BARTI CCVIS Portal User Manual

User Manual Document

Version 1.0

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1. Introduction

Purpose:

This manual provides step-by-step instructions for Doing the application for caste validity certificate.

Scope:

The document covers all the 4 types of application step-by-step process to apply including what all details are required and documents.

Audience:
This guide is intended for applicants who are doing application for caste validity certificate under the specified reserved category.

1.1 Navigation

To Submit the application:
1. Visit the CCVIS site.
2. Complete the registration
3. Login and fill in all the required details and submit the application.

2. Registration

User registration on BARTI CCVIS portal.

- Click on **Register Now**

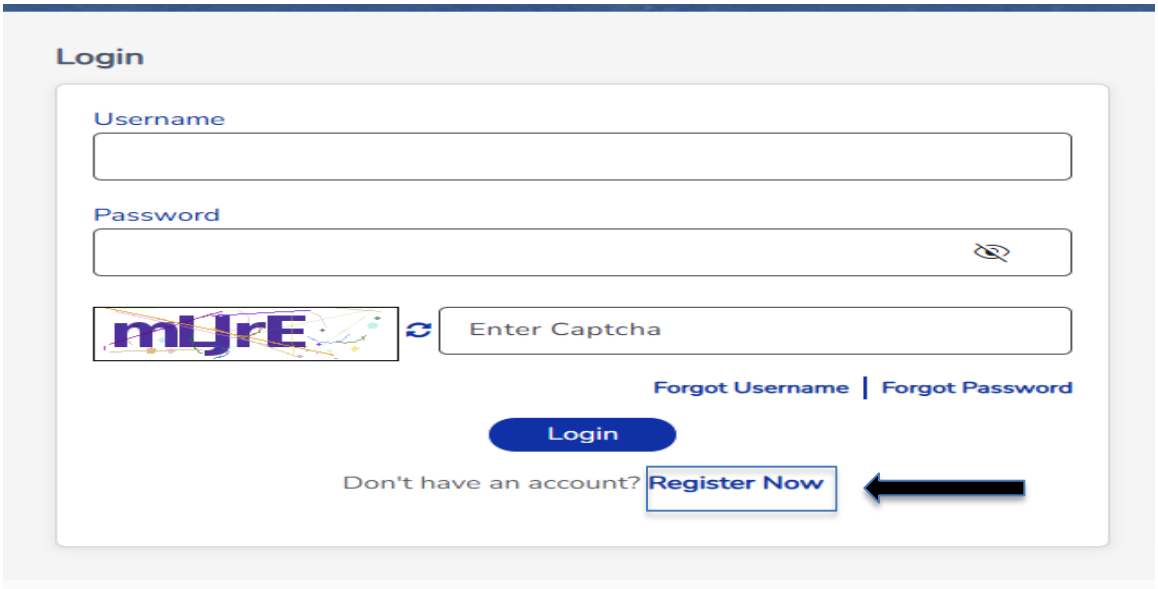


Figure 1: Initial screen

- Fill all the Basic details.
- Enter valid **Mobile No. and Email Address**.
- Validate the details with **OPT received on Mobile No. and Email Address.**

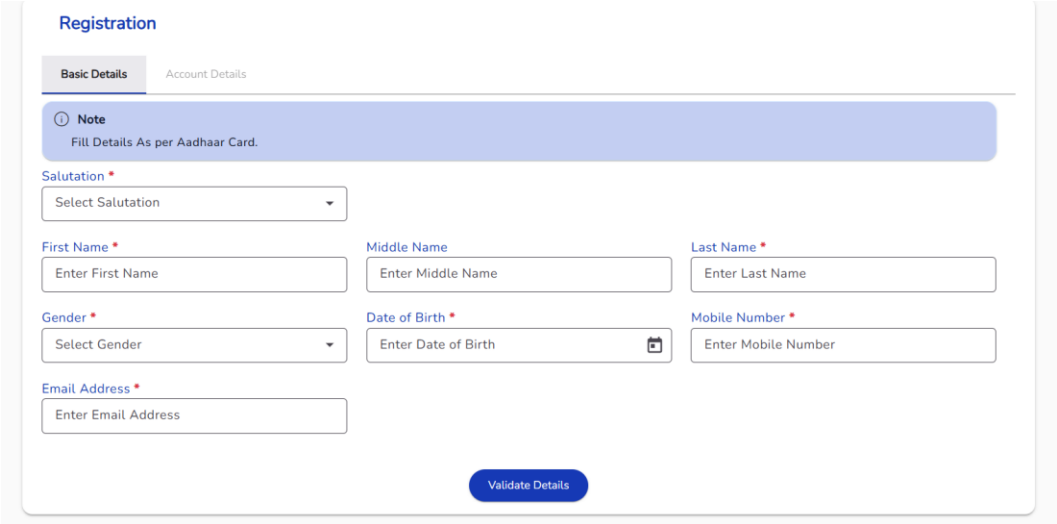


Figure 2: Basic Detail Screen

- Create the account details such as **Username** and **Password.**
- Enter Captcha and select the check box of terms and condition.
- Click on submit.

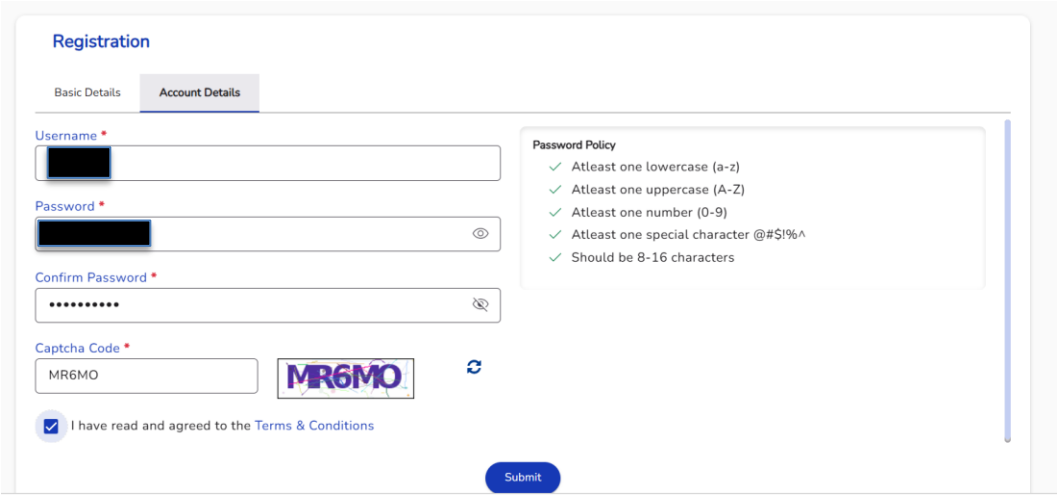
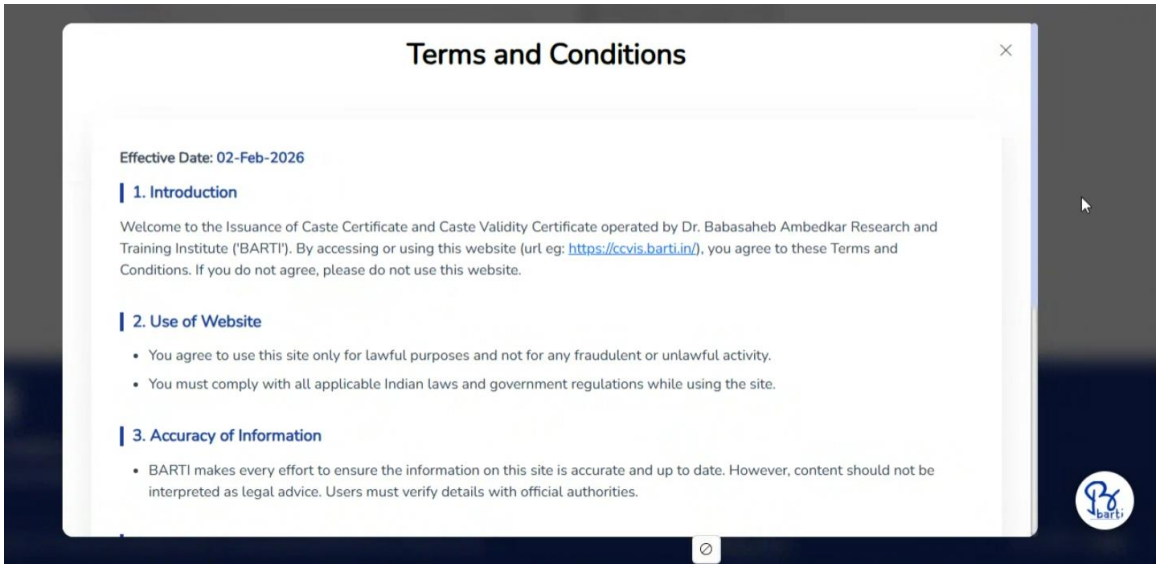


Figure 3: Account Details Screen



- Message on Screen **Registration Successful**.

