

KAUSHAL PANJEE



User Manual

National Informatics Centre
Department of Information Technology
Ministry of Communications & Information Technology
Government of India

Amendment Log

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1 Introduction

Background

The Government of India has set up a target to provide an opportunity to the youth aged between 18 to 35 living in the rural area to upgrade their skills and get a better employment in the area of their expertise. By upgrading their skills these candidates can not only earn good wages but contribute in the growth of the nation too. The Government of India is already running various training programs to achieve the target of training 500 million of its youth by 2022. Several Ministries have been assigned targets for skilling India's youth to contribute to the Government's vision for making India the skill capital of the world.

Ministry of Rural Development (MoRD) has initiated the Kaushal Panjee to upgrade skills of rural youth aged between 18 to 35 years. The Project Implementation Agencies (PIAs) can also contribute in upgrading the skills of their trainees by registering them on Kaushal Panjee Portal. The candidate can either register him/herself by using the existing details of SECC data or by entering the details as a fresh candidate.

It will help Ministry of Rural Development (MoRD), State Officials and Project Implementation Agencies (PIAs) involved in managing the training and placement needs/demands of the rural youth. Such detailed need capturing of training and placement can lead to sizing the demand and preparation of training and placement plan.

The portal acts as a single platform for MoRD, other Administrative authorities and Training Agencies to manage upgrading skills in States.

Audience

The audience of this document includes various stakeholders involved in the DDU-GKY at various levels of government:

- Candidate
- Project Implementation Agencies (PIAs) involved in the implementation of DDU-GKY
- State Official

Purpose of this document

This document attempts to describe the operational aspects of KAUSHAL PANJEE with a view to assist all those who will be using KAUSHAL PANJEE application. The document provides step-wise instructions for handling various aspects of the software with visual screens for easy and better understanding. It also describes the error messages encountered while working with the software with appropriate remedial actions required to be taken by the user.

Document Organization

The document is divided in five chapters.

Chapter 1: Introduction— This Chapter provides an Introduction to the document describing the background, intended audience, purpose of the document, conventions adopted in the document, references and contact address for reporting the problems encountered (if any) while using the software or related with this document.

Chapter 2: Brief Overview— This Chapter gives an overview of the software with a broad list of features offered by it.

Chapter 3: Minimum System Requirements—This chapter provides information about the minimum system requirements to access KAUSHAL PANJEE software application.

Chapter 4: General/Common Operating Instructions— This chapter provides the general operating instructions that are common across the package.

Chapter 5: Specific Operating Instructions—This Chapter provides specific operating instructions for each of the features offered by the software. The feature description includes a general description of the feature, screen description wherever applicable, step-wise instructions for carrying out the operation, what happens after the operation is successfully executed, what more can be done from the current screen and a list of messages that the user might encounter while carrying out the operation.

Conventions

The document follows the font settings for Chapter Heading, Sub-Headings at various levels and text as indicated below:

Chapter Heading–Style h1, Arial Black 16 pt

Sub-Heading Level 1–Style H2, Arial Black 14 pt

Sub-Heading Level 2–Arial Black, 12 pt

Sub-Heading Level 3–Arial, 10 pt, Bold

Body Text–Arial, 10 pt

The labels related to text fields, buttons, icons etc. have been indicated in bold in the document text.

References

1. User Manual Template (NIC-TPL-004 version 1.1) prescribed as per NIC Quality Standards.

Definitions/Glossary

This section gives a glossary of terms used in the rest of the document.

Term	Description
SECC	Socio Economic and Cast Census

2 Brief Overview

Features

Brief description of the features that will be offered by KAUSHAL PANJEE portal is given below:

1. **Web based application**–The user can access the portal by entering the UR <http://164.100.59.72> in the address bar of the web browser.
2. **SECC data linked System**- The names and other details of the beneficiaries will be available in SECC data. The candidate can search own details on SECC data.
3. **A simple system**- KAUSHAL PANJEE portal is a simple system with easy to understand user interface which enables users to easily make entries and perform other tasks.
4. **Monitoring**- Authorities involved in KAUSHAL PANJEE can monitor the progress as per their requirement.

Stake Holders & Users

Major Stake Holders of KAUSHAL PANJEE application are:

- Ministry of Rural Development
- State Official
- Project Implementation Agency
- Candidate

3 Minimum System Requirements

KAUSHAL PANJEE is a web based application, the minimum system requirements for accessing the software application are:

- 1) Desktop or Laptop computer
- 2) Internet Connection
- 3) Web Browser
 - (i) Google Chrome
 - (ii) Mozilla Firefox

4 General Operating Instructions

This section describes the details related to some of the common features which are applicable to all users of the application. In particular, it describes the Home Page and other important forms.

