



**Skill India**

कौशल भारत - कुशल भारत

# User Manual for Establishment Registration and Payroll– NAPS



**N · S · D · C**  
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# 1 Introduction

The *User Manual for Establishment Registration and Payroll – NAPS* is designed to provide information on, how a new user can register as an Establishment. The Establishment can perform the following functionalities as listed.

- Registration
  - Establishment Registration
  - Active Establishment Login ID
  - First-Time Login
- Attendance and Stipend (Payroll)
  - Create Payroll
  - Freeze Payroll
  - Payment Mode
  - Process Payment
  - View Bank Details
  - View Payment Details
  - Re-Try Payment
- Claims and Reimbursement
  - Submit Claim
- Upload Sampling Document
  - Submit Bank Certificate
- Edit Bank Details – Establishment
- View DBT Payroll – NSDC Admin
- View DBT Payroll – DGT Admin
- View DBT Payroll – RDAT Admin
- View DBT Payroll – CAA Admin
- Create Course – Establishment
- Create Opportunity – Establishment
- Candidate Registration – ITI Student

## 2 Registration

The **Registration** section allows the new user to register as an Establishment.

- To **Register**, the new Establishment in the NAPS website do as follows.



### To Navigate

Home --> Register --> Establishment



- Select **User Type** as an Establishment from the Login / Register drop-down list.
- Click **Establishment**, the **Establishment Registration** screen appears.

## 2.1 Establishment Registration

The **Establishment Registration** screen allows the Establishment to enter the required basic information.

### To Navigate

Home - - > Register - - > Establishment - - > Establishment Registration

The **Establishment Registration** screen allows the Establishment to enter the Establishment details.

- The **Establishment Registration** screen hosts *three* sections as listed below.
  - Establishment Details
  - Address Details
  - Contact Person Details
- Select the *checkbox* to **Register as an Establishment**.
- The **Establishment Details** section allows the Establishment to enter the Name of the Establishment, Registration Type, Registration Number, and PAN Number.



**Establishment Login & Register**

Login as an establishment
  Register as an establishment

**Establishment Details**

Name of the establishment \* 
 Establishment type \*

Registration Type \* 
 PAN Number

- The **Establishment Details** section also allows you to select Establishment Type from the drop – down list.

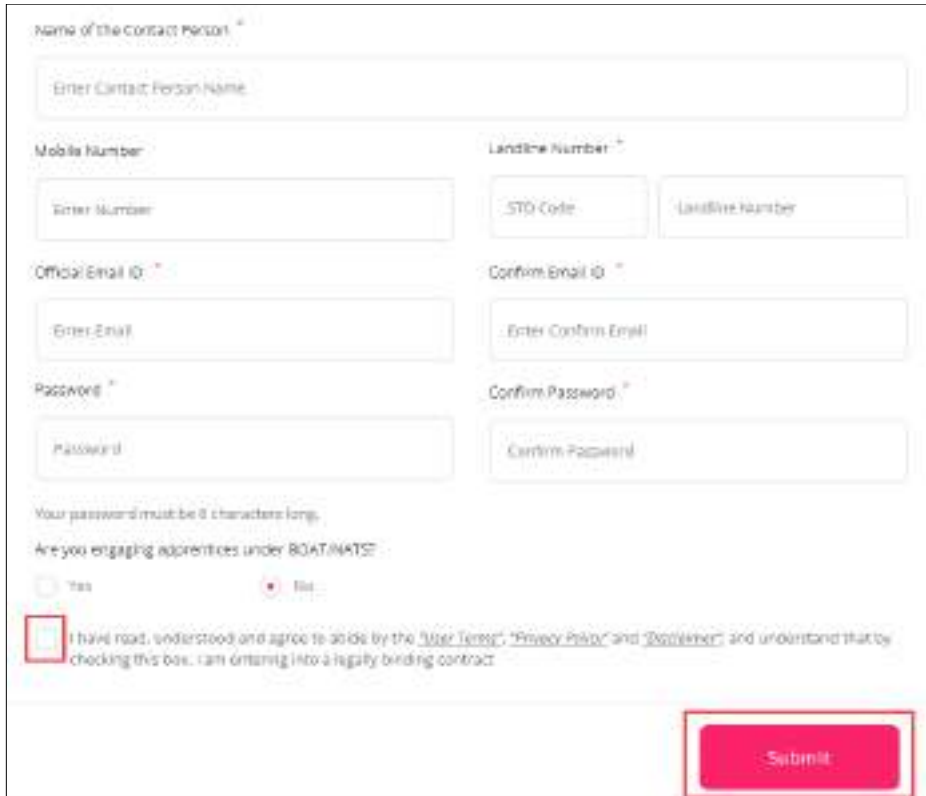
**Note:**

- The Establishment type such as Co – operative and Private sector **cannot** select registration type as Government.
- If the user selects Establishment Type as Private Sector or Co – operative and contract as NAPS, then it is considered as DBT contract.
- If the user selects Establishment Type as Private Sector or Co – operative and contract as Non – NAPS, then it is considered as non-DBT contract.
- The Establishment Type such as Co - operative and Private sector are considered as DBT.
- Except Private Sector and Co – operative all other establishment types are considered as non-DBT.

- The **Address Details** section allows the Establishment to enter the Establishment details such as Address Line 1, Address Line 2, City, Pin Code, State, and District.

Address Line 1 *	Address Line 2
<input type="text" value="Enter Address Line 1"/>	<input type="text" value="Enter Address Line 2"/>
City *	Pin Code *
<input type="text" value="Enter City"/>	<input type="text" value="Enter Pin Code"/>
State *	District *
<input type="text" value="Select State"/>	<input type="text" value="Select District"/>

- The **Contact Person Details** section allows the Establishment to enter the contact person details such as Name of the Contact Person, Mobile Number, Landline Number, Official Email ID, Confirm Email ID, Password, and Confirm Password.
- Select **Are you engaging apprentices under BOAT/NATS** from the checkboxes.



The form contains the following fields and options:

- Name of the contact Person \***: A text input field with placeholder text "Enter Contact Person Name".
- Mobile Number \***: A text input field with placeholder text "Enter Number".
- Landline Number \***: Two text input fields, one for "STD Code" and one for "Landline Number".
- Official Email ID \***: A text input field with placeholder text "Enter Email".
- Confirm Email ID \***: A text input field with placeholder text "Enter Confirm Email".
- Password \***: A text input field with placeholder text "Password".
- Confirm Password \***: A text input field with placeholder text "Confirm Password".

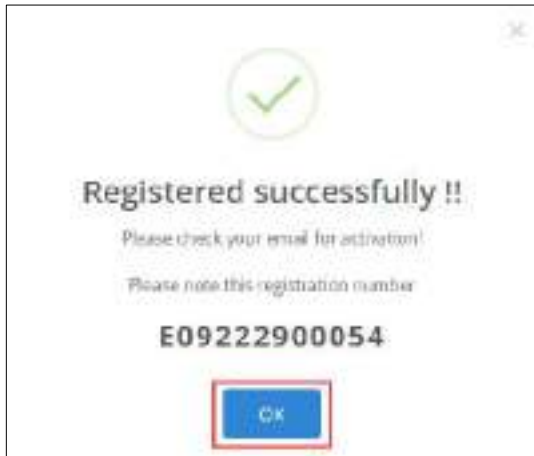
Below the password fields, there is a note: "Your password must be 8 characters long."

The form includes a section for "Are you engaging apprentices under BOAT/NATS?" with two radio buttons: "Yes" (unselected) and "No" (selected).

At the bottom, there is a checkbox (highlighted with a red box) and the text: "I have read, understood and agree to abide by the 'User Terms,' 'Privacy Policy,' and 'Disclaimer,' and understand that by checking this box, I am entering into a legally binding contract."

A red "Submit" button is located at the bottom right of the form.

- Select the **Checkbox**, to accept the "User Terms," "Privacy Policy," and "Disclaimer".
- Click **Submit**, the following screen appears along with the Establishment registration number.

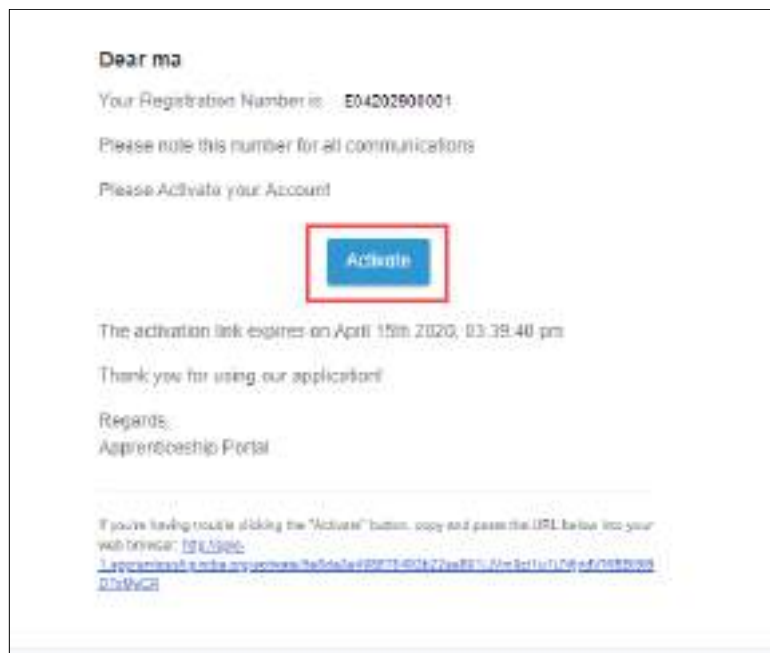


- Click **OK**, the **Activate** screen appears.



## 2.2 Activate Establishment Login ID

The successfully registered Establishment will receive the activation email to the registered mail ID.



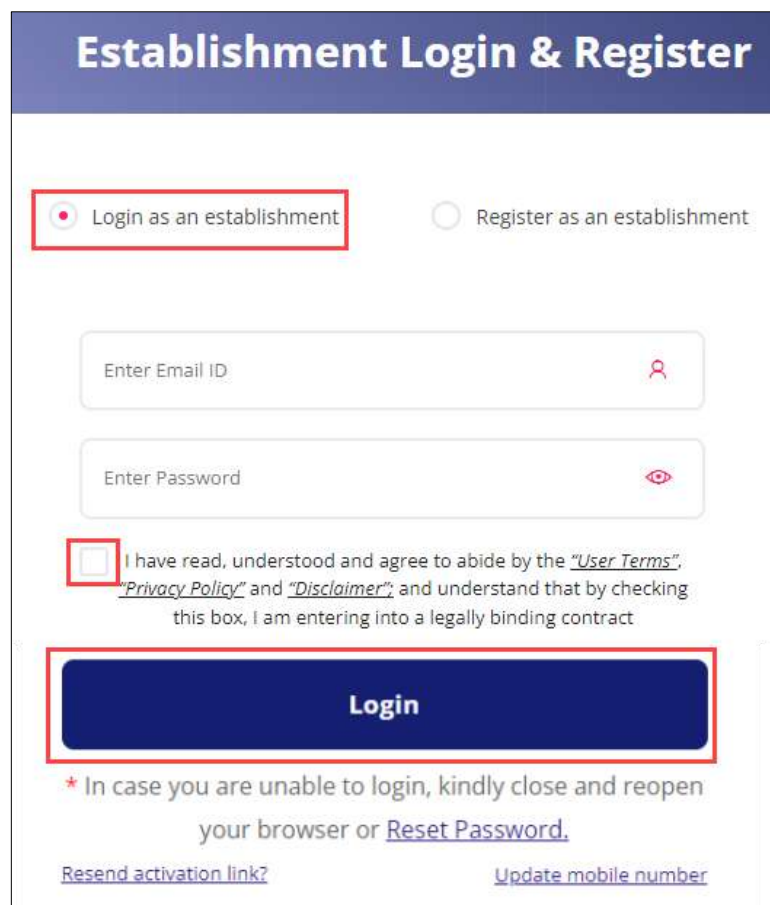
- The activation mail displays the information of the Establishment such as Establishment Name, Registration Number, and also contains the information on the activation link expires on date/time.
- Click **Activate**, to activate the login credentials and to navigate to the **First Time Login** screen.

## 2.3 First-Time Login

The **First Time Login** screen allows the Establishment to login to the Establishment Registration Form.

### To Navigate

Home - - > Login



- Select the *checkbox* to **Login as an Establishment**.
- Enter the appropriate Email ID and Password.

**Note:** The Establishment email ID and Password are the same that the one mentioned in the Establishment registration form.

