

User Manual for

Online Application Process in

Swami Vivekananda Merit cum Means Scholarship (V4.0)

Government of West Bengal

<https://symcm.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 Banglar Uchchashiksha (<https://banglaruchchashiksha.wb.gov.in>) and click on **SVMCM Scholarship** tab to open the web portal of Swami Vivekananda Merit Cum Means Scholarship in any browser and click on **Registration** option on the right side of the menu. [Shown in Fig:01 ,Fig:02]



Fig: 01



☎ 1800-102-8014 | ✉ helpdesk.svmcm-wb@gov.in


"Education is the manifestation of the perfection already in the man."
- Swami Vivekananda

Medical and Nursing Institutions | Engineering and General Degree Universities | General Degree Colleges | Polytechnic Colleges and Institutions | Degree Engineering Colleges | Higher secondary Schools

Fig: 02

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.

SVMCM & Kanyashree(K3) Applications

M.Phil/NON-NET/NET-LS Research Fellow

Schedule for Online Application

Application Type	Opening Date	Closing Date
Fresh Application 2022(Only Clas XI)	17.08.2021	----
Renewal(Only Clas XI) Application	17.08.2021	----
Fresh Kanyashree (K3) Application 2022	----	----

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 **Kanyashree(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.

**** Girls' students pursuing regular course of Post-graduation in Science/Arts/Commerce but do not have any Kanyashree(K2) ID are requested to apply under Directorate of Public Instruction category. The criteria and benefits are same as Kanyashree(K3).**

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 2022 are mentioned in 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 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:

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

Documents to be uploaded for Renewal Application:

- 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).
- 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.





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]

REGISTRATION FOR SCHOLARSHIP

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

Name of qualifying public examination*

 ✓

Name of the Board/Council/College/University*

 ✓

Year of Qualifying Examination*

 ✓

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

 ✓

Passing Year of 10th Standard Board/Council Examination*

 ✓

Roll No of 10th Standard Board/Council Examination*

 ✓

Total marks obtained(Excluding additional or optional marks)*

Out of*

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

SS

Basic Details ?

First Name*

 ✓

Middle Name

Last Name

 ✓

Mobile No*

 ✓

Email Id*

 ✓

Religion*

 ✓

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 'Kanyashree authentication' form with the following fields and callouts:

- Year of Kanyashree(K2) Application:** A dropdown menu showing '2015-2016'. Callout: 'Select Year'.
- Enter Kanyashree ID (Case Sensitive)*:** A text input field containing '19063901cl0130000226'. 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'. Callout: 'Enter Name'.
- 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'. Callout: 'Father's 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'. Callout: 'Mother's Name'.
- Mother's Last Name:** A text input field containing 'MOTHER'. Callout: 'Mother's Name'.

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)*

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

B.SC  Kalyani University 

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

22515156854 

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

800  1000 

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


80 

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:0

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]

MOBILE NO. VERIFICATION

Enter the OTP for OTP ID #40924, sent to your Mobile No (XXXXXXXX210)

.....

Close Verify

Details of Last

Name of qualifying tion ✔


HIGHER SECOND

Roll Number of last ✔

1001115252

<p>Roll No of 10th Standard Board/Council Examination*</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">11225E0257 ✔</div>	<p>Passing Year of 10th Standard Board/Council Examination*</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">2017 ✔</div>
<p>Total marks obtained(Excluding additional or optional marks)*</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">400</div>	<p>Out of*</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">500</div>
<p>Overall percentage(Excluding additional or optional marks)(%)*</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">80.00</div>	<p>Year of Qualifying Examination*</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">2019 ✔</div>

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 SlipClose

Click here to Download
Registration Details

Fig:1

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]