Getting Started

KAUSHAL PANJEE is a web based software application. To invoke the application, type the URL <http://164.100.59.72> in the Address Bar of the Browser Window. The Home Page will open as shown in Fig. 1.

Home Page

The Home Page of KAUSHAL PANJEE provides links to the following:

- **Home-** A Click on this link will take you back to the home page from wherever you are.
- **FAQ-** A Click on this link will take you to the page which contains the answers of the questions that are frequently asked by the users.
- **Feed back-** A Click on this link will take you to the page which contains the fields for entering the feedback about the application.
- **Contact us-** A Click on this link will take you to the page which contains the email id for contacting to administrator of the application.

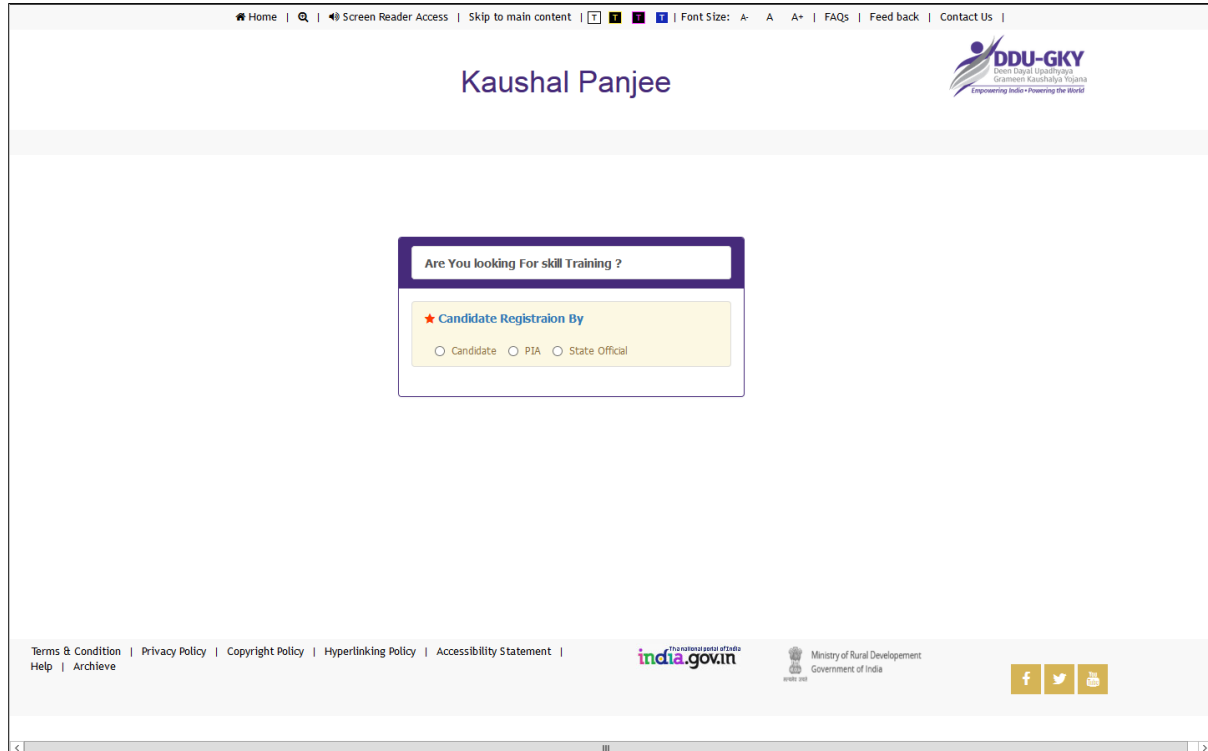


Figure1: Home Page

5. Specific Operating Instructions

This section describes each form associated with registration of the candidate on KAUSHAL PANJEE application. This section contains:

- General Description– A brief description about the form fields shown in the screen is given.
- Screen Shot with Form Name.
- How to use the form – Here, the flow of the form is explained.
- Mandatory Fields- Mandatory fields have been marked with red asterisk (*) in the Forms.

