

“Seekho aur Kamao”

***A Skill Development Initiative for
Minorities***

User Manual

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

Table of Contents

1. Objective	3
2. Audiences	4
3. Process of Registration – New User Registration	5
3.1 Step 1 - Open any web browser and enter the URL:	5
3.2 Step 2 - Click on “New User Registration” in case of 1st time of Registration.	6
3.3 Step 3 – Click on “Generate OTP” Button to validate the data.	7
3.4 Step 4 – Enter NITI Aayog ID as your User Name and Password sent to Mobile number	8
3.5 Step 5 - Online Registration page	9
4. Process of Registration - Existing User	11
4.1 Step 1 – Click on “Forgot Password” Link as shown below	11
4.2 Step 2: Enter your “NITI Aayog ID” as your User Name and Captcha	12
4.3 Step 3 –Enter the user Name and Password receive on the registered mobile number	13
4.4 Step 4 – Reset Password	14
5. Process of Login	15
5.1 After registration enter the URL:	15
6. Process of Managing Created Account	16
7. Process of Apply Online	17
7.1 Form 1 – Project Location	18
7.2 Form 2 – Branches / Centres	19
7.3 Form 3 – Past Experience (Part 1)	20
7.4 Form 4 - Past Experience (Part 2)	21
7.5 Form 5 - Past Placement Record	22
7.6 Form 6 - Profession Engaged	23
7.7 Form 7 - Financial Strength	24
7.8 Form 8 - Company MOU Details	25
7.9 Form 9 - Organization Other Details	26
8. Process of Checking Account Status	27

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](http://seekhoaurkamao-moma.gov.in)

The screenshot displays the homepage of the Seekho Aur Kamao web-portal. At the top, the Government of India logo and the Ministry of Minority Affairs are visible, along with the slogan "सीखो और कमाओ" (Learn & Earn). The main banner features the text "सीखो और कमाओ Learn & Earn" and "SKILLS" in large, stylized letters, accompanied by an illustration of a person working on a project. A quote reads: "Seekho Aur Kamao" A Skill Development Initiative for Minorities.

The page is divided into several sections:

- About the Scheme:** A text box describing the "Seekho aur Kamao Learn & Earn" scheme, which aims to upgrade the skills of minority youth in various trades/traditional skills, preparing them for employment or entrepreneurship.
- Photo Gallery:** A section showing a group of people engaged in a learning activity.
- Achievements in the Current Year:** A section highlighting the launch of the "Seekho aur Kamao" scheme and the Ministry's Action Points for PMIs for the year 2016-17.
- Navigation and Services:** A row of buttons for "Empowered (PIA's)", "Management Information System (MIS)", "Empowered (PIA's) (repeated)", and "Placement Details of Trainees".
- News:** A section titled "Seekho Aur Kamao - a skill development initiative for minorities online application launch soon" and "Ministry Government, Maximize Governance - download from forms and guidelines".
- Existing User:** A login section with fields for "Username" and "Password", a "Remember me" checkbox, a CAPTCHA, and a "Login" button. There is also a link for "New User Registration (Forgot Password?)".

The footer contains the Ministry of Minority Affairs logo, copyright information, and a row of icons for various government services like "e-Governance", "e-Health", "e-Education", and "e-Justice".

3. Process of Registration – New User Registration

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

[http:// seekhoaurkamao-moma.gov.in](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=Mt9WMFQyWDVWMEgxQTBRM0QzVTRFNw==>



The screenshot shows the 'NITI Aayog Registration Status' form. At the top left is the Ministry of Minority Affairs logo and text in Hindi and English. At the top right is the 'Nal Roshni' logo. The form has a green background and contains two input fields: 'NITI Aayog Unique ID' and 'PAN Number', both highlighted with red boxes and red arrows pointing to them. A yellow 'Submit' button is to the right of the input fields. Below the form is a dark blue footer with three icons and text: 'Nal Roshni', 'Seekho Aur Kamao', and 'Free Coaching'.

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.

