"Seekho aur Kamao"

A Skill Development Initiative for Minorities

User Manual

Prepared by:-Uneecops Technologies Ltd (Financial Year 2017-18)

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1. Objective

- To bring down unemployment rate of minorities during 12th Plan period.
- To conserve and update traditional skills of minorities and establish their linkages with market.
- To improve employability of existing workers, school dropouts etc. and ensure their placement.
- To generate means of better livelihood for marginalized minorities and bring them in the mainstream.
- To enable minorities to avail opportunities in the growing market.
- To develop potential human resource for the country.

2. Audiences

This manual is for website Administrators, Users and Visitors. The Seekho aur Kamao Web-Portal can be found at:

http://seekhoaurkamao-moma.gov.in



3. Process of Registration – New User Registration

3.1 Step 1 - Open any web browser and enter the URL:

http:// seekhoaurkamao-moma.gov.in



Figure 1 - New Use Registration

3.2 Step 2 - Click on "New User Registration" in case of 1st time of Registration.

User will be navigated to new URL

http://ngogrants-

moma.gov.in/Home/NgoDarpanValidation?schemid=Mi9WMFQyWDVWMEgx QTBRM0QzVTRFNw==

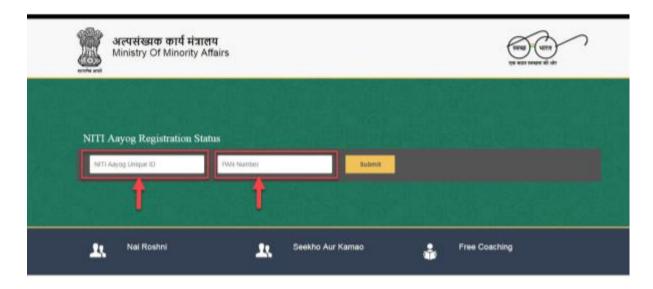


Figure 2 - NGO Grant Portal

- User Need to enter their NITI Aayog Unique ID and PAN Number. Click on "Submit" button to Display their Information.
- Users need to verify their information and in case any changes required, then User need to Coordinate with NGO Darpan Technical Team.

3.3 Step 3 – Click on "Generate OTP" Button to validate the data.

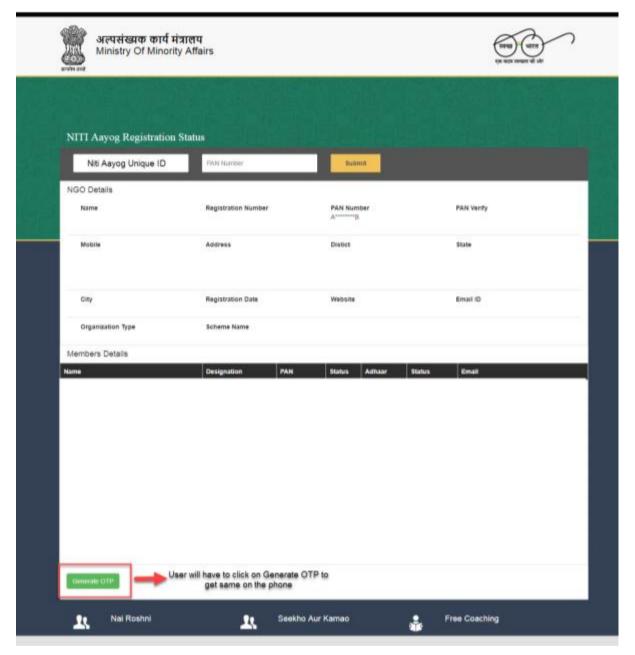


Figure 3 - Generate OTP Screen

- User need to verify that 3 of their Member's PAN Card are verified in order to process further
- User will click on Generate OTP button
- An OTP will be sent to registered Mobile number if PAN Card of 3 Member are verified.
- User will enter the OTP and click on submit button
- On submission, a system generated password will be sent to Mobile number

3.4 Step 4 – Enter NITI Aayog ID as your User Name and Password sent to Mobile number



Figure 4 - Login Screen

- Enter User name(NITI Aayog Unique ID) and Password (sent on Registered Mobile number)
- Enter Captcha Showing on the screen below password field
- Click on "Login" Button

