e-Service

APPLICATION FOR
INTERNSHIP PROGRAMME IN NEC

Under

NORTH EASTERN COUNCIL

SECRETARIAT

USER MANUAL

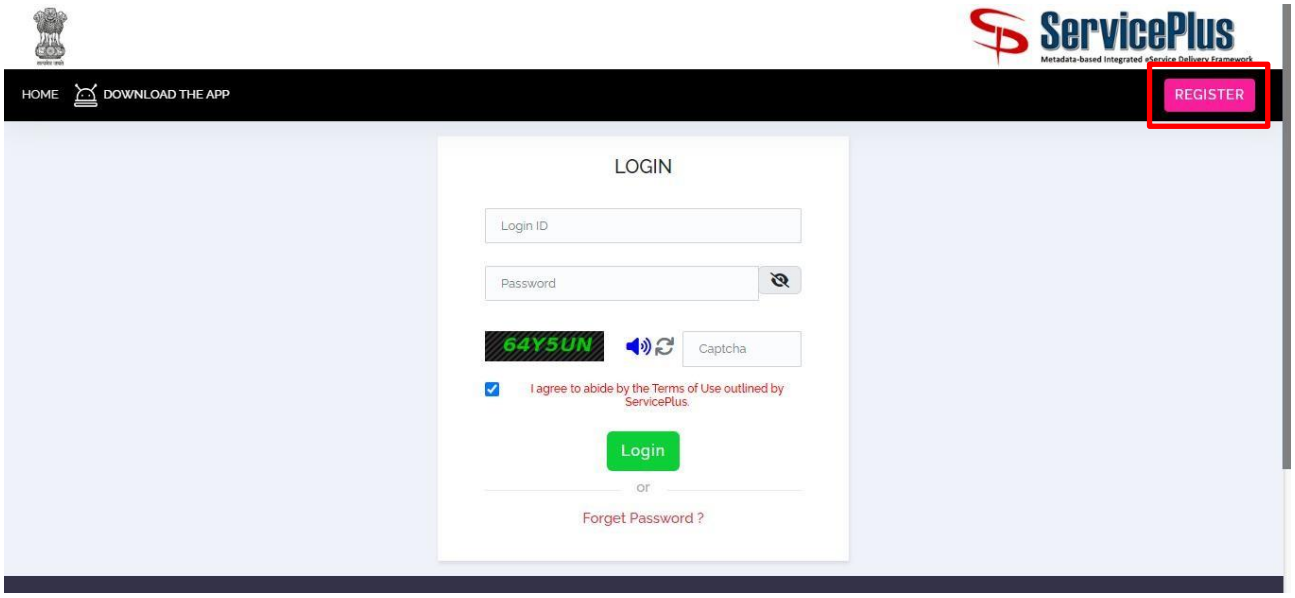
Brief Note on the e-Service:

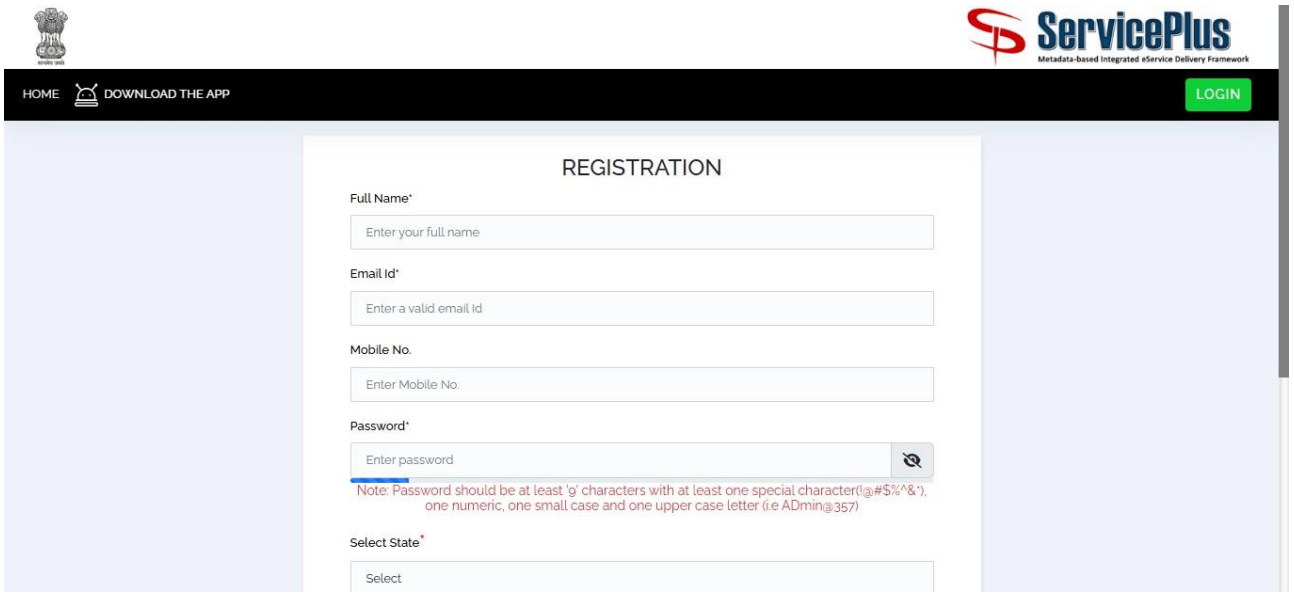
The e-service “Application for Internship Programme in NEC”, developed by NIC Meghalaya using NIC ServicePlus platform, aims at providing an online web portal for students and academics to enroll for internship programme in North Eastern Council Secretariat. The portal is available in the Invest Meghalaya Portal (investmeghalaya.gov.in), hosted in NIC Data Center.