5.1 Candidate Registration BY

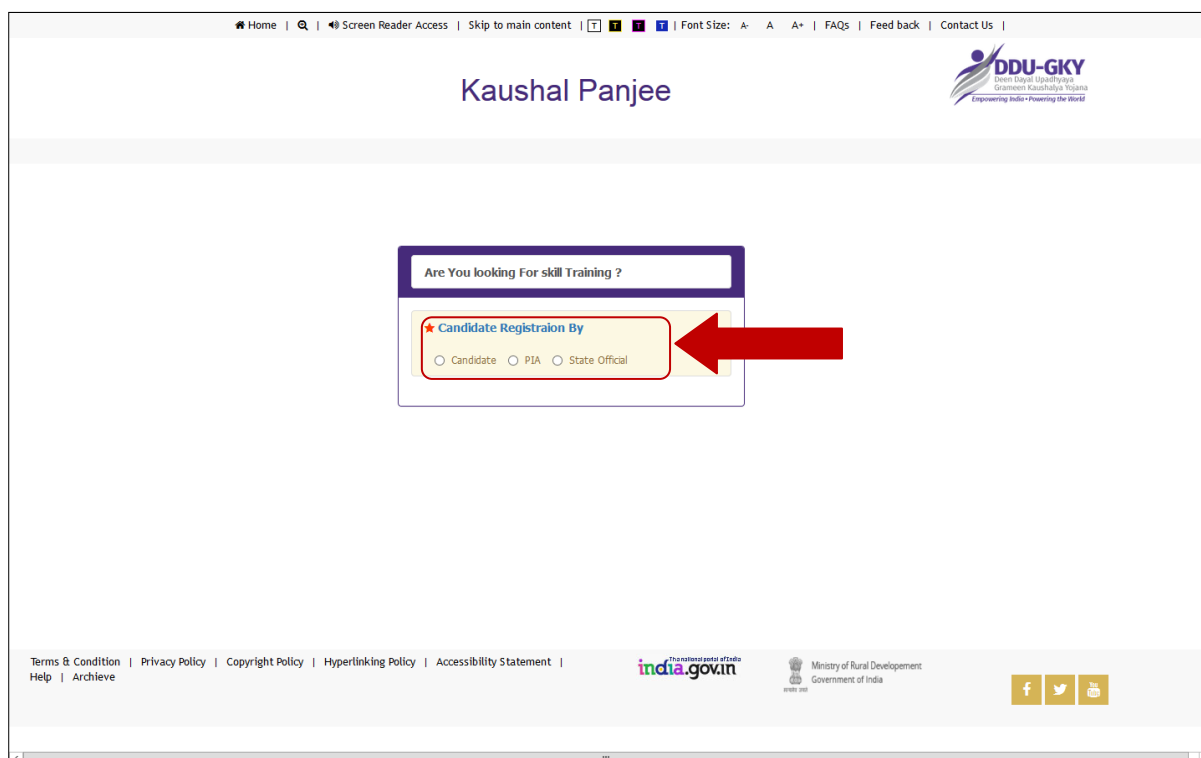
The screenshot shows the Kaushal Panjee website interface. At the top, there is a navigation bar with links: Home, Screen Reader Access, Skip to main content, Font Size (A-, A, A+), FAQs, Feed back, and Contact Us. The main header features the text 'Kaushal Panjee' and the DDU-GKY logo with the tagline 'Deen Dayal Upadhyaya Gramin Kaushalya Yojana Empowering India - Powering the World'. The central content area contains a form titled 'Are You looking For skill Training ?'. Below this title, there is a section labeled 'Candidate Registration By' with three radio button options: 'Candidate', 'PIA', and 'State Official'. A large red arrow points to the 'Candidate' radio button. The footer contains links for Terms & Condition, Privacy Policy, Copyright Policy, Hyperlinking Policy, and Accessibility Statement, along with the India.gov.in logo, the Ministry of Rural Development Government of India logo, and social media icons for Facebook, Twitter, and YouTube.

Figure 2

Any user can access KAUSHAL PANJEE application by typing the URL <http://164.100.59.72> in the Address Bar of the Browser Window. The Home page of the KAUSHAL PANJEE application will open with the section which contains the options for registration of the candidate given under the form field **Candidate Registration By** as shown in the figure 2.

There are three options for registering a candidate on KAUSHAL PANJEE.

- Candidate – The candidate can register on KAUSHAL PANJEE on its own by accessing the web application.
- PIA- Project Implementing Agencies involved in skill training can also register a candidate on KAUSHAL PANJEE.
- State Official- State Official can also register a candidate on KAUSHAL PANJEE.

The user of KAUSHAL PANJEE can identify him/herself by selecting any one option either radio button 'Candidate' or 'PIA' or 'State Official'.

