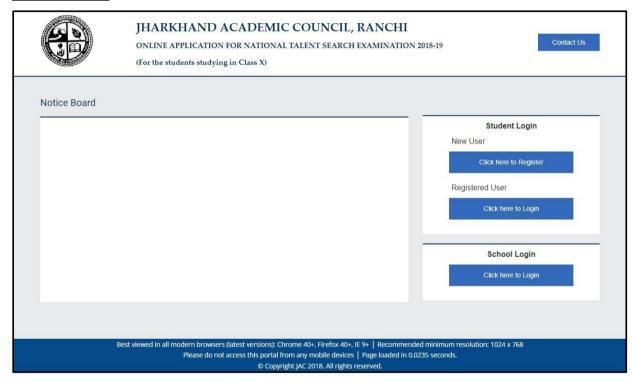
# Carefully read this guide before you proceed for filling up the form. It will help you to gain knowledge on how to fill-up and submit your Application Form.

This segment will guide you through the operational aspects of the NATIONAL TALENT SEARCH (NTS) EXAMINATION – 2018-19 Online Registration Process. Here, as an applicant, you are required to:

- Register yourself (for new applicants who are registering for Examination 2018-19)
- Add requisite details after registration.
- Print application form, View & Modify entered details (except Registration Details) before making online payment.
- Print application form after making payment.

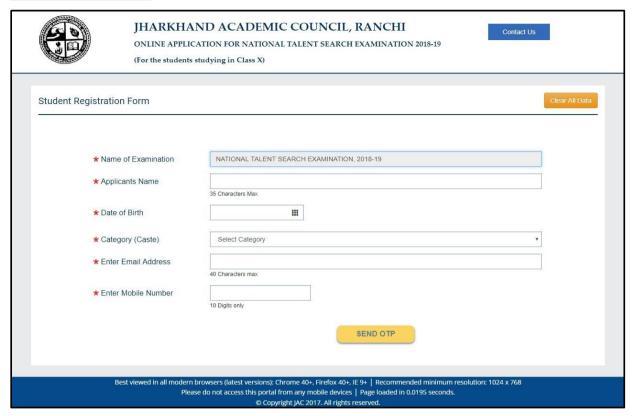
## **Home Page:**



- 1. If you are a new user click on the tab "Click Here to Register" to open up the "Student Registration Form" to get yourself registered for the forth coming examination.
- 2. If you are already a registered user click on the tab "Click Here to Login" to open up the "Login Page".
- 3. If you require any assistance click on the "Contact Us" tab to obtain our contact details.

- Before registering yourself carefully read the Notification, Eligibility Criteria, and other related notices issued by the Council from time to time and make sure that you satisfy the same. (Parent Website of the Council are jac.jharkhand.gov.in & jac.nic.in )
- Your application form will be considered submitted only after the same is approved by your school. Hence complete all steps pertaining to your application submission and submit your application form well in advance in order to avoid last minute rush.

