



Skill India

कौशल भारत - कुशल भारत

User manual for Training Centre (TC) – Registration



Transforming the skill landscape

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1 Introduction

The *User manual for Training Centre (TC)* is designed to provide information on, how the new training centres can log in and complete the Accreditation and Affiliation process. The training centre can perform the functionalities as listed below.

- Login
- Centre Accreditation and Affiliation Form
 - General Details
 - Facilities at Centre
 - Job Role and Infrastructure
 - Centre Areas
 - Centre Staff
 - Upload Photos from Mobile
 - Declaration and Submission
- Training Centre Mobile App
- Apply for Scheme
- View Job Role Details
- Submit for Inspection
- Accept Inspection Date
- Pay Continuous Monitoring Fee
- Pay Affiliation Fee
- View/Download Affiliation Certificate
- Appeal
 - View Justification
 - Raise Appeal

2 Login

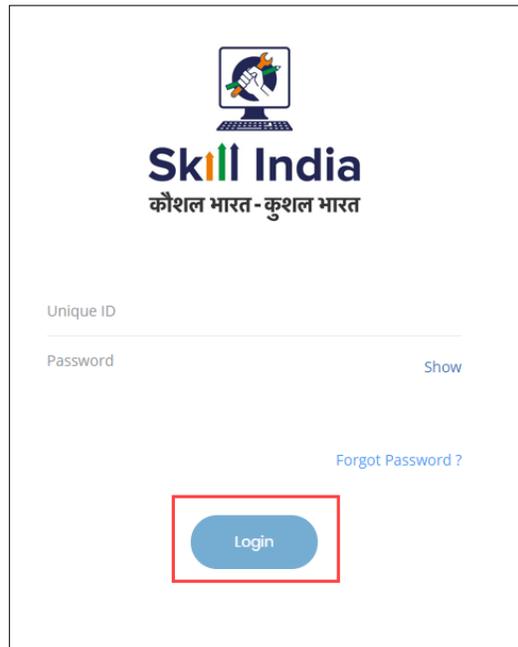
The **Login** screen allows the training centre to login to the Training Centre Registration Form screen.

To Navigate

Home - - > Login

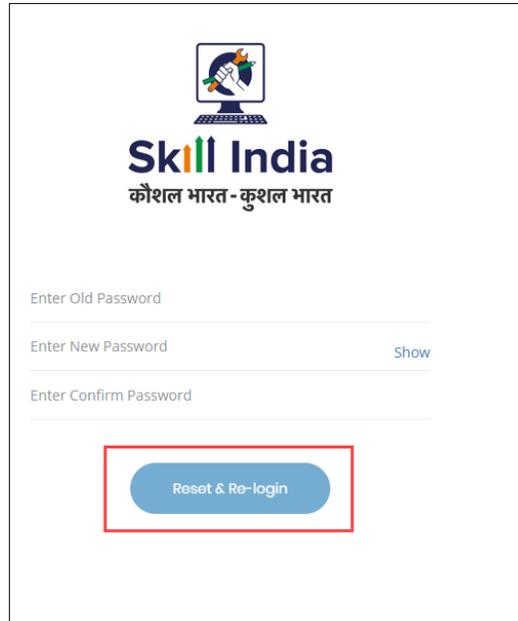
The screenshot displays the Skill India Portal interface. At the top, there is a navigation bar with options for Language (English), Technical Support, and a highlighted **LOGIN** button. Below this, the header features the text 'कौशल भारत' (Skill India) and 'कुशल भारत' (Kushal Bharat) in Hindi, along with the 'Skill India' logo. A secondary navigation bar includes links for HOME, TRAINING PARTNER & CENTRE, CANDIDATE, SECTOR SKILL COUNCIL, QUALIFICATION PACK & NOS, TRAINING OF TRAINERS/ASSESSORS, and PMKVY TRAINING CALANDER. The main content area is titled 'Skill India Portal' and 'A Skill Development Management System', with a sub-header 'An Initiative by National Skill Development Corporation of India'. Two primary action buttons are visible: 'Register as a Training Provider' and 'Register as a Candidate'. Below this, a section titled 'LIFECYCLE OF TRAINING PARTNER & TRAINING CENTRE' contains a flowchart with five stages: Training Partner Registration & Training Centre Creation, Accreditation of Training Centre, Affiliation of Training Centre's Added Job Roles, Continuous Monitoring, and Renewal of Accreditation.

- Enter *Unique ID* (User ID) and *Password* as received on the email address of the training centre.



The image shows the Skill India login page. At the top, there is a logo featuring a hand holding a globe with a gear, above the text "Skill India" and "कौशल भारत - कुशल भारत". Below the logo, there are two input fields: "Unique 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, there is a blue "Login" button highlighted with a red rectangular box.

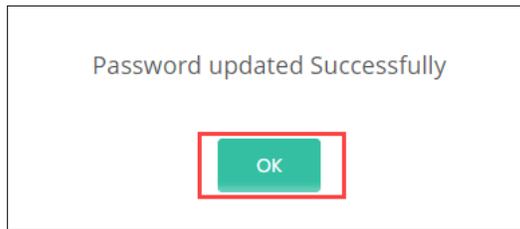
- Click **Login**.



The image shows the Skill India password reset page. At the top, there is the same logo as in the previous image. Below the logo, there 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, there is a blue "Reset & Re-login" button highlighted with a red rectangular box.

Note: The new password should be at least of *eight* characters in 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.



➤ Click **OK**.

3 Training Centre Registration Form

The **Training Centre CAAF Form** screen allows the training centre to enter the complete information of the centre. The **CAAF Form** screen hosts **seven** sections as listed below.

- General Details
- Facilities at Centre
- Job Role and Infrastructure
- Centre Areas
- Centre Staff
- Upload Photos from Mobile
- Declaration and Submission

3.1 General Details

The **General Details** screen allows the training centre to add basic information about the training centre.

➤ The **General Details** screen hosts **three** sections as listed below.

- Training Centre Info
- Contact Details of the Training Centre
- Address of the Training Centre

➤ The **Training Centre Info** section displays the details of training centre such as Name of the Training Provider, Name of the Training Centre, and allows the training centre to enter the information about centre such as Type of the Training Centre, Social Media Links (If any) and Website.

Training Centre Info:

Name of the Training Partner: *

Name of the Training Centre: *

Type of the Training Centre: * ▼

Social Media Links (If any):

Website:
ie. http://xyz.com or www.xyz.com

- The **Contact Details of the Training Centre** section displays the SPOC basic information such as SPOC Name, SPOC Email Address, SPOC Mobile Number, and allows the training centre to enter the contact details of SPOC such as SPOC's Alternate Number, Name of Centre Principal/Director, Email Address of Centre Principal/Director and Contact Number of Centre Principal/Director.

Contact Details of the Training Centre

SPOC Name: *	testtest
SPOC Email Address: *	test@gmail.com
SPOC Mobile Number: *	9896558415
SPOC's Alternate Number:	<input type="text" value="Enter Mobile number"/>
Name of Centre Principal/Director: *	<input type="text" value="Enter full name of Centre Principal/Director"/>
Email Address of Centre Principal/ Director: *	<input type="text" value="Enter Email Address of Centre Principal/ Director"/>
Contact Number of Centre Principal/ Director: *	<input type="text" value="Enter Contact Number"/>

- The **Address of the Training Centre** section allows the training centre to enter the address details such as Address, Nearby Landmark, Pincode, State/Union Territory, District, Tehsil/Mandal/Block, Parliamentary Constituency, Address Proof Type, Area Classification of the Centre and Entire Centre situated at Ground Floor. Also allows the training centre to upload the document for the address proof.

Address of the Training Centre

Address: *

Nearby Landmark: *

Pincode: *

State / Union Territory *

District: *

Tehsil/Mandal/Block: *

Parliamentary Constituency: *

Address Proof Type:

Address Proof:
File size upto 3 mb
(Allowed formats pdf, jpeg, png, jpg, docx, xlsx)
 ✓

Area Classification of the Centre: *

Entire Centre situated at Ground Floor: *

- Click **Save and Next**, to navigate to the **Facilities at Centre** screen.

3.2 Facilities at Centre

The **Facilities at Centre** screen allows training centre to enter the details of the facilities available at the centre.

- The **Facilities at Centre** screen hosts **eight** sections as listed below.
 - Facilities at Centre
 - Commendations and International Affiliations
 - Added Commendations and International Affiliations
 - Residential Facilities for Men
 - Residential Facilities for Women
 - Facilities for Differently-abled
 - Facilities maintaining Hygiene and Sanitation
 - Facilities for ensuring Medical and Safety

- The **Facilities at Centre** section allows the training centre to select the facilities details such as Building Status, Type of Construction of Building, Proximity to Public Transport System, Nearest Bus/Metro/Railway Station Name, Front Face of the Building, Approach road to Centre, Previous State of the Building, Aadhar-Enabled Biometric Attendance System, Type of Centre Floor, Type of Training Centre Walls and Availability of Internet.

- To add **Facilities Available at the centre**, select the respective **check boxes** of Security Guards, Greenery in the surrounding, Adequate Power Backup (UPS/GenSet/Inverter), and Training Centre Functional to add to the facilities details.

Facilities at Centre:

Building Status * ▾

Type of the Construction of Building * ▾

Proximity to Public Transport System * ▾

Nearest Bus/Metro/Railway Station Name *

Front Face of the Building * ▾

Approach road to Centre *
Approach road to Centre is required

Previous State of the Building * ▾

Facilities Available at the centre:

<input type="checkbox"/> Security Guards	<input type="checkbox"/> Greenery in the surrounding
<input type="checkbox"/> Adequate Power Backup (UPS/GenSet/Inverter)	<input type="checkbox"/> Training Centre Functional

Aadhar-Enabled Biometric Attendance System *

Type of Centre Floor * ▾

Type of Training Centre Walls * ▾

Availability of Internet * ▾

- The **Commendations and International Affiliations** section allows the training centre to enter the commendations and international affiliations details such as Name of the Affiliation, Type of the Affiliation, Validity of Affiliation (Start Date – End Date) and Brief About the Affiliation.

Commendations and International Affiliations

Name of the Affiliation :

Type of the Affiliation :

Validity of Affiliation:

Brief About the Affiliation :

[Add Another Affiliation](#)

- Click **Add Another Affiliation** to add the Commendations and International Affiliations details.
- The **Added Commendations and International Affiliations** details will be displayed as follows.

Added Commendations & International Affiliations:				
Name	Type	Validity	Brief About Affiliation	Action
testtest	National	08/02/2019 to 09/02/2019	testtesttest	

- The **Added Commendations and International Affiliations** section allows the training centre to view all the added details such as Name, Type, Validity (From Date – End Date), Brief About Affiliation and also allows the training centre to delete the added affiliation.

- The **Residential Facilities for Men** section allows the training centre to enter the facilities details for men such as Residential Area for Men, Total Area, Number of Rooms, Residential Capacity, Male Warden and allows the TC to add Remarks.

Residential Facilities for Men

Residential Area for Men: * ▼

Total Area: *

Number of Rooms: *

Residential Capacity: *

Male Warden: * ▼

Area is equipped with: * CCTV camera with Recording Facility Mess
 24x7 Security Backup(UPS/GenSet Invertor)

Remarks

- To add **Area is equipped with**, select the respective **check boxes** of CCTV camera with Recording Facility, Mess, 24x7 Security, and Backup (UPS/GenSet Invertor).
- The **Residential Facilities for Women** section allows the training centre to enter and select the facilities details for women such as Residential Area for Women, Total Area, Number of Rooms, Residential Capacity, Female Warden, and Remarks.

Residential Facilities for Women

Residential Area for Women: * ▼

Total Area: *

Number of Rooms: *

Residential Capacity: *

Female Warden: *

Area is equipped with: CCTV camera with Recording Facility Mess
 24x7 Security Backup(UPS/GenSet Invertor)

Remarks

- To add **Area is equipped with**, select the respective **check boxes** of CCTV camera with Recording Facility, Mess, 24x7 Security, and Backup (UPS/GenSet Invertor).

- The **Facilities for Differently-abled** section allows the training centre to select the facilities available for the differently abled person such as Area is equipped with.

Facilities for Differently-abled:

Area is equipped with:

- Functional Washroom for Differently Abled
- Ramps at the entrance of the Centre
- Lifts in case the Centre is extended to other floors(besides ground floor)

- The **Facilities maintaining Hygiene and Sanitation** section allows the training centre to enter and select the hygiene and sanitation details such as Safe Drinking Water and Area is equipped with.

Facilities maintaining Hygiene and Sanitation:

Safe Drinking Water *

Area is equipped with: *

- Dedicated Housekeeping Staff
- Washrooms are Clean and Hygenic
- Daily Inspection Card/Checklist in the Washroom

Note: The Training Centre *must* select all the listed **Facilities maintaining Hygiene and Sanitation**.

- The **Facilities for ensuring Medical and Safety** section allows the training centre to select the medical and safety details such as Availability of Fire Fighting Equipment, Area is Displaying with and First Aid Kit Contain Items.

Facilities for ensuring Medical & Safety:

Availability of Fire Fighting Equipment: *

- Water based Fire Extinguisher
- Foam Based Fire Extinguisher
- Dry Powder based Fire Extinguisher
- Carbon Dioxide based Fire Extinguisher
- Wet Chemical based Fire Extinguisher
- Fire Fighting hose Pipe

Area is Displaying with: *

- First Aid Kit is Wall Mounted
- Fire Safety Instruction

First Aid Kit Contain items: *

- Emergency Telephone Number of Medical Emergency Service
- Sterile Gauze Pads in Small and Large Squares to place over the Wound
- Medicines like Pain Killer and Antibiotics
- Roller Bandages to Hold Dressing in Place
- Adhesive Bandages
- Thermometer
- Scissors and Tweezers
- Antiseptic Wipes or Soap

Note: The Training Centre *must* select **all** the facilities for Availability of Fire Fighting Equipment, Area is Displaying with and First Aid Kit Contain items.

- Click **Save and Next**, to navigate to the **Job Role & Infrastructure** screen.

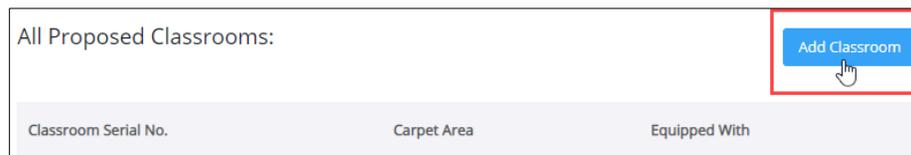
3.3 Job Role and Infrastructure

The **Job Role and Infrastructure** screen allows the training centre to enter the job role and infrastructure details.

The **Job Role and Infrastructure** screen hosts *six* sections as listed below.

- All Proposed Classrooms
- All Proposed Laboratory
- All Proposed Hybrid
- All Proposed Job Roles
- Job Role to Infrastructure and Trainer Mapping
- Equipment Details

➤ The **All Proposed Classrooms** section allows the training centre to enter the details of the classroom.



