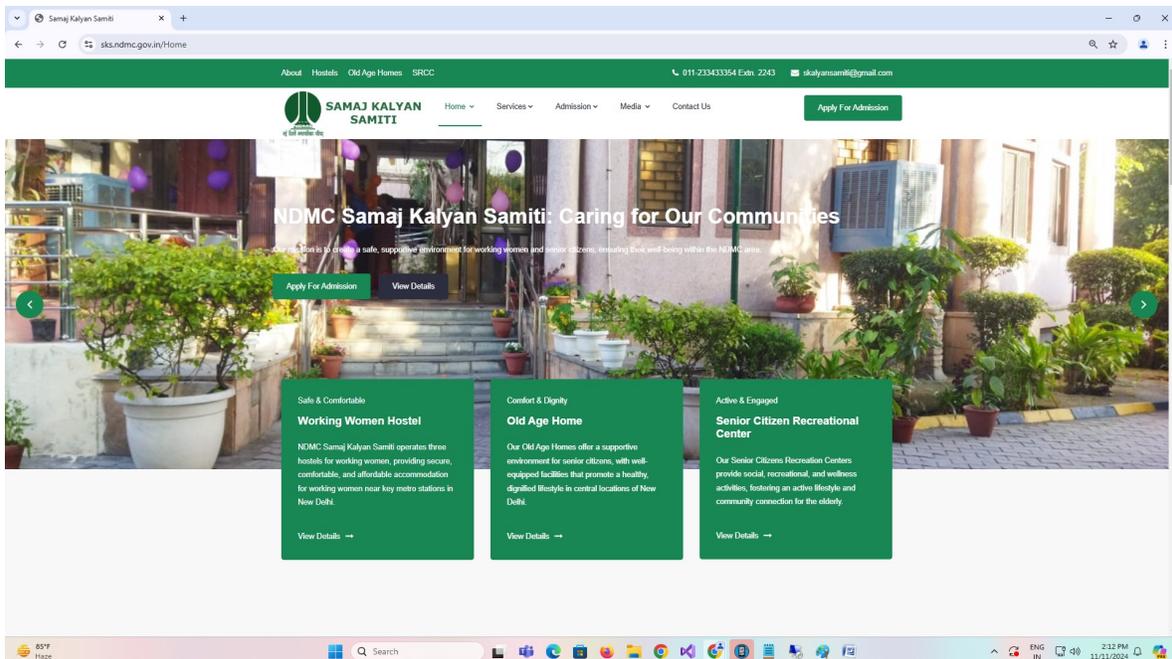# User Manual

Welcome to the Samaj Kalyan Samiti Web Portal. This guide will help you navigate through the application process for the various facilities managed by the Samaj