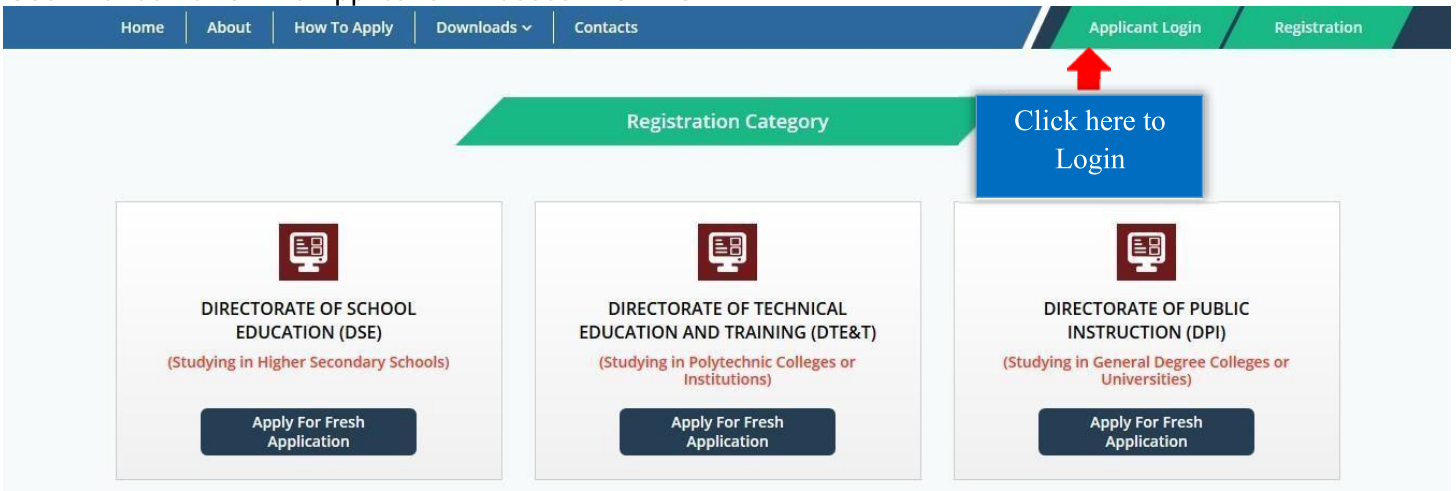
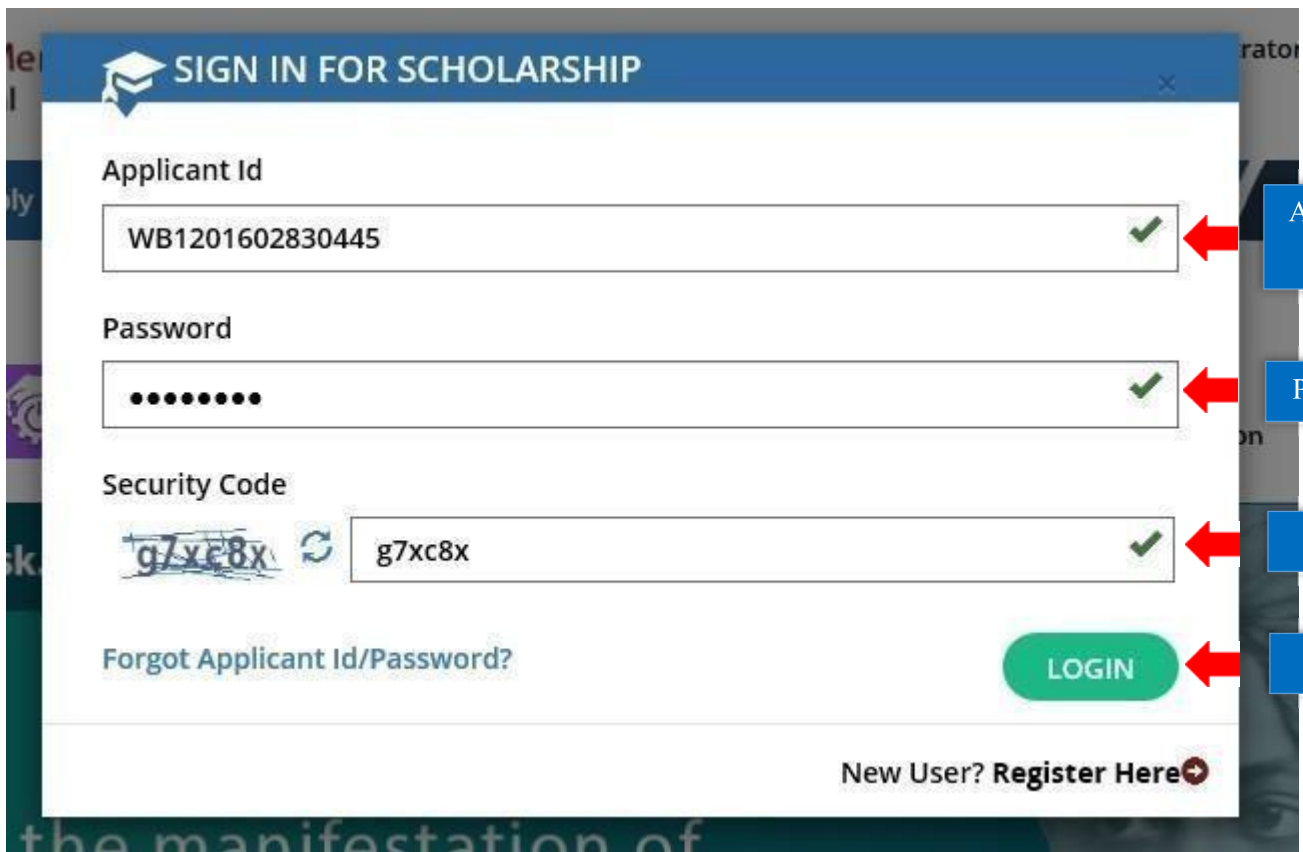


Fig:12



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]

