



**CAMPUS**<sup>SM</sup>  
MANAGEMENT



## **Smart Centre Registration User Manual**

**PMKVY2.0**

**28th September, 2016**

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# Table of Content

**INTRODUCTION.....4**

**REGISTERING A CANDIDATE .....5**

    CANDIDATE REGISTRATION DETAILS..... 6

    CANDIDATE COURSE DETAILS ..... 7

    CANDIDATE DETAILS ..... 7

    CANDIDATE ADDRESS DETAILS ..... 9

    CANDIDATE CONTACT DETAILS ..... 9

    CANDIDATE OTHER DETAILS..... 10

    CANDIDATE BANK DETAILS..... 10

    CANDIDATE SAVE ..... **ERROR! BOOKMARK NOT DEFINED.**

    CANDIDATE PRINT..... 11

    DOWNLOAD PDF..... 11

**VIEWING AND MODIFYING CANDIDATE REGISTRATION.....12**

    VIEWING A CANDIDATE ..... 15

    EDITING A CANDIDATE ..... 15

    DELETE CANDIDATE ..... 16

    PRINTING CANDIDATE DETAILS ..... 16

    DOWNLOADING IN PDF FORMAT ..... 16

## Introduction

This document provides information on how to perform the candidate registration process.

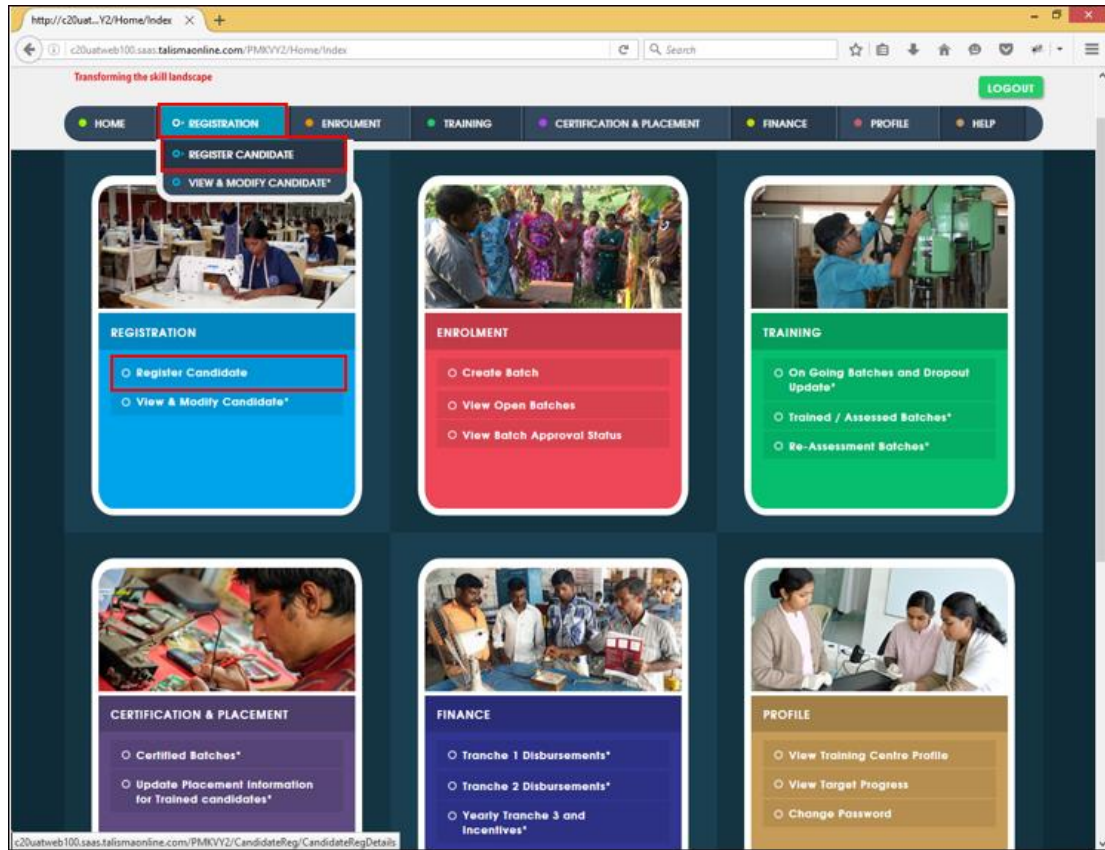
Topics covered in the manual are:

- Registering a Candidate
- Viewing and Modifying Candidate Registration

## Registering a Candidate

To register a candidate:

1. Click **Registration > Register Candidate** either on the menu bar or on the widget.



Candidate Registration page is displayed.

