

USER MANUAL

PART – 1

URL: <https://schooleducation.jharkhand.gov.in/membership/>


Step 1: New User Registration

Login Form

Username

Password


Enter Captcha *



The New User Registration page will be displayed.

Registration Form

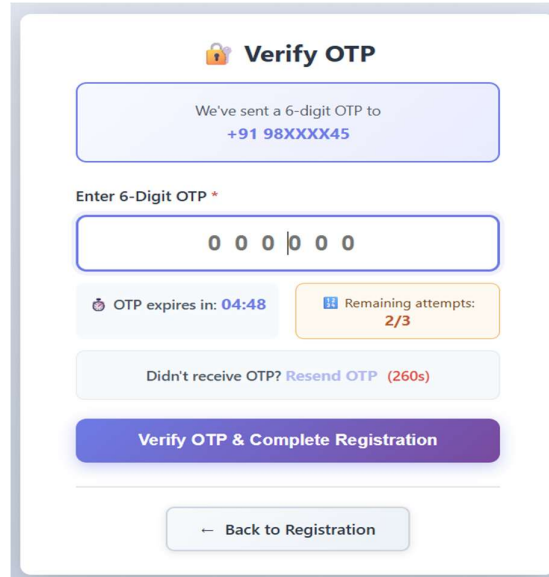
Please fill in all the required details

Full Name (as per Matriculation Certificate) *	Mobile Number *	Email Address *
<input type="text" value="Enter your full name"/>	<input type="text" value="10-digit mobile number"/>	<input type="text" value="your.email@example.com"/>
Father's Name *	Gender *	Date of Birth *
<input type="text" value="Enter father's name"/>	<input type="text" value="Select Gender"/>	<input type="text" value="dd - mm - yyyy"/>
Password *	Confirm Password *	Enter Captcha *
<input type="text" value="Minimum 8 characters"/> <small>Must contain uppercase, lowercase, number, and special character</small>	<input type="text" value="Re-enter password"/>	<div><input data-bbox="1211 1654 1297 1703" type="button" value="Refresh"/></div> <input type="text" value="ENTER CODE SHOWN ABOVE"/>

Enter all the required details in the registration form. Create a password that meets the following criteria:

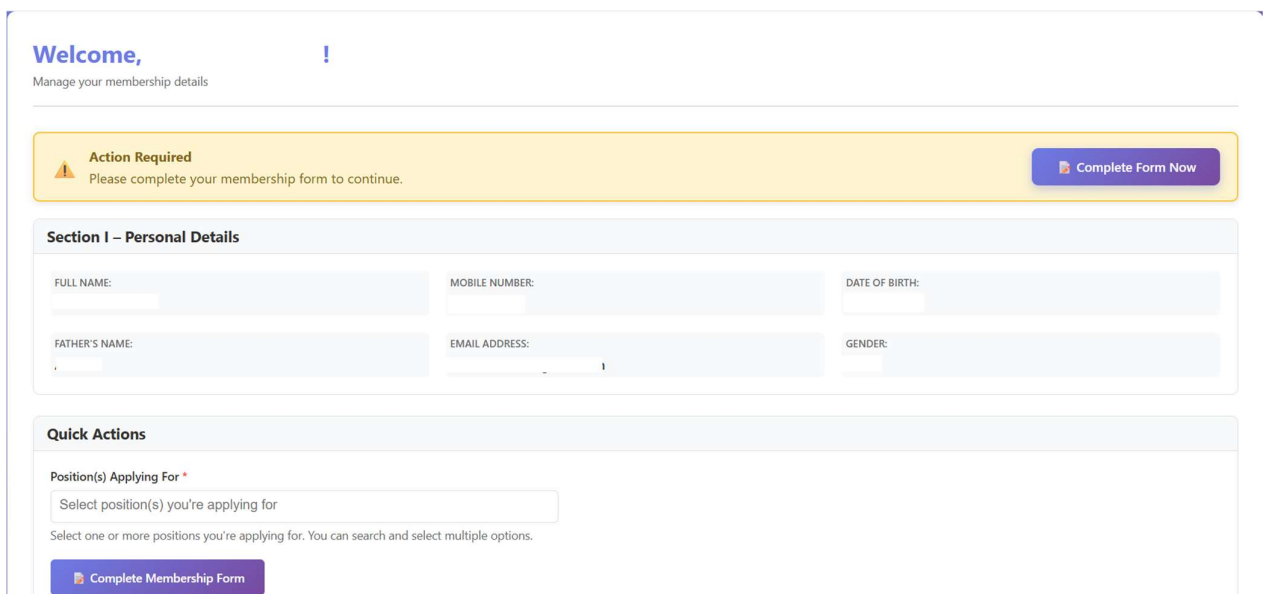
- Must contain at least one uppercase letter
- Must contain at least one lowercase letter
- Must contain at least one number
- Must contain at least one special character

