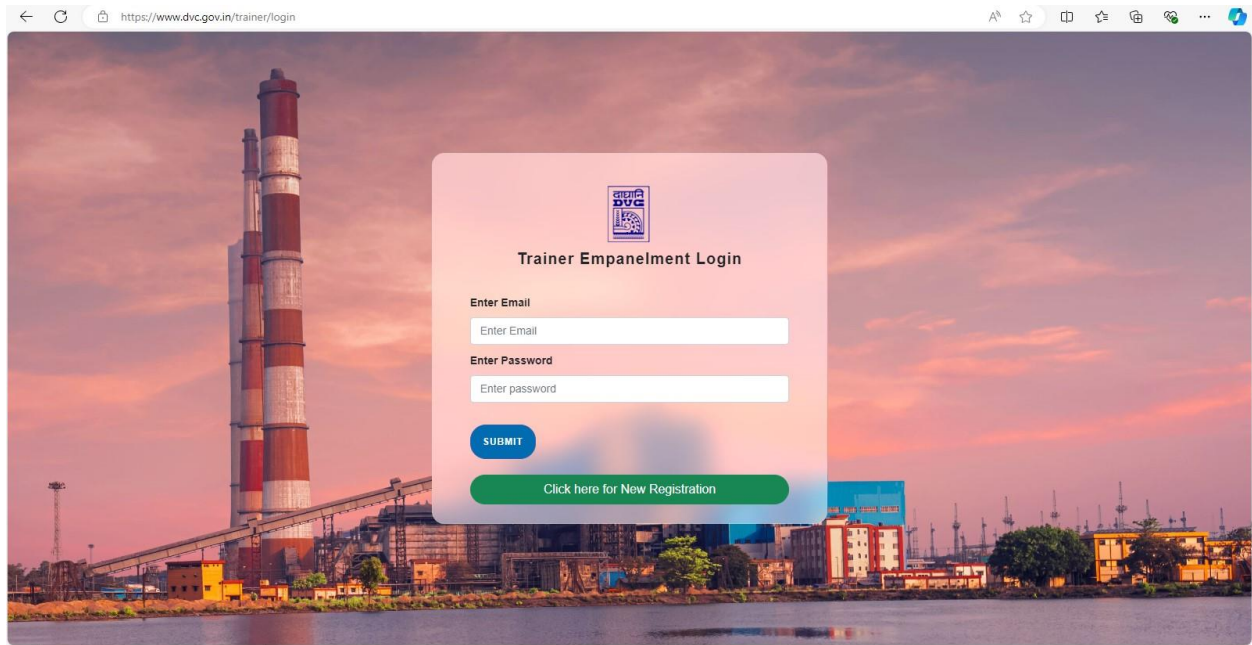


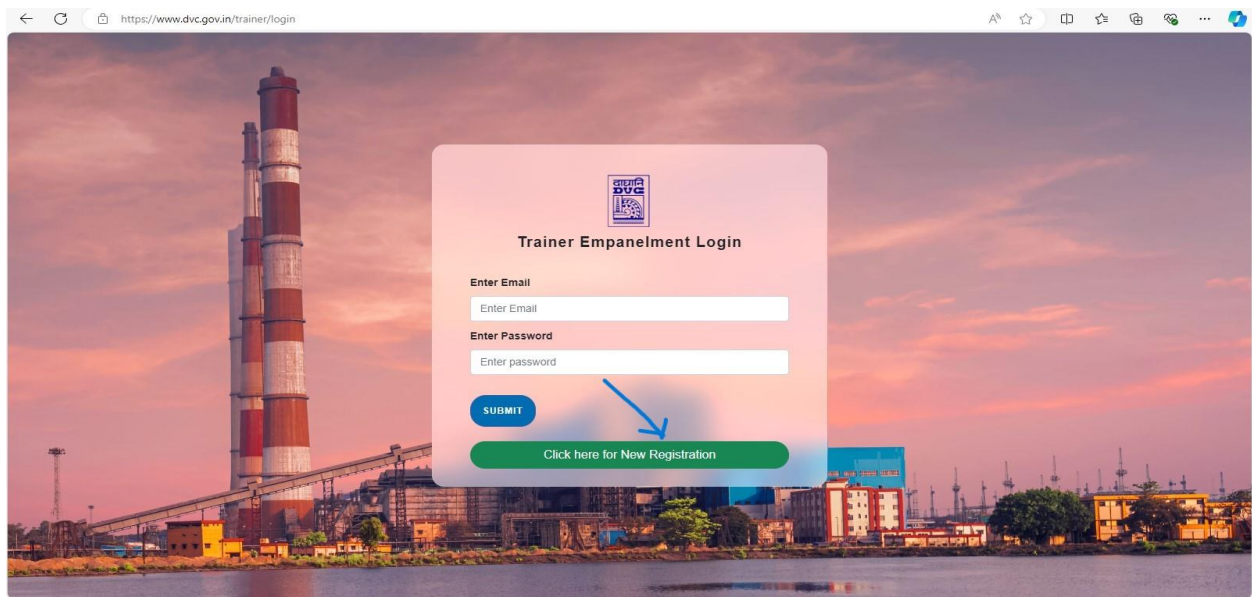
Training Partner Empanelment User Manual

