

कौराल विकास और उद्यमशीलता मंत्रालय MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP





# ITI TRAINEE VERIFICATION USER MANUAL FOR CRAFTSMEN TRAINING SCHEME (CTS) ON SKILL INDIA DIGITAL HUB

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## **1** Introduction

The Craftsmen Training Scheme (CTS) trainee lifecycle is currently managed on the NCVTMIS portal by Directorate General of Training (DGT). This portal needs to be upgraded to the latest technology. Therefore, the Directorate General of Training (DGT), Ministry of Skill Development and Entrepreneurship (MSDE) is in the process of designing, developing, and commissioning a new tech-driven platform, Skill India Digital Hub, to oversee the CTS trainee lifecycle.

This manual is specifically designed for ITI State Users responsible for managing and verifying trainee information on the ITI Portal. It serves as a comprehensive guide for the verification process, enabling users to ensure accuracy and integrity in trainee data across multiple sessions and states.

#### **1.1 System Requirements**

You can access Skill India Digital from various devices and platforms, on both PC and Mac desktops/laptops.

- a. Minimum system requirements:
  - Browser: Google Chrome (latest version), Firefox, Safari, Edge, or Opera for desktop/laptop
  - A broadband/mobile internet connection with good speed
- b. PC specific requirements
  - Platform: Windows 8.1 or higher with the latest updates installed
  - RAM: 4GB or more
  - Video: Graphics output capability
  - Sound: Sound output capability
- c. Mac specific requirements
  - Platform: Mac OS X 10.12 or higher with the latest updates installed
  - RAM: 4GB or more
  - Video: Graphics output capability
  - Sound: Sound output capability

## 2 Login

To visit Skill India Digital Hub, make sure you have a device with internet connection

- a. These are the steps to visit Skill India Digital Hub:
  - Open any browser in your device.
  - Enter the Skill India Digital Hub URL in the address bar 'https://www.skillindiadigital.gov.in/home' and then press enter or click on go



b. Click on the LOGIN button in the top right corner



c. Select "Partner" option



d. Click on "Login" button in "ITI" role card



e. Now, please enter your registered mobile number as **ITI** user and click the "Continue" button to log into the SIDH platform, as shown in the image below:



f. Enter the 4 digit password i.e., registered with your mobile number, then click the "Login" button as shown in the image below:



g. Enter the OTP received on your registered/entered mobile number, then click the "Login" button. If you do not receive the OTP, click on the "Resend OTP" option.

	One Time Password (OTP)
Welcome to Skill India Digital Hub(SIDH)	Kindly enter six-digit OTP sent to your mobile number +91 94*****06
LET'S GET STARTED	
	LOGIN

## 3 Dashboard

The dashboard is designed to provide ITI administrators with a quick, easy-to-navigate interface for managing trainee data effectively, ensuring all information is up-to-date and accessible. Upon logging in Skill India Digital Hub, **ITI User** is facilitated with dashboard as shown below:

🐒 🤦 Skill India कोरल माप्त-कुवल मारत						XXXXXXX
🖁 Dashboard 🛛 😰 ITI Trainee 🖉 Edit Shift	& Unit					
🔆 Hi, Good Morning!				Academi	c Session:	2024 ~
XXXXXXXXXXXXX	Overview					
	2,537	96	0	1	2	20
	Total Trainee Records Uploaded		Total invites sent to Trainees	т	otal Trainees F	Registered
$\begin{array}{c} \text{Complete your Aadhaar} \\ \text{eKYC} \end{array} \rightarrow$						
	7	ج.	0	× 2	269	<u>ی</u> ک
Overview	Total Permanent Registration Number Generated		Pending with State	F	illed Seats	
ITI Trainee Information						
ITI Trainee Profile Photo Update						
	Trainee Verification		-			
	View Details $\rightarrow$		17 Request			

#### a. Sections and Features:

- i. **Institution Name and Code:** Located at the top-left of the dashboard, this area displays the name of your institution, along with your unique MIS/ITI Code.
- ii. Navigation Menu: On the left side, there are two main navigational options:
- iii. **Overview**: Directs you to the main dashboard. It is a part of the dashboard that offers a quick snapshot of key data:
  - 1. **Total Trainee Uploaded**: The total number of trainees whose details have been uploaded to the system.
  - 2. Registered Trainees: Total number of trainees officially registered.
  - 3. **Total Trainees Sent Back**: Displays the number of trainee profiles that have been sent back for corrections or additional information.
  - 4. Available Seats: The number of seats currently available for new trainees.
  - 5. **KYC**: Total number of Permanent Registration Numbers generated for registered trainees.
  - 6. **Pending with States**: The count of trainee profiles or applications that are pending approval or action from state authorities.

