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User manual for Training Provider Covid Upskilling - RPL PMKVY 3.0



Transforming the skill landscape



Table of Contents

1	Introduction	2
2	Add Project.....	3
3	View Details.....	14
4	Edit Project.....	16
5	View Ad-hoc Jobrole	24
5.1.1	Add Ad-hoc Jobrole.....	26
6	Download Termsheet.....	28
7	View MPRs (Monthly Performance Self-Report)	29
8	View Training Centres	36
8.1	Link Training Centre	37
8.2	Training Centre Details.....	39
9	View All Batches.....	40
9.1	View Applicant Details	42
9.2	Change Assessment Date.....	44
9.3	Cancel Batch.....	47
10	Resubmit Requests	49
11	View Sector Targets	55

1 Introduction

The *User Manual for Training Provider (TP) – RPL PMKVY 3.0* is designed to provide information on, how Training Provider (TP) can create the new project for approved PMKVY 3.0 RPL III schemes. The Training Provider (TP) can perform the functionalities as listed below.

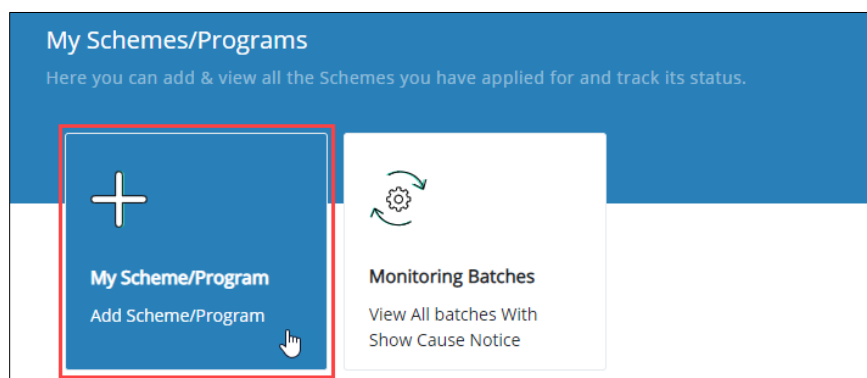
- Add Project
- View Details
- Edit Project
- View Ad-hoc job role
 - Add Jobrole
- Download Termsheet
- View MPRs (Monthly Performance Self-Report)
- View Training Centres
 - Link Training Centre
 - Training Centre Details
- View All Batches
 - View Applicant Details
 - Change Assessment Date
 - Cancel Batch
- Resubmit Requests
- View Sector Targets

2 Add Project

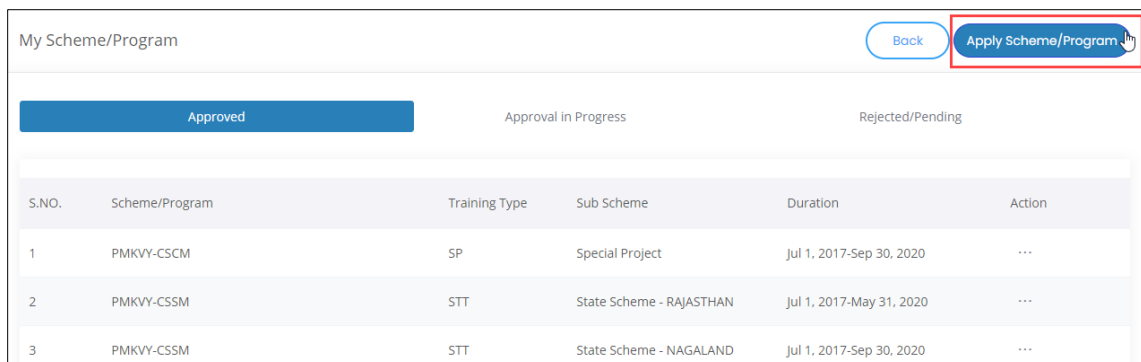
The **Add Project** screen allows the Training Provider (TP) to add a new project for approved COVID19 Upskilling PMKVY3.0 schemes.

To Navigate

Home --> Dashboard --> My Scheme/Program --> Apply Scheme/Program --> Select Scheme/Program --> Action --> Add Project



- The **My Scheme/Program** screen displays the status details such as Scheme/Program, Training Type, Sub Scheme, Duration, and Action.



S.NO.	Scheme/Program	Training Type	Sub Scheme	Duration	Action
1	PMKVY-CSCM	SP	Special Project	Jul 1, 2017-Sep 30, 2020	...
2	PMKVY-CSSM	STT	State Scheme - RAJASTHAN	Jul 1, 2017-May 31, 2020	...
3	PMKVY-CSSM	STT	State Scheme - NAGALAND	Jul 1, 2017-Sep 30, 2020	...

- Click **Apply Scheme/Program**, the **Select Scheme/Program** screen appears.

- The **Select Scheme/Program** screen allows the Training Provider (TP) to view the scheme/program details such as Name of the Scheme, Training Type, Sub Scheme, State, Effective From, Effective Upto and also allows to add project under Action.

Select Scheme/Program Back

Scheme/Program/Modal: Training Type: Apply Reset

S.NO.	Name of the Scheme	Training Type	Sub Scheme	State	Effective From	Effective Upto	Action
1	PMKVY-3.0-CSCM	RPL	COVID Upskilling - RPL Type I - At Camps	N/A	Jun 4, 2021	Jun 4, 2022	...
2	PMKVY-3.0-CSCM	RPL	COVID Upskilling - RPL Type III - At Centres	N/A	Jun 4, 2021	Jun 4, 2022	...
3	PMKVY-3.0-CSCM	RPL	Type I - RPL at Camps	N/A	Jul 15, 2016	Dec 31, 2025	Add Project
4	PMKVY-3.0-CSCM	RPL	Type II - RPL at Employer Premises	N/A	Jul 15, 2016	Dec 31, 2025	...

- The Training Provider (TP) can search for a particular scheme/program/model based on Scheme/Program/Model and Training Type. Click **Apply**, to search for a particular scheme/program/model.
- Click **Add Project**, the **Add project** screen appears.
- The **Add Project** screen hosts **seven** sections as listed below.
 - Project Details
 - Single Point of Contact (SPOC) Info
 - Add Sector and Job Role
 - Location
 - Advance Payment
 - Tentative Payout To TP/PIA Base Cost (as per approved termsheet)
 - Upload Supporting Documents

- The **Project Details** section allows the Training Provider (TP) to enter the project details such as Project Proposal ID, Project Name, Project Type, Min, Agreement Date, Project Duration in Days, Facilitator Organization Name. And also displays the details such as RPL Type, Min Batch Size, and Max Batch Size.

Scheme: PMKVY-3.0-CSCM - COVID Upskilling - RPL Type III - At Centres Back

Project Details:


Project Proposal ID:*

Project Name:*

RPL Type: COVID Upskilling - RPL Type III - At Centres

Project Type:* Government Non-Government Government MOU

Min. Batch Size:* Max. Batch Size:*

Agreement Date:* 

Project Duration in Days:*

Implementing Organization Name: JAN KALYAN SAMITI BIKRAMGANJ


Facilitator Organization Name: Add

Enter Promoter Details:* Add Promoter

No Data Found

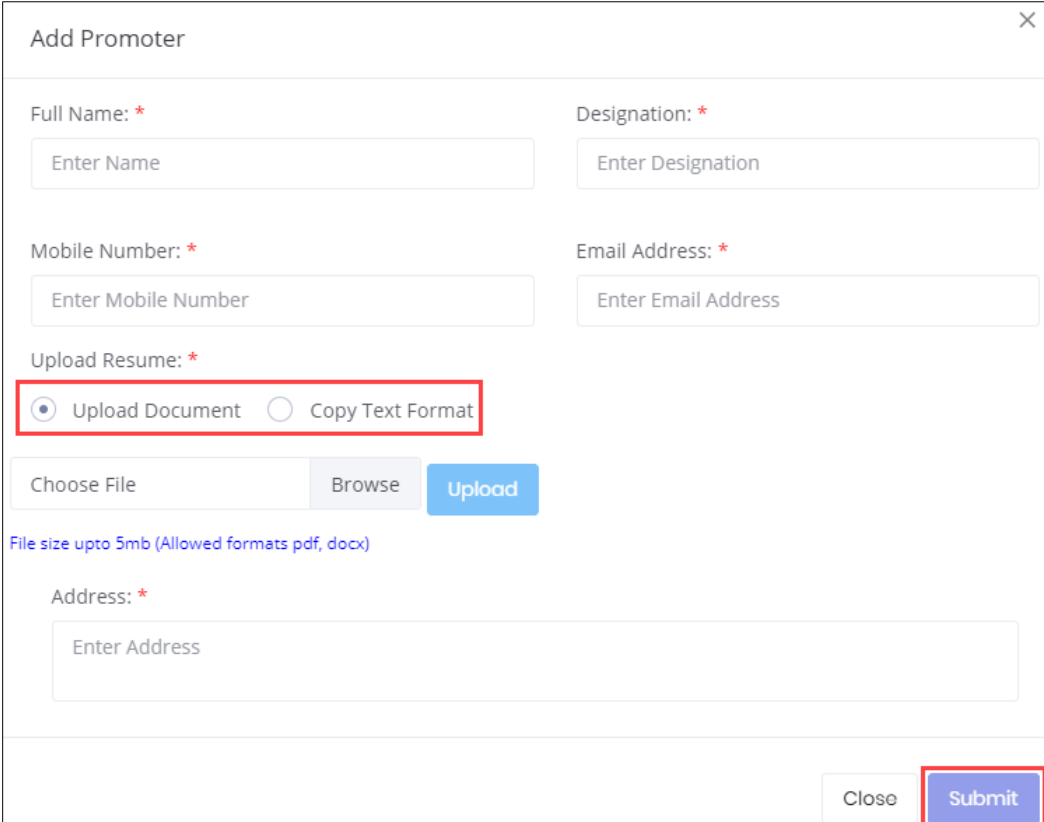
- Enter the appropriate Facilitator Organization Name. Click **Add**, the following screen appears.

Facilitator Organization Name: Add

1. SANKALP 

- Click **Delete**, to remove the added facilitator organization name.

- Click **Add Promoter**, the following screen appears.
- The **Add Promotor** screen allows the Training Provider (TP) to enter the promotor details such as Full Name, Designation, Mobile Number, Email Address, and Address.



Add Promoter

Full Name: * Designation: *

Mobile Number: * Email Address: *

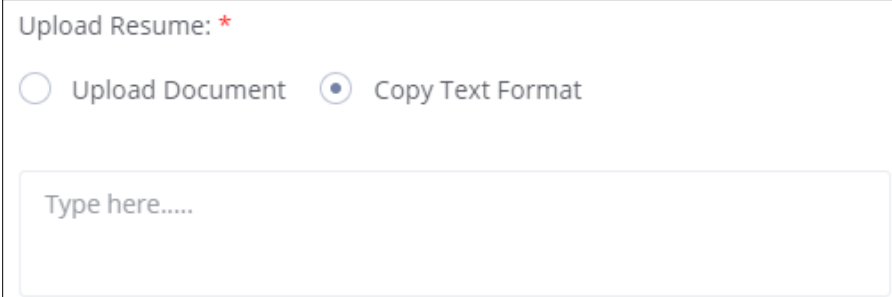
Upload Resume: *

Upload Document Copy Text Format

File size upto 5mb (Allowed formats pdf, docx)

Address: *

- Click **Browse** to *upload* the Resume. Training Provider (TP) can upload only pdf or docx and the maximum file size is **five** MB. Click **Upload**.
- Select **Copy Text Format**, the screen appears as follows.




Upload Resume: *

Upload Document Copy Text Format

- The Training Provider (TP) can enter the resume manually, using the Copy Text Format option.
- Click **Submit**, to navigate to the **Promotor Details** screen.

- The **Promoter Details** section displays the promoter details such as Name, Designation, Phone, Email, Address, and also allows the Training Provider (TP) to delete the details under Action.

Enter Promoter Details:* Add Promoter						
S.No	Name	Designation	Phone	Email	Address	Action
1	Demo Testing	Demo Testing	9882345678	demo@gmail.com	Demo Address	

- The **Project Target** section allows the Training Provider (TP) to enter the Total Project Target, Assessment Mode and Dual Logo Required.

Total Project Target:*	<input type="text" value="Total Project Target"/>	Assessment Mode:	<input type="text" value="SSC"/>
Dual Logo Required:*	<input type="text" value="Select"/>		

(Select YES if Dual logo is approved in the project termsheet)

- If the Dual Logo Required is selected as “Yes”, the following screen appears.

Dual Logo Required:*	<input type="text" value="Yes"/>	Dual Logo:*	<input type="text" value="Upload Dual Logo *"/>	<input type="button" value="Browse"/>
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(Select YES if Dual logo is approved in the project termsheet)

File size upto 5 mb
(only jpg, png, jpeg ,
Dimension required: Height :
75 px Width : 175px)

Upload

- Click **Browse** to upload the **Dual Logo**. Choose the appropriate file and click **Upload**. Training Provider (TP) can upload the only, jpg, png, jpeg, pdf and the maximum file size is **five MB**. Click **Upload**. On the upload, the message appears as the **file name.ext Uploaded Successfully**.

Note: The Dimension required for the Authorized Signatory Logo is Height: 75 px and Width: 175px.

- The **Single Point of Contact (SPOC) Info** screen hosts **two** sections as listed below.
 - Primary SPOC
 - Secondary SPOC
- The **Primary Single Point of Contact (SPOC)** section displays the primary Single Point of Contact (SPOC) details such as Name of Primary SPOC, Mobile Number of Primary SPOC, and Email Address of Primary SPOC.

Single Point of Contact Info:

Name of Primary SPOC:*

Mobile Number of Primary SPOC:*

Email Address of Primary SPOC:*

Name of Secondary SPOC:

Mobile Number of Secondary SPOC

Email Address of Secondary SPOC:

- The **Secondary Single Point of Contact (SPOC)** section allows the Training Provider (TP) to enter the details such as Name of Secondary SPOC, Mobile Number, and Email Address of Secondary SPOC.

Note: The Training Provider (TP) can also edit primary Single Point of Contact (SPOC) details.

- Click **Save & Next**, to navigate to the **Add Sectors and Job Roles** screen.
- The **Add Sectors and Job Roles (as per approved termsheet)** screen allows the Training Provider (TP) to add the Job Role.