CATEGORY: INDIVIDUALS

1) For Registration, Go to [D.V.C : Empanelment of Training Partners/ Agencies/ Individuals \(dvc.gov.in\)](https://www.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:

← ↻ 📄 <https://www.dvc.gov.in/trainer/register> 🔍 🏠 📄 📄 📄 📄 📄 📄 📄 📄 📄



**New registration form for
Training Partners / Agencies / Individuals**

Select Category

Legal Name *

PAN / TAN No *

Contact Person Name *


Contact number *

Contact Email ID *

Address for Correspondence *

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

← ↻ 📄 <https://www.dvc.gov.in/trainer/register> 🔍 🏠 📄 📄 📄 📄 📄 📄 📄 📄 📄



**New registration form for
Training Partners / Agencies / Individuals**

Select Category

Legal Name *

PAN / TAN No *

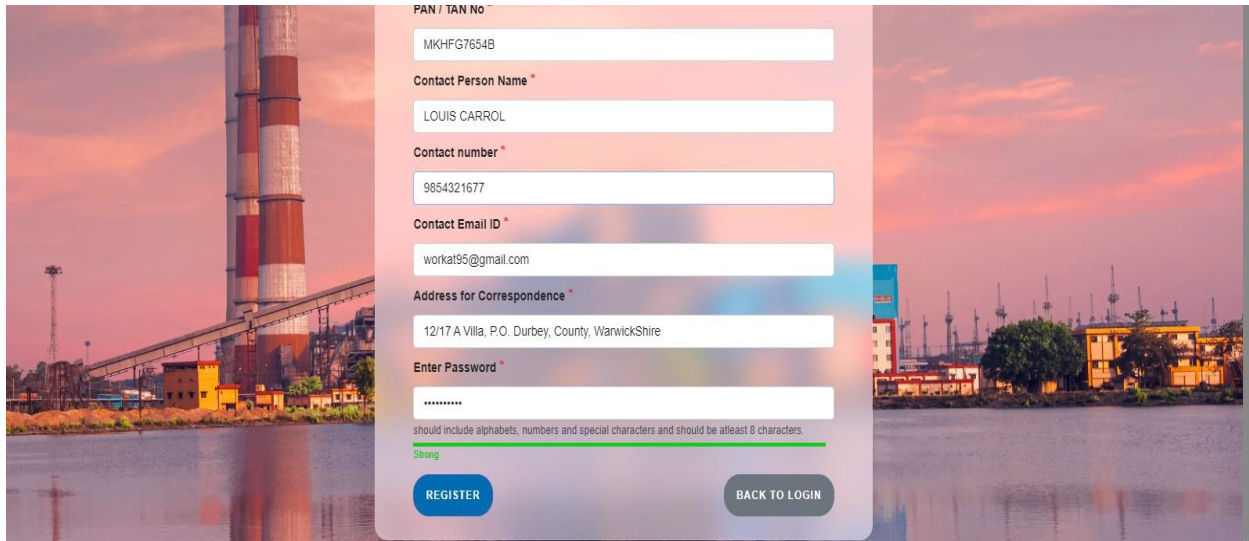
Contact Person Name *

Contact number *

Contact Email ID *

Address for Correspondence *

Enter Password *



PAN / TAN No

Contact Person Name

Contact number

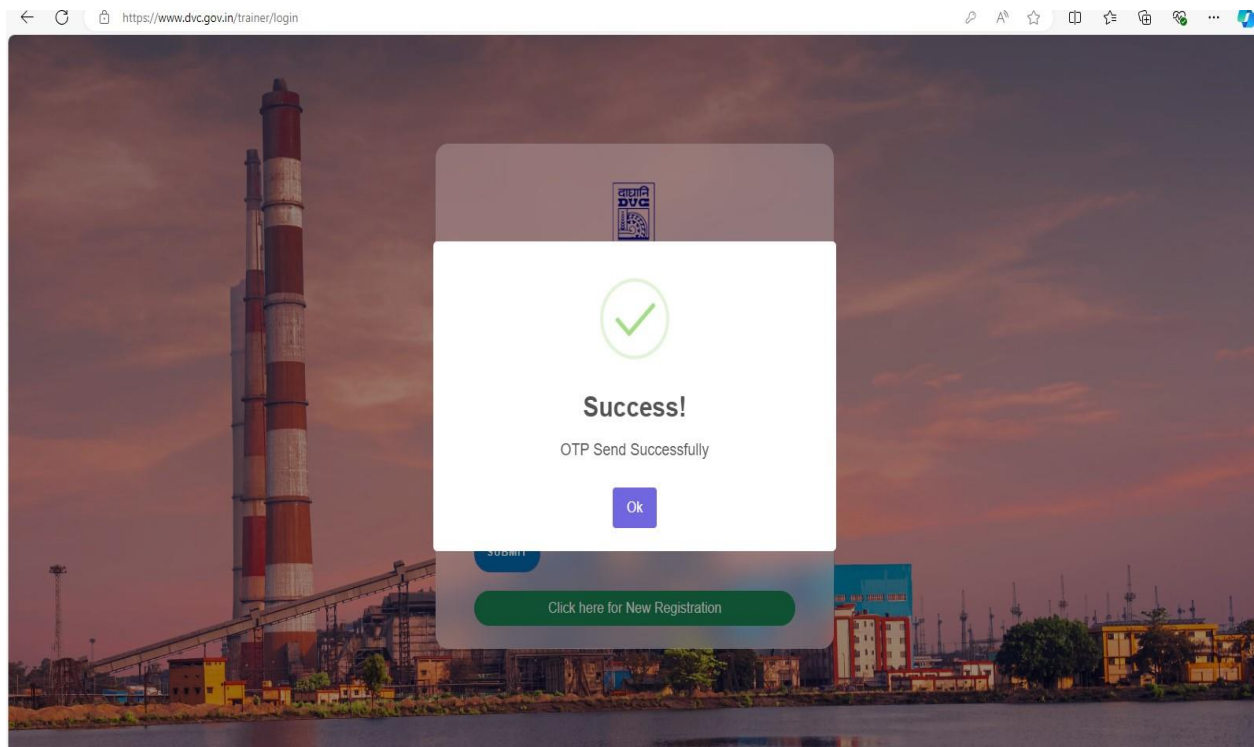
Contact Email ID

Address for Correspondence

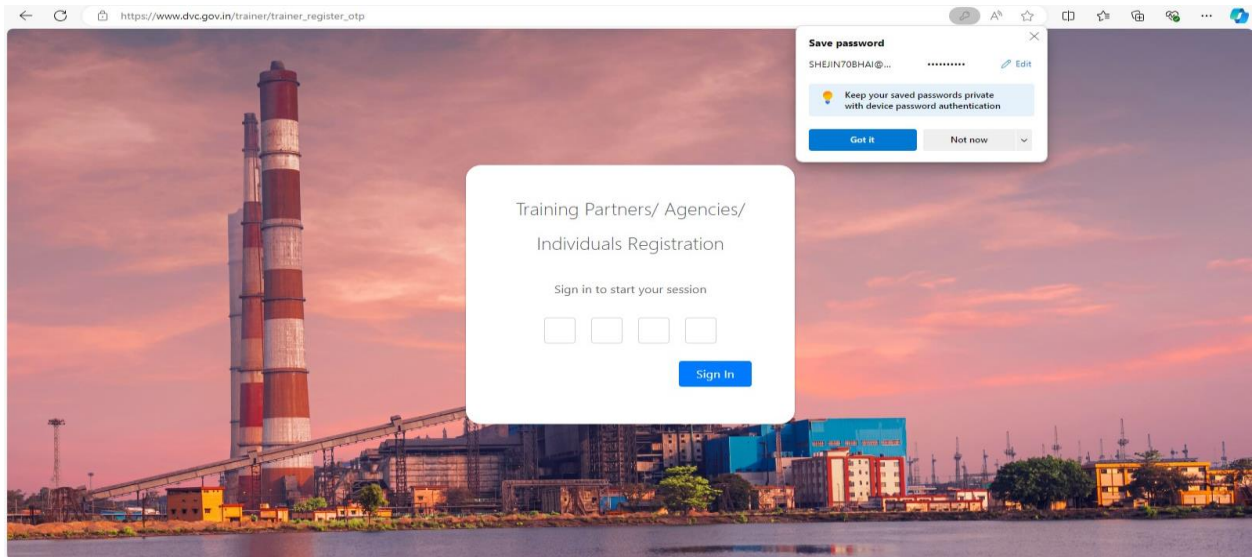
Enter Password
should include alphabets, numbers and special characters and should be atleast 8 characters.
Strong