Kalyan Samiti, including Working Women Hostels, Old Age Homes, and Senior Citizen Recreational Centers.
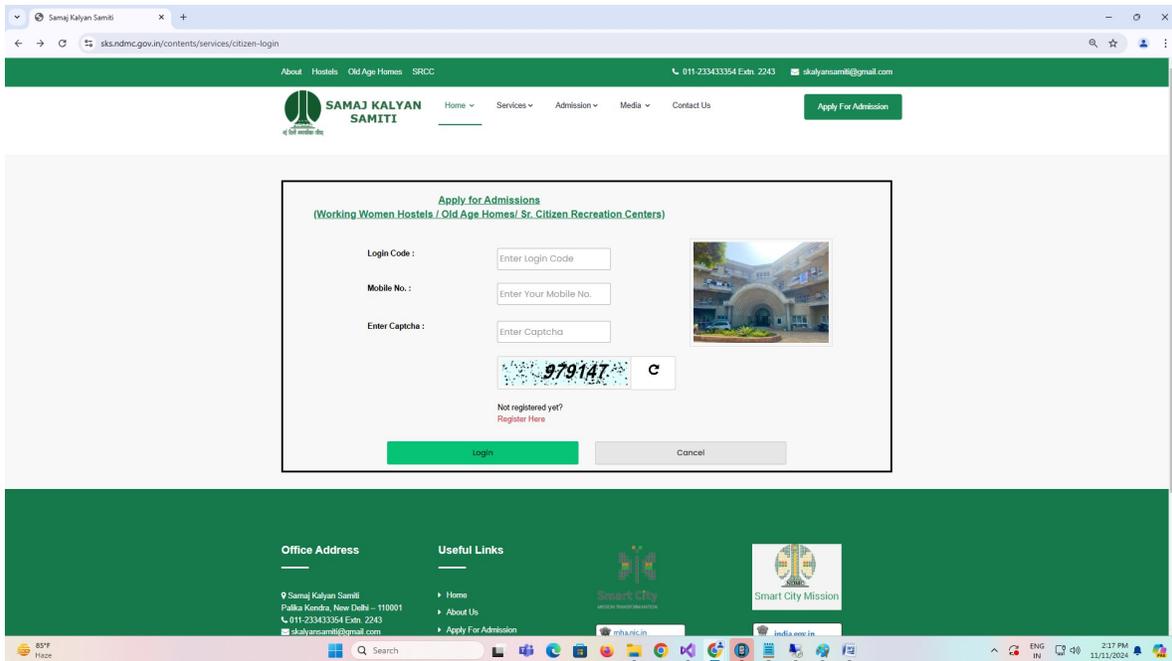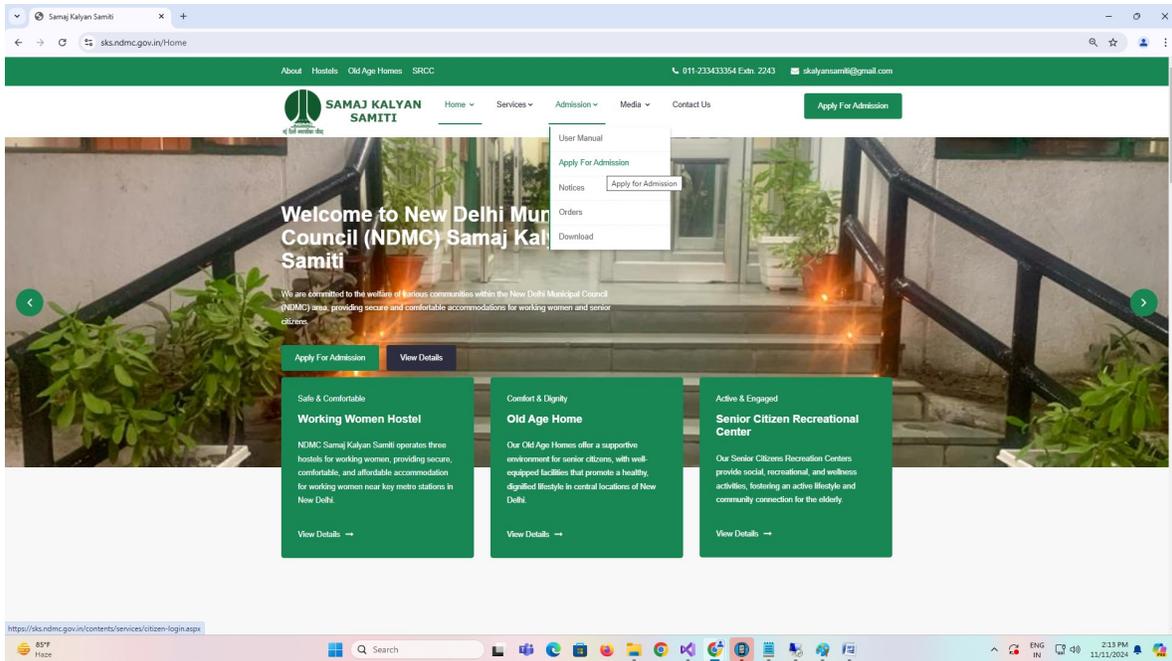
Step-by-Step Process for Applying

