

GOVERNMENT OF ANDHRA PRADESH

OFFICE OF THE
DIRECTOR OF TECHNICAL EDUCATION
ANDHRA PRADESH :: VIJAYAWADA

Circular Memo No: E/Skill Hubs/GPT/CTE/2022

Dt. 07.10.2022

Sub: Technical Education – Establishment of Skill Hubs under Phase II in 111 Assembly Constituencies – Allocation of required space – Certain instructions – Issued.

Ref: 1.Lr. No. 43/SD&T/APSSDC/2022, Dt: 19.09.2022 from the MD & CEO, APSSDC, Andhra Pradesh, Tadepalli, Guntur
2.This office Memo No. E/Skill Hubs/GPT/CTE/2022 Dt.25.08.2022

This is to inform that vide reference 1st cited, the Government is establishing Skill Hubs across 111 assembly constituencies under Phase-II in identified Government premises only. In this regard, the district level teams from APSSDC are visiting the Govt. Polytechnics for identifying the suitable space for establishment of Skill Hubs. The team will see the feasibility of existing classrooms, labs with required infrastructure and other facilities that are essential for commencement of training.

In this context, all the Principals of the identified Government Polytechnics by APSSDC are instructed to take necessary measures in providing the space, infrastructure etc., as per availability for establishment of Skill Hubs under phase-II and to cooperate with the district level teams from AP State Skill Development Corporation in this matter.

Further, vide ref. 2nd cited the Principals of 45 Government Polytechnics were instructed to complete the Training Partner (TP) registration in Skill India Portal by obtaining the PAN card of the institution and opening separate Bank Account. Hence they are requested to submit the TP registration number of the concerned polytechnic to this office by **18-10-2022** and scanned copy shall be mailed to **cteapeh2018@gmail.com** without fail.

Encl: a/a

Sd/- C. NAGA RANI
DIRECTOR

To

The Principals of all the concerned Government Polytechnics as per annexure

Copy to

1. The Managing Director, AP State Skill Development Corporation, Tadepalli
2. The Principal Secretary to Government, Skill Development and Training for favour of information

Ramires J 07/10/22
For DIRECTOR
Bo

S. SATYANARAYANA, I.A.S.
Managing Director & Chief Executive Officer



AP State Skill Development Corporation,
Department of Skills Development & Training,
Government of Andhra Pradesh.

Lr. No.43/SD&T/APSSDC/2022, dt.19.09.2022

To,
The Director,
Department of Technical Education,
Government of Andhra Pradesh,
Vijayawada.



Madam,

Sub: SD&T Dept. – APSSDC – Request to allocate required space for establishment of Skill Hubs under Phase II - Reg.

Greetings from Andhra Pradesh State Skill Development Corporation (APSSDC).

As you are aware that, as per the directions of Government of Andhra Pradesh for establishment of Cascading Skill Ecosystem, 66 Skill Hubs across 64 Assembly Constituencies have been established under Phase I. The phase I skill hubs will be launched on 26th September 2022 Out of 66 skill hubs under phase I, 17 skill hubs have been established in Government Polytechnic Colleges.

As per the directions of Government, the activities pertaining to the establishment of Phase II skill hubs have been commenced. The locations for remaining skill hubs across 111 assembly constituencies are being identified from government premises only. The space required for establishment of each skill hub is 2 classrooms and 2 labs.

The district level teams from APSSDC are visiting the Government Polytechnic Colleges for identifying the suitable space for establishment of skill hubs. The team shall see the feasibility of existing classrooms, labs with required infrastructure, and other facilities that are essential for commencement of training.

In this connection, we request you to extend your support and cooperation in identifying and allocation of suitable space (classrooms and labs) to establish Skill Hubs under Phase II. We also request you to issue the necessary instructions to the principals of Government Polytechnic Colleges to support and cooperate with APSSDC teams.

Yours faithfully,

Enclosure: List of 111 Assembly Constituencies under Phase II


MD & CEO

AD/E
E-secy
Jan
06/10/22

PHASE II - LIST OF 111 ASSEMBLY CONSTITUENCIES

S.No	New District	Assembly constituency	Type of Hub	Name of the Hub
1	Alluri sitharama Raju	Arakuvalley	ITI	Govt.ITI, Gadugupalli
2	Anakapalle	Chodavaram	GPT 1	635-GOVT POLYTECHNIC, CHODAVARAM
3	Anakapalle	Elamanchili	GDC	GDC,Elamanchili
4	Anakapalle	Madugula	GJC	GJC V.MADUGULA, VISAKHAPATNAM DIST
5	Anakapalle	Payakaraopet	ITI	Govt.ITI, PAYAKARAOPEA
6	Anantapur	Guntakal	ITI	GOVT. ITI, GUNTAKAL, ANANTAPUR DIST.
7	Anantapur	Kalyandurg	GPT 2	207-GPT,, Kalyandurgamu, Borampalli-Village ATP
8	Anantapur	Raphadu	Others	Not Identified
9	Anantapur	Singanamala	GPT 3	527-GOVT.POLYTECHNIC,NARPALA
10	Anantapur	Tadipatri	ITI	198-Govt Polytechnic, Tadipatri-515411
11	Anantapur	Uravakonda	ITI	205-Government Polytechnic, Chinna Musturu Village, URAVAKONDA - 515812
12	Annamayya	Kodur	GPT 4	154-GOVT. POLYTECHNIC, OBULAVARIPALLI
13	Annamayya	Rayachoti	GPT 5	213-GOVT. POLYTECHNIC, RAYACHOTI (213)MASAPETNEAR RING ROAD516270
14	Bapatla	Addanki	GPT 6	202-GPT-ADDANKI- North Addanki
15	Bapatla	Bapatla	GJC	SMGJC,BAPATLA
16	Bapatla	Parchur	Others	Not Identified
17	Bapatla	Repalle	ITI	306 -GPT,REPALLE, GOVT. JUNIOR COLLEGE CAMPUS, REPALLE.
18	Bapatla	Vemuru	GJC	Government Junior College-VEMURU, Guntur District
19	Chittoor	Gangadhara Nellore	ITI	Govt I.T.I.(G) Karvetinagar
20	Chittoor	Nagari	ITI	155-GPT, PILLARIPATTU, Nesanur, Nagari
21	Chittoor	Puthalapattu	GJC	Govt Junior College,Bangarupalem
22	East Godavari	Anaparthi	GPT-7	529-GPT ANAPARTHY
23	East Godavari	Gopalapuram (Sc)	Others	Not Identified
24	East Godavari	Kovvur	GJC	Government Junior College (Boys), Kovuramma Temple Street, Main Road, Kovvur. 534350
25	East Godavari	Nidadavole	GDC	GDC(M),NIDADAVOLE
26	East Godavari	Rajahmundry Rural	GPT 8	072-DR BRAGMR POLYTECHIC, BOMMURU, RAJAMAHENDRAVARAM
27	East Godavari	Rajanagaram	GDC	GDC,SEETHANARAGAM
28	Eluru	Kaikalur	GPT 9	192-GOVT POLYTECHNIC KALIDINDI
29	Eluru	Polavaram	ITI	Govt ITI, K R Puram
30	Eluru	Unguturu	GDC	GDC,GANAPAVARAM
31	Guntur	Guntur East	GDC	GDC(W)(A),GUNTUR
32	Guntur	Mangalagiri	Others	Not Identified
33	Guntur	Prathipadu (Sc)	GPT 10	014-MBTS GPT, NALLAPADU
34	Guntur	Tadikonda (Sc)	Others	Not Identified
35	Kakinada	Jaggampeta	ITI	Government ITI, Jaggampeta
36	Kakinada	Kakinada City	GPT 11	011-Govt. Polytechnic for Women, Kakinada.2) 010-andhra polytechnic kakinada
37	Kakinada	Peddapuram	GJC	GJC, SAMALKOT
38	Kakinada	Pithapuram	GPT 12	530-GPT PITHAPURAM
39	Kakinada	Prathipadu	GJC	GJC, YELESWARAM
40	Kakinada	Tuni	GDC	GDC,Tuni
41	Konaseema	Amalapuram	GJC	GOVT JUNIOR COLLEGE (GIRLS) AMALAPURAM
42	Konaseema	Gannavaram(Sc)	Others	Not Identified
43	Konaseema	Mandapeta	GJC	GOVT. JUNIOR COLLEGE, MANDAPETA
44	Konaseema	Mummidivaram	Others	Not Identified
45	Konaseema	Ramachandrapuram	GDC	528-GPT DRAKSHARAMAM, EASTGODAVARI
46	Konaseema	Razole	GDC	GDC, Razole
47	Krishna	Machilipatnam	GPT 13	215-GPT, MACHILIPATNAM
48	Krishna	Pamarru	GDC	GDC,PAMARRU
49	Krishna	Pedana	GJC	SBN GJC, PEDANA
50	Krishna	Penamaluru	Others	Not Identified
51	Kurnool	Adoni	GPT 14	203-GPT ADONI
52	Kurnool	Alur	ITI	188-GPT ALUR
53	Kurnool	Kurnool	ITI	1. Govt. I.T.I, Kurnool
54	Kurnool	Mantralayam	GJC	GJC,Mantralayam

