USER GUIDELINES TO FILL THE ONLINE PROJECT APPLICATION FORM (V1.0)

Dated 17 December, 2015

MINISTRY OF RURAL DEVELOPMENT

(SKILLS DIVISION)

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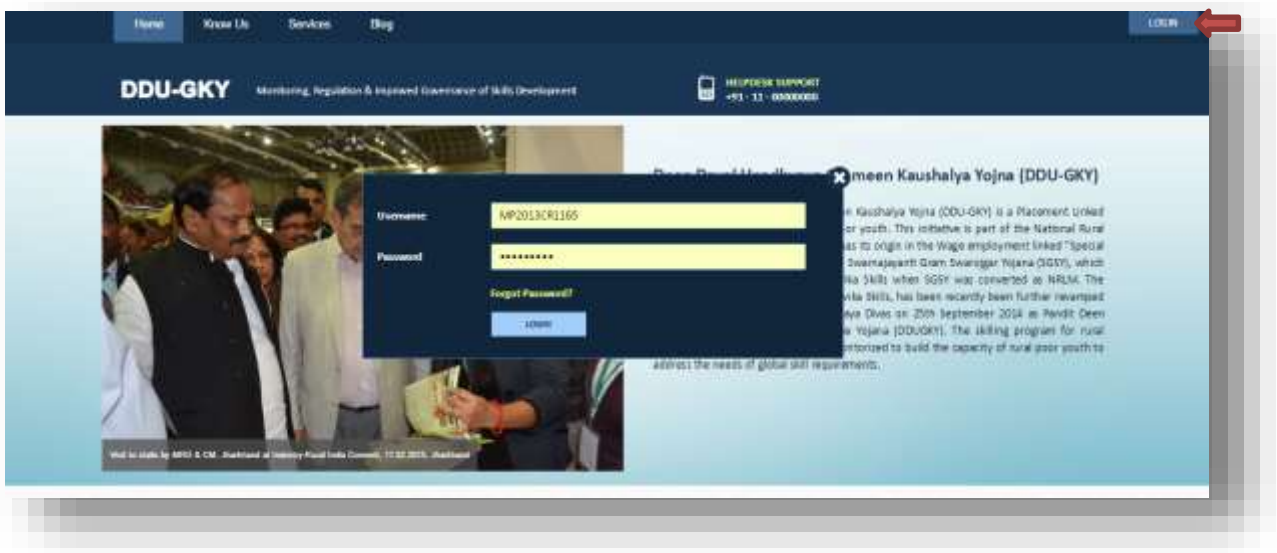
LOGIN PAGE

Url: *www.ruralskills.in*

When user click on “Login” the below screen will be displayed.



Description:

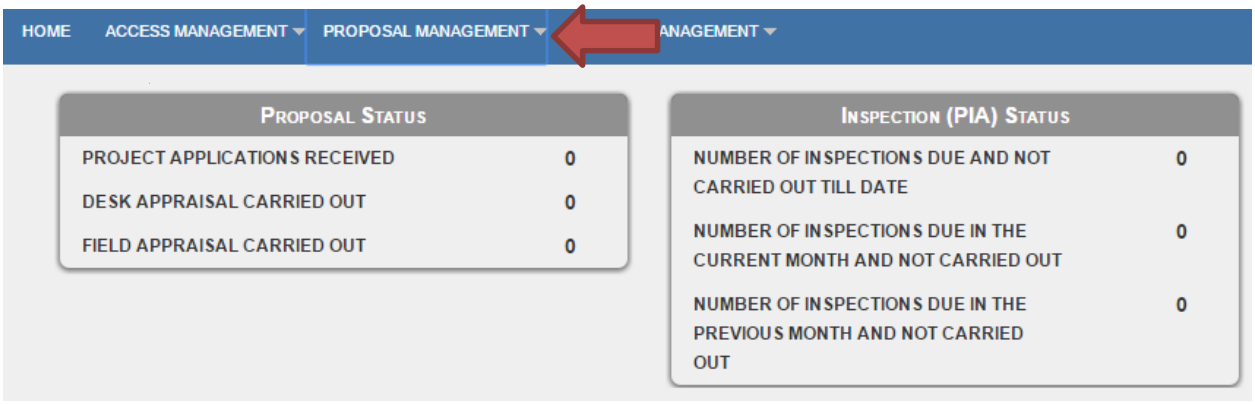
- This screen is used to Authenticate and Authorize for accessing and using different features and functionalities in *www.ruralskills.in*.
- It is to be noted that it’s only for registered users who have been issued “Permanent Registration Number (PRN)” by MORD. The process for Registration for PRN is explained separately.
- A **“Registered User”** can Login to the *www.ruralskills.in* by providing his/her User Credentials like User Name and Password.
- User name for the portal is **PRN** allotted to the organization and the default Password is **p326@MORD** which has to be changed immediately after the first time login. Once the user changes the password, the revised password can be used in future.
- In case the user has been accessing the portal for MRIGS (Monitoring and Regulation for Improved Governance of Skill Development), then the same credentials can be used.

**

Sl. No.	Input Type	Description in English	Mandatory (Yes/No/NA)
1	User name	Enter the Specified User Name	Yes
2	Password	Enter the Password	Yes
3	Login	Click on Login button to log into the *www.ruralskills.in*	Yes
4	Forgot password	In Case user has forgot the user name or Password then Forgot Password link is provided to get the credential again.	NA

USER DASH BOARD

Once credentials entered and authenticated by the system, below screen will be displayed:



Description:

- The screen is used to display all the tabs which pertain to the user logged in the system. User can click on the tab in order to fill the Project Application Form.

**

COMMON INSTRUCTIONS:

1. Before user proceed, go through the form and pay attention to all the fields. The fields marked with "*" are mandatory requirements.
2. The fields which are only for view purpose have gray color background.
3. **Document upload:**
   - The documents should be legible and details visible;
   - Information contained in the documents scanned should be legible; it should not be blurred or washed out.
   - The scan should be preferably of the original document and not photocopied document.
   - If the documents are not legible or blurred, user's application is likely to be rejected.
   - If user find that the documents scanned by user are more than 1 MB, resize them using appropriate software.
   - If user wants to upload the file, first browse the file and click on button to upload the file.
   - If user wants to view the uploaded file, click on button.
   - If user want to delete the file click on button.
4. If user want to add the record, click on ADD button
5. If user want to delete the record click on button.
6. **Save as draft**:
   - It is to be noted that all the mandatory fields should be filled in order to save the data as draft
   - If user want to save the data filled in a section, click on SAVE AS DRAFT button
   - If no error is found w.r.t. the information required, a confirmatory screen appears. Confirm the dialogue.
   - The data saved as draft can be edited till the time of form submission
7. If user wants to clear the data, click on CLEAR. This will wipe off all the data from the section.
8. If user wants to close without saving the data, click on CLOSE. This will wipe off all the data which has not been saved as draft.
9. If user have any issue/ query/ suggestion please write us on: helpdesk@ruralskills.in

TAB I: PROPOSAL MANAGEMENT

INSTRUCTIONS FOR PROCESSING PROJECT APPLICATION FORM:

1. Application is a two-step process in cases where Organization applies the project in Single capacity. Whereas in case of Consortium it's a three-step process.
   - Module 1 gathers the details of the organization profile.
   - Module 2 gathers the details of the proposed project details.
   - Module 3 gathers the consent of consortium member for the proposed project application form
2. If user's organization is less than 3 years old and is not a NSDC partner then user are not eligible to become a PIA
3. If user's organization has negative net worth in two out of last three 3 years and is not a NSDC partner then user are not eligible to become a PIA
4. If user's Organization is a category C PIA and none of the representative has attended the Orientation organized by MORD then user are not eligible to become a PIA
5. Priority Scoring:

A PIA falling under the category based on their past experience as mentioned in clause 4.7 of DDU-GKY Guidelines will get minimum marks assigned for each category which is as follows:

Category	Minimum Marks
Category A	600
Category B	300
Category C	0

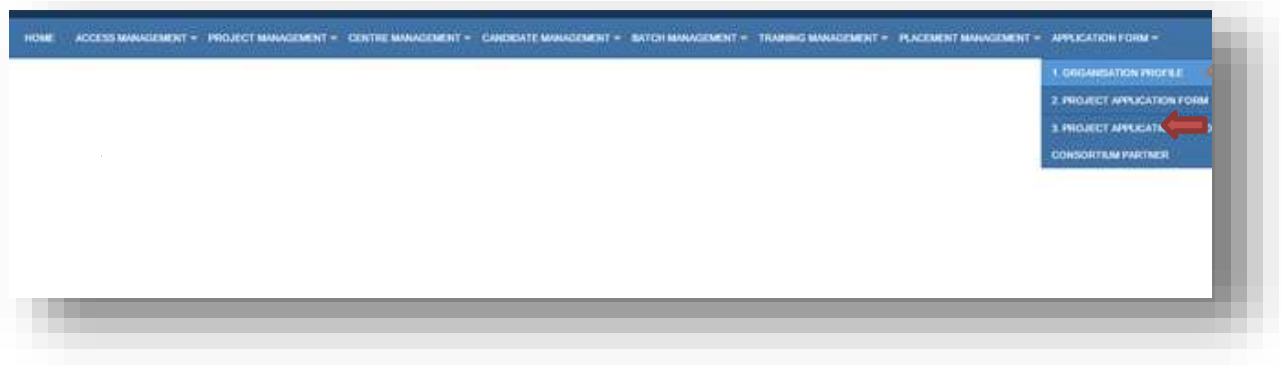
Further, prioritization is done within the categories A, B and C based on the proposal they submit for functioning under the DDU-GKY projects. This will ensure that all categories of proposals falling within Category A will be scored above Category B and Category B proposals above Category C.

The category stacking is done as mentioned in the table below:

Sl. No.	Project Proposal Types	Proposal Score (based on PIA Category)		
		A	B	C
1	A project in which the PIA commits to provide 500 or more overseas jobs annually at a minimum salary of USD500 or more per month or minimum wages as applicable in that country, whichever is higher	1400	500	200
2	A project by a Champion Employer	1300	NA	NA

3	A project by a Captive employer providing placements in 500 or more jobs to candidates annually in own or subsidiary agencies/ companies	1200	400	100
4	A project for Industrial Internship for a minimum of 500 or more candidates for a period of 12 months with subsequent placement for at least 75% of such interns	1100	300	0
5	A project for a minimum of 100 or more candidates which provides a long-term course of more than 12 months duration, where Government funds the cost for 12 months and the PIA bears the remaining cost of the course	1000	300	0
6	A project by an eligible Educational Institute of high repute with a minimum score of 3.50 on CGPA out of 4.00 in NAAC grading or is a Community College receiving funding from UGC or AICTE in the last two years	900	NA	NA
7	A project by a PIA who has completed three or more projects under Aajeevika Skills (or SGSY-SP) in the last 5 years	800	NA	NA
8	A project by a PIA who has given training to 20000 beneficiaries and has provided placement to 75% trainees during the previous 5 years	700	NA	NA
9	Any other project by a Category A PIA	600	NA	NA
10	A project which provides assured foreign placements for 200 or more candidates annually at a minimum salary of USD500 or more per month or minimum wages as applicable in that country, whichever is higher	600	500	200
11	A project by a captive employer providing placements in 200 or more jobs to candidates annually in own or subsidiary agencies/ companies	600	400	100
12	Any Project by a Category B PIA	NA	300	NA
13	Any Project by a Category C PIA	NA	NA	0

When user click on “Proposal Management” tab the list of modules is shown as below



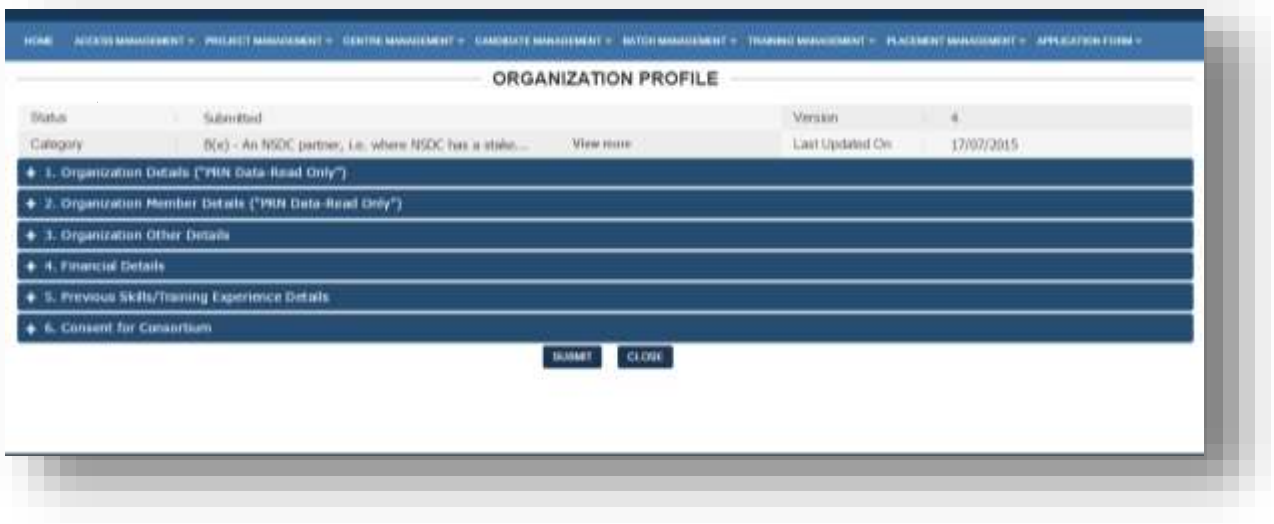
Description:

- This screen is used to select the modules like Organization profile, Project Application Form, Proposal Approval by Consortium Partner.

**

MODULE 1- ORGANIZATION PROFILE

When user click on “Organization Profile”, the form is shown as below:



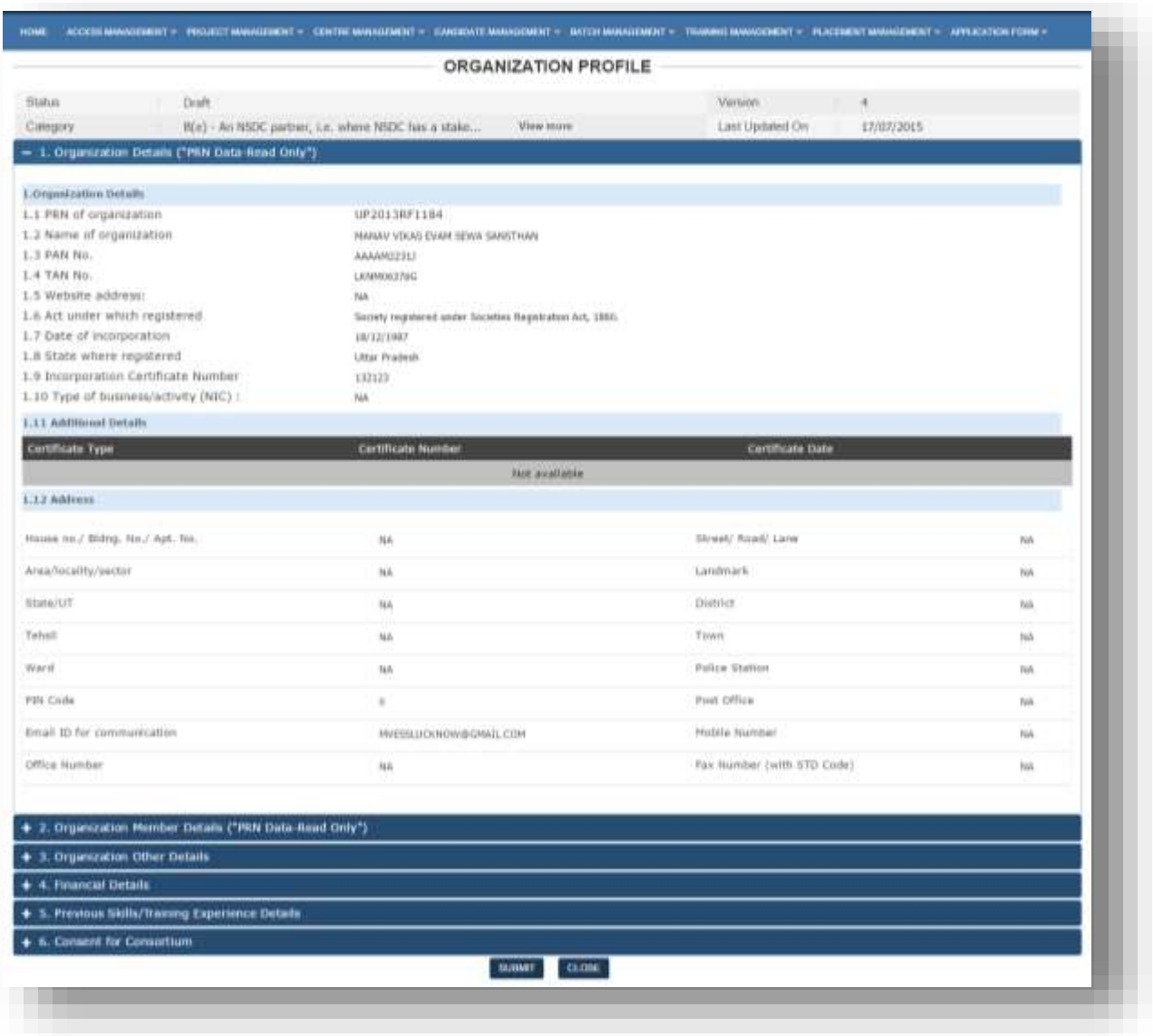
Description:

- This form is used to display the details of PRN and capture the organization profile details.
- In order to fill or update the Organization profile details under any tab the “**PRN data**” should be up to date.

**

1. ORGANIZATION DETAILS

When user clicks on “Organization Details” under “Organization Profile” below screen will be displayed.



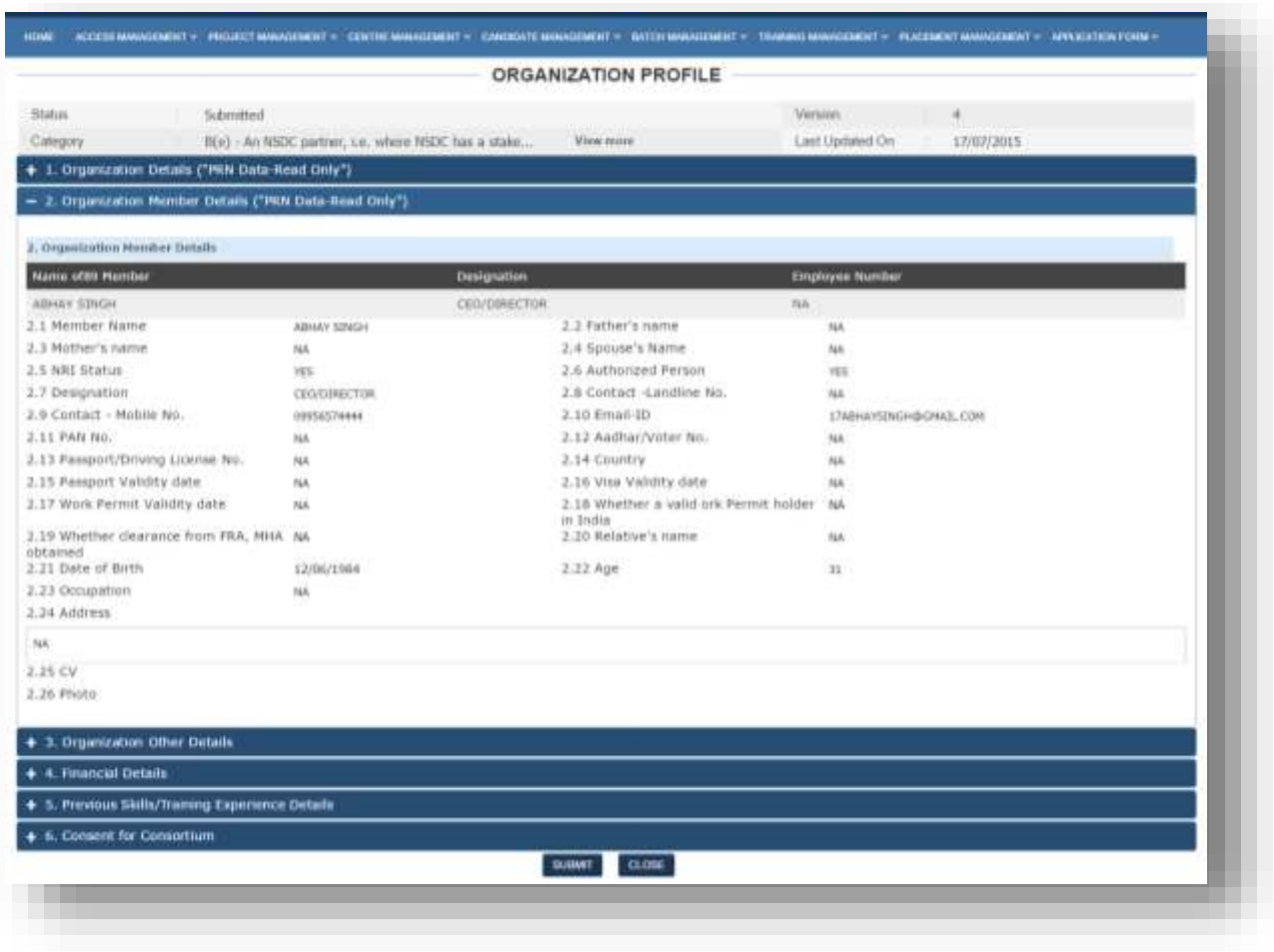
Description:

This screen is used to display the basic organization details given in PRN. All the fields are non-editable. User needs to verify the details. Please note that this screen is not to update the PRN details.

**

2. ORGANIZATION MEMBER DETAILS

When user clicks on "Organization Member Details" under "Organization Profile" below screen will be displayed.