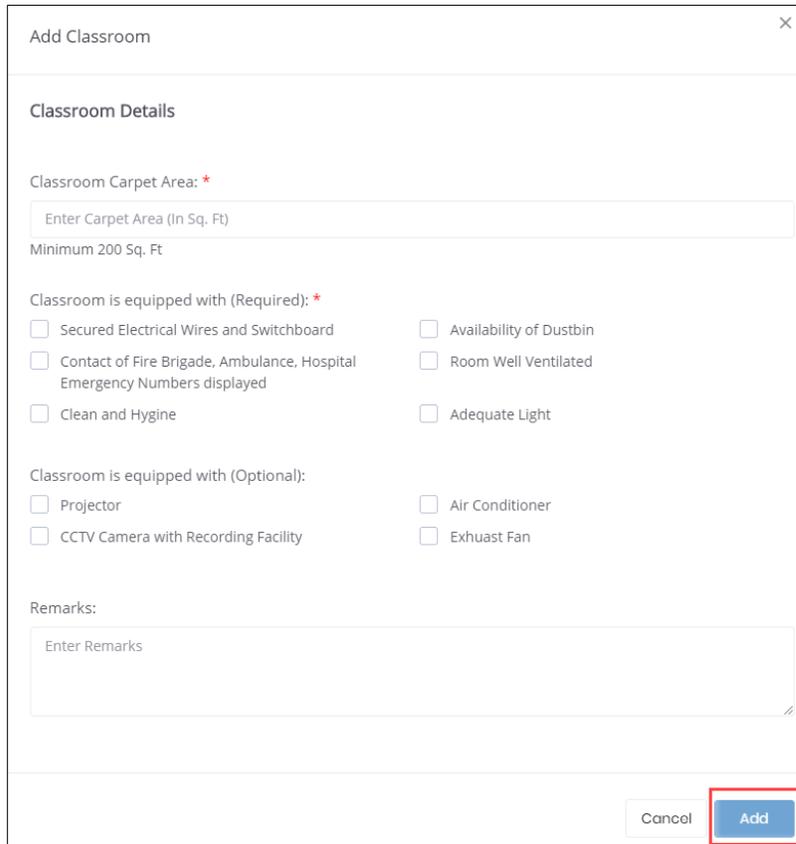
All Proposed Classrooms:

Classroom Serial No.	Carpet Area	Equipped With
----------------------	-------------	---------------

Add Classroom

➤ Click **Add Classroom**, the **Add Classroom** screen appears.

- The **Classroom Details** section allows the training centre to select the details of the classroom such as Classroom Carpet Area, Classroom is equipped with (Required), Classroom is equipped with (Optional) and Remarks.



Note: The Training Centre *must* select **all** the facilities for the Classroom is equipped with (Required).

- Click **Add**, to add the details of the classroom.

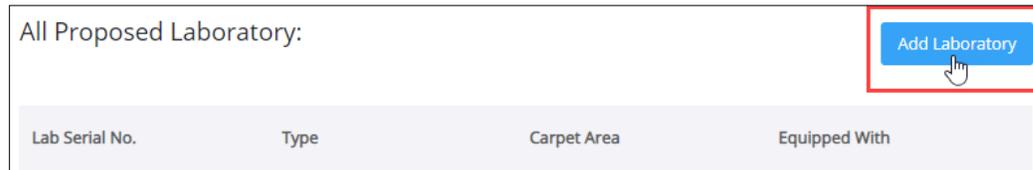


Classroom Serial No.	Carpet Area	Equipped With
CLASS_1	222 Sq.Ft	Projector, Dustbin, Secured Electrical Wires and Switchboard, Room Well Ventilated, Clean and Hygiene, Contact of Fire Brigade, Ambulance, Hospital Emergency Numbers displayed, Adequate Light

- The **All Proposed Classrooms** section allows the training centre to view all the details the added classroom such as Classroom Serial No., Carpet Area, Equipped with and allows to delete the details if needed.

Note: Click **Add Classroom**, to add *multiple* classroom for the training centre.

- The **All Proposed Laboratory** section allows the training centre to enter the laboratory details.

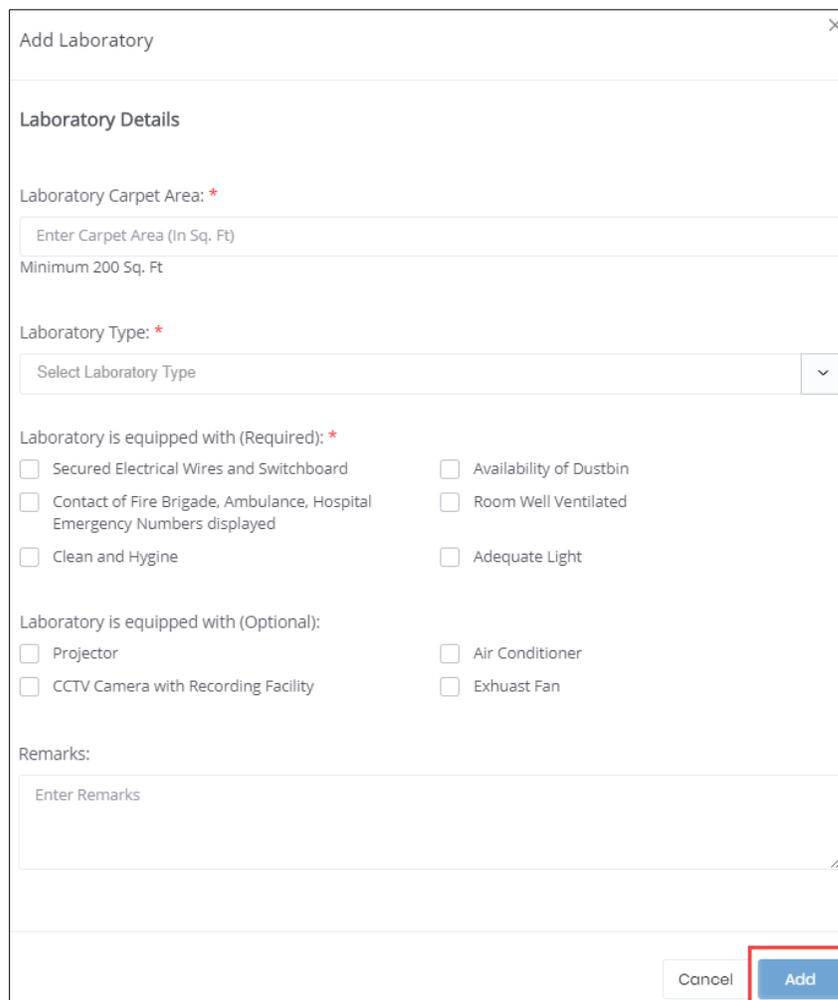


All Proposed Laboratory:

Lab Serial No.	Type	Carpet Area	Equipped With
----------------	------	-------------	---------------

Add Laboratory

- Click **Add Laboratory**, the **Add Laboratory** screen appears.
- The **Laboratory Details** section allows the training centre to select the details of the laboratory such as Laboratory Carpet Area, Laboratory is equipped with (Required), Laboratory is equipped with (Optional) and Remarks.



Add Laboratory

Laboratory Details

Laboratory Carpet Area: *

Enter Carpet Area (In Sq. Ft)

Minimum 200 Sq. Ft

Laboratory Type: *

Select Laboratory Type

Laboratory is equipped with (Required): *

Secured Electrical Wires and Switchboard Availability of Dustbin
 Contact of Fire Brigade, Ambulance, Hospital Emergency Numbers displayed Room Well Ventilated
 Clean and Hygiene Adequate Light

Laboratory is equipped with (Optional):

Projector Air Conditioner
 CCTV Camera with Recording Facility Exhaust Fan

Remarks:

Enter Remarks

Cancel **Add**

Note: The Training Centre *must* select **all** the facilities for Laboratory is equipped with (Required).

- Click **Add**, to add the details of the laboratory.

All Proposed Laboratory: Add Laboratory

Lab Serial No.	Type	Carpet Area	Equipped With	
LAB_1	Digital Literacy lab	222 Sq.Ft	CCTV Camera with Recording Facility, Dustbin, Secured Electrical Wires and Switchboard, Room Well Ventilated, Clean and Hygine. Contact of Fire Brigade, Ambulance, Hospital Emergency Numbers displayed, Adequate Light.	

- The **All Proposed Laboratory** section allows the training centre to view all the details of the added laboratory such as Lab serial No., Type, Carpet Area, Equipped with and allows to delete the details if needed.

Note: Click **Add Laboratory**, to add *multiple* laboratory for the training centre.

- The **All Purposed Hybrid** section allows the training centre to enter the hybrid details.

All Proposed Hybrid:

Hybrid Serial No.	Lab Type	Carpet Area	Equipped With
<div style="border: 2px solid red; padding: 2px; display: inline-block;">Add Hybrid</div>			

- Click **Add Hybrid**, the **Hybrid Details** screen appears.
- The **Hybrid Details** section allows the training centre to enter and select the details of the hybrid such as Hybrid Carpet Area, Hybrid is equipped with (Required), Hybrid is equipped with (Optional) and Remarks.

Add Hybrid ×

Hybrid Details

Hybrid Carpet Area: *

Minimum 200 Sq. Ft

Laboratory Type included: *

▼

Hybrid is equipped with (Required): *

<input type="checkbox"/> Secured Electrical Wires and Switchboard	<input type="checkbox"/> Availability of Dustbin
<input type="checkbox"/> Contact of Fire Brigade, Ambulance, Hospital Emergency Numbers displayed	<input type="checkbox"/> Room Well Ventilated
<input type="checkbox"/> Clean and Hygiene	<input type="checkbox"/> Adequate Light

Hybrid is equipped with (Optional):

<input type="checkbox"/> Projector	<input type="checkbox"/> Air Conditioner
<input type="checkbox"/> CCTV Camera with Recording Facility	<input type="checkbox"/> Exhaust Fan

Remarks:

Note: The Training Centre *must* select **all** the facilities for Hybrid equipped with (Required).

- Click **Add**, to add the details.

All Proposed Hybrid: Add Hybrid

Hybrid Serial No.	Lab Type	Carpet Area	Equipped With
HYBRID_1	Sector Specific lab	222 Sq.Ft	Air Conditioner, Dustbin, Secured Electrical Wires and Switchboard, Room Well Ventilated, Clean and Hygine, Contact of Fire Brigade, Ambulance, Hospital Emergency Numbers displayed, Adequate Light. 

- The **All Proposed Hybrid** section allows the training centre to view all the details such as Hybrid Serial No, Lab Type, Carpet Area, Equipped with and also allows to delete the details if needed.

Note: Click **Add Hybrid**, to add *multiple* hybrid labs for the training centre.

- The **All Proposed Job Roles** section allows the training centre to enter the job role details.

Add Job Role

Job Role Name	Sector	Trainee to Trainer Ratio	Number Of Parallel Batch in a Day	Additional Carpet Area	Additional Covered Area
---------------	--------	--------------------------	-----------------------------------	------------------------	-------------------------

- Click **Add Job Role**, the **Add Job Role and Associated Trainer** screen appears.

Add Jobrole & Associated Trainer ✕

Sector:^{*}

Job Role Name:^{*}

Trainee to Trainer Ratio in the range of 10:1 to 30:1 for all the batches?^{*}

Total Number of Parallel Batches Planning to Run in a Day:^{*}

Remarks:

Additional area/covered area infrastructure required for the job role:^{*}

Additional Open Area(in Laboratory):^{*}

Additional Covered Area(in Laboratory):^{*}

Associated Trainer:

Trainer ID:^{*}

Name of the Trainer:^{*}

[View Details](#)

Availability of Trainer:^{*}

Type of Resource:^{*}

Add More Trainer
Remove Trainer

Cancel
Add

- The **Add Job Role and Associated Trainer** screen hosts **two** sections as listed below.
 - Add Job Role
 - Associated Trainer
- The **Add Job Role** section allows the training centre to enter job role details such as, Job Role Name, Trainee to Trainer Ratio in the range of 10:1 to 30:1 for all the batches?, Total Number of Parallel Batches Planning to run in a Day, Remarks, Additional area/covered area infrastructure required for the job role, Additional Open Area and Additional Covered Area (in Laboratory).
- The **Associated Trainer** section allows the training centre to enter the associated trainer details such as Trainer ID, Name of the Trainer, Availability of Trainer and Type of Resources.
- Click **Add More Trainer**, to add a trainer.
- Click **View Details** under Trainer ID, the **Trainer Details** screen appears as follows.

Trainer Details:

Name : Priya Tripathi

Mobile Number : 9788756789

Minimum Education Qualification : 11th Passed

Trainer Certified in Entrepreneurship by NIESBUD or Similar Agency : No

Agency Name from where Entrepreneurship certificate Obtained : N/A

Type of Resource :

Sector Related Experience :	Sector	Month	Year
	Apparel	2	2
Teaching Related Experience :	Sector	Month	Year
	Apparel	0	0

Ok

- Click **Add**, to add the trainer details.

All Proposed Job Roles **Add Job Role**

Job Role Name	Sector	Trainee to Trainer Ratio	Number Of Parallel Batch in a Day	Additional Carpet Area	Additional Covered Area
Airline High Lift Truck Operator	Aviation & AeroSpace	Yes	2	22 Sq.Ft	22 Sq.Ft



- The **All Proposed Job Roles** section allows the training centre to view all the details such as Job Role Name, Sector, Trainee to Trainer Ratio, Number Of Parallel Batch in a Day, Additional Carpet Area, Additional Covered Area and also allows to delete the details if needed.

- The **Job Role to Infrastructure and Trainer Mapping** section allows the training centre to enter and view the Job Role to Infrastructure and Trainer Mapping details such as Job Role Name, Associated Classroom, Associated Laboratory, Associated Hybrid and Associated Trainer.

Job Role to Infrastructure & Trainer Mapping:

Job Role Name	Associated Classroom	Associated Laboratory	Associated Hybrid	Associated Trainer
Airline High Lift Truck Operator	Select Classroom ▼	Select Laboratoi ▼	Select Hybr ▼	TR1487

- The **Equipment Details** section allows the training centre to view all the equipment details such as Job Role Name, Equipment Name, Requirement type, Quantity required, Unit Type, Available Quantity and Remarks.

Equipment Details:

Job Role Name	Equipment Name	Requirement type	Quantity required	Unit Type	Available Quantity	Remarks
<div style="border: 2px solid red; padding: 5px; display: inline-block; background-color: #007bff; color: white; text-decoration: none;">Save & Next</div>						

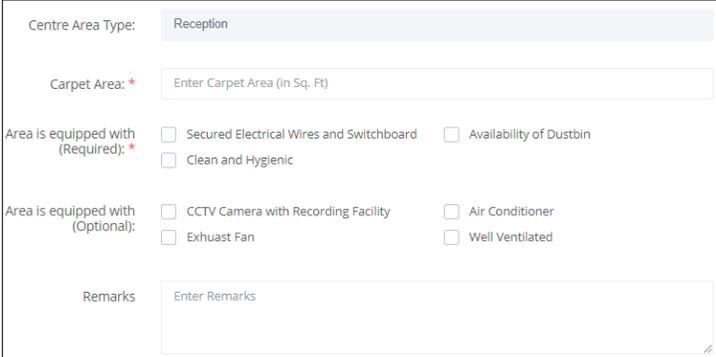
- Click **Save and Next**, to navigate to the **Centre Areas** screen.

3.4 Centre Areas

The **Centre Areas** screen allows the training centre to add the centre area details.