The screenshot displays the 'CANDIDATE REGISTRATION' page. At the top, there are logos for Skill India, N-S-D-C National Skill Development Corporation, and Smart Centre. A navigation bar includes links for HOME, REGISTRATION, ENROLMENT, TRAINING, CERTIFICATION & PLACEMENT, FINANCE, RPL, PROFILE, and HELP. A 'LOGOUT' button is also present. The main content area is divided into three sections: 'CANDIDATE REGISTRATION DETAILS', 'CANDIDATE COURSE DETAILS', and 'CANDIDATE DETAILS'. The 'CANDIDATE REGISTRATION DETAILS' section shows the Date of Registration as Wednesday - 28 September 2016 and the Centre Candidate ID as KA00000A-107479. There is an 'Update Profile Picture' button next to a profile picture icon with a 'Click here' label and a 'Remove' button. The 'CANDIDATE COURSE DETAILS' section includes dropdown menus for Scheme\* (Pradhan Mantri Kaushal Vikas), Training Type\* (Select), Sector\* (Select), Sub-Sector\* (Select), and Job Role\* (Select). The 'CANDIDATE DETAILS' section has input fields for Candidate Name\* (First, Middle & Last Name), Gender\* (Select), and Salutation.

## Candidate Registration Details

Remember that, by default:

- The registration date is set to the current date
  - A unique centre candidate ID is populated.
1. Click the image icon to upload candidate photo.

This screenshot shows the 'CANDIDATE REGISTRATION' page with updated information. The Date of Registration is now Friday - 1 July 2016, and the Centre Candidate ID is 'Centre Candidate'. The 'Update Profile Picture' button and profile picture icon are still visible, along with the 'Remove' button. The course and candidate details sections are partially visible at the bottom of the frame.

## Candidate Course Details

Field	Description
<b>Scheme</b>	By default is PMKVY 2.0
<b>Training Type</b>	Dropdown values are displayed
<b>Sector</b>	Dropdown values are displayed
<b>Sub-Sector</b>	Dropdown values are displayed
<b>Job Role</b>	Dropdown values are displayed

Depending on the job role selected:

- Job role details such as **Category**, **Job Role Duration in Hrs**, and **Assessment Fee per Candidate** are populated..
- Cost calculation details such as **Minimum Hrs of Training per Day**, **Base Cost per candidate per hour**, and **Maximum days for allowance** are displayed.

The screenshot shows a form titled "CANDIDATE COURSE DETAILS". It contains several dropdown menus: "Scheme\*" (Pradhan Mantri Kaushal Vikas), "Training Type\*" (New Skilling), "Sector\*" (Organised Retail), "Sub-Sector\*" (Organised Retail), and "Job Role\*" (Trainee Associate Level 3). Below these, it displays "Category: 3", "Job Role Duration in Hrs.: 200.00", and "Assesment Fee per Candidate: 0.00". A section titled "For Cost Calculations" shows "Minimum Hrs of Training per day: 6.00", "Base cost per candidate per hour: 27.00", and "Maximum days allowed for allowance: 0.00".

## Candidate Details

All fields with an **asterisk (\*)** are mandatory.

Field	Description
<b>Candidate Name</b>	Enter the candidate full name as specified in the Aadhaar Card / Alternate ID
<b>Gender</b>	Dropdown values are displayed. Based on the gender selected, salutation is auto-populated.
<b>Date of Birth / Year of Birth</b>	Select Date / Year of Birth
<b>Type of Disability</b>	Dropdown values are displayed. It is mandatory to upload proof of disability.
<b>Aadhaar Number</b>	Enter the 12 digit aadhaar number and upload soft-copy of the aadhaar card.
<b>Alternate ID</b>	Enabled only for training centres states defined on the scheme.