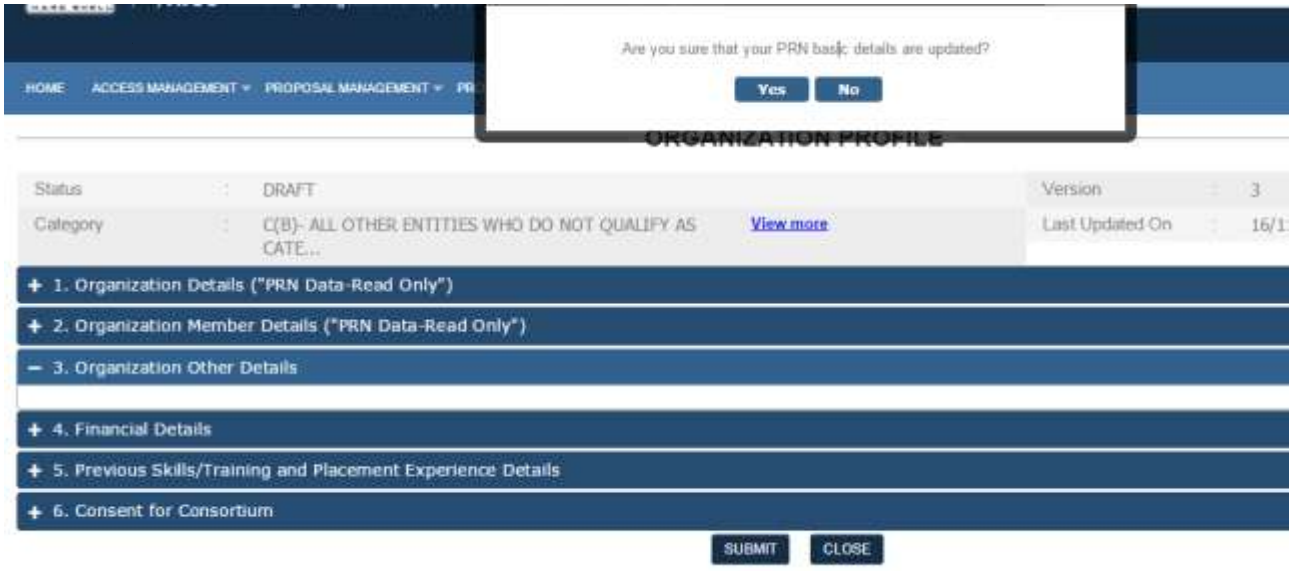
Description:

This screen is used to display the organization member's details given in PRN. All the fields are non-editable. User needs to verify the details. Please note that this screen is not to update the PRN details.

**

Important Notes:

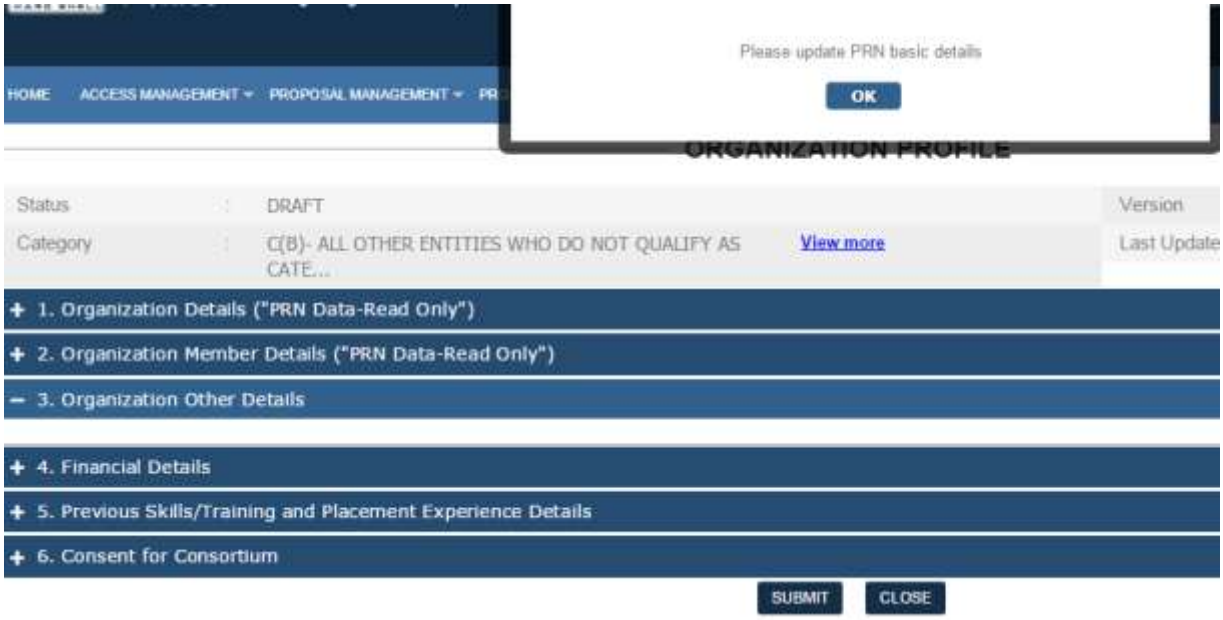
When user click any of the tab the following tabs “Organization Other Details”, “Financial Details”, “Previous Skills/ Training and Placement Experience Details”, “Consent for Consortium” under “Organization Profile” below pop up will be displayed.



In order to fill or update the Organization profile details under any tab the “**PRN data**” should be up to date.

In case the “PRN data” is updated and user clicks on “Yes” user will be allowed to update the Organization profile details

In case the “PRN data” is not updated and user clicks on “No”, the below pop up will be displayed. And user will be allowed to update the Organization profile details.



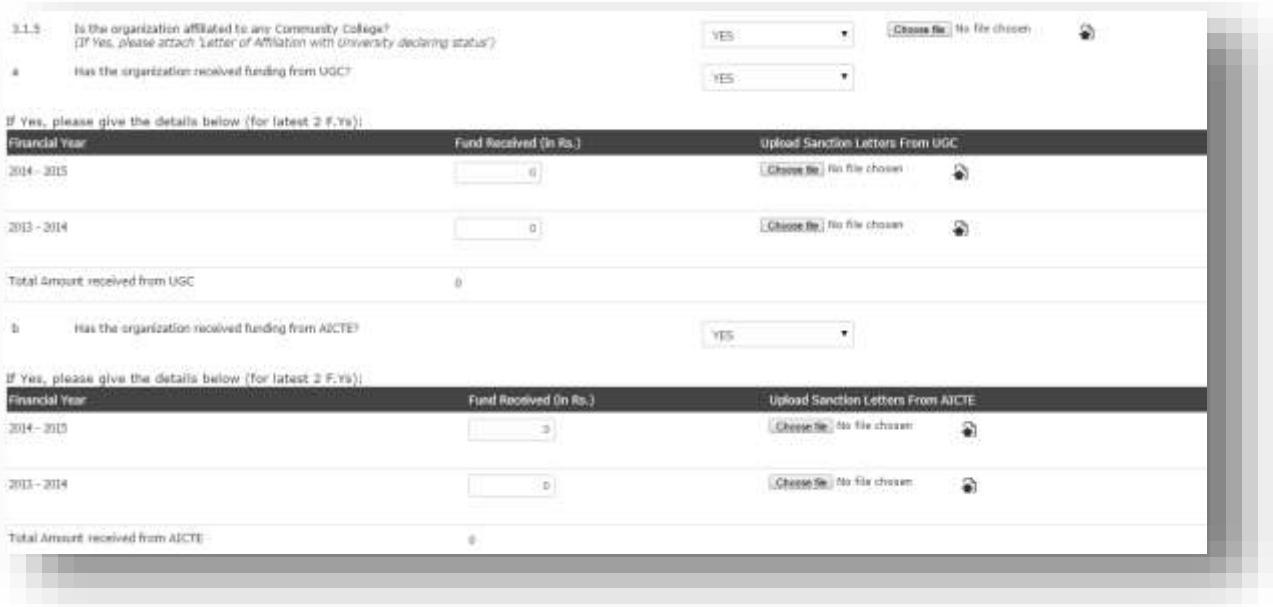
In case the PRN details of user's organization (that includes Organization details and Organization member details) are not updated user can write an e-mail to helpdeskprn@gmail.com with required updated details. One sealed and signed copy of it should be sent to DS (Skills). Once the PRN details are modified user can fill or update Organization profile details.

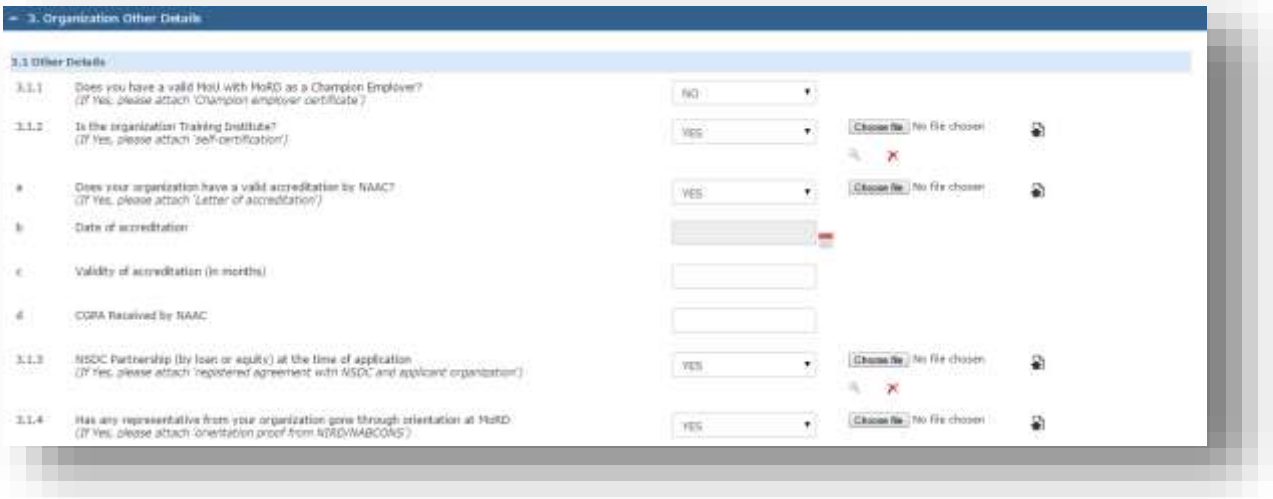
**

3. ORGANIZATION OTHER DETAILS

When user clicks on “Organization Other Details” under “Organization Profile” below screen will be displayed.

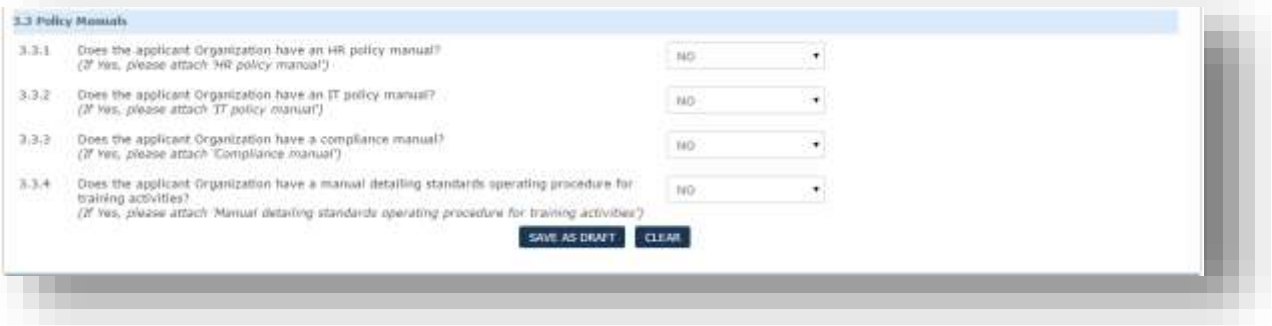
3.1 Other Details



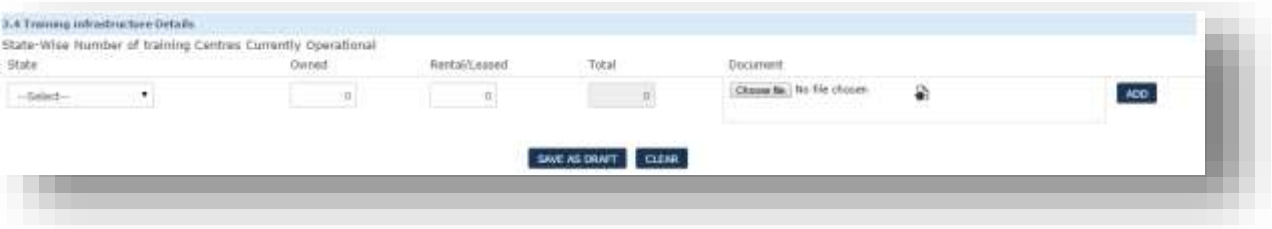


3.2 Certification and Assessment

3.3 Policy Manual



3.4 Training Infrastructure Details



Description:

- The screens are used to enter the Organization other details like accreditation with other institutions, Certification & Assessment, Policy manuals and Training infrastructure details.
- If user selects value as “Yes” then the relevant document upload and details of sub-section become mandatory.

**

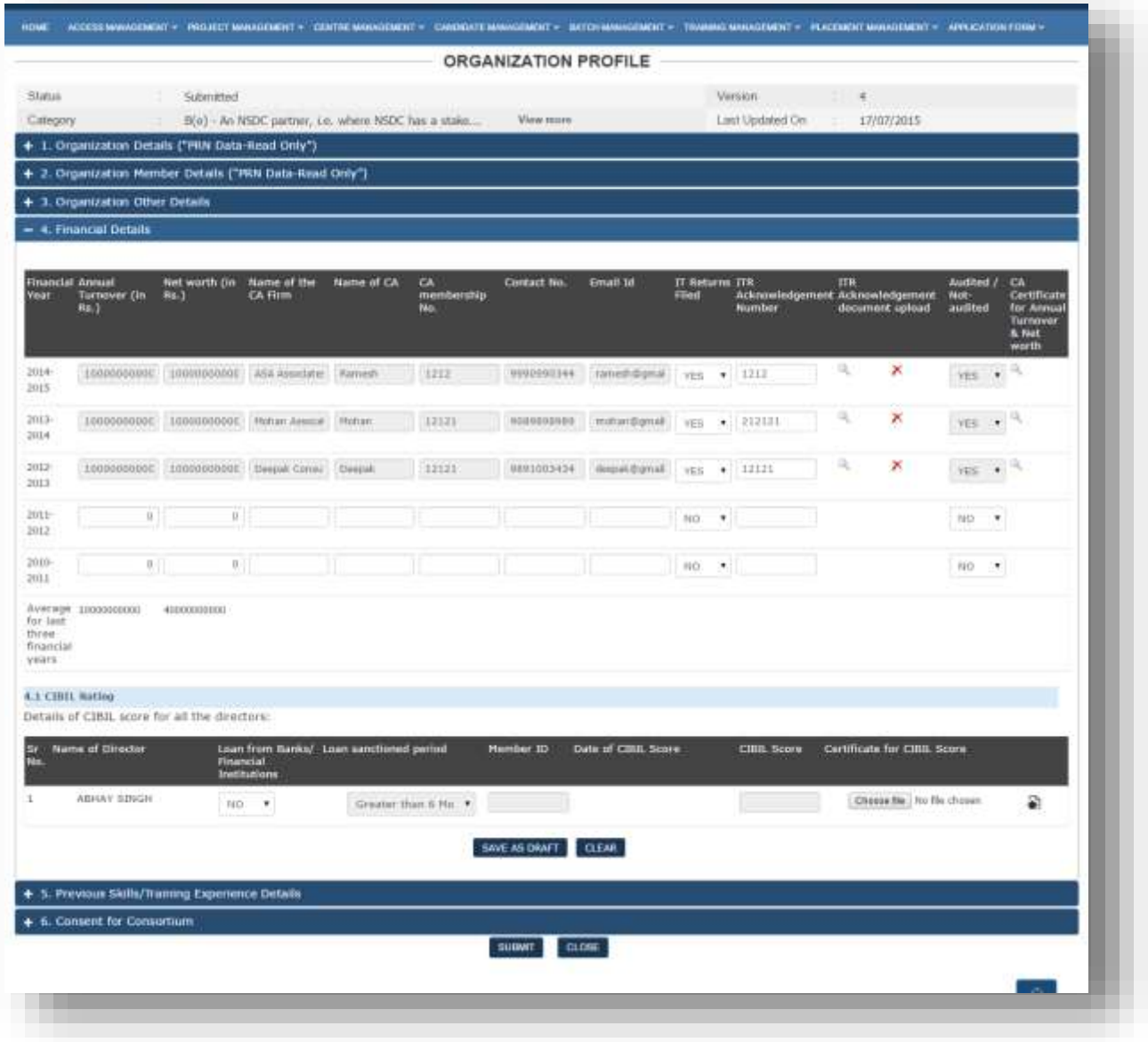
Sl. No.	Field Name	Description	Mandatory (Yes/No/NA)
3.1	**Other details**		NA
3.1.1	**Do you have a valid MoU with MoRD as a Champion Employer?*** *(If Yes, please attach “Copy of MoU with MoRD as Champion employer”)*	*<Yes/ No>*	Yes
A	If Yes, date of MoU signing		No

3.1.2	**Is the organization Training Institute?*** *(If Yes, please attach "Self-certification")*	*<Yes/ No>*	
A	**Does user's organization have a valid accreditation by NAAC?*** *(If Yes, please attach "Letter of accreditation")*	*<Yes/ No>*	Yes
B	Date of accreditation		No
C	Validity of accreditation (in months)		No
D	CGPA received by NAAC		No
3.1.3	**NSDC Partnership (by loan or equity) at the time of application?*** *(If Yes, please attach "Agreement between NSDC and applicant organization for equity or loan")*	*<Yes/ No>*	Yes
3.1.4	**Has any representative from user's organization attended orientation at MoRD?*** *(If Yes, please attach "Orientation proof from NIRD/ NABCONS")*	*<Yes/ No>*	Yes
3.1.5	**Is the organization affiliated to any Community College?*** (*If Yes, please attach "*Letter of Affiliation with University")	*<Yes/ No>*	Yes
A	Has the organization received funding from UGC?	*<Yes/ No>*	Yes
	If Yes, please enter Fund received (in Rs.) (for latest 2 F.Ys) (*If Yes, please attach "*Sanction Letters From UGC for Grant")		No
B	Has the organization received funding from AICTE?	*<Yes/ No>*	Yes
	If Yes, please enter Fund received (in Rs.) (for latest 2 F.Ys) (*If Yes, please attach "*Sanction Letters From AICTE")		No
3.2	**Certification and Assessment**		NA
3.2.1	Has the applicant organization trained candidates certified by NCVT/SSC?* *(If Yes, please attach "*Copy of Certification of a trained candidate by DGET/ SSC*")*	*<Yes/ No>*	Yes
3.2.2	Has the applicant organization trained candidates certified by an international body recognized by MoRD?* *(If Yes, please attach "*Copy of Certification of a	*<Yes/ No>*	Yes

	trained candidate by any International assessment agency*")*		
3.2.3	Has the applicant organization trained candidates certified by other certification standard approved by MoRD?* *(If Yes, please attach "*Copy of Certification of a trained candidate by any Other Certification Standard approved by MoRD*")*	*<Yes/ No>*	Yes
3.3	**Policy Manuals**		NA
3.3.1	Does the applicant organization have an HR policy manual?* *(If Yes, please attach "HR policy manual")*	*<Yes/ No>*	Yes
3.3.2	Does the applicant organization have an IT policy manual? * *(If Yes, please attach "IT policy manual")*	*<Yes/ No>*	Yes
3.3.3	Does the applicant organization have a compliance manual? * *(If Yes, please attach "Compliance manual")*	*<Yes/ No>*	Yes
3.3.4	Does the applicant organization have a manual detailing standards operating procedure for training activities? * *(If Yes, please attach "Manual* detailing standards operating procedure for training activities*")*	*<Yes/ No>*	Yes
3.4	**Training Infrastructure Details** *(State wise number of training centres currently operational)*		NA
	State Name		No
	Owned *(If owned centres, please attach "Deed")*		No
	Rental/Leased *(If rental/leased centres, please attach "Rent/Lease agreement")*		No

4. FINANCIAL DETAILS

When user clicks on "Financial Details" under "Organization Profile" below screen will be displayed.



Description:

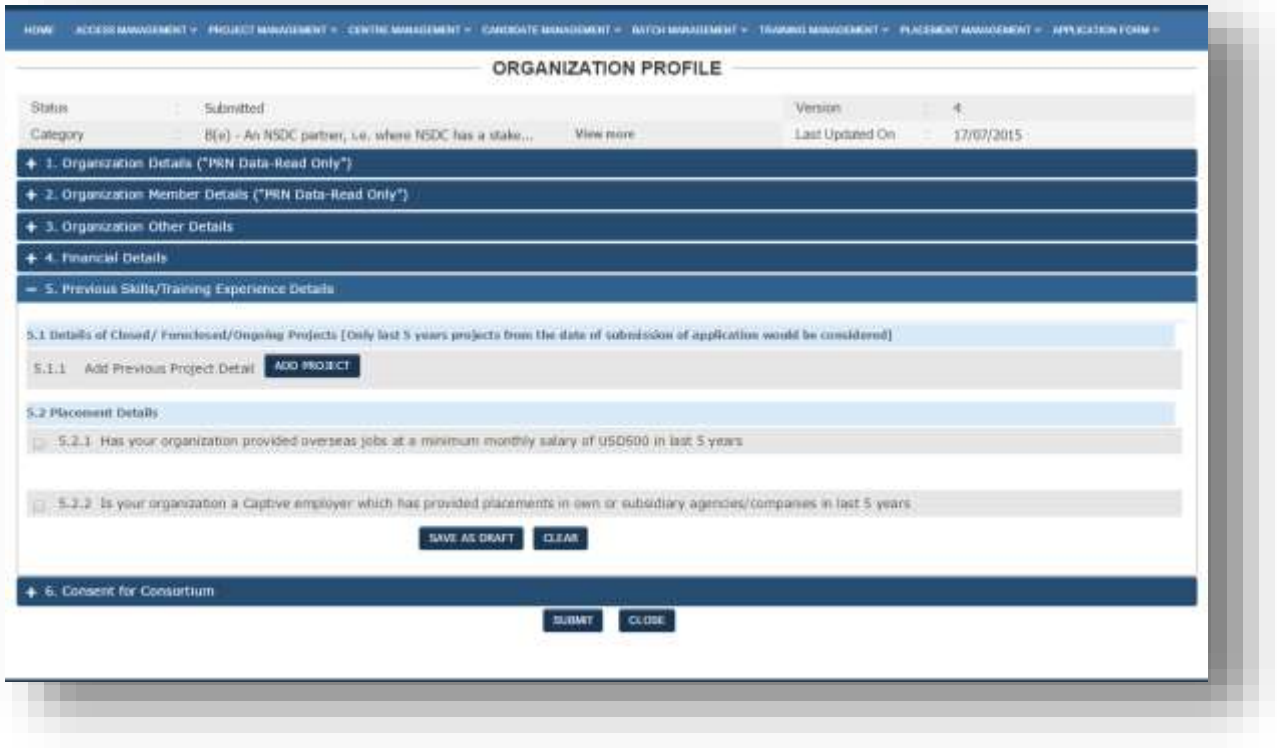
- The screen is used to enter the Organization financial details like CA firm details, turn over, net worth, ITR return details.
- If user's organization is not a NSDC partner, user has to mandatorily fill minimum three years of audited financial year details. If user's organization is a NSDC partner, user has to mandatorily fill one year of audited financial year details.
- The latest three financial years audited details (wherever available) will be used for calculating the eligibility conditions of PIA prescribed in guidelines.