PHASE II - LIST OF 111 ASSEMBLY CONSTITUENCIES

S.No	New District	Assembly constituency	Type of Hub	Name of the Hub
55	Kurnool	Panyam	GDC	GDC(M),KURNOOL
56	Kurnool	Pattikonda	GDC	GDC,PATTIKONDA
57	Manyam	Salur	ITI	Govt ITI Saluru
58	Nandyal	Allagadda	GJC	GJC, YERRAGUNTLA
59	Nandyal	Banaganapalle	ITI	Govt. I.T.I., Owk
60	Nandyal	Srisailam	ITI	068-GMR Polytechnic, SrisailamWestern Colony,
61	NTR	Jaggayyapeta	Others	Not Identified
62	NTR	Mylavaram	GDC	GDC,MYLAVARAM
63	NTR	Nandigama	GPT 15	077-GPW NANDIGAMA
64	NTR	Tiruvuru	GDC	GDC,TIRUVURU
65	NTR	Vijayawada (West)	Others	Not Identified
66	NTR	Vijayawada Central	GDC	SRR&CVR college, VIJAYAWADA
67	Palnadu	Chilakaluripet	Others	Not Identified
68	Palnadu	Gurajala	GJC	GOVERNMENT JUNIOR COLLEGE,DACHEPALLI
69	Palnadu	Macherla	ITI	GOVT.R.I.T.I.-MACHERLA
70	Palnadu	Narasaraopet	Others	Not Identified
71	Palnadu	Pedakurapadu	GPT 16	212-GPT KROSURU
72	Palnadu	Sattenapalli	GJC	GJC,SATTENAPALLI
73	Prakasam	Darsi	GJC	GOVERNMENT JUNIOR COLLEGE, DARSI - 523247, PRAKASAM DISTRICT, AP.
74	Prakasam	Giddalur	GJC	GOVERNMENT JUNIOR COLLEGE, ARDHAVEEDU-523335, PRAKASAM DISTRICT, AP.
75	Prakasam	Kanigiri	GJC	GJC, Kanigiri
76	Prakasam	Kondapi	GJC	GOVERNMENT JUNIOR COLLEGE,KONDAPI(07278) - 523270, KONDAPI,PRAKASAM DISTRICT, A
77	Prakasam	Markapuram	ITI	1822 :- GOVT. I.T.I., MARKAPUR
78	Prakasam	Santhanuthalapadu(Sc)	Others	Not Identified
79	Prakasam	Yerragondapalem	GDC	GDC,YERRAGONDAPALEM
80	Sri Balaji	Gudur	ITI	GOVT. DLTC/ITI, GUDUR
81	Sri Balaji	Sathyavedu	GPT 17	185-GPT SATHAYAVEDU, GANDI PURAM, SATHYAVEDU. CHITTOOR DIST-517588
82	Sri Balaji	Srikalahasti	GDC	GDC(M),SRIKALAHASTI
83	Sri Pottisriramulu Nellore	Atmakur	ITI	305-GPT ATMAKUR
84	Sri Pottisriramulu Nellore	Kavali	GPT 18	209-GPT KAVALI
85	Sri Pottisriramulu Nellore	Kovur	GJC	TNC. G.J.C, KOVUR
86	Sri Pottisriramulu Nellore	Nellore City	GPT	016-GPT,NELLORE
87	Sri Pottisriramulu Nellore	Sarvepalli	ITI	GOVT. I.T.I., PODALAKUR, NELLORE DIST.
88	Sri Pottisriramulu Nellore	Udayagiri	GDC	GDC, NELLORE
89	Sri Satya Sai	Dharmavaram	GPT 19	170-GPT Dharmavaram
90	Sri Satya Sai	Kadiri	GPT 20	175-Government Polytechnic, Kutagula, Kadiri - 515541
91	Sri Satya Sai	Madakasira	GPT 21	206-GPT, MADAKASIRA
92	Sri Satya Sai	Penukonda	GDC	GDC,PENUKONDA
93	Sri Satya Sai	Puttaparthi	GJC	S S S GOVT JUNIOR COLLEGE KOTHACHERUVU
94	Srikakulam	Amadalavalasa	GPT 22	208-GPT, AMADALAVALASA
95	Srikakulam	Ichchapuram	GJC	GOVERNMENT JUNIOR COLEGE, Boys ICHAPURAM
96	Srikakulam	Narasannapeta	GDC	GDC, NARASANNAPETA
97	Srikakulam	Palasa	ITI	Dr,V,Kanthi ITI,Palasa
98	Srikakulam	Pathapatnam	GDC	GDC, PATHAPATNAM
99	Srikakulam	Tekkali	GPT 23	535-GPT,TEKKALI,TURAKALA KOTA(VILLAGE),NANDIGAM(MANDALI),PIN-532220
100	Vizianagaram	Gajapathinagaram	GJC	GOVERNMENT JUNIORCOLEGE, GAJAPATHINAGARAM
101	Vizianagaram	Nellimarla	GJC	C.K.M. GOVERNMENT JUNIOR COLEGE, NELLIMARLA
102	West Godavari	Achanta	ITI	Govt ITI Achanta
103	West Godavari	Narsapuram	Others	Not Identified
104	West Godavari	Palakollu	GDC	GDC(M)(A), PALAKOLLU
105	West Godavari	Tadepalligudem	GPT 24	178-Government Polytechnic Tadepalligudem @STVN School Pentapadu
106	West Godavari	Tanuku	GDC	GDC, TANUKU
107	West Godavari	Undi	GJC	GOVT JR COLLEGE YENDAGANDI
108	YSR Kadapa	Badvel	GJC	GJCPorumaila
109	YSR Kadapa	Kamalapuram	ITI	199-GOVERNMENT POLYTECHNIC,KAMALAPURAM, Z.P. Boys High School, KADAPA-516434.
110	YSR Kadapa	Mydukur	GDC	GDC,MYDUKUR
111	YSR Kadapa	Proddatur	GPT 25	022-GPT PRODDATUR

