User Manual for

Online Application Process in

Swami Vivekananda Merit cum Means Scholarship (V3.0)

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]
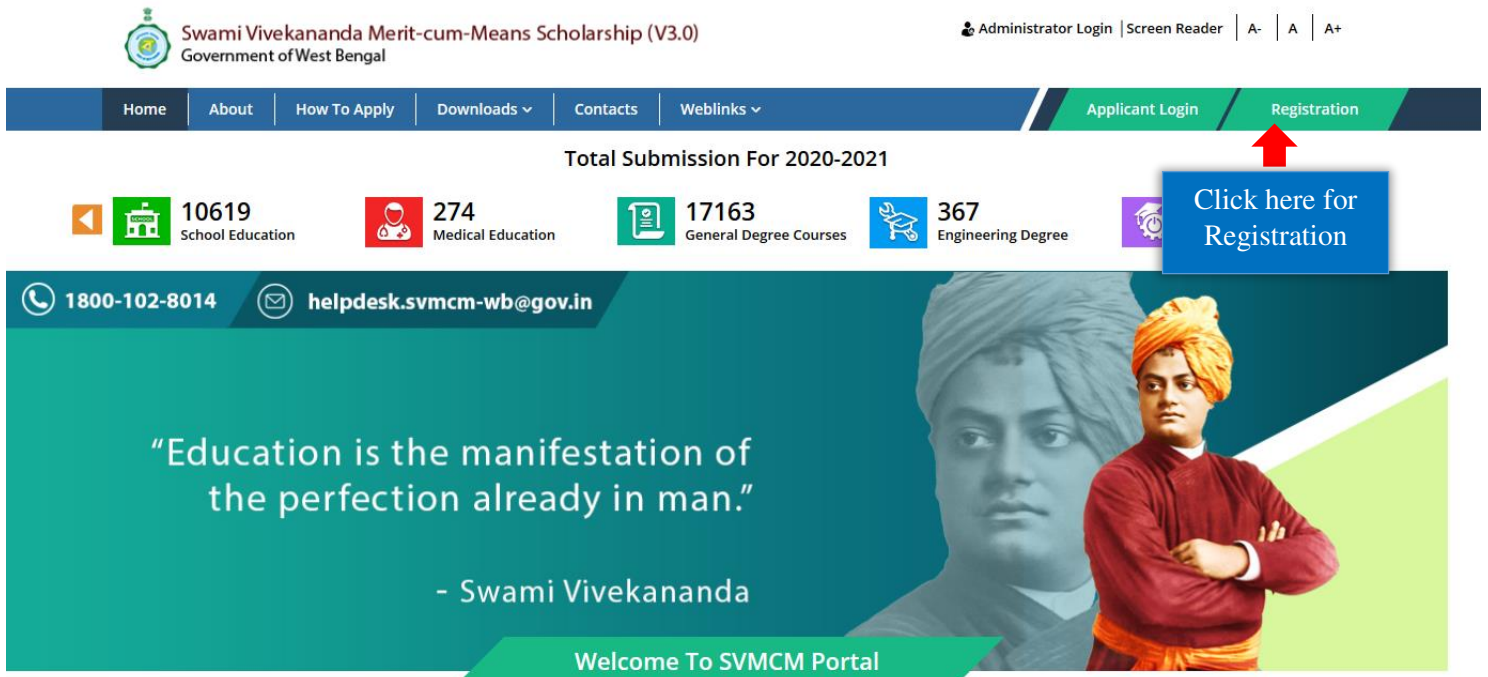

Fig: 01

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]

User Manual for Online Application Process in SVMCM (V3.0)

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.

SVMCM & Kanyashree(K3) Applications	M.Phil/NON-NET/NET-LS Research Fellow

☞ **Schedule for Online Application**

Application Type	Opening Date	Closing Date
Fresh Application 2020	07.10.2020	----
Renewal(including K3 Renewal) Application	----	----
Fresh Kanyashree (K3) Application 2020	07.10.2020	----

☞ **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.

** If a dropout applicant of previous year selects 2019 as Year of Last Qualifying Exam, then an extra field will be appeared. Applicant has to enter a valid reason in that field for not applying for SVMCM Scholarship in 2019.**

Note: Please enter valid mobile no and email id as an OTP will be sent to during the registration process for verification of the mobile no and also SMS and email will be sent after completion of registration and submission of application.

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 2020 are mentioned in detail advertisement and also in the About section, available under **Downloads** menu and **About** menu respectively.

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**.

In the upload documents form, select the Competent Authority (BDO/SDO/Jt. BDO / BLRO (Panchayat Area), Executive Officer / Finance Officer / Education Officer in case of municipality, Commissioner / Dy. Com / Municipal secretary in case of Corporation Area, G.R-A Gazetted Officer) whom the Income Certificate is issued from.

Documents to be uploaded for Fresh and Kanyashree Application:

i. Mark sheet of Madhyamik Examination or its equivalent (Both sides)

ii. Mark sheet of last Board/Council/University/College examination (Both sides)

ii. Admission receipt

iii. Income certificate of family (**Not Applicable for Kanyashree**)

iv. Domicile certificate as Aadhaar ID/Voter ID/Ration card/Certificate Issued by concerned authority

v. 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, both 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.

Step 4 ▶ Submission: After successful upload, Check the application in view mode & click on **Submit Application** to complete the application process.

Step 5 ▶ **Edit:** After submission of application form in the portal there will generally not be any option to edit application details. However, if any modification (for example, change of Institution details etc.)is needed after submission, applicant may approach concerned HOI/DI for such modification. HOI/DI will then unlock the application and the applicant will then be able to edit the application details. The applicant may also approach helpdesk by sending email (he/she must give registered mobile number in the email) for getting such edit option.

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

Check to Agree the Declaration

Click here to proceed for Registration

⊘ Proceed for Registration   ⬇ Download User Manual

Click here to download the User Manual

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]

➢ *Note that, if an applicant selects 2019 as Year of Last Qualifying Exam, then an extra field will appear where the applicant has to enter a reason for not applying for SVMCM Scholarship in 2019.*

REGISTRATION FOR SCHOLARSHIP

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

Name of qualifying public examination*

| Name of qualifying public examination* ▼ |

Name of the Board/Council/College/University*

| Name of the Board/Council/College/University* ▼ |

Year of Qualifying Examination*

| Select Year of Qualifying Examination ▼ |

Roll Number of last eligible Board/Council/College/University examination for Scholarship*

| ROLL NUMBER OF LAST BOARD/COUNCIL/COLLEGE/UNIVERSITY EXAMINATION ELIGIBLE FOR SCHOLARSHIP |

Passing Year of 10th Standard Board/Council Examination*

| Select Year of Passing ▼ |

Roll No of 10th Standard Board/Council Examination*

| ROLL NO OF 10TH STANDARD BOARD/COUNCIL EXAMINA |

Total marks obtained(Excluding additional or optional marks)*

| Total marks obtained(Excluding additional or optional ma |

Out of*

| Out of |

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

| Overall percentage obtained (Excluding additional or opti |

Basic Details ❓

First Name*

| FIRST NAME |

Middle Name

| MIDDLE NAME |

Last Name

| LAST NAME |

Mobile No*

| Mobile No |

Email Id*

| Email Id |

Religion*

| Religion* ▼ |

Present Course of Study ❓

Select District

| Please Select District* ▼ |

Name of Institution*

| Name of present Institution* ▼ |

Name of Present Course*

| Name of Present Course* ▼ |

Discipline of Course*

| DISCIPLINE OF COURSE |

Duration of Course (In years)*

| Duration of Course (In years) |

Date of Admission*

| Date of Admission |

Password ❓

Password*

| Enter Password* 👁 |

Confirm Password*

| Confirm Password |

Cancel   Register

Fig: 04

REGISTRATION FOR SCHOLARSHIP

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

Name of qualifying public examination*

HIGHER SECONDARY/EQUIVALENT ✔▼

Name of the Board/Council/College/University*

West Bengal Council of Higher Secondary Education ✔▼

Year of Qualifying Examination*

2019 ✔▼

Roll Number of last eligible Board/Council/College/University examination for Scholarship*

