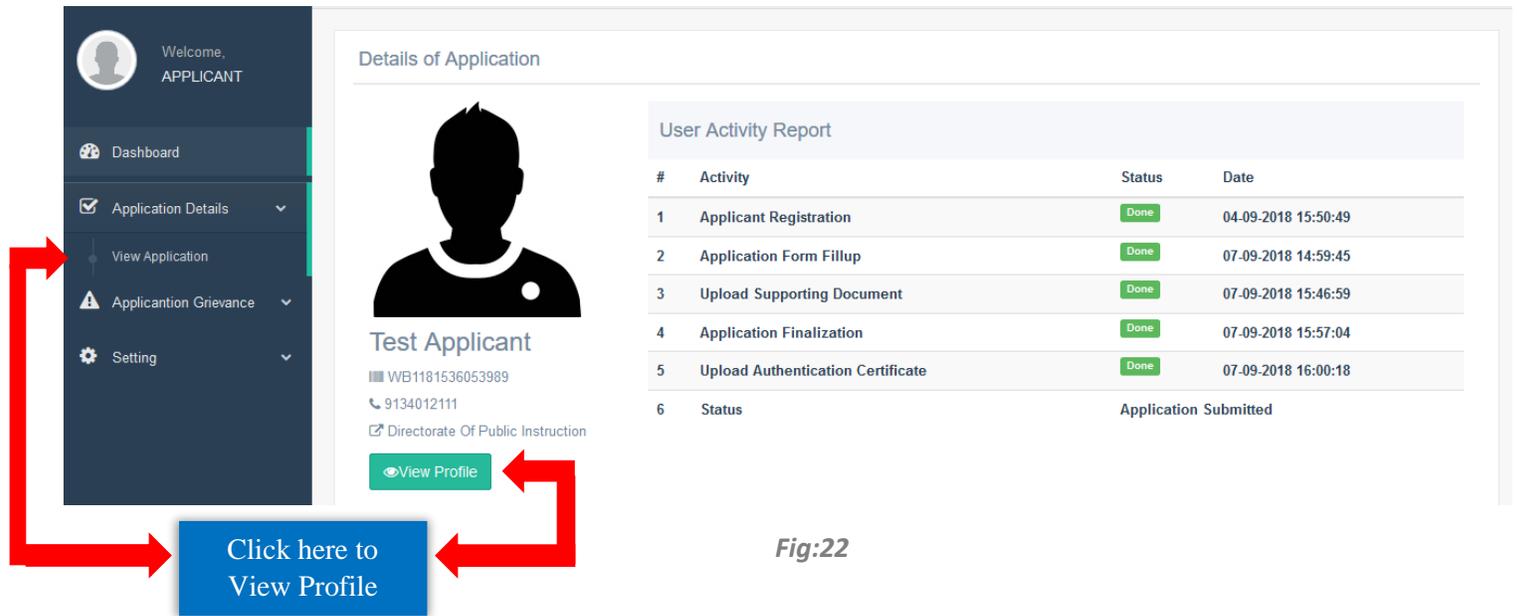


Fig:22

Forgot Applicant Id/Password:

- To retrieve Applicant Id/Password click on **Forgot Applicant Id/Password** option on the Login pop-up from the **Applicant login** option. [Shown in Fig:23]

