

**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.

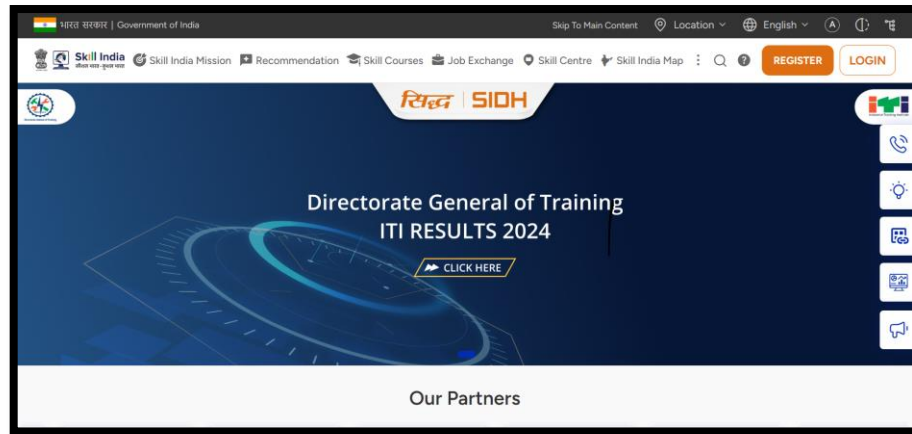
- a. Minimum system requirements:
 - Browser: Google Chrome (latest version), Firefox, Safari, Edge, or Opera for desktop/laptop
 - A broadband/mobile internet connection with good speed
- b. PC specific requirements
 - Platform: Windows 8.1 or higher with the latest updates installed
 - RAM: 4GB or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

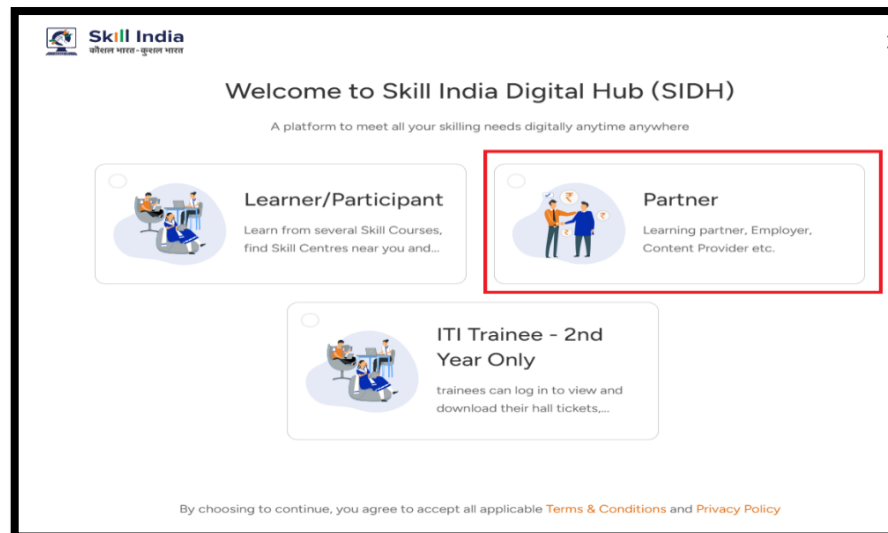
- Open any browser in your device.
- Enter the Skill India Digital Hub URL in the address bar '<https://www.skillindiadigital.gov.in/home>' and then press enter or click on go



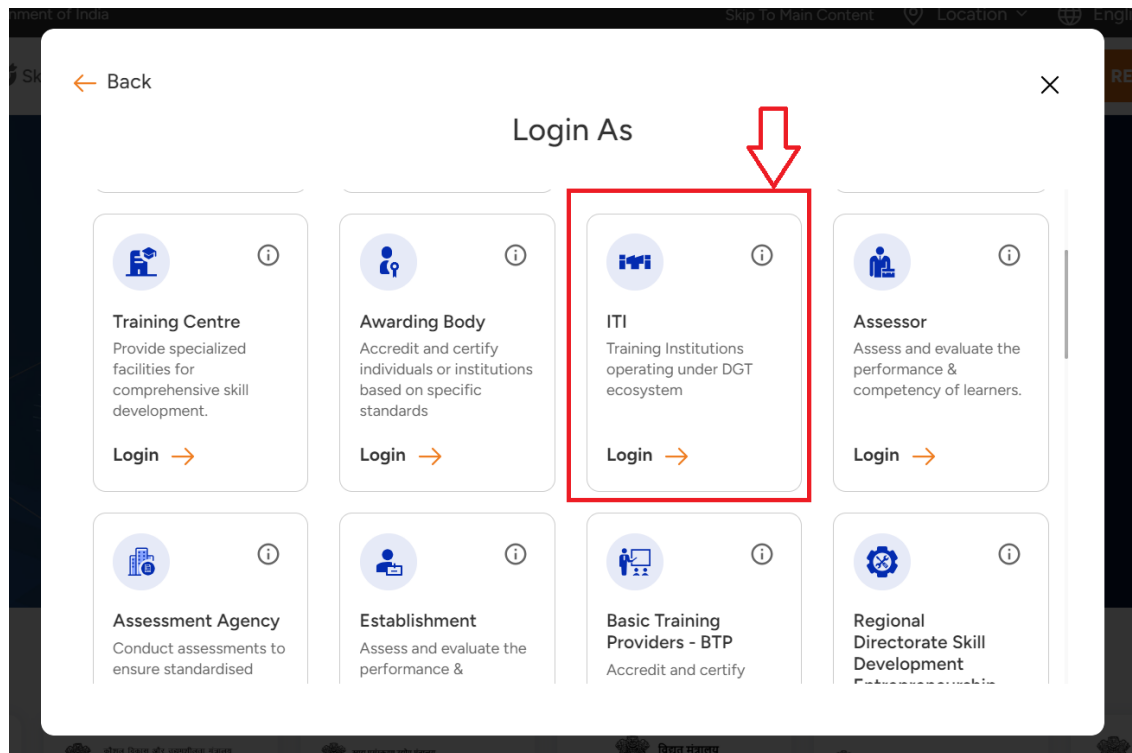
b. Click on the LOGIN button in the top right corner



