

User Manual for RDSDE - Pradhan Mantri National Apprenticeship Mela



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1 Introduction

The User Manual for *RDSDE - Pradhan Mantri National Apprenticeship Mela* is designed to provide information on, how the RDSDE can add and view coordinator details. The RDSDE can perform the following functionalities as listed.

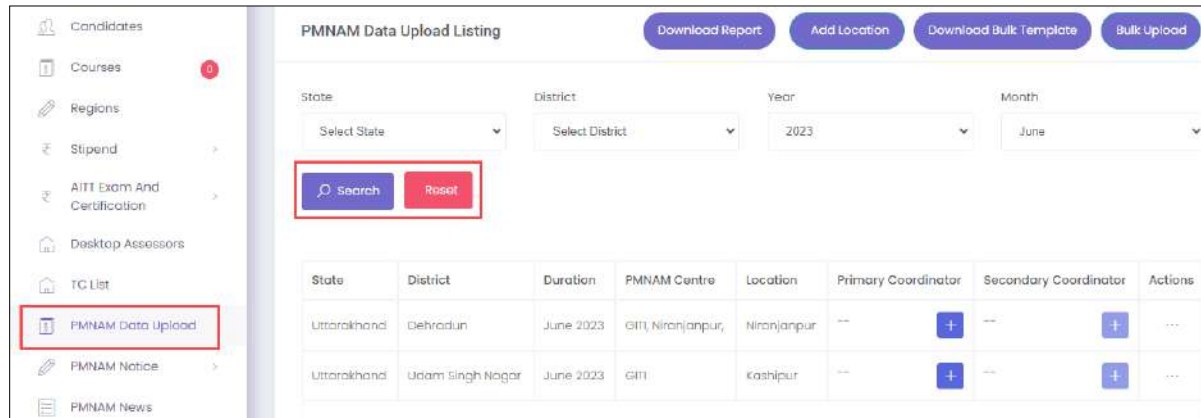
- View PMNAM Data Upload Listing
- Add Mela Location
- Add Mela Location (Bulk Upload)
- View / Add / Edit Primary Coordinator Details
 - Add Primary Coordinator Details
 - View Primary Coordinator Details
 - Edit Primary Coordinator Details
- Update Mela Location
- Add Notice (State)
 - Edit Notice (State)
- Add Notice (District)
 - Edit Notice (District)
- Add News
 - Edit News
- View News and Update
- View Apprenticeship Statistics and State – wise e – KYC Map
- View Apprenticeship Mela Details Using Map

2 View PMNAM Data Upload Listing

The **PMNAM Data Upload Listing** screen allows RDSDE Admin to view PMNAM details.

To Navigate

Home --> Dashboard --> PMNAM Data Upload --> PMNAM Data Upload Listing



State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
Uttarakhand	Dehradun	June 2023	GITI, Niranjanpur,	Niranjanpur	--	+	+
Uttarakhand	Udham Singh Nagar	June 2023	GITI	kashipur	--	+	+

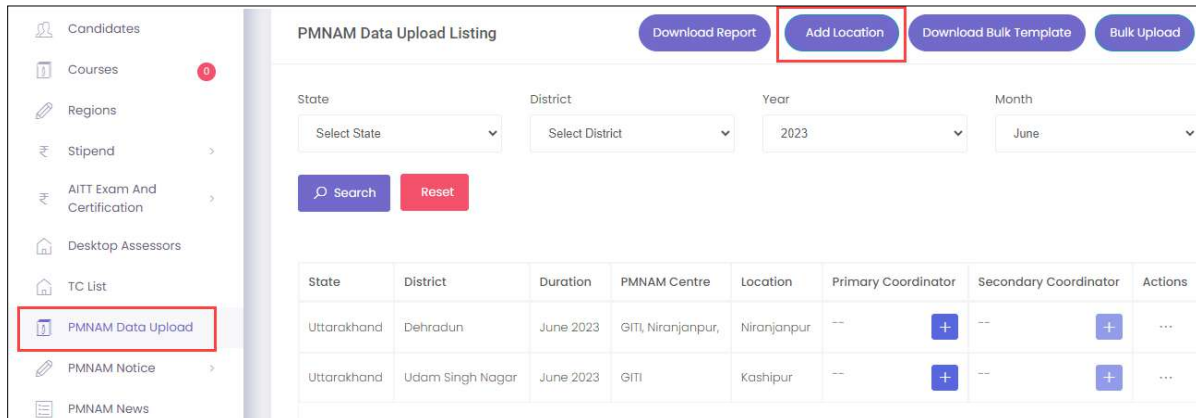
- The **PMNAM Data Upload Listing** screen displays details such as State, District, Duration, PMNAM Centre, Location, Primary Coordinator, Secondary Coordinator, and Action.
- The RDSDE Admin can search for particular PMNAM data based on State, District, Year, and Month. Click **Search**, to search for particular data.

3 Add Mela Location

The **Add Mela Location** screen allows the RDSDE Admin to add apprenticeship mela location.

To Navigate

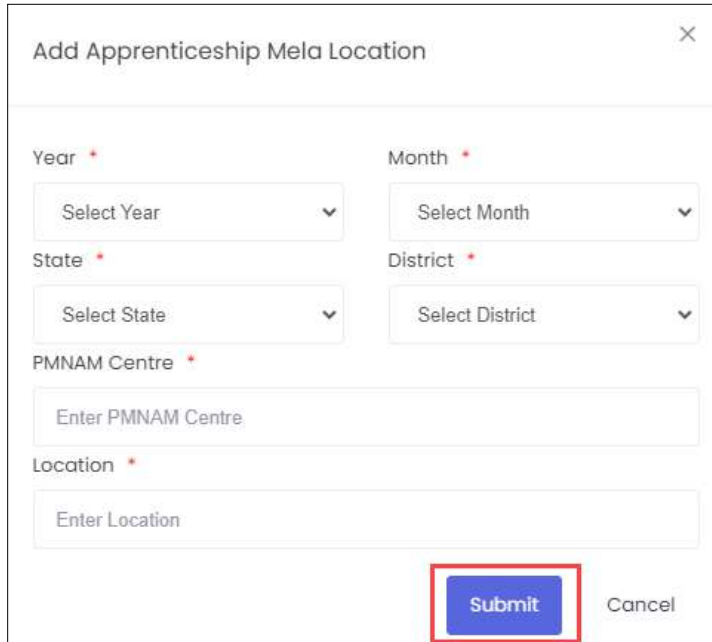
Home --> Dashboard --> PMNAM Data Upload --> PMNAM Data Upload Listing --> Add Location



State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
Uttarakhand	Dehradun	June 2023	GITI, Niranjanpur,	Niranjanpur	--	+	...
Uttarakhand	Udam Singh Nagar	June 2023	GITI	Kashipur	--	+	...

- The **PMNAM Data Upload Listing** screen displays State, District, Duration, PMNAM Centre, Location, Primary Coordinator, Secondary Coordinator, and Action.
- Click **Add Location**, the **Add Apprenticeship Mela Location** screen appears.

- The **Add Apprenticeship Mela Location** screen allows RDSDE Admin to select Year, Month, State, and District from the drop-down list.



The screenshot shows a web form titled "Add Apprenticeship Mela Location" with a close button (X) in the top right corner. The form contains the following fields:

- Year ***: A dropdown menu with the text "Select Year".
- Month ***: A dropdown menu with the text "Select Month".
- State ***: A dropdown menu with the text "Select State".
- District ***: A dropdown menu with the text "Select District".
- PMNAM Centre ***: A text input field with the placeholder text "Enter PMNAM Centre".
- Location ***: A text input field with the placeholder text "Enter Location".

At the bottom right of the form, there is a blue **Submit** button and a grey **Cancel** button. The **Submit** button is highlighted with a red rectangular border.

- The **Add Apprenticeship Mela Location** screen also allows to enter PMNAM Centre and Location.
- Click **Submit**, the **Location added successfully** message appears and navigates to the **PMNAM Data Upload Listing** screen.

