



JHARKHAND ACADEMIC COUNCIL, RANCHI, JHARKHAND

Guide to Application Form Submission in Annual Secondary Scrutiny Portal - 2024

Carefully read this guide before you proceed for filling up the form. It will help you to gain knowledge on how to fill-up and submit your Scrutiny Application Form.

This segment will guide you through the operational aspects pertaining to submission of SCRUTINY APPLICATION FORM FOR ANNUAL SECONDARY EXAMINATION - 2024. Here, as an applicant, you are required to:

- Register yourself with the application.
- Login into the portal using your login credentials.
- Select subjects you wish to apply for.
- Make online payment of requisite fees.
- Obtain printout of your application form after making payment.

Home Page :

Best viewed in all modern browsers (latest versions): Chrome 50+, Firefox 50+ | Recommended minimum resolution: 1024 x 768
Please do not access this portal from any mobile devices | Page loaded in 0.0282 seconds.
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1. If you are a new user click on the “Click Here to Register” tab, to open up the “Student Registration Form” and get yourself registered with the system.
2. If you are already a registered user click on the tab “Click Here to Login” to open up the “Login Page”.
3. If you require any assistance pertaining to fees payment, click on the “Click here” appearing in segment NEED ASSISTANCE.

Note :

- Before registering yourself carefully read the advertisement issued by the Council for the same. In the notice board click on the link to obtain a copy of the advertisement.

- Only one registration is allowed for each candidate. **Do not register yourself using other candidate's roll number. *Strict action will be taken for violation of the same.***
- Only 1(one) application form can be submitted by a candidate. Hence carefully select the subject(s) that you wish to apply for scrutiny.
- Your application form will be considered submitted only after payment against the same is successful.

Registration Page:

Best viewed in all modern browsers (latest versions): Chrome 50+, Firefox 50+ | Recommended minimum resolution: 1024 x 768
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How to Register

1. Enter your Roll Code & Roll Number in columns meant for the same.
2. Check entered details and click on the “VERIFY” tab.

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3. If entered roll code & roll number combination is valid, system will display registration number & name of the candidate to whom the roll code & roll number has been allotted in the examination else if entered roll code & roll number combination is invalid the system will revert back with an error message. If after entering valid details the system reverts back with the error message, kindly contact the COUNCIL at the earliest.

4. If you are satisfied with the displayed details and you want to proceed forward you are required to
 - a. Enter a valid mobile number (Provide your own mobile number. OTP & future communications will be sent to the same as SMS).
 - b. Enter a valid e-mail address (Provide your own valid e-mail address. Future communications will be sent to the same).
 - c. Click on the “SEND OTP” tab.
5. The system will send an OTP into the submitted mobile number and also a new textbox for entering of verification code (OTP) will open up.
6. Enter verification code (OTP) as received by you.
7. Click on the “VERIFY & SUBMIT” for verification of entered OTP and submission of the same.
8. Upon successful registration a confirmation screen opens up marking completion of the registration process and a SMS and an email is also sent to your mobile number and email id.

The screenshot shows the 'Student Registration Form' page. At the top, there is the Jharkhand Academic Council logo and the text 'JHARKHAND ACADEMIC COUNCIL, RANCHI' and 'SCRUTINY APPLICATION SUBMISSION PORTAL FOR SECONDARY EXAMINATION'. A 'Contact Us' button is in the top right. The main form area has a 'Clear All Data' button in the top right. A modal window is open in the center with the title 'Thank You' and the message: 'Your registration for online scrutiny with JAC for Secondary Examination is successful.' Below the message is a 'Home' button. In the background, the form fields for 'Roll Code' and 'Roll Number' are visible, along with a 'VERIFY' button at the bottom center. At the very bottom, there is a footer with browser compatibility information and copyright notice: 'Best viewed in all modern browsers (latest versions): Chrome 50+, Firefox 50+ | Recommended minimum resolution: 1024 x 768. Please do not access this portal from any mobile devices | Page loaded in 0.0334 seconds. © Copyright JAC 2020. All rights reserved.'

