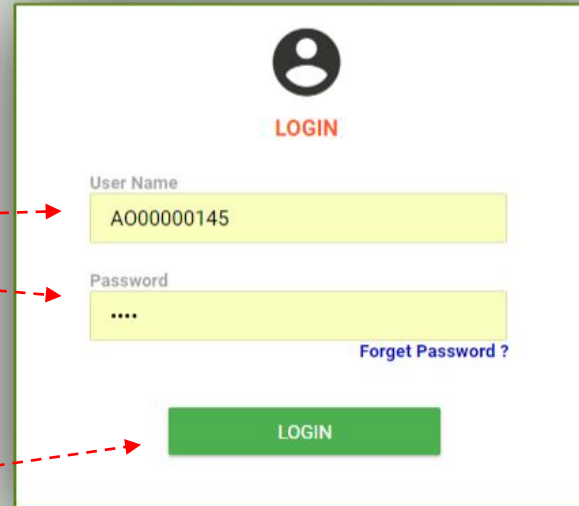# DOMAIN SKILLING SKILL DEVELOPMENT CENTER REGISTRATION 2019

Version : 1.1

Enter User name and Password as received on registered email ID and mobile number

LOGIN

User Name

AO00000145

Password

....

Forget Password ?

LOGIN

Click on **Login** Button

Important Instructions:

1. If User Name is not received on mobile number or email ID then check SPAM folder. If still not found then contact File Lead.

2. Never share your User Name and Password to anyone. Unauthorized access to BSDM portal is user's liability.

Welcome To BSDM

Content Management

Login Management

Process Management
- Preferential Mode DS Registrati
- DS Registration-2019
- PMKVY Category 4 Registratior
- SDC Details

Click on
Process Management
>
DS Registration-2019

List Of Workflow

Note!!!:

To Launch A New Workflow Click On New Button And Proceed

To View Details Of Existing Workflow Click On Details Button And Proceed

Total Items : 1   Page: 1

10

Search On Name   GO   CLEAR

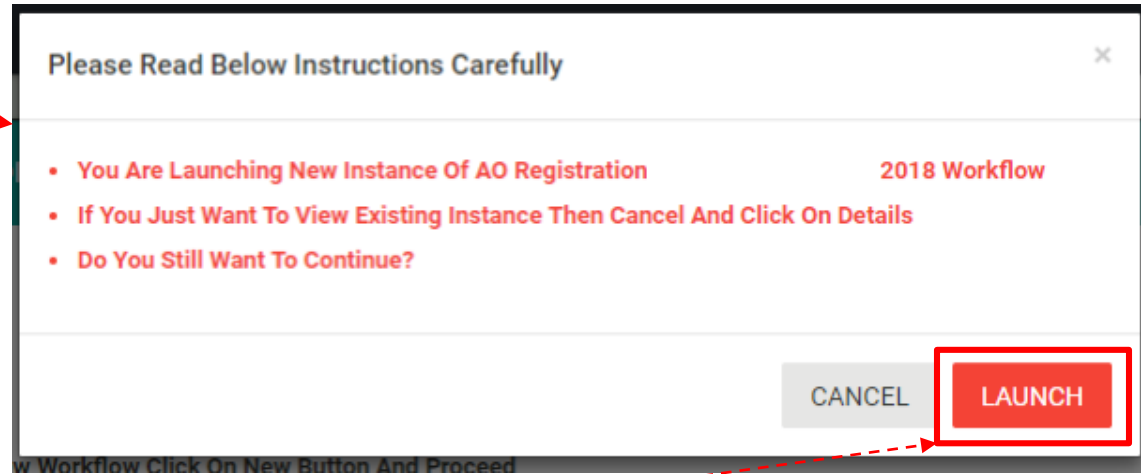| S.No	Name	Is Continous?	From Date	To Date	Active	Launch	View
1	DS Registration 2019	No	15/01/2019 00:00:00	14/03/2019 23:59:59	Yes	NEW	DETAILS

Click on **New** Button to Launch Process

Important Instructions:

New process launch can be done only once.

To see if process is already launched click on Details button

Read Instructions carefully

Please Read Below Instructions Carefully ✕

- **You Are Launching New Instance Of AO Registration   2018 Workflow**
- **If You Just Want To View Existing Instance Then Cancel And Click On Details**
- **Do You Still Want To Continue?**

CANCEL   LAUNCH

w Workflow Click On New Button And Proceed

Click on **Launch** Button

Important Instructions:

Once Launch is clicked, this action cannot be undone, hence should be done when completely sure.

Launch AO Registration

GO BACK

You Are About To Launch AO Registration **Workflow.Please Read Below Instructions Carefully Before Proceeding Further:**

We, Applicant Organization (AO) understand and agree that:-

- The location of the proposed Centre shall be fixed only in the specific location as selected by us and the selected location shall not be changed by us anytime during, and subsequent to the 'Center Registration Process without prior approval from BSDM,
- If we involve our self in doing any wrong practice regarding domain skilling or we indulge into franchising / sub-letting our registered centre then our application will get cancelled / terminated immediately without any prior notice or explanation from BSDM.
- Our center will not employ Center Coordinator, Faculty already registered with other centers. We agree that, if our center is found to be sharing center coordinator or faculty with other centres then BSDM reserves the rights to reject the center without giving any clarification.
- BSDM reserves the right:
  - to modify the terms and conditions of the Center Registration Process without any prior notice and BSDM shall not be liable to

sharing center coordinator or faculty with other centres then BSDM reserves the rights to reject the center without giving any clarification.

- BSDM reserves the right:
  - to modify the terms and conditions of the Center Registration Process without any prior notice and BSDM shall not be liable to anyone for any such modification/s;
  - to discontinue/postpone the Center Registration Process (or any part thereof) with/without prior notice and BSDM shall not be liable to anyone for any such discontinuation/postponement;
  - of granting and/or rejecting authorization to any applicant/s, without assigning any reason/s whatsoever to anyone.
    In case we are granted authorization:
  - we are responsible for maintaining the confidentiality of the password and login account given by BSDM and fully responsible for all activities that occur thereunder;
  - We shall abide by the various Rules, Regulations, Code of Conduct, Guidelines, Communications, Norms issued and specified by BSDM from time to time.
  - All the disputes or differences, if any, prior and/or subsequent to authorization (if granted) shall be referred to the courts in Patna, which shall be the courts having the jurisdiction to entertain and try the same.

Read Content carefully

Click on **Launch** Button

LAUNCH

Important Instructions:

Once Launch is clicked, this action cannot be undone, hence should be done when completely sure.

Process is launched successfully

Launch AO Registration

GO BACK

Success!!!

Click on **Go Back** Button

Important Instructions:

Click on Go Back Button After completing each step

Click on **Details** Button

List Of Workflow

Note!!!:

To Launch A New Workflow Click On New Button And Proceed

To View Details Of Existing Workflow Click On Details Button And Proceed

Total Items : 1   Page: 1

10

Search On Name

GO   CLEAR

S.No	Name	Is Continous?	From Date	To Date	Active	Launch	View
1	DS Registration 2019	No	15/01/2019 00:00:00	14/03/2019 23:59:59	Yes	NEW	DETAILS

Note!!!

-Please Click On Process Button To Proceed

-Process Button Will Be Visible Only If You Have Permission To Process Current Step

-Please Click On Partner Code To View Center Course Details

-Please Click On Name To View Instance Summary Report

-Please Click On Instance Number To View List Of Steps

-Please Click On Group Number To View History

Total Items : 1   Page: 1   COURSES DETAILS

AO	▼	wqwewqe 2313123 !@#$	▼
Select Filter 2	▼	Select Filter 2 Value	▼
Select Filter 3	▼	Please Enter Value Here	

10   SEARCH   CLEAR

Click on **Process** to proceed

S.No	Id	Partner Code/Login Name	Name	Email	Mobile	District	Block	Instance	Group	Status
1	Process	AO00000000	wqwewqe 2313123 !@#$	xyz@gmail.com	9999999999	Begusarai	Begusarai Sadar	5274	5274	Pending

Important Instructions:

• Process link will only show if the action is applicable to you.

Declare Address Details

GO BACK

Click on **Address Details Button** to proceed

Note!!!:

-Step1:Declare Address

-Step2:After Completing Step1 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Address Details	Next Step
ADDRESS DETAILS	NEXT STEP

Important Instructions:

Read instructions before proceeding

Declare Address Details(AO)

GO BACK

Address *	patnaa1
Landmark *	niyojan bhavan
Area Type *	⚪ Rural 🟢 Urban
City *	patna
Country *	India ▾
State *	Bihar ▾
District *	Patna ▾
Block *	Danapur ▾
ULB *	Danapur Nizamat Nagar Parishad ▾
Pin Code *	800012

Fill all Address Details carefully

Important Instructions:

Provide correct information as per document proof

Information once entered may not be changed later

Fill all Address Details carefully

Click on **SAVE** after complete form is filled

Area Type * ○ Rural ◉ Urban

City * patna

Country * India ▼

State * Bihar ▼

District * Patna ▼

Block * Danapur ▼

ULB * Danapur Nizamat Nagar Parishad ▼

Pin Code * 800012

Premise Occupancy Type * ○ Rented ◉ Self Owned ○ Leased

Premise Owner Name * Disha

Must Be Less Than Or Equal To 100 Characters(Excluding Whitespaces)

Establishment Date * 01/01/1988

Must Be In DD/MM/YYYY Format

SAVE   CANCEL

Important Instructions:

Provide correct information as per document proof

Information once entered may not be changed later

Click on **NEXT STEP** to proceed

Declare Address Details

GO BACK

Note!!!:

-Step1:Declare Address

-Step2:After Completing Step1 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Address Details	Next Step
ADDRESS DETAILS	NEXT STEP

Important Instructions:

Clicking on Next Step is mandatory to go forward.