5.1.1 REGISTRATION BY CANDIDATE

General Description

Candidate option can be used by the candidate to register on KAUSHAL PANJEE for the purpose of upgrading own skills. (If the user is registering for the first time on KAUSHAL PANJEE application then he/she needs to select 'Fresh Candidate' else the candidate can select the other option 'Partially saved' to complete the registration details)

Screen Shot

The screenshot shows the 'Candidate Registration' page for 'Kaushal Panjee'. The page has a purple header with the title 'Candidate Registration'. Below the header is a progress bar with six steps: 'Give Registration Type', 'Fill SECC Information', 'Fill Address Information', 'Fill Personal information', 'Fill Training Program Details', and 'Submit'. The first step, 'Give Registration Type', is currently active. Below the progress bar, there is a form with a radio button selected for 'Fresh Candidate' and another for 'Partially Saved'. A 'Next >' button is at the bottom of the form. The footer contains links for 'Terms & Condition', 'Privacy Policy', 'Copyright Policy', 'Hyperlinking Policy', 'Accessibility Statement', 'Help', and 'Archive'. It also features the 'india.gov.in' logo, the 'Ministry of Rural Development Government of India' logo, and social media icons for Facebook, Twitter, and YouTube.

Figure 3 : Candidate Registration (Fresh Candidate)

The screenshot shows the 'Candidate Registration' page for 'Kaushal Panjee'. The page has a purple header with the title 'Candidate Registration'. Below the header is a progress bar with six steps: 'Give Registration Type', 'Fill SECC Information', 'Fill Address Information', 'Fill Personal information', 'Fill Training Program Details', and 'Submit'. The first step, 'Give Registration Type', is currently active. Below the progress bar, there is a form with a radio button selected for 'Partially Saved' and another for 'Fresh Candidate'. A label 'Enter Id *' is next to a text input field. A 'Next >' button is at the bottom of the form. The footer contains links for 'Terms & Condition', 'Privacy Policy', 'Copyright Policy', 'Hyperlinking Policy', 'Accessibility Statement', 'Help', and 'Archive'. It also features the 'india.gov.in' logo, the 'Ministry of Rural Development Government of India' logo, and social media icons for Facebook, Twitter, and YouTube.

Figure 4 : Candidate Registration (Partially Saved)

How to use the Form (Work Flow of Candidate Registration Process)

FILL SECC INFORMATION - The Candidate Registration Page of the application contains options 'Fresh Candidate' and 'Partially Saved' as radio buttons. The user needs to select either 'Fresh Candidate' or 'Partially Saved' to specify own status of registration on KAUSHAL PANJEE application.

- A. FRESH CANDIDATE** - If the candidate has selected the option 'Fresh Candidate' as shown in figure 3, then he/she has to either click on the button 'Next' or move the cursor on the link "Fill SECC Information" to move further in the registration process. After choosing any one option (either click on 'Next' button or click on the link 'Fill SECC Information'), following screen will appear as shown in the figure 5.

Figure 5 : Candidate Registration (Check existence in SECC)

The screen shown in the figure 5 contains some mandatory fields marked with red asterisk (*) for searching information of the candidate in SECC database. The candidate can search for his/her information in SECC data only after selecting values for these fields.

If the candidate could not find his/her information in SECC data, then he/she is required to select the option 'Yes' given under the field "Unable to find yourself in SECC drop-down?" as shown in the figure 6.

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Candidate Registration

Give Registration Type | Fill SECC Information | Fill Address Information | Fill Personal information | Fill Training Program Details | Submit

State * ---Select State---

District * ---Select District---

Sub-District / Tehsil * ---Select Sub-district/Tehsil---

Village * ---Select Village---

Date of Birth * dd-mm-yyyy

Gender * ☐ Male ☐ Female ☐ Transgender

Personal Mobile No.

Parents/Guardians Mobile No.

Email ID

Candidate Name *

Father Name

Mother Name

Ahl tin

Unable to find yourself in SECC drop-down? ☐ Yes ☐ No

[Back](#) [Save & Proceed](#)

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Figure 6 : Candidate Registration (No data in SECC)


To complete the form given under the tab **Fill SECC Information**, the user is required to take following steps:


1. The user needs to select the State from the drop down list given under the field State.
2. The user needs to select the District from the drop down list given under the field District.
3. The user needs to select the Sub District / Tehsil from the drop down list given under the field Sub District / Tehsil.
4. The user needs to select the Village from the drop down list given under the field Village.
5. After selecting values for all the SECC fields, the user can check the availability of his/her details in SECC data. To check the availability of own details, the candidate is required to enter first three characters of own name in the text box provided under the field Candidate Name.
6. As the user will enter first three characters of own name, the list of candidate having these three characters will appear as shown in the figure 7.






Candidate Registration



 Give
Registration Type


 Fill
SECC Information


 Fill
Address Information


 Fill
Personal information


 Fill
Training Program Details


 Submit

State *

District *

Sub-District / Tehsil *

Village *

Candidate Name *

Father Name

Mother Name

Ahl tin

Date of Birth *

Gender * ☐ Male ☐ Female ☐ Transgender

Personal Mobile No.

