User manual for Training Provider
Covid Upskilling - RPL PMKVY 3.0
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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.

➢ 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 Screen](image)

➢ 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.

![Project Details Screen]

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

![Facilitator Organization Name]

➢ 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 Screen](image)

➢ 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.

![Copy Text Format Screen](image)

➢ 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.

![Promoter Details Table](image)

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

![Project Target Screen](image)

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

![Dual Logo Upload Screen](image)

➢ 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.

![Image of Single Point of Contact Info]

➢ 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.

![Image of Add Sectors and Job Roles]

➢ 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.

<table>
<thead>
<tr>
<th>Sector:</th>
<th>Agriculture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Role:</td>
<td>Agriculture Machinery Operator (AGR/Q1103 - v1.0)</td>
</tr>
<tr>
<td>QP Code:</td>
<td>AGR/Q1103 - v1.0</td>
</tr>
<tr>
<td>Sub Sector:</td>
<td>Agriculture Crop Production</td>
</tr>
<tr>
<td>NSQC Level:</td>
<td>4</td>
</tr>
<tr>
<td>Training/Orientation Hours:</td>
<td>12</td>
</tr>
<tr>
<td>Bridge Module Required:</td>
<td>[ ]</td>
</tr>
<tr>
<td>Bridge Module Hours:</td>
<td>Enter Bridge Module Hours</td>
</tr>
<tr>
<td>Total Hours:</td>
<td>12</td>
</tr>
<tr>
<td>Total Target:</td>
<td>0</td>
</tr>
</tbody>
</table>

**Save** | **Cancel**
➢ Click ☑ (Bridge Module Required), to enter the Bridge Module Hours.

![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.

![Add Sectors and Job Roles]

➢ 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)]

➢ 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 / Target Distribution](image)

**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.

![Enrollment Source](image)

➢ 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](image)

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

![Upload Supporting Documents](image)

➢ 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.

![Are you sure, do you want to Submit?](image)

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

![Project Created Successfully](image)

➢ 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.

➢ 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.

![Screen Displaying Project Details](image)

➢ **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.

![Project Version History Screen](image)

➢ 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.

➢ 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 Screen](image)

➢ 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.

![Image of Project Details](image)

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.

<table>
<thead>
<tr>
<th>Total Project Target:*</th>
<th>600</th>
<th>Assessment Mode:</th>
<th>SSC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Logo Required:*</td>
<td>No</td>
<td>(Select YES if Dual logo is approved in the project termsheet)</td>
<td></td>
</tr>
</tbody>
</table>

➢ 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.

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.

![Add Sectors and Job Roles Screen](image.png)

➢ 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 Screen](image2.png)
➢ 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.

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

➢ 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.

![Enrolled Source Screen]

➢ 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.

![Applicable Base Cost Screen]

➢ 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 Screen]
➢ Click **Save & Submit**, the following screen appears.

![Image of a confirmation message box with options OK and Cancel]  

Are you sure, do you want to Submit?

- OK
- Cancel

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

![Image of a successful update message box]  

Project has been updated successfully and Sent to PMU for Approval

- OK

➢ 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.

➢ 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)](image)

<table>
<thead>
<tr>
<th>S No</th>
<th>TC ID</th>
<th>Training Centre Name</th>
<th>Jobrole (QP Code)</th>
<th>State</th>
<th>District</th>
<th>Process Type</th>
<th>Effective Date</th>
<th>Supporting Document</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TC056424</td>
<td>JKSBI SHEOHAR</td>
<td>Medical Equipment Technology Assistant (HSS/QS/602) v1.0</td>
<td>BIHAR</td>
<td>SHEOHAR</td>
<td>Accreditation &amp; Affiliation</td>
<td>Jun 9, 2021</td>
<td>Download</td>
<td>Qualified</td>
</tr>
<tr>
<td>2</td>
<td>TC056424</td>
<td>JKSBI SHEOHAR</td>
<td>Home Health Aide (HSS/QS/5102) v2.0</td>
<td>BIHAR</td>
<td>SHEOHAR</td>
<td>Accreditation &amp; Affiliation</td>
<td>Jun 9, 2021</td>
<td>Download</td>
<td>Qualified</td>
</tr>
</tbody>
</table>

➢ 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

<table>
<thead>
<tr>
<th>Linked ad-hoc Job Roles for Healthcare Sector (COVID Schemes)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td><strong>Details</strong></td>
</tr>
<tr>
<td><strong>Sector</strong></td>
</tr>
<tr>
<td><strong>Effective Date</strong></td>
</tr>
<tr>
<td><strong>Supporting Document</strong></td>
</tr>
</tbody>
</table>

➢ 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.
➢ 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.

![Information Message]

Once added, Job Role cannot be updated/modified or deleted from the list. Are you sure you want to submit?

**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**

[OK] [Cancel]

➢ 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.

➢ 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.

➢ 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.

![MPR List Screen](image)

- 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 Screen](image)

- 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](image)

➢ 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](image)
➢ The **Instruction** section displays the instructions for the MPRs.