1001111152 ✔

Passing Year of 10th Standard Board/Council Examination*

2017 ✔▼

Roll No of 10th Standard Board/Council Examination*

11225E0257 ✔

Total marks obtained(Excluding additional or optional marks)*

429

Out of*

500

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

85.80

Basic Details ❷

First Name*

TEST ✔

Middle Name

MIDDLE NAME

Last Name

APPLICANT ✔

Mobile No*

9874563210 ✔

Email Id*

test.applicant@yahoo.in ✔

Religion*

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 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. @#$^*_).

Password ❓

Password *

••••••••

Hover the Mouse here to See the Password Policy

Confirm Password *

••••••••

Passwords matched!

Cancle   **Register**

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]

Fig:07

Successful
Authentication Message

Kanyashree applicant's authentication has been done successfully   X

Basic Details ❓

Year of Kanyashree(K2) Application

2013-2014	▼

Enter Kanyashree ID (Case Sensitive)*

19063901cl0130000226

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 ❓

Year of Qualifying Examination*

> 2019 ✔▼

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*

> 22515156854 ✔

Total marks obtained(Excluding additional or optional marks)*

> 800 ✔

Out of*

> 1000 ✔

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

> 80 ✔

Fig:08

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 clicking on the **Register** button, enter the **OTP** sent to the mobile no. given at the time of registration. After successful verification of Mobile No., an **Applicant Id** will be generated. The **Login Credentials** will be sent to your registered mobile no and an email containing the Applicant ID and a copy of **Registration Slip** will also be sent to your 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 and Fig:11]

Details of Last

MOBILE NO. VERIFICATION

Enter the OTP for OTP ID #40924, sent to your Mobile No (XXXXXXX210)

••••

Close   Verify

Name of qualifying

HIGHER SECOND

Roll Number of last

1001115252

Roll No of 10th Standard Board/Council Examination*	Passing Year of 10th Standard Board/Council Examination*
11225E0257	2017

Total marks obtained(Excluding additional or optional marks)*	Out of*
400	500

Overall percentage(Excluding additional or optional marks)(%)*	Year of Qualifying Examination*
80.00	2019

Fig:10

MOBILE NO. VERIFIED AND REGISTRATION DONE SUCCESSFULLY

Your Applicant ID is **WB1201602830445** and the same has been sent to your registered Mail Id.

* Please Login with the Applicant ID and Password, chosen at the time of filling up the Scholarship Application.

** Please keep this Applicant ID and Password for further use.

⬇ Download Registration Slip   Close

Click here to Download
Registration Details

Fig:11

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:12 and Fig:13]
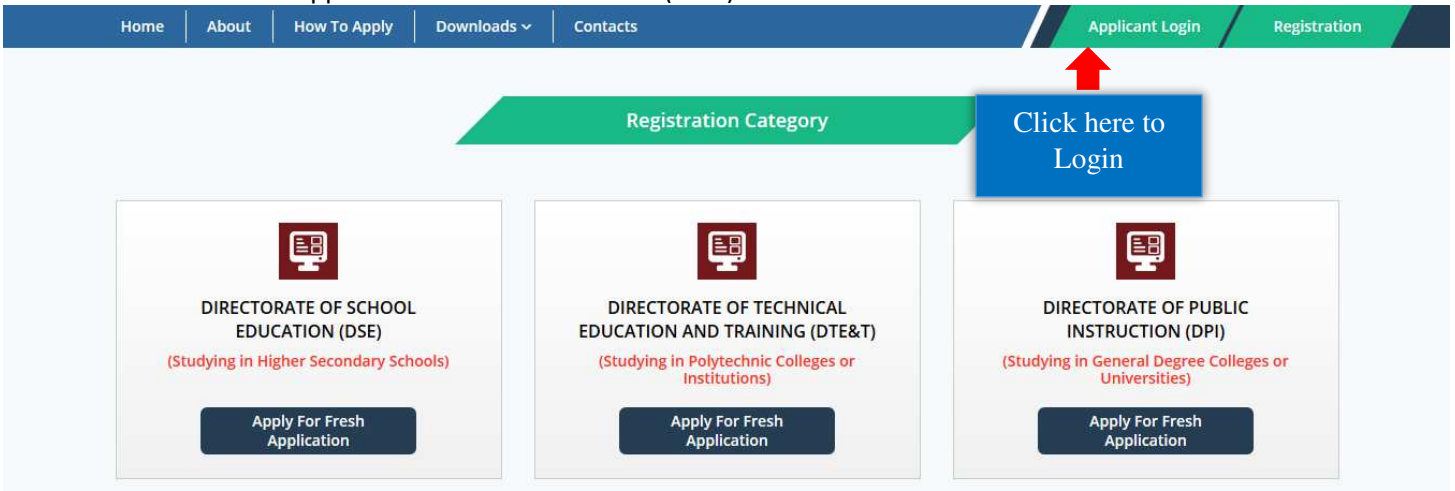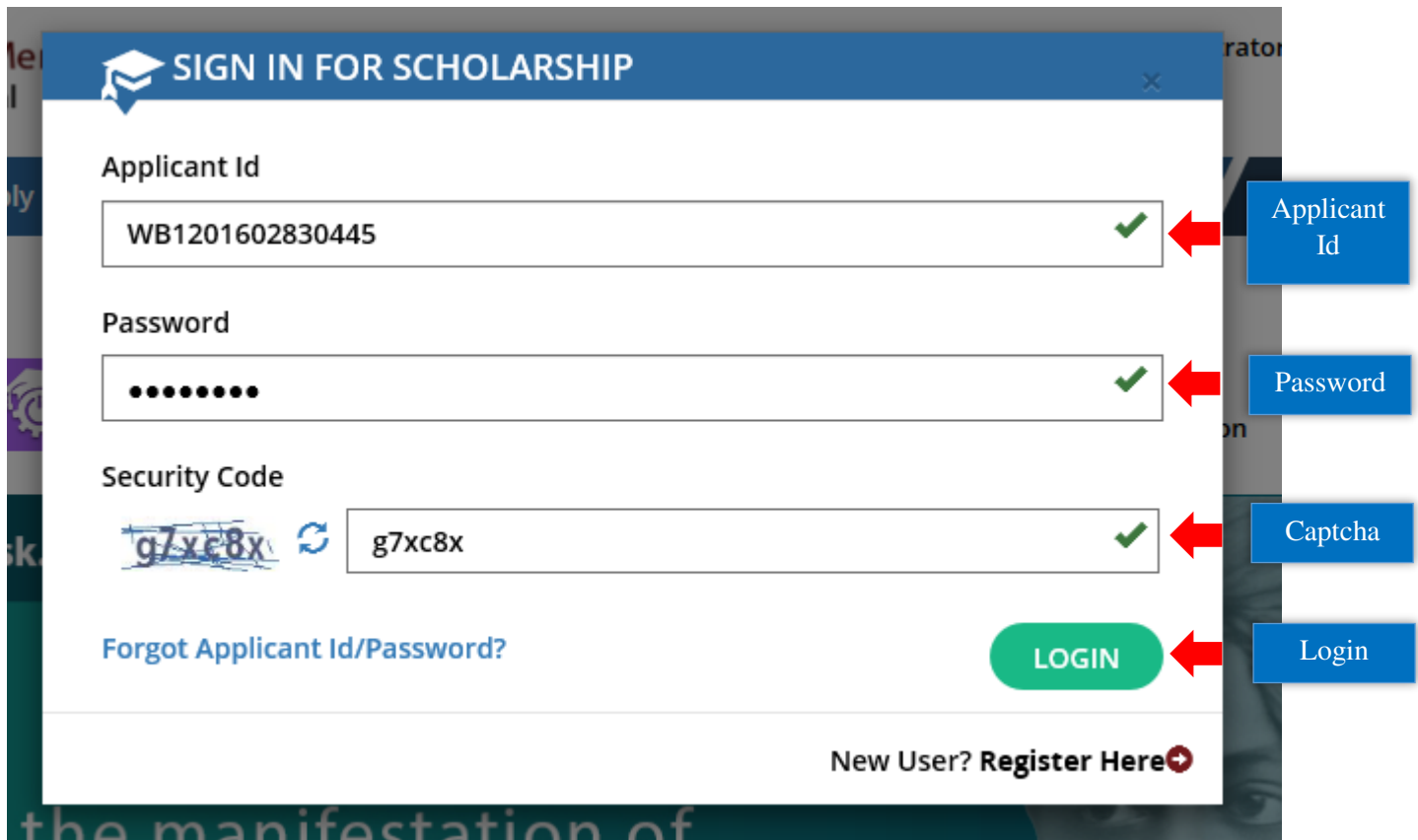
Fig:12

