Smart Centre Registration User Manual

PMKVY2.0

28th September, 2016
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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
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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheme</td>
<td>By default is PMKVY 2.0</td>
</tr>
<tr>
<td>Training Type</td>
<td>Dropdown values are displayed</td>
</tr>
<tr>
<td>Sector</td>
<td>Dropdown values are displayed</td>
</tr>
<tr>
<td>Sub-Sector</td>
<td>Dropdown values are displayed</td>
</tr>
<tr>
<td>Job Role</td>
<td>Dropdown values are displayed</td>
</tr>
</tbody>
</table>

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.

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

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](image)

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.
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.

![Image of the interface with the View & Modify Candidate option highlighted.]

The **View and Modify Candidate** page is displayed.  
**Note:** Only Registered Candidates who are not enrolled can be searched.

<table>
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<td>Sub-Sector</td>
<td>Select the dropdown values</td>
</tr>
<tr>
<td>Job Role</td>
<td>Select the dropdown values</td>
</tr>
<tr>
<td>Candidate Name</td>
<td>Enter the candidate name</td>
</tr>
<tr>
<td>Centre Candidate ID</td>
<td>Enter the candidate id</td>
</tr>
<tr>
<td>Gender</td>
<td>Select the dropdown values</td>
</tr>
<tr>
<td>Registration Date – From To</td>
<td>Enter registration date</td>
</tr>
<tr>
<td>Eligible for Enrolment</td>
<td>Select the dropdown values</td>
</tr>
<tr>
<td>Eligible for Disbursement</td>
<td>Select the dropdown values</td>
</tr>
<tr>
<td>---------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Mobile Number Exists in System</td>
<td>Select the dropdown values</td>
</tr>
</tbody>
</table>

![Image of the user interface showing the fields 'Eligible for Disbursement', 'Mobile Number Exists in System', and the dropdown values to select]
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.
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**.