GOVERNMENT OF ANDHRA PRADESH

OFFICE OF THE
DIRECTOR OF TECHNICAL EDUCATION
ANDHRA PRADESH :: VIJAYAWADA

Circular Memo No: E/Skill Hubs/GPT/CTE/2022

Dt. 25.08.2022

Sub: Technical Education – Establishment of Skill Hubs in 45 identified Government Polytechnics across the State under phase-II – Training Provider (TP) Registration in Skill India Portal - Certain instructions – Issued.

Ref: 1. Minutes of the Meeting through Video Conference Chaired by the MD, APSSDC, Dt. 24.08.2022
2. This office Memo No: E / Skill Hubs / GPT / CTE / 2022, Dt. 25.07.2022

This is to inform that vide reference 1st cited, the Government Polytechnics are being identified for establishment of the Skill Hubs under Phase-II in which infrastructure facilities are adequate.

In this context, all the Principals of the 45 Government Polytechnics as per the annexure in which the **skill** Hubs are being established under phase-II are instructed to take necessary measures in providing the space, infrastructure etc., and to identify the courses to be offered at the respective skill hubs along with industry connect with the help of concerned APSSDC officials.

All the Principals of the 45 Government Polytechnics are instructed to register in the in Skill India Portal as Training Partner for which **PAN card of the institute and a separate bank account is mandatory.**

Hence all the Principals of the 45 Polytechnics as per the annexure are requested to get the **PAN card of the institute, a separate bank account** and also complete the process of TP registration at the earliest and submit the compliance to this office.

Encl:

1. User manuals
2. List of 45 Government Polytechnics

Sd/- C. NAGA RANI, I.A.S.
DIRECTOR

To

The Principals of all the 45 Government Polytechnics Concerned
Copy to

1. The Managing Director, AP State Skill Development Corporation, Tadepalli
2. The Principal Secretary, Skill Development and Training for favour of information
3. The RJDs of the Technical Education for information and necessary action

Ramesh
NODAL OFFICER 25/08/22
25/8/22

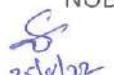
DEPARTMENT OF TECHNICAL EDUCATION,
GOVERNMENT OF ANDHRA PRADESH

ANNEXURE

LIST OF GOVERNMENT POLYTECHNICS IDENTIFIED FOR ESTABLISHMENT OF SKILL HUBS UNDER PHASE-II

S.No	Inst Code	Name of the GPT/ SKILL HUB
1	008	GOVT.POLYTECHNIC,Srikakulum
2	010	ANDHRA POLYTECHNIC, Kakinada
3	011	GOVT. POLYTECHNIC FOR WOMEN, Kakinada
4	014	MBTS GOVT. POLYTECHNIC,Guntur
5	015	GOVT. POLYTECHNIC FOR WOMEN, Guntur
6	016	GOVT POLYTECHNIC, Nellore
7	017	GOVT POLYTECHNIC, Gudur
8	020	GOVT POLYTECHNIC,Ananthapur
9	021	ESC GOVT POLYTECHNIC, Nandyala
10	022	GOVT POLYTECHNIC, prodduturu
11	038	MRAGR GOVT. POLYTECHNIC, Vizianagaram
12	039	D.A GOVT POLYTECHNIC, Ongole
13	048	GOVT POLYTECHNIC FOR WOMEN, Nellore
14	055	SRI G P R GOVT POLYTECHNIC, Kurnool
15	057	GOVT POLYTECHNIC FOR WOMEN, Kadapa
16	059	GOVT POLYTECHNIC FOR WOMEN, Palamaneru
17	060	GOVT. POLYTECHNIC, Narsipatnam
18	063	GOVT INSTT OF TEXTILE TECHNOLOGY, Guntur
19	065	GOVT.INSTITUTE OF CHEMICAL ENGG, Visakhapatnam
20	067	GOVT MODEL RESIDENTIAL POLYTECHNIC, Yetapaka
21	068	GOVT MODEL RESIDENTIAL POLYTECHNIC, Srisailam
22	070	GOVT INSTITUTE OF CERAMIC TECHNOLOGY, Gudur
23	071	SUVR AND SR GOVT POLYTECHNIC FOR WOMEN, Eeethamukkala
24	072	DR.B.R.AMBEDKAR GMR POLYTECHNIC, Rajahmundry
25	077	GOVT. POLYTECHNIC FOR WOMEN, Nandigama
26	088	GOVT. POLYTECHNIC FOR WOMEN, Srikakulum
27	098	GOVT POLYTECHNIC FOR MINORITIES, Kurnool
28	154	GOVT POLYTECHNIC, Obulavaripalli
29	166	GOVT.POLYTECHNIC, Chandragiri
30	170	GOVT.POLYTECHNIC, Dharmavaram
31	172	GOVT.POLYTECHNIC, Vempalli
32	175	GOVT.POLYTECHNIC, Kadiri
33	184	GOVT.POLYTECHNIC, Simhadripuram
34	185	GOVT.POLYTECHNIC, Satyavedu
35	198	GOVT.POLYTECHNIC, Tadipathri
36	200	GOVERNMENT POLYTECHNIC, Kalikiri
37	202	GOVERNMENT POLYTECHNIC, Addanki
38	205	GOVERNMENT POLYTECHNIC, Uravakonda
39	206	GOVERNMENT POLYTECHNIC, Madakasira
40	208	GOVERNMENT POLYTECHNIC, Amudalavalasa
41	209	GOVERNMENT POLYTECHNIC, Kavali
42	213	GOVERNMENT POLYTECHNIC, Rayachoti
43	305	GOVT.POLYTECHNIC,Atmakuru
44	332	SMT. SATRUCHARLA SASIKALA DEVI GPT, Chinamerangi
45	527	GOVERNMENT POLYTECHNIC, Narpala