[REGISTER](#) [BACK TO LOGIN](#)

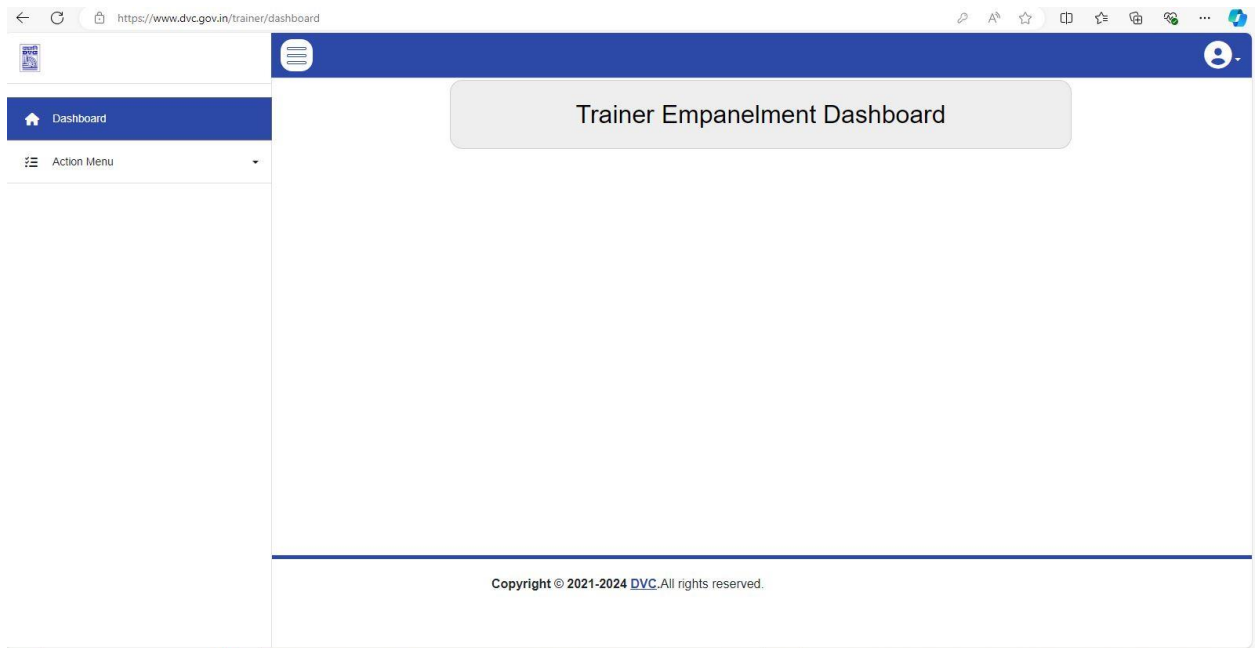
5)Click Register and a pop-up will appear as shown below



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



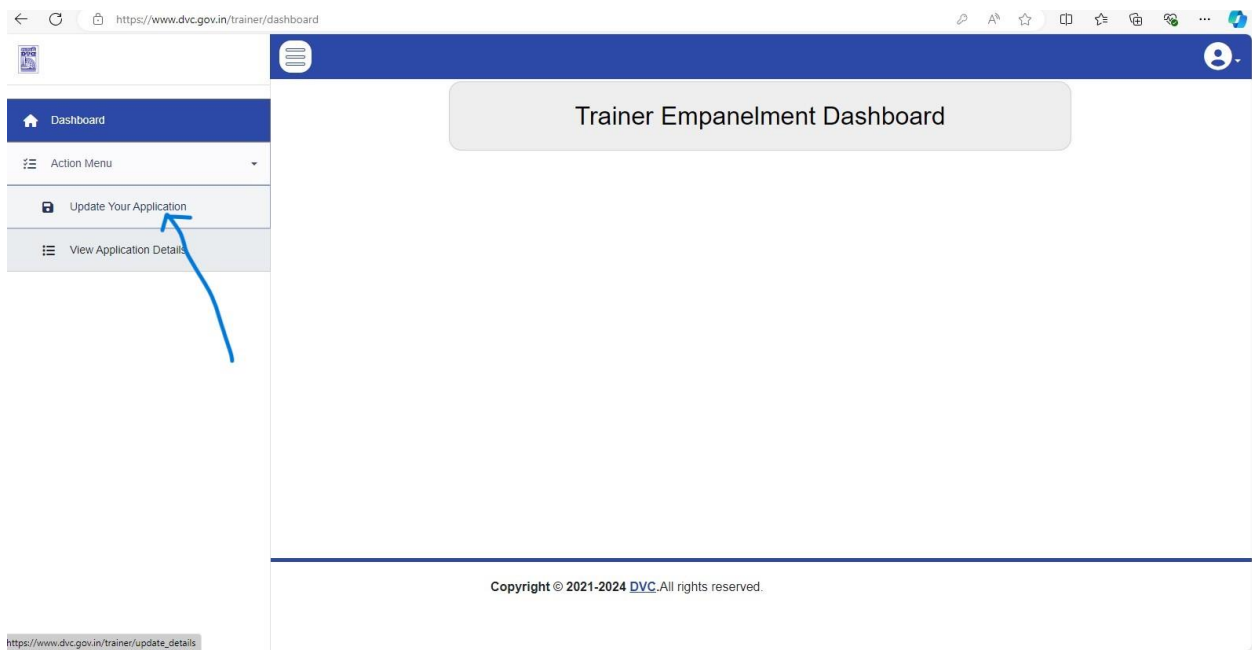
7) Training Dashboard will appear as shown below:



8) Go to Action Menu as shown below.



9) Select Update Your Application



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

Dashboard

Action Menu

Update Your Application

View Application Details

Applicant Information

Trainer Details

Application Category	Legal Name
Individuals	LOUIS CARROL
PAN / TAN No.	Contact Number
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

CIN With MoA & AoA / Proprietorship Affidavit/ Partnership Deed/ Societies Registration / Trust Registration/ Association

Dashboard

Action Menu

Update Your Application

View Application Details

- Business Intelligence
- Business Development
- Information Technology & Information Technology Enabled Services
- Electronics & Communication
- Telemetering
- Quality Inspection, Assurance, & Control
- Environmental Monitoring, Protection & Control
- 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

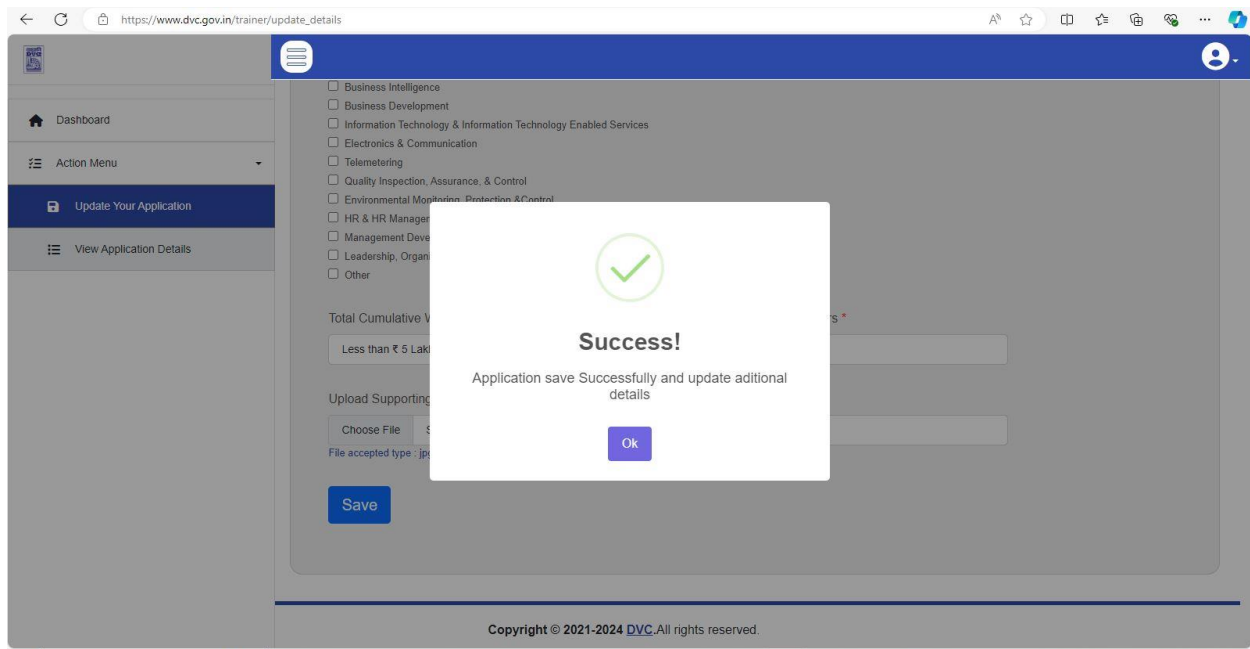
Upload Supporting Work Orders *

Choose File SUPPORTING_WORK_ORDERS.pdf

File accepted type : jpg.jpeg.pdf and Maximum of 5 MB

Save

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



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

The image displays two screenshots of a web application interface for updating application details. The top screenshot shows the 'Applicant Information' section, which includes fields for Trainer Details, Application Category, Legal Name, PAN / TAN No., Contact Number, Email ID, Upload PAN / TAN, GST Number, and Upload GST. The bottom screenshot shows a list of checkboxes for various services and a field for Total Cumulative Work Order Value / Fees / Honorarium From Training For Last Three Years, along with a 'Save' and 'Next' button.

Applicant Information

Trainer Details

Application Category: Individuals

Legal Name: LOUIS CARROL

PAN / TAN No.: MKHFG7654B

Contact Number: [Redacted]

Email ID: [Redacted]

Upload PAN / TAN *
TRAINER-2024-0010_PAN.pdf [view] [Change File]

GST Number: 12GHH0000A1S3

Upload GST
Choose File No file chosen
File accepted type : jpg, jpeg, pdf and Maximum of 150 KB

CIN With MoA & AoA / Proprietorship Affidavit/ Partnership Deed/ Societies Registration / Trust Registration/ Association Registration/ CV Containing Photograph For Individuals (Upload Supporting Document As Applicable) * [view] [Change File]

Information Systems For Management
 Business Intelligence
 Business Development
 Information Technology & Information Technology Enabled Services
 Electronics & Communication
 Telemetering
 Quality Inspection, Assurance, & Control
 Environmental Monitoring, Protection & Control
 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]

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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.

https://www.dvc.gov.in/trainer/update_client_profile/eyJpdil6lUrd1FEUWxcTc1ZINDSk9HNmZLM2c9PSIsInZhbHVlIjoVVMzMXRSTnkrVHZ6RWw0RmdDV3JlZVpRWkxkMUQ015...

Applicant Information

Provide Client Profile

S. No	Details	Delete
1	Client Name *	JOSEPH Delete
	Client GST *	2SSS25GJT
	Client latest Turnover at the time of workorder in Rs (Crores) *	2
2	Client Name *	MARY Delete
	Client GST *	215RJDDMM
	Client latest Turnover at the time of workorder in Rs (Crores) *	3

Save Back Add More Row

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

https://www.dvc.gov.in/trainer/update_client_profile/eyJpdil6lURWRDRWtPcS93WEducGStjR1VEE9PSIsInZhbHVlIjoIMURWVksWOFiBMyt3Z0J4OGhEVlFhB0dVPM2FLOWV...