Please Click On Count To Proceed

Total Items : 1   Page: 1

| SDC | ▼ | | ▼ |

| Select Filter 2 | ▼ | Select Filter 2 Value | ▼ |

| Select Filter 3 | ▼ | Please Enter Value Here |

10   SEARCH   CLEAR

S.No	Step	Count
1	Declare Course(SDC)	1

Click on Count to enter the Step

Important Instructions:

This step will show only if Next Step is clicked in the previous step.

Click on **Process** to proceed

Total Items : 1   Page: 1

| SDC | ▾ | | ▾ |

| Select Filter 2 | ▾ | Select Filter 2 Value | ▾ |

| Select Filter 3 | ▾ | Please Enter Value Here |

| 10 | SEARCH | CLEAR |

S.No	Id	Partner Code/Login Name	Name	Email	Mobile	District	Block	Instance	Group	Status
1	Process									Pending

Important Instructions:

Process link will only show if the action is applicable to you.

Click on **Course Details** to proceed

GO BACK

Note!!!:

-Step1:Declare Courses

-Step2:After Completing Step1 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step'
Button You Will Not Move Ahead

Course Details	Next Step
COURSE DETAILS	NEXT STEP

Important Instructions:

Read instructions before proceeding

Click on **ADD COURSE**

Total Items : 0   ADD COURSE

GO BACK

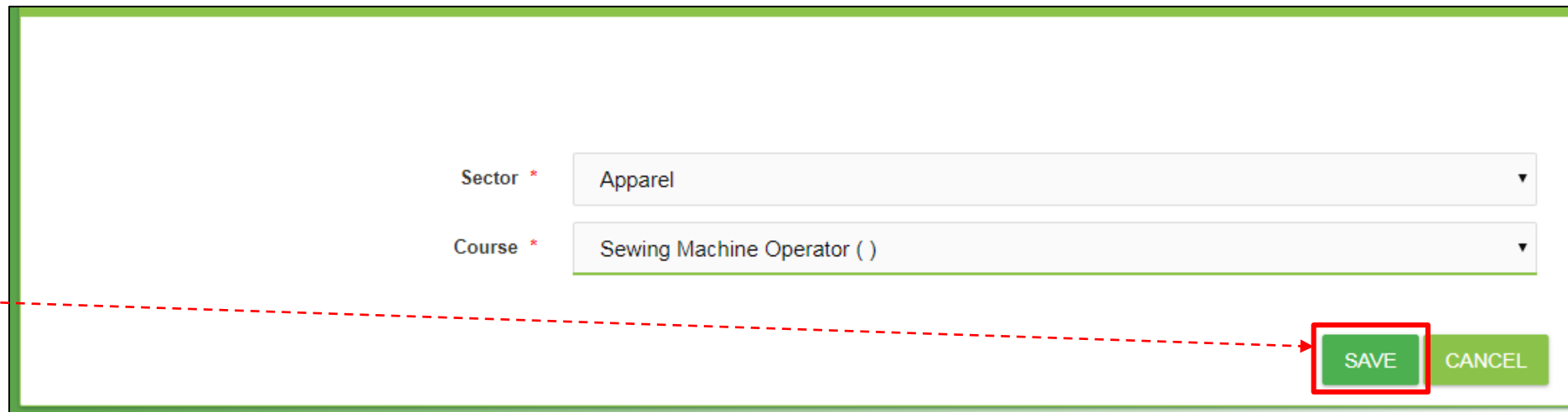Select **Sector** and **Course** from drop-down list

Sector *   Select ▼

Course *   Select ▼

SAVE   CANCEL

Click on **SAVE** after course selection

Sector *	Apparel ▾
Course *	Sewing Machine Operator ( ) ▾

SAVE   CANCEL

Important Instructions:

Provide correct information as per document proof

Information once entered may not be changed later

Click on **ADD Course** to
more courses

Total Items : 1   ADD COURSE

S.No	Sector	Course
1	IT-ITES	Domestic Data Entry Operator

Important Instructions:

If you want to apply more than one courses then add courses one by one and save the same.

After saved courses successfully click on **GO BACK** button

Success!!! Details Saved Successfully

GO BACK

Total Items : 2   ADD COURSE

S.No	Sector	Course
1	IT-ITES	Domestic Data Entry Operator
2	IT-ITES	CRM Domestic Voice

This process done by the **BSDM Team**

| Total Items : 1 | Page: 1 |

AO		????????? ?? ???? ?????? ????
Select Filter 2		Select Filter 2 Value
Select Filter 3		Please Enter Value Here

| 10 | | SEARCH | CLEAR |

S.No	Step	Count
1	**Recommendation on Location and Course By DMT**	1

Important Instructions:

- Verification process is to be done by BSDM team.

- You have to wait till Recommendation and Approval from BSDM team.

Note!!!
-Please Click On Process Button To Proceed
-Process Button Will Be Visible Only If You Have Permission To Process Current Step
-Please Click On Partner Code To View Center Course Details
-Please Click On Name To View Instance Summary Report
-Please Click On Instance Number To View List Of Steps
-Please Click On Group Number To View History

Total Items : 1   Page: 1   COURSES DETAILS

AO ▾	wqwewqe 2313123 !@#$ ▾
Select Filter 2 ▾	Select Filter 2 Value ▾
Select Filter 3 ▾	Please Enter Value Here
10	SEARCH CLEAR

Click on **Process** to proceed

S.No	Id	Partner Code/Login Name	Name	Email	Mobile	District	Block	Instance	Group	Status
1	Process	AO00000000	wqwewqe 2313123 !@#$	xyz@gmail.com	9999999999	Begusarai	Begusarai Sadar	5274	5274	Pending

Important Instructions:

• Process link will only show if the action is applicable to you.

Payment(wqwewqe 2313123 !@#$-1850)

GO BACK

Read Content carefully

Note!!!:

-Step1:Make Payment

-Step2:To View Payment Details Please Click On 'View Payment Details' Button

-Step3:Please Wait For Successfull Reconciliation Of Your Payment Before Moving To Next Step.Depending On Bank/Payment Gateway Selected The Time For Reconciliation Will Vary From 24 Hrs Or More

-Step4:After Successfull Reconciliation Of Payment Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Make Payment	View Payment Details	Next Step
MAKE PAYMENT	VIEW PAYMENT DETAILS	NEXT STEP

Click on Make Payment

GO BACK

Click on **Proceed Payment**

S.No	Fee Category	Description	Course	Amount	Status
1	Processing Fee	Rs 1000 As Non Refundable Processing Charge		1000	Transaction Initiated Without Going To Payment Gateway
2	Registration Fee	Rs 4000 As Center Registration Charge		4000	Transaction Initiated Without Going To Payment Gateway
3	Course Subscription Fee	Rs 1000 Per Course As Course Subscription Fee	Mobile Phone Hardware Repair Technician	1000	Transaction Initiated Without Going To Payment Gateway

PROCEED   CANCEL

Review Payment Details

CANCEL

Note!!!:Please Review Below Details And Verify If Evrything Is Correct.Please Click On Cancel Button To Cancel Transaction.

Name	xyz
Email	xyzr@email.com
Mobile	9999999999
Amount	6000.00
Remarks	CENTER_REGISTRATION

Click for **Proceed Payment**

I AGREE AND CONTINUE TO PAYMENT GATEWAY   CANCEL

MKCL
Creating a Knowledge Lit World

UNIVERSAL PAYMENT SYSTEM

Your Order

Payment Order No	DS00001561
Application Name	BSDMSOLAR
Total Amount	₹ 6,000.00

Select Your Payment Option

Payment Gateway
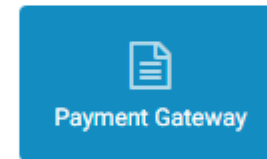
Do You agree to pay an amount of ₹ 6,000.00

Submit   Cancel transaction

Click on **Submit Payment**

MKCL
Creating a Knowledge Lit World

UNIVERSAL PAYMENT SYSTEM

Please select your payment option & submit

→]
PayU

→]
ICICI Payment Gateway
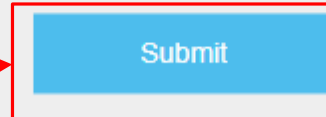
Submit

Click on **Select payment option**

Click on **Submit Payment**

MKCL
Creating a Knowledge Lit World

UNIVERSAL PAYMENT SYSTEM

Confirm Details

Total Amount	Payment Option
₹ 6,000.00	PayU

After Clicking "Pay Now" button you will be redirected to PayU payment gateway

Click on **Pay Now**

Pay Now

Click on **Select payment method option**

Click on **Pay Now**

PayU biz

| Amount: Rs. 6000.00 | Transaction ID: DS00001561_16 |

Choose a payment method

PayU is now PayU biz

Credit Card

Debit Card

Net Banking

Select one of the popular banks:

| ○ AXIS BANK | ○ HDFC BANK | ○ ICICI Bank |
| ○ STATE BANK OF INDIA | ○ kotak | ○ ANDHRA BANK |

or select any other bank:

Select Bank ▾

Note: In the next step you will be redirected to your bank's website to verify yourself.

