



Skill India

कौशल भारत - कुशल भारत

User manual for Training Centre (TC) – Placement – STT CSSM



Transforming the skill landscape

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1 Introduction

The *User Manual for Training Centre (TC) Placement – Short Term Training (STT) CSSM PMKVY* is designed to provide information on, how the Training Centre (TC) can add staff (Placement Officer) and assign batches for the required Placement Officer and also the Training Centre (TC) can perform the functionalities as listed below.

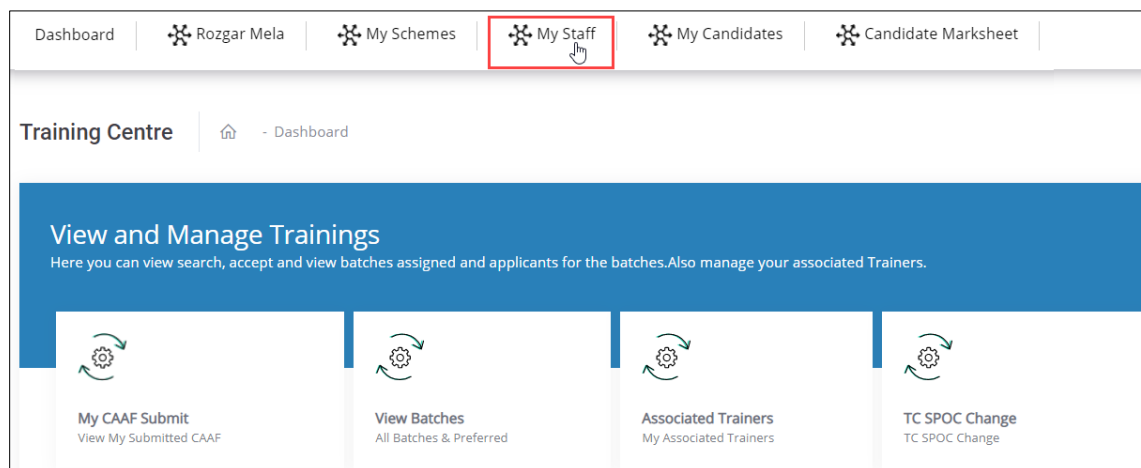
- View all Staff
- Add Staff
- Assign Batches for Placement
- View Batches Assigned
 - View Batch Details
- Approve/Reject Employment Record
- Delink Officer
 - Relink Officer
- Delink - Batch

2 View all Staff

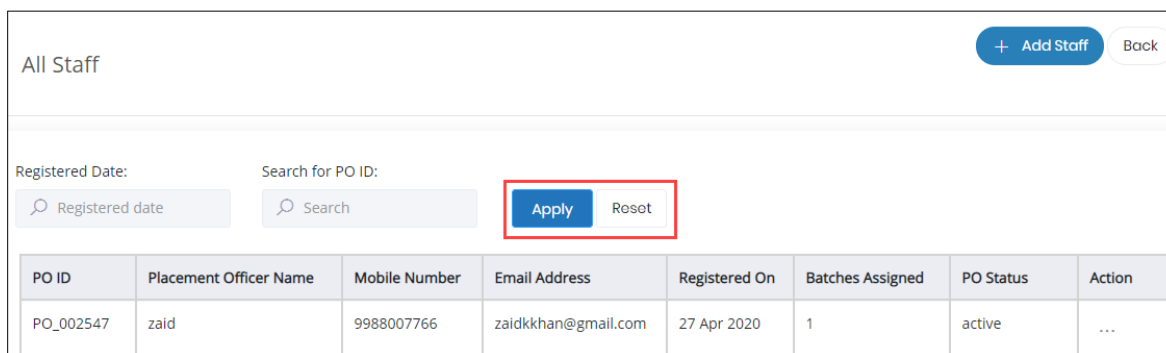
The **View all Staff** screen allows the Training Centre (TC) to view all the existing Placement Officers.

To Navigate

Home - - > Dashboard - - > My Staff - - > All Staff



- The **All Staff** screen displays the Placement Officer details such as PO ID, Placement Officer Name, Mobile Number, Registered On, Batches Assigned, and PO Status.



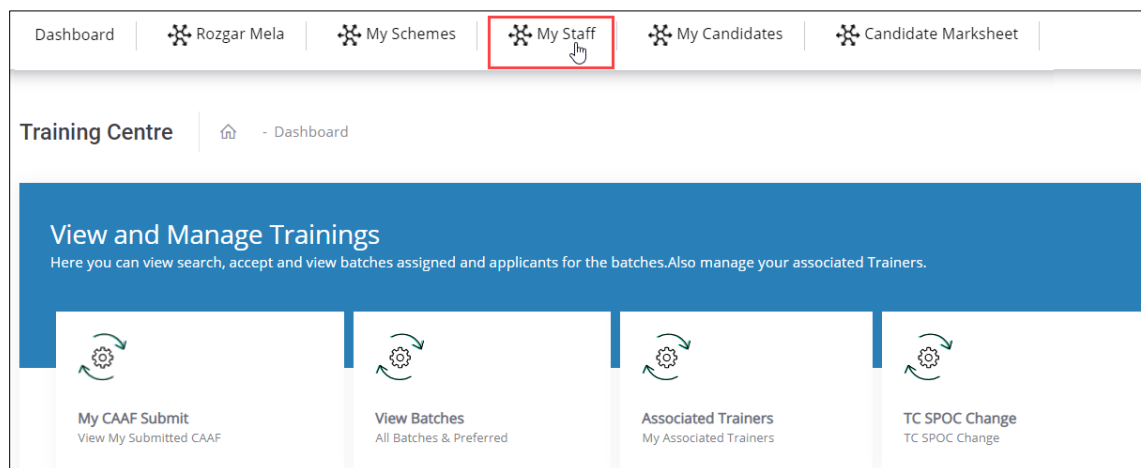
- The Training Centre (TC) can search for a particular Placement Officer (PO) based on Registered Date and/or PO ID. Click **Apply**, to search for a particular Placement Officer (PO).

