



**Skill India**  
कौशल भारत - कुशल भारत

# User manual for Training Provider Covid Skilling - SP PMKVY 3.0

## Table of Contents

1	Introduction .....	2
2	Add Project.....	3
3	Additional Details Required (Sign Termsheet).....	8
4	Re-Submit Request.....	16
5	View Ad-hoc Jobrole .....	25
5.1	Add Ad-hoc Jobrole.....	27
6	View Training Centres .....	29
7	View All Batches.....	30
7.1	Change Assessment Date.....	32
7.2	Cancel Batch.....	35
8	View Sector Targets .....	37

# 1 Introduction

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

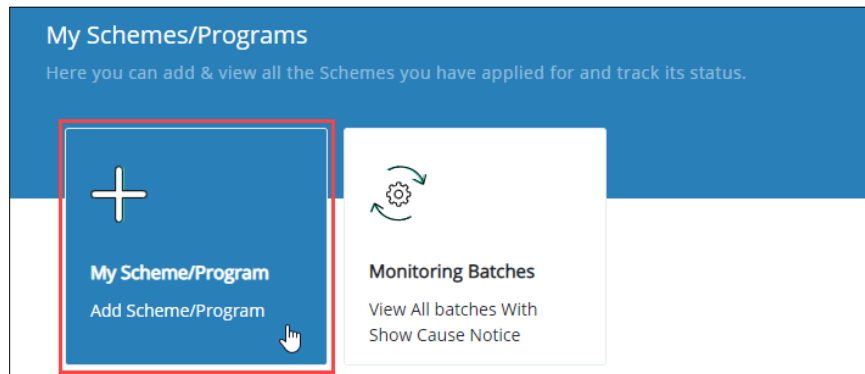
- Add Project
- Additional Details Required (Sign Termsheet)
- Re-Submit Request
- View Ad-hoc Jobrole
  - Add Ad-hoc Jobrole
- View Training Centres
- View All Batches
  - Change Assessment Date
  - Cancel Batch
- View Sector Targets

## 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: PMKVY-3.0-CSCM Training Type: SP Apply Reset

S.NO.	Name of the Scheme	Training Type	Sub Scheme	State	Effective From	Effective Upto	Action
1	PMKVY-3.0-CSCM	SP	COVID skilling - Special Project.	N/A	Jun 4, 2021	Jun 4, 2022	⋮
2	PMKVY-3.0-CSCM	SP	Special Project	N/A	Jul 1, 2017	Dec 31, 2022	Add Project

- 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 **three** sections as listed below.
  - Project Details
  - Location
  - Upload Supporting Documents
- The **Project Details** section allows the Training Provider (TP) to enter the details of the project such as Project Proposal ID, Project Name, Project Type, Project Theme, Project Tag, TP/PIA/SPIA Type, Registered As, Proposing Organisation Name, and also displays the Implementing Organization Name.

Selected Scheme : PMKVY-3.0-CSCM - COVID skilling - Special Project. Back

**Project Details:**

Project Proposal ID:\*

Project Name:\*

Project Type:\*  Government  Non-Government  Government MOU

Project Theme:\*  ▼

Project Tag:\*  ▼

TP/PIA/SPIA Type:\*  Government  Non-Government

Registered As:\*  ▼

Proposing Organisation Name:\*

Implementing Organisation Name:\*

- The **Location** section allows the Training Provider to select the location details for the project such as State and District from the respective drop-down lists.


**Location**

Sl.No.	State	District	Action
	<input type="text" value="Select State"/> <span style="float: right;">▼</span>	<input type="text" value="Select District"/> <span style="float: right;">▼</span>	<input type="button" value="Add"/>

- Click **Add**, to add the location details.

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

- The **Location** section displays the added location details such as State, District, and also allows the Training Provider to delete the added location under Action.

Location			
Sl.No.	State	District	Action
1	KARNATAKA	CHIKKAMAGALURU	

- The **Upload Supporting Documents** section allows the Training Provider to upload the appropriate supporting documents.

Upload Supporting Documents:


Other Supporting Documents:

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

- Click **Browse** to upload the **Other Supporting Documents**. 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**.

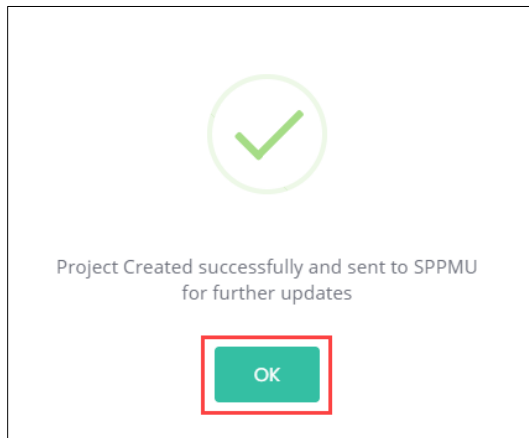
**Note:** The Training Provider (TP) can upload **multiple** documents for other supporting documents.

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



Are you sure,do you want to Submit?

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



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

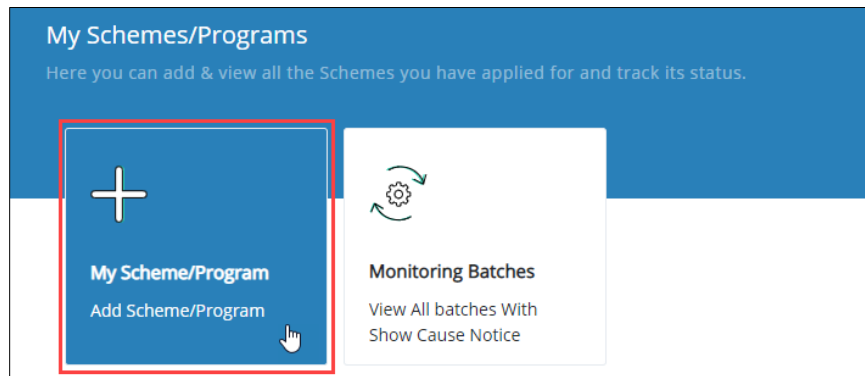


### 3 Additional Details Required (Sign Termsheet)

The **Additional Details Required** screen allows the Training Provider (TP) to add a signed term sheet for the PMU updated projects.

#### To Navigate

Home --> Dashboard --> My Scheme/Program --> Approval in Progress --> Action --> View Details --> PMKVY-3.0-CSCM – SP --> Action --> Additional Details Required



- The **PMKVY-3.0-CSCM – SP** screen displays the project details such as Project ID, Name of the Project, Original Allocated Target, Allocated Target, Enrolled Targets, Available Targets, Project Proposal ID, Duration, Status, and also allows to enter the Additional Details Required for the project under Action.

PMKVY-3.0-CSCM - SP										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	9991116	TW one	500	500	0	500	TW one	Jun 11, 2021 - Jun 30, 2021	Additional Details Required	⋮	
2	9991110	New SP Covid Project			0	0	New SP Covid Project	-	Additional Details Required	⋮	

- Click **Additional Details Required**, the **Project Details** screen appears.