Fig:13

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:14]

Fig:14

Step 8: At first fill up the **Basic Details** form and then click on **Save & Continue** button. Star marked fields are mandatory fields. Please maintain the **File Format** and **File Size** of Image and Signature t the time of upload of the same 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:15]

Basic Details

Applicant Registration No.	WB1201602830445	Applicant Name	TEST APPLICANT
Mobile No.	9674930316	Email Id	subha.ghosal.new@gmail.com
Roll Number of 10th standard Board/ Council Examination or Equivalent	807821N0055	Year of 10th standard Board/ Council Examination or Equivalent	2017

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	2019
Reason regarding not applying for SVMCM in 2019-2020	Last due date of application was expired		
Name of the Board/Council/University	West Bengal Council of Higher Secondary Education	Roll No. of the Board/Council/University Exam	4611111444
Total marks obtained(Excluding additional or optional marks)	417	Out Of	500
Overall percentage obtained(%)	83.40		

Present course of study

Name of the course	B.SC	Discipline of course	GEOGRAPHY, ECONOMICS, POLITICAL SCIENCE
Duration of Course (in Years)	3.00	Date of admission in this course	07-07-2019
Name of the present Institution	Vidyasagar College	District	KOLKATA

Upload Photograph

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

Browse...   Tanmay_bk.jpg
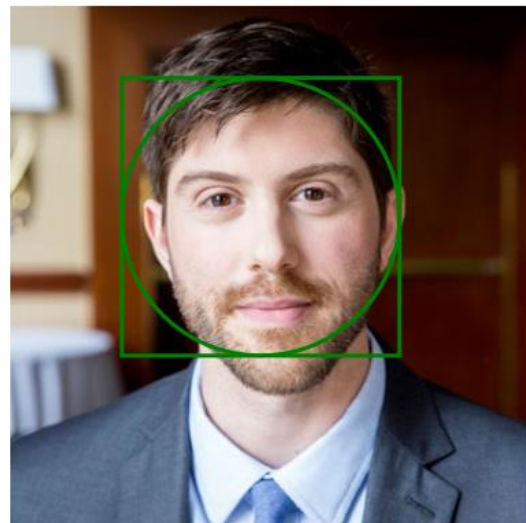
Upload Signature

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

Browse...   WB11815324...ature.JPG

Click here to Save & Continue   ➡   Save & Continue

Fig:15

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. While entering the Bank Details, enter the correct IFSC, Bank Name and Branch Name will automatically be fetched. [Shown in Fig:16]

Basic details of application has been updated successfully.

Personal Details

Name of Father	TEST	MIDDLE NAME	FATHER
Name of Mother	TEST	MIDDLE NAME	MOTHER
Profession of Father	BUSINESS		
Name of guardian*	TEST	MIDDLE NAME	FATHER
Profession of guardian*	BUSINESS	Relation with Guardian*	FATHER
Date of Birth*	12-04-2002	Sex*	MALE
Religion*	HINDUISM	Caste*	GENERAL
Any Linguistic/Religious minority Community:*	No	Whether the applicant is domiciled in West Bengal: *	No
Whether Differently Able:	No		
Aadhaar No.:	918268216321		

Present Family address

House No:*	1A	Street Name:*	BUSSTAND RD
Town/Village:*	KANDI	Post Office:*	KANDI
PIN Code:*	742137	District*	MURSHIDABAD
State*	WEST BENGAL		
Whether the applicant is in receipt of any other State/Central Government scholarship/stipend for the present course: *	No		
Whether the applicant has been nominated/has received any other State/Central Government scholarship for the present course of study: *	No		
Total income of family, in rupees, from all sources for the period from 1st April 2018 to 31th March 2019:*	150000		

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

IFS Code:*	SBIN0013984	Name of Bank*	STATE BANK OF INDIA
Branch Name:	KANDI BUS STAND	A/C No:*	33254784782
Branch code:	013984	MICR Code:	MICR Code

Previous

Click here to Save & Continue → Save & Continue

Fig:16

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 choose 'Others' they have to mention the reason by themselves. [Shown in Fig:17]

Fig:17

Step 10: **Upload Scanned Supporting Documents** form will appear after successful submission of Personal Details form**.** 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 and Fig:19]