Field	Description
	Select the alternate id (PAN/ Voter ID) and upload soft-copy of the card.
<b>Education Attained</b>	Dropdown values are displayed
<b>Caste Category</b>	Dropdown values are displayed
<b>Religion</b>	Dropdown values are displayed

**Note:**

- Aadhaar verification is performed on the name, gender, date/ year of birth, and Aadhaar number that you have specified. The status is updated as **Successful** or **Failure** accordingly.
- If the Aadhar number is not successfully verified, an error message is displayed. Go to <https://developer.uidai.gov.in/node/39> and check for more information on the error and its resolution.  
It is possible that the Aadhaar card may be suspended or cancelled. In such case, visit the **Aadhar Enrolment Centre** to resolve the issue.

The screenshot displays a 'CANDIDATE DETAILS' form with the following fields and values:

- Candidate Name:** Upal Jena
- Gender:** Female
- Salutation:** Ms.
- Date of Birth:** 01-July-2002
- Year of Birth:** Select
- Type of Disability:** None
- Aadhaar Number:** 555555555555. Includes a 'Verify Aadhaar' button and a file upload field for 'Screenshot (7).png'.
- Aadhaar Verification Status:** Failure
- Alternate ID:** Select. Includes a file upload field for 'Alternate ID No.' with the message 'No file chosen'.
- Alternate ID Verification Status:** Not Provided
- Education Attained:** 11th to 12th
- Caste Category:** Gen
- Religion:** Buddhism



## Specifying Candidate Address Details

1. Enter the candidate address.
2. Enter the 6 digit pincode.
  - If Pin code exists in system, **Select Domicile Address** is selected. Values are auto-populated in the dropdown list for **Locality, Village/ Town/ City, Sub-District, State, District, and Constituency** fields.
  - If Pin code doesn't exist in system, **Enter Domicile Address** is selected. Values must be manually entered for **Locality, Village/ Town/ City, Post Office, and Sub-District** fields.

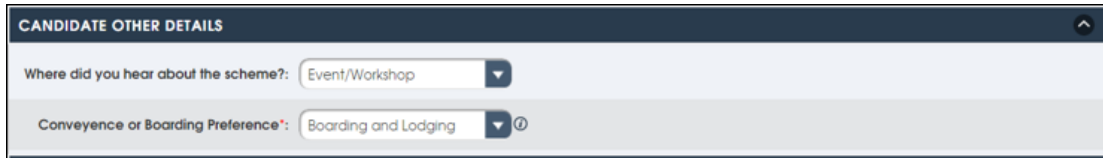
## Specifying Candidate Contact Details

1. Enter the 10-digit **Mobile Number** and click **Generate OTP**. An OTP (one-time password) is sent to entered mobile number.
 

**Note:** Mobile number field is disabled if **Mobile OTP Verification Status = Successful**. If **Mobile OTP Verification Status = Failure**, the mobile number can be updated or OTP can be resent.
2. Enter **Landline Number, Email ID, and Father/Mother/Guardian** fields.

## Specifying Other Details

1. Select **Where did you hear about the scheme?**
2. Select **Conveyance or Boarding Preference.**



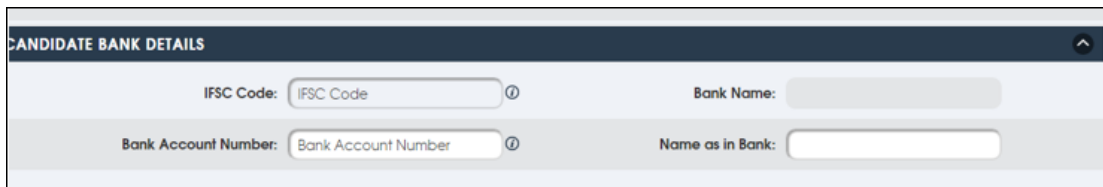
CANDIDATE OTHER DETAILS

Where did you hear about the scheme?: Event/Workshop

Conveyance or Boarding Preference\*: Boarding and Lodging

## Specifying Candidate Bank Details

1. Enter the 11 character **IFSC** code.  
**Note:** Bank name is auto-populated based on IFSC code. If IFSC code is not present in system, raise the issue to JIRA support.
2. Enter the **Bank Account Number** and name of the candidate as in bank.



CANDIDATE BANK DETAILS

IFSC Code: IFSC Code

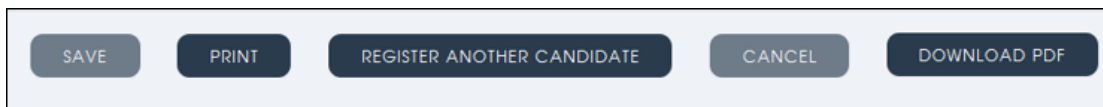
Bank Name:

Bank Account Number: Bank Account Number

Name as in Bank:

## Saving Candidate Details

1. Click **Save** to save the entered details.
2. Click **Cancel** to cancel the entered details.
3. Click **Register Another Candidate** to register a new candidate.