Pay Now

or Go back to www.skillmissionbihar.org

Note: Making Payment on PayU is 100% safe. Your transaction is processed through a secure https internet connection based on secure socket layer technology.

VERIFIED by VISA   MasterCard. SecureCode.   Norton SECURED   PCI Security Standards Council   RuPay

Payment(wqwewqe 2313123 !@#$-1850)

GO BACK

Read Content carefully

Note!!!:

-Step1:Make Payment

-Step2:To View Payment Details Please Click On 'View Payment Details' Button

-Step3:Please Wait For Successfull Reconciliation Of Your Payment Before Moving To Next Step.Depending On Bank/Payment Gateway Selected The Time For Reconciliation Will Vary From 24 Hrs Or More

-Step4:After Successfull Reconciliation Of Payment Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Make Payment	View Payment Details	Next Step
MAKE PAYMENT	VIEW PAYMENT DETAILS	NEXT STEP

Click on View Payment Details

S.No	Transaction Id	Transaction UUID	Bank Reference Id	Expectancy Amount(In Rs)	Amount Paid(In Rs)	Amount Reconciled(In Rs)	Status	Error Code From Bank/Payment Gateway	Error Message From Bank/Payment Gateway	Transaction Initiated Date	Transaction Completed Date	Transaction Recocniled Date	Transaction Cancelled Date
1	1551	ef7ed48c-eada-8bfe-cfe4-e11fbdf68ce3	18113042112205	6000	6000		Transaction Successfull.Please Continue.There Is No Need To Wait For Reconciliation In Case Of SuccessFull Transaction.Please Donot Make Duplicate Payments.	0	E000	30/11/2018 09:21:19	30/11/2018 09:23:54		

Verify your payment status in this report

Important Instructions:

After successful payment it will take 24 to 72 bank working hours to reconcile the amount.

After payment deduction please do not make duplicate payment.

GO BACK

Click on
Next Step

Note!!!:

-Step1:Make Payment

-Step2:To View Payment Details Please Click On 'View Payment Details' Button

-Step3:Please Wait For Successfull Reconciliation Of Your Payment Before Moving To Next Step.Depending On Bank/Payment Gateway Selected The Time For Reconciliation Will Vary From 24 Hrs Or More

-Step4:After Successfull Reconciliation Of Payment Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Make Payment	View Payment Details	Next Step
MAKE PAYMENT	VIEW PAYMENT DETAILS	NEXT STEP

Important Instructions:

Clicking on Next Step is mandatory to go forward.

Click on Count to enter the Step

GO BACK

Note!!!:

Please Click On Count To Proceed

Total Items : 1   Page: 1

| AO | ▾ | wqwewqe 2313123 !@#$ | ▾ |

| Select Filter 2 | ▾ | Select Filter 2 Value | ▾ |

| Select Filter 3 | ▾ | Please Enter Value Here | |

| 10 | | SEARCH | CLEAR |

S.No	Step	Count
1	Declare Bank Details(AO)	1

Important Instructions:

- This step will show only if Next Step is clicked in the previous step.

Note!!!

-Please Click On Process Button To Proceed

-Process Button Will Be Visible Only If You Have Permission To Process Current Step

-Please Click On Partner Code To View Center Course Details

-Please Click On Name To View Instance Summary Report

-Please Click On Instance Number To View List Of Steps

-Please Click On Group Number To View History

Total Items : 1   **Page: 1**   COURSES DETAILS

AO ▼	wqwewqe 2313123 !@#$ ▼
Select Filter 2 ▼	Select Filter 2 Value ▼
Select Filter 3 ▼	Please Enter Value Here
10	SEARCH CLEAR

S.No	Id	Partner Code/Login Name	Name	Email	Mobile	District	Block	Instance	Group	Status
1	Process	AO00000000	wqwewqe 2313123 !@#$	xyz@gmail.com	9999999999	Begusarai	Begusarai Sadar	5274	5274	Pending

Click on **Process** to proceed

Important Instructions:

- Process link will only show if the action is applicable to you.

Click on **Bank details** to proceed

Declare Bank Details(AO)(wqwewqe 2313123 !@#$-1850)

GO BACK

Note!!!:

-Step1:Declare Bank Details

-Step2:After Completing Step1 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Bank Details	Next Step
BANK DETAILS	NEXT STEP

Important Instructions:

• Read instructions before proceeding

Declare Bank Details(AO)(wqwewqe 2313123 !@#$-1850)

GO BACK

Fill the all details

Account Type *	Saving Account ▾
Account No *	33220000231
Account Holder Name *	Ramesh shnde
IFSC Code *	UTIB0001445

Fetch Bank Details * **FETCH BANK DETAILS**

Bank * AXIS Bank

Branch * MUNGER

Branch District * MUNGER

Branch State * BIHAR

Upload Sacn Copy Of Cancelled Cheque/ Bank Passbook. *

Select

Must be less than 200 KB(.jpeg,.jpg)

Delete

SAVE CANCEL

Declare Bank Details(AO)(wqwewqe 2313123 !@#$-1850)

Success!!! Details Saved Successfully

After successfully **Declare Bank Details** click on **GO BACK** button

GO BACK

Account Type *	Saving Account ▼
Account No *	33220000231
Account Holder Name *	Ramesh shnde
IFSC Code *	UTIB0001445
Fetch Bank Details *	FETCH BANK DETAILS
Bank *	AXIS Bank

Declare Bank Details(AO)(wqwewqe 2313123 !@#$-1850)

GO BACK

Note!!!:

-Step1:Declare Bank Details

-Step2:After Completing Step1 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Bank Details	Next Step
BANK DETAILS	NEXT STEP

* Click on next step button

Important Instructions:

Clicking on Next Step is mandatory to go forward.

GO BACK

Total Items : 1   Page: 1

| AO | ▼ | wqwewqe 2313123 !@#$ | ▼ |

| Select Filter 2 | ▼ | Select Filter 2 Value | ▼ |

| Select Filter 3 | ▼ | Please Enter Value Here |

| 10 |

SEARCH   CLEAR

S.No	Step	Count
1	Declare Profile and PAN Details	1

Click on **Count** to proceed

Important Instructions:

- Read instructions before proceeding

Click on Process to proceed

Note!!!

-Please Click On Process Button To Proceed

-Process Button Will Be Visible Only If You Have Permission To Process Current Step

-Please Click On Partner Code To View Center Course Details

-Please Click On Name To View Instance Summary Report

-Please Click On Instance Number To View List Of Steps

-Please Click On Group Number To View History

Total Items : 1   Page: 1   COURSES DETAILS

AO	▼	wqwewqe 2313123 !@#$	▼
Select Filter 2	▼	Select Filter 2 Value	▼
Select Filter 3	▼	Please Enter Value Here	
10		SEARCH CLEAR	

S.No	Id	Partner Code/Login Name	Name	Email	Mobile	District	Block	Instance	Group	Status
1	Process	AO00000000	wqwewqe 2313123 !@#$	xyz@gmail.com	9999999999	Begusarai	Begusarai Sadar	5274	5274	Pending

Important Instructions:

• Process link will only show if the action is applicable to you.

Click on **Declare** to proceed

Declare Profile and PAN Details(wqwewqe 2313123 !@#$-1850)

GO BACK

Note!!!:

-Step1:Declare Profile Details

-Step2:After Completing Step1 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Declare Profile Details	Next Step
DECLARE	NEXT STEP

Important Instructions:

• Read instructions before proceeding

Declare Profile and PAN Details(wqwewqe 2313123 !@#$- 1850)

GO BACK

Fill the required details

Name *	wqwewqe 2313123 !@#$
SPOC Name *	SPOC Name

SPOC- Single Point of Contact

Email 1 *	
Email 2	
Mobile 1 *	
Mobile 2	
Landline STD 1	
Landline 1	
Landline STD 2	
Landline 2	
Fax STD	

* Upload Scan Copy REQUIERD DOCUMENT

Fax

Organization Type *   Pvt. Ltd.

Upload Legal Document: *

Other Document:

Select

Must be less than 200 KB(.jpeg,.jpg)

GOVERNMENT OF INDIA

MINISTRY OF CORPORATE AFFAIRS

Certificate of Incorporation

Delete

Show all

- Upload Scan Copy of **PAN CARD**

PAN *

Upload PAN *

Select

Must be less than 200 KB(.jpeg,.jpg)

Delete

click on **Save** button

SAVE   CANCEL

Declare Profile and PAN Details(wqwewqe 2313123 !@#$- 1850)

Success!!! Details Saved Successfully

After successfully **Declare Profile and Pan Details** click on **GO BACK** button

GO BACK

Name *	wqwewqe 2313123 !@#$
SPOC Name *	SPOC Name
Email 1 *	mrkrishnasharma5@gmail.com
Email 2	
Mobile 1 *	9430588802

Declare Profile and PAN Details(wqwewqe 2313123 !@#$-1850)

GO BACK

Note!!!:

-Step1:Declare Profile Details

-Step2:After Completing Step1 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Declare Profile Details	Next Step
DECLARE	NEXT STEP

click on **Next Step**

Important Instructions:

Clicking on Next Step is mandatory to go forward.