- The **Project Details** screen hosts **six** sections as listed below.

- Project Details
- Add Sectors and Job Roles (As approved)
- Location (As Approved)
- Add Training Centre (TC)
- Tentative Payout To SPIA/Base Cost
- Supporting Document by TP/SPIA

- The **Project Details** section displays the uploaded SP PMU project details such as Project Proposal ID, Project Name, Project Type, Project Theme, Project Tag, TP/SPIA Type, Registered As, Date of Project Approval, Project Duration ( Start Date and End Date), Proposing Organisation Name, PAN Number, Implementing Organisation Name, Assessment mode, Aadhaar Requirement, Attendance Mode, Trainer Certified, Type of Training Centre, and Placements Requirement (Type of Employment, Minimum Percentage of Candidates to be placed(%) and Document).

Selected Scheme : [PMKVY-3.0-CSCM - COVID skilling - Special Project.](#)

**Project Details:**

Project Proposal ID: TW one

Project Name: TW one

Project Type:  Government  Non-Government  Government MOU

Project Theme:\* Covid Special Training

Project Tag:\* Social Inclusion  
*Project for vulnerable communities (PwDs/ SC/ST/ Transgender/ Women/ other sensitive groups) and vulnerable geographies (hard to reach areas/ LWE, Aspirational districts/ J&K/ NE, etc.)*

TP/PIA/SPIA Type:  Government  Non-Government

Registered As: Section 25

Date of Project Approval: 2021-06-11

Project Duration: 2021-06-11 to 2021-06-30

Proposing Organisation Name: TW one

PAN Number: AADC13925N

Implementing Organisation Name: Indianeers Media Private Limited

Assessment mode: SSC

Aadhaar Requirement: Yes Attendance Mode: AEBAS

Trainer Certified: Both

Type of Training Centre: Both (A&A and Non-A&A)

Placements Requirement: Yes

**Type of Employment:**

Sl.No.	Type of Employment	Minimum Percentage of Candidates to be placed(%)	Document
1	Wage Employment	50	No

- The Disability, Religion, Gender, Category, Discount on Base Rate (%), Batch Duration (in months), Number of Tranches, Tranche 3 to be paid without placement, Conditions for Approval, and Target Beneficiaries section displays the details updated by SP PMU.

Disability: Yes

Religion: Select  
Hindu  
Muslim  
Christian  
Use CTRL+CLICK to select multiple religion  
Use CTRL+CLICK+A to select all

Gender: Select  
Men  
Women  
Transgender  
Use CTRL+CLICK to select multiple gender  
Use CTRL+CLICK+A to select all

Category: Select  
General  
OBC  
SC  
Use CTRL+CLICK to select multiple category  
Use CTRL+CLICK+A to select all

Discounts on Base Rate (%): 0      Batch Duration (in months): 0

Number of Tranches: 3      Tranche 3 to be paid without Placement?: N/A

Dual Logo Required: Yes      Dual Logo:\*

Upload Dual Logo    Browse

File size upto 5 mb

(only jpg, png, jpeg, Dimension required: Height : 75 px Width : 175px)

Upload

Sl.No.	Tranches	Payment Percentage	Output Parameters
1	1	30	Enter Output Parameters
2	2	50	Enter Output Parameters
3	3	20	Enter Output Parameters

Conditions for Approval: Enter Other Parameters

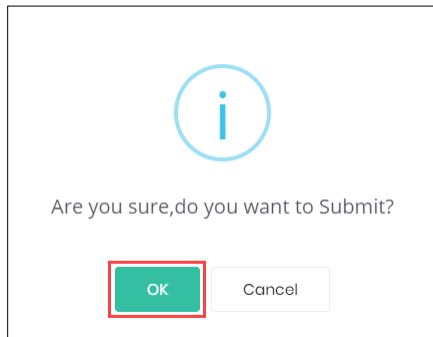
Target Beneficiaries: 100

Next    Back

- Click **Browse** to *upload* the Dual Logo. The Training Provider can upload the only jpg, png, jpeg, and the maximum file size is **five MB**. Click **Upload**.

**Note:** The Dimension of the Dual Logo should be - Height 75 px: Width 175 px.

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



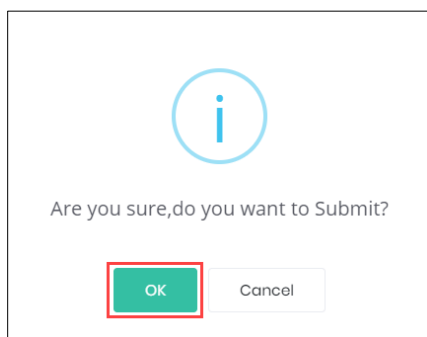
- Click **OK**, to navigate to the **Add Sectors and Job Roles** screen.
- The **Add Sectors and Job Roles (As approved)** section displays the details of the sectors & job roles such as Sector, Job Role Name (QP code), Job Role Status, NSQF Level, Training Hours, Target, and displays the Total Target.

Selected Scheme : [PMKVY-3.0-CSCM - COVID skilling - Special Project.](#)

Add Sectors and Job Roles (As approved):

S.No	Sector	Job Role Name (QP code)	Job Role Status	NSQF Level	Training Hours	Target	Action
1	Healthcare	COVID Frontline Worker (Sample Collection Support) (HSS/Q0502 - v1.0)	Within PMKVY	4	211	500	
						<b>Total Target</b>	
						500	

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



- Click **OK**, to navigate to the **Location (As Approved)** screen.

- The **Location (As Approved)** section displays the Job Role/Location/Target Distribution details such as State, District, Job Roles (QP Code), Aadhaar Required, B&L Required, Transport Required, Conveyance Required, Target, Total Location Target, and Total Target.

Selected Scheme : [PMKVY-3.0-CSCM - COVID skilling - Special Project.](#)

Location (As Approved):

Job Role / Location / Target Distribution:

Search by State / District

Sl.No	State	District	Job Roles(QP Code)	Aadhaar Required	B&L Required	Transport Required	Conveyance Required	Target
1	KARNATAKA	BENGALURU RURAL	COVID Frontline Worker (Sample Collection Support) (HSS/Q0502 - v1.0.)	Yes	As per scheme guidelines	As per scheme guidelines	As per scheme guidelines	500
								Total Location Target
								500
								Total Target
								500

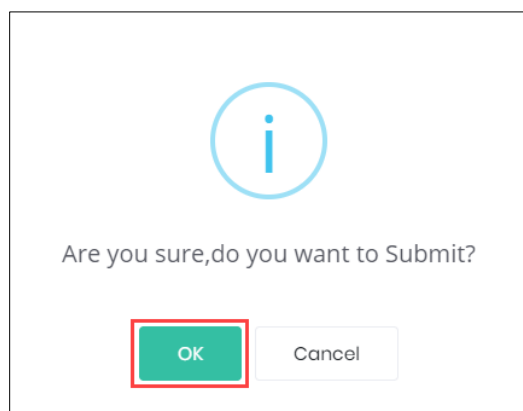
[Next](#) [Back](#)

- The Training Provider (TP) can search for a particular location based on State and District. Click **Enter**, to search for a particular location.