Scheme: PMKVY-3.0-CSCM - COVID Upskilling - RPL Type III - At Centres

Add Sectors and Job Roles(as per approved termsheet):

Sector (Code)	Job Role Name (code)	NSQF Level	Training/Orientation Hours	Total Training/Orientation Hours	Target	Action
						Total Target
						0

- Click **Add Sectors & Job Role Targets**, to navigate to the **Add Sector and Job Role** screen.

- The **Add Sector and Job Role** screen allows the Training Provider (TP) to select the sector and Job Role such as Sector, Job Role, Total Target, and also displays the details such as QP Code, Sub Sector, NSQC Level, Training/Orientation Hours, Bridge Module Hours and Total Hours.

Add Sector and Job Role ✕

Sector:
Agriculture ▼

Job Role:
Agriculture Machinery Operator (AGR/Q1103 - v1.0) ▼

QP Code:
AGR/Q1103 - v1.0

Sub Sector:
Agriculture Crop Production ▼

NSQC Level: 4 Training/Orientation Hours: 12

Bridge Module Required: Bridge Module Hours: Enter Bridge Module Hours

Total Hours: 12

Total Target: 0

- Click (Bridge Module Required), to enter the Bridge Module Hours.

Bridge Module Required:

Bridge Module Hours:

- Click **Save**, to navigate to the **Add Sector and Job Roles** screen.
- The **Add Sectors and Job Roles (as per approved termsheet)** section displays the details such as Sector (Code), Job Role Name (code), NSQF Level, Training/Orientation, Bridge Module Required, Bridge Module Hours, Total Training/Orientation Hours, Target, Total Target, and also allows the Training Provider (TP) to edit/delete the added job role under Action.

Sector (Code)	Job Role Name (code)	NSQF Level	Training/Orientation Hours	Bridge Module Required	Bridge Module Hours	Total Training/Orientation Hours	Target	Action
Healthcare	Home Health Aide (HSS/Q5102 - v2.0)	3	12	Yes	12	24	500	
							Total Target	500

- The **Location (As Approved)** section allows the Training Provider (TP) to select the appropriate location details such as State/UT and District from the drop-down list.

Location (As Approved):

Select State/UT

Select District

Select Location

Location / Target Distribution:

Sl.No	State	District	Aadhaar Required	Target	Actions
					Total Target
					0

- Click **Add**, the following screen appears.

- The **Location / Target Distribution** section displays the location/target distribution details such as State, District, Aadhaar Required, Total Target and also allows the Training Provider (TP) to enter the appropriate target for the project and delete under Action.

Location (As Approved):

Select Location

Location / Target Distribution:

Sl.No	State	District	Aadhaar Required	Target	Actions
1	UTTAR PRADESH	ALLAHABAD	Yes <input type="button" value="v"/>	<input type="text" value="0"/>	<input type="button" value="🗑"/>

Total Target
0

Note: The Training Provider (TP) can add **multiple** locations for the project.

- Click **Save & Next**, to navigate to the **Tentative Payout To TP/PIA Base Cost (as per approved termsheet)** screen.
- The **Enrollment Source** screen allows the Training Provider (TP) to select the appropriate source from the drop-down list.

Scheme: PMKVY-3.0-CSCM - COVID Upskilling - RPL Type III - At Centres

Enrollment Source:

Tentative Payout To TP/PIA Base Cost(as per approved termsheet):

Sl. No.	Sector (Code)	Job Role Name (code)	NSQF Level	Training/Orientation Hours	Bridge Module Required	Bridge Module Hours	Total Training/Orientation Hours	Target
1.1	Healthcare (35)	Home Health Aide (HSS/Q5102)-v2.0	3	12	Yes	12	24	500

- The **Tentative Payout To TP/PIA Base Cost (as per approved termsheet)** section displays the details such as Sector (code), Job Role Name (Code), NSQF Level, Training/Orientation, Bridge Module Required, Bridge Module Hours, Total Training/Orientation Hours and Target.
- Click **Applicable Base Cost**, the **As Per Common Norms, Effective Date** screen appears.

- The **As Per Common Norms, Effective Date** screen displays the cost per hour candidate details.

As Per Common Norms, Effective Date: ✕	
Category	Cost Per Hour Per Candidate
1	49.7
2	42.6
3	35.6

- The **Upload Supporting Documents** section allows the Training Provider (TP) to upload the appropriate documents for the project.

Upload Supporting Documents:

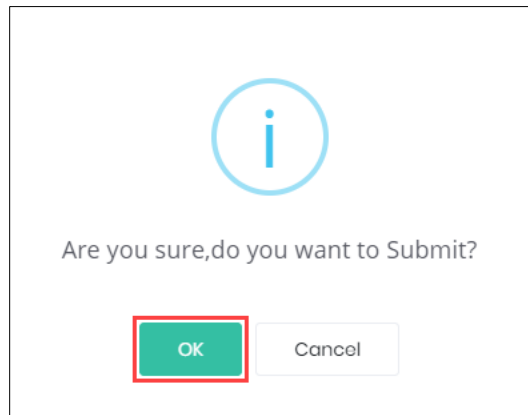
Signed Termsheet: *
File size upto 10mb (Allowed formats jpg, png, jpeg, pdf)

Signed Agreement/Indemnity Bond: *
File size upto 5mb (Allowed format jpg, png, jpeg, pdf)

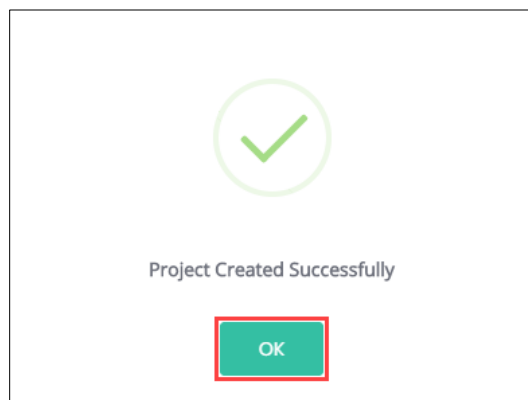
Other Supporting Documents:
File size upto 5mb (Allowed formats jpg, png, jpeg, pdf, docx, xlsx)

- Click **Browse** to *upload* the Signed Termsheet. Training Provider (TP) can upload the only jpg, png, jpeg, and pdf, and the maximum file size is **ten MB**. Click **Upload**.

- Click **Browse** to *upload* the Signed Agreement/Indemnity Bond and Other Supporting Documents. Training Provider (TP) can upload the only jpg, png, jpeg, pdf, docx, xlsx, and the maximum file size is **five MB**. Click **Upload**.
- Click **Save & Submit**, the following screen appears.



- Click **OK**, the **Project Created Successfully** screen appears.



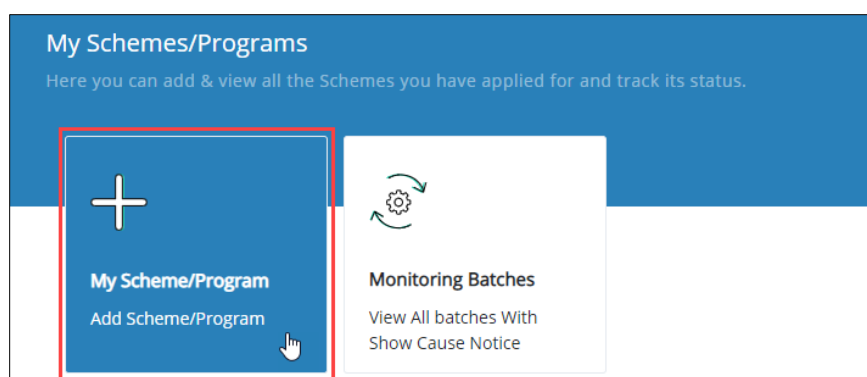
- Click **OK**, to navigate to the **Approval in Progress** screen.

3 View Details

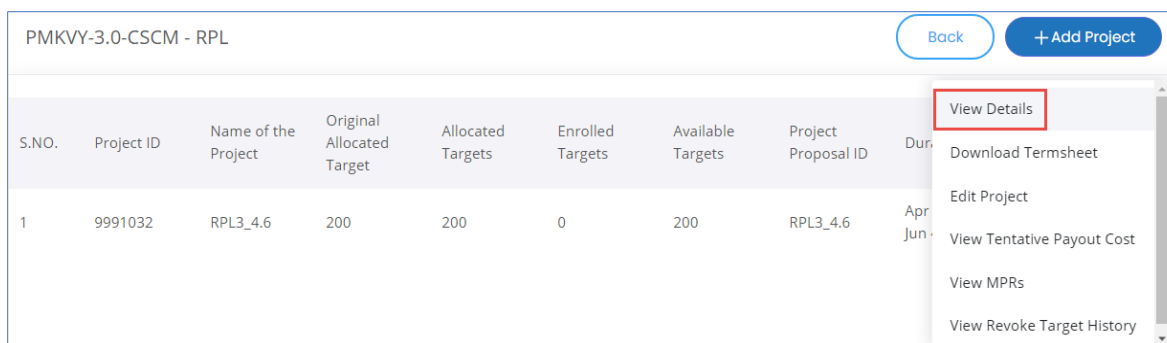
The **View Details** screen allows the Training Provider (TP) to view the add project details.

To Navigate

Home --> Dashboard --> My Scheme/Program --> Approved --> Action --> View Details --> PMKVY - 3.0 – CSCM - RPL --> Action --> View Details --> View Project Details



- The **PMKVY – 3.0 – CSCM - RPL** screen displays all the project details such as Project ID, Name of the Project, Original Allocated Target, Allocated Targets, Enrolled Targets, Available Targets, Project Proposal ID, Duration, Status, and also allows the Training Provider (TP) to view details under Action.

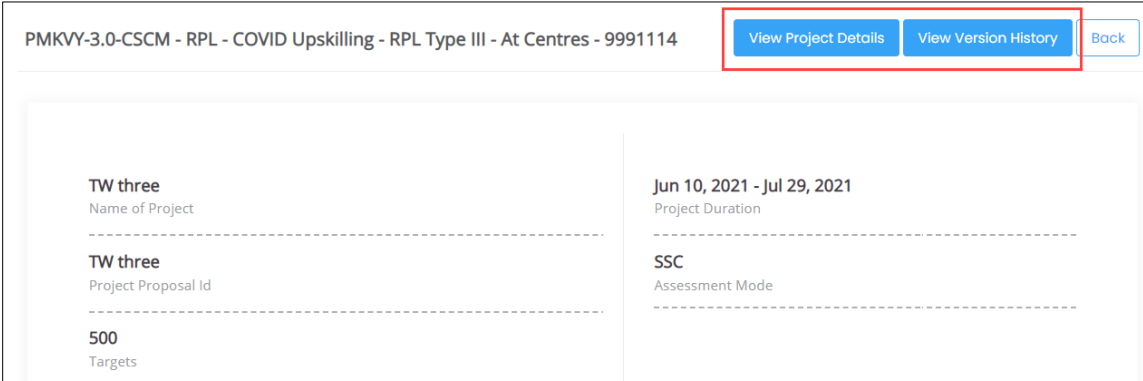


The screenshot shows a table titled 'PMKVY-3.0-CSCM - RPL' with columns: S.NO., Project ID, Name of the Project, Original Allocated Target, Allocated Targets, Enrolled Targets, Available Targets, Project Proposal ID, and Duration. A dropdown menu is open over the first row, showing options: View Details, Download Termsheet, Edit Project, View Tentative Payout Cost, View MPRs, and View Revoke Target History.

S.NO.	Project ID	Name of the Project	Original Allocated Target	Allocated Targets	Enrolled Targets	Available Targets	Project Proposal ID	Duration
1	9991032	RPL3_4.6	200	200	0	200	RPL3_4.6	Apr Jun

- Click **View Details**, the **PMKVY – 3.0 – CSCM – RPL – Type III** screen appears.

- The **PMKVY – 3.0 – CSCM – RPL – Covid Upskilling – RPL Type III** screen displays the project details such as Name of Project, Project Duration, Project Proposal ID, Assessment Mode, Targets, and also allows to View Project details/View Version History.



PMKVY-3.0-CSCM - RPL - COVID Upskilling - RPL Type III - At Centres - 9991114

[View Project Details](#) [View Version History](#) [Back](#)

TW three
Name of Project

Jun 10, 2021 - Jul 29, 2021
Project Duration

TW three
Project Proposal Id

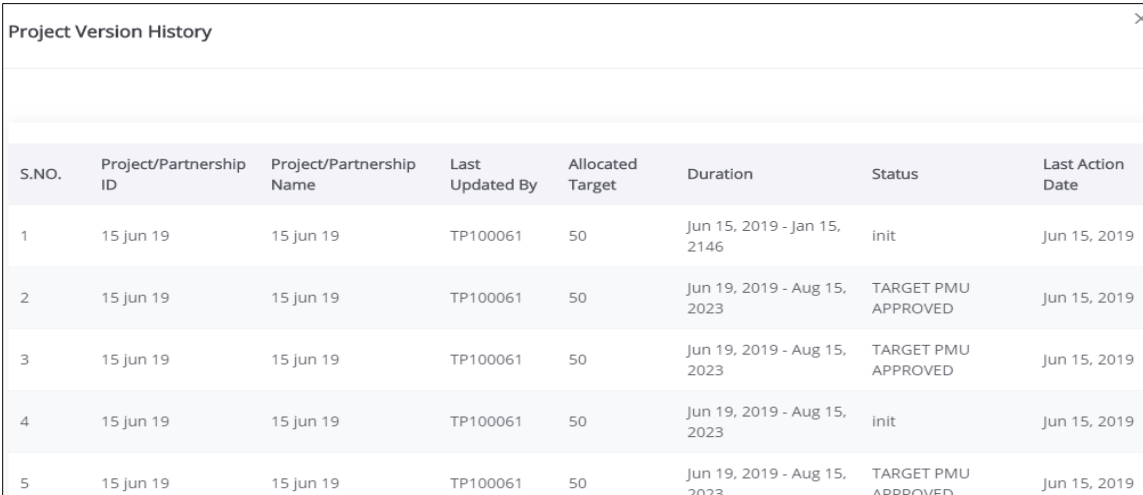
SSC
Assessment Mode

500
Targets

- Click **View Project Details**, to download and view the project details.