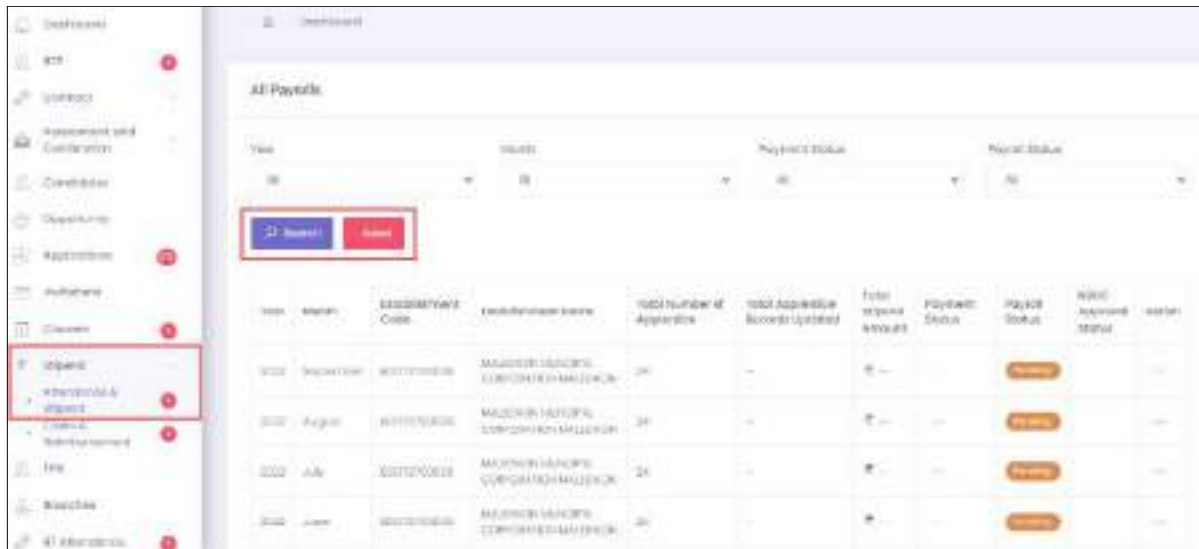
- Select the *checkbox*, to accept the “User Term,” “Privacy Policy” and “Disclaimer”.
- Click **Login**, to navigate to the **Dashboard**.

### 3 Attendance and Stipend (Payroll)

The **Attendance and Stipend** screen allows the Establishment to view the payroll details.

#### To Navigate

Home - - > Dashboard - - > Stipend - - > Attendance & Stipend



Year	Month	ESTABLISHMENT CODE	ESTABLISHMENT NAME	Total Number of Apprentices	Total Apprentice Records Updated	Total stipend amount	Payment Status	Payroll Status	NSDC Approval Status	Action
2022	September	NSDC0000000	MAJORIN VENTURES CORPORATION MALDEN	24	-	₹ -	-	Pending	-	-
2022	August	NSDC0000000	MAJORIN VENTURES CORPORATION MALDEN	24	-	₹ -	-	Pending	-	-
2022	July	NSDC0000000	MAJORIN VENTURES CORPORATION MALDEN	24	-	₹ -	-	Pending	-	-
2022	June	NSDC0000000	MAJORIN VENTURES CORPORATION MALDEN	24	-	₹ -	-	Pending	-	-

- The **All Payrolls** screen displays all payroll details such as Year, Month, Establishment Code, Establishment Name, Total Number of Apprentice, Total Apprentice Records Updated, Total Stipend Amount, Payment Status, Payroll Status, NSDC Approval Status, and also view details under Action.
- The **Establishment** can search for a particular payroll based on Year, Month, Payment Status, and Payroll Status. Click **Search**, to search for a particular payroll.

### 3.1 Create Payroll

The **Create Payroll** screen allows Establishment to create payroll for the candidates.

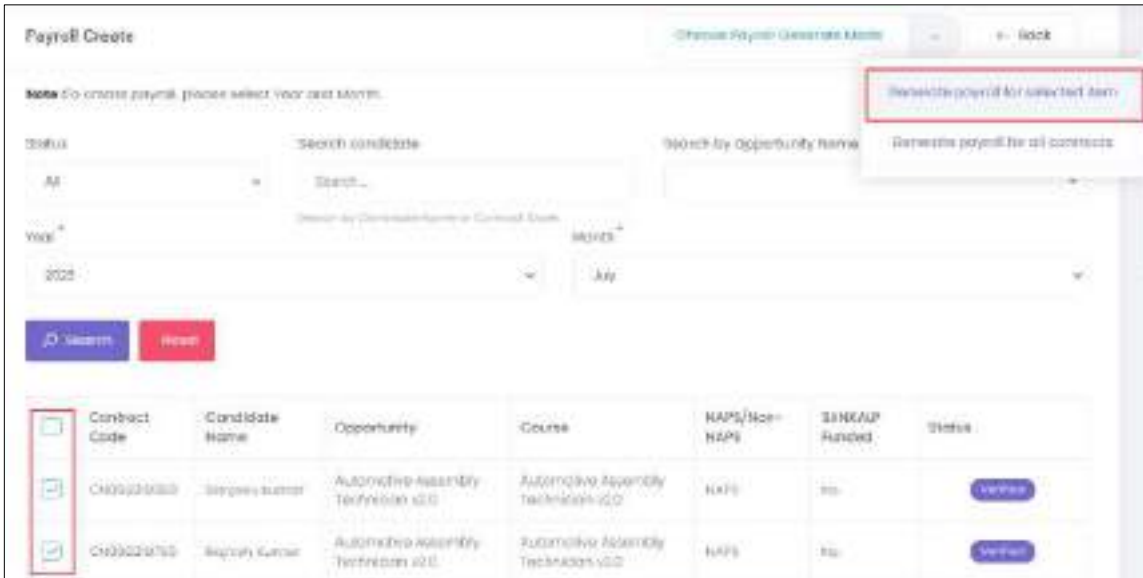
#### To Navigate

Home --> Dashboard --> Stipend --> Attendance & Stipend --> Create Payroll

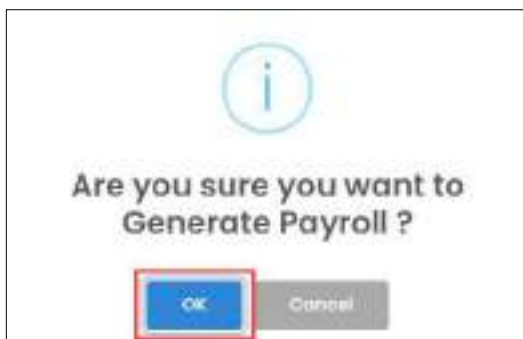


- The **All Payrolls** screen displays all payroll details such as Year, Month, Establishment Code, Establishment Name, Total Number of Apprentice, Total Apprentice Records Updated, Total Stipend Amount, Payment Status, Payroll Status, NSDC Approval Status, Action, and also allows to create payroll.
- Click **Create Payroll**, the **Payroll Create** screen appears.

- The **Payroll Create** screen displays candidate details such as Contract Code, Candidate Name, Opportunity, Course, NAPS / Non – NAPS, SANKALP Funded, and Status.



- Select the *checkboxes* of the respective candidates, to proceed with payroll.
- Click **Generate payroll for selected item**, the following screen appears.



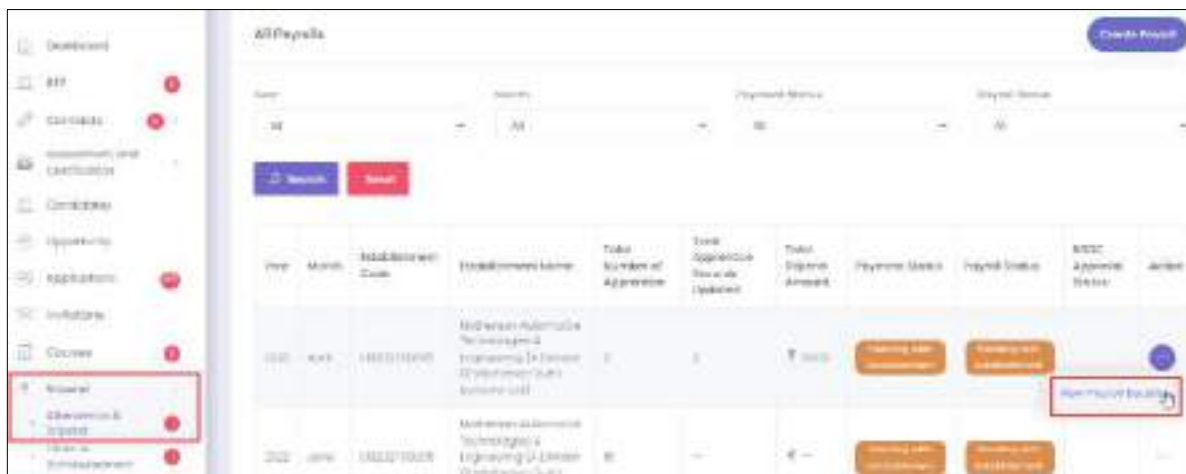
- Click **OK**, the **Payroll Generated Successfully** message appears.

### 3.2 Freeze Payroll

The **Freeze Payroll** screen allows Establishment to freeze the payroll.

#### To Navigate

Home --> Dashboard --> Stipend --> Attendance & Stipend --> All Payrolls --> Action --> View Payroll Details --> Freeze Payroll



Year	Month	Establishment Code	Establishment Name	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount	Payment Status	Payroll Status	NSDC Approval Status	Action
2020	June	1485210040	MADRASA ALMADRASA TECHNOLOGY 2 ENGINEERING (A LEVEL) DIPLOMA IN AUTOMOBILE ENGINEERING	0	0	₹ 0.00	Payment not approved	Payment not approved	NSDC Approval Pending	View Payroll Details
2020	June	1485210028	MADRASA ALMADRASA TECHNOLOGY 4 ENGINEERING (A LEVEL) DIPLOMA IN AUTOMOBILE ENGINEERING	0	0	₹ 0.00	Payment not approved	Payment not approved	NSDC Approval Pending	View Payroll Details

- The **All Payrolls** screen displays the payment details such as Year, Month, Establishment Code, Establishment Name, Total Number of Apprentice, Total Apprentice Records Updated, Total Stipend Amount, Payment Status, Payroll Status, and NSDC Approval Status.
- Click **View Payroll Details**, the **Monthly Apprenticeship Payroll** screen appears.

- The **Monthly Apprenticeship Payroll** screen displays the candidate details such as Candidate Code, Candidate Name, Candidate Bank A/C Available, Contract Stipend, Prescribed Stipend, Eligible No. of Days, and Stipend Payable.

April 2023 - Monthly Apprenticeship Payroll
Download Payroll Template
Payroll Bulk Update
Freeze Payroll
Save As Draft
← Back

Search by candidate code & name Stipend Amount

Total Stipend Payable for this Month = ₹ 9000

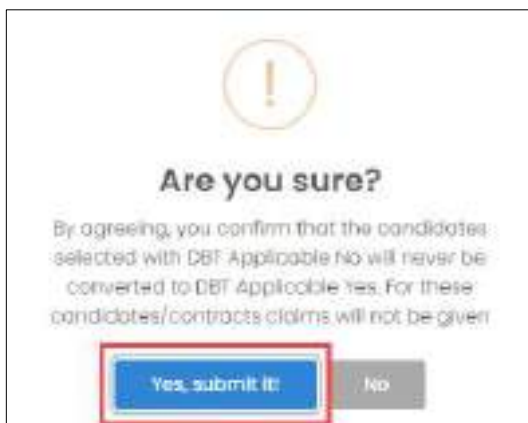
**Note:** For a Successful DBT payment the following information should be available  
 - Establishment - PAN and GST Number to be updated  
 - Candidate - Rank Details and DBT Consent marked as yes

Candidate Code	Candidate Name	DBT Applicable	Candidate Bank A/c Available	Contract Stipend	Prescribed Stipend	Eligible No. of Days	Unauthorized / Leave Without Pay (No. of Days) *	Stipend Payable	Total Amount Payable	Establishment contribution	DBT Amount
A092113398	Govind kumar Verma	Yes ▾	Yes	₹ 12300	₹ 6000	30	Enter	₹ 11890	1890	₹ 4500	₹ 1500
A1021127215	Sukhadev Gorakshanath waje	Yes ▾	Yes	₹ 12300	₹ 6000	30	Enter	₹ 11890	1189	₹ 4500	₹ 1500

### Additional Information:

- The Establishment can select candidates individually or in bulk.
- The Establishment can generate payroll anytime in the month.
- The Establishment can select the **candidates** on the first page and selection will be carried forward to the subsequent pages.
- The Establishment can generate **multiple** payrolls for the same month & year.
- The Establishment **should** generate payroll manually for all the months.
- The Establishment can generate current months and previous months payroll.
- The Establishment can **freeze** the payroll at any time of the current month.
- When the existing or previous payroll batch of the same month is not frozen, then new contracts are added to the existing or previous payroll batch.
- The Establishment **must** select only online payments if any DBT-applicable payroll item exists in that payroll.
- The Establishment can choose between **Online** and **Offline** payment modes for payrolls where DBT-applicable payroll items do not exist.
- If any DBT applicable payroll item exists in that payroll, then the Establishment must select only online payment mode.
- The Establishment selects an offline/online gateway, if the payroll month and year are less than the DBT month and year (i.e., Before April 2023) then it should generate the claim for that payroll.
- The Establishment **cannot freeze** the current month's payroll without freezing the previous month's payroll.
- If the Establishment selects DBT applicable as **No**, then the Establishment can never change it to Yes.

- Select DBT Applicable from the drop – down list.
- Enter the appropriate Unauthorized / Leave Without Pay (No. of Days), and Total Amount Payable.
- Click **Freeze Payroll**, the following screen appears.





- Click **Yes, submit it**, the **Payroll Freezed Successfully** message appears, and the Payment Mode appears.