**Note:**

- The Training Provider (TP) can **edit** the targets of the Training Centre.
- The new target should be less than or equal to the total target allocated by the SP PMU for the Training Centre (TC).

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



Are you sure, do you want to Submit?

[OK](#) [Cancel](#)


- Click **OK**, to navigate to the **Add Training Centre (TC)** screen.

- The **Add Training Centre (TC)** section displays the details such as State, District, Job Roles (QP Code), Aadhaar Required, B&L Required, Transport Required, Conveyance Required, Target, TC Name, Address, Target and also allows to edit/delete Training Centre under Action.

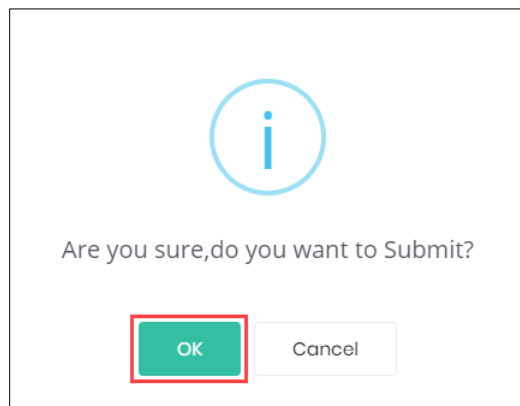
Selected Scheme : PMKVY-3.0-CSCM - COVID skilling - Special Project.

Sl.No	State	District	Job Roles(QP Code)	Aadhaar Required	B&L Required	Transport Required	Conveyance Required	Target	Actions
1	UTTARAKHAND	UTTAR KASHI	COVID Frontline Worker (Sample Collection Support) (HS/S/Q0502 - v1.0)	yes	As per scheme guidelines	As per scheme guidelines	As per scheme guidelines	500	...

SL.No	TC Name	Address	Target	TC Status	Action
1	Indianeers Skills Academy (TC138200)	Temple Road, Sangrali, Bhatwari, Uttarkashi, UTTAR KASHI, UTTARAKHAND, 249193	500	View Status	

- The Training Provider (TP) can add Training Centre (TC) under Action, if needed.
- Click **Next**, the following screen appears.



- Click **OK**, to navigate to the **Tentative Payout To SPIA/Base Cost** screen.

- The **Tentative Payout To SPIA/Base Cost** section displays the information of payout details of the project such as Job Role Name, QP Code, Location (District, State), Special Area, Cost Category Rate, Discount Rate (%), Training Hours, No of Candidates, Tentative Total Cost, and Total.

Selected Scheme : PMKVY-3.0-CSCM - COVID skilling - Special Project.

Tentative Payout To SPIA/Base Cost:

Sl.No.	Job Role Name	QP Code	Location (District, State)	Special Area	Cost Category Rate	Discount Rate (%)	Training Hours	No of Candidates	Tentative Total Cost
1	COVID Frontline Worker (Sample Collection Support)	HSS/Q050:	UTTAR KASHI, UTTARAKHAND	Yes (10% increment)	42.6	0	211	500	4943730
<b>Total:</b>								<b>500</b>	<b>4943730</b>

- The **Supporting Documents by TP/PIA/SPIA** section allows the Training Provider (TP) to upload the documents such as Signed Termsheet/Endowment Bond by TP/PIA/SPIA, and Indemnity Bond.

**Supporting Documents by TP/PIA/SPIA:**

\*SPIA to download the Sanction Letter document by using "Download Sanction Letter" button, thereafter upload the signed and stamped copy of the same in "Signed Sanction Letter/Endowment Bond by TP/PIA/SPIA" field.

Signed Sanction Letter/Endowment Bond by TP/PIA/SPIA:\*

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

Indemnity Bond:\*

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

Other Supporting Documents submitted by TP/PIA/SPIA: [Download Other Supporting Documents submitted by TP/PIA/SPIA](#)

Review:

\*SPIA to download the Sanction Letter document by using "Download Sanction Letter" button, thereafter upload the signed and stamped copy of the same in "Signed Sanction Letter/Endowment Bond by TP/PIA/SPIA" field.

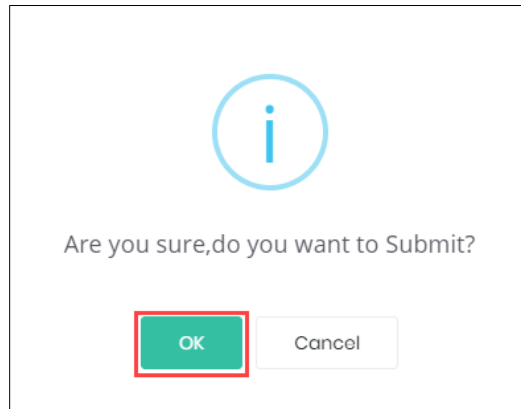
- Click **Browse** to *upload* the **Signed Termsheet/Endowment Bond by TP/PIA/SPIA** and **Indemnity Bond**. The Training Provider (TP) can upload only jpg, png, jpeg, pdf, and the maximum file size is **ten** MB. Click **Upload**, to upload the signed termsheet.
- Click **Download Signed Termsheet/Endowment Bond Submitted by TP/PIA/SPIA, Sanction Letter, Indemnity Bond**, to view and download the documents.

- Select the appropriate review comment Accept or Reject from the drop-down list.

Review:  ▼

Accept  
Send Back

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



- Click **OK**, the **Project Updated** message appears and navigates to the **PMKVY-3.0-CSCM – SP** screen.

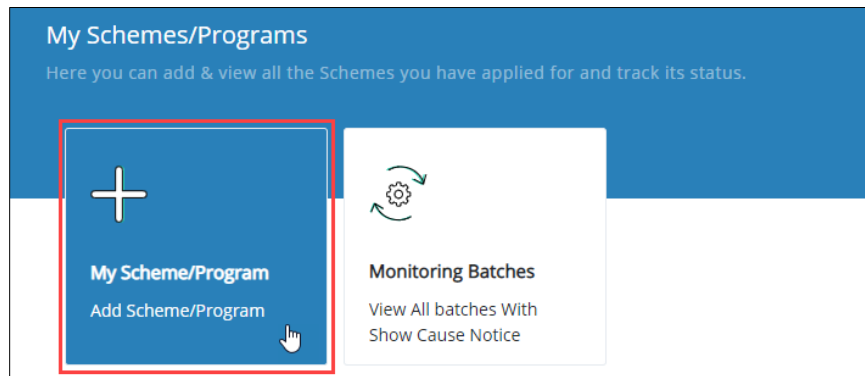


## 4 Re-Submit Request

The **Re-Submit Request** screen allows the Training Provider to update the project details and resubmit the batch to SP PMU.