### A. Instructions:

- Section A: Instruction section displays instructions for the MPRs.
- Section B: Instruction section displays instructions for the MPRs.
- Section C: Instruction section displays instructions for the MPRs.
- Section D: Instruction section displays instructions for the MPRs.
- Section E: Instruction section displays instructions for the MPRs.
- Section F: Instruction section displays instructions for the MPRs.
- Section G: Instruction section displays instructions for the MPRs.
- Section H: Instruction section displays instructions for the MPRs.
- Section I: Instruction section displays instructions for the MPRs.
- Section J: Instruction section displays instructions for the MPRs.
- Section K: Instruction section displays instructions for the MPRs.
- Section L: Instruction section displays instructions for the MPRs.
- Section M: Instruction section displays instructions for the MPRs.
- Section N: Instruction section displays instructions for the MPRs.
- Section O: Instruction section displays instructions for the MPRs.
- Section P: Instruction section displays instructions for the MPRs.
- Section Q: Instruction section displays instructions for the MPRs.
- Section R: Instruction section displays instructions for the MPRs.
- Section S: Instruction section displays instructions for the MPRs.
- Section T: Instruction section displays instructions for the MPRs.
- Section U: Instruction section displays instructions for the MPRs.
- Section V: Instruction section displays instructions for the MPRs.
- Section W: Instruction section displays instructions for the MPRs.
- Section X: Instruction section displays instructions for the MPRs.
- Section Y: Instruction section displays instructions for the MPRs.
- Section Z: Instruction section displays instructions for the MPRs.

### B. Monthly Summary:

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.

![Monthly Summary Image](image-url)
The **Batch Details** section displays the batch details such as Project ID, Project Name, Batch ID, Batch Name, Batch Status, and Document.

<table>
<thead>
<tr>
<th>Batch Details:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sho</strong></td>
</tr>
<tr>
<td>598</td>
</tr>
</tbody>
</table>

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.

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

<table>
<thead>
<tr>
<th>SNo</th>
<th>Job Role Kit Vendor Name</th>
<th>Soft Copy of Job Role Kit Invoice</th>
<th>Number Of Kits</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>abc</td>
<td>View Document</td>
<td>1234</td>
<td></td>
</tr>
</tbody>
</table>

- 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 PA 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 newspaper in any language
- Social Media - Any tweet or post in any Social Media
- Digital Media - Any news/article/photo published in any online or digital portal
  - Instruction for upload: PA can either upload photos/files or provide the link of repository where all files/photos are kept as per the above three categories.

<table>
<thead>
<tr>
<th>SNo</th>
<th>Medium</th>
<th>Type</th>
<th>Date</th>
<th>Soft Copy of Media Coverage/Repository URL</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Digital</td>
<td>jpeg</td>
<td>09-06-2021</td>
<td>View Document</td>
<td></td>
</tr>
</tbody>
</table>

* Ensure usage of #MSDE, #PMKVY, Tag the handles of SkillIndia 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.

- 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.

![Letters to District Magistrate Offices](image)

➢ 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.

![Candidate Testimonials – Experience sharing](image)

➢ 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 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

➢ Click Link AnA Training Centre, the Add Training Centre screen appears.

➢ 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.

[Image of the Link A&A Training Centres (TC058424) form]

➢ 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.

[Image of the Sector Targets screen]

➢ 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 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

➢ 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.

![Batch Creation Screen](image1)

➢ **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 Screen](image2)

**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.

➢ 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.

➢ The Education Details section displays the education details of the candidate.
➢ The **Training Preferences** section displays the training preferences details such as Job Role, QP Code, Sector Name, and Sub-Sector Name.

<table>
<thead>
<tr>
<th>S.NO.</th>
<th>Job Role</th>
<th>QP Code</th>
<th>Sector Name</th>
<th>Sub-Sector Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Data Available</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

➢ 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.

➢ 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.
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.

➢ 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.

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.

![Assessment Date request has been submitted successfully](image)

➢ 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.

- 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.

| Name of The Batch - RPL3/TP000145/2021-2021/TC106231/(BWS/Q0202)/248874 | Batch ID - 248874 |
| Assessor ID - N/A | Assessor Name - N/A |
| Training Centre Name & Location - PMKK Karaikal |  |
| Job Role - Hair Stylist | Assessment Agency - (N/A) |
| State - PUDUCHERRY | District - KARAikal |
| Assessment Dates: 02-04-2021 to 02-04-2021 | SSC - |

➢ 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.

➢ 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.

➢ 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.
➢ 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](image)

➢ 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.

![Add Sectors and Job Roles](image)
➢ 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 Section]

➢ 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.

![Enrolled Source Screen]
➢ 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](image)

➢ Click **Save & Submit**, the following screen appears.
➢ Click OK, following screen appears.

Are you sure, do you want to Submit?

OK Cancel

➢ Project has been updated successfully and Sent to PMU for Approval

OK

➢ 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 **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 Job Role Target.

<table>
<thead>
<tr>
<th>Sector Name</th>
<th>Associated Job Role</th>
<th>QP Code</th>
<th>QP Version</th>
<th>Proposed Training Target</th>
<th>Allocated Job Role Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>Paddy Farmer</td>
<td>AGR/Q0101</td>
<td>1.0</td>
<td>200</td>
<td>0</td>
</tr>
<tr>
<td>Agriculture</td>
<td>Mushroom Grower</td>
<td>AGR/Q7803</td>
<td>1.0</td>
<td>200</td>
<td>0</td>
</tr>
</tbody>
</table>

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