- It is to be noted that the Financial Details of previous years become due by 30th September of the subsequent year.
- CIBIL Rating details to be filled for all the directors of the organization who have availed loan or sanctioned loan during the last six months.

Sl. No.	Field Name	Description	Mandatory (Yes/No/NA)
1.	Financial Year		Yes
2.	Turnover (in Rs.)		Yes
3.	Net worth (in Rs.)		Yes
4.	Name of the CA Firm		Yes
5.	Name of CA		Yes
6.	CA membership No.		Yes
7.	Contact No.		Yes
8.	E mail Id		Yes
9.	IT Returns Filed *(If Yes, please mention ITR Acknowledgement No.)*	*<Yes/ No>*	Yes
10.	ITR Acknowledgement No.		No
11.	Audited / Non-audited *(If Yes, please attach "CA Certificate of Statutory Auditor/ Annual Auditor")*	*<Audited/ Non-audited>*	Yes
12.	**CIBIL Rating**		NA
13.	Name of Director		NA
14.	Loan from banks/ financial institutes	*<Yes/ No>*	Yes
15.	Loan Sanctioned period	*<within 6 months/ greater than 6 months>*	No
16.	Member ID		No
17.	Date of CIBIL Score		No
18.	CIBIL Score		No
19.	Certificate for CIBIL score		No

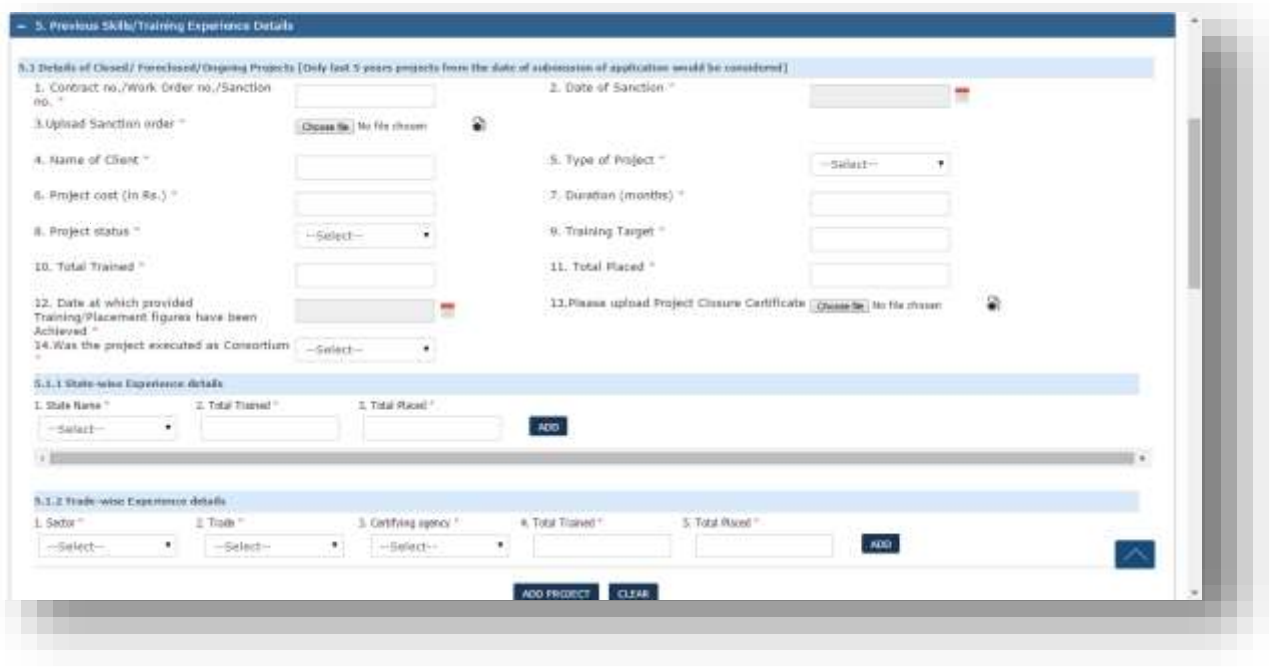
5. PREVIOUS SKILLS/ TRAINING EXPERIENCE DETAILS

When user click on “Previous Skills/ Training Experience Details” under “Organization Profile” below screen will be displayed.



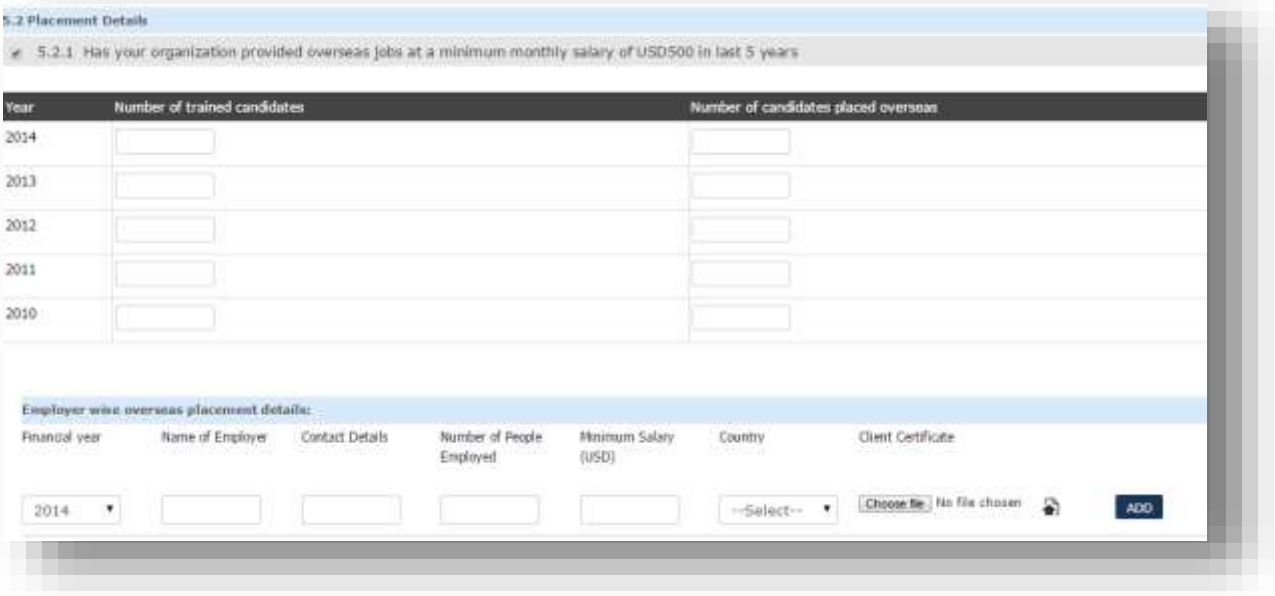
5.1 Details of Closed/foreclosed/Ongoing Projects

When user clicks on “Add previous project details” under “Previous Skills/ Training and Placement Experience Details” below screen will be displayed.

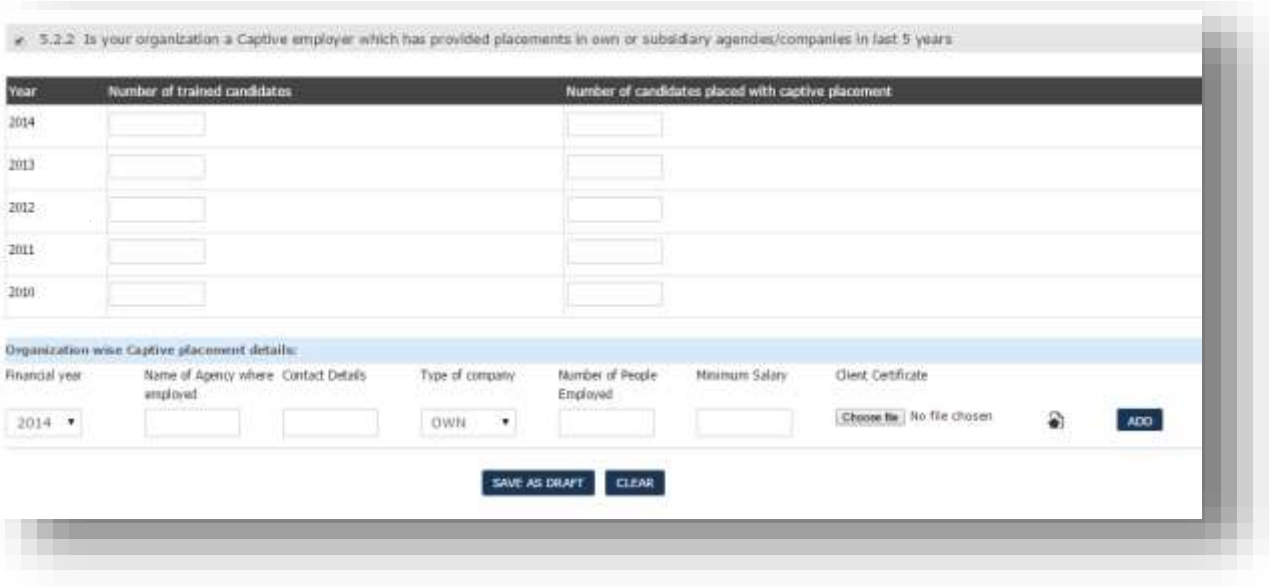


5.2 Placement Details

When user checks on “Have your organization provided overseas jobs at a minimum monthly salary of USD500 in the previous years?” under “Previous Skills/ Training and Placement Experience Details” below screen will be displayed.



When user check on “Is user’s organization a Captive employer which has provided placements in own or subsidiary agencies/companies in the previous years?” under “Previous Skills/ Training and Placement Experience Details” below screen will be displayed.



Description:

- The screens are used to enter the organization previous skills/ training and placement experience details like Details of Closed/ Foreclosed/Ongoing Projects, Overseas and captive placement details etc.
- The latest five financial year's details of Closed/ Foreclosed/Ongoing Projects will be used for calculating the PIA category prescribed in guidelines.
- Similarly latest two financial year's details of Overseas and captive placement will be used for calculating the category of PIA prescribed in guidelines.

**

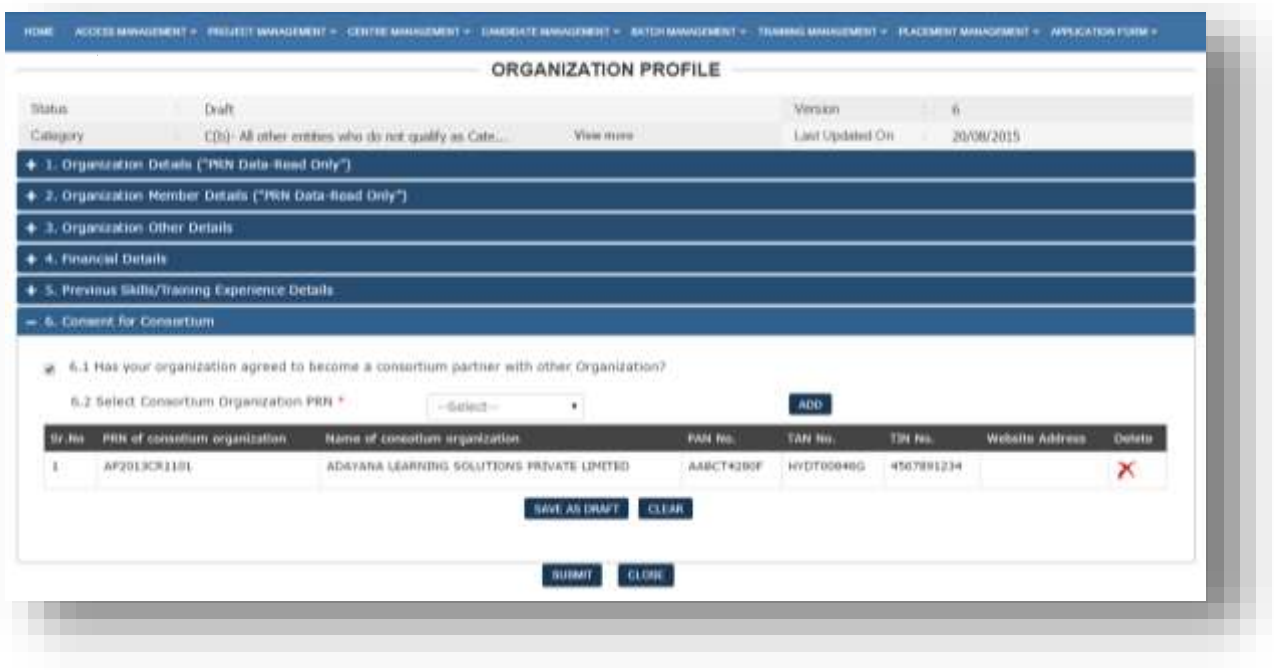
Sl. No.	Field Name	Description	Mandatory (Yes/No/NA)
5.1	Details of Closed/ Foreclosed/ Ongoing Projects		NA
	Add Project details	*(The below mandatory conditions will be applicable if user click on "Add Project details": Applicable on section 5.1 only)*	No
1.	Contract no./Work Order no./Sanction number		Yes
2.	Date of Sanction (DD/MM/YYYY)		Yes
3.	Sanction order upload		Yes
4.	Name of Client		Yes
5.	Type of Project	*<DDU-GKY/MoRD-SGSY/Roshni/Himayat (YP States)/ DDU-GKY - AP Projects (AP States)/ Other Government Projects/*	Yes

		Private Projects>	
6.	Project cost (in Rs.)		Yes
7.	Duration (in months)		Yes
8.	Project status		Yes
9.	Training Target		Yes
10.	Total Trained		Yes
11.	Total Placed		Yes
12.	Date at which provided Training/Placement figures have been Achieved		No
13.	Please attach Client Certificate or Project closure certificate		No
14.	Was the project executed as Consortium	*Yes/No*	Yes
15.	Consortium member name		No
16.	Consortium member PRN		No
17.	Was the applicant organization was lead partner for the project	Yes/No	No
18.	Was the organization in-charge of training and placement	Yes/No	No
5.1.1	**State-wise Experience Details**		NA
1.	State Name		Yes
2.	Total Trained		Yes
3.	Total Placed		Yes
5.1.2	**Trade-wise Experience Details**		NA
1.	Sector		Yes
2.	Trade		Yes
3.	Certifying Agency		Yes
4.	Total Trained		Yes
5.	Total Placed		Yes
5.2	Placement Details		NA
5.2.1	**Overseas placement**		NA
1.	Has user's organization provided overseas jobs at a minimum monthly salary of USD500 in the previous years? *If yes, please provide below details for latest two closed financial years*		No
2.	Number of trained candidates		Yes
3.	Number of candidates placed overseas		Yes
4.	**Employer wise overseas placement details**		NA
5.	Financial Year		NA

6.	Name of Employer		Yes
7.	Contact Details		Yes
8.	Number of People Employed		Yes
9.	Minimum Salary (USD)		Yes
10.	Country		Yes
11.	Attach Employer certificate		Yes
5.2.2	**Captive Placements**		NA
1.	Is user's organization a Captive employer which has provided placements in own or subsidiary agencies/companies in the previous years? *If yes, please provide below details for latest two closed financial years*		No
2.	Number of trained candidates		Yes
3.	Number of candidates placed overseas		Yes
4.	**Organization wise Captive Placement details**		NA
5.	Financial Year		NA
6.	Name of Agency where employed		Yes
7.	Contact Details		Yes
8.	Type of company	*<Own/Subsidiary>*	Yes
9.	Number of People Employed		Yes
10.	Attach Captive Placement certificate		Yes

6. CONSENT FOR CONSORTIUM

When user clicks on “Consent for consortium” under “Organization Profile” below screen will be displayed.



When 6.1 (Consent for Consortium) is not checked:

This indicates that the applicant Organization is not interested in becoming consortium partner with any other Organization (s). In which case, the applicant Organization can directly submit the “Organization profile” by clicking on Submit button after entering all mandatory fields and uploading all mandatory documents.

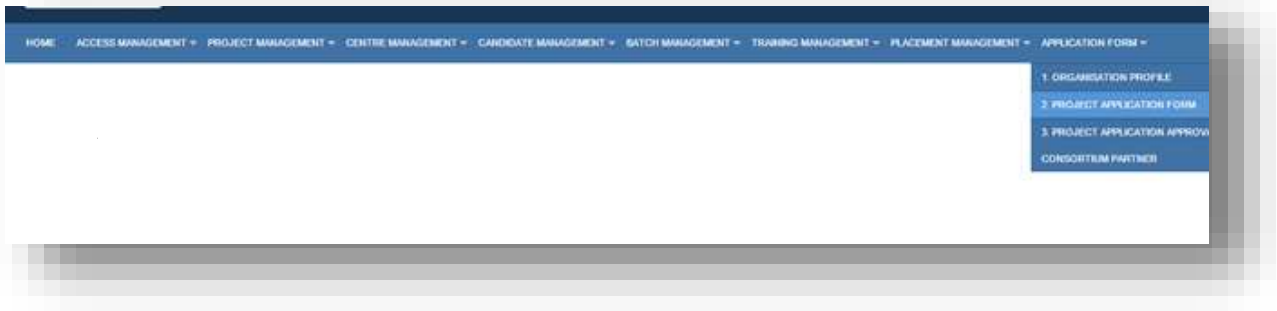
When 6.2 Consent for Consortium is checked:

This indicates that the Organization is interested in becoming consortium partner with any other Organization (s). In which case, the PRN of the organization(s) with whom the applicant Organization is interested in becoming consortium partners, have to be selected in 6.2. For example, if Organization “Y” is interested in becoming Consortium partner to Organization “X” (which will be an applicant Organization), then “Y” has to select the PRN of “X” in its Organization profile and submit. Once the Organization profile is submitted by “Y” with the consent for “X”, then only Organization “X” will be able to choose the consortium partner “Y”, in its Project Application Form

**

Sl. No.	Field Name	Description	Mandatory (Yes/No/NA)
6.1	**Has user’s organization agreed to become a consortium partner with other organizations?** *If yes, please provide below details*		No
6.2	Select Consortium Organization PRN		Yes

MODULE 2- PROJECT APPLICATION FORM



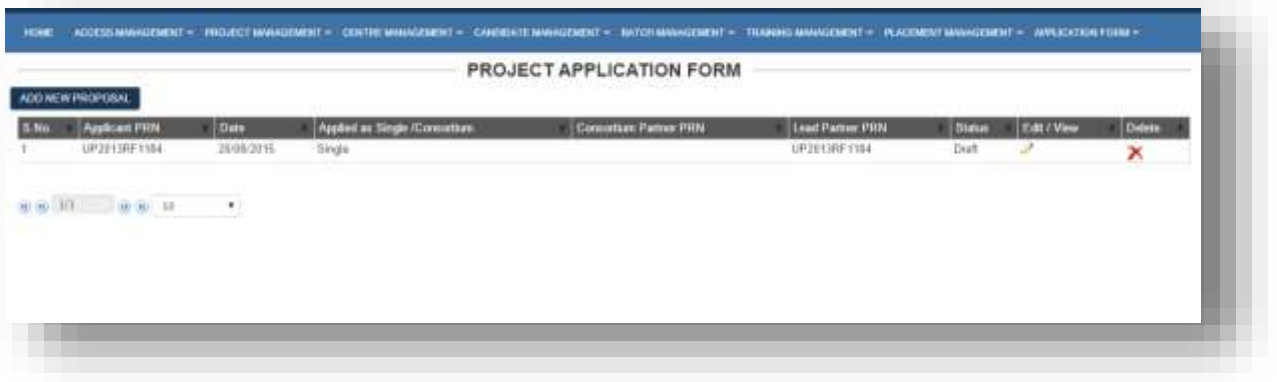
Description:

This screen is used to select the "Application form" module. After successfully updating the Organization profile, select the Project Application Form module provided under Application Form tab.

**

PROJECT APPLICATION FORM DASH BOARD

When user clicks on "Project Application Form" under "Proposal Management" tab, user will be directed to Project Application Form dashboard. Below screen will be displayed.



Description:

- The screen gives an overview status of the Project Application Forms.
- User can click on Add New Proposal to file fresh Project Application Form.
- User can edit/ view the details of draft Project Application Form by clicking on button.
- User can view the details of submitted Project Application Form by clicking on button.
- User can delete details of draft Project Application Form by clicking on button.

**

PROJECT APPLICATION FORM

When user clicks on “Add new project application form” under Project Application form dashboard below screen will be displayed.