April 2023 - Monthly Apprenticeship Payroll

Close Payment Mode | Back

Search by candidate code & name

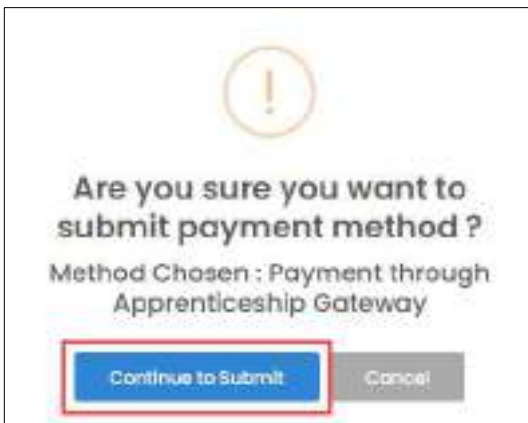
Stipend Amount: All

Search | Filter

Payment through Apprenticeship Gateway

Payment through your own Gateway

- Select the appropriate payment mode from the drop-down list and the following screen appears.



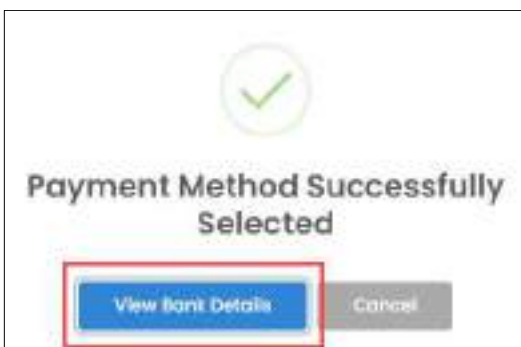
!

Are you sure you want to submit payment method ?

Method Chosen : Payment through Apprenticeship Gateway

Continue to Submit | Cancel

- Click **Continue to Submit**, the **Payment Method Successfully Selected** screen appears.



✓

Payment Method Successfully Selected

View Bank Details | Cancel


- Click **View Bank Details**, to navigate to the **Dashboard**.

### 3.3 Payment Mode

The **Monthly Apprenticeship Payroll** screen allows the Establishment to select the payment process.

#### To Navigate

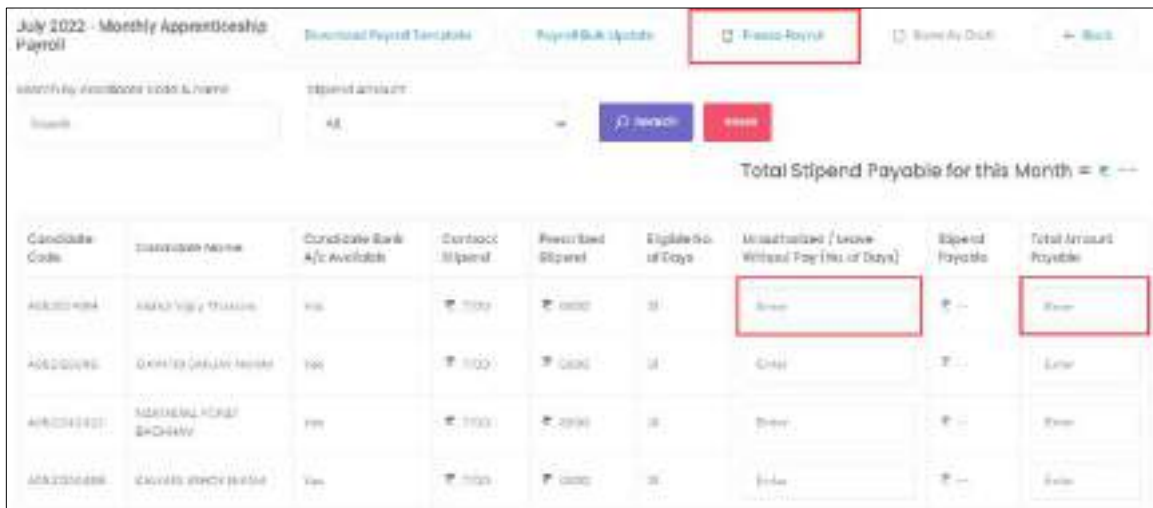
Home --> Dashboard --> Stipend --> Attendance & Stipend --> All Payrolls --> Action --> View Payroll Details



Year	Month	Establishment Code	Establishment Name	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount	Payment Status	Payroll Status	NSDC Approval Status	Action
2023	September	E00000000	MALDEN MUNICIPAL CORPORATION MASSACHUSETTS	24	---	₹---	---	Pending	---	---
2023	August	E00000000	MALDEN MUNICIPAL CORPORATION MASSACHUSETTS	24	---	₹---	---	Pending	---	---
2023	July	E00000000	MALDEN MUNICIPAL CORPORATION MASSACHUSETTS	24	---	₹---	---	Pending	---	---
2023	June	E00000000	MALDEN MUNICIPAL CORPORATION MASSACHUSETTS	24	---	₹---	---	Pending	---	View Payroll Details

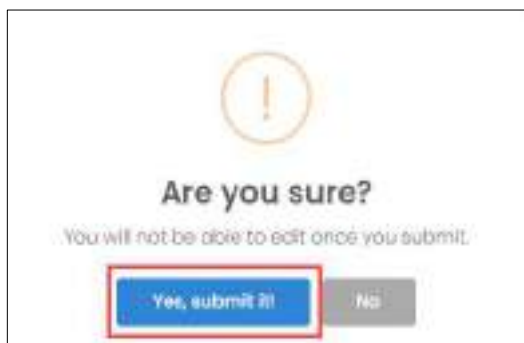
- The **All Payrolls** screen displays the payment details such as Year, Month, Establishment Code, Establishment Name, Total Number of Apprentice, Total Apprentice Records Updated, Total Stipend Amount, Payment Status, Payroll Status, and NSDC Approval Status.
- Click **View Payroll Details**, the **Monthly Apprenticeship Payroll** screen appears.

- The **Monthly Apprenticeship Payroll** screen displays the candidate details such as Candidate Code, Candidate Name, Candidate Bank A/C Available, Contract Stipend, Prescribed Stipend, Eligible No. of Days, and Stipend Payable.



Candidate Code	Candidate Name	Candidate Bank A/c Available	Contract Stipend	Prescribed Stipend	Eligible No. of Days	Unauthorized / Leave Without Pay (No. of Days)	Stipend Payable	Total Amount Payable
AAK202404	AAKASH VIKRANT	No	₹ 1000	₹ 6000	31	0	₹ --	₹ --
AAE202490	ADARSH CHAUHAN	Yes	₹ 1000	₹ 6000	31	0	₹ --	₹ --
AAR2024201	ADARSH KUMAR BACHAV	Yes	₹ 1000	₹ 6000	31	0	₹ --	₹ --
AAK2024088	ADARSH VIKRANT	Yes	₹ 1000	₹ 6000	31	0	₹ --	₹ --

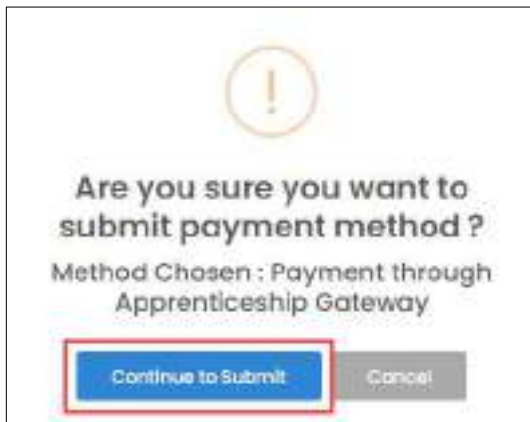
- Enter the appropriate Unauthorized / Leave Without Pay (No. of Days), and Total Amount Payable.
- Click **Freeze Payroll**, the following screen appears.



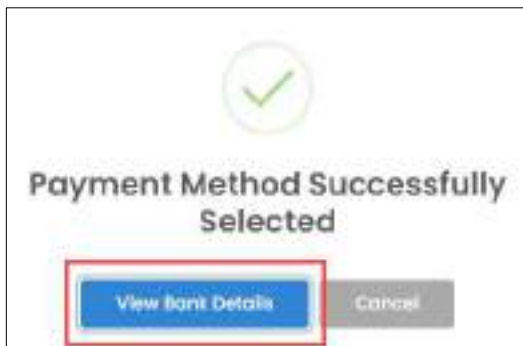
- Click **Yes, submit it**, the **Payroll Freeze Successfully** message appears, and the Payment Mode appears.



- Select the appropriate payment mode from the drop-down list and the following screen appears.



- Click **Continue to Submit**, the **Payment Method Successfully Selected** screen appears.



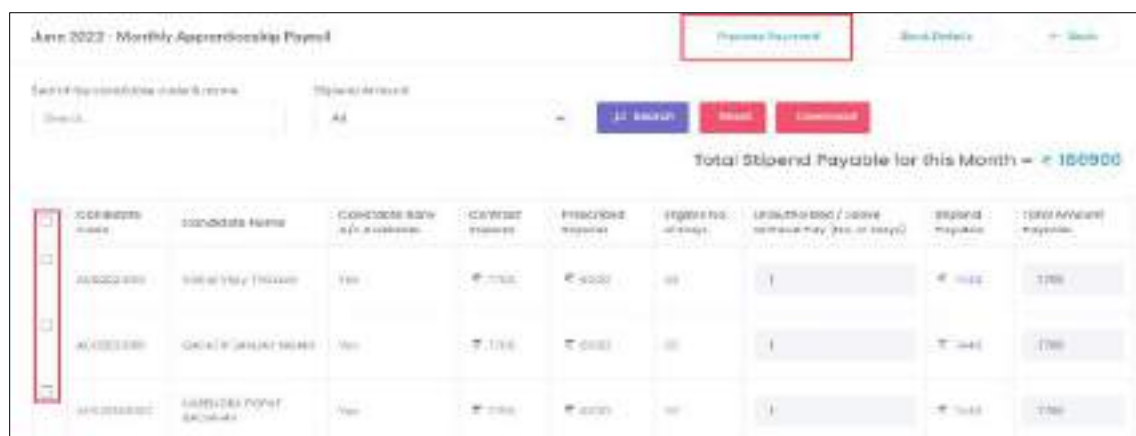
- Click **View Bank Details**, to navigate to the **Dashboard**.

### 3.4 Process Payment

The **Process Payment** screen allows the Establishment to process the payments for candidates in a batch.

#### To Navigate

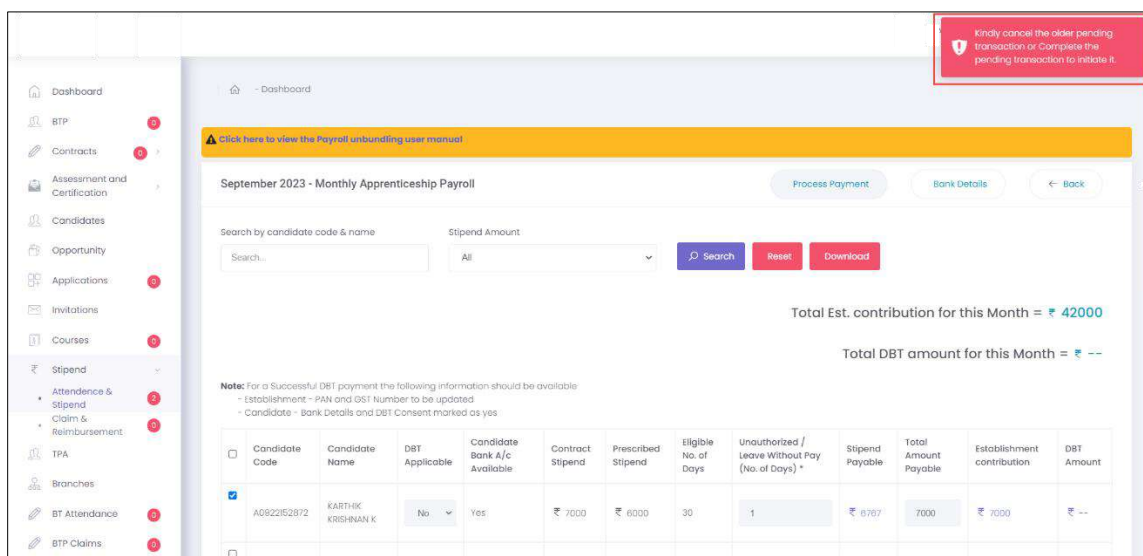
Home --> Dashboard --> Stipend --> Attendance & Stipend --> All Payrolls --> Action --> View Payroll Details --> Process Payment



Candidate Code	Candidate Name	Candidate Bank A/c Available	Contract Stipend	Prescribed Stipend	Eligible No. of Days	Unauthorized / Leave Without Pay (No. of Days)	Stipend Payable	Total Amount Payable
AG0221000	VISHAL YADAV THAKUR	Yes	₹ 7000	₹ 6000	30	1	₹ 7000	₹ 7000
AG0221000	GANESH JAYALAKSHMI	Yes	₹ 7000	₹ 6000	30	1	₹ 7000	₹ 7000
AG0221000	SAREEDA POPIYARAKKAL	Yes	₹ 7000	₹ 6000	30	1	₹ 7000	₹ 7000

- The **Monthly Apprenticeship Payroll** screen displays the details such as Candidate Code, Candidate Name, Candidate Bank A/c Available, Contract Stipend, Prescribed Stipend, Eligible No. of Days, Unauthorized / Leave Without Pay (No. of Days), Stipend Payable, and Total Amount Payable.