Applicant Information

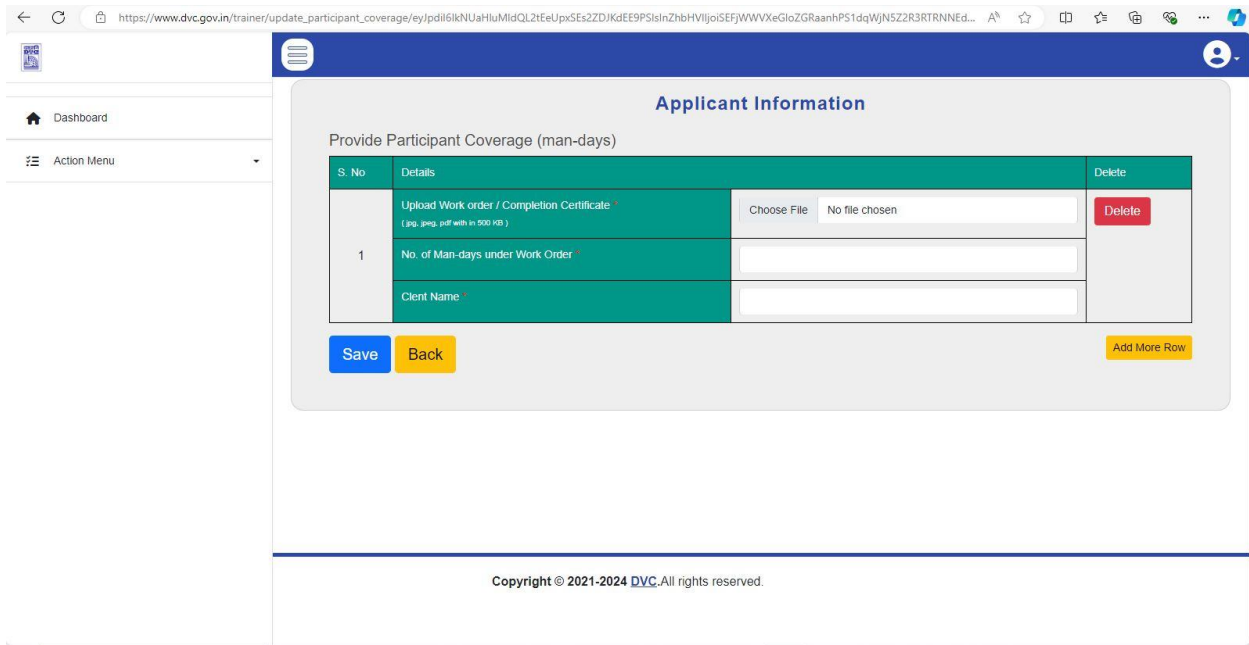
Provide Client Profile

S. No	Details	Delete
1	Client Name *	JOSEPH Delete
	Client GST *	2SSS25GJT
	Client latest Turnover at the time of workorder in Rs (Crores) *	2
2	Client Name *	MARY Delete
	Client GST *	215RJDDMM
	Client latest Turnover at the time of workorder in Rs (Crores) *	3