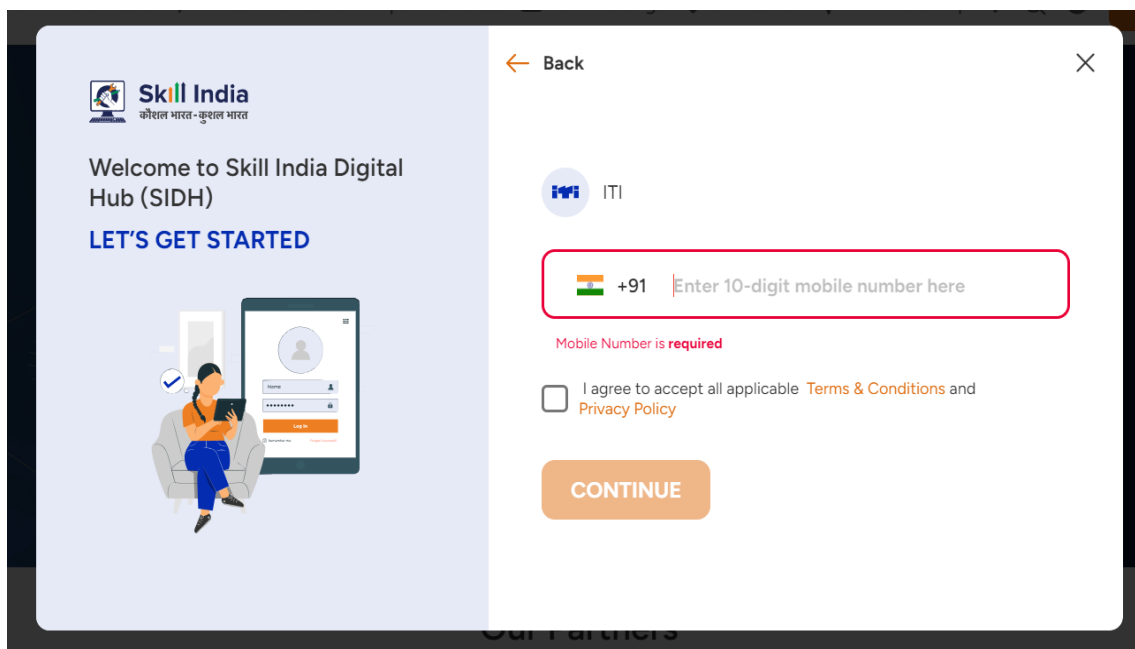
c. Select "Partner" option



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:

← Back

Skill India
कौशल भारत-कुशल भारत

Welcome to Skill India Digital Hub (SIDH)
LET'S GET STARTED

Enter your Password


Enter your 4-digit account password

□ □ □ □

FORGOT PASSWORD

LOGIN

- 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.

Skill India 
कौशल भारत-कुशल भारत

Welcome to Skill India Digital Hub(SIDH)
LET'S GET STARTED

One Time Password (OTP)

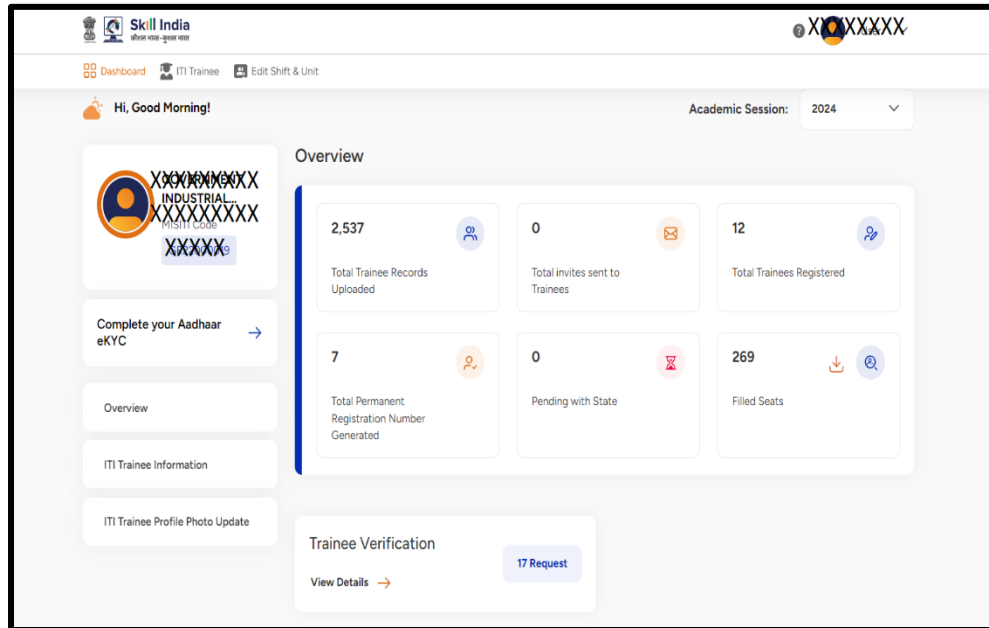
Kindly enter six-digit OTP sent to your mobile number +91 94*****06