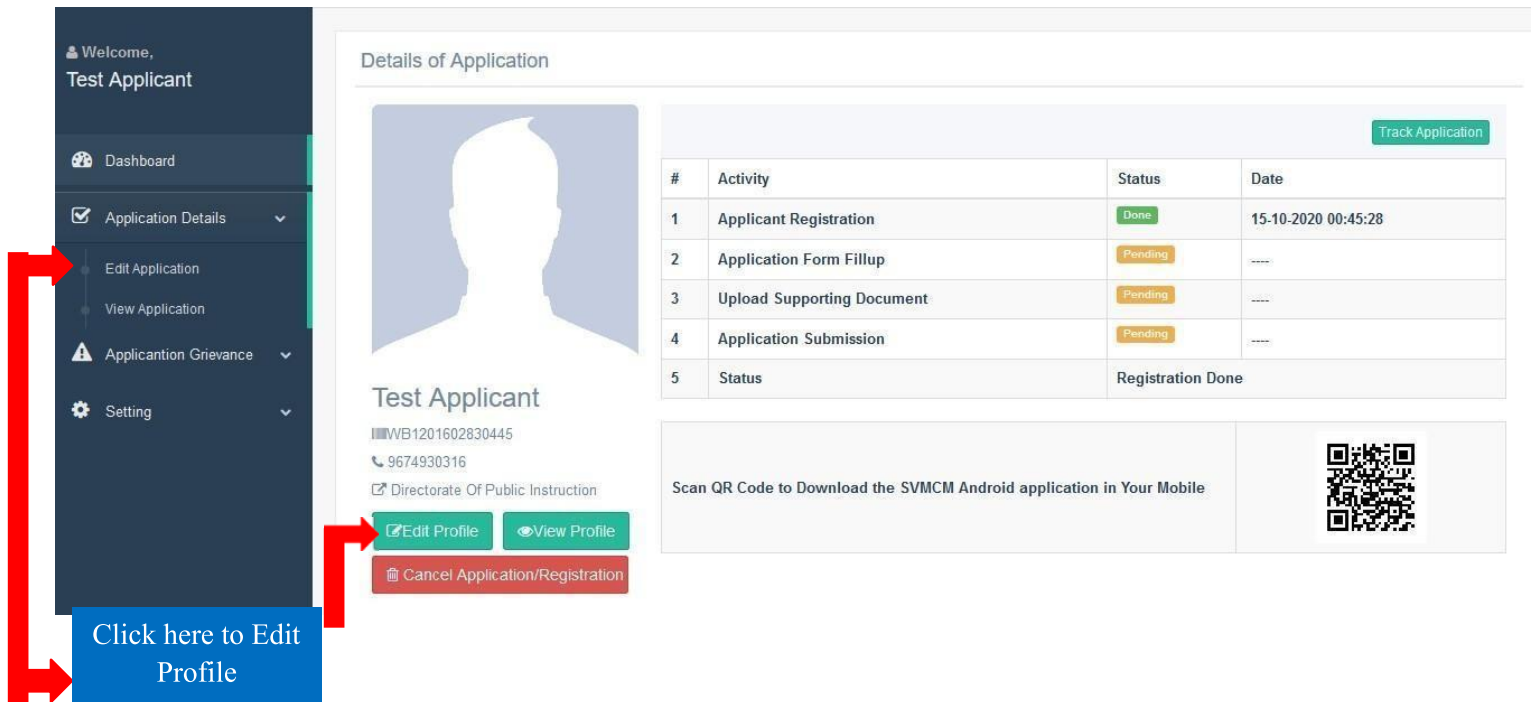


Fig:14

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]

User Manual for Online Application Process in SVMCM

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		

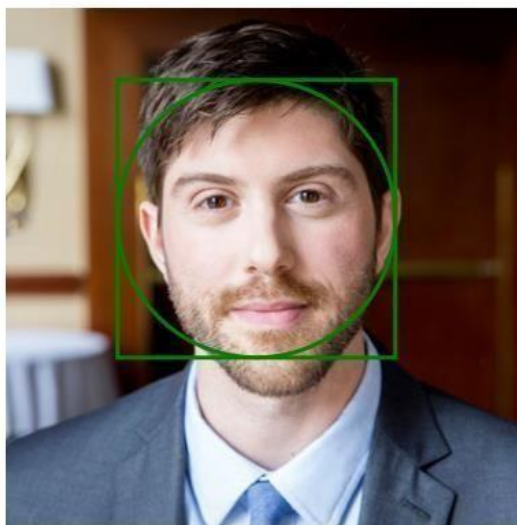
Present course of study

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)

Tanmay_bk.jpg



Upload Signature

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

WB11815324...ature.JPG



Click here to
Save & Continue



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. 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	<input type="text" value="TEST"/>	MIDDLE NAME	<input type="text" value="FATHER"/>
Name of Mother	<input type="text" value="TEST"/>	MIDDLE NAME	<input type="text" value="MOTHER"/>
Profession of Father	<input type="text" value="BUSINESS"/>		
Name of guardian*	<input type="text" value="TEST"/>	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="12-04-2002"/>	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="918268216321"/>		

Present Family address

House No.:	<input type="text" value="1A"/>	Street Name:*	<input type="text" value="BUSSTAND RD"/>
Town/Village:*	<input type="text" value="KANDI"/>	Post Office:*	<input type="text" value="KANDI"/>
PIN Code:*	<input type="text" value="742137"/>	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 2018 to 31th March 2019:*	<input type="text" value="150000"/>		