3.5 Step 5 - Online Registration page

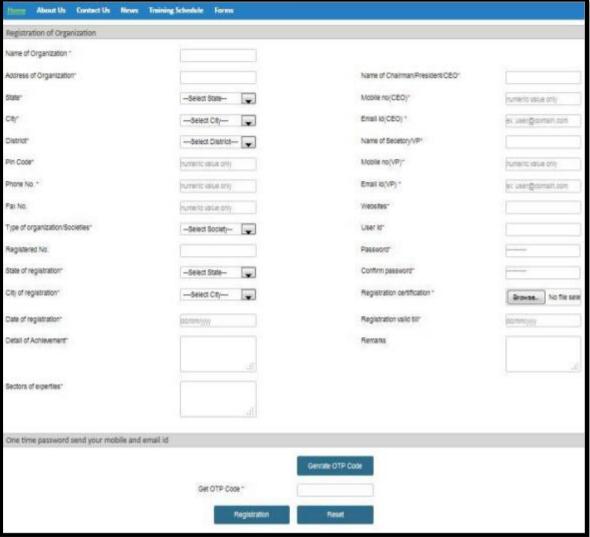


Figure 5 - Online Registration Page

- New user will be able to view data auto-filled and will have to fill remaining information where Data is missing
- User should not use any Special Character while filling the information.
- User should filled all the mandatory field and upload document wherever is required.
- Will Click on "Generate OTP" button to receive OTP on registered Mobile number
- Will enter OTP in the field provided.
- Will click on "Registration" button to successfully get registered and Password will be received on registered mobile number
- User can also Reset the Information and can fill the details again.



4. Process of Registration - Existing User

4.1 Step 1 – Click on "Forgot Password" Link as shown below



Figure 7 - Forgot Password Link

• Click on Forgot Password link to open the Forgot Password page.

4.2 Step 2 - Enter your "NITI Aayog ID" as your User Name and Captcha



Figure 8 - Forgot Password Link

4.3 Step 3 -Enter the User Name and Password



Figure 9 - Login Page

- User will enter NITI Aayog Unique ID as their User name.
- User will enter "password" received on the registered mobile number.
- User will enter Captcha showing on the screen and will click on Login Button to move to dashboard.
- First time user will ask to reset their password as showing in Figure 10

4.4 Step 4 - Reset Password



- User need to Enter Old Password
- User need to enter New password and Confirm password
- Click on "save" button to successively change the password.

5. Process of Login

5.1 After registration enter the URL:

http://seekhoaurkamao-moma.gov.in



Figure 11 - Login Page

Steps followed in Figure-11:

- Enter user name (user name is case sensitive)
- Enter password (password created during registration)
- Enter valid captcha details
- Click on login button
- User will get redirected to the Home page after clicking on the button.

6. Process of Managing Created Account

After login the screen as shown in figure will appear which will ask for financial year. In order to fill new form users have to select the current financial year i.e. 2017-18. But those users who want to check old reports have to select other financial year present in the dropdown.