□ □ □ □ □ □

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:



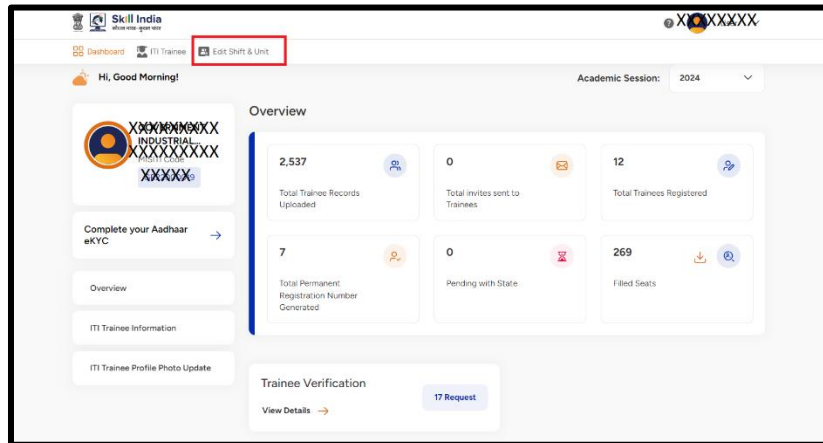
a. Sections and Features:

- 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 →".
- 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:

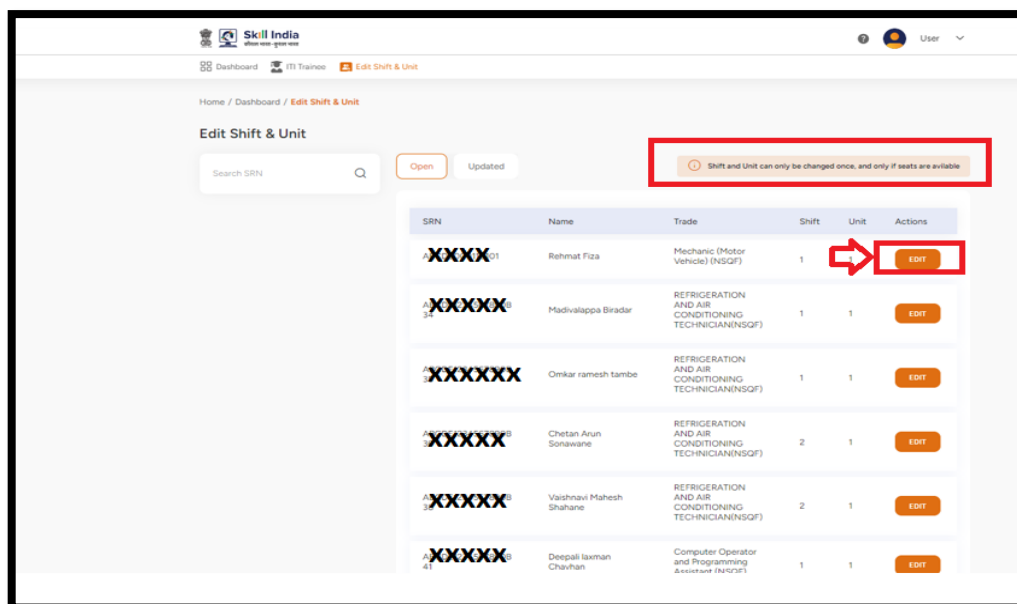


This process is to change the shift and unit of an ITI candidate the steps required for this are as follows:

- 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.

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



- 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:

Please Edit Shift & Unit

Shift and Unit can only be changed once, and only if seats are available

Trainee Name :
XXXXXXXXXX

SRN Number : Shift : Unit :
XXXXXXXXXX 1 1

Trade :
REFRIGERATION
AND AIR
CONDITIONING
TECHNICIAN(NSQF)

New Shift: Shift-1

New Unit: Unit-1

Available Seats: 17

UPDATE

- 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:

Home / Dashboard / Edit Shift & Unit

Search SRN

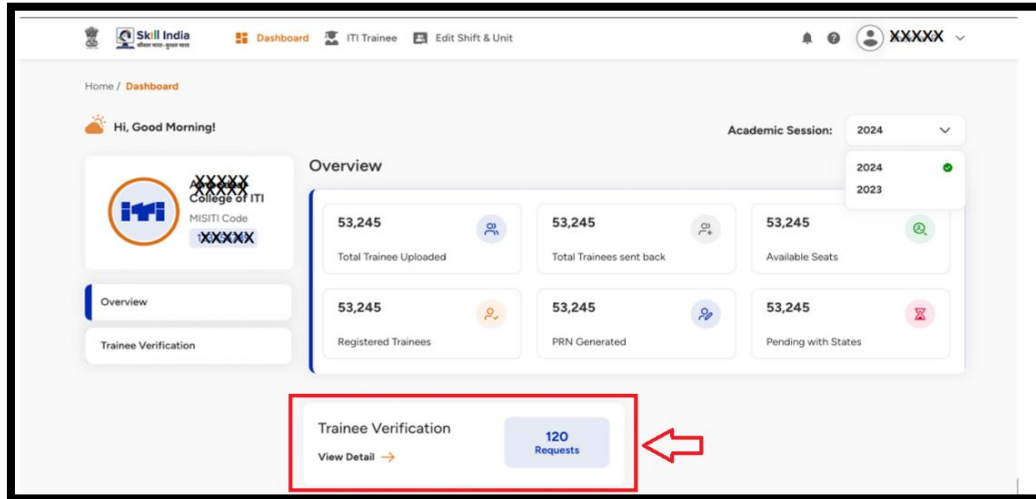
Open Updated

Shift and Unit can only be changed once, and only if seats are available

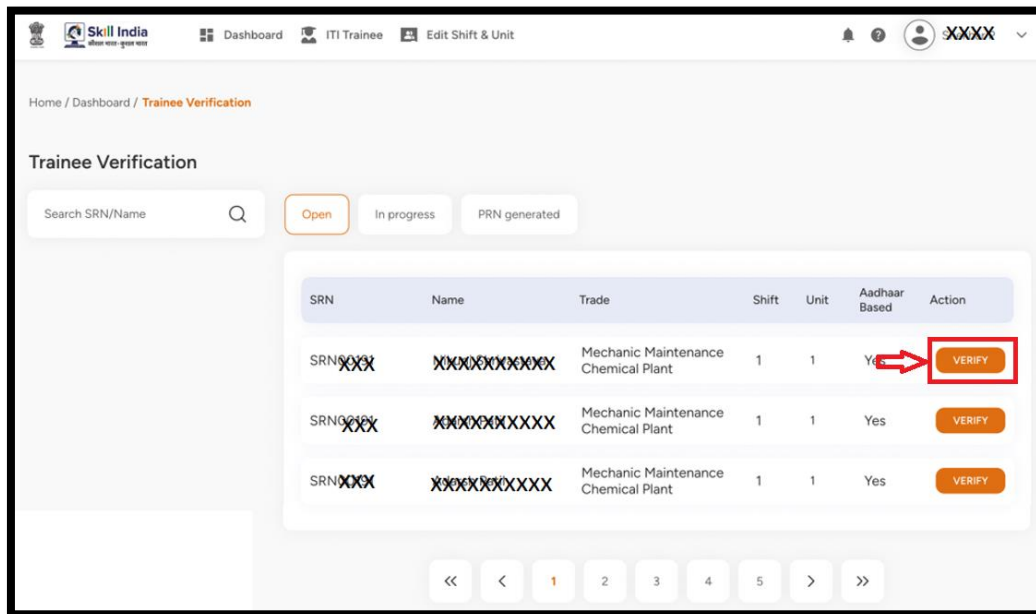
SRN	Name	Trade	Shift	Unit	Actions
XXXXXXXX	XXXXXX	REFRIGERATION AND AIR CONDITIONING TECHNICIAN(NSQF)	1	1	Updated
XXXXXXXX	XXXXXX	REFRIGERATION AND AIR CONDITIONING TECHNICIAN(NSQF)	1	1	Updated
XXXXXXXX	XXXXXX	REFRIGERATION AND AIR CONDITIONING TECHNICIAN(NSQF)	1	1	Updated
XXXXXX	XXXXX	Machinist (NSQF)	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.



Below is the screen to show the features:



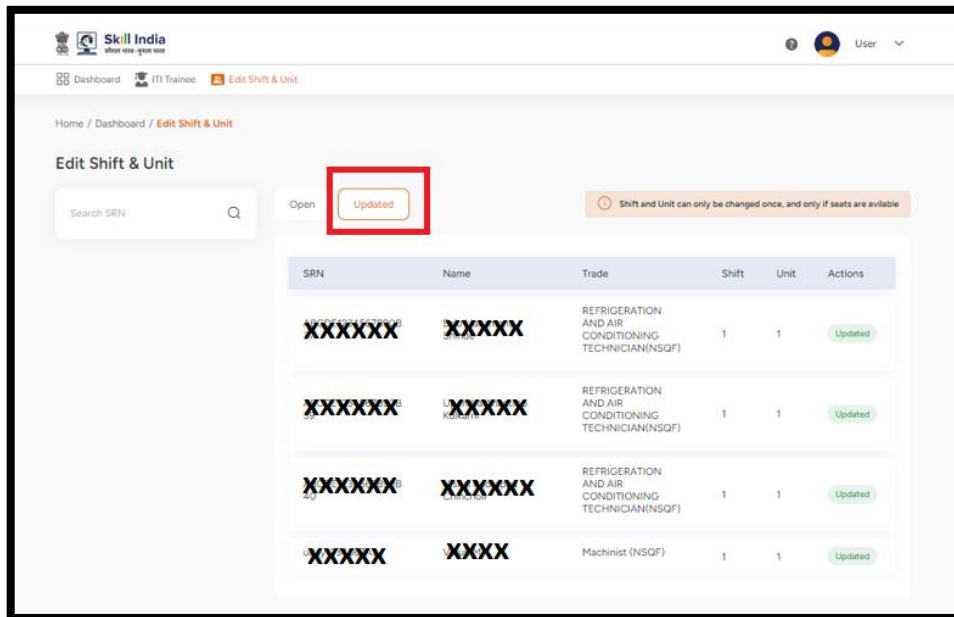
a. Features and Functionality:

- 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.
- 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.