SAVE PRINT REGISTER ANOTHER CANDIDATE CANCEL DOWNLOAD PDF

## Printing Candidate Details

After the candidate details are saved, the **Print** button is enabled.

1. Click **Print**.






प्रधानमंत्री कौशल विकास योजना



N-S-D-C  
National Skill Development Corporation  
Transforming the skill landscape




Smart Centre

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**Candidate Registration Form**

Centre Candidate ID : 0 Please tick to Confirm Correctness

**Candidate Course Details:**

Scheme: Pradhan Mantri Kaushal Vikas Yojana 2.0 (PMKVY 2.0)	Date of Registration : 05 Jul 2016
Training Type: New Skilling	
Sector: Agriculture	
Sub-Sector: Agriculture	
Job Role: Paddy Farmer Level 4	
Where did you hear about the scheme?:	
Conveyance and Boarding Preference?: Boarding and Lodging	

**Candidate Identity Details:**

Candidate Name: upali jena D O fghghf	Type of Disability?: None
Gender: Female	Education Attained : 5th to 8th
Year/Date of Birth: 02 Jul 2002	Caste Category: Gen
Aadhaar Number: 123456788990	Religion: Buddhism
Aadhaar Verification Status: Failure	Alternat Id Type:
	Alternate ID No:

**Candidate Contact Details:**

Address: ghhfytff, btm first stage, lghhhhh, dmpur, Balangir, Odisha, Pincode- 754210	Mobile Number: 9035750995
E-mail ID: upolijena123@gmail.com	Mobile OTP Verification Status: Successful
	Landline Number:

**Candidate Bank Account Details:**

Name as in bank:	IFSC Code:
Bank Account Number:	Bank Name:

**Candidate TC details:**

TC Name: IIS @ IL&FS-Agartala	Address: IL&FS Skills Development Corporation Limited, TBM, Opposite IIT, Indranagar, Agartala, PIN - 799006, .
TC ID: 1553	
Partner Name: IL & FS Skills Development Corporation Limited	

**Declaration:**

**Consent:** I authorised NSDC to use my data as required by the PMKVY 2.0 Scheme.

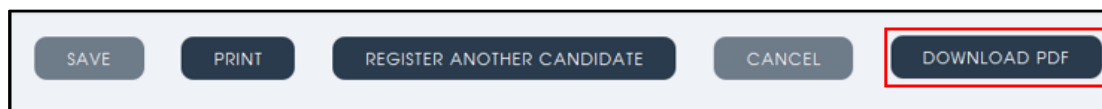
Candidate's Signature

**For Training Centre Use:**

SDMS Candidate ID:

## Downloading Details in PDF

1. Click **Download PDF** to download the candidate registration form.

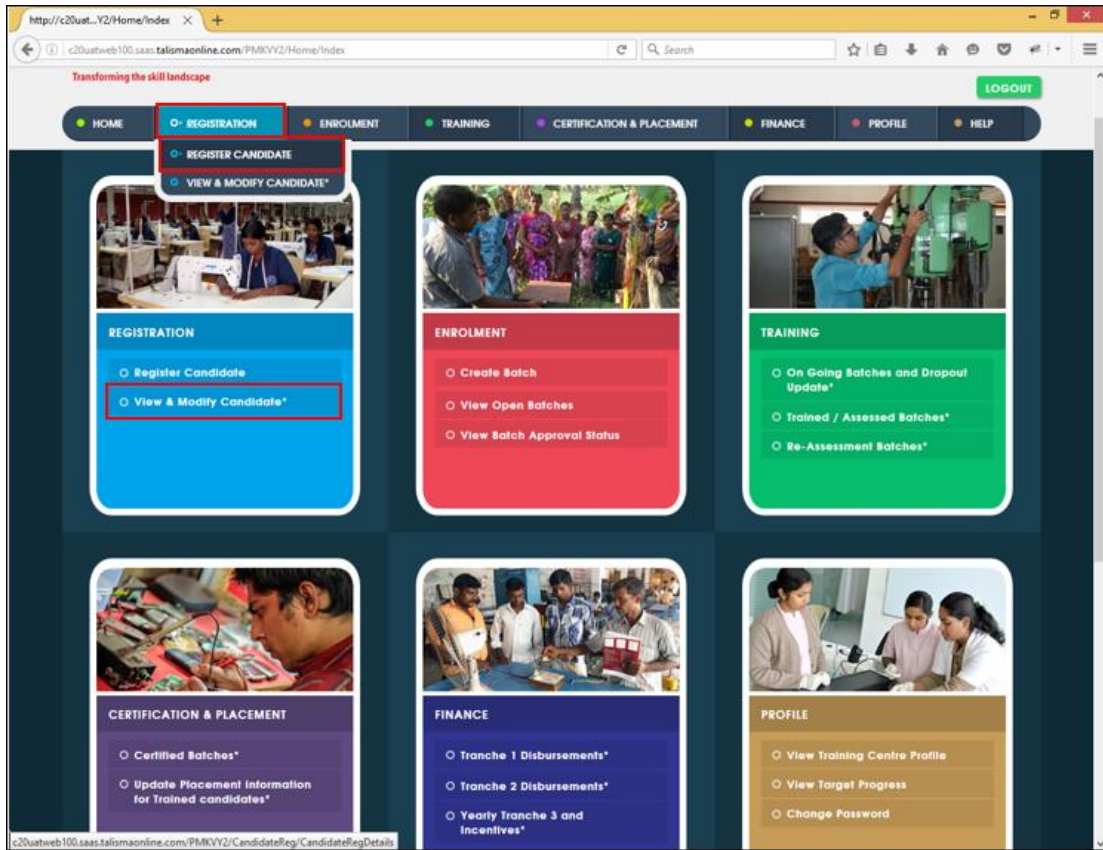


**Note:** You can check the eligibility of the candidate and proceed with enrolment after 3 hours.

## Viewing and Modifying Candidate Registration

To view and modify candidate registration:

1. Click **Registration > View & Modify Candidate** either on the menu bar or on the widget.



The **View and Modify Candidate** page is displayed.

**Note:** Only Registered Candidates who are not enrolled can be searched.

Field	Description
<b>Scheme</b>	By default is PMKVY 2.0
<b>Training Type</b>	Select the dropdown values
<b>Sector</b>	Select the dropdown values
<b>Sub-Sector</b>	Select the dropdown values
<b>Job Role</b>	Select the dropdown values
<b>Candidate Name</b>	Enter the candidate name
<b>Centre Candidate ID</b>	Enter the candidate id
<b>Gender</b>	Select the dropdown values
<b>Registration Date – From To</b>	Enter registration date
<b>Eligible for Enrolment</b>	Select the dropdown values

<b>Eligible for Disbursement</b>	Select the dropdown values
<b>Mobile Number Exists in System</b>	Select the dropdown values

The screenshot shows the 'VIEW & MODIFY CANDIDATE' interface. At the top, there are logos for Skill India and N-S-D-C National Skill Development Corporation, along with a 'Smart Centre' logo and a 'LOGOUT' button. A navigation bar contains links for HOME, REGISTRATION, ENROLMENT, TRAINING, CERTIFICATION & PLACEMENT, FINANCE, PROFILE, and HELP. The main form area is titled 'VIEW & MODIFY CANDIDATE' and contains the following fields:

- Scheme:** Pradhan Mantri Kaus (dropdown)
- Training Type:** Select (dropdown)
- Sector:** Select (dropdown)
- Sub-Sector:** Select (dropdown)
- Job Role:** Select (dropdown)
- Candidate Name:** Name (text input)
- Centre Candidate Id:** centre candidate id (text input)
- Gender:** Select (dropdown)
- Registration Date - From To:** (date range input)
- Eligible For Enrolment:** Select (dropdown)
- Eligible For Disbursement:** Select (dropdown)
- Mobile Number Exists In System:** Select (dropdown)

At the bottom of the form, there are 'SEARCH' and 'CLEAR' buttons.

2. **Enter/ Select** the required field and click **Search**.
3. Click **Clear** to reset the search criteria.

