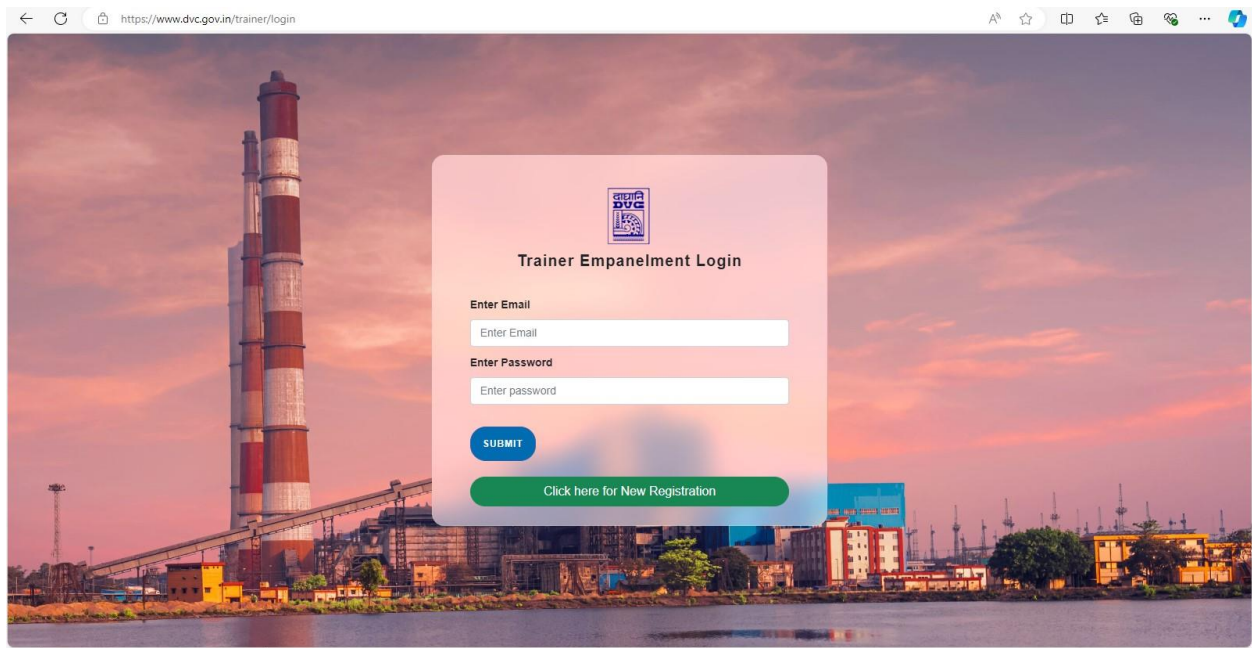


Training Partner Empanelment User Manual