3 Add Staff

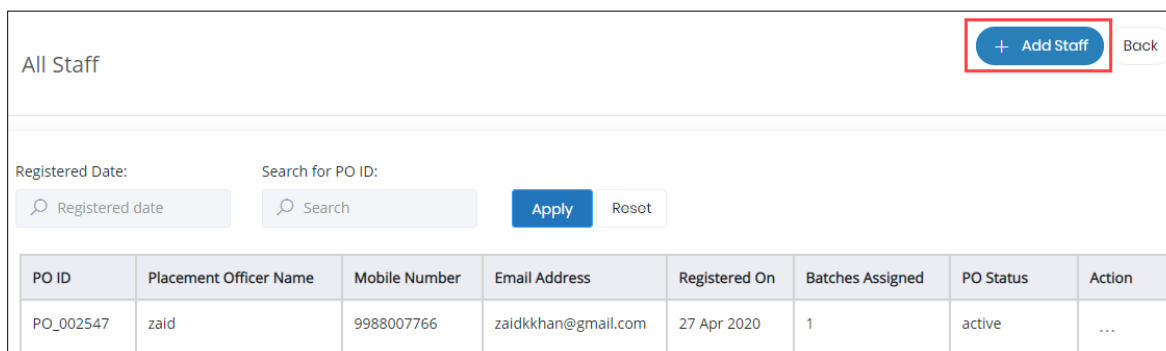
The **Add Staff** screen allows the Training Centre (TC) to add a new Placement Officer (PO).

To Navigate

Home - - > Dashboard - - > My Staff - - > All Staff - - > + Add Staff

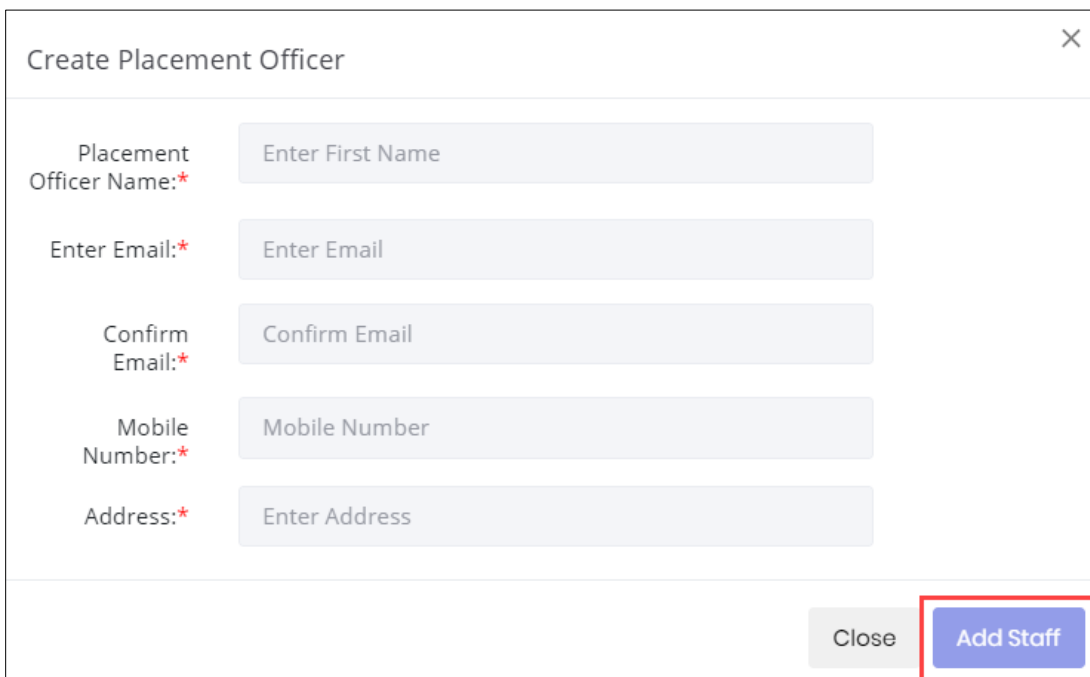


- The **Add Staff** screen lists all the existing Placement Officer and also allows the Training Centre (TC) to add new Placement Officer (PO) as required.



- Click **Add Staff**, the **Create Placement Officer** screen appears.

- The **Create Placement Officer** screen allows the Training Centre (TC) to enter the Placement Officer details such as Placement Officer Name, Email, Confirm Email, Mobile Number, and Address.

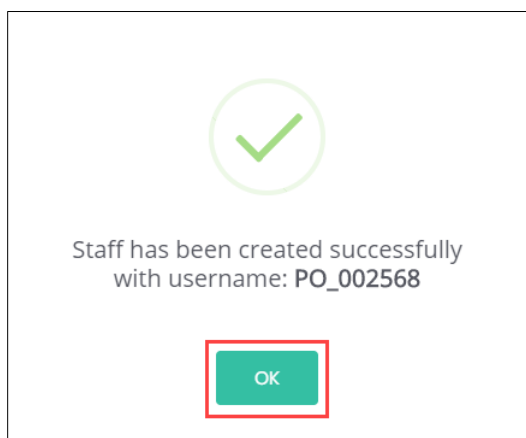


The screenshot shows a 'Create Placement Officer' form with the following fields:

- Placement Officer Name: * (Input field: Enter First Name)
- Enter Email: * (Input field: Enter Email)
- Confirm Email: * (Input field: Confirm Email)
- Mobile Number: * (Input field: Mobile Number)
- Address: * (Input field: Enter Address)

At the bottom right, there are two buttons: 'Close' and 'Add Staff'. The 'Add Staff' button is highlighted with a red rectangle.

- Click **Add Staff**, the success message appears with the PO ID.



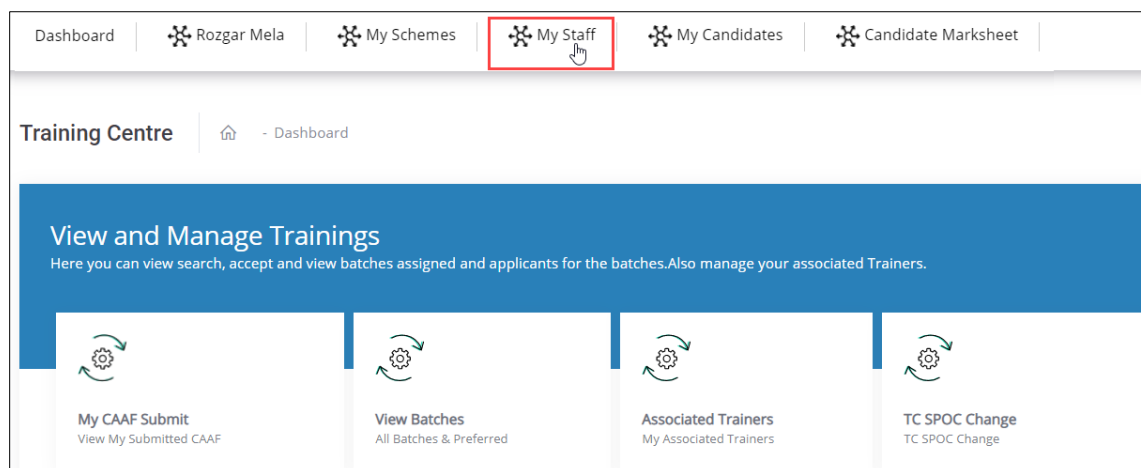
- Click **OK**, to navigate to the **All Staff** screen.