Sd/- C. NAGA RANI, I.A.S.
DIRECTOR


NODAL OFFICER 25/08/22

25/8/22



Skill India

कौशल भारत - कुशल भारत

User manual for Training Provider (TP) – Registration

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1 Introduction

This user manual provides an information on how an organization can register itself as Training Provider (TP) on Skill India Portal. It further enables Training Provider to get connected to various Schemes/Models available on the portal either through Accreditation & Affiliation or Non-Accreditation & Affiliation process for running NSQF aligned Job roles or courses. With this user manual, the Training provider will be able to perform the following functions:

- New Registration
- First Time Login

A step-by-step guide to register as TP is provided below:

Step 1: Open the web page: <https://skillindia.nsdcindia.org/direct-registration>

The screenshot shows the Skill India Portal homepage. At the top, there is a navigation bar with 'Language: English', 'Technical Support', 'LOGIN', 'Register', and 'Notices'. Below this is a header with 'कौशल भारत' (Skill India) in Hindi and 'Skill India' in English. The main content area features the 'Skill India Portal' title and 'A Skill Development Management System'. Below this, there are two main buttons: 'Register as a Training Provider' and 'Register as a Candidate'. A footer note states: 'For all courses under MES, the only permitted mode of assessment is through SSC. Batches submitted through Self / Third party mode stands cancelled'. Below the screenshot is a diagram titled 'LIFECYCLE OF TRAINING PARTNER & TRAINING CENTRE'. The diagram shows a five-step process: 1. Training Partner Registration & Training Centre Creation, 2. Accreditation of Training Centre, 3. Affiliation of Training Centre's Added Job Roles, 4. Continuous Monitoring, and 5. Renewal of Accreditation. Each step is represented by a circular icon with a specific symbol (e.g., a document, a certificate, a person, a magnifying glass, and a refresh icon).

2 Registration

The **Registration** section allows a TP to register on the portal.

- To **Register**, the new *Training Provider* in the SDMS website do as follows.



Home - - > Register



Skill India
कौशल भारत - कुशल भारत

Choose your user group ▼

Name of SPOC

Name should be as per your Aadhaar

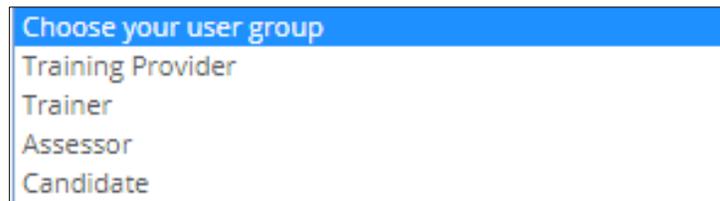
Email Address

Mobile Number

I Agree the Terms and Conditions.

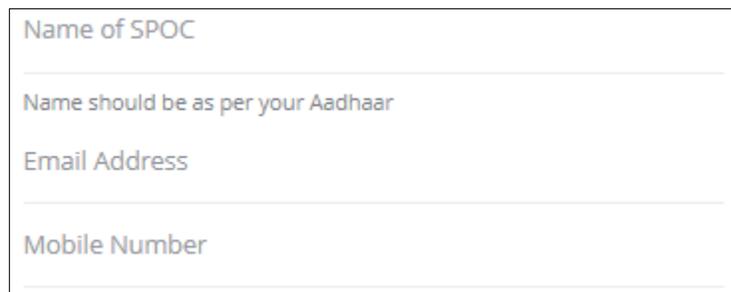
Register

- Select User Type as a 'Training Provider' from the 'Choose your user group' drop-down list.



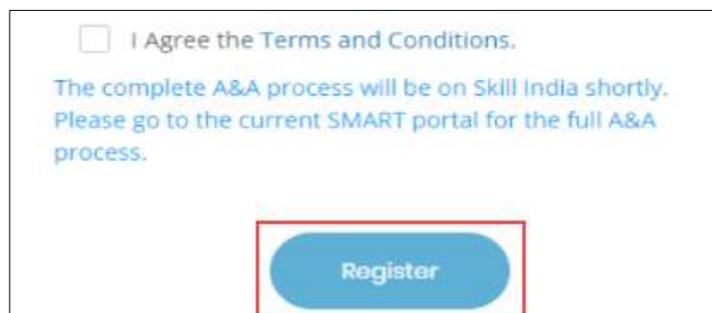
A screenshot of a dropdown menu titled "Choose your user group". The menu is open, showing four options: "Training Provider", "Trainer", "Assessor", and "Candidate". The "Training Provider" option is highlighted in blue.

- Enter 'Name of Single point of Contact SPOC', 'Email ID', 'Mobile Number'.



A screenshot of a registration form with three input fields. The first field is labeled "Name of SPOC" and has a placeholder text "Name should be as per your Aadhaar". The second field is labeled "Email Address". The third field is labeled "Mobile Number".

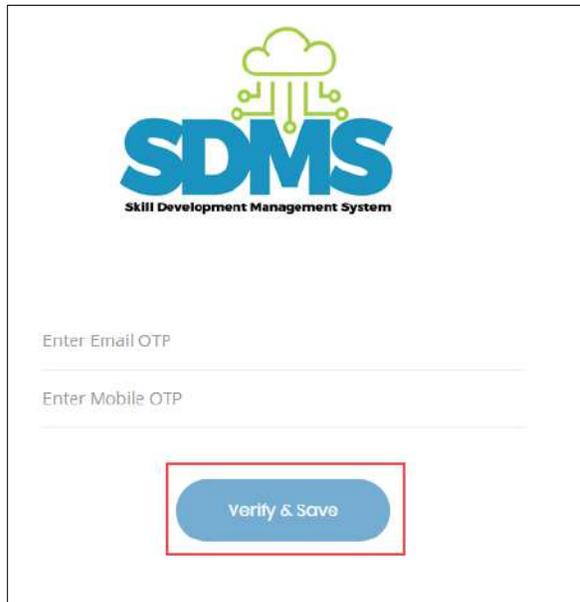
- To proceed further click on checkbox 'I Agree Terms and Conditions' followed by clicking on 'Register' tab.



A screenshot of the registration form showing a checkbox labeled "I Agree the Terms and Conditions." with the text "The complete A&A process will be on Skill India shortly. Please go to the current SMART portal for the full A&A process." below it. A blue "Register" button is highlighted with a red border.

The *One Time Password (OTP)* will be generated and shared on registered email ID and mobile number.

Verification screen appears as below.