Click on Count to enter the Step

Note!!!:

Please Click On Count To Proceed

Total Items : 1   Page: 1

AO	▾	wqwewqe 2313123 !@#$	▾
Select Filter 2	▾	Select Filter 2 Value	▾
Select Filter 3	▾	Please Enter Value Here	

10   SEARCH   CLEAR

S.No	Step	Count
1	Declare Premise Details(AO)	1

GO BACK

Important Instructions:

- This step will show only if Next Step is clicked in the previous step.

Note!!!

-Please Click On Process Button To Proceed

-Process Button Will Be Visible Only If You Have Permission To Process Current Step

-Please Click On Partner Code To View Center Course Details

-Please Click On Name To View Instance Summary Report

-Please Click On Instance Number To View List Of Steps

-Please Click On Group Number To View History

Total Items : 1 **Page: 1** COURSES DETAILS

AO ▼	wqwewqe 2313123 !@#$ ▼
Select Filter 2 ▼	Select Filter 2 Value ▼
Select Filter 3 ▼	Please Enter Value Here
10	SEARCH CLEAR

Click on **Process** to proceed

S.No	Id	Partner Code/Login Name	Name	Email	Mobile	District	Block	Instance	Group	Status
1	Process	AO00000000	wqwewqe 2313123 !@#$	xyz@gmail.com	9999999999	Begusarai	Begusarai Sadar	5274	5274	Pending

Important Instructions:

• Process link will only show if the action is applicable to you.

Click on **Declare** to proceed

Declare Premise Details(AO)(wqwewqe 2313123 !@#$-1850)

GO BACK

Note!!!:

-Step1:Declare Premise Details

-Step2:After Completing Step1 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Declare Premise Details	Next Step
DECLARE PREMISE DETAILS	NEXT STEP

Important Instructions:

- Read instructions before proceeding

Click on **ADD PREMISE DETAILS**

Declare Premise Details(AO)(wqwewqe 2313123 !@#$- 1850)

GO BACK

ADD PREMISE DETAILS

Declare Premise Details(AO)(wqwewqe 2313123 !@#$- 1850)

GO BACK

Click on **UPLOAD PREMISE IMAGE**

Type *   Select ▾

Upload Image *   Select

Must be less than 200 KB(.jpeg,.jpg)

Details *

SAVE   CANCEL

Declare Premise Details(AO)(wqwewqe 2313123 !@#$- 1850)

GO BACK

Type *   PANTRY(Mandatory) ▾

Upload Image *   Select

Must be less than 200 KB(.jpeg,.jpg)

Fill Premise Detail → **Details** *

SAVE   CANCEL

Type *	PANTRY(Mandatory)

Upload Image * Select

Must be less than 200 KB(.jpeg,.jpg)

Delete

Details *	ok

Click on **Save**

SAVE   CANCEL

Click on **ADD** to declare another premise details

You can update or delete saved premise details by these buttons

Declare Premise Details(AO)(wqwewqe 2313123 !@#$- 1850)

Success!!! Details Saved Successfully

GO BACK

ADD PREMISE DETAILS

S.No	Type	Details	Image	Status	Comment	View	Edit	Delete
1	PANTRY	ok		PENDING		VIEW	EDIT	DELETE

Important Instructions:

• Declare premise details one by one and save the same.

Declare Premise Details(AO)(wqwewqe 2313123 !@#$- 1850)

Success!!! Details Saved Successfully

GO BACK

After saved all premise details click on **GO BACK** button

ADD PREMISE DETAILS

S.No	Type	Details	Image	Status	Comment	View	Edit	Delete
1	LIBRARY	ok		PENDING		VIEW	EDIT	DELETE
2	PANTRY	ok		PENDING		VIEW	EDIT	DELETE
3	PARKING	ok		PENDING		VIEW	EDIT	DELETE
4	RECEPTION	ok		PENDING		VIEW	EDIT	DELETE
5	STAFFROOM	ok		PENDING		VIEW	EDIT	DELETE

Click on **Next step** to proceed

Declare Premise Details(AO)(wqwewqe 2313123 !@#$-1850)

GO BACK

Note!!!:
-Step1:Declare Premise Details
-Step2:After Completing Step1 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Declare Premise Details	Next Step
DECLARE PREMISE DETAILS	NEXT STEP

Important Instructions:

Clicking on Next Step is mandatory to go forward.

Click on Count to enter the Step

GO BACK

Note!!!:

Please Click On Count To Proceed

Total Items : 1   Page: 1

AO ▼

wqwewqe 2313123 !@#$ ▼

Select Filter 2 ▼

Select Filter 2 Value ▼

Select Filter 3 ▼

Please Enter Value Here

10

SEARCH   CLEAR

S.No	Step	Count
1	Declare Peripheral Details(AO)	1

Important Instructions:

• This step will show only if Next Step is clicked in the previous step.

Click on Process to proceed

Total Items : 1　**Page: 1**　COURSES DETAILS

AO ▼	wqwewqe 2313123 !@#$ ▼
Select Filter 2 ▼	Select Filter 2 Value ▼
Select Filter 3 ▼	Please Enter Value Here
10	SEARCH　CLEAR

S.No	Id	Partner Code/Login Name	Name	Email	Mobile	District	Block	Instance	Group	Status
1	Process	AO00000000	wqwewqe 2313123 !@#$	xyz@gmail.com	9999999999	Begusarai	Begusarai Sadar	5274	5274	Pending

Important Instructions:

• Process link will only show if the action is applicable to you.

Click on **Declare** to proceed

Declare Peripheral Details(AO)(wqwewqe 2313123 !@#$-1850)

GO BACK

Note!!!:

-Step1:Declare Peripheral Details

-Step2:After Completing Step1 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

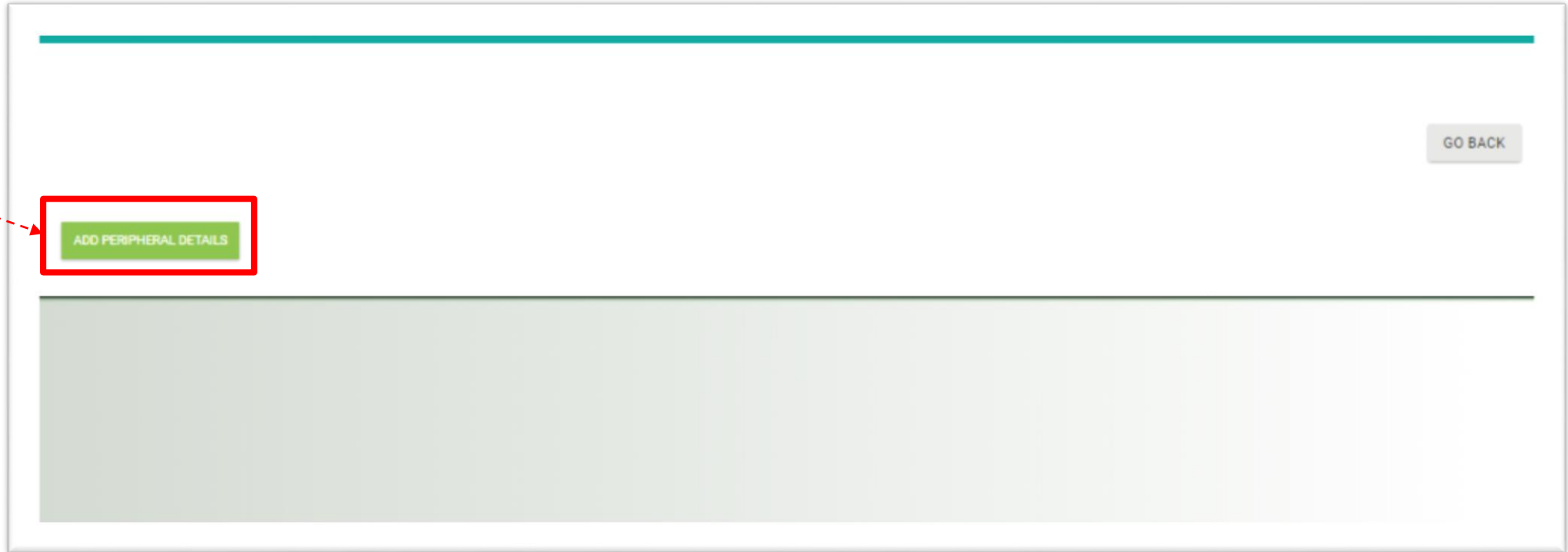| Declare Peripheral Details	Next Step
DECLARE PERIPHERAL DETAILS	NEXT STEP

Important Instructions:

• Read instructions before proceeding

Click on **ADD PERIPHERAL DETAILS**

GO BACK

ADD PERIPHERAL DETAILS

Declare Peripheral Details(AO)(wqwewqe 2313123 !@#$-1850)

GO BACK

Select Peripheral type from list

| Type * | INTERNET ▾ |

Type Detail   **Please Select Atleast One Internet Type**

Fill all details carefully

Sub Type *	BROADBAND ▾
Service Provider *	BSNL
Speed(In Mbps) *	1Mbps
Connection Type *	Wired ▾
Details *	ok

Click on SAVE after complete form is filled

SAVE   CANCEL

Important Instructions:

Provide correct information .

Information once entered may not be changed later

Declare Peripheral Details(AO)(wqwewqe 2313123 !@#$-1850)

Success!!! Details Saved Successfully

GO BACK

Click on ADD to declare another peripheral details

ADD PERIPHERAL DETAILS

You can update or delete saved peripheral by these buttons

S.No	Type	SubType	Details	Status	Comment	View	Edit	Delete
1	INTERNET	BROADBAND	ok	PENDING		VIEW	EDIT	DELETE

Important Instructions:

- Declare peripheral details one by one and save the same.