NITI Aayog Registration Status

Niti Aayog Unique ID PAN Number

NGO Details

Name	Registration Number	PAN Number A*****B	PAN Verify
Mobile	Address	District	State
City	Registration Date	Website	Email ID
Organization Type	Scheme Name		

Members Details

Name	Designation	PAN	Status	Adhaar	Status	Email
------	-------------	-----	--------	--------	--------	-------

→ User will have to click on Generate OTP to get same on the phone

Nai Roshni Seekho Aur Kamao Free Coaching

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

The screenshot displays the 'Registration of Organization' page. At the top, there is a navigation menu with links: Home, About Us, Contact Us, News, Training Schedule, and Forms. The main form is divided into two columns. The left column contains fields for: Name of Organization, Address of Organization, State (dropdown), City (dropdown), District (dropdown), Pin Code, Phone No., Fax No., Type of organization Societies (dropdown), Registered No., State of registration (dropdown), City of registration (dropdown), Date of registration (date picker), Detail of Achievement (text area), and Sectors of expertise (text area). The right column contains fields for: Name of Chairman/President/CEO, Mobile no.(CEO), Email id(CEO), Name of Secretary/VP, Mobile no.(VP), Email id(VP), Websites, User id, Password, Confirm password, Registration certification (with a 'Browse...' button and 'No file size' text), Registration valid till (date picker), and Remarks (text area). Below the form, there is a section for OTP generation with a 'Generate OTP Code' button, a 'Get OTP Code' label, an input field, and 'Registration' and 'Reset' buttons.

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.

One time password send your mobile and email id

Generate OTP Code

Get OTP Code *

Registration

Reset



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Figure 6 - OTP Generation for New User Registration

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

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Home About Contact Us News Forms & Guidelines

Forgot password

User Name : Enter NITI Aayog Unique ID

Enter Verification Code : Enter Captcha as showing

Send Mail

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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



The screenshot displays the 'Reset password' form on the website of the Ministry of Minority Affairs, Government of India. The page header includes the ministry's name in Hindi and English, along with the slogan 'सीखो और कमाओ'. The form contains the following fields and instructions:

- User Name***: A text box containing the value 'upj/2017/0115911'.
- Old Password***: A text box with a placeholder example 'e.g. Hand@1234'.
- New Password***: A text box with a placeholder example 'e.g. Hand@1234' and a note: 'Special Note: Password must contain: Minimum 8 and Maximum 10 characters atleast 1 UpperCase Alphabet, 1 LowerCase Alphabet, 1 Number and 1 Special Character'.
- Confirm Password***: A text box for re-entering the new password.
- Save**: A blue button to submit the form.

The footer of the page contains the Ministry of Minority Affairs logo, copyright information, and logos for 'myGov' and 'india.gov.in'.

Figure 10 - Reset Password Link

- 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.



The screenshot displays the user interface of the Ministry of Minority Affairs portal. At the top left, there is the Government of India emblem and the text: 'अल्पसंख्यक कार्य मंत्रालय भारत सरकार' (Ministry of Minority Affairs, Government of India). At the top right, the slogan 'सीखो और कमाओ' (Seekho Aur Kamao) is visible. A 'Logout' button is located in the top right corner. The main content area is titled 'Select Seekho Aur Kamao Financial Year'. Below this title, there is a label 'Financial Year' followed by a dropdown menu. The dropdown menu is open, showing the following options: '--Select--', '--Select--', '2015-2016', '2014-2015', '2016-2017', and '2017-2018'. The '2017-2018' option is currently selected and highlighted in blue.

Figure 12 - Financial Year

Home **Apply Online** Profile 2017-2018 Logout

Project Location Branches/Centers Past Experience(Part-1) Past Experience(Part-2) Past Placement Records Professional Engaged Financial Strength Company MoU Details

Organization Other Details

7. Process of Apply Online

In order to submit new application, click on the "Apply Online" tab. Now you can see nine forms. Fill them one after other.

Location:* State:* --Select--
 District:* --select-- Is Location Minority
 Block/Town:* MCB/MCT:*

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Home **Apply Online** Profile 2017-2018 Logout

Welcome to Shree Sharda Gyan Prasarak Mandal

Financial year	Status
2017-2018	Partial Fill

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Figure 13 - Apply Online

7.1 Form 1 – Project Location

The screenshot shows the 'Project Location' form in the Ministry of Minority Affairs portal. The form is titled 'Project Location' and is part of a series of steps including 'Branches/Centers', 'Past Experience[Part-1]', 'Past Experience[Part-2]', 'Past Placement Records', 'Professional Engaged', 'Financial Strength', and 'Company MoU Details'. The form includes the following fields:

- Location:** Text input field
- State:** Dropdown menu (currently showing '--Select--')
- District:** Dropdown menu (currently showing '--Select--')
- Block/Town:** Text input field
- Is Location Minority:** Checkbox
- MCB/MCT:** Text input field

Below the form is a table titled 'Name of the Trades to be Imparted at the Center:' with the following columns: SN., Trade Name, Skill Type, Boys Trainees, Girls Trainees, Total Trainees, Minority Trainees, and Name of Certifying agency. The table contains 7 rows of trade names, each with a checkbox and a dropdown menu for Skill Type.