- The **Centre Areas** screen hosts **six** sections as listed below.
 - Reception Details
 - Placement and Entrepreneurship Cell
 - Male Washroom
 - Female Washroom
 - Other Centre Area Details
 - Added Centre Area Type

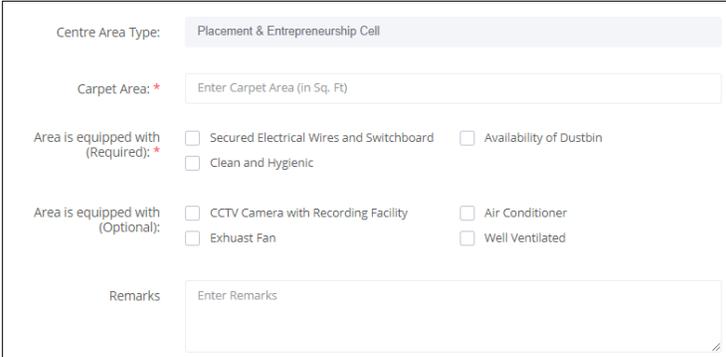
- The **Reception Details** section allows the training centre to enter and select the reception details such as Centre Area Type, Carpet Area, Area is equipped with (Required), Area is equipped with (Optional) and Remarks.



The screenshot shows a form titled 'Centre Area Type: Reception'. It includes a text input field for 'Carpet Area: *' with the placeholder 'Enter Carpet Area (in Sq. Ft)'. Below this are two sections of checkboxes: 'Area is equipped with (Required): *' with options 'Secured Electrical Wires and Switchboard', 'Clean and Hygienic', and 'Availability of Dustbin'; and 'Area is equipped with (Optional):' with options 'CCTV Camera with Recording Facility', 'Exhaust Fan', 'Air Conditioner', and 'Well Ventilated'. At the bottom is a text area for 'Remarks' with the placeholder 'Enter Remarks'.

- The **Placement and Entrepreneurship Cell** section allows the training centre to enter and select the placement and entrepreneurship cell details such as Centre Area Type, Carpet Area, Area is equipped with (Required), Area is equipped with (Optional) and Remarks.

Note: The Training Centre **must** select **all** the facilities for Area is equipped with (Required).



The screenshot shows a form titled 'Centre Area Type: Placement & Entrepreneurship Cell'. It includes a text input field for 'Carpet Area: *' with the placeholder 'Enter Carpet Area (in Sq. Ft)'. Below this are two sections of checkboxes: 'Area is equipped with (Required): *' with options 'Secured Electrical Wires and Switchboard', 'Clean and Hygienic', and 'Availability of Dustbin'; and 'Area is equipped with (Optional):' with options 'CCTV Camera with Recording Facility', 'Exhaust Fan', 'Air Conditioner', and 'Well Ventilated'. At the bottom is a text area for 'Remarks' with the placeholder 'Enter Remarks'.

- The **Male Washroom** section allows the training centre to enter and select the male washroom details such as Centre Area Type, Carpet Area, Area is equipped with (Required), Area is equipped with (Optional) and Remarks.

Centre Area Type:	Male Washroom	
Carpet Area: *	Enter Carpet Area (in Sq. Ft)	
Area is equipped with (Required): *	<input type="checkbox"/> Secured Electrical Wires and Switchboard	<input type="checkbox"/> Availability of Dustbin
	<input type="checkbox"/> Clean and Hygienic	
Area is equipped with (Optional):	<input type="checkbox"/> Air Conditioner	<input type="checkbox"/> Exhaust Fan
	<input type="checkbox"/> Well Ventilated	
Remarks	Enter Remarks	

- The **Female Washroom** section allows the training centre to enter and select the male washroom details such as Centre Area Type, Carpet Area, Area is equipped with (Required), Area is equipped with (Optional) and Remarks.

Note: The Training Centre **must** select **all** the facilities for Area is equipped with (Required).

Centre Area Type	Female Washroom	
Carpet Area: *	Enter Carpet Area (in Sq. Ft)	
Area is equipped with (Required): *	<input type="checkbox"/> Secured Electrical Wires and Switchboard	<input type="checkbox"/> Availability of Dustbin
	<input type="checkbox"/> Clean and Hygienic	
Area is equipped with (Optional):	<input type="checkbox"/> Air Conditioner	<input type="checkbox"/> Exhaust Fan
	<input type="checkbox"/> Well Ventilated	
Remarks	Enter Remarks	

- The **Other Centre Area Details** section allows the training centre to enter the centre area details such as centre area type, carpet area, type of washroom, the area is equipped with (Required), Area is equipped with (Optional) and Remarks.

Other Centre Area Details:

Centre Area Type: * ▼

Carpet Area: *

Type of Washroom: ▼

Area is equipped with (Required): *

Secured Electrical Wires and Switchboard Availability of Dustbin
 Clean and Hygienic

Area is equipped with (Optional):

CCTV Camera with Recording Facility Air Conditioner
 Exhaust Fan Well Ventilated

Remarks

Add Centre Area Type

Note: The Training Centre *must* select **all** the facilities for Area is equipped with (Required).

- Click **Add Centre Area Type**, to add centre area type.
- The **Added Centre Area Type** section lists all the added centre area type details such as Centre Area Type, Area, Type of Washroom, Remarks and also allows the training centre to delete the details from Action.

Added Centre Area Type:

Centre Area Type	Area	Type of Washroom	Remarks	Action

Save & Next

- Click **Save and Next**, to navigate to the **Centre Staff** screen.

3.5 Centre Staff

The **Centre Staff** screen allows the training centre to add staff information.

The **Centre Staff** screen hosts **two** sections as listed below.

- Mandatory Centre Staff Details Required
 - Other Centre Staff Details
- The **Mandatory Centre Staff Details Required** section displays the Type of Support Staff and allows the training centre to enter the centre staff details such as Name of Support Staff, Highest Qualification of the Staff, Experience (in Months), Type of Resource and Remarks.

Mandatory Centre Staff Details Required:

Type of Support Staff*	<div style="border: 1px solid #ccc; padding: 2px;">Placement Coordinator ▼</div>
Name of Support Staff*	<div style="border: 1px solid #ccc; padding: 2px;">Enter Name of Support Staff</div>
Highest Qualification of the Staff*	<div style="border: 1px solid #ccc; padding: 2px;">Select the Highest Qualification of the Staff ▼</div>
Experience (in Months)*	<div style="border: 1px solid #ccc; padding: 2px;">Enter Experience (in Months)</div>
Type of Resource*	<div style="border: 1px solid #ccc; padding: 2px;">Select Type of Resource ▼</div>
Remarks	<div style="border: 1px solid #ccc; padding: 2px;">Enter Remarks</div>

- The **Other Centre Staff Details** section allows the training centre to enter other centre staff details such as Type of Support Staff, Name of Support Staff, Highest Qualification, Experience (in Months), Type of Resource and Remarks.

Other Centre Staff Details:

Type of Support Staff: *

Name of Support Staff: *

Highest Qualification: *

Experience (in Months): *

Type of Resource: *

Remarks:

[Add Centre Staff Details](#)

Centre Staff Name	Type	Type of Resource	Remarks	Action
-------------------	------	------------------	---------	--------

- Click **Add Centre Staff Details**, the screen appears as follows.

[Add Centre Staff Details](#)

Centre Staff Name	Type	Type of Resource	Remarks	Action
testtest	Receptionist/ Front Office Coordinator	Dedicated Resource	testtest	

[Save & Next](#)

- Click **Save and Next**, to navigate to the **Upload Photos from Mobile (Mobile App)** section.

3.6 Upload Photos from Mobile

The **Upload Photos from Mobile** section allows the training centre to upload the photos as proof for the details required.

Training Centre Mobile Application Upload:



For the next step in the centre accreditation and affiliation form, you need to install the [Training Centre Photo Upload Mobile Application](#) on your Android Phone to Upload the photos as proof for the details required.

Enter your mobile number and we will send a message to download the mobile application

+91 - 9896558415 [Get Application Link](#)

As soon as the photos are uploaded successfully you will be able to review and submit the CAAF form here.

[Save & Next](#)

- Click **Get Application Link**, the mobile app link will be shared to registered Training Centre mobile number.

Note: The Training Centre should install **Mobile App** on their Android phone to upload the photos as proof for the details.

- Click **Save and Next**, the following message appears.

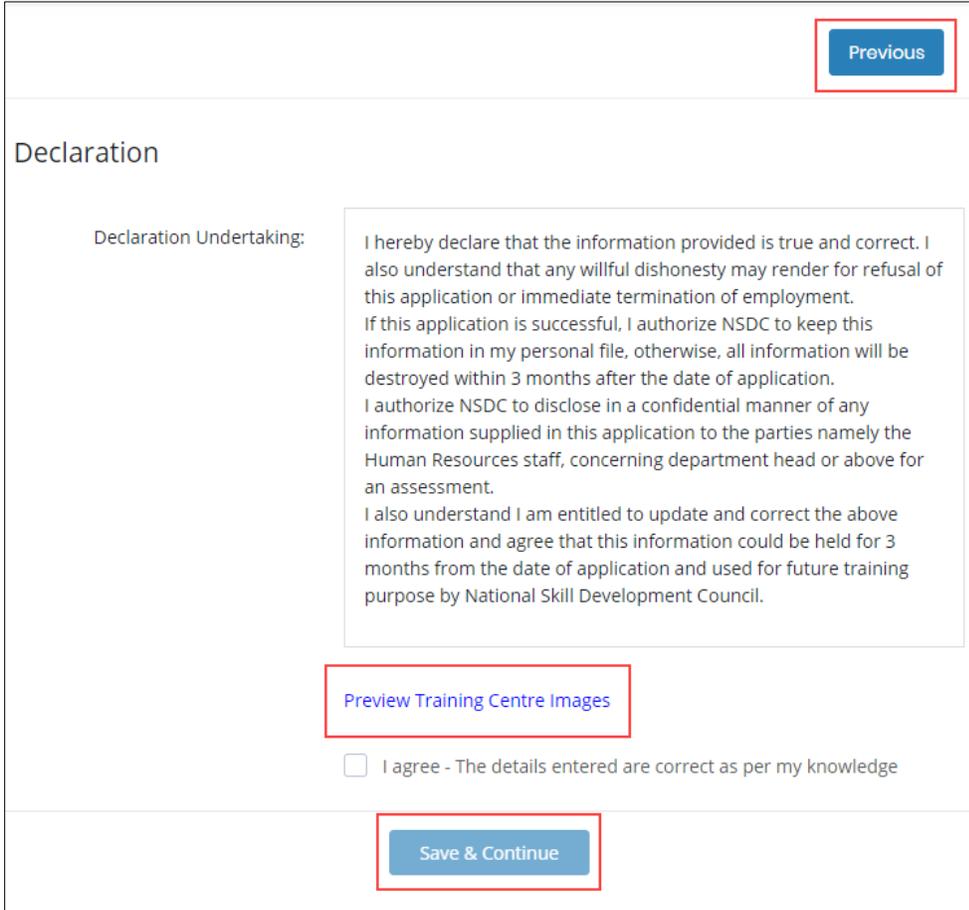
Your application is submitted for approval

[OK](#)

- Click **OK**, to navigate to the **Declaration and Submission** screen.

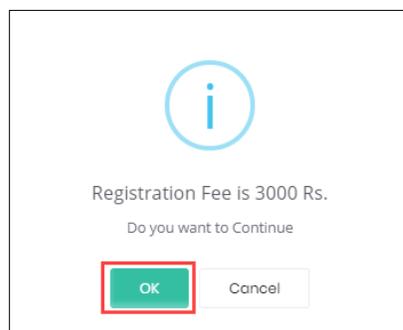
3.7 Declaration and Submission

The **Declaration** screen displays the declaration of the Training Centre.



The screenshot shows a web form titled "Declaration". In the top right corner, there is a blue button labeled "Previous". Below the title, the text "Declaration Undertaking:" is followed by a large text box containing the following declaration: "I hereby declare that the information provided is true and correct. I also understand that any willful dishonesty may render for refusal of this application or immediate termination of employment. If this application is successful, I authorize NSDC to keep this information in my personal file, otherwise, all information will be destroyed within 3 months after the date of application. I authorize NSDC to disclose in a confidential manner of any information supplied in this application to the parties namely the Human Resources staff, concerning department head or above for an assessment. I also understand I am entitled to update and correct the above information and agree that this information could be held for 3 months from the date of application and used for future training purpose by National Skill Development Council." Below this text box is a blue button labeled "Preview Training Centre Images". Underneath that is a checkbox with the text "I agree - The details entered are correct as per my knowledge". At the bottom of the form is a blue button labeled "Save & Continue".

- Click **Save and Continue**, the following message appears.



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

Note: Click Preview Training Centre Images, to view all the uploaded photos of the training centre.

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

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

Note: If the training centre 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 centre to select the appropriate cancellation reason.
Click **Continue Payment**, to continue the procedure.
Click **Cancel Transaction**, to cancel the transaction.

Note: If the Billing and Shipping address is different, Select My Billing and Shipping address are a different checkbox, to add a new shipping address.

- The **Shipping Address** section allows the Training Centre to add the new address.

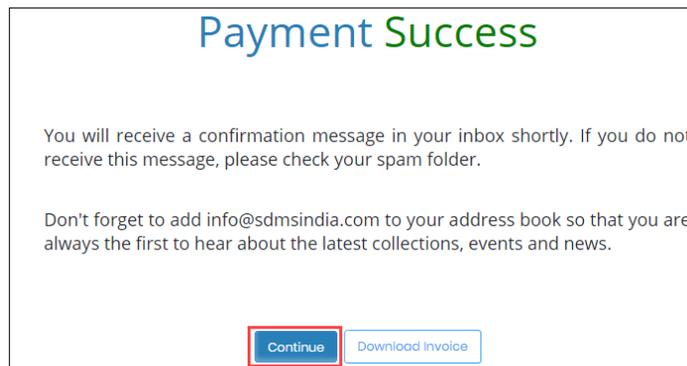
My Billing and Shipping address are different

Shipping Address ✕

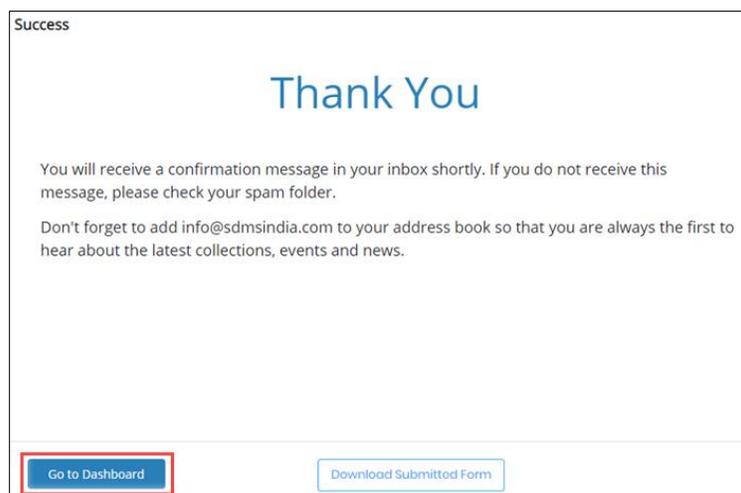
- The **Payment Information** section allows the training centre to enter the payment details.
Enter the appropriate details to make the payment, Click **Make Payment**, the following message appears.

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 **Payment Success** message appears as follows.



- Click **Download Invoice**, to download the detailed invoice. Click **Continue**, the **Thank You** message appears.