After saved all premise details click on **GO BACK** button

Declare Peripheral Details(AO)(wqwewqe 2313123 !@#$-1850)

Success!!! Details Saved Successfully

GO BACK

ADD PERIPHERAL DETAILS

S.No	Type	SubType	Details	Status	Comment	View	Edit	Delete
1	INTERNET	BROADBAND	ok	PENDING		VIEW	EDIT	DELETE
2	PERIPHERAL	BIOMETRIC_DEVICE	ok	PENDING		VIEW	EDIT	DELETE
3	PERIPHERAL	CCTV	ok	PENDING		VIEW	EDIT	DELETE
4	POWERBACKUP	DG_SET	ok	PENDING		VIEW	EDIT	DELETE

Click on **Next step** to proceed

Declare Peripheral Details(AO)(wqwewqe 2313123 !@#$-1850)

GO BACK

Note!!!:

-Step1:Declare Peripheral Details

-Step2:After Completing Step1 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Declare Peripheral Details	Next Step
DECLARE PERIPHERAL DETAILS	NEXT STEP

Important Instructions:

Clicking on Next Step is mandatory to go forward**.**

Click on Count to enter the Step

Important Instructions:

- This step will show only if Next Step is clicked in the previous step.

Note!!!

-Please Click On Process Button To Proceed

-Process Button Will Be Visible Only If You Have Permission To Process Current Step

-Please Click On Partner Code To View Center Course Details

-Please Click On Name To View Instance Summary Report

-Please Click On Instance Number To View List Of Steps

-Please Click On Group Number To View History

Total Items : 1   Page: 1   COURSES DETAILS

AO ▼	wqwewqe 2313123 !@#$ ▼
Select Filter 2 ▼	Select Filter 2 Value ▼
Select Filter 3 ▼	Please Enter Value Here
10	SEARCH CLEAR

S.No	Id	Partner Code/Login Name	Name	Email	Mobile	District	Block	Instance	Group	Status
1	Process	AO00000000	wqwewqe 2313123 !@#$	xyz@gmail.com	9999999999	Begusarai	Begusarai Sadar	5274	5274	Pending

Click on **Process** to proceed

Important Instructions:

- Process link will only show if the action is applicable to you.

Click on **Declare** to proceed

Declare Center HR Personnel Details (AO)(wqwewqe 2313123 !@#$-1850)

GO BACK

Note!!!:

-Step1:Declare Trainer Details

-Step2:Associate Course With Trainer

-Step3:After Completing Step1 And Step2 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Declare Trainer Details	Associate Course With Trainer	Next Step
DECLARE	ASSOCIATE	NEXT STEP

Important Instructions:

- Read instructions before proceeding

Declare Center HR Personnel Details (AO)(wqwewqe 2313123 !@#$- 1850)

Designation * ✓ Assistant Center Coordinator (2nd in command)

Fill Details carefully

Name * rahul Shrma

Must be less than or equal to 100 characters(excluding whitespaces)

Date of Birth * 01/001/2018

Must Be In DD/MM/YYYY

Gender * Male ▼

Upload Photo * [Select]

Must be less than 200 KB(.jpeg..jpg)

Fill Details carefully

Delete

Qualification * MBA

Qualification Certificate * Select

Must be less than 200 KB(.jpeg,.jpg)

Delete

Fill Details carefully

Delete

Experience(In Months) *	48
Mobile *	
Email *	
Select Id Type *	Aadhar Card ▾
Enter ID Number *	
Scan Copy Of ID Card *	Select

Must be less than 200 KB(.jpeg,.jpg)

Delete

Click on SAVE after complete form is filled

SAVE CANCEL

Important Instructions:

Provide correct information as per document proof

Upload all required files (less than 200 KB size)

Click on **ADD** to declare another trainer details

You can update or delete saved trainer by these buttons

Declare Center HR Personnel Details (AO)(wqwewqe 2313123 !@#$- 1850)

Success!!! Details Saved Successfully

GO BACK

Total Items : 7   ADD TRAINER

S.No	Name	Date Of Birth	Gender	Mobile	Email	Current Status	View	Edit	Delete
1	xyz	08/12/1990	Male	9999999999	xvz@gmail.com	PENDING	VIEW	EDIT	DELETE
2	xyz	08/12/1990	Male	9999999999	xvz@gmail.com	PENDING	VIEW	EDIT	DELETE

Important Instructions:

- Declare trainer details one by one and save the same.

After saved all trainer details click on **GO BACK** button

Declare Center HR Personnel Details (AO)(wqwewqe 2313123 !@#$- 1850)

Success!!! Details Saved Successfully

GO BACK

Total Items : 7   ADD TRAINER

S.No	Name	Date Of Birth	Gender	Mobile	Email	Current Status	View	Edit	Delete
1	AVINASH GHORPADE	08/12/1990	Male	8698921009	kiranj@mkcl.org	PENDING	VIEW	EDIT	DELETE
2	AVINASH GHORPADE	08/12/1990	Male	8698921009	kiranj@mkcl.org	PENDING	VIEW	EDIT	DELETE
3	AVINASH GHORPADE	08/12/1990	Male	8698921009	kiranj@mkcl.org	PENDING	VIEW	EDIT	DELETE
4	AVINASH GHORPADE	08/12/1990	Male	8698921009	kiranj@mkcl.org	PENDING	VIEW	EDIT	DELETE
5	AVINASH GHORPADE	08/12/1990	Male	8698921009	kiranj@mkcl.org	PENDING	VIEW	EDIT	DELETE
6	AVINASH GHORPADE	08/12/1990	Male	8698921009	kiranj@mkcl.org	PENDING	VIEW	EDIT	DELETE

Click on **ASSOCIATE** to associate the trainer with course

Declare Center HR Personnel Details (AO)(wqwewqe 2313123 !@#$-1850)

GO BACK

Note!!!:

-Step1:Declare Trainer Details

-Step2:Associate Course With Trainer

-Step3:After Completing Step1 And Step2 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Declare Trainer Details	Associate Course With Trainer	Next Step
DECLARE	ASSOCIATE	NEXT STEP

Important Instructions:

It is mandatory to associate trainer with concern course.

Click on check box to associate trainer with course and click **Save** button to submit

Declare Center HR Personnel Details (AO)(wqwewqe 2313123 !@#$-1850)

Success!!! Details Saved Successfully

GO BACK

S.No	Course	Sector	Hr(Name/Mobile)	Current Status	Last Comment	Action
1	Beauty Therapist	Beauty & Wellness	☐ AVINASH GHORPADE(8698921009) ☐ AVINASH GHORPADE(8698921009) ☐ AVINASH GHORPADE(8698921009) ☐ AVINASH GHORPADE(8698921009) ☐ AVINASH GHORPADE(8698921009) ☐ AVINASH GHORPADE(8698921009) ☐ AVINASH GHORPADE(8698921009)			SAVE

Important Instructions:

Associate trainer with course one by one and save the same.

After completion of trainer association click on **GO BACK** button

Declare Center HR Personnel Details (AO)(wqwewqe 2313123 !@#$-1850)

Success!!! Details Saved Successfully

GO BACK

S.No	Course	Sector	Hr(Name/Mobile)	Current Status	Last Comment	Action
1	Beauty Therapist	Beauty & Wellness	☐ AVINASH GHORPADE(8698921009) ☐ AVINASH GHORPADE(8698921009) ☐ AVINASH GHORPADE(8698921009) ☐ AVINASH GHORPADE(8698921009) ☐ AVINASH GHORPADE(8698921009) ☐ AVINASH GHORPADE(8698921009) ☐ AVINASH GHORPADE(8698921009)			SAVE

Declare Center HR Personnel Details (AO)(wqwewqe 2313123 !@#$-1850)

GO BACK

Click on **Next step** to proceed

Note!!!:

-Step1:Declare Trainer Details

-Step2:Associate Course With Trainer

-Step3:After Completing Step1 And Step2 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Declare Trainer Details	Associate Course With Trainer	Next Step
DECLARE	ASSOCIATE	NEXT STEP

Important Instructions:

Clicking on Next Step is mandatory to go forward.

Click on Count to enter the Step

GO BACK

Note!!!:

Please Click On Count To Proceed

Total Items : 1   Page: 1

AO	▼	wqwewqe 2313123 !@#$	▼
Select Filter 2	▼	Select Filter 2 Value	▼
Select Filter 3	▼	Please Enter Value Here	
10		SEARCH CLEAR	

S.No	Step	Count
1	Upload Documents(AO)	1

Important Instructions:

- This step will show only if Next Step is clicked in the previous step.

Click on Process to proceed

Note!!!
-Please Click On Process Button To Proceed

-Process Button Will Be Visible Only If You Have Permission To Process Current Step

-Please Click On Partner Code To View Center Course Details

-Please Click On Name To View Instance Summary Report

-Please Click On Instance Number To View List Of Steps

-Please Click On Group Number To View History

Total Items : 1   Page: 1 [COURSES DETAILS]

AO ▼	wqwewqe 2313123 !@#$ ▼
Select Filter 2 ▼	Select Filter 2 Value ▼
Select Filter 3 ▼	Please Enter Value Here
10	[SEARCH] [CLEAR]

S.No	Id	Partner Code/Login Name	Name	Email	Mobile	District	Block	Instance	Group	Status
1	Process	AO00000000	wqwewqe 2313123 !@#$	xyz@gmail.com	9999999999	Begusarai	Begusarai Sadar	5274	5274	Pending

Important Instructions:

• Process link will only show if the action is applicable to you.