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

IFS Code:*	<input type="text" value="SBIN0013984"/>	Name of Bank*	<input type="text" value="STATE BANK OF INDIA"/>
Branch Name:	<input type="text" value="KANDI BUS STAND"/>	A/C No:*	<input type="text" value="33254784782"/>
Branch code:	<input type="text" value="013984"/>	MICR Code:	<input type="text" value="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]

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

Name of Bank*	ORIENTAL BANK OF COMMERCE	A/C No:*	XXXXXXXXXXXXXXXX64
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: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 documents. 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 accepted.**

For Fresh:

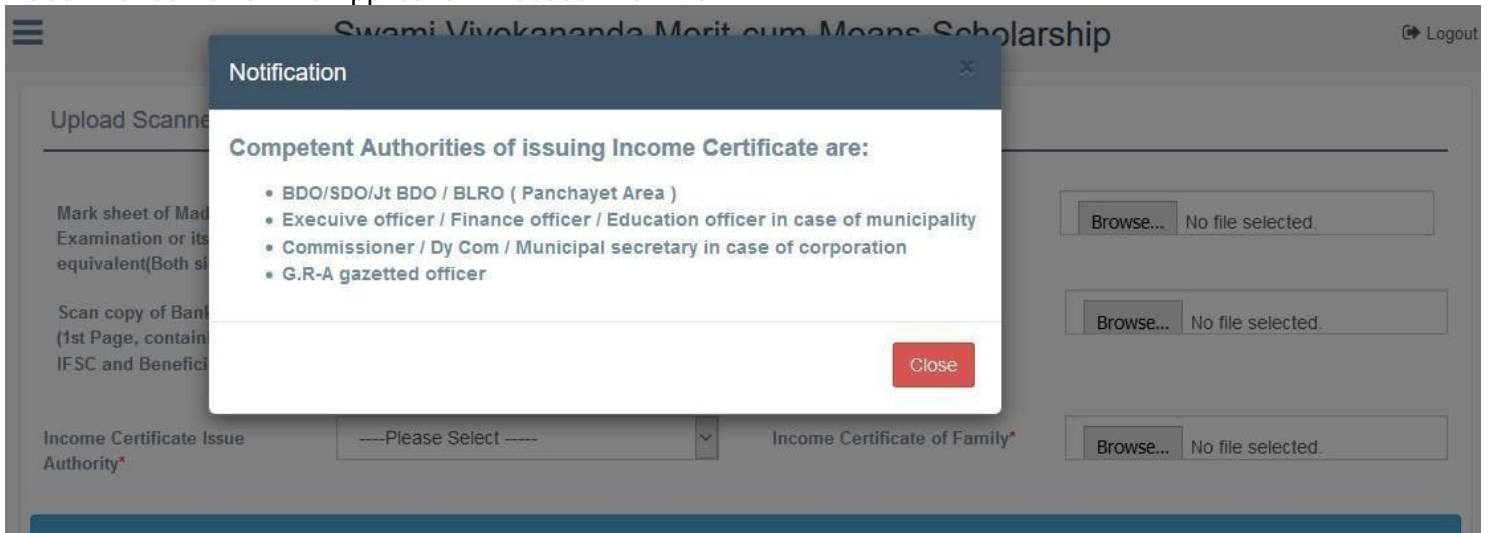


Fig:17

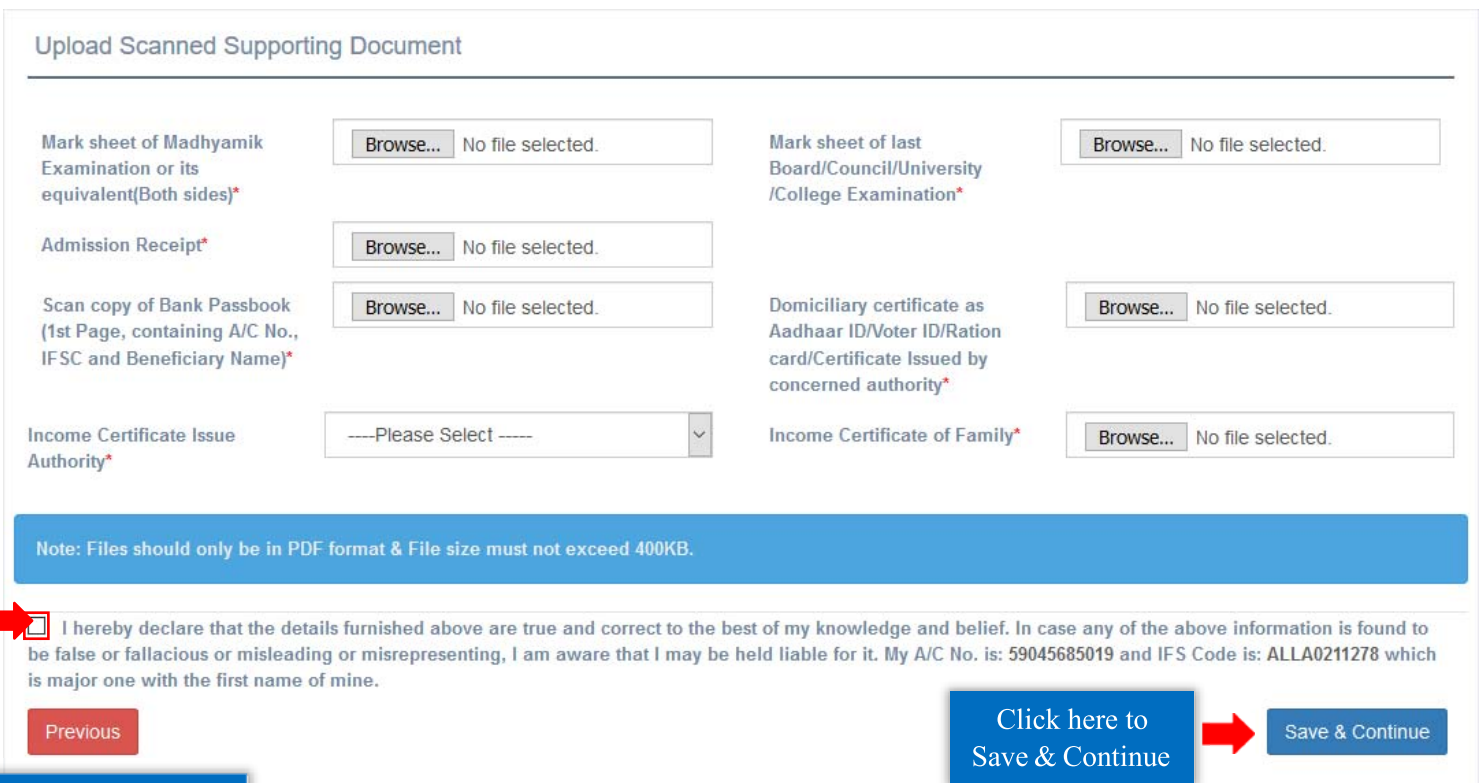


Fig:1

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

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)* No file selected.

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

Check to Agree the Declaration

Click here to Save & Continue

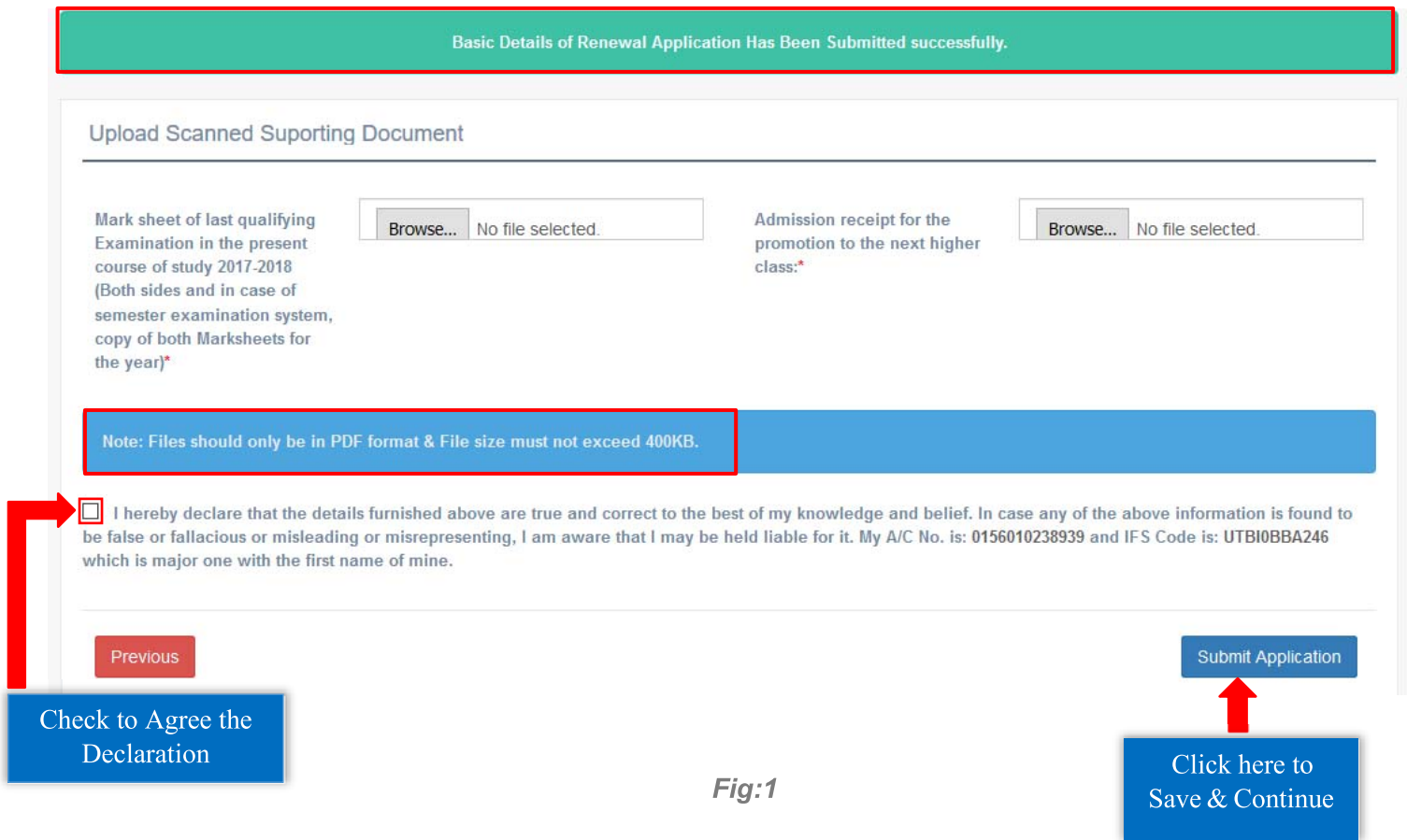


Fig:1

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]