9. In the screen, clicking on the “HOME” tab will take you to home page.

Login Page:

The screenshot shows the 'Student Login' page. At the top, there is the Jharkhand Academic Council logo and the text 'JHARKHAND ACADEMIC COUNCIL, RANCHI' and 'SCRUTINY APPLICATION SUBMISSION PORTAL FOR SECONDARY EXAMINATION'. A 'Contact Us' button is in the top right. The main form area has a 'Student Login' title. Below the title are three input fields: 'Roll Code', 'Roll Number', and 'Registered Mobile Number'. A 'SUBMIT' button is located below the input fields. At the very bottom, there is a footer with browser compatibility information and copyright notice: 'Best viewed in all modern browsers (latest versions): Chrome 50+, Firefox 50+ | Recommended minimum resolution: 1024 x 768. Please do not access this portal from any mobile devices | Page loaded in 0.0216 seconds. © Copyright JAC 2020. All rights reserved.'


How to Login

- 1) Enter information's as asked for by the system and click on the "SUBMIT" tab.

Note:

In column registered mobile number enter mobile number as submitted by you at the time of registration.

Filling up of Application Form:



JHARKHAND ACADEMIC COUNCIL, RANCHI

SCRUTINY APPLICATION SUBMISSION PORTAL FOR SECONDARY EXAMINATION

[Contact Us](#)
[LOGOUT](#)

CANDIDATE INFORMATION :

Roll Code : <input type="text"/>	Roll No : <input type="text"/>
Mobile No : <input type="text"/>	Email Id : <input type="text"/>
Candidate's Name : <input type="text"/>	Father's Name : <input type="text"/>
School Name : <input type="text"/>	

SUBJECT SELECTION :

Sl No	Subject Code	Subject Name	Subject Type	Full Marks in Theory	Obtained Marks in Theory	Apply for Scrutiny ★
1	HNA	HINDI-A	SUB-1	080	<input type="text"/>	<input type="checkbox"/>
2	ENG	ENGLISH	SUB-2	080	<input type="text"/>	<input type="checkbox"/>
3	RET	RETAIL	SUB-3	030	<input type="text"/>	<input type="checkbox"/>
4	SCI	SCIENCE	SUB-4	080	<input type="text"/>	<input type="checkbox"/>
5	SOC	SOCIAL SCIENCE	SUB-5	080	<input type="text"/>	<input type="checkbox"/>
6	MTH	MATHEMATICS	SUB-6	080	<input type="text"/>	<input type="checkbox"/>

★ Note : In order to select a subject and submit the same for scrutiny, click on the checkbox appearing in column "Apply for Scrutiny" corresponding to the same. In order to deselect the same re-click on the checkbox. A maximum of 3(three) subjects can be applied for scrutiny by a candidate & each candidate is allowed to submit only 1(one) application. Payment once successful; candidate will not be allowed to change the selection / select more subject(s), hence carefully select all the subject(s) that you wish to apply for; before proceeding for payment of requisite fee via online.

SELECT SUBJECT(S) & CLICK HERE TO PAY ONLINE

SCRUTINY STATUS :

Application No :	Amount of Fees in Rs :
Payment Status :	Payment Date :
Scrutiny Application cum Payment Receipt :	Scrutiny Marks Report :

Money deducted from your Bank Account. Payment status is not successful in Scrutiny Portal. [Click here to know more.](#)

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How to fill & submit the application:

1. In table CANDIDATE INFORMATION, details of yours will get displayed.
2. In table SUBJECT SELECTION, details of your subjects will get displayed. (Display of subject will be in the same order as is appearing in your mark sheet).
3. Click on the check box to select the subject(s). (***Carefully read the note appearing below the subject table.***)
4. Click on the "SELECT SUBJECT(S) & CLICK HERE TO PAY ONLINE" tab to proceed for online payment of fees. (***This tab will become active only after selection of a subject.***)
5. After successful payment of fees, you will again be redirected back to this page.

6. In table SCRUTINY STATUS, details of yours payment and status of scrutiny will get displayed.
7. In order to download copy of your application, click on the link appearing in column “SCRUTINY APPLICATION CUM PAYMENT RECEIPT”.
8. Your scrutiny marks report will be available in the link appearing in column “SCRUTINY MARKS REPORT”. Clicking on the link will download the report.

Note:

- Before proceeding for payment please make sure that the subject(s) selected by you is/are the subject(s) that you want to apply for.
- After successful payment of fees, modification of selections is not allowed nor any request for the same will be entertained.
- **Fees once paid will not be refunded under any circumstance.**
- For paying fees you require a valid Credit Card / Debit Card / Net Banking facility in your bank account. Online payment will navigate you into a secure payment site. On successful transaction you will be redirected back to this site. Follow Instructions as appearing in the screen.
- After your scrutiny marks has been uploaded into the system by the Council the same will appear in the Scrutiny Marks Report.

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