Description:

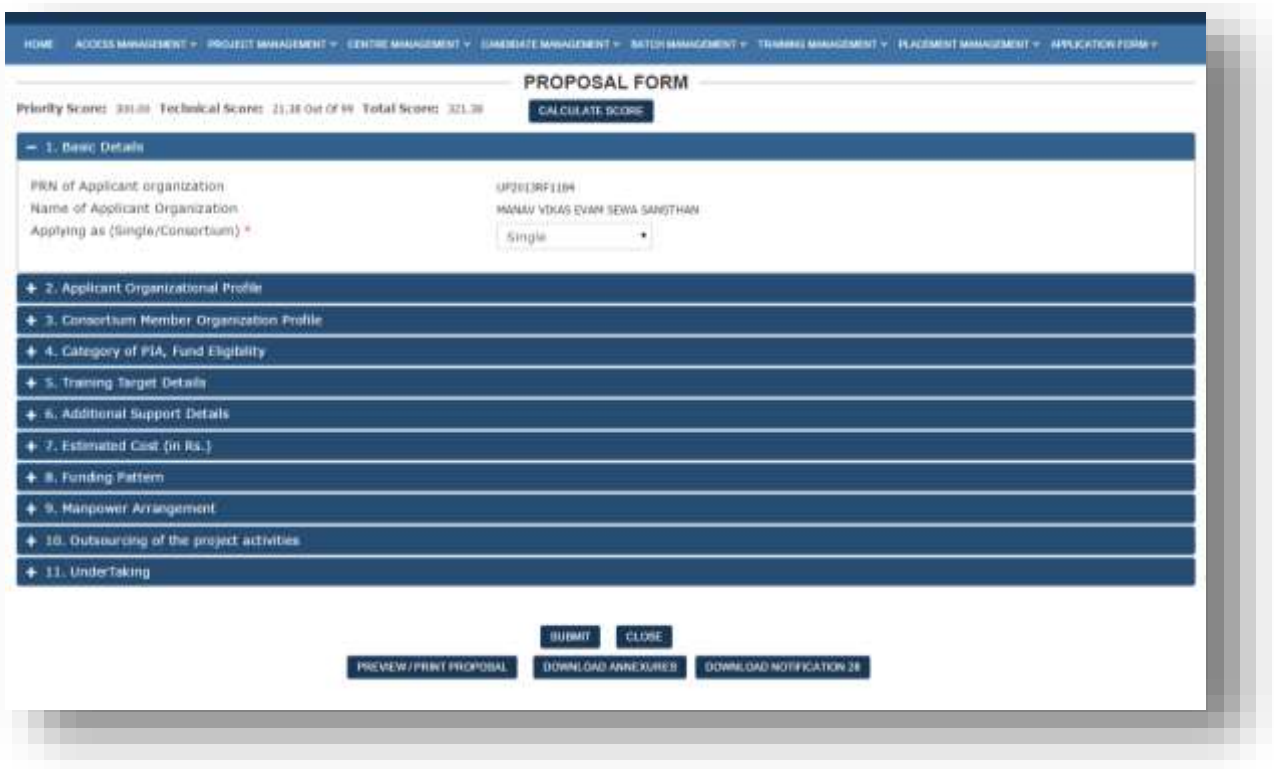
- The screen is used to fill/ edit project application form.
- At top the screen displays the Total score which is the total of Priority score and Technical score. The score is auto-calculated and the data for calculation is being fetched from the Organization profile (s) and the Project application form details saved till the time of clicking on the “Calculate Score” button.
- User can also click on “Calculate Score” to view the details of score obtained.
- User can also click on “Preview/Print Proposal” to view the details of filled application form.

**

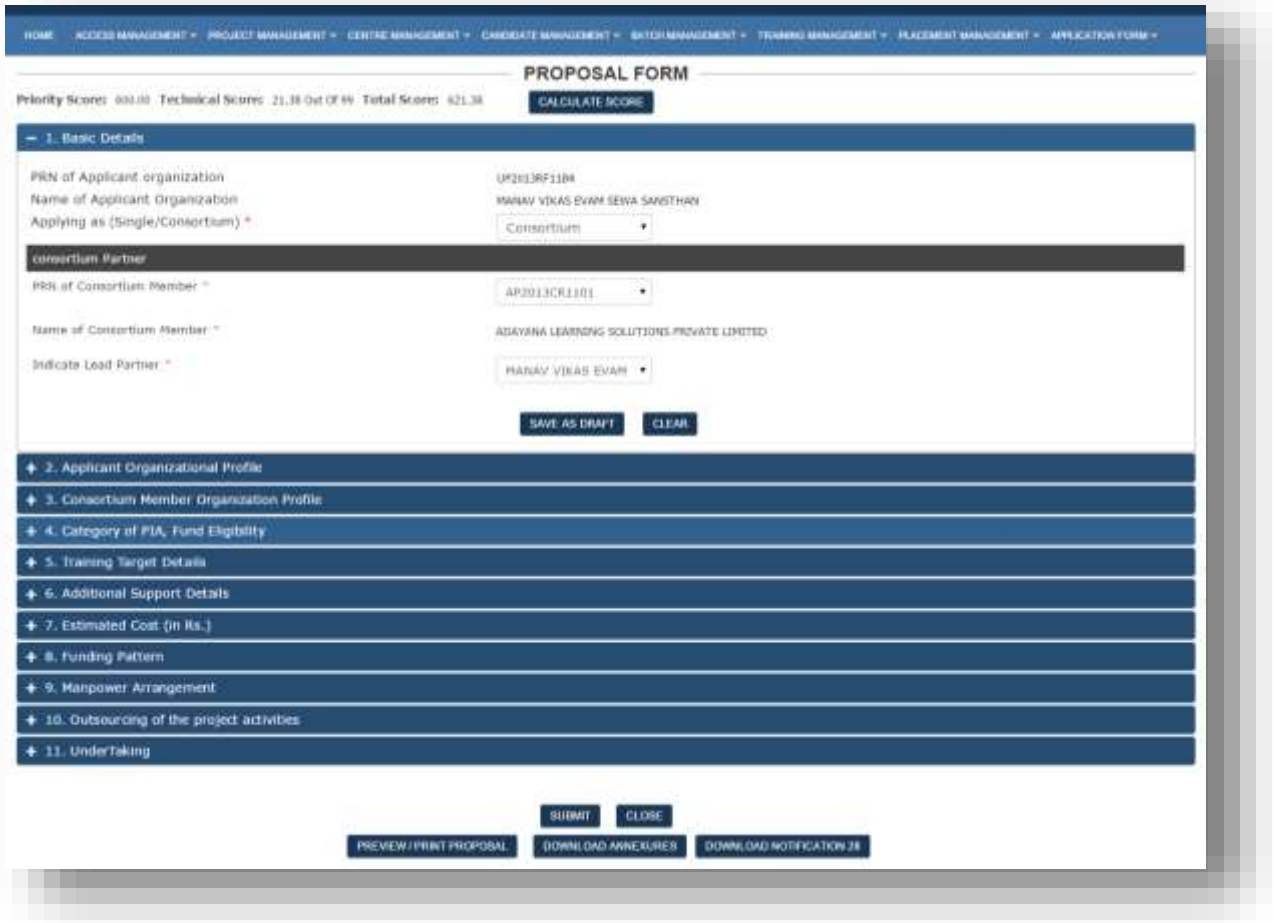
1. BASIC DETAILS

When user clicks on “Basic Details” under “Project Application form” below screen will be displayed.

Case 1: If user selects “Applying as” Single, user can move to next section.



Case 2: If user selects “Applying as” Consortium, user needs to select the PRN of the consortium partner. The below screen will be displayed once user select as “Consortium”



Description:

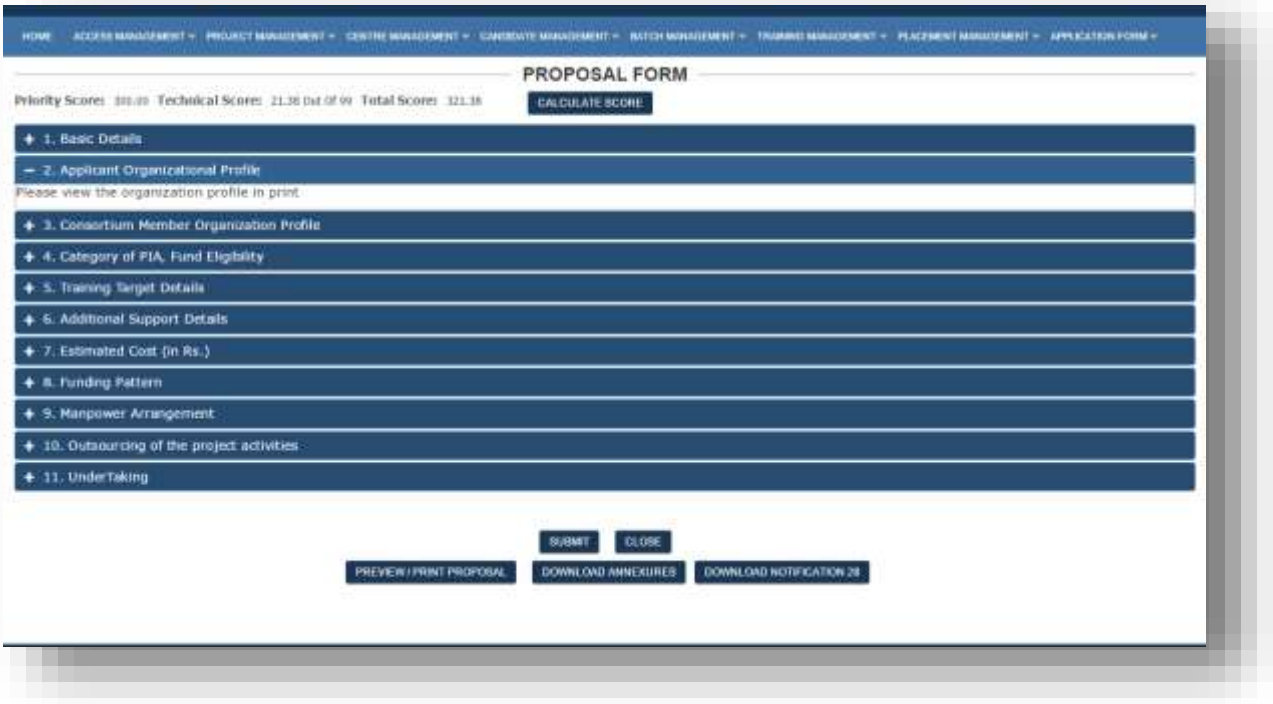
- The screens are used to capture the information whether applicant organization is applying the project individually or as a consortium.
- **Further these screens also capture the consortium related information such as "Lead Partner" details**
- It is to be noted that the Organization Profile Details of the consortium partner should be updated, otherwise user will not be able to select such organization as consortium partner, It such cases user have to coordinate with Consortium partner and advise it to update the Organization Profile.
- On submission of Project Application Form as Consortium, it will be routed to Consortium partner for its consent.
- Once the consortium partner gives its consent for the project application form, it will be considered as "Submit".

**

Sl. No.	Field Name	Description	Mandatory (Yes/No/NA)
1.	Applying as (Single/Consortium) *If Consortium, please give below details*	Single/Consortium	Yes
2.	PRN of Consortium Member		Yes
3.	Name of Consortium Member		NA
4.	Indicate Lead Partner		Yes

2. APPLICANT ORGANIZATION PROFILE

User can view the Applicant Organization profile in the PDF or by going back to Organization profile module.



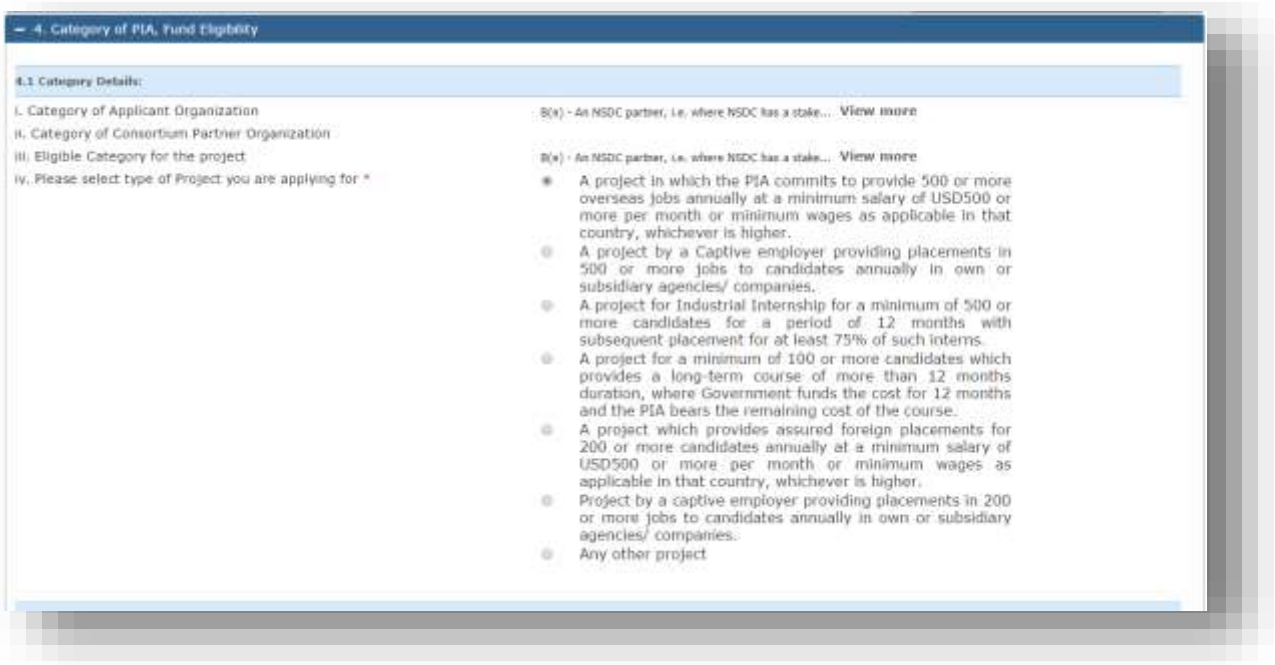
3. CONSORTIUM MEMBER ORGANIZATION PROFILE

User can view the Consortium Member Organization profile in the PDF

4. CATEGORY AND FUND ELIGIBILITY OF APPLICANT PIA/ CONSORTIUM

When user click on “Category and Fund Eligibility of Applicant PIA/ Consortium” under “Project Application form” below screens will be displayed.

4.1 Category Details



4.2 Fund Eligibility Details

Description:

- The screens are used to display the Eligible Category, Fund Eligibility Details of the Applicant PIA/ Consortium based on the details filled in organization Profile.
- User can select the project type from the available list of type of projects. User will not be able to edit the project type once the section is saved as draft. If user wants to change the project type, user can close the form and start a fresh project application form.

- **It is to be noted that the Financial Details of the lead partner will be considered to calculate the Fund Eligibility conditions.**

**

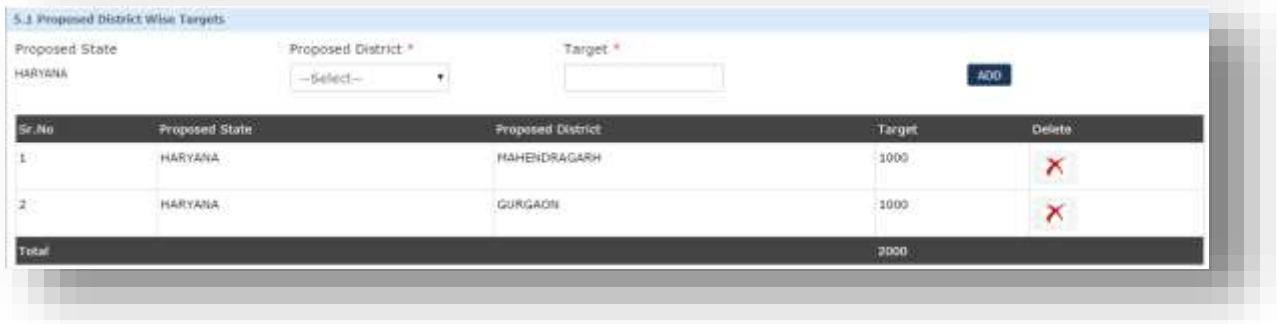
Sl. No.	Field Name	Description	Mandatory (Yes/No/NA)
4.1	**Category Details**		NA
1.	Category of Applicant Organization	*This will be auto- calculated by the system*	NA
2.	Category of Consortium Partner Organization	*This will be auto- calculated by the system*	NA
3.	Eligible Category	*This will be auto- calculated by the system*	NA
4.	Type of Project applying for*	1. *a project in which the PIA commits to provide 500 or more overseas jobs annually at a minimum salary of USD500 or more per month or minimum wages as applicable in that country, whichever is higher* 2. *a project by a Captive employer providing placements in 500 or more jobs to candidates annually in own or subsidiary agencies/ companies* 3. *a project for Industrial Internship for a minimum of 500 or more candidates for a period of 12 months with subsequent placement for at least 75% of such interns* 4. *a project for a minimum of 100 or more candidates which provides a long-term course of more than 12 months duration, where Government funds the cost for 12 months and the PIA bears the remaining cost of the course* 5. *a project which provides assured foreign placements for 200 or more candidates annually at a minimum salary of USD500 or more per month or*	Yes

		minimum wages as applicable in that country, whichever is higher. *6. a project by a captive employer providing placements in 200 or more jobs to candidates annually in own or subsidiary agencies/ companies.* *7. Any other project*	
4.2	**Fund Eligibility Details**		NA
4.2.1	Total Average Annual Turnover for the lead partner as per last submitted Organization Profile (in Rs.)	*This will be auto- calculated by the system*	NA
4.2.2	Total cost that can be approved for the lead partner as per its Average Annual Turnover (in Rs.)	*This will be auto- calculated by the system*	NA
4.2.3	Total cost of Projects already approved by MoRD or SRLM for the lead partner (in Rs.)	*This will be auto- calculated by the system*	NA
4.2.4	Balance costs that can be approved for the lead partner (in Rs.)	*This will be auto- calculated by the system*	NA
4.2.5	Eligible Project cost as per Category of PIA/ Consortium (in Rs.)	*This will be auto- calculated by the system*	NA
4.2.6	Maximum Project cost based on average annual turnover of the lead partner and category of PIA/ Consortium (in Rs.)	*This will be auto- calculated by the system*	NA

5. TRAINING TARGET DETAILS

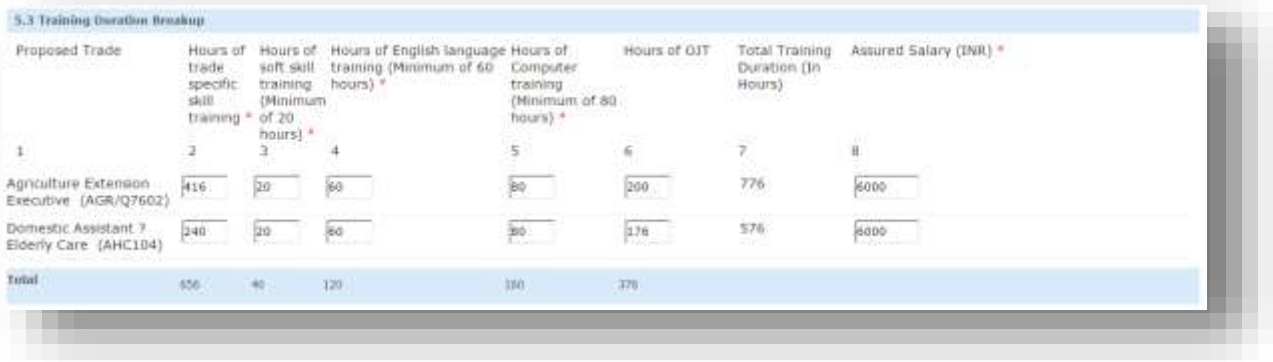
When user clicks on “Training Target Details” under “Project Application form” below screens will be displayed.

