

# ***“Seekho aur Kamao”***

## ***A Skill Development Initiative for Minorities***

### **User Manual**

**Prepared by: - Ministry of Minority Affairs  
(Financial Year 2018-19)**

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## 1. Objective

- To bring down unemployment rate of minorities.
- To conserve and update traditional skills of minorities and establish their linkages with JOB market.
- To improve employability of existing workers, school dropouts etc. and ensure their placement.
- To generate means of better livelihood for marginalized minorities and bring them in the mainstream.
- To enable minorities to avail opportunities in the growing market.
- To develop potential human resource for the country.

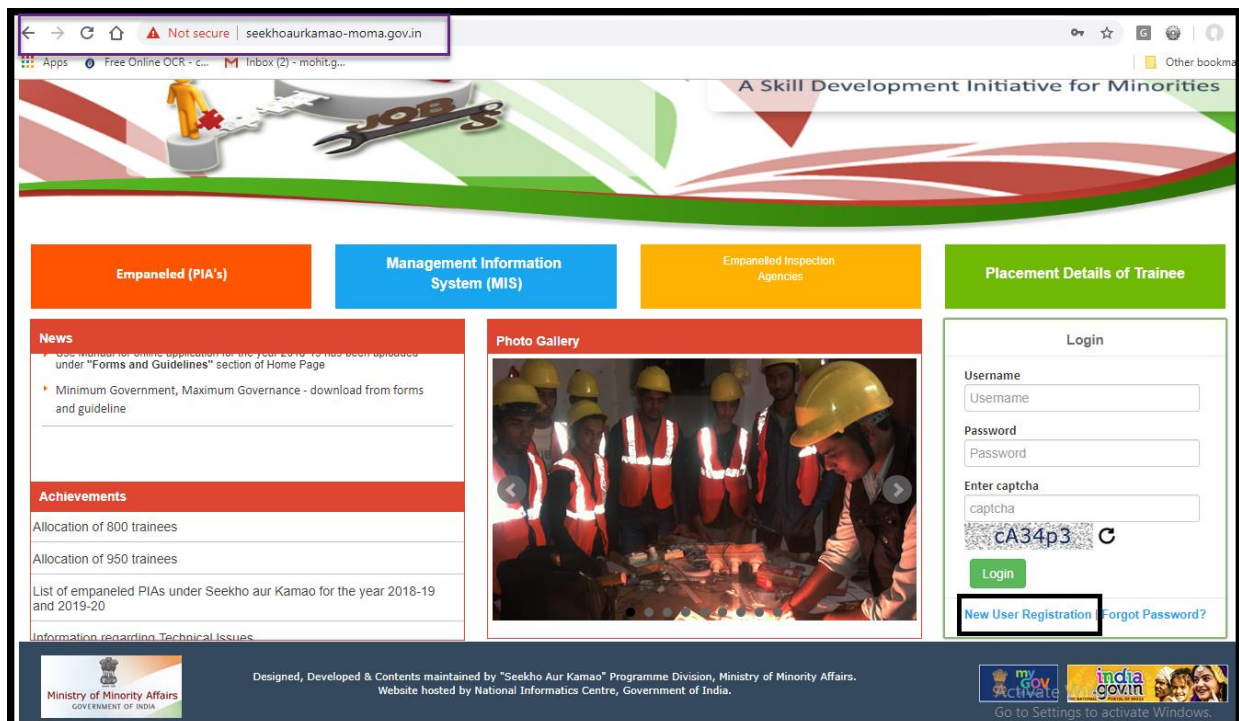


Figure 1 – Seekho Aur Kamao Home page

## 2. Audiences

This manual is for website Administrators, Users and Visitors. The Seekho aur Kamao Web-Portal can be found at:

[http:// seekhoaurkamao-moma.gov.in](http://seekhoaurkamao-moma.gov.in)

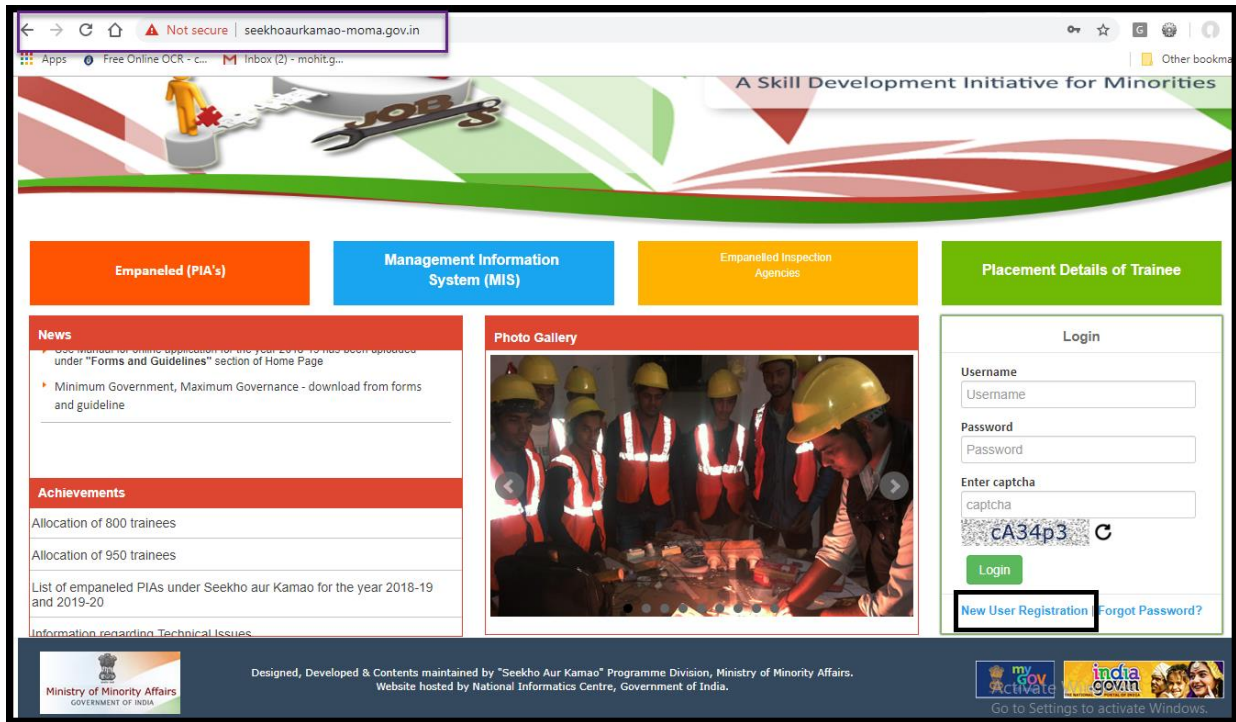


Figure 2 – Seekho Aur Kamao Home page

### 3. Process of Registration – New User Registration

#### 3.1 Step 1 - Open any web browser and enter the URL:

[http:// seekhoaurkamao-moma.gov.in](http://seekhoaurkamao-moma.gov.in)

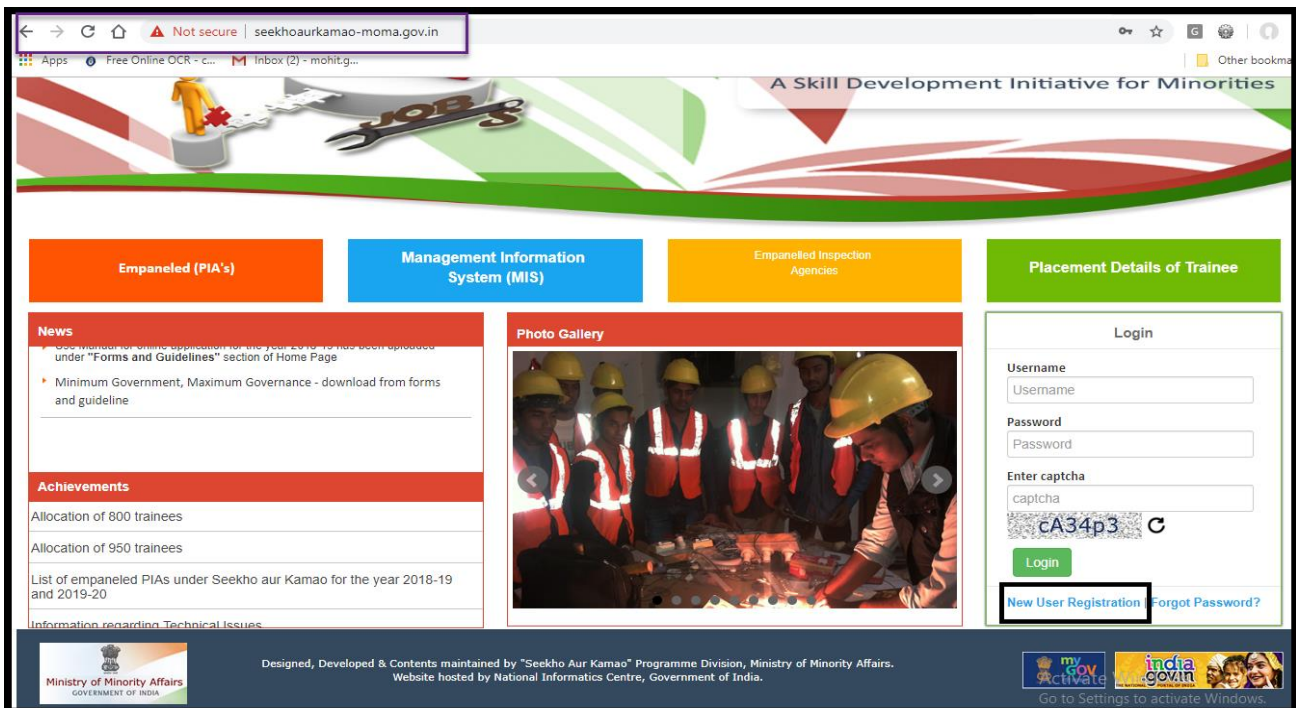
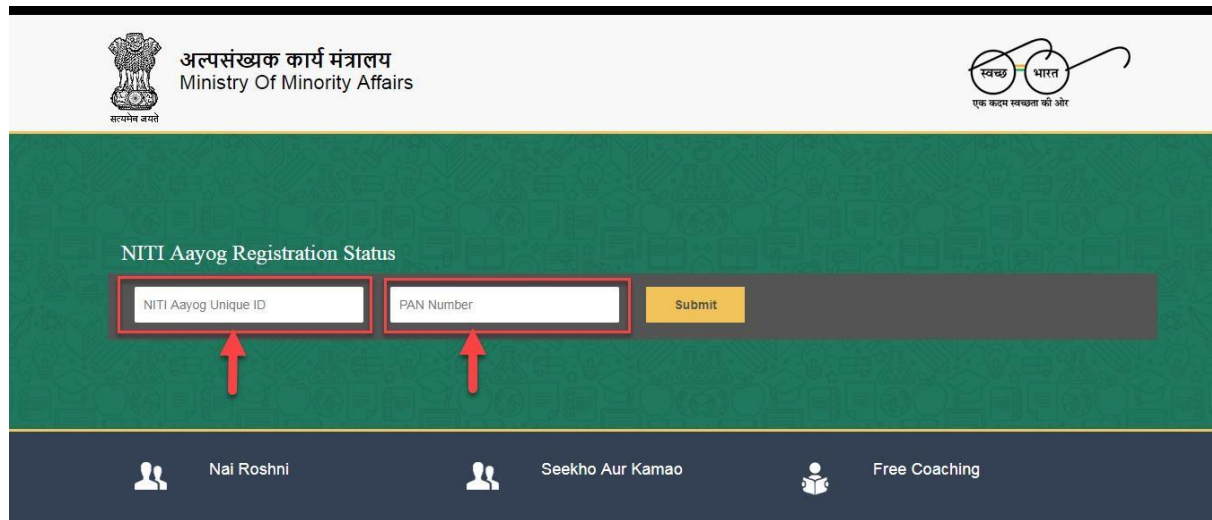