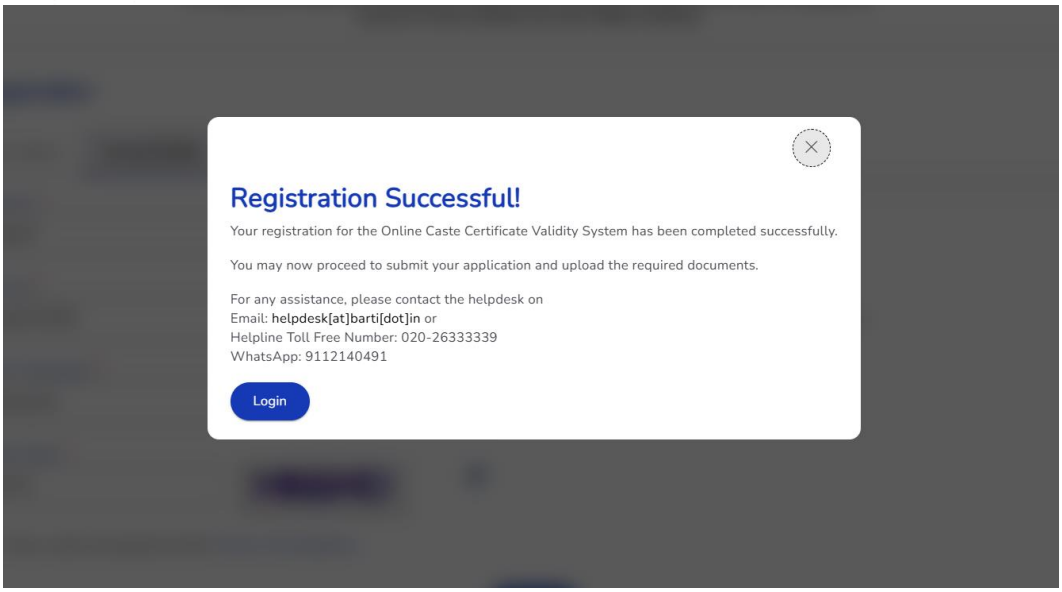


Figure 4: Registration Successful Screen.

3. Login

User login process.

- Enter the **username and password**.
- Click on **Login**

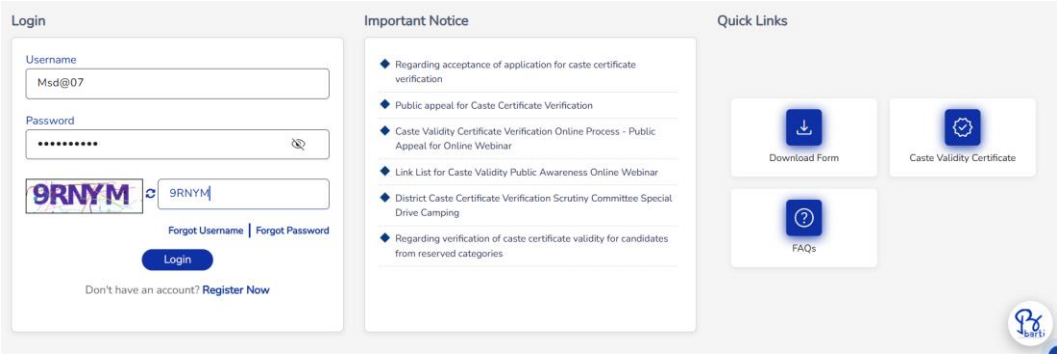


Figure 5: Initial Screen

4. Application

User Application process.

4.1 Service Selection.

- After successfully login applicant can see services.
- Click on **Apply Now** under **Apply for caste validity certificate.**



Figure 6: Services Screen

4.2 Select Application Type.

- Select the application type under which you want to apply.

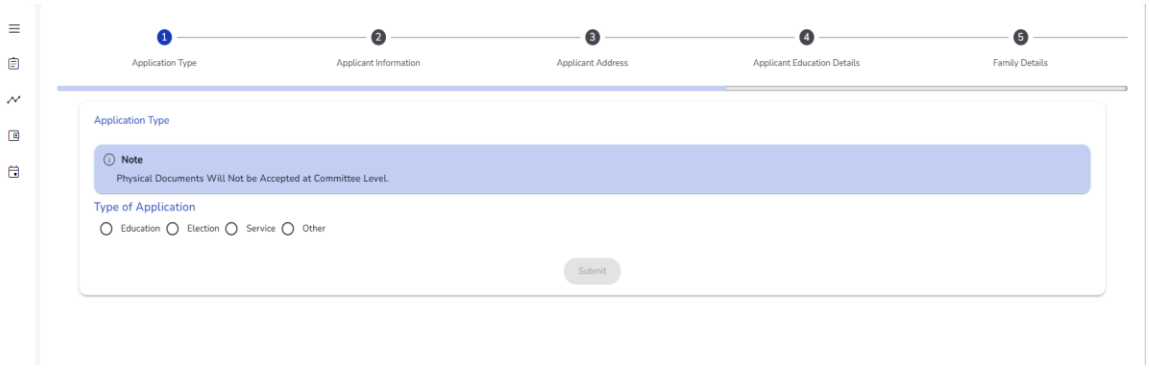


Figure 7: Services Screen

- Fill all the required details and click on submit.

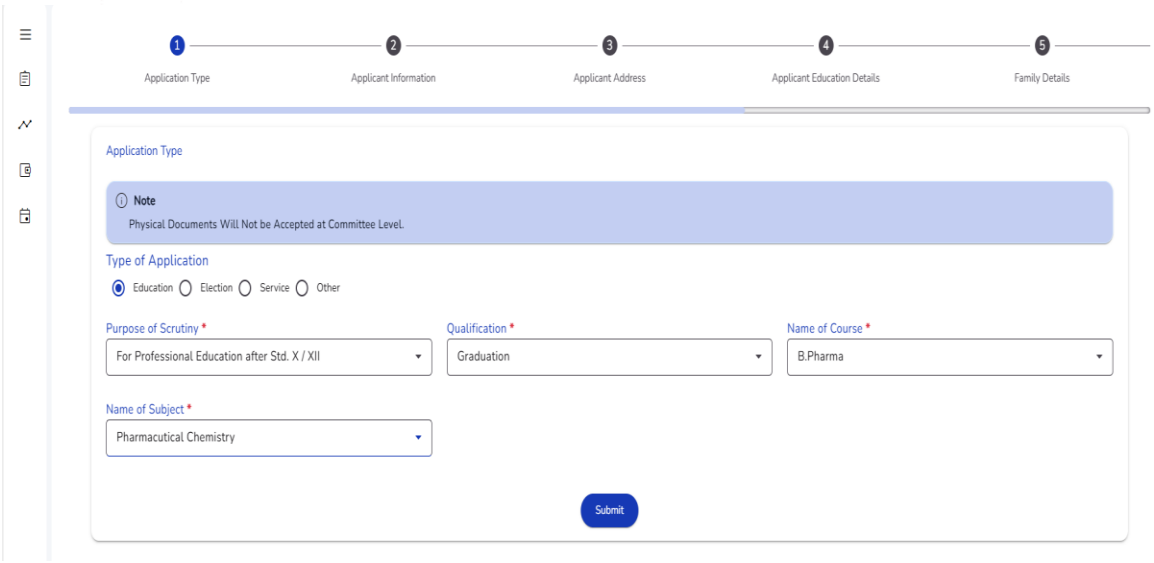
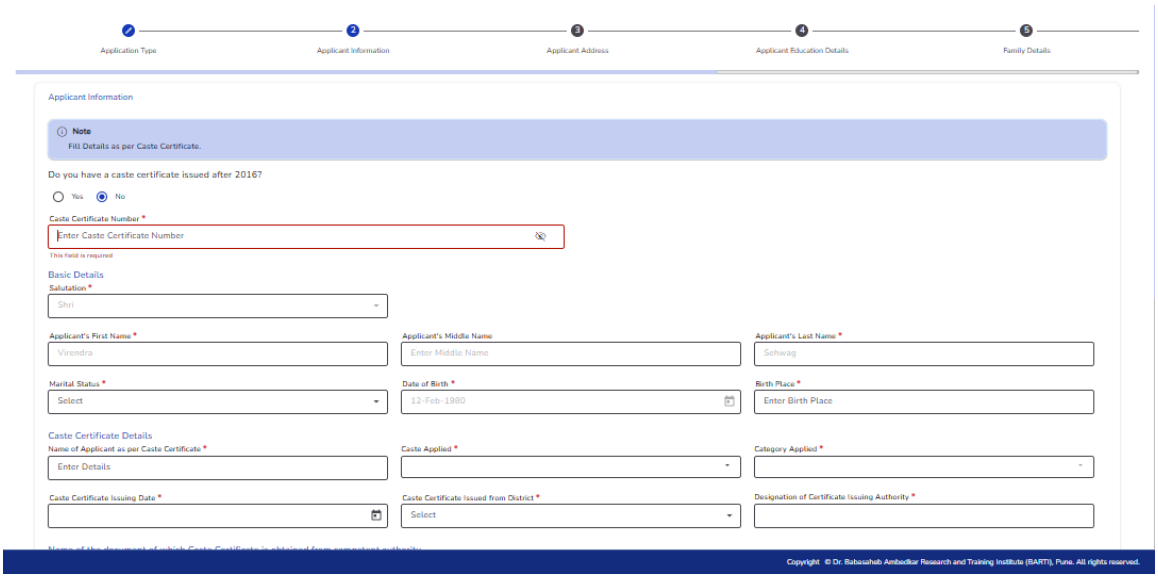