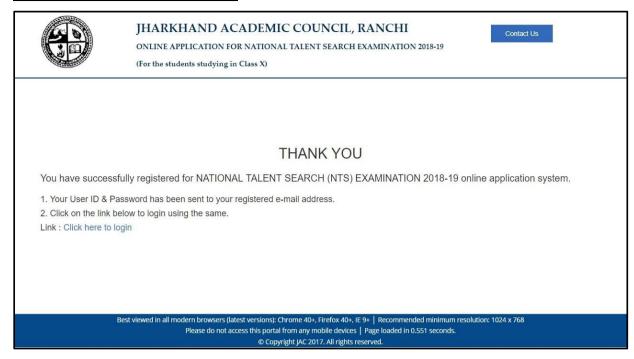
#### **Registration Page:**



#### **How to Register**

- 1. Enter your Name in column Applicants Name,
- 2. Select your Date of Birth using the calendar.
- 3. Select your Category (Caste) from the available list.
- 4. If your selected Category (Caste) is OBC, then 2(two) additional columns which are "State" & "Caste/Community" gets displayed. You are also required to fill the same.
- 5. For reference of Caste/Community click on the website link of www.ncbc.nic.in
- 6. Enter a valid e-mail address (Provide your own valid e-mail address. Future communications will be sent to the same).
- 7. Enter a valid mobile number (Provide your own mobile number. OTP & future communications will be sent to the same as SMS).
- 8. Check entered details before clicking on the "SEND OTP" tab to submit the same. (Registration details once submitted can never be altered / modified).
- 9. The system will send an OTP into the entered mobile number and also a new textbox for entering of verification code (OTP) will open up.
- 10. Enter verification code (OTP) as received by you. (OTP's are case sensitive i.e. the system differentiates between "a" and "A" so please be careful while entering them).
- 11. Click on the "Verify" for verification of the same.
- 12. Once verified the "Submit" tab opens up, click on the same to complete the registration process.
- 13. Upon successful registration a confirmation screen opens up marking completion of the registration process.
- 14. Clicking on the "Clear All Data" ab appearing in top right hand side of the screen will remove all entered data.

## **Registration Successful Page:**



- 1. Upon successful receiving of your Registration Data the system will move into registration successful page.
- 2. Your User ID & Password (default) will be sent to your registered e-mail ID.
- 3. For logging in into the system click on the "Click here to login" tab mentioned under point no 2 in this page alternatively you can login by clicking on the "Click Here to Login" tab situated in the home page to go to the login page.

## **Login Page:**

	ONLINE APPI	AND ACADEMIC COUNCIL, ICATION FOR NATIONAL TALENT SEARCH tts studying in Class X)		Contact Us
Student Lo	Enter Login ID * Enter password * Enter Captcha *	FBVEJZU S	Type the Captcha	Forgot Password?
Best viewed in all modern browsers (latest versions): Chrome 40+, Firefox 40+, IE 9+   Recommended minimum resolution: 1024 x 768  Please do not access this portal from any mobile devices   Page loaded in 0.0227 seconds.  © Copyright JAC 2017. All rights reserved.				

## **How to Login**

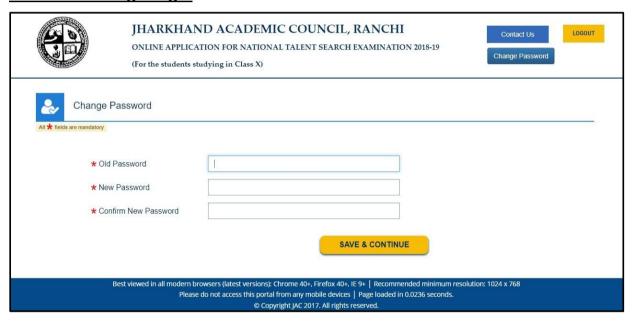
1) First Time login / Login after initiating "Reset Password" request.

- a) Enter User ID exactly the same as received by you via email.
- b) Enter password exactly the same as received by you via email.
- c) Enter Captcha.
- 2) Repeat / Subsequent login.
  - a) Enter User ID exactly the same as received by you via email.
  - b) Enter password as set by you.
  - c) Enter Captcha.

#### Note:

User ID's & Password are case sensitive i.e. the system differentiates between "a" and "A" so please be careful while entering them.

## **Password Change Page:**

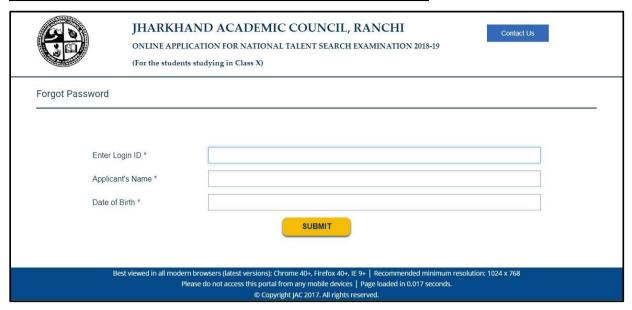


#### **How to Change Password**

- 1) In Old Password enter current Password.
- 2) In New Password enter a new password.
- 3) In Confirm Password re-enter the new password.
- 4) Click on the "SAVE & CONTINUE" tab to change the password.