Note:

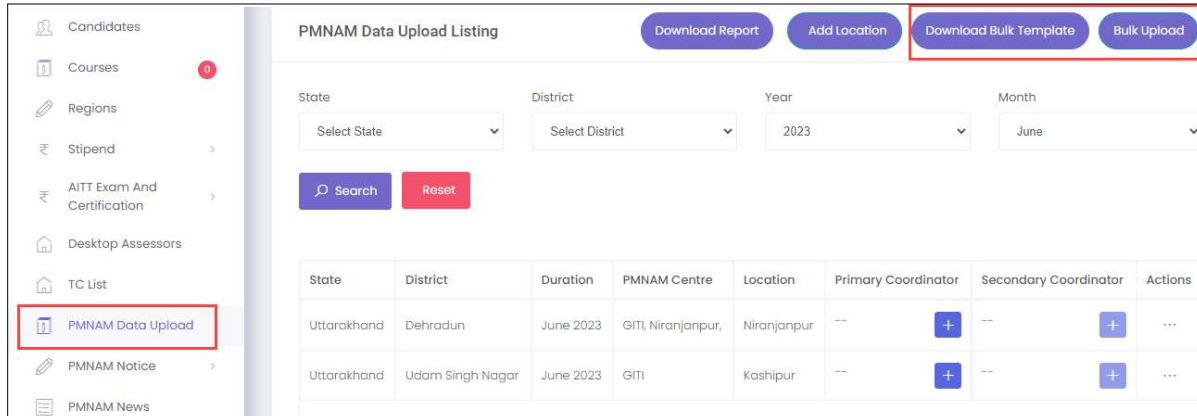
- Only current and upcoming months will be displayed in the month drop-down list.
- Every mela location must have **two** mela coordinators

4 Add Mela Location (Bulk Upload)

The **Add Mela Location (Bulk Upload)** screen allows RDSDE Admin to add mela locations in bulk.

To Navigate

Home --> Dashboard --> PMNAM Data Upload --> PMNAM Data Upload Listing --> Bulk Upload



PMNAM Data Upload Listing

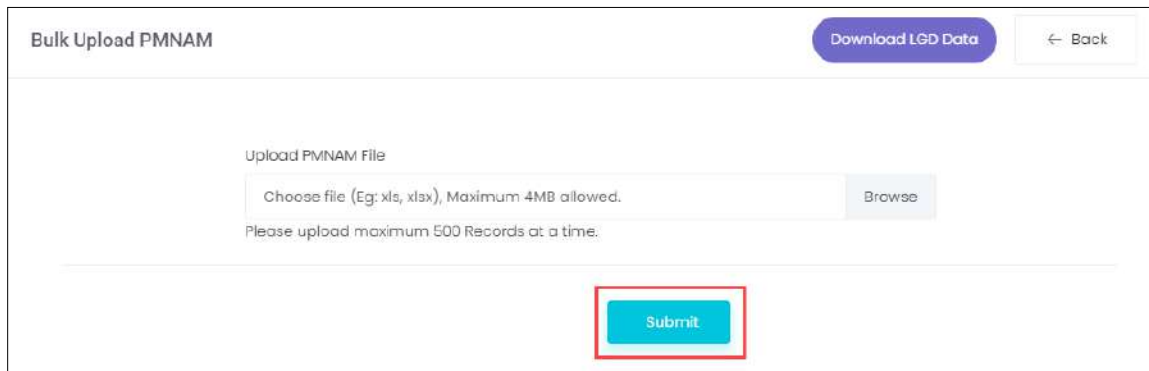
Download Report Add Location Download Bulk Template Bulk Upload

State: Select State District: Select District Year: 2023 Month: June

Search Reset

State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
Uttarakhand	Dehradun	June 2023	GITI, Niranjanpur,	Niranjanpur	--	+	...
Uttarakhand	Udam Singh Nagar	June 2023	GITI	Kashipur	--	+	...

- The **PMNAM Data Upload Listing** screen displays State, District, Duration, PMNAM Centre, Location, Primary Coordinator, Secondary Coordinator, and Action.
- Click **Download Bulk Template**, to upload the details.
- Click **Bulk Upload**, the **Bulk Upload PMNAM** screen appears.



Bulk Upload PMNAM

Download LGD Data ← Back

Upload PMNAM File

Choose file (Eg: xls, xlsx), Maximum 4MB allowed. Browse

Please upload maximum 500 Records at a time.

Submit

- The RDSDE Admin can upload the PMNAM file. Click **Browse**, to upload the appropriate PMNAM file. The RDSDE Admin can upload only xls and xlsx file and the maximum file size is **four MB**.
- Click **Submit**, the file **uploaded successfully** message appears and navigates to the **PMNAM Data Upload Listing** screen.

Note: The RDSDE Admin can upload maximum of **500** mela locations at a time.

5 View / Add / Edit Primary Coordinator Details

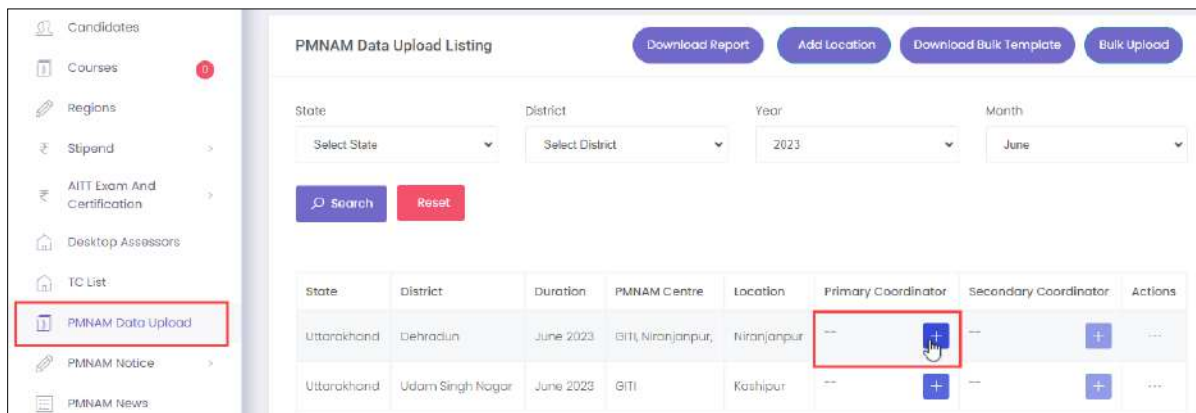
The **View / Add / Edit Primary Coordinator** screen allows RDSDE Admin to add, view, and update the primary coordinator details.

5.1 Add Primary Coordinator Details

The **Add Primary Coordinator Details** screen allows RDSDE Admin to add the details of primary coordinator.

To Navigate

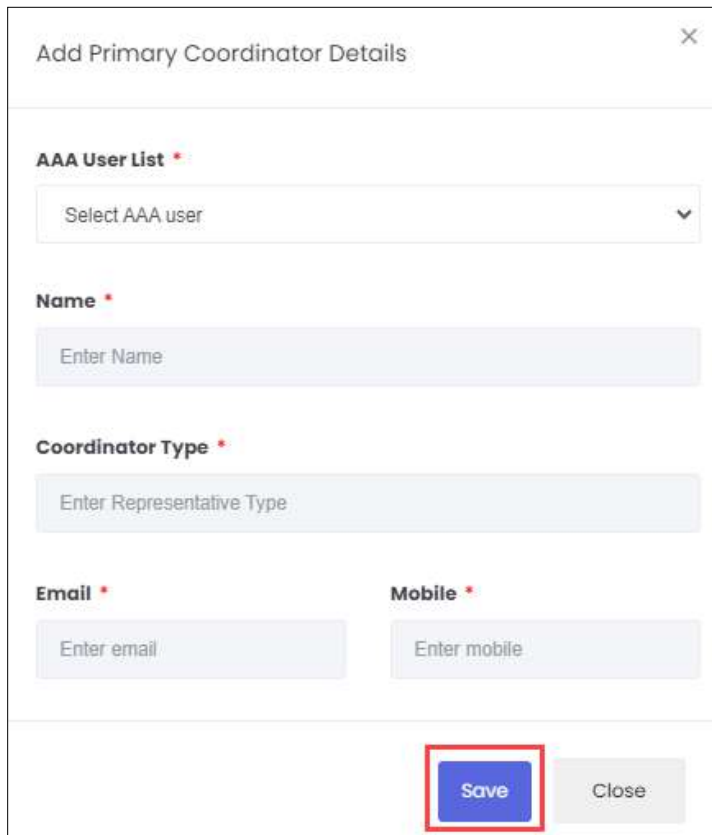
Home - - > Dashboard - - > PMNAM Data Upload - - > PMNAM Data Upload Listing - - > Add primary coordinator details



State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
Uttarakhand	Dehraadun	June 2023	GITI, Niranjanpur,	Niranjanpur	--	--	+
Uttarakhand	Udam Singh Nagar	June 2023	GITI	Kashipur	--	--	+

- The **PMNAM Data Upload Listing** screen displays State, District, Duration, PMNAM Centre, Location, Primary Coordinator, Secondary Coordinator, and Action.
- Click **+**, the **Add Primary Coordinator Details** screen appears.