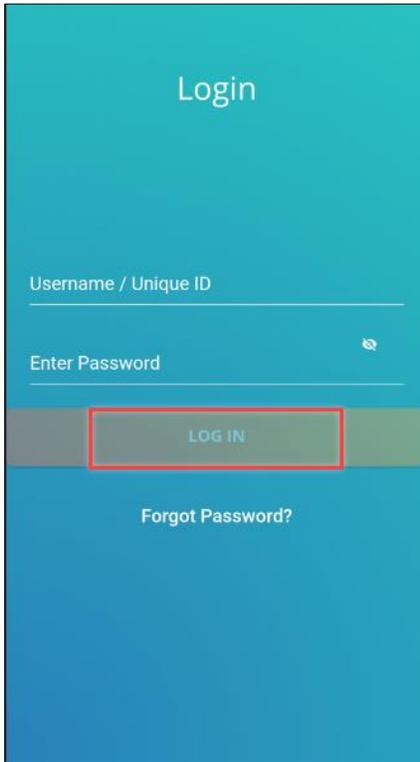


- Click **Go to Dashboard**, to navigate to the **Dashboard**.

Note: Click **Download Submitted Form**, to download the submitted CAAF form.

4 Training Centre Mobile App

The **Training Centre Mobile App** screen allows the Training Centre to upload the photos/videos of the facilities available at the Centre.



The screenshot shows a mobile app login screen with a teal background. At the top, the word "Login" is centered in white. Below it are two input fields: "Username / Unique ID" and "Enter Password". The "Enter Password" field has a small eye icon to its right. A grey bar at the bottom contains a "LOG IN" button, which is highlighted with a red rectangular border. Below the grey bar, the text "Forgot Password?" is centered in white.

Username / Unique ID: Enter the appropriate user ID/User Name.

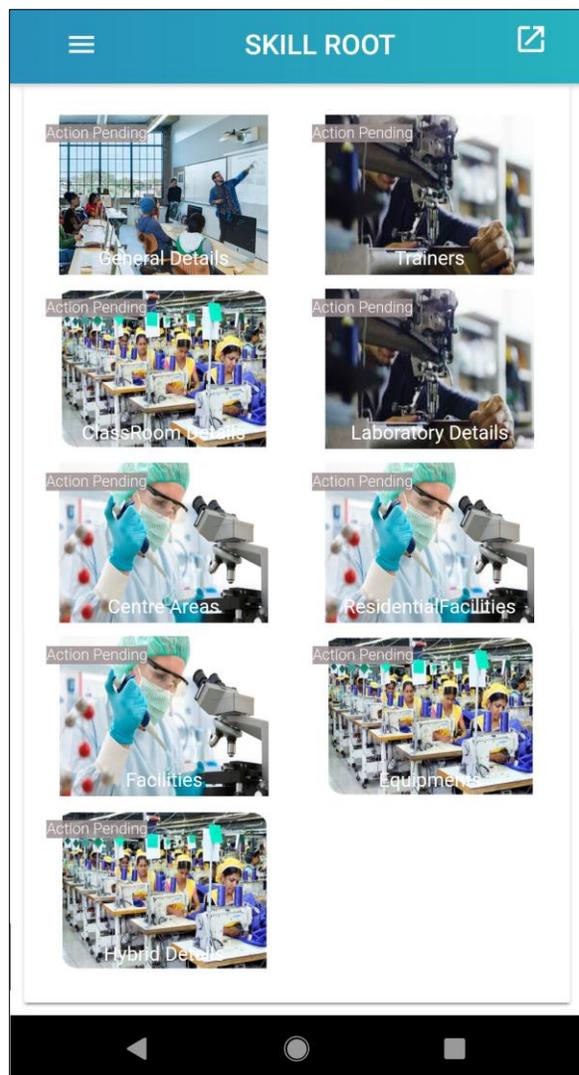
Enter Password: Enter the relevant password.

Single Tap **LOG IN**, to navigate to the **Training Centre Dashboard**.

Note: Single Tap **Forgot Password**, to retrieve the password.

➤ The **Dashboard** screen hosts *nine* tabs as listed below.

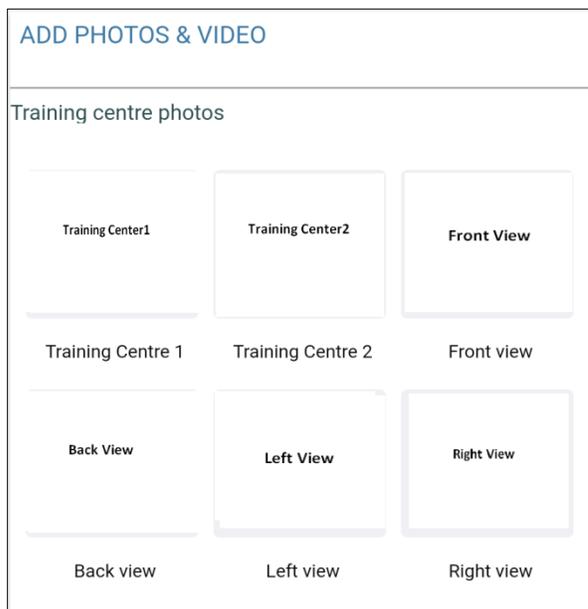
- General Details
- Trainers
- Class Room
- Laboratory
- Centre Areas
- Residential Facilities
- Facilities
- Equipments
- Hybrid Details



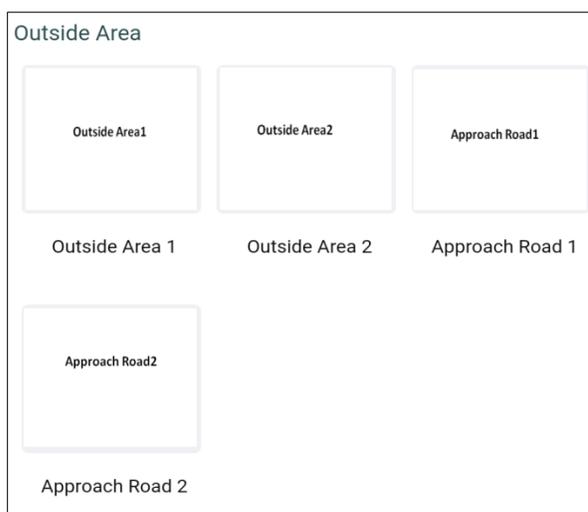
➤ Tap on the tabs to upload the photos for the respective sections.

- The **General Details** screen allows the training centre to upload the photos in **three** different sections as listed below.
 - Training Centre Photos
 - Outside Area
 - Others

- The **Training Centre Photos** section allows the training centre to upload the photos of the centre such as Training Centre 1, Training Centre 2, Front View, Back View, Left View and Right View.



- The **Outside Area** section allows the Training Centre to upload the outside photos of the centre.



- The **Others** section allows the training centre to upload the photos of the centre such as Biometric Device, Power Backup and Internet Bill.

Others

Biometric Device	Power Backup	Internet Bill
Biometric Device	Power Backup	Internet Bill

SUBMIT

- Tap **SUBMIT**, to navigate to the **Trainers** screen.
- The **TRAINERS** screen lists all the trainers of the respective job role.

← TRAINERS

TR63 >

- Tap on the **Trainer Name**, to upload the respective trainer details.

←

Profile Picture

Trainer Name

rajeev

ADD DOCUMENT PROOF PHOTOS

Aadhaar Card

Aadhaar Card

SSC certificate

SSC Certificate

Highest Qualification certificate

Highest Qualification Certificate

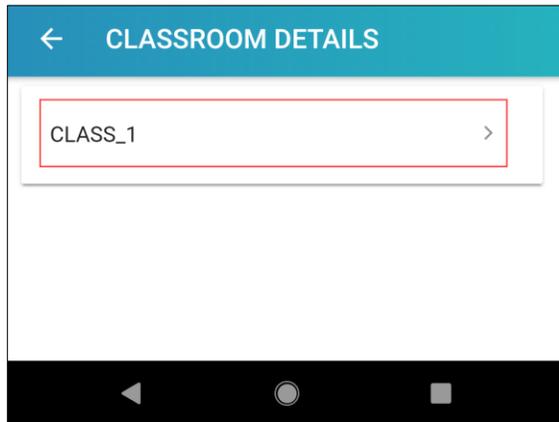
NIESBUD/ Other agency certificate of entrepreneurship

NIESBUD/Other Certificate

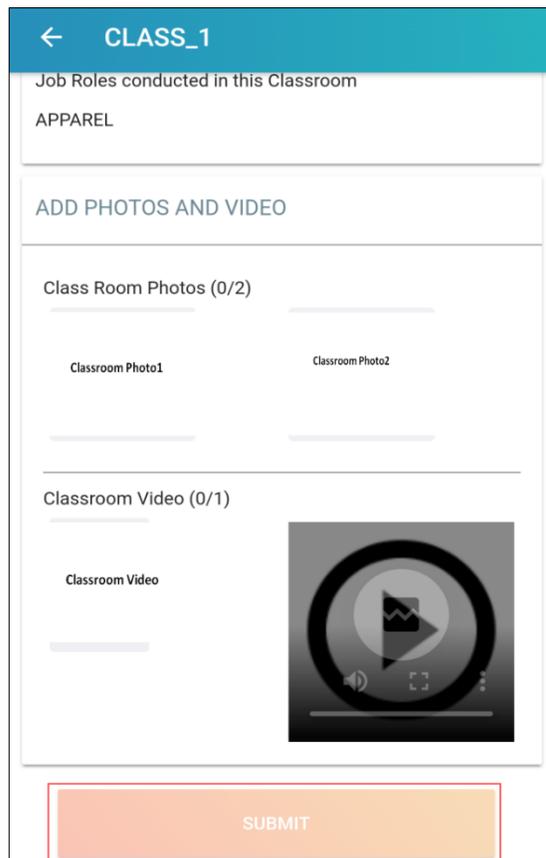
SUBMIT

- Tap **Submit**, to navigate to the **Classroom Details** screen.

- The **Classroom Details** screen lists all the classrooms available in the training centre.

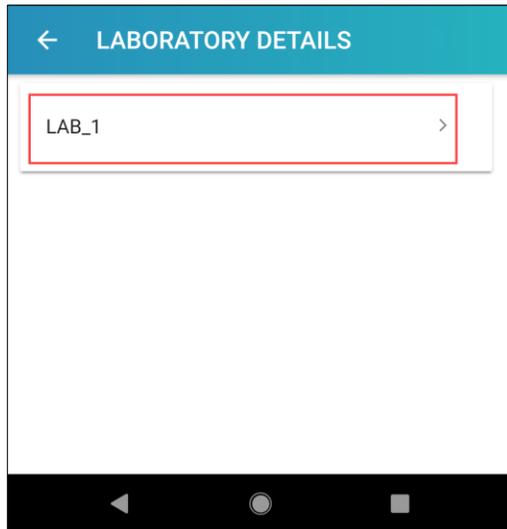


- Tap on the **Classroom Name**, to upload the photos and video of the respective classroom.

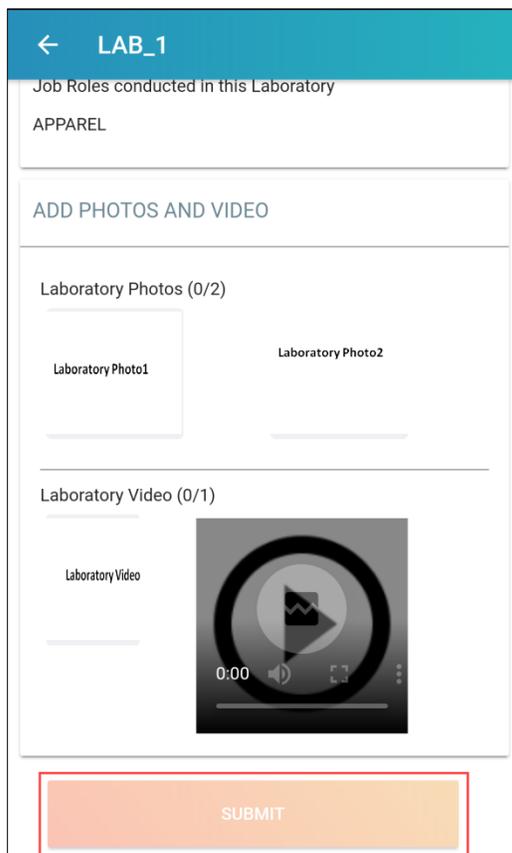


- Tap **Submit**, to navigate to the **Laboratory Details** screen.

- The **Laboratory Details** screen lists all the labs available at the training centre.

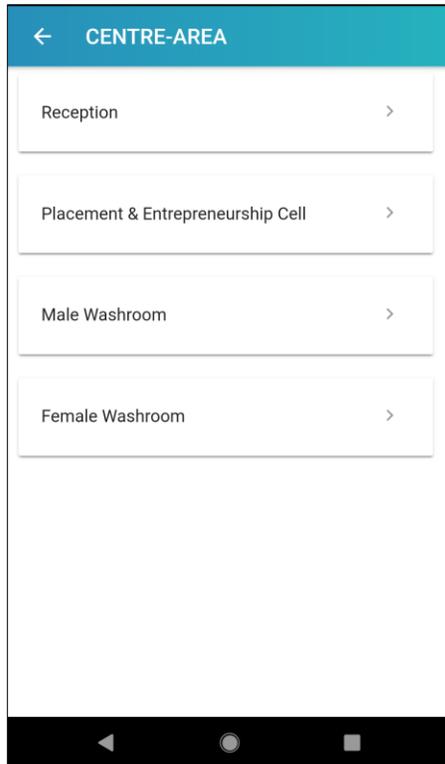


- Tap on the **Laboratory Name**, to upload the photos and video of the respective lab.



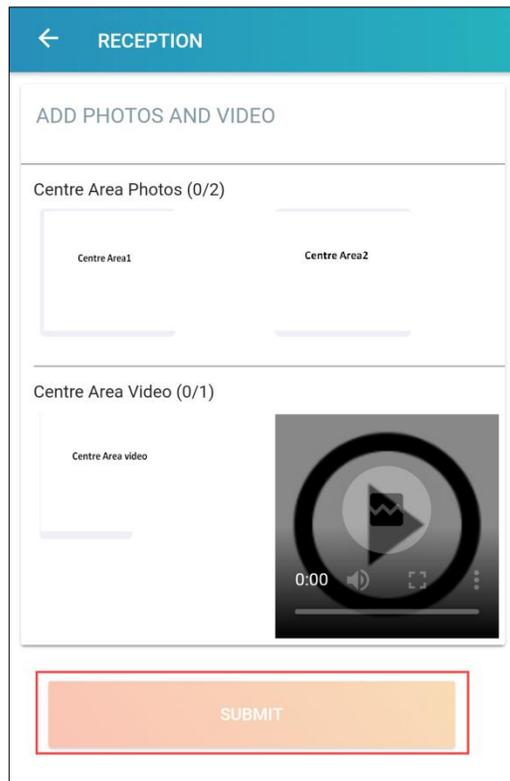
- Tap **Submit**, to navigate to the **Centre Area** screen.

- The **Centre Area** screen allows the training centre to upload the photos and videos under all listed centre areas.