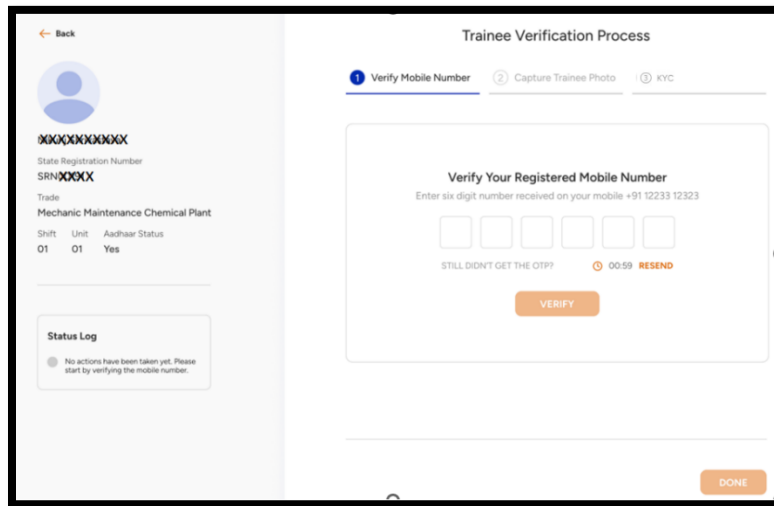


5.1 Trainee Mobile Number Verification

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:

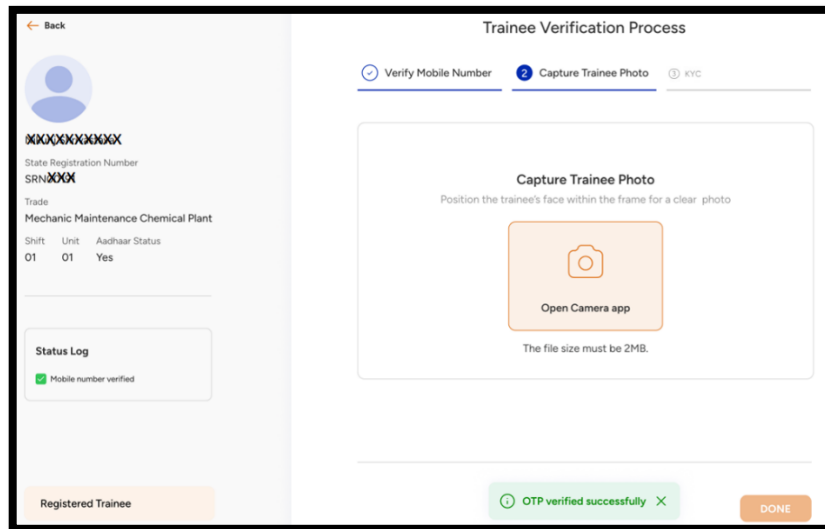
- i. **Trainee Details Panel:** On the left side, you'll see the trainee's basic information like **Name, State Registration Number (SRN), Trade, Shift, and Unit, Aadhaar Status** that provides specific details about the trainee's enrolment and Aadhaar linkage (Yes indicates linked).
- ii. Below the 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.



- 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.

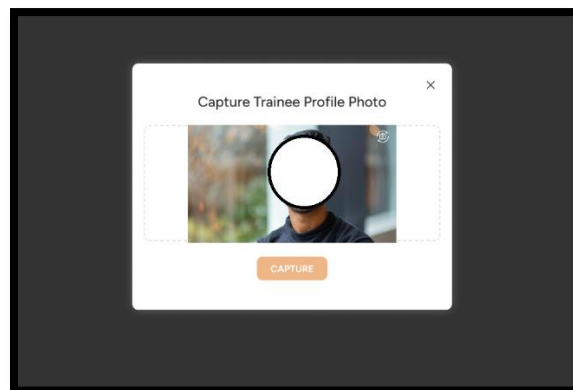
5.2 Capture Trainee Photo

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:

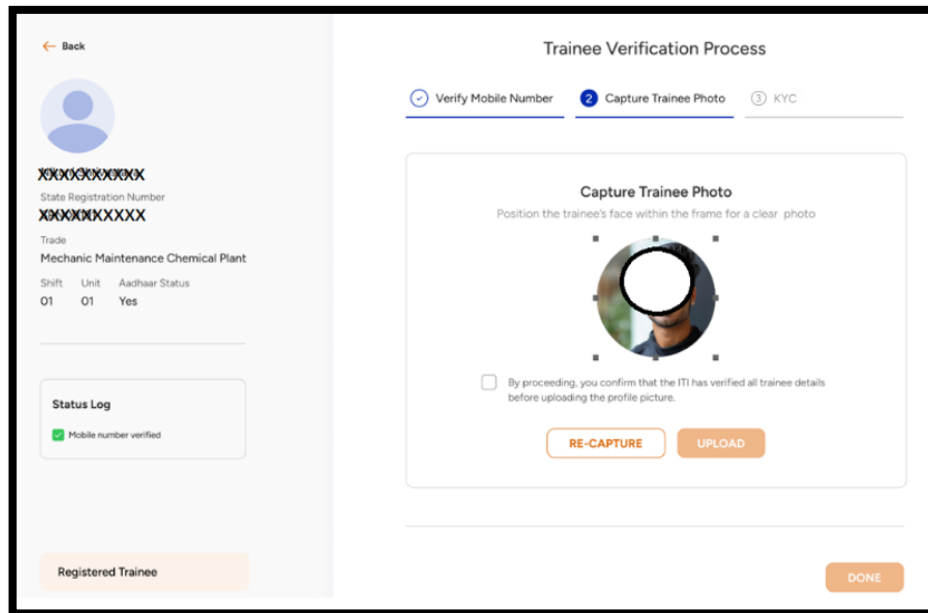


a. Steps for the Photo Verification are as follows:

- 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.



- 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

Verify Mobile Number
Capture Trainee Photo
KYC



XXXXXXXXXX
State Registration Number
SRNXXXXX

Trade
Mechanic Maintenance Chemical Plant

Shift	Unit	Aadhaar Status
01	01	Yes


Status Log


- Mobile number verified
- Photo uploaded

Registered Trainee

Please Provide Trainee Aadhaar Number

Enter Trainee 12-digit Aadhaar number to generate OTP





A. I understand that my Aadhaar number, photograph and demographic information, as understood under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (18 of 2016) and

I agree to validate my Aadhaar Details


GENERATE OTP

DONE

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

← Back
Trainee Verification Process

Verify Mobile Number
Capture Trainee Photo
KYC



XXXXXXXXXX
State Registration Number
SRNXXXXX

Trade
Mechanic Maintenance Chemical Plant

Shift	Unit	Aadhaar Status
01	01	Yes

Status Log

- Mobile number verified
- Photo uploaded

Registered Trainee

Enter OTP to Verify Aadhaar

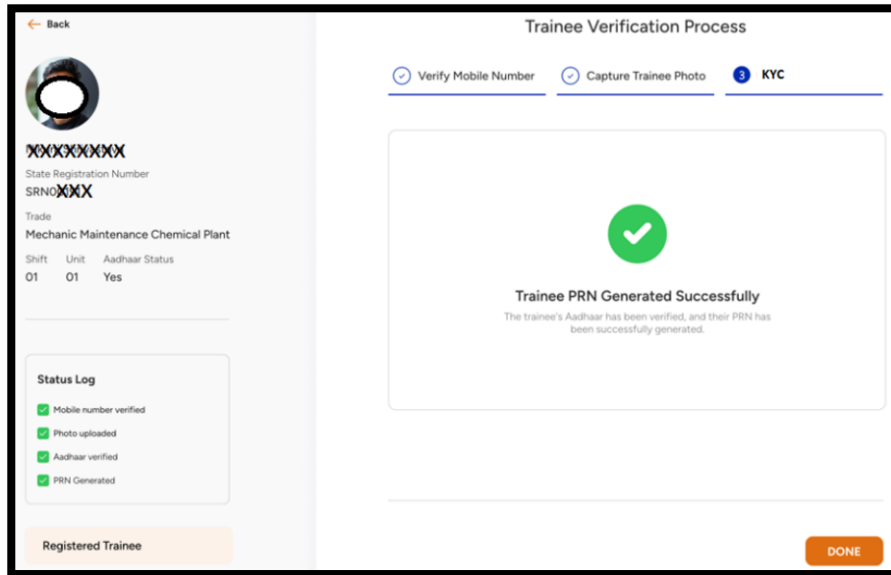
Enter six digit number received on your mobile +91 1234 12323

STILL DIDN'T GET THE OTP?
00:59 RESEND

VERIFY

DONE

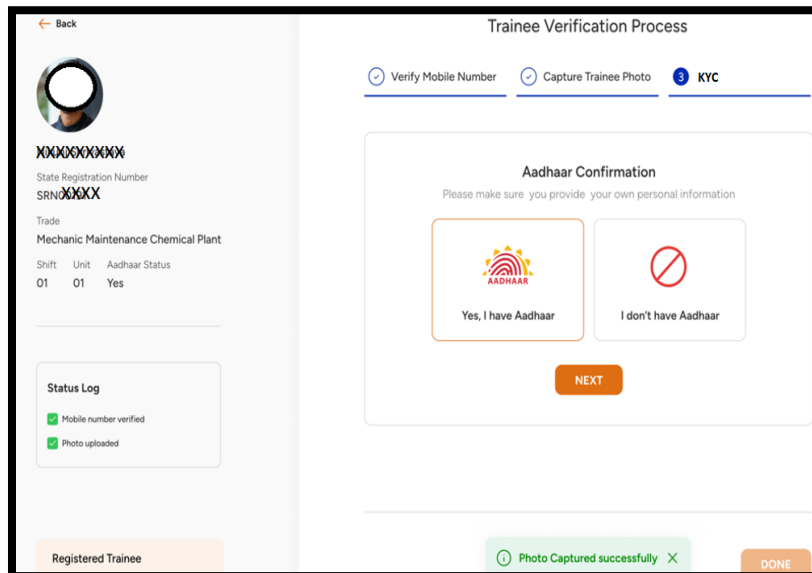
Once the OTP is verified “Trainee PRN Generated Successfully” message will appear as shown below:



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

The below screen is presented if the Aadhaar 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 Aadhaar' option and then enter the Trainee's Aadhaar information.



