Smart Centre Registration User Manual

PMKVY2.0

28th September, 2016

INTERNATIONAL LEARNING CENTER
Creating a Knowledgeable Workforce

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Introduction

This document provides information on how to perform the candidate registration process.
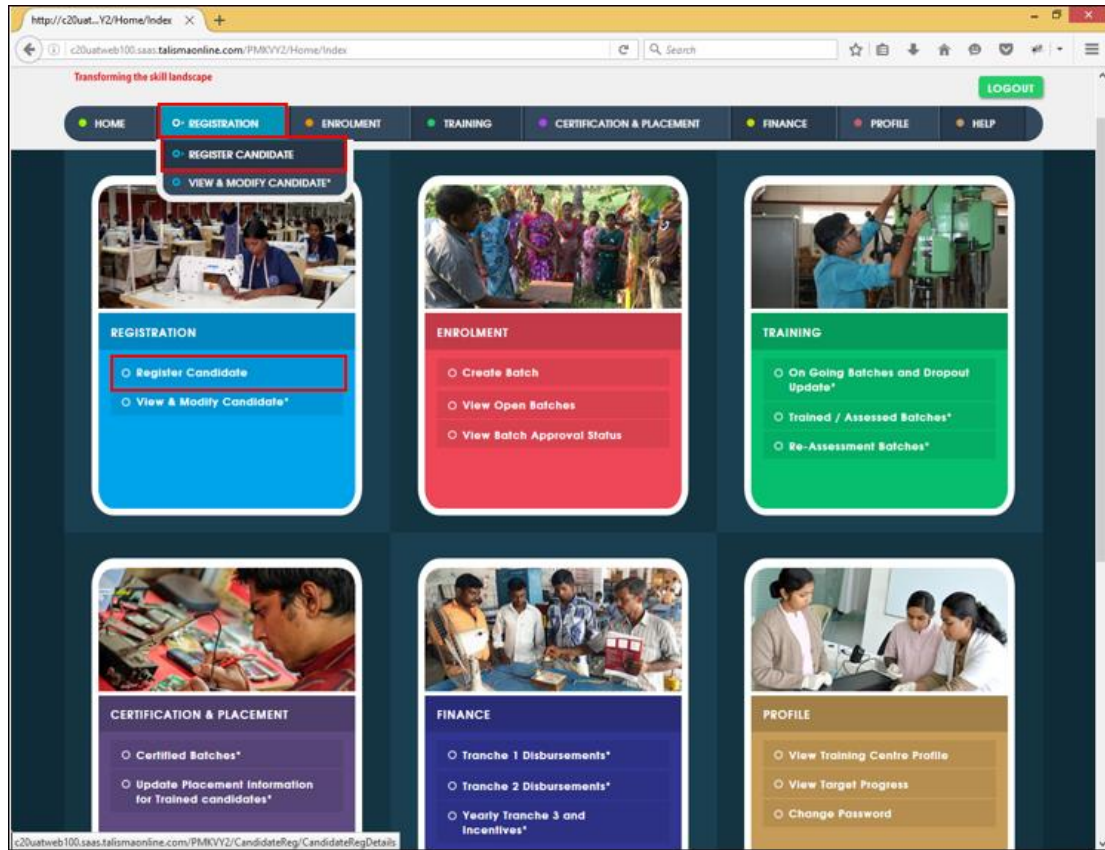
Topics covered in the manual are:

- Registering a Candidate
- Viewing and Modifying Candidate Registration

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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.

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.

Candidate Course Details

Field	Description
Scheme	By default is PMKVY 2.0
Training Type	Dropdown values are displayed
Sector	Dropdown values are displayed
Sub-Sector	Dropdown values are displayed
Job Role	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.

Candidate Details

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

Field	Description
Candidate Name	Enter the candidate full name as specified in the Aadhaar Card / Alternate ID
Gender	Dropdown values are displayed. Based on the gender selected, salutation is auto-populated.
Date of Birth / Year of Birth	Select Date / Year of Birth
Type of Disability	Dropdown values are displayed. It is mandatory to upload proof of disability.
Aadhaar Number	Enter the 12 digit aadhaar number and upload soft-copy of the aadhaar card.
Alternate ID	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.
Education Attained	Dropdown values are displayed
Caste Category	Dropdown values are displayed
Religion	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.