- The **Add Primary Coordinator Details** screen allows RDSDE Admin to select AAA User List from the drop – down list.



The screenshot shows a web form titled "Add Primary Coordinator Details" with a close button (X) in the top right corner. The form contains the following fields:

- AAA User List ***: A dropdown menu with the placeholder text "Select AAA user".
- Name ***: A text input field with the placeholder text "Enter Name".
- Coordinator Type ***: A text input field with the placeholder text "Enter Representative Type".
- Email ***: A text input field with the placeholder text "Enter email".
- Mobile ***: A text input field with the placeholder text "Enter mobile".

At the bottom of the form, there are two buttons: a blue "Save" button (highlighted with a red box) and a grey "Close" button.

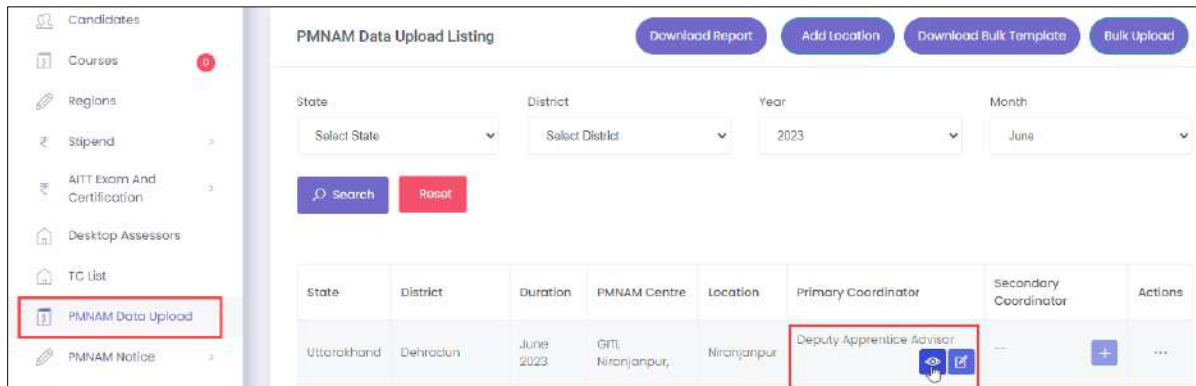
- The **Add Primary Coordinator Details** screen also displays Name, Coordinator Type, Email, and Mobile.
- Click **Save**, the **Coordinator created successfully** message appears and navigates to the **PMNAM Data Upload listing** screen.

5.2 View Primary Coordinator Details

The **View Primary Coordinator Details** screen allows RDSDE Admin to view the details of the primary coordinator.

To Navigate

Home - - > Dashboard - - > PMNAM Data Upload - - > PMNAM Data Upload Listing - - > View primary coordinator details





PMNAM Data Upload Listing

Download Report Add Location Download Bulk Template Bulk Upload

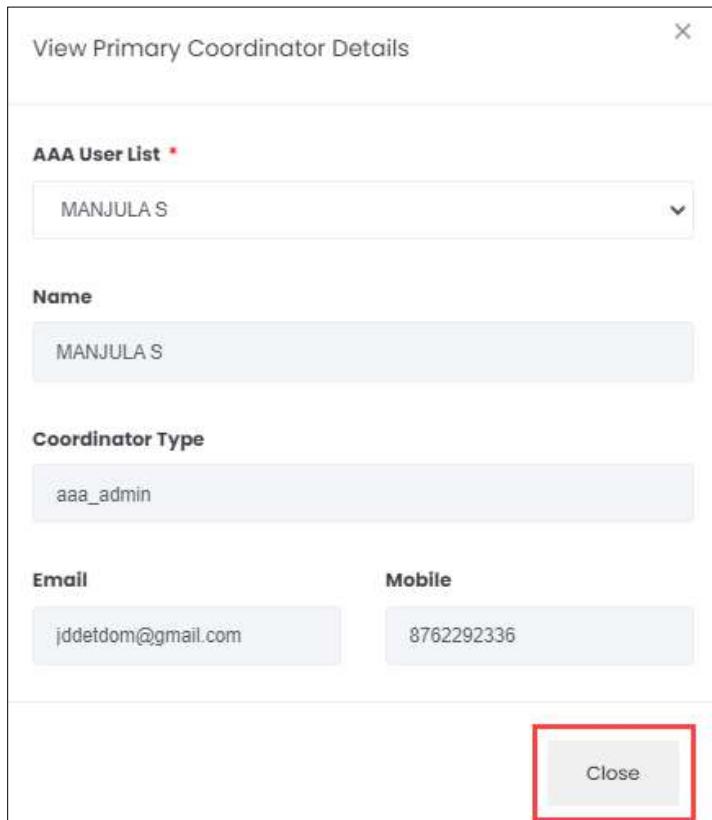
State: Select State District: Select District Year: 2023 Month: June

Search Reset

State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
Uttarakhand	Dehradun	June 2023	GTI, Niranjapur,	Niranjapur	Deputy Apprentice Advisor 	--	+ ...

- The **PMNAM Data Upload Listing** screen displays State, District, Duration, PMNAM Centre, Location, Primary Coordinator, Secondary Coordinator, and Action.
- Click , the **View Primary Coordinator Details** screen appears.

- The **View Primary Coordinator Details** screen displays details of the coordinator such as AAA User List, Name, Coordinator Type, Email, and Mobile.



View Primary Coordinator Details

AAA User List *

MANJULA S

Name

MANJULA S

Coordinator Type

aaa_admin

Email **Mobile**

jddetdom@gmail.com 8762292336

Close

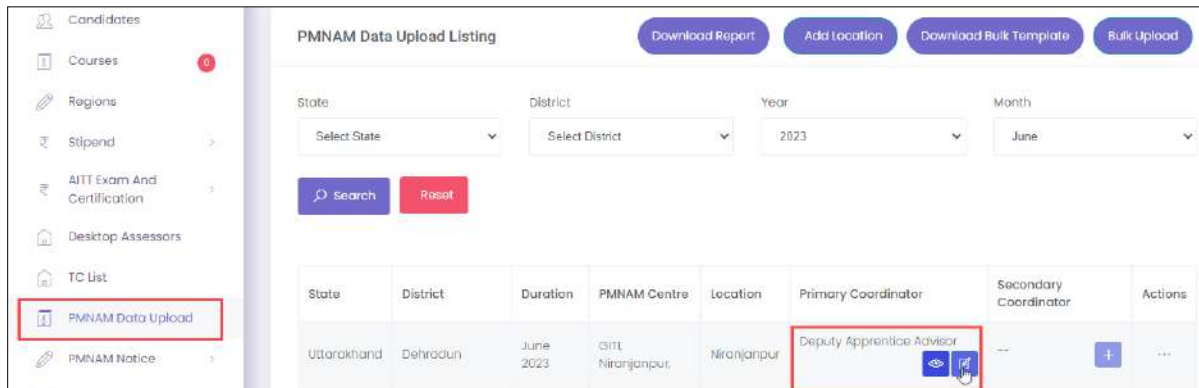
- Click **Close**, to navigate to the **PMNAM Data Upload Listing** screen.



5.3 Edit Primary Coordinator Details


The **Edit Primary Coordinator Details** screen allows RDSDE Admin to update the details of the primary coordinator.