← Back

Trainee Verification Process

Verify Mobile Number Capture Trainee Photo **KYC**

Please Provide Trainee Aadhaar Number
Enter Trainee 12-digit Aadhaar number to generate OTP

Enter Your Aadhaar Number

I understand that my Aadhaar number, photograph and demographic information, as understood under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (18 of 2016) and I agree to validate my Aadhaar Details

GENERATE OTP

Registered Trainee

DONE

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

Verify Mobile Number Capture Trainee Photo **KYC**

Enter OTP to Verify Aadhaar
Enter six digit number received on your mobile +91 1234 12323

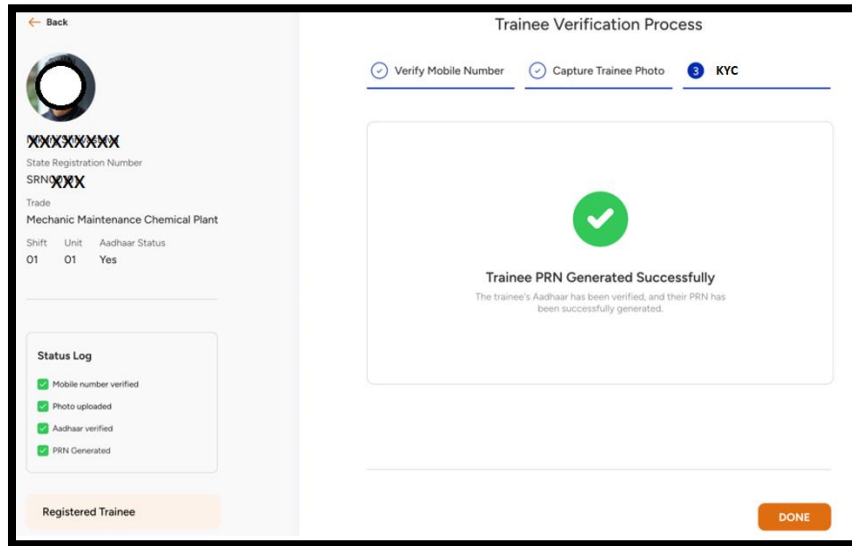
STILL DIDNT GET THE OTP? 00:59 RESEND

VERIFY

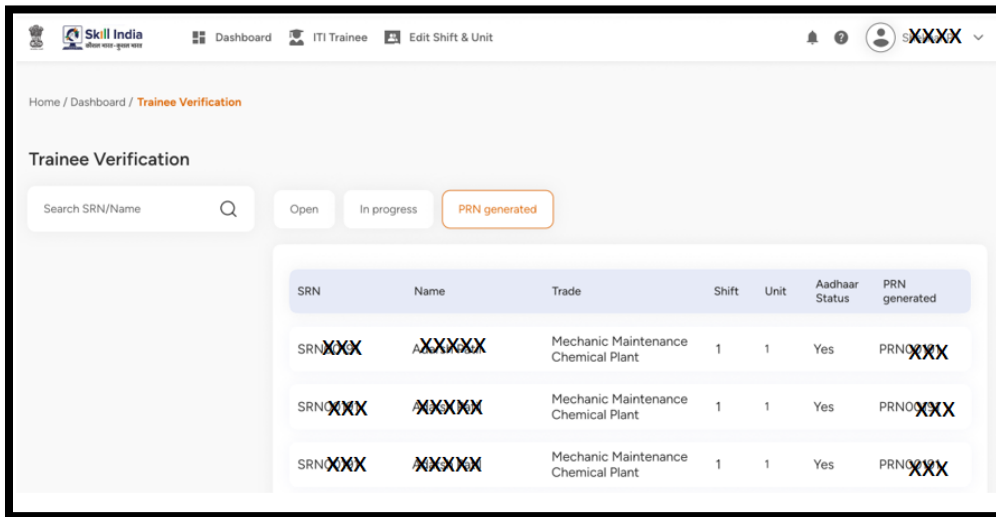
Registered Trainee

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:



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.