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	461111444
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

User Manual for Online Application Process in SVMCM

➤ 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]

Click here to Track Profile

Click here to View Profile

#	Activity	Status	Date
1	Applicant Registration	Done	15-10-2020 00:45:28
2	Application Form Fillup	Done	16-10-2020 13:12:31
3	Upload Supporting Document	Done	16-10-2020 13:18:54
4	Application Submission	Done	16-10-2020 13:22:58
5	Status	Application Submitted	

Fig:22

Swami Vivekananda Merit-cum-Means Scholarship

Application Status Tracking

Show 5 entries Search:

SL. NO.	DATE & TIME	STATUS	REMARKS
1	15-10-2020 00:45:28 PM	Application Submitted	
2	16-10-2020 13:22:58 PM	Registration Done	

Showing 1 to 2 of 2 entries

Previous 1 Next

Close

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]

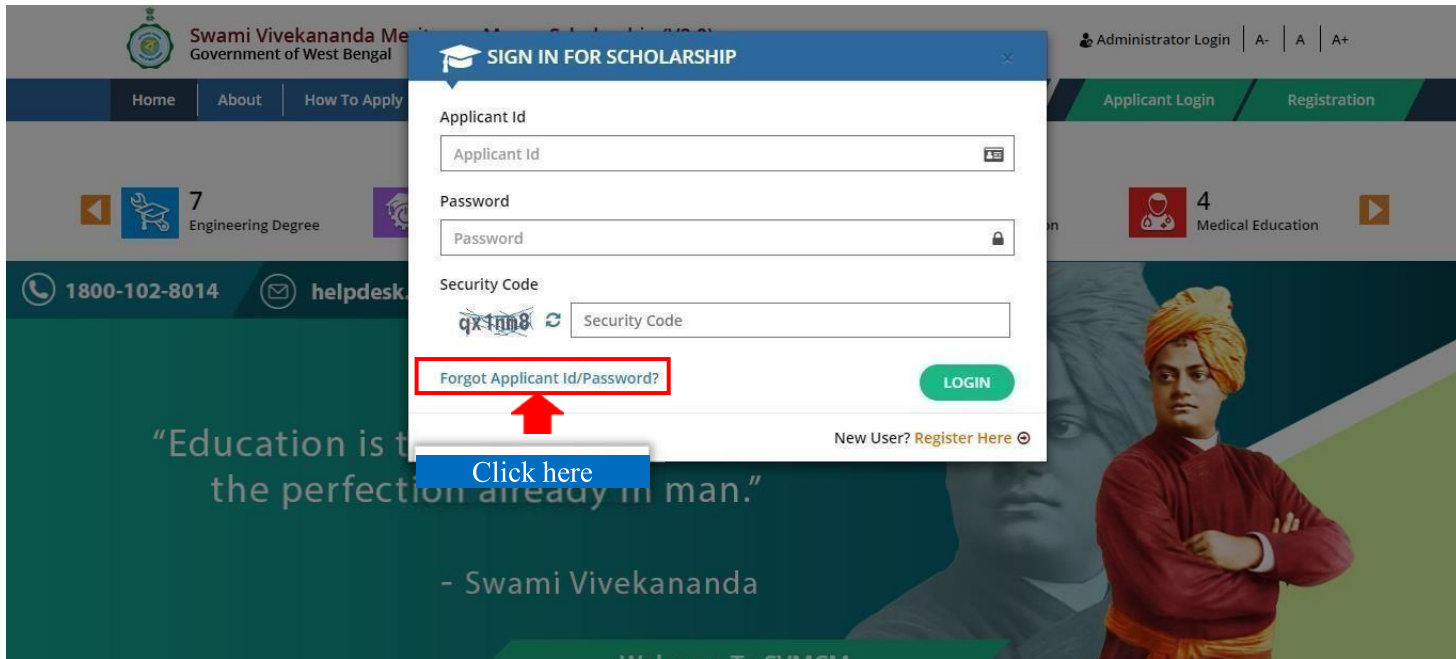


Fig:24

- 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]

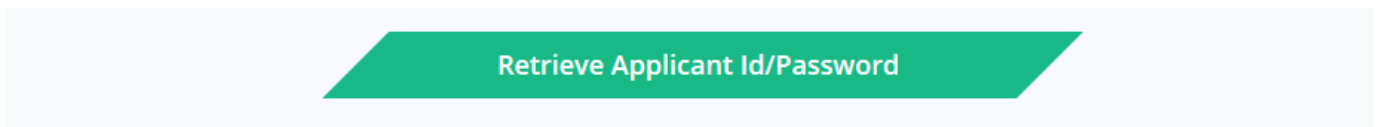


Fig:25

For Applicant Id:

