User Manual for Registration in SUPREMO

- 1. Go to URL : <u>https://supremo.nic.in/Registration.aspx</u>
- 2. Click on radio Button : Nodal Officer

	SURREMO Registre on Form	
O Individual Off	cer Nodal Officer AVMS / APMS	
Email-Id [*] Alternative Email-Id	test@nc.in	
Mobile number*		
Alternative Mobile No Name*	999999999	
Designation*		
Official Address*		
Phone No. (Office)*		
Select Role:	NA V	
Set your password Confirm Password		
Ge Back to Login	Generate OTP Reset	

- Please enter details into all the mandatory fields marked with star (*).
- 4. Select Role as CCA-CSS for registering as CCA for Central Staffing Scheme

Designation*	
Official Address*	
Phone No. (Office)	·
Select Role:	
Service *	Indian Administrative Service (Handling service of officers)
Set your password	
Confirm Password	
Go Back to Login	Generale OTP Reset

- 5. Select a handling service.
 - a. Note the application of the service selected during registration will only be displayed to the nodal officer for moderation.
 - b. If Service is IAS, it is mandatory to select Cadre.

	Re	egistration Form		^	ĺ
0	Individual Office	er Nodal Officer AVMS	/ APMS		
Email-Id	• [test@nic.in			
Alternat	ive Email-Id				
Mobile r	number*				
Alternat	ive Mobile No.	9999999999			
Name*	(
Nulle -					
Designa	tion*				
Official	Address*				
Phone M	lo. (Office)*				
Select R	tole:	CCA-CSS 🗸	\checkmark		
Service	•	Indian Administrative Service	*		
Cadre		A G M U T	~		
Set your	password				
Confirm	Password				
Go Bad	k to Login	Generate OTP Reset			
				×	

- 6. Enter your Password for the account being registered.
- 7. If the email id is an NIC email id then password need not be entered. NIC-Email id and its password can be used for login after successful registration in SUPREMO.
- 8. Click on Generate OTP button and wait for entering OTP. Please Note Registration is incomplete until OTP is entered in the next step.

SUPREMO Registration Form	
C Individual Officer C nodal Officer C AVMS LAPIES Form 2 : OTF Califor Form Ender Emeril OTF Please wait.	
Message has been sent successfully	
OK	

9. Enter OTP received in Email id and mobile number entered during registration.

SUPREMO Registration Form	
◯ Individual Officer ◯ Nodal Officer ◯ AVMS / APMS Form 2 : OTP Verification Form	
Enter Email OTP 896552	
Submit	
Note :- OTP has been sent to your Email & Mobile. Delivery of sms may take time. If you have not yet received sms and email , kindly wait. Don't close this window until you get sms and email.	

10. After verifying the OTP successfully the following screen is displayed.

	I Office		VILC / ADMC
- maividua	i Onice		VMS/APMS
Congratulation	s! Requ	est registered successfully.	
		Prin	t Unload
Registrati	on Con	firmation Form SUPREMO	opioud
Email ID		abc@gmail.com	
Mobile		9838833333	
Name		DS	
Designation		DS	
Address		DS	
Role		CCA-CSS	
Service		IAS	
Cadre		Jharkhand	
Section			
	(Signa	ture of Nodal Officer)	
	(Name	& Signature of competent A	with with Seal)
Note			
1. Kindly take p	rint out	of this page.	
2. Please Sign i	t and g	at it countersigned by the con	mpetent
authority with se	al.		
3. Scan and upl	oad the	same by clicking on upload	button.
4. After verificati	on of th	e given details, Your account	t will be
activated.			
		- D	S (MM) DOPT
		- 0.	S (MIM) DOFT

11. Take a print out by clicking on Print Button. Please Sign it

and get it countersigned by the competent authority with seal.

		Registration Confirmation Form	
Email ID		abc@gmail.com	
Mobile	:	9838833333	
Name	:	DS	
Designation	:	DS	
Address	:	DS	
Role	:	CCA-CSS	
Service	:	IAS	
Cadre		Jharkhand	
			(Signature of Nodal Officer)
Note: 1. Kindly take print out of this page. 2. Please Sign it and get it countersigned by the 3. Scan and wuload the same by cicking on unlo	ompetent authority with seal. d button.		(Name & Signature of competent Auth with Seal)
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- 12. Scan and upload the above document by clicking on upload button. Once the document has been successfully uploaded registration is complete from your end.
- 13. The account now has to be activated by concerned authority after reviewing the uploaded document.
- 14. Once the account is active user can login and function as CCA.
- 15. In case any difficulty please contact : SO MM-II, Phone 011-23093964