Upload of Placement Proofs and TP/TC Level verifications of Placements under PMKVY 2016-2020

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Process Flow

The process flow is given below for reference. However, the detailed version of each step is given in the manual.

Note: The option of “Reject” is also given. In case discrepancies are found during the process of verifications at TP/TC Level, TP/TCs are mandated to coordinate with the Placement officer and rectify the records to satisfaction and advised not to reject the record. Since system allows rejection only once per record in the entire cycle.

Important Links:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>valid proof of employment</td>
<td></td>
</tr>
<tr>
<td>TC-SDMS portal</td>
<td><a href="http://www.sc.nsdcindia.org">www.sc.nsdcindia.org</a></td>
</tr>
<tr>
<td>SDMS Placement portal</td>
<td><a href="https://placement.nsdcindia.org/">https://placement.nsdcindia.org/</a></td>
</tr>
</tbody>
</table>
Creation of Placement officer’s profile

- Access the TC SDMS Portal by clicking on https://sc.nsdcindia.org/
- Click on Placement officer tab under placement menu
- New window with Placement officer details will open

- Enter name, email id and mobile number of the placement officer in the respective fields
- Enter the OTP received on the mentioned mobile number
- Click on submit Button

- A Success message will be displayed
- click on ok
Placement officer's details will be sent to registered Email id

- User id and password will be shared through mail
- Along with a Login link shared through the email
- Click on the link “Click here to open the Portal or login to Placements Portal through https://placement.nsdcindia.org/
Uploading the Employment Records of Placed candidates

1. Login to Placements Portal through following link
   Link: https://placement.nsdcindia.org/
   - Provide the Log in credentials:
     - Username and Password of Placement Officer

2. Click on “Placements Details” Tab, and select a batch to view the list of candidates
3. Click on “Candidate List” Tab to view the candidate details

4. Select the candidate whose placement details have to be entered into the system
5. Select the “type of employer” from the list
   - Wage employment
   - Self Employment
   - Apprenticeship
Option of Wage Employment:

Scenario: Adding Records of wage employment for the 1st Time

1. Select candidate employment from date
2. Name of employer
3. Monthly Income in INR – in case the per month salary is above 25000, a pop up will appear stating that “do you confirm that the per month salary is above INR 25000”

4. International Placement (yes/no)
5. Designation – please mention the designation as per the appointment letter
6. Click on Upload button to upload the documents:

7. Upload documents for 1st time for wage employment, and accept the declaration. Click on Submit. A pop Up will appear stating “Saved successfully”

*Please note: Bank statement and salary slips are mandatory for wage employment 2nd month onwards - month on month basis. In addition, appointment letter may also be uploaded (offer letter is not a valid proof of employment)*
8. The candidate’s details will appear on the screen
**Scenario: Staying at the same job**

1. For the next month’s entry, if the candidate is staying at the same job, the following fields will not be editable:
   - type of employment
   - From Date
   - Name of Employer
   - International Placement

   However, the following fields will be editable:
   - Monthly Income
   - Designation

   Please select/fill the relevant information of editable fields as per the month’s status and click on upload

2. Upload the relevant document proofs – (salary slip and bank statement are mandatory documents)
   - Upload the document proof for the last record of employment salary slip and bank statement are mandatory documents) and accept the declaration
3. A pop Up will appear stating “saved successfully”

![Saved Successfully]

4. Click on “Submit”. The employment details will be visible for the said month on the screen

![View Candidate Employment Details]

**Scenario: Took a Break and Join Same Job**

1. If the candidate has taken a break of more than 7 days, and rejoined the same organization, then the option of “current employment status” should be chosen as took break and join same job. In this case, the following fields will be non editable:
   - Name of employer

   The following fields should be filled:
   - From date: date of re-joining the organization
   - Previous Record to date: the date of last day of employment of last record in the same organization
   - Monthly Income
   - Designation
   - Click on Upload document proof
2. Upload the relevant document proof and accept the declaration
   - Upload the document proof for the last record of employment salary slip and bank statement are mandatory documents) and accept the declaration

<table>
<thead>
<tr>
<th>Type of Document Proof</th>
<th>Attachment File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Certificate</td>
<td>No file chosen</td>
</tr>
<tr>
<td>Salary Slips issued by the employer</td>
<td>CANCELED.jpg</td>
</tr>
<tr>
<td>Current Employment Document Proofs</td>
<td></td>
</tr>
</tbody>
</table>

- Upload the document proof for current record and accept the declaration
3. Submit the details. The employment record will be visible on the screen.