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.
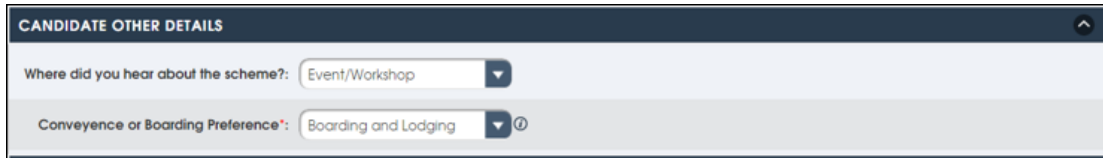

Specifying Candidate Contact Details

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?**
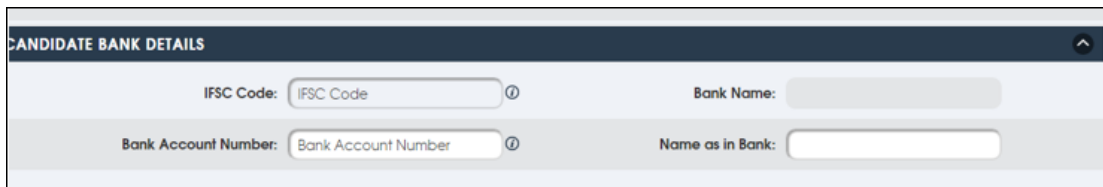2. Select **Conveyance or Boarding Preference**.

CANDIDATE OTHER DETAILS

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

Conveyence 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
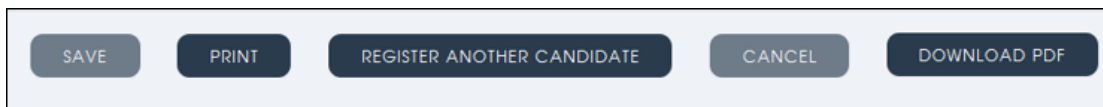
IFSC Code: IFSC Code   Bank Name:

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**.

Downloading Details in PDF

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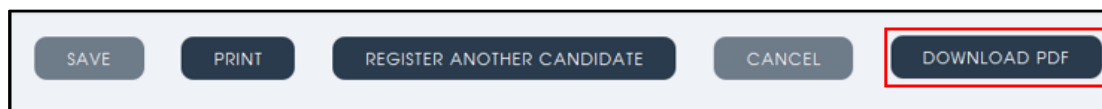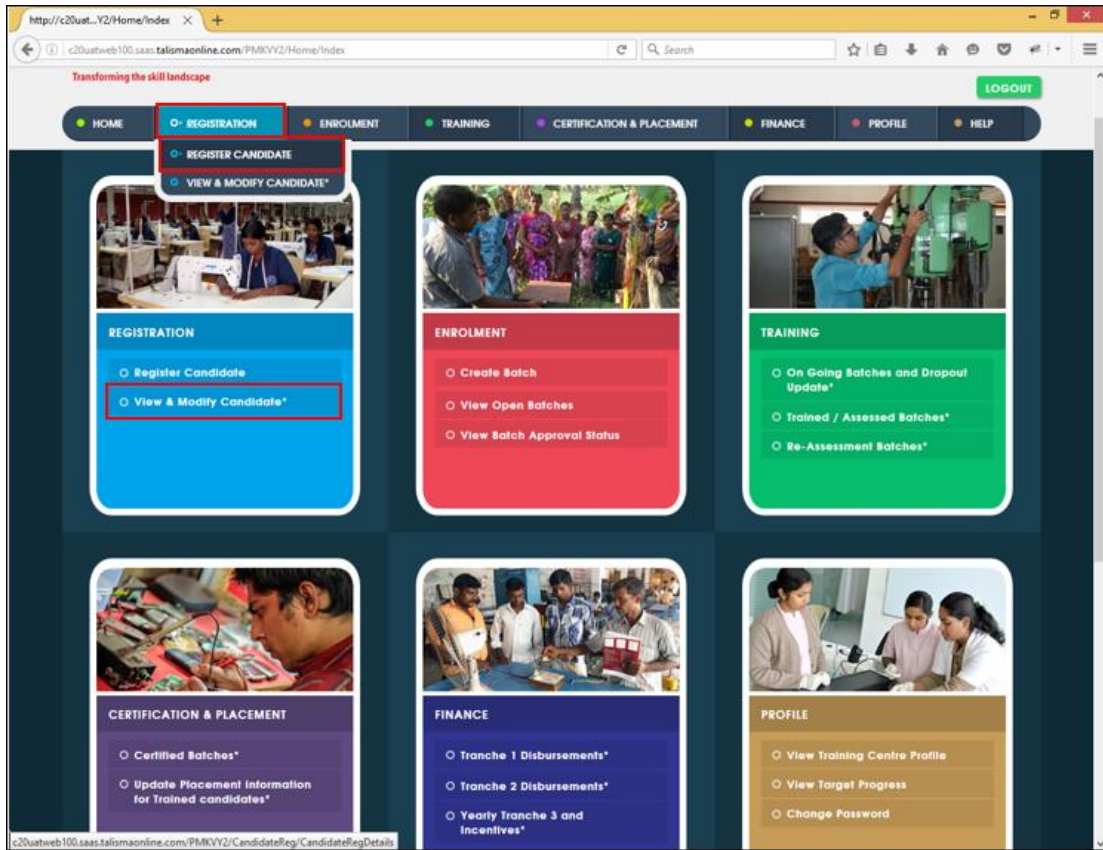

