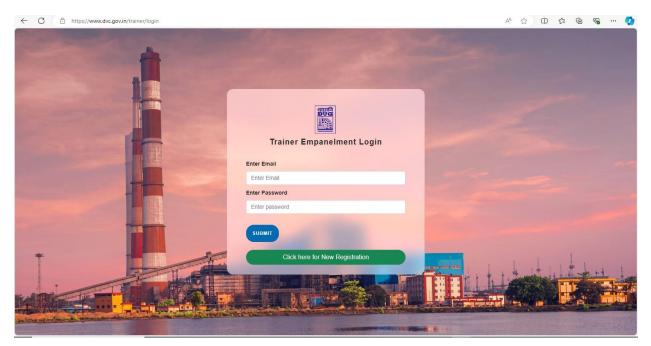
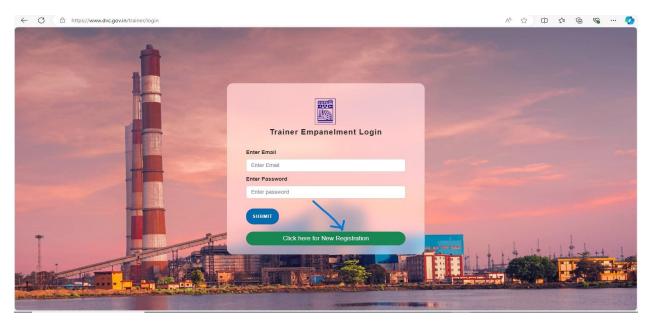
# Training Partner Empanelment User Manual

#### **CATEGORY: INDIVIDUALS**

1)For Registration, Go to <u>D.V.C : Empanelment of Training Partners/ Agencies/</u> Individuals (dvc.gov.in). A page will open as shown below.



2)Go to Click here for New Registration as shown by the blue arrow.



3)A window asking for details will open:

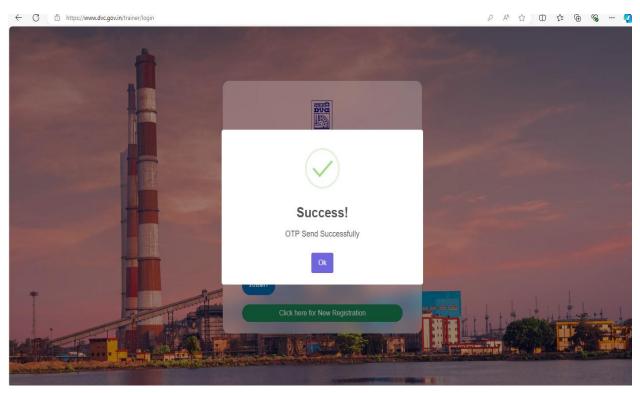
← C		🗚 🏠 🗘 ቱ 庙 🗞 … 🧭
	New registration form for Training Partners / Agencies / Individuals	
	Legal Name "	and the second s
	Enter Legal Name	and the second s
	PAN / TAN No *	and the second
	Enter PAN No	
	Contact Person Name *	
	Enter Contact Person Name	and the second se
	Contact number *	
	Enter Contact number	
	Contact Email ID *	
*	enter contact email id	
	Address for Correspondence *	the bet to the matter of but when the law
	Enter Address for Correspondence	

## 4)Fill in the details as shown in a sample below:

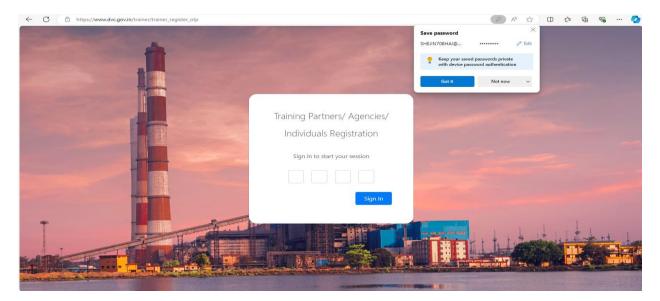
← C 🖞 https://www.dvc.gov.in/trainer/register		2 A tr 🗅 🗅 tr 🔞 🤏 💋
	New registration form for Training Partners / Agencies / Individuals	
	Select Category Individuals	and the second se
	Legal Name *	
	LOUIS CARROL	
	PAN / TAN No *	
	MKHFG7654B	
	Contact Person Name *	
	LOUIS CARROL	
	Contact number *	
	9854321677	
	Contact Email ID *	
	workat95@gmail.com	
	Address for Correspondence *	
	12/17 A Villa, P.O. Durbey, County, WarwickShire	
	Enter Password *	

