



युवा कार्यक्रम
एवं खेल मंत्रालय
MINISTRY OF
YOUTH AFFAIRS
AND SPORTS
सत्यमेव जयते



Welcome to



MERA YUVA BHARAT



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How to set Hierarchy Levels As a Nodal Officer

Navigate to Login Page



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Government of India

Skip to Main Content | -A A A+ | English | Toll Free : 18002122729

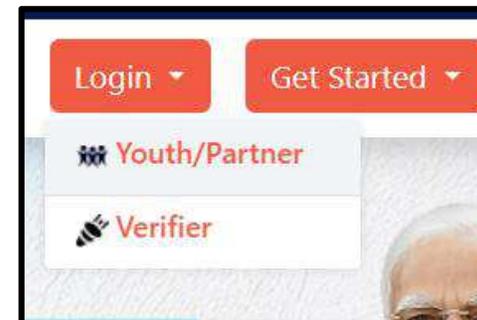
National Youth Festival | Experiential Learning | Volunteer for Bharat | Veer Baal Diwas Quiz | Login | Get Started

Exploring, posting and verifying opportunities made easy with MY Bharat

Register as Youth | Register as Partner | Register as Verifier

MY BHARAT
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जो खेले वो खिले

1. Click on “Login” From the Main Menu
2. Select Partner From Dropdown



Step 1 Enter Mobile Number



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- Enter your registered **Mobile Number**
- Check the box **“Terms of use”**
- Click **“Sign In”**

Sign In to your account

 #
 I consent to [terms of use](#).

[Return to MY Bharat](#)

Step 2 Enter the OTP & Login



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- Enter the OTP
- Click “**Sign In**” again

Verify OTP

An OTP is sent to your registered mobile (xxxxxx5811).
OTP will be valid for 10 Minutes.

👁️

Resend OTP in 00:58

Sign In

Step 3 Go to “Organizational Settings”



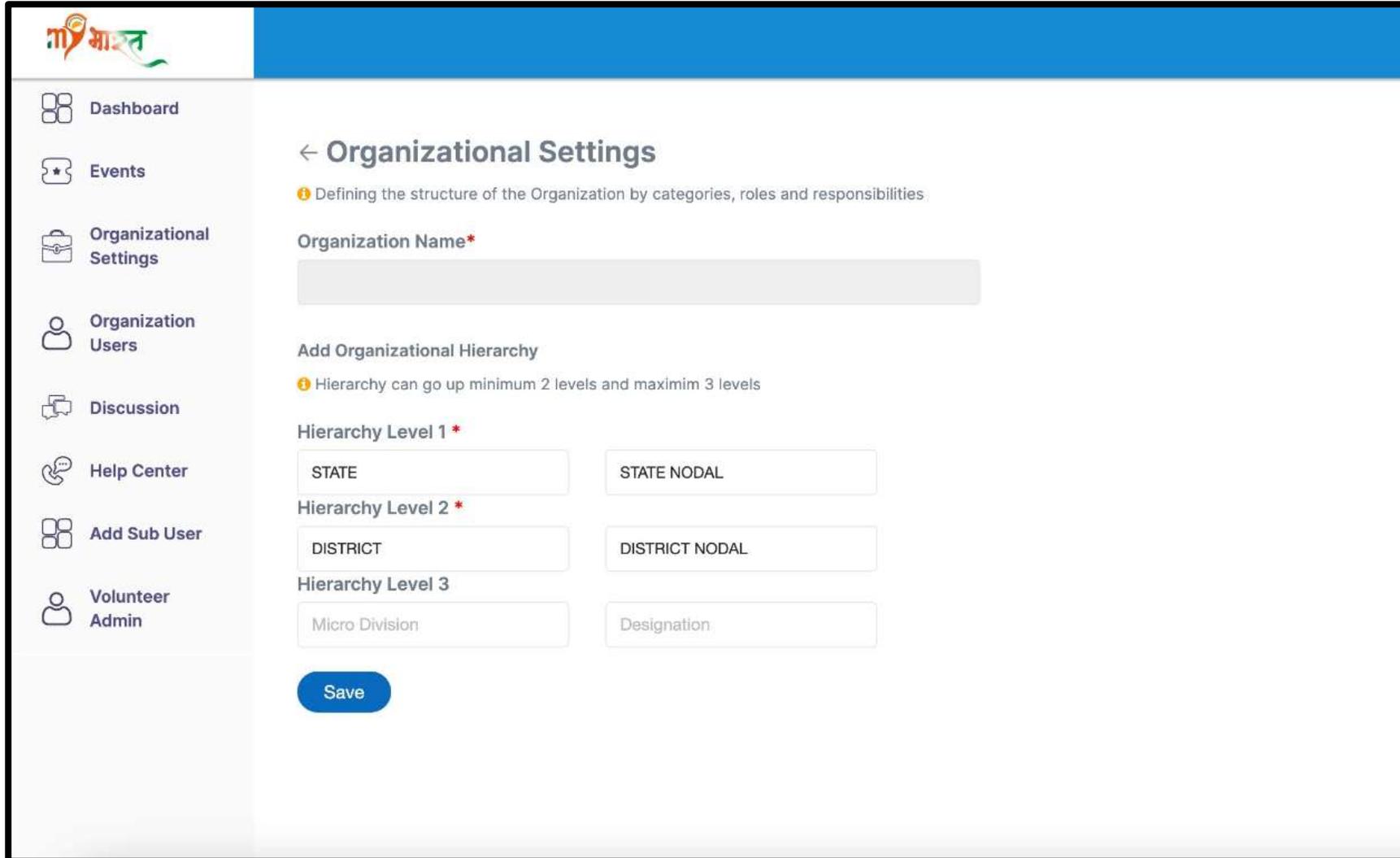
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On the left panel of Dashboard click on “Organizational Settings”.