Parents/Guardians Mobile No.

Email ID

CANDIDATE NAME	FATHER NAME	MOTHER NAME	MEMBER No.
RAMA DALABEHERA	VHATTAN PRADHAN	RUPEI PRADHAN	03100

Unable to find yourself in SECC drop-down? ☐ Yes ☒ No

Figure 7 : Candidate Registration> (Information found in SECC data)

7. The user can find out own details in the list and if details of the candidate exist in the list then **he/she can choose that record**. On selecting the record shown in the list, pre-entered values will appear on the screen as shown in the figure 8.

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Candidate Registration

Give Registration Type | Fill SECC Information | Fill Address Information | Fill Personal information | Fill Training Program Details | Submit

State * ODISHA
District * Nayagarh
Sub-District / Tehsil * Odagaon
Village * Bhaliapadar
Date of Birth * 03-01-1984
Gender * ☐ Male ☒ Female ☐ Transgender
Personal Mobile No.
Parents/Guardians Mobile No.
Email ID
Candidate Name * RAMA DALABEHERA
Father Name VHAITAN PRADHAN
Mother Name RUPEI PRADHAN
Ahl tin 21211601000180000000500031002
Unable to find yourself in SECC drop-down? ☐ Yes ☒ No
Back Save & Proceed

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Help | Archive

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Figure 8

8. If information of the candidate exists in SECC data then the name of the Father of the candidate will appear in the text box given under the field Father Name but if there is no information of the candidate in SECC data then the candidate has to enter it in the text box.
9. If information of the candidate exists in SECC data then the name of the Mother of the candidate will appear in the text box given under the field Mother Name but if there is no information of the candidate in SECC data then the candidate has to enter it in the text box.
10. If information of the candidate exists in SECC data then the Ahl tin of the candidate will appear in the text box given under the field Ahl tin.
11. If information of the candidate exists in SECC data then the pre-entered date of birth will appear as per the record last saved. The user can check the correctness of the date of birth and if it is incorrect, then the user can select the correct Date of Birth through the Calendar control but if there is no information of the candidate in SECC data then the candidate has to specify own date of birth by using the calendar control.
12. The user can specify own gender by selecting any one option (Male/Female/Transgender) given under the field Gender.
13. The user can enter the personal mobile number in the text box given under the field Personal Mobile No. to get the OTP.

Figure 9

14. As the candidate will enter Personal Mobile No., a new button 'Generate OTP' and a text box 'Enter OTP' under the field **Personal Mobile No.** will appear on the screen as shown in the figure 9. The purpose of providing these buttons on the screen is to confirm the mobile number.
15. The candidate needs to click on the button 'Generate OTP' to get One Time Password on the personal mobile number. As the candidate will click on the button 'Generate OTP', One Time Password will be sent to the personal mobile number of the candidate. It is mandatory for the candidate to enter the One Time Password received on the personal mobile number in the text box 'Enter OTP'.
16. The user can enter the Parents/Guardians mobile number in the text box given under the field Parents/Guardians Mobile No.
17. The user can enter the email id in the text box given under the field Email ID.
18. The user can click on the button 'Save & Proceed' to proceed further in the registration process.
19. After clicking the button 'Save & Proceed', the following screen will appear as shown in the figure 10.

The screenshot displays the 'Candidate Registration' form on the DDU-GKY portal. A modal window at the top center shows a 'Saved Successfully' message with the registration ID 'T21170000104' and a red arrow pointing to it. The form below is divided into two main sections: 'Permanent Address' and 'Present Address'. Each section contains dropdown menus for State, District, Block, Gram Panchayat, and Village, followed by a text field for the address. A checkbox at the bottom asks if the present address is the same as the permanent address. Navigation buttons 'Back' and 'Save & Proceed' are at the bottom.

Modal content:

Saved Successfully

Your Id is: T21170000104
Please note this Id for future purpose.

Close

Candidate Registration

Give Registration Type SECC Information Fill Address Information Fill Personal information Fill Training Program Details Submit

Permanent Address

State * ODISHA

District * ---Select District---

Block * --- Select Block ---

Gram Panchayat * --- Select Panchayat ---

Village * ---Select Village---

Permanent Address *

Present Address

State * ---Select State---

District * ---Select District---

Block * --- Select Block ---

Gram Panchayat * --- Select Panchayat ---

Village * ---Select Village---

Present Address *

Is present address same as permanent address? * ☐ Yes ☐ No

Back Save & Proceed

Figure 10

20. If all the details that have been filled are correct, then a message showing the registration Id of the candidate will appear on the screen. The registration Id of the candidate can be used for future process. A message related to the successful registration with the details of the registration will also be sent on the registered mobile number of the user.