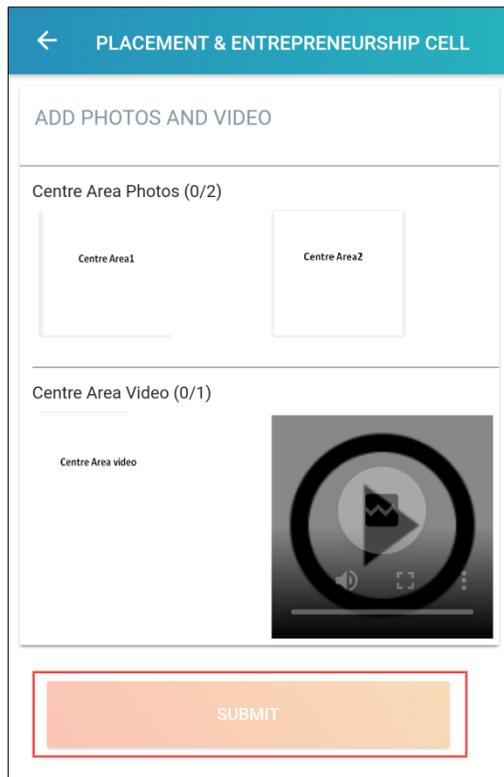
- Tap on **Reception**, to upload the photos and videos of the reception area of the training centre.

- The **Reception** screen allows the training centre to upload the photos and videos of the training centre.



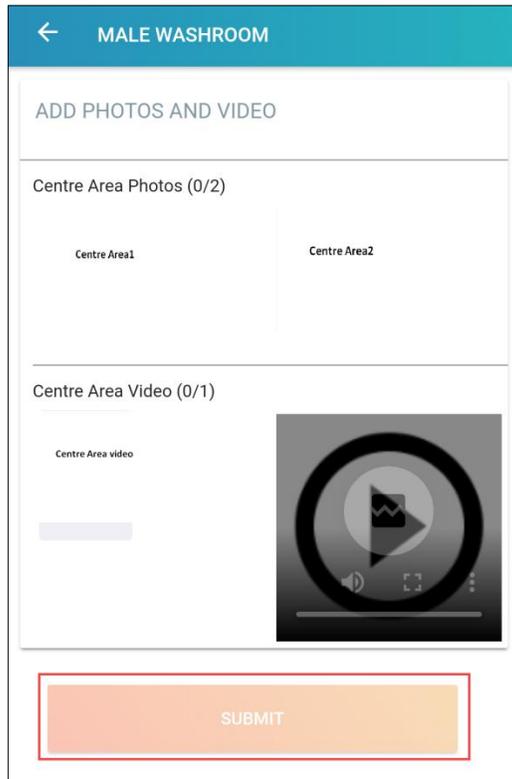
- Tap **Submit**, to navigate to the **Placement and Entrepreneurship Cell** screen.

- The **Placement and Entrepreneurship Cell** screen allows the training centre to upload the photos and videos.



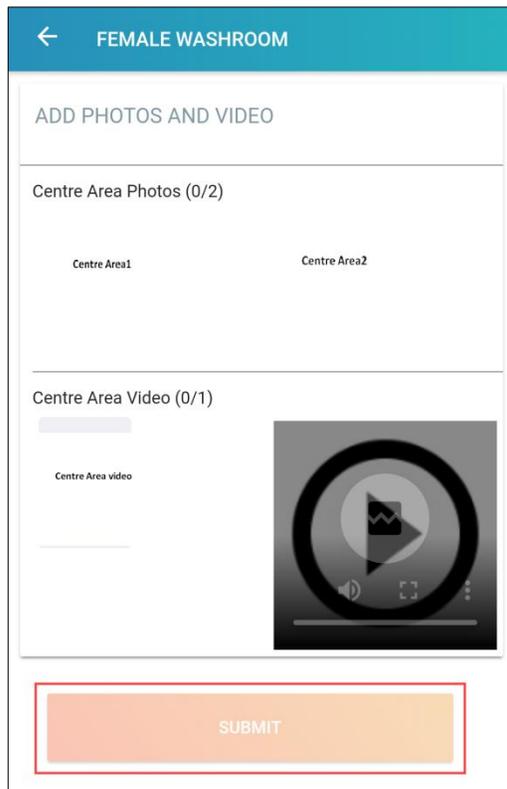
- Tap **Submit**, to navigate to the **Male Washroom** screen.

- The **Male Washroom** screen allows training centre to upload the photos and videos of the washroom.



- Tap **Submit**, to navigate to the **Female Washroom** screen.

- The **Female Washroom** screen allows the training centre to upload the photos and videos of the washroom.



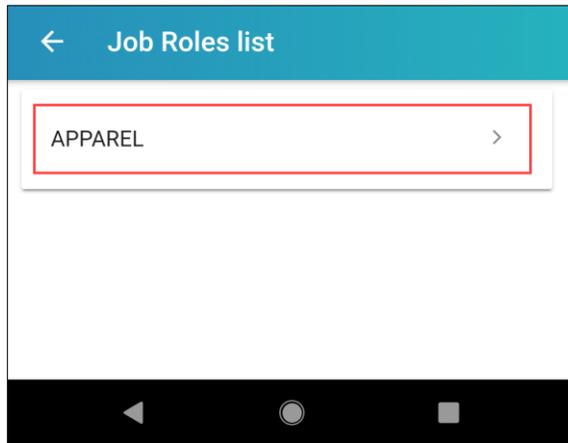
- Tap **Submit**, to navigate to the **Facilities** screen.

- The **Facilities** screen allows the training centre to upload the photos for all the facilities available at the training centre.

The screenshot shows a mobile application interface for the 'FACILITIES' screen. At the top, there is a teal header with a back arrow and the title 'FACILITIES'. Below the header, the screen is divided into several sections, each representing a different facility type. Each section contains a title, a placeholder image, and a label. The sections are: 1. 'Ramps at entrance of Center' with a placeholder labeled 'Ramps'. 2. 'Lift incase the center is extended to other floors (Beside Ground Floor)' with a placeholder labeled 'Lift'. 3. 'First Aid Kit' with a placeholder labeled 'First Aid Kit'. 4. 'Fire Fighting Equipment' with a placeholder labeled 'Fire Fighting Equipment'. 5. 'Safe Drinking water (Eg. Water purifier)' with a placeholder labeled 'Safe Drinking Water'. 6. 'Differently/specially abled washroom' with a placeholder labeled 'Differently Abled Washroom'. At the bottom of the screen, there is a large orange button with the text 'SUBMIT' in white, which is highlighted with a red border.

- Tap **Submit**, to navigate to the **Equipment** screen.

- The **Job Role List** screen lists all the job roles associated with the training centre.



- Tap on the **Job Role**, to navigate to the **Equipment** screen.

- The **Equipments** screen allows the training centre to upload the photos and videos of the equipment available for the respective job role.

← Equipments

Quantity

999

ADD PHOTOS

Equipment Photos (0/4)

Equipment1 Equipment2 Equipment3

Equipment4

Equipment Video (0/1)

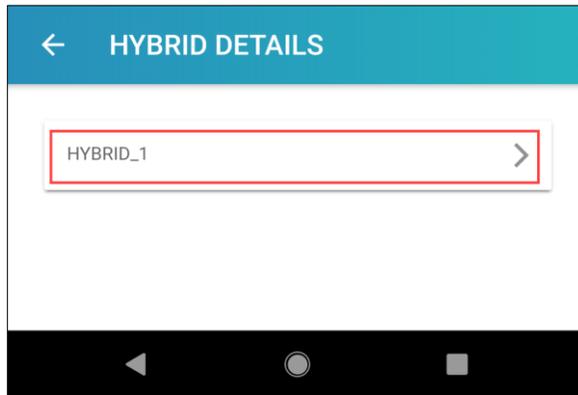
Equipment Video

0:00

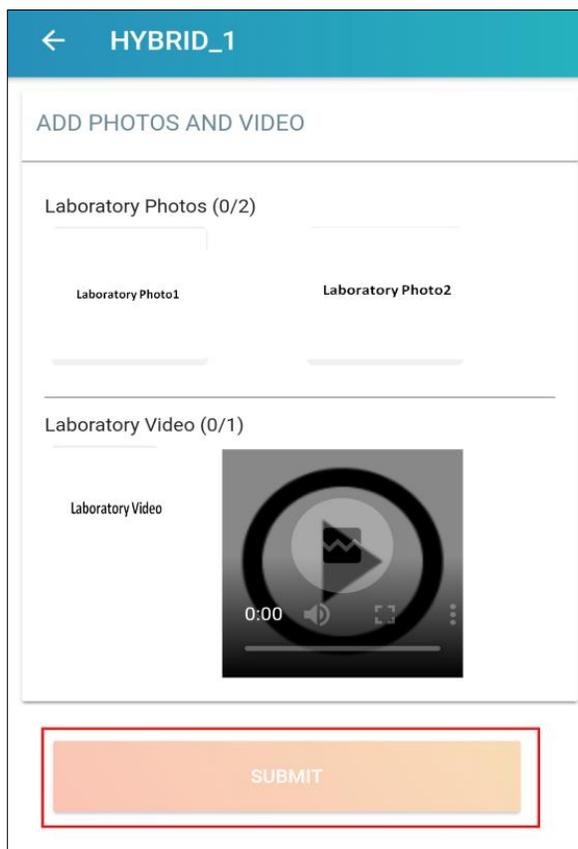
SUBMIT

- Tap **Submit**, to navigate to the **Hybrid Details** screen.

- The **Hybrid Details** screen lists all the Hybrid lab available at the training centre.

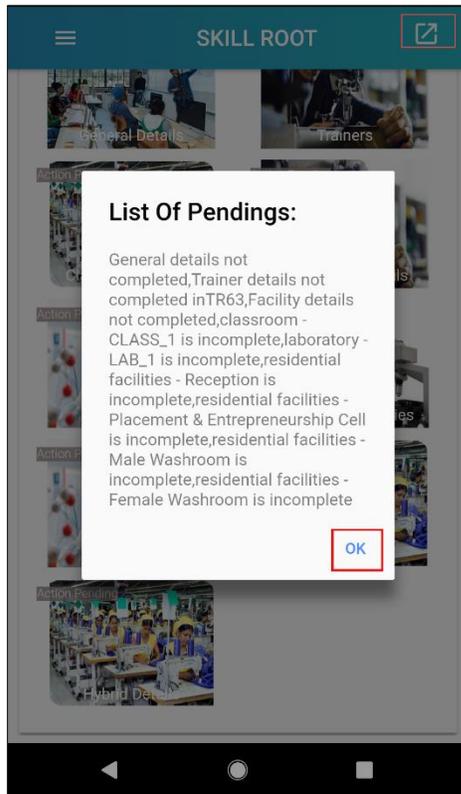


- Tap on **Hybrid Lab Names**, to upload the photos and videos of the respective rooms.



- Tap **Submit**, to navigate to the **Dashboard**.

- The **List of Pendings** screen displays the lists of the pending sections.



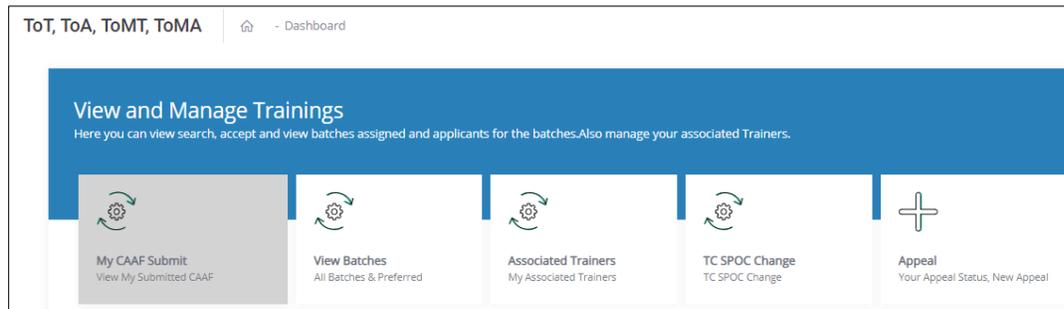
- Click **OK**, to navigate to the **Dashboard**.

5 Apply for Scheme

The **Apply for Scheme** screen allows the Training Centre (TC) to apply for the scheme.

To Navigate

Home --> Dashboard --> My CAAF Submit --> Added Job Roles --> Actions --> Apply for Scheme



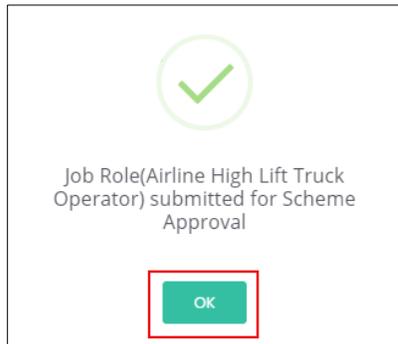
- The **Added Job Roles** screen allows the Training Centre (TC) to view the added job roles along with the details such as Job Role Name (QP Code), Sector, Associated Scheme, Status and Actions.



- The **Assign Scheme** section allows the Training Centre (TC) to enter the appropriate scheme name from the drop-down list.

- Click **Browse** to upload the **Recommendation Letter**. Choose the appropriate file and click **Upload**. TC can upload the only, jpg, png, jpeg, pdf and the maximum file size is **five MB**. Click **Upload**. On the upload, the message appears as **file name.ext Uploaded Successfully**.

- Click **Submit**, the following message appears.



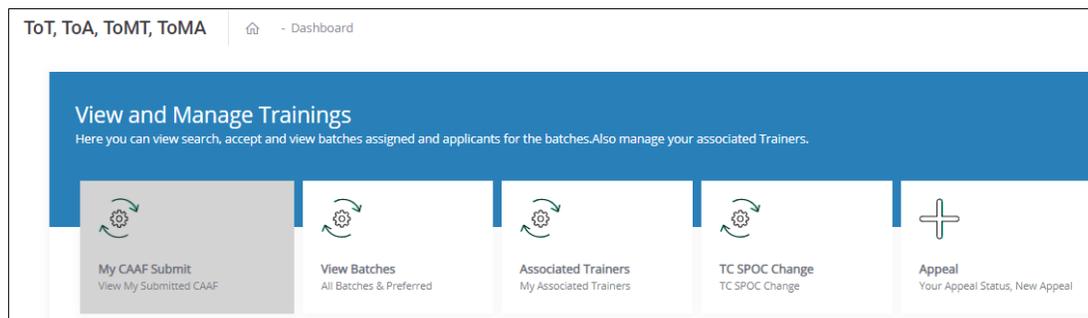
- Click **OK**.

6 View Job Role Details

The **View Job Role Details** screen allows the Training Centre (TC) to view the created job role details.

To Navigate

Home --> Dashboard --> My CAAF Submit --> My Schemes --> Added Job Roles --> Actions --> View Job Role Details



- The **Added Job Roles** section allows the Training Centre (TC) to view the added job roles along with the details such as Job Role Name (QP Code), Sector, Associated Scheme, Status and Actions.

Added Job Roles

Selected TPs: 0 [Submit for Recommendation](#)

Job Role Name(QP Code)	Sector	Associated Scheme	Status	Actions
Airline High Lift Truck Operator (AAS/Q0102)	Aviation & AeroSpace	PMKVY	SSC-Accrediated	<ul style="list-style-type: none"> View Details Download Affiliation Certificate View Inspection Report

- The **View Details** section displays the added job roles details.

[Go Back](#)

Job Role Details

Job Role Name : Airline High Lift Truck Operator

sector : Aviation & AeroSpace Trainee to Trainer Ratio : No

No of Parallel Batch in a Day : 7 Associated Trainer : TR1487

Additional Carpet Area : 7667 Sq.Ft Additional Covered Area : 7657 Sq.Ft

Brief About Job Role : Preparing vehicle for airside use, maneuver the vehicle airside, maintain procedures and practices which contribute to the safety of airside traffic and apron operations. Servicing of aircraft for arrival/departure in the given time frame along with the required responsibilities.