Note: You can check the eligibility of the candidate and proceed with enrolment after 3 hours.

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

Eligible for Disbursement	Select the dropdown values
Mobile Number Exists in System	Select the dropdown values

2. **Enter/ Select** the required field and click **Search**.

3. Click **Clear to** reset the search criteria.

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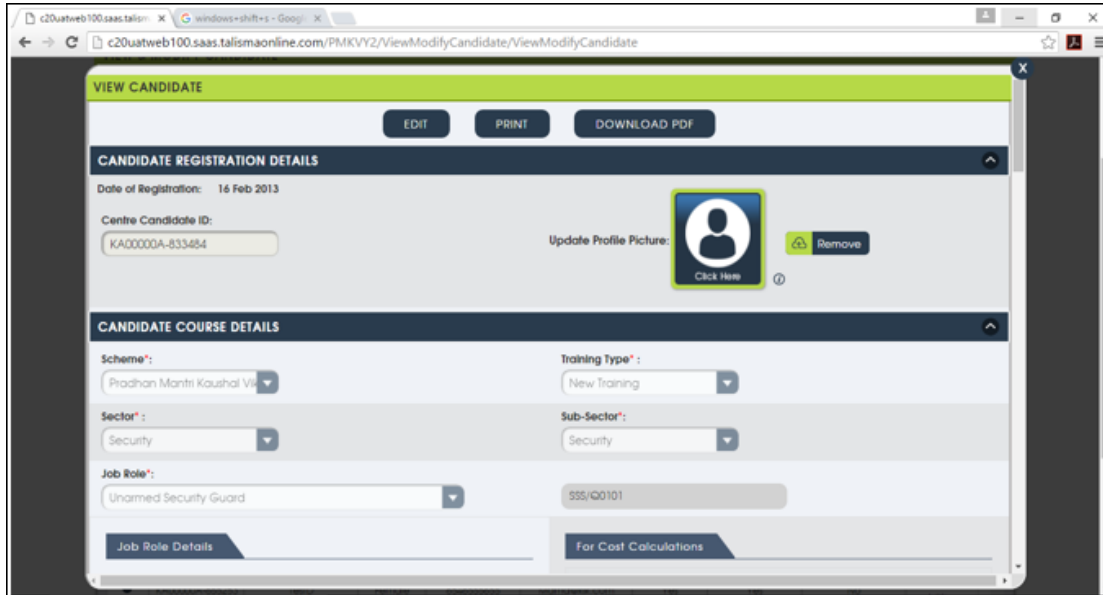
- View