	PAN / TAN No	and the second se
	MKHFG7654B	
	Contact Person Name *	
	LOUIS CARROL	
	Contact number *	and the second se
	9854321677	
	Contact Email ID *	
*	workat95@gmail.com	
	Address for Correspondence *	
	12/17 A Villa, P.O. Durbey, County, WarwickShire	
	Enter Password *	
	should include alphabets, numbers and special characters and should be atleast 8 characters.	
and the second se	Strong	and the second sec
	REGISTER BACK TO LOGIN	MINTER NO.

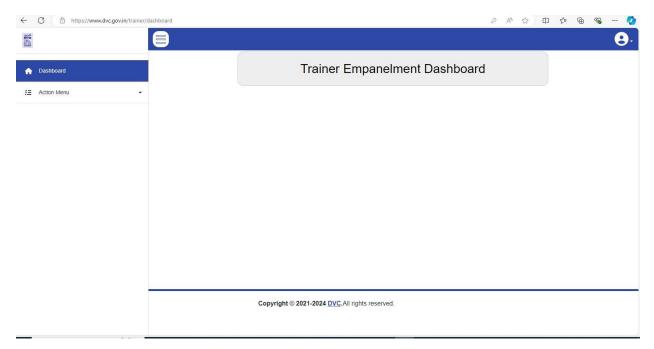
#### 5)Click Register and a pop-up will appear as shown below



6)Click OK and a page asking for OTP appears. Enter the OTP received on mobile(or mail)and click on Sign In.



## 7)Training Dashboard will appear as shown below:



#### 8)Go to Action Menu as shown below.

← C 🗈 https://www.dvc.gov.in/trainer/dashboard	P A & D 🕼 🖷 🗞 … 🔇
	9.
A Dashboard	Trainer Empanelment Dashboard
Zetion Menu	
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## 9) Select Update Your Application

← C ⊕ https://www.dvc.gov.in/trainer/dashboard	PA 合 印 佳 G % … 🧳
	<b>e</b> .
A Dashtioard	Trainer Empanelment Dashboard
žΞ Action Menu -	
Update Your Application	
IE View Application Details	
	Copyright © 2021-2024 DVC.All rights reserved.
https://www.dvc.gov.in/trainer/update_details	