Figure 12 - Financial Year

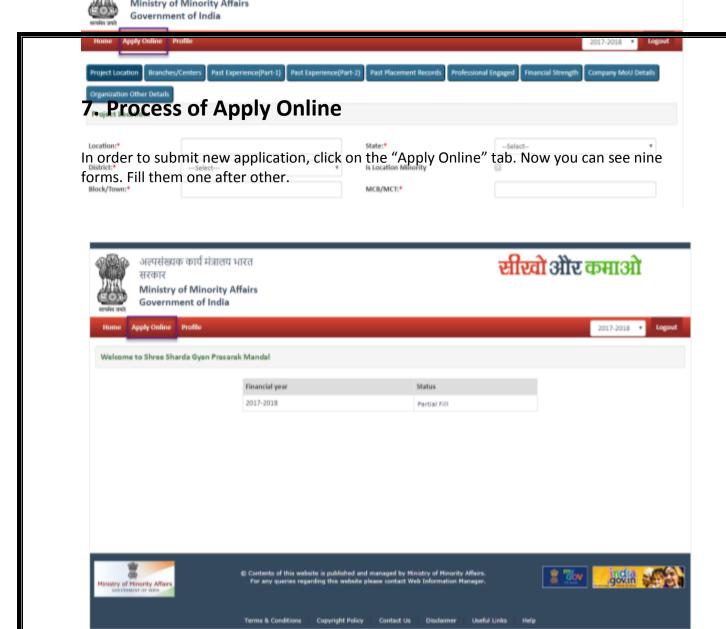


Figure 13 - Apply Online

7.1 Form 1 - Project Location

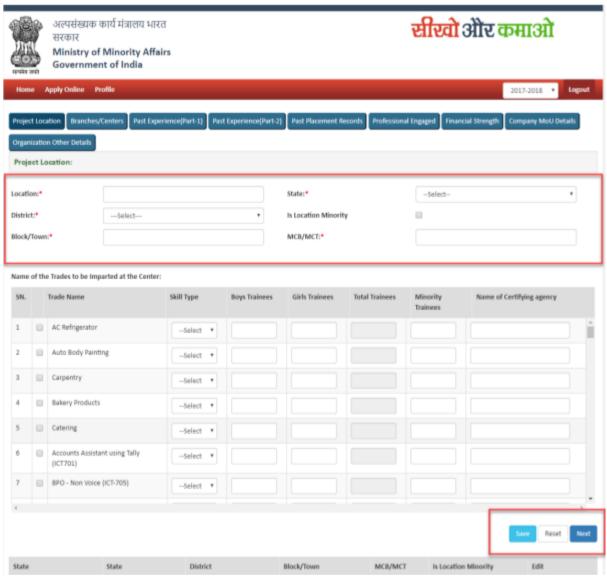


Figure 14 - Project Location

- User need to enter their Project Location information one by one. At a time user can add one project location.
- In Order to add more project location, user need to enter information again and click on save button.
- Once all the project location added, user will click on 'Next" button to move to next screen for Form 2 submission.

7.2 Form 2 – Branches / Centres

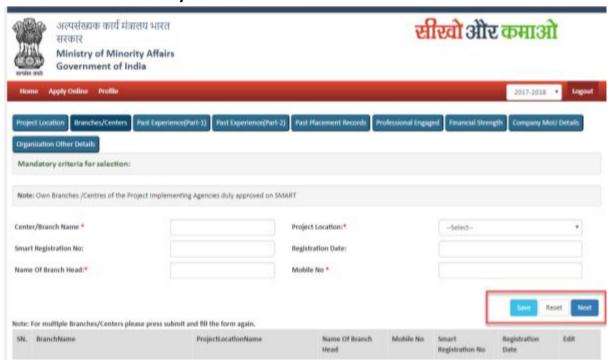


Figure 15 - Branches/ Centers

- User need to enter their Branch/Centers information one by one and click on save button to save the information.
- In Order to add more Branch/Centers, user needs to enter information again and click on save button.
- User can add multiple Branch/Centers.
- User can also reset the information filled in the screen.
- User will click on "Next" button save the information and move to next screen.

7.3 Form 3 – Past Experience (Part 1)



Figure 16 - Past Experience (Part 1)

- User Need to give details about skill development projects funded by Central Ministries/Department in last 3 years.
- User need to fill all the information shows on the screen and click on save button to save the information filled.
- In Order to add more Past Experience for multiple financial years, user needs to enter information again and click on save button.
- In order to move to next screen, user needs to click on the "Next" button.
- User can reset the information in text field
- User can add multiple information also

7.4 Form 4 - Past Experience (Part 2)

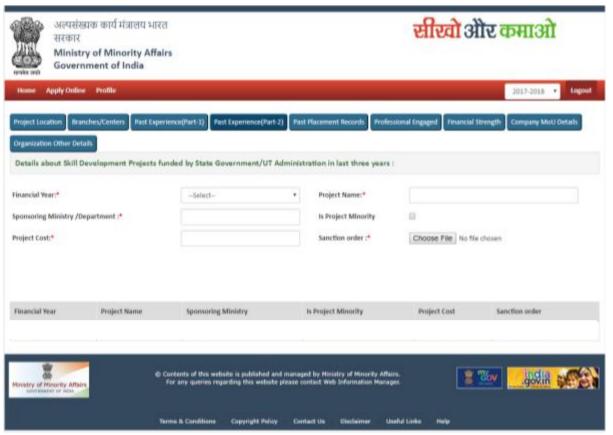


Figure 17 - Past Experience (Part 2)

- User Need to give details about skill development projects funded by state Government/ UT Administration in last 3 years
- User need to fill all the information shows on the screen and click on save button to save the information filled
- In Order to add more Past Experience for multiple financial years, user needs to enter information again and click on save button.
- In order to move to next screen, user needs to click on the "Next" button.
- User can reset the information in text field
- User can add multiple information also

7.5 Form 5 - Past Placement Record



Figure 18 - Past Placement Record

- User need to upload document asked in the screen. Validation for Document are:
 - File size should not be more than 1 MB
 - File should be in PDF Format
 - File name should contain max 30 Character and no special Character.
- User need to provide past placement record for last 3 financial Year in the entire column asked.

7.6 Form 6 - Profession Engaged

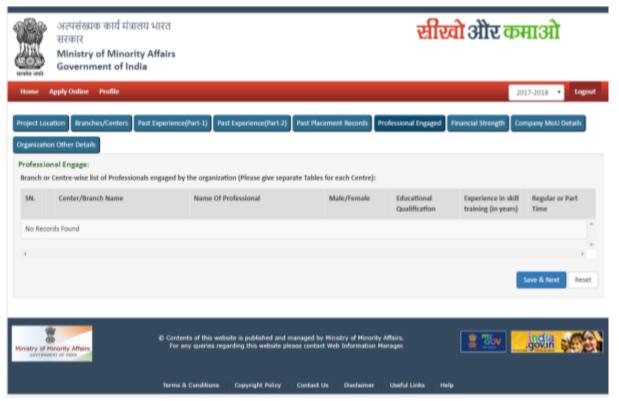


Figure 19 - Profession Engaged

- User need to enter Profession engaged information Centre /branch wise.
- In Order to move to next screen, user need to click on "Save & Next" Screen.