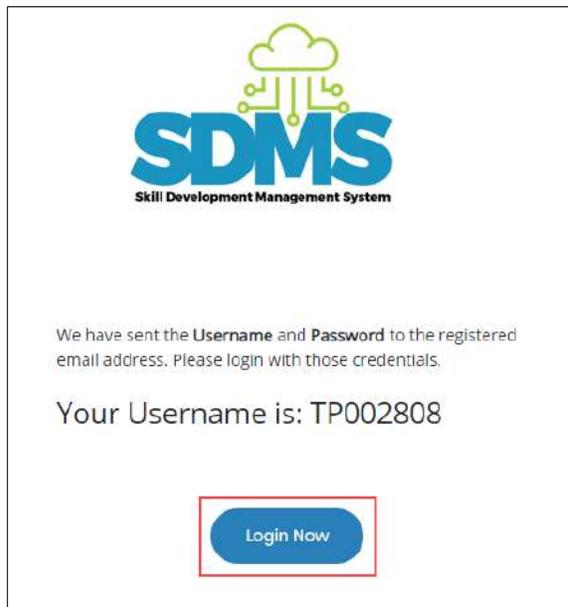
SDMS
Skill Development Management System

Enter Email OTP

Enter Mobile OTP

Verify & Save

- Enter **Email OTP** and **Mobile OTP** as received on the registered email ID and Mobile number.
- Click **Verify & Save**. The following message appears after verification of both Email and mobile OTP



SDMS
Skill Development Management System

We have sent the **Username** and **Password** to the registered email address. Please login with those credentials.

Your Username is: TP002808

Login Now

- Click **Login Now**. You will navigate to the **Login** screen.

2.1 First Time Login

The **Login** screen allows the user to login to the training provider registration form.

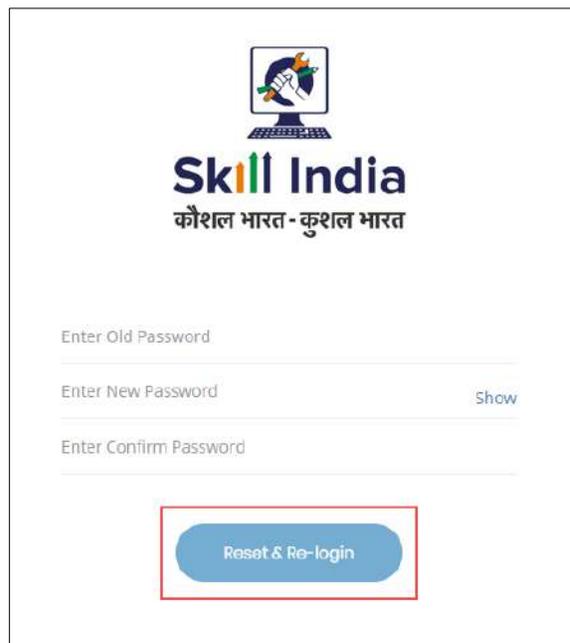
Home - - > Login



The image shows the Skill India login form. At the top is the Skill India logo with the tagline 'कौशल भारत - कुशल भारत'. Below the logo are two input fields: 'Login ID' and 'Password'. To the right of the Password field is a 'Show' link. Below the Password field is a 'Forgot Password?' link. At the bottom center is a blue 'Login' button, which is highlighted with a red rectangular box.

Enter Unique ID (User ID) and Password as received in an email.

➤ Click **Login**.

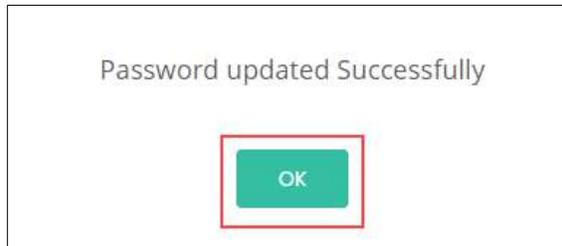


The image shows the Skill India 'Reset & Re-login' form. At the top is the Skill India logo with the tagline 'कौशल भारत - कुशल भारत'. Below the logo are three input fields: 'Enter Old Password', 'Enter New Password', and 'Enter Confirm Password'. To the right of the 'Enter New Password' field is a 'Show' link. At the bottom center is a blue 'Reset & Re-login' button, which is highlighted with a red rectangular box.

Note: The new password should be at least of *eight* characters length, should also contain one upper case, one special character and one numeric.

- Click **Reset & Re-login**.

After the successful update of the password, the message appears as follows.



2.2 Training Provider Registration Form

The **Training Provider Registration Form** screen appears on the first-time login and hosts **eight** sections as mentioned below.

- Organization Info
- CEO/MD/Head of the Organization Info
- Authorized Signatory Info
- Permanent Address of the Organization
- Financial Account Details Info
- Financial Year wise Turnover Details and Chartered Accountant Certificates
- Declaration
- Payment Details

➤ The **Organization Info** section allows the training provider to enter the Organization information.

Organization info:

Name of the Organization: *

Type of the Organization: * ▼

Year of Establishment: * ▼

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

Landline Number:

Website:

➤ The **Organization Information** section allows the training provider to add the Name of the Organization, Type of the Organization, Year of Establishment, Landline Number and Website.

- The **CEO/MD/Head of the Organization Info** section allows the training provider to enter the Chief Executive Officer or Managing Director or Head of Organization information.

CEO/MD/Head of the Organization info:

CEO/MD/Head's Name: *

CEO/MD/Head's Email Address: *

CEO/MD/Head's Mobile Number: *

The above person should be considered as: Authorized Signatory

- The **CEO/MD/Head of the Organization Info** section allows the training provider to enter the Chief Executive Officer or Managing Director or Head of Organization information such as CEO/MD/Head's Name, CEO/MD/Head's Email Address, and CEO/MD/Head's Mobile Number.
Authorized Signatory: If CEO/MD/Head are also authorized signatory than the user to select the check on checkbox 'The above person should be considered as' authorized signatory.

- The **Authorized Signatory Info** section allows the training provider to enter the Authorized Signatory Information.

Authorized Signatory info:

Authorized Signatory Name: *

Authorized Signatory Email Address: *

Authorized Signatory Mobile Number: *

- The **Authorized Signatory Info** section allows the training provider to enter the Authorized Signatory Information, Authorized Signatory Email Address and Authorized Signatory Mobile Number. Click **Add Another Authorized Signatory**, to enter additional signatory.

Note: If the CEO/MD is selected as Authorized Signatory then, this section only displays the same information.

- The **Permanent Address of the Organization** section allows the training provider to enter the organization address.

Permanent Address of the Organization:

Address of the Organization: *

Nearby Landmark: *

Pincode: *

State/Union Territory: * ▼

District: * ▼

Tehsil/Mandal/Block: * ▼

City/Town/Village: * ▼

Geo Location:

Parliamentary Constituency: * ▼

Address Proof: * ▼

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

Communication Address Same as Permanent Address:

- The **Permanent Address of the Organization** section allows the training provider to enter the organization address such as Address of the Organization, Nearby Landmark, Pincode, State/Union Territory, District, Tehsil/Mandal/Block, City/Town/Village, Geo Location, Parliamentary Constituency, Address Proof and Communication Address Same as Permanent Address.