Aligned Schemes

Scheme : PMKVY Date : 08-02-2019

Status : approved

Job Role to Infrastructure & Training Mapping:

Job Role Name	Associated Classroom	Associated Laboratory	Associated Hybrid	Associated Trainer
Airline High Lift Truck Operator	CLASS_1	LAB_1	N/A	TR1487

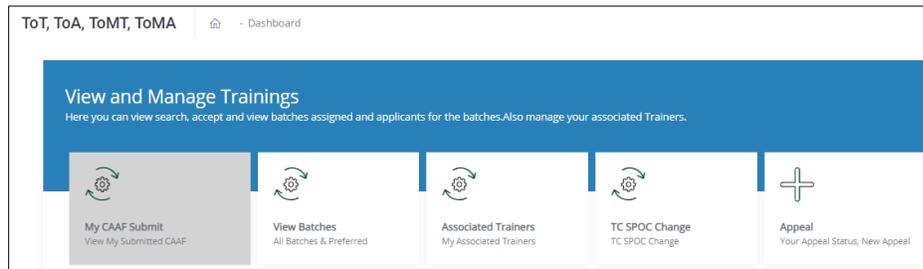
- The **View Details** screen hosts *three* sections as listed below.
 - Job Role Details
 - Aligned Schemes
 - Job Role to Infrastructure and Training Mapping.
- The **Job Role Details** section displays the job role details such as Job Role Name, Sector, No of parallel Batch in a Day, Additional Carpet Area, Brief About Job Role, Trainee to Trainer Ratio, Associated Trainer, and Additional Covered Area.
- The **Aligned Schemes** section displays aligned schemes details such as Scheme, Date and Status.
- The **Job Role to Infrastructure and Training Mapping** section displays the job role to infrastructure and training mappings such as Job Role Name, Associated Classroom, Associated Laboratory, Associated Hybrid and Associated Trainer.

7 Submit for Inspection

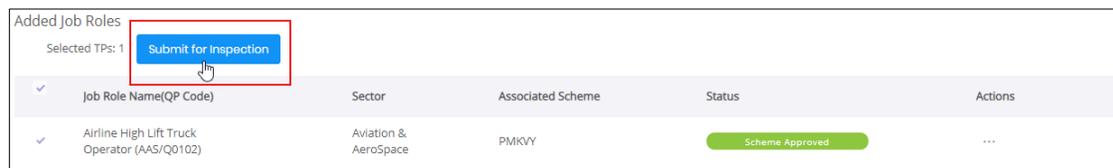
The **Submit for Inspection** screen allows the Training Centre (TC) to submit for inspection.

To Navigate

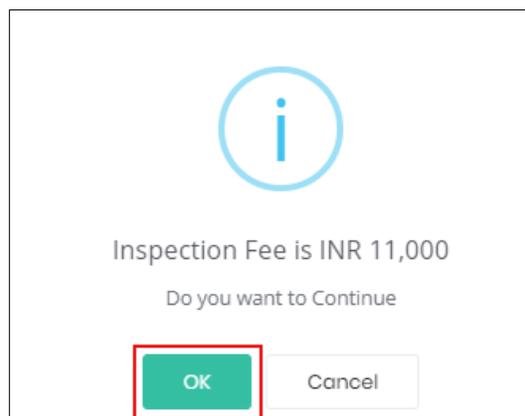
Home --> Dashboard --> My CAAF Submit --> Added Job Roles --> Submit for Inspection



- The **Added Job Roles** section displays the added job roles details such as Job Role Name (QP Code), Sector, Associated, Status and Also allows the training centre to take actions.



- Click **Submit for Inspection**, the message appears as follows.



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

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

SMART
Skill Management & Accreditation of Training Centres

English

Billing Information

NON PMKK

gvfgv

545554 City

ANDAMAN AND NICOBAR ISLANDS Select Country

6576756765 ghfghfg@dfgdgd.fghfgh

Notes (Optional)

My Billing and Shipping address are different

Payment Information

Credit Card > Card Number

Debit Cards

Net Banking

Expiry Date Month Year CVV 578

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

INR 11000.00 (Total Amount Payable)

Make Payment **Cancel**

ORDER DETAILS

Order #: 5c7632665282d549a253da43

Order Amount	11000.00
Convenience Fee	0.00
Tax(18%)	0.00
Total Amount	INR 11000.00

Powered by

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

Note: If the training centre selects **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 centre to select the appropriate cancellation reason.
 Click **Continue Payment**, to continue the procedure.
 Click **Cancel Transaction**, to cancel the transaction.

Note: If the Billing and Shipping address is different, Select My Billing and Shipping address are a different checkbox, to add the new shipping address.

- The **Shipping Address** section allows the Training Centre to add the new address.

My Billing and Shipping address are different

Shipping Address ✕

NON PMKK

gvfgv

545554 City

ANDAMAN AND NICOBAR ISLANDS Select Country ▼

6576756765

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

PRN	308004817242
BID	1551250793378
AMT	11011.80
PID	AVN0002
TXNDATETIME	27/02/2019
Transaction Status	Y ▾
<input type="button" value="Return To the Merchant Site"/>	

- Click **Return To the Merchant Site**, the **Payment Success** message appears as follows.

Payment Success

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.

Click **Continue**, the following message appears.

Note: Click **Download Payment Invoice**, to download the invoice of the transaction.

Your Request Submitted Successfully

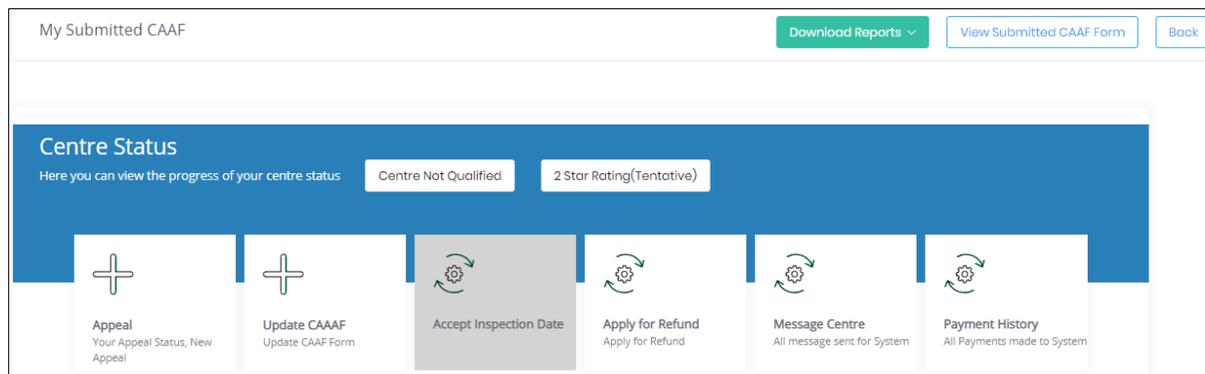
- Click **OK**.

8 Accept Inspection Date

The **Accept Inspection Date** screen allows the Training Centre (TC) to accept or reject inspection date.

To Navigate

Home --> Dashboard --> View and Manage Trainers --> My CAAF Submit --> Centre Status --> Accept Inspection Date

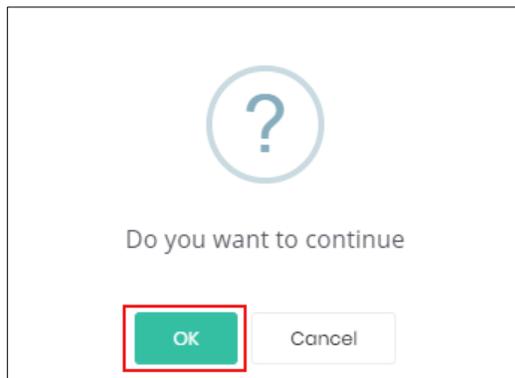


- The **Accept /Reject Inspection Date** section allows the Training Centre (TC) to accept or reject the proposed inspection date.

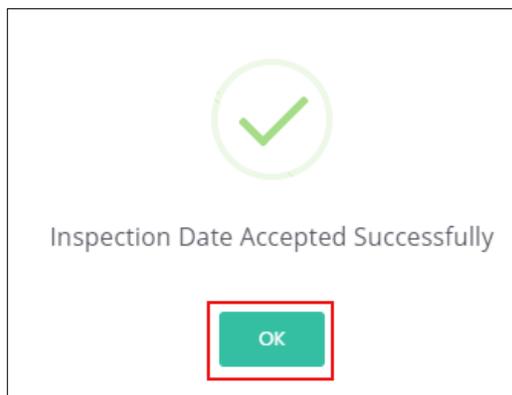
The dialog box is titled 'Accept/Reject Inspection Date'. It displays 'Proposed Inspection Date - 26-02-2019'. Below this are two radio button options: 'Accept Inspection Date' and 'Reject Inspection Date'. A text input field is provided for comments, with the placeholder text 'Enter your comments when Reject Inspection Date which needs to be sent to the Inspection Agency for reference'. At the bottom right, there are 'Submit' and 'Cancel' buttons.

- The **Training Centre** should select the respective option button to **Accept** or **Reject** the inspection date.

- Click **Submit**, the following message appears.



- Click **OK**, the **Inspection Date Accepted Successfully** screen appears.



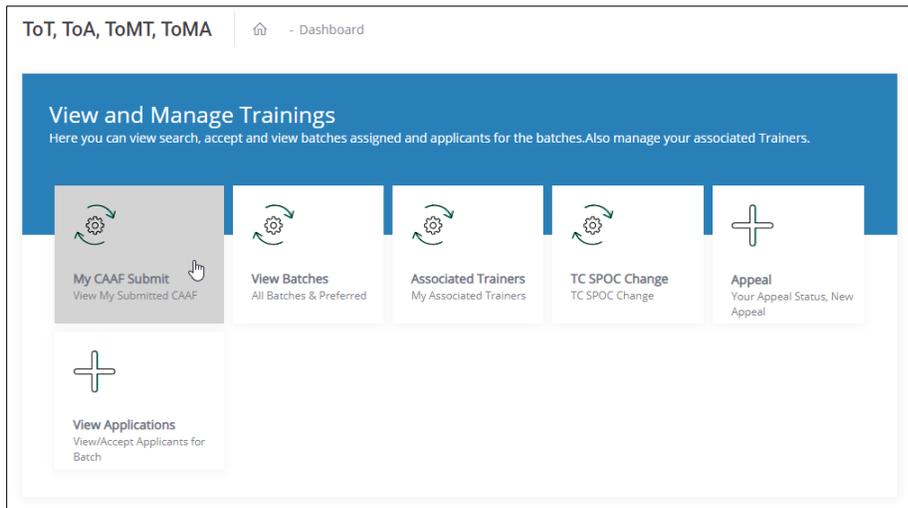
- Click **OK**, to navigate to the **Centre Status** screen.

9 Pay Continuous Monitoring Fee

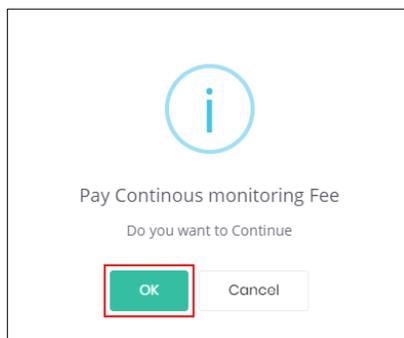
The **Pay Continuous Monitoring Fee** screen allows training centre to pay monitoring fee.

To Navigate

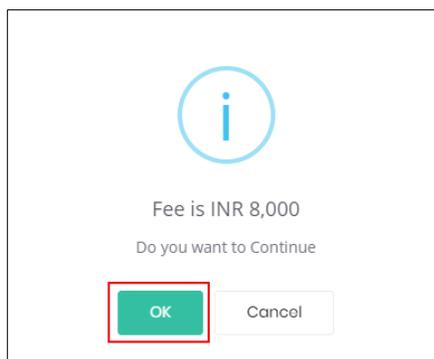
Home --> Dashboard --> My CAAF Submit



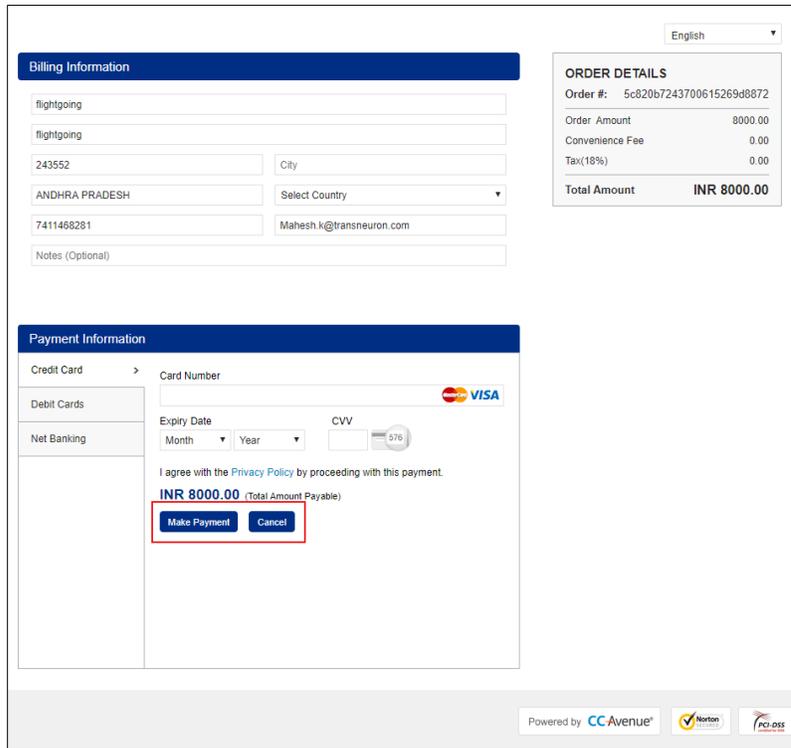
- The **Pay Continuous Monitoring Fee** screen allows training centre to pay the fee.



- Click **OK**, the following message appears.



- Click **OK**, to navigate to the **Billing Information and Payment Information** screen.
- The **Billing Information and Payment Information** section allows the training centre to enter the payment details.



English

Billing Information

flightgoing
flightgoing
243552 City
ANDHRA PRADESH Select Country
7411468281 Mahesh.k@transneuron.com
Notes (Optional)

ORDER DETAILS

Order #: 5c820b7243700615269d8872
Order Amount 8000.00
Convenience Fee 0.00
Tax(18%) 0.00
Total Amount **INR 8000.00**

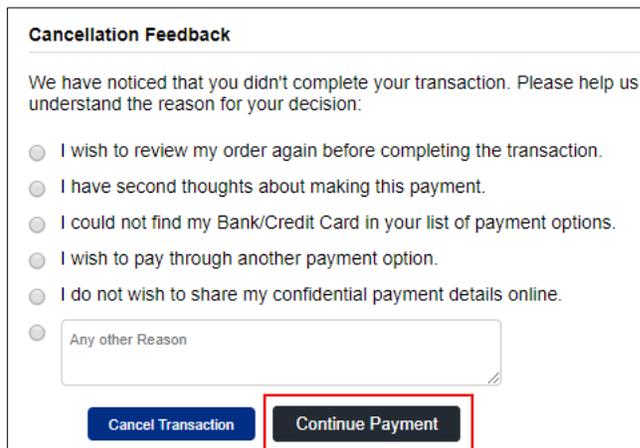
Payment Information

Credit Card > Card Number 
Debit Cards
Net Banking
Expiry Date Month Year CVV 578
I agree with the [Privacy Policy](#) by proceeding with this payment.
INR 8000.00 (Total Amount Payable)
Make Payment **Cancel**

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- The **Billing Information** section allows the training centre to enter the appropriate billing details of the Training Centre.
- Click **Cancel**, to cancel the payment procedure.