I. APPLICANT MODULE

Step 1: Onboarding into ServicePlus platform (only for applicants who have not registered)

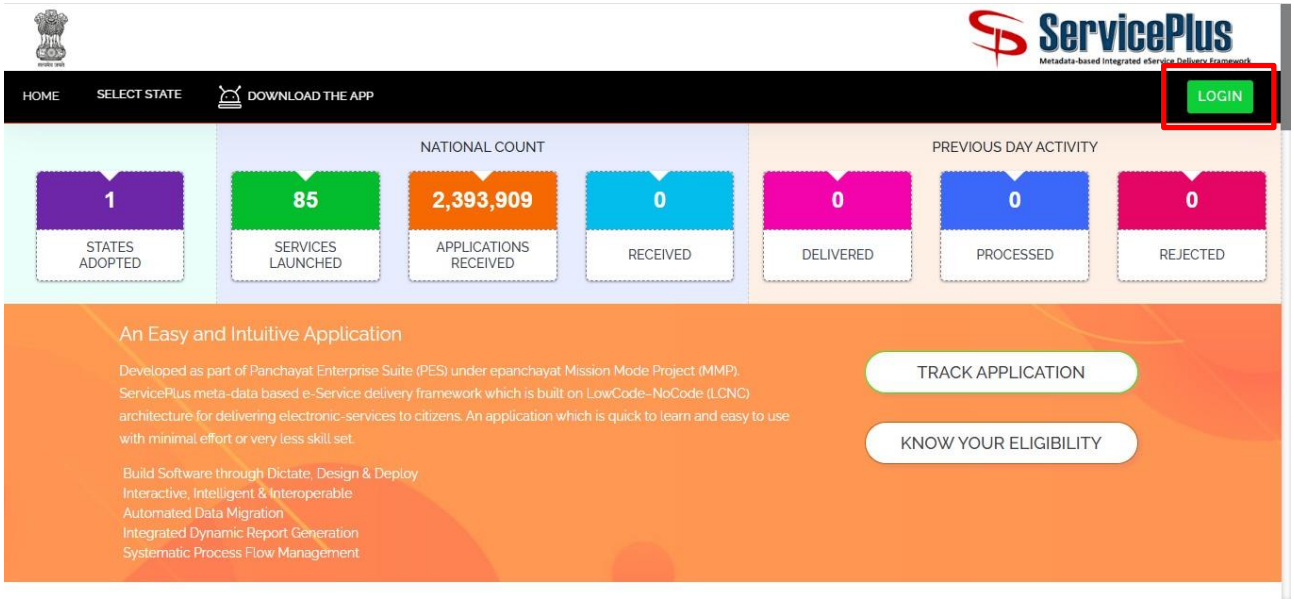
1) Visit: https://investmeghalaya.gov.in
2) Click on “Register”
3) Enter the details and click “Submit”