- Select **Applicant Type, Mobile No. and Security Code** and then click the **Proceed** button. An **OTP** will be 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

Fig:27

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

Forgot Applicant Id



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]

Forgot Password

Applicant Type*

Applicant ID*

Mobile No*

Proceed

Fig:29

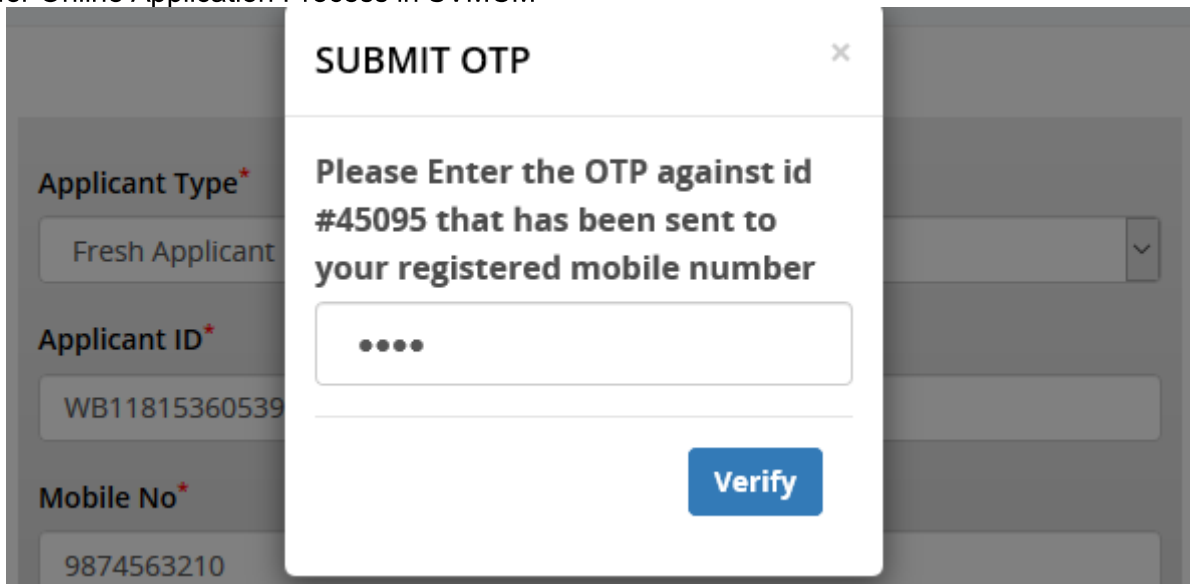


Fig:30

- 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]