Step 2: Enter Captcha and Click on register & Send OTP



The image shows a 'Verify OTP' screen. At the top, it says 'Verify OTP' with a lock icon. Below that, a message states 'We've sent a 6-digit OTP to +91 98XXXX45'. There is a text input field labeled 'Enter 6-Digit OTP *' containing '0 0 0 | 0 0 0'. To the left of the input field, it says 'OTP expires in: 04:48'. To the right, it says 'Remaining attempts: 2/3'. Below the input field, there is a link 'Didn't receive OTP? Resend OTP (260s)'. At the bottom, there is a large purple button 'Verify OTP & Complete Registration' and a smaller grey button 'Back to Registration'.

- **Verify the OTP sent via SMS to registered mobile Number.**
- **After successful verification, you will be redirected to the Membership Portal.**

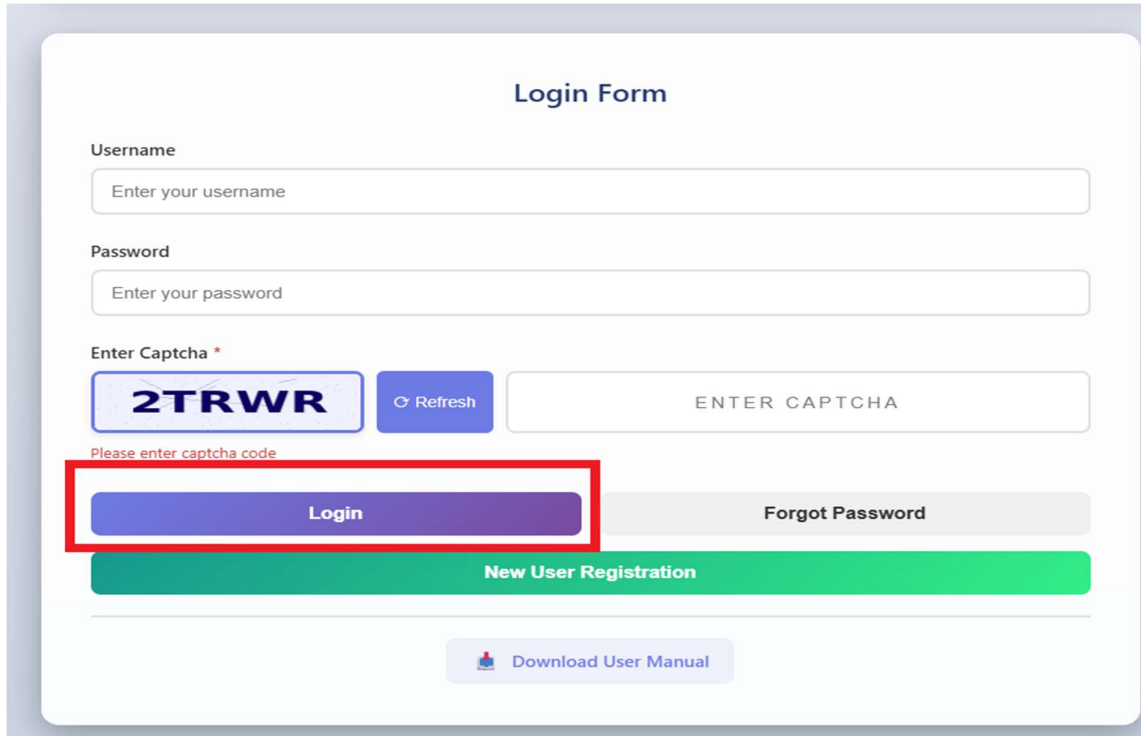


The image shows a 'Welcome' screen for a membership portal. At the top, it says 'Welcome, !' and 'Manage your membership details'. Below that, there is a yellow banner with an 'Action Required' icon and the text 'Please complete your membership form to continue.' and a 'Complete Form Now' button. The main content area is divided into two sections: 'Section I - Personal Details' and 'Quick Actions'. 'Section I - Personal Details' contains six input fields: 'FULL NAME:', 'MOBILE NUMBER:', 'DATE OF BIRTH:', 'FATHER'S NAME:', 'EMAIL ADDRESS:', and 'GENDER:'. 'Quick Actions' contains a 'Position(s) Applying For *' dropdown menu with the text 'Select position(s) you're applying for' and a note 'Select one or more positions you're applying for. You can search and select multiple options.' and a 'Complete Membership Form' button.