Error Message

The screenshot displays the 'Candidate Registration' form for Kaushal Panjee. The form is divided into several sections: 'Give Registration Type', 'Fill SECC Information', 'Fill Address Information', 'Fill Education Details', 'Fill Training Program Details', and 'Submit'. A modal dialog box is overlaid on the form, displaying the message 'Please Fill all SECC required fields.' with an 'OK' button. The form fields include: State (dropdown), District (dropdown), Sub-District / Tehsil (dropdown), Village (dropdown), Candidate Name (text box with 'SAN' entered), Father Name (text box), Mother Name (text box), Ahl tin (text box), Date of Birth (text box with 'dd-mm-yyyy' placeholder), Gender (radio buttons for Male, Female, Transgender), Personal Mobile No. (text box), Parents/Guardians Mobile No. (text box), and Email ID (text box). At the bottom, there is a checkbox for 'Unable to find yourself in SECC drop-down?' with 'Yes' and 'No' options, and buttons for '< Back' and 'Save & Proceed >'.

Figure 11

If the user has not filled all SECC required fields and tries to enter the first three characters of own name in the text box given under the field **Candidate Name**, then a message 'Please fill all SECC required fields' will appear as shown in the figure 11.

In such a case, the user needs to fill all SECC required fields, only then he/she can proceed further in the registration process.

- B. PARTIALLY SAVED** - If the candidate has selected the option 'Partially Saved', then a new field **Enter Id** will appear on the screen as shown in the figure 12. The candidate has to enter the identification number (Id) in the text box provided in front of the field **Enter Id**.

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Candidate Registration

Give Registration Type | Fill SECC Information | Fill Address Information | Fill Personal information | Fill Training Program Details | Submit

☐ Fresh Candidate ☒ Partially Saved

Enter Id * T21170000104

Next >

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Figure 12

As the candidate will enter the Id in the given text box and click on the button 'Next', the form containing the pre-entered details in the record of KAUSHAL PANJEE will open as shown in the figure 13.

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Candidate Registration

Give Registration Type | Fill SECC Information | Fill Address Information | Fill Personal information | Fill Training Program Details | Submit

State * ODISHA
District * Nayagarh
Sub-District / Tehsil * Odagaon
Village * Bhaliapadar
Date of Birth * 03-01-1984
Gender * ☐ Male ☒ Female ☐ Transgender
Personal Mobile No.
Parents/Guardians Mobile No.
Email ID
Candidate Name * RAMA DALABEHERA
Father Name VHAITAN PRADHAN
Mother Name RUPEI PRADHAN
Ahi tin 21211601000180000000500031002
Unable to find yourself in SECC drop-down? ☐ Yes ☒ No
Back Save & Proceed

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Figure 13

FILL ADDRESS INFORMATION –

After completing the process of filling SECC Information, the form under the tab Fill Address Information will appear on the Screen as shown in the figure 14. The candidate is required to provide information about the address by filling the mandatory form fields (fields marked with *).

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Saved Successfully.
Your Id is: T21170000105

Candidate Registration

Give Registration Type SECC Information Fill Address Information Fill Personal information Fill Training Program Details Submit

Permanent Address Present Address

State * ODISHA District * ---Select District--- Block * --- Select Block --- Gram Panchayat * --- Select Panchayat --- Village * ---Select Village--- Permanent Address * Present Address * State * ---Select State--- District * ---Select District--- Block * --- Select Block --- Gram Panchayat * --- Select Panchayat --- Village * ---Select Village--- Is present address same as permanent address? * ☐ Yes ☐ No

Back Save & Proceed

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Figure 14 : Candidate Registration>Fill Address Information

Permanent Address

1. The candidate needs to select the State from the drop down list given under the field **State**.
2. The candidate needs to select the District from the drop down list given under the field **District**.
3. The candidate needs to select the Block from the drop down list given under the field **Block**.
4. The candidate needs to select the Gram Panchayat from the drop down list given under the field **Gram Panchayat**.
5. The candidate needs to select the Village from the drop down list given under the field **Village**.
6. The candidate needs to enter the details of the permanent address in the text box given under the field **Permanent address**.

Present Address

1. The candidate needs to select the State from the drop down list given under the field **State**.
2. The candidate needs to select the District from the drop down list given under the field **District**.
3. The candidate needs to select the Block from the drop down list given under the field **Block**.
4. The candidate needs to select the Gram Panchayat from the drop down list given under the field **Gram Panchayat**.
5. The candidate needs to select the Village from the drop down list given under the field **Village**.
6. The candidate needs to enter the details of the present address in the text box given under the field **Present address**.