Click on **Upload documents** to proceed

Upload Documents(AO)(wqwewqe 2313123 !@#$-1850)

GO BACK

Note!!!:
-Step1:Upload Documents
-Step2:After Completing Step1 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Upload Documents	Next Step
UPLOAD DOCUMENTS	NEXT STEP

Important Instructions:

Read instructions before proceeding

Upload Documents

Click on SAVE after Upload Documents

Upload Documents(AO)(wqwewqe 2313123 !@#$-1850)

Success!!! Details Saved Successfully

GO BACK

After saved all premise details click on **GO BACK** button

Upload Rent Agreement * [Select]

Must be less than 1 MB(.pdf)

Download

[Delete]

Upload LOA * [Select]

Must be less than 200 KB(.jpeg,.jpg)

Upload Documents(AO)(wqwewqe 2313123 !@#$-1850)

GO BACK

Note!!!:

-Step1:Upload Documents

-Step2:After Completing Step1 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Upload Documents	Next Step
UPLOAD DOCUMENTS	NEXT STEP

Click on **Next step** to proceed

Important Instructions:

Clicking on Next Step is mandatory to go forward.

Click on Count to enter the Step

GO BACK

Note!!!:

Please Click On Count To Proceed

Total Items : 1   Page: 1

| AO | ▼ | wqwewqe 2313123 !@#$ | ▼ |

| Select Filter 2 | ▼ | Select Filter 2 Value | ▼ |

| Select Filter 3 | ▼ | Please Enter Value Here |

| 10 | | SEARCH CLEAR |

S.No	Step	Count
1	Declare Infrastructure And Associate With Course(AO)	1

Important Instructions:

- This step will show only if Next Step is clicked in the previous step.

Click on Process to proceed

Note!!!
-Please Click On Process Button To Proceed

-Process Button Will Be Visible Only If You Have Permission To Process Current Step

-Please Click On Partner Code To View Center Course Details

-Please Click On Name To View Instance Summary Report

-Please Click On Instance Number To View List Of Steps

-Please Click On Group Number To View History

Total Items : 1   **Page: 1**   COURSES DETAILS

AO ▼	wqwewqe 2313123 !@#$ ▼
Select Filter 2 ▼	Select Filter 2 Value ▼
Select Filter 3 ▼	Please Enter Value Here
10	SEARCH CLEAR

S.No	Id	Partner Code/Login Name	Name	Email	Mobile	District	Block	Instance	Group	Status
1	Process	AO00000'000	wqwewqe 2313123 !@#$	xyz@gmail.com	9999999999	Begusarai	Begusarai Sadar	5274	5274	Pending

Important Instructions:

• Process link will only show if the action is applicable to you.

Click on **Declare** to proceed

Declare Infrastructure And Associate With Course(AO)(wqwewqe 2313123 !@#$-1850)

GO BACK

Note!!!:

-Step1:Declare Infrastructure Details

Step2:Associate Course With Infrastructure

-Step3:After Completing Step1 And Step2 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Declare Infrastructure Details	Associate Course With Infrastructure	Next Step
DECLARE	ASSOCIATE	NEXT STEP

Important Instructions:

• Read instructions before proceeding

Click on **ADD INFRASTRUCTURE**

Declare Infrastructure And Associate With Course(AO)(wqwewqe 2313123 !@#$-1850)

GO BACK

Total Items : 0   ADD INFRASTRUCTURE

Important Instructions:

- Read instructions before proceeding

Declare Infrastructure And Associate With Course(AO)(wqwewqe 2313123 !@#$-1850)

Field	Value
Type *	Classroom ▼
Name *	Gutam

Must be less than or equal to 20 characters(excluding whitespaces)

Field	Value
Length(In Ft) *	30

In feet.Must be positive integer or decimal number greater than 0

Field	Value
Width(In Ft) *	30

In feet.Must be positive integer or decimal number greater than 0

Field	Value
Height(In Ft) *	10

In feet.Must be positive integer or decimal number greater than 0

Field	Value
Area(In Sq.Ft) *	900.00
Seating Capacity *	40
No. Of Computers	20

Other Facilities
✓ Fan
✓ AC
✓ Projector
✓ White Board

Image *   [Select]
Must be less than 200 KB(.jpeg,.jpg)

Select **Classroom/Domain Lab** and fill Details carefully

Important Instructions:

• Provide correct information .

• Information once entered may not be changed later

Seating Capacity * 40

No. Of Computers 20

Other Facilities ✓ Fan

✓ AC

✓ Projector

✓ White Board

Image * [Select]

Must be less than 200 KB(.jpeg,.jpg)

[Delete]

Select Classroom/Domain Lab and fill Details carefully

Click on SAVE after complete form is filled

[SAVE] [CANCEL]

Important Instructions:

- Provide correct information .

- Information once entered may not be changed later

Click on **ADD** to declare other infrastructure details

You can update or delete saved infrastructure by these buttons

Declare Infrastructure And Associate With Course(AO)(wqwewqe 2313123 !@#$-1850)

Success!!! Details Saved Successfully

GO BACK

Total Items : 1   ADD INFRASTRUCTURE

S.No	Infrastructure Type	Name	Length(In Ft)	Width(In Ft)	Area(In Sq.Ft)	Current Status	View	Edit	Delete
1	Classroom	GUTAM	30	30	900	PENDING	VIEW	EDIT	DELETE

Important Instructions:

- Declare infrastructure details one by one and save the same.

After saved all infrastructure details click on **GO BACK** button

Declare Infrastructure And Associate With Course(AO)(wqwewqe 2313123 !@#$-1850)

Success!!! Details Saved Successfully

GO BACK

Total Items : 2   ADD INFRASTRUCTURE

S.No	Infrastructure Type	Name	Length(In Ft)	Width(In Ft)	Area(In Sq.Ft)	Current Status	View	Edit	Delete
1	Classroom	GUTAM	30	30	900	PENDING	VIEW	EDIT	DELETE
2	DomainLab	RAHUL	30	30	900	PENDING	VIEW	EDIT	DELETE

Click on **ASSOCIATE** to associate the infrastructure with course

Declare Infrastructure And Associate With Course(AO)(wqwewqe 2313123 !@#$-1850)

Note!!!:
-Step1:Declare Infrastructure Details
-Step2:Associate Course With Infrastructure
-Step3:After Completing Step1 And Step2 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Declare Infrastructure Details	Associate Course With Infrastructure	Next Step
DECLARE	ASSOCIATE	NEXT STEP

Important Instructions:

It is mandatory to associate infrastructure with concern course.

Click on check box to associate classroom and domain lab with course and click **Save** button to submit

Declare Infrastructure And Associate With Course(AO)(wqwewqe 2313123 !@#$-1850)

GO BACK

S.No	Course	Sector	Requirement	Infrastructure	Current Status	Last Comment	Action
1	Beauty Therapist	Beauty & Wellness	Minimum Classroom Area:200 Sq.Ft,Minimum DomainLab Area:400 Sq.Ft	✓ GUTAM ✓ RAHUL			SAVE
2	CCTV Installation Technician	Electronics	Minimum Classroom Area:200 Sq.Ft,Minimum DomainLab Area:200 Sq.Ft	✓ GUTAM ✓ RAHUL			SAVE
3	Domestic Data Entry Operator	IT-ITES	Minimum DomainLab Area:200 Sq.Ft	✓ GUTAM ✓ RAHUL			SAVE
4	DTH Set Top Box Installation & Service Technician	Electronics	Minimum Classroom Area:200 Sq.Ft,Minimum DomainLab Area:200 Sq.Ft	✓ GUTAM ✓ RAHUL			SAVE
5	Fitter - Fabrication	Capital Goods	Minimum Classroom Area:200 Sq.Ft,Minimum DomainLab Area:400 Sq.Ft	✓			SAVE

Important Instructions:

Associate infrastructure with course details one by one and save the same.

After successfully association of infrastructure with course click on **GO BACK** button

Declare Infrastructure And Associate With Course(AO)(wqwewqe 2313123 !@#$-1850)

Success!!! Details Saved Successfully

GO BACK

S.No	Course	Sector	Requirement	Infrastructure	Current Status	Last Comment	Action
1	Beauty Therapist	Beauty & Wellness	Minimum Classroom Area:200 Sq.Ft,Minimum DomainLab Area:400 Sq.Ft	✓ GUTAM ✓ RAHUL			SAVE
2	CCTV Installation Technician	Electronics	Minimum Classroom Area:200 Sq.Ft,Minimum DomainLab Area:200 Sq.Ft	✓ GUTAM ✓ RAHUL			SAVE
3	Domestic Data Entry Operator	IT-ITES	Minimum DomainLab Area:200 Sq.Ft	✓ GUTAM ✓ RAHUL			SAVE
4	DTH Set Top Box Installation & Service Technician	Electronics	Minimum Classroom Area:200 Sq.Ft,Minimum DomainLab Area:200 Sq.Ft	✓ GUTAM			SAVE

Click on **Next step** to proceed

Declare Infrastructure And Associate With Course(AO)(wqwewqe 2313123 !@#$-1850)

GO BACK

Note!!!:

-Step1:Declare Infrastructure Details

-Step2:Associate Course With Infrastructure

-Step3:After Completing Step1 And Step2 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Declare Infrastructure Details	Associate Course With Infrastructure	Next Step
DECLARE	ASSOCIATE	NEXT STEP

Important Instructions:

Clicking on Next Step is mandatory to go forward.