5.1 Proposed District wise Target



5.2 Proposed Trade wise Target

5.3 Training Duration Breakup



5.3 Training Duration Breakup

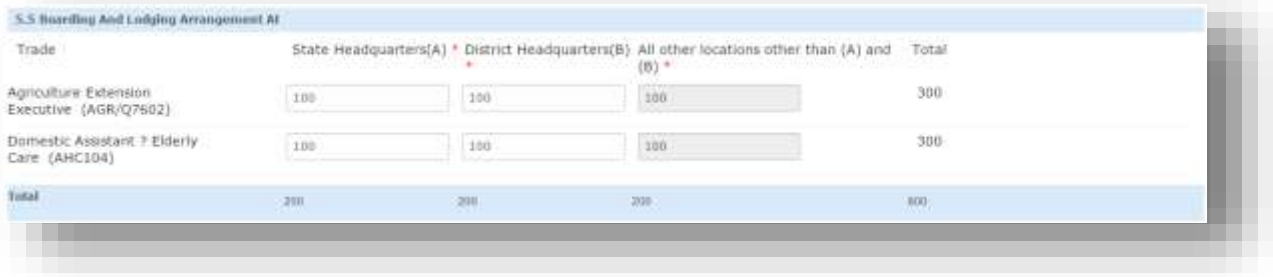
Proposed Trade	Hours of trade specific skill training *	Hours of soft skill training (Minimum of 20 hours) *	Hours of English language training (Minimum of 60 hours) *	Hours of Computer training (Minimum of 80 hours) *	Hours of OJT	Total Training Duration (In Hours)	Assured Salary (INR) *
1	2	3	4	5	6	7	8
Agriculture Extension Executive (AGR/Q7602)	416	20	60	80	200	776	6000
Domestic Assistant ? Elderly Care (AHC104)	240	20	60	80	176	576	6000
Total	656	40	120	160	376		

5.4 Training target Distribution

5.4 Training Target Distribution

Trade	Total Training Hours	Non-Residential Courses: Full Time number of candidate*	Non-Residential Courses: Part Time number of candidate*	Non-Residential Courses: Weekends Time number of candidate*	Non-Residential Courses TOTAL	Residential Courses: Full Time*	Total
Agriculture Extension Executive (AGR/Q7602)	776	300	300	100	700	300	1000
Domestic Assistant ? Elderly Care (AHC104)	576	300	300	100	700	300	1000
Total		600	600	200	1400	600	2000

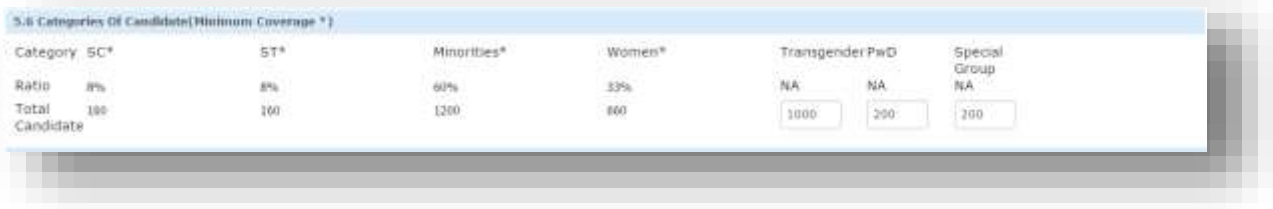
5.5 Boarding and Lodging Arrangement



5.5 Boarding And Lodging Arrangement At

Trade	State Headquarters(A) *	District Headquarters(B) *	All other locations other than (A) and (B) *	Total
Agriculture Extension Executive (AGR/Q7602)	100	100	100	300
Domestic Assistant ? Elderly Care (AHC104)	100	100	100	300
Total	200	200	200	600

5.6 Category of Candidate

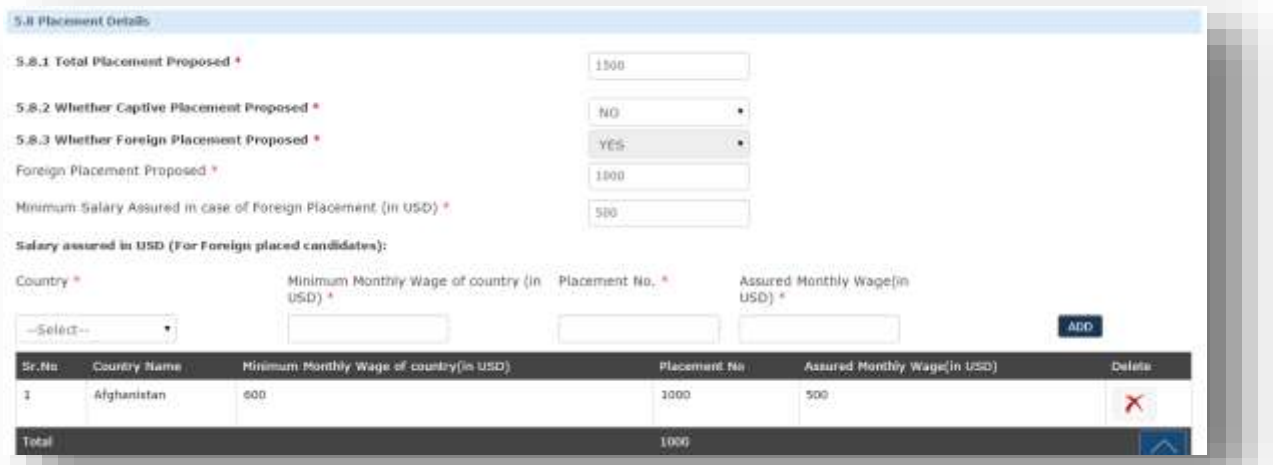


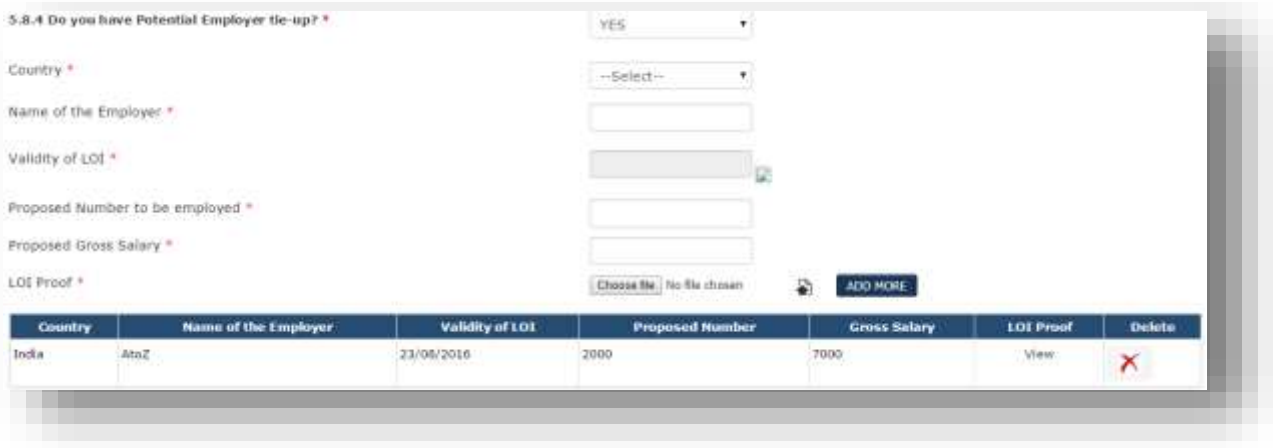
5.6 Categories Of Candidate(Minimum Coverage *)

Category	SC*	ST*	Minorities*	Women*	Transgender	PwD	Special Group
Ratio	8%	8%	60%	33%	NA	NA	NA
Total Candidate	160	160	1200	660	1000	200	200

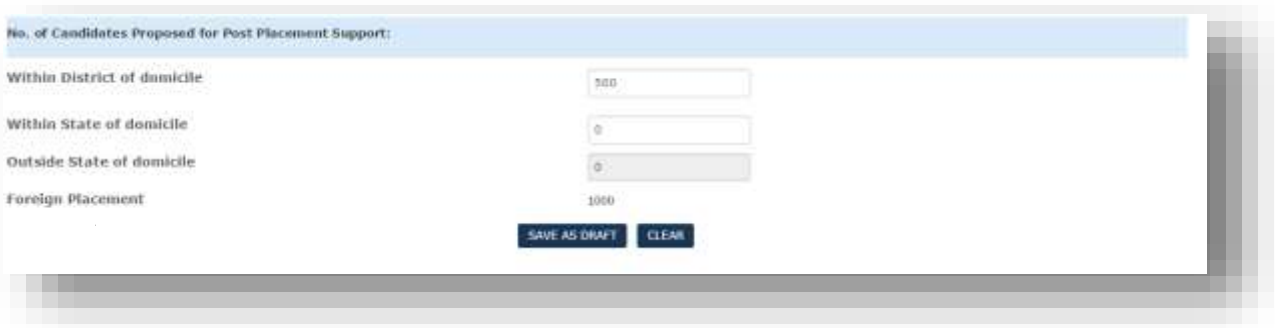
5.7 Other Details

5.8 Placement Details





5.9 Post Placement Support Details



Description:

- The screen is used to capture the training target details like Proposed District wise Target, Proposed District wise Target, Training duration breakup, Proposed Residential & Non-Residential Targets, Category wise Targets, Placement Targets, Post Placement Targets etc.
- By Default "Minimum Salary Assured" will be displayed based on the proposed duration but user can increase the amount.
- By Default Total Placement Proposed will be 75% of the Total Training Target but user can increase the count.

**

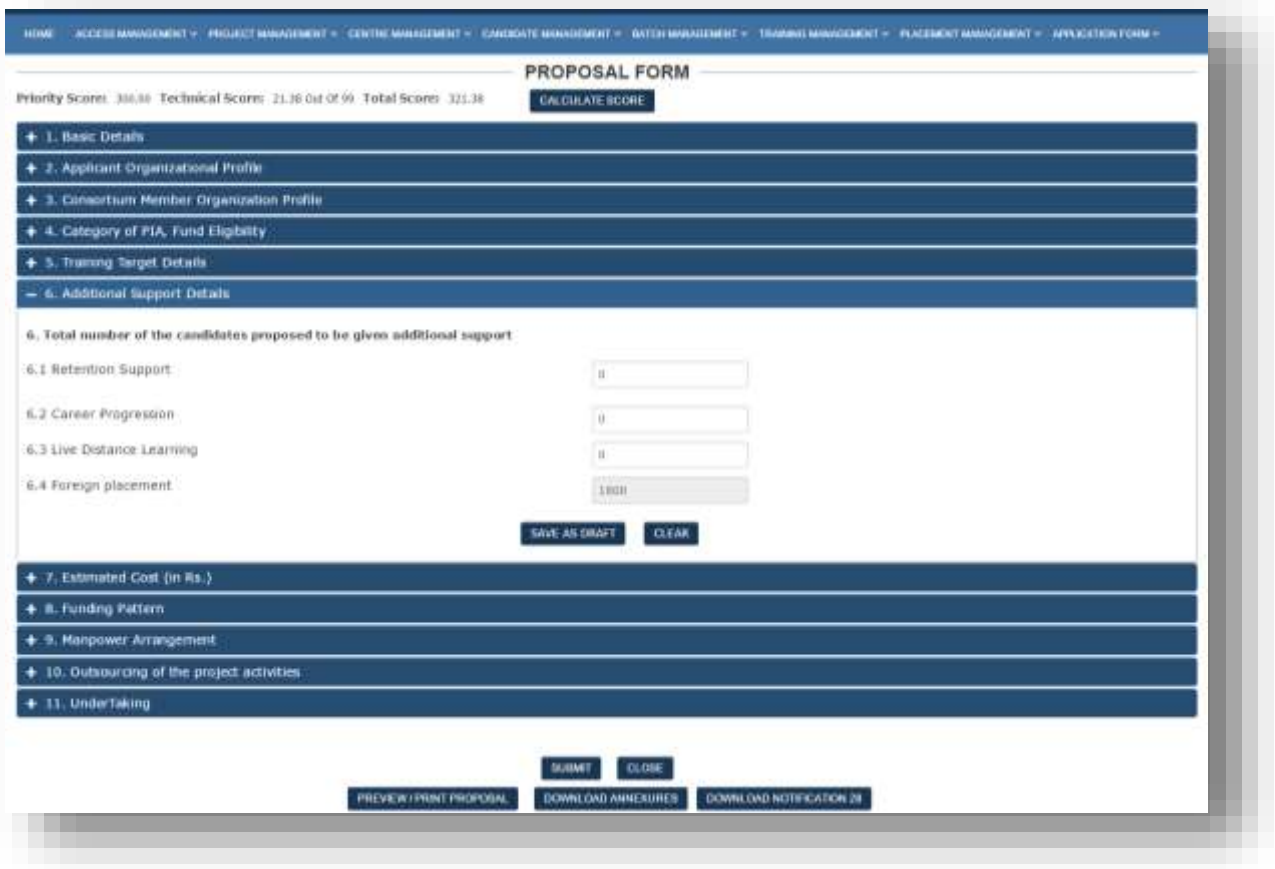
Sl. No.	Field Name	Description	Mandatory (Yes/No/NA)
1.	Sub Scheme		Yes
2.	Proposed State		Yes
3.	Proposed duration of the project (in months)		Yes
4.	Proposed Target (No. of Candidates)		Yes
5.1	**Proposed District Wise Targets**		NA
1.	State		Yes
2.	District		Yes
3.	Target (No. of Candidates)		Yes
5.2	**Proposed Trade wise Targets**		NA
1.	Sector		Yes
2.	Trade		Yes
3.	Trade description		Yes
4.	Certifying Agency		Yes
5.	Target (No. of Candidates)		Yes
6.	Trade wise Duration (in months)	*<Applicable in case of long duration courses>*	Yes
5.3	**Training Duration Break-up**		NA
	Proposed Trade		NA
	Hours of trade specific skill training		Yes
	Hours of soft skill training		Yes

	(Minimum of 20 hours)		
	Hours of English language training (Minimum of 60 hours)		Yes
	Hours of Computer training (Minimum of 80 hours)		Yes
	Hours of OJT		No
	Total training duration (in Hours)		Yes
	Assured salary (in Rs.)		Yes
5.4	**Training Target Distribution**		NA
1.	Trade		NA
2.	Total Training Hours		NA
3.	Non-Residential Facility- Full time		No
4.	Non-Residential Facility- Part time		No
5.	Non-Residential Facility- Weekends		No
6.	Residential Facility- Full time		No
5.5	**Boarding and Lodging Arrangement**		NA
1.	Trade		No
2.	(a) State Headquarters		No
3.	(b) District Headquarters		No
4.	All other locations other than (a) and (b)		No
5.6	**Categories of candidates (Minimum Coverage)**		NA
	Category		NA
	SC**		NA
	ST**		NA
	Minorities**		NA
	Women**		NA
	Transgender		No
	PwD		No
	Special Group		No
5.7	**Other Details**		NA
5.7.1	Will candidates be receiving an international certification approved by MoRD?		Yes
5.7.2	**One time travel cost (maximum limit of Rs. 4,500/-)**		NA
1.	No. of Candidates		No
2.	Indicate rate for One time travel cost (maximum limit of Rs. 4,500/-)		No
3.	One time travel cost (in Rs.)		No
5.8	**Placement Details**		NA
5.8.1	Total Placement Proposed		Yes
5.8.2	**Whether Captive Placement Proposed***	*If Yes, please provide the details*	Yes
1.	a. No. of candidates proposed for		No

	captive placement		
2.	b. Minimum Salary Assured for captive placement (in Rs.)		No
5.8.3	**Whether Overseas Placement Proposed**	*If Yes, please provide the details*	Yes
1.	a. No. of candidates proposed for overseas placement		No
2.	b. Minimum Salary Assured for overseas placement (in USD)		No
5.8.4	**Do user have potential employer tie-up?**	*If Yes, please provide the details*	Yes
1.	a. Country		No
2.	b. Name of the Employer		No
3.	c. Validity of LOI		No
4.	d. Proposed Number to be employed		No
5.	e. Proposed Gross Salary (in Rs.)		No
6.	f. LOI Proof		No
5.9	**Post Placement Support Details**		NA
1.	Within District domicile		No
2.	Within State domicile		No
3.	Outside State domicile		No
4.	Other Country		No

6. ADDITIONAL SUPPORT DETAILS

When user clicks on “Additional Support Details” under “Project Application form” below screen will be displayed.



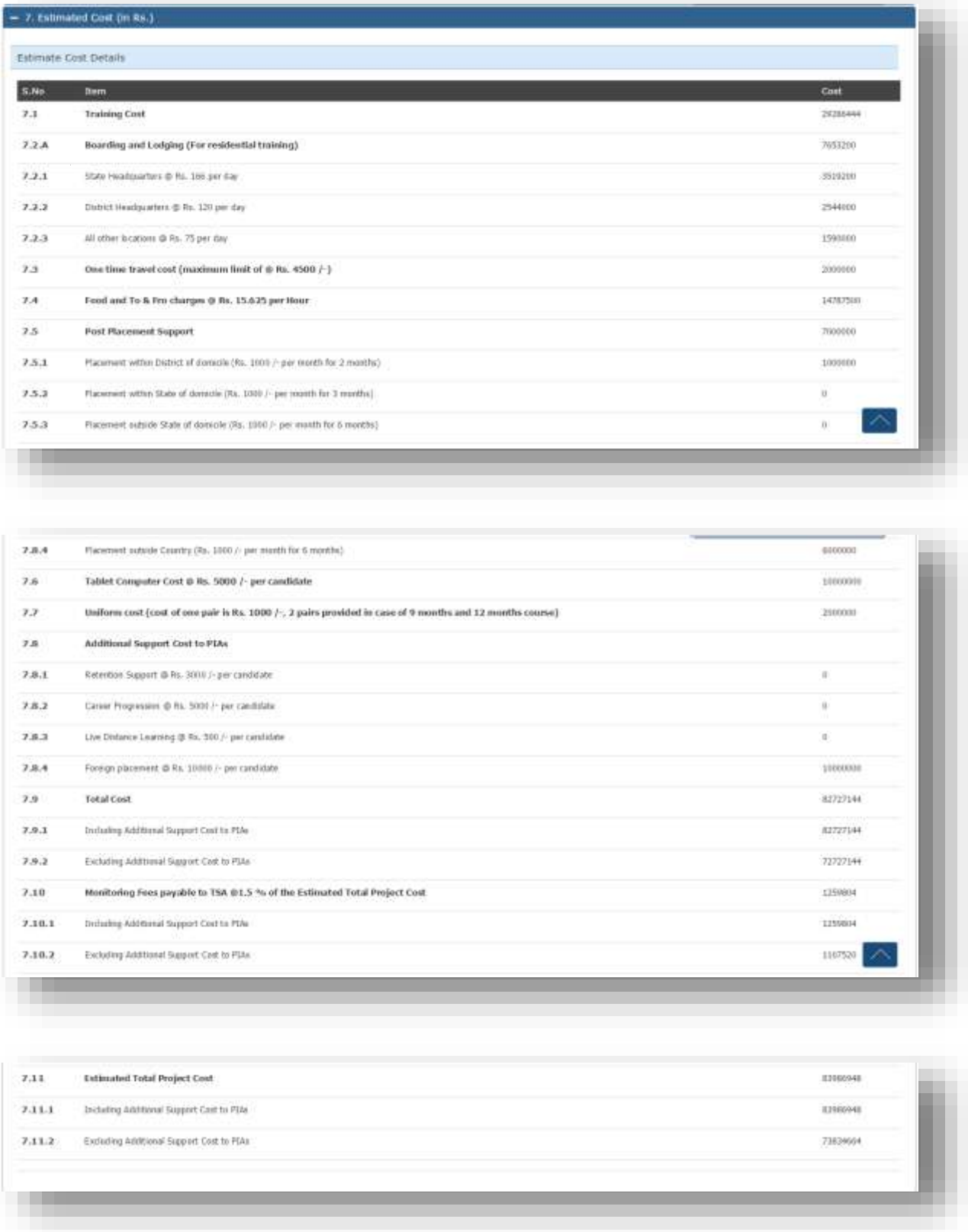
Description

- This screen is used to enter the Number of Candidates claimed for Additional Support i.e. Retention Support, Support for Career Progression, Incentives for Live distance learning and Counselling for trainees placed in Foreign countries.

Sl. No.	Field Name	Description	Mandatory (Yes/No/NA)
6	**Additional Support Details**		NA
6.1	Retention Support		No
6.2	Career Progression		No
6.3	Live Distance Learning		No
6.4	Foreign placement		No

7. ESTIMATED COST OF THE PROJECT (IN RS.)

When user clicks on “Estimated Cost of the Project” under “Project Application form” below screen will be displayed.



7. Estimated Cost (in Rs.)

Estimate Cost Details

S.No	Item	Cost
7.1	**Training Cost**	29286444
7.2.A	**Boarding and Lodging (For residential training)**	7653200
7.2.1	State Headquarters @ Rs. 166 per day	3519200
7.2.2	District Headquarters @ Rs. 120 per day	2544000
7.2.3	All other locations @ Rs. 75 per day	1590000
7.3	**One time travel cost (maximum limit of @ Rs. 4500 /-)**	2000000
7.4	**Food and To & Fro charges @ Rs. 15.625 per Hour**	14787500
7.5	**Post Placement Support**	7000000
7.5.1	Placement within District of domicile (Rs. 1000 /- per month for 2 months)	1000000
7.5.2	Placement within State of domicile (Rs. 1000 /- per month for 3 months)	0
7.5.3	Placement outside State of domicile (Rs. 1000 /- per month for 6 months)	0
7.5.4	Placement outside Country (Rs. 1000 /- per month for 6 months)	6000000
7.6	**Tablet Computer Cost @ Rs. 5000 /- per candidate**	10000000
7.7	**Uniform cost (cost of one pair is Rs. 1000 /-, 2 pairs provided in case of 9 months and 12 months course)**	2000000
7.8	**Additional Support Cost to PIAs**	
7.8.1	Retention Support @ Rs. 3000 /- per candidate	0
7.8.2	Career Progression @ Rs. 5000 /- per candidate	0
7.8.3	Live Distance Learning @ Rs. 500 /- per candidate	0
7.8.4	Foreign placement @ Rs. 10000 /- per candidate	10000000
7.9	**Total Cost**	82727144
7.9.1	Including Additional Support Cost to PIAs	82727144
7.9.2	Excluding Additional Support Cost to PIAs	72727144
7.10	**Monitoring Fees payable to TSA @1.5 % of the Estimated Total Project Cost**	1259804
7.10.1	Including Additional Support Cost to PIAs	1259804
7.10.2	Excluding Additional Support Cost to PIAs	1107520
7.11	**Estimated Total Project Cost**	83986948
7.11.1	Including Additional Support Cost to PIAs	83986948
7.11.2	Excluding Additional Support Cost to PIAs	73834604

Description

- This screen is used to display the component wise details of Estimated Cost. All the values shown are non-editable.

- It is to be noted that “Estimated Total Project Cost” cannot exceed “Maximum Eligible Project cost based on 4 times of average annual turnover of the lead partner for last 3 years and category of PIA/ Consortium.
- The category of PIAs and corresponding project sizes for which user will be eligible is as follows:

Sl. No.	Category of PIA	Project size
1	Category A	Up to Rs. 50 crore per project (total approved cost including State share).
2	Category B	Up to Rs. 15 crore per project (total approved cost including State share).
3	Category C	Up to Rs. 5 crore per project (total approved cost including State share).

8. FUNDING PATTERN

When user clicks on “Funding Pattern” under “Project Application form” below screen will be displayed.