- a. Present Address is same as Permanent Address – There is a field “**Is present address same as permanent address?**” along with the options ‘Yes’ and ‘No’. If the candidate chooses the option ‘Yes’ for this field then the entries made in the fields given under the section **Permanent Address** of the form will get copied in the fields given under the section **Present Address**. This condition is shown in the figure 15.

The screenshot displays the 'Candidate Registration' form for Kaushal Panjee. At the top, a green message states 'Saved Successfully. Your Id is: T21170000105'. The registration process is shown as a sequence of steps: Give Registration Type, Fill SECC Information, Fill Address Information (current step), Fill Personal information, Fill Training Program Details, and Submit. The 'Permanent Address' section includes dropdowns for State (ODISHA), District (NAYAGARH), Block (NAYAGARH), Gram Panchayat (BHATASAH), and Village (Barapalla), along with a text field for the Permanent Address. The 'Present Address' section has identical dropdowns and a text field. A checkbox labeled 'Is present address same as permanent address?' is checked, with 'Yes' selected and 'No' unselected. Navigation buttons 'Back' and 'Save & Proceed' are at the bottom of the form.

Figure 15

- b. Present Address is different from Permanent Address – There is a field “**Is present address same as permanent address?**” along with the options ‘Yes’ and ‘No’. If the candidate chooses the option ‘No’ for this field then the candidate has to make separate entries in the fields given under the sections **Permanent Address** and **Present Address** of the form. This condition is shown in the figure 16.

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Saved Successfully.
Your Id is: T21170000105

Candidate Registration

Give Registration Type | Fill SECC Information | Fill Address Information | Fill Personal information | Fill Training Program Details | Submit

Permanent Address

State * ODISHA
District * NAYAGARH
Block * NAYAGARH
Gram Panchayat * BHATASAHU
Village * Barapalla
Permanent Address * PERMANENT ADDRESS

Present Address

State * ODISHA
District * NAYAGARH
Block * ODAGAON
Gram Panchayat * BHALIADIHI
Village * Bhaliadihi
Present Address * PRESENT ADDRESS

Is present address same as permanent address? * ☐ Yes ☒ No

Back Save & Proceed

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Figure 16

After completely filling the information about the address, the candidate needs to click on the button 'Save and Proceed' to move further.

FILL PERSONAL INFORMATION -

After completing the process of filling address Information, the form under the tab Fill Personal Information will appear on the Screen as shown in the figure 17. The candidate is required to provide personal information by filling the mandatory form fields (fields marked with *).

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Saved Successfully.
Your Id is: T21170000105

Candidate Registration

Give Registration Type ☒ Fill SECC Information ☒ Fill Address Information ☒ Fill Personal information ☒ Fill Training Program Details ☐ Submit

Head of Household's Highest Education Qualification

Yearly Income of the family (Rs)

Category * ☐ SC ☐ ST ☒ Other

Do you belong to a minority? * ☐ Yes ☒ No

Are you PWD(Person with Disability)? ☐ Yes ☒ No

Working in NREGA? ☐ Yes ☒ No

Is BPL? ☐ Yes ☒ No

Whether any member of Household belong to SHG? ☐ Yes ☒ No

Contains RSBY Card? ☐ Yes ☒ No

Possess Antayadaya Card? ☐ Yes ☒ No

Do you have a Driving License? ☐ Yes ☒ No

Marital Status *

Highest Qualification in School Education *

Last Year of Passing *

Technical Education

Domain of Technical Education

Are you interested in: ☐ Wage Employment ☐ Self Employment ☐ Both ☐ None

Are you interested in: ☐ Direct Job ☐ Undergoing Skilling ☐ None

Have you received any Vocational or Skill Development Training? ☐ ITI ☐ DDUGKY ☐ PMKVY ☐ None

Are you currently employed? ☐ Yes ☒ No

What is your current monthly earning in Rupees?

Are you willing to move to a different State for a job? ☐ Yes ☒ No

Are you willing to move to a different District for a job? ☐ Yes ☒ No

Expected minimum salary

Where have you heard about DDUGKY?

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Figure 17

After completely filling personal information, the candidate needs to click on the button 'Save and Proceed' to move further.

FILL TRAINING PROGRAM DETAILS –

After completing the process of filling personal Information, the form under the tab Fill Training Program Details will appear on the Screen as shown in the figure 18. The candidate is required to provide information about the training program by filling the mandatory form fields (fields marked with *).