- iv. **Trainee Verification**: This section is to show the number of pending requests, which can be accessed for more detail by clicking "View Detail  $\rightarrow$ ".
- v. **Academic Session Selector**: Top-right corner features a dropdown menu allowing you to select and view data by academic session (e.g., 2024, 2023).

## 4 Edit Shift & Unit

The Edit Shift and Unit option is placed on the menu bar as highlighted below:

& Unit					
			Aca	ademic Session:	2024 ~
Overview					
2,537	ŝ	0	8	12	20
Total Trainee Records Uploaded		Total invites sent to Trainees		Total Trainces F	Registered
/	6	0	×	269	۵ ک
Total Permanent Registration Number Generated		Pending with State		Filled Seats	
l					
Trainee Verificatio	n	17 Request			
	Overview 2,537 7osti Taleee Records Upcoded 7 Total Permanent Registration Number Generated Trainee Verificatio View Details →	A unit Cverview 2,537 P. Total Trainere Records Uploaded 7 P. Total Permanent Regattraction Number Commanded Trainee Verification View Details	A unit Overview 2,537 R O Total Taihea Records Uproceed 7 Reparation Number Constrained Trainee Verification View Details	Aure Source Verview	Aunt Cverview 2,537 R 0 2 12 Total Tubine Records Uploaded 7 Requiration Number Constants Trainee Verification Verv Detaits → 17 Request

This process is to change the shift and unit of an ITI candidate the steps required for this are as follows:

- a. Once the user clicks on the **Edit Shift & Unit** tab at the home page, a new page opens with the listing of the ITI candidates with two tabs i.e.,
  - **Open** likely shows candidates whose shifts and units are yet to be updated.
  - **Updated** could display candidates who have already been assigned a shift or unit.

The trainee list includes fields like SRN, Name, Trade, Shift, and Unit. And each row has an Edit button in the Actions column.

b. Click on **Edit** button it allows the authorized user to modify the candidate's **shift** and **unit** as shown below:

Skill India					0	9 User V
Dashboard 🖀 ITI Trainee 🖪 Edit	Shift & Unit					
Home / Dashboard / Edit Shift & Unit						
Edit Shift & Unit						
Search SRN Q	Open Updated		<ul> <li>Shift and Unit can operation</li> </ul>	nly be change	d once, and only	y if seats are avilable
	SRN	Name	Trade	Shift	Unit	Actions
	~ <b>XXXX</b> ***	Rehmat Fiza	Mechanic (Motor Vehicle) (NSQF)	1	<b>\$</b>	EDIT
	\$	Madivalappa Biradar	REFRIGERATION AND AIR CONDITIONING TECHNICIAN(NSQF)	1	1	EDIT
	XXXXXX	Omkar ramesh tambe	REFRIGERATION AND AIR CONDITIONING TECHNICIAN(NSQF)	1	1	EDIT
	XXXXXX	Chetan Arun Sonawane	REFRIGERATION AND AIR CONDITIONING TECHNICIAN(NSQF)	2	1	EDIT
	\$XXXXX	Vaishnavi Mahesh Shahane	REFRIGERATION AND AIR CONDITIONING TECHNICIAN(NSQF)	2	1	EDIT
	<b>∧<b>X</b>XXXXX 41</b>	Deepali laxman Chavhan	Computer Operator and Programming Assistant (NSOE)	1	1	EDIT

c. After click on the edit button option a new pop-up appears with old details of shift and unit, in that select the **New shift** and **New Unit** and click on the update button as shown in the image below:

nit	
Please Edit Shift & Unit	imes of once, and or
i Shift and Unit can only be changed once, and only if seats are available	
Trainee Name :	Unit
XXXXXXXXXX SRN Number: Shift: Unit:	1
35 1 1	
Trade : REFRIGERATION AND AIR CONDITIONING TECHNICIAN(NSGF)	1
shirt-1	
Available Seats: 17	
UPDATE	
38 Shahane CONDITIONING	2 1