**Note:** To process current or any months payment, the establishment must complete or cancel all existing payments.



Candidate Code	Candidate Name	DBT Applicable	Candidate Bank A/c Available	Contract Stipend	Prescribed Stipend	Eligible No. of Days	Unauthorized / Leave Without Pay (No. of Days)	Stipend Payable	Total Amount Payable	Establishment contribution	DBT Amount
AG022152872	KARTHEK KRISHNAN K	No	Yes	₹ 7000	₹ 6000	30	1	₹ 6707	7000	₹ 7000	₹ --

- Select the checkboxes of the respective candidates, to proceed with payment.
- Click **Process Payment**, the following screen appears.



- Click **Yes, submit it**, the **Payment Batch Created Successfully** message appears.

### 3.5 View Bank Details

The **Bank Details** screen allows the Establishment to view the associated bank details.

#### To Navigate

Home --> Dashboard --> Stipend --> Attendance & Stipend --> All Payrolls --> Action --> View Payroll Details --> Bank Details

July 2023 - Monthly Apprenticeship Payroll

Process Payment
Bank Details
← Back

Search by candidate code & name

Stipend Amount

All
▼

Search
Reset
Download

**Total Est. contribution for this Month = ₹ 1387**

**Total DBT amount for this Month = ₹ 462.33**

**Note:** For a Successful DBT payment the following information should be available

- Establishment - PAN and GST Number to be updated
- Candidate - Bank Details and DBT Consent marked as yes

	Candidate Code	Candidate Name	DBT Applicable	Candidate Bank A/c Available	Contract Stipend	Prescribed Stipend	Eligible No. of Days	Unauthorized / Leave Without Pay (No. of Days)	Stipend Payable	Total Amount Payable
<input type="checkbox"/>										

- The **Monthly Apprenticeship Payroll** screen displays the details such as Candidate Code, Candidate Name, DBT Applicable, Candidate Bank A/C Available, Contract Stipend, Prescribed Stipend, Eligible No. of Days, Unauthorized / Leave Without Pay (No. of Days), Stipend Payable, and Total Amount Payable.
- Click **Bank Details**, the **View Bank Details** screen appears.

- The **View Bank Details** screen displays details such as Total Stipend Payable for this Month, Bank Name, Van Number, IFSC Code, Account Number, Van Balance, and Note.

View Bank Details
Total Stipend Payable for this Month = ₹ 1387
← Back

**Details of Bank ICICI:**

<b>Bank Name</b>	ICICI	<b>Van Number</b>	RAPEED420000018
<b>IFSC Code</b>	ICIC0000104	<b>Account Number</b>	RAPEED420000018
<b>Van Balance</b>	₹ --		
<b>Note</b>	--		

- Click **Back**, to navigate to the **Monthly Apprenticeship Payroll** screen.

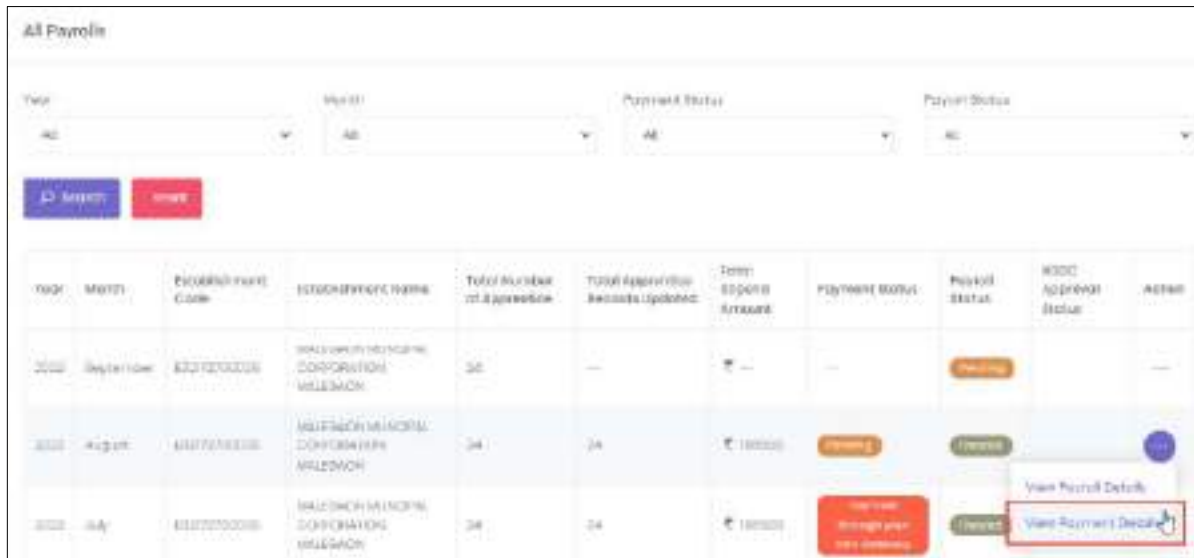


### 3.6 View Payment Details

The **Payment Details** screen allows the Establishment to view the individual candidate's payment details.

#### To Navigate

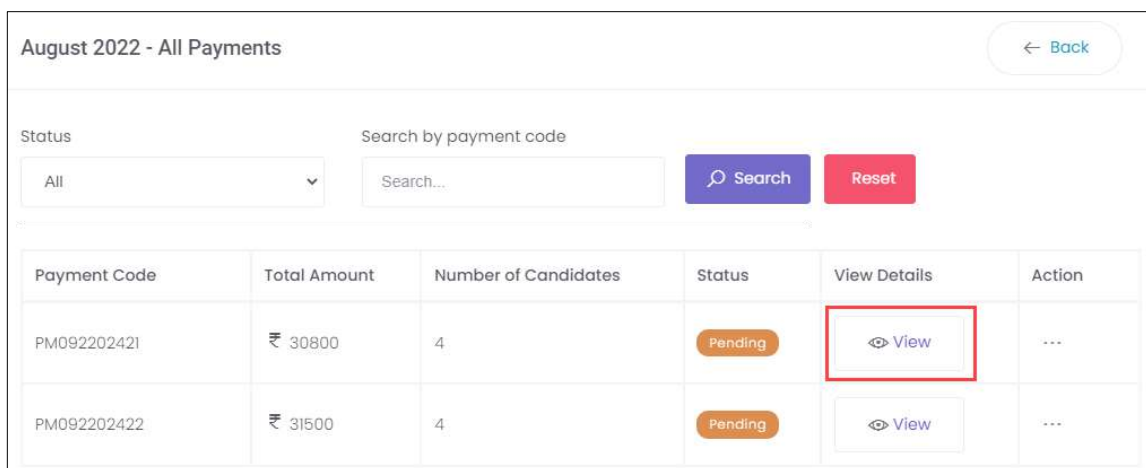
Home - - > Dashboard - - > Stipend - - > Attendance & Stipend - - > All Payrolls - - > Action - - > View Payment Details



The screenshot shows the 'All Payroll' interface. At the top, there are filters for Year, Month, Payment Status, and Payroll Status, each with a dropdown menu. Below the filters are 'Search' and 'Reset' buttons. The main area contains a table with the following columns: SNo, Month, Establishment Code, ESTABLISHMENT NAME, Total Number of Candidates, Total Approved Amount, Total Spent Amount, Payment Status, Payroll Status, NOC Approval Status, and Action. Three rows are visible, all for August 2022. The third row has a 'View Payment Details' button highlighted with a red box.

SNo	Month	Establishment Code	ESTABLISHMENT NAME	Total Number of Candidates	Total Approved Amount	Total Spent Amount	Payment Status	Payroll Status	NOC Approval Status	Action
300	August	610700000	WALDEN UNIVERSITY CORPORATION MALLAMON	30	---	₹ ---	---	Pending	---	---
300	August	610700000	WALDEN UNIVERSITY CORPORATION MALLAMON	24	24	₹ 10000	Pending	Pending	---	View Payroll Details
300	Aug	610700000	WALDEN UNIVERSITY CORPORATION MALLAMON	24	24	₹ 10000	Pending	Pending	---	View Payment Details

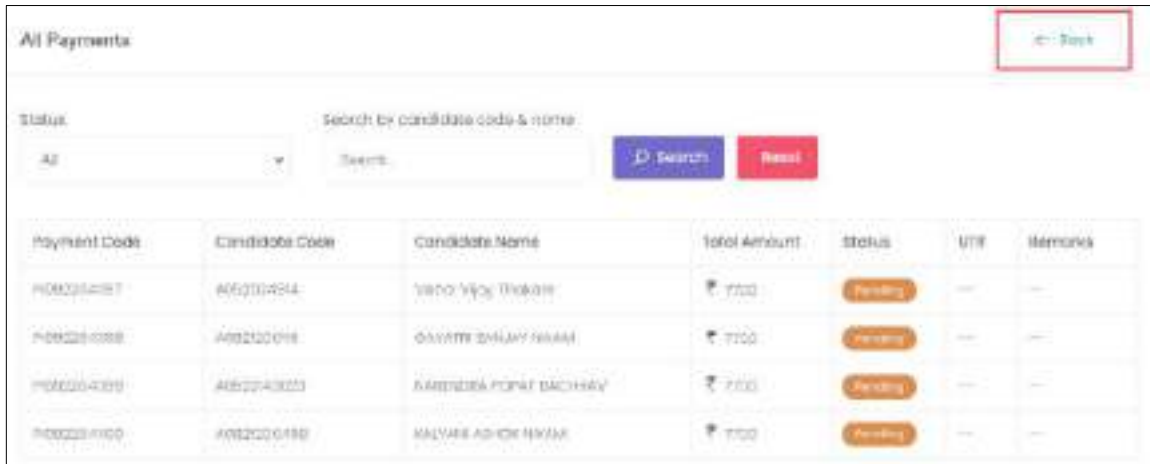
- Click **View Payment Details**, the **All Payments** screen appears.
- The **All Payments** screen displays details such as Month, Year, Payment Code, Total Amount, Number of Candidates, and Status.



The screenshot shows the 'August 2022 - All Payments' screen. At the top right is a 'Back' button. Below it are filters for Status (dropdown) and 'Search by payment code' (text input with 'Search' and 'Reset' buttons). The main area contains a table with the following columns: Payment Code, Total Amount, Number of Candidates, Status, View Details, and Action. Two rows are visible, both with 'Pending' status. The 'View' button in the first row is highlighted with a red box.

Payment Code	Total Amount	Number of Candidates	Status	View Details	Action
PM092202421	₹ 30800	4	Pending	View	...
PM092202422	₹ 31500	4	Pending	View	...

- Click **View** under **View Details**, the **All Payments** screen appears.
- The **All Payments** screen displays the individual candidate details such as Payment Code, Candidate Code, Candidate Name, Total Amount, Status, UTR, and Remarks.



The screenshot shows the 'All Payments' interface. At the top right, there is a red-bordered button labeled 'Back'. Below the title, there is a 'Status' dropdown menu set to 'All' and a search bar with the placeholder text 'Search by candidate code & name'. To the right of the search bar are 'Search' and 'Reset' buttons. The main content is a table with the following data:

Payment Code	Candidate Code	Candidate Name	Total Amount	Status	UTR	Remarks
PK0204087	AK0204084	VISHU VEDY THAKUR	₹ 7700	Pending	---	---
PK0204088	AK0204085	SHYAM BHAIJI RAMJI	₹ 7700	Pending	---	---
PK0204089	AK0204086	AMRITA POONJ BACHAV	₹ 7700	Pending	---	---
PK0204090	AK0204087	MAYABASHIKI NIVAR	₹ 7700	Pending	---	---

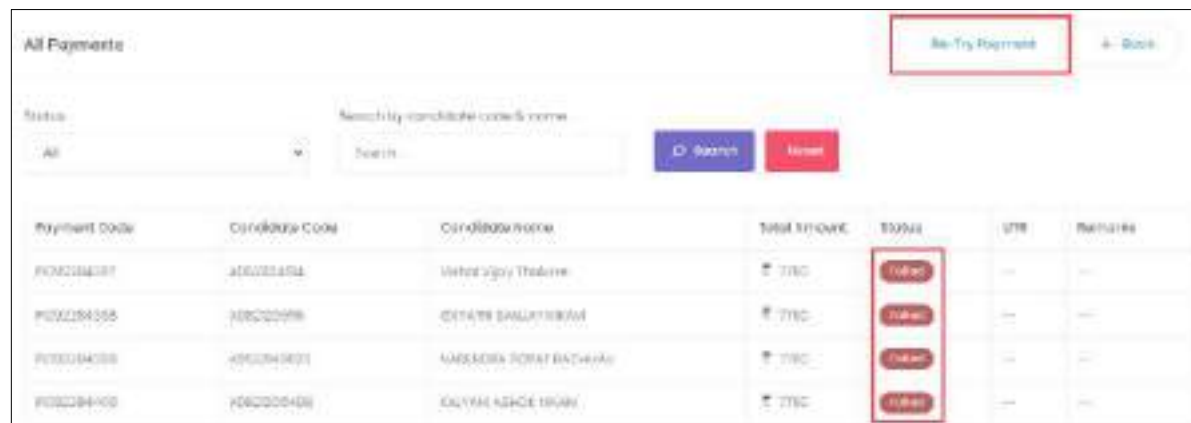
- Click **Back**, to navigate to the **All Payments** screen.