Note: Clicking the Communication Address Same as Permanent address allows the applicant to save the permanent address as a communication address. Add new communication address of the organization if needed.

- The **Communication Address of the Organization** section allows the training provider to enter the communication address of the organization.

Communication Address of the Organization:

Address of the Organization: *

Nearby Landmark: *

Pincode: *

State/Union Territory: *

District: *

Tehsil/Mandal/Block: *

City/Town/Village: *

Parliamentary Constituency: *

Address Proof: *

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

- The **Communication Address of the Organization** section allows the training provider to enter the communication address of the organization such as Address of the Organization, Nearby Landmark, Pincode, State/Union Territory, District, Tehsil/Mandal/Block and City/Town/Village.
- **Address Proof:** Select the appropriate type of document which you provide as an Address proof from the drop-down list. Click **Browse**, select the file and click **Upload**. You can upload only jpg, png, jpeg and pdf files.
On the upload, the message appears as **filename.ext Uploaded Successfully**.

Click **Save & Next**, to continue the registration.

- The **Financial Account Details Info** section allows the training provider to enter the Financial Account Details of the organization.

- **Permanent Account Number:** Enter the appropriate *Permanent Account Number* of the organization. Click **Browse**, select the file and click **Upload**. You can upload only jpg, png, jpeg and pdf files. On the upload, the message appears as **filename.ext Uploaded Successfully**.
- **GST Account Number:** Enter the appropriate *Goods and Service Tax Account Number* of the organization. Click **Browse**, select the file and click **Upload**. You can upload only jpg, png, jpeg and pdf files. On the upload, the message appears as **filename.ext Uploaded Successfully**.

Additional Information:

The Financial Account Details displays the fields depending on the Type of Organization selected in the **Organization info**.

- If the Organization Type is *Company firms*, then in Financial Account Details TP need to add **PAN** and **GST** Details.
- If the organization type is *Proprietorship*, then in Financial Account Details TP need to enter *Aadhaar number*.
- If the organization type is *Government*, then in Financial Account Details page does **not** appear.

- The **Financial Year wise Turnover Details and Chartered Accountant Certificates** section allows the training provider to enter the Financial Year wise Turnover Details and Chartered Accountant Certificates of the organization.

Note: The organization should upload financial turnover of last three years. If the Year of Establishment is less than three years, then the organization should upload the turnover details for the financial years for which details are available. For example, if the Year of Establishment is 2017, then documents must be uploaded for 2017-18, 2018-19 (post 1st April 2019 till September 2019, provisional Certificate can be uploaded however post-September 2019, only the Turnover Certificate to be uploaded).

Financial Year wise Turnover Details and Chartered Accountant Certificates :

Year of Establishment:

Financial Year 2018 - 2019 : *
(In INR)

Enter Annual Turnover

In FY 2018 - 2019 return is not audited. Please upload the provision statement

Upload Financial Document

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

Financial Year 2017 - 2018 : *
(In INR)

Enter Annual Turnover

Upload Financial Document

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

Financial Year 2016 - 2017 *
(In INR)

Enter Annual Turnover

Upload Financial Document

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

Note : You should provide the CA Certificate for Annual Turnover which needs to be on a letter head, stamped and signed with date by CA mentioning his/her CA Membership Number and Firm Registration Number. No other documents will be accepted.

- **Financial Year YYYY – YYYY:** Enter the appropriate annual turnover amount (INR in lacs) and Click **Browse**, select the file and click **Upload**. You can only upload jpg, png, jpeg and pdf files. Click **Save & Next**, to save the changes and proceed.

- The **Declaration** section, the organization should confirm the correctness of the information.

Declaration

Declaration Undertaking

The applicant entity registering as Training Provider shall ensure the veracity of the information being provided through this form. It is attested by the applicant entity that the applicant entity has never been blacklisted or suspended by the Government of India, or any State Government or by any of its agencies, be it affiliated or autonomous. In case the information given here is found to be incorrect / misrepresented or misleading in any respect, National Skill Development Corporation (NSDC) shall have the right to initiate appropriate legal proceedings against the applicant entity and its director(s)/ proprietor(s)/ partners/ members of Managing Committee / officers. In such case, the applicant entity agrees to indemnify NSDC and its directors /officers for the same. Further, NSDC shall have the authority to suspend or blacklist the applicant entity from participating in Accreditation, Affiliation, Continuous Monitoring and any other process. It is also agreed that the information about the suspension/ blacklisting would be made public and provided to all the Ministries implementing the Skill Development Schemes along with other relevant stakeholders

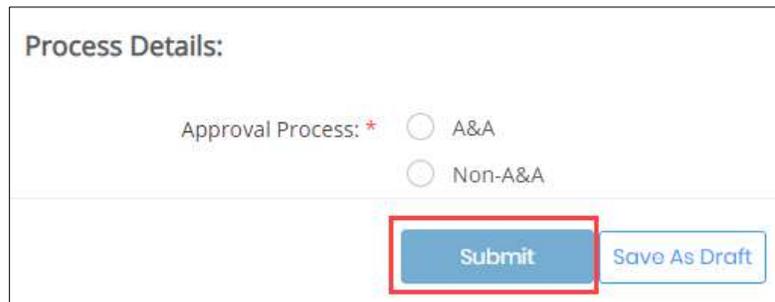
I agree - The details entered are correct as per my knowledge

Save & Continue

- Click **I agree - The details entered are correct as per my knowledge**, to confirm the correctness of the information updated.

Click **Save & Continue**, to navigate to the **Process Details** screen.

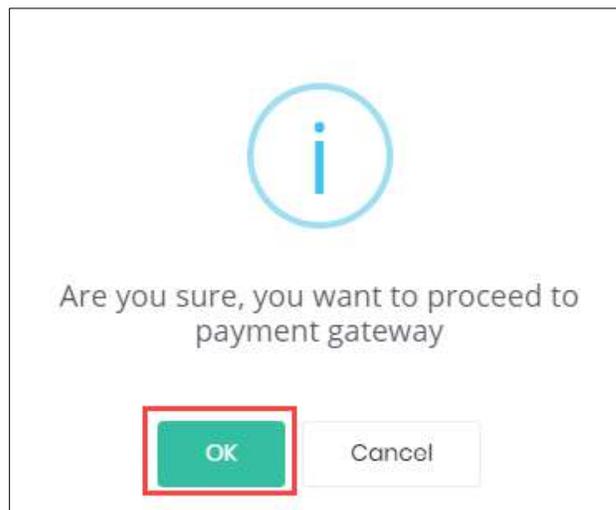
- The **Process Details** screen allows the Training Provider to select the **Approval Process**.



The screenshot shows a form titled "Process Details:". It contains a label "Approval Process: *" followed by two radio button options: "A&A" and "Non-A&A". Below the options are two buttons: "Submit" and "Save As Draft". The "Submit" button is highlighted with a red rectangular border.