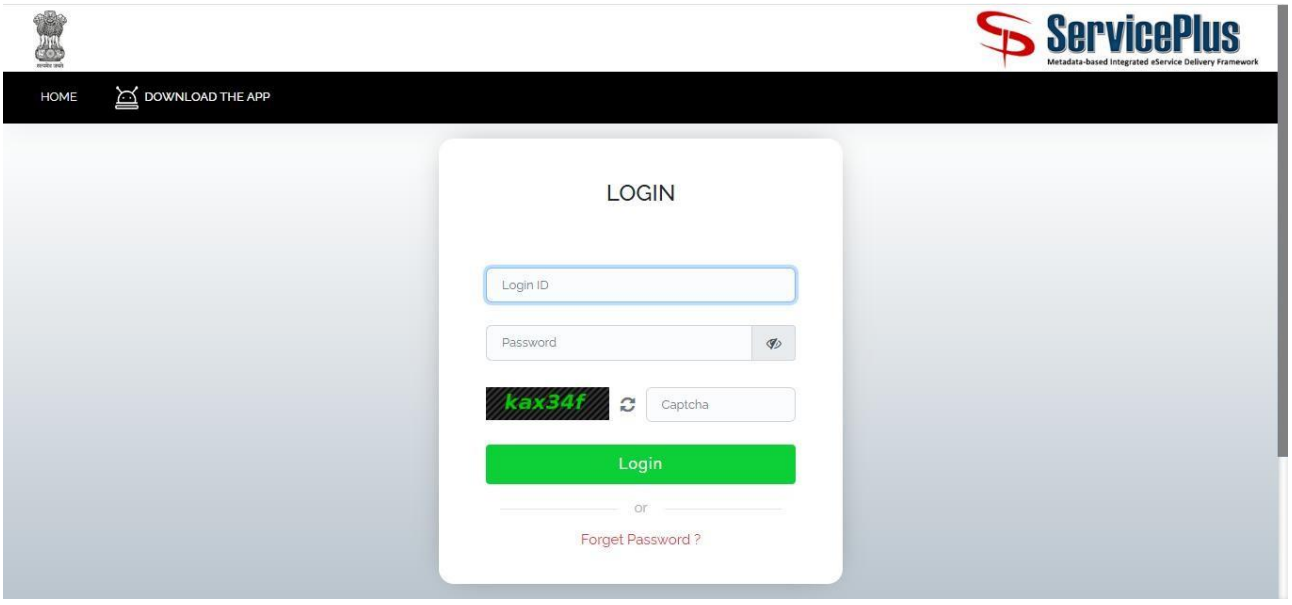




Step 2: Login into ServicePlus platform

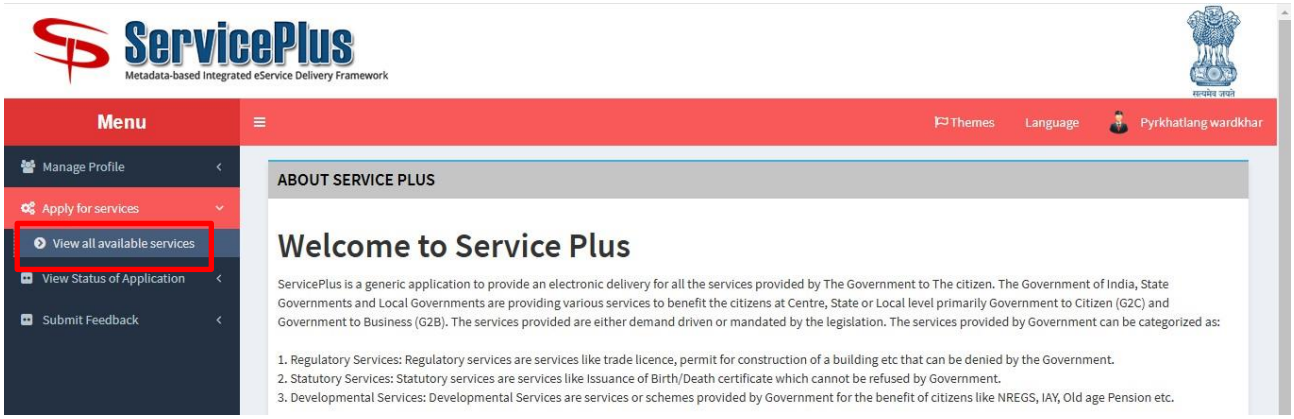
1) Visit the website: https://investmeghalaya.gov.in
2) Click on “Login”
3) Enter Login ID and Password and click on “Login”