Figure 8: Education Application Type Screen.

4.3 Applicant Information.

- Users need to fill in all the details as per the caste certificate.
- User need to answer the question **Do you have a caste certificate issued after 2016?**
- User selects **NO**
- Then User will fill all the details Manually.
- And click on **Save & Continue**



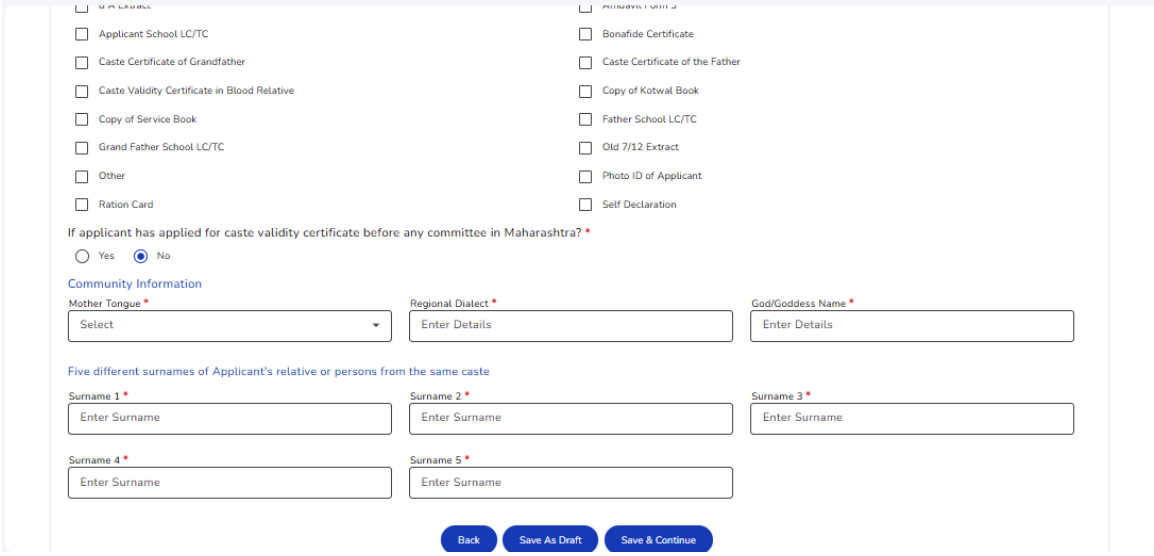
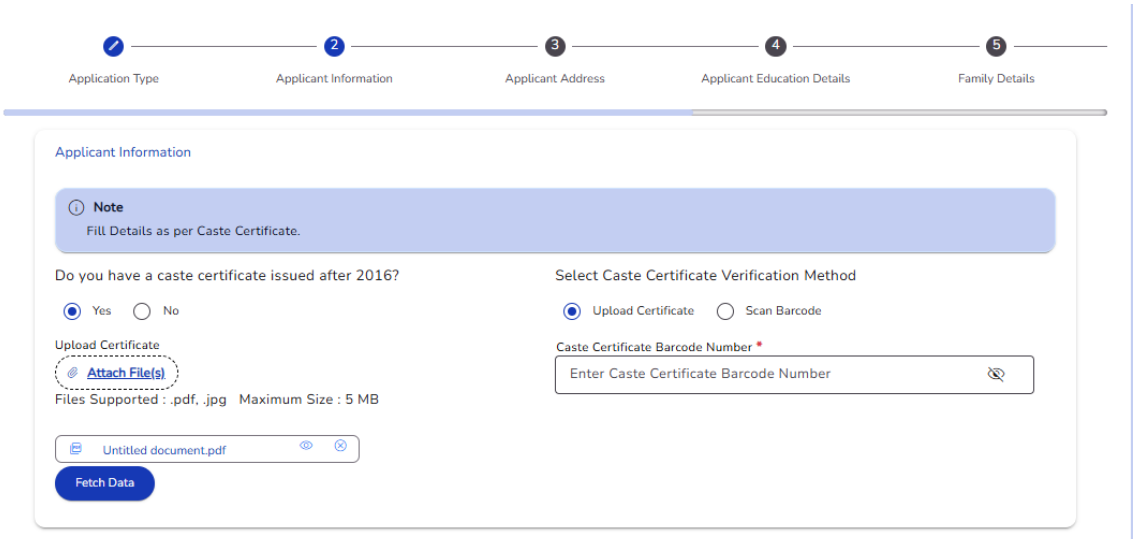


Figure 9: Applicant Information Screen If select NO.

- User selects **Yes.**
- Applicant caste certificate information will be auto fetched from the revenue department.
- Select Caste Certificate Verification Method there are 2 methods.
    1. Upload Certificate
    2. Scan barcode
- If details are not fetched user can fill in the details manually.
- And click on **Save & Continue**