To Navigate

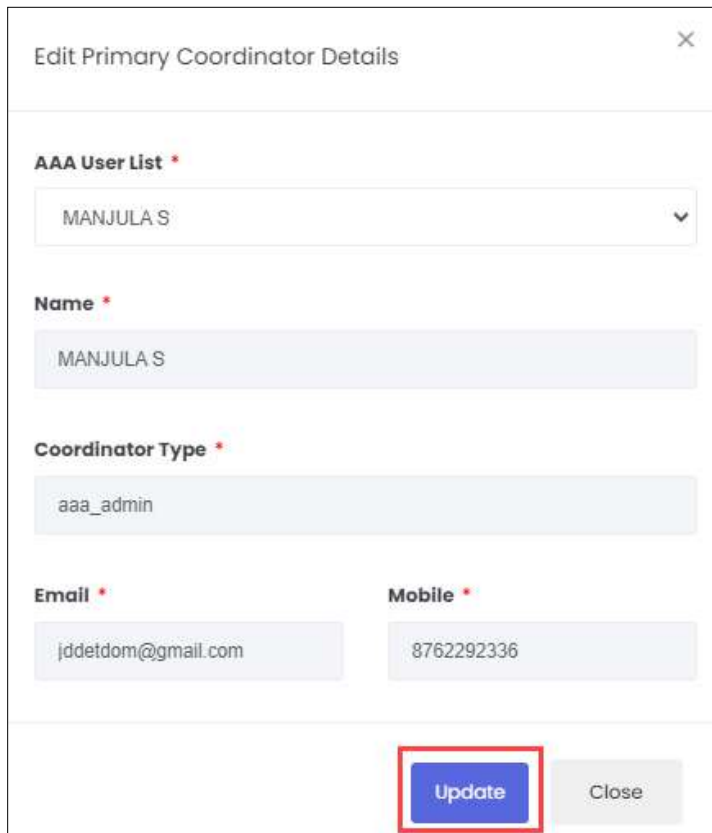
Home - - > Dashboard - - > PMNAM Data Upload - - > PMNAM Data Upload Listing - - > Edit primary coordinator details



State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
Uttarakhand	Dehradun	June 2023	GIIT, Niranjanpur,	Niranjanpur	Deputy Apprentice Advisor	--	 

- The **PMNAM Data Upload Listing** screen displays State, District, Duration, PMNAM Centre, Location, Primary Coordinator, Secondary Coordinator, and Action.
- Click , the **Edit Primary Coordinator Details** screen appears.

- The **Edit Primary Coordinator Details** screen allows RDSDE Admin to edit coordinator details such as AAA User List.



The screenshot shows a web form titled "Edit Primary Coordinator Details" with a close button (X) in the top right corner. The form contains the following fields:

- AAA User List ***: A dropdown menu with "MANJULA S" selected.
- Name ***: A text input field containing "MANJULA S".
- Coordinator Type ***: A text input field containing "aaa_admin".
- Email ***: A text input field containing "jddetdom@gmail.com".
- Mobile ***: A text input field containing "8762292336".

At the bottom of the form, there are two buttons: a blue "Update" button (highlighted with a red box) and a grey "Close" button.

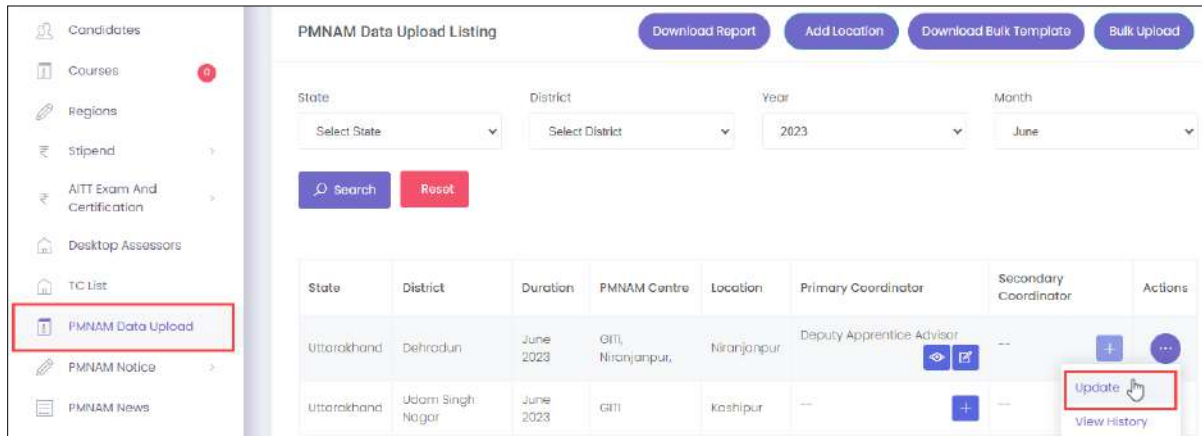
- The **Edit Primary Coordinator Details** screen also displays details such as Name, Coordinator Type, Email, and Mobile.
- Click **Update**, the **Coordinator details updated successfully** message appears and navigates to the **PMNAM Data Upload Listing** screen.

6 Update Mela Location

The **Update Mela Location** screen allows RDSDE Admin to update details of the mela location.

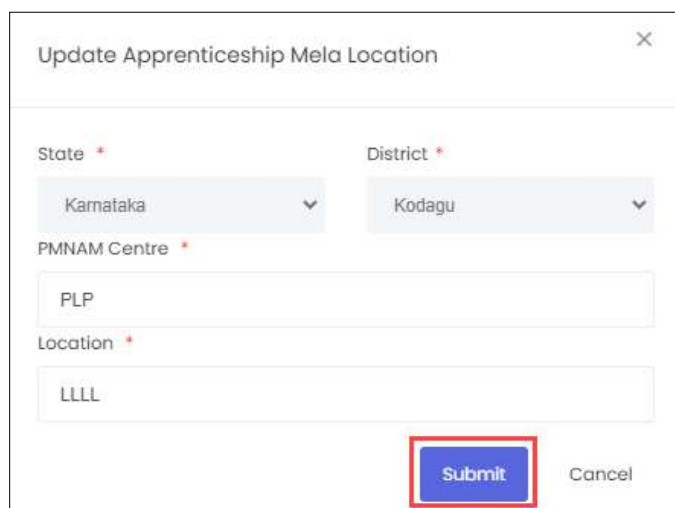
To Navigate

Home --> Dashboard --> PMNAM Data Upload --> PMNAM Data Upload Listing --> Actions --> Update



State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
Uttarakhand	Dehradun	June 2023	GITI, Niranjanpur,	Niranjanpur	Deputy Apprentice Advisor	--	[+], [⋮], [Update], [View History]
Uttarakhand	Udham Singh Nagar	June 2023	GITI	Kashipur	--	--	[+], [⋮], [Update], [View History]

- The **PMNAM Data Upload Listing** screen displays State, District, Duration, PMNAM Centre, Location, Primary Coordinator, Secondary Coordinator, and also allows to update under Actions.
- Click **Update**, the **Update Location** screen appears.
- The **Update Location** screen displays State and District and also allows to enter PMNAM Centre and Location.



Update Apprenticeship Mela Location

State *
Karnataka

District *
Kodagu

PMNAM Centre *
PLP

Location *
LLLL

Submit Cancel

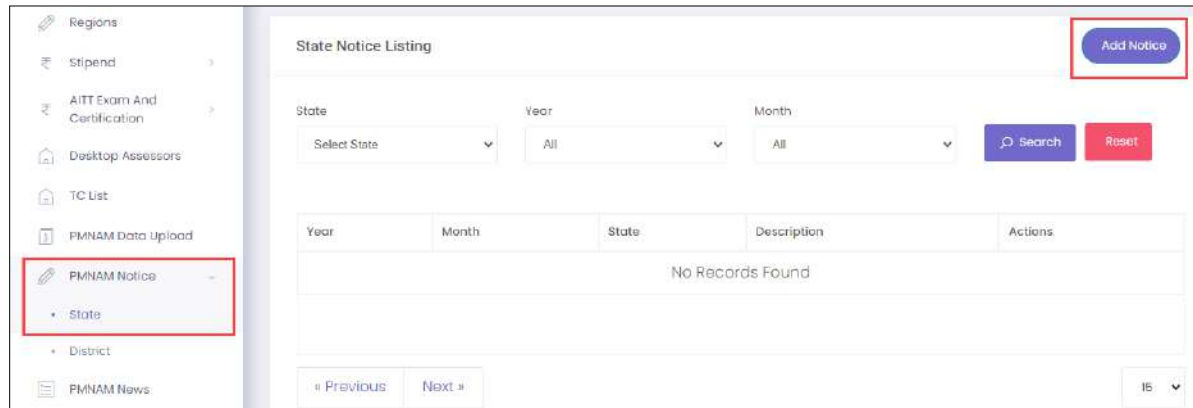
- Click **Submit**, the **Location updated successfully** message appears and navigates to the **PMNAM Data Upload Listing** screen.