OR,

You Can Also go to Login if already Registered.

Step 3: Log in to the Portal



The screenshot shows a 'Login Form' with the following elements:

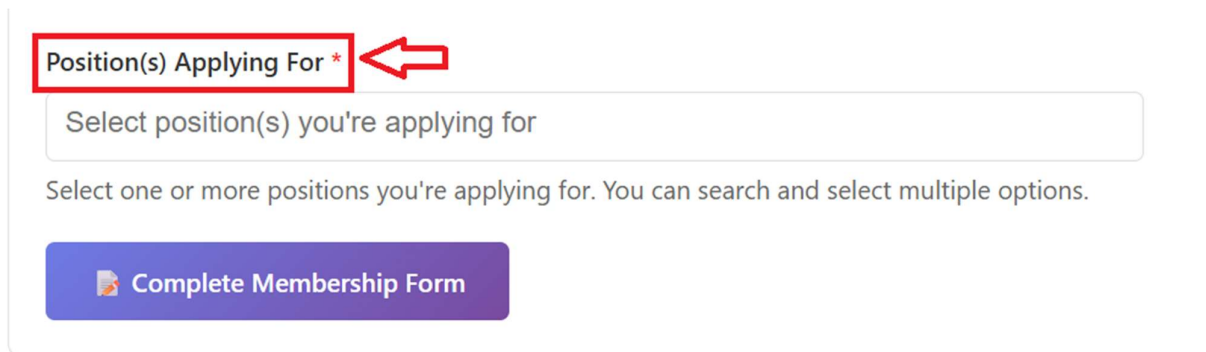
- Username:** A text input field with the placeholder 'Enter your username'.
- Password:** A text input field with the placeholder 'Enter your password'.
- Enter Captcha *:** A section containing a 2TRWR captcha image, a 'Refresh' button, and a text input field with the placeholder 'ENTER CAPTCHA'.
- Buttons:** A purple 'Login' button (highlighted with a red box), a grey 'Forgot Password' button, and a green 'New User Registration' button.
- Footer:** A blue button labeled 'Download User Manual' with a document icon.

After successful registration, log in to the portal using your credentials.

The Membership Portal will be displayed.

Step 4: Select Position(s) Applying For

Select the position(s) you are applying for from the available options.



The screenshot shows a form with the following elements:

- Label:** 'Position(s) Applying For *' (highlighted with a red box and a red arrow pointing to it).
- Input Field:** A text input field with the placeholder 'Select position(s) you're applying for'.
- Text:** 'Select one or more positions you're applying for. You can search and select multiple options.'
- Button:** A purple button labeled 'Complete Membership Form' with a document icon.

Member of Apex Body

Member of General Body


Chairman of Executive Committee

Member of Executive Committee

Member of School Management Committee

Select position(s) you're applying for

Select one or more positions you're applying for. You can search and select multiple options.


 Complete Membership Form

Step 5: Open the Membership Form


Click on **Membership Form** to proceed.

Quick Actions

Position(s) Applying For *

 Member of General Body

Select one or more positions you're applying for. You can search and select multiple options.

 Complete Membership Form

PART – 2

SECTION 1: Fill Personal Details

1 Personal Details 2 Education 3 Experience 4 NRS Details 5 Leadership 6 Vision 7 Integrity 8 Documents

SECTION I – Personal Details

Personal Information

Full Name: [Redacted] Mobile Number: [Redacted] ✓ Verified Email Address: [Redacted] ✓ Verified

Father's Name: [Redacted] Gender: [Redacted] Date of Birth: [Redacted]

1. **Personal Information** will be auto-filled by default.
2. Enter the **Basic Information** and **Correspondence Address**.

⇒ Basic Information

Marital Status * Nationality *

Select Status Indian

⇒ Correspondence Address

State * District * PIN Code *

Select State Select District

House No./Street/Village/Town/City *

Enter complete address

3. If the **Permanent Address** is the same as the Correspondence Address, select the **checkbox** provided.

Permanent Address

Same as Correspondence Address

State * District * PIN Code *

House No./Street/Village/Town/City *

Mobile & Email

Mobile Number (OTP Verified) * Alternate Mobile Number

This is your registered and verified mobile number

Email ID (OTP Verified) *

This is your registered and verified email address

Save and Next →

4. Click **Save and Next** to continue.

SECTION 2: Fill Educational Details

Enter all required educational qualification details and proceed.