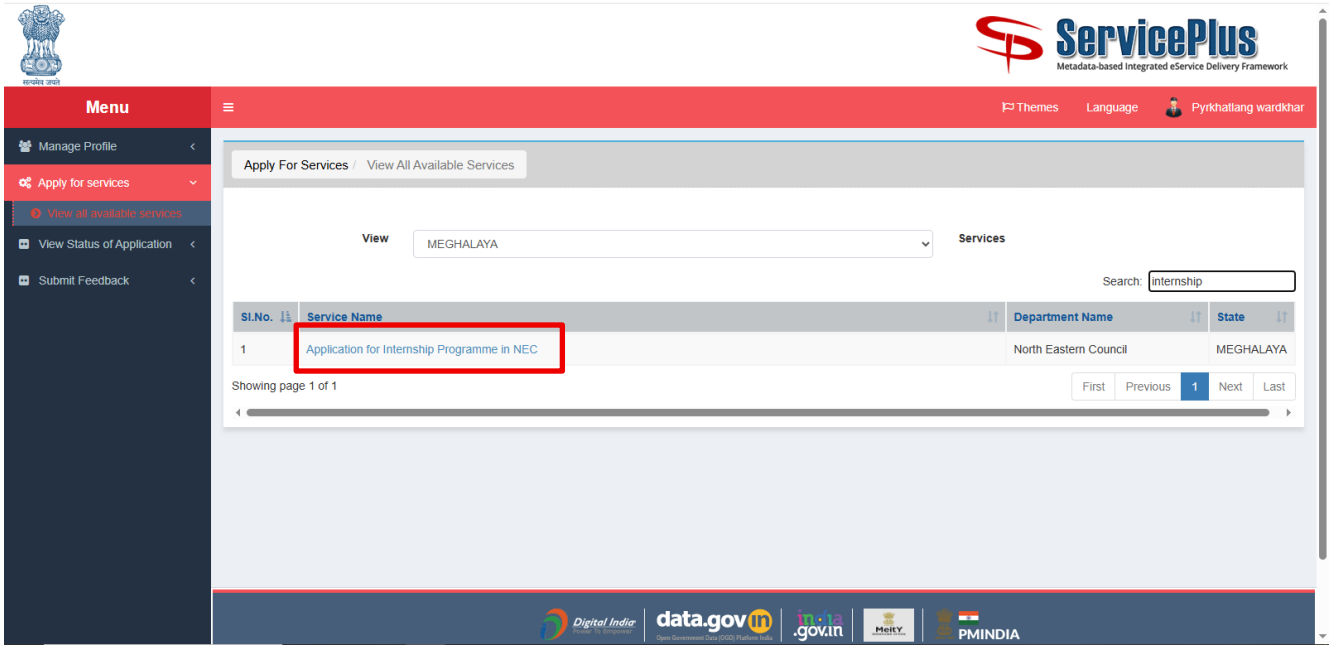


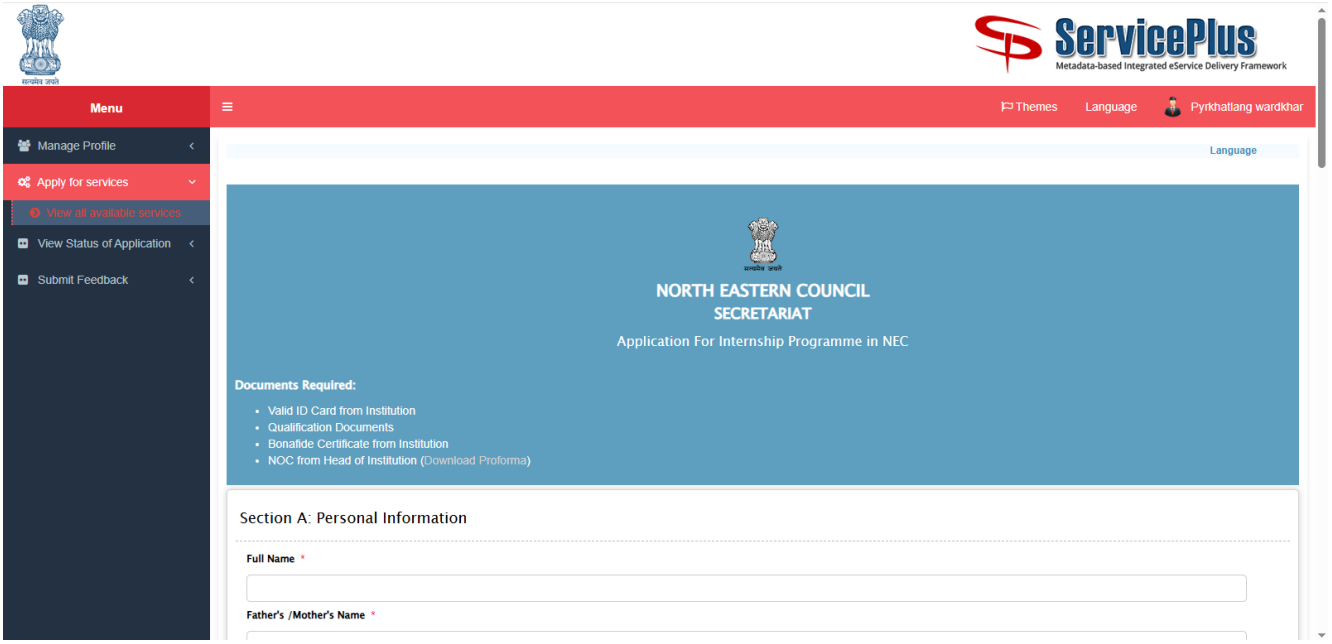


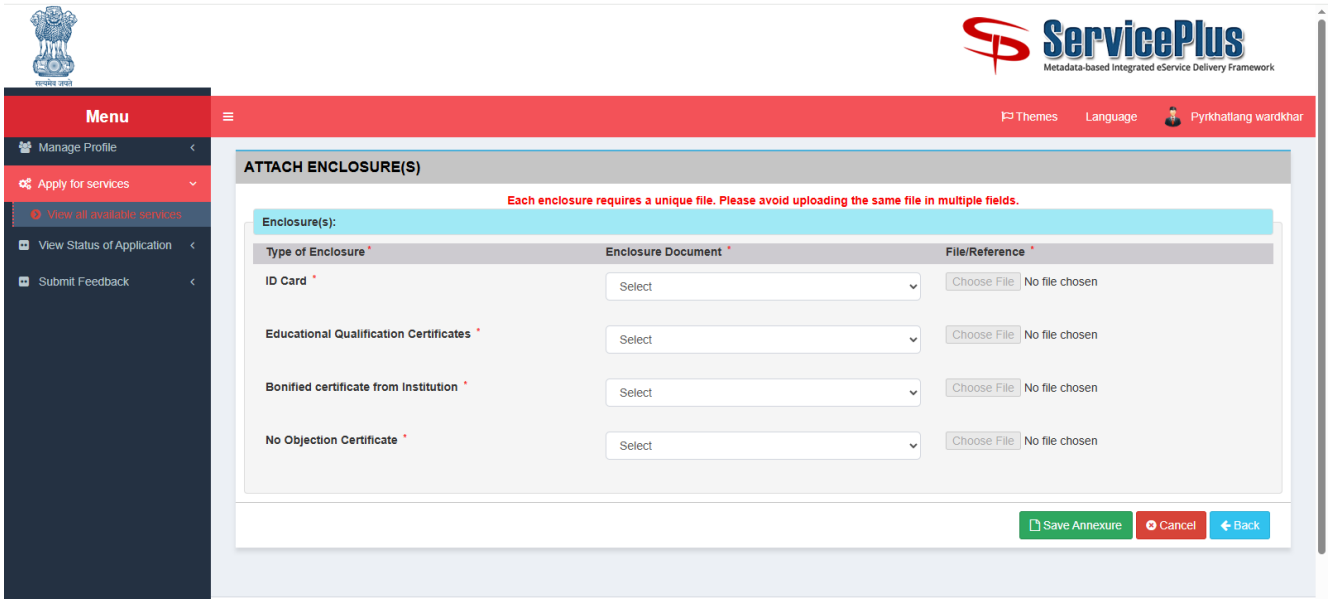
Step 3: Apply for Internship Programme in NEC