#### 10)An applicant information page will open and you need to fill your details

	8		0.
Dashboard		Applicant Information	
Dashboard	Trainer Details		
Action Menu -	Application Category	Legal Name	
Update Your Application	Individuals	LOUIS CARROL	
Uiew Application Details	PAN / TAN No.	Contact Number	
E view Application Details	MKHFG7654B		
	Email ID		
	Upload PAN / TAN *		
	Choose File PAN.pdf		
	File accepted type : jpg.jpeg,pdf and Maximum of 150 KB		
	GST Number		
	12345HFGE		
	Upload GST		
	Choose File GST.pdf		
	File accepted type : jpg.jpeg.pdf and Maximum of 150 KB		
<b>8.4</b>		artnership Deed/ Societies Registration / Trust Registration/ Association	
9		artnership Deed/ Societies Registration / Trust Registration/ Association	<b>9</b> .
9			<b>9</b> .
9	Uusiress intelligence     Business Development     Information Technology & Information Technology Enabl     Electronics & Communication		<b>Q</b> .
Dashboard	Custress interrupence     Business Development     Information Technology & Information Technology Enable     Electronics & Communication     Telemetering     Quality Inspection, Assurance, & Control		<b>9</b> .
Dashboard	Custress interrupence     Custress interrupence     Custress interrupence     Custress Development     Information Technology & Information Technology Enable     Custress & Communication     Telemetering     Quality Inspection, Assurance, & Control     Environmental Monitoring, Protection &Control		<b>9</b> .
Dashboard Action Menu  Update Your Application	Cusiness memory intermeters     Cusiness Development     Cusiness Development     Information Technology & Information Technology Enable     Cusiness Communication     Telemetering     Quality Inspection, Assurance, & Control     Environmental Monitoring, Protection & Control     HR & HR Management     Management Development Program	ed Services	<b>9</b> .
Dashboard  Action Menu	Custiness interrupence     Custiness interrupence     Custiness Development     Information Technology & Information Technology Enable     Electronics & Communication     Telemetering     Quality Inspection, Assurance, & Control     Environmental Monitoring, Protection &Control     Hr & Hr Management	ed Services	<b>9</b> .
Dashboard Action Menu  Update Your Application	Oustress menugence     Oustress menugence     Oustress menugence     Oustress menugence     Oustress Development     Information Technology & Information Technology Enable     Oustress & Communication     Oustress & Communication     Oustress & Communication     Oustress & Communication     Oustress & Control     Oustress	ed Services gement	<b>9</b> .
Dashboard  Action Menu  Update Your Application	Ousiness interrupence     Ousiness interrupence     Business Development     Information Technology & Information Technology Enabl     Ietertonics & Communication     Telemetering     Quality Inspection, Assurance, & Control     Environmental Monitoring, Protection & Control     R & HR Management     Management Development Program     Leadership, Organisational Behaviour & Strategic Mana     Other     Total Cumulative Work Order Value / Fees / Hory	ed Services gement	<b>9</b> .
Dashboard Action Menu  Update Your Application	Oustress menugence     Oustress menugence     Oustress menugence     Oustress menugence     Oustress Development     Information Technology & Information Technology Enable     Oustress & Communication     Oustress & Communication     Oustress & Communication     Oustress & Communication     Oustress & Control     Oustress	ed Services gement	0.
Dashboard  Action Menu  Update Your Application	Ousiness interrupence     Ousiness interrupence     Business Development     Information Technology & Information Technology Enabl     Ietertonics & Communication     Telemetering     Quality Inspection, Assurance, & Control     Environmental Monitoring, Protection & Control     R & HR Management     Management Development Program     Leadership, Organisational Behaviour & Strategic Mana     Other     Total Cumulative Work Order Value / Fees / Hory	ed Services gement	9.
Dashboard  Action Menu  Update Your Application	Ousness menugence     Ousness menugence     Ousness Development     Information Technology & Information Technology Enable     Ousness Development     Ousness Communication     Ousness     Outer     Total Cumulative Work Order Value / Fees / Hone     Less than ₹ 5 Lakhs	ed Services gement orarium From Training For Last Three Years *	0
Dashboard  Action Menu  Update Your Application	Ousiness Intelligence     Dustress Intelligence     Dustress Intelligence     Information Technology & Information Technology Enable     Information Technology & Information Technology Enable     Information & Control     Itelenetering     Quality Inspection, Assurance, & Control     Environmental Monitoring, Protection & Control     R & HR Management     Management Development Program     Leadership, Organisational Behaviour & Strategic Mana     Other     Total Cumulative Work Order Value / Fees / Hon     Less than ₹ 5 Lakhs     Upload Supporting Work Orders *	ed Services gement orarium From Training For Last Three Years *	<b>9</b> .
	Ouseness meangement     Ouseness meangement     Ouseness meangement     Information Technology & Information Technology Enable     Information Technology & Information Technology Enable     Information Technology & Information     Telemetering     Quality Inspection, Assurance, & Control     Environmental Monitoring, Protection & Control     R & HR Management     Management     Management Development Program     Leadership, Organisational Behaviour & Strategic Mana     Other     Total Cumulative Work Order Value / Fees / Hono     Less than ₹ 5 Lakhs     Upload Supporting Work Orders *     Choose File SUPPORTING_WORK_ORDERS,     File accepted type : jpg.jpeg.pdf and Maximum of 5 MB	ed Services gement orarium From Training For Last Three Years *	0
	Ousiness memgence     Gusiness Development     Information Technology & Information Technology Enabl     Gectronics & Communication     Telemetering     Quality Inspection, Assurance, & Control     Environmental Monitoring, Protection & Control     R & HR Management     Management Development Program     Leadership, Organisational Behaviour & Strategic Mana     Other     Total Cumulative Work Order Value / Fees / Hon     Less than ₹ 5 Lakhs     Upload Supporting Work Orders *     Choose File SUPPORTING_WORK_ORDERS.	ed Services gement orarium From Training For Last Three Years *	9.
	Ouseness meangement     Ouseness meangement     Ouseness meangement     Information Technology & Information Technology Enable     Information Technology & Information Technology Enable     Information Technology & Information     Telemetering     Quality Inspection, Assurance, & Control     Environmental Monitoring, Protection & Control     R & HR Management     Management     Management Development Program     Leadership, Organisational Behaviour & Strategic Mana     Other     Total Cumulative Work Order Value / Fees / Hono     Less than ₹ 5 Lakhs     Upload Supporting Work Orders *     Choose File SUPPORTING_WORK_ORDERS,     File accepted type : jpg.jpeg.pdf and Maximum of 5 MB	ed Services gement orarium From Training For Last Three Years *	Ø
Dashboard  Action Menu  Update Your Application	Ouseness meangement     Ouseness meangement     Ouseness meangement     Information Technology & Information Technology Enable     Information Technology & Information Technology Enable     Information Technology & Information     Telemetering     Quality Inspection, Assurance, & Control     Environmental Monitoring, Protection & Control     R & HR Management     Management     Management Development Program     Leadership, Organisational Behaviour & Strategic Mana     Other     Total Cumulative Work Order Value / Fees / Hono     Less than ₹ 5 Lakhs     Upload Supporting Work Orders *     Choose File SUPPORTING_WORK_ORDERS,     File accepted type : jpg.jpeg.pdf and Maximum of 5 MB	ed Services gement orarium From Training For Last Three Years *	9.