➤ **A Pop-up will be appeared for Fresh Applicants regarding the Competent Authorities for Issuing Income Certificate. Close the Pop-up before uploading douments. An extra field regarding Income Certificate Issuing will also be appeared for Fresh applicants. Make sure that the income certificate is issued from the mentioned authorities. Otherwise It may not be accepeted.**
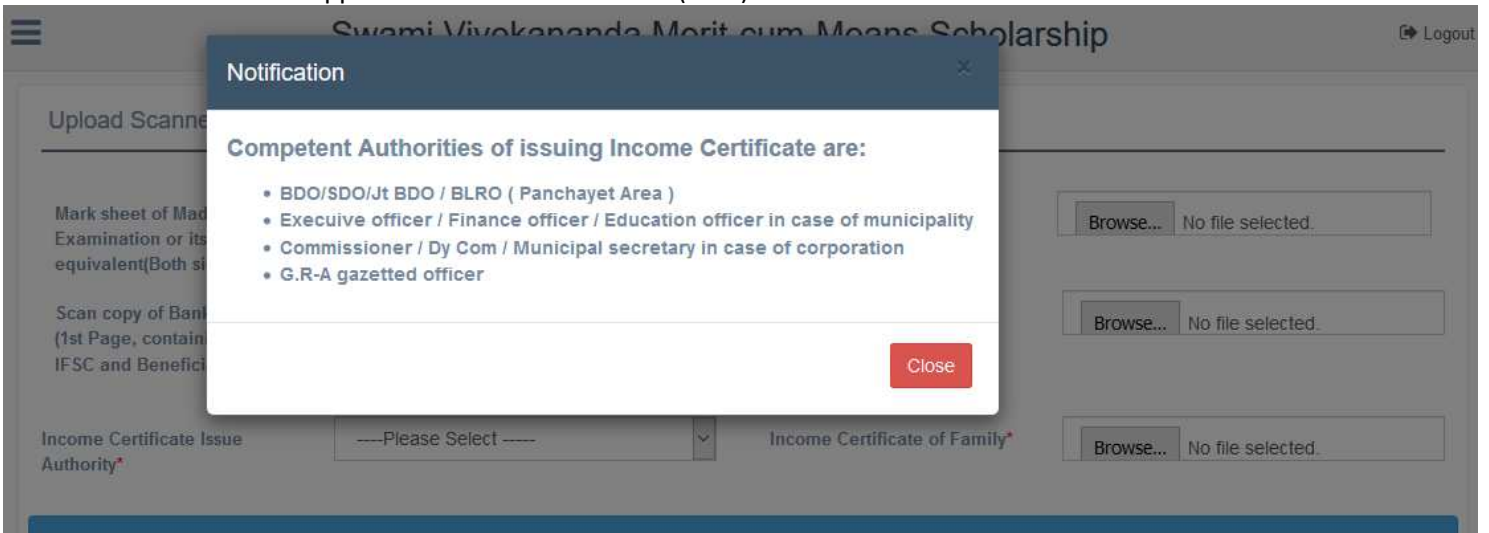
For Fresh:

Notification ×

Competent Authorities of issuing Income Certificate are:

- BDO/SDO/Jt BDO / BLRO (Panchayet Area)
- Execuve officer / Finance officer / Education officer in case of municipality
- Commissioner / Dy Com / Municipal secretary in case of corporation
- G.R-A gazetted officer

[Close]

Fig:17

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.
Admission Receipt*	Browse... No file selected.		
Scan copy of Bank Passbook (1st Page, containing A/C No., IFSC and Beneficiary Name)*	Browse... No file selected.	Domiciliary certificate as Aadhaar ID/Voter ID/Ration card/Certificate Issued by concerned authority*	Browse... No file selected.
Income Certificate Issue Authority*	----Please Select -----	Income Certificate of Family*	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: 59045685019 and IFS Code is: ALLA0211278 which is major one with the first name of mine.

[Previous]

Click here to Save & Continue → [Save & Continue]
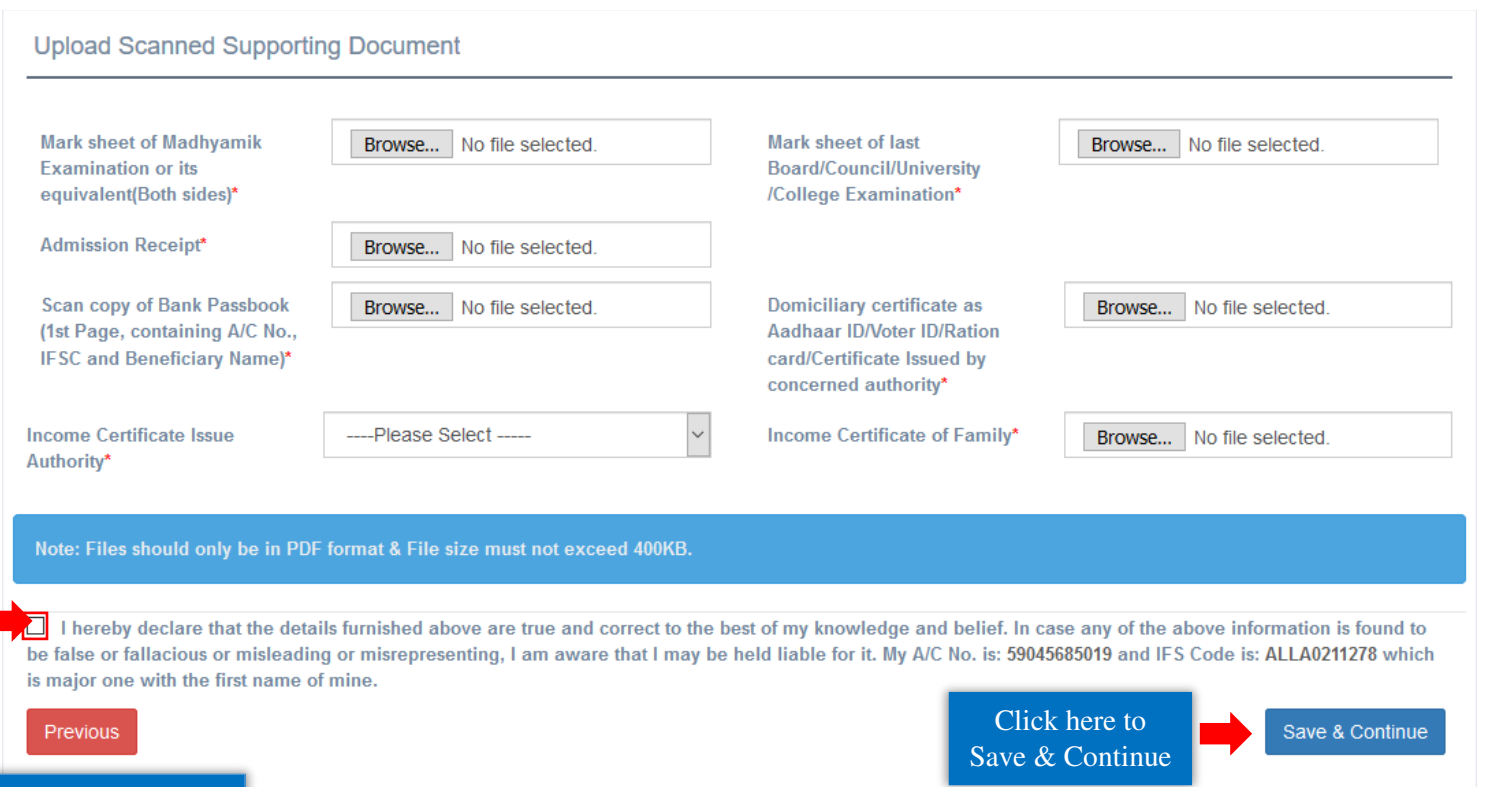
Check to Agree the Declaration

Fig:18

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

For Renewal:

Basic Details of Renewal Application Has Been Submitted successfully.

Upload Scanned Suporting Document

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)*

Browse... No file selected.

Admission receipt for the promotion to the next higher class:*

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: 0156010238939 and IFS Code is: UTBI0BBA246 which is major one with the first name of mine.