Note: The Training Provider (TP) can *download* and *view* the project details in **pdf** format.

- Click **View Version History**, the following screen appears.



S.NO.	Project/Partnership ID	Project/Partnership Name	Last Updated By	Allocated Target	Duration	Status	Last Action Date
1	15 Jun 19	15 Jun 19	TP100061	50	Jun 15, 2019 - Jan 15, 2146	init	Jun 15, 2019
2	15 Jun 19	15 Jun 19	TP100061	50	Jun 19, 2019 - Aug 15, 2023	TARGET PMU APPROVED	Jun 15, 2019
3	15 Jun 19	15 Jun 19	TP100061	50	Jun 19, 2019 - Aug 15, 2023	TARGET PMU APPROVED	Jun 15, 2019
4	15 Jun 19	15 Jun 19	TP100061	50	Jun 19, 2019 - Aug 15, 2023	init	Jun 15, 2019
5	15 Jun 19	15 Jun 19	TP100061	50	Jun 19, 2019 - Aug 15, 2023	TARGET PMU APPROVED	Jun 15, 2019

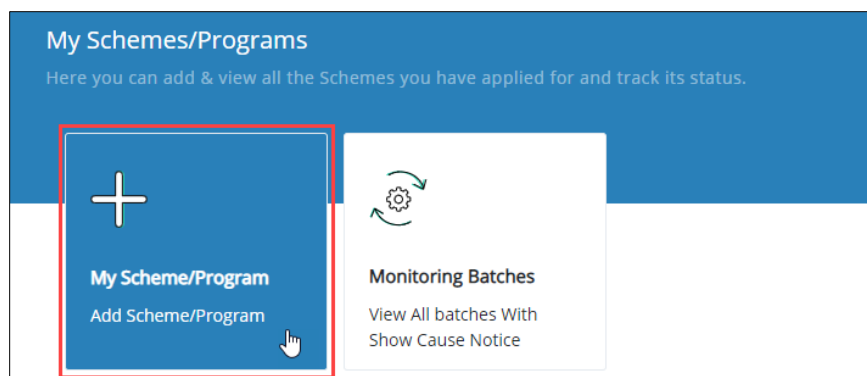
- The **Project Version History** screen displays the project version history details such as Project/Partnership ID, Project/Partnership Name, Last Updated By, Allocated Target, Duration, Status, and Last Action Date.

4 Edit Project

The **Edit Project** screen allows the Training Provider (TP) to edit the project details.

To Navigate

Home --> Dashboard --> My Scheme/Program --> Approved --> Action --> View Details --> PMKVY - 3.0 - CSCM – RPL --> Action --> Edit Project



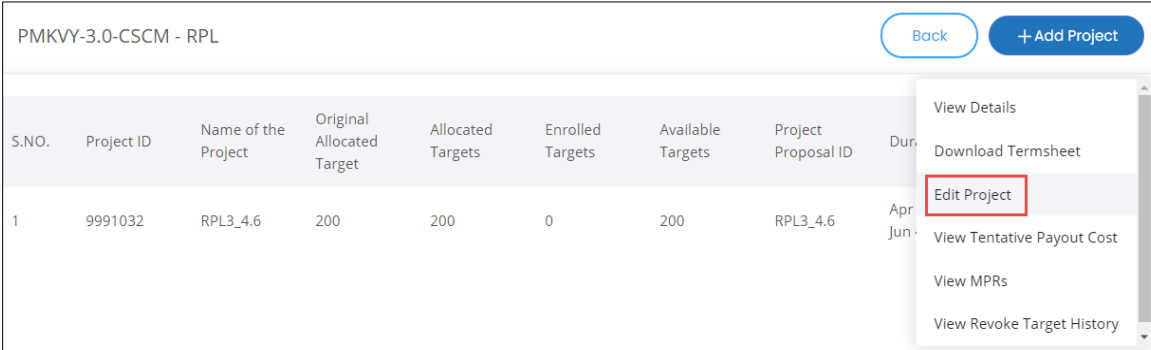
- The **Approved** section lists all the approved schemes along with the details of the scheme such as Scheme/Program, Training Type, Sub Scheme, Duration and allows the Training Provider (TP) to view the details of the scheme.

The screenshot shows the 'My Scheme/Program' table. At the top right, there are 'Back' and 'Apply Scheme/Program' buttons. Below the header, there are three tabs: 'Approved' (selected), 'Approval in Progress', and 'Rejected/Pending'. The table has the following columns: S.NO., Scheme/Program, Training Type, Sub Scheme, Duration, and Action. The first row is highlighted, and a dropdown menu is open for the 'Action' column, showing 'View Details' and 'Bank Details' options. The 'View Details' option is highlighted with a red box.

S.NO.	Scheme/Program	Training Type	Sub Scheme	Duration	Action
3	PMKVY-3.0-CSCM	RPL	Type II - RPL at Employer Premises	Jul 15, 2016-Dec 31, 2025	...
4	PMKVY-3.0-CSCM	RPL	Type III - RPL at Centres	Jul 15, 2016-Dec 31, 2025	...
5	PMKVY-3.0-CSCM	RPL	COVID Upskilling - RPL Type I - At Camps	Jun 4, 2021-Jun 4, 2022	...
6	PMKVY-3.0-CSCM	RPL	COVID Upskilling - RPL Type III - At Centres	Jun 4, 2021-Jun 4, 2022	...

- Click **View Details**, the **PMKVY - 3.0 - CSCM – RPL** screen appears.

- The **PMKVY – 3.0 – CSCM - RPL** screen displays the project details such as Project ID, Name of the Project, Original Allocated Target, Allocated Targets, Enrolled Targets, Available Targets, Project Proposal ID, Duration, Status, and also allows the Training Provider (TP) to edit project under Action.



PMKVY-3.0-CSCM - RPL

Back + Add Project

S.NO.	Project ID	Name of the Project	Original Allocated Target	Allocated Targets	Enrolled Targets	Available Targets	Project Proposal ID	Duration	Status	Action
1	9991032	RPL3_4.6	200	200	0	200	RPL3_4.6	Apr Jun		<ul style="list-style-type: none"> View Details Download Termsheet Edit Project View Tentative Payout Cost View MPRs View Revoke Target History

- Click **Edit Project**, the following screen appears.
- The **Edit Project** screen hosts **six** sections as listed below.
 - Project Details
 - Single Point of Contact Info
 - Add Sector and Job Roles
 - Location
 - Tentative Payout To TP/PIA Base Cost
 - Upload Supporting Documents

- The **Project Details** section displays the project details such as Project Proposal ID, Project Name, RPL Type, Project Type, Min Batch Size, Max Batch Size, Agreement Date, Project Duration in Days, Project Start Date, Project End Date, Implementing Organization Name, Facilitator Organization Name, and also allows Training Provider (TP) to add Promotor Details.

Scheme: PMKVY-3.0-CSCM - COVID Upskilling - RPL Type III - At Centres Back

Project Details:

Project Proposal ID:* Sample

Project Name:* sample

RPL Type: COVID Upskilling - RPL Type III - At Centres

Project Type:* Government Non-Government Government MOU

Min. Batch Size:* 1 Max. Batch Size:* 30

Agreement Date:* 05-06-2021

Project Duration in Days:* 60


Project Start Date:* 05-06-2021 Project End Date:* 03-08-2021

Implementing Organization Name: JAN KALYAN SAMITI BIKRAMGANJ

Facilitator Organization Name: Facilitator Organization Name Add

1. TNT

Enter Promoter Details:* Add Promoter

S.No	Name	Designation	Phone	Email	Address	Action
1	Harshit	test	8484848484	sudA23@MAIL.COM	Q	

- The **Promoter Details** section displays the promoter details such as Name, Designation, Phone, Email, Address, and also allows the Training Provider (TP) to delete the details under Action.

Note:

- The Training Provider (TP) can edit the **Agreement Date** for the project.
- The Training Provider (TP) can add multiple **Facilitator Organization** and/or can delete the details.
- The Training Provider (TP) can add multiple **Promoter Details** and/or can delete the details.

- The **Total Project Target** section allows the Training Provider (TP) to enter the appropriate total project target and also displays the details such as Assessment Mode and Dual Logo Required.

Total Project Target:*	<input type="text" value="600"/>	Assessment Mode:	<input type="text" value="SSC"/>
Dual Logo Required:*	<input type="text" value="No"/>		

(Select YES if Dual logo is approved in the project termsheet)

- The **Single Point of Contact Info** section displays the primary SPOC and Secondary SPOC details such as Name of Primary SPOC, Mobile Number of Primary SPOC, and Email Address of Primary SPOC, Name of Secondary SPOC, Mobile Number of Secondary SPOC, and Email Address of Secondary SPOC.

Single Point of Contact Info:

Name of Primary Spoc:*	<input type="text" value="Kishore Motukuri"/>
Mobile Number of Primary Spoc:*	<input type="text" value="IN +91 9878979878"/>
Email Address of Primary Spoc:*	<input type="text" value="kishore@gmail.com"/>
<hr/>	
Name of Secondary Spoc:	<input type="text" value="16 May 19 RPL"/>
Mobile Number of Secondary Spoc	<input type="text" value="IN +91 1234567890"/>
Email Address of Secondary Spoc:	<input type="text" value="abc@gmail.com"/>

- Click **Save & Next**, to navigate to the **Add Sectors and Job Roles** screen.

- The **Add Sectors and Job Roles** screen displays the details of the batch such as Sector (Code), Job Role Name (Code), NSQF Level, Training/Orientation Hours, Bridge Module Required, Bridge Module Hours, Total Training/Orientation Hours, Target, Total Target and also allows the Training Provider (TP) to edit the sector details under Action.

Scheme: PMKVY-3.0-CSCM - COVID Upskilling - RPL Type III - At Centres Back

Add Sectors and Job Roles(as per approved termsheet): Add Sectors & Job Role Targets

Sector (Code)	Job Role Name (code)	NSQF Level	Training/Orientation Hours	Total Training/Orientation Hours	Target	Action
Healthcare	Home Health Aide (HSS/Q5102 - v2.0)	3	12	12	50	✎

- Click **Add Sectors & Job Role Targets**, the **Add Sectors and Job Role** screen appears.
- The **Add Sector and Job Role** screen allows the Training Provider (TP) to select the Sector and Job Role from the drop-down list.

Add Sector and Job Role ✕

Sector:
 ▼

Job Role:
 ▼

QP Code:

Sub Sector:
 ▼

NSQF Level: Training/Orientation Hours:

Bridge Module Required: ■ Bridge Module Hours:

Total Hours:

Total Target:

Save

- The **Add Sector and Job Role** screen displays the details of the job role such as Sub Sector, NSQF Level, Training/Orientation Hours, and Total Hours and also allows the Training Provider (TP) to enter the Bridge Module Hours and Total Target for the sector and job role.

Note: Select **Bridge Module Required**, to enter the Bridge Module Hours for the project.

- Click **Save**, to navigate to the **Add Sector and Job Roles** screen.
- The **Location (AS Approved)** section displays the Location / Target Distribution details such as State, District, Aadhaar Required, and Total Target.

Location (As Approved):

Select Location Select State/UT Select District Add

Select State Select District

Location / Target Distribution:

Sl.No	State	District	Aadhaar Required	Target
1	DAMAN AND DIU	All	Yes	0
2	UTTAR PRADESH	SAMBHAL	Yes	200
				Total Target
				200

Cancel Save & Next

- Click **Save & Next**, to navigate to the **Tentative Payout To TP/PIA Base Cost** screen.

Note: The Training Provider (TP) can add **multiple** locations for the project.

- The **Enrolled Source** screen displays the selected enrolled source details.

Scheme: PMKVY-3.0-CSCM - COVID Upskilling - RPL Type III - At Centres Back

Enrollment Source: * v

Tentative Payout To TP/PIA Base Cost(as per approved termsheet): Applicable Base Cost

Sl. No.	Sector (Code)	Job Role Name (code)	NSQF Level	Training/Orientation Hours	Total Training/Orientation Hours	Target
1.1	Healthcare (35)	Home Health Aide (HSS/Q5102)-v2.0	3	12	12	50
1.2	Healthcare (35)	Medical Equipment Technology Assistant (HSS/Q5602)-v1.0	4	12	12	50

- The **Tentative Payout To TP/PIA Base Cost** section displays the tentative payout to TP/PIA base cost details such as Sector (Code), Job Role Name (Code), NSQF Level, Training /Orientation Hours, Total Training / Orientation Hours, and Target.

- Click **Applicable Base Cost**, the following screen appears.

As Per Common Norms, Effective Date: X

Category	Cost Per Hour Per Candidate
1	49.7
2	42.6
3	35.6

- The **As Per Common Norms, Effective Date** screen displays the as per common norms, effective date details such as Category and Cost Per Hour Candidate.

- The **Upload Supporting Documents** section displays the upload supporting documents details such as Signed Termsheet, Signed Agreement/Indemnity Bond, and Other Supporting Documents.

Upload Supporting Documents:

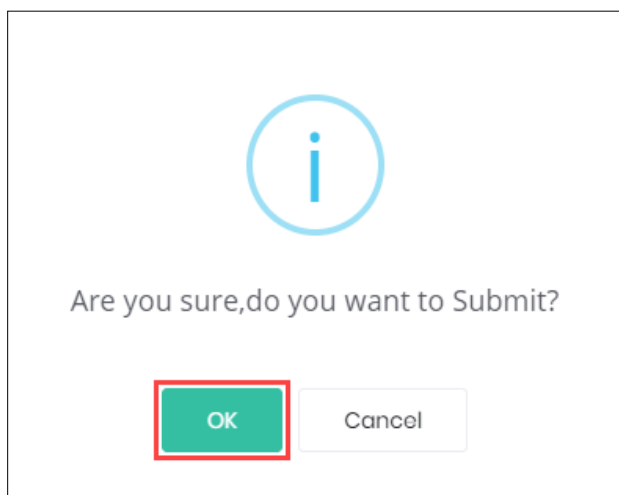
Signed Termsheet: * Browse Upload ✓

Signed Agreement/Indemnity Bond: * Browse Upload ✓

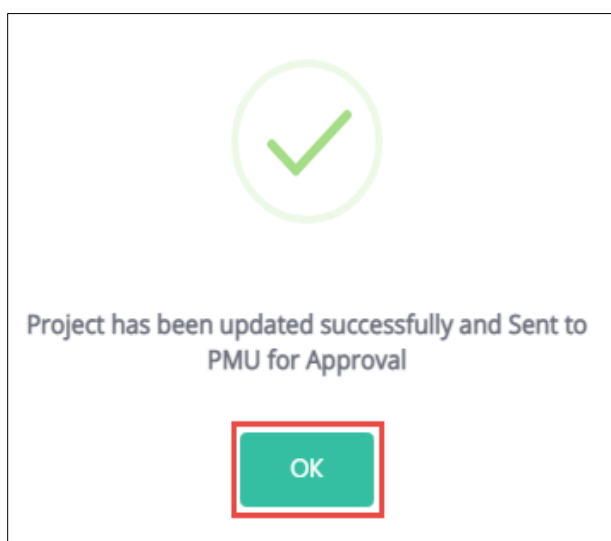
Other Supporting Documents: Browse Upload ✓

Cancel Save & Submit

- Click **Save & Submit**, the following screen appears.