NOTE:- One educational qualification is mandatory to provide.

Click on **+Add More Qualification** to add more qualification.

1 Personal Details **2 Education** 3 Experience 4 NRS Details 5 Leadership 6 Vision 7 Integrity 8 Documents

SECTION II – Educational Qualifications *

Qualification	Board/University	Division/Grade	Passing Year	
e.g., B.Tech	e.g., IIT Delhi	e.g., First	e.g., 2010	Remove

+ Add More Qualification

← Previous **Save and Next →**

click **Save and Next** to proceed.

SECTION 3: Fill Experience Details

NOTE: - Professional Experience of 10 years details are required only for the “Chairman of Executive Committee” position.

This page will be displayed as an additional requirement for applicants applying for the “Chairman of Executive Committee” position.

SECTION III – Experience MINIMUM 10 YEARS

Professional Experience

Do you possess a minimum of 10 years of experience? *

Yes (Mandatory) No

Total Years of Experience *

Minimum 10 years

Area(s) of Expertise *

Management

Area(s) of Experience *

Academic Administrative Research Management Others

NOTE: - Applicants applying for positions “Chairman of Executive Committee” will be directed to the following page.

SECTION III – Experience

Experience Details *

Add each work experience with organisation, designation, nature of work, duration, and supporting document

Experience Entry #1 Remove Experience

Organisation * e.g., ABC Corporation **Designation *** e.g., Senior Manager

Nature of Work *

Describe the nature of work, responsibilities, achievements, etc.

Duration From dd-mm-yyyy **Duration To** dd-mm-yyyy

Upload Document (PDF) *

Upload PDF

PDF format only, Maximum size: 1MB

+ Add More Experience

- Fill All the Required details.

- If you have worked in more than one organization, you can add multiple experience entries by clicking on **+ Add More Experience Button**.
- To delete an experience entry, click the **Remove Experience** button..

SECTION III – Experience

Experience Details *
Add each work experience with organisation, designation, nature of work, duration, and supporting document

Experience Entry #1 **Remove Experience**

Organisation * Designation *

Nature of Work *

Duration From

Upload Document (PDF) *

PDF format only, Maximum size: 1MB

Fill in all experience-related information and upload supporting documents.

- Only **PDF files** are allowed and Maximum file size: **1 MB**.
- After selecting pdf Click on **Upload** button

SECTION III – Experience

Experience Details *
Add each work experience with organisation, designation, nature of work, duration, and supporting document

Experience Entry #1 **Remove Experience**

Organisation * Designation *

Nature of Work *

Duration From

Upload Document (PDF) *
 sample PDF 1MB.pdf
1017.73 KB **Remove**

➤ **Fill Current/Last Employment Data**

- **For Current Working, the form is provided below.**

Current/Last Employment

Currently Working Status *

Working Retired

Present/Last Designation * Organisation / Department * Working From *

dd-mm-yyyy

Nature of Organisation * Current Post/Designation *

Select Type

← Previous **Save and Next →**

- **Provide details of your current or most recent employment.**
click **Save and Next** to proceed.

- **For Retired applicants, the form is provided below.**

Current/Last Employment

Currently Working Status *

Working Retired

Present/Last Designation * Organisation / Department * Working From *

dd-mm-yyyy

Nature of Organisation * Date of Retirement

Select Type dd-mm-yyyy

Post at the Time of Retirement *

← Previous **Save and Next →**

click **Save and Next** to proceed.

SECTION 4 – Now Fill the Netarhat Residential School (NRS) Details

1 Personal Details 2 Education 3 Experience 4 **NRS Details** 5 Leadership 6 Vision 7 Integrity 8 Documents

SECTION IV – Netarhat Residential School (NRS) Details MANDATORY

Confirmation of Ex-Netarhat Student Status *

Yes (Mandatory - Only Ex-Netarhat Students can apply)

Year of Passing/Leaving NRS *

Class upto which studied at NRS *

← Previous Save and Next →

Enter the required NRS-related information and click **Save and Next** to proceed.