Figure 3 - New User Registration

### 3.2 Step 2 - Click on “New User Registration” in case of 1st time of

User will be navigated to new URL

<http://ngogrants-moma.gov.in/Home/NgoDarpanValidation?schemid=Mt9WMMFQyWdVWMEgxQTBRM0QzVTRFNw==>



The screenshot displays the 'NITI Aayog Registration Status' form on the NGO Grant Portal. The form is set against a green background and includes two input fields: 'NITI Aayog Unique ID' and 'PAN Number'. Both fields are highlighted with red boxes, and red arrows point upwards to each. A yellow 'Submit' button is located to the right of the input fields. The page header features the Ministry of Minority Affairs logo and the motto 'एक कदम स्वच्छता की ओर' (One step towards cleanliness). The footer contains three navigation links: 'Nai Roshni', 'Seekho Aur Karnao', and 'Free Coaching'.

Figure 4 - NGO Grant Portal

- User needs to enter their NITI Aayog Unique Id and PAN Number. Click on “Submit” button to display their Information.
- Users needs to verify their information and if any discrepancies are there, then User needs to coordinate with NGO Darpan Technical Team.

### 3.3 Step 3 – Click on “Generate OTP” button to validate the data.

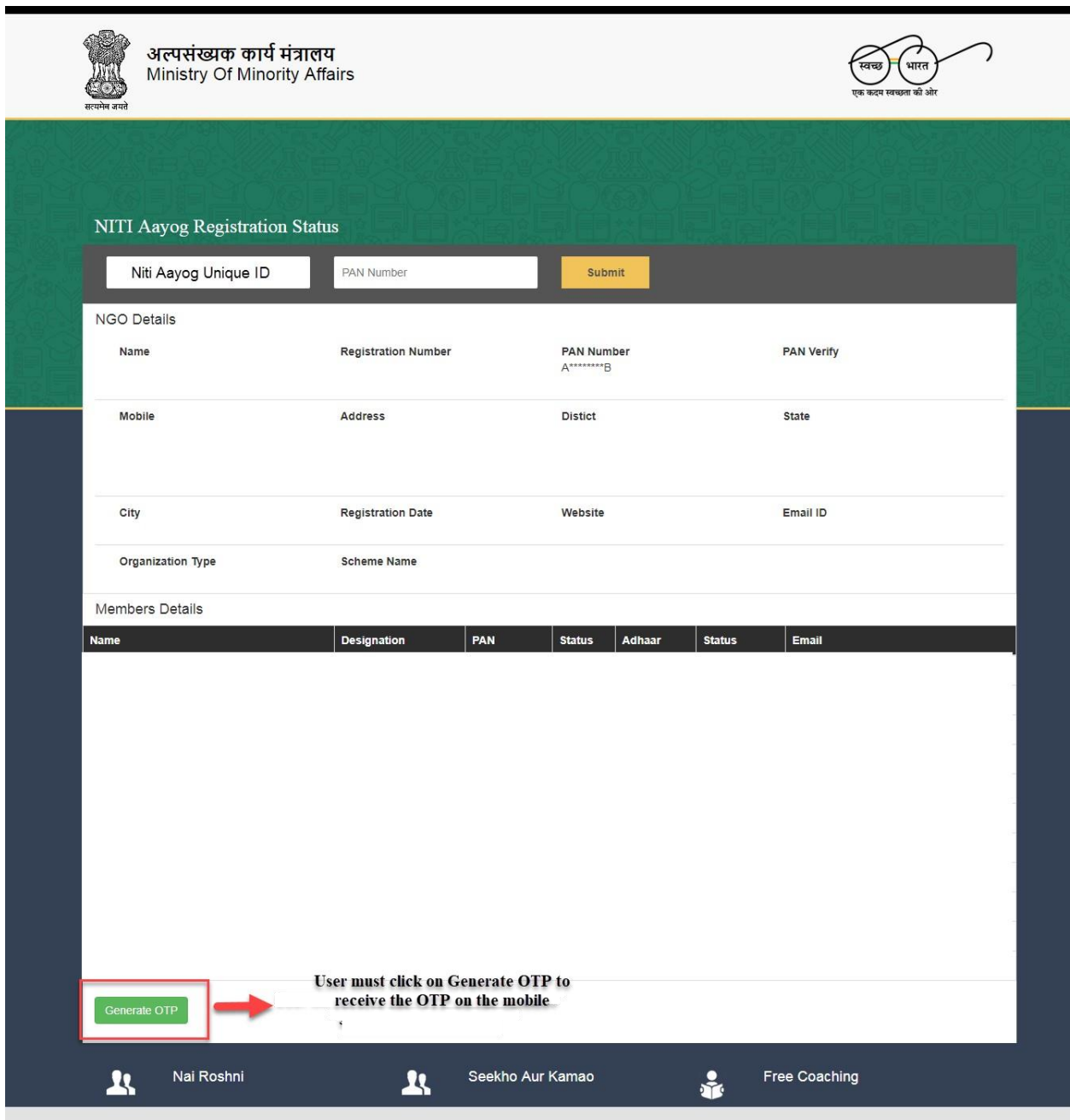


Figure 5 - Generate OTP Screen

- User needs to verify that 3 of their Member’s PAN Card must be verified in order to process further.
- User will click on Generate OTP button
- An OTP will be sent to registered mobile number if PAN Card of 3 members are verified.
- User will enter the OTP and click on submit button
- On submission, a system generated password will be sent to Mobile number