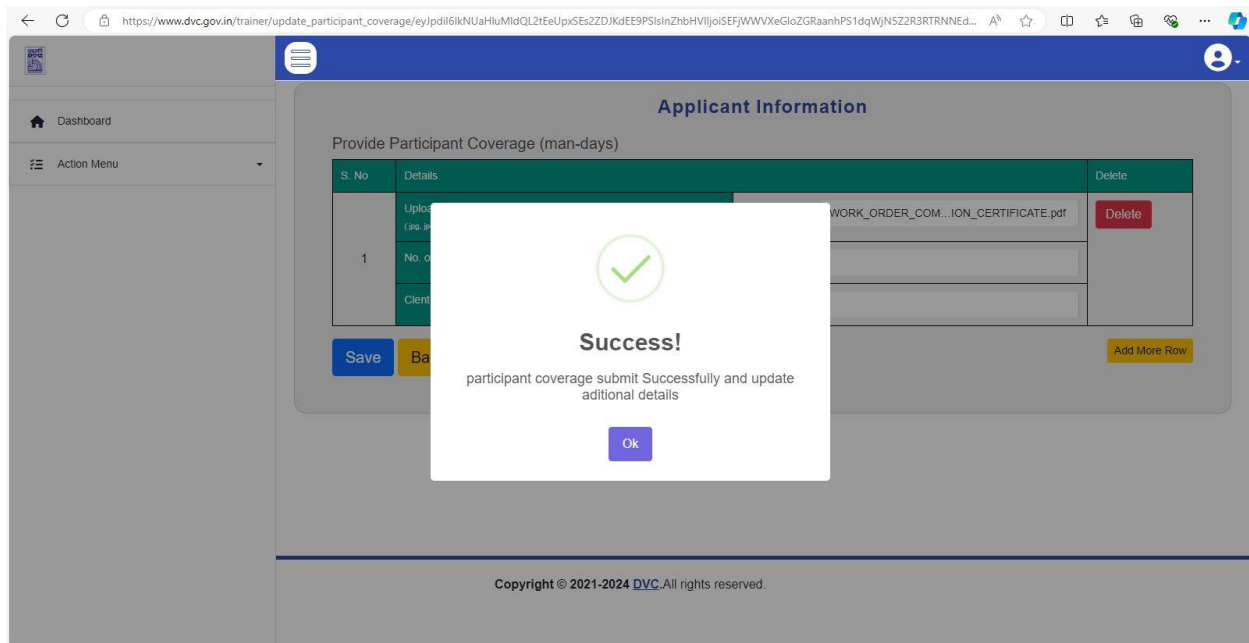
Save Next Back Add More Row

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



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



17) Press Next.

https://www.dvc.gov.in/trainer/update_participant_coverage/eyJpdil6lnU0ek1ib1B1Q1A0UkR6UVE1RFN1Zhc9PSlslnZhbHVlIjoISINPSeo3UENGY1M5eUo3SnldVhoY2dqQ1Q2Q...