Previous

Submit Application

Check to Agree the Declaration

Fig:19

Click here to Save & Continue

Step 11: After successful uploading of the documents, a success message will be displayed. Applicants may download the Application details by clicking on the **Download Application Details** button. Click on **Submit Application** button to submit the application. [Shown in Fig:20]

View Application

Basic Details				⌄
Applicant Registration No.	WB1201602830445		Applicant Name	TEST APPLICANT
Mobile No.	9674930316		Email Id	subha.ghosal.new@gmail.com
Roll Number of 10th standard Board/ Council Examination or Equivalent	807821N0055		Year of 10th standard Board/ Council Examination or Equivalent	2017

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	2019
Reason regarding not applying for SVMCM 2019-2020	Last due date of application was expired			
Name of the Board/Council/University	West Bengal Council of Higher Secondary Education		Roll No. of the Board/Council/University Exam	4611111444
Total marks obtained(Excluding additional or optional marks)	417		Out Of	500
Overall percentage obtained:(%)	83.40			

Present course of study				
Name of the course	B.SC		Discipline of course	GEOGRAPHY, ECONOMICS, POLITICAL SCIENCE
Duration of Course (in Years)	3.00		Date of admission in this course	07-07-2019
Name of the present Institution	Vidyasagar College		District	KOLKATA

Personal Details	⌄

Upload Documents	⌄

Click here to Submit the Application

Submit Application

Fig:20

➢ *Note that, once an application is submitted, it cannot be edited unless the application is unlocked from concerned HOI end.*

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

Application Submitted Successfully   X

View Application

Basic Details

Applicant Registration No.	WB1201602830445	**Applicant Name**	TEST APPLICANT
Mobile No.	9674930316	**Email Id**	subha.ghosal.new@gmail.com
Roll Number of 10th standard Board/ Council Examination or Equivalent	807821N0055	**Year of 10th standard Board/ Council Examination or Equivalent**	2017

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**	2019
Reason regarding not applying for SVMCM 2019-2020	Last due date of application was expired		
Name of the Board/Council/University	West Bengal Council of Higher Secondary Education	**Roll No. of the Board/Council/University Exam**	4611111444
Total marks obtained(Excluding additional or optional marks)	417	**Out Of**	500
Overall percentage obtained:(%)	83.40		

Present course of study

Name of the course	B.SC	**Discipline of course**	GEOGRAPHY, ECONOMICS, POLITICAL SCIENCE
Duration of Course (in Years)	3.00	**Date of admission in this course**	07-07-2019
Name of the present Institution	Vidyasagar College	**District**	KOLKATA

Personal Details

Upload Documents

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. To track application activity, click on **Track Profile** button, given on the dashboard. [Shown in Fig:22 and Fig:23]

Fig:22

Fig:23

Forgot Applicant Id/Password:

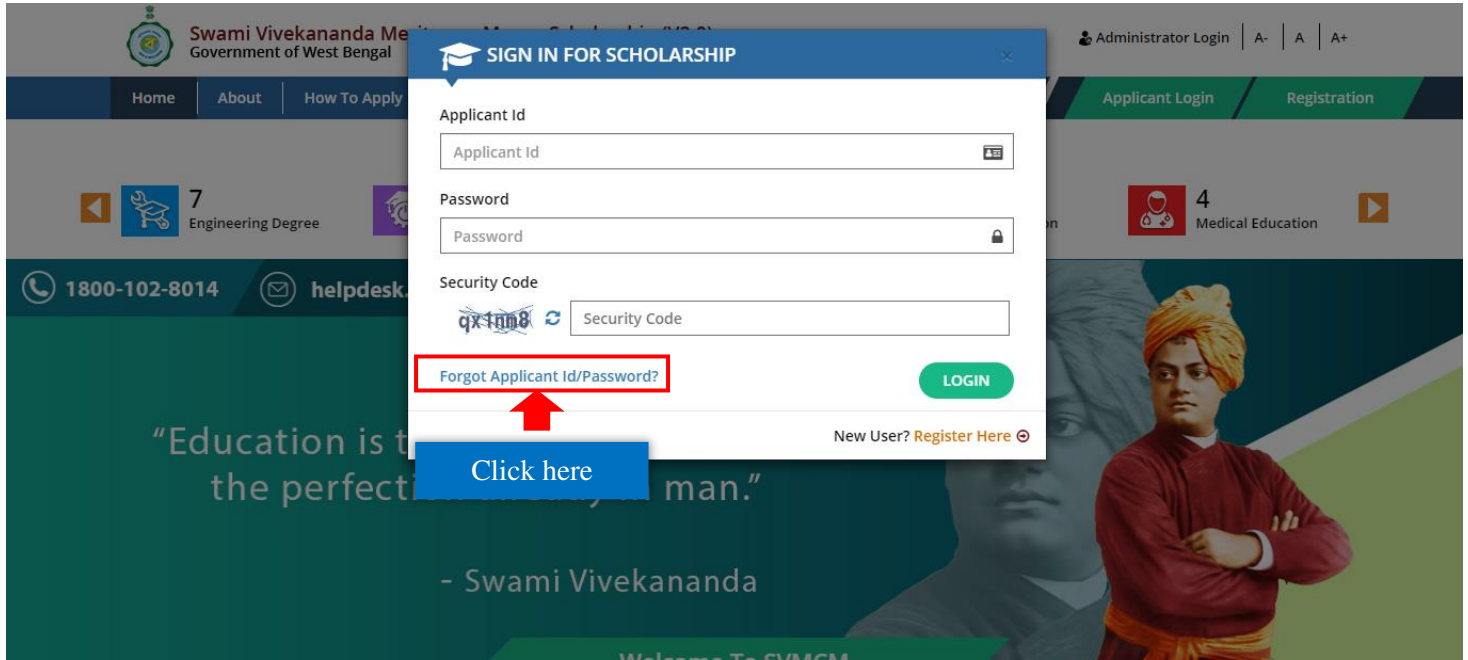➢ To retrieve Applicant Id/Password click on **Forgot Applicant Id/Password** option on the Login pop-up from the **Applicant login** option. [Shown in Fig:24]

Fig:24

➢ 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:25]
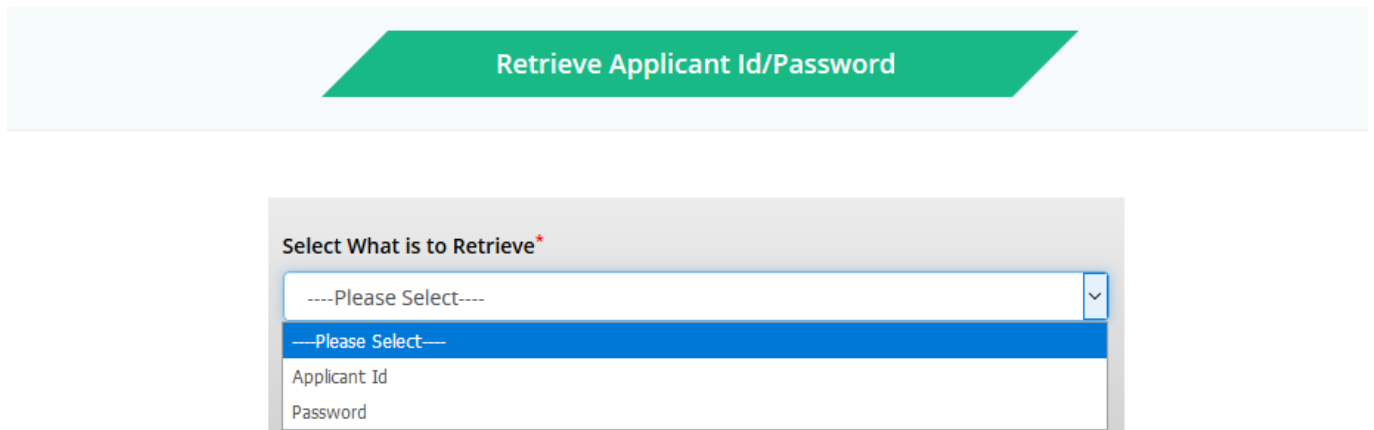
Fig:25