Note: If the training centre selects **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 centre to select the appropriate cancellation reason.
Click **Continue Payment**, to continue the procedure.
Click **Cancel Transaction**, to cancel the transaction.

Note: If the Billing and Shipping address is different, Select My Billing and Shipping address are a different checkbox, to add a new shipping address.

- The **Shipping Address** section allows the Training Centre to add the new address.

My Billing and Shipping address are different

Shipping Address ✕

NON PMKK

gvfgv

545554 City

ANDAMAN AND NICOBAR ISLANDS Select Country ▼

6576756765

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

PRN	308004851834
BID	1552026538731
AMT	8011.80
PID	AVN0002
TXNDATETIME	08/03/2019
Transaction Status	Y ▼
<div style="border: 1px solid red; display: inline-block; padding: 2px 10px; margin-top: 10px;">Return To the Merchant Site</div>	

- Click **Return To the Merchant Site**, the **Payment Success** message appears as follows

Payment Success

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.

Continue

Download Payment Invoice

- Click **Download Payment Invoice**, to download the detailed payment invoice.

Bill of Supply		
Invoice		
Invoice No.: 308004851834		Date: 08-Mar-2019
Billed By :		
National Skill Development Corporation CIN: U85300DL2008NPL181612 Address: 301-306, West Wing, Worldmark 1, Aerocity, New Delhi - 110037 Phone: +91-11-47451600-10 Website: https://skillindia.nsdindia.org	 N · S · D · C National Skill Development Corporation Transforming the skill landscape	
Billed To :		
Applicant Type : Training Centre Applicant ID : TC_000792 Name : flightgoing Address : flightgoing Postal Code: 243552 State: ANDHRA PRADESH Phone No.: 7411468281	 SMART <small>Skill Management & Accreditation of Training Centres</small>	
Description	Rate	SubTotal
TC ContinuousMonitoring	8000	8000
Grand Total : Eight Thousand Rupees Rs. 8000/-		
GST No.: 07AACCN8680L1ZW PAN No.: AACCN8680L This is a system generated invoice, requires no signature.		

- Click **Continue**, the following message appears.

Your Request Submitted Successfully

- Click **OK**, to navigate to the **Centre Status** screen.

10 Pay Affiliation Fee

The **Pay Affiliation Fee** section allows training centre to pay the affiliation fee.

To Navigate

Home --> Dashboard --> My CAAF Submit --> Added Job Roles --> Action --> Pay for Affiliation

Centre Status
Here you can view the progress of your Centre Status

Doomod Ready 3 Star/29 Score (Tentative)

- Appeal**
Your Appeal Status, New Appeal
- Update CAAF**
Update CAAF Form
- Accept Inspection Date**
- Message Centre**
All message sent for System
- Payment History**
All Payments made to System

Added Job Roles
Selected TPs: 0 [Submit for Inspection](#)

Job Role Name(QP Code)	Sector	Associated Scheme	Status	Actions
Household Services (General) (Household Services (General))	Domestic Worker	PMKVY	Inspection Date Assigned	...
APPAREL (AMH/Q0336)	Apparel	PMKVY	SSC-Accredited	<ul style="list-style-type: none"> View Details Pay for Affiliation

➤ Click **Pay for Affiliation**, the **Fee** pay screen appears.

i

Fee is INR 6,000

Do you want to Continue

OK Cancel

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

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

The screenshot displays the SMART portal interface. At the top left is the SMART logo with the tagline 'Skill Management & Association of Training Centres'. A language dropdown menu is set to 'English'. The page is divided into two main sections: 'Billing Information' and 'Payment Information'.

Billing Information: This section contains several input fields: 'nn', 'nnn', '852478', 'bengalure', 'ANDAMAN AND NICOBAR ISLANDS', 'India', '09864563245', and 'nn@gmail.com'. There is also a 'Notes (Optional)' text area.

ORDER DETAILS: A summary box on the right shows: Order #: 5c820ca343700615269d8875, Order Amount: 6000.00, Convenience Fee: 10.00, Tax(18%): 1.80, and Total Amount: **INR 6011.80**.

Payment Information: This section offers 'Credit Card', 'Debit Cards', and 'Net Banking' options. The 'Debit Cards' dropdown is set to 'All Other Banks' with 'AvenuesTest' selected. A note states: 'Note: We will redirect you to the bank you have chosen above. Once the bank verifies your net banking credentials, we will proceed with your payment.' Below this, there is a checkbox for 'I agree with the Privacy Policy by proceeding with this payment.' and the total amount 'INR 6011.80 (Total Amount Payable)'. At the bottom, there are two buttons: 'Make Payment' and 'Cancel', with the 'Cancel' button highlighted by a red box.

- The **Billing Information** section allows the training centre to enter the appropriate billing details of the Training Centre.
- Click **Cancel**, to cancel the payment procedure.

Note: If the training centre selects **Cancel**, the following message appears as follows.

The screenshot shows a 'Cancellation Feedback' form. It begins with the text: 'We have noticed that you didn't complete your transaction. Please help us understand the reason for your decision:'. Below this are five radio button options:

- 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.

 The fifth option is followed by a text input field labeled 'Any other Reason'. At the bottom of the form, there are two buttons: 'Cancel Transaction' and 'Continue Payment', with the 'Continue Payment' button highlighted by a red box.

- The **Cancellation Feedback** section allows the training centre to select the appropriate cancellation reason.
Click **Continue Payment**, to continue the procedure.
Click **Cancel Transaction**, to cancel the transaction.

Note: If the Billing and Shipping address is different, Select My Billing and Shipping address are a different checkbox, to add a new shipping address.

- The **Shipping Address** section allows the Training Centre to add the new address.

My Billing and Shipping address are different

Shipping Address ✕

NON PMKK

gvfgv

545554 City

ANDAMAN AND NICOBAR ISLANDS Select Country ▼

6576756765

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

PRN	308004851869
BID	1552026818520
AMT	6011.80
PID	AVN0002
TXNDATETIME	08/03/2019
Transaction Status	Y ▼
Return To the Merchant Site	

- Click **Return To the Merchant Site**, the **Payment Success** message appears as follows.

Payment Success

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.

Continue
Download Payment Invoice

- Click **Download Payment Invoice**, to download the detailed payment invoice.

Payment Receipt				
Receipt				
Date: 08-Mar-2019				
Billed By :				
Name : Agriculture Skill Council of India Address : N/A Phone No. : 9971889099 Email : :kishore.m@transneuron.com				
Billed To :				
Applicant Type : Training Centre Applicant ID : TC_000792 Name : flightgoing Address : flightgoing Postal Code: 243552 State: ANDHRA PRADESH Phone No.: 7411468281				
Description	Job Role Name	Units	Rate	SubTotal
TC Affiliation	APPAREL	1	6000	6000
Grand Total : Six Thousand Rupees Rs. 6000/-				

- Click **Continue**, the following message appears.

Your Request Submitted Successfully

OK

- Click **OK**, to navigate to the **Centre Status** screen.

11 View/Download Affiliation Certificate

The **Download Affiliation Certificate** section allows the training centre to download the certificate.

To Navigate

Home --> Dashboard --> My CAAF Submit --> Added Job Roles --> Action --> Pay for Affiliation

Centre Status
Here you can view the progress of your Centre Status Doomed Ready 3 Star/29 Score (Tentative)

Added Job Roles
Selected TPs: 0 Submit for Inspection

Job Role Name(QP Code)	Sector	Associated Scheme	Status	Actions
Household Services (General) (Household Services (General))	Domestic Worker	PMKVY	Inspection Date- Assigned	...
APPAREL (AMH/Q0336)	Apparel	PMKVY	Affiliated	View Details Download Affiliation Certificate

➤ Click **Download Affiliation Certificate**, the certificate will be downloaded in the system.

Certificate of Affiliation

This is to certify that
the **TC NAME**
of **cdscds**
at **NORTH AND MIDDLE ANDAMAN, ANDAMAN AND NICOBAR ISLANDS**
having **SMART TC ID TC_004115**
is **Affiliated** by
Aviation & AeroSpace Sector Skill Council for
Airline High Lift Truck Operator (AAS/Q0102)

Date of Affiliation 8th April 2019
Valid upto* 8th April 2020

Certification Number
AAS/Q0102/080419/TC_004115

R Madhavan
Chairman
Aviation & AeroSpace Sector Skill Council

siq15lthsdjem28d

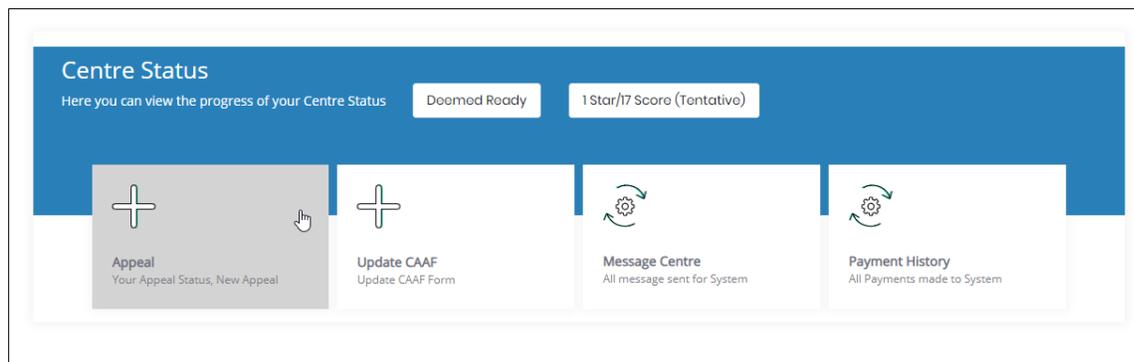
Subject to the compliances as per the Guidelines for Accreditation, Affiliation and Continuous Monitoring of Training Centres for the Skill Ecosystem

12 Appeal Against Job Role

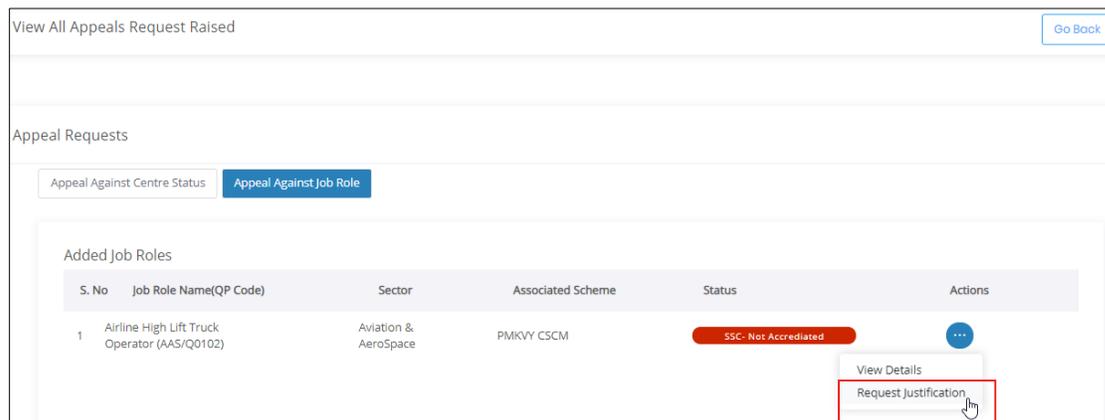
The **Appeal Against Job Role** screen allows the training centre to appeal against job role.

To Navigate

Home --> Dashboard --> My CAAF Submit --> Appeal --> View All Appeals Request Raised --> Appeal Against Job Role --> Actions --> Request Justification



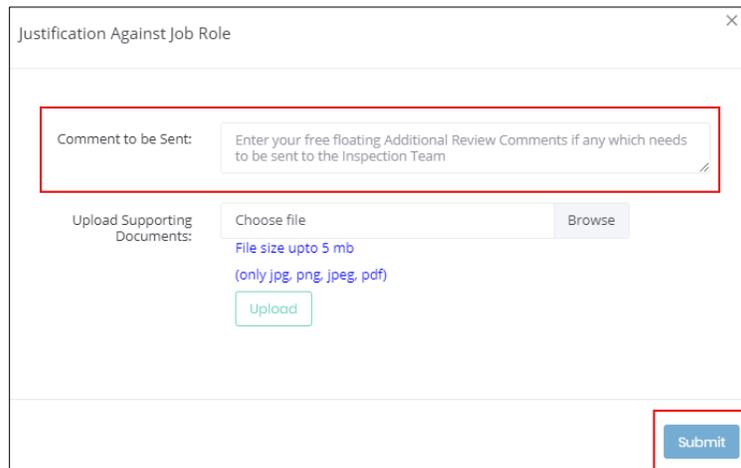
➤ The **View All Appeals Request Raised** section displays the appeal requests.



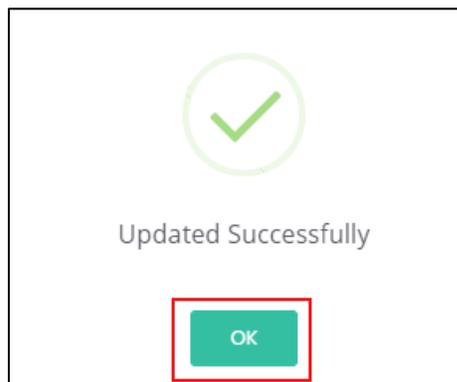
➤ The **Appeal Requests** screen hosts **two** tabs as listed below.

- Appeal Against Centre Status
- Appeal Against Job Role

- Click **Request Justification**, the **Justification Against Job Role** screen appears.



- The **Justification Against Job** section allows the Training Centre to enter the appropriate comments for justification for the job role and to upload the supporting documents.
- Click **Browse** to *upload* the appropriate supporting documents. Training Centre can upload the only jpg, png, jpeg, pdf, jpeg and the maximum file size is **five** MB. Click **Upload**. On the upload, the message appears as **file name.ext Uploaded Successfully**.
- Click **Submit**, the **Updated Successfully** message appears.



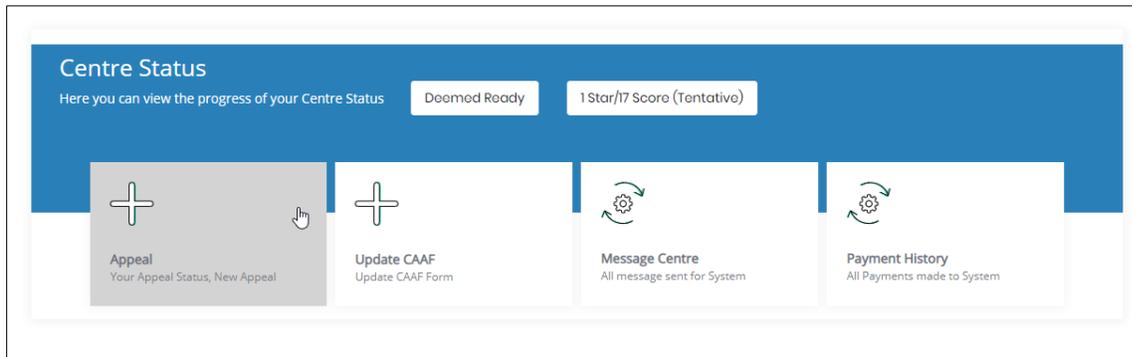
- Click **OK**.