Click on Count to enter the Step

GO BACK

Note!!!:

Please Click On Count To Proceed

Total Items : 1   Page: 1

AO	▼	wqwewqe 2313123 !@#$	▼
Select Filter 2	▼	Select Filter 2 Value	▼
Select Filter 3	▼	Please Enter Value Here	
10		SEARCH CLEAR	

S.No	Step	Count
1	Declare Trainer And Associate With Course(AO)	1

Important Instructions:

• This step will show only if Next Step is clicked in the previous step.

Click on Process to proceed

Total Items : 1   **Page: 1**   COURSES DETAILS

AO	▼	wqwewqe 2313123 !@#$	▼
Select Filter 2	▼	Select Filter 2 Value	▼
Select Filter 3	▼	Please Enter Value Here	

10		SEARCH	CLEAR

S.No	Id	Partner Code/Login Name	Name	Email	Mobile	District	Block	Instance	Group	Status
1	Process	AO00000000	wqwewqe 2313123 !@#$	xyz@gmail.com	9999999999	Begusarai	Begusarai Sadar	5274	5274	Pending

Important Instructions:

- Process link will only show if the action is applicable to you.

Click on **Declare** to proceed

Declare Trainer And Associate With Course(AO)(wqwewqe 2313123 !@#$-1850)

GO BACK

Note!!!:

-Step1:Declare Trainer Details

-Step2:Associate Course With Trainer

-Step3:After Completing Step1 And Step2 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Declare Trainer Details	Associate Course With Trainer	Next Step
DECLARE	ASSOCIATE	NEXT STEP

Important Instructions:

- Read instructions before proceeding

Click on **ADD TRAINER**

Declare Trainer And Associate With Course(AO)(wqwewqe 2313123 !@#$- 1850)

GO BACK

Total Item 0

ADD TRAINER

Click on **ADD** to declare another trainer details

You can update or delete saved trainer by these buttons

Declare Trainer And Associate With Course(AO)(wqwewqe 2313123 !@#$- 1850)

GO BACK

Total Items : 7   ADD TRAINER

S.No	Name	Date Of Birth	Gender	Mobile	Email	Current Status	View	Edit	Delete
1	AVINASH GHORPADE	08/12/1990	Male	8698921009	kiranj@mkcl.org	PENDING	VIEW	EDIT	DELETE
2	AVINASH GHORPADE	08/12/1990	Male	8698921009	kiranj@mkcl.org	PENDING	VIEW	EDIT	DELETE

Important Instructions:

- Declare trainer details one by one and save the same.

After saved all trainer details click on **GO BACK** button

Declare Trainer And Associate With Course(AO)(wqwewqe 2313123 !@#$- 1850)

GO BACK

Total Items : 7   ADD TRAINER

S.No	Name	Date Of Birth	Gender	Mobile	Email	Current Status	View	Edit	Delete
1	AVINASH GHORPADE	08/12/1990	Male	8698921009	kiranj@mkcl.org	PENDING	VIEW	EDIT	DELETE
2	AVINASH GHORPADE	08/12/1990	Male	8698921009	kiranj@mkcl.org	PENDING	VIEW	EDIT	DELETE
3	AVINASH GHORPADE	08/12/1990	Male	8698921009	kiranj@mkcl.org	PENDING	VIEW	EDIT	DELETE
4	AVINASH GHORPADE	08/12/1990	Male	8698921009	kiranj@mkcl.org	PENDING	VIEW	EDIT	DELETE

Click on **Next step** to proceed

Declare Trainer And Associate With Course(AO)(wqwewqe 2313123 !@#$-1850)

GO BACK

Note!!!:

-Step1:Declare Trainer Details

-Step2:Associate Course With Trainer

-Step3:After Completing Step1 And Step2 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Declare Trainer Details	Associate Course With Trainer	Next Step
DECLARE	ASSOCIATE	NEXT STEP

Important Instructions:

Clicking on Next Step is mandatory to go forward.

Click on Count to enter the Step

GO BACK

Please Click On Count To Proceed

Total Items : 1   Page: 1

AO	▼

wqwewqe 2313123 !@#$ ▼

Select Filter 2 ▼

Select Filter 2 Value ▼

Select Filter 3 ▼

Please Enter Value Here

10

SEARCH   CLEAR

S.No	Step	Count
1	Declare Equipment List And Associate With Course(AO)	1

Important Instructions:

• This step will show only if Next Step is clicked in the previous step.

Note!!!

-Please Click On Process Button To Proceed

-Process Button Will Be Visible Only If You Have Permission To Process Current Step

-Please Click On Partner Code To View Center Course Details

-Please Click On Name To View Instance Summary Report

-Please Click On Instance Number To View List Of Steps

-Please Click On Group Number To View History

Total Items : 1　　**Page: 1**　[COURSES DETAILS]

| AO | ▼ | wqwewqe 2313123 !@#$ | ▼ |

| Select Filter 2 | ▼ | Select Filter 2 Value | ▼ |

| Select Filter 3 | ▼ | Please Enter Value Here |

| 10 | [SEARCH] [CLEAR] |

Click on **Process** to proceed

S.No	Id	Partner Code/Login Name	Name	Email	Mobile	District	Block	Instance	Group	Status
1	Process	AO000000000	wqwewqe 2313123 !@#$	xyz@gmail.com	9999999999	Begusarai	Begusarai Sadar	5274	5274	Pending

Important Instructions:

• Process link will only show if the action is applicable to you.

Click on **EQUIPMENT DETAILS**

Declare Equipment List And Associate With Course(AO)(wqwewqe 2313123 !@#$-1850)

GO BACK

Course Equipment Details

Next Step

EQUIPMENT DETAILS

NEXT STEP

Important Instructions:

- Read instructions before proceeding

-Please Download Template File For Each Course

-Fill The Template File

-Upload Filled Template File As Initiator File

Total Items : 6

S.No	Sector	Course	Template File	Initiator File	Verifier File	Current Status	Last Comment	Last Decision Date	Action
1	Beauty & Wellness	Beauty Therapist	Download	Select Must be less than 200 KB(.xlsx)					SAVE
2	IT-ITES	Domestic Data Entry Operator	Download	Select Must be less than 200 KB(.xlsx)					SAVE
3	Capital Goods	Fitter - Fabrication	Download	Select Must be less than 200 KB(.xlsx)					SAVE
4	Electronics	Mobile Phone Hardware Repair Technician	Download	Select Must be less than 200 KB(.xlsx)					SAVE
5	Electronics	DTH Set Top Box Installation & Service Technician	Download	Select Must be less than 200 KB(.xlsx)					SAVE
6	Electronics	CCTV Installation Technician	Download	Select Must be less than 200 KB(.xlsx)					SAVE

Click on **Download** to get the required equipment list for concern course

After completion of download process open the file

Fill all required equipment details carefully in sheet

After filling details SAVE the sheet

S.No.	Equipment Name	Minimum number of Equipment required (per batch of 30 trainees)	Unit Type	Is this a mandatory Equipment to be available at the Training Center (Yes/No)	Dimension/Specification/Description of the Equipment/ ANY OTHER REMARK	To be Filled by Applicant Organization(AO will fill up the availability and quantity course wise)			To be filled by DMT post ver
						ability as of <Current Date> (To be filled as Yes	ilable Quantity as of <Current Da	Remarks	ability as of <Current Date> (T
1	Comfortable seats with adequate lighting, controlled temperature and acoustics for training and learning	30		Yes					
2	White Board, Markers and Eraser	1		Yes					
3	Projector with screen	1		Yes					
4	Flip chart with markers	1		Yes					
5	Faculty's PC/Laptop with latest configuration and internet connection	1		Yes					
6	Supporting software / applications for projecting audio, video, recording,	30		Yes					
7	Presentation Tools to support learning activities: Intranet, Email, lms, Learning management system e.g. Moodle, Blackboard to enable	30		Yes					

Important Instructions:

Provide correct information in the sheet

Information once entered may not be changed later

Click on **Select** option and select the saved equipment sheet

Important Instructions:

- Upload equipment list one by one for each course and save the same.

Click on **SAVE** after uploading the equipment sheet

Success!!! Details Saved Successfully

GO BACK

Note!!!

-Please Download Template File For Each Course

-Fill The Template File

-Upload Filled Template File As Initiator File

Total Items : 6

S.No	Sector	Course	Template File	Initiator File	Verifier File	Current Status	Last Comment	Last Decision Date	Action
1	Beauty & Wellness	Beauty Therapist	Download	Select Download Delete Must be less than 200 KB(.xlsx)		PENDING			SAVE
2	IT-ITES	Domestic Data Entry Operator	Download	Select Download Delete Must be less than 200 KB(.xlsx)		PENDING			SAVE
3	Capital Goods	Fitter - Fabrication	Download	Select Download Delete Must be less than 200 KB(.xlsx)		PENDING			SAVE

Important Instructions:

- Upload equipment list one by one for each course and save the same.

After successfully uploading the save the equipment sheet click on **GO BACK** button

Success!!! Details Saved Successfully

GO BACK

Note!!!