### To Navigate

Home --> Dashboard --> My Schemes/Program --> Approval in Progress --> Action --> View Details --> PMKVY-3.0-CSCM – SP --> Action --> Update & Send Back or Approval



- The PMKVY-3.0-CSCM – SP screen lists all the SP projects along with the details of the projects such as Project ID, Name of the Project, Allocated Targets, Enrolled Targets, Available Targets, Project Proposal ID, Duration, Status, and also allows to update and send back the request 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	9991117	TW two	500	500	0	500	TW two	Jun 11, 2021 - Jun 30, 2021	PMU Sent Back	...
2	9991116	TW one	500	500	0	500	TW one	Jun 11, 2021 - Jun 30, 2021	Update & Send Back for Approval	Required
3	9991110	New SP Covid Project			0	0	New SP Covid Project	-	Approval in Progress	

- Click **Update & Send Back for Approval**, to navigate to the **PMKVY – Special Project** screen.

- The **PMKVY – Special Project** screen hosts *six* sections as listed below.

- Project Details
- Add Sectors and Job Roles (As approved)
- Location
- Add Training Centre (TC)
- Tentative Payout To SPIA/Base Cost
- Supporting Documents by TP/PIA/SPIA

- The **Project Details** section displays the details of the project such as Project Proposal ID, Project Name, Project Type, Project Theme, Project Tag, TP/PIA/SPIA Type, Registered As, Date of Project Approval, Project Duration, Proposing Organisation Name, PAN Number, Implementing Organisation Name, Assessment mode, Aadhaar Requirement, Attendance Mode, Trainer Certified, Type of Training Centre, Placements Requirement and Types of Employment details (Type of Employment, Number of Candidate to be Placed(%) and Document).

Selected Scheme : PMKVY-3.0-CSCM - COVID skilling - Special Project.

**Project Details:**

Project Proposal ID: TW two

Project Name: TW two

Project Type:  Government  Non-Government  Government MOU

Project Theme:\* Covid Special Training

Project Tag:\* Social Inclusion  
*Project for vulnerable communities (PwDs/ SC/ST/ Transgender/ Women/ other sensitive groups) and vulnerable geographies (hard to reach areas/ LWE, Aspirational districts/ J&K/ NE, etc.)*

TP/PIA/SPIA Type:  Government  Non-Government

Registered As: Section 25

Date of Project Approval: 2021-06-11

Project Duration: 2021-06-11 2021-06-30

Proposing Organisation Name: TW two

PAN Number: AADC13925N

Implementing Organisation Name: Indianeers Media Private Limited

Assessment mode: SSC

Aadhaar Requirement: Yes Attendance Mode: AEBAS

Trainer Certified: Both

Type of Training Centre: Both (A&A and Non-A&A)

Placements Requirement: Yes

**Type of Employment:**

Sl.No.	Type of Employment	Minimum Percentage of Candidates to be placed(%)	Document
1	Wage Employment	50	No

- The Training Provider can view the details updated by SPPMU such as Disability, Religion, Gender, Category, Discount on Base Rate (%), Batch Duration (in months), Number of Tranches, Tranche 3 to be paid without Placement, Dual Logo Required, Conditions for Approval and Target Beneficiaries.

Disability: Yes

Religion: Select  
Hindu  
Muslim  
Christian  
Atheist  
Use CTRL+CLICK to select multiple religion  
Use CTRL+CLICK+A to select all

Gender: Select  
Men  
Women  
Transgender  
Use CTRL+CLICK to select multiple gender  
Use CTRL+CLICK+A to select all

Category: Select  
General  
OBC  
SC  
ST  
Use CTRL+CLICK to select multiple category  
Use CTRL+CLICK+A to select all

Discounts on Base Rate (%): 0      Batch Duration (in months): 0

Number of Tranches: 3      Tranche 3 to be paid without Placement?: N/A

Dual Logo Required: Yes      Dual Logo:\*

Upload Dual Logo    Browse

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

Upload

Sl.No.	Tranches	Payment Percentage	Output Parameters
1	1	30	Enter Output Parameters
2	2	50	Enter Output Parameters
3	3	20	Enter Output Parameters

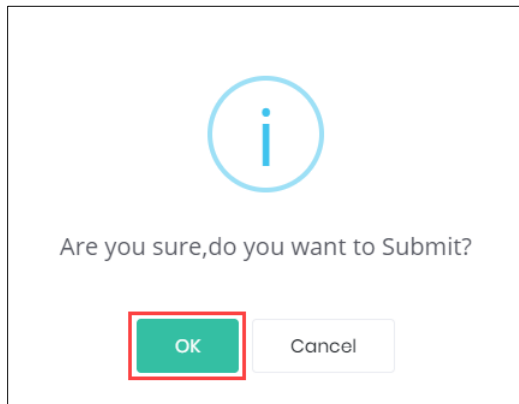
Conditions for Approval: Enter Other Parameters

Target Beneficiaries: 100

Next    Back

- Click **Browse** to *upload* the Dual Logo. The Training Provider (TP) can upload the only jpg, png, jpeg and the maximum file size is **five MB**. Click **Upload**.

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



- Click **OK**, to navigate to the **Add Sectors and Job Roles (As Approved)** screen.


- The **Add Sectors and Job Roles (As approved)** section displays the add sectors and job roles details such as Sector, Job Role Name (QP code), Job Role Status, NSQF Level, Training Hours, Target Action, and Total Target.

Selected Scheme : PMKVY-3.0-CSCM - COVID skilling - Special Project.

**Add Sectors and Job Roles (As approved):**

S.No	Sector	Job Role Name (QP code)	Job Role Status	NSQF Level	Training Hours	Target	Action
1	Healthcare	COVID Frontline Worker (Sample Collection Support) (HSS/Q0502 - v1.0)	Within PMKVY	4	211	500	
						<b>Total Target</b>	
						500	

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



Are you sure,do you want to Submit?

- Click **OK**, to navigate to the **Location (As Approved)** screen.

- The **Location (As Approved)** section displays the details such as State, District, Job Roles, Aadhaar Required, B&L Required, Transport Required, Conveyance Required, Target, Total Location Target, and Total Target.

Selected Scheme : PMKVY-3.0-CSCM - COVID skilling - Special Project.

Location (As Approved):

Job Role / Location / Target Distribution:

Search by State / District

Sl.No	State	District	Job Roles(QP Code)	Aadhaar Required	B&L Required	Transport Required	Conveyance Required	Target
1	UTTARAKHAND	UTTAR KASHI	COVID Frontline Worker (Sample Collection Support) (HSS/Q0502 - v1.0)	Yes	As per scheme guidelines	As per scheme guidelines	As per scheme guidelines	500
								Total Location Target
								500
								Total Target
								500

Next Back

- The Training Provider (TP) can search for a particular location based on State and District. Click **Enter**, to search for a particular location.

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

Are you sure,do you want to Submit?

OK Cancel


- Click **OK**, to navigate to the **Add Training Centre (TC)** screen.

- The **Add Training Centre (TC)** section displays the details such as State, District, Job Roles (QP codes), Aadhaar Required, B&L Required, Transport Required, Conveyance Required, Target, TC Name, Address and also allows to delete/edit the Training Centre (TC) details under action.