- Changing of password is compulsory for First time login for others it is optional.
- Never copy and paste password into the column "New Password" from the column "Confirm New Password" as errors (if any) committed by you during typing the new password will not get highlighted.

## How to recover your account in case of Password loss:



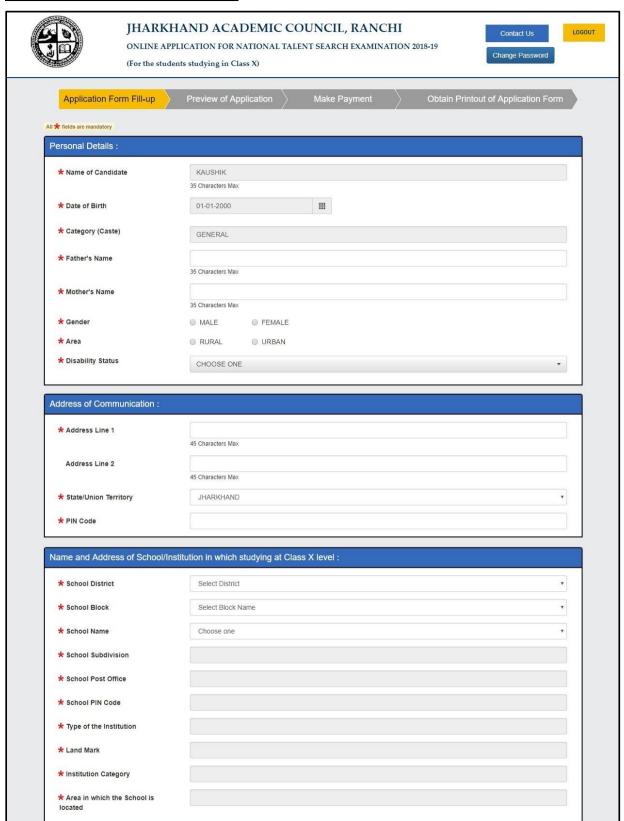
## How to get new password in case of loss of password

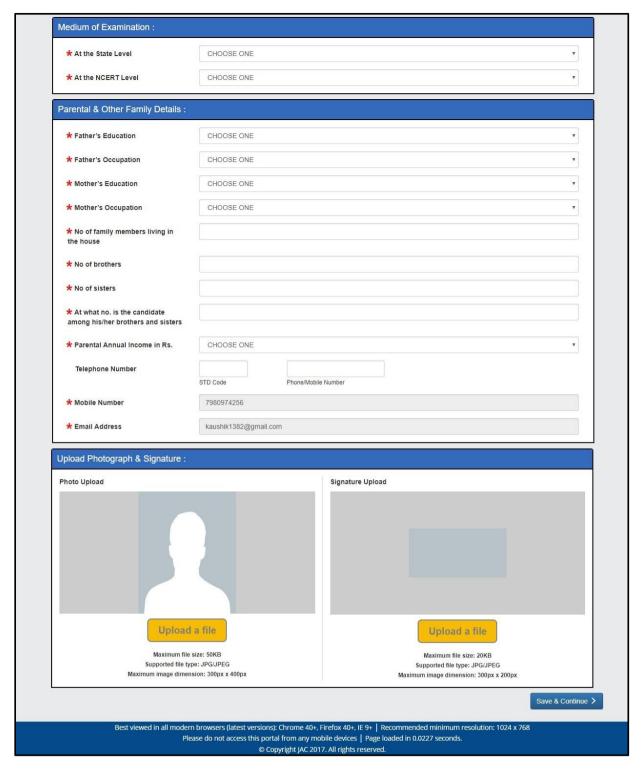
- 1) Click on the "Forgot Password?" link available in login page.
- 2) A new page opens up asking for your registered details.
- 3) Enter details asked for by the system and click on the submit tab.
- 4) The system will verify your entered details with its database.
- 5) If the entered details match with the systems database, the system will send an OTP into your registered mobile number, else if the entered detail does not match with the database the system will revert back with an error message.
- 6) Enter "OTP" as received by you. (OTP's are case sensitive i.e. the system differentiates between "a" and "A" so please be careful while entering them).
- 7) Click on the "Verify" tab for verification of the same.
- 8) Once the same is verified, the system will send an e-mail into your registered e-mail ID which will contain your last saved password.