4 Assign Batches for Placement

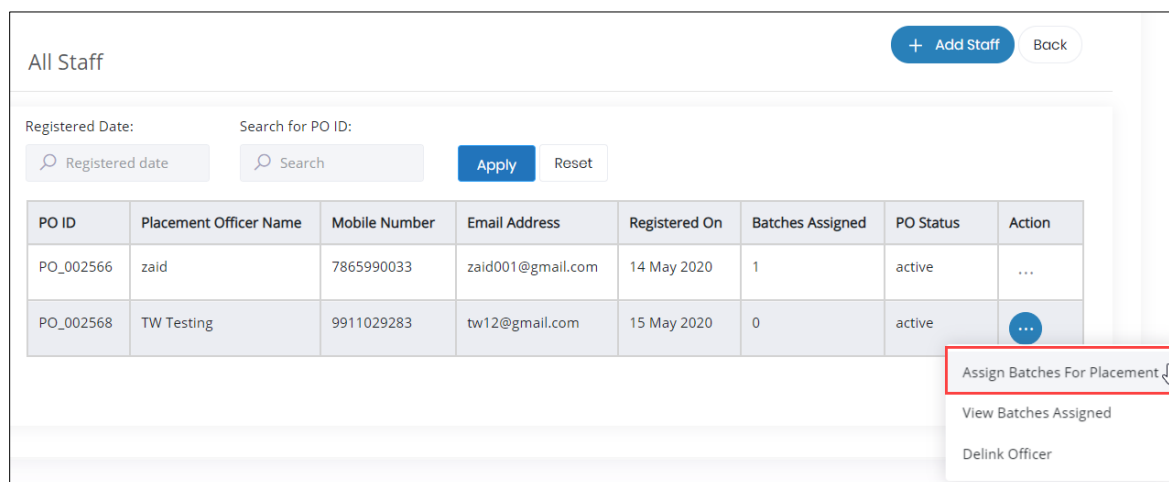
The **Assign Batches for Placement** screen allows the Training Centre (TC) to assign the batches for the required Placement Officer.

To Navigate

Home --> Dashboard --> My Staff --> All Staff --> Action --> Assign Batches for Placement



- The **All Staff** screen displays the Placement Officer (PO) details and also allows to assign batches for placement under Action.



- Click **Assign Batches for Placement**, the **Placement Officer** screen appears.

- The **Placement Officer** screen displays the PO name and also allows the Training Centre (TC) to select the required batches for the respective Placement Officer (PO).
- The **Training Centre (TC)** can search for a particular batch based on Scheme/Program/Module and/or Batch ID. Click **Search**, to search for a particular batch.

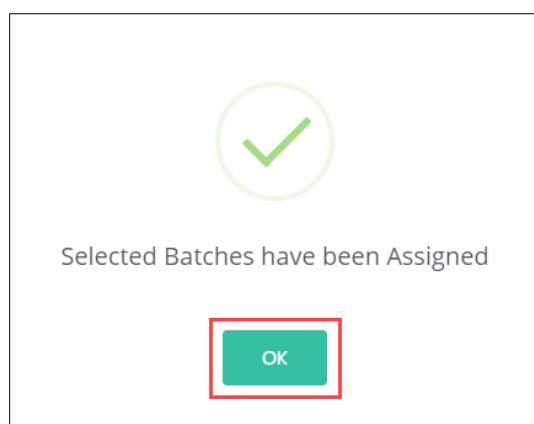
Placement Officer - TW Testing (PO_002568) Back

Scheme/Program/Module: All Search for BatchId: Search Search Reset

Selected 0 Batch: De-Select All Assign Batches

<input type="checkbox"/>	Batch ID	Batch Name	Scheme/Program/Module	Batch Duration	Trained Candidates	Certified Candidates	Placed Candidates	Status	Action
<input type="checkbox"/>	102213	STT/RAS/Q0105/BatchID:102213	PMKVY-CSSM - State Scheme - ASSAM	06 Mar 2020 - 27 Jun 2020	30	0	0	Batch Accepted By SSC	...
<input type="checkbox"/>	101477	STT/RAS/Q0105/BatchID:101477	PMKVY-CSSM - State Scheme - ASSAM	05 Mar 2020 - 26 Jun 2020	30	0	0	Batch Accepted By SSC	...
<input type="checkbox"/>	101462	STT/RAS/Q0105/BatchID:101462	PMKVY-CSSM - State Scheme - ASSAM	05 Mar 2020 - 26 Jun 2020	30	0	0	Batch Accepted By SSC	...

- Select the **checkboxes** next to the batch ID. Click **Assign Batches**, to assign the batches to the respective Placement Officer (PO) and the following screen appears.



Note:

- The Training Centre (TC) can assign **multiple** batches by selecting the respective checkboxes.
- The Training Centre (TC) can assign **all** the batches in the screen to the particular Placement Officer by selecting the checkbox next to Batch ID in the header.

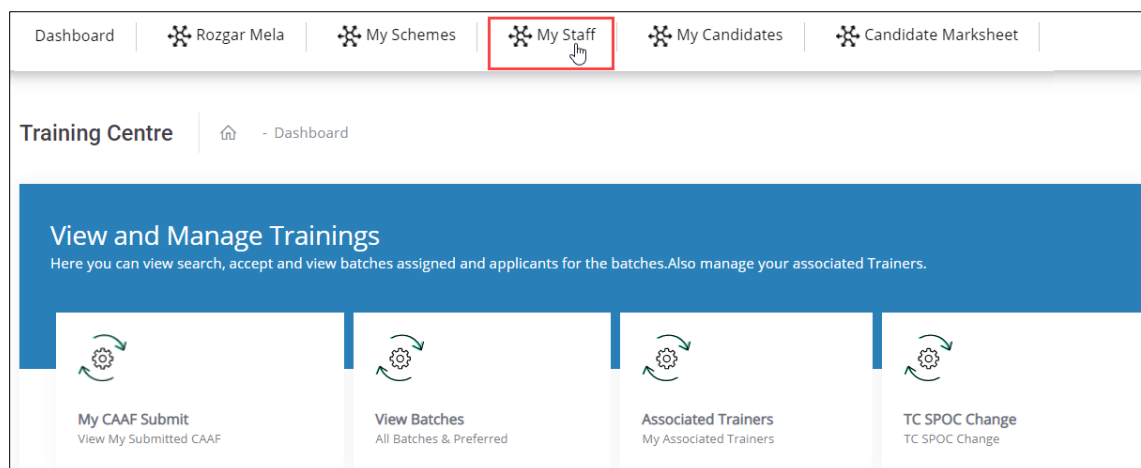
- Click **OK**, to assign the batch and to navigate to the **Placement** screen.