1) Go to “View all available services”
2) Search for “Application for Internship Programme in NEC”
3) Click on “Application for Internship Programme in NEC”
4) Fill all the details required and click on “Submit”
5) Proceed to “Attach Annexure”
6) Attach relevant enclosures and click on “Save Annexure”
7) Click on “Submit”
8) Save the Acknowledgment Slip generated





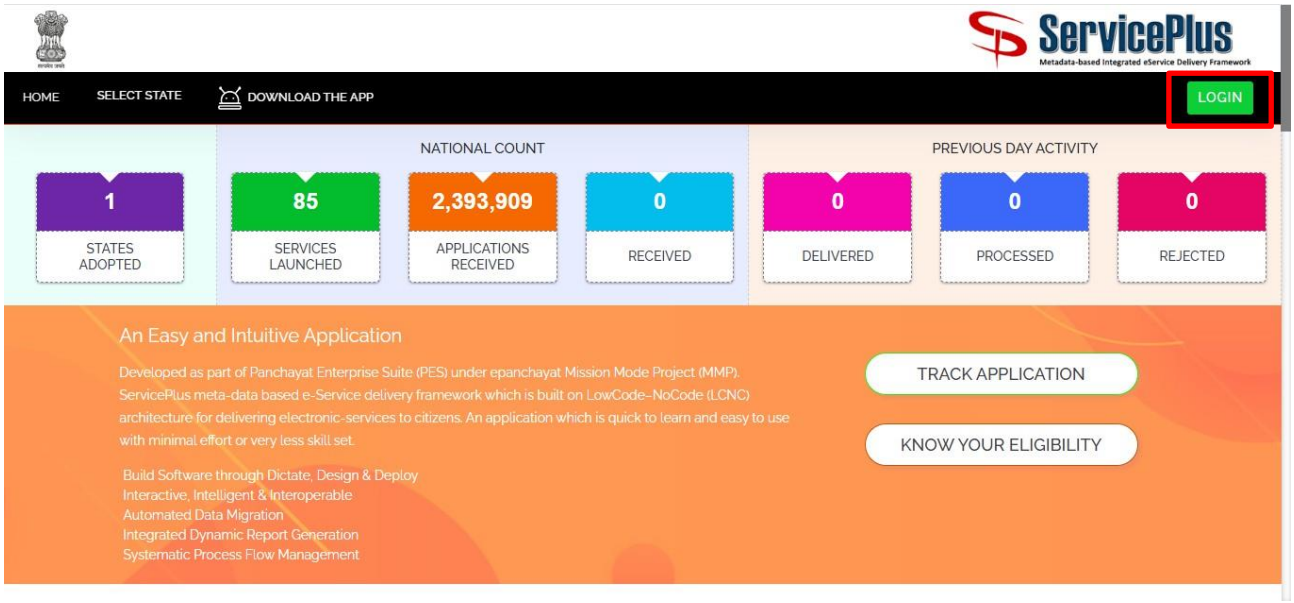

ServicePlus
Metadata-based Integrated eService Delivery Framework
Menu
Themes
Language
Pyrkhatlang wardkhar
Manage Profile
Apply for services
View all available services
View Status of Application
Submit Feedback
Language
NORTH EASTERN COUNCIL
SECRETARIAT
Application For Internship Programme in NEC
Documents Required:
Valid ID Card from Institution
Qualification Documents
Bonafide Certificate from Institution
NOC from Head of Institution (Download Proforma)
Section A: Personal Information
Full Name *
Father's /Mother's Name *


ServicePlus
Metadata-based Integrated eService Delivery Framework
Menu
Themes
Language
Pyrkhatlang wardkhar
Manage Profile
Apply for services
View all available services
View Status of Application
Submit Feedback
ATTACH ENCLOSURE(S)
Each enclosure requires a unique file. Please avoid uploading the same file in multiple fields.
Enclosure(s):
Type of Enclosure *
Enclosure Document *
File/Reference *
ID Card *
Educational Qualification Certificates *
Bonified certificate from Institution *
No Objection Certificate *
Select
Choose File
No file chosen
Save Annexure
Cancel
Back