For Applicant Id:

➤ Select **Applicant Type**, **Mobile No. and Security Code** and then click the **Proceed** button. An **OTP** will sent to the mobile no., registered in SVMCM Application. Enter the correct OTP and then click **Verify** button.[Shown in Fig:26 and Fig:27]
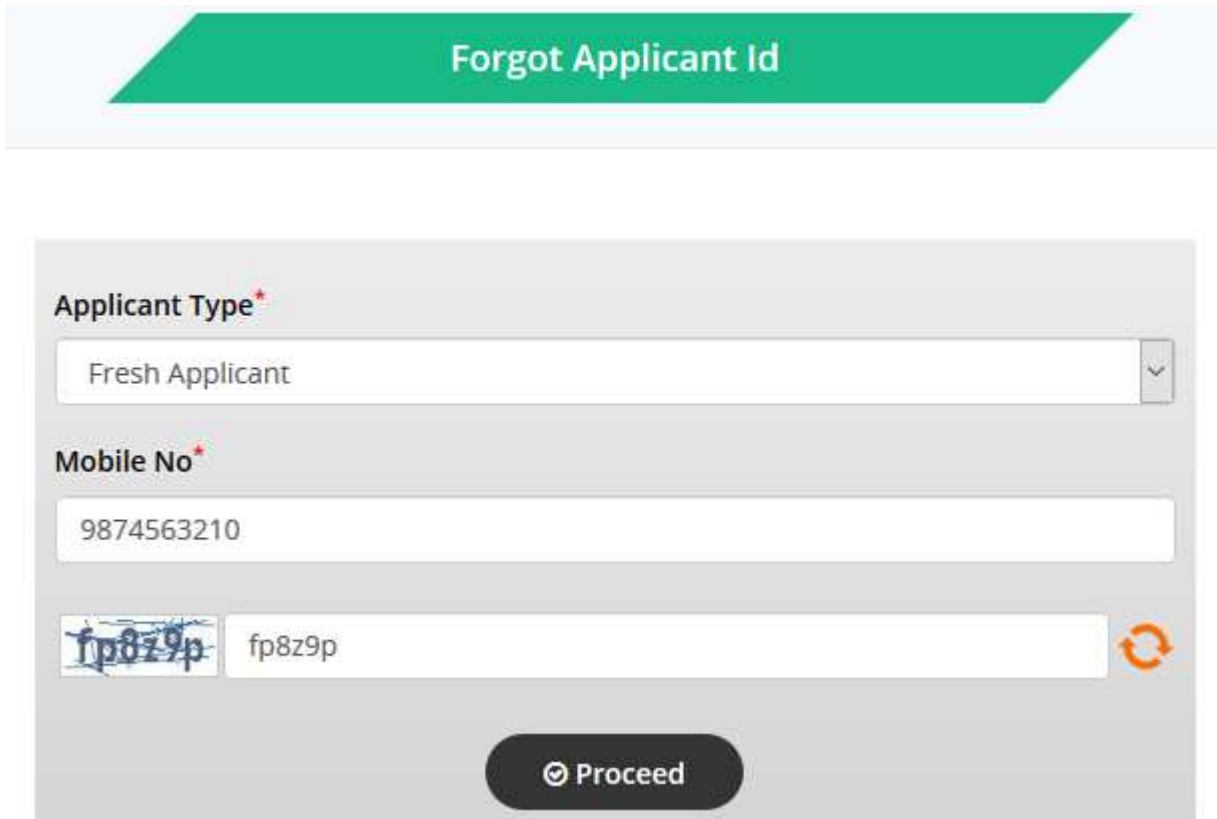
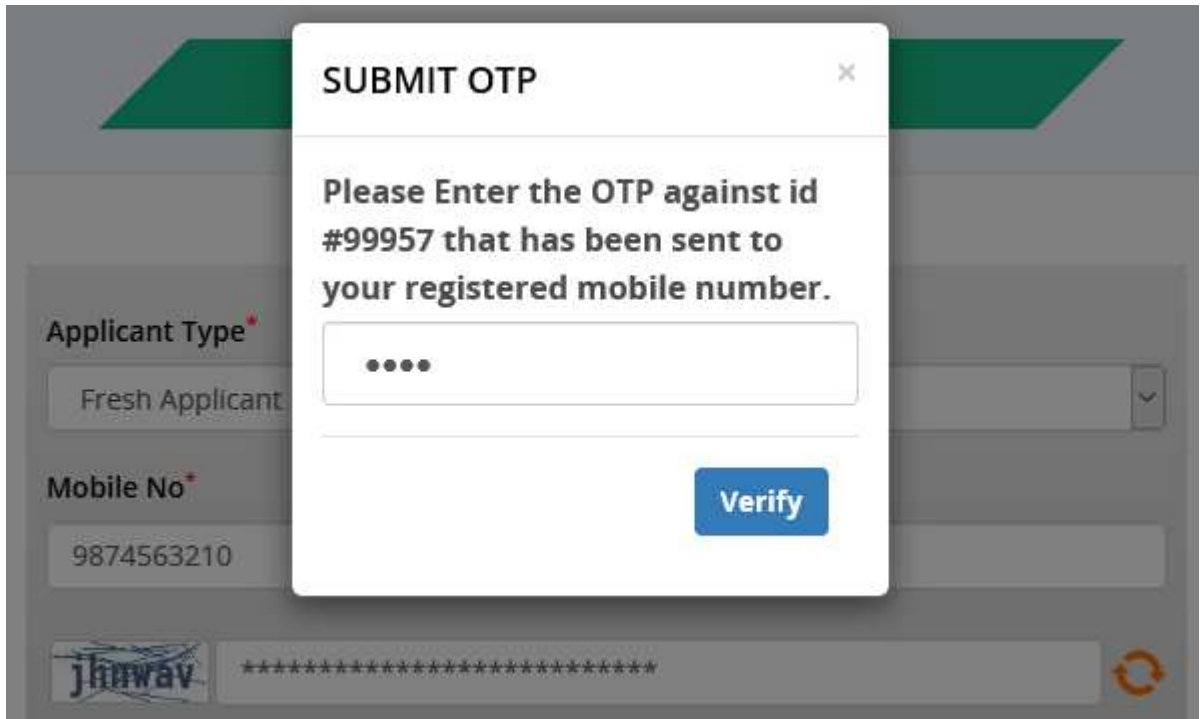**Forgot Applicant Id**

Applicant Type*

Fresh Applicant

Mobile No*

9874563210

fp8z9p   fp8z9p

⊘ Proceed

Fig:26

SUBMIT OTP   ×

Please Enter the OTP against id #99957 that has been sent to your registered mobile number.