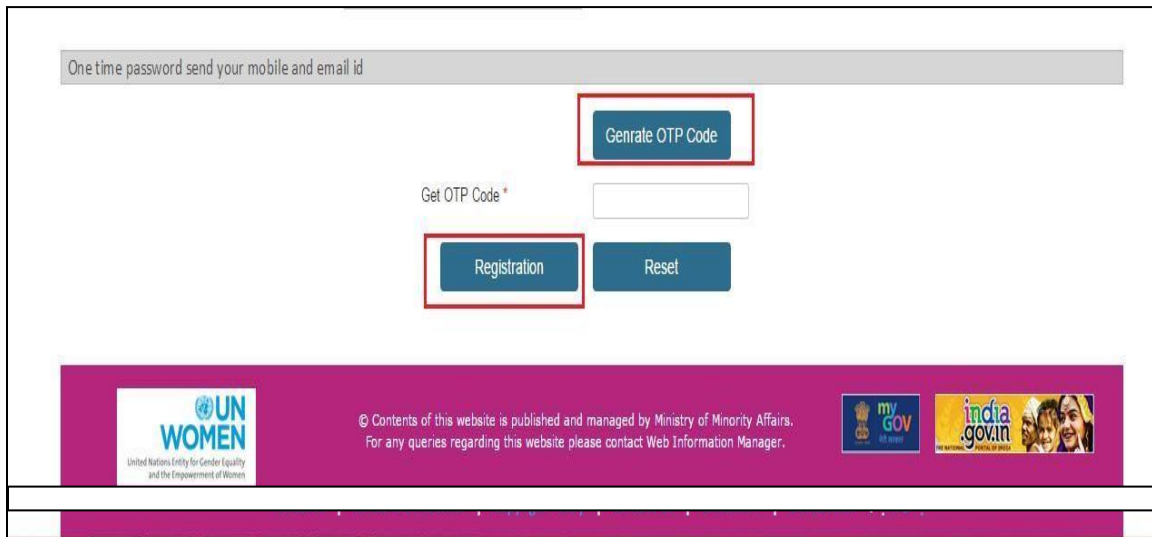


Figure: 6 Generate OTP

### 3.4 Step 4 – Enter NITI Aayog ID as your User Name and Password which was received on your registered mobile number

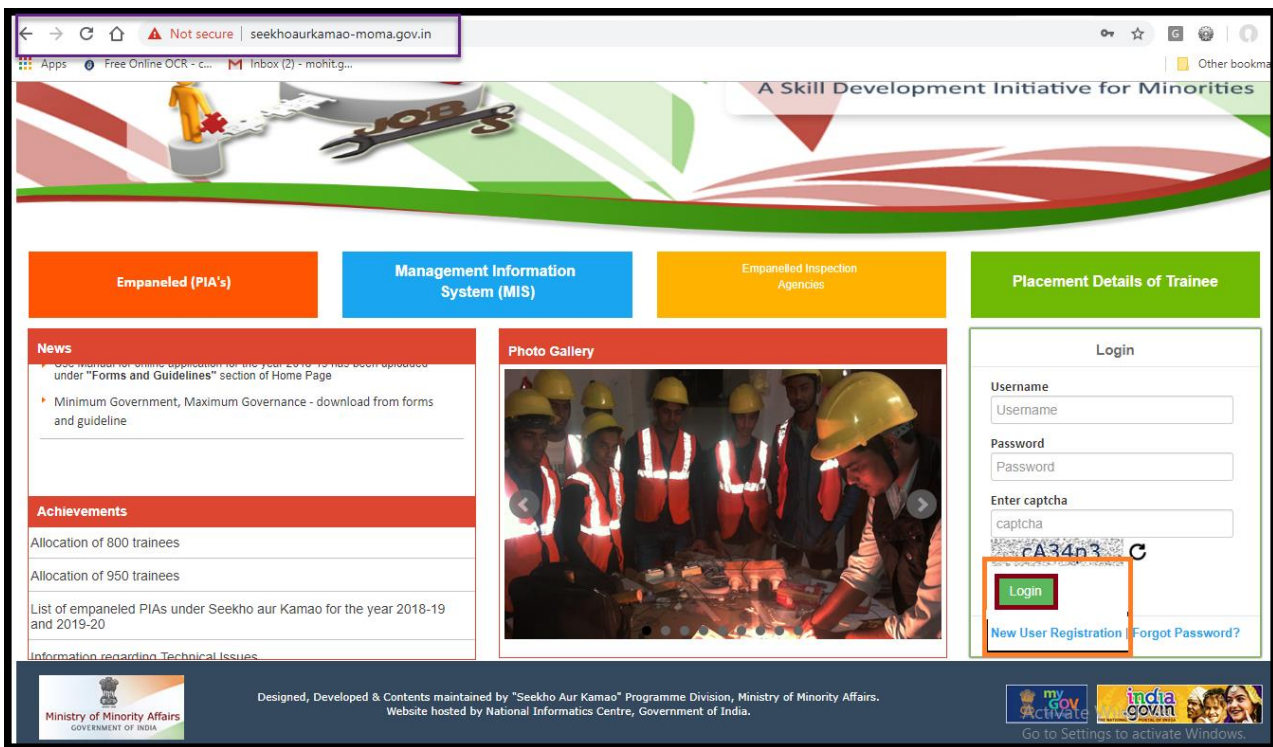


Figure 7 - Login Screen

- Enter User name (NITI Aayog Unique ID) and Password (sent on Registered Mobile number)
- Enter Captcha Showing on the screen below password field
- Click on “Login” Button

### 3.5 Step 5 - Online Registration page

The screenshot displays the 'Registration of Organization' page. At the top, there is a navigation bar with links: Home, About Us, Contact Us, News, Training Schedule, and Forms. The main form is divided into two columns. The left column contains fields for: Name of Organization, Address of Organization, State (dropdown), City (dropdown), District (dropdown), Pin Code, Phone No., Fax No., Type of organization/Societies (dropdown), Registered No., State of registration (dropdown), City of registration (dropdown), Date of registration (date picker), Detail of Achievement (text area), and Sectors of expertise (text area). The right column contains fields for: Name of Chairman/President/CEO, Mobile no(CEO), Email Id(CEO), Name of Secretary/VP, Mobile no(VP), Email Id(VP), Websites, User Id, Password, Confirm password, Registration certification (with a 'Browse...' button and 'No file sele' text), Registration valid till (date picker), and Remarks (text area). Below the form, there is a section for 'One time password send your mobile and email id' with a 'Generate OTP Code' button, a 'Get OTP Code' field, and 'Registration' and 'Reset' buttons.

**Figure 8 - Online Registration Page**

- New user will be able to view data auto filled and will have to fill remaining information where Data is missing
- User should not use any Special Character while filling the information.
- User should have filled all the mandatory field and upload document wherever is required.
- User will Click on “Generate OTP” button to receive OTP on registered Mobile number
- User will enter OTP in the field provided.
- User will click on “Registration” button to successfully get registered and Password will be received on registered mobile number
- User can also reset the Information and can fill the details again.



## 4. Process of Registration - Existing User

### 4.1 Step 1 –Enter the User Name and Password



Figure 9 - Login Page

1. User will enter NITI Aayog Unique ID as their User name.
2. User will enter “password” received on the registered mobile number.
3. User will enter captcha showing on the screen and then click on login button.
4. Existing User will enter their User Name and Password to login on the Portal.
5. On Successful submission, the user would be asked to select the financial year for which organization want to submit the application form.
6. Once financial year selected, user will click on apply online to fill the information and submit the application form.

## 5. Process of Login

### 5.1 After registration enter the URL:

<http://seekhoaurkamao-moma.gov.in>



Figure 10 - Login Page

### Steps followed in Figure-10:

- Enter user name (user name is case sensitive)
- Enter password (password created during registration)
- Enter valid captcha details
- Click on login button
- User will get redirected to the Home page after clicking on the button.

## 6. Process of Managing Created Account

After login the screen to select the financial year will appear. In order to fill new form users have to select the current financial year i.e. 2017-18. But those users who want to check old reports have to select other financial year present in the dropdown.

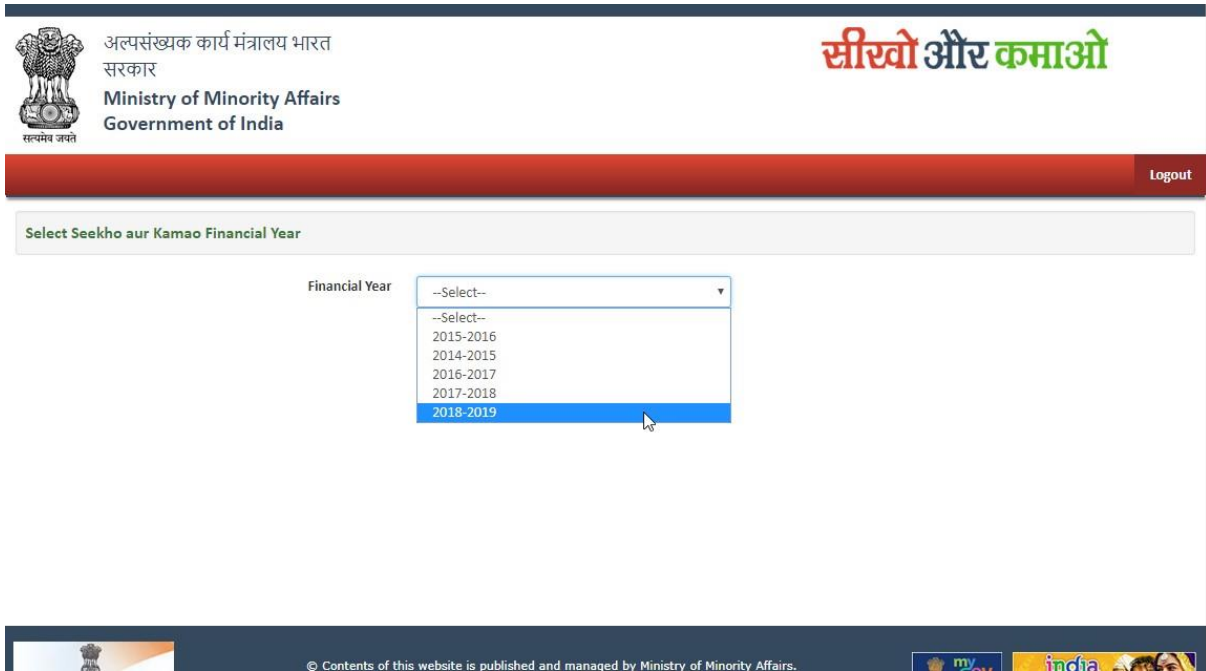


Figure 11 - Financial Year

## 7. Process of Apply Online

In order to submit new application, click on the “Apply Online” tab. Now you can see nine Forms. Fill them one after other.