### 3.7 Re-Try Payment

The **Re-Try Payment** screen allows the Establishment to do the payment for failed status candidates.

#### To Navigate

Home --> Dashboard --> Stipend --> Attendance & Stipend --> All Payrolls --> Action --> View Payment Details --> View Details --> View --> Status



Payment Code	Candidate Code	Candidate Name	Total Amount	Status	UTR	Remarks
P002284387	4002284387	Uttara Vijay Thakur	₹ 7100	Failed	---	---
P002284388	4002284388	DEVIYAN SHARMA	₹ 7100	Failed	---	---
P002284389	4002284389	MAHENDRA SONAM BATHWANI	₹ 7100	Failed	---	---
P002284390	4002284390	KALYAN ANJALI TRIPATHI	₹ 7100	Failed	---	---

- The **All Payments** screen displays the individual candidate details such as Payment Code, Candidate Code, Candidate Name, Total Amount, Status, UTR, and Remarks.
- Click **Re-Try Payment**, the **Payment Generated Successfully** message appears, and navigate to the All Payments screen.

**Note:** New Payment code will appear for the candidates after re-try payment process.

## 4 Claims and Reimbursement

The **Claims and Reimbursement** screen allows the Establishment to view the Quarterly Apprenticeship Claim & Reimbursement details.

### To Navigate

Home - - > Dashboard - - > Stipend - - > Claim & Reimbursement

Quarterly Apprenticeship Claim & Reimbursement										
Status:			Year:		Sampling Status:					Reset
All			All		All					
Year	Quarter	Establishment	Total Number of Apprentices	Total Apprentice Records Updated	Total Stipend Amount Paid so far	Total Actual Stipend Amount Paid	Total Claim Processed	Status	Sampling Status	Action
2022	4th-000	MILLIKEN MUNICIPAL CORPORATION WILSON	18	18	\$ 407,000	\$ 420,000	\$ 407,000	Freeze	---	---

**Note:** The Establishment can initiate the claims only if the payments for all the **three** months of the quarter is freeze.

- The **Quarterly Apprenticeship Claim & Reimbursement** screen displays the list of all eligible contracts for NAPS along with claim & reimbursement details such as Year, Quarter, Establishment, Total Number of Apprentice, Total Apprentice Records Updated, Total Stipend Amount Paid as per Norms, Total Actual Stipend Amount Paid, Total Claim Processed, Status, and Sampling Status.

Quarterly Apprenticeship Claim & Reimbursement

Status: All Year: All Sampling Status: All Reset

Year	Quarter	Establishment	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount Paid as per Norms	Total Actual Stipend amount Paid	Total Claim Processed	Status	Sampling Status	Action
2023	Q1-1st	MALEDON MUNICIPAL CORPORATION MALEDON	11	11	₱ 31220	₱ 31220	₱ 31220	Done	Done	...

- The **Establishment** can search for a particular Quarterly Apprenticeship Claim & Reimbursement based on Status, Year, and Sampling Status. Click **Reset**, to change the setting as default.

**Note:**

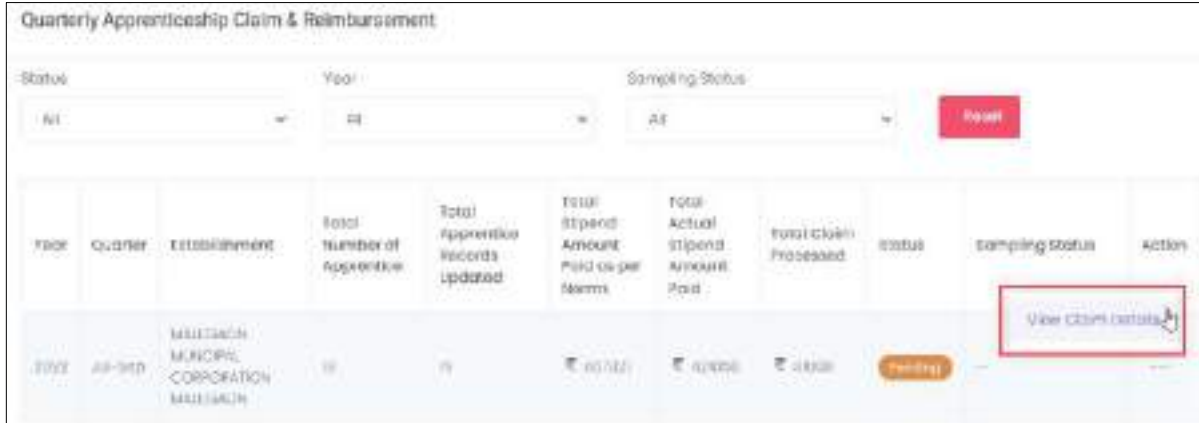
- The Establishment can only claim for the OJT (On-the-Job Training).
- The claim will be generated every quarter of each month in the quarter.
- The claim for the Quarter 1 (Jan-Mar) will be generated once the payroll for Jan, Feb, and March is freeze and payment method is selected.

## 4.1 Submit Claim

The **View Claims Details** screen allows the Establishment to enter and submit the details of the claim.

### To Navigate

Home - -> Dashboard - -> Stipend - -> Claim & Reimbursement - -> Quarterly Apprenticeship Claim & Reimbursement - -> Action - -> View Claim Details - -> Submit Claim

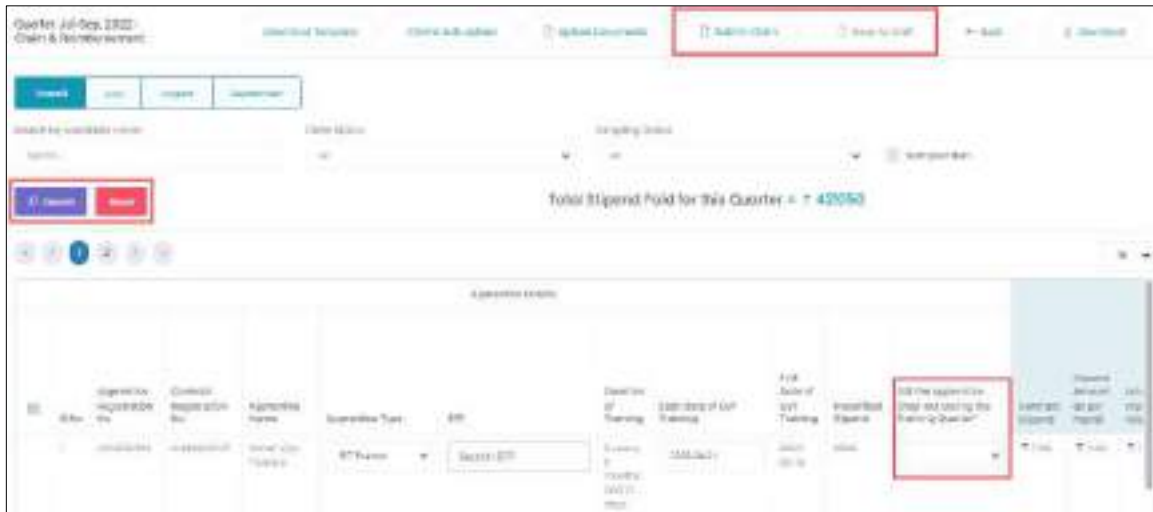


Rank	Quarter	Establishment	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount Paid (or per Month)	Total Actual Stipend Amount Paid	Total Claims Processed	Status	Sampling Status	Action
1002	4Q-2020	MULTIACH MUNICIPAL CORPORATION MALIBACH	10	10	₱ 60,000	₱ 60,000	10	Processing	Completed	<a href="#">View Claim Details</a>

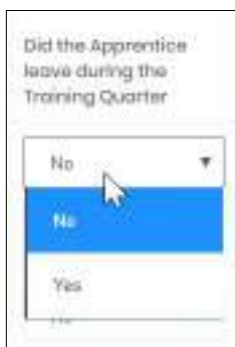
➤ Click **View Claim Details**, to navigate to the **Claim Details** screen. The **Claim Details** screen hosts **three** sections as listed below.

- Apprentice Details
- Quarterly
- Description

- The **Apprentice Details** section displays the apprentice details such as Apprentice Registration No, Contract Registration No, Apprentice Name, Apprentice Type, BTP, Duration of Training, Start Date of OJT Training, End Date of OJT Training, Prescribed Stipend, Contract Stipend, and Stipend Amount as per Payroll.




- The Establishment can search for a particular candidate based on Candidate Name, Claim Status, and Sampling Status. Click **Search**, to search for a particular candidate. Also displays the **Total Stipend Paid for this Quarter**.
- The Establishment should select the appropriate option for **Did the Apprentice leave during the Training Quarter** from the drop-down list.



#### Additional Information

- If the Establishment selects the option as **Yes**, then the apprentice left/drop out without completing the training. The eligible claim amount will become **Zero**, for the selection of yes.
- If the Establishment selects the option as **No**, If the apprentice has completed the training in the middle of the quarter or available for the entire quarter

- Click **Submit Claim**, to send the required claims for the further process.
- The Establishment can use **Save as Draft** to save the form in between and can continue from the place where left earlier.



Name of Establishment MALEGAON MUNICIPAL CORPORATION MALEGAON.

1. There is no duplicate claim in respect of any apprentices and we have not received any claims from any Apprenticeship Advisor against whom the claim is submitted.

2. There is no drop out/ terminated apprentice in this claim.

3. Excess amount (Not due) received from any Apprenticeship Advisor is recoverable and we will return the excess amount.

4. We have ensured that stipend is paid to the Aadhaar linked bank account of apprentices.

5. Stipend is paid from our bank account.

6. The data submitted in this form is correct to the best of our knowledge.

Disclaimer.

[Yes, submit it!](#)

No

- Select the **checkbox of Disclaimer**, to accept all the above-mentioned information.
- Click **Yes Submit it**, the **Claim submitted successfully** message appears and navigate to the Claim & Reimbursement screen.

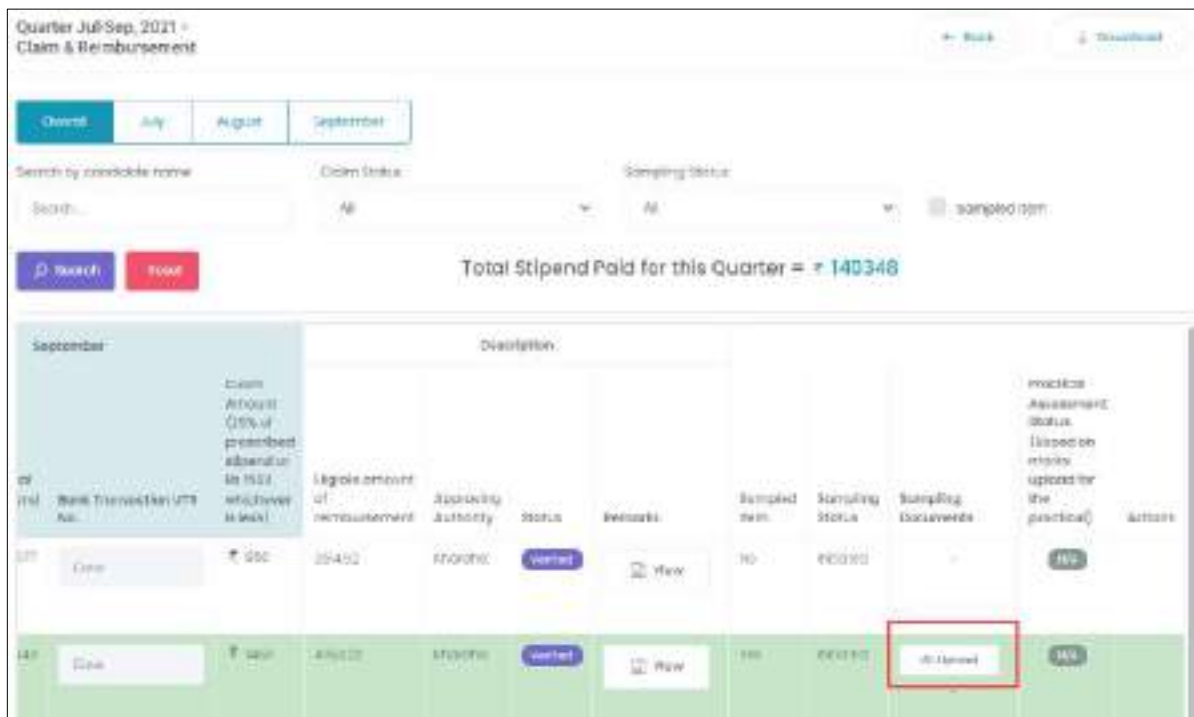


## 5 Upload Sampling Document

The **Upload Sampling Document** screen allows the Establishment to upload sampling documents.

### To Navigate

Home - - > Dashboard - - > Stipend - - > Claim & Reimbursement - - > Quarterly Apprenticeship Claim & Reimbursement - - > Action - - > View Claim Details - - > Upload



Quarter Jul-Sep, 2021 - Claim & Reimbursement

← Back    Download

Current    July    August    September

Search by candidate name    Claim Status    Sampling Status

Search...    All    All    sampled item

Back    Total    Total Stipend Paid for this Quarter = ₹ 140348

September		Description							Practice Assessment Status (Based on entry updated for the practice)	Action
ID	Bank Transaction VTR No.	Claim Amount (25% of prescribed absence or 15% whichever is less)	Agreement of reimbursement	Approving Authority	Status	Remarks	Sampled Item	Sampling Status	Sampling Documents	
127	Gen	₹ 500	25400	STUDHO	Normal	View	NO	RECORD	-	NO
141	Gen	₹ 500	49600	STUDHO	Normal	View	NO	RECORD	Upload	NO

- The **Claim & Reimbursement** screen displays the apprentice details and also allows the Establishment to upload the sampling document.
- Click **Upload**, the **Claim Sampling File Upload** screen appears.