- Click **OK**, following screen appears.



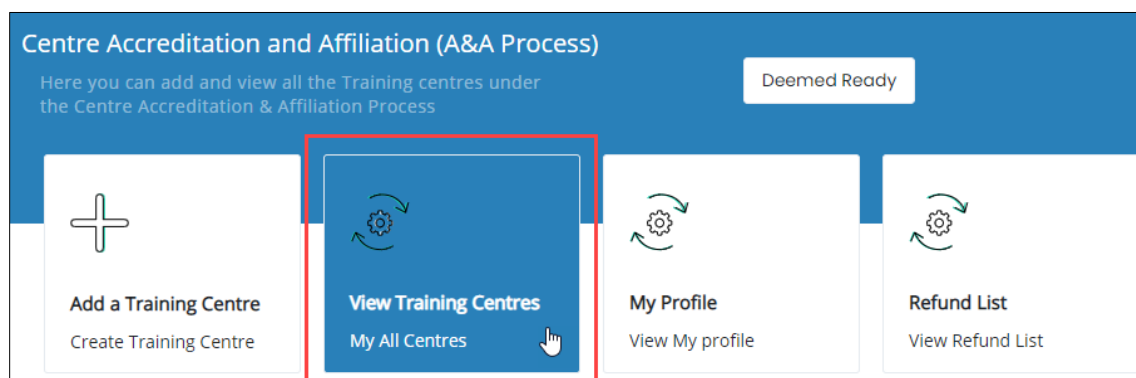
- Click **OK**, to navigate to the **PMKVY – 3.0 - CSCM – RPL** screen.

5 View Ad-hoc Jobrole

The **View Ad-hoc Jobrole** screen allows the Training Provider (TP) to view the required jobrole existing Training Centre (TC).

To Navigate

Home - - > Dashboard - - > View Training Centre - - > Training Centre List - - > Action - - > Add/View Ad-hoc Jobrole



- The **Training Centre List** all the Training Centre details such as TC ID, Training Centre Name, TC Type, State, District, Process Type, Status, and also allows to add/view ad-hoc jobrole under Action.

S. NO.	TC ID	Training Centre Name	TC Type	State	District	Process Type	Status	Action
11	TC058149	JKSB Madhepura	NON PMKK	BIHAR	MADHEPURA	Accreditation & Affiliation	Not Qualified	...
12	TC004461	JKSB PATNA	NON PMKK	BIHAR	PATNA	Accreditation & Affiliation	Deemed Ready & LOR Generated	...
13	TC058424	JKSB SHEOHAR	NON PMKK	BIHAR	SHEOHAR	Accreditation & Affiliation	Qualified	...
14	TC057719	JKSB SEOHAR	NON PMKK	BIHAR	SHEOHAR	Accreditation & Affiliation	Qualified	<ul style="list-style-type: none"> View Details Add/View Ad-hoc Jobrole
15	TC036827	JKSB Rajiv Nagar	NON PMKK	BIHAR	PATNA	Accreditation & Affiliation	Qualified	...

- Click **Add/View Ad-hoc jobrole**, the **Linked ad-hoc Job Roles for Healthcare Sector (COVID Schemes)** screen appears.

- The **Linked ad-hoc Job Roles for Healthcare Sector (COVID Schemes)** screen displays the jobrole details such as TC ID, Training Centre Name, Jobrole (QP code), State, District, Process Type, Effective Date, Supporting Document, and Status.

Linked ad-hoc Job Roles for Healthcare Sector (COVID Schemes)

***It is the sole responsibility of Training Partner to link correct A&A Training Centers and certified trainer with the Training Center as per the LoI received from NSDC for COVID Specific Training Program*

[Add Jobrole](#)
[Back](#)

S No	TC ID	Training Centre Name	Jobrole (qpCode)	State	District	Process Type	Effective Date	Supporting Document	Status
1	TC058424	JKSB SHEOHAR	Medical Equipment Technology Assistant (HSS/Q5602) v-1.0	BIHAR	SHEOHAR	Accreditation & Affiliation	Jun 9, 2021	Download	Qualified
2	TC058424	JKSB SHEOHAR	Home Health Aide (HSS/Q5102) v-2.0	BIHAR	SHEOHAR	Accreditation & Affiliation	Jun 9, 2021	Download	Qualified

- Click **Back**, to navigate to the **Training Centre List** screen.

5.1.1 Add Ad-hoc Jobrole

The **Add Ad-hoc Jobrole** screen allows the Training Provider (TP) to add the jobrole with the RPL Type III scheme.

To Navigate

Home - - > Dashboard - - > View Training Centre - - > Training Centre List - - > Action - - > Add/View Ad-hoc Jobrole - - > Add Jobrole

Linked ad-hoc Job Roles for Healthcare Sector (COVID Schemes)
***It is the sole responsibility of Training Partner to link correct A&A Training Centers and certified trainer with the Training Center as per the LoI received from NSDC for COVID Specific Training Program*

Add Jobrole
Back

S No	TC ID	Training Centre Name	Jobrole (qpCode)	State	District	Process Type	Effective Date	Supporting Document	Status
1	TC058424	JKSB SHEOHAR	Medical Equipment Technology Assistant (HSS/Q5602) v-1.0	BIHAR	SHEOHAR	Accreditation & Affiliation	Jun 9, 2021	Download	Qualified
2	TC058424	JKSB SHEOHAR	Home Health Aide (HSS/Q5102) v-2.0	BIHAR	SHEOHAR	Accreditation & Affiliation	Jun 9, 2021	Download	Qualified

- Click **Jobrole**, the **Add Jobrole** screen appears.
- The **Add Jobrole** screen displays the details such as Sector, and Effective Date. And also allows to select the jobrole from the drop-down list.

×

Add Jobrole

Jobrole: *

Select Jobrole
▼

Sector

Effective Date

10-06-2021

Supporting Document: *

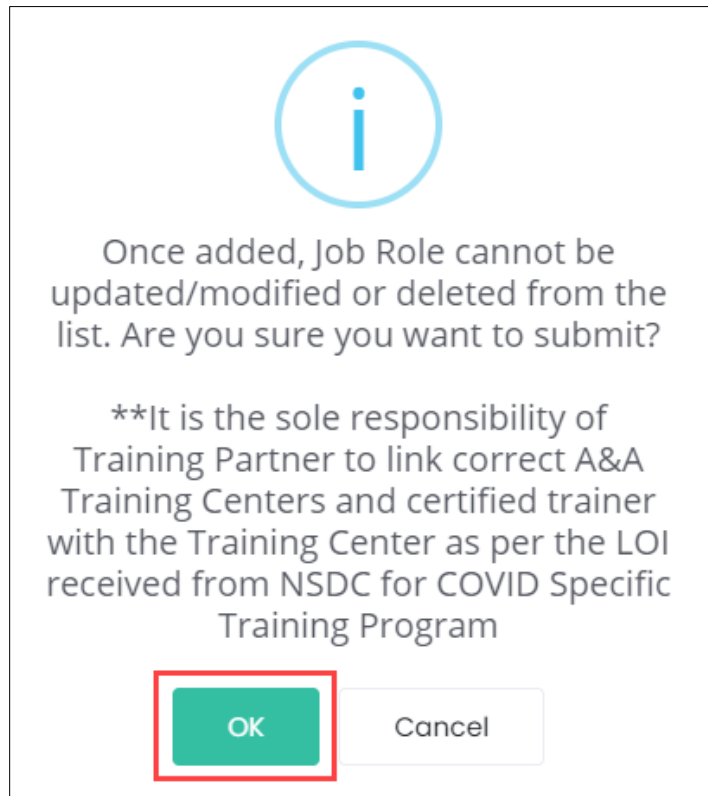
Choose file*
Browse

File size upto 5 mb
(only jpg, png, jpeg, pdf)

Upload

Close
Submit

- Click **Browse** to *upload* the Supporting Document. Training Provider (TP) can upload only jpg, png, jpeg, pdf, and the maximum file size is **five MB**. Click **Upload**
- Click **Submit**, the following screen appears.



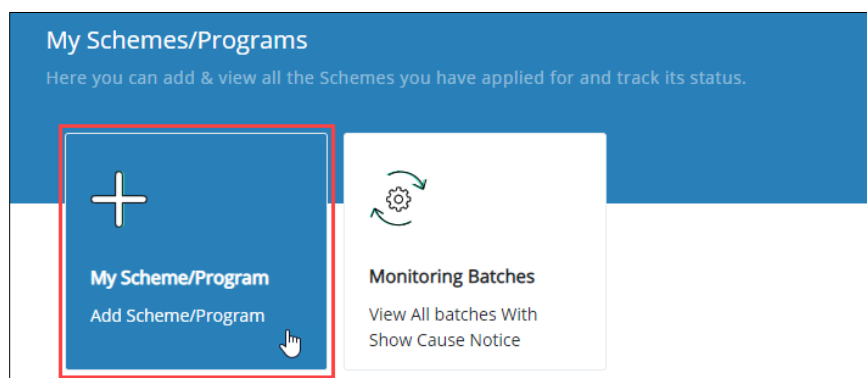
- Click **OK**, to add the Jobrole and navigate to the **Linked ad-hoc Job Roles for Healthcare Sector (COVID Schemes)** screen.

6 Download Termsheet

The **Download Termsheet** screen allows the Training Provider to download the termsheet of the added project.

To Navigate

Home --> Dashboard --> My Scheme/Program --> Approved --> Action --> View Details --> PMKVY – RPL --> Action --> Download Termsheet



- The **PMKVY – RPL** screen displays the project details such as Project ID, Name of the Project, Allocated Target, Duration, Status, and also allows the Training Provider to download termsheet under Action.

S.NO.	Project ID	Name of the Project	Original Allocated Target	Allocated Targets	Enrolled Targets	Available Targets	Project Proposal ID	Duration	Status	Action
1	9991032	RPL3_4.6	200	200	0	200	RPL3_4.6	Apr Jun	Approved	View Details Download Termsheet Edit Project View Tentative Payout Cost View MPRs View Revoke Target History

- Click **Download Termsheet**, to download and view the project Termsheet.

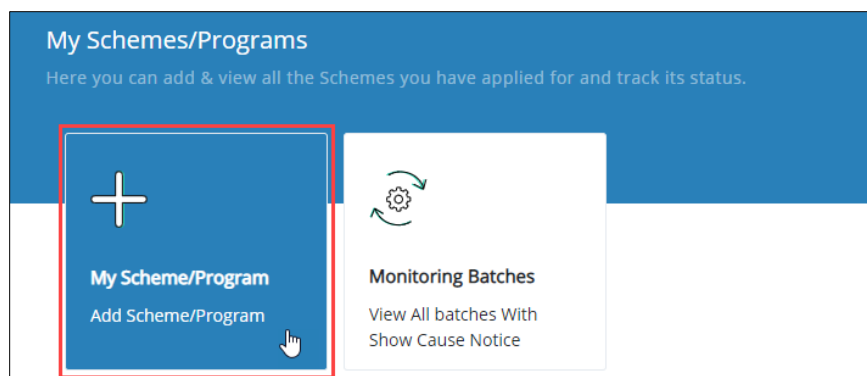
Note: The Training Provider can *download* and *view* the termsheet only in **pdf** format.

7 View MPRs (Monthly Performance Self-Report)

The **View MPRs** screen allows the Training Provider to add and view the MPRs.

To Navigate

Home --> Dashboard --> My Scheme/Program --> Approved --> Action --> View Details --> PMKVY – RPL --> Action --> View MPRs



- The **PMKVY – RPL** screen displays the project details such as Project ID, Name of the Project, Allocated Targets, Enrolled Targets, Available Targets, Project Proposal ID, Duration, Status, and also allows the Training Provider to view MPRs under Action.

PMKVY-3.0-CSCM - RPL									
S.NO.	Project ID	Name of the Project	Original Allocated Target	Allocated Targets	Enrolled Targets	Available Targets	Project Proposal ID	Duration	Status
1	9991101	vikrant	180	180	0	180	786	Jun 9 Nov 5	Approved
2	9991032	RPL3_4.6	200	200	0	200	RPL3_4.6	Apr 6 Jun 4	Approved

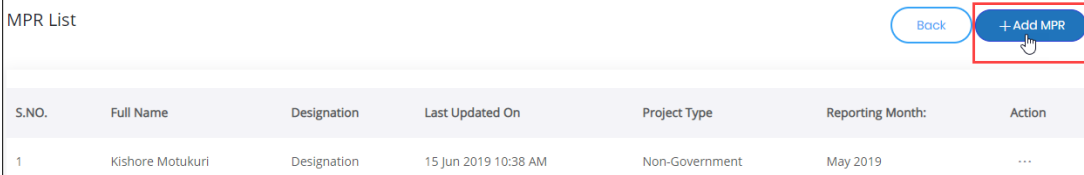
Back

+ Add Project

- View Details
- Edit Project
- View Tentative Payout Cost
- View MPRs**
- View Revoke Target History

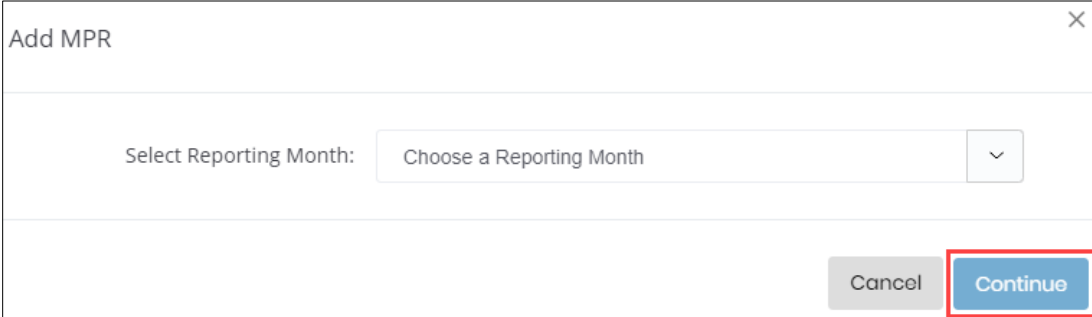
- Click **View MPRs**, the **MPR List** screen appears.