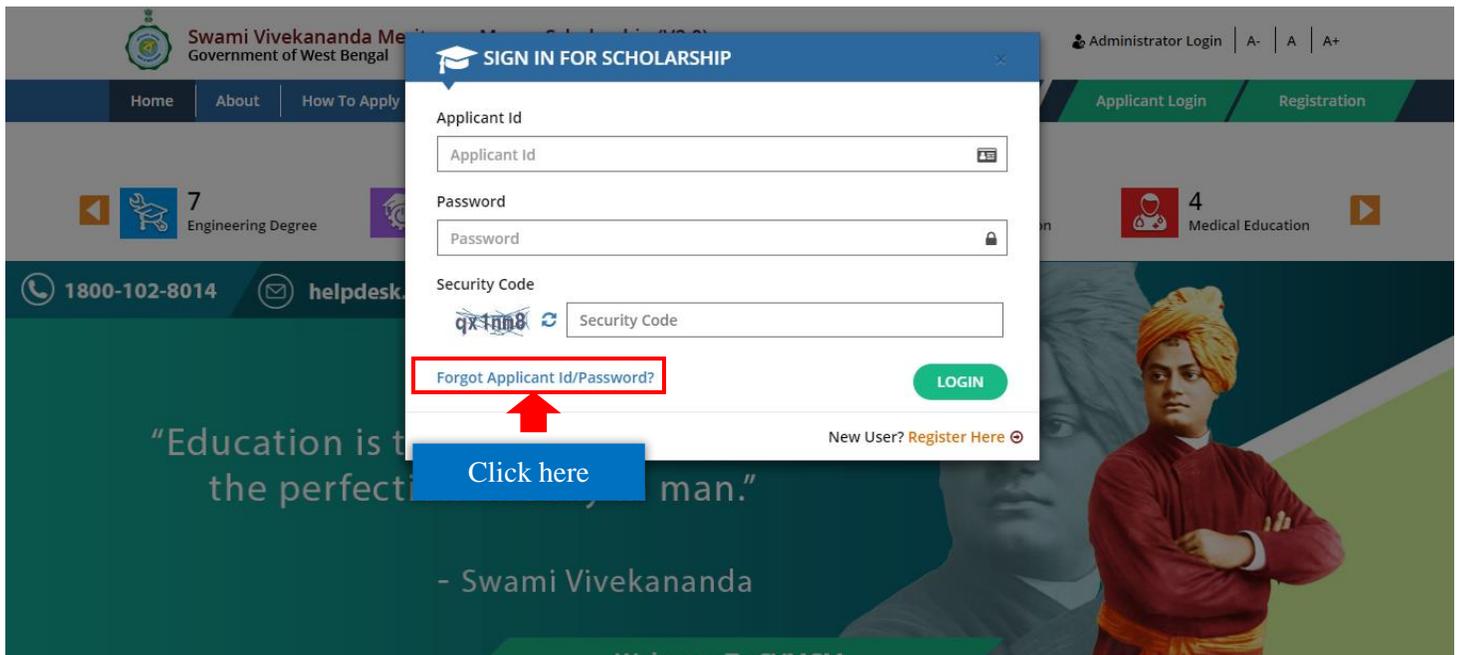
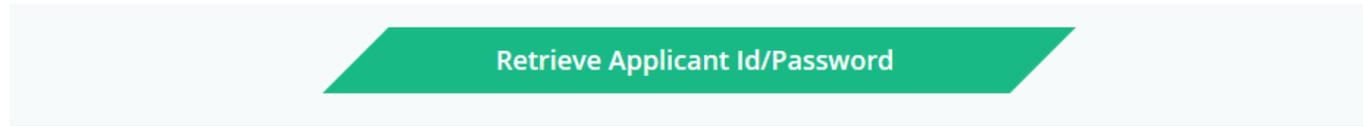


Fig:23

- Select what is to retrieve from the given option and then click on the **Proceed** button. After selecting a option the relevant form will be appeared. [Shown in Fig:24]



Select What is to Retrieve*

---Please Select---

---Please Select---

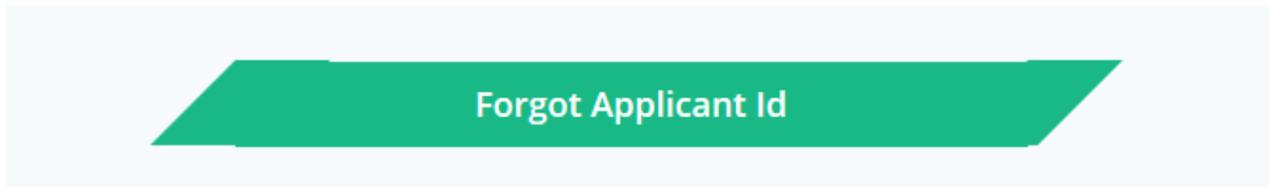
Applicant Id

Password

Fig:24

For Applicant Id:

- Enter the required details as **First Name**, **Middle Name** (if any), **Last Name**, **Date of Birth**, **Email Id** and **Security Code** and click the **Proceed** button. [Shown in Fig:25]



First Name*

Middle Name
Last Name*
Date of Birth*
Email ID*
 

Proceed

Fig:25

- After successful authentication your Applicant Id will be sent to your registered email id. Kindly check the Spam/Junk folder as well if the email is not received in Inbox. [Shown in Fig:26]

Your Applicant Id has been sent successfully to your registered email id! Please check the Spam/Junk folder as well.

First Name*

Middle Name
Last Name*
Date of Birth*
Email ID*
 

Proceed

Fig:26

For Password:

- Enter the required details, i.e. **Applicant Id**, **Email Id** and **Security Code** and hit the **Proceed** button. [Shown in Fig:27]

Forgot Password

Applicant ID*

Email ID*
 

Proceed

Fig:27

- After successful authentication an email containing the link to Reset the Password will be sent to your registered email id. Kindly check the Spam/Junk folder if the email is not received in Inbox. [Shown in Fig:28]