- The **Claim Sampling File Upload** screen allows the Establishment to upload the appropriate sampling document.



- Click **Browse** to *upload* the appropriate Sampling Document. The Establishment can upload only pdf, jpeg, jpg, png, xls, xlsx, and the maximum file size is **four** MB.
- Click **Submit**, the **Document Uploaded Successfully** message appears.

## 5.1 Submit Bank Certificate

The **Submit Bank Certificates** screen allows the Establishment to submit the bank certificates.

### To Navigate

Home - - > Dashboard - - > Stipend - - > Claim & Reimbursement - - > Quarterly Apprenticeship Claim & Reimbursement - - > Action - - > View Claim Details - - > Submit Bank Certificates



Quarter: Jul-Sep, 2021 - Claim & Reimbursement

Submit Bank Certificates | Back | Download

Quarter: **Overall** | Jul | Aug | Sep

Search by establishment name: Search

Stipend Status: All

Sampling Status: All

Search | Reset

Total Stipend Paid for this Quarter = ₹ 140348

- Click **Submit Bank Certificate**, the **Sampling Submitted Successfully** screen appears.

## 6 Edit Bank Details – Establishment

The **Edit Bank Details** screen allows Establishment to edit the bank details.

### To Navigate

Home --> Dashboard --> My Profile --> Bank Details --> Edit

Bank Details				Edit
<b>Bank Name</b>	STATE BANK OF INDIA	<b>Bank Account Number</b>	56092000097	
<b>Account Type</b>	current	<b>IFSC Code</b>	SBIN0060092	
<b>Beneficiary Name</b>		<b>Cancelled Cheque Copy</b>	--	

- The **Bank Details** screen displays Bank Name, Bank Account Number, Account Type, IFSC Code, Beneficiary Name, Cancelled Cheque Copy, and also allows to edit the bank details.
- Click **Edit**, the **Bank Details** screen appears.

Bank details ← Back

---

Bank Name \*  Bank Account Number \*

Account Type \*  IFSC Code \*

Beneficiary Name \*  Upload Cancelled Cheque Copy

Choose file (Eg: jpeg, jpg, png), Maximum 4MB allowed.

[Upload Cancelled Cheque Copy.](#)

- The Bank Details screen allows Establishment to edit Bank Name, Bank Account Number, Account Type, IFSC Code, and Beneficiary Name.
- Click **Browse** to *upload* the Cancelled Cheque Copy. The Establishment can upload only jpeg, jpg, png, and the maximum file size is **four** MB.
- Click **Save**, the **Bank Details Updated Successfully** message appears.

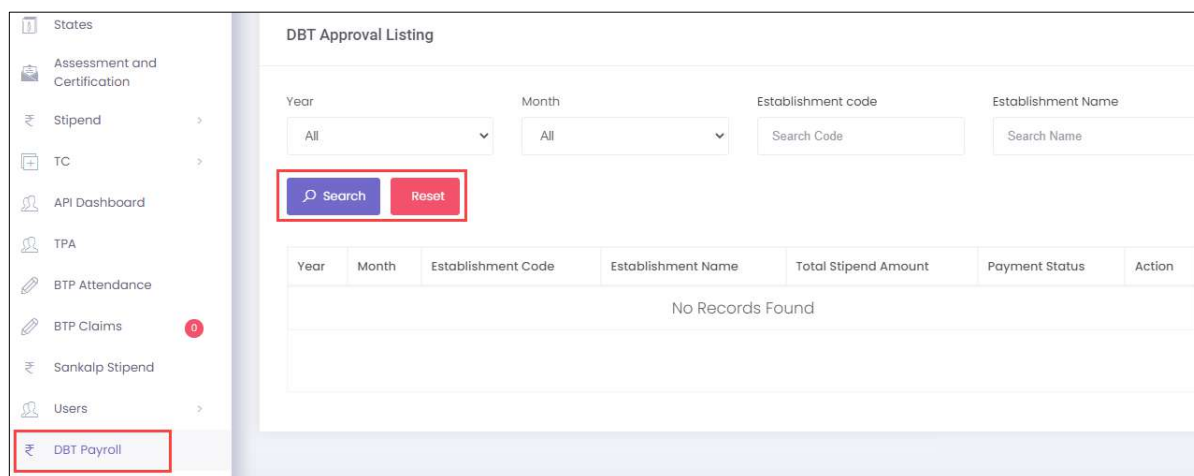
**Note:** The Establishment must enter the valid IFSC code.

## 7 View DBT Payroll – NSDC Admin

The **View DBT Payroll** screen allows NSDC Admin to view the DBT payroll details.

### To Navigate

Home - - > Dashboard - - > DBT Payroll



**DBT Approval Listing**

Year:  Month:  Establishment code:  Establishment Name:

Year	Month	Establishment Code	Establishment Name	Total Stipend Amount	Payment Status	Action
No Records Found						

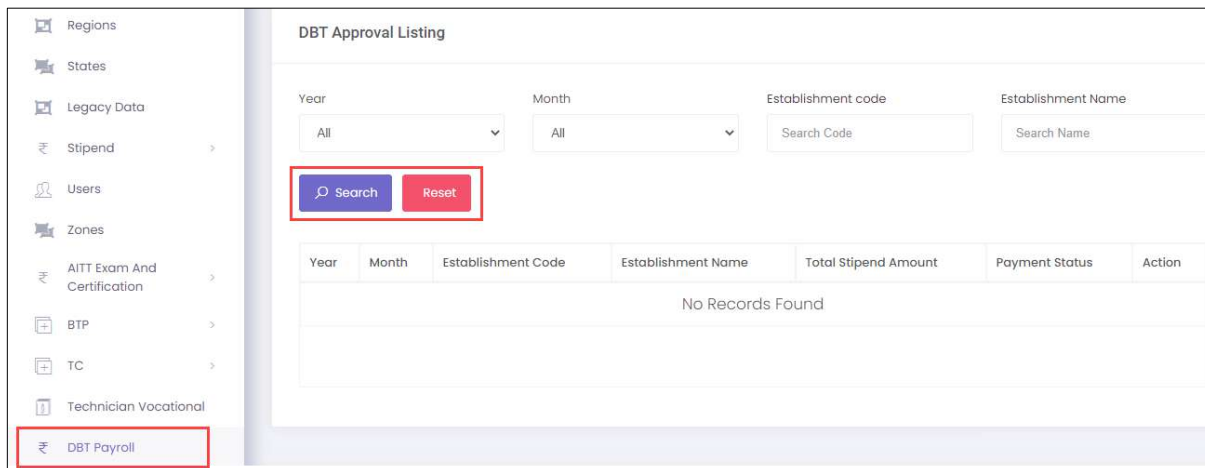
- The **DBT Approval Listing** screen displays details such as Year, Month, Establishment Code, Establishment Name, Total Stipend Amount, Payment Status, and Action.
- The NSDC admin can search for particular payroll based on Year, Month, Establishment Code, and Establishment Name. Click **Search**, to search for a particular payroll.

## 8 View DBT Payroll – DGT Admin

The **View DBT Payroll** screen allows DGT Admin to view the DBT payroll details.

### To Navigate

Home - - > Dashboard - - > DBT Payroll



DBT Approval Listing

Year: All | Month: All | Establishment code: Search Code | Establishment Name: Search Name

Year	Month	Establishment Code	Establishment Name	Total Stipend Amount	Payment Status	Action
No Records Found						

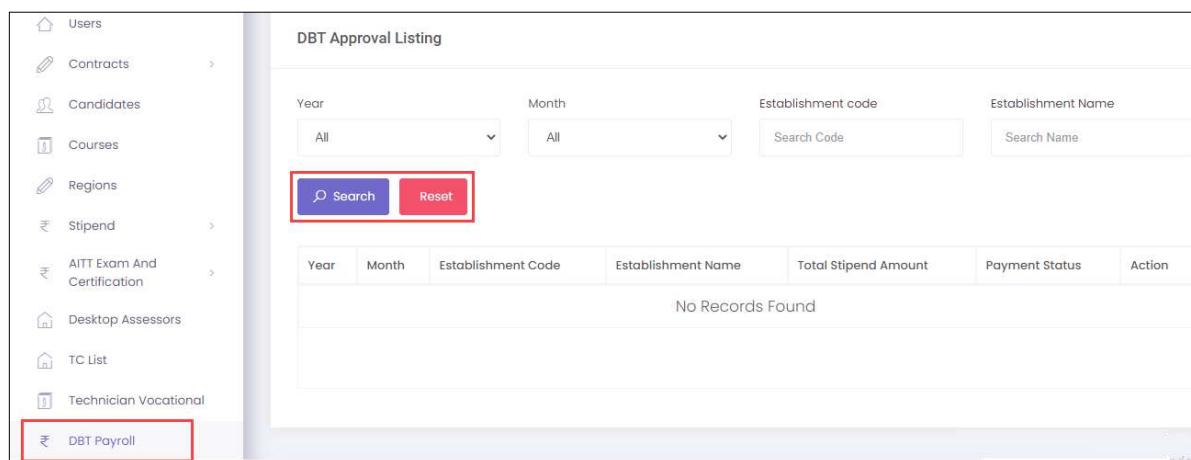
- The **DBT Approval Listing** screen displays details such as Year, Month, Establishment Code, Establishment Name, Total Stipend Amount, Payment Status, and Action.
- The DGT Admin can search for a particular payroll based on Year, Month, Establishment Code, and Establishment Name. Click **Search**, to search for a particular payroll.

## 9 View DBT Payroll – RDAT Admin

The **View DBT Payroll** screen allows RDAT Admin to view the DBT payroll details.

### To Navigate

Home - - > Dashboard - - > DBT Payroll



The screenshot displays the 'DBT Approval Listing' interface. On the left is a sidebar menu with 'DBT Payroll' selected. The main area has search filters for Year (All), Month (All), Establishment code (Search Code), and Establishment Name (Search Name). Below these are 'Search' and 'Reset' buttons. A table with the following columns is shown: Year, Month, Establishment Code, Establishment Name, Total Stipend Amount, Payment Status, and Action. The table currently displays 'No Records Found'.

- The **DBT Approval Listing** screen displays details such as Year, Month, Establishment Code, Establishment Name, Total Stipend Amount, Payment Status, and Action.
- The RDAT Admin can search for a particular payroll based on Year, Month, Establishment Code, and Establishment Name. Click **Search**, to search for a particular payroll.

## 10 View DBT Payroll – CAA Admin

The **View DBT Payroll** screen allows RDAT Admin to view the DBT payroll details.

### To Navigate

Home - - > Dashboard - - > DBT Payroll



- The **DBT Approval Listing** screen displays details such as Year, Month, Establishment Code, Establishment Name, Total Stipend Amount, Payment Status, and Action.
- The CAA Admin can search for a particular payroll based on Year, Month, Establishment Code, and Establishment Name. Click **Search**, to search for a particular payroll.



## 11 Create Course - Establishment

The **Create Course** screen allows the Establishment to create the required courses.

### To Navigate

Home - - > Dashboard - - > Courses - - > Create Course



- The **All Courses** screen allows the Establishment to create the required course. Click **Create Course**, the **Create Course** screen appears.
- The **Create Course** screen allows the Establishment to enter the course details in **three** sections as listed below.
  - Course Details
  - Minimum Qualification Required
  - Course Duration

- The **Course Details** section allows the Establishment to enter the details of the course such as Course Name, and NAPS (NAPS/Non-NAPS).

Create Course

← Back

**Note:** If the Course Curriculum is already existing in the portal, you may kindly use the same Curriculum while creating the Opportunity in the portal.

---

Course Name \*

NAPS

NAPS  Non NAPS

Are you creating this course for PwD candidates

Yes  No

Are you creating this as hazardous course

Yes  No

Proposed NSQF Level \*

Sector/Industry \*

QP(NOS) / Module \* ?

Module  QP(NOS)

Description

Curriculum \*

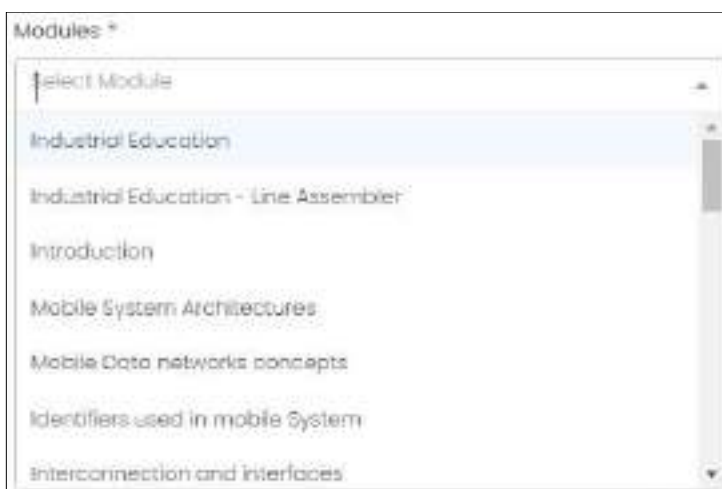
Please upload only (pdf,doc) file, Maximum 4MB allowed.