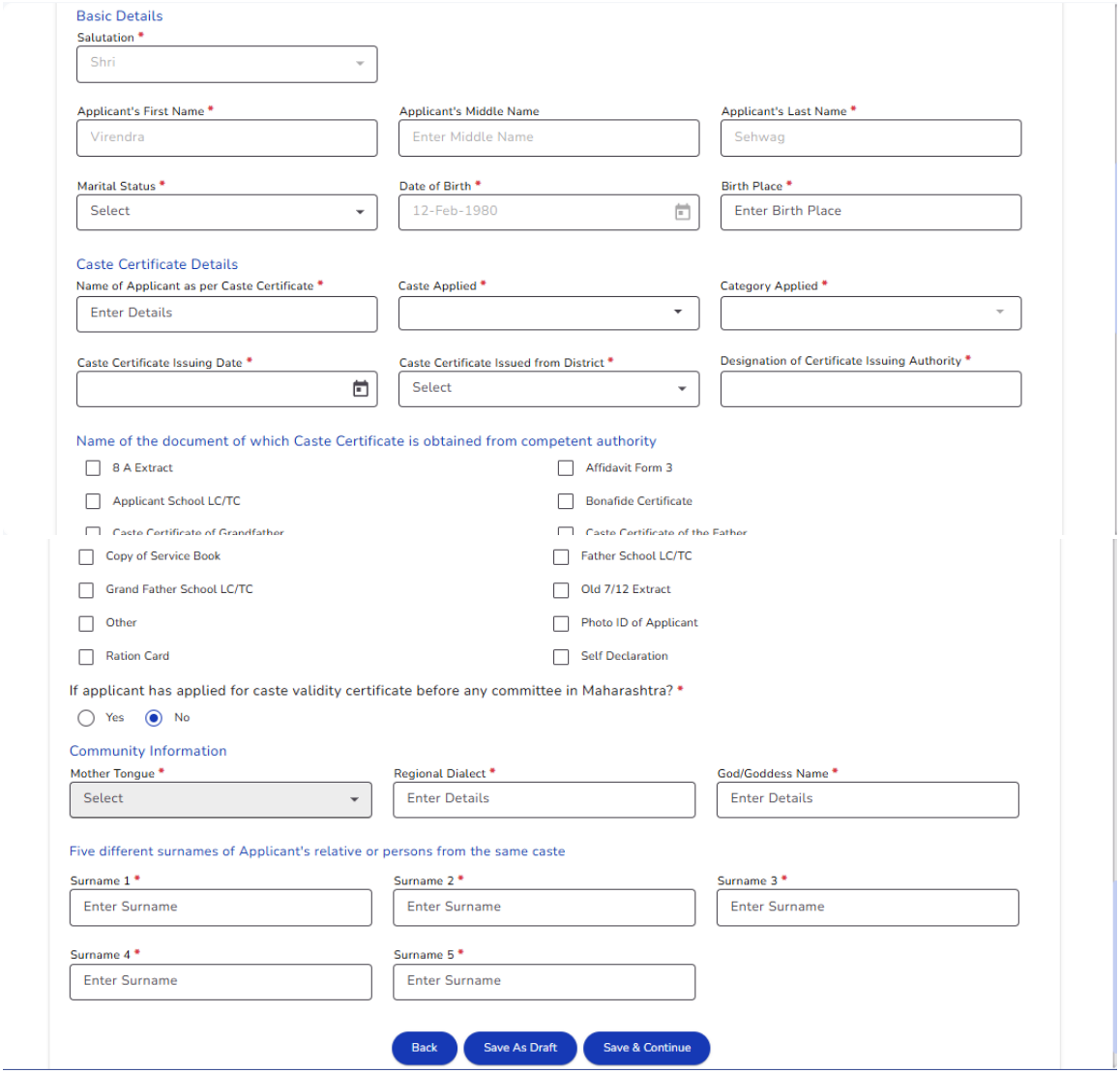
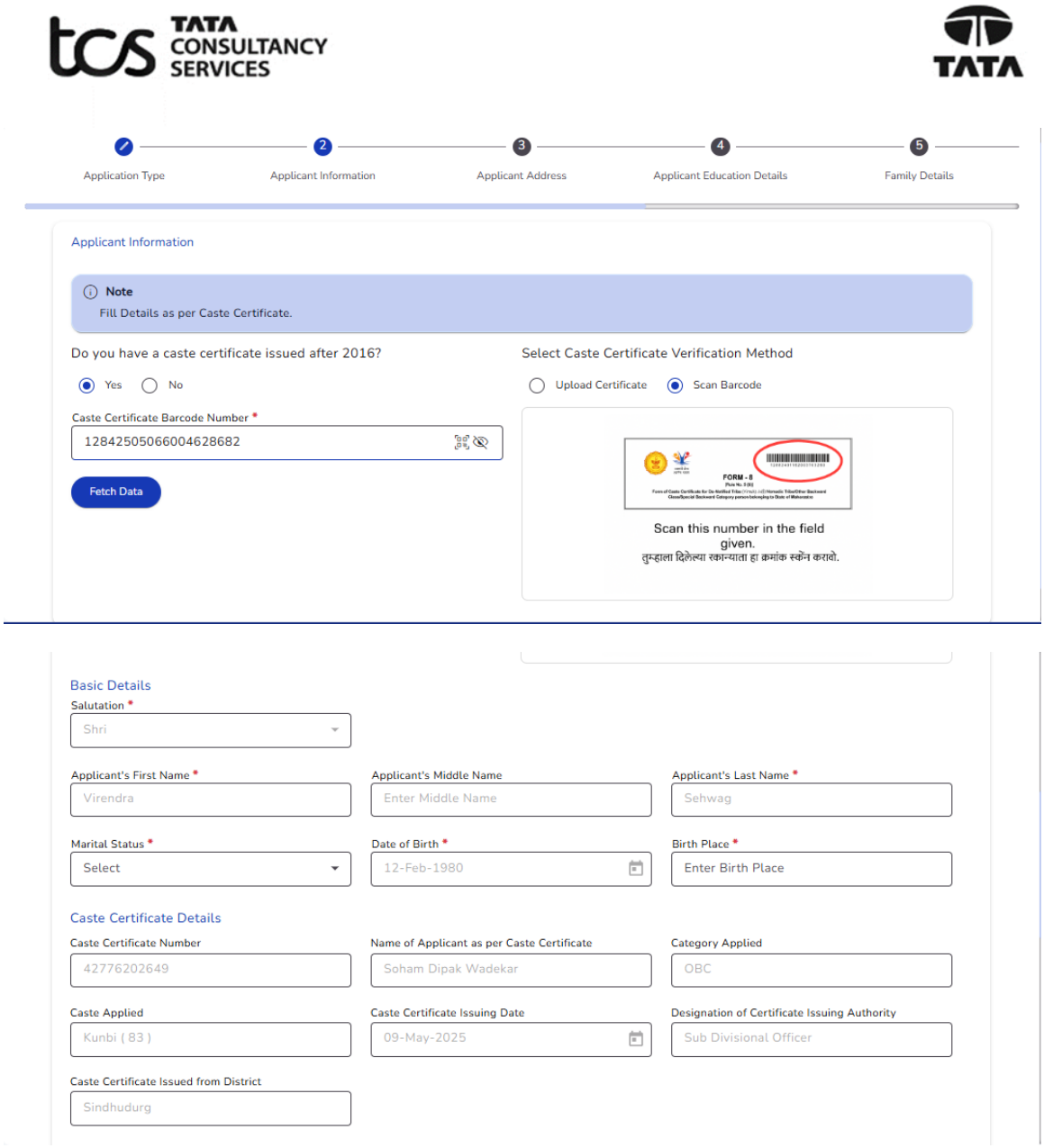


Figure 10: Applicant Information Screen Using Upload certificate.


TATA CONSULTANCY SERVICES
TATA
Application Type
Applicant Information
Applicant Address
Applicant Education Details
Family Details
Applicant Information
Note
Fill Details as per Caste Certificate.
Do you have a caste certificate issued after 2016?
Yes
No
Caste Certificate Barcode Number *
12842505066004628682
Fetch Data
Select Caste Certificate Verification Method
Upload Certificate
Scan Barcode
FORM - 8
Scan this number in the field given.
तुम्हाला दिलेल्या रकान्याता हा क्रमांक स्कॅन करावो.
Basic Details
Salutation *
Shri
Applicant's First Name *
Virendra
Applicant's Middle Name
Enter Middle Name
Applicant's Last Name *
Sehwag
Marital Status *
Select
Date of Birth *
12-Feb-1980
Birth Place *
Enter Birth Place
Caste Certificate Details
Caste Certificate Number
42776202649
Name of Applicant as per Caste Certificate
Soham Dipak Wadekar
Category Applied
OBC
Caste Applied
Kunbi (83)
Caste Certificate Issuing Date
09-May-2025
Designation of Certificate Issuing Authority
Sub Divisional Officer
Caste Certificate Issued from District
Sindhudurg