5 View Batches Assigned

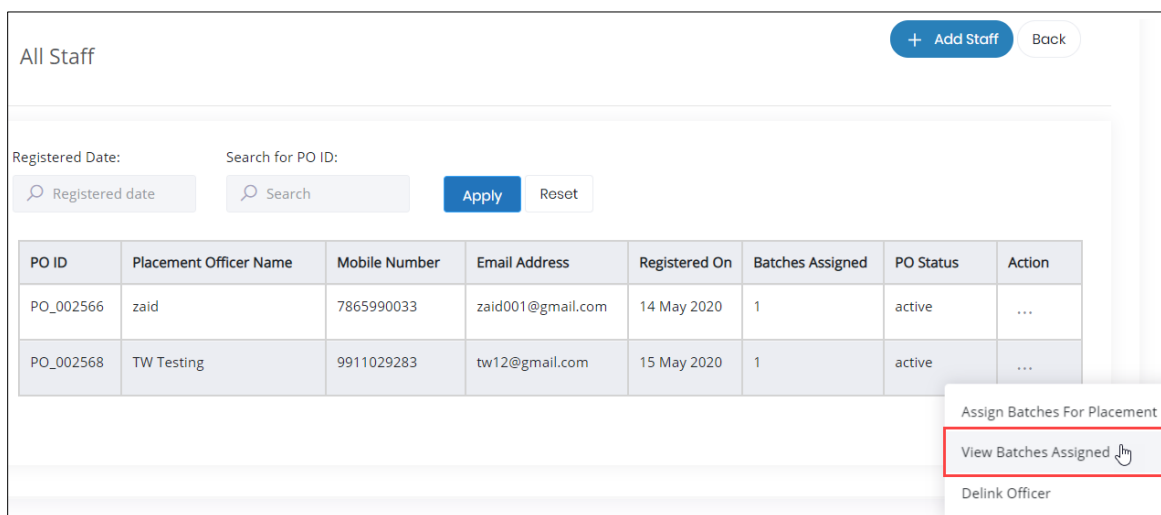
The **View Batches Assigned** screen allows the Training Centre (TC) to view all the batches assigned for the particular Placement Officer (PO).

To Navigate

Home --> Dashboard --> My Staff --> All Staff --> Action --> View Batches Assigned



- The **All Staff** screen displays the Placement Officer (PO) details and also allows the Training Centre (TC) to View Batches Assigned under Action.



- Click **View Batches Assigned**, the **View Batches Assigned** screen appears.

➤ The **View Batches Assigned** screen hosts **two** sections as listed below.

- Placement Officer
- Placement

➤ The **Placement Officer (PO)** section displays the Placement Officer details such as Placement Officer ID, Placement Officer Address, Placement Officer Name, Placement Officer Mobile Number, and Placement Officer Email Address.

Placement Officer - TW Testing (PO_002568) + Assign Batch Back

Bangalore Placement Officer Address	TW Testing Placement Officer Name	9911029283 Placement Officer Mobile Number	tw12@gmail.com Placement Officer Email Address
--	--------------------------------------	---	---

Batch Scheme: All Search for BatchId: Search Reset

➤ The Training Centre (TC) can search for a particular batch based on Batch Scheme and Batch ID. Click **Search**, to search for a particular batch.

Placement

Batch Id	Batch Name	Training Partner ID	Batch Scheme	Batch Duration	Trained Candidates	Certified Candidates	Placed Candidates	JobRole	Sector	Status	Action
102213	STT/RAS/Q0105/BatchID:102213	TP000775	State Scheme - ASSAM	Mar 6, 2020 to Jun 27, 2020	30	0	0	Retail Team Leader	Retail	Batch Accepted By SSC	...

➤ The **Placement** section displays the batch details such as Batch ID, Batch Name, Training Partner ID, Batch Scheme, Batch Duration, Trainer Candidates, Certified Candidates, Placed Candidates, JobRole, Sector, and Status.

5.1 View Batch Details

The **View Batch Details** screen allows the Training Centre (TC) to view the details of the assigned batch of the particular Placement Officer.

To Navigate

Home - - > Dashboard - - > My Staff - - > All Staff - - > Action - - > View Batches Assigned - - > Placement - - > Action - - > View Details - - > Accepted - - > Action - - > View Details

196936 | STT/HSS/Q5102/BatchID:196936
Result Accepted by SSC
Back

PMKVY - STT
Batch Scheme/Program

Healthcare
Sector Name

Home Health Aide/HSS/Q5102
Job Role/QP Code

PMKK
Project Name

15/02/2020
Batch Start Date

19/05/2020
Batch End Date

22/05/2020 -22/05/2020
Assessment Date

Pending
Accepted
Rejected
Summary

Candidate List

Search By Candidate ID:
 Enter Candidate Id

S.NO.	Sector	Batch ID	Candidate ID	Candidate Name	Job Role	Certified Candidate	Employment Record	Number Of Days Worked	Action
1	Healthcare	196936	CAN_6735763	Tyra Ward	Home Health Aide	Yes	1	31	...
2	Healthcare	196936	CAN_6735763	Tyra Ward	Home Health Aide	Yes	2	30	View Details

➤ The **Batch Details** screen hosts **two** sections as listed below.

- Batch Details
- Candidate List

➤ The **Batch Details** section displays the batch details such as the Batch Scheme/Program, Project Name, Sector Name, Batch Start Date, Job Role/QP Code, Batch End Date, and Assessment Date.

➤ The **Candidate List** section displays the candidate details such as Sector, Batch ID, Candidate ID, Candidate Name, Job Role, Certified Candidate, Employment Record, Number of Days Worked, and also allows to view details under Action.

➤ The **Training Centre (TC)** can also search for a particular candidate based on Candidate ID. Click **Apply**, to search for a particular candidate.