-Please Download Template File For Each Course

-Fill The Template File

-Upload Filled Template File As Initiator File

Total Items : 6

S.No	Sector	Course	Template File	Initiator File	Verifier File	Current Status	Last Comment	Last Decision Date	Action
1	Beauty & Wellness	Beauty Therapist	Download	Select Download Delete Must be less than 200 KB(.xlsx)		PENDING			SAVE
2	IT-ITES	Domestic Data Entry Operator	Download	Select Download Delete Must be less than 200 KB(.xlsx)		PENDING			SAVE
3	Capital Goods	Fitter - Fabrication	Download	Select Download Delete Must be less than 200 KB(.xlsx)		PENDING			SAVE

Click on **Next step** to proceed

Declare Equipment List And Associate With Course(AO)(wqwewqe 2313123 !@#$-1850)

GO BACK

Course Equipment Details

Next Step

EQUIPMENT DETAILS

NEXT STEP

Important Instructions:

Clicking on Next Step is mandatory to go forward.

Click on Count to enter the Step

GO BACK

Note!!!:

Please Click On Count To Proceed

Total Items : 1   Page: 1

AO ▼	wqwewqe 2313123 !@#$ ▼
Select Filter 2 ▼	Select Filter 2 Value ▼
Select Filter 3 ▼	Please Enter Value Here
10	SEARCH CLEAR

S.No	Step	Count
1	Declare Intake And Associate With Course(AO)	1

Important Instructions:

- This step will show only if Next Step is clicked in the previous step.

Click on **INTAKE DECLARATION** to proceed

Declare Intake And Associate With Course(AO)(wqwewqe 2313123 !@#$-1850)

GO BACK

Intake Details	Next Step
INTAKE DECLARATION	NEXT STEP

Important Instructions:

- Read instructions before proceeding

Declare Intake And Associate With Course(AO)(wqwewqe 2313123 !@#$-1850)

GO BACK

Total Items : 6

S.No	Sector	Course	Minimum Intake	Maximum Intake	Request Intake	Approved Intake	Current Status	Last Comment	Last Decision Date	Action
1	Beauty & Wellness	Beauty Therapist	20	40						SAVE
2	IT-ITES	Domestic Data Entry Operator	20	40						SAVE
3	Capital Goods	Fitter - Fabrication	20	40						SAVE
4	Electronics	Mobile Phone Hardware Repair Technician	20	40						SAVE
5	Electronics	DTH Set Top Box Installation & Service Technician	20	40						SAVE
6	Electronics	CCTV Installation Technician	20	40						SAVE

Fill intake and click on **SAVE** button to submit This step Apply all one by one

Important Instructions:

Provide correct information.

Intake one by one for each course and save the same.

After saved all intake details click on **GO BACK** button

Declare Intake And Associate With Course(AO)(wqwewqe 2313123 !@#$-1850)

Success!!! Details Saved Successfully

GO BACK

Total Items : 6

S.No	Sector	Course	Minimum Intake	Maximum Intake	Request Intake	Approved Intake	Current Status	Last Comment	Last Decision Date	Action
1	Beauty & Wellness	Beauty Therapist	20	40	20		PENDING			SAVE
2	IT-ITES	Domestic Data Entry Operator	20	40	20		PENDING			SAVE
3	Capital Goods	Fitter - Fabrication	20	40	20		PENDING			SAVE
4	Electronics	Mobile Phone Hardware Repair Technician	20	40	20		PENDING			SAVE
5	Electronics	DTH Set Top Box Installation & Service Technician	20	40	20		PENDING			SAVE

Click on **Next step** to proceed

Declare Intake And Associate With Course(AO)(wqwewqe 2313123 !@#$-1850)

GO BACK

Intake Details	Next Step
INTAKE DECLARATION	NEXT STEP

Important Instructions:

Clicking on Next Step is mandatory to go forward.

Verification of Address by DMT
Correct the Address Details by AO
Re-verify Corrected Address Details(DMT)
Verification of Bank Details(BY DMT)
Correct Bank Details(AO)
Re-verify Bank Details(DMT)
Verification of Profile and PAN details
Correct Profile And PAN Details
Re-Verify Profile And PAN Details
Verification of Premise Details(By DMT)
Correct Premise Details(AO)
Re-verify Premise Details(DMT)

Important Instructions:

- In case verification team rejects or Send Back any entered information then it will come back to AO for correction.

- Once Corrected the information will got to BSDM team for Re-verification

- Once all the verification processes are completed successfully the TC Registration process will complete.

Verification of Peripheral Details(By DMT)
Correct Peripheral Details(AO)
Re-verify Peripheral Details(DMT)
Verification of Center HR Personnel Details(By DMT)
Correct Center HR Personnel Details(AO)
Re-verify Center HR Personnel Details(DMT)
Verification of Documents(BY DMT)
Correct Uploaded Documents(AO)

Important Instructions:

- In case verification team rejects or Send Back any entered information then it will come back to AO for correction.

- Once Corrected the information will got to BSDM team for Re-verification

- Once all the verification processes are completed successfully the TC Registration process will complete.

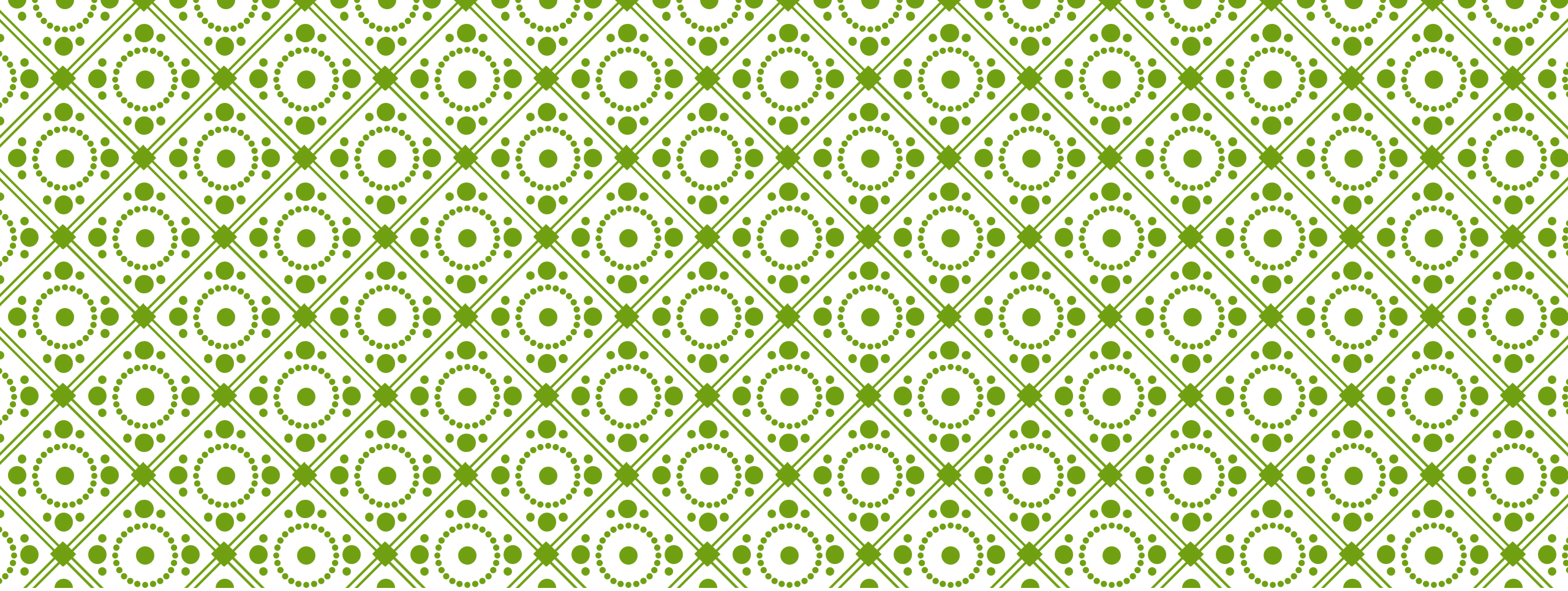| |
|---|
| Re-verify Uploaded Documents(DMT) |
| Verification of Infrastructure And Course Infrastructure Association(By DMT) |
| Correct Infrastructure And Course Infrastructure Association(AO) |
| Re-verify Infrastructure And Course Infrastructure Association(By DMT) |
| Verification of Trainer And Course Trainer Association(By DMT) |
| Correct Trainer And Course Trainer Association(BY DMT) |
| Re-verify Trainer And Course Trainer Association(By DMT) |
| Verification of Equipment List And Course Equipment Association(By DMT) |

Important Instructions:

- In case verification team rejects or Send Back any entered information then it will come back to AO for correction.

- Once Corrected the information will got to BSDM team for Re-verification

- Once all the verification processes are completed successfully the TC Registration process will complete.

Correct Equipment List And Course Equipment List Association(AO)
Re-verify Equipment List And Course Equipment List Association(By DMT)
Verification of Intake And Course Intake Association(BY DMT)
Correct Intake List And Course Intake Association(AO)
Re-verify Intake List And Course Intake Association(DMT)
Upload Center Visit Proof(DMT)
Recommendation By DMT
Final Approval By SMT
End

Important Instructions:

- In case verification team rejects or Send Back any entered information then it will come back to AO for correction.

- Once Corrected the information will got to BSDM team for Re-verification

- Once all the verification processes are completed successfully the TC Registration process will complete.

THANK YOU!