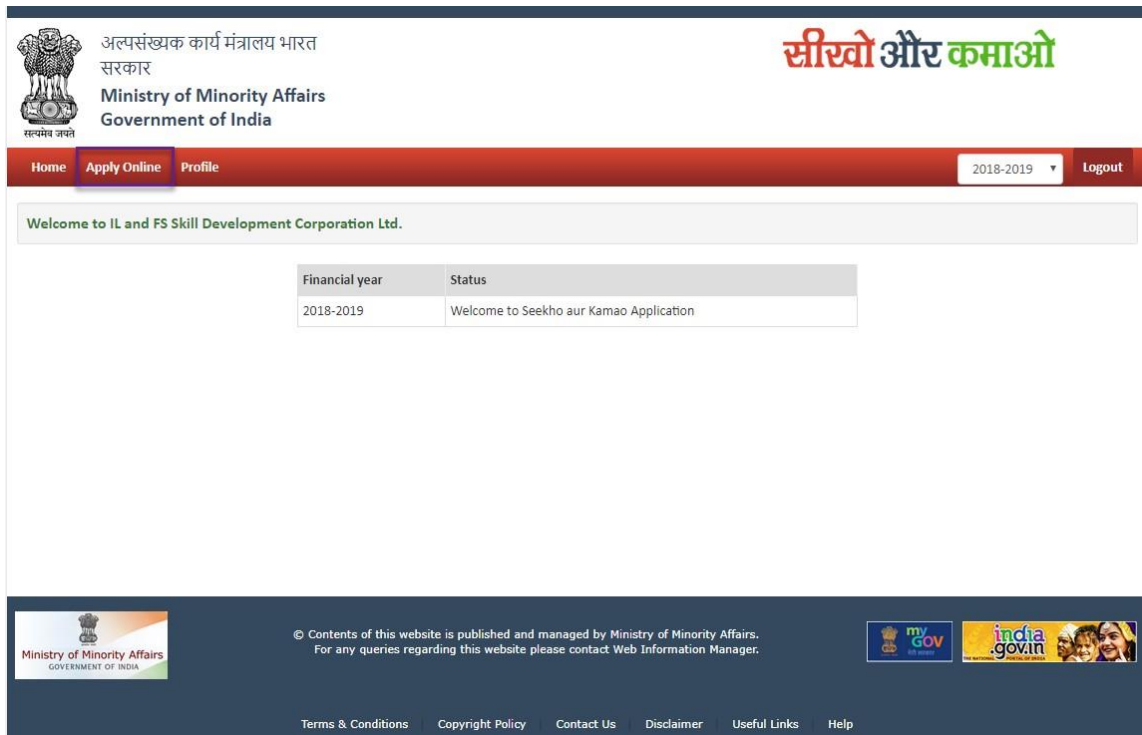


Figure 12 - Apply Online

## 7.1 Form 1 – Project Location

The screenshot shows the 'Project Location' form within the Ministry of Minority Affairs portal. The header includes the government logo and the text 'अल्पसंख्यक कार्य मंत्रालय भारत सरकार' and 'Ministry of Minority Affairs Government of India'. The slogan 'सीखो और कमाओ' is displayed in the top right. The navigation bar contains 'Home', 'Apply Online', and 'Profile' links, along with a dropdown for the year '2018-2019' and a 'Logout' button. Below the navigation bar are several tabs: 'Project Location', 'Branches/Centers', 'Past Experience(Part-1)', 'Past Experience(Part-2)', 'Past Placement Records', 'Professional Engaged', 'Financial Strength', and 'Company MoU Details'. The 'Project Location' tab is active, showing a form with the following fields:

- Location:** Text input field.
- State:** Dropdown menu with '--Select--'.
- District:** Dropdown menu with '--Select--'.
- Block/Town:** Text input field.
- Is Location Minority:** Checkbox.
- MCB/MCT:** Text input field with a note '(For MCB=1/MCT=2)'.

Below these fields is a section titled 'Add Name of the Trades to be Imparted at this Location:'. It contains a table with the following columns:

Trade Name*	Skill Type	Boys Trainees*	Girls Trainees	Total Trainees	Minority Trainees	Certifying agency*
--Select--	--Select--					

An 'Add' button is located to the right of the table. At the bottom right of the form, there are 'Save', 'Reset', and 'Next' buttons. A message 'No Records Found' is displayed at the bottom left of the form area.

**Figure 13 - Project Location**

- User needs to enter their Project Location information one by one. At a time, user can add multiple project location.
- In order to add more project location, user needs to enter information again and click on save button.
- User needs to enter “1” in case of Minority Concentrated Blocks (MCB) and “2” for Minority Concentrated Towns (MCT) as mentioned in the screen.
- Once all the project location will be added, user will click on ‘Next’ button to move to next screen for Form 2 submission.

## 7.2 Form 2 – Branches / Centers

The screenshot shows the 'Branches / Centers' form in the Seekho Aur Kamao portal. The form is titled 'Mandatory criteria for selection:' and includes a note: 'Note: Own Branches /Centres of the Project Implementing Agencies duly approved on SMART'. The form fields are as follows:

- Center/Branch Name \*
- Smart Registration No:
- Name Of Branch Head:\*
- Centre accredited as 4 or 5 star rating \* (4 Star, 5 Star)
- Centre registered as PMKK \* (Yes, No)
- Capacity and infrastructure for imparting training annually for a minimum 500 trainees in particular centre\* (Yes, No)
- Project Location:\*
- Registration Date:
- Mobile No \*
- Centre accredited as 3 star \* (Yes, No)
- NSDC's funded training centres\* (Yes, No)

At the bottom right of the form, there are three buttons: 'Save', 'Reset', and 'Next'. Below the form, there is a note: 'Note: For multiple Branches/Centers please press submit and fill the form again.' and a message: 'No Records Found'.

Figure 14 - Branches/ Centers

- User needs to enter their Branch/Centers information one by one and click on save button to save the information.
- In Order to add more Branch/Centers, user needs to enter information again and click on save button.
- User can add multiple Branch/Centers.
- User can also reset the information filled in the screen.
- User will click on “Next” button save the information and move to next screen.

### 7.3 Form 3 – Past Experience (Part 1)

The screenshot shows the 'Past Experience (Part 1)' form. At the top, there is a header with the Ministry of Minority Affairs logo and the text 'अल्पसंख्यक कार्य मंत्रालय भारत सरकार' and 'Ministry of Minority Affairs Government of India'. Below the header is a navigation bar with 'Home', 'Apply Online', and 'Profile' links, and a dropdown for the year '2018-2019' and a 'Logout' button. The main content area has a breadcrumb trail: 'Project Location', 'Branches/Centers', 'Past Experience(Part-1)', 'Past Experience(Part-2)', 'Past Placement Records', 'Professional Engaged', 'Financial Strength', and 'Company MoU Details'. The 'Past Experience(Part-1)' tab is active. Below the breadcrumb trail is a section titled 'Organization Other Details' and a sub-section titled 'Details about Skill Development Projects funded by Central Ministries /Departments in last three years:'. This section contains the following fields: 'Financial Year:\*' (dropdown menu with '--Select--'), 'Project Name:\*' (text input), 'Sponsoring Ministry /Department :\*' (text input), 'Projects funded by Ministry of Minority Affairs/ their Departments' (checkbox), 'Project Cost:\*' (text input), 'Sanction order :\*' (file upload button labeled 'Choose File' with 'No file chosen' text), 'No. of trades PIA conducted in last three years: \*' (text input), 'Types and Name of Skill: \*' (text area), and 'Duration (In Hrs):\*' (text input). At the bottom right of the form are three buttons: 'Save', 'Reset', and 'Next'. At the bottom left, there is a message 'No Records Found'.

Figure 15 – Past Experience (part 1)

- User needs to give details about skill development projects funded by central ministries/department in last 3 years.
- User needs to fill all the information shows on the screen and click on save button to save the information filled.
- In order to add more past experience for multiple financial years, user needs to enter information again and click on save button.
- In order to move to next screen, user needs to click on the “Next” button.
- User can reset the information in text field
- User can add multiple information.



## 7.4 Form 4 - Past Experience (Part 2)

अल्पसंख्यक कार्य मंत्रालय भारत सरकार  
Ministry of Minority Affairs  
Government of India

सीखो और कमाओ

Home Apply Online Profile 2018-2019 Logout

Project Location Branches/Centers Past Experience(Part-1) Past Experience(Part-2) Past Placement Records Professional Engaged Financial Strength Company MoU Details

Organization Other Details

Details about Skill Development Projects funded by State Government/UT Administration in last three years :

Financial Year:\* --Select-- Project Name:\*

Sponsoring Ministry /Department :\* Projects funded by Ministry of Minority Affairs/ their Departments

Project Cost:\* Sanction order :\* Choose File No file chosen

No. of trades PIA conducted in last three years:\* Types and Name of Skill:\*

Duration (In Hrs):\*


Save Reset Next

No Records Found

**Figure 16 - Past Experience (Part 2)**

- User need to give details about skill development projects funded by state Government/ UT Administration in last 3 years
- User needs to fill all the information shown on the screen and click on save button to save the information filled
- In order to add more past experience for multiple financial years, user needs to enter information again and click on save button.
- In order to move to next screen, user needs to click on the “Next” button.
- User can reset the information in text field.
- User can add multiple information

## 7.5 Form 5 - Past Placement Record



अल्पसंख्यक कार्य मंत्रालय भारत  
सरकार  
Ministry of Minority Affairs  
Government of India

# सीखो और कमाओ

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Home Apply Online Profile
2018-2019 ▼ Logout

Project Location
Branches/Centers
Past Experience(Part-1)
Past Experience(Part-2)
Past Placement Records
Professional Engaged
Financial Strength
Company MoU Details

Organization Other Details

**Past Placement record of the organization for last three years :**

Skill Development projects implemented by the PIA in the minority concentrated districts/ blocks in the last three years :\*

Minority youths trained exclusively by the PIA during last three years in projects funded by the Central/State Government :\*

Percentage of trained youths who have been provided employment in organized sector by the PIA after training in last three years :\*

Percentage of candidates placed after 3 months of certification and remain in employment for 1 year out of 12 months of tracking :\*

No file chosen

No file chosen

No file chosen

No file chosen

SN.	Minority Concentrated Districts	Minority Trained Youth	Percentage Trained Youth	Percentage candidates After 3 Month
No experties Found please revised search				

SN.	Financial Year	Youths Trained	Trained Minority Youth	Placed in the Organized Sector	% of Placement	% of Retention after 12 months of joining	Name of Companies/ Industries where placed.	No of Trained youth become entrepreneur	Name and Details of Company
1	2017-2018	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	2016-2017	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	2015-2016	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save & Next
Reset

**Figure 17 - Past Placement Record**

- User needs to upload document asked in the screen. Validation for document are:
  - File size should not be more than 1 MB
  - File should be in PDF Format
  - File name should contain max 30 character and no special character.
- User needs to provide past placement record for last 3 financial Year in the entire column asked.
- In the last 2 columns, user need to enter total no of youth trained who became entrepreneur and name & details of company where placed.