Dashboard
Action Menu

Applicant Information

Provide Participant Coverage (man-days)

S. No	Details	Delete
1	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Upload Work order / Completion Certificate * <small>(jpg, jpeg, pdf with in 500 KB)</small></p> <div style="border: 1px solid #ccc; padding: 2px;"> Choose File No file chosen </div> </div> <div style="width: 45%; text-align: right;"> View Delete </div> </div>	
	<p>No. of Man-days under Work Order *</p> <input style="width: 90%;" type="text" value="54"/>	
	<p>Client Name *</p> <input style="width: 90%;" type="text" value="John"/>	

Save
Next
Back
Add More Row

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

https://www.dvc.gov.in/trainer/update_technical_managerial/eyJpdil6llIQGFVMV3AyVTF0a1Q1UnhmTEowZxc9PSlslnZhbHVlIjoISit1MFh5d1FRb2lyc0hhZm1BNTRhY2J5M3lFVW9...

Dashboard
Action Menu

Applicant Information

Trainer Details

Provide Self Qualification *

Provide Trainer Profile *

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)

Lab Facility Available (Optional)

Online Training Facility Available (Optional)

https://www.dvc.gov.in/trainer/update_technical_managerial/eyJpdil6lllQCFVMV3AyVTf0a1Q1UnhmTEowZxc9PSlslhZhbHVlIjoiSit1MFhyd1FRb2lyc0hhZm1BNThXY2J5M3FVW9...

Dashboard

Action Menu

Online Training Facility Available (Optional)

Yes

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.jpeg,pdf and Maximum of 2 MB

Upload Training Calendar (Optional)

Choose File No file chosen

File accepted type : jpg.jpeg,pdf and Maximum of 2 MB

Save Back

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

https://www.dvc.gov.in/trainer/trainer_preview_application/eyJpdil6lmtaZURTlXIPcnJTRlMSVDRJalUJROFE9PSlslhZhbHVlIjoiSINDckFmRmZnK3doYkklSlpaOWhCN3czNlZORGpsSS0l2...

Dashboard

Action Menu

Upload picture of Institute facilities	view
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.

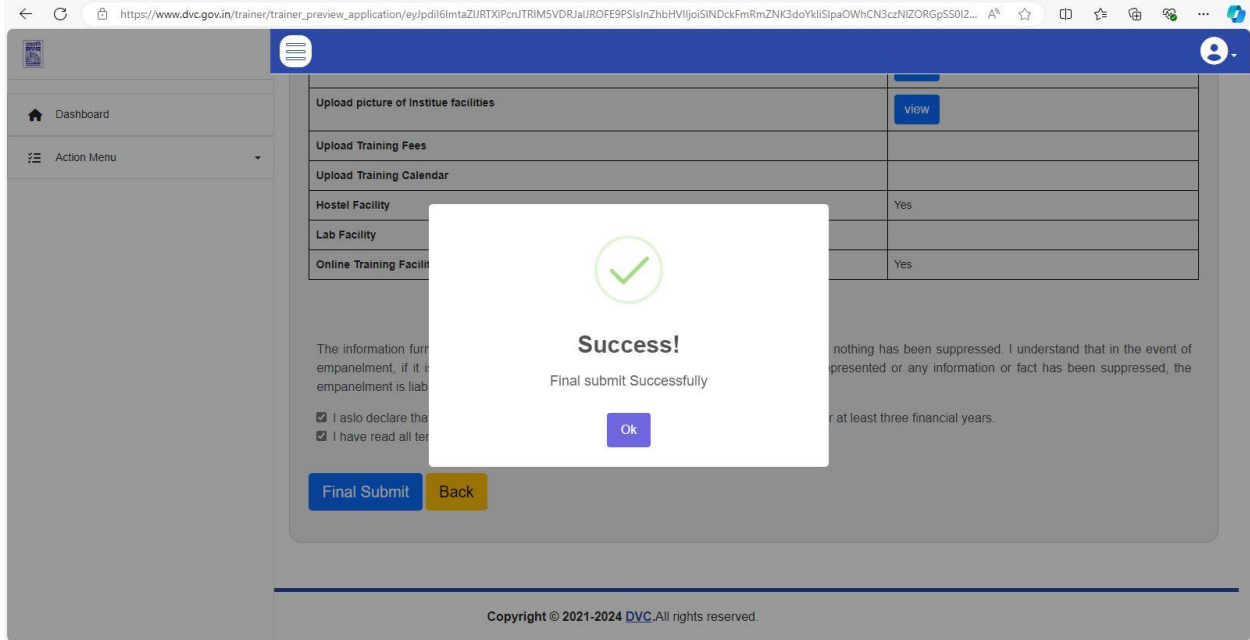
I also declare that that I/we have been working in the domain of learning & development for at least three financial years.

I have read all term and condition as per [Annexure](#)

Final Submit Back

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20) Accept the declarations and press Final Submit button.



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