**Note:** 1. *The use of this functionality is optional.* 

- 2. Shift and Unit can only be changed once, and only if seats are available.
- 3. Shift and Unit cannot be changed once the Trainee PRN is generated.
- d. Once the Unit or Shift is updated, the candidate details will be appearing in the updated list as shown below:

skin india					0	🤐 User 👻
🗄 Dashboard 👖 ITI Trainee 🚦	Edit Shift & Unit					
forme / Dashboard / Edit Shift & L	Init					
Edit Shift & Unit		_				
Search SRN	Q Open Update	80	Shift and Unit can o	inly be changed	d once, and or	vly if seats are avilable
	SRN	Name	Trade	Shift	Unit	Actions
	XXXXX	x xxxxx	REFRIGERATION AND AIR CONDITIONING TECHNICIAN(NSQF)	1	,	Updated
	***	x xxxxx	REFRIGERATION AND AIR CONDITIONING TECHNICIAN(NSQF)	1	1	Updated
	XXXXX	X: XXXXXXX	REFRIGERATION AND AIR CONDITIONING TECHNICIAN(NSQF)	1	1	Updated
	xxxxx	XXXX	Machinist (NSQF)	1	1	Updated

## **5** Trainee Verification

Upon selecting **Trainee Verification** tab on the dashboard, screen will appear that is pivotal for verifying the details of trainees registered in various trades.

🍐 Hi, Good Morning!		A	cademic Session:	2024 ~
	Overview			2024 O 2023
MISITI Code	53,245 R	53,245 C* Total Trainees sent back	53,245 Available Seats	Q
Overview	53,245	53,245 %	53,245	X
Trainee Verification	Registered Trainees	PRN Generated	Pending with Sta	ites

Below is the screen to show the features:

Skill India Men vira-year war	🖳 ITI Trainee 🛛	Edit Shift & Unit			1	(	• <b>XXXX</b> e ~
Home / Dashboard / Trainee Verification							
Trainee Verification							
Search SRN/Name Q	Open In prog	ress PRN generated					
	SRN	Name	Trade	Shift	Unit	Aadhaar Based	Action
	SRNXXX	XXXXXXXXXXXX	Mechanic Maintenance Chemical Plant	1	1	Y	VERIFY
	SRNO	XXXXXXXXXX	Mechanic Maintenance Chemical Plant	1	1	Yes	VERIFY
	SRNXXX	****	Mechanic Maintenance Chemical Plant	1	1	Yes	VERIFY
		« < 1	2 3 4	5	>	»	

#### a. Features and Functionality:

- i. **Search Functionality:** At the top, there is a search bar where you can search for trainees by their SRN (Student Registration Number) or Name, making it easy to find specific entries quickly.
- ii. **Status Tabs:** There are three tabs to filter the trainee list based on their verification status:

- 1. **Open**: Trainees whose verification is not yet started.
- 2. In progress: Verification is currently underway.
- 3. **PRN generated**: Verification is completed, and a Permanent Registration Number has been assigned.
- iii. **Trainee List:** Below the status tabs, the main table lists trainees with the following columns:
  - 1. SRN (Student Registration Number): Unique identifier for each trainee.
  - 2. Name: Full name of the trainee.
  - 3. Trade: Specifies the trade or specialization of the trainee.
  - 4. **Shift**: Indicates the shift (e.g., 1 or 2) the trainee is enrolled in.
  - 5. **Unit**: Unit number associated with the trainee.
  - 6. **Aadhaar Based**: Indicates whether the registration is linked to the trainee's Aadhaar number ("Yes" if linked).
  - 7. **Action**: A "VERIFY" button is provided to proceed with the verification process for each trainee.
- iv. **Pagination:** At the bottom of the table, there is a pagination control that allows navigating through multiple pages of trainee records. This is useful for handling large numbers of trainees efficiently.