- a. Interested in any particular sector/trade -

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Gramin Kaushal Yojana
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Saved Successfully.
Your Id is: T21170000105

Candidate Registration

Give Registration Type SECC Information Address Information Personal information Training Program Details Submit

Are you interested in any particular sector/trade? * ☒ Yes ☐ No

	SECTOR	TRADE
Choice1 *	Automotive	Service Training Incharge Centre
Choice2	Green Skills	Rain Water Harvester
Choice3	Glassware	Glass Furnace Operator

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Figure 18

b. Not Interested in any particular sector/trade -

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Saved Successfully.
Your Id is: T21170000105

Candidate Registration

Give Registration Type SECC Information Address Information Personal information Training Program Details Submit

Are you interested in any particular sector/trade? * ☐ Yes ☒ No

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Figure 19

After completely filling information about the training programs, the candidate needs to click on the button 'Save and Proceed' to move further.

SUBMIT –

After completing the process of filling Information about the training programs, the form under the tab Submit will appear on the Screen as shown in the figure 20. The candidate is required to enter the characters appeared in Captcha image in the given text box. After that the candidate needs to click the button 'Done' to complete the process.

The screenshot displays the 'Candidate Registration' page of the Kaushal Panjee portal. At the top, there is a navigation bar with links for Home, Screen Reader Access, Skip to main content, Font Size, FAQs, Feed back, and Contact Us. The page header includes the 'Kaushal Panjee' logo and the 'DDU-GKY' logo with the tagline 'Deen Dayal Upadhyay Gramin Kaushal Yojana Empowering India - Powering the World'. A green message states 'Saved Successfully. Your Id is: T21170000105'. Below this is a progress bar with six steps: 'Give Registration Type', 'Fill SECC Information', 'Fill Address Information', 'Fill Personal information', 'Fill Training Program Details', and 'Submit'. The first five steps are marked with green checkmarks, and the 'Submit' step is marked with an information icon. Below the progress bar is a captcha box with the text 'CAPTCHA' and a 'TDEV' image. A text input field for the captcha is provided, followed by 'Back' and 'Done!' buttons. The footer contains links for Terms & Condition, Privacy Policy, Copyright Policy, Hyperlinking Policy, Accessibility Statement, Help, and Archive, along with the 'india.gov.in' logo and the Ministry of Rural Development, Government of India logo.


Figure 20

ACKNOWLEDGEMENT –

After successfully filling the information in all the tabs and clicking on the button 'Done', an acknowledgement will be generated that contains the details entered by the candidate. The Acknowledgement is shown in the figure 21.

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You are Successfully Registered.
Please Note down your Application Id and Ahl No. for Future Reference

Application Id:	21170000039		
AHL No:	21211601000180000000600031002		
Personal Info:			
Candidate Name:	RAMA DALABEHERA	Gender:	Female
Father Name:	VHAITAN PRADHAN	Mother Name:	RUPEI PRADHAN
Mobile No:		Parents Mobile No:	
Email:		Date Of Birth:	10-01-1984
Category:	Other	Marital Status:	Married
Disability:	No	Minority:	No
School Education:	10	Year of Passing:	1999
Technical Education:		Year of Passing:	
Technical Education Domain:		Interested In:	,
Monthly Earning:		Expected salary:	
Currently Employed:	No	Employment Type:	
Have BPL:	No	BPL No:	
Working in NREGA:	No	Job card no	
Total Days Worked in Last Year			
Whether any Household member belongs to SHG:	No		
Contains RSBY Card:	No		
Possess Antayadoya Card:	No		
Driving License:	No		
Vocational or Skill Development Training:			
Interested in different state job:	No		
Interested in different district job:	No		
Where have you heard about DDUGKY? :			
Referrer Name:			
Permanent Address:		Present Address:	
State:	ODISHA	State:	ODISHA
District:	NAYAGARH	District:	NAYAGARH
Block:	NAYAGARH	Block:	ODAGAON
Panchayat:	BHATASAIHI	Panchayat:	BHALIADIHI
Village:	Barapalla	Village:	Bhaliadihi
Address:	PERMANENT ADDRESS	Address:	
Training Program Details:			
Applied Trades:	1: Service Training Incharge Centre	2: Glass Furnance Operator	3: Rain Water Harvester
Candidate Signature	PIA Signature	Dept. Signature	

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Figure 21

5.1.2 REGISTRATION BY PIA

PIA option can be used by the Project Implementing Agency (PIA) to register a candidate on KAUSHAL PANJEE for the purpose of upgrading his/her skills.

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LOGIN

Official Use Only

User Id

Password

CAPTCHA AIPE

Sign In Reset

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Figure 22

5.1.3 REGISTRATION BY STATE OFFICIAL

State Official option can be used by the State Officials to register a candidate on KAUSHAL PANJEE for the purpose of upgrading his/her skills.

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LOGIN

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User Id

Password

CAPTCHA

CUDF

Sign in

Reset

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Figure 23