1. Access the Portal:

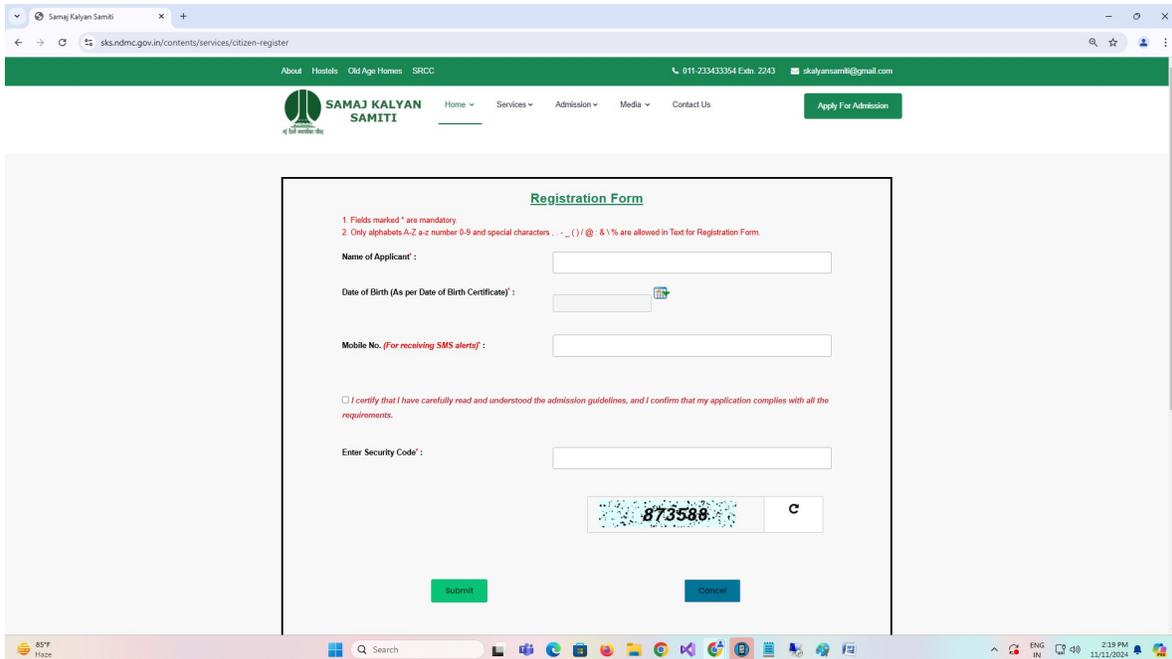• Open your web browser and go to the official portal: https://sks.ndmc.gov.in/Home

2. Initiating the Application:

• On the home page, locate the menu bar at the top.

• Click on 'Apply for Admission'.

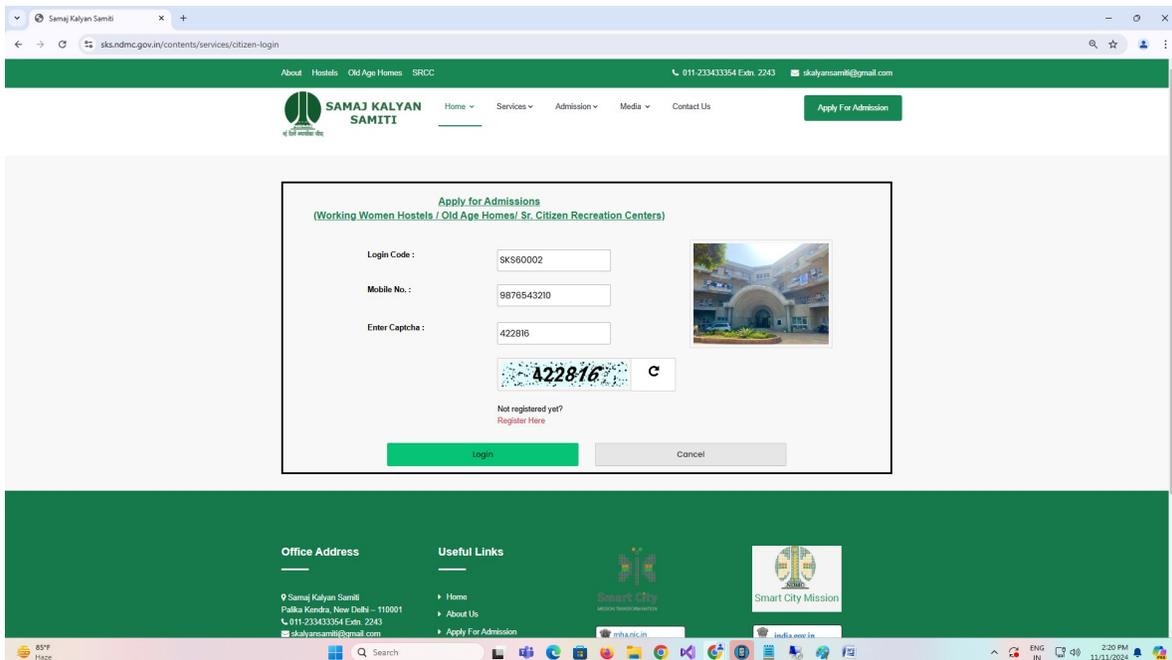• From the dropdown, select 'Apply for Admission' again.

3. Registration:

• Click on 'Registration' to create a new account.

• Fill in your details to register.

• Once registered, you will receive a Login Code on the mobile number provided during registration.