Funding Pattern

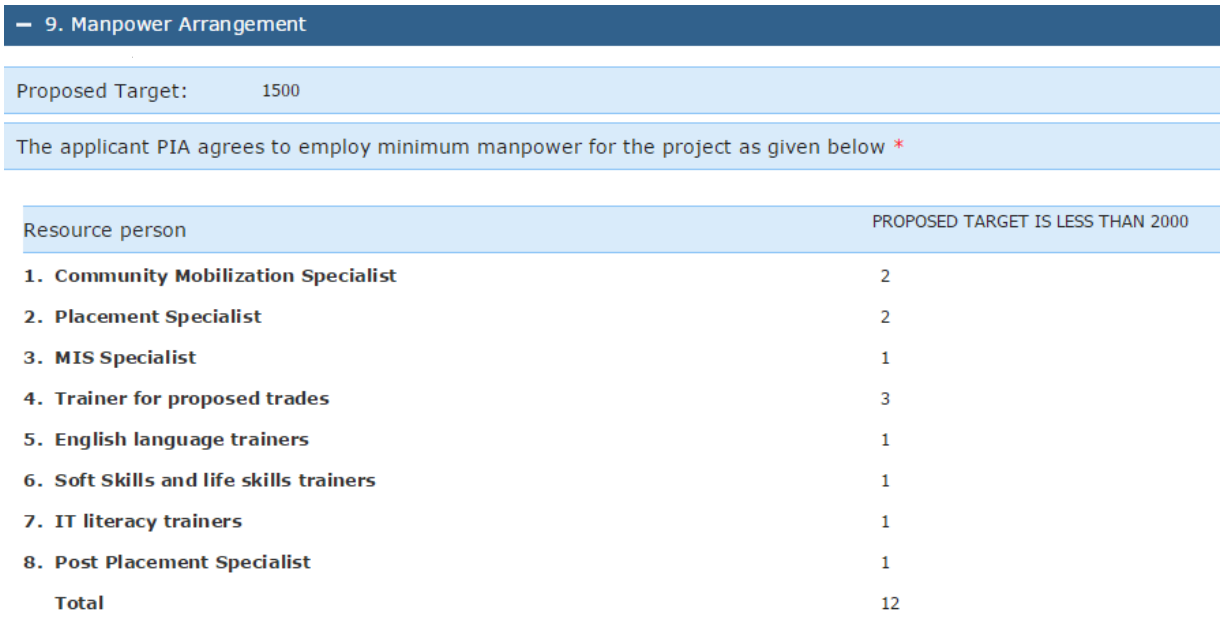
Funding by	Share of funding (%)	Estimated Total Project Cost (in Rs.)	Monitoring Fees (in Rs.)
Central Government (in case of North-east and Special Category States-90%, in case of Himayat- 100% and in case of all other States 75%)	75	39220500.00	0.00
State Government	25	13073500.00	0.00
Total		52294000.00	0.00

Description

- This screen is used to display the share of Central and State governments for “Estimated Project Cost” as well as for “Monitoring Fees”.

9. MANPOWER ARRANGEMENT

When user clicks on “Manpower Arrangement” under “Project Application form” below screen will be displayed.



Description:

- This screen is used to display the count of minimum manpower required for the proposed training target.
- Once the form is submitted it will be considered as commitment to employ the mentioned count.

The applicant PIA has to agree to employ minimum manpower for the project as given below:

Resource person	Proposed target is less than 2000	Proposed target is between 2000- 4000	Proposed target is between 4001-6000	Proposed target is between 6001-8000	Proposed target is more than 8001
Community Mobilization Specialist	2	2	4	6	8
Placement Specialist	2	2	4	6	8
MIS Specialist	1	2	4	6	6
Trainer for proposed trades	3	5	10	12	16
English language	1	2	4	5	6

trainers					
Soft Skills and life skills trainers	1	4	6	8	10
IT literacy trainers	1	4	6	8	10
Post Placement Specialist	1	2	4	6	8
Total	**12**	**23**	**42**	**57**	**72**

10. OUTSOURCING OF PROJECT ACTIVITY

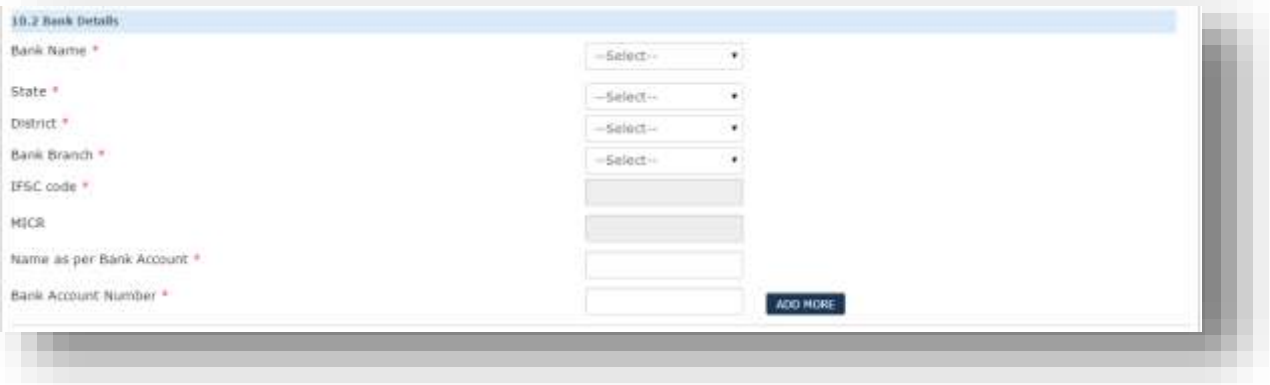
When user clicks on “Outsourcing of Project Activities” under “Project Application form” below screens will be displayed.

10.1 Whether the applicant PIA proposes to undertake all the project activities on its own

If user selects “Yes”, then user can go to next tab

If user selects “No” then user has to fill the required details

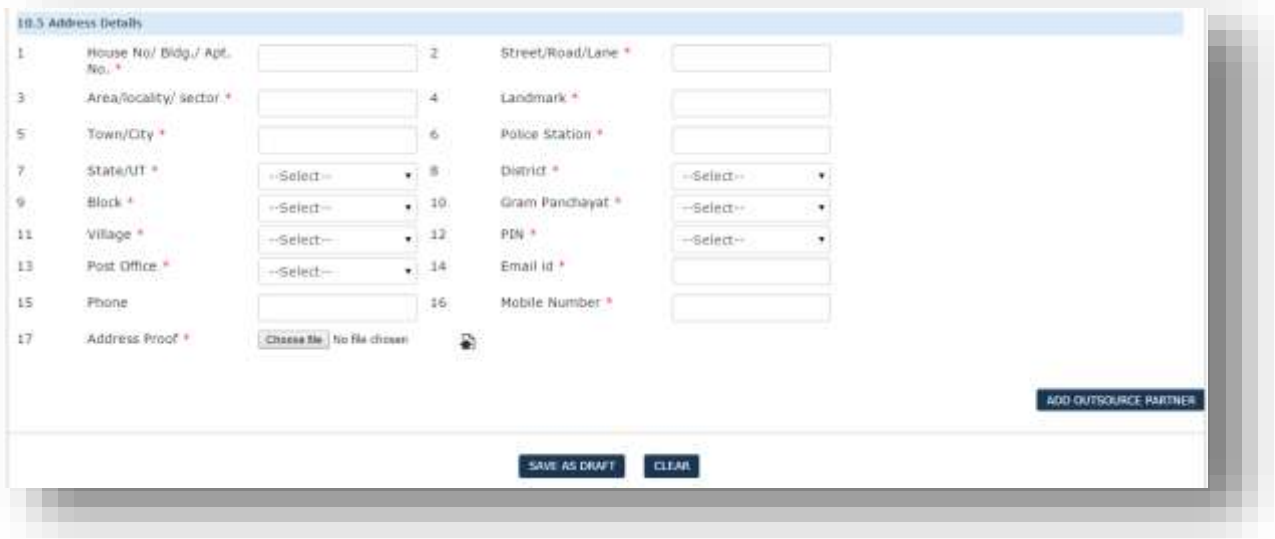
10.2 Bank Details



10.3 Financial Details

10.4 Upload Document

10.5 Address Details



Description

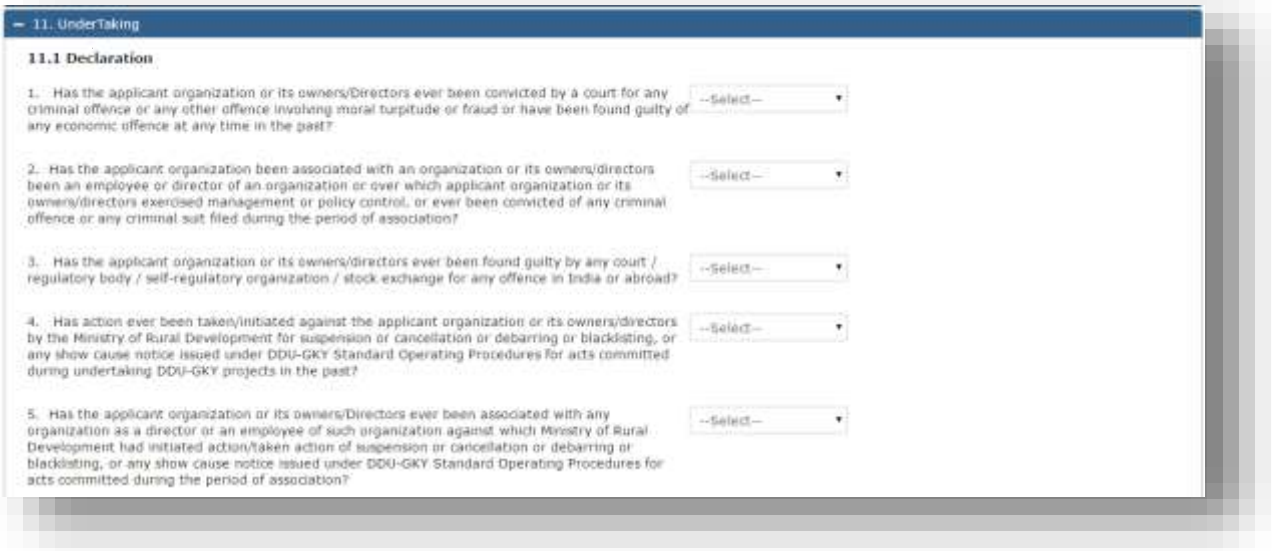
- These screens are used to capture the details of Outsourcing of Project activities, if proposed
- User can select the list of activities to be outsourced along with bank account details, two years financial details, documents upload and Address details are mandatory.

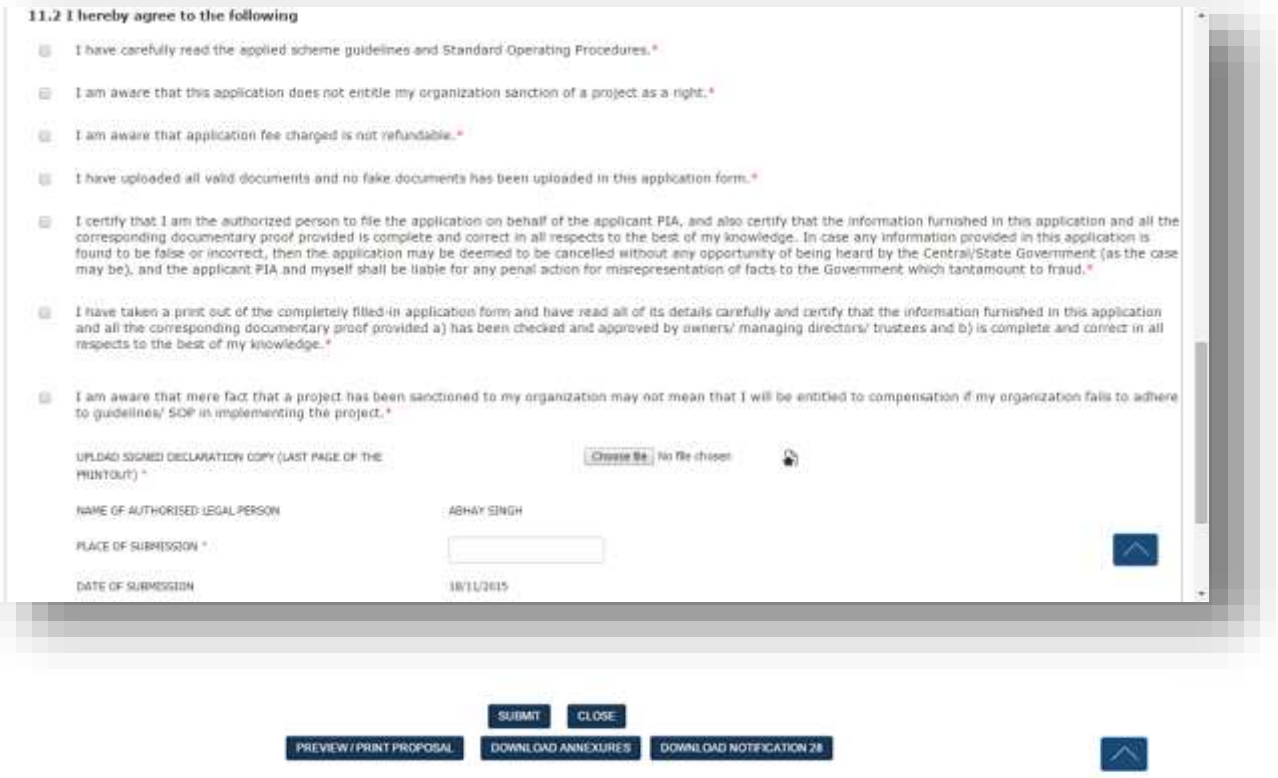
Sl. No.	Field Name	Description	Mandatory (Yes/No/NA)
10.1	**Whether the applicant PIA proposes to undertake all the project activities on its own?** *If No, Please provide the below details*	*<Yes/ No>*	Yes
1.	Activity to be outsourced	Training/ Placement/ Both	Yes
2.	Name of the Outsourcing Partner		Yes
3.	Legal Status		Yes
10.2	**Bank Details**		NA
1.	Bank Name		Yes
2.	State		Yes
3.	District		Yes

4.	Bank Branch		Yes
5.	IFSC Code		Yes
6.	MICR		Yes
7.	Name as per Bank Account		Yes
8.	Bank Account Number		Yes
10.3	**Financial Details**		
1.	Financial Year	Details for two financial years are mandatory	NA
2.	Turnover (in Rs.)		Yes
3.	Net Worth (in Rs.)		Yes
4.	CA Certificate of Statutory Auditor/Annual Auditor		Yes
10.4	**Upload Documents**		NA
1.	MoU as an Outsourcing Partner		Yes
2.	Registration Certificate as Legal entity		Yes
3.	Bank statement for last month		Yes
4.	Check leaf of given bank Details		Yes
5.	Balance sheet		Yes
6.	Employee list for this Project		Yes
10.5	**Address Details**		NA
1.	House No/ Bldg./ Apt. No.		Yes
2.	Street/Road/Lane		Yes
3.	Area/locality/ sector		Yes
4.	Landmark		No
5.	State/UT		Yes
6.	District		Yes
7.	Gram Panchayat		Yes
8.	Town/City		Yes
9.	Ward		Yes
10.	Police Station		Yes
11.	Village		Yes
12.	Post Office		Yes
13.	PIN		Yes
14.	Email id		Yes
15.	Phone		Yes
16.	Mobile Number		Yes
17.	Address Proof		Yes
	Add Outsourcing Partner		Yes

11. UNDERTAKING

When user clicks on “Undertaking” under “Project Application form” below screen will be displayed.





Description:

- The screen is used to capture declarations and undertakings from the authorized person.
- User can click on “Print/ Preview Proposal” to review the filled in details before submission of the form.

- User can click on “Download Annexures” to review all the annexures attached.
- User can click on “Download Notification 28” in order to refer the logic used to calculate the Priority score as well as Technical score.

Sl. No.	Field Name	Description	Mandatory (Yes/No/NA)
11.1	**Declaration**		NA
1.	Has the applicant organization or its owners/directors ever been convicted by a court for any criminal offence or any other offence involving moral turpitude or fraud or have been found guilty of any economic offence at any time in the past?	*<If Yes, please provide details>*	Yes
2.	Has the applicant organization been associated with an organization or its owners/directors been an employee or director of an organization or over which applicant organization or its owners/directors exercised management or policy control, or ever been convicted of any criminal offence or any criminal suit filed during the period of association?	*<If Yes, please provide details>*	Yes
3.	Has the applicant organization or its owners/directors ever been found guilty by any court/regulatory body/self-regulatory organization/stock exchange for any offence in India or abroad?	*<If Yes, please provide details>*	Yes
4.	Has action ever been taken/ initiated against the applicant organization or its owners/directors by the Ministry of Rural Development for suspension or cancellation or debarring or blacklisting, or any show because notice issued under DDU-GKY Standard Operating Procedures for acts committed during undertaking DDU-GKY projects in the past?	*<If Yes, please provide details>*	Yes
5.	Has the applicant organization or its owners/directors ever been associated with any organization as a director or an employee of such organization against which Ministry of Rural Development had initiated action/taken action of suspension or cancellation or debarring or blacklisting, or any show cause notice issued under DDU-GKY Standard Operating Procedures for acts committed during the period of	*<If Yes, please provide details>*	Yes

	association?		
11.2	**I hereby agree to the following**		NA
1.	I have carefully read the applied scheme guidelines and Standard Operating Procedures.		Yes
2.	I am aware that this application does not entitle my organization sanction of a project as a right.		Yes
3.	I am aware that application fee charged is not refundable.		Yes
4.	I have uploaded all valid documents and no fake documents have been uploaded in this application form.		Yes
5.	I certify that I am the authorized person to file the application on behalf of the applicant PIA, and also certify that the information furnished in this application and all the corresponding documentary proof provided is complete and correct in all respects to the best of my knowledge. In case any information provided in this application is found to be false or incorrect, then the application may be deemed to be cancelled without any opportunity of being heard by the Central/State Government (as the case may be), and the applicant PIA and myself shall be liable for any penal action for misrepresentation of facts to the Government which tantamount to fraud.		Yes
6.	I have taken a print out of the completely filled-in application form and have read all of its details carefully and certify that the information furnished in this application and all the corresponding documentary proof provided a) has been checked and approved by owners/ managing directors/ trustees, and b) is complete and correct in all respects to the best of my knowledge		Yes
7.	I am aware that mere fact that a project has been sanctioned to my organization may not mean that I will be entitled to compensation if my organization fails to adhere to guidelines/ SOP in implementing the project.		Yes
8.	In case of consortium, I agree that this application form would only be valid after my consortium partner approves it. Once approved by consortium partner, application form details would be finally submitted to MoRD for further processing.	*<For consortium only>*	Yes
9.	Upload signed declaration copy (last page of		Yes

	the printout)		
10.	Name of Authorised Legal Person		NA
11.	Place of submission		Yes
12.	Date of submission		NA

12. PROPOSAL PAYMENT

With effect from the date of notification, a non-refundable application processing fee shall be charged as given below:

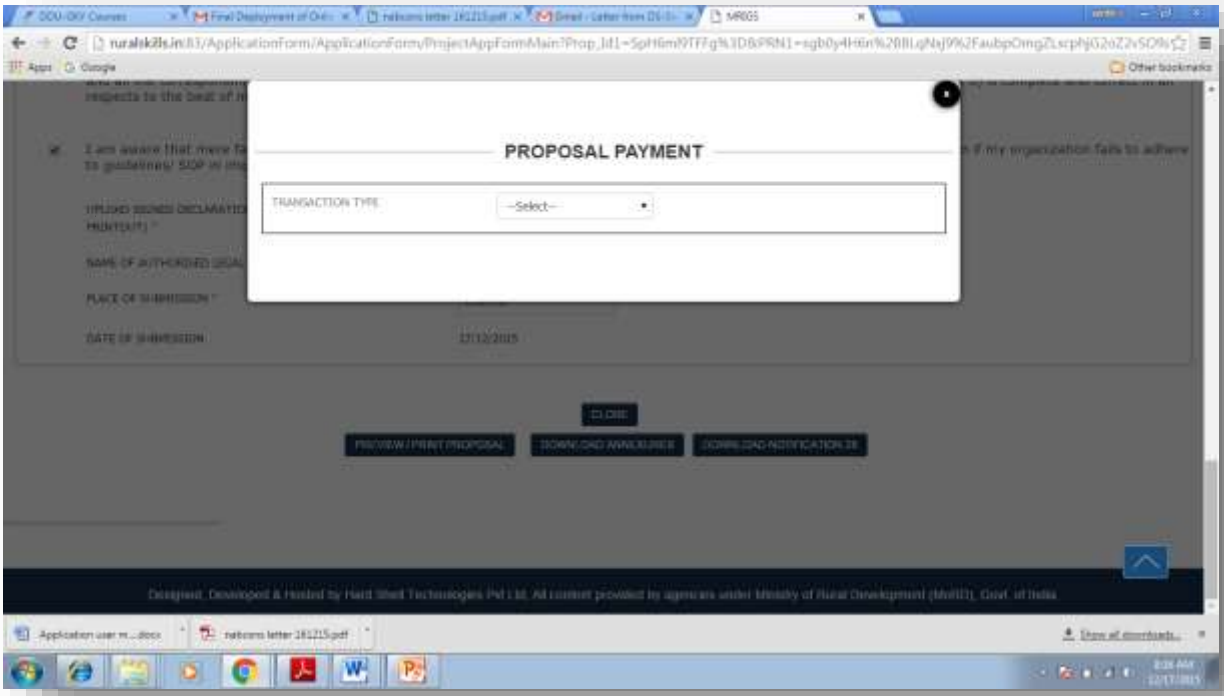
Application type	**Application processing fee**
a) All applications for DDU-GKY projects in YP states	Rs.25,000 /- (Rupees Twenty Five Thousand only)
b) All applications for Roshni projects	Rs.25,000 /- (Rupees Twenty Five Thousand only)
c) All applications for DDU-GKY projects in AP states	Rs.25,000, or a fee as notified by the concerned AP state.