Selected Scheme : [PMKVY-3.0-CSCM - COVID skilling - Special Project.](#)

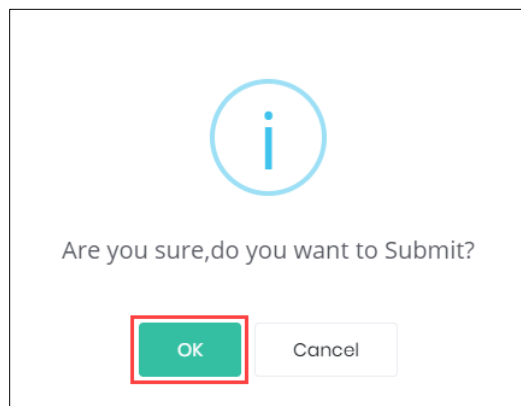
SL.No	State	District	Job Roles(QP Code)	Aadhaar Required	B&L Required	Transport Required	Conveyance Required	Target	Actions
1	UTTARAKHAND	UTTAR KASHI	COVID Frontline Worker (Sample Collection Support) (HS S/Q0502 - v1.0)	yes	As per scheme guidelines	As per scheme guidelines	As per scheme guidelines	500	...

SL.No	TC Name	Address	Target	TC Status	Action
1	Indianeers Skills Academy (TC138200)	Temple Road, Sangralli, Bhatwari, Uttarkashi, UTTAR KASHI, UTTARAKHAND, 249193	500	View Status	

[Next](#) [Back](#)

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



- Click **OK**, to navigate to the **Tentative Payout To SPIA/Base Cost** screen.

- The **Tentative Payout To SPIA/Base Cost** section displays the details such as Job Role Name, QP Code, QP Name, Job Role Type, Cost Category Rate, Discount Rate (%), Training Hours, No of Candidates, Tentative Total Cost, and Total.

Selected Scheme : [PMKVY-3.0-CSCM - COVID skilling - Special Project.](#)

Tentative Payout To SPIA/Base Cost:

Sl.No.	Job Role Name	QP Code	Location (District, State)	Special Area	Cost Category Rate	Discount Rate (%)	Training Hours	No of Candidates	Tentative Total Cost
1	COVID Frontline Worker (Sample Collection Support)	HSS/IQ050:	UTTAR KASHI, UTTARAKHAND	Yes (10% increment)	42.6	0	211	500	4943730
<b>Total:</b>								500	4943730

- The **Supporting Documents by TP/PIA/SPIA** section allows the Training Provider (TP) to upload the Signed Term sheet/Endowment Bond by TP/PIA/SPIA, Indemnity Bond and also allows to download and view the Signed Termsheet/Endowment Bond Submitted by TP/PIA/SPIA, Indemnity Bond Submitted by TP/PIA/SPIA and Other Supporting Documents submitted by TP/PIA/SPIA.

**Supporting Documents by TP/PIA/SPIA:**

\*SPIA to download the Sanction Letter document by using "Download Sanction Letter" button, thereafter upload the signed and stamped copy of the same in "Signed Sanction Letter/Endowment Bond by TP/PIA/SPIA" field.

Signed Sanction Letter/Endowment Bond by TP/PIA/SPIA:\*    ✓

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

Indemnity Bond:\*    ✓

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

Signed Sanction Letter/Endowment Bond Submitted by TP/PIA/SPIA: [Download Signed Sanction Letter/Endowment Bond submitted by TP/PIA/SPIA.](#)

Indemnity Bond submitted by TP/PIA/SPIA: [Download Indemnity Bond submitted by TP/PIA/SPIA](#)

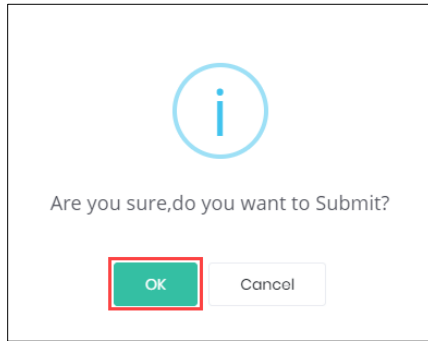
Other Supporting Documents submitted by TP/PIA/SPIA: [Download Other Supporting Documents submitted by TP/PIA/SPIA](#)

\*SPIA to download the Sanction Letter document by using "Download Sanction Letter" button, thereafter upload the signed and stamped copy of the same in "Signed Sanction Letter/Endowment Bond by TP/PIA/SPIA" field.

- Click **Browse** to upload the Signed Termsheet/Endowment Bond by TP/PIA/SPIA and Indemnity Bond. The Training Provider (TP) can upload the only, jpg, png, jpeg, pdf and the maximum file size is **ten** MB. Click **Upload**. On the upload, the message appears as the **file name.ext Uploaded Successfully**.



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



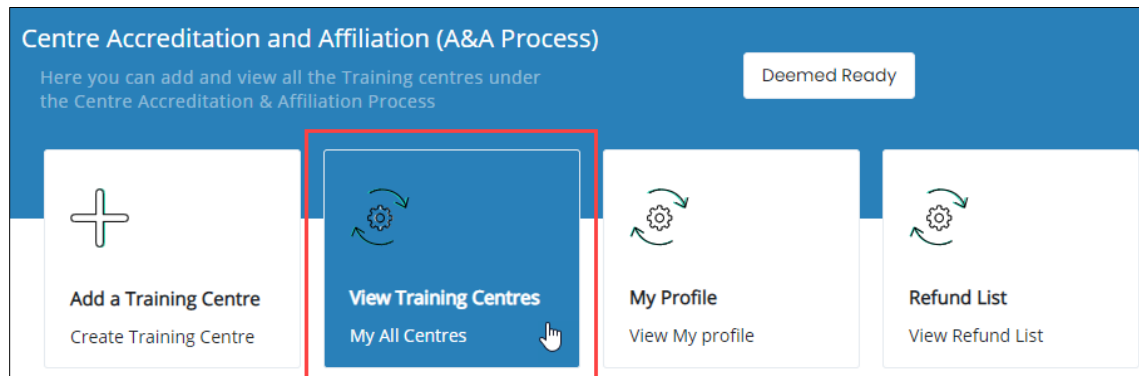
- Click **OK**, the **Project Updated** message appears and navigates to the **PMKVY-3.0-CSCM - SP** screen.