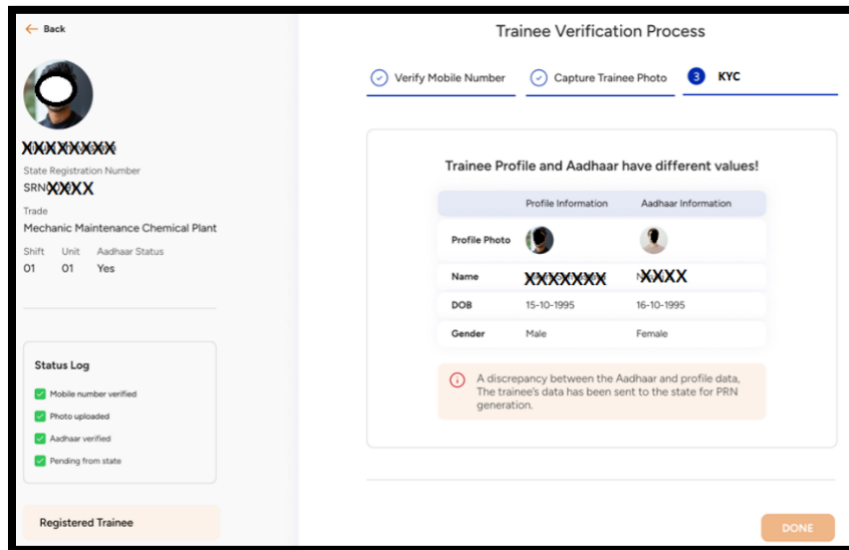
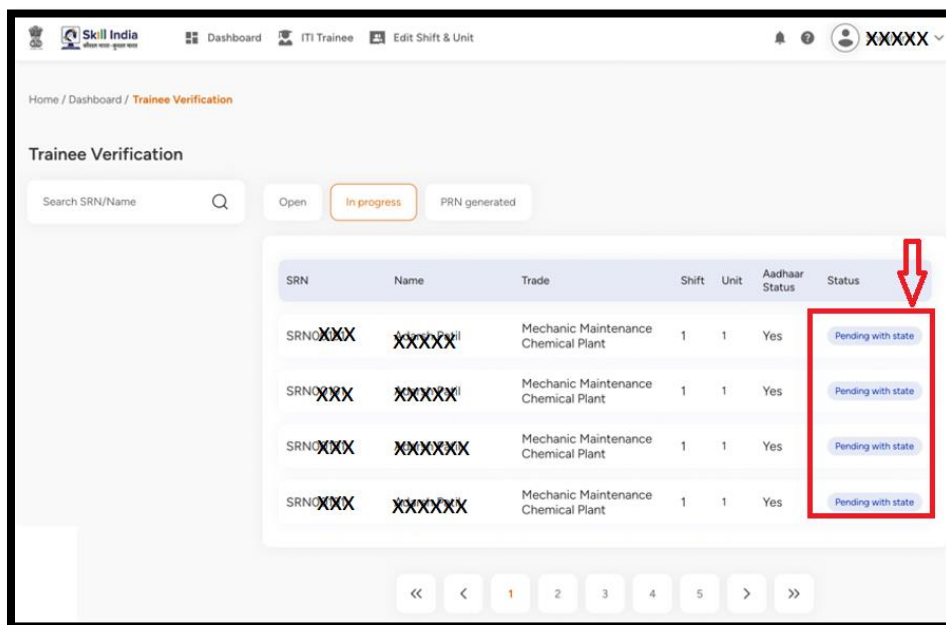


Image below shows the pending status of the PRN generation:



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"

← Back
Trainee Verification Process


Verify Mobile Number
Capture Trainee Photo
KYC

Aadhaar Confirmation

Please make sure you provide your own personal information



Yes, I have Aadhaar



I don't have Aadhaar

NEXT

Status Log

- Mobile number verified
- Photo uploaded

DONE

Registered Trainee

← Back
Trainee Verification Process

Verify Mobile Number
Capture Trainee Photo
KYC

!

I don't have Aadhaar

I hereby declare that I am a citizen of India and, as of 21/10/2024, my status with the Unique Identification Authority of India (UIDAI) is either 'not registered' or 'blocked'.

OK

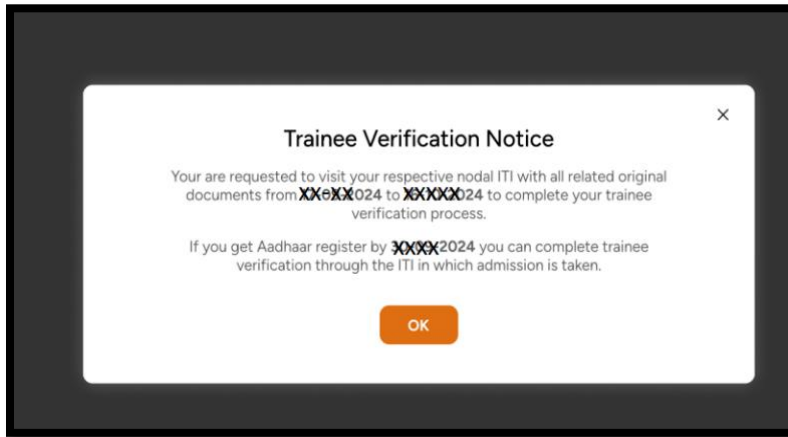
Status Log

- Mobile number verified
- Photo uploaded

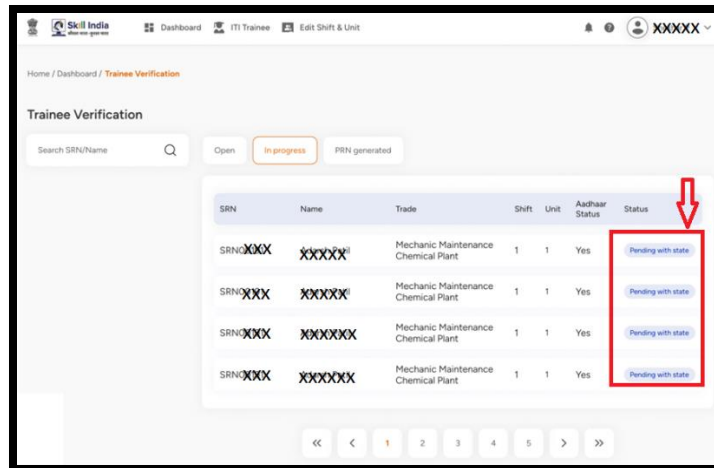
DONE

Registered Trainee

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



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



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.