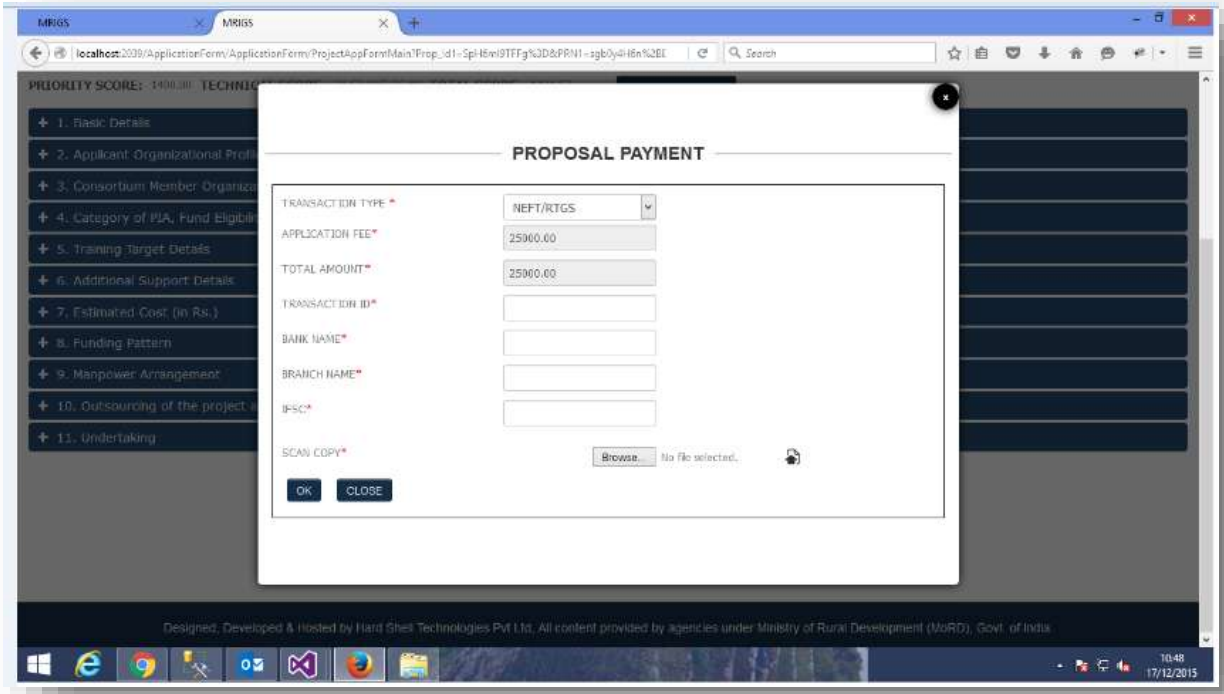
An e-payment procedure for project application fees will be notified separately. Till such time, project application fees shall be paid by all project applicants using RTGS / NEFT into the bank account as given below:

Account holders name	**NABARD Consultancy Services Pvt. Ltd.**
Current account no.	**055505003119**
Bank name	**ICICI Bank Ltd.**
IFSC code	**ICIC0000555**
Branch address	**BKC Branch, ICICI Bank Towers, South Tower, East wing, Ground Floor, BKC, Mumbai 400 051.**
Branch code	**000555**
MICR	**400229029**

Note:

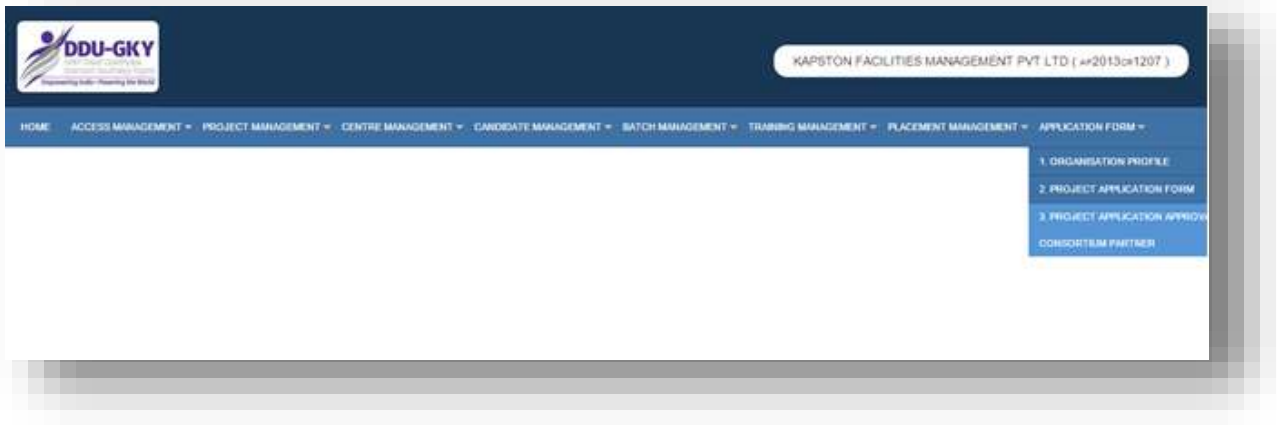
Application fee is non-refundable in any or all circumstances. It is also stated that submission of project application fee does not guarantee sanction of a project. The sanction of project is subject to fulfilment of DDU-GKY Guidelines, appraisal processes, and notifications issued by the Ministry from time to time.


PROPOSAL PAYMENT
TRANSACTION TYPE
--Select--


PROPOSAL PAYMENT
TRANSACTION TYPE *
NEFT/RTGS
APPLICATION FEE*
25000.00
TOTAL AMOUNT*
25000.00
TRANSACTION ID*
BANK NAME*
BRANCH NAME*
IFSC*
SCAN COPY*
Browse...
No file selected.
OK
CLOSE

Sl. No.	Field Name	Description	Mandatory (Yes/No/NA)
12	**Proposal Payment**		Yes
1	Transaction type	Type of transaction NEFT or Online banking (which will be incorporated shortly)	NA
2	Application fee	*Application fee for the proposals for YP state or AP state*	NA
3	Transaction amount	Total amount paid (which will be prepopulated)	NA
4	Transaction ID	Transaction number	
5	Bank Name	Name of the bank from which the NEFT transaction has been made	Yes
6	Bank Branch	*Name of the bank branch* which the NEFT transaction has been made	Yes
7	IFSC code	IFSC code of the bank branch from which the NEFT transaction has been made	Yes
8	Scan copy	Scanned Copy or screen-shot of the NEFT transaction made	Yes

MODULE 3- PROJECT APPLICATION APPROVAL BY CONSORTIUM PARTNER

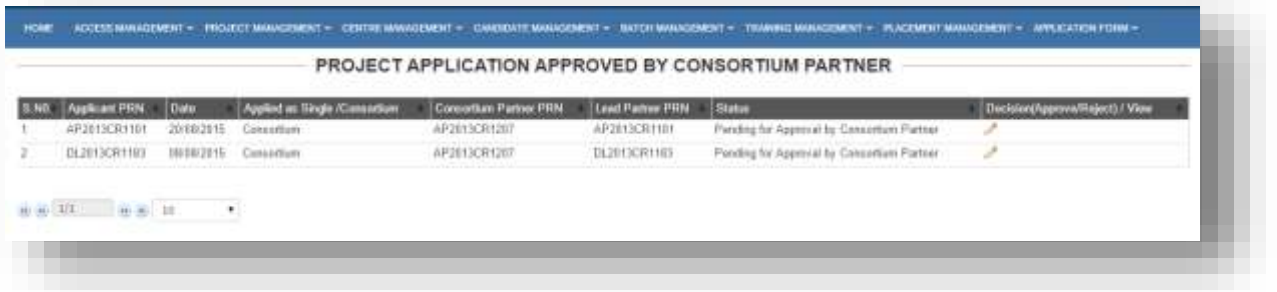


Description:

- The screen is used to select the “Project Application Approval by Consortium Partner” module.
- This step becomes mandatory for if the Project Application Form is submitted as a Consortium
- If user has filled the Project Application Form as a Consortium, it needs to be approved by consortium partner.

PROJECT APPLICATION DASHBOARD FOR CONSORTIUM

When user clicks on “Project Application Approval by Consortium Partner” module under “Application form” user will be directed to “Project Application Form dashboard for Consortium”. Below screen will be displayed.

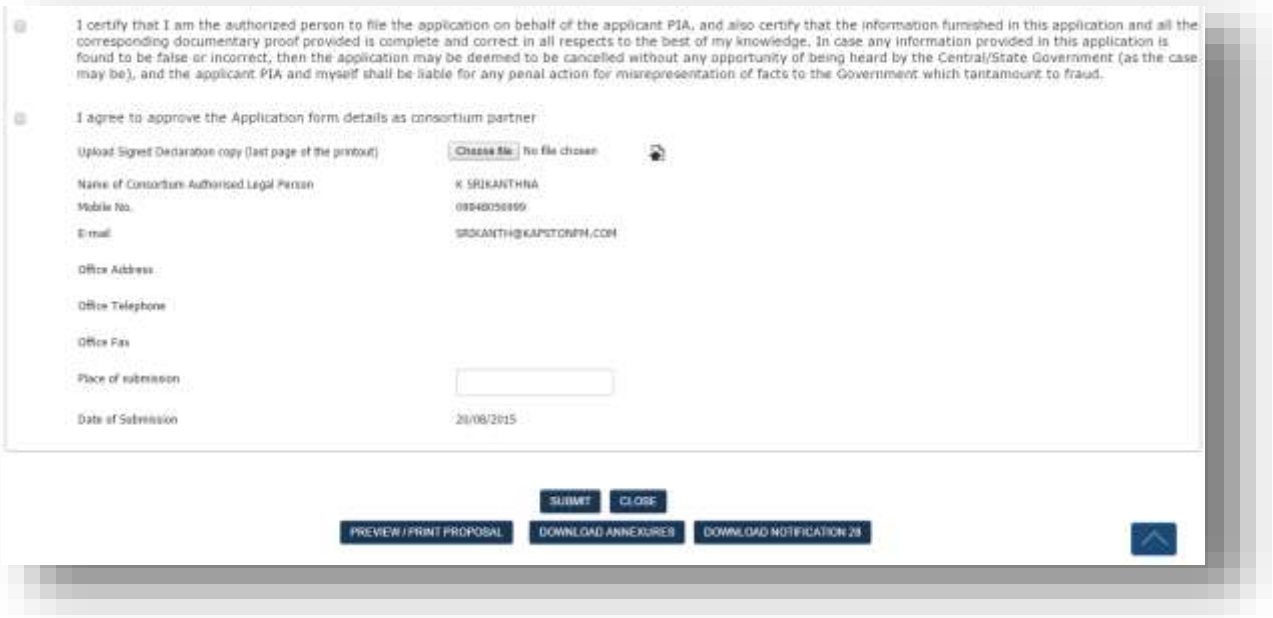


Description:

- The screen gives an overview status of the Project Application Forms in which you are selected as Consortium Partner.

- User can give user's consent for Project Application Form by clicking on button.

CONSORTIUM PARTNER INPUTS



Description:

- If user agrees with proposal details, user can give the consent for the Project Application Form by clicking on Submit Button. If not user can close the form.
- User can click on "Print/ Preview Proposal" to review the filled in details before submission of the form.
- User can click on "Download Annexures" to review all the annexures attached.
- User can click on "Download Notification 28" in order to refer the logic used to calculate the Priority score as well as Technical score.

***

Sl. No.	Field Name	Description	Mandatory (Yes/No/NA)
1.	Consortium partner Inputs		NA
2.	Name of Consortium partner		Yes
3.	Consortium partner Decision		Yes
4.	Upload Consortium Document		Yes
5.	Date of Consortium MoU		Yes
6.	Remarks		No
7.	Undertaking		NA
8.	I have carefully read the applied scheme guidelines and SOP		Yes
9.	I have taken the print out of the completely filled-in application form and have read all of its details carefully and certify that the information furnished in this application and all the corresponding documentary proof provided is complete and correct in all respects to the best of my knowledge.		Yes
10.	I have uploaded all valid documents and no fake documents have been uploaded in this application form.		Yes
11.	I certify that I am the authorized person to file the application on behalf of the applicant PIA, and In case any information provided in this application is found to be false or incorrect, then the application may be deemed to be cancelled without any opportunity of being heard by the Central/State Government (as the case may be), and the applicant PIA and myself shall be liable for any penal action for misrepresentation of facts to the Government which tantamount to fraud.		Yes
12.	I have taken the print of declaration and signed in ink and have uploaded this signed declaration.		Yes
13.	I agree to approve the Application form details as consortium partner		Yes
14.	Upload Signed Declaration copy		Yes
15.	Name of Consortium Authorised Legal Person		NA
16.	Mobile No.		NA
17.	E-mail		NA
18.	Office Address		NA
19.	Office Telephone		NA
20.	Office Fax		NA
21.	Place of submission		Yes
22.	Date of Submission		NA

LIST OF ANNEXURES

Annexure	Name of the Annexure	Section No.	Sub-Section No.	Standard Form
P1	Copy of MoU with MoRD as Champion employer	3	3.1	
P2	Self-certification for training institution	3	3.1	SFP2
P3	Copy of Letter of accreditation from NAAC	3	3.1	
P4	Copy of agreement with NSDC and applicant organization for equity or loan	3	3.1	
P5	Orientation proof from NIRD/ NABCONS	3	3.1	
P6	Copy of Letter of Affiliation to University	3	3.1	
P7	Sanction Letters From UGC for grants	3	3.1	
P8	Sanction Letters From AICTE for grants	3	3.1	
P9	Copy of Certification of a trained candidate by DGET/ SSC	3	3.2	
P10	Copy of Certification of a trained candidate by any International assessment agency	3	3.2	
P11	Copy of Certification of a trained candidate by any Other Certification Standard approved by MoRD	3	3.2	
P12	HR policy manual	3	3.3	
P13	IT policy manual	3	3.3	
P14	Compliance manual	3	3.3	
P15	Manual detailing standards operating procedure for training activities	3	3.3	
P16	Deed**/** rental/ leased documents for existing training infrastructure	3	3.4	
P17	Proof for ITR acknowledgement	4	4	
P18	CA Certificate of Statutory Auditor/ Annual Auditor	4	4	SFP18
P19	Certificate for CIBIL score	4	4.1	
P20	Copies of Sanction order for previous skills and training projects	5	5.1	
P21	Client Certificate/ Project closure certificate for previous skills and training closed/ fore closed projects	5	5.1	SFP21
P22	Employer Certificate for Overseas Placement	5	5.2.1	SFP22
P23	Certificate for captive placement	5	5.2.1	SFP23

Annexure	Name of the Annexure	Section No.	Sub-Section No.	Standard Form
A1	Letter of Intent from Potential Employer (s)	5	5.8.4	SFA1
A2.1	MoU between Outsourcing Partner and the applicant Organization	10	10.4	
A2.2	Registration Certificate as Legal entity of the Outsourcing Partner	10	10.4	
A2.3	Bank statement for Last Month of the Outsourcing Partner	10	10.4	
A2.4	Check leaf of given bank Details of the Outsourcing Partner	10	10.4	
A2.5	Balance sheet of the Outsourcing Partner	10	10.4	
A2.6	Employee list for Project done Outsourcing partner	10	10.4	
A13	Scanned copy or the Screen-shot of the NEFT transaction made for application fee	12		

SFO2: Self-certification for training institution

< LETTER HEAD of the Applicant Organization >

Date: _____

TO WHOM IT MAY CONCERN

This is to certify that our Organization, _____ *<Organization name> with headquarters* _____ *<Address>* has been engaged in the business of skilling and vocational training of the following trades' since_____<DD/MM/YYYY>.

1.
2.
3.
4.

Signature of authorized person:

Seal of the company:

Date: _____

Place: _____

SFO18: CA Certificate of Statutory Auditor/ Annual Auditor

<LETTER HEAD of the CA firm >

Date: _____

TO WHOM IT MAY CONCERN

Based on the books of Accounts, Audited Financial Statements and other information for the financial years mentioned below, provided by the management, this is to certify that year wise details for turnover and net worth for _____ <*Organization name*> are as below:

Financial Years	Turnover (in Rs.)	Net worth (in Rs.)
1)		
2)		
3)		
4)		
5)		

For_____

Charted Accountant Firm

Name of the CA (Partner) : _____

Membership No :_____

Firm Registration No. (FRN) :_____

Date: _____

Place: _____

SFO21: Client certificate / Project Closure Report

<LETTER HEAD of Client>

Date: _____

The Client certificate should preferably contain the following information

1. Name of the applicant Organization
2. Project cost sanctioned
3. Project start date
4. Project Duration
5. Number of candidates trained
6. Number of candidates placed domestic
7. Minimum salary (in Rs.)
8. Project closure date, if any

Signature of competent authority:

Seal of the company:

Date: _____

Place: _____

SFO22: Employer Certificate for Overseas Placement

<LETTER HEAD of the Employer>

Date: _____

Employer certificate should preferably contain the following information for each of the last two financial years.

1. Name of the applicant Organization
2. Country wise number of candidates employed (via applicant Organization)
3. Minimum Salary (in USD)
4. Local salary
5. Details of the candidates placed
6. Contact details of the employer

Signature of competent authority:

Seal of the company:

Date: _____

Place: _____

SFO23: Certificate for Captive Placement

<LETTER HEAD of the Applicant Organization or its subsidiary >

Date: _____

Captive Placement Certificate should preferably contain the following information for each of the last two financial years.

1. Name of Applicant Organization or its subsidiary
2. Number of People Employed
3. Minimum Salary (in Rs.)
4. Details of the candidates placed
5. Contact details of the employer / Subsidiary

Signature of competent authority:

Seal of the company:

Date: _____

Place: _____

SFA1: Letter of Intent from prospective employers

<LETTER HEAD of the Employer >

Date: _____

The letter of intent (LOI) should preferably contain the following information

1. Name of the Applicant Organization
2. Validity of LOI
3. Preferred Sector
4. Proposed designations
5. Proposed Number to be employed
6. Proposed Gross Salary or CTC (in Rs.) at entry level

Signature of competent person:

Seal of the company:

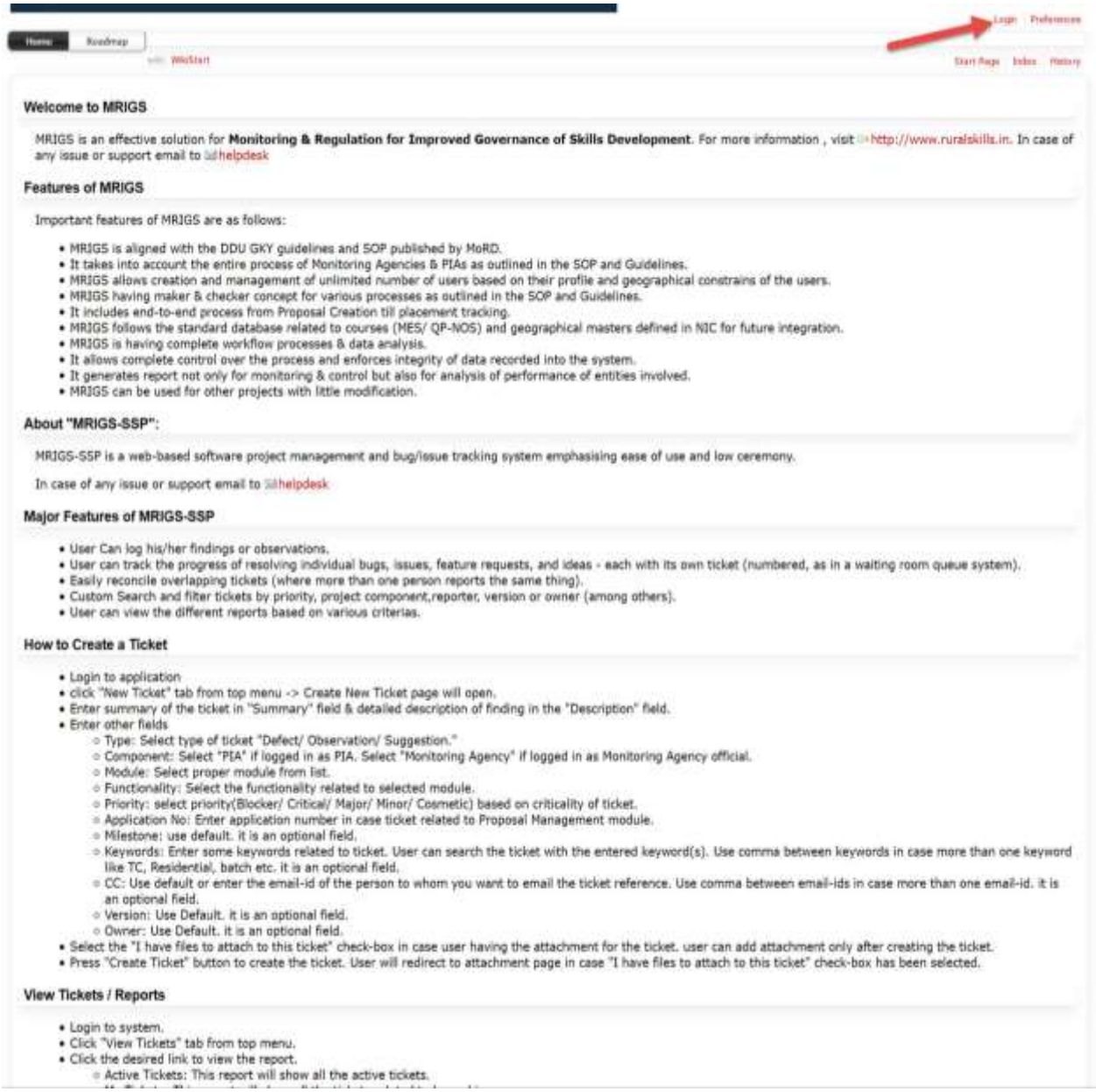
Date: _____

Place: _____

HELPDESK SUPPORT

Login & Change Password

1. Open browser & enter URL : http://ruralskills.in:4040/trac/MrigsSSP
2. MRIGS-TRAC home page will open as shown below:



Welcome to MRIGS

MRIGS is an effective solution for **Monitoring & Regulation for Improved Governance of Skills Development**. For more information , visit http://www.ruralskills.in. In case of any issue or support email to helpdesk

Features of MRIGS

Important features of MRIGS are as follows:

- MRIGS is aligned with the DDU GKY guidelines and SOP published by MoRD.
- It takes into account the entire process of Monitoring Agencies & PIAs as outlined in the SOP and Guidelines.
- MRIGS allows creation and management of unlimited number of users based on their profile and geographical constrains of the users.
- MRIGS having maker & checker concept for various processes as outlined in the SOP and Guidelines.
- It includes end-to-end process from Proposal Creation till placement tracking.
- MRIGS follows the standard database related to courses (MES/ QP-NOS) and geographical masters defined in NIC for future integration.
- MRIGS is having complete workflow processes & data analysis.
- It allows complete control over the process and enforces integrity of data recorded into the system.
- It generates report not only for monitoring & control but also for analysis of performance of entities involved.
- MRIGS can be used for other projects with little modification.