II. Dealing Assistant Module

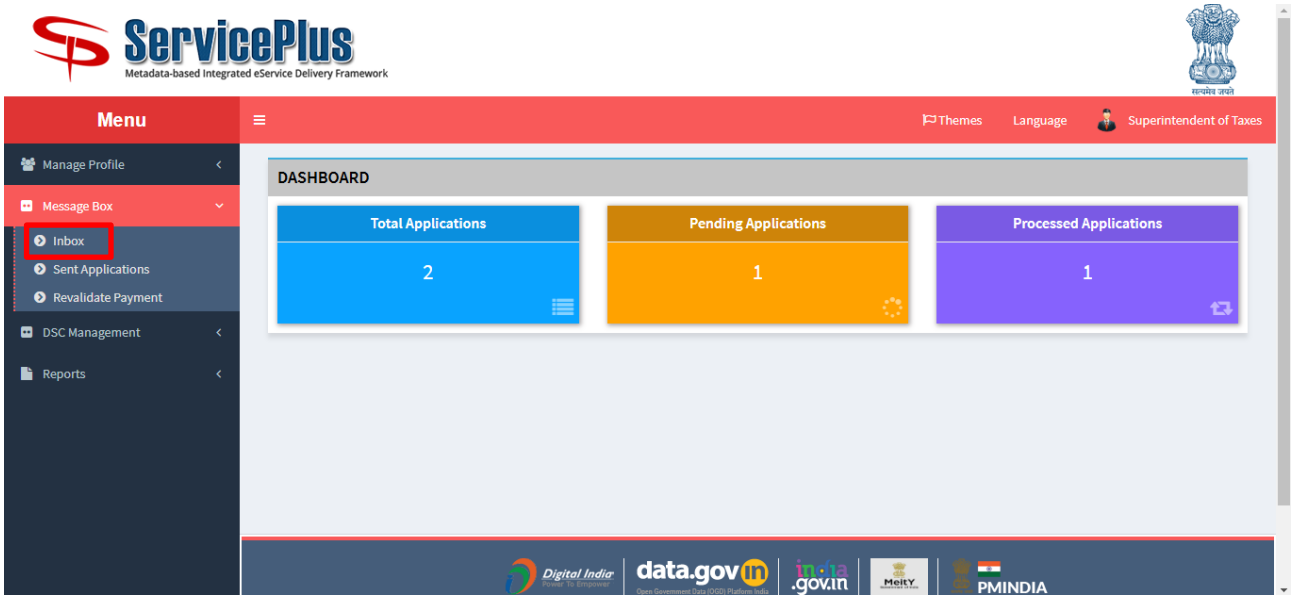
Step 1: Login into ServicePlus platform

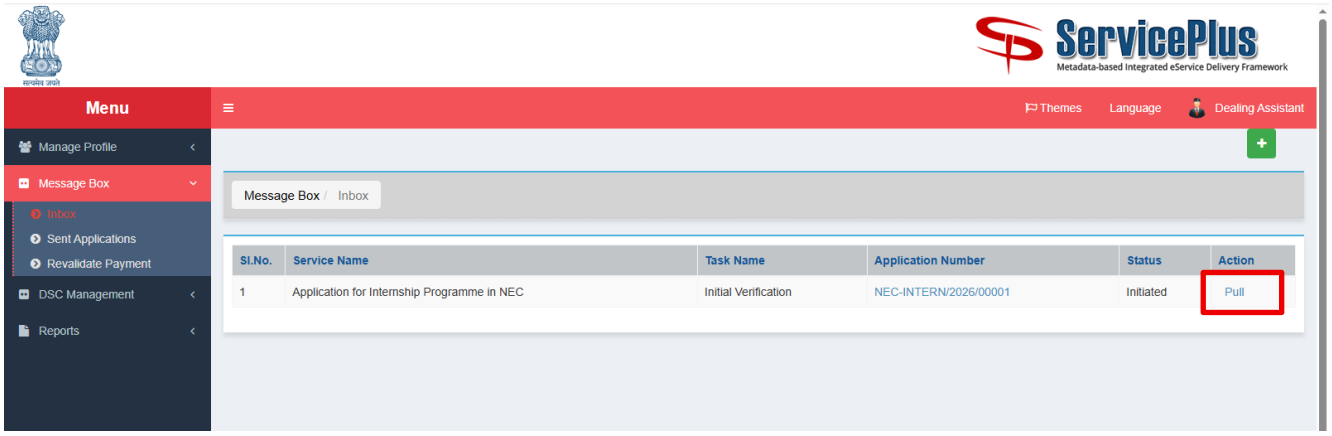
1) Visit: https://investmeghalaya.gov.in
2) Click on “Login”
3) Enter the Login ID and Password and click “Login”