## 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.

Training Centre List Back

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

The **Add Ad-hoc Jobrole** screen allows the Training Provider (TP) to add the jobrole with the SP 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	<a href="#">Download</a>	Qualified
2	TC058424	JKSB SHEOHAR	Home Health Aide (HSS/Q5102) v-2.0	BIHAR	SHEOHAR	Accreditation & Affiliation	Jun 9, 2021	<a href="#">Download</a>	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

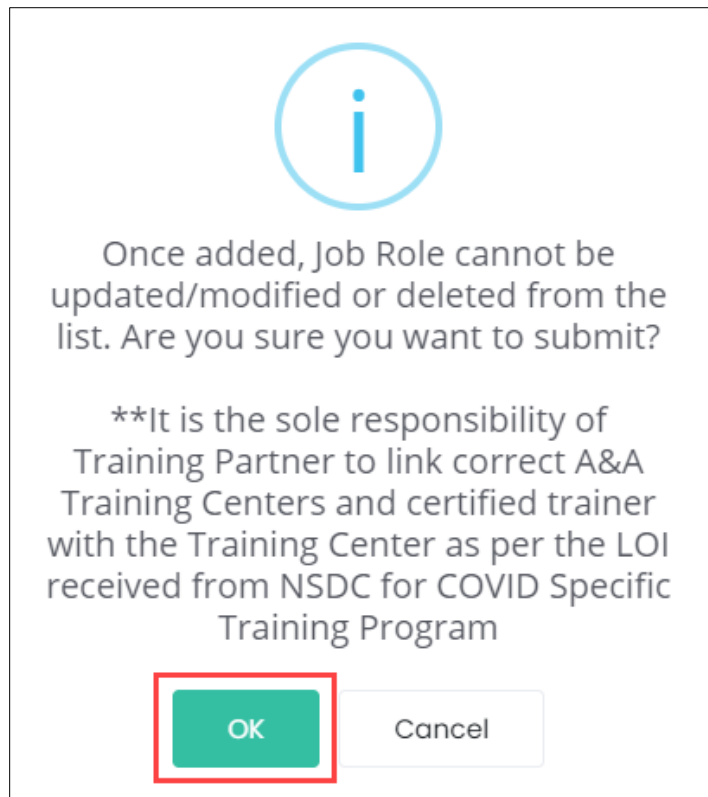
File size upto 5 mb  
(only jpg, png, jpeg, pdf)

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.



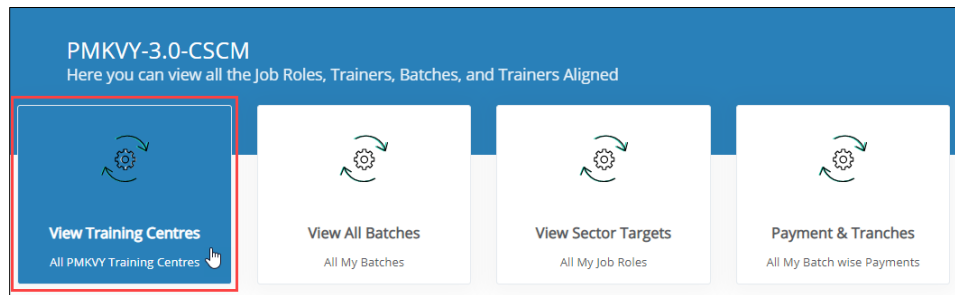
- Click **OK**, to add the Jobrole and navigate to the **Linked ad-hoc Job Roles for Healthcare Sector (COVID Schemes)** screen.

## 6 View Training Centres

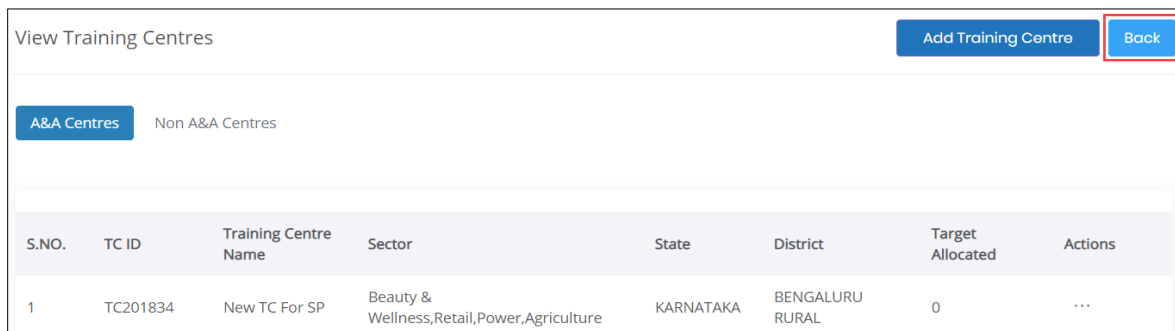
The **View Training Centres** screen allows the Training Provider (TP) to view all the PMKVY Training Centres that are linked.

### To Navigate

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



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



View Training Centres Add Training Centre Back

A&A Centres Non A&A Centres

S.NO.	TC ID	Training Centre Name	Sector	State	District	Target Allocated	Actions
1	TC201834	New TC For SP	Beauty & Wellness,Retail,Power,Agriculture	KARNATAKA	BENGALURU RURAL	0	...

➤ The **View All Training Centres** screen lists all the assigned Training Centres in **two** tabs as listed below.

- A&A Centres
- Non A&A Centres

➤ The **A&A Centres** screen lists all the assigned Training Centres along with the details of the Training Centres such as TC ID, Training Centre Name, Sector, State, District, Target Allocated and also allows the Training Provider (TP) to view the details of the Training Centre under Action.

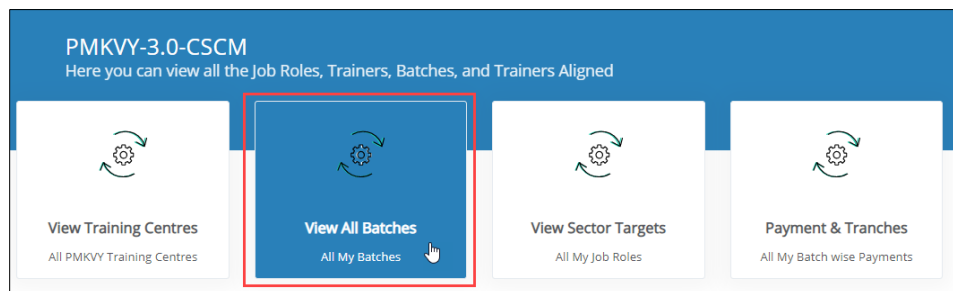
➤ Click **Back**, to navigate to the **Pradhan Mantri Kaushal Vikas Yojana** screen.

## 7 View All Batches

The **View All Batches** screen displays all the created PMKVY SP batches of the approved project.