➤ Click **View Details**, the **Approved Professional Details** screen appears.

- The **Approved Professional Details** screen displays the candidate details such as Batch ID, Batch Name, Address, Candidate ID, Candidate Name, Gender, Email ID, and Mobile.

Approve Professional Details Candidate ID - CAN_6735763
[Back](#)

Batch ID: 196936
Batch Name: STT/HSS/Q5102/BATCHID:196936
Address: LOWER SIANG, ARUNACHAL PRADESH

Candidate ID: CAN_6735763
Candidate Name: TYRA WARD
Gender: FEMALE

Email ID: AVINASH.SURYAMSHI@GMAIL.COM
Mobile: 9720134570

92 Days

3 Employment Records

Total Working Days

Total Experience

- The Training Centre (TC) can also view the details of Total Working Days and Total Experience.

- The Employer Record 1 displays the details such as Type of Employment, Date of Joining, Organisation Name, Organisation Address, Employer SPOC Name, Employer SPOC Email ID, Employer SPOC Mobile Number, Designation, Employment Address, and Monthly Income.

Employment Record 1

Type Of Employment -Wage Employment

Date Of Joining -19 May 2020

Organisation Name - tnt

Organisation Address - xyz, BENGALURU RURAL, KARNATAKA - 887760

Employer SPOC Name -xyz


Employer SPOC Email ID -xyz@gmail.com

Employer SPOC Mobile Number -9988221109


Designation -xyz


Employment Address -BENGALURU RURAL, KARNATAKA

Monthly Income -INR 5000

Appointment Letter issued by the employer - 

Download File

Payslip -  Download File

Bank Statement -  Download File

Employment Start Date & End Date - 19 May 2020 - 18 Jun 2020

Approved By Training Centre

Designation -xyz

Employment Address -BENGALURU RURAL, KARNATAKA

Monthly Income -₹5000

Working Days -31 Days

- Click Appointment Letter issued by the employer, Payslip, and Bank Statement, to download and view the respective uploaded supporting documents.

6 Approve/Reject Employment Record

The **Approve/Reject Employment Record** screen allows the Training Centre (TC) to approve/reject the employment record updated by the Placement Officer (PO) for each candidate.

To Navigate

Home - - > Dashboard - - > My Staff - - > All Staff - - > Action - - > View Batches Assigned - - > Placement - - > Action - - > View Details - - > Pending - - > Action - - > View Details

89911 | STT/ELE/Q4601/BatchID:89911
Result Accepted by SSC
Back

PMKVY - STT
Batch Scheme/Program

Electronics & Hardware
Sector Name

Field Technician Computing And Peripherals/ELE/Q4601
Job Role/QP Code

State Scheme - KARNATAKA
Project Name

01/02/2020
Batch Start Date

20/03/2020
Batch End Date

14/06/2020 -14/06/2020
Assessment Date

Pending
Accepted
Rejected
Summary

Candidate List

Search By Candidate ID:

Apply
Reset

S.NO.	Sector	Batch ID	Candidate ID	Candidate Name	Job Role	Certified Candidate	Employment Record	Number Of Days Worked	Action
1	Electronics & Hardware	89911	CAN_6735834	Akash kumar fvr	Field Technician Computing And Peripherals	No	1	30	... View Details

➤ The **Batch Details** screen hosts **two** sections as listed below.

- Batch Details
- Candidate List

➤ The **Batch Details** section displays the batch details such as the Batch Scheme/Program, Project Name, Sector Name, Batch Start Date, Job Role/QP Code, Batch End Date, and Assessment Date.

➤ The **Candidate List** section displays the candidate details such as Sector, Batch ID, Candidate ID, Candidate Name, Job Role, Certified Candidate, Employment Record, Number of Days Worked, and also allows to view details under Action.

- The **Training Centre (TC)** can also search for a particular candidate based on Candidate ID. Click **Apply**, to search for a particular candidate.
- Click **View Details**, the **Approved Professional Details** screen appears.
- The **Approved Professional Details** screen displays the candidate details such as Batch ID, Batch Name, Address, Candidate ID, Candidate Name, Gender, Email ID, and Mobile. It also displays the Total Working Days and Total Experience.

Approve Professional Details Candidate ID - CAN_6735834
[Back](#)

Batch ID:	89911	Batch Name:	STT/ELE/Q4601/BATCH ID:89911	Address:	GADAG, KARNATAKA
Candidate ID:	CAN_6735834	Candidate Name:	AKASH KUMAR FVR	Gender:	MALE
Email ID:	SUDAME32253@MAIL.COM	Mobile:	9876543215		

91 Days

3 Employment Records

Total Working Days

Total Experience

- The Employer Record 1 displays the details such as Type of Employment, Date of Joining, Organisation Name, Organisation Address, Employer SPOC Name, Employer SPOC Email ID, Employer SPOC Mobile Number, Designation, Employment Address, and Monthly Income.

Employment Record 1

Type Of Employment -Wage Employment
 Date Of Joining -01 May 2020

Organisation Name - TNT

Organisation Address - Bangalore,
BENGALURU RURAL, KARNATAKA - 980987

Employer SPOC Name -SPOC Name

Employer SPOC Email ID -xyz@gmail.com


Employer SPOC Mobile Number -9900110092


Designation -xyz


Employment Address -BENGALURU RURAL,
KARNATAKA

Monthly Income -INR 5000

Appointment Letter issued by the employer -

 [Download File](#)

Payslip -  [Download File](#)

Bank Statement -  [Download File](#)

Employment Start Date & End Date - 01 May 2020 - 30 May 2020

Added By PMKVYPO

Designation -xyz

Employment Address -BENGALURU RURAL,
KARNATAKA

Monthly Income -₹5000

Working Days -30 Days

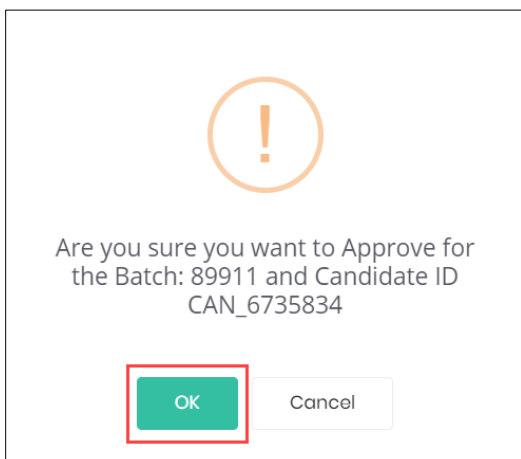
Approve

Reject

Note:

- The Training Centre (TC) **must** download all the “Appointment Letter issued by the employer”, “Payslip” and “Bank Statement”, before approving/Reject the candidate.
- If the Training Centre (TC) rejects the Employment Record 1, then Employment Record 2 and Employment Record 3 will get rejected automatically.