At the bottom right of the form, there are three buttons: 'Save', 'Reset', and 'Next'.

SN.	Trade Name	Skill Type	Boys Trainees	Girls Trainees	Total Trainees	Minority Trainees	Name of Certifying agency
1	<input type="checkbox"/> AC Refrigerator	--Select					
2	<input type="checkbox"/> Auto Body Painting	--Select					
3	<input type="checkbox"/> Carpentry	--Select					
4	<input type="checkbox"/> Bakery Products	--Select					
5	<input type="checkbox"/> Catering	--Select					
6	<input type="checkbox"/> Accounts Assistant using Tally (ICT701)	--Select					
7	<input type="checkbox"/> BPO - Non Voice (ICT-705)	--Select					

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

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Home Apply Online Profile 2017-2018 Logout

Project Location Branches/Centers Past Experience(Part-1) Past Experience(Part-2) Past Placement Records Professional Engaged Financial Strength Company MoU Details

Organization Other Details

Mandatory criteria for selection:

Note: Own Branches /Centres of the Project Implementing Agencies duly approved on SMART

Center/Branch Name * Project Location: *

Smart Registration No: Registration Date:

Name Of Branch Head: * Mobile No *

Note: For multiple Branches/Centers please press submit and fill the form again.

Save Reset Next

SN.	BranchName	ProjectLocationName	Name Of Branch Head	Mobile No	Smart Registration No	Registration Date	Edit
-----	------------	---------------------	---------------------	-----------	-----------------------	-------------------	------

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)

The screenshot displays the 'Past Experience (Part 1)' form on the Ministry of Minority Affairs website. The header includes the government logo and the slogan 'सीखो और कमाओ'. The navigation bar contains links for Home, Apply Online, Profile, and a dropdown for the financial year (2017-2018) with a Logout button. A menu of tabs is visible, with 'Past Experience(Part-1)' selected. The form title is 'Details about Skill Development Projects funded by Central Ministries /Departments in last three years:'. The form fields are: Financial Year (dropdown menu), Project Name (text input), Sponsoring Ministry /Department (text input), Project Cost (text input), Is Project Minority (checkbox), and Sanction order (file upload button labeled 'Choose File' with 'No file chosen' text). At the bottom right of the form are 'Save', 'Reset', and 'Next' buttons. Below the form, it states 'No Records Found'. The footer contains the Ministry of Minority Affairs logo, copyright information, and various utility links like Terms & Conditions, Copyright Policy, Contact Us, Disclaimer, Useful Links, and Help.

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)

The screenshot shows the 'Past Experience (Part 2)' form on the Ministry of Minority Affairs website. The form is titled 'Details about Skill Development Projects funded by State Government/UT Administration in last three years :'. It contains the following fields:

- Financial Year: * (Dropdown menu with "--Select--")
- Project Name: * (Text input field)
- Sponsoring Ministry /Department : * (Text input field)
- Is Project Minority (Checkbox)
- Project Cost: * (Text input field)
- Sanction order : * (File upload button labeled "Choose File" with "No file chosen" text)

Below the form is a table with the following columns:

Financial Year	Project Name	Sponsoring Ministry	Is Project Minority	Project Cost	Sanction order
----------------	--------------	---------------------	---------------------	--------------	----------------

The footer of the page includes the Ministry of Minority Affairs logo, copyright information, and navigation links: Terms & Conditions, Copyright Policy, Contact Us, Disclaimer, Useful Links, and Help.

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

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Project Location Branches/Centers Past Experience(Part-1) Past Experience(Part-2) Past Placement Records Professional Engaged Financial Strength Company MoU Details

Organization Other Details

Past Placement record of the organization for last three years :

Skill Development projects implemented by the PIA in the minority concentrated districts/ blocks in the last three years : * No file chosen

Minority youths trained exclusively by the PIA during last three years in projects funded by the Central/State Government : * No file chosen

Percentage of trained youths who have been provided employment in organized sector by the PIA after training in last three years : * No file chosen

Percentage of candidates placed after 3 months of certification and remain in employment for 1 year out of 12 months of tracking : * No file chosen

SN.	Financial Year	Youths Trained	Trained Minority Youth	Placed in the Organized Sector	% of Placement	% of Retention after 12 months of joining	Name of Companies/ Industries where placed.
1	2016-2017	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
2	2015-2016	<input type="text" value="873"/>	<input type="text" value="123"/>	<input type="text" value="576"/>	<input type="text" value="68"/>	<input type="text" value="36"/>	<input type="text" value="Saket Hardware Industries"/>
3	2014-2015	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>