#### b. Usage

- i. **Searching and Filtering**: Use the search bar and status tabs to quickly locate trainees based on specific criteria.
- ii. **Verifying Trainees**: Click on the "**VERIFY**" button next to a trainee's name to start or continue the verification process for their details.
- iii. **Navigation**: Utilize the pagination controls to view additional records without overcrowding the page.

P Darbhaard III Trainag III E	Er Chaite & Linde					
So bestoberd 🚡 Tri hainee 🖸 C	at prior & Onit					
Home / Dashboard / Edit Shift & Unit						
Edit Shift & Unit						
	Open Updated		Shift and Unit can o	nly be changed	once, and or	viy if seats are avilable
Search SMN		1				
	SRN	Name	Trade	Shift	Unit	Actions
	******	XXXXX	REFRIGERATION AND AIR			
	*****	MAAAA	CONDITIONING TECHNICIAN(NSQF)	1	3	Updated
	NUMBER	MANANA	REFRIGERATION			
	XXXXXX	XXXXX	CONDITIONING TECHNICIAN(NSQF)	1	1	Updated
	VVVVVV		REFRIGERATION			
	<sup>w</sup> www	AAAXXX	CONDITIONING TECHNICIAN(NSQF)	1	1	Updated
	XXXXX	XXXX	Machinist (NSQF)	1	1	Updated

#### 5.1 Trainee Mobile Number Verification

After clicking the "**VERIFY**" button for a trainee, the system directs you to a detailed verification page. This page is crucial for confirming the trainee's identity and contact details as part of the registration process.

#### a. Layout and Information:

- i. **Trainee Details Panel:** On the left side, you'll see the trainee's basic information like **Name, State Registration Number (SRN)**, **Trade, Shift, and Unit, Aadhaar Status** that provides specific details about the trainee's enrolment and Aadhaar linkage (Yes indicates linked).
- ii. Below the basic details, there is a Status Log section which displays the status of the verification process. Initially, it shows "No actions have been taken yet. Please start by verifying the mobile number.". Following is the screen that appears for the trainee verification process.

← Back	Trainee Verification Process
	Verify Mobile Number     2 Capture Trainee Photo     10 KYC
KKXXXXXXXXXX Itale Registration Number IsiN VXXX VXXX dechanic Maintenance Chemical Plant Plant Aadhar Status 11 O1 Yes	Verify Your Registered Mobile Number Enter six digit number received on your mobile +91 12233 12323
Status Log No actions have been taken yet. Rese start by verbying the mobile number.	VERIFY
	DONE

- iii. **Verification Steps:** At the top right, the verification process is outlined in three sequential steps:
  - 1. Verify Mobile Number
  - 2. Capture Trainee Photo
  - 3. KYC

#### iv. Mobile Number Verification

- 1. The active step, "Verify Mobile Number", involves entering a six-digit OTP (One-Time Password) sent to the trainee's registered mobile number.
- 2. **OTP Entry**: Enter the received OTP in the provided fields.
- 3. **Resend Option**: If the OTP is not received, you can click the "RESEND" button to get a new OTP.
- v. **Verification Confirmation**: After entering the OTP, click the "**VERIFY**" button to confirm the mobile number. The system will check if the OTP entered is correct and proceed to the next verification step if successful.

#### 5.2 Capture Trainee Photo

Once the mobile number is verified, the system progresses to the photo capture step, an essential part of the trainee's identity verification. This step ensures that a valid and current image of the trainee is linked to their profile, enhancing the security and reliability of the trainee verification process. The screen for the step is as follows:

- Back	Trainee Verification Process				
	Verify Mobile Number     Capture Trainee Photo     Since				
MKXXXXXXXXX					
State Registration Number	Capture Trainee Photo				
Trade Mechanic Maintenance Chemical Plant	Position the trainee's face within the frame for a clear photo				
Shift Unit AadhaarStatus 01 01 Yes	Open Camera app				
Status Log	The file size must be 2MB.				
2 Mobile number verified					
Registered Trainee	③ OTP verified successfully × DONE				

- a. Steps for the Photo Verification are as follows:
  - i. Activating Camera: Click the "Open Camera app" button to start the photo capture process.
  - ii. **Positioning for Photo**: Ensure the trainee's face is well-positioned within the on-screen frame for clarity and recognition. As shown in screen below:



iii. **Completing Photo Capture**: After taking the photo, it will automatically be uploaded if it meets the file size requirements. Confirm the photo is clear and accurately represents the trainee.