**Scenario: Took break and join another job**

1. This should be a candidate who has taken a break of 7 days and more, and joined another organization. All fields will be editable in this case. Please fill the details as per the employment and click on upload document proof.

2. Click on Upload document proof, upload the required document proof, accept the disclaimer, and click on submit.
3. The employment details will reflect on the page

Switched to another job without Break

1. This option should be chosen if the candidate has switched to another employer within 7 days of the last date of previous employer. All fields are required to be filled.

2. Click on Upload document proof, upload the required document proof, accept the disclaimer, and click on submit
3. Submit the details. The summary of employment will appear on the screen.
**Scenario: Switched to self employment**

1. This option should be chosen if a candidate has switched his/her employment from wage to self. Please populate all the fields such as start date of self employment, nature of employment, monthly income, etc and click on upload document proof.

2. Upload documents as per the mandates of PMKVY 2016-2020 Placement guidelines.

3. Upload the document, save and submit. The employment details will be visible on the page.
**Scenario: Quit the job and unemployed**

1. This option should be chosen if the candidate has quit the job and is not in employment (wage and self)

2. Documents to be uploaded for the previous record in case the candidate was in wage employment and accept the declaration

3. Submit the record. The employment details will be visible on the screen
Scenario: Quit the job and unemployed (2\textsuperscript{nd} time)

This option should be chosen if the candidate has quit the job and is unemployed for the next month as well. In such a case, no documents will be required to be uploaded.
**Type of employment: Self employment**

**Scenario: Adding record for the 1st time**

1. This option should be chosen if the candidate has been placed in self employment for the 1st time. All fields should be filled such as:
   - Type of employer
   - From date
   - Nature of employment
   - Monthly Income (INR)
   - International placement (yes/no)
   - State
   - District

![Candidate Employment Details Form](image)

2. Click on “Upload Document proof” and upload the required documents as per the guidelines of PMKVY 2016-2020 (Bank statement is mandatory – however, for the 1st month, bank statement without earnings may also be considered. 2nd month onwards, the increment in income is required to be captured)
3. Accept the Declaration. And submit the details

**Scenario: Staying at the same profession**

1. This option should be chosen if the employee is staying at the same profession
2. Documents to be uploaded as per the screen shot. Accept the declaration and click ‘ok’

3. A pop up will appear with the message “saved successfully”. Click ok. The employment details will be visible on the page.
Quit his/her Profession (1st Time)

1. This option should be selected if the candidate has quit the profession (self employment)

   The following fields have to be filled:
   - From date

2. Documents to be uploaded for last entry. Accept the declaration and click on ok. The record will be added in the system

Quit his/her profession (2nd time)

This option should be chosen if the candidate has quit his/her profession for the second time. Submit the details and the record will be added on the employment summary.
Scenario: Switched to wage employment

1. This option should be chosen if the candidate has switched to wage employment. The following fields have to be filled:
   - From date
   - Name of employer
   - Monthly remuneration in INR
   - International placement status (yes/no)
   - Designation

2. Click on “Upload document proof” and upload mandatory documents (salary payment proof, appointment letter/letter issued by the employer) and submit the details.
3. Employment details will be visible on the page

<table>
<thead>
<tr>
<th>FROM DATE</th>
<th>TO DATE</th>
<th>INTERNATIONAL Placement?</th>
<th>CURRENT EMPLOYMENT STATUS</th>
<th>TYPE OF EMPLOYER</th>
<th>Centre Candidate ID</th>
<th>NAME OF EMPLOYER/NATURE OF EMPLOYMENT</th>
<th>MONTHLY INCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-May-2017</td>
<td></td>
<td>No</td>
<td>Switched to wage employment</td>
<td>Wage Employment</td>
<td>A900000C-000000CE</td>
<td>Ants Infomatos</td>
<td>60000</td>
</tr>
<tr>
<td>01-Apr-2017</td>
<td>30-Apr-2017</td>
<td></td>
<td>Quit or change profession</td>
<td>Self Employed</td>
<td>A900000C-000000CE</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>01-Mar-2017</td>
<td>31-Mar-2017</td>
<td></td>
<td>Quit or change profession</td>
<td>Self Employed</td>
<td>A900000C-000000CE</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>01-Feb-2017</td>
<td>28-Feb-2017</td>
<td>No</td>
<td>Changing of the same profession</td>
<td>Self Employed</td>
<td>A900000C-000000CE</td>
<td>Retail Business</td>
<td>30000</td>
</tr>
<tr>
<td>02-Jan-2017</td>
<td>31-Jan-2017</td>
<td></td>
<td></td>
<td>Self Employed</td>
<td>A900000C-000000CE</td>
<td>Retail Business</td>
<td>30000</td>
</tr>
</tbody>
</table>
Type of employment: Apprenticeship