7 Add Notice (State)

The **Add Notice** screen allows the RDSDE Admin to add notice for state.

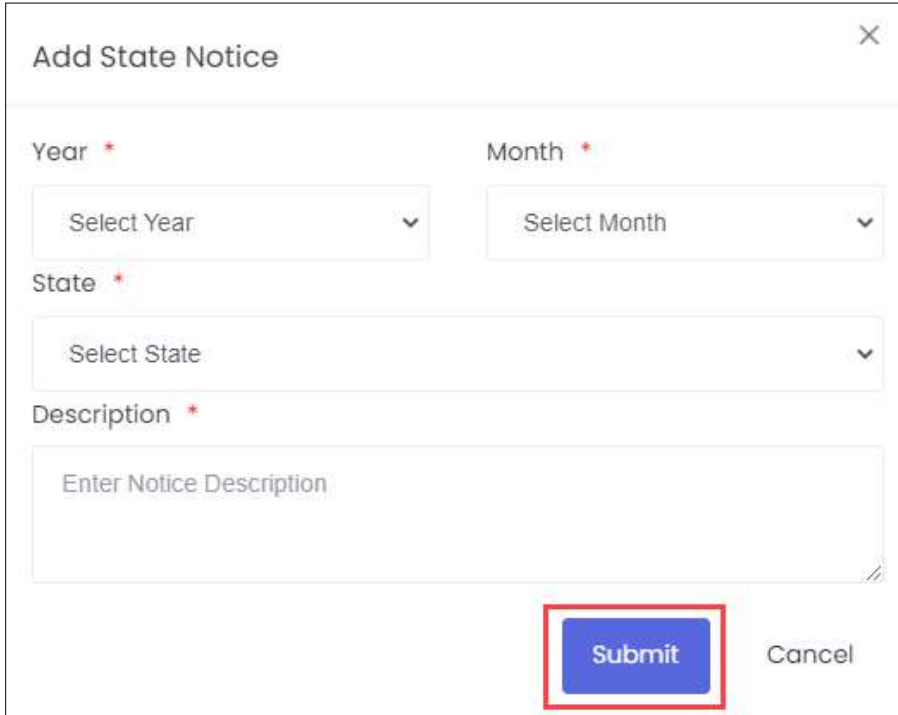
To Navigate

Home --> Dashboard --> PMNAM Notice --> State --> Add Notice



- The **State Notice Listing** screen displays the details such as Year, Month, State, Description and Actions.
- Click **Add Notice**, the **Add State Notice** screen appears.

- The **Add State Notice** screen allows the RDSDE Admin to enter the Description and also allows to select the details such as Year, Month, and State from the drop-down list.



The screenshot shows a web form titled "Add State Notice" with a close button (X) in the top right corner. The form contains the following fields:

- Year ***: A dropdown menu with the placeholder text "Select Year".
- Month ***: A dropdown menu with the placeholder text "Select Month".
- State ***: A dropdown menu with the placeholder text "Select State".
- Description ***: A text area with the placeholder text "Enter Notice Description".

At the bottom of the form, there are two buttons: a blue "Submit" button (highlighted with a red box) and a grey "Cancel" button.

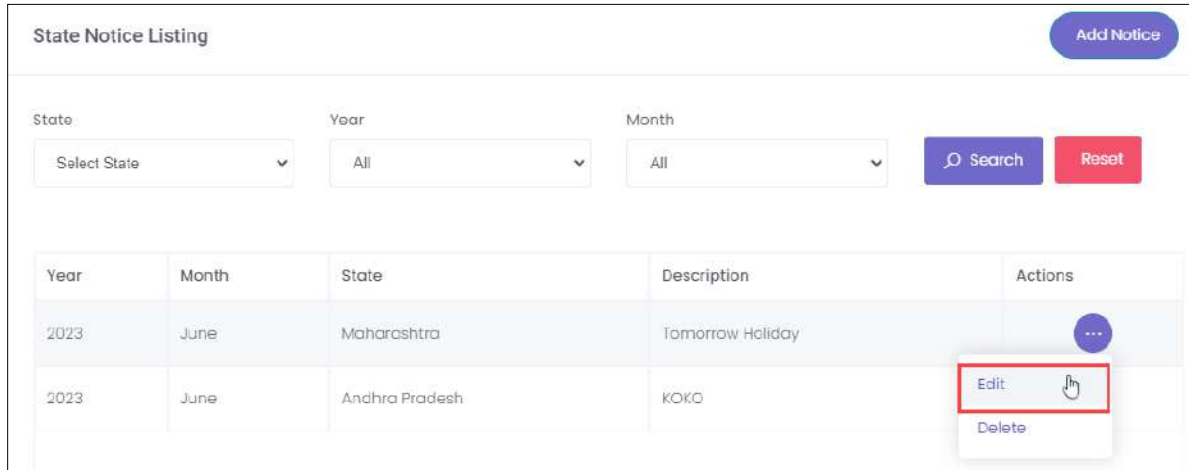
- Click **Submit**, the **Notice added successfully** message appears.

7.1 Edit Notice (State)

The **Edit Notice (State)** screen allows the RDSDE Admin to edit the existing state notice details.

To Navigate

Home --> Dashboard --> PMNAM Notice --> State --> Actions --> Edit

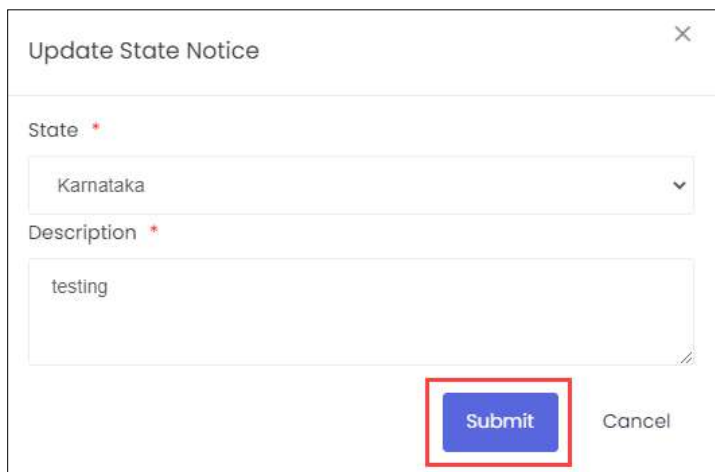


State Notice Listing Add Notice

State: Year: Month: Search Reset

Year	Month	State	Description	Actions
2023	June	Maharashtra	Tomorrow Holiday	...
2023	June	Andhra Pradesh	KOKO	<div style="border: 1px solid red; padding: 2px;"> Edit </div> Delete

- The **State Notice Listing** screen displays details such as Year, Month, State, Description, and also allows to edit under Actions.
- Click **Edit**, the **Update State Notice** screen appears.
- The **Update State Notice** screen allows the RDSDE Admin to select the State and edit the description.