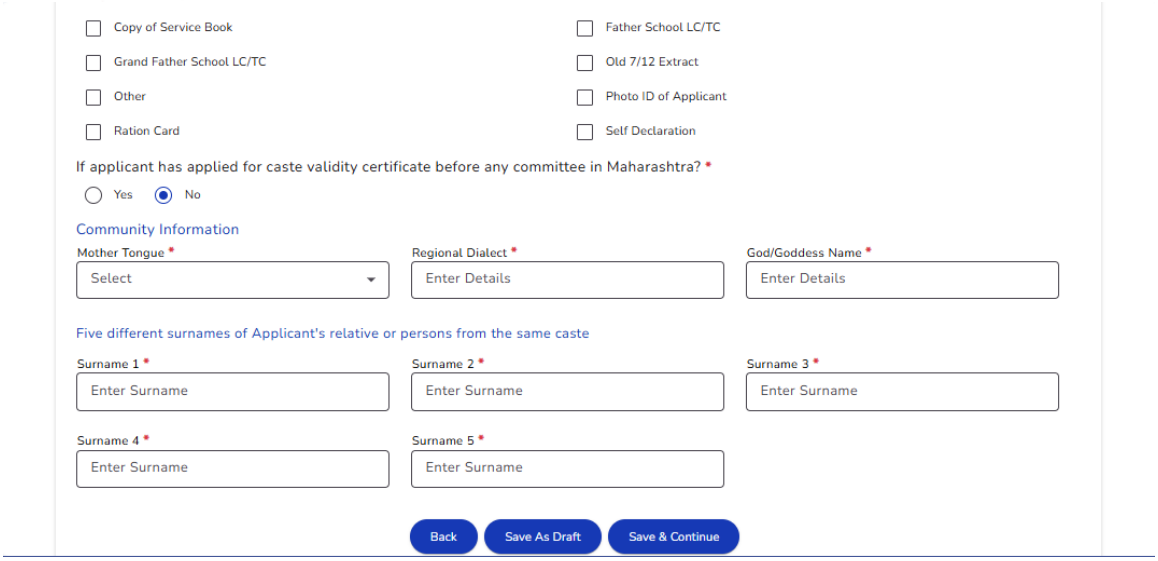


Figure 11: Applicant Information Screen Using Scan Barcode.

4.4 Applicant Address.

- Fill out the Correspondence address.
- If Permanent Address is same as correspondence address? If it is same then user will Select **YES.**
- If it is different user will select **No** and enter his permanent address.
- Then click on **Save & Continue.**

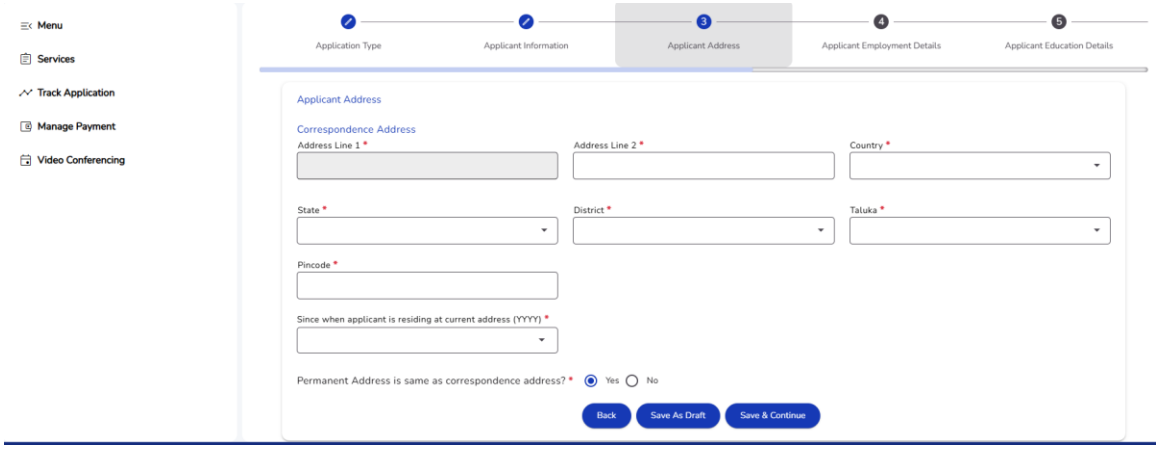


Figure 12: Applicant Address Screen.

4.5 Applicant Education Details.

- Fill all the educational details and save them.
- If applicant has multiple education details to fill, he can click on **Add Row and add new row.**
- Then click on **Save & Continue.**

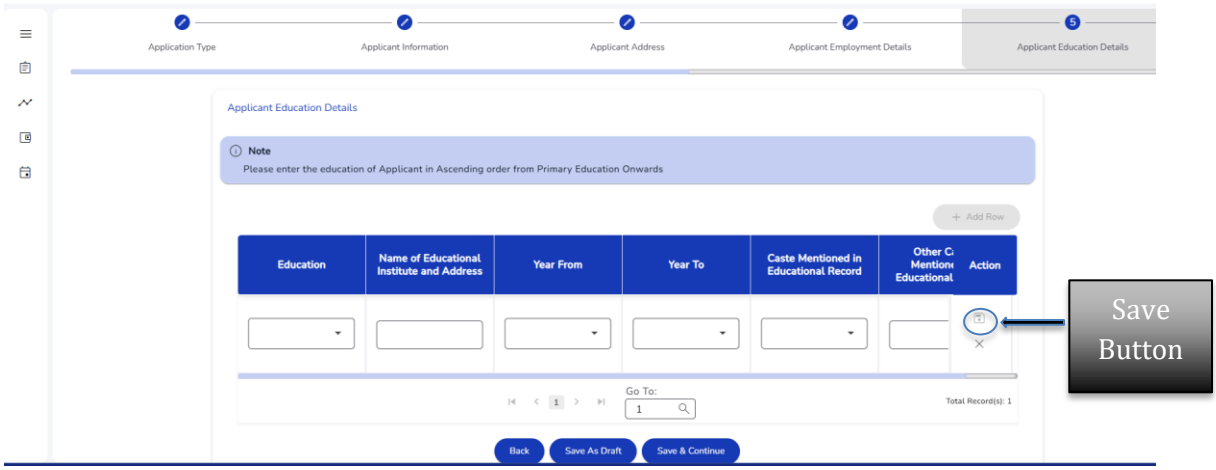


Figure 13: Applicant Education detail Screen.

4.6 Applicant Family Details.

- Fill out all the family details.
- Applicant will be asked If Applicant's father literate?
- If **No** than applicant will select **No.**
- Then click on **Save & Continue.**

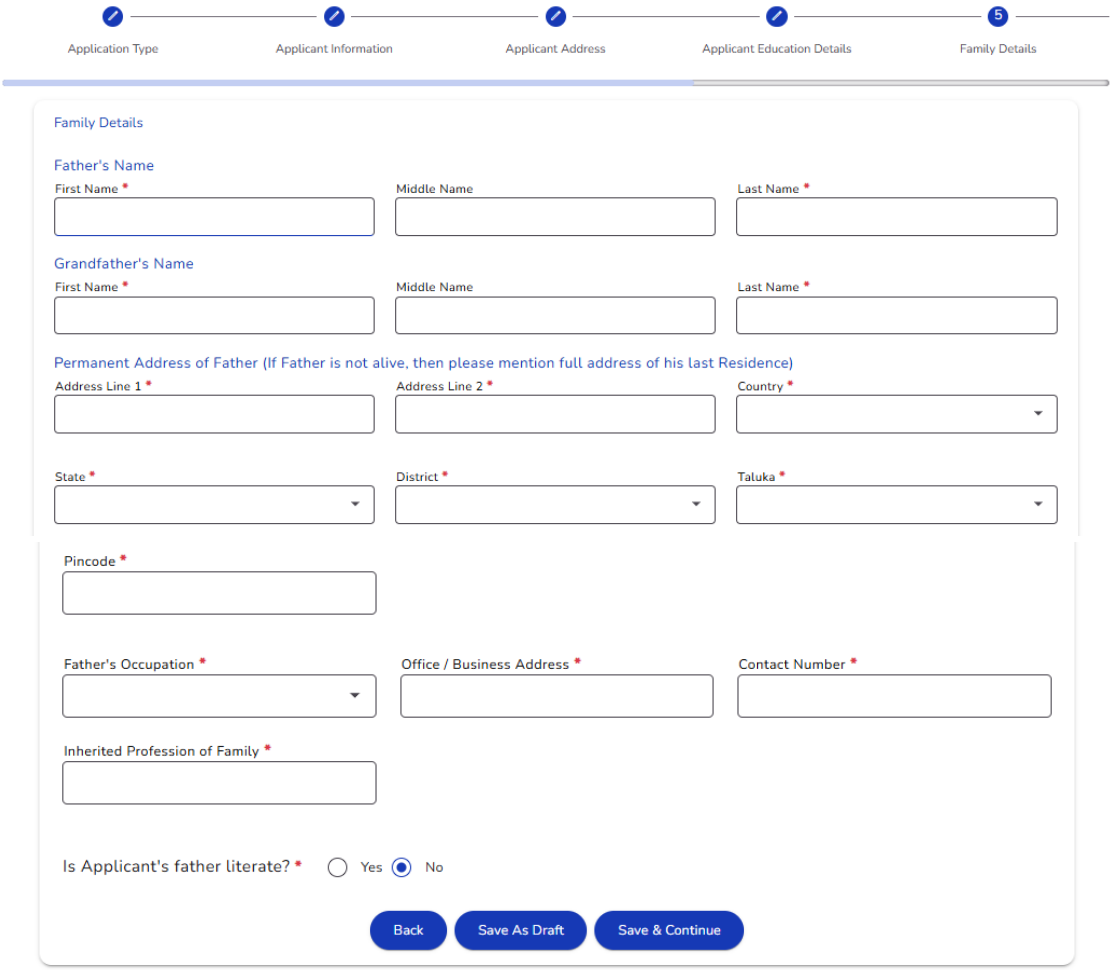


Figure 17: Applicant family detail Screen if applicant father is not literate.