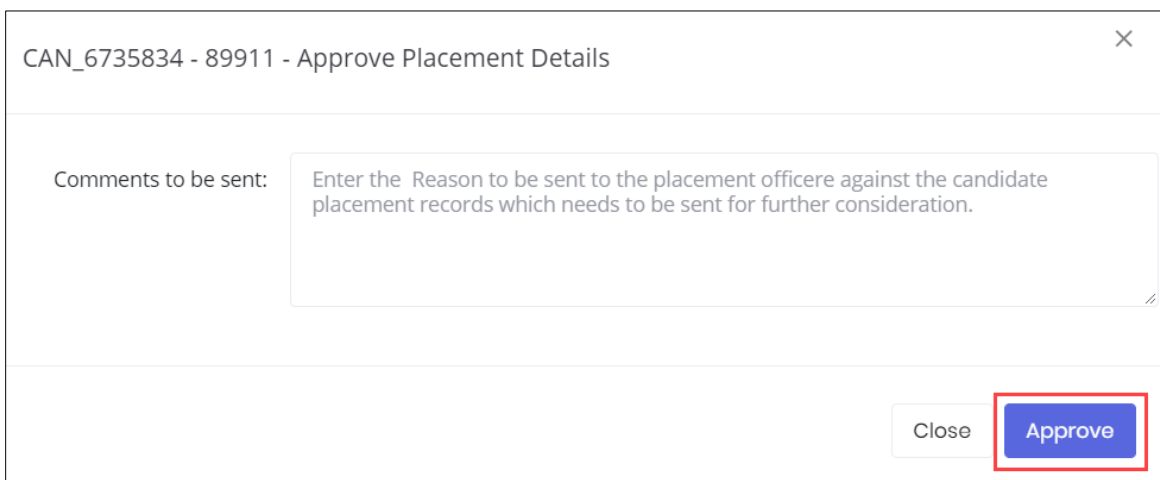
- Click **Approve**, the following screen appears.



Are you sure you want to Approve for the Batch: 89911 and Candidate ID CAN_6735834

OK Cancel

- Click **OK**, the **Approve Placement Details** screen appears.
- The **Approve Placement Details** screen displays the candidate details and also allows to enter comments to be sent to the Placement Officer (PO).

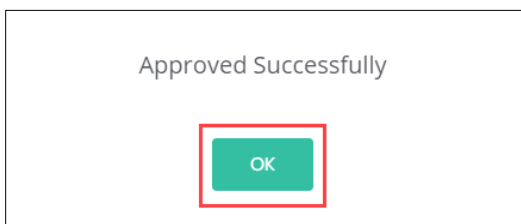


CAN_6735834 - 89911 - Approve Placement Details

Comments to be sent: Enter the Reason to be sent to the placement officer against the candidate placement records which needs to be sent for further consideration.

Close Approve

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



Approved Successfully

OK

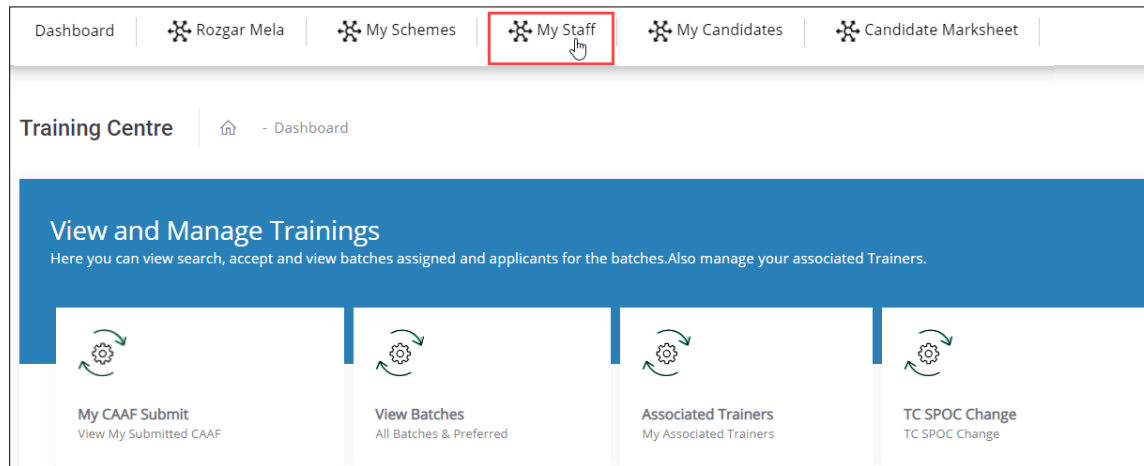
- Click **OK**, to approve the employment details and to navigate to the **Placement** screen.

7 Delink Officer

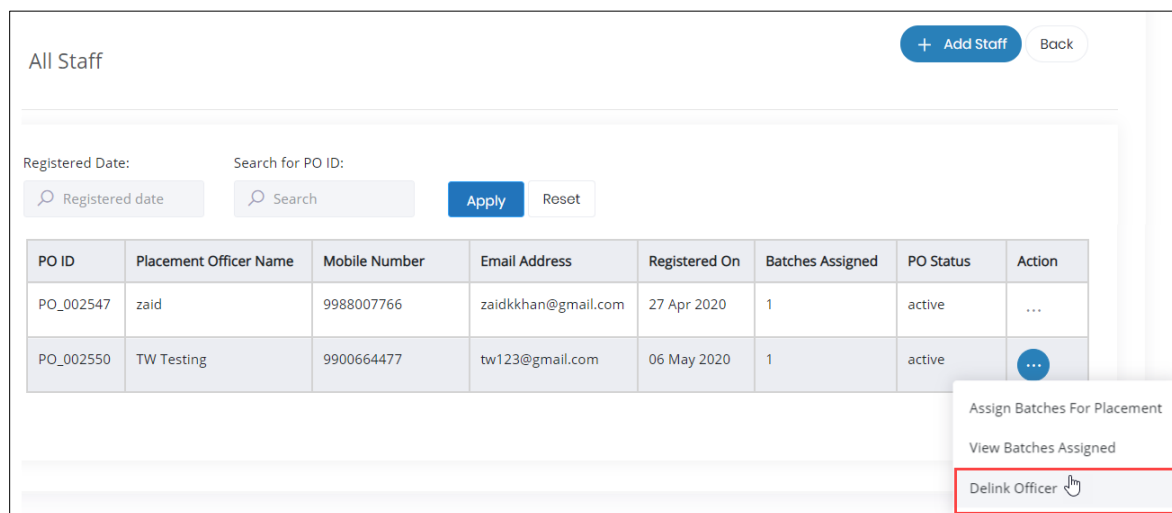
The **Delink Officer** screen allows the Training Centre (TC) to delink a particular Placement Officer.