- Edit

- Delete

- Print

- Download PDF

Viewing Candidate Details

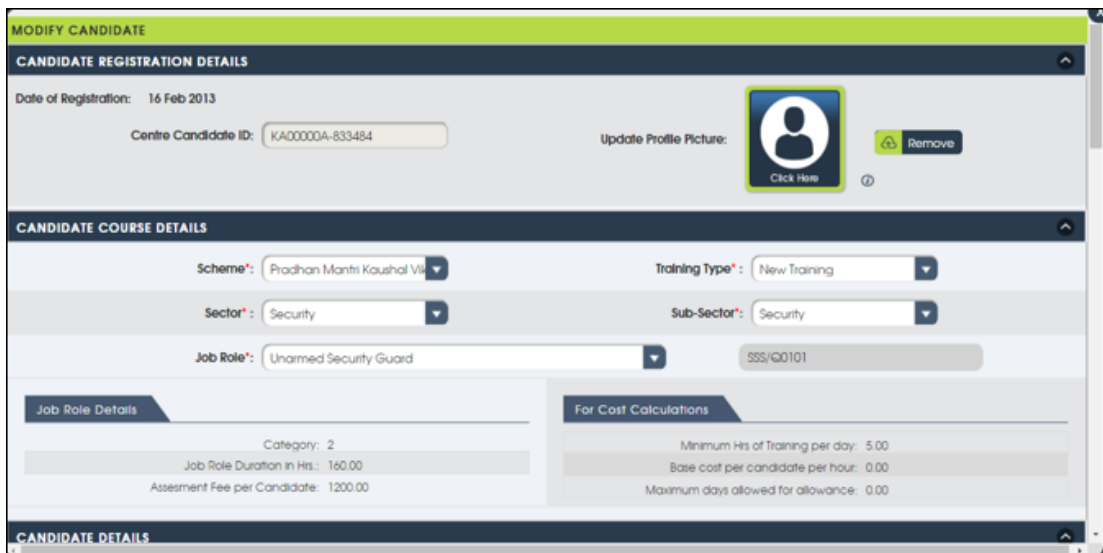1. To view candidate details, click **View.**

   The selected candidate details are displayed in read only mode.

Editing Candidate Details

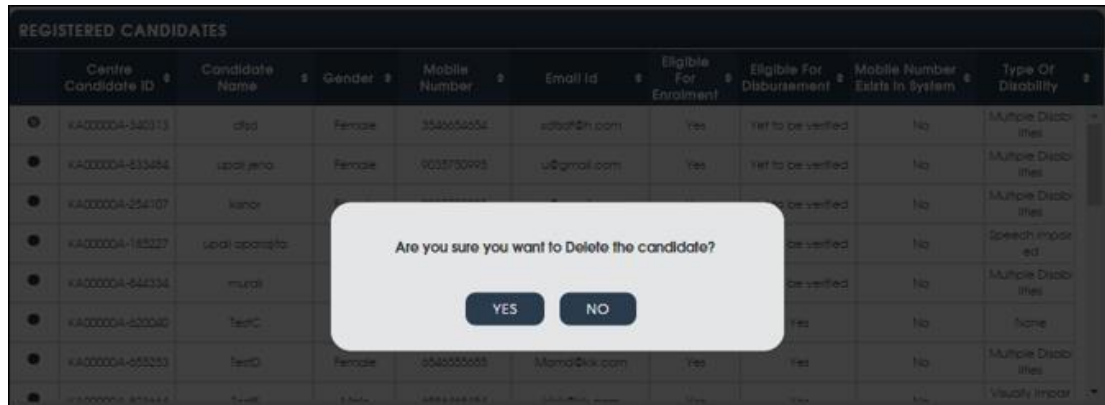1. To edit candidate details, click **Edit.**

   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.

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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**.