- The **Course Details** screen also allows to check the checkboxes for PwD candidates and hazardous courses. Also allows to select Proposed NSQF Level and Sector/Industry.
- It also allows to check checkboxes for QP(NOS) / Module and also can enter description.
- The Establishment can upload the Curriculum. Click **Browse** to *upload* the appropriate supporting documentation for the Curriculum. The Establishment can upload only pdf or doc and the maximum file size is **four MB**.

- On the selection of the **module**, the following screen appears. The Establishment can select the required module from the drop-down list.



- The Establishment can select the required module from the drop-down list. The **Module Mapped** screen appears.



- The **Module Mapped** screen displays Type, QP Code, QP Name, NOS/Module Code, NOS/Module Name and also allows to enter Practical (Maximum Marks, Passing Percentage, Passing Marks) and Theory (Maximum Marks, Passing Percentage, Passing Marks), and also allows to delete under Action.

Module Mapped						Practical			Theory			
Type	QP Code	QP Name	QP Version	NOS/MODULE CODE	NOS/MODULE Name	Maximum marks *	Passing Percentage % *	Passing marks *	Maximum marks *	Passing Percentage % *	Passing marks *	Action
Module	--	--	--	MOD01992	Industrial Education	100	35	35	100	35	35	
<b>Total Marks :</b>						<b>100</b>		<b>35</b>	<b>100</b>		<b>35</b>	

- The **Module Mapped** screen also displays Total Marks.

- On the selection of **QP (NOS)** the following screen appears. The Establishment can select the required Qualification Pack (QP) and National Occupational Standard (NOS) from the drop-down list.

- Click **+Add**, the **NOS Mapped** list appears as follows.

NOS Mapped								
Type	QP Code	QP Name	QP Version	NOS/MODULE CODE	NOS/MODULE Name	Maximum Practical (On the Job Training) marks *	Maximum Theory (with/without Basic Training) marks *	Action
NSC	NSC/Q3606	NSA Test Engineer	LD	NSC/NS008	Build and Maintain relationships in a Workplace			
<b>Total Marks :</b>						0	0	

- The **NOS Mapped** section displays the added QP-NOS for the course along with the details such as Type, QP Code, QP Name, QP Version, NOS/MODULE CODE, and NOS/MODULE Name. Also, allow the user to enter the required Maximum Practical (On the Job Training) marks, Maximum Theory (with/without Basic Training) marks for the selected QP-NOS.
- The **Minimum Qualification Required** section allows the user (Establishment, TPA, SSC, and NSDC) to enter the required qualification for the course such as Qualification Type, Minimum Qualification, Category/Sector, and Specialization.

- Click **Add**, to add the selected **Minimum Qualification** for the course.

- The **Added Minimum Qualification** section displays the selected minimum qualification for the course such as Qualification Type, Schemes, Eligibility Criteria (Min. Qualification), Minimum Qualification, Sector, Category/Sector, Job Role, NSQF Level, Specialization, and also allows the user to delete the added minimum qualification under Action.

Qualification Type	Schemes	Eligibility Criteria (Min. Qualification)	Minimum Qualification	Sector	Category/Sector	Job Role	NSQF Level	Specialization	Action
Intermediate Qualification			10th						<a href="#">Delete</a>

Stipend as per the minimum qualification will be **IN 6000**

**Note:** Basic Training (BT) of 2-4 weeks is embedded with the total training duration as deemed by the establishment.

- The **Added Minimum Qualification** section also displays Stipend as per the minimum qualification.

**Note:**

- If the duration of the course is more than **12 months**, then the course creator Establishment have to submit “Approval letter from MSDE” and also have to enter the course duration (in months) manually.
- The **Save as Draft** option allows the Establishment to save the course at different stage and update the same course with the required details later.

- The **Course Duration** screen allows user to select duration of course from the drop-down list.

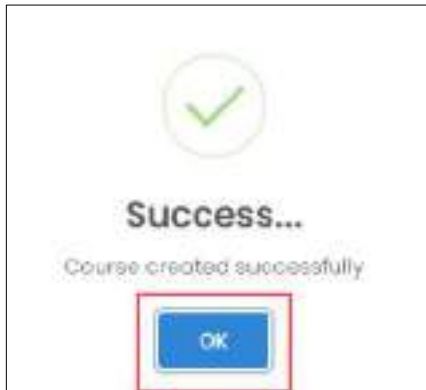
Course Duration \*

Select Course Duration ▼

- Select Course Duration
- 6 Months
- 9 Months
- 12 Months
- More than 12 months

Save as Draft
Save

- Click **Save**, the following screen appears.



- Click **OK**, to create the course and navigate to the **All Courses** screen.

**Additional Information:**

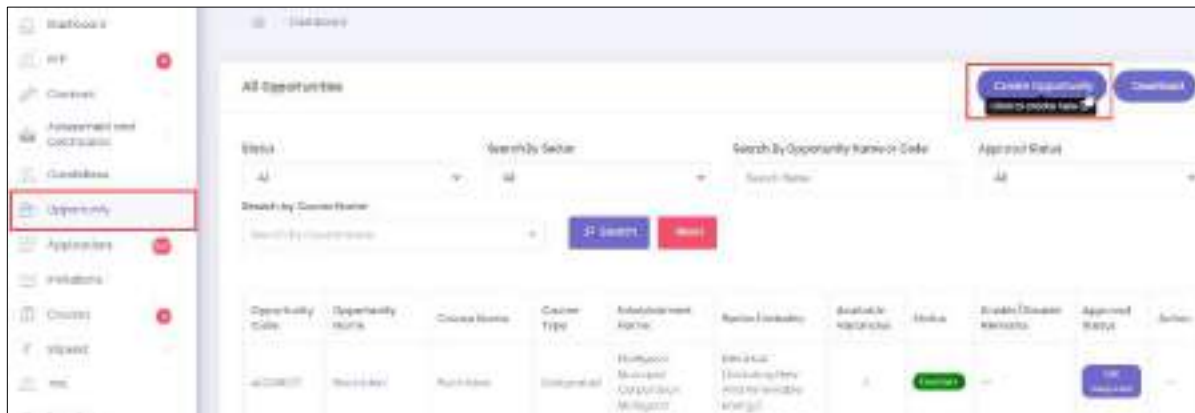
- The Establishment can convert the NAPS Course and NAPS opportunity into Non - NAPS opportunity.
- The Establishment can convert the NAPS Course and non – NAPS opportunity into NAPS opportunity.
- The Establishment **cannot** convert the Non - NAPS course and Non – NAPS opportunity into NAPS opportunity.
- The Establishment can convert Non – NAPS to NAPS opportunity and vice versa without NSDC approval.

## 12 Create Opportunity - Establishment

The **Create Opportunity** screen allows the Establishment to create the required opportunity for the courses.

### To Navigate

Home - - > Establishment Dashboard - - > Opportunity - - > Create Opportunity



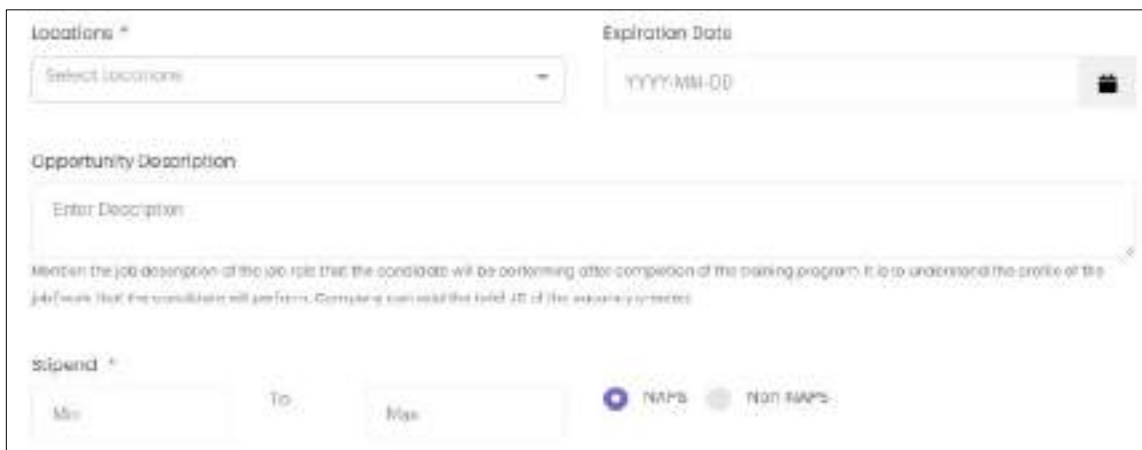
- The **All Opportunities** screen allows the Establishment to create the required opportunity. Click **Create Opportunity**, the **Create Opportunity** screen appears.
- The **Create Opportunity** screen allows the Establishment to enter the details in **three** sections as listed below.
  - Course Details
  - Location and Stipend
  - Training Document

- The **Course Details** section allows the Establishment to select Course Type and enter details such as Course, Number of Vacancies, and Gender Preference.



The screenshot shows the 'Create Opportunity' form. At the top right is a '← Back' button. The 'Select Course Type' section has three radio buttons: 'Any' (selected), 'Optional Courses', and 'Designated Courses'. Below this is a 'Course' dropdown menu with 'Select Course' as the placeholder. The 'Number of Vacancies' field is a text input with a '+' sign. The 'Gender Preference' field is a dropdown menu with 'Select Gender' as the placeholder. A note at the bottom states: 'Can be anything from 1 to the maximum limit of 100 (20% for Maharashtra and Karnataka) as per the employee strength'.

- The **Location and Stipend** section allows the Establishment to select the Locations and Expiration Date from the drop-down and also allows to enter Opportunity Description.



The screenshot shows the 'Location and Stipend' section. It features a 'Locations' dropdown menu with 'Select Location' as the placeholder. To its right is an 'Expiration Date' field with a calendar icon and the format 'YYYY-MM-DD'. Below these is a text area for 'Opportunity Description' with the placeholder 'Enter Description'. A note below the text area reads: 'Mention the job description of the job role that the candidate will be performing after completion of the training program. It is to understand the profile of the job/role that the candidate will perform. Company can add the field JD of the vacancy created'. At the bottom, there is a 'Stipend' section with 'Min' and 'Max' input fields, a 'To' label, and two radio buttons: 'NAPS' (selected) and 'NON NAPS'.

- The **Location and Stipend** section also allows to enter Stipend from min to max and select NAPS or Non NAPS.



- The **Training Document** section allows Establishment to upload the Training Document. Click **Browse**, to upload the appropriate training document. The Establishment can upload only pdf and the maximum file size is **four** MB.



Training Document

Choose file (Eg: pdf), Maximum 4MB allowed.

Any additional LCA/Module/etc to be added in the curriculum should be attached here as pdf format. When writing the address module, please write the learning outcomes in accordance with the goal.

- Click **Save**, the following screen appears.



- Click **OK**, to navigate to the **All Opportunities** screen.

## 13 Candidate Registration – ITI Student

The **Registration** section allows the new user to register as a Candidate.

### To Navigate

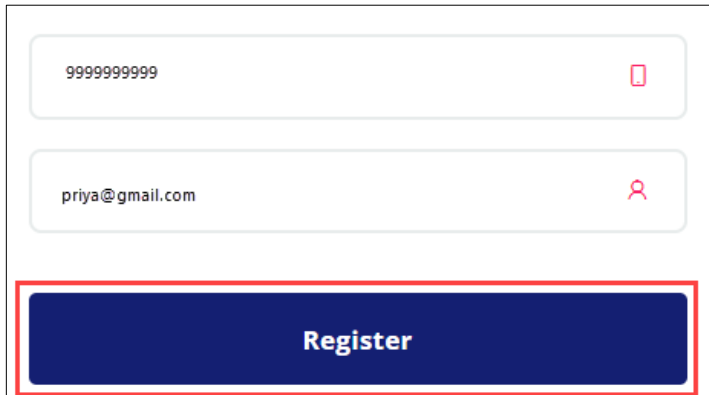
Home - - > Login/Register - - > Candidate

To **Register**, the new Candidate on the Apprenticeship India website do as follows.



- Select *checkboxes* for **Register as a Candidate** and **ITI Student**.
- Enter Roll Number.
- Click **Find Details**, the following screen appears.

- Enter the Mobile Number and Email ID.

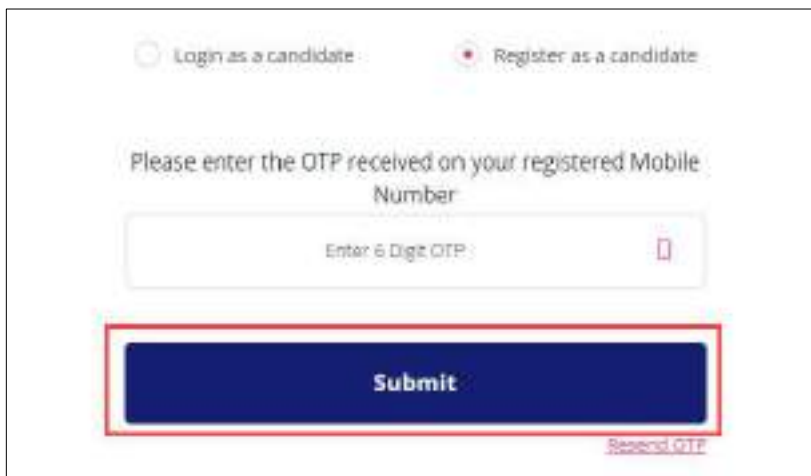


9999999999

priya@gmail.com

**Register**

- Click **Register**, the following screen appears.