## 7.6 Form 6 - Profession Engaged

अल्पसंख्यक कार्य मंत्रालय भारत सरकार  
 Ministry of Minority Affairs  
 Government of India

Home Apply Online Profile 2017-2018 Logout

Project Location Branches/Centers Past Experience(Part-1) Past Experience(Part-2) Past Placement Records Professional Engaged Financial Strength Company MoU Details

Organization Other Details

**Professional Engage:**  
 Branch or Centre-wise list of Professionals engaged by the organization (Please give separate Tables for each Centre):

SN.	Center/Branch Name	Name Of Professional	Male/Female	Educational Qualification	Experience in skill training (in years)	Regular or Part Time
1	bhilai		Male	Matricula		--Select--

Save & Next Reset

Figure 18 - Profession Engaged

- User needs to enter professional engaged information Centre /branch wise.
- As you can see in the screen with red marked, the moment you will add Centre, details, a row will display as shown in the screen where you can enter the Professional engaged details.
- In Order to move to next screen, user needs to click on “Save & Next” Screen.

## 7.7 Form 7 – Financial Strength

अल्पसंख्यक कार्य मंत्रालय भारत  
सरकार  
Ministry of Minority Affairs  
Government of India

सीखो और कमाओ

Home Apply Online Profile 2018-2019 Logout

Project Location Branches/Centers Past Experience(Part-1) Past Experience(Part-2) Past Placement Records Professional Engaged Financial Strength Company MoU Details

Organization Other Details

Financial Strength :

Certificate from practicing Chartered Accountant (preferably the same who has audited the last year financials of the applicant's company) :\* Choose File No file chosen


SN.	Financial Year	AnnunaTurnOver	NetWorth	Revenue	Audited Financials Report
1	2017-2018	200000.00	2000000.00	2020202.00	Choose File No file chosen AuditedReport2017_Sample Document810.pdf
2	2016-2017	22220020.00	2222222.00	22333223.00	Choose File No file chosen AuditedReport2016_Sample Document810.pdf
3	2015-2016	10000000.00	10000.00	20000.00	Choose File No file chosen AuditedReport2015_Sample Document810.pdf

Save & Next Reset

Figure 19 - Financial Strength

- User needs to input financial information and need to upload audit financial report.
  - File size should not be more than 1 MB
  - File should be in PDF Format
  - File name should contain max 30 character and no special character.

## 7.8 Form 8 - Company MOU Details



अल्पसंख्यक कार्य मंत्रालय भारत  
सरकार  
Ministry of Minority Affairs  
Government of India

# सीखो और कमाओ

Home Apply Online Profile
2018-2019 ▼
Logout

Project Location
Branches/Centers
Past Experience(Part-1)
Past Experience(Part-2)
Past Placement Records
Professional Engaged
Financial Strength
Company MoU Details

Organization Other Details

Company/Industry/Institution Name :\*

Address :\*

Required Skills in Company:\*

Date Of Signing \*

Validity Period Of Mou

Valid From \*

Valid To \*

Save
Reset
Next

Note: For multiple Company MoU details please press submit and fill the form again.

SN.	Company Name	Address	Required Skills	Date of Signing	Valid From	Valid To	Edit
1	ACS Consultanc	Noida	yes	01-Jul-2018	01-Jul-2018	31-Jul-2018	Edit   Delete

**Figure 20 - Company MOU Details**

- Organization needs to enter MOU Details.

### 7.9 Form 9 - Organization Other Details

The screenshot shows the 'Organization Other Details' form. It contains the following fields:

- Whether the PIA Guarantees employment to minimum 75% trained candidates (including 50% in organised sector) after training:\*
- Weather organization has its own website:\*
- Website Url:
- Weather organization maintains Management Information System for trainees for last three years:\*
- Management Information System Name :
- Weather organization has ever been suspended / blacklisted from any Govt. scheme:\*
- Name Of Blacklisting / suspension Authority:
- Date of Blacklisting / suspension
- Reason for Blacklisting / suspension:
- Date of deletion of name from Suspend / Blacklist:
- Willingness of furnish Bank Guarantee:\*
- Whether PIA is affiliated with National Skill Development Corporation (NSDC):\*
- Additional Lists/Documents to be enclosed
- Managing Committee of Organization \*
- Memorandum of Association/Bye Laws \*
- Formate for Undertaking on Non-Judicial Stamp Paper \*

At the bottom, there is a table with the following columns:

SN.	Is PIA Guarantee	Is Own Website	Website Url	Is MIS	Is Suspended	Blacklisting Authority	Date Of Blacklist	Reason	Date Of Deletion	Is Furnish Bank Gurantee	Is Affiliated NSDC	Website Home Page	Website Home Page
-----	------------------	----------------	-------------	--------	--------------	------------------------	-------------------	--------	------------------	--------------------------	--------------------	-------------------	-------------------

Figure 21 - Organization Other Detail

- User needs to input complete information and need to upload document wherever required.
  - File size should not be more than 1 MB
  - File should be in PDF Format
  - File name should contain max 30 Character and no special Character.

### 8. Process of Checking Account Status

You can check the status of your form that whether it is completed or partially filled etc.



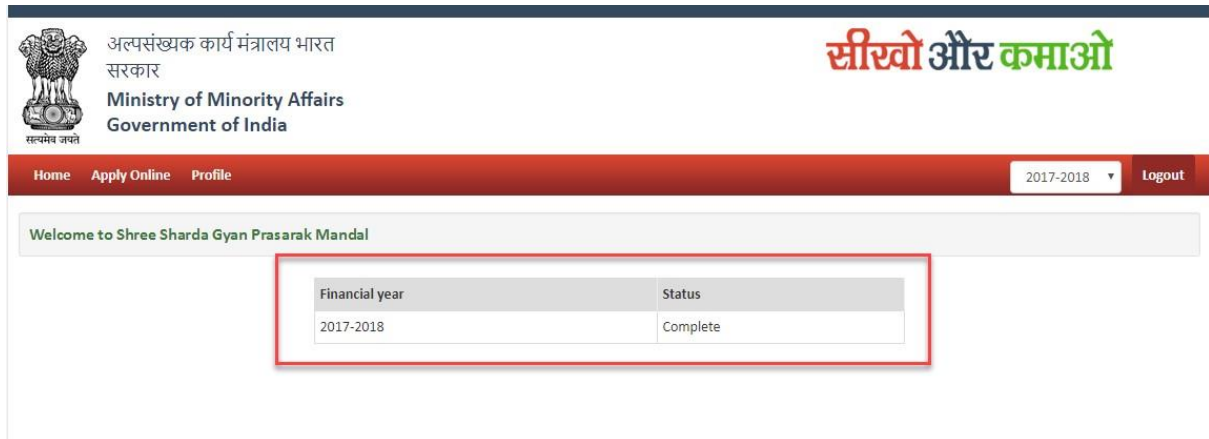


Figure 22 - Account Status Screen

## 9. Process for After Approval

### 9.1 Activation of Link for Organization

After the approval of proposal from Admin, the user would be able to view the various links which will be activated after approval from Admin.

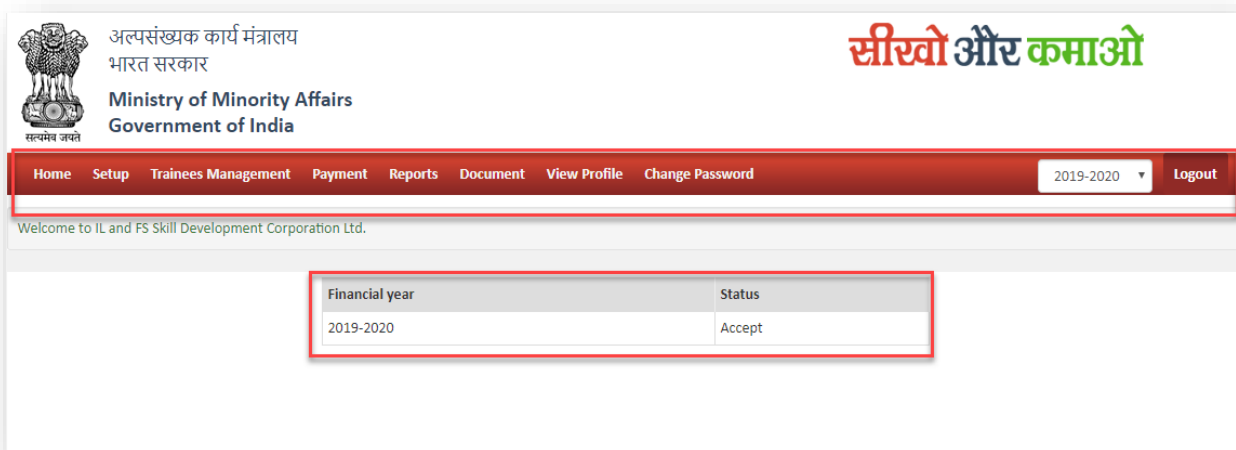


Figure 23 - Account Status Screen

## 9.2 Setup

### 9.2 A) Setup- Center Management -Proposed Details

This module will help the Organization to manage their center details in the portal. Organization can add multiple center details