Step 2: View Applications

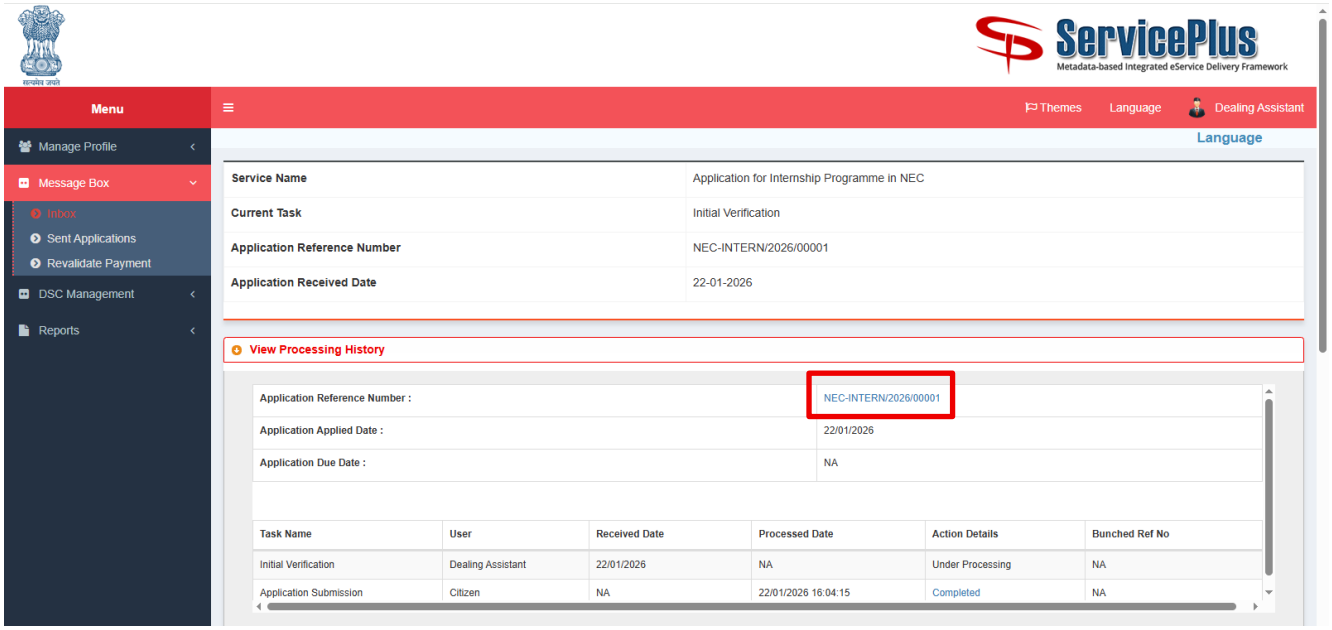
1) Click on “Inbox”
2) To process a particular application, click on “Pull” or “Take Action”

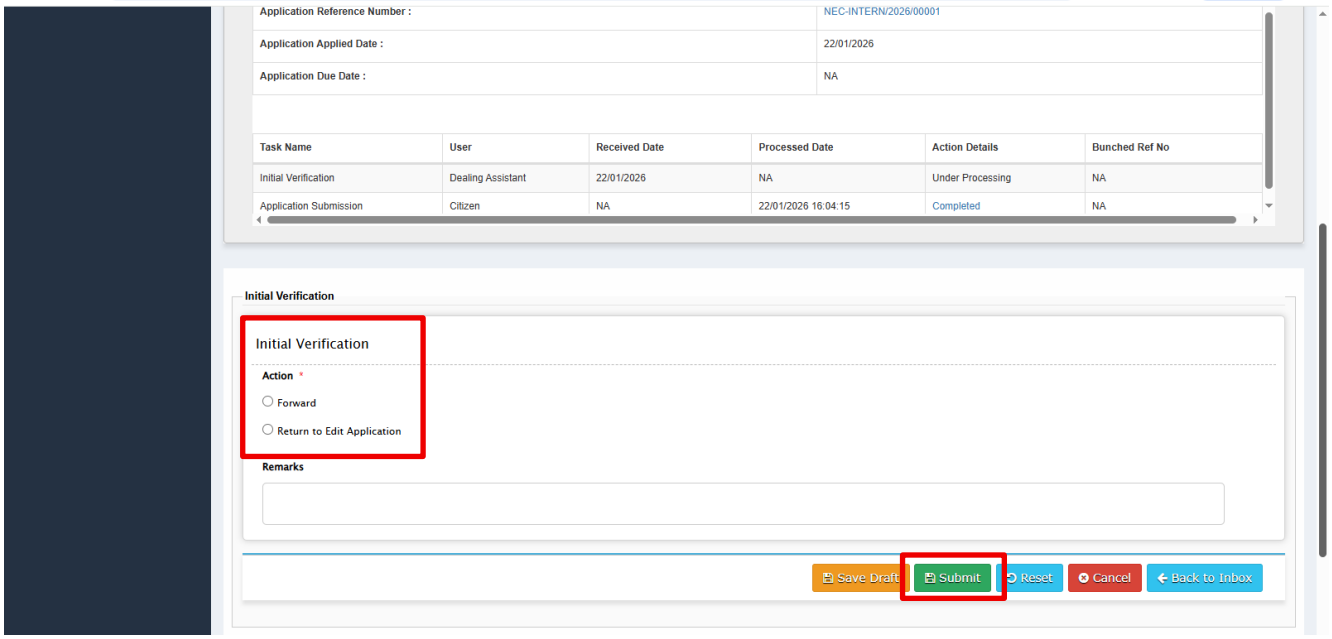




Step 3: Processing of Applications

1) To view details of applications, click on “View Processing History” and click on the Application Reference Number.
2) To forward the application to Sector Head, select “Forward”, then select “Processing by Sector”, provide a remark, then select sector to forward the application to, and proceed.
3) In case there are discrepancies in the application and it is required to be sent to applicant for corrections, select “Return to Edit Application”, provide suitable remark and proceed.