- The **MPR List** screen displays the MPR details such as Full Name, Designation, Last Updated On, Project Type, Reporting, and Action and also allows to add MPR.



S.NO.	Full Name	Designation	Last Updated On	Project Type	Reporting Month:	Action
1	Kishore Motukuri	Designation	15 Jun 2019 10:38 AM	Non-Government	May 2019	...

- Click **+Add MPR**, the following screen appears.
- The **Add MPR** screen allow the Training Provider to select the appropriate reporting month from the drop-down list.



Add MPR

Select Reporting Month:

Cancel **Continue**

- Click **Continue**, the **Monthly Performance Self-Report** screen appears.

➤ The **Monthly Performance Self-Report** screen hosts *eleven* sections as listed below.

- Monthly Performance Self-Report
- Declaration of Truth
- Instruction
- Monthly Summary
- Batch Details
- Photographic Evidence
- Job Role Kit Invoices
- Media Coverage
- Attendance Sheets
- Letters to District Magistrate Office
- Candidate Testimonial – Experience sharing

➤ The **Monthly Performance Self-Report** section displays the monthly performance self-report details such as Reporting Month, PIA Name, PIA ID, Project Approval Date, Sector, Project Type, Total Targets Approved, and Job Role Approved.

Monthly Performance Self-Report Back

Reporting Month: May-2021	Project ID: 9991032
PIA ID: TP001287	PIA Name: Empower Pragati Vocational & Staffing Pvt. Ltd.
Project Approval Date: 06-Apr-2021	Sector: Agriculture
Project Type: Government	Total Targets Approved: 200
Job Roles Approved: 2	Reporting Initiation Date:

➤ The **Declaration of Truth** section allows the Training Provider to enter the name of competent authority from the applicant Organisation and designation.

Declaration of Truth:

I, (full name of competent authority from Applicant Organisation), (designation), hereby declare that the information and supporting documents submitted in this Monthly Self-Report are true and correct to the best of my knowledge. All responses are full and complete, omitting no material information.

➤ The **Instruction** section displays the instructions for the MPRs.

A. Instructions:

- Section A: Directions mentioned in each of the sub-sections are to be followed diligently. PIA shall not make any changes to the formats, wherever applicable.
- In the Monthly Performance Report, PIA is expected to share details of RPL interventions undertaken between first date and last date (inclusive) of the previous month.
- Batches for which the result approval date by SSC lies between first and last day of the month shall become eligible for MPR of that month.
- PIA shall submit the Monthly Performance Report before 10th of the current month after completion of the pre-requisites under the headers from section B to I below.
- Section B: This section captures the progress of the PIA viz-a-viz last month. The data in this section will be auto populated and there is no action needed from PIA.
- Section C: In this section, all the batches whose result approval date by Assessment Agency lies between first and last day of the month will appear as a list. There is no action item need from PIA, except self-validation by the PIA, if necessary.
- Section D: This section asks the PIA to submit photographic evidences of four instances of the RPL execution cycle which are
 - Mobilisation Activity
 - Trainees wearing the job role kit
 - Delivery of Orientation Content
 - Conduct of Assessment
 - Others (if applicable)
- Instruction for upload: PIA must upload 5 unique photographs under each sub- section (there is no minimum pixel size, maximum size preferably 2 MB)
- Section E: This section asks the PIA to submit the scanned/photo copies of invoice(s) of PMKVY job role kits ordered in that particular month. Preferably, invoices should have the name of PIA, even though kits may have been ordered by facilitator. If there is more than one invoice, please select multiple files and upload.
- Section F: This section asks the PIA to submit the evidence catering to the batches happening in that month in terms of the following categories mentioned below
 - Print media - News or photo appeared in any printed news-paper in any languages
 - Social Media- Any tweet or post in any Social Media
 - Digital Media - Any news/article/photo publishes in any online or digital portal
 - Instruction for upload: PIA can either upload photos/files or provide the link of repository where all files/photos are kept as per the above three categories.
- Section G: This section asks the PIA to submit the attendance sheet of all the batches whose SSC approval date falls between first and last date of the month. For this, the PIA needs to submit the undertaking as stated below. The PIA is expected to maintain all the attendance sheets until the formal closure of the project for audit purposes, if required.
 - I acknowledge that a total of *xx* beneficiaries were oriented in *xx* batches during the month of *mm/yyyy* (mention name of previous month) for approved RPL project of <PIA name> under PMKVY 2016-20. On behalf of PIA, I confirm that physical attendance sheets (for entire batch duration) of all candidates oriented in these concerned batches were captured and the same is available with PIA for the purpose of audit/quality assurance/ monitoring, wherever required.*
- Section H: This section wants to check the geographical coverage of the PIA in the last month. The data here will be pre-populated state-wise, listing all the districts where at least one batch has been conducted in the previous month. The PIA needs to click against all the districts for which it has sent the DM letter. This is to be noted that as per RPL guideline, PIA should have marked NSDC copied in the letter to the DM for all the batches.
- Section I: In this non-mandatory section, the PIA is encouraged to submit success stories of the candidates in the given format (attached), along with a high-resolution photograph of the candidate.
 - To be eligible for tranche 2 payment for one batch the PIA must fulfil both the following conditions:
 - Submission of the MPR which includes the batch whose assessment result has been approved by SSC between first and last date of the previous month
 - Creation of certification ceremony and uploading of ceremony photographs for the particular batch.

➤ The **Monthly Summary** section displays the monthly summary details such as Reporting Month, Previous Month, Cumulative till Reporting Month, and % change from the previous month. And also displays the Total Registered, Total Enrolled, Total Trained, Total Assessed, Total Certified, % Assessed over Training, % Certified over Training, Total Job Roles Covered, the Total States Covered and Total Districts Covered.

B. Monthly Summary:

This section captures the progress of the PIA viz-a-viz last month. The data in this section will be auto populated and there is no action needed from PIA

	Reporting Month	Previous Month	Cumulative till Reporting Month	% change from previous month
Total Registered:	23	148	23198	-84
Total Enrolled:	0	0	0	0
Total Trained:	0	0	0	0
Total Assessed:	0	0	0	0
Total Certified:	0	0	0	0
% Assessed over Training:	0	0	0	0
% Certified over Training:	0	0	0	0
Total Job Roles Covered:	0	0	0	0
Total States Covered:	0	0	0	0
Total Districts Covered:	0	0	0	0

* Trained hereby refers to candidates who have completed their Orientation/Bridge Course. (Its Optional for PIA to fill the last column of percentage change rom previous month)

Disclaimer : Batches for which the result approval date by SSC lies between first and last day of the previous month shall become eligible for MPR of that month.

- The **Batch Details** section displays the batch details such as Project ID, Project Name, Batch ID, Batch Name, Batch Status, and Document.

C. Batch Details: *

In this section, all the batches whose result approval date by SSC lies between first and last day of the month will appear as a list. There is no action item need from PIA, except self-validation by the PIA, if necessary.

SNo	Project ID	State	District	Batch Id	Batch Name	SSC Approval Date	Batch Status
-----	------------	-------	----------	----------	------------	-------------------	--------------

- The **Photographic Evidence** section allows the Training Provider to upload photographic evidence of the Mobilization Activity, Receipt of Job Role Kit, Orientation Delivery, Conduct of Assessment for the batch.

D. Photographic Evidence *

This section asks the PIA to submit photographic evidences of four instances of the RPL execution cycle which are as below :

Instruction for upload: PIA must upload 5 unique photographs under each sub- section (there is no minimum pixel size, maximum size preferably 2 MB)

a. Mobilization Activity *

Choose file*

File size upto 10 mb
(Allowed formats jpg, png, jpeg, pdf, mp4)

b. Trainees wearing the job role kit *

Choose file*

File size upto 10 mb
(Allowed formats jpg, png, jpeg, pdf, mp4)

c. Delivery of Orientation Content*

Choose file*

File size upto 10 mb
(Allowed formats jpg, png, jpeg, pdf, mp4)

d. Conduct of Assessment *

Choose file*

File size upto 10 mb
(Allowed formats jpg, png, jpeg, pdf, mp4)

e. Others

- Click **Browse** to upload the Mobilization Activity, Receipt of Job Role Kit, Orientation Delivery, Conduct of Assessment. Training Provider can upload the only, jpg, png, jpeg, pdf, mp4, and the maximum file size is **ten** MB. Click **Upload**. On the upload, the message appears as a **file name.ext Uploaded Successfully**.

- The **Job Role Kit Invoices** section allows the Training Provider to enter the job role kit invoices for the MPRs.

E. Job Role Kit Invoices *

This section asks the PIA to submit the scanned/photo copies of invoice(s) of PMKVY job role kits ordered in that particular month. Preferably, invoices should have the name of PIA, even though kits may have been ordered by facilitator. If there is more than one invoice, please select multiple files and upload.

[Add Jobrole Kit Invoice](#)

SNo	Job Role Kit Vendor Name	Soft Copy of Jobrole Kit Invoice	Number Of Kits	Action
1.	abcd	View Document	1234	

- Click **Browse** to *upload* the Job Role Kit Invoices. Training Provider can upload the only pdf, doc, jpeg, png, xls, xlsx, and the maximum file size is **five** MB. Click Upload.
- The **Media Coverage** section displays the media coverage details such as batch ID, Batch Name, Medium, Type, Date, and Document.

F. Media/print/digital/social Coverage *:

Section F: This section asks the PIA to submit the evidence catering to the batches happening in that month in terms of the following categories mentioned below

- Print media – News or photo appeared in any printed news-paper in any languages
- Social Media- Any tweet or post in any Social Media
- Digital Media – Any news/article/photo publishes in any online or digital portal
 - Instruction for upload: PIA can either upload photos/files or provide the link of repository where all files/photos are kept as per the above three categories.

[Add Media Coverage](#)

SNo	Medium	Type	Date	Soft Copy of Media Coverage/Repository URL	Action
1	Digital Media	jpeg	09-06-2021	View Document	

* Ensure usage of #MSDE, #PMKVY, Tag the handles of Skill India Handle @MSDESkillIndia, @NSDCIndia handle and @PMKVY

* Add more rows as per requirement

- The **Attendance Sheets** section allows the Training Provider to upload the attendance sheets for MPRs.

G. Attendance Sheets:

Signed and scanned copies of batch-wise offline attendance sheets shall be submitted as per the required format (attached). Please share in the form of Annexure to this report.

File size upto 10mb (Allowed formats jpg, png, jpeg, pdf)

- Click **Browse** to *upload* the Attendance Sheets. Training Provider can upload the only pdf, jpeg, png, and the maximum file size is **ten** MB. Click Upload.

- The **Letters to District Magistrate Office** section allows the Training Provider to upload the letters to district magistrate offices for MPRs.

H. Letters to District Magistrate Offices:

Enclose scanned copy of letter(s) sent to District Magistrate office for new districts in which RPL is being convened in the reporting month as per required format (attached). Please share in the form of Annexure to this report. Kindly do not share any hard copy submissions in this regards.

Browse

File size upto 10mb (Allowed formats jpg, png, jpeg, pdf)

- Click **Browse** to *upload* the Attendance Sheets. Training Provider can upload the only pdf, jpeg, png, and the maximum file size is **ten** MB. Click Upload.
- The **Candidate Testimonial – Experience sharing** section allows the Training Provider to upload the candidate testimonials – experience sharing.

I. Candidate Testimonials – Experience sharing:

You may share candidate testimonials as Annexure to this report in the form of – written testimonials, audio/ video bytes. These testimonials can be in the form of experience sharing/ benefits accrued by the candidates after undertaking the RPL program. Share if applicable in line with the attached format.

Browse

File size upto 10mb (Allowed formats jpg, png, jpeg, pdf)

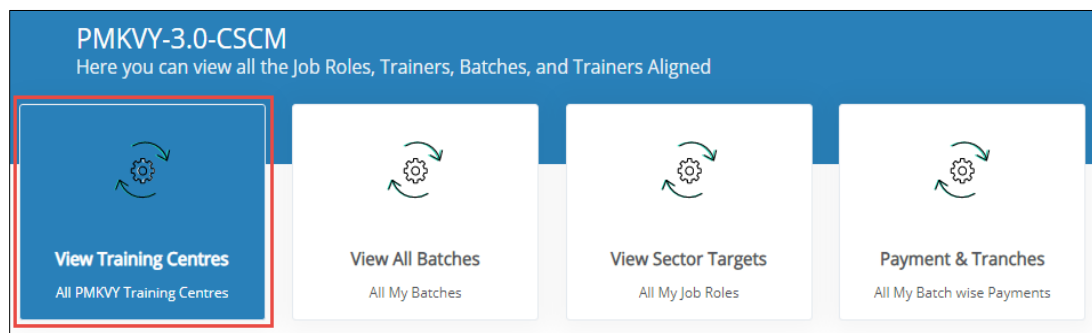
- Click **Browse** to *upload* the Attendance Sheets. Training Provider can upload the only pdf, jpeg, png, and the maximum file size is **ten** MB. Click **Upload**.
- Click **Submit**, to navigate to the **MPRs List** screen.