••••

Verify

Applicant Type*

Fresh Applicant

Mobile No*

9874563210

jhnwav   ***************************

Fig:27

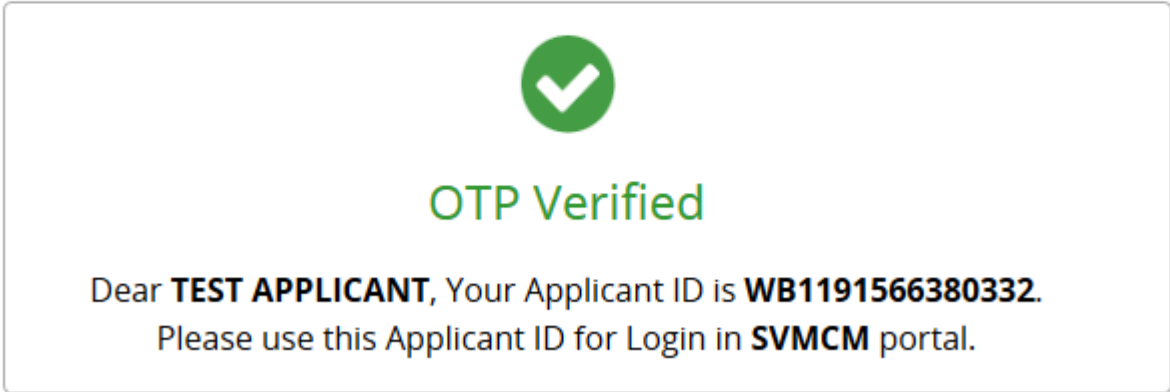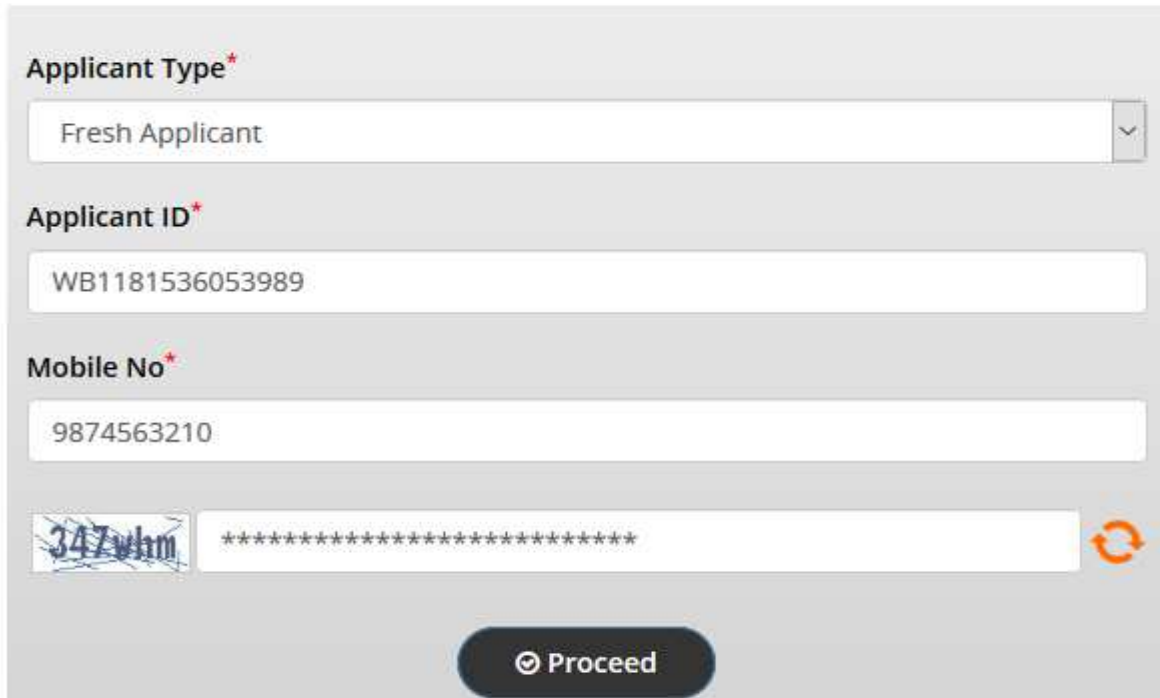➤ After successful authentication your Applicant Id will be shown on your screen. [Shown in Fig:28]

Fig:28

For Password:

➢ Select Applicant Type, enter Applicant ID, Mobile No, registered in SVMCM application. An **OTP** will sent to the mobile no., registered in SVMCM Application. Enter the correct OTP and then click **Verify** button.[Shown in Fig:29 and Fig:30]

Fig:29

SUBMIT OTP ✕

Please Enter the OTP against id #45095 that has been sent to your registered mobile number