#### 11)Select SAVE and Success will show. Click OK.

← C	/update_details	A 🗘 O 🕼 🐨 🏈 ··· 🏈
5		9.
	Business Intelligence Business Development Information Technology & Information Technology Enabled Services Electronics & Communication Talemetering Outling Inspection, Assurance, & Control Bradership, Organ Other Total Cumulative V Less than ₹ 5 Lat Application save Successfully and update aditional details Choose File \$ File accepted type: jp Save	
_	Copyright © 2021-2024 DVC. All rights reserved.	

12)A page with same info will appear. Click Save and then Next

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調査			(	9- 1
A Dashboard		Applicant Information		
	Trainer Details			
žΞ Action Menu 👻	Application Category	Legal Name		
Update Your Application	Individuals	LOUIS CARROL		
View Application Details	PAN / TAN No.	Contact Number		
-	MKHFG7654B			
	Email ID			
	Upload PAN / TAN *		View Change File	
	TRAINER-2024-0010_PAN.pdf GST Number			
	12GHHH0000A1S3			
	Upload GST			
	Choose File No file chosen			
	File accepted type : jpg,jpeg,pdf and Maximum of 150 KB			
	CIN With MoA & AoA / Proprietorship Affidavit/ Partnersh Registration/ CV Containing Photograph For Individuals		ociation	
← C  ⓑ https://www.dvc.gov.in/trainer/up	odate_details		A (2) (1) (2) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4	🔿
Dig to				9.
[math]	Information Systems For Management			
A Dashboard	Business Intelligence			
	Business Development     Information Technology & Information Technology Enabled Service	es		
š≣ Action Menu -	Electronics & Communication			
Update Your Application	Telemetering     Quality Inspection, Assurance, & Control			
	Environmental Monitoring, Protection &Control			
E View Application Details	HR & HR Management     Management Development Program			
	Leadership, Organisational Behaviour & Strategic Management			
	Other			
	Total Cumulative Work Order Value / Fees / Honorarium	From Training For Last Three Years *		
	Less than ₹ 5 Lakhs			
	Upload Supporting Work Orders *			
	TRAINER-2024-0010_SUPPORTING_WORK_ORDERS.pdf		view Change File	
	Save Next			
	Copyright © 2021-2024 D	VC.All rights reserved.		