### To Navigate

Home --> Dashboard --> My Scheme/Program --> Approved --> Action --> View Details --> PMKVY-3.0-CSCM – SP --> Action --> View Details --> View All Batches --> All Batches and Sector Targets



➤ 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

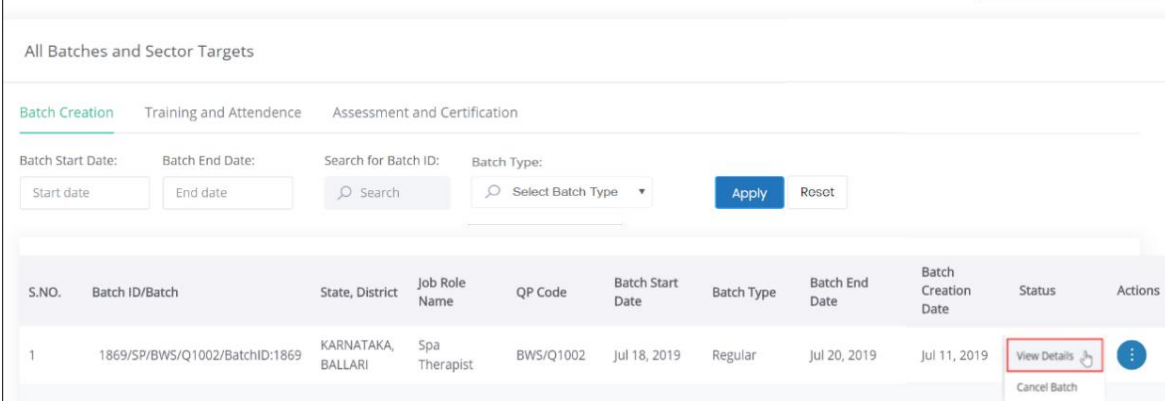
Batch Creation Training and Attendance Assessment and Certification

Batch Start Date:  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	Actions
1	253681/pmkvy-sp/2021-2022/HSS/Q050-2-B253681	UTTARAKHAND	UTTAR KASHI	COVID Frontline Worker (Sample Collection Support)	HSS/Q0502	Regular	Jun 10, 2021	Jul 21, 2021	Jun 9, 2021	Result Accepted by SSC	...

➤ The **Training Provider (TP)** can also search for a particular batch on the basis of Batch Start Date, Batch End Date, Batch ID, and Batch Type. Click **Apply**, to search for a particular batch.

- 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 Date, Batch Type, Batch End Date, Batch Creation Date, Status and also allows to view the details of the batch.



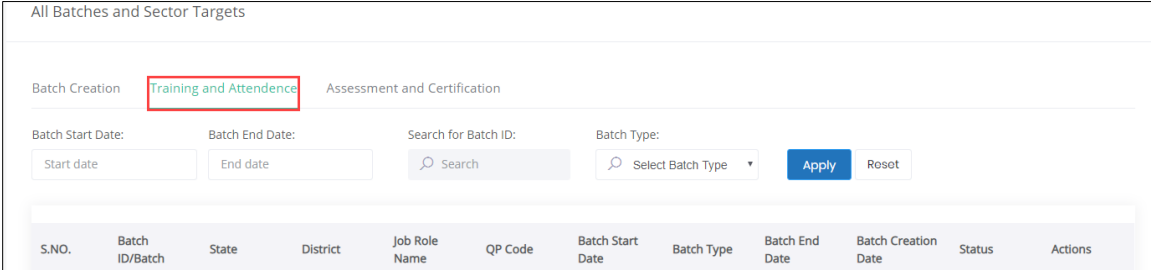
All Batches and Sector Targets

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 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	Actions
1	1869/SP/BWS/Q1002/BatchID:1869	KARNATAKA, BALLARI	Spa Therapist	BWS/Q1002	Jul 18, 2019	Regular	Jul 20, 2019	Jul 11, 2019		View Details Cancel Batch

- Click **View details**, to view the details of the batches.
- The **Training and Attendance** section displays the details of the training and attendance 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 Actions.



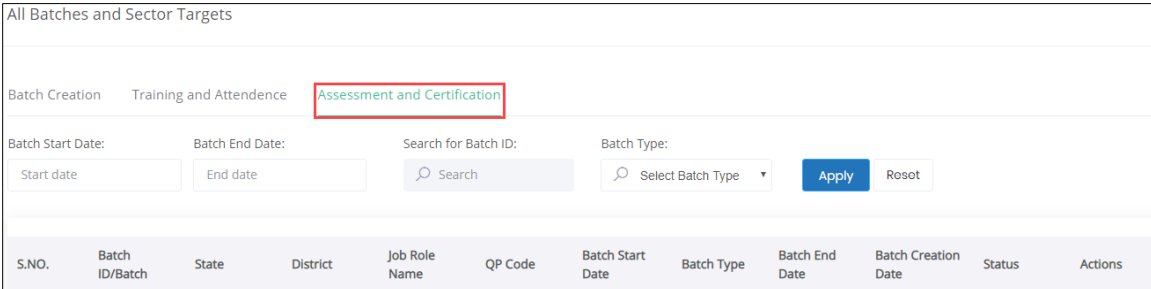
All Batches and Sector Targets

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 Start Date	Batch Type	Batch End Date	Batch Creation Date	Status	Actions
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- The **Assessment and Certification** section displays the details of assessment and certification 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 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 Start Date	Batch Type	Batch End Date	Batch Creation Date	Status	Actions
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- Click **Back**, to navigate to the **Pradhan Mantri Kaushal Vikas Yojana** screen.

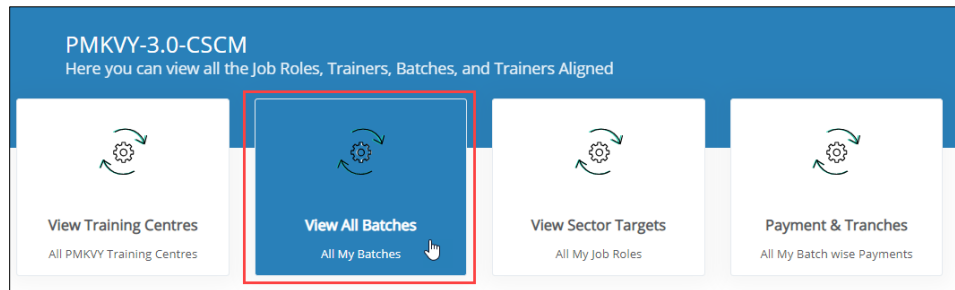


## 7.1 Change Assessment Date

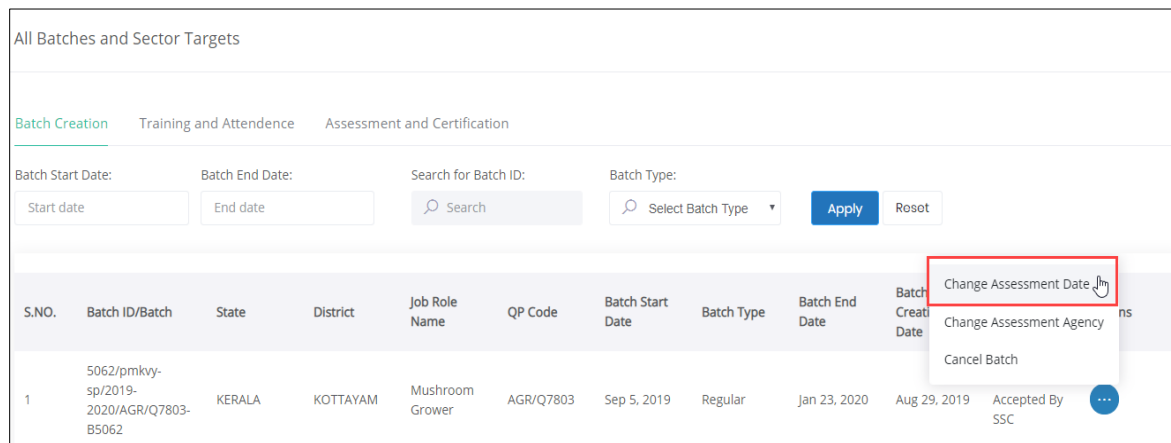
The **Change Assessment Date** screen allows the Training Provider (TP) to change the assessment date for a required batch.