- If applicant select **Yes** against applicant father is literate.
- Then fill in all the educational details and save them.
- If applicant has multiple education details to fill, he can click on **Add Row** and add new row.
- Then click on **Save & Continue.**

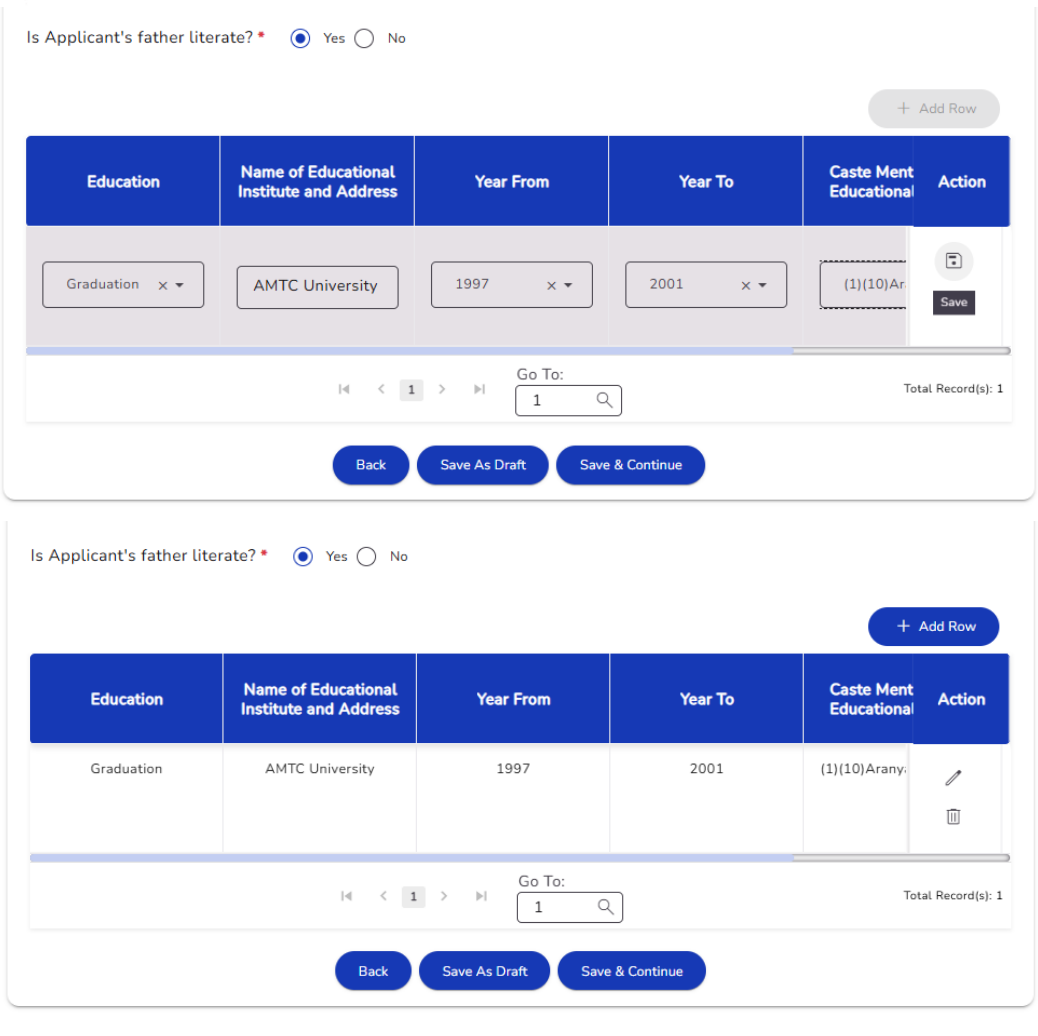


Figure 14: Applicant family detail Screen if applicant father is literate.

4.7 Applicant Family Migration Details.

- Applicants need to answer 3 questions related to state migration the question are:
    1. Is Applicant/ Applicant's family is migrated to Maharashtra State?
    2. Is Applicant/ Applicant's family left the native place?
    3. Whether Applicant/Applicant's family holding house/land at native place?
- If applicant selects **No,** then no details will be asked.
- click on **Save & Continue.**

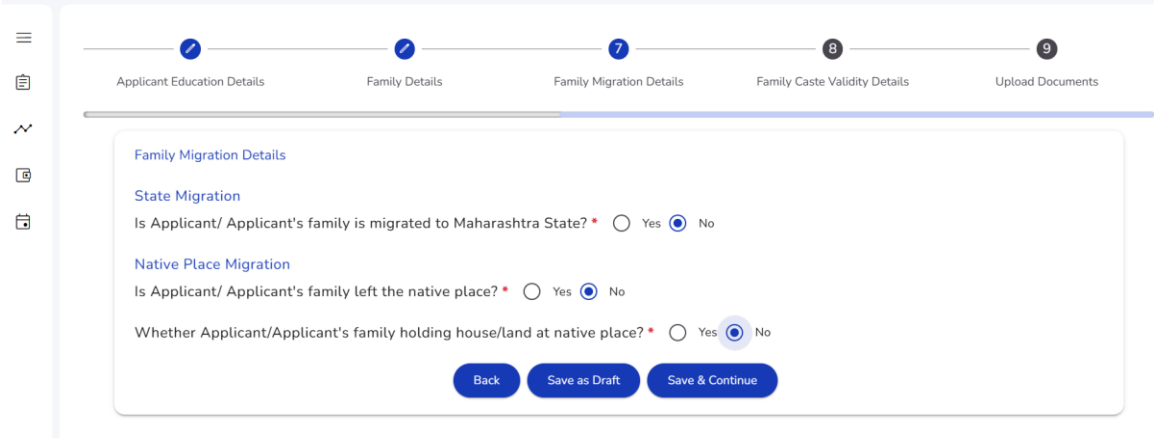


Figure 15: Applicant family migration detail Screen if applicant select NO.

- If applicant selects **Yes,** then fill in all details asked.
- click on **Save & Continue.**

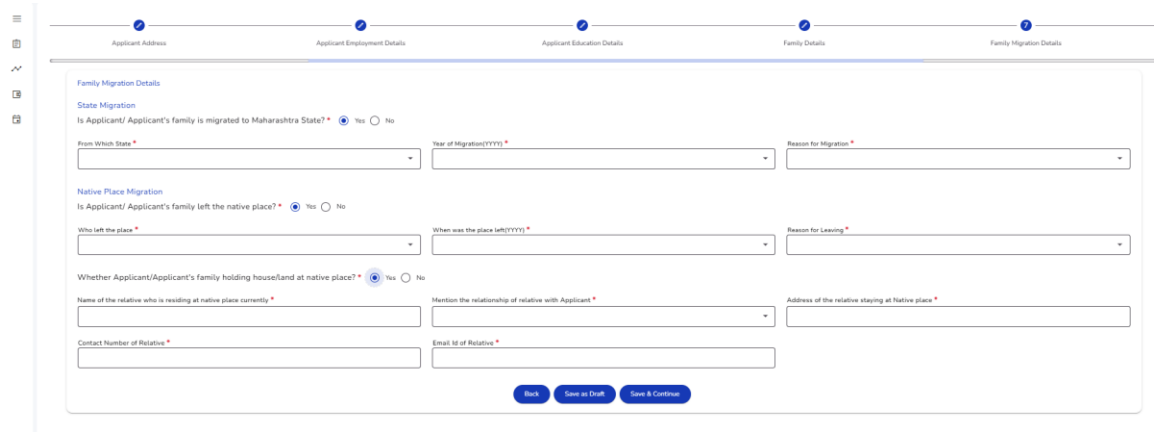


Figure 16: Applicant family migration detail Screen if applicant select YES.