12.1 View Justification

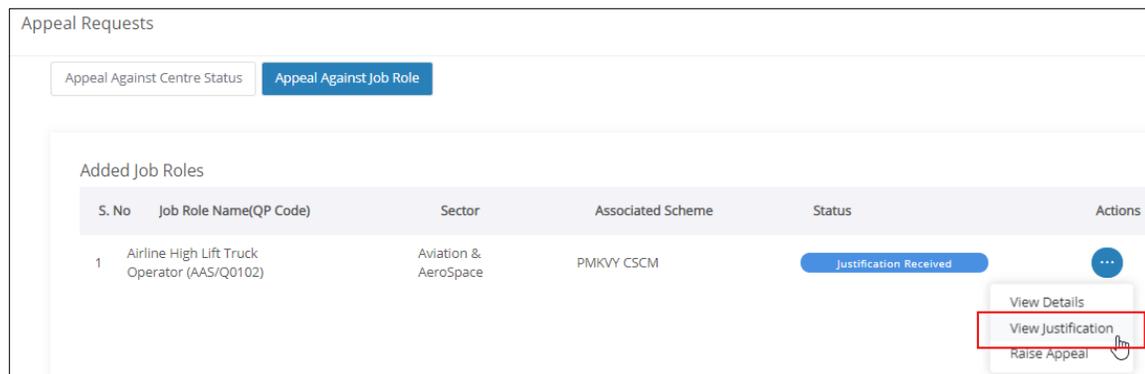
The **View Justification** screen allows the training centre to view justification submitted by the Sector Skill Council (SSC).

To Navigate

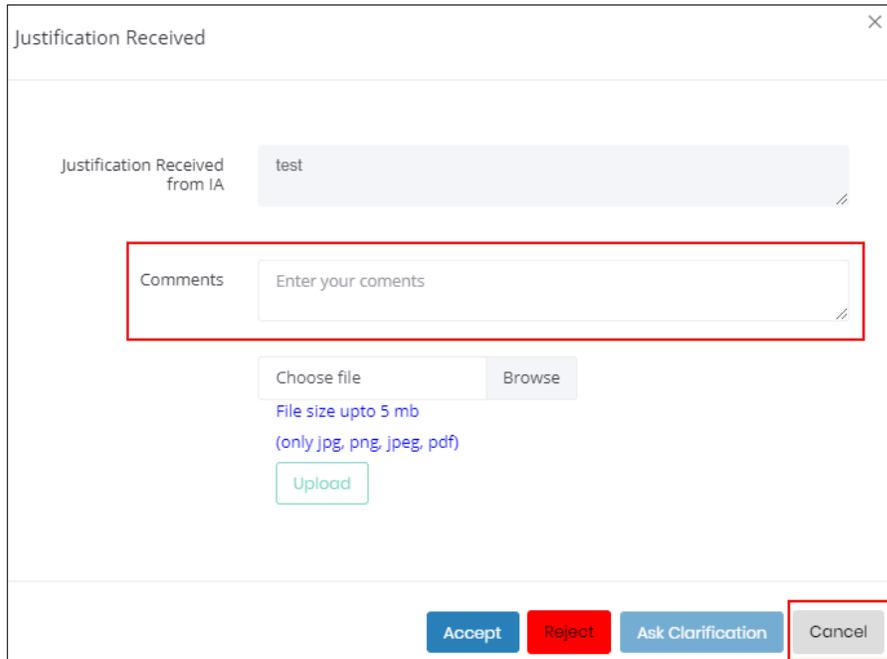
Home --> Dashboard --> My CAAF Submit --> Appeal --> Appeal Requests --> Appeal Against Job Role --> Actions --> Request Justification



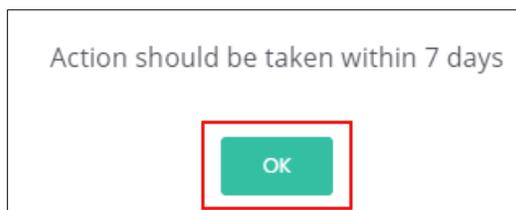
➤ The **View All Appeals Request Raised** section displays the appeal requests.



- Select **View Justification**, to navigate to the **Justification Received** screen.
- The **Justification Received** section displays justification received details from IA. Also allows the training centre to enter the additional comments and to upload the supporting documents.



- Click **Cancel**, the following message appears.



- Click **OK**, to navigate to the **View All Appeals Request Raised** screen.

Note:

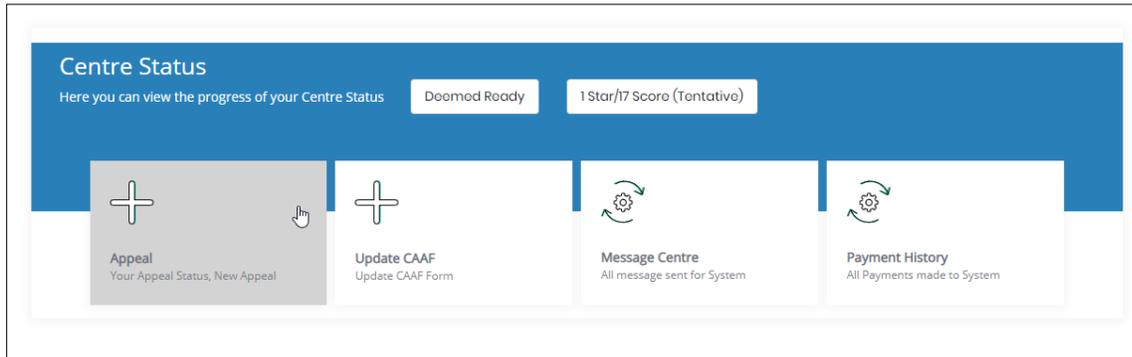
- If the Training Centre clicks **Accept** for the Justification Received, then Training Centre **can** Raise Appeal.
- If the Training Centre clicks **Reject** the Justification Received, then Training Centre **cannot** Raise Appeal.
- If the Training Centre clicks **Ask Clarifications** for the justification received, then the notification will go to the Inspection Agency (IA) for further clarifications.

12.2 Raise Appeal

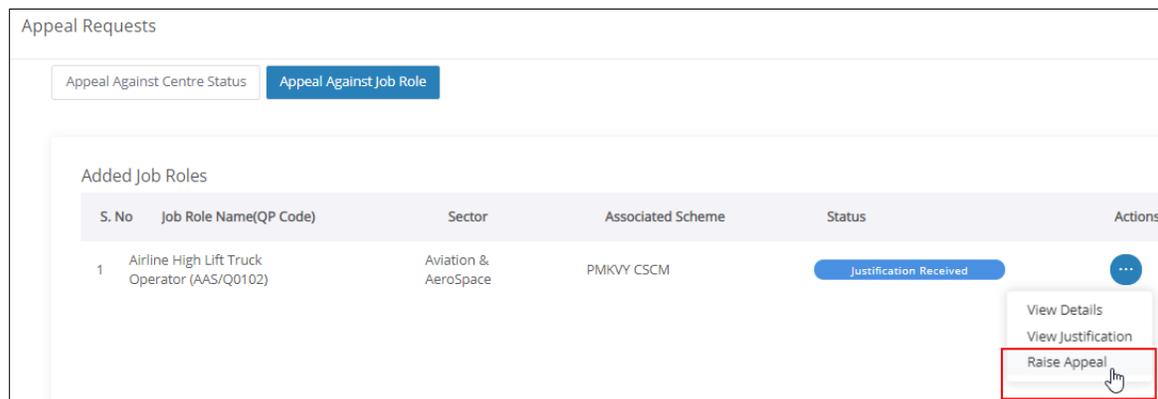
The **Raise Appeal** screen allows the training centre to raise an appeal against selected job role.

To Navigate

Home --> Dashboard --> My CAAF Submit --> Appeal --> Appeal Requests --> Appeal Against Job Role --> Actions --> Raise Appeal



➤ The **View All Appeals Request Raised** section displays the appeal requests.



➤ Select **Raise Appeal**, to navigate to the **Appeal Against Job Role** screen.

- The **Appeal Against Job Role** section allows the training centre to enter the appeal against job role details and to upload the supporting documents.

Appeal Against Job Role

Comment to be Sent: Enter your free floating Additional Review Comments if any which needs to be sent to the Inspection Team

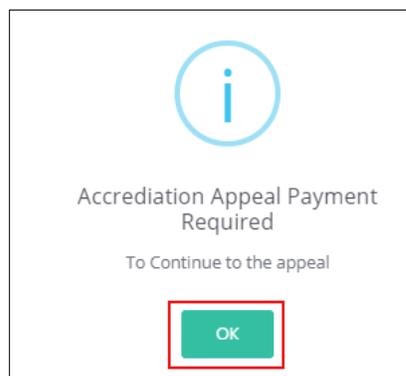
Upload Supporting Documents: Choose file Browse

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

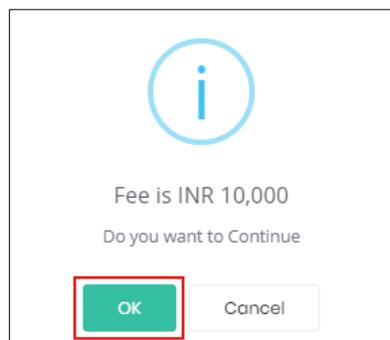
Upload

Submit

- Click **Submit**, the **Accreditation Appeal Payment Required** message appears.

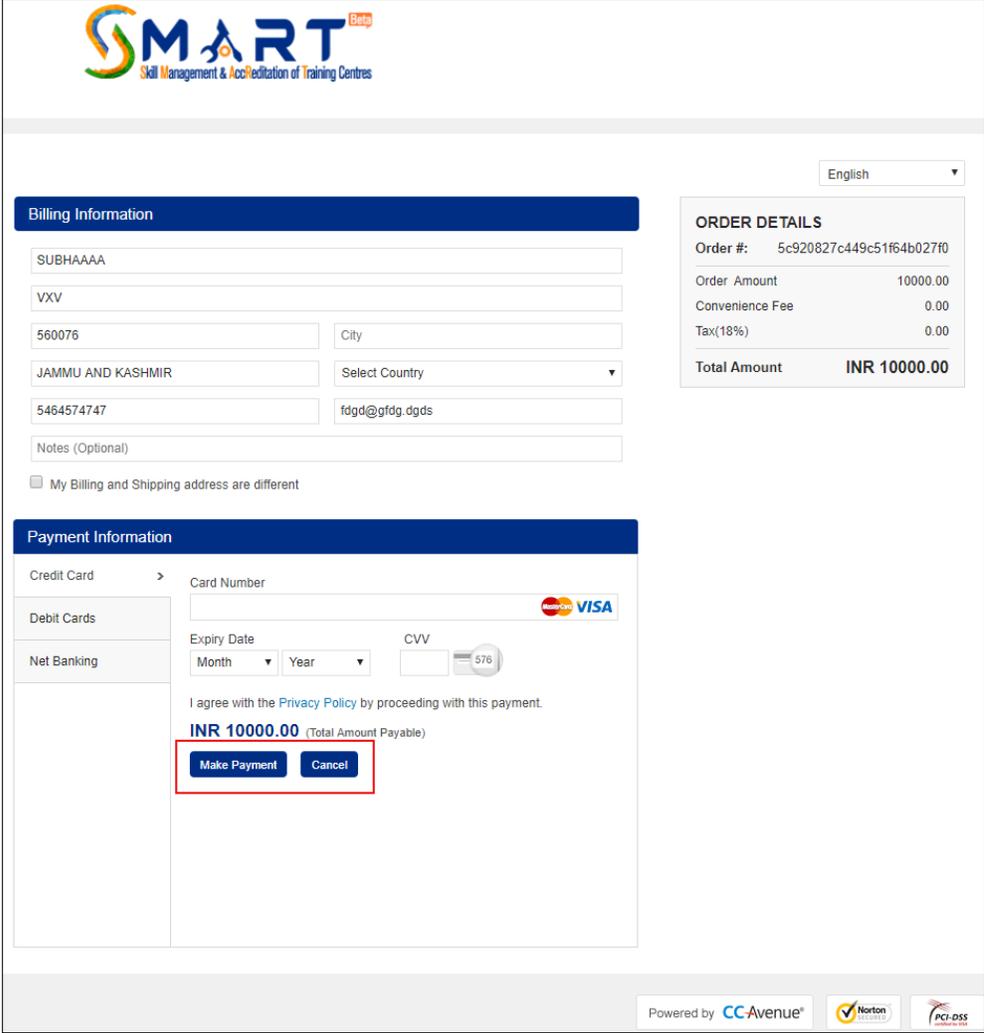


- Click **OK**, the following message appears.



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

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



SMART Beta
 Skill Management & Accreditation of Training Centres

English

Billing Information

SUBHAAAA

VVV

560076 City

JAMMU AND KASHMIR Select Country

5464574747 fdgd@fdgd.dgds

Notes (Optional)

My Billing and Shipping address are different

Payment Information

Credit Card > Card Number 

Debit Cards

Net Banking

Expiry Date Month Year CVV 

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

INR 10000.00 (Total Amount Payable)

Powered by   

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

Note: If the training centre 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 centre to select the appropriate cancellation reason.
Click **Continue Payment**, to continue the procedure.
Click **Cancel Transaction**, to cancel the transaction.

Note: If the Billing and Shipping address is different, Select My Billing and Shipping address are a different checkbox, to add a new shipping address.

- The **Shipping Address** section allows the Training Centre to add the new address.

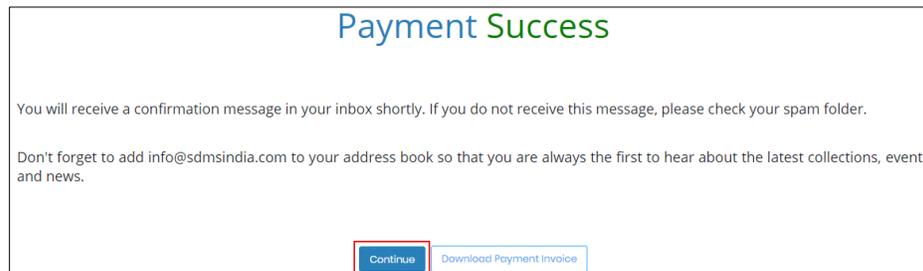
My Billing and Shipping address are different

Shipping Address ✕

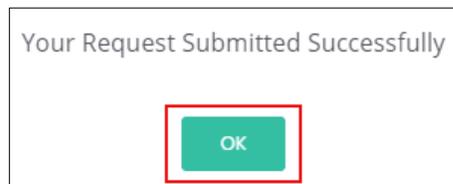
- The **Payment Information** section allows the training centre to enter the payment details.
Enter the appropriate details to make the payment, Click **Make Payment**, the following message appears.

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 **Payment Success** message appears as follows



- Click **Download Payment Invoice**, to download the detailed invoice.
Click **Continue**, the following message appears.



- Click **OK**, to navigate to the **My Submitted CAAF** screen.