Note: The Contact Number and email Id are erased, but they will be visible in your application.

13)A Window will appear with Provide Client Profile. Fill in the details and Save.

			Jpdil6ljUrd1FEUWxpcTc1ZINDSk9HNmZLM2c9PSIsInZhbHVlljoiVVMzMXRSTnkrVHZ6RW	k0RmdDV3JJZVpRWklxMlJQd015 A 合う	
	E				
Dashboard		Provido	Applicant Inform	ation	
Action Menu		S. No	Details		Delete
			Client Name 9	JOSEPH	Delete
		1	Client GST*	2SSS25GJT	
			Client latest Turnover at the time of workorder in Rs (Crores)	2	
		S. No	Details		Delete
			Client Name <sup>9</sup>	MARY	Delete
		2	Client GST	215RJDMM	
			Client latest Turnover at the time of workorder in Rs (Crores)	( 3	
		Save	Back		Add More Row
			Copyright © 2021-2024 DVC.All rights reserved.		

### 14)A Next button will appear near Save. Click on Next button.

← C 🗈 https://www.dvc.gov.in/trainer/up	pdate_client_profile/ey	Jpdil6lklRYWRDRWtPcS93WEdncG5TejR1VEE9PSIsInZhbHVIIjoiMURWVkswOFIBMyt3Z0d4OG	hETVIFaHBOdVVPM2FLOWV A 🏠 🚺	ć≞ @ % ···
898 20				8
A Dashboard		Applicant Informati	on	
VE Action Menu	Provide	Client Profile		
žΞ Action Menu •	S. No	Details		Delete
		Client Name 1	JOSEPH	Delete
	1	Client GST *	2SSS25GJT	
		Client latest Turnover at the time of workorder in Rs (Crores)	2	
	-			
	S. No	Details		Delete
	S. No	Details Client Name *	MARY	Delete
	S. No 2		MARY 215RJDMM	
		Client Name		
		Client Name	215RJDMM	
	2	Client Name Client GST Client latest Turnover at the time of workorder in Rs (Crores)	215RJDMM	Delete

15)Participant Coverage PAGE will appear. Fill in the details and SAVE.

	E				8
Dashboard			Ар	plicant Information	
Action Menu	-		Participant Coverage (man-days)		
		S. No	Details		Delete
			Upload Work order / Completion Certificate ** (jpg. jpeg. pdf with in 500 KB )	Choose File No file chosen	Delete
		1	No. of Man-days under Work Order		
			Clent Name		
		Save	Back		Add More Row
	_				
			Copyright © 2021-2024 DVC.All		

16)A POP-UP will appear as shown below. Click OK.

C C https://www.dvc.gov.in/trainer/u	pdate_participant_coverage/eyJpdil6lkNUaHluMldQL2tEeU		nhPS1dqWjN5Z2R3RTRNNEd A 合) 🛈	¢ @ %	<b>0</b> 9.
Dashboard     E Action Menu	Provide Participant Coverage (m S No Details Uptor 1 No o Clent Save Ba participant cov			Delete Delete Add More Row	
	Copyright	© 2021-2024 DVC. All rights reserved.			

17) Press Next.

← C	ate_participant_cov	erage/eyJpdil6lnU0ek1iblB1Q1A0UkR6UVE1RFN1ZHc9PSIslnZhbH	VIIjoiSINPSEo3UENGY1M5eUo3Snl0dVhoY2dqQ1Q2Q A 🖒 😭 🗍	순 🖻 🗞 … 🤇					
and the second sec				8.					
A Dashboard	Provido		icant Information						
¥Ξ Action Menu -	S. No	Provide Participant Coverage (man-days) S. No Details Detete							
		Upload Work order / Completion Certificate (jpg. jpeg. pef with in 500 KB )	Choose File No file chosen View	Delete					
	1	No. of Man-days under Work Order •	54						
		Clent Name *	John						
	Save	Next Back		Add More Row					
-	Copyright © 2021-2024 DVC. All rights reserved.								
		Copyright © 2021-2024 <u>DVC</u> .All figh	5 TG50T¥94.						