4.8 Applicant Family Caste Validity Details.

- Applicants need to answer 2 questions related to family caste validity the questions are:
    1. Whether any family member has received Caste Validity Certificate Before?
    2. In your family whether someone's Caste Validity Certificate Rejected?
- If applicant selects **No,** then no details will be asked.
- click on **Save & Continue.**

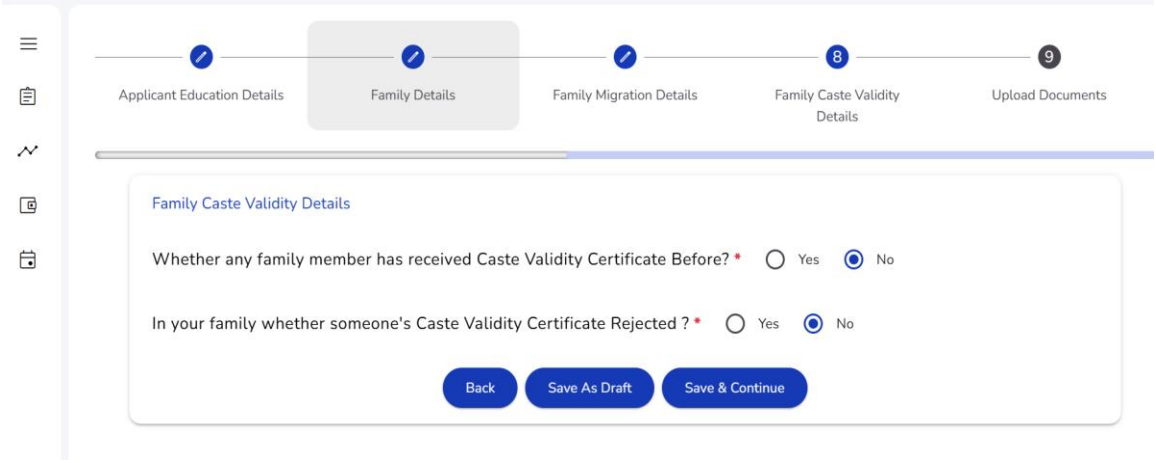


Figure 17: Applicant family caste validity detail Screen if applicant select No.

- If applicant selects **Yes,** then fill in all details asked.
- click on **Save & Continue.**

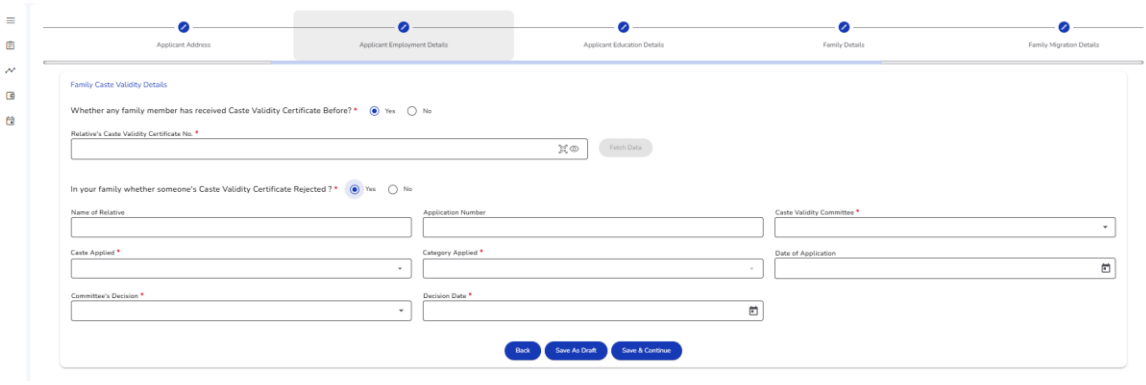


Figure 18: Applicant family caste validity detail Screen if applicant select YES.

4.9 Upload Document.

- In section A there are all the mandatory documents which applicants need to upload.
- The supported file type is PDF, and maximum size limit is 2MB.
- Along with documents applicants has to upload Photo and Signature.

- Files Supported : .jpg, .jpeg, .png, maximum size limit is 50KB for Photo and Signature.

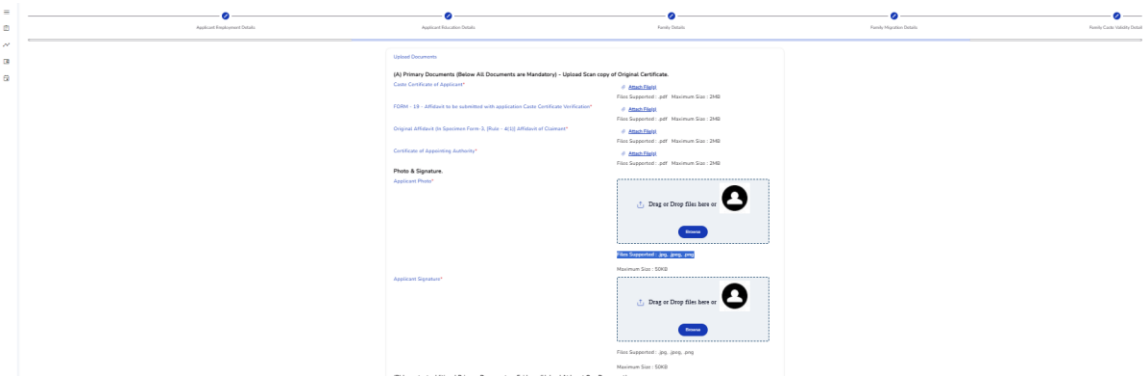


Figure 19: Upload document section A Screen.

- In section B Applicant **need** to upload **Important additional Primary Documentary Evidence** and must **Upload At Least One Document.**
- If applicant does not have any document from section B he can download the self-declaration, fill in all the details and upload it.

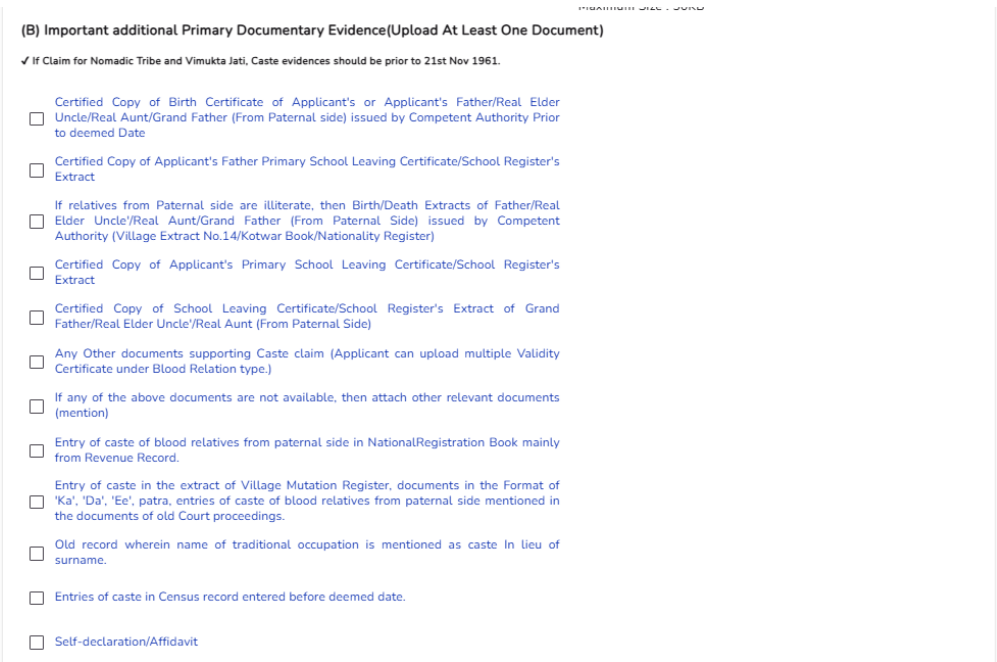


Figure 20: Upload document section B screen.