To Navigate

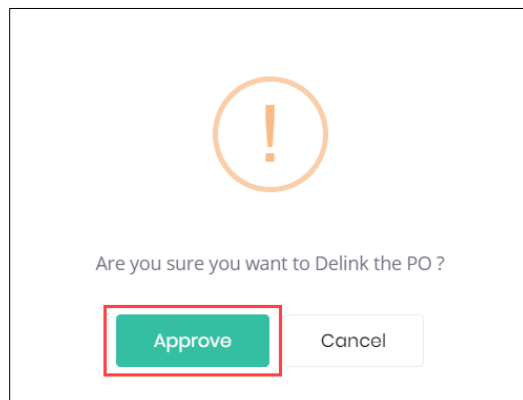
Home --> Dashboard --> My Staff --> All Staff --> Action --> Delink Officer



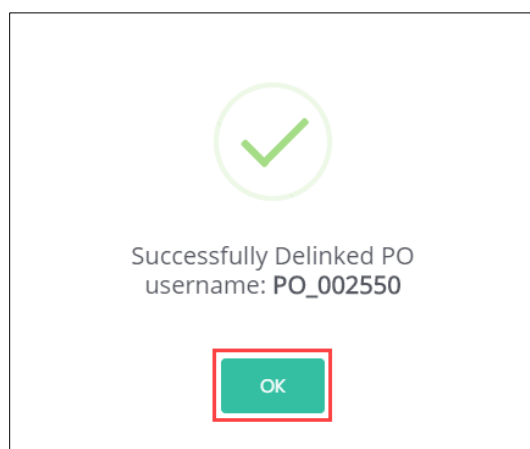
- The **All Staff** screen displays the Placement Officer details such as PO ID, Placement Officer Name, Mobile Number, Registered On, Batches Assigned, and PO Status.



- Click **Delink Officer**, the following screen appears.



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



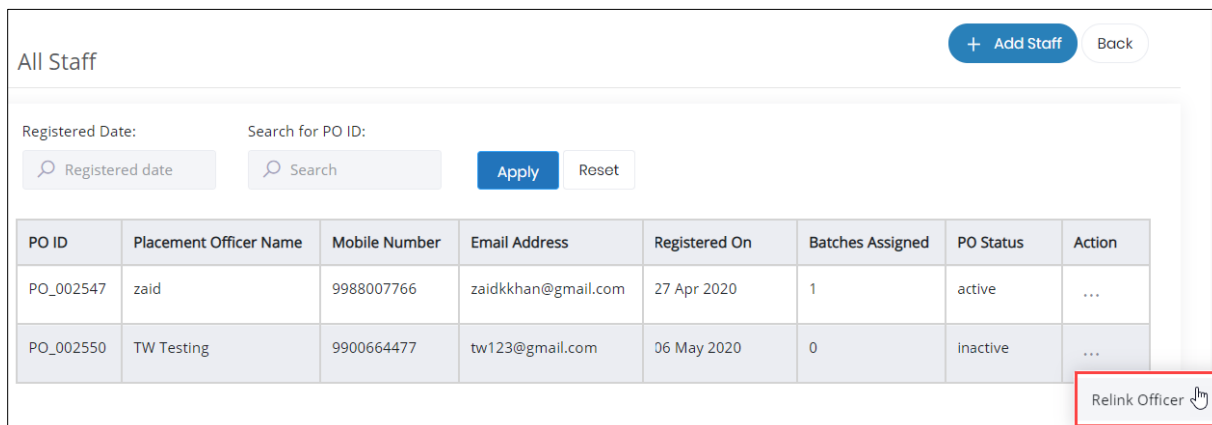
- Click **OK**, to delink the PO and to navigate to the **All Staff** screen.

7.1 Relink Officer

The **Relink Officer** screen allows the Training Centre (TC) to relink the required placement officer.

To Navigate

Home --> Dashboard --> My Staff --> All Staff --> Action --> Relink Officer



All Staff

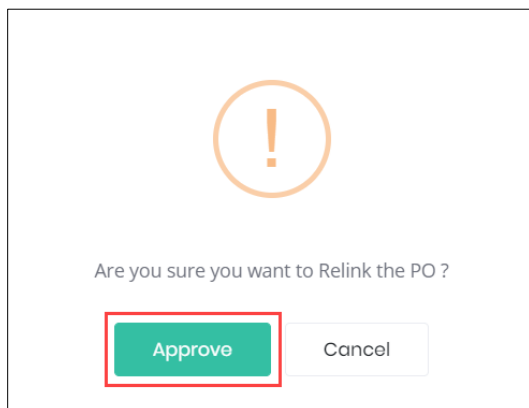
Registered Date: Search for PO ID:

Registered date Search Apply Reset

PO ID	Placement Officer Name	Mobile Number	Email Address	Registered On	Batches Assigned	PO Status	Action
PO_002547	zaid	9988007766	zaidkhan@gmail.com	27 Apr 2020	1	active	...
PO_002550	TW Testing	9900664477	tw123@gmail.com	06 May 2020	0	inactive	...

Relink Officer

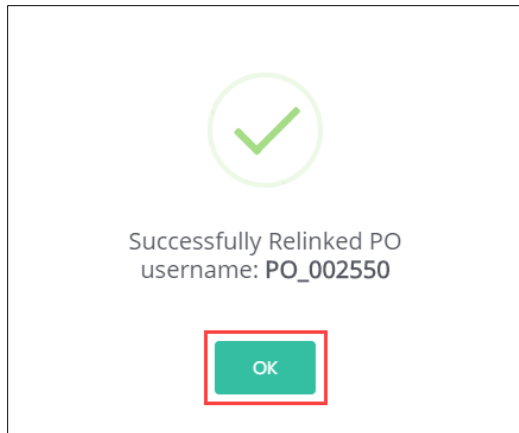
- The **All Staff** screen displays the Placement Officer details such as PO ID, Placement Officer Name, Mobile Number, Registered On, Batches Assigned, and PO Status.
- Click **Relink Officer**, the following screen appears.