8 View Training Centres

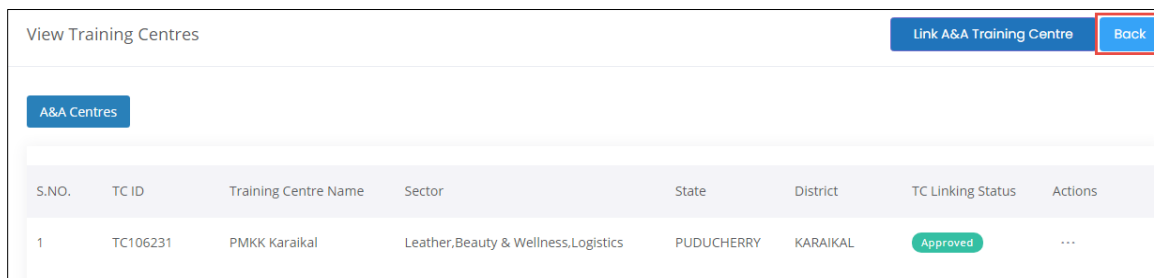
The **View Training Centres** screen allows the Training Provider (TP) to view all the assigned PMKVY 3.0 Training Centres.

To Navigate

Home - - > Dashboard - - > My Scheme/Program - - > Approved - - > Action - - > View Details - - > PMKVY - 3.0 - CSCM - RPL - - > Action - - > View Details - - > View Training Centres



- Click **View Training Centres**, the **View Training Centres** screen appears.
- The **View Training Centres** screen displays all the assigned PMKVY Training Centres.



The screenshot shows the 'View Training Centres' screen with a 'Back' button highlighted in a red box. Below the header, there is a table of A&A Centres.

S.NO.	TC ID	Training Centre Name	Sector	State	District	TC Linking Status	Actions
1	TC106231	PMKK Karaikal	Leather,Beauty & Wellness,Logistics	PUDUCHERRY	KARAIKAL	Approved	...

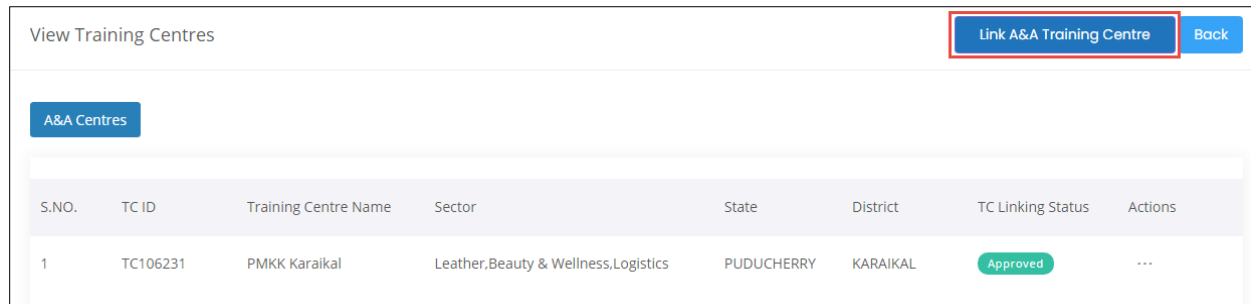
- The **View All Training Centres** screen lists all the A&A Centre along with the details such as TC ID, Training Centre Name, Sector, State, District, and also allows the Training Provider (TP) to view the details of the Training Centre under Action.
- Click **Back**, to navigate to the **PMKVY-3.0-CSCM** screen.

8.1 Link Training Centre

The **Link Training Centre** screen allows the Training Provider (TP) to Link a Training Centre (TC) for the batch.

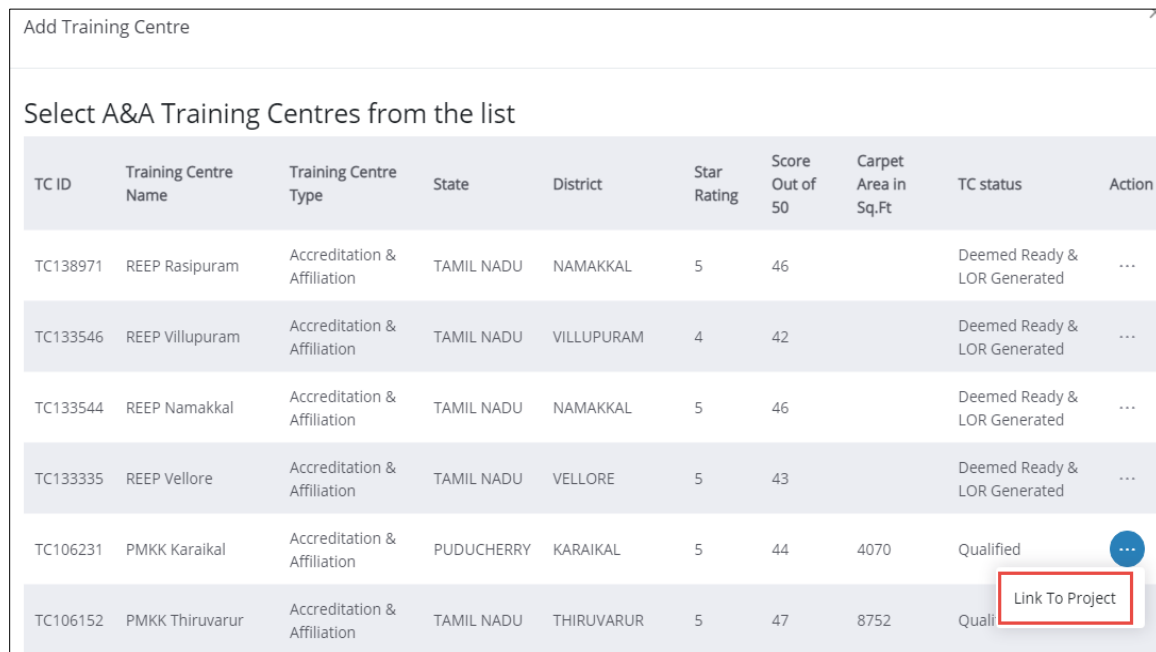
To Navigate

Home --> Dashboard --> My Scheme/Program --> Approved --> Action --> View Details --> PMKVY 3.0 – CSCM – RPL --> Action --> View Details --> View Training Centres --> Link A&A Training Centre



S.NO.	TC ID	Training Centre Name	Sector	State	District	TC Linking Status	Actions
1	TC106231	PMKK Karaikal	Leather,Beauty & Wellness,Logistics	PUDUCHERRY	KARAIKAL	Approved	...

➤ Click **Link AnA Training Centre**, the **Add Training Centre** screen appears.



TC ID	Training Centre Name	Training Centre Type	State	District	Star Rating	Score Out of 50	Carpet Area in Sq.Ft	TC status	Action
TC138971	REEP Rasipuram	Accreditation & Affiliation	TAMIL NADU	NAMAKKAL	5	46		Deemed Ready & LOR Generated	...
TC133546	REEP Villupuram	Accreditation & Affiliation	TAMIL NADU	VILLUPURAM	4	42		Deemed Ready & LOR Generated	...
TC133544	REEP Namakkal	Accreditation & Affiliation	TAMIL NADU	NAMAKKAL	5	46		Deemed Ready & LOR Generated	...
TC133335	REEP Vellore	Accreditation & Affiliation	TAMIL NADU	VELLORE	5	43		Deemed Ready & LOR Generated	...
TC106231	PMKK Karaikal	Accreditation & Affiliation	PUDUCHERRY	KARAIKAL	5	44	4070	Qualified	...
TC106152	PMKK Thiruvarur	Accreditation & Affiliation	TAMIL NADU	THIRUVARUR	5	47	8752	Quali	Link To Project

➤ Click **Link To Project**, the **Link AnA Training Centre** screen appears.

- The **Link A&A Training Centres** allows the Training Provider (TP) to select the details from the drop-down list such as Sector, Job Role, and Training Target.

Link A&A Training Centres (TC058424) View TC Details Back

Sector: * v

Select Job Role: * v

Training Target: *

Reset Add

- Click **ADD**, to add the details. The **Sector Targets** screen displays the added details such as Sector Name, QP Code, Job Role Name, Training Targets and also allows to delete under Action.

Sector Targets:

Sector Name	QP Code	Job Role Name	Training Targets	Action
Healthcare	HSS/Q5102-v(2.0)	Home Health Aide	500	🗑️

Submit To PMU
Cancel

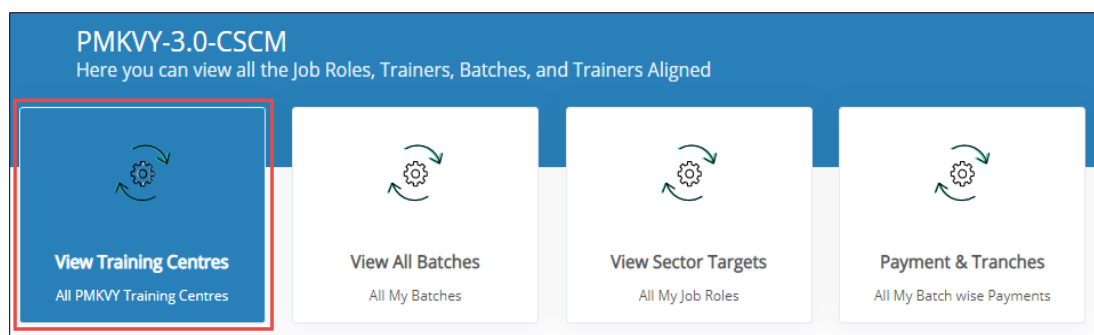
- Click **Submit to PMU**, to submit the request.

8.2 Training Centre Details

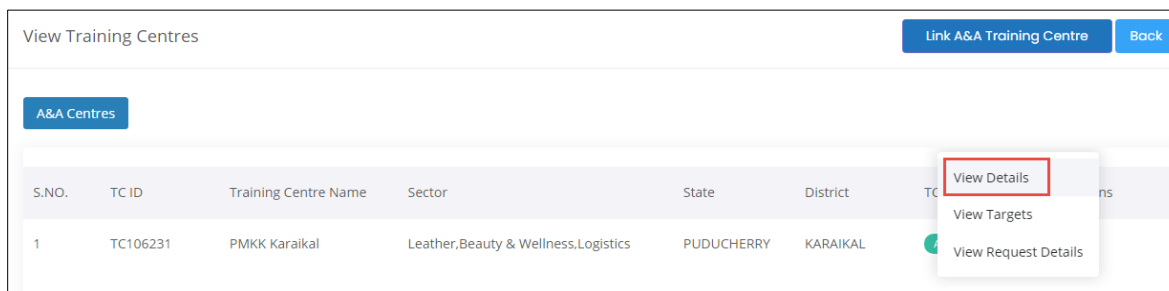
The **Training Centres Details** screen allows the Training Provider (TP) to view the details of the Training Centre.

To Navigate

Home --> Dashboard --> My Scheme/Program --> Approved --> Action --> View Details --> PMKVY - 3.0 - CSCM – RPL --> Action --> View Details --> View Training Centres --> Action --> View Details



- The **View All Training Centres** screen displays all the assigned PMKVY Training Centres.



The screenshot shows the "View Training Centres" screen. It has a table with columns: S.NO., TC ID, Training Centre Name, Sector, State, District, TC Link Status, and Actions. A dropdown menu is open over the "View Details" button in the Actions column, which is highlighted with a red box. The dropdown options are "View Details", "View Targets", and "View Request Details".

S.NO.	TC ID	Training Centre Name	Sector	State	District	TC Link Status	Actions
1	TC106231	PMKK Karaikal	Leather,Beauty & Wellness,Logistics	PUDUCHERRY	KARAIKAL		View Details View Targets View Request Details

- The **View All Training Centres** screen lists all the assigned Training Centres along with the details such as TC ID, Training Centre Name, Sector, State, District, TC Link Status, and also allows the Training Provider (TP) to view the details of the Training Centre.
- Click **View Details**, to download and view the details of the training centre.

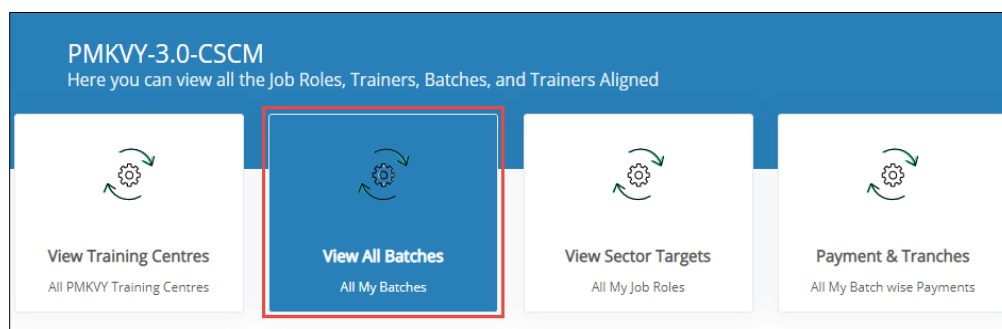
Note: The Training Provider (TP) can *download* and *view* the Training Centre details only in **pdf** format.

9 View All Batches

The **View All Batches** screen allows the Training Provider (TP) to view all the created PMKVY RPL batches of the approved project.

To Navigate

Home --> Dashboard --> My Scheme/Program --> Approved --> Action --> View Details --> PMKVY – RPL --> Action --> View Details --> View All Batches



➤ The **All Batches and Sector Targets** screen lists all created batches in **three** tabs as listed below.

- Batch creation
- Training and Attendance
- Assessment and Certification

All Batches and Sector Targets

Batch Creation Training and Attendance Assessment and Certification

Batch Start Date: Start date Batch End Date: End date Search for Batch ID: Search Batch Type: Select Batch Type

S.NO.	Batch ID/Batch	State	District	Job Role Name	QP Code	Batch Type	Batch Start Date	Batch End Date	Batch Creation Date	Status	Ceremony Status	Actions
1	253682/COVIDRPL3/TP0 01111/2021- 2021/TC058424/(HSS/Q 5102)/253682	BIHAR	SHEOHAR	Home Health Aide	HSS/Q5102	Regular	Jun 9, 2021	Jun 10, 2021	Jun 9, 2021	Result Accepted by SSC		

➤ The **Training Provider** can also search for a particular batch based on Batch Start Date, Batch End Date, Batch ID, and Batch Type. Click **Apply**, to search for a particular batch.

➤ The **All Batches and Sector Targets** screen lists all the created batches along with the details of the batches such as Batch ID/Batch, State, District, Job Role Name, QP Code, Batch Start Date, Batch Type, Batch End Date, Batch Creation Date, Status, Ceremony and also allows the Training Provider to view the details.