About "MRIGS-SSP":

MRIGS-SSP is a web-based software project management and bug/issue tracking system emphasising ease of use and low ceremony.

In case of any issue or support email to helpdesk

Major Features of MRIGS-SSP

- User Can log his/her findings or observations.
- User can track the progress of resolving individual bugs, issues, feature requests, and ideas - each with its own ticket (numbered, as in a waiting room queue system).
- Easily reconcile overlapping tickets (where more than one person reports the same thing).
- Custom Search and filter tickets by priority, project component,reporter, version or owner (among others).
- User can view the different reports based on various criterias.

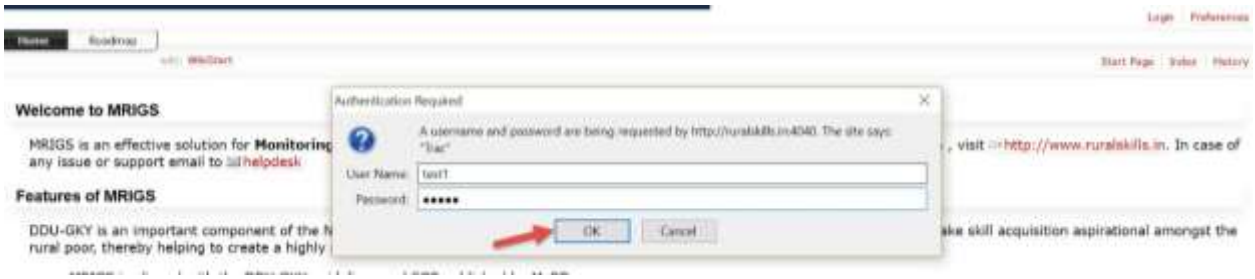
How to Create a Ticket

- Login to application
- click "New Ticket" tab from top menu -> Create New Ticket page will open.
- Enter summary of the ticket in "Summary" field & detailed description of finding in the "Description" field.
- Enter other fields
  - Type: Select type of ticket "Defect/ Observation/ Suggestion."
  - Component: Select "PIA" if logged in as PIA. Select "Monitoring Agency" if logged in as Monitoring Agency official.
  - Module: Select proper module from list.
  - Functionality: Select the functionality related to selected module.
  - Priority: select priority(Blocker/ Critical/ Major/ Minor/ Cosmetic) based on criticality of ticket.
  - Application No: Enter application number in case ticket related to Proposal Management module.
  - Milestone: use default. it is an optional field.
  - Keywords: Enter some keywords related to ticket. User can search the ticket with the entered keyword(s). Use comma between keywords in case more than one keyword like TC, Residential, batch etc. it is an optional field.
  - CC: Use default or enter the email-id of the person to whom you want to email the ticket reference. Use comma between email-ids in case more than one email-id. it is an optional field.
  - Version: Use Default. it is an optional field.
  - Owner: Use Default. it is an optional field.
- Select the "I have files to attach to this ticket" check-box in case user having the attachment for the ticket. user can add attachment only after creating the ticket.
- Press "Create Ticket" button to create the ticket. User will redirect to attachment page in case "I have files to attach to this ticket" check-box has been selected.

View Tickets / Reports

- Login to system.
- Click "View Tickets" tab from top menu.
- Click the desired link to view the report.
  - Active Tickets: This report will show all the active tickets.

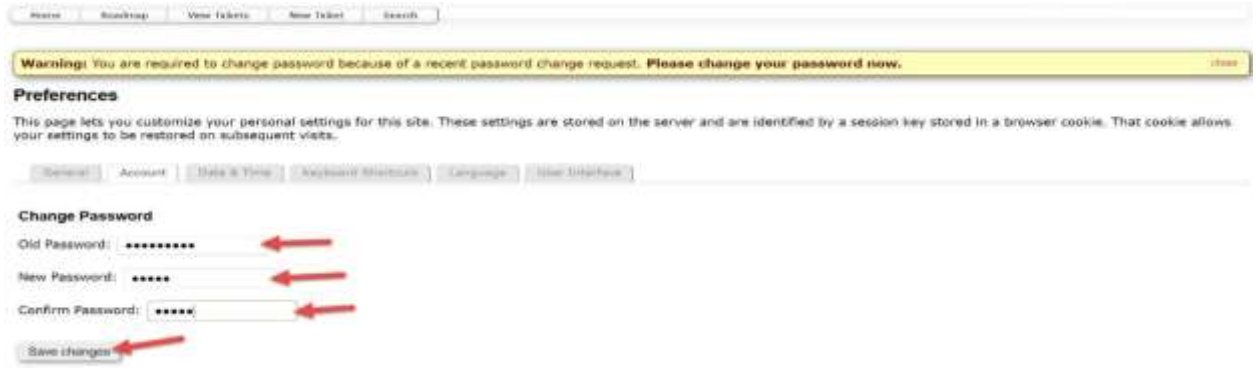
3. Click login link. Enter User Name & Default Password & click ok button as shown below.



Note:

a. User Name & Password both are case sensitive.
b. Default Password is p326@MORD.

4. On first time login user will redirect to change password page. Enter following fields & click save changes button.
    a. Old Password: default password – p326@MORD
    b. New Password:
    c. Confirm Password



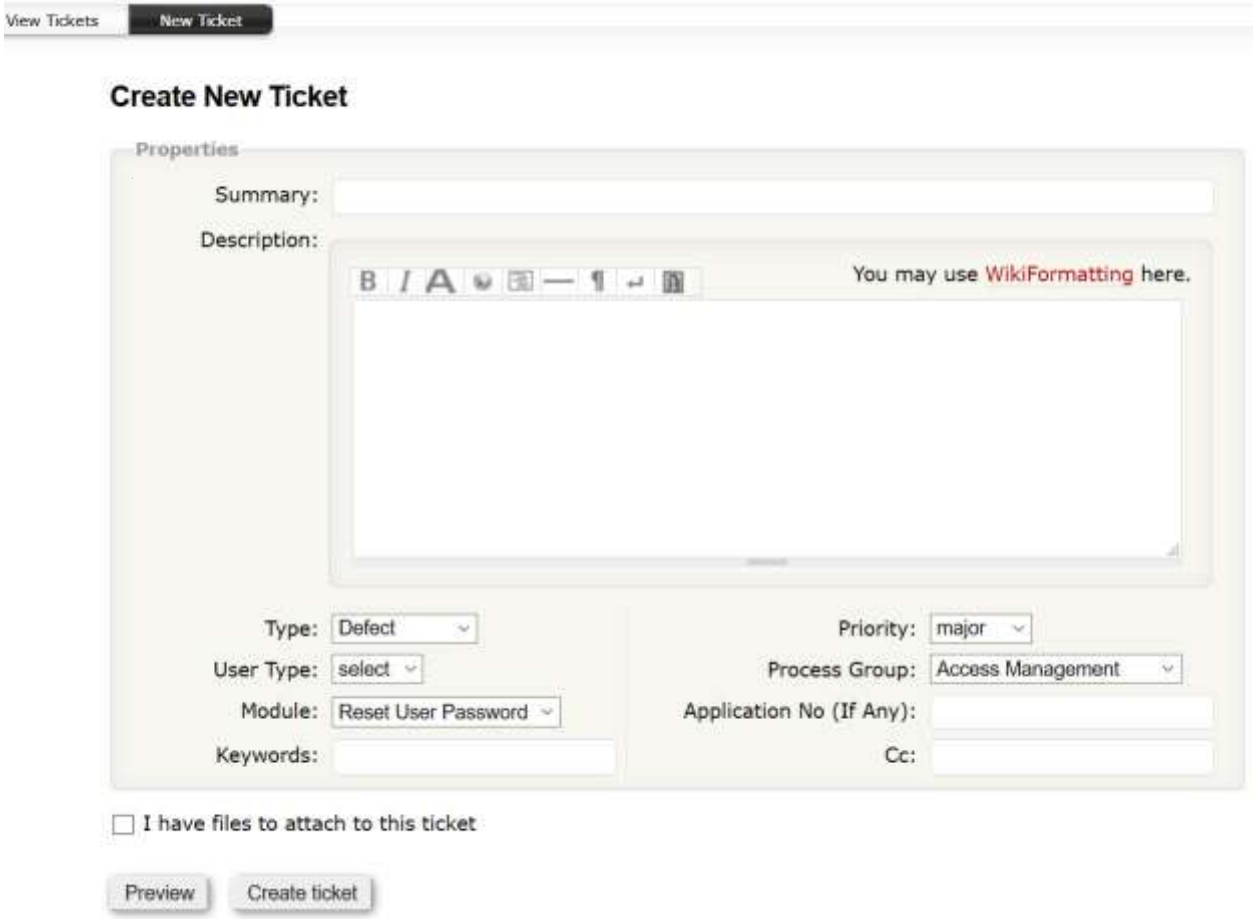
5. On clicking save button confirmation message displayed on page.

Note: User needs to change his/her password on first time login. Next time login will redirect to home page directly.

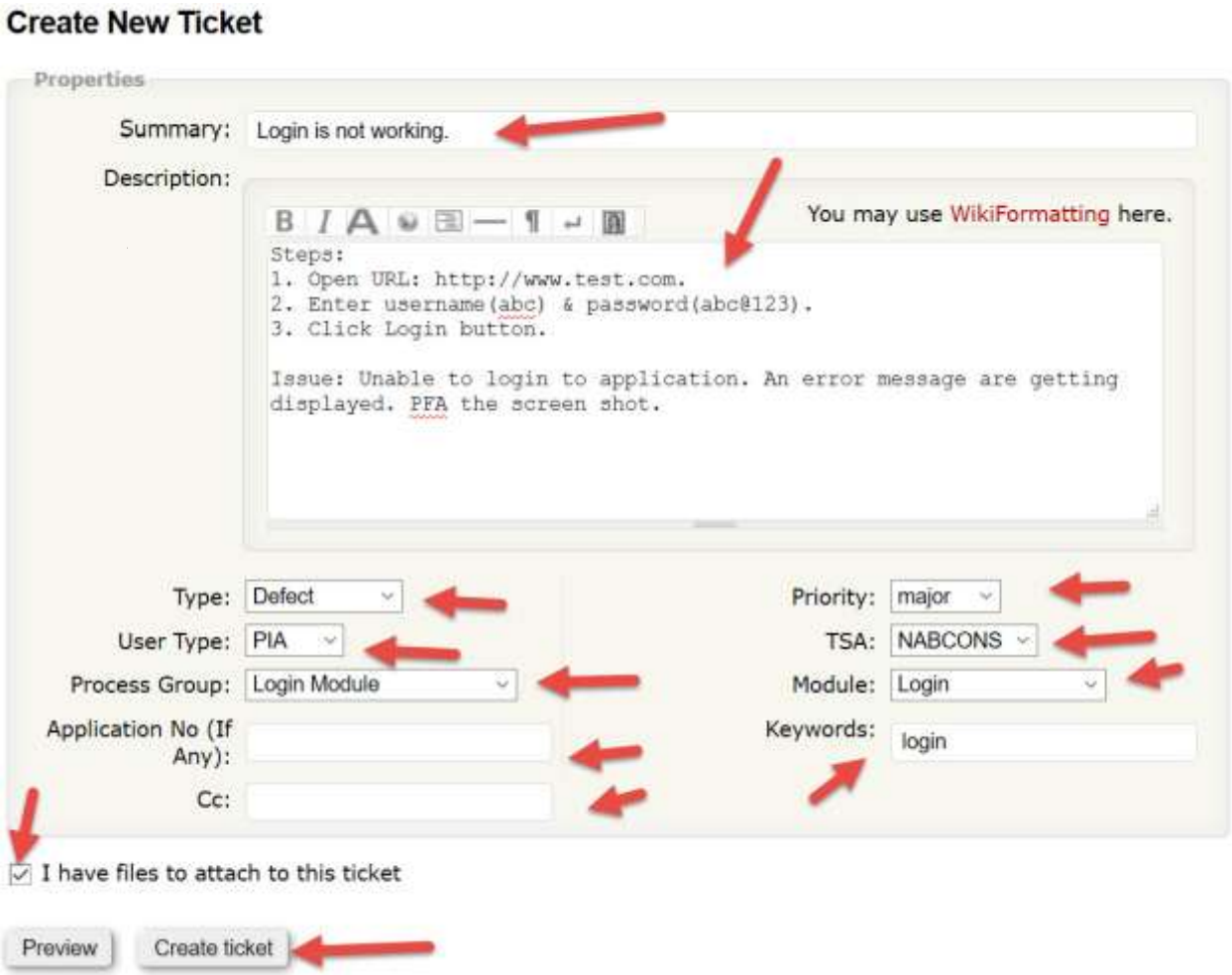
Create New Ticket

1. Click “New Ticket” button in the top menu as shown below:

2. On clicking New Ticket button “Create New Ticket” page will open as shown below:



3. Enter the required fields to create a new ticket:
   a. Enter summary of the ticket in "Summary" field & detailed description of finding in the "Description" field.
   b. Enter other fields:
      - Type: Select type of ticket "Defect/ Observation/ Suggestion."
      - Priority: select priority (Blocker/ Critical/ Major/ Minor/ Cosmetic) based on criticality of ticket.
      - User Type: Select "PIA" if logged in as PIA. Select "TSA" if logged in as TSA official.
      - On User Type selection “TSA” field will be enables. Select the appropriate value.
      - Process Group: Select proper process group from list.
      - Module: Select the module related to selected process group.
      - Application No: Enter application number in case ticket related to Proposal Management module.
      - Keywords: Enter some keywords related to ticket. User can search the ticket with the entered keyword(s). Use comma between keywords in case more than one keyword like TC, Residential, batch etc. it is an optional field.
      - CC: Use default or enter the email-id of the person to whom you want to email the ticket reference. Use comma between email-ids in case more than one email-id. It is an optional field.



4. Select the "I have files to attach to this ticket" check-box in case user having the attachment for the ticket. User can add attachment only after creating the ticket.
5. Press "Create Ticket" button to create the ticket. A confirmation message will be displayed & user will redirect to attachment page in case "I have files to attach to this ticket" check-box has been selected.

6. Click browse button & select the file to be uploaded. Click Add attachment to upload the attachment.

View Tickets / Reports

1. Click "View Tickets" tab from top menu. All the available reports will be displayed as shown below:

2. Click the desired link to view the report.
   - Active Tickets: This report will show all the active tickets.
   - My Tickets: This report will show all the tickets related to logged in user.
   - Other reports will display with group by function as per selected report.

3. Selected Reports Results will be displayed. Click the desired ticket to open the same.

Note: User can sort the tickets based on desired element by clicking heading of desired Column.

4. Selected ticket will be opened as shown below:

Ticket #1 (new Defect)

#1 new Defect

Opened 12 minutes ago

Login is not working.

Reported by:	test1	Owned by:	helpdesk@ruralskills.in
Priority:	major	User Type:	PIA
TSA:	NABCONS	Process Group:	Login Module
Module:	Login		
Keywords:	login		
Component:	MRIGS		

Description

Steps:

1. Open URL: http://www.test.com.
2. Enter username(abc) & password(abc@123).
3. Click Login button.

Issue: Unable to login to application. An error message are getting displayed. PFA the screen shot.

▼ Attachments (1)

- chkbox.png (5.0 KB) - added by *test1* 51 seconds ago.

Attach another file

Download all attachments as: .zip

▼ Change History

Changed 51 seconds ago by test1

Changed 51 seconds ago by test1

- **Attachment** *chkbox.png* added

Add a comment

View ↑

You may use WikiFormatting here.

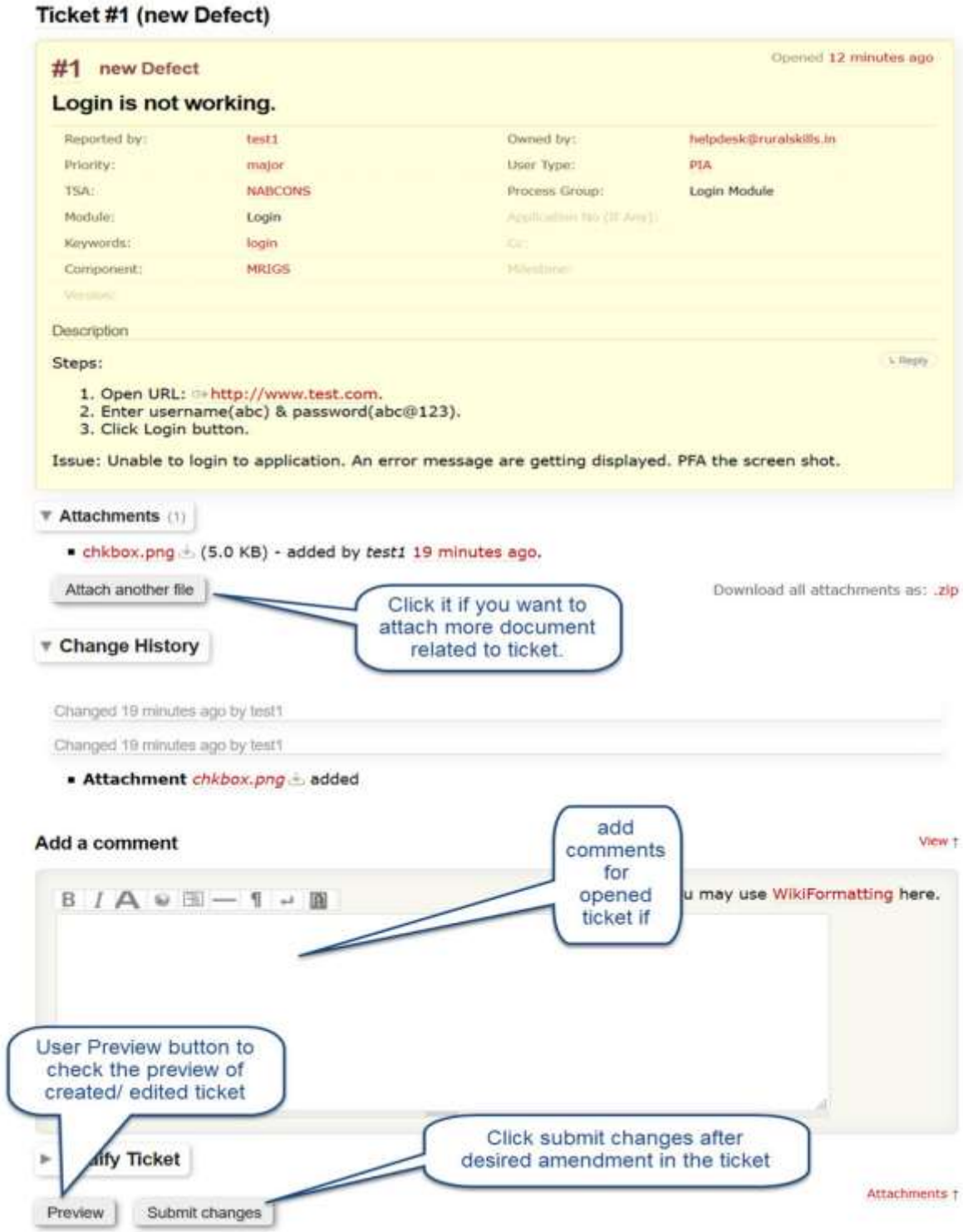
▸ Modify Ticket

Attachments ↑

Preview Submit changes

Amendment in Created Ticket

1. Follow the View Ticket/ Reports section & open the desired ticket.
2. Enter comments or more attachment as desired.

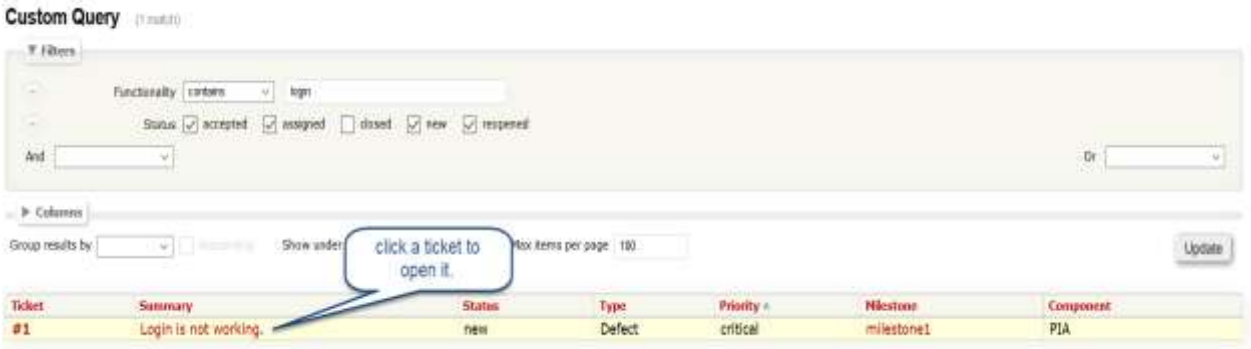


Custom Search option: Custom Query

1. User can search the specific ticket or tickets by custom search option. to open custom search open View Tickets page & then click "Custom Query" link as shown below:

2. On clicking Custom Query link a page will open. Here you can choose various filter options as shown below:

3. Click update button after selecting/entering the desired option(s). Result tickets table will open based on selected criteria:



For any other query related to MRIGS-SSP please email to helpdesk@ruralskills.in