The screenshot displays the 'Center Management' setup interface. At the top, there is a navigation bar with options like Home, Setup, Trainees Management, Payment, Reports, View Profile, and Change Password. The main content area is divided into several sections:

- Center Wise Details:** This section contains multiple input fields for center information:
  - Center Name:\*
  - Address and Location:\*
  - State:\*
  - District:\*
  - City:\*
  - Block/ward/municipality Corporation:
  - Town/village:
  - Latitude:\*
  - Longitude:\*
  - Name of PMKK/NSDC Partner \*
  - Registration no. of PMKK/NSDC Partner \*
- Whether the above Mentioned Center are Owned by Organization:\*** (Dropdown: --No--)
- Whether the center is approved by National Council for Vocational Training (NCVT)/Director General of Training(DGT):\*** (Dropdown: --No--)
- Whether the proposed location falls in Minority Concentration District (MCD)/ Minority Concentration Block (MCB)/ Minority Concentration Town:\*** (Dropdown: --No--)
- Aadhaar-enabled Biometric Attendance System \*** (Radio buttons: Yes, No)
- Proposed centre is registered as 5/4/3 star \*** (Dropdown: --5 STAR--)
- Address of PMKK/NSDC Partner \*** (Text input)
- Upload Smart Accreditation \*** (Choose File button, No file chosen)

*Note: List of MCD's/MCB's and MCT's is available on ministry under forms and guidelines.*

**Training Center Type:** (Dropdown: --Select Training Center Type--)

**Name of the Center Empanelled with DGT or Sector Trade Council for Examination of Trainee:** (Text input)

**Community Wise Details:**

- Category \*** (Dropdown: --Select--)
- Sector \*** (Dropdown)

*Note: For multiple center please press submit and fill the form again.*

Buttons: **Submit**, **Reset**

SN.	Center Name	Address	No Of Rooms	No of Rooms for Trainee	Residential/Non-Residential	Is Girls Hostel	Edit
1	IL&FS Skills School - Wayanad	W M O COLLEGE,Muttill.P.O.,Wyanadu, Delhi, New Delhi , sdf, sdfsd	5		NonResidential	No	Edit

Figure 24: Setup – Centre Management

PIA will fill all required details for center also in creation of center category wise sector selection required also courses may be categorized in 3 categories (category, I, II, III) based on the level of capital and operational expenditure required for conducting them.

The base cost paid per trainee to the training provider is Rs. 42.40, Rs. 36.30 and Rs. 30.30 per hour for courses in category I, II & III respectively. There is a provision for periodic enhancement in base costs.

## 9.2 B) Setup- Center Management –NSQF (National Skills Qualification Framework) Activities

Home Setup Trainees Management Payment Reports Document View Profile Change Password 2019-2020 Logout

Welcome to IL and FS Skill Development Corporation Ltd.

Location Detail Proposed Detail **NSQF activities** Organization Placement Detail

Timelines for various activities as per NSQF:

Proposed months of Starting training:\*

Proposed date of completion of training:\*

Proposed month of placements:\*

Month for start of post placement tracking:\*

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Figure 25 Setup- Center Management NSQF

PIA will fill required National Skills Qualification Framework (NSQF) Activities.

## 9.2 C) Setup- Center Management – Details of companies with whom the PIA has tie-up for Placement

Home Setup Trainees Management Payment Reports View Profile Change Password 2015-2016 Logout

Welcome to IL and FS Skill Development Corporation Ltd.

Details of companies with whom the PIA has tie-up for Placement

Name Of the company  Type of sector  Organized  Unorganized

Address of headquarter of company

Name of contact person  Trade of company

Email Id  Contact person designation

State  Telephone number

District  Block

Town/village  Pincode

SN.	Company Name	Registration No	Sector	Contact Person	Contact Person Designation	State	District	Edit
1	A.K Manpower		Unorganized	Rakesh Kumar	HR Head	Delhi	South	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Figure 26: Setup- PIA has tie-up for Placement

PIA will fill required details of companies with whom the PIA has tie-up for Placement

### 9.3 Setup- PIA

अल्पसंख्यक कार्य मंत्रालय  
भारत सरकार  
Ministry of Minority Affairs  
Government of India

सीखो और कमाओ

Home Setup Trainees Management Payment Reports View Profile Change Password 2015-2016 Logout

Welcome to IL and FS Skill Development Corporation Ltd.

#### Self Help Group Master

SHG Details

Name of SHG  Bank Account Number

Objective/Business Plan  Institution which has financed SHG --Select--

Number of member in SHG

SHG Contact Details

Contact Name  Address

Mobile  Phone No

Details of Self Help Group

SN.	SHG Name	Bank Account Number	Number Of Member	Contact Person	Mobile No	Edit/Delete
No SHG Found						

Activate Win  
Go to Settings to

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Figure 27: Setup- Self Health Group

PIA will fill required Self Help Group (SHG) details.

## 9.4 Setup-Managing Committee

The screenshot shows a web application interface for setting up a Managing Committee. At the top, there is a navigation bar with links: Home, Setup, Trainees Management, Payment, Reports, View Profile, and Change Password. On the right side of the navigation bar, there is a dropdown menu showing '2015-2016' and a 'Logout' button. Below the navigation bar, a welcome message reads 'Welcome to IL and FS Skill Development Corporation Ltd.' The main content area is titled 'Details of Managing Committee' and contains a form with the following fields:

Name	<input type="text"/>	Gender	--Select--
DOB	<input type="text"/>	Mobile No	<input type="text"/>
Address	<input type="text"/>	Education	--Please select--
Designation	--Select--	Occupation	<input type="text"/>
Aadhar Number	<input type="text"/>	PAN Number	<input type="text"/>
Account Number	<input type="text"/>		

Below the form, there are two buttons: 'Save' (in blue) and 'Reset' (in white). Underneath the buttons is a section titled 'List of Managing Committee'. At the bottom of the page, there is a footer with logos for the Ministry of Minority Affairs, Government of India, myGov, and india.gov.in. It also contains text: 'Designed, Developed & Contents maintained by "Seekho Aur Kamao" Programme Division, Ministry of Minority Affairs. Website hosted by National Informatics Centre, Government of India.' and a list of links: Terms & Conditions, Copyright Policy, Contact Us, Disclaimer, Useful Links, and Help.

**Figure 28: Setup- Managing Committee**

PIA will fill required Managing Committee details.

### 9.5 A) Trainees Management-Trainee Registration

Welcome to IL and FS Skill Development Corporation Ltd.

**Add Trainee Details** Print

Name of Trainee \*  Upload Passport Size Photo : \*

Son/daughter/wife Of \*

Gender \*

Name of Community \*  Date of Birth \*

Marital Status \*  Contact No/Mobile\*

Email  Annual Family Income (in Rs)

PAN No  Passport No if Available

Allocation State \*

Aadhaar No \*  Universal Account Number if available

Select Identity Proof Name \*  Identity Proof No \*

Pre Trainee Status  Employment Status

Area of Interest  Any Family Business

Status of Trainee

**Present Address**

Address \*  State \*

Block \*  District \*

Town/Village \*  Pin Code \*

Permanent Address ( Same as Present Address )

Address \*  State \*

Block \*  District \*

Town/Village \*  Pin Code \*

**Family Background (For multiple entries click +)**

SNo	Name of Family Member	Relation	Occupation	Mobile No
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Education Details of Trainee (For multiple entries click +)**

SNo	Basic Education	Stream/Specialization	School/University	Year of Passing
1	<input type="text" value="--Please Select--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Any Certificate Course Done by Trainee (For multiple entries click +)**

SNo	Enter the Certificate Course Name	Institution Name	Year
1	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Bank Details of Trainee**

Account No. \*  Bank Name \*

IFSC Code \*  Bank Address \*

[Save](#) [Reset](#)

---

**Trainee Details**

Filter by Trainee Name :  Allocation State

[Search](#) [Reset](#)

Total Trainee Registered 3774

SN.	Trainee Name	Gender	Son/Daughter/Wife Of	Mobile No	Permanent Address	Present Address	Aadhaar Number	Drop Out	Edit/Delete
1	test sdfsdf	Male	sdf sd sdf	8888888888	sdfsdfsdf	sdfsdfsdf	527384944764	No	<a href="#">Edit   Delete</a> <small>View</small>

Figure 29: Trainee Management



PIA will fill all required details. Also some important points are:

- A. Age of trainee should be between 14 years to 45 years
- B. Allocated Trainee should not be greater than Allocate trainee for a state by department  
Example If no of trainee assign 500 then trainee registration should not be more than 500
- C. Trainee should belong to minority community
- D. Minimum qualification of the trainee should be at least class v
- E. The uniqueness of each trainee across all the trainings, across all the centers and across the period may be checked.
- F. Trainee must not be edited or deleted if he/she is assigned to any batch”.
- G. Identity Aadhaar card must be unique

## **9.5 B) Trainees Management-Professional Engaged**

Home Setup Trainees Management Payment Reports View Profile Change Password
2015-2016 ▼ Logout

Welcome to IL and FS Skill Development Corporation Ltd.