### To Navigate

Home --> Dashboard --> My Scheme/Program --> Approved --> Action --> View Details --> PMKVY-3.0-CSCM – SP --> Action --> View Details --> View All Batches --> All Batches and Sector Targets --> Batch Creation --> Actions --> Change Assessment Date



- The **Batch Creation** section displays the details of the batch creation and also allows the Training Provider to change the assessment date under Actions.



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

- The **Request Assessment Date Change** screen displays the assessment details such as Training Centre Name and Location, Job Role, Assessment Agency, State, District, and SSC.

Request for Assessment Date Change
✕

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**Training Centre Name & Location** - kerala TC Location 1

**Job Role** - Mushroom Grower                      **Assessment Agency** - ()

**State** - KERALA    **District** - KOTTAYAM

**SSC** - Mr S S Arya

**Assessment Dates:**

dd-MM-yyyy 📅

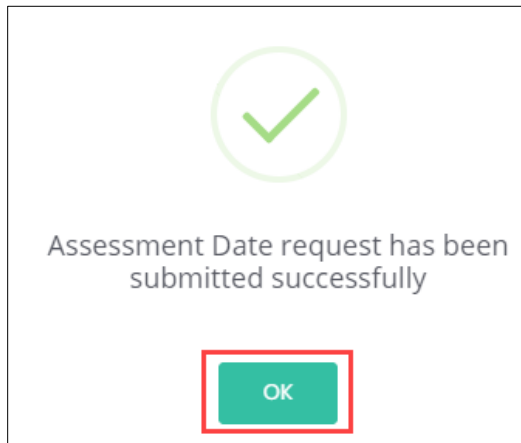
**Supporting Document:**

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

**Comment:**

- Select the appropriate new assessment date from the Assessment Dates drop-down calendar.
- Click **Browse** to upload the supporting document. The Training Provider can upload only the jpg, png, jpeg, pdf, and the maximum file size is **five** MB. Click **Upload**. Enter the comments if any.

- Click **Save Changes**, the following screen appears.



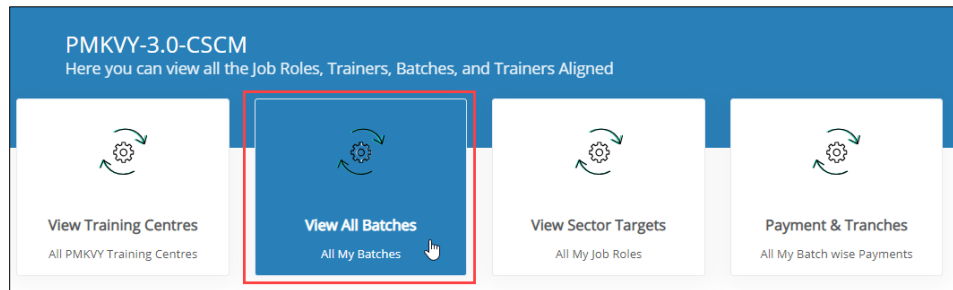
- Click **OK**, to navigate to the **All Batches and Sector Targets** screen.

## 7.2 Cancel Batch

The **Cancel Batch** screen allows the Training Provider to cancel the required batch of the PMKVY SP scheme.

### To Navigate

Home --> Dashboard --> My Scheme/Program --> Approved --> Action --> View Details --> PMKVY-3.0-CSCM – SP --> Action --> View Details --> View All Batches --> All Batches and Sector Targets --> Batch Creation --> Actions --> Cancel Batch



- The **Batch Creation** section displays the details of the created batches and also allows the Training Provider to cancel the 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 Start Date	Batch Type	Batch End Date	Batch Creation Date	Status	Actions
1	178413/pmkvy-sp/2019-2020/BWS/Q0403-B178413	MAHARASHTRA	PUNE	Nail Technician	BWS/Q0403	Apr 17, 2020	Regular	Jun 13, 2020	Mar 31, 2020	Batch Accepted By	...
2	177865/pmkvy-sp/2019-2020/FIC/Q8502-B177865	MAHARASHTRA	NASHIK	Spice Processing Technician	FIC/Q8502	Apr 16, 2020	Regular	Jul 6, 2020	Mar 31, 2020	Batch Accepted By	...
3	177548/pmkvy-sp/2019-2020/FIC/Q8502-B177548	MAHARASHTRA	NASHIK	Spice Processing Technician	FIC/Q8502	Apr 16, 2020	Regular	Jul 6, 2020	Mar 31, 2020	Batch Accepted By SSC	...

The 'Cancel Batch' option in the Actions column of the second row is highlighted with a red box.

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

- The **Cancel Batch** screen displays the detail of the batch 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
✕

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<b>Name of The Batch</b> - pmkvy-sp/2019-2020/AGR/Q7803-B5062	<b>Batch ID</b> - 5062
<b>Assessor ID</b> -	<b>Assessor Name</b> -
<b>Training Centre Name &amp; Location</b> - kerala TC	
<b>Job Role</b> - Mushroom Grower	<b>Assessment Agency</b> -
<b>State</b> - KERALA	<b>District</b> - KOTTAYAM
<b>Assessment Dates</b> : 2020-01-26T00:00:00Z to 2020-01-26T00:00:00Z	<b>SSC</b> - Mr S S Arya
<b>Reason/Comment:</b> <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div>	

Close
Cancel Batch

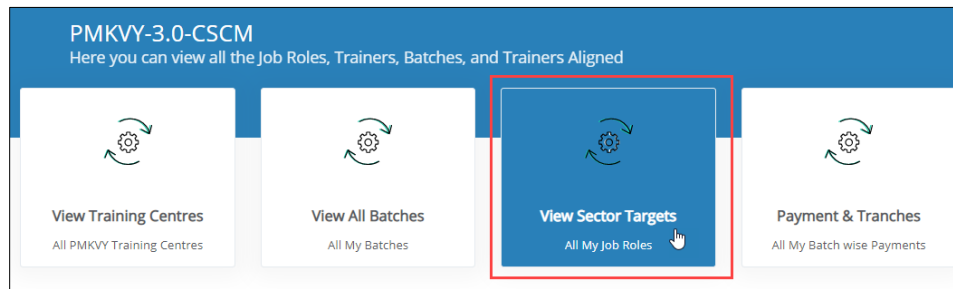
- The Training Provider should enter the appropriate reason/comment for cancelling the batch.
- Click **Cancel Batch**, the **Batch has been cancelled Successfully** message appears and navigates to the **All Batches and Sector Targets** screen.

## 8 View Sector Targets

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

### To Navigate

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



- The **All Assigned Sector Targets** screen displays all the sector target details such as Sector Name, Associated Job Role, QP Code, Proposed Training Target, and Allocated Target.



- Click **Back**, to navigate to the **PMKVY-3.0-CSCM** screen.