Update State Notice ✕

State *

Description *

Submit Cancel

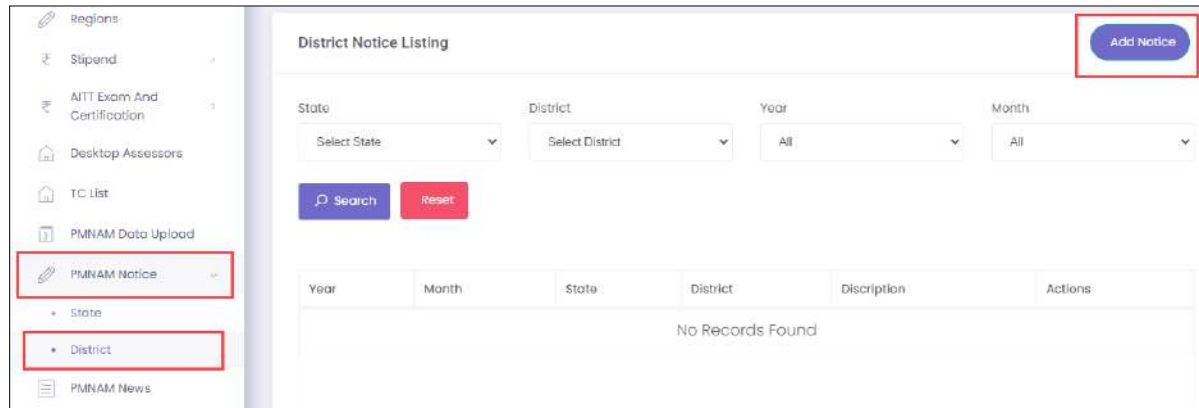
- Click **Submit**, the **Notice added successfully** message appears.

8 Add Notice (District)

The **Add Notice** screen allows the RDSDE Admin to add notice for district.

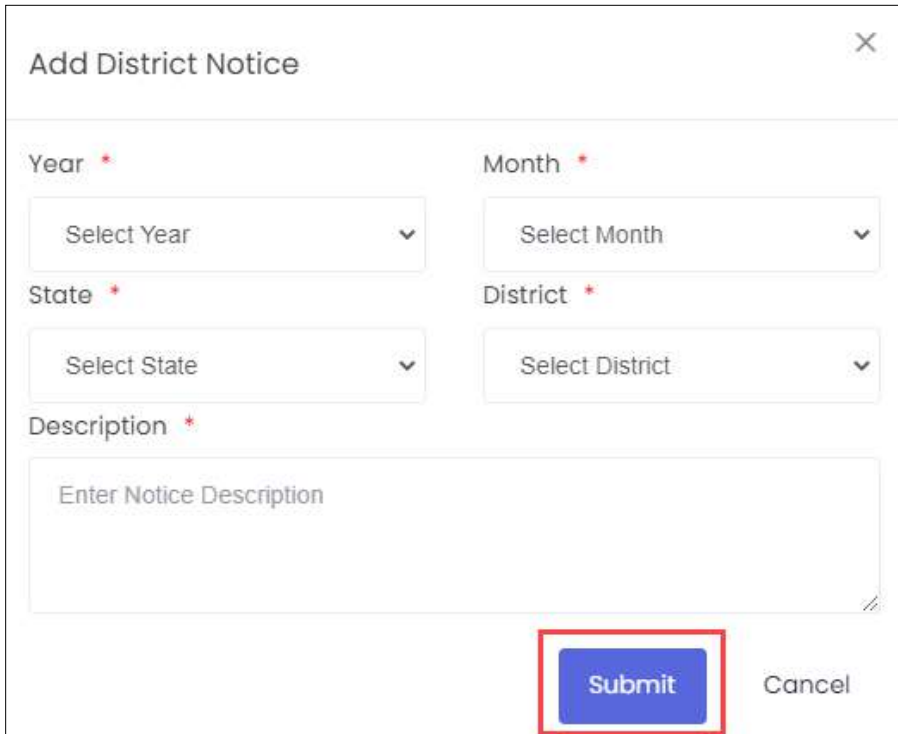
To Navigate

Home --> Dashboard --> PMNAM Notice --> District --> Add Notice



- The **District Notice Listing** screen displays the details such as Year, Month, State, District, Description and Actions.
- Click **Add Notice**, the **Add District Notice** screen appears.

- The **Add District Notice** screen allows the RDSDE Admin to enter the Description and also allows to select the details such as Year, Month, State, and District from the drop-down list.



Add District Notice [X]

Year * [Select Year] [v]

Month * [Select Month] [v]

State * [Select State] [v]

District * [Select District] [v]

Description * [Enter Notice Description]

Submit Cancel

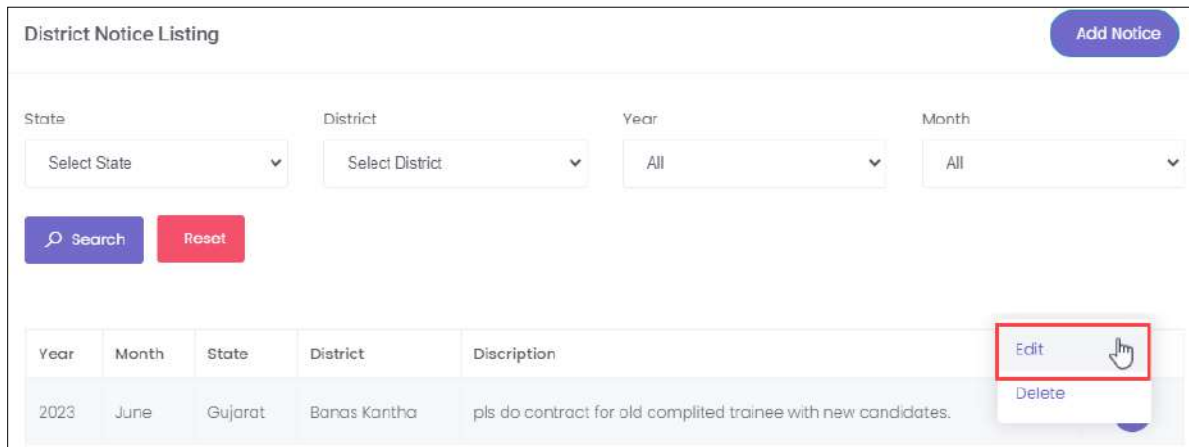
- Click **Submit**, the **Notice added successfully** message appears.

8.1 Edit Notice (District)

The **Edit Notice (District)** screen allows the RDSDE Admin to edit the existing district notice details.

To Navigate

Home --> Dashboard --> PMNAM Notice --> District --> Actions --> Edit



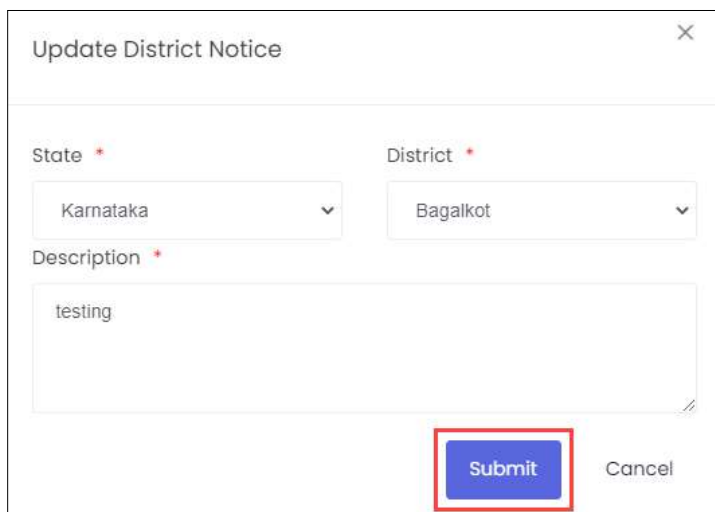
District Notice Listing Add Notice

State: Select State | District: Select District | Year: All | Month: All

Search | Reset

Year	Month	State	District	Discription	Actions
2023	June	Gujarat	Banas Kantha	pls do contract for old completed trainee with new candidates.	<div style="border: 1px solid red; padding: 2px;">Edit</div> Delete

- The **District Notice Listing** screen displays the details such as Year, Month, State, District, Description, and also allows to edit under Actions.
- Click **Edit**, the **Update District Notice** screen appears.
- The **Update District Notice** screen allows the RDSDE Admin to edit the State and District for the drop-down list and also allows to edit the description.



