“Seekho aur Kamao”

A Skill Development Initiative for Minorities

User Manual

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(Financial Year 2018-19)
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1. Objective

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

This manual is for website Administrators, Users and Visitors. The Seekho aur Kamao Web-Portal can be found at:
http://seekhoaurkamao-moma.gov.in
3. Process of Registration – New User Registration

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

http://seekhoaurkamao-moma.gov.in

Figure 1 - New User 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=Mi9WFQyWDVWMEgxQTBRM0QzVTRFNw==

- 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.

- 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

![Figure 3 - Generate OTP Screen](image-url)
3.4 Step 4 – Enter NITI Aayog ID as your User Name and Password sent to Mobile number

- 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

- 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 have 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.
Figure 6 - OTP Generation for New User Registration
4. Process of Registration - Existing User

4.1 Step 1 – Enter the User Name and Password

- Existing User will enter their User Name and Password to login on the Portal.
- On Successful submission, Application will ask to select the financial year for which Organization want to submit the application form.
- Once Financial year selected, user will click on apply online to fill the information and submit the application form.
5. Process of Login

5.1 After registration enter the URL:

http://seekhoaurkamao-moma.gov.in

Steps followed in Figure-11:

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

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

![Figure 9 - Financial Year](image)

Select Seekho aur Kamaao Financial Year

Financial Year

- Select -

- Select -
2015-2016
2014-2015
2013-2014
2012-2013
2011-2012
2010-2011
2009-2010
2008-2009
2007-2008
2010-2013
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.

![Figure 10 - Apply Online](image-url)
7.1 Form 1 – Project Location

Figure 11 - Project Location

- User need to enter their Project Location information one by one. At a time, user can add multiple project location.
- In Order to add more project location, user need to enter information again and click on save button.
- User need to enter “1” in case of MCB and “2” for MCT as mentioned in the screen.
- 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

![Image of Form 2 - Branches / Centres]

**Figure 12 - 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)

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)

- 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.

**Figure 14 - Past Experience (Part 2)**
### 7.5 Form 5 - Past Placement Record

**Figure 15 - 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.

- In the last 2 column, User need to enter total No of Youth trained who become entrepreneur and Name & Details of company where placed.
7.6 Form 6 - Profession Engaged

- User need to enter Profession engaged information Centre /branch wise.
- As you can see in the screen with red marked, the moment you will add centre, details, a row will display as shown in the screen where you can enter the Professional engaged details.
- In Order to move to next screen, user need to click on “Save & Next” Screen.
7.7 Form 7 – Financial Strength

![Figure 17 - Financial Strength](image)

- 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

- Organization need to enter Company MOU Details.
- If Organization has multiple MOU, then same can be upload here as shown in the screen.

Figure 18 - Company MOU Details
### 7.9 Form 9 - Organization Other Details

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.

#### Figure 19 - Organization Other Detail

<table>
<thead>
<tr>
<th>SN</th>
<th>Is PIA Guarantee</th>
<th>Is Own Website</th>
<th>Website URL</th>
<th>Is MIS</th>
<th>Is Suspended</th>
<th>Blacklisting Authority</th>
<th>Date Of Blacklist</th>
<th>Reason</th>
<th>Date Of Deletion</th>
<th>Is Furnish Bank Guarantee</th>
<th>Is Affiliated NSDC</th>
<th>Website</th>
<th>Website Home Page</th>
<th>Website Home Page</th>
</tr>
</thead>
</table>

- Choose File: No file chosen
- Choose File: No file chosen
- Choose File: No file chosen

**Declaration**

I hereby declare that the information given above is true to the best of my knowledge.
8. Process of Checking Account Status

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

Figure 20 - Account Status Screen