Options for Apprenticeship will be more or less similar to option of wage employment detailed in the above section

Note:

- Candidates have to be tracked for a period of 12 months
- Candidates data has to be uploaded month on month for a period of 12 months with mandatory documents such as salary slip/bank statement/appointment letter wherever applicable
- You may refer to the help text given against each document field in the “upload document” section to understand the definition of the document
- Offer letter is not considered to be a valid proof of employment
- For any technical glitch/query, please raise JIRA
1st level verification: By TP/TC SPOC

- Login through TC- SDMS Portal to approve the employment record for Particular month
- TC will login to TC-SDMS portal [https://sc.nsdcindia.org/](https://sc.nsdcindia.org/) to approve/Edit or reject the record

- User to navigate to the placement verification tab

- Batches pending for placement verification will be displayed
• Click on the batch and then click on “+” icon under batch list

• Click on the ‘month’ to verify the records of a particular month
Note: Candidates have to be verified on month on month basis

- Click on the “candidate ID” to view the record

- Select the check box option for “document uploaded are correct or not”
  - Select “Yes” for approving the record
  - Select “NO” for rejecting the record
- Click on view/download
- File will be downloaded for verification

Candidate Employment Details

<table>
<thead>
<tr>
<th>Employment Type</th>
<th>Nature of Employment</th>
<th>From</th>
<th>To</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self Employed</td>
<td>Full Time</td>
<td>11/1/2017</td>
<td>11/20/2017</td>
<td>12000</td>
</tr>
</tbody>
</table>

Candidate Employed Status

<table>
<thead>
<tr>
<th>Number of days employed in the month</th>
<th>Candidate placed for minimum days in the month</th>
<th>Has the candidate been placed for minimum days in the month?</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>0</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Candidate Continuous Employment Status

<table>
<thead>
<tr>
<th>Continuous employment days</th>
<th>Minimum Continuous days candidate has to be placed</th>
<th>Has the candidate been placed for continuous 90 days?</th>
</tr>
</thead>
<tbody>
<tr>
<td>90</td>
<td>90</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Candidate Document Details

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Documents uploaded are correct</th>
<th>View / Download</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof of additional earning (bank statement)</td>
<td>Select</td>
<td></td>
</tr>
</tbody>
</table>
- Check all mentioned fields along with the documents.
- Click on Submit

- Click on the check box displayed on user's screen
- Click on “APPROVE” button
• Alert message will be displayed on user’s screen
  o Document verification successfully completed
  o An alert message will be displayed on User’s Screen

Note: TP/TC SPOCs are mandated to ensure that supporting placement documents are uploaded against each verified candidate placement record.
Rejection of the placement record by TC

- Click on the batch
- Batch list will be displayed, Click on the batch to view month wise

- Click on “+” icon to expanded list of months
- Click **month** wise to verify the record

- Click on the “**candidate ID**” under candidate list, to view the record
• Select the option for “document uploaded are correct or not”
• Select “No” for rejecting the record

• Click on Submit button
• An alert message will be displayed “document validation successfully completed”

• An Email notification will be sent to Placement officer’s email id
• Login through the placement officer’s portal to check the rejected candidate list
• Enter username and password, click on login

• After login, user will Select the “Rejected candidates “tab under placement details menu
- Candidate list will be displayed

- Candidate employment record will be displayed

- Click on “Edit candidate details” and update the details of employment

- And click on “Update” button
- Record is updated and sent to TC for verification

- TC can approve the employment record by Login through TC-SDMS Portal
- User will Click on “Placement Verification” Tab
- Batch list will be displayed, Click on the particular batch to view month wise details
• Click on “+” icon to expand the list

• Click month particular month to verify the record
• Click on the “Candidate ID” to view the all record

• Verify the document and click on Submit button
Alert message will be displayed “Document Validation Successfully Completed”