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7.7 Form 7 – Financial Strength

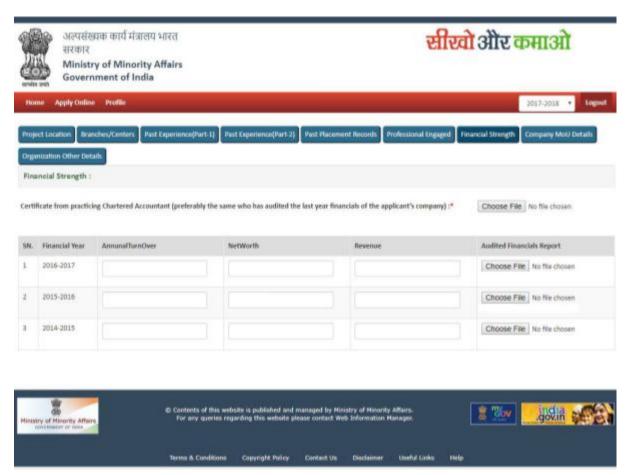


Figure 20 - Financial Strength

- User need to input financial information and need to upload Audit Financial Report.
 - File size should not be more than 1 MB
 - o File should be in PDF Format
 - o File name should contain max 30 Character and no special Character.

7.8 Form 8 - Company MOU Details

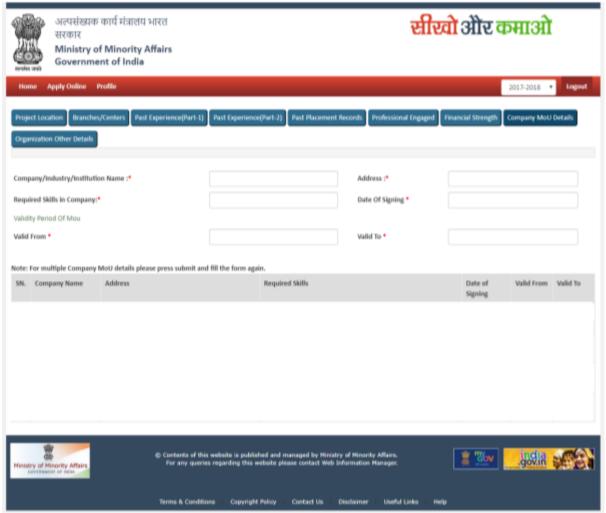


Figure 21 - Company MOU Details

7.9 Form 9 - Organization Other Details

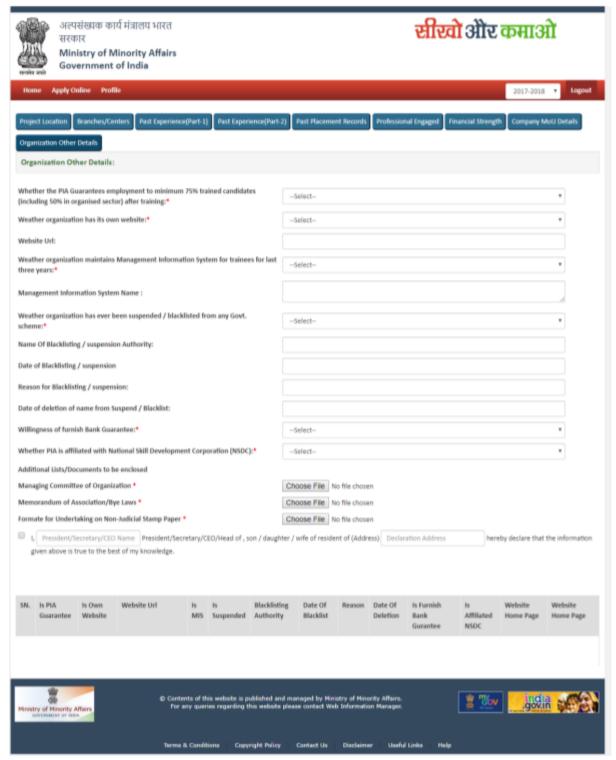


Figure 22 - Organization Other Detail

- User need to input complete information and need to upload document wherever required.
 - o File size should not be more than 1 MB
 - File should be in PDF Format
 - o File name should contain max 30 Character and no special Character.

8. Process of Checking Account Status

You can check the status of your form that whether it is completed or partially filled etc.



Figure 23 - Account Status Screen

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