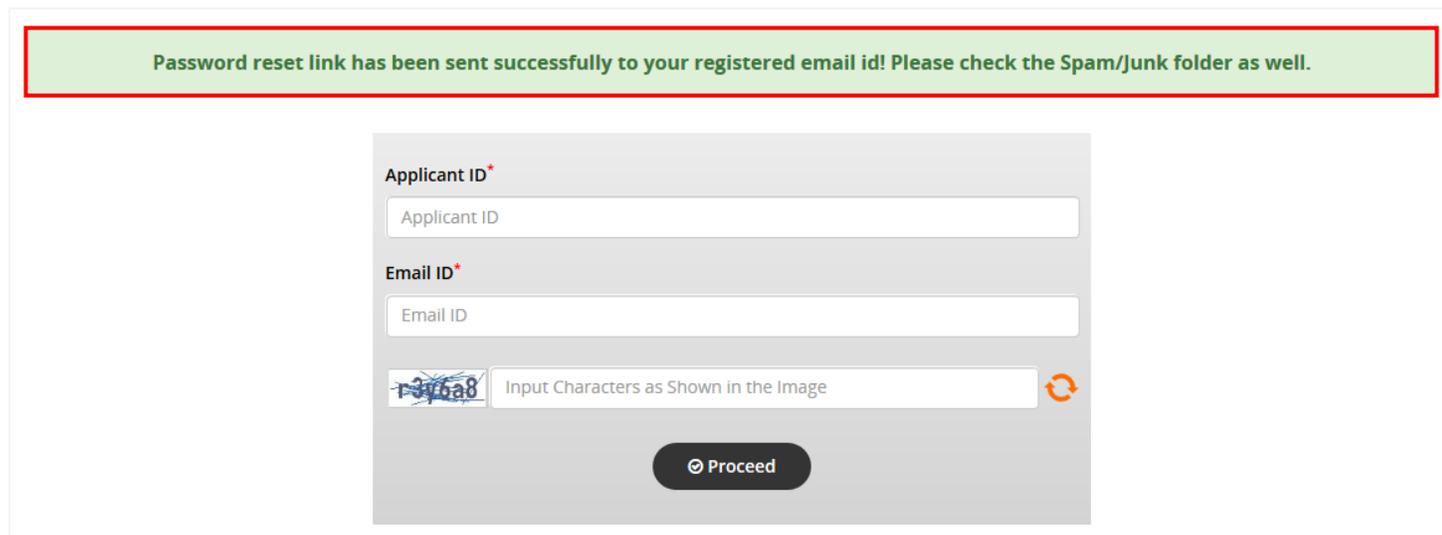


Fig:28

Change Password:

- To change Profile Password, Click on **Reset Password** option under **Setting** tab in Menu area. First enter the Existing Password, then New Password for confirmation and Captcha. Click on **Update Password** button. [Shown in Fig:29]

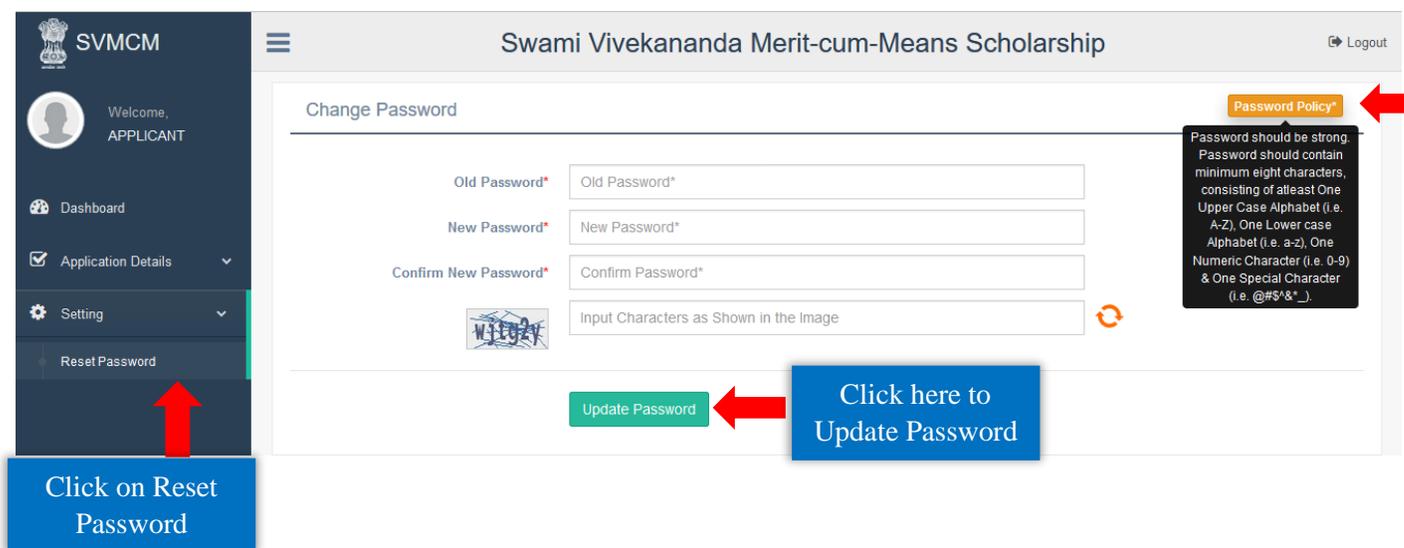


Fig:29

➤ **Technical Helpdesk:**

Please contact us for further queries and consequent operational support via Helpdesk for user support.

- **Support mail id: helpdesk.svmcm-wb@gov.in**
- **Toll free help line no: 1800 102 8014** (10 AM to 6 PM except Sundays)