

## **User manual for Nomination Module**

### 1. Visit the Dr. MCR HRDIT website at <u>https://www.mcrhrdi.gov.in/</u>

• Click on the "ONLINE REGISTRATION DESK/FEEDBACK " tab located on the homepage.

	Cele	brating 40 Y	ears of Excell	ence	,
FTP FOR ASOs SPONSORED BY ISTM, GOI 2024	6TH FOUNDATION COURSE FOR MES OFFICERS Read more	TFA:ITP FOR WDCW DEPARTMENT Read more	e- LEARNIGC Telangana e-Learning Application Management System Portal. Read more	ONLINE REGISTRATION DESK / FEEDBACK	e-LEARNING(IGOT) iGot Karmayogi e-Learning Portal Read more
SAMRIDDHI JOURNAL Read more	INTERNSHIP Read more	CALL FOR ARTICLES/PAPERS: SAMRIDDHI Read more			

• Click on the "DEPARTMENT ONLINE REGISTRATION/LOGIN FOR NOMINATIONS " link.



### 2. Department Registration

- The login page for the department is provided below. Registered departments can log in with their email or mobile number.
- New departments can register using the department code by following the link provided in the 'New Registration' section.

Registered Department User ID of department nodal Officer: *  Password: *  Login Forgot Password?  New Registration	
If you have the Department code, click here to proceed to repistration	
-	User ID of department         nodal Office: *         Password: *         Department         Department code, click         New Registration         Byou have the Department code, click         here to proceed to registration

• You will find the Department codes available on the Dr.MCR HRDIT website scrolling and also on the online registration desk page. Enter the Department code and proceed to follow the on-screen instructions to complete the registration process for your department."

(O)	Dr. Marri Channa Reddy Human Resource Development Institute of Telangana	C: Manifest reason Care Manifest reason
	Department Registration	
	Verify	
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• Departments can complete the department registration process by entering the details required below and clicking the Register & Continue button.

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### Department Registration

State:	Select 🗸	District:
Department Name: *	Endowments	Regional Office Name: *
Department Website:		Email: *
Nodal Officer Details		
Name of the Nodal Officer( Nominating Authority) *		Cadre:
Designation:		Mobile Number. *
Telephone:		Head Office Address:
Regional Office Address:		Address: *
Fax No:		
	Register 8	continue Cancel

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• After successfully registering, a pop-up will appear with your Login ID and password.

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	Departm	ent Registra	ition	
State:	KERALA	V District:	Pathanamthitta 🗸 🗸	
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Department Web	Re	× egistration Successful	rto@kerala.gov.in	
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Name of the Noc Offlicer( Nominat Authority) *	ting Vikram	Password: Mcrhrdi@123		
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Fax.No:				
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• If you click 'Cancel' you will be redirected back to the Department login page.

	Dr. Marri Channa Reddy Human Resource Development Institute of Telangana								
D	Department Registration								
State:	ASSAM	✓ District:	Bongaigaon 🗸						
Department Name: *	Agriculture and Co-Operat	tion Regional Office Name: *	Testt						
Department Website:	Regi	× stration Successful	tes@ha.com						
Nodal Officer Details	U	OGIN ID: tes@ha.com							
Name of the Nodal Officer( Nominating Authority) *	Test	OK Cancel							
Designation:		moune muniber: *	7894567893						
Telephone:		Head Office Address:							
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• When you click the "OK" button, you will be redirected to the Dashboard, where all of the Ongoing and Upcoming programs are listed.

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	Registered Department         User ID of department         nodal Officer: *         Password: *	
	Login Forgot Password? New Registration If you have the Department code, .click here to proceed to registration.	



# Dr. Marri Channa Reddy Human Resource Development Institute of Telangana



[→ Sign Out

Welcome, ENGINEER-IN-CHIEF (GENERAL & PANCHAYAT RAJ)!

#### PROGRAM DATA

							Search:	
Course Name	٠	Course Cordinator Name	ģ.	ProgramCode	StartDate	EndDate 👙	Enroll Now	View Nominations
A 6 week Foundation Course for newly appointed Drugs Inspectors (LP02524)		Dr. Madhavi Ravulapati & Dr. K. Suresh Kumar		LP02524	4/4/2024	5/16/2024	Enroll Now	View Nominations
Foundation Training Program for ASO's (DR) of CSS -CGLE 2023		Dr. K. Usha Rani		ASO/SP/24	4/8/2024	6/7/2024	Enroll Now	View Nominations
INTERNAL COMBUSTION PRINCIPLES		I.L. Narasimha Rao		IC123HYD	5/15/2024	5/28/2024	Enroll Now	View Nominations
Test for Learning		Dr.Rama Krishna Executive Officer Aarogyasree		IASTEST	5/4/2024	5/31/2024	Enroll Now	View Nominations
Showing 1 to 4 of 4 entries							ĸ	( <b>1</b> ) »

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Course Name	\$
A 6 week Foundation Course for newly appointed Drugs Inspectors (LP02S24) $\ensuremath{C}$	
Data Sec	
Foundation Course for Junior Assistants (Batch-I)	
Foundation Course for Junior Assistants (Batch-I) (LP01G24)	
Foundation Training Program for ASO's (DR) of CSS -CGLE 2023	
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LP01G24	Foundation Course for Junior Assistants (Batch-I) (LP01G24)
ASO/SP/24	Foundation Training Program for ASO's (DR) of CSS -CGLE 2023
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Showing 1 to 7 of 7 entries	« c <b>1</b> > »

• To continue nominating the candidate, click the "**Enroll now**" option. The "Enroll now" option can only be used if the respected program is an upcoming one; if it's an ongoing program, the user won't be able to enroll for that program.

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A 6 week Foundation Course for newly appointed Drugs Inspectors (LP02S24)	Dr. Madhavi Ravulapati & Dr. K. Suresh Kumar	LP02524	4/4/2024	5/16/2024	Enroll Now	View Nominations
Foundation Training Program for ASO's (DR) of CSS -CGLE 2023	Dr. K. Usha Rani	ASO/SP/24	4/8/2024	6/7/2024	Enroll Now	View Nominations
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Biometric Atteac	© 2024 - <u>Dr. MCR HRD Institute of Telangana</u> - /	All rights reserved	leuront <sup>TM</sup>			

• When the user selects "**View Nominations**," the user will be able to see the status of all nominations for that particular program.

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#### 2.1 Individual Upload

• When the user clicks the "Enroll Now" button, users are directed to the individual registration page, and there is an option for bulk uploading also. After entering all the necessary details in Individual Upload, clicking the Submit button will redirect the user to the nominee status page, and it will add the corresponding nominee.

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		I	ndividual Upload			
		И	Nominee Registration			
Training Programm for which the officer is nominated *	Test for abcc		Name of the Nomin	ee: *		
Date of Birth	dd-mm-yyyy	D	Designation in pres- post	ent		
Cadre			Academic qualificat	on:		
District			Mobile Number *			
Email *						
The Particulars given a	above are correct		Due care has been	taken about the training n	eeds of the officer nominated with	h refere
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### 2.2 Bulk Upload

- When the user clicks the "Bulk Upload" button, they will be directed to the page displayed below,
  - Click the "Download Sample File",
  - Then fill out the downloaded sheet,
  - Select "choose file" and "upload"
  - After successful upload a pop-up will appear clicking "OK" will redirect to the nominee status page and clicking "Cancel" will make the user stay on the bulk upload page.

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• Users will be able to see a preview of the sheet that is going to be uploaded.

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• By click on Home button will take display the program data on the home page



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