- Back	Trainee Verification Process				
	Verify Mobile Number     Capture Trainee Photo     ③ KYC				
XXXXXXXXXX					
tate Registration Number	Capture Trainee Photo				
CHARACTER CONTRACTOR CONT	Position the trainee's face within the frame for a clear photo				
rade Aechanic Maintenance Chemical Plant Diff. Unit Aadhaar Status 11 O1 Yes					
Status Log	<ul> <li>By proceeding, you confirm that the ITI has verified all trainee details before uploading the profile picture.</li> </ul>				
Mobile number verified	RE-CAPTURE UPLOAD				
Desistand Traines					

iv. **Progressing Verification**: After successfully capturing the photo, click "DONE" to move to the final verification step of generating the PRN (Permanent Registration Number).

#### 5.3 KYC:

Aadhaar confirmation step in the trainee verification process is after following the successful upload of the trainee's photo, it is crucial step for linking the trainee's Aadhaar details to their profile for further authentication. There are following possible flows during the verification process:

#### 5.3.1 Aadhaar Trainee Verification (for trainees whose Aadhaar details are uploaded)

When the Aadhaar details are available in the system, and they are matched against the Aadhaar provided by the student, then the following screen is visible.

- Back	Trainee Verification Process
0	Overify Mobile Number     Overify Capture Trainee Photo
XXXXXXXXX State Registration Number SRIXXXX	Please Provide Trainee Aadhaar Number Enter Trainee 12-digit Aadhaar number to generate OTP
Trade Mechanic Maintenance Chemical Plant Shift Unit Aadhaar Status 01 01 Yes	4521     Enter Your Audhaar Number
Status Log	A. Lunderstand that my Ashhair number, photograph and demographic information, asunderstood under the Ashhair (Tergeted Delivery of Financial and Other Subcides, Benefitsand services) Act, 2016 (18 of 2018) and I agree to validate my Ashhair Details
Mobile number verified	GENERATE OTP
Registered Trainee	DONE

The e-KYC will be carried out by sending an OTP to the registered mobile number.

- Back	Trainee Verification Process
0	Verify Mobile Number     O Capture Trainee Photo     S     KYC
CXXXXXXXXXX tate Registration Number	
RNXXXX	Enter OTP to Verify Aadhaar
rade	Enter six digit number received on your mobile +91 1234 12323
Mechanic Maintenance Chemical Plant	
bift Linit Aarihaar Status	
01 01 Yes	
	STILL DIDN'T GET THE OTP? () 00:59 RESEND
	VERIFY
Status Log	
Mobile number verified	
Directo unionadad	
Registered Trainee	DONE

Once the OTP is verified "Trainee PRN Generated Successfully" message will appear as shown below:



#### 5.3.2 'I have Aadhar' Trainee Verification (for trainees whose Aadhaar details are not uploaded)

The below screen is presented if the Aadhar was not uploaded for the trainee during the upload.

**5.3.2.1** Yes, I have Aadhaar - (Flow 1) : The Aadhaar details are not available in the system, but if the student provides the Aadhaar details during the Trainee Verification process, then ITI has to select the 'Yes, I have Aadhar' option and then enter the Trainee's Aadhar information.



0	Verify Mobile Number     O Capture Trainee Photo     S KYC
E Registration Number	Please Provide Trainee Aadhaar Number Enter Trainee 12-digit Aadhaar number to generate OTP
ide echanic Maintenance Chemical Plant ift Unit Aadhaar Status	Enter Your Aadhaar Number
01 Yes	A. Lunderstand that my Audituar number, photograph and demographic:     def     information, assurderstool under the Audman (Targeted Delivery of Francisk     and Other Solvedies, Borellistand service) and L. 2019 (10) 42:089 and
Status Log	GENERATE OTP
Mobile number verified	

The e-KYC will be carried out by sending an OTP to the registered mobile number. Enter the OTP and if OTP is not received click on the "RESEND".