- In section C Applicant **need** to upload **Important additional Primary Documentary Evidence for Residence Proof** and must **Upload At Least One Document.**
- If applicant does not have any document from section C he can download the self-declaration, fill in all the details and upload it.
- Select the checkbox and Click on **Submit**

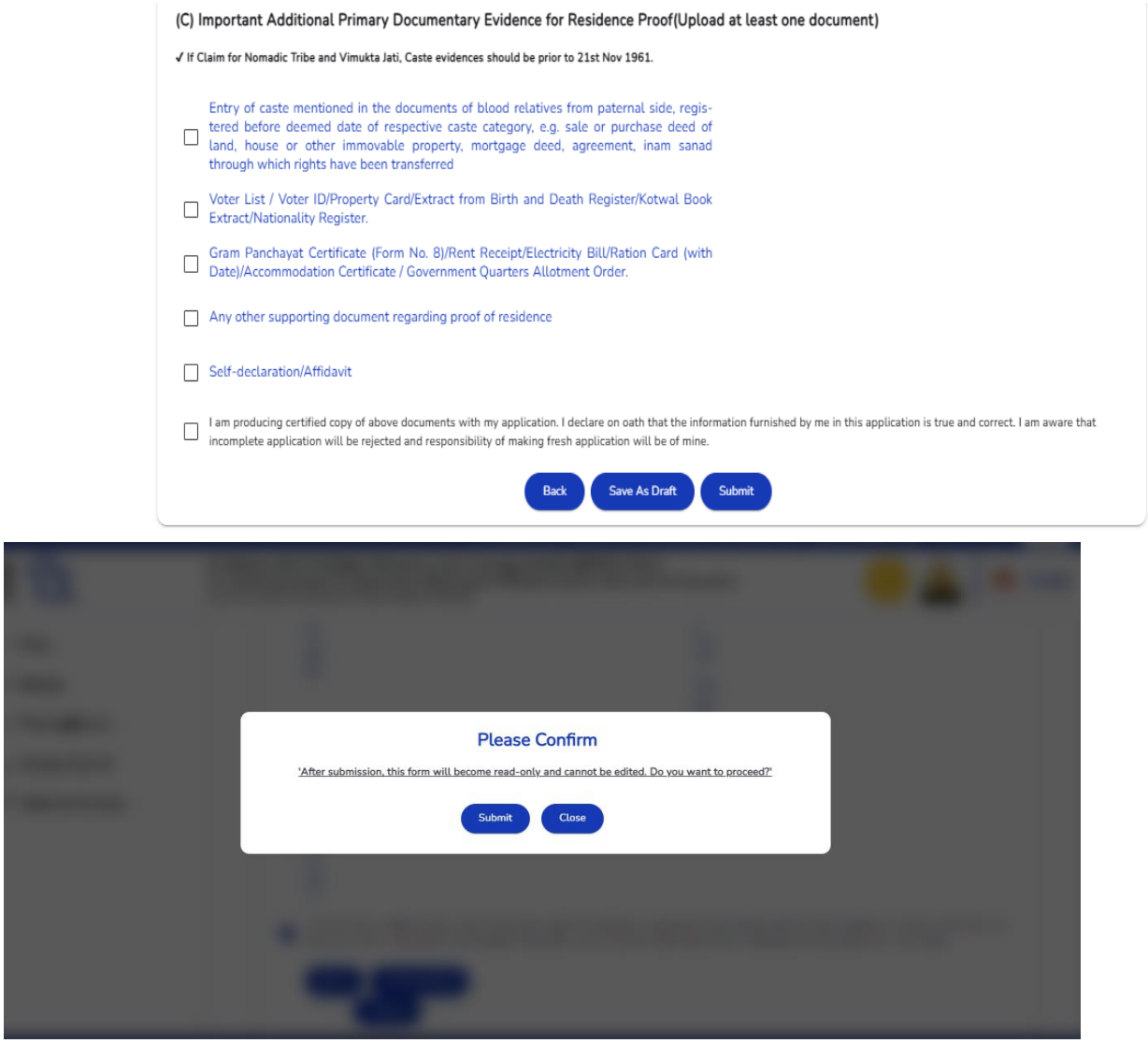


Figure 21: Upload document section C Screen.

4.10 Payment.

- After the applicant submits the application with all details filled and supporting documents are uploaded will be redirected to payment gateway page
- Applicant can see the amount which he needs to pay.

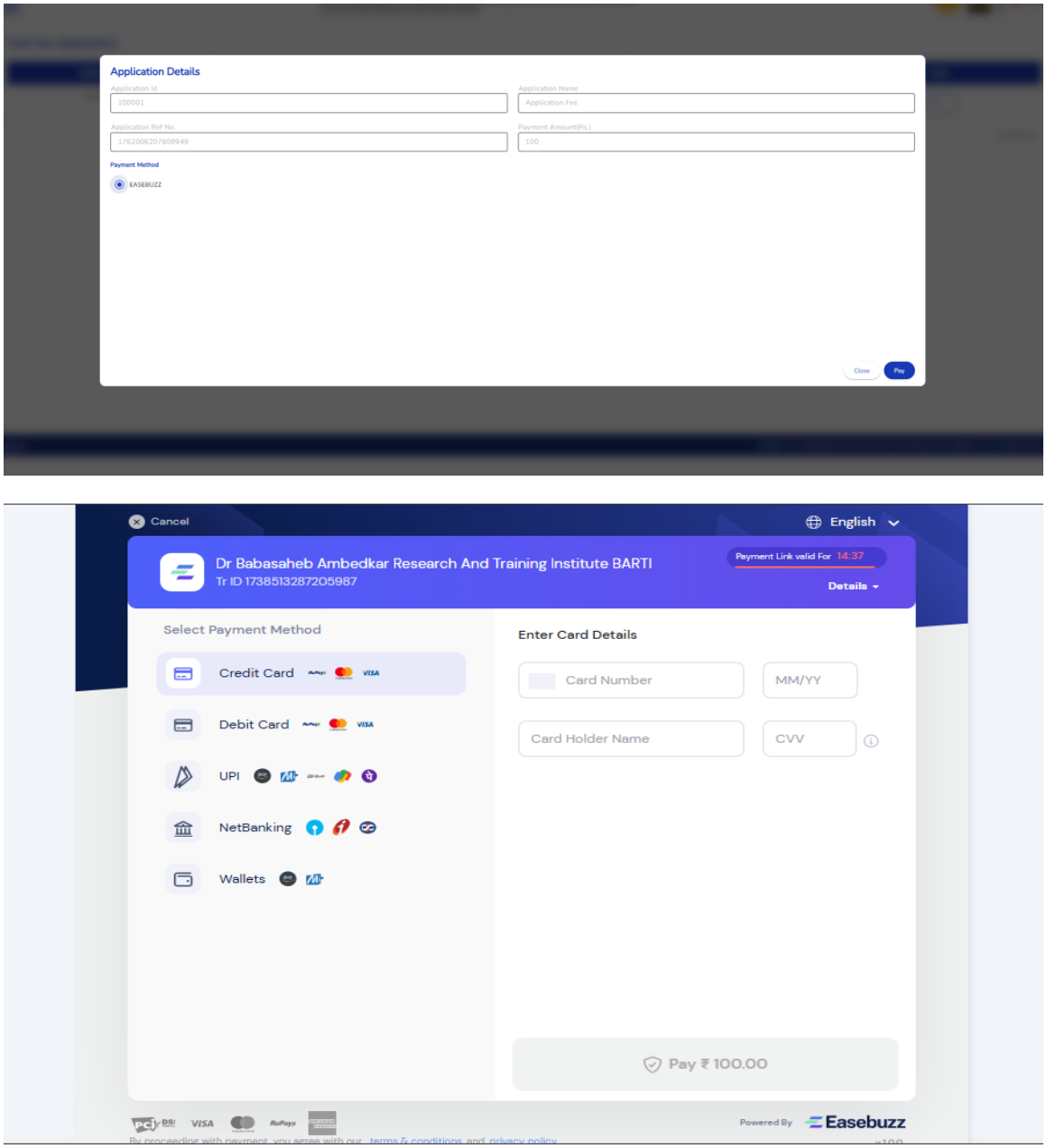


Figure 22: Payment Screen.