III. Sector Head Module

Step 1: Login into ServicePlus platform

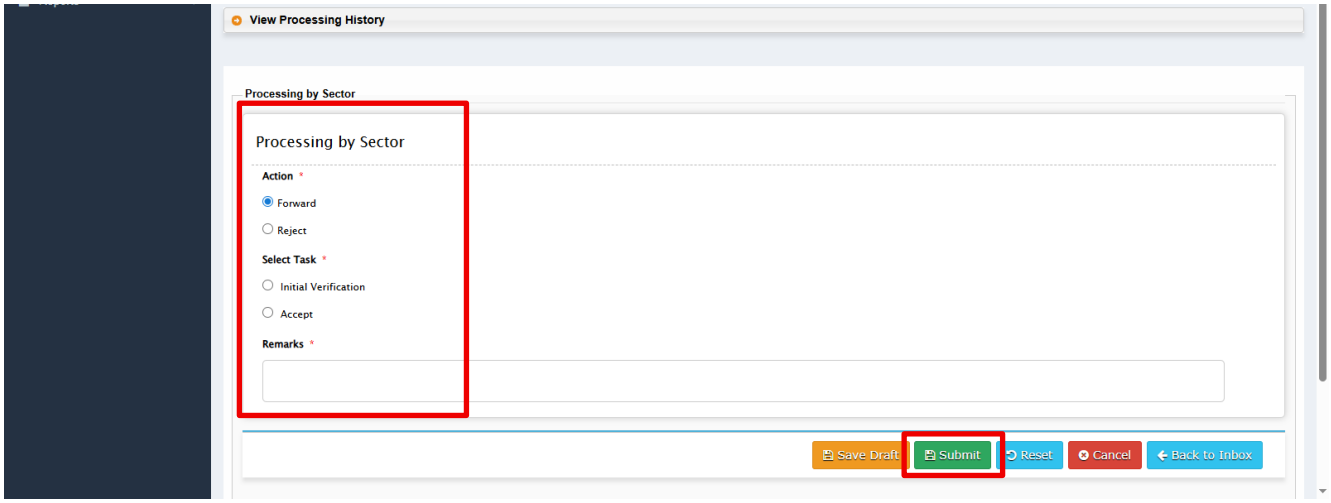
1) Visit: https://investmeghalaya.gov.in
2) Click on “Login”
3) Enter the Login ID and Password and click “Login”

Step 2: View Applications

1) Click on “Inbox”
2) To process a particular application, click on “Pull” or “Take Action”

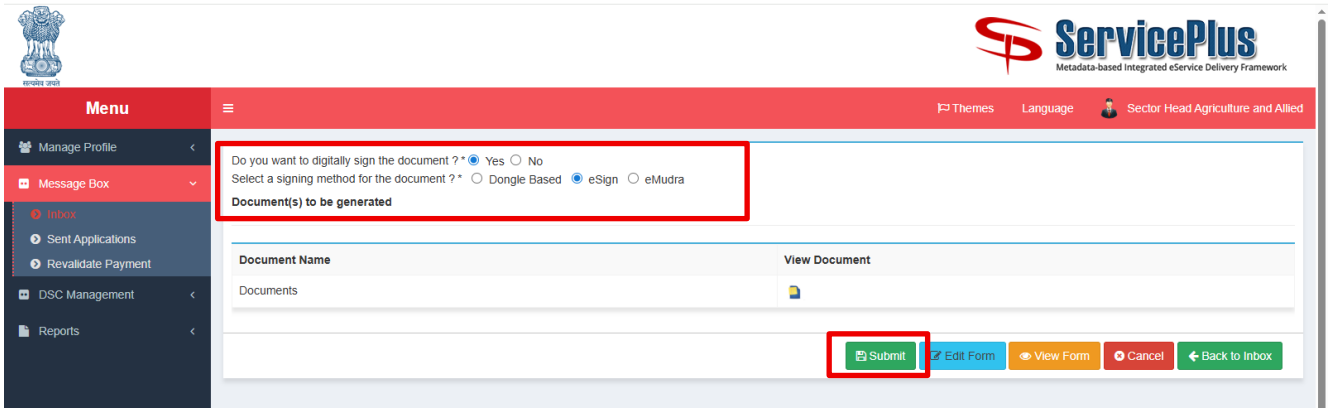
Step 3: Processing of Applications

1) To view details of applications, click on “View Processing History” and click on the Application Reference Number.
2) To accept the application, select “Forward”, then select “Accept”, provide a remark, provide “Reporting Date” and then proceed.
3) To reject the application, select "Reject”, provide a remark and then proceed.
4) In case the application is mistakenly sent to wrong sector, the application can be returned back to the Dealing Assistant by selecting “Forward”, then select “Initial Verification”, provide suitable remark, then select user “Dealing Assistant”, and submit.



Step 4: Digital Signing of Applications

1) On approval action, the signing page will be displayed.
2) Select “Yes” to digitally sign and select appropriate signing method (Dongle Based / eSign /eMudra)
3) Click on “Submit” to proceed with signing. The signed acceptance letter will be automatically sent to the applicant in their email.



Step 5: Issuing of Completion Certificate

1) Go to Inbox, pull the application to issue a Completion Certificate.
2) To issue the certificate, select “Issue Certificate”, provide remarks, fill in the completion report and then proceed with signing of the certificate, same as mentioned in previous step.
3) In case applicant is unable to complete the programme, select “Discontinue”, provide relevant remarks and then click on submit.