SECTION 5 (Optional) – Leadership, Governance & Contributions

1 Personal Details 2 Education 3 Experience 4 NRS Details 5 **Leadership** 6 Vision 7 Integrity 8 Documents

SECTION V – Leadership, Governance & Contributions

Experience in Leadership / Policy / Institutional Governance

Describe your leadership roles, policy-making experience, and governance contributions

Maximum 500 words | Current: 0 words

Contribution to Education / Institution Building / Public Service

Detail your contributions to educational institutions, system reforms, and public service

Maximum 500 words | Current: 0 words

Experience with Residential / Boarding / Elite Institutions

Describe any experience working with or governing residential schools, boarding institutions, or centers of excellence

Maximum 300 words | Current: 0 words

Notable Achievements / Special Assignments / Awards

List significant achievements, awards, publications, patents, special assignments, honors, etc.

← Previous Save and Next →

Fill in details related to leadership roles, governance experience, and contributions. click **Save and Next** to proceed.

SECTION 6 – Vision Statement

1 Personal Details 2 Education 3 Experience 4 NRS Details 5 Leadership 6 **Vision** 7 Integrity 8 Documents

SECTION VI – Vision Statement

Vision for Netarhat Residential School *

Articulate your vision for Netarhat Residential School - strategic priorities, development plans, academic excellence, infrastructure, student welfare, and institutional growth

Maximum 800 words | Current: 0 words

← Previous **Save and Next →**

Enter your vision statement, then click **Save and Next** to proceed.

SECTION 7 – Integrity & Vigilance Details

1 Personal Details 2 Education 3 Experience 4 NRS Details 5 Leadership 6 Vision 7 **Integrity** 8 Documents

SECTION VII – Integrity & Vigilance Details

Have you ever been:

- **Convicted by a court of law?**
 Yes No
- **Vigilance/Any Other Case Pending?**
 Yes No

← Previous **Save and Next →**

By default, it will be **No**, **Provide** the required integrity and vigilance-related information.

SECTION 8 – Document Uploads

1 Personal Details 2 Education 3 Experience 4 NRS Details 5 Leadership 6 Vision 7 Integrity 8 Documents

SECTION VIII – Document Uploads

Recent Passport Size Photograph *

Upload Photo
JPG, JPEG, PNG | Maximum size: 2MB

Identity Proof (PAN or any other Government Issued Proof) *

Upload Identity Proof
JPG, PNG, PDF | Maximum size: 5MB

← Previous Save and Next →

Upload the following documents:

- **Recent passport-size photograph***
- **Identity proof** (PAN card or any other government-issued ID)

File format: JPG, JPEG, or PNG

Maximum file size: 1 MB

- After selecting Document Click on **Upload Button** to save the document.
- If a document is selected by mistake, it can be removed by clicking the **Remove button**.
- To view the uploaded document, click **View Button**.

Recent Passport Size Photograph *

Passport Size Photo.jpg
10.04 KB
Preview:

Upload Remove

Identity Proof (PAN or any other Government Issued Proof) *

passport-jpg
124.83 KB

View Remove

• Application Preview

NOTE: - Please review all entered information carefully before submitting the application.

If any changes are required, click on Edit and make the necessary updates.

➤ **Edit Application**

SECTION XI – Declaration

"I hereby declare that all the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that any false information or suppression of facts may lead to rejection of my candidature or termination at any stage."

I Agree to the above declaration *

Place * Date *

⚠ Before You Submit:

- Confirm you are an Ex-Netarhat Student (Mandatory)
- Ensure minimum 10 years of professional experience
- Review all sections carefully
- Check all uploaded documents
- Verify referee contact details
- Accept the declaration

➤ **Declaration**

Tick the “I Agree to the above declaration” checkbox to proceed.

- And enter place and Date and click Submit Application Button for final application submission.

➤ **NOTE: ⚠ Before You Submit**

Please ensure the following conditions are met before final submission:

- Confirm that you are an **Ex-Netarhat Student** (Mandatory)
- Ensure a **minimum of 10 years of professional experience (For Chairman Position only)**
- Review all sections carefully
- Verify all uploaded documents
- Accept the declaration

SECTION XI – Declaration

"I hereby declare that all the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that any false information or suppression of facts may lead to rejection of my candidature or termination at any stage."

I Agree to the above declaration *



Place *

Date *

21 - 01 - 2026



⚠ Before You Submit:

- Confirm you are an Ex-Netarhat Student (Mandatory)
- Ensure minimum 10 years of professional experience
- Review all sections carefully
- Check all uploaded documents
- Verify referee contact details
- Accept the declaration

← Edit Application

✔ Submit Application (Final)

Final Submission

Click Submit Application to complete the process.

NOTE: After successful submission, you will receive a confirmation message via SMS with application Number on your registered mobile number.