Update District Notice

State * | District *

Karnataka | Bagalkot

Description *

testing

Submit

 Cancel

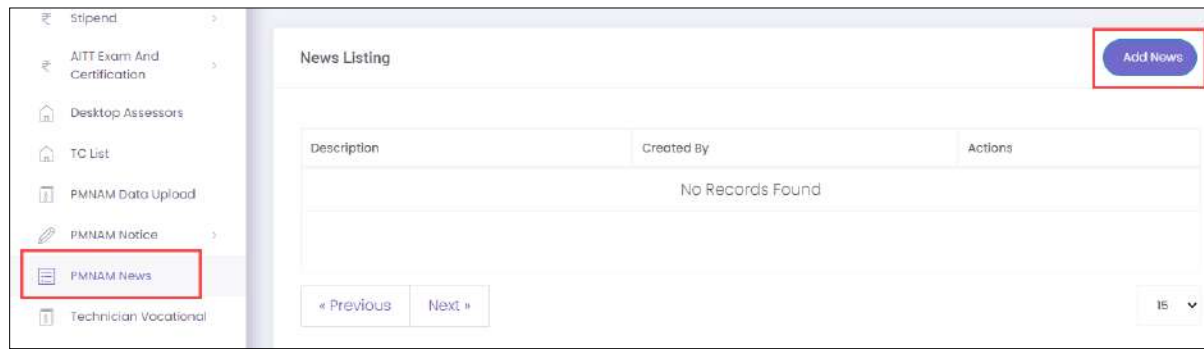
- Click **Submit**, the **Notice added successfully** message appears.

9 Add News

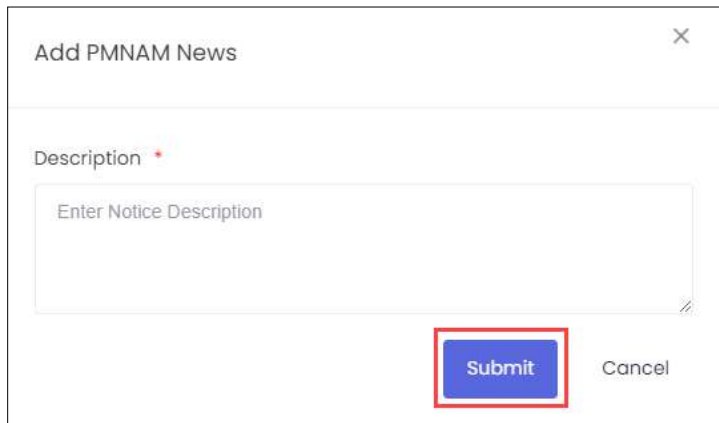
The **Add News** screen allows the RDSDE Admin to add news for the mela location.

To Navigate

Home --> Dashboard --> PMNAM News --> Add News



- The **News Listing** screen displays the details such as Description, Created By and Actions.
- Click **Add News**, the **Add PMNAM News** screen appears.



- The **Add PMNAM News** screen allows the RDSDE Admin to enter the notice description.
- Click **Submit**, the **News added successfully** message appears.

9.1 Edit News

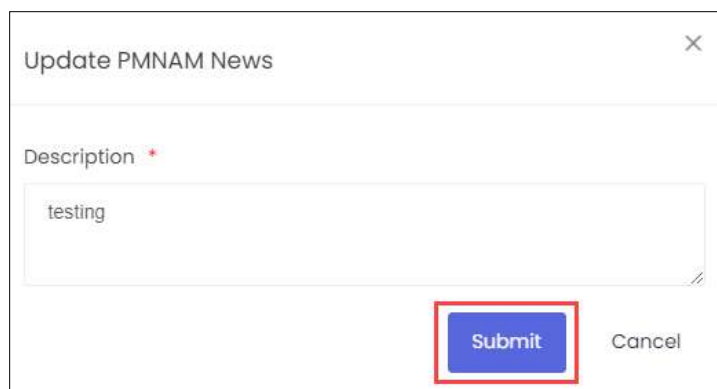
The **Edit News** screen allows the RDSDE Admin to edit the existing mela news.

To Navigate

Home --> Dashboard --> PMNAM News --> Add News --> Action --> Edit



- The **News Listing** screen displays the details such as Description, Created By and also allows to edit the details under Actions.
- Click **Edit**, the **Update PMNAM News** screen appears.
- The **Update PMNAM** screen allows the RDSDE Admin to edit/update the news content.



Update PMNAM News X

Description *

testing

Submit
Cancel

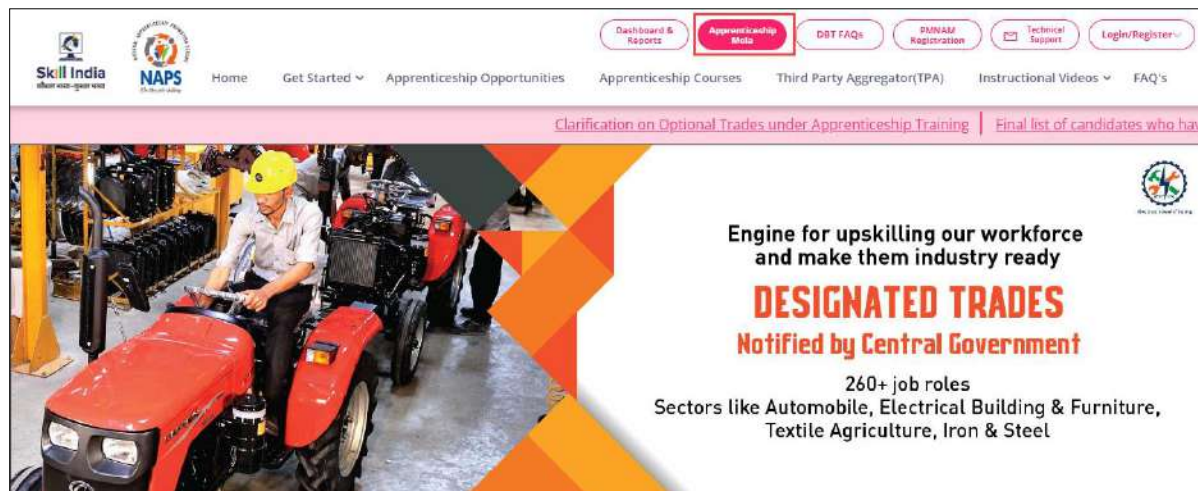
- Click **Submit**, the **News Updated Successfully** message appears.

10 View News and Update

The **PM National Apprenticeship Mela** screen allows the user to view news and update using the map of India.

To Navigate

Home - - > Apprenticeship Mela



- Click **Apprenticeship Mela**, the following screen appears.

- The **PM National Apprenticeship Mela** screen displays News and Update of the states.