····

Applicant Type*

Fresh Applicant

Applicant ID*

WB11815360539

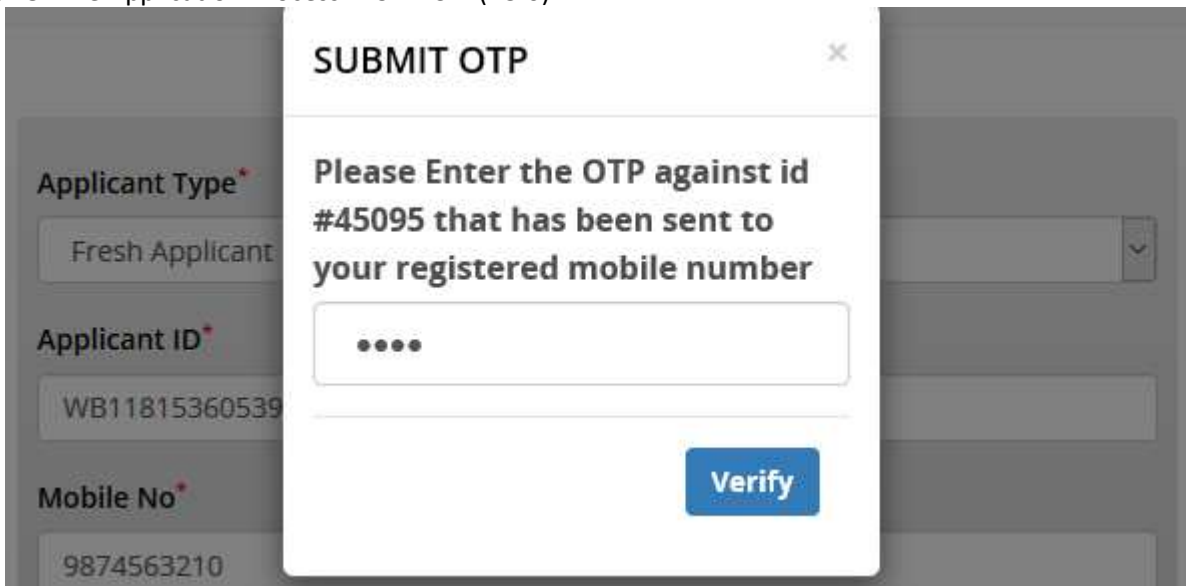Mobile No*

9874563210

Verify

Fig:30

➢ After successful verification of mobile no., a form to reset password will appear. Set a new password according to the password policy and click on **Reset Password** button. [Shown in Fig:31]
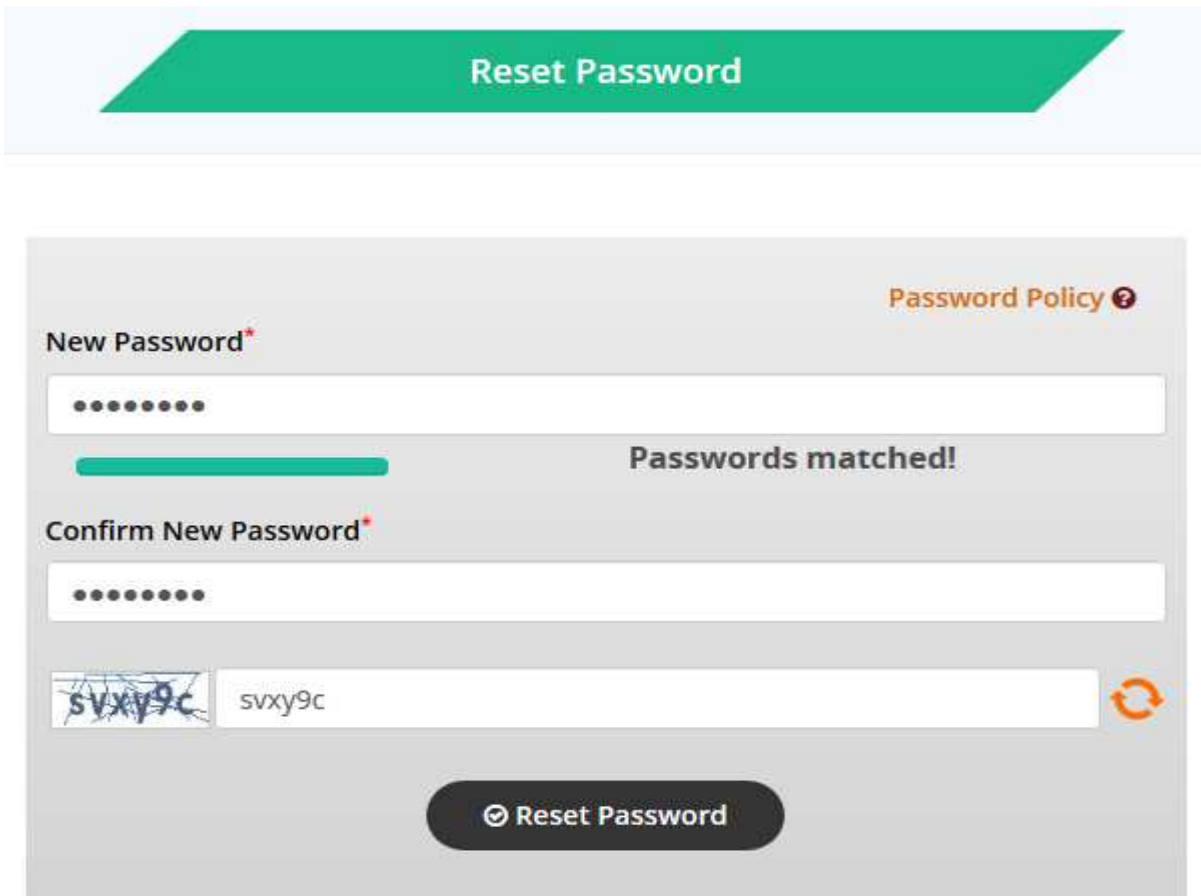
Reset Password

Password Policy ❓

New Password*

·········

Passwords matched!

Confirm New Password*

·········

SVXY9C svxy9c

🔄

⊘ Reset Password

Fig:31

➢   After successful submission of new password a success message will be shown. [Shown in Fig:32]
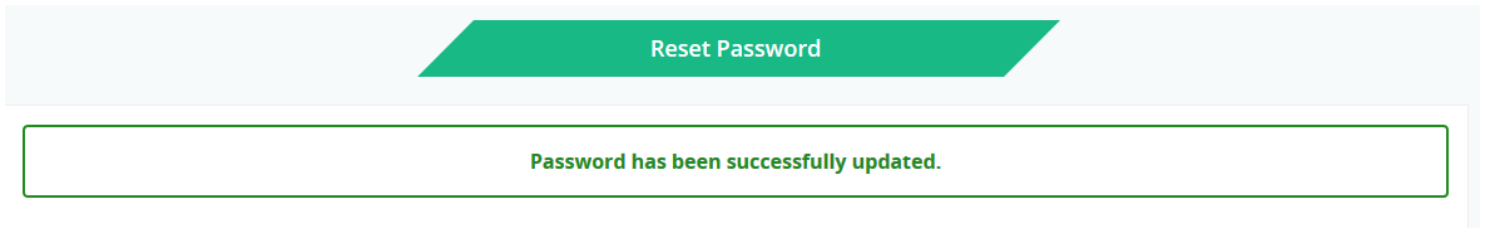

Fig:32

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.
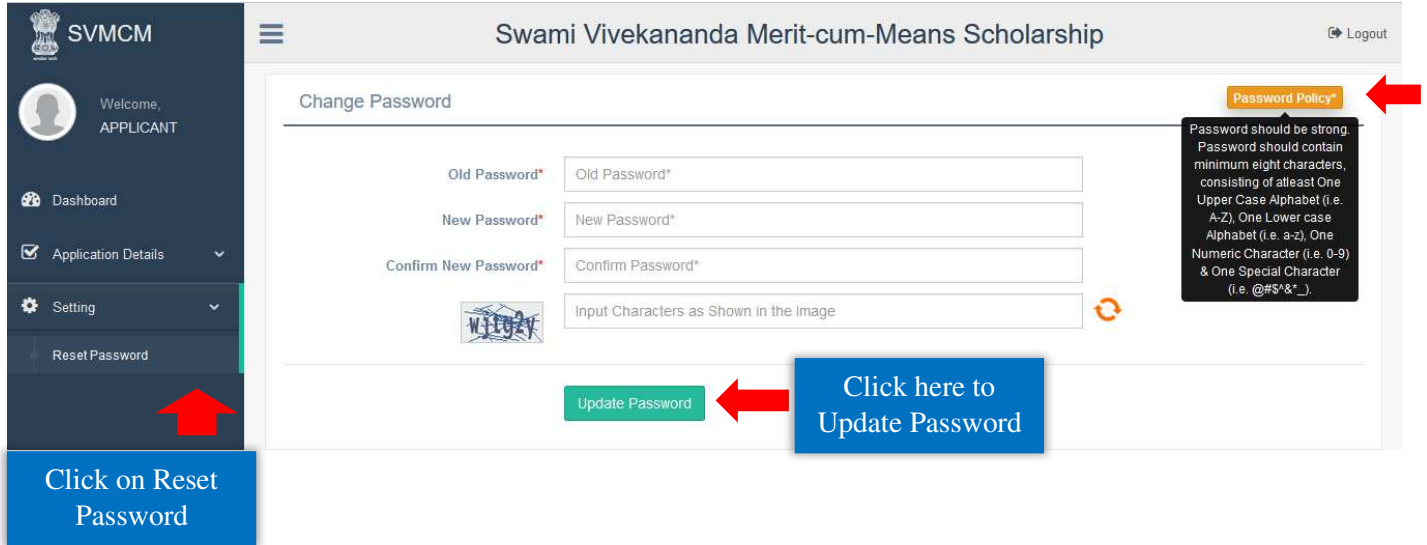Click on **Update Password** button. [Shown in Fig:33]

Fig:33

➢ ## 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)