You are now ready for login using the new password.

- Under no circumstances an already registered applicant can change his mobile number & email ID.
- If an applicant wants to change his/her already registered mobile number & email ID, the applicant has to make a new registration and submit a fresh application.

## **Filling up of Application Form:**





#### **How to fill Details:**

- 1. Fill requisite information's in the page by entering them in the box provided (All fields marked with " \* " are mandatory)
- 2. In boxes having drop down tables chose one from the available list.
- 3. In order to select the school in which you are studying in Class X (Ten) follow the below mentioned steps.
  - a. In column "School District" select the district in which the school is situated.
  - b. Names of all block's within the selected district will get populated, select the block from the populated list in which the school is situated.

- c. All schools in the selected block will get populated, select the school from the populated list.
- d. Once the school is selected, remaining data in section automatically gets displayed.
- 4. Upload scanned image of your photograph and signature by clicking on the respective tabs. Kindly note the photograph and signature to be uploaded should be clean & clear. (It is advised to submit photograph not more than 3 months old, and signature to be uploaded should be made with black ball point pen.)
- 5. Click "Save & Continue" tab to proceed to next page.

#### Note:

- If the name of your school is not appearing in the list, kindly ask your school to get themselves registered for NTS Examination 2018-19 for the state of Jharkhand.
- You are also requested to send Name, Address & Contact Details of your school to the council via email asking for such registration.

## **Preview Application:**

- 1. The data filled in by the applicant gets displayed in this page.
- 2. Click on the "Download" tab to download a copy of the same for offline checking of the entered data.
- 3. In case any rectification is required please go back to the previous page and make requisite changes.
- 4. Repeat between these steps until you are satisfied that your application is 100% error free.

#### Note:

• All details entered by you will become non editable (cannot be modified) after making payment of the same hence check all entered details prior to making payment for your application.

## **Make Payment:**

- 1. Your details alongwith payable application fees gets displayed in this page.
- 2. Enter requisite details and checkmark on the "I Agree" box to accept the declaration.
- 3. To pay click on "SUBMIT".

- Before making payment please be sure that the details entered by you are correct, kindly note you cannot modify any details after you have made the payment.
- For paying fees you require a valid Credit Card / Debit Card / Net Banking facility in your bank account. Online payment will navigate you into a secure payment site. On successful transaction you will be redirected back to this site for payment confirmation. Follow Instructions as aooearing in the screen.
- Post payment of application fees your application will be visible in the selected school's login for approval/rejection. Hence be careful that you have selected the school in which you are presently studying.

## **Obtain Print-out of your Application Form**

- 1. After successful payment for your application you will be landed into this page for obtaining printout of you application for.
- 2. The printout appearing in this page will bear a "Paid" stamp and also details of your payment will appear in the 2<sup>nd</sup> page.
- 3. The last para of 2<sup>nd</sup> page i.e. "Certification by the Hear Of the Institution" of the application form will contain the word "Your application is Pending". The same will appear till the application form is approved/rejected by the school.
- 4. Submit a copy of the paid application form alongwith copy of requisite details to the school selected by you at the time of filling up this application form for approval / rejection of your application (as the case may be) by the school.
- 5. Once your application is approved / rejected (as the case may be) by the institution you will receive intimation for the same via SMS and/or email.
- 6. Log into your account post receiving of SMS / email and download copy of your application. The application form so downloaded will contain the word "Your application is Approved" / "Your application is Rejected" (as the case may be) in the last paragraph i.e. "Certification by the Head of the Institution" of the printout.
- 7. Generation of application bearing the word "Your application is Approved" in the last paragraph i.e. "Certification by the Head of the Institution" of the printout indicates your candidature for NTS Examination 2017-18 has been approved by the institition.

Else

Generation of application bearing the word "Your application is Rejected" in the last paragraph i.e. "Certification by the Head of the Institution" of the printout indicates your candidature for NTS Examination 2017-18 has been rejected by the institution.

#### Note:

• Fees once paid will not be refunded under any circumstances.