REGISTERED CANDIDATES									
Centre Candidate ID	Candidate Name	Gender	Mobile Number	Email Id	Eligible For Enrolment	Eligible For Disbursement	Mobile Number Exists in System	Type Of Disability	
KA00000A-340313	afsd	Female	3546654654	sdfsdf@h.com	Yes	Yet to be verified	No	Multiple Disabilities	
KA00000A-833484	upali jena	Female	9035750995	u@gmail.com	Yes	Yet to be verified	No	Multiple Disabilities	
KA00000A-254107	kshor	Female	9035750995	u@gmail.com	Yes	Yet to be verified	No	Multiple Disabilities	
KA00000A-185227	upali aparajita	Female	9035750995	u@gmail.com	Yes	Yet to be verified	No	Speech impaired	
KA00000A-844334	murali	Male	7799311128	prasadg11592@gmail.com	Yes	Yet to be verified	No	Multiple Disabilities	
KA00000A-620040	TestC	Female	4498417989	jhjhd@kik.com	Yes	Yes	No	None	
KA00000A-655253	TestD	Female	6546555655	Mamd@kik.com	Yes	Yes	No	Multiple Disabilities	

VIEW EDIT DELETE PRINT DOWNLOAD PDF

4. Select the candidate and perform any of the following action:

- View
- Edit
- Delete
- Print
- Download PDF

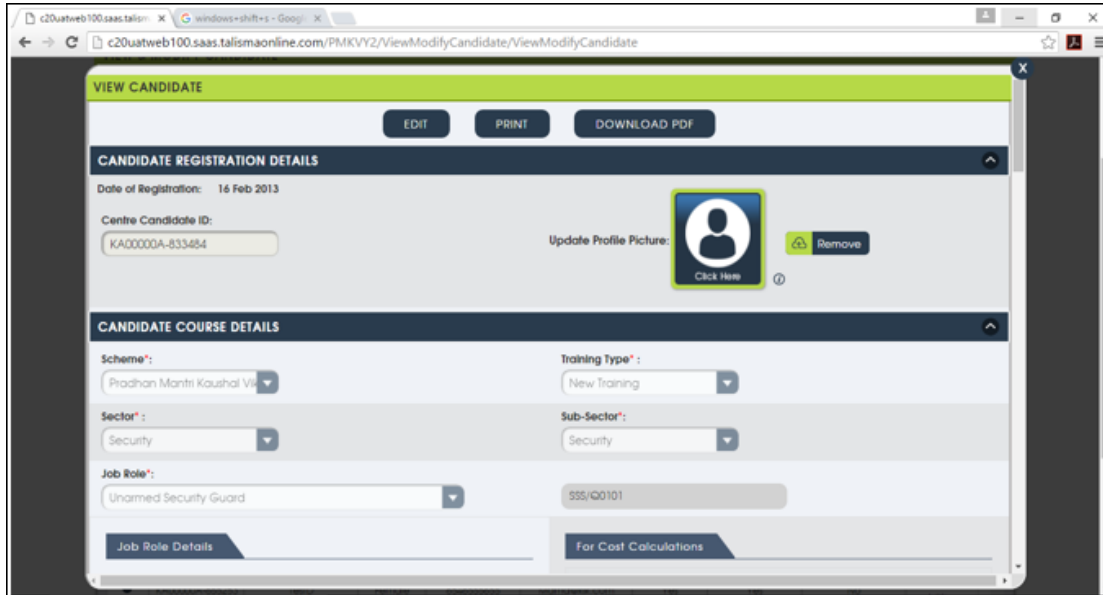
REGISTERED CANDIDATES									
Centre Candidate ID	Candidate Name	Gender	Mobile Number	Email Id	Eligible For Enrolment	Eligible For Disbursement	Mobile Number Exists in System	Type Of Disability	
KA00000A-340313	afsd	Female	3546654654	sdfsdf@h.com	Yes	Yet to be verified	No	Multiple Disabilities	
KA00000A-833484	upali jena	Female	9035750995	u@gmail.com	Yes	Yet to be verified	No	Multiple Disabilities	
KA00000A-254107	kshor	Female	9035750995	u@gmail.com	Yes	Yet to be verified	No	Multiple Disabilities	
KA00000A-185227	upali aparajita	Female	9035750995	u@gmail.com	Yes	Yet to be verified	No	Speech impaired	
KA00000A-844334	murali	Male	7799311128	prasadg11592@gmail.com	Yes	Yet to be verified	No	Multiple Disabilities	
KA00000A-620040	TestC	Female	4498417989	jhjhd@kik.com	Yes	Yes	No	None	
KA00000A-655253	TestD	Female	6546555655	Mamd@kik.com	Yes	Yes	No	Multiple Disabilities	