- Back	Trainee Verification Process
Q	Verify Mobile Number     Capture Trainee Photo     S KYC
XXXXXXXXXX	
State Registration Number	Enter OTP to Verify Aadhaar
Trade Mechanic Maintenance Chemical Plant Shift Unit Aadhaar Status O1 O1 Yes	Enter six digit number received on your mobile +91 1234 12323
Status Log Mobile number verified	VERIFY
Registered Trainee	DONE

Once the OTP is verified "Trainee PRN Generated Successfully" message will appear as shown below:



In the Dashboard the list of trainees will be displayed with the PRN No. of the Trainee as shown below:

04	Skill India Men vize-gan vize	Dashboard	😰 ITI Trainee 🖪	Edit Shift & Unit				<b>A</b> 0	SXXXX ~
Hom	e / Dashboard / <b>Trainee</b>	Verification							
Tra	inee Verificatio	n							
S	earch SRN/Name	Q	Open In prog	PRN generated	1				
			SRN	Name	Trade	Shift	Unit	Aadhaar Status	PRN generated
			SRNXXX	AXXXXX	Mechanic Maintenance Chemical Plant	1	1	Yes	PRNOXXX
			SRN	×××××	Mechanic Maintenance Chemical Plant	1	1	Yes	PRNOXXX
			SRNXXX	XXXXX	Mechanic Maintenance Chemical Plant	1	1	Yes	PRNOXXX

**5.3.2.2 Yes, I have Aadhaar (Data Mismatch) - (Flow 2)**: The trainee profile and Aadhaar details have different values, requiring a manual verification or reconciliation process via State to ensure accuracy and authenticity.

The screen shown below has discrepancies in the details of the trainee, in this case the respective trainee data will be sent to the PRN generation and for reconciliation.



Image below shows the pending status of the PRN generation:

Skill India 📰 Dash	hboard 😰 ITI Trainee	Edit Shift & Unit				A 0	Э хжжхх ~
Home / Dashboard / Trainee Verification	•						
Trainee Verification							
Search SRN/Name Q	Open In pr	ogress PRN genera	ated				
	SRN	Name	Trade	Shift	Unit	Aadhaar Status	Status
		XXXXX	Mechanic Maintenance Chemical Plant	1	1	Yes	Pending with state
	SRNOXXX	****	Mechanic Maintenance Chemical Plant	1	1	Yes	Pending with state
	SRNOXXXX	****	Mechanic Maintenance Chemical Plant	1	1	Yes	Pending with state
	SRNOXXXX	XXXXXX	Mechanic Maintenance Chemical Plant	1	1	Yes	Pending with state
		« ‹	1 2 3 4	5	>	»	

#### 5.3.3 I don't have Aadhaar (For Trainees who do not have an Aadhaar number)

1. I don't have Aadhaar: Selecting this indicates that the trainee does not have an Aadhaar number. Additional steps or alternative verification methods may be required. Check the checkbox and click on "OK" and click on "Done"

	Verify Mobile Number O Capture Trainee Photo KYC KYC
de techanic Maintenance Chemical Plant the Unit Auditar Status 1 01 Yes	Aadhaar Confirmation Presse make sure you provide your own personal information
Status Log Muble number verified Photo uploaded	NEXT
Registered Traince	



2. Click on "OK", on Trainee Verification Notice as shown in below image:



3. Image below shows the pending status of the PRN generation

Skill India	Dashboard	TTI Trainee	🔄 Edit Shift & Unit				<b># 0</b>	
Home / Dashboard / Train	ee Verification							
Trainee Verificat	ion							
Search SRN/Name	Q	Open In pro	gress PRN genera	ated				
		SRN	Name	Trade	Shift	Unit	Aadhaar Status	Status
		SRNO <b>XXX</b>	XXXXX	Mechanic Maintenance Chemical Plant	1	1	Yes	Pending with state
		SRNOXXX	*****	Mechanic Maintenance Chemical Plant	1	1	Yes	Pending with state
		SRNC	XXXXXX	Mechanic Maintenance Chemical Plant	1	1	Yes	Pending with state
		SRNOXXX	XXXXXX	Mechanic Maintenance Chemical Plant	1	1	Yes	Pending with state
			« ‹	1 2 3 4	5	>	>>	

This Aadhaar confirmation step is vital for verifying the identity of the trainee and securing their information, which is essential for the integrity of the training program and compliance with national training standards.