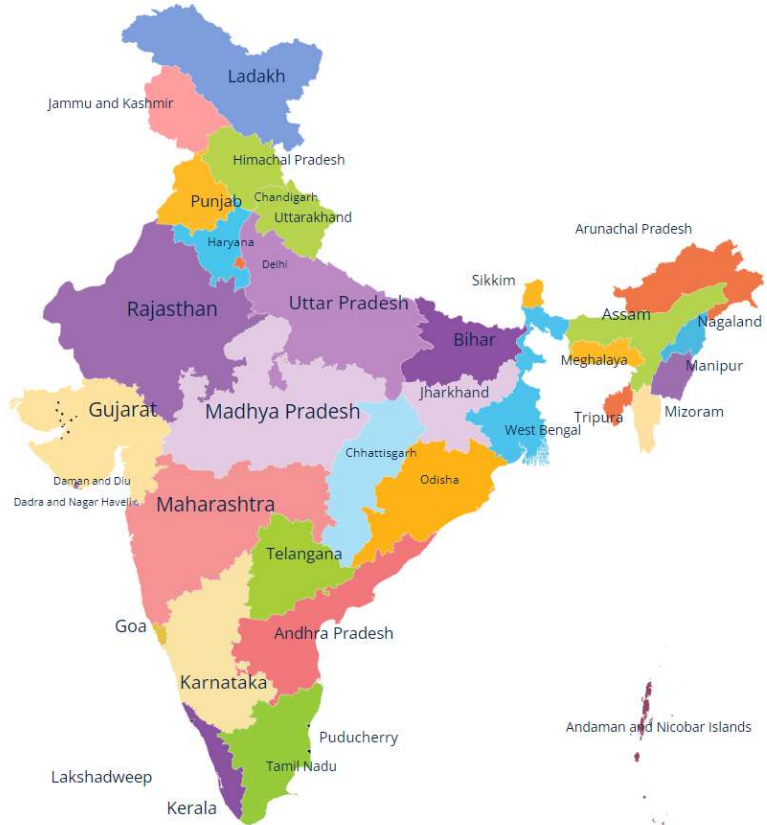
PM National Apprenticeship Mela

Search for nearest Mela location

Q

Jammu And Kashmir

News and update



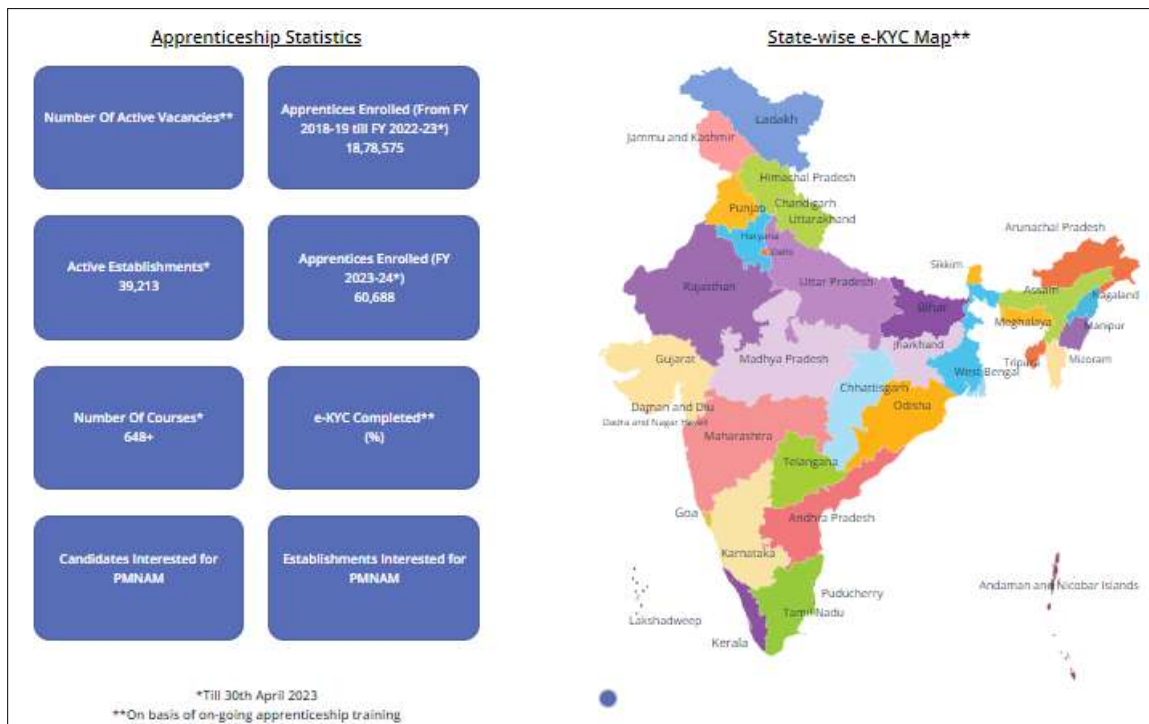
A map of India with states and union territories labeled. The states shown are: Ladakh, Jammu and Kashmir, Himachal Pradesh, Punjab, Chandigarh, Uttarakhand, Haryana, Delhi, Rajasthan, Uttar Pradesh, Bihar, Sikkim, Arunachal Pradesh, Assam, Nagaland, Meghalaya, Manipur, Mizoram, West Bengal, Tripura, Jharkhand, Chhattisgarh, Odisha, Madhya Pradesh, Gujarat, Maharashtra, Goa, Karnataka, Andhra Pradesh, Telangana, Puducherry, Tamil Nadu, Kerala, Lakshadweep, and Andaman and Nicobar Islands.

11 View Apprenticeship Statistics and State – wise e-KYC Map

The **Apprenticeship Statistics** and **State – wise e – KYC Map** screen allows RDSDE Admin to view details of apprenticeship such as number candidates enrolled and number of opportunities for the required states.

To Navigate

Home - - > Dashboard



- The **Apprenticeship Statistics** screen displays details such as Number of Active Vacancies, Apprentices Enrolled, Active Establishments, Apprentices Enrolled, Number of Courses, e – KYC Completed, Candidate Interested in PMNAM, and Establishments Interested in PMNAM.

12 View Apprenticeship Mela Details Using Map

The **Mela Location MAP** allows the RDSDE Admin to view the mela details using the map of India.

To Navigate

Home - -> Apprenticeship Mela

PM National Apprenticeship Mela

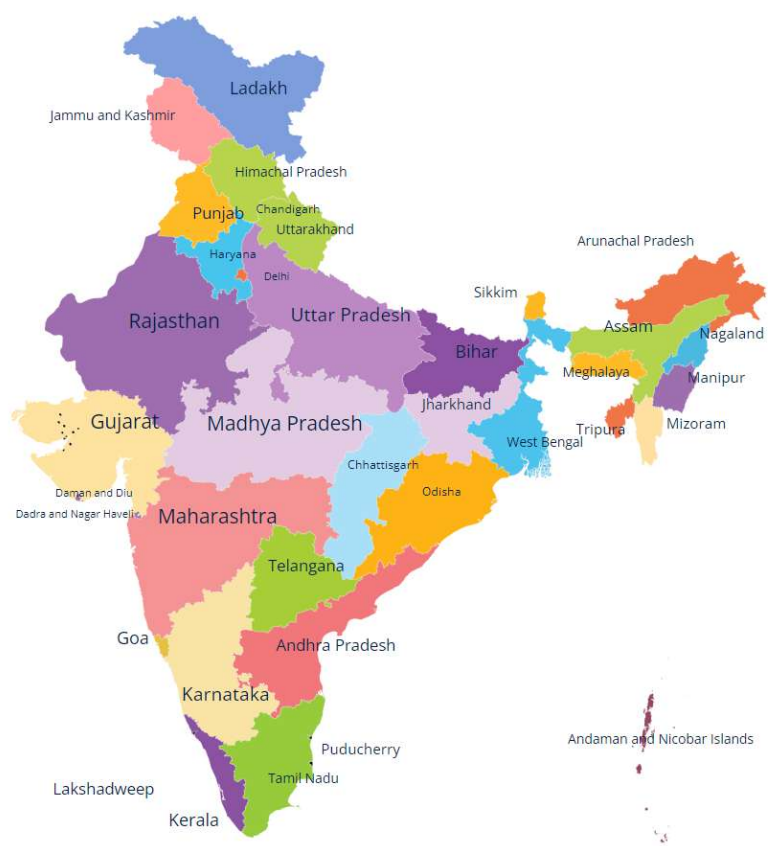
Search for nearest Mela location

Q

Login/Register for PMNAM

Jammu And Kashmir

News and update



- To view the mela location details, click on the required state in the India map or you can also enter the state name in search bar to search the particular state.

- The **Apprenticeship Mela Details** screen displays the details such as State, District, Location 1 (Apprenticeship Mela Location), Apprenticeship Mela Location, Location, also displays Coordinator Details such as Coordinators Name, Email ID, Phone No, and Coordinator Type.

State : Uttarakhand ← back

District(s)

Dehradun

Udam Singh Nagar

District : Dehradun

Location 1

Apprenticeship Mela Location

S.No	Apprenticeship Mela Location	Location
1	GITI, Niranjanpur,	Niranjanpur

Coordinator Details

S.No	Coordinators Name	Email ID	Phone No.	Coordinator Type
Coordinator Details Not Found				

Participating Establishments

S.No	Establishments	Trade/Job	Trade Type	Vaccancies
Participating Establishments Details Not Found				

- The **Apprenticeship Mela Details** screen also displays Participating Establishments details such as Establishments, Trade/Job, Trade Type, and Vacancies.