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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

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Project Location Branches/Centers Past Experience(Part-1) Past Experience(Part-2) Past Placement Records Professional Engaged Financial Strength Company MoU Details

Organization Other Details

Professional Engage:
Branch or Centre-wise list of Professionals engaged by the organization (Please give separate Tables for each Centre):

SN.	Center/Branch Name	Name Of Professional	Male/Female	Educational Qualification	Experience in skill training (in years)	Regular or Part Time
No Records Found						

Save & Next Reset

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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.
-

7.7 Form 7 – Financial Strength

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Project Location Branches/Centers Past Experience(Part-1) Past Experience(Part-2) Past Placement Records Professional Engaged Financial Strength Company MoU Details

Organization Other Details

Financial Strength :

Certificate from practicing Chartered Accountant (preferably the same who has audited the last year financials of the applicant's company) : * Choose File No file chosen

SN.	Financial Year	AnnualTurnOver	NetWorth	Revenue	Audited Financials Report
1	2016-2017	<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose File No file chosen
2	2015-2016	<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose File No file chosen
3	2014-2015	<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose File No file chosen

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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
 - File should be in PDF Format
 - File name should contain max 30 Character and no special Character.

7.8 Form 8 - Company MOU Details

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Government of India

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Home Apply Online Profile 2017-2018 Logout

Project Location Branches/Centers Past Experience(Part-1) Past Experience(Part-2) Past Placement Records Professional Engaged Financial Strength Company MoU Details
Organization Other Details

Company/Industry/Institution Name :* Address :*
Required Skills in Company:* Date Of Signing *
Validity Period Of Mou
Valid From * Valid To *

Note: For multiple Company MoU details please press submit and fill the form again.

SN.	Company Name	Address	Required Skills	Date of Signing	Valid From	Valid To
-----	--------------	---------	-----------------	-----------------	------------	----------

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Figure 21 - Company MOU Details

7.9 Form 9 - Organization Other Details

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Home Apply Online Profile 2017-2018 Logout

Project Location Branches/Centers Past Experience(Part-1) Past Experience(Part-2) Past Placement Records Professional Engaged Financial Strength Company Molt Details

Organization Other Details

Organization Other Details:

Whether the PIA Guarantees employment to minimum 75% trained candidates (including 50% in organised sector) after training: * --Select--

Whether organization has its own website: * --Select--

Website Url:

Whether organization maintains Management Information System for trainees for last three years: * --Select--

Management Information System Name :

Whether organization has ever been suspended / blacklisted from any Govt. scheme: * --Select--

Name Of Blacklisting / suspension Authority:

Date of Blacklisting / suspension

Reason for Blacklisting / suspension:

Date of deletion of name from Suspend / Blacklist:

Willingness of furnish Bank Guarantee: * --Select--

Whether PIA is affiliated with National Skill Development Corporation (NSDC): * --Select--

Additional Lists/Documents to be enclosed

Managing Committee of Organization * Choose File No file chosen

Memorandum of Association/Bye Laws * Choose File No file chosen

Formate for Undertaking on Non-Judicial Stamp Paper * Choose File No file chosen

I, President/Secretary/CEO/Head of , son / daughter / wife of resident of (Address) hereby declare that the information given above is true to the best of my knowledge.

SN.	Is PIA Guarantee	Is Own Website	Website Url	Is MIS	Is Suspended	Blacklisting Authority	Date Of Blacklist	Reason	Date Of Deletion	Is Furnish Bank Guarantee	Is Affiliated NSDC	Website Home Page	Website Home Page

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Figure 22 - Organization Other Detail

- User need to input complete information and need to upload document wherever required.
 - 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.

8. Process of Checking Account Status

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



The screenshot displays the website interface for the Ministry of Minority Affairs, Government of India. The header includes the national emblem and the motto 'Satyameva Jayate'. The navigation menu contains 'Home', 'Apply Online', and 'Profile'. A dropdown menu shows the selected financial year as '2017-2018' and a 'Logout' button. The main content area features a welcome message and a table with the following data:

Financial year	Status
2017-2018	Complete

The footer contains the Ministry of Minority Affairs logo, copyright information, and various utility links like 'Terms & Conditions', 'Copyright Policy', 'Contact Us', 'Disclaimer', 'Useful Links', and 'Help'. It also features logos for 'myGov' and 'India.gov.in'.

Figure 23 - Account Status Screen