## 18)Applicant Information Page will come. Fill and press Save.

Dashboard	Applicant Information
	Trainer Details
Action Menu	Provide Self Qualification *
	Select Category
	Provide Trainer Profile *
	Select Category
	Short Write Up On Technical & Managerial Capability *
	Choose File No file chosen
	File accepted type : jpg.jpeg.pdf and Maximum of 2 MB
	Hostel Facility Available (Optional)
	Select option
	Lab Facility Available (Optional)
	Select option
	Online Training Facility Available (Optional)
	Select option

← C	date_technical_managerial/ey/pdil6IIIQOFVMV3AyVTF0a1Q1UnhmTEowZXc9PSIsInZhbHVIIjoiSit1MFhyd1FRb2lyc0hhZm1BNThXY2J5M3IFVW9 A <sup>k</sup> q	<u>م</u>	£≞	Ē	<b>%</b>	📀
<u></u>						<b>8</b> - Î
A Dashboard	Online Training Facility Available (Optional) Yes					
žΞ Action Menu -	Upload Picture Of Institute Facilities (Optional) Only PDF Is Accepted. Choose File sample-1.pdf					
	File accepted type : pdf and Maximum of 10 MB Upload Training Fees (Optional) Choose File No file chosen					
	File accepted type : jpg.jpg.gdf and Maximum of 2 MB Upload Training Calendar (Optional)					
	Choose File No file chosen File accepted type : jpg.jpg.pdf and Maximum of 2 MB					
	Save					
-	Copyright © 2021-2024 DVC. All rights reserved.					—ļ

19)You will get a page having 2 declarations and a final Submit button.

← C ♠ https://www.dvc.gov.in/trainer/traine	$er_preview\_application/eyJpdil6ImtaZURTXIPcnJTRIM5VDRJaJJROFE9PSIsInZhbHVIIjoiSINDckFmRmZNK3doYkliSIpaOWhCNCNCNCNCNCNCNCNCNCNCNCNCNCNCNCNCNCNCN$	I3czNIZORGpSS012 A ☆ ロ た 龟 % … 🥊				
		<b>9</b> .				
A Dashboard	Upload picture of Institue facilities	view				
žΞ Action Menu -	Upload Training Fees					
	Upload Training Calendar					
	Hostel Facility	Yes				
	Lab Facility					
	Online Training Facility	Yes				
	Declaration The information furnished above is correct to the best of my/our knowledge and belief and nothing has been suppressed. I understand that in the event of					
	empanelment, if it is found at a stage that any information furnished above is false misrepresented or any information or fact has been suppressed, the empanelment is liable to be cancelled.					
	<ul> <li>I aslo declare that that I/we have been working in the doman of learning &amp; development for at least three financial years.</li> <li>I have read all term and condition as per <u>Annexure</u></li> </ul>					
	Final Submit Back					
	Copyright © 2021-2024 DVC. All rights reserved.					

20)Accept the declarations and press Final Submit button.

A Dashboard	Upload picture of Institue faciliti	es		view					
¥Ξ Action Menu -	Upload Training Fees								
Y Action Went	Upload Training Calendar								
	Hostel Facility		Yes						
	Lab Facility								
	Online Training Facilit	$(\checkmark)$		Yes					
	The information furrempanelment, if it is empanelment is liab	Success! Final submit Successfully	presente	has been suppressed. I understand that in the event of d or any information or fact has been suppressed, the three financial years.					

21)Application is submitted and you can go to Action home and view your application.

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							8.
A Dashboard	View Application						
žΞ Action Menu -							
	SI No.	Application Number	Status	Submitted Date		View	12
Update Your Application	1	TRAINER-2024-0010	submitted	02-Aug-2024 03:35:48 pm		View	-22
E View Application Details							
-							
	Copyright © 2021-2024 DVC. All rights reserved.						
	Copyright © 2021-2024 <u>DVC</u> .All rights reserved.						