**Details of Professional Engaged**

Financial Year	2015-2016 <span style="font-size: small;">▼</span>	Upload Passport Size Photo :	 <input style="width: 80%;" type="text"/> <span style="background-color: #007bff; color: white; padding: 2px 5px; font-size: small;">BROWSE</span>
Center Name	--Select-- <span style="font-size: small;">▼</span>	Contact No	<input type="text"/>
Name of Professional	<input type="text"/>	Email	<input type="text"/>
Gender	--Select-- <span style="font-size: small;">▼</span>	Identity No	<input type="text"/>
DOB	<input type="text"/>	Employment Proof	<span style="border: 1px solid #ccc; padding: 2px;">Choose File</span> No file chosen
Identity Proof	--Select-- <span style="font-size: small;">▼</span>		
Employment Status	--Select-- <span style="font-size: small;">▼</span>		

**Address Details**

Address	<input type="text"/>	State	--Select-- <span style="font-size: small;">▼</span>
District	--Select-- <span style="font-size: small;">▼</span>	Block	<input type="text"/>
Town/Village	<input type="text"/>	Pincode	<input type="text"/>

**Education Details :**

Please Select Your Graduate Education	Stream/Specialization	School/University	Year Of Passing
--Please select-- <span style="font-size: small;">▼</span>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please Select Your Master Education			
--Please select-- <span style="font-size: small;">▼</span>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please Select Your Doctorate			
--Please select-- <span style="font-size: small;">▼</span>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Any Certificate Course Done by Professional (For multiple entries click +)

SNo	Enter the Certificate Course Name	Institution Name	Year	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<span style="background-color: #28a745; color: white; padding: 2px 5px; font-size: small;">+</span> <span style="background-color: #dc3545; color: white; padding: 2px 5px; font-size: small;">-</span>

Field of Technical Specialization/Experience (For multiple entries click +)

SNo	Technical Specialization	Total Experience in Year	
1	<input type="text"/>	<input type="text"/>	<span style="background-color: #28a745; color: white; padding: 2px 5px; font-size: small;">+</span> <span style="background-color: #dc3545; color: white; padding: 2px 5px; font-size: small;">-</span>

Save
Reset

**Professional Engaged Details**

Filter by Professional Name :  Search Reset

SN.	Profile Pic	Name	Address	Gender	Email	Contact No	Edit/Delete
1		Manoj	A	Female	test@gmail.com	8826438587	<span style="font-size: small;">Go</span> <span style="font-size: small;">Edit/Delete</span>

**Figure 30: Trainee Management- Professional Engaged**

PIA will enter Professional Engaged details as required

### 9.5 C) Trainees Management-Batch List

The screenshot displays the 'Batch List' management interface. At the top, there is a navigation bar with options: Home, Setup, Trainees Management, Payment, Reports, View Profile, Change Password, 2015-2016, and Logout. Below the navigation bar, a welcome message reads: 'Welcome to IL and FS Skill Development Corporation Ltd.' The main content area is titled 'Batch List' and contains a table with the following data:

Batch Code	Batch Name	Assigned Trainee	Start Date	End Date	Trainee Duration	Project Head Name	Center Name/State Name	Trade	State	Training Completed	Action
SAK-BATCH-008	Test Mohit batch	0	06-06-2019	30-06-2019	24	Harsha Vardhan Singh	IL&FS Skills School - Cochin Uttar Pradesh	Retail and Sales (RET101)	Kerala	No	Edit   Assign Trainees   Add Placement Details   Add Certification   View Trainee
SAK-BATCH-007	terer	0	27-05-2019	31-08-2019	96	Kanchan	IL&FS Institute of Skills - Agartala Uttar Pradesh	Tailor (Basic Sewing Operator) (GAR 516)	Tripura	No	Assign Trainees   Add Placement Details   Add Certification   View Trainee
SAK-BATCH-006	ddff	3	23-05-2019	20-06-2019	28	Kanchan	IL&FS Institute of Skills - Agartala Uttar Pradesh	Hospitality (HOS 709)	Tripura	No	Add Placement Details   Add Certification   View Trainee
SAK-BATCH-003	Skill Test	0	05-05-2019	31-05-2019	26	Arnab Bera	IL&FS Institute of Skills - Agartala Uttar Pradesh	Hospitality (HOS 709)	Tripura	No	Add Placement Details   Add Certification   View Trainee
SAK-BATCH-002	Skill India Tests	0	03-05-2019	18-07-2019	76	Harsha Vardhan Singh	IL&FS Skills School - Kasargode Uttar Pradesh	Retail and Sales (RET101)	Kerala	No	Add Placement Details   Add Certification   View Trainee
SAK-BATCH-001	Test Batch 2	0	06-05-2019	30-08-2019	116	MANOHARAN	IL&FS Skills School - Channapatna Uttar Pradesh	Sewing Machine Operator (GAR105)	Karnataka	No	Add Placement Details   Add Certification   View Trainee
	Test Batch 30042019	0	30-04-2019	30-06-2019	61	Arnab Bera	IL&FS Institute of Skills - Bettiah Uttar Pradesh	Arc & Gas welder FAB-701	Bihar	No	Add Placement Details   Add Certification   View Trainee
	Test of Batch	0	30-04-2019	31-05-2019	31	Harsha Vardhan Singh	IL&FS Skills School - Belgaum Uttar Pradesh	Retail and Sales (RET101)		No	Add Placement Details   Add Certification   View Trainee

Below the table is a pagination control showing page 1 of 10. Underneath is a section titled 'Batch information about trainee' with a form containing the following fields:

- Application Code\* (Dropdown menu: --Select Application Code--)
- Batch Name\* (Text input field)
- Allocation\* (Dropdown menu: --Select Allocation--)
- Center Name\* (Dropdown menu)
- Start Date\* (Text input field)
- Batch Code (Text input field: SAK-BATCH-008)
- Project Head\* (Dropdown menu: --Select Project Head--)
- State\* (Dropdown menu)
- Trade\* (Dropdown menu)
- End Date\* (Text input field)

At the bottom of the form are 'Submit' and 'Reset' buttons. The footer of the page includes the Ministry of Minority Affairs logo, the text 'Designed, Developed & Contents maintained by "Seekho Aur Kamao" Programme Division, Ministry of Minority Affairs. Website hosted by National Informatics Centre, Government of India.', and logos for 'myGov' and 'India.gov.in'.

Figure 31: Trainee Management Batch List

PIA will enter batch details also some important points is

- A. PIA edits only current date of batch not start and end date. Example if PIA create a batch 5 June to 6 August then only 5 June can be edited for batch information.

- B. If a trainee is assigned to one page, they cannot be assigned to another page.
- C. From total assigned trainees 33% of the trainees must be girls.”

The PIA can edit the details of the beneficiary only two week of commencement of training.

### 9.6 Payment-Payment Detail

Welcome to IL and FS Skill Development Corporation Ltd.

**Detail of Payment**

Detail of Sanction Order    Detail of Second Instalment    Detail of Third Instalment

**I. Detail of Sanction Order:**

SN.	State Name	Total Trainee	Total Project Cost	File No	Release Amount	Sanction Order	Sanction Date
1	Bihar	600	14400000	8-23/2013-SD	5760000	Sanction Order	31-12-2015
2	Bihar	200	4800000	8-23/2013-SD	1920000	Sanction Order	26-06-2015
3	Delhi	1	4800000	8-23/2013-SD	1920000	Sanction Order	26-02-2016
4	Delhi	0	0	8-23/2013-SD	0	Sanction Order	26-02-2016
5	Delhi	1	2400000	8-23/2013-SD	960000	Sanction Order	26-06-2015
6	Himachal Pradesh	200	4800000	8-23/2013-SD	1920000	Sanction Order	26-02-2016
7	Karnataka	300	7200000	8-23/2013-SD	2880000	Sanction Order	31-12-2015
8	Karnataka	200	4800000	8-23/2013-SD	1920000	Sanction Order	26-06-2015
9	Kerala	200	4800000	8-23/2013-SD	1920000	Sanction Order	31-12-2015
10	Kerala	200	4800000	8-23/2013-SD	1920000	Sanction Order	26-06-2015

**Figure 32: Payment Details**

PIA can view details of sanction order by Ministry

## 9.7 Payment- Apply for Second Instalment

Welcome to IL and FS Skill Development Corporation Ltd.

**Apply for Second Instalment**

SN.	State Name	Upload Audited	Utilization Certificate	Apply Date	Sanction Date
1	Delhi	<a href="#">View File</a>	<a href="#">View File</a>	22-05-2019	26-02-2016
2	Delhi	<a href="#">View File</a>	<a href="#">View File</a>	22-05-2019	26-02-2016
3	Himachal Pradesh	<a href="#">View File</a>	<a href="#">View File</a>	22-05-2019	26-02-2016
4	Orissa	<a href="#">View File</a>	<a href="#">View File</a>	22-05-2019	26-02-2016
5	West Bengal	<a href="#">View File</a>	<a href="#">View File</a>	22-05-2019	26-02-2016

Application Code: --Select Application

Sanction Date: --Select Date--

Name of the State:

Upload audited statement of account of project:  No file chosen

Utilization Certificate for sanctioned amount (GFR-19A):  No file chosen

Duly signed & Stamped by president/secretary

Figure 33: Payment- Apply for second Instalment

PIA will enter 2<sup>nd</sup> Instalment required details also check at least 75 % trainee should be placed before applying second instalment

## 9.8 Payment- Apply for Third Instalment

Welcome to IL and FS Skill Development Corporation Ltd.

**Apply for Third Instalment**

SN.	State Name	Upload Audited	Utilization Certificate	Apply Date
No record !				