The screenshot shows the My Bharat dashboard interface. On the left, a vertical sidebar contains the following menu items: Dashboard, Organizational Settings (highlighted with a blue background), Organization Users, Discussion, Help Center, Add Sub User, and Volunteer Admin. The main content area is titled 'Dashboard' and features two cards: 'Experiential Learning' and 'Yuva Applied'. Below these cards is a section titled 'Experiential Learning By Division' with a horizontal bar chart showing three bars of varying lengths, colored purple, orange, and pink.

Step 4 Define the Hierarchy Levels



← Organizational Settings

Organization Name*

Add Organizational Hierarchy

Hierarchy can go up minimum 2 levels and maximim 3 levels

Hierarchy Level 1 *

STATE STATE NODAL

Hierarchy Level 2 *

DISTRICT DISTRICT NODAL

Hierarchy Level 3

Micro Division Designation

Save

Fill in the details in the form shown in the image.

Step 5 Mapping the Districts



Organizational Settings

Defining the structure of the Organization by categories, roles and responsibilities

[View Org Hierarchy](#) [Edit Org Hierarchy](#)

S.No.	Division	Designation	Action
1	XXXXXXXX	XXXXXXXX	Add/Edit Level
2	XXXXXXXX	XXXXXXXX	Add/Edit Level

To Map the districts click on “Add/Edit Level” Button under the Action Column.
And proceed to the next step.

Step 6 Adding Division



You can add division by two methods:

1. by manually adding the divisions as shown below-

changed from the download
3. File size should not exceed

Defining the structure of the Organization by categories, roles and responsibilities

Name of Major Division Email Mobile Number Save

2. By Uploading a batch in form of excel file as shown in the adjacent figure -

changed from the download
3. File size should not exceed

Defining the structure of the Organization by categories, roles and responsibilities

Name of Major Division Email Mobile Number Save

← Organizational Settings

Define Hierarchy Level 1*

Divisions can be added for this level separately or can be uploaded batchwise for each major division

Add Division OR Batch Upload

Defining the structure of the Organization by categories, roles and responsibilities

Show 10 entries

Major Division	Email	Mobile Number	Action
No Level Data.			

Showing 0 to 0 of 0 entries Previous Next

Upload Instructions

1. Upload .xlsx/.xls file only.
2. The file headers should not be changed from the downloaded file.
3. File size should not exceed 10 MB.

Organizational Levels Defined



← Organizational Levels

Defining the structure of the Organization by categories, roles, and responsibilities

Hierarchy Level 1*

S.No.	Major Division	Email	Mobile Number
1	XXXXXX		
2	XXXXXX		
3	XXXXXX		
4	XXXXXX		
5	XXXXXX		
6	XXXXXX		
7	XXXXXX		
8	XXXXXX		
9	XXXXXX		

Hierarchy Level 2*

S.No.	Micro Division	Major Division	Email	Mobile Number
1	XXXXXX	A		
2	XXXXXX	A		
3	XXXXXX	XXXXXX		
4	XXXXXX	XXXXXX		
5	XXXXXX	B		
6	XXXXXX	C		

Thank You