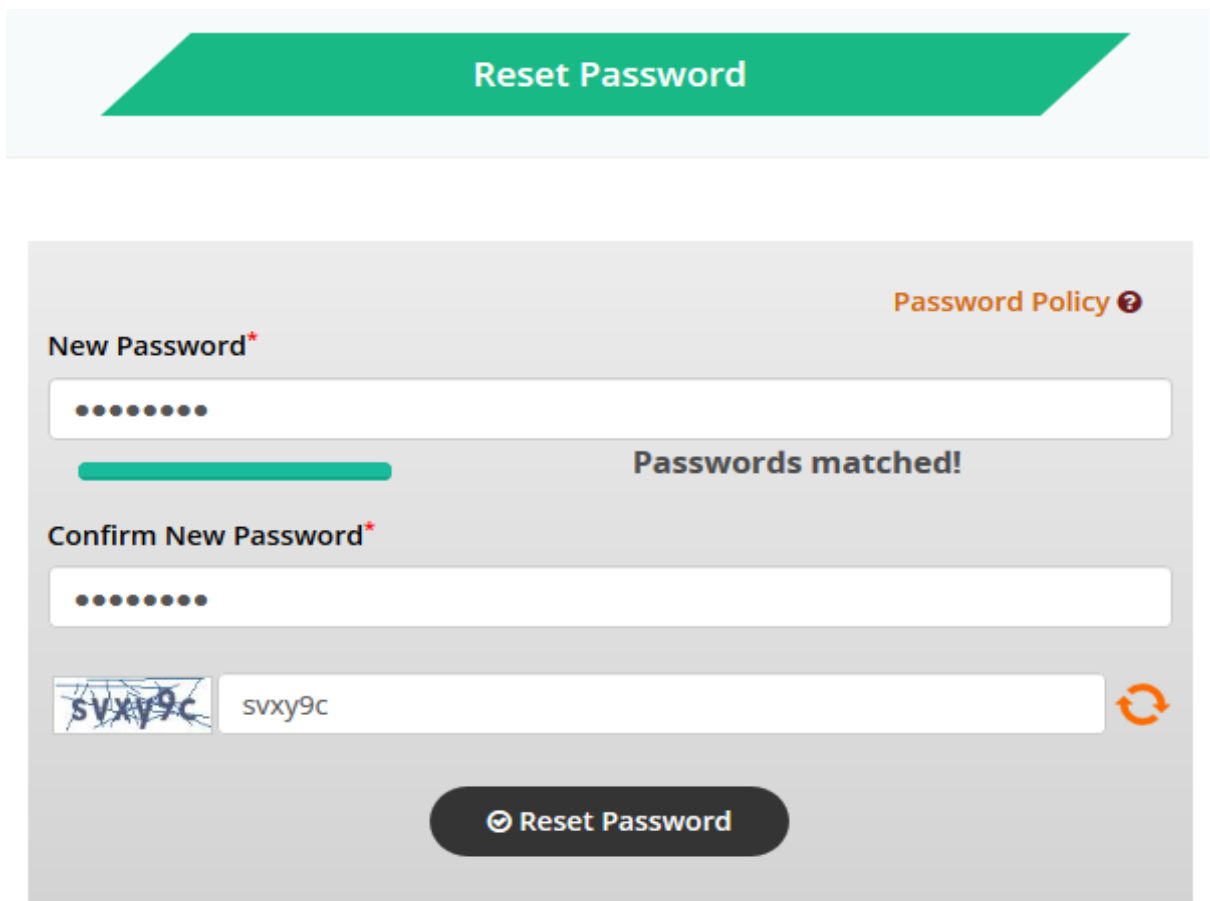


Fig:31

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

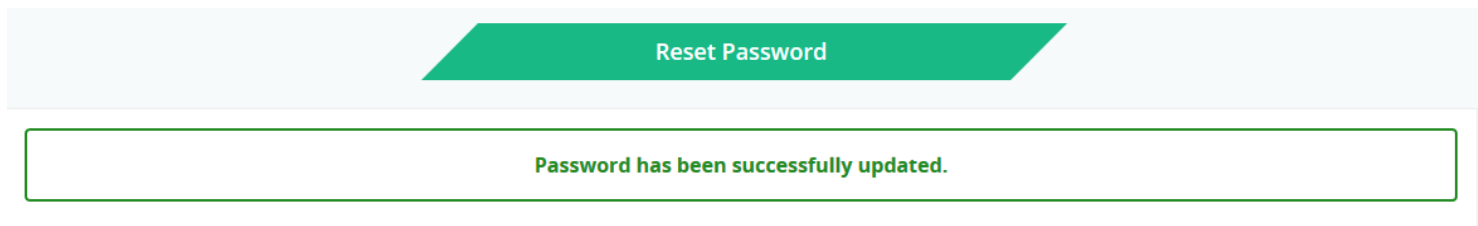


Fig:32

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]

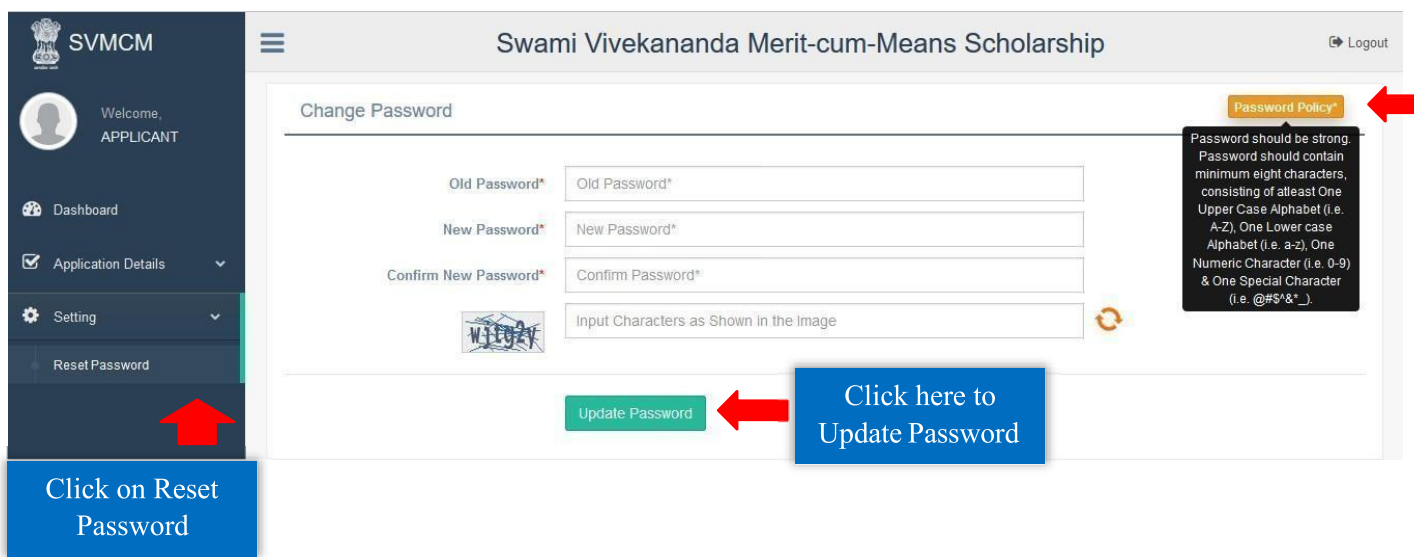


Fig:33

➤ **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)