Login as a candidate  Register as a candidate

Please enter the OTP received on your registered Mobile Number

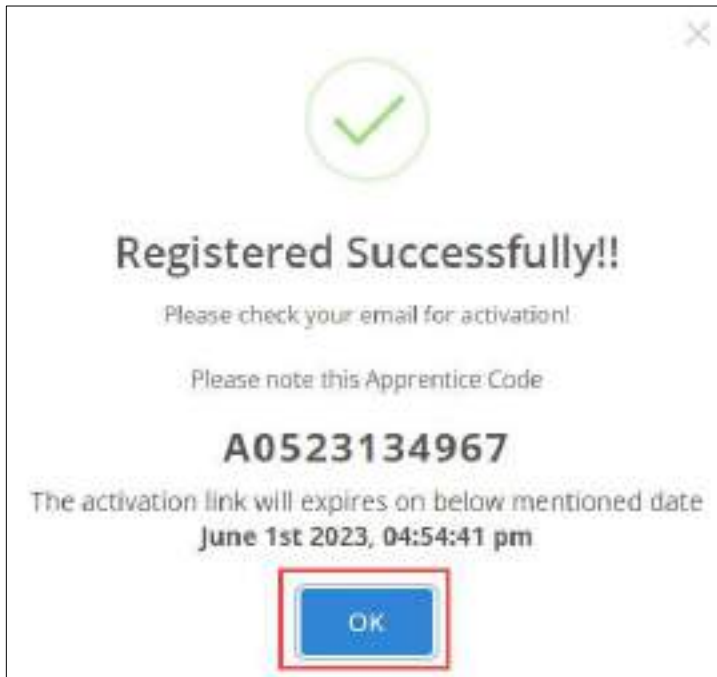
Enter 6 Digit OTP

**Submit**

[Resend OTP](#)

- Enter the OTP received on the registered Mobile Number.

- Click **Submit**, the **User Activated Successfully** message appears, and the **Registered Successfully** screen appears.

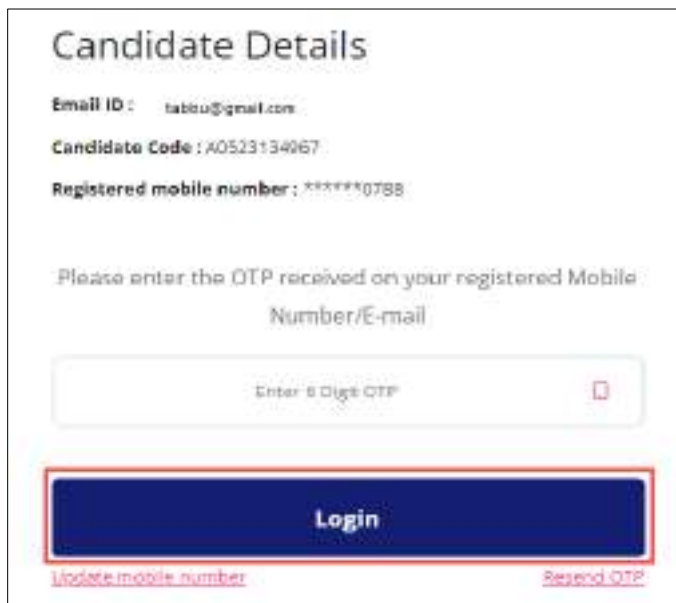


- Click **OK**, the **Login** screen appears.

- Enter the Email ID.

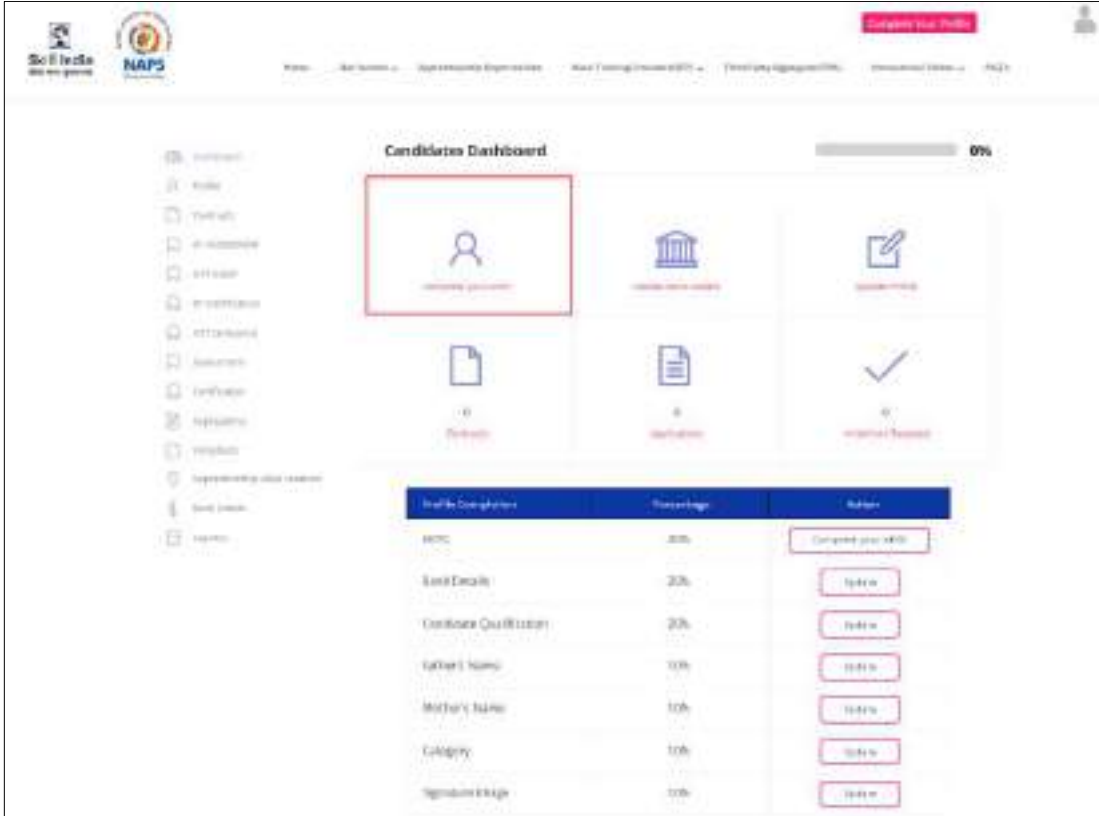


- Click **Submit**, the **Candidate Details** screen appears.
- The **Candidate Details** screen displays Email ID, Candidate Code, Registered Mobile Number, and also allows to enter OTP received on registered mobile number.



- Click **Login**, the **Candidate Dashboard** screen appears.

- The **Candidate Dashboard** screen allows the candidate to update the required information.



Profile Completion	Percentage	Action
NTIC	100%	Completed your eKYC
Bank Details	20%	Update
Candidate Qualification	20%	Update
Other's Name	100%	Update
Mother's Name	100%	Update
Category	100%	Update
Agreement Stage	100%	Update

- Click **Complete your eKYC**, the following screen appears.

- Enter Aadhaar Number.

## Complete your eKYC

Enter Your Aadhaar Number\*

Enter Your Aadhaar Number

I agree to give my UIDAI Number for Authentication

मैं प्रमाणीकरण के लिए अपना दुआईडीएआई नंबर देने के लिए सहमत हूँ

Individual agrees to provide his/her UIDAI Number for Authentication

उम्मीदवार प्रमाणीकरण के लिए अपना दुआईडीएआई नंबर देने के लिए सहमत है

I hereby consent to provide my Aadhaar Number and/or Biometric and/or One Time Pin (OTP) data for Aadhaar based authentication for the purpose of establishing my identity for Apprenticeship.

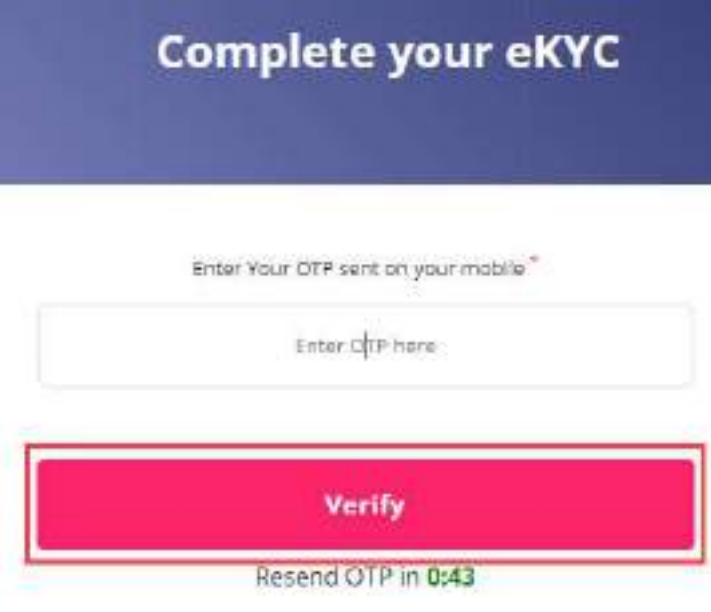
I have no objection in authenticating myself and fully understand that information provided by me shall be used for authenticating my identity through Aadhaar Authentication System for the purpose stated above and no other purpose.

मैं अप्रेंटिसशिप के लिए अपनी पहचान स्थापित करने के उद्देश्य से अपना आधार कार्ड नंबर देने की सहमति देता/ देती हूँ। इसके अलावा बायोमेट्रिक या ओटीपी अथवा दोनों की ही जरूरत होने पर मैं इसे भी उपलब्ध कराने के लिए सहमत हूँ।

मैंने इस सत्यापन को लेकर मुझे किसी तरह की अवधि नहीं होती। मैं जानता/ जानती हूँ कि मेरे द्वारा दी गई यह जानकारी का उपयोग आधार प्रणाली के जरिये मेरी पहचान को स्थापित करने के लिए ही किया जाएगा और उपरोक्त उद्देश्य के अलावा किसी अन्य उद्देश्य के लिए इसका उपयोग नहीं किया जाएगा।

**Send OTP**

- Select the *checkbox*, to **agree to provide UIDAI number for Authentication**.
- Click **Send OTP**, the following screen appears.



Complete your eKYC

Enter Your OTP sent on your mobile

Enter OTP here

Verify

Resend OTP in 0:43

- Enter OTP received on registered mobile.
- Click **Verify**, the following screen appears.



- Select District and Relationship from the drop-down list.

Your state as per the aadhaar details - **Assam** \*

Select District


Parent Name \*


C/O: Dilip Kumar

**Note** : Remove D/O: , S/O: , W/O: , C/O: before submitting this form.

Enter your relationship with - **C/O: Dilip Kumar** \*

Select Relationship

  
Aadhaar Image

  
Profile Image  
Use jpeg, jpg and png.  
Image size upto 4MB

- Enter the Parent Name.
- Select any one image.

**Additional Information:**

- When a candidate uploads a clear face accurate image, it will upload successfully.
- When a candidate uploads a non-human face image, “please select valid profile image it will recognise only human faces” error message appears.
- When candidate uploads not clear human image, “The image is blurred cannot allow it to be uploaded” error message appears.
- When a candidate uploads multiple face images, “Please select single face image popup message” error message appears.
- The candidate cannot upload white and black images.

- Click **Go**, the **Candidate Details** screen appears.
- The **Candidate Details** screen displays Information in Profile and Information from Aadhaar details such as DOB, Name, and Father Name.

Field	Information in Profile	Information from Aadhaar
DOB	2000 - 00 - 00	2000 - 00 - 00
Name	PRITY ZINTA	Munmun
Father Name	BINOD	Dilip

I agree to update my profile details as per my Aadhaar. On the basis of this confirmation my contract/Marksheet/Certificate will be regenerated

**Go**

- Select *checkbox* to **agree to update profile details as per Aadhaar**.
- Click **Go**, the following screen appears.



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

### Example: eKYC Candidates

**Example A:** The candidate has not completed the eKYC, but the profile image was already uploaded.

- In case eKYC is not completed the candidate cannot perform any action in the profile or in other modules.
- In the final step of eKYC completion, the candidate can select profile image or Aadhaar image as primary image.
- If a candidate does not want to select the image from the Aadhaar Image and Profile Image, then the candidate can upload a new image.
- Based on candidate selection all the documents will get updated with the selected image.
- On the selection of the primary image, the system will regenerate the contract marksheet and certificate.

**Example B:** The candidate has not completed the eKYC and the profile image is also not available.

- In case eKYC is not completed the candidate cannot perform any action in the profile or in other modules.
- In the final step of eKYC, the candidate image from Aadhaar will be displayed and an option is available to select a new image from the computer.
- Based on candidate selection all the documents will get updated with the selected image.
- Candidate will be able to select either profile image or aadhaar image as a primary image.
- On the selection of the primary image, the system will regenerate the contract marksheet and certificate.