4. Login:

• Use the Login Code received via SMS and the OTP (One-Time Password) sent to your mobile number to log in to the portal.
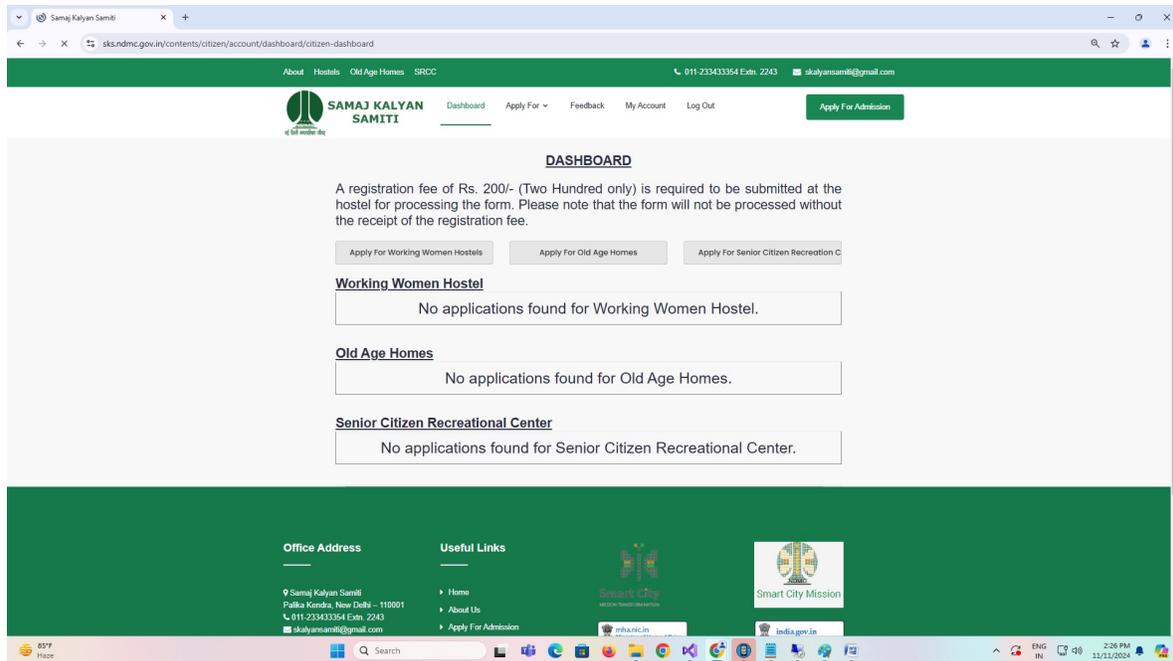

5. Landing on the Dashboard:

• After logging in, you will land on the User Dashboard.

• From here, you can begin your application by choosing one of the following options:

  - Apply for Working Women Hostel

- Apply for Old Age Home

- Apply for Senior Citizen Recreational Center

6. Filling the Application Form:
• Based on the option you selected, a form will be displayed.

• Fill in all the required details carefully.

• Upload the necessary photographs and documents as requested in the form.

7. Save as Draft (Optional):
• If needed, you can save your application as a draft and resume it later.

• This allows you to review or complete the application at a later time before final submission.

8. Review and Submit:
• Once all the details are filled in, check the data carefully for accuracy.

• Accept the declaration by ticking the checkbox.

• Click on 'Submit' to proceed.

9. Payment Process:
• After submitting the form, you will be redirected to the Payment Page.

• You can make the payment online (through UPI) via QR Code for Working Women Hostels and Old Age Home. For the payment for Senior Citizen Recreational Centers (SCRCs), only offline cash payment method is available.

• If paying via UPI, mention your Registration Number in the payment remarks to ensure the payment is correctly linked to your application.

10. Processing of Application:

• After submission, your application will be forwarded to the respective facility (Working Women Hostel, Old Age Home, or Senior Citizen Recreational Center).

• On receipt of the payment, the same will be updated in your application by respective Working Women Hostels/Old Age Homes/SCRCs.

• On successful receipt of payment, the application shall be processed by the respective Working Women Hostels/Old Age Homes/SCRCs.

• You will receive SMS notifications on your registered mobile number to keep you updated on the progress of your application.

Key Features of the Web Portal

• Registration and Login: Secure process through mobile number verification and OTP.

• Dashboard: User-friendly dashboard with quick access to application forms.

• Save as Draft: Allows you to save progress and complete the application at your convenience.

• Payment Integration: Easy and secure payments via QR code and UPI.

• SMS Alerts: Receive real-time updates on your application status.