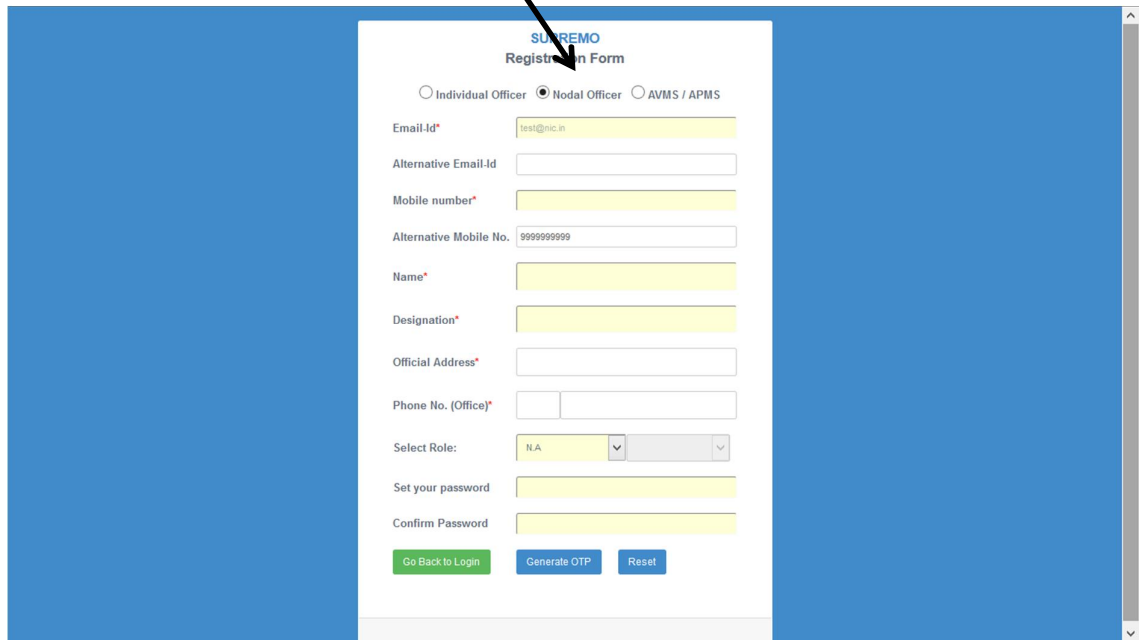


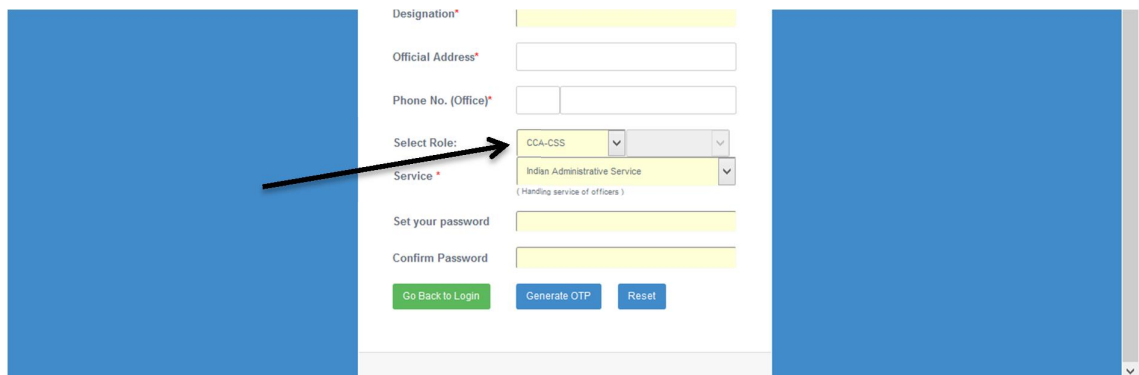
User Manual for Registration in SUPREMO

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



The screenshot shows the SUPREMO Registration Form. At the top, there are three radio buttons: 'Individual Officer', 'Nodal Officer' (which is selected), and 'AVMS / APMS'. Below the radio buttons, there are several input fields: 'Email-Id*' (containing 'test@nic.in'), 'Alternative Email-Id', 'Mobile number*', 'Alternative Mobile No.' (containing '9999999999'), 'Name*', 'Designation*', 'Official Address*', 'Phone No. (Office)*', 'Select Role:' (with a dropdown menu showing 'N.A'), 'Set your password', and 'Confirm Password'. At the bottom, there are three buttons: 'Go Back to Login', 'Generate OTP', and 'Reset'. An arrow points from the text 'Nodal Officer' in the instructions to the selected radio button.

3. 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



The screenshot shows a close-up of the 'Select Role:' dropdown menu. The dropdown is open, showing 'CCA-CSS' as the selected option. Below it, there is another dropdown menu for 'Service *' with 'Indian Administrative Service (Handling service of officers)' selected. The other fields in the form are partially visible, including 'Designation*', 'Official Address*', 'Phone No. (Office)*', 'Set your password', and 'Confirm Password'. At the bottom, there are three buttons: 'Go Back to Login', 'Generate OTP', and 'Reset'. An arrow points from the text 'CCA-CSS' in the instructions to the selected option in the dropdown menu.