- Select **A&A**, to add *Accreditation add Affiliation* as an approval process.

Click **Submit**, the following screen appears.



The screenshot shows a confirmation dialog box with a large blue information icon at the top. The text inside the dialog reads "Are you sure, you want to proceed to payment gateway". At the bottom, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular border.

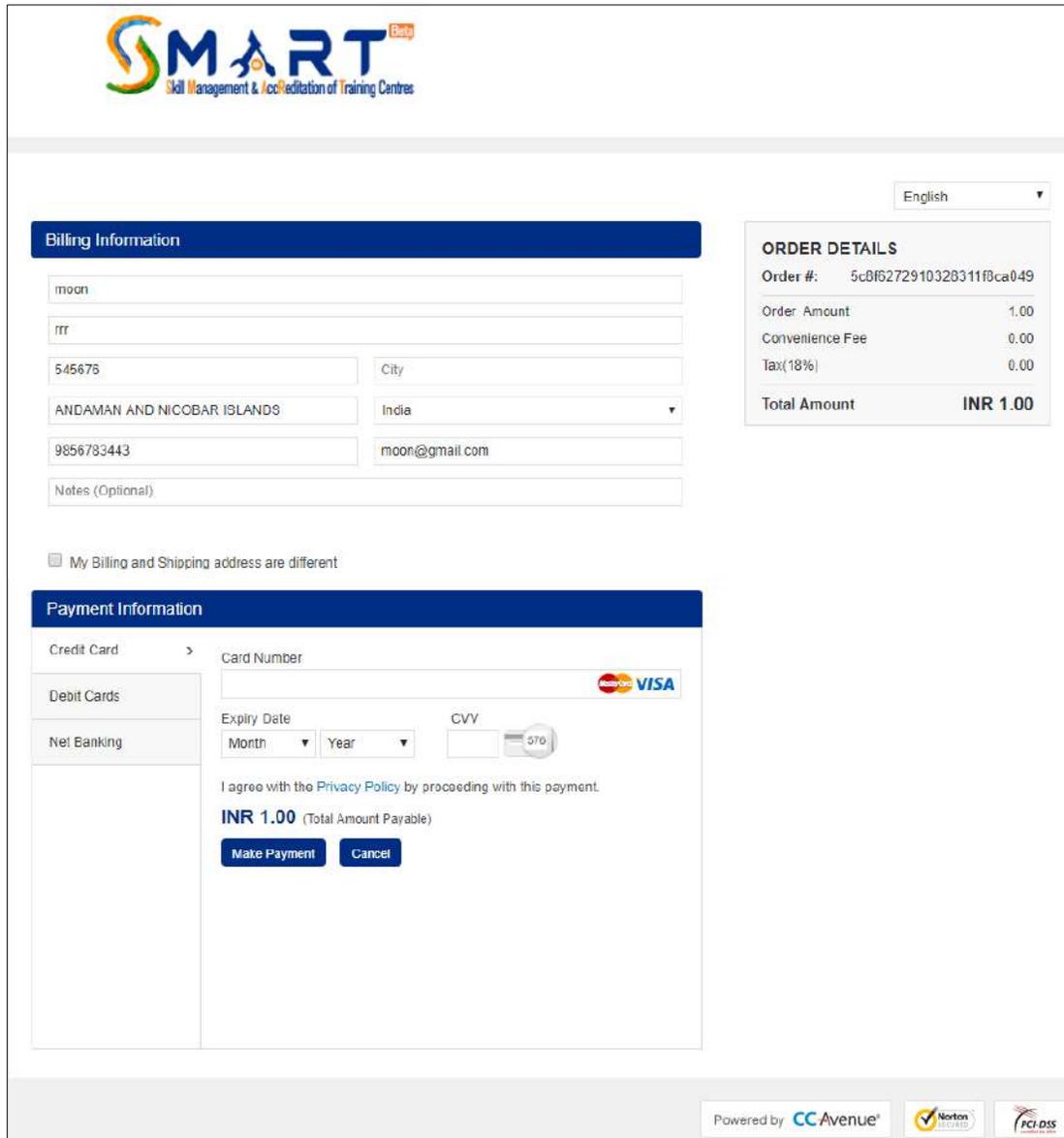
- Click **OK**, to navigate to the **Billing Information and Payment Information** screen.

Additional Information:

The **Billing Information and Payment Information** section appears depending on the *Type of Organization* selected in the **Organization info** and *Approval Process* in **Process Details** sections.

- If the Organization Type is *Company firms*, and the Approval Process is **A&A**, then **Billing Information and Payment Information** section appears.
- If the Organization Type is *Company firms*, and the Approval Process is **Non A&A**, then **Select Scheme/Model** section appears.

- The **Billing Information and Payment Information** section allows the training provider to enter the payment details.



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English

Billing Information

Name: moon
 PAN: rrr
 Card Number: 545678
 City:
 State: ANDAMAN AND NICOBAR ISLANDS
 Country: India
 Phone Number: 9856783443
 Email: moon@gmail.com
 Notes (Optional):

My Billing and Shipping address are different

Payment Information

Credit Card > Card Number: 
 Debit Cards
 Net Banking

Expiry Date: Month Year CVV: 576

I agree with the [Privacy Policy](#) by proceeding with this payment.

INR 1.00 (Total Amount Payable)

Make Payment **Cancel**

ORDER DETAILS

Order #: 5c8f6272910328311f8ca049
 Order Amount: 1.00
 Convenience Fee: 0.00
 Tax(18%): 0.00
Total Amount: INR 1.00

Powered by   

- The **Billing Information** section allows the training provider to edit or enter the appropriate billing details of the applicants.
- Click **Cancel**, to cancel the payment procedure.

Note: If the training provider select cancel, the following message appears as follows.

Cancellation Feedback

We have noticed that you didn't complete your transaction. Please help us understand the reason for your decision:

- I wish to review my order again before completing the transaction.
- I have second thoughts about making this payment.
- I could not find my Bank/Credit Card in your list of payment options.
- I wish to pay through another payment option.
- I do not wish to share my confidential payment details online.
- Any other Reason

Cancel Transaction
Continue Payment

- The **Cancellation Feedback** section allows the training provider to select the appropriate cancellation reason.
Click **Continue Payment**, to continue the procedure.

