

Nodal Officer Registration Process for CVO

| <u>S. No</u> | <u>Topic</u> |
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| 1. | <u>New Registration</u> |
| 2. | <u>Completion of Registration process on late delivery of OTPs</u> |
| 3. | <u>Add a role to an existing email id.</u> |

New Registration

1. URL: <https://easy.nic.in/CVO/CVONodalRegistration.aspx>

Registration as Nodal Officer for forwarding CVO Applications Upload Registration Receipt

Role*

Contact*

Name*

Correspondence Address*

Phone (Office)*

Designated as Cadre Controlling Authority

Designation*

Service*

Password*
Password must contain:
Minimum 8 characters atleast
1 Alphabet, 1 Special Character and 1 Number

Confirm Password*

2. Fields Marked with (*) are mandatory
3. After filling all mandatory fields please click on Generate OTP and wait till the following screen is displayed

Registration as Nodal Officer for forwarding CVO Applications Upload Registration Receipt

Registration Part 1 completed, Please Enter OTP to complete the registration

4. Enter the OTPs received in Mail and Phone number

Registration as Nodal Officer for forwarding CVO Applications Upload Registration Receipt

Registration Part 1 completed. Please Enter OTP to complete the registration

Role*

Contact *

Name*

Correspondence Address *

Phone (Office)*

Designated as Cadre Controlling Authority

Designation *

Service*

Password*

Confirm Password*

OTP

Note :- OTP has been sent to your Email & Mobile. Delivery of sms may take time. Please wait for the SMS and Email OTP for 15 mins. If OTPs do not reach within 15 mins close the window.

After receiving the OTPs go to registration page again. Select the role and Enter your email id used during registration. Enter the OTPs in the fields provided to complete registration Process.
NOTE : Registration is not considered complete unless OTPs are entered.

E-mail has been sent

5. Enter the OTP and click on submit button

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Registration Successful, the account is inactive. please take a print out of the registration receipt and sign it and Upload the scanned copy at [Click Here](#). !!

Congratulations! Request registered successfully.

Registration Confirmation Form

| | | |
|-------------|---|---|
| Email ID | : | rajnov@gmail.com |
| Mobile | : | 9528828282 |
| Name | : | Raj |
| Designation | : | Programmer |
| Address | : | D5 |
| Role | : | Nodal Officer for forwarding CVO Applications |
| Service | : | CSS |
| Cadre | : | |
| Section | : | |

(Signature of Nodal Officer)

(Name & Signature of competent Auth with Seal)

Note:

1. Kindly take print out of this page.
2. Please sign it and get it countersigned by the competent authority with seal.
3. Scan and Upload it on [Click Here](#).
4. After verification of the given details, Your account will be activated.

6. Take a print out of the above receipt by clicking on Print Button. **Please sign it and get it countersigned by the competent authority with seal**

7. Upload the registration receipt at the URL : <https://easy.nic.in/CVO/CVOUploader.aspx>

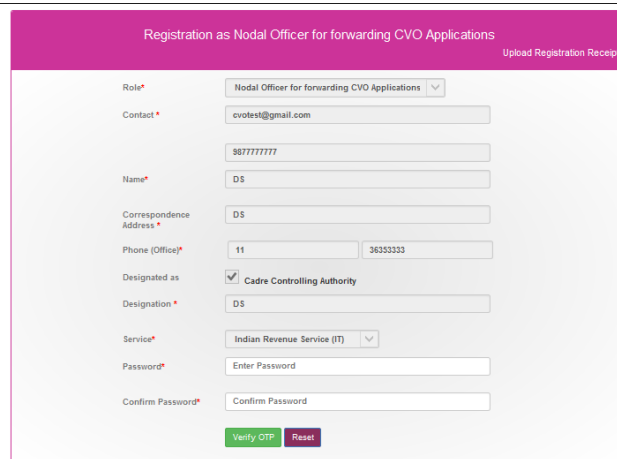
8. Enter the email id used during registration and upload the scanned document.

The screenshot displays a web interface titled "CVO Nodal Registration File Uploader". Below the title is a section labeled "Request for Account Activation". This section contains three input fields: "Role*" with a dropdown menu set to "Nodal Officer for forwarding CVO App", "Email Id*" with the text "rajnov@gmail.com", and "Select File : *" with a "Browse..." button and the text "No file selected.". Below these fields is a green "Upload" button. At the bottom of the form, a red message reads "Request Submitted Successfully."

9. After verification of the document the account will be activated.

Completion of Registration process on late delivery of OTPs

1. If you have entered your details and clicked on Generate OTP and you have not received the OTP in 15 minute, Please close the registration Window and wait for the OTPs.
2. After receiving the OTPs in Email and Mobile, go to <https://easy.nic.in/CVO/CVONodalRegistration.aspx> again
3. Enter the same email id as entered before. Please Enter the password again and click on Verify OTP button



Registration as Nodal Officer for forwarding CVO Applications Upload Registration Receipt

Role*

Contact*

Name*

Correspondence Address*

Phone (Office)*

Designated as Cadre Controlling Authority

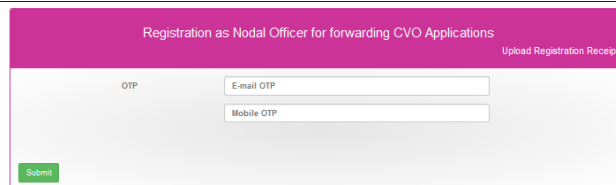
Designation*

Service*

Password*

Confirm Password*

4. Enter the OTPs received earlier on the screen below.



Registration as Nodal Officer for forwarding CVO Applications Upload Registration Receipt

OTP

5. Complete the registration process by following the steps at [Click Here](#).

Add a role to an existing email id

1. If an email exists in our database for some other role, the same email id can be used to register as Nodal Officer for CVO.
2. Enter the email id. Enter the password the email id as entered earlier. Click on Add Role.

Registration as Nodal Officer for forwarding CVO Applications Upload Registration Receipt

| | |
|--------------------------|---|
| Role* | Nodal Officer for forwarding CVO Applications |
| Contact * | cca-oss@gmail.com |
| | 9876543211 |
| Name* | Gaurav |
| Correspondence Address * | test |
| Phone (Office)* | 0 0 |
| Designated as | <input checked="" type="checkbox"/> Cadre Controlling Authority |
| Designation * | DS |
| Service* | Indian Postal Service |
| Password* | Enter Password |
| Confirm Password* | Confirm Password |