State Name: --Select State--

Final audited statement of account of project:  No file chosen

Final Utilization Certificate for sanctioned amount (GFR-19A):  No file chosen

Duly signed & Stamped by president/secretary

Figure 34: Payment- Apply for Third Instalment

PIA will enter 3<sup>rd</sup> Instalment required details.

## 9.10 Reports-Trainee List Batch Wise

Home Setup Trainees Management Payment Reports View Profile Change Password 2015-2016 Logout

Welcome to IL and FS Skill Development Corporation Ltd.

**Student List Batch Wise**

Batch Name :

SN.	Batch Name	Trainee Name	Guardian Name	Address	Mobile No	Family Income	Community	Action
1	Batch18088	Aparna Chakma	Shanti Bikash Chakma	Vill-Bir kumar para Uttar Chellagang, Tripura, South District , South Tripura, South Tripura	7085440528	87400	Buddhist	<a href="#">Trainee Detail</a> <a href="#">Placement Detail</a>
2	Batch18088	Kalpana Chakma	Kanti Bikash Chakma	Jharjharia Para Chelagang Uttar Chellagang, Tripura, South District , South Tripura, South Tripura	7085782866	89000	Buddhist	<a href="#">Trainee Detail</a> <a href="#">Placement Detail</a>
3	Batch18088	Goutami Chakma	Surasen Chakma	Vill-Sarat para Uttar chellagang, Tripura, South District , South Tripura, South Tripura	9612853329	79000	Buddhist	<a href="#">Trainee Detail</a> <a href="#">Placement Detail</a>
4	Batch18088	Jonaki Chakma	Puspa Chandra Chakma	Vill-Sarat para Uttar chellagang, Tripura, South District , South Tripura, South Tripura	7085440253	89000	Buddhist	<a href="#">Trainee Detail</a> <a href="#">Placement Detail</a>
5	Batch18088	Jugesh Debbarma	Basanti Debbarma	Vill-Warrenta jumia bari pagla bari, Tripura, West District , Sepahijala, Sepahijala	9615243845	89700	Christians	<a href="#">Trainee Detail</a> <a href="#">Placement Detail</a>
6	Batch18088	Jinu Debbarma	Baishakh Debbarma	Vill-Rabichandra Para PO-Ramchandranagar Mandai, Tripura, West District , West Tripura, West Tripura	8413923746	97000	Christians	<a href="#">Trainee Detail</a> <a href="#">Placement Detail</a>
7	Batch18088	Ruma Chakma	Gada Ram Chakma	Vill-Kina mohan Gandacherra Dumbur nagar kalajhari, Tripura, Dhalai District, Dhalai, Dhalai	9856560929	86000	Buddhist	<a href="#">Trainee Detail</a> <a href="#">Placement Detail</a>
8	Batch18088	Amir Sohel	Rabban Ali	3/62 W-3 Melaghar Vill:-Indiranagar po :-Melaghar West Tripura, Tripura, West District , West Tripura, West Tripura	9615484070	89878	Muslims	<a href="#">Trainee Detail</a> <a href="#">Placement Detail</a>
9	Batch18088	Kaisar Debbarma	Indrajit Debbarma	Vill-Lambabil Para PO-Manu PS-Manughat, Tripura, Dhalai District, Dhalai, Dhalai	8415151138	90000	Christians	<a href="#">Trainee Detail</a> <a href="#">Placement Detail</a>
10	Batch18088	Puspita Chakma	Karna Joy Chakma	Vill-Lebacharamukh niar Natun bazar Amarpur, Tripura, South District , South Tripura, South Tripura	8119815161	96000	Buddhist	<a href="#">Trainee Detail</a> <a href="#">Placement Detail</a>
11	Batch18088	Sanjita Begam	Nurul Begam	Vill-Dhupirband PO-DhupirbandPS-Dharmanagar, Tripura, North District , North Tripura, North Tripura	9089543244	97000	Muslims	<a href="#">Trainee Detail</a> <a href="#">Placement Detail</a>
12	Batch18088	Abdul Hamid	Sirajul Islam	Vill- Kaitari Bari PO- Durganagar PS- Ranirbazar West Tripura., Tripura, West District , Kaitaribari, Jirania	9862990299	48000	Muslims	<a href="#">Trainee Detail</a> <a href="#">Placement Detail</a>

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Figure 35: Trainee List Batch Wise

PIA can view report of Trainee details batch wise.

### 9.11 View Profile

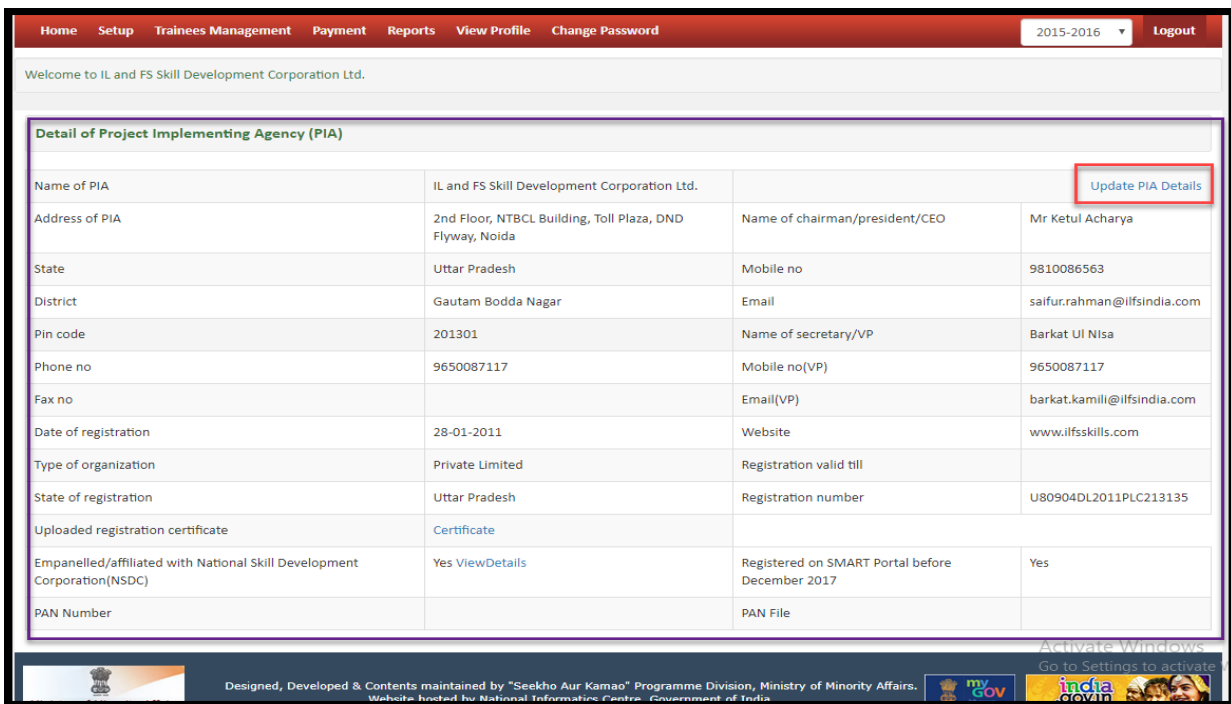


Figure 36: View Profile

PIA can view profile and also update data of organization

### 9.12 Change Password

PIA can change password.

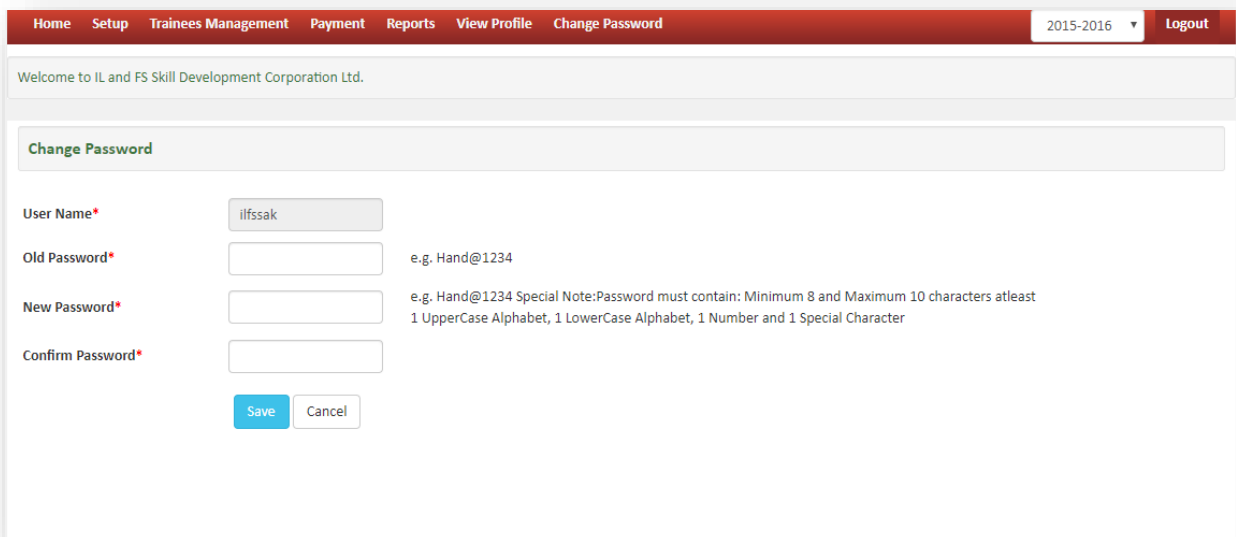


Figure 37: Change Password