5. Select a handling service.

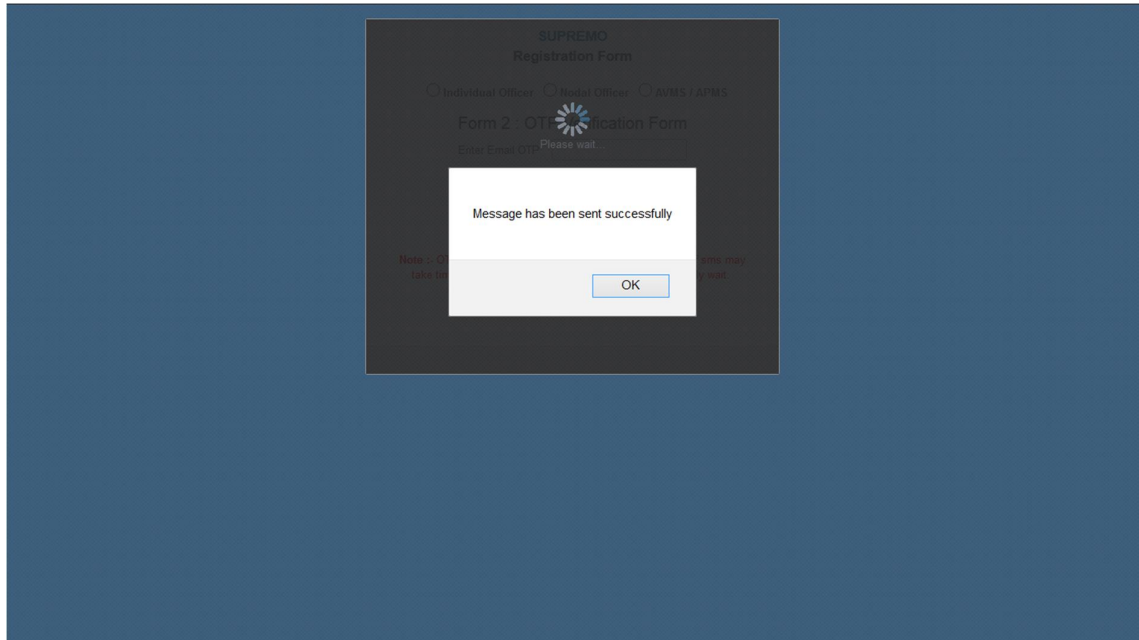
a. Note the application of the service selected during registration will only be displayed to the nodal officer for moderation.

b. If Service is IAS, it is mandatory to select Cadre.

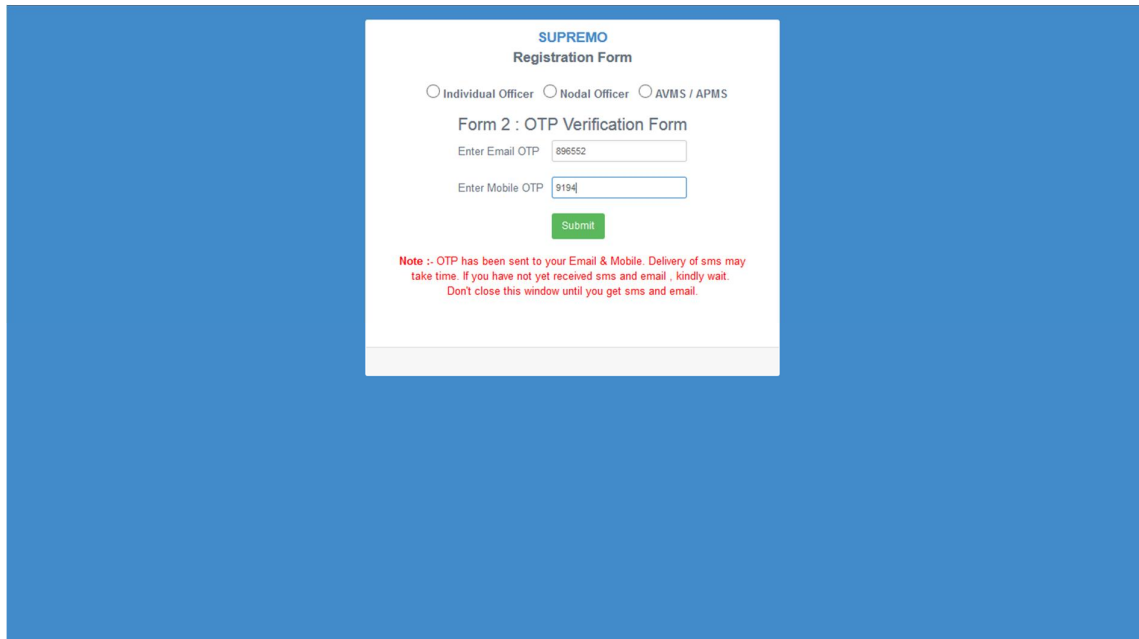
6. Enter your Password for the account being registered.

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.



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



10. If Registration is completed successfully the following screen is displayed.

SUPREMO
Registration Form

Individual Officer Nodal Officer AVMS / APMS

Congratulations! Request registered successfully.

[Print](#) [Upload](#)

Registration Confirmation Form
SUPREMO

Email ID	:	abc@gmail.com
Mobile	:	9838833333
Name	:	DS
Designation	:	DS
Address	:	DS
Role	:	CCA-CSS
Service	:	IAS
Cadre	:	Jharkhand
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 the same by clicking on upload button.
4. After verification of the given details, Your account will be activated.

- DS (MM) DOPT

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
SUPREMO

Email ID	:	abc@gmail.com
Mobile	:	9838833333
Name	:	DS
Designation	:	DS
Address	:	DS
Role	:	CCA-CSS
Service	:	IAS
Cadre	:	Jharkhand
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 the same by clicking on upload button.
4. After verification of the given details, Your account will be activated.

- DS (MM) DOPT

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.