Are you sure you want to Relink the PO ?

Approve Cancel

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



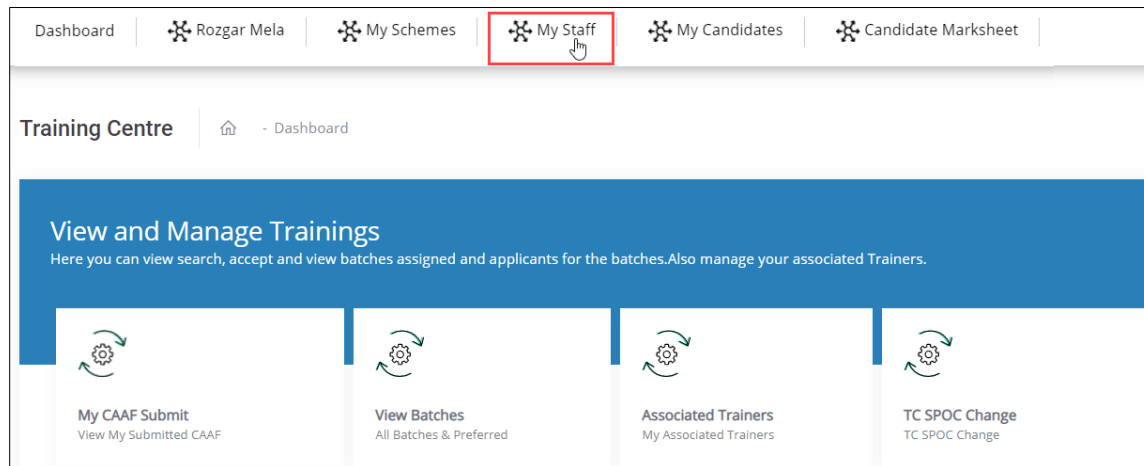
- Click **OK**, to relink the required PO and to navigate to the **All Staff** screen.

8 Delink – Batch

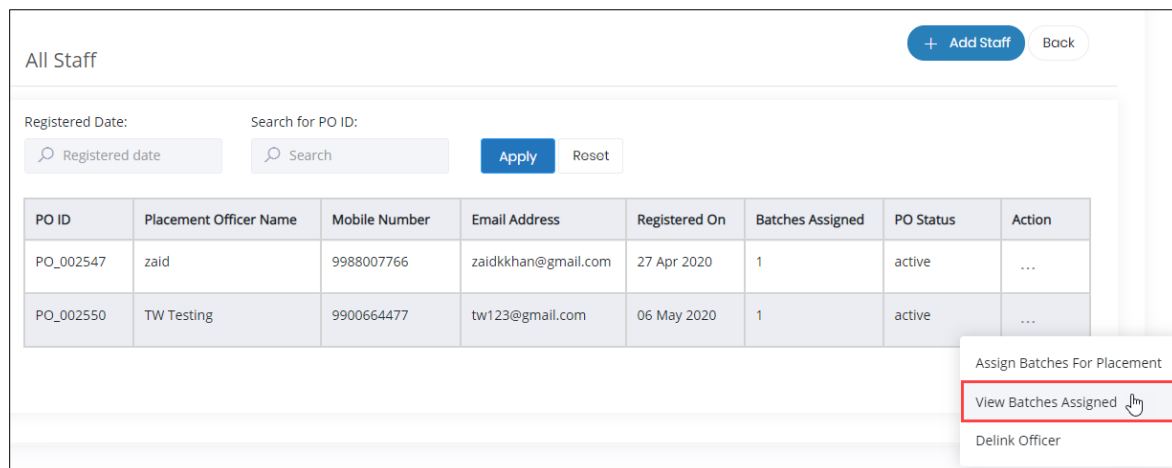
The **Delink – Batch** screen allows the Training Centre (TC) to delink – batch assigned to the particular Placement Officer (PO).

To Navigate

Home - - > Dashboard - - > My Staff - - > All Staff - - > Action - - > View Assigned Batches - - > Placement - - > Action - - > Delink



- The **All Staff** screen displays the Placement Officer details such as PO ID, Placement Officer Name, Mobile Number, Registered On, Batches Assigned, and PO Status.



- Click **View Batches Assigned**, the **View Batches Assigned** screen appears.

- The **View Batches Assigned** screen displays the Placement Officer details such as Placement Officer Address, Placement Officer Name, Placement Officer Mobile Number, and Placement Officer Email Address.

Placement Officer - zaid (PO_002551) + Assign Batch Back

ICICI BANK LTD. 4, 100 FT ROAD, 4TH B BLOCK, KORAMANGALA, BANGALORE - 560050, KARNATAKA
 Placement Officer Address

zaid
 Placement Officer Name

8987654320
 Placement Officer Mobile Number

zaidk@gmail.com
 Placement Officer Email Address


Batch Scheme Search for Batchid:

All Search Search Reset

Placement

Batch Id	Batch Name	Training Partner ID	Batch Scheme	Batch Duration	Trained Candidates	Certified Candidates	Placed Candidates	Job Role	Sector	Action
89911	STT/ELE/Q4601/BatchID:89911	TP015357	State Scheme - KARNATAKA	Feb 1, 2020 to Mar 20, 2020	30	10	1	Field Technician Computing And Peripherals	Electronics & Hardware	View Details Delink Accepted by SSC

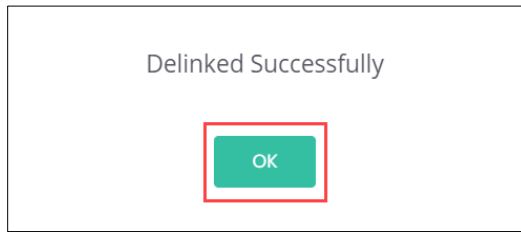
- The Training Centre (TC) can search for a particular batch based on Batch Scheme and Batch ID. Click **Search**, to search for a particular Batch.
- The **Placement** section displays the batch details such as Batch ID, Batch Name, Training Partner ID, Batch Scheme, Batch Duration, Trained Candidates, Certified Candidates, Placed Candidates, Job Role, Sector, Status and also allows delinking under Action.
- Click **Delink**, the following screen appears.



Are you sure you want to Delink the Batch ?

Approve
Cancel

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



- Click **OK**, to Delink the selected batch and to navigate to the **Placement** screen.