- The **Batch Creation** screen lists all the created batches along with the details of the batches such as Batch ID/Batch, State, District, Job Role Name, QP Code, Batch Start & End Date, Batch Creation Date, Status and also allows to view the details of the batch.

All Batches and Sector Targets

Batch Creation Training and Attendance Assessment and Certification

Batch Start Date: Start date Batch End Date: End date Search for Batch ID: Search Batch Type: Select Batch Type

S.NO.	Batch ID/Batch	State	District	Job Role Name	QP Code	Batch Start Date	Batch Type	Batch End Date	Batch Creation Date	Status	Ceremony Status	Actions
1	5061/RPL3/TP000010/2019-2019EMPLOYER_000178(AGR/Q0101)5061	ANDHRA PRADESH	VISAKHAPATANAM	Paddy Farmer	AGR/Q0101	Aug 30, 2019	Regular	Sep 2, 2019	Aug 29, 2019	Batch Accepted SSC	View Details	Cancel Batch

- Click **View Details**, the **Enrolled Candidate List** screen appears.
- The **Enrolled Candidate List** screen lists all the enrolled candidates along with the details of the candidates such as Candidate ID, Candidate Name, Gender, Disability, State, District, Email Address, Mobile, and also allows the Training Provider (TP) to view the details.

Enrolled Candidate List (10)

Selected 0 candidates:

<input type="checkbox"/>	Candidate ID	Candidate Name	Gender	Disability	State	District	Email Address	Mobile	Action
<input type="checkbox"/>	CAN_022254	Gunny DJ	Male	N/A	N/A	N/A	joseph@gmail.com	7760170998	View Details
<input type="checkbox"/>	CAN_022255	Gunnycx	Female	N/A	N/A	N/A	joseph@gmail.com	7760170998	...
<input type="checkbox"/>	CAN_022268	Gunny CJ	Female	N/A	N/A	N/A	joseph@gmail.com	7760170999	...


Note: Click **Download File**, to download the enrolled candidate list only in **pdf** format.

9.1 View Applicant Details

The **View Applicant Details** screen displays the candidate profile picture and hosts the details of the applicant in **five** sections as mentioned below.

- Personal Information
- Contact & Address Details
- Education Details
- Training Preferences
- Applicant Type

- The **Personal Information** section displays the basic details of the candidate such as the Name of the Candidate, Date of Birth, Gender, Category, and Religion.

View Applicant Details		Go Back
Personal Information		
Name of The Candidate	: Gunnyx	Date Of Birth : 09-01-2002
Gender	: Female	Category : General
Religion	: Hindu	

- The **Contact & Address Details** section displays the contact and Address details such as the Mobile Number of Candidate, Pincode, Email Address of Candidate, State/Union Territory, Candidate Address, District/City, and Tehsil/Mandal.

Contact & Address Details			
Mobile Number Of Candidate	: 7760170998	Pincode	: 563130
Email Address Of Candidate	: joseph@gmail.com	State / union Territory	: Karnataka
Candidate Address	: swarnanagar	District / City	: Kolar
		Tehsil / Mandal	:

- The **Education Details** section displays the education details of the candidate.

Education Details	
Yes	:

- The **Training Preferences** section displays the training preferences details such as Job Role, QP Code, Sector Name, and Sub-Sector Name.

Training Preferences				
S.NO.	Job Role	QP Code	Sector Name	Sub-Sector Name
No Data Available				

- The **Applicant Type** section displays the applicant type details.

Applicant Type
Candidate

- Click **Go Back**, to navigate to the **Enrollment** screen.
- The **Training and Attendance** section displays the training and attendance details such as Batch ID/Batch, State, District, Job Role Name, QP Code, Batch Start Date, Batch Type, Batch End Date, Batch Creation Date, Status, Ceremony Status and also allows the Training Provider to view the details.

All Batches and Sector Targets												
Batch Creation		Training and Attendance		Assessment and Certification								
Batch Start Date:		Batch End Date:		Search for Batch ID:		Batch Type:						
Start date		End date		Search		Select Batch Type		Apply		Reset		
S.NO.	Batch ID/Batch	State	District	Job Role Name	QP Code	Batch Start Date	Batch Type	Batch End Date	Batch Creation Date	Status	Ceremony Status	Actions

- The **Assessment and Certification** section displays the assessment and certification details such as Batch ID/Batch, State, District, Job Role Name, QP Code, Batch Start Date, Batch Type, Batch End Date, Batch Creation Date, Status, Ceremony Status and also allows the Training Provider to view the details.

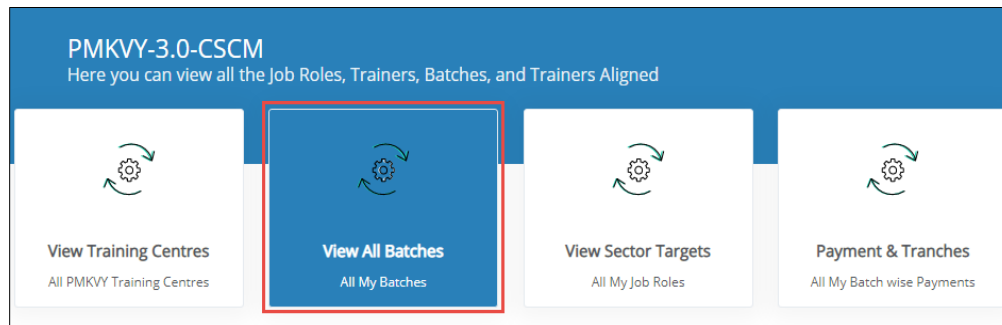
All Batches and Sector Targets												
Batch Creation		Training and Attendance		Assessment and Certification								
Batch Start Date:		Batch End Date:		Search for Batch ID:		Batch Type:						
Start date		End date		Search		Select Batch Type		Apply		Reset		
S.NO.	Batch ID/Batch	State	District	Job Role Name	QP Code	Batch Start Date	Batch Type	Batch End Date	Batch Creation Date	Status	Ceremony Status	Actions

9.2 Change Assessment Date

The **Change Assessment Date** screen allows the Training Provider to change the assessment date for a batch.

To Navigate

Home --> Dashboard --> My Scheme/Program --> Approved --> Action --> View Details --> PMKVY - RPL --> Action --> View Details --> View All Batches --> All Batches and Sector Targets --> Batch Creation --> Actions --> Change Assessment Date



- The **Batch Creation** section displays the batch creation details such as Batch ID/Batch, State, District, Job Role Name, QP Code, Batch Start Date, Batch Type, Batch End Date, Batch Creation Date, Status, and also allows to change the assessment date under Actions.

All Batches and Sector Targets

Batch Creation Training and Attendance Assessment and Certification

Batch Start Date: Batch End Date: Search for Batch ID: Batch Type:

S.NO.	Batch ID/Batch	State	District	Job Role Name	QP Code	Batch Type	Batch Start Date	Batch End Date	Batch Creation Date	Status	Ceremony Status	Actions
1	248872/RPL3/T P000145/2021- 2021/TC106231 /(BWS/Q0202)/2 48872	PUDUCHERR Y	KARAIKAL	Hair Stylist	BWS/Q0202	Regular	Mar 25, 2021	Mar 26, 2021	Mar 23, 2021	Batch Accepted By SSC		<input type="button" value="Change Assessment Date"/>
2	247926/RPL3/T P000145/2021- 2021/TC106231 /(BWS/Q0202)/2 47926	PUDUCHERR Y	KARAIKAL	Hair Stylist	BWS/Q0202	Regular	Mar 23, 2021	Mar 24, 2021	Mar 20, 2021	Assessment Started		

- Click **Change Assessment Date**, the **Request Assessment Dates Change** screen appears.

- The **Request Assessment Dates Change** screen displays the assessment dates change request details such as Training Centre & Location, Job Role, SSC, Assessment Agency, and District.

Assessment Date Change
✕

Batch ID - 248872

Assessor ID - N/A **Assessor Name - N/A**

Training Centre Name & Location - PMKK Karaikal Location 1

Job Role - Hair Stylist **Assessment Agency - (N/A)**

State - PUDUCHERRY **District - KARAİKAL**

SSC - Ms Annu Wadhwa

Original Assessment Date - **Previous Assessment Start**
29-03-2021 **Date -**
31-03-2021

New Assessment Date(s):*

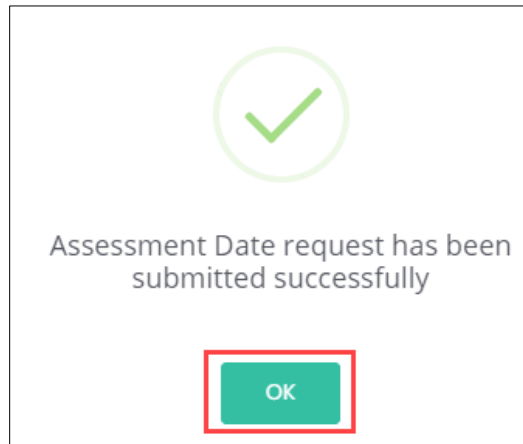
Supporting Document:

File size upto 5mb (Allowed formats jpg, png, jpeg, pdf)

Reason for Change: *

- Select the appropriate new assessment start date and end date from the Assessment Dates drop-down calendar.

- Click **Browse** to *upload* the Supporting Document. Training Provider can upload the only jpg, png, jpeg, pdf, and the maximum file size is **five** MB. Click **Upload** and enter the appropriate comment for changing the assessment date.



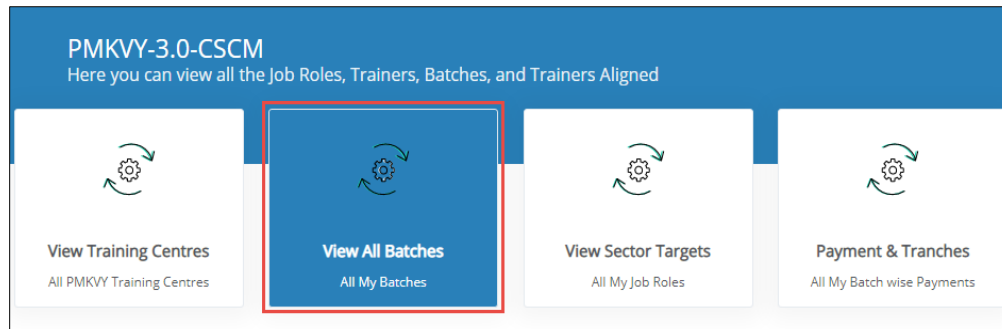
- Click **OK**, to navigate to the **All Batches and Sector Targets** screen.

9.3 Cancel Batch

The **Cancel Batch** screen allows the Training Provider to cancel the RPL Type III PMKVY batch.

To Navigate

Home --> Dashboard --> My Scheme/Program --> Approved --> Action --> View Details --> PMKVY - RPL --> Action --> View Details --> View All Batches --> All Batches and Sector Targets --> Batch Creation --> Actions --> Cancel Batch



- The **Batch Creation** section displays the batch creation details such as Batch ID/Batch, State, District, Job Role Name, QP Code, Batch Start Date, Batch Type, Batch End Date, Batch Creation Date, Status, and also allows to cancel batch under Actions.

All Batches and Sector Targets

Batch Creation Training and Attendance Assessment and Certification

Batch Start Date: Start date Batch End Date: End date Search for Batch ID: Search Batch Type: Select Batch Type Apply Reset

S.NO.	Batch ID/Batch	State	District	Job Role Name	QP Code	Batch Type	Batch Start Date	Batch End Date	Batch Creation Date	Status	Ceremony Status	Actions
1	248874/RPL3/TP000145/2021-2021/TC106231/(BWS/Q0202)/248874	PUDUCHERRY	KARAIKAL	Hair Stylist	BWS/Q0202	Regular	Mar 27, 2021	Mar 28, 2021	Mar 23, 2021	Batch Created		Cancel Batch

- Click **Cancel Batch**, the **Cancel Batch** screen appears.

- The **Cancel Batch** screen displays the batch details such as Name of the Batch, Batch ID, Assessor ID, Assessor Name, Training Centre & Location, Job Role, Assessment Agency, State, District, Assessment Dates, and SSC.

Cancel Batch
✕

Name of The Batch - RPL3/TP000145/2021-
2021/TC106231/(BWS/Q0202)/248874

Assessor ID - N/A

Training Centre Name & Location - PMKK Karaikal

Job Role - Hair Stylist

State - PUDUCHERRY

Assessment Dates: 02-04-2021 to 02-04-2021

Reason/Comment:

Batch ID - 248874

Assessor Name - N/A

Assessment Agency - (N/A)

District - KARAİKAL

SSC -

Close

Cancel Batch

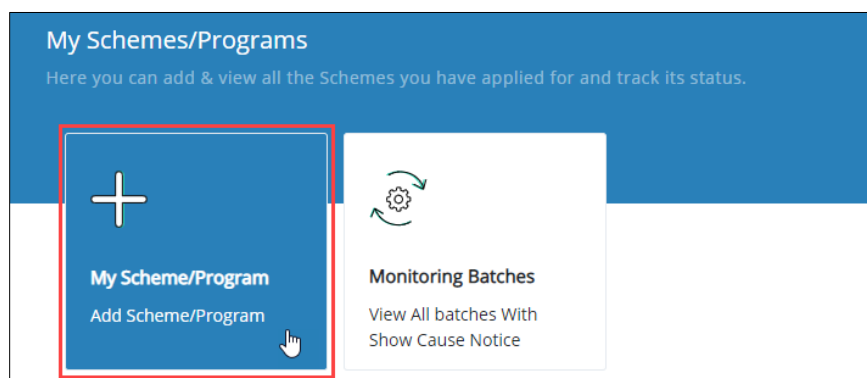
- Enter the appropriate reason for cancelling the batch.
- Click **Cancel Batch**, the **Batch has been cancelled successfully** message appears.