VIEW EDIT DELETE PRINT DOWNLOAD PDF

## Viewing Candidate Details

1. To view candidate details, click **View**.

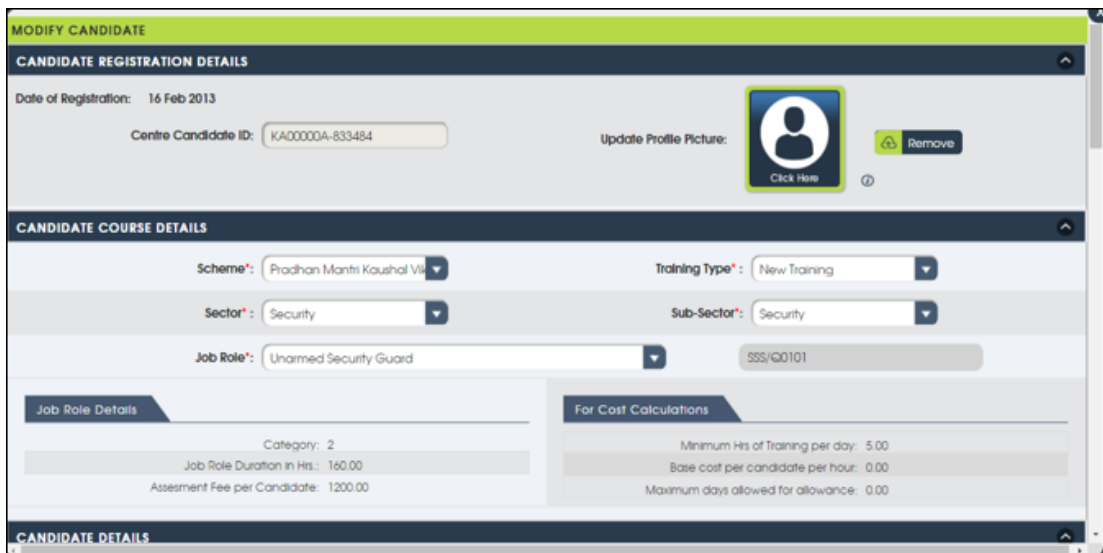
The selected candidate details are displayed in read only mode.



## Editing Candidate Details

1. To edit candidate details, click **Edit**.

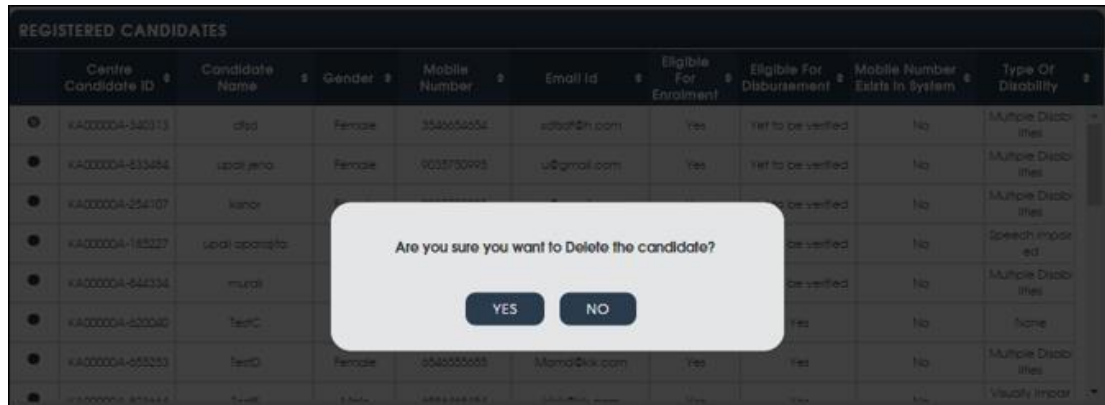
The selected candidate details are displayed in editable mode.



**Note:** You cannot modify the Aadhaar Card details such as candidate name, gender, date/ year of birth, aadhaar number, if the Aadhaar is already verified.

## Deleting a Candidate

1. To delete a candidate, click **Delete**.



## Printing Candidate Details

1. To print the details of the candidate, Click Print.

**Note:** Candidate is required to sign the hard copy of the registration form and store a copy for audit by NSDC.

## Downloading in PDF Format

1. To download the candidate details form in PDF, click **Download PDF**.