Note: If the Billing and Shipping address are different, click My Billing and Shipping address are different, to add a new shipping address. The message appears as follows

My Billing and Shipping address are different

Shipping Address ✕

nn

nnn

852478 City

ANDAMAN AND NICOBAR ISLANDS India ▼

9864563245

- The **Payment Information** section allows the training provider to enter the payment details. Enter the appropriate details to make the payment, Click **Make Payment**, the following message appears

PRN	308004716825
BID	1548836193800
AMT	12.80
PID	AVN0002
TXNDATETIME	30/01/2019
Transaction Status	Y ▼
Return To the Merchant Site	

- Click **Return to the Merchant Site**, the **Thank You** message appears as follows

Success

Thank You

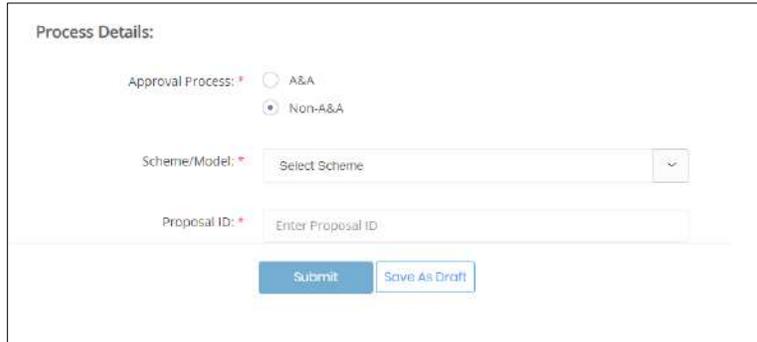
You will receive a confirmation message in your inbox shortly. If you do not receive this message, please check your spam folder.

Don't forget to add info@sdmsindia.com to your address book so that you are always the first to hear about the latest collections, events and news.

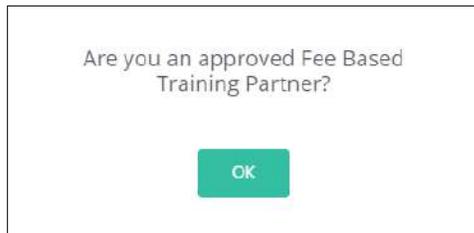
Download Receipt
Go to Dashboard
Download Submitted Form

- Click **Go To Dashboard**, to navigate to the Dashboard.
Click **Download Receipt**, to download the receipt.
Click **Download Submitted Form**, to download the submitted form.

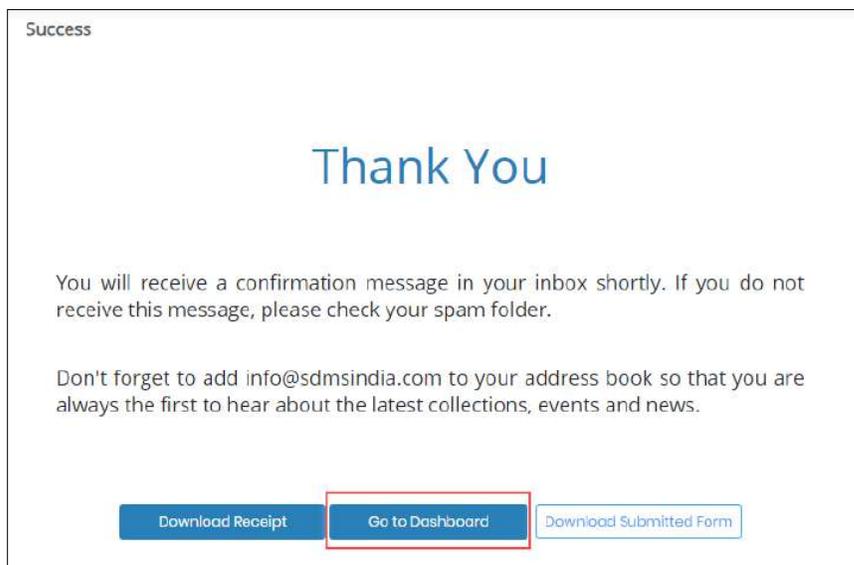
- Select **Non A&A** as an approval process, then the screen appears as follows.



- Select the appropriate **Scheme Name** from the Scheme/Model drop-down list.



- Click **OK**, and enter appropriate *Proposal ID*.
- Click **Submit**, to navigate to the **Thank You** screen.

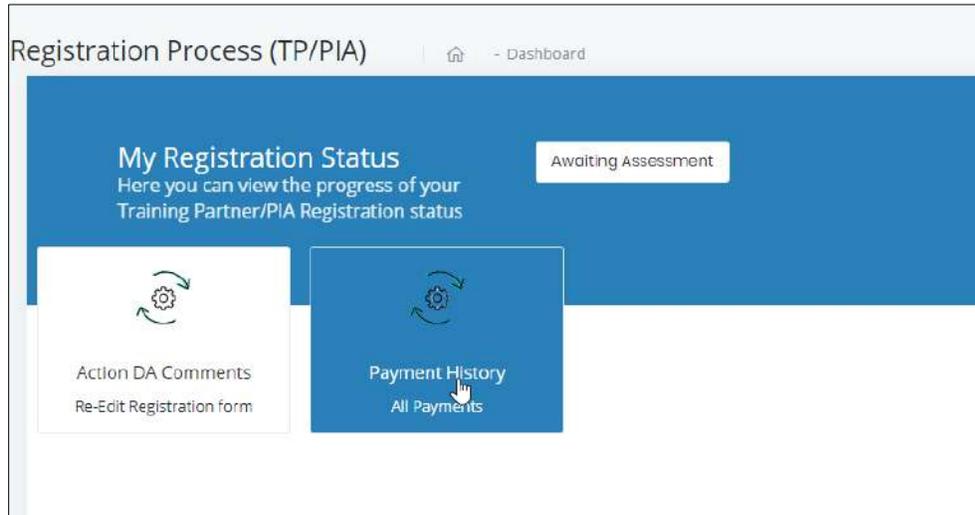


- Click **Go To Dashboard**, to navigate to the Dashboard.

3 Payment History

The **Payment History** screen allows the training provider to view the payment details.

Home - - > Dashboard - - >Payment History



- The **Payment History** screen displays the details of the payment transaction such as Transaction/Order ID, Merchant ID, Invoice, TP ID, Address, State, District, Payment Mode, Fee Description, Application Fees, Conv Fees, Total Amount, Transaction Date, and Transaction Result.

S. No	Transaction/Order ID	Merchant ID	Invoice	TP ID	TC Name	Address	State	District	Payment Mode	Fee Description	Application Fees	Job Role Fees	Conv Fees	Total Amount	Transaction Date	Transaction Result
1	30804817242	108518	Download	TP_002474	NON PMKK	gfgjr	ANDAMAN AND NICOBAR ISLANDS	SOUTH ANDAMANS	Net Banking	TC Inspection	11000	10.0	11011.80	11011.80	27-02-2019	Success
2	30804817242	108518	Download	TP_002474	NON PMKK	gfgjr	ANDAMAN AND NICOBAR ISLANDS	SOUTH ANDAMANS	Net Banking	TC Inspection	11000	10.0	11011.80	11011.80	27-02-2019	Success
3	30804817242	108518	Download	TP_002474	NON PMKK	gfgjr	ANDAMAN AND NICOBAR ISLANDS	SOUTH ANDAMANS	Net Banking	TC Inspection	11000	10.0	11011.80	11011.80	27-02-2019	Success

- Click **Back**, to navigate to the **Dashboard**.