10 Resubmit Requests

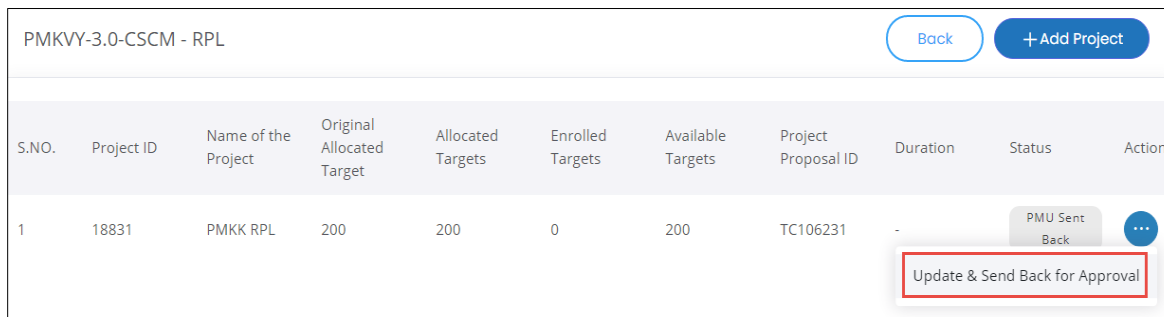
The **Resubmit Requests** screen allows the Training Provider (TP) to resubmit the project for RPL PMU approval.

To Navigate

Home --> Dashboard --> My Scheme/Program --> Approval in Progress --> Action --> View Details --> PMKVY – RPL --> Action --> Update & Send Back for Approval



- The **Update & Send Back for Approval** screen displays the project details such as Project ID, Name of the Project, Allocated Targets, Enrolled Targets, Available Targets, Project Proposal ID, Duration, Station, and also allows the Training Provider to update & send back the project for approval.



The screenshot shows a table with project details for 'PMKVY-3.0-CSCM - RPL'. The table has columns for S.NO., Project ID, Name of the Project, Original Allocated Target, Allocated Targets, Enrolled Targets, Available Targets, Project Proposal ID, Duration, Status, and Action. A red box highlights the 'Update & Send Back for Approval' button in the Action column of the first row.

S.NO.	Project ID	Name of the Project	Original Allocated Target	Allocated Targets	Enrolled Targets	Available Targets	Project Proposal ID	Duration	Status	Action
1	18831	PMKK RPL	200	200	0	200	TC106231	-	PMU Sent Back	Update & Send Back for Approval

- Click **Update & Send Back for Approval**, to navigate to the **Project Details** screen.
- The **Project Details** screen hosts *three* sections as listed below.
 - Project Details
 - Promoter Details
 - Single Point of Contact Info

- The **Project Details** screen displays the details of the project such as Project Proposal ID, Project Name, RPL Type, Project Type, Min Batch Size, Max. Batch Size, Agreement Date, Project Duration in Days, Implementing Organization Name, and Facilitator Organization Name.

Scheme: PMKVY-3.0-CSCM - COVID Upskilling - RPL Type III - At Centres Back

Project Details:

Project Proposal ID:* TW four

Project Name:* TW four

RPL Type: COVID Upskilling - RPL Type III - At Centres

Project Type:* Government Non-Government Government MOU

Min. Batch Size:* 1 Max. Batch Size:* 30

Agreement Date:* 10-06-2021

Project Duration in Days:* 50

Implementing Organization Name: JAN KALYAN SAMITI BIKRAMGANJ

Facilitator Organization Name: Facilitator Organization Name Add

1. TW four

- The Training Provider can modify the project details such as Project Proposal ID, Project Name, Project Type, Agreement Date, Project Duration in Days, and Facilitator Organization Name.
- The **Promoter Details** section displays the details of the Promoter such as Name, Designation, Phone, Email, Address, Assessment Mode, Total Project Target, Dual Logo Required also allows the Training Provider to delete the promoter details under Action.

Enter Promoter Details:* Add Promoter

S.No	Name	Designation	Phone	Email	Address	Action
1	R SRIDHAR	MANAGING TRUSTEE	9443322732	SRIDHAR.R2010@GMAIL.COM	NAMAKKAL	🗑️

Total Project Target:* 200 Assessment Mode: SSC

Dual Logo Required:* No v
(Select YES if Dual logo is approved in the project termsheet)

- The **Single Point of Contact Info** section displays the contact details such as Name of Primary SPOC, Mobile Number of Primary SPOC, Email Address of Primary SPOC, Name of Secondary SPOC, Mobile Number of Secondary SPOC, Email Address of Secondary SPOC and also allows the Training Provider to modify the contact details.

Single Point of Contact Info:

Name of Primary SPOC:*

Mobile Number of Primary SPOC:*

Email Address of Primary SPOC:*

Name of Secondary SPOC:

Mobile Number of Secondary SPOC

Email Address of Secondary SPOC:

Comments: *

- Click **Save & Next**, to navigate to the **Add Sectors and Job Roles** screen.
- The **Add Sectors and Job Roles** screen hosts **two** sections as listed below.
 - Add Sectors and Job Roles
 - Location (As Approved)
- The **Add Sectors and Job Roles (as per approved Termsheet)** section displays the details of sectors and job roles such as Sector (Code), Job Role Name (code), NSQF Level, Training / Orientation, Bridge Module Required, Bridge Module Hours, Total Training / Orientation Hours, Target, Total Target and also allows the Training Provider (TP) to delete or modify the job role details. The Training Provider (TP) can add multiple Job Roles.

Scheme: PMKVY-3.0-CSCM - COVID Upskilling - RPL Type III - At Centres

Add Sectors and Job Roles(as per approved termsheet):

Sector (Code)	Job Role Name (code)	NSQF Level	Training/Orientation Hours	Bridge Module Required	Bridge Module Hours	Total Training/Orientation Hours	Target	Action
Healthcare	Home Health Aide (HSS/Q5102 - v2.0)	3	12	Yes	12	24	500	<input style="border: 2px solid red;" type="button" value="✕"/>
						Total Target	500	

- The **Location** section displays the details of the location such as State, District, Aadhaar Required, Target, and also allows the Training provider to delete the location details under Action. The Training Provider (TP) can add multiple locations.

Location (As Approved):

Select Location:

Location / Target Distribution:

Sl.No	State	District	Aadhaar Required	Target
1	PUDUCHERRY	KARAIKAL	Yes <input type="button" value="v"/>	<input type="text" value="200"/>
				Total Target 200

Comments: *

- Click **Save & Next**, to navigate to the **Tentative Payout to TP / PIA Base Cost** screen.
- The **Tentative Payout to TP / PIA Base Cost** screen hosts **two** sections as listed below.
 - Tentative Payout to TP / PIA Base Cost
 - Upload Supporting Documents
- The **Enrolled Source** screen allows the Training Provider (TP) to select the source from the drop-down list.

Scheme: PMKVY-3.0-CSCM - COVID Upskilling - RPL Type III - At Centres

Enrollment Source: *

Tentative Payout To TP/PIA Base Cost(as per approved termsheet):

Sl. No.	Sector (Code)	Job Role Name (code)	NSQF Level	Training/Orientation Hours	Bridge Module Required	Bridge Module Hours	Total Training/Orientation Hours	Target
1.1	Healthcare (35)	Home Health Aide (HSS/Q5102)-v2.0	3	12	Yes	12	24	500

- The **Tentative Payout to TP / PIA Base Cost** section displays the details of tentative payout such as Sector (Code), Job Role Name (Code), NSQF Level, Training / Orientation, Bridge Module Required, Bridge Module Hours, Total Training / Orientation Hours and Target.
- The **Upload Supporting Documents** section displays the uploaded supporting documents such as Signed Termsheet, Signed Agreement / Indemnity Bond, and Other Supporting Documents. The Training Provider can modify the supporting documents.

Upload Supporting Documents:

Signed Termsheet: *

✔

File size upto 10mb (Allowed formats jpg, png, jpeg, pdf)

Signed Agreement/Indemnity Bond: *

✔

File size upto 5mb (Allowed format jpg, png, jpeg, pdf)

Other Supporting Documents:

File size upto 5mb (Allowed formats jpg, png, jpeg, pdf, docx, xlsx)

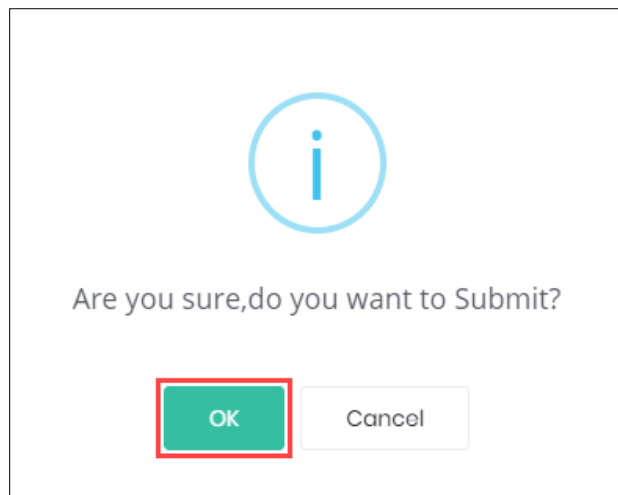
Comments: *

▼

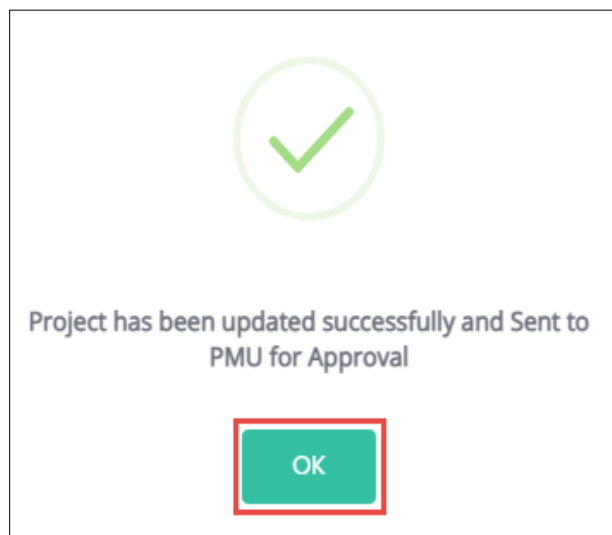
Not Verified

Please select enrolment source as Unified Candidate Portal and attach signed and stamped sanction letter instead of sanction email

- Click **Save & Submit**, the following screen appears.



- Click **OK**, following screen appears.



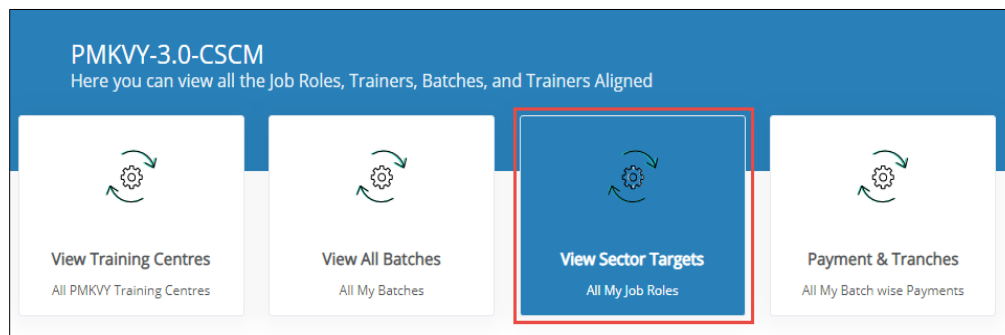
- Click **OK**, to navigate to the **My Scheme/Program** screen.

11 View Sector Targets

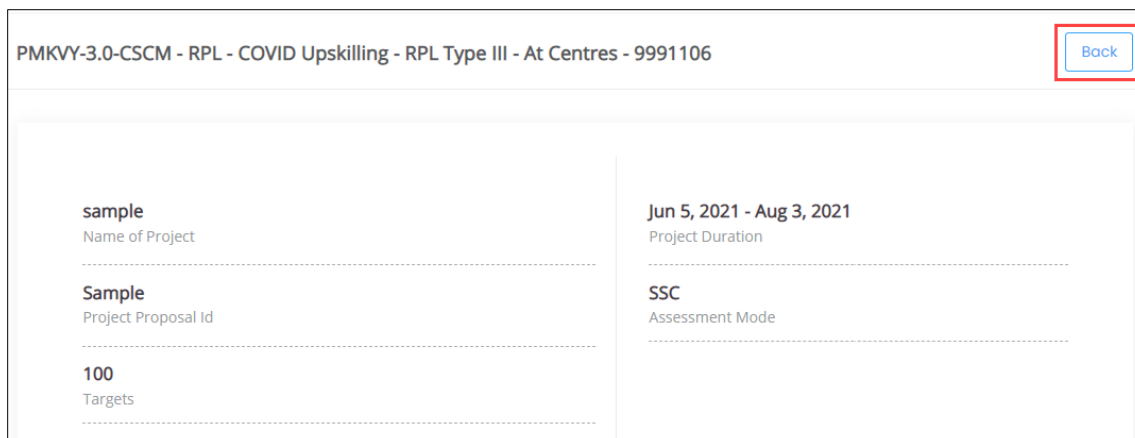
The **View Sector Targets** screen allows the Training Provider (TP) to view all sector targets of the project.

To Navigate

Home --> Dashboard --> My Scheme/Program --> Approved --> Action --> View Details --> PMKVY – 3.0 – CSCM - RPL --> Action --> View Details --> View Sector Targets



- The **PMKVY – 3.0 – CSCM – Covid Upskilling RPL – Type III** screen displays the project details such as Name of Project, Project Duration, Project Proposal ID, Assessment Mode, and Targets.



The screenshot shows the project details for 'PMKVY-3.0-CSCM - RPL - COVID Upskilling - RPL Type III - At Centres - 9991106'. A 'Back' button is located in the top right corner, highlighted with a red box. The details are organized into two columns:

<p>sample Name of Project</p> <p>.....</p> <p>Sample Project Proposal Id</p> <p>.....</p> <p>100 Targets</p> <p>.....</p>	<p>Jun 5, 2021 - Aug 3, 2021 Project Duration</p> <p>.....</p> <p>SSC Assessment Mode</p> <p>.....</p>
--	--

- The **All Assigned Sector Targets** section displays the assigned sector targets details such as Sector Name, Associated Job Role, QP Code, QP Version, Proposed Training Target, and Allocated Jobrole Target.

All Assigned Sector Targets					
Sector Name	Associated Job Role	QP Code	QP Version	Proposed Training Target	Allocated jobrole target
Agriculture	Paddy Farmer	AGR/Q0101	1.0	200	0
Agriculture	Mushroom Grower	AGR/Q7803	1.0	200	0

- Click **Back**, to navigate to the **PMKVY-3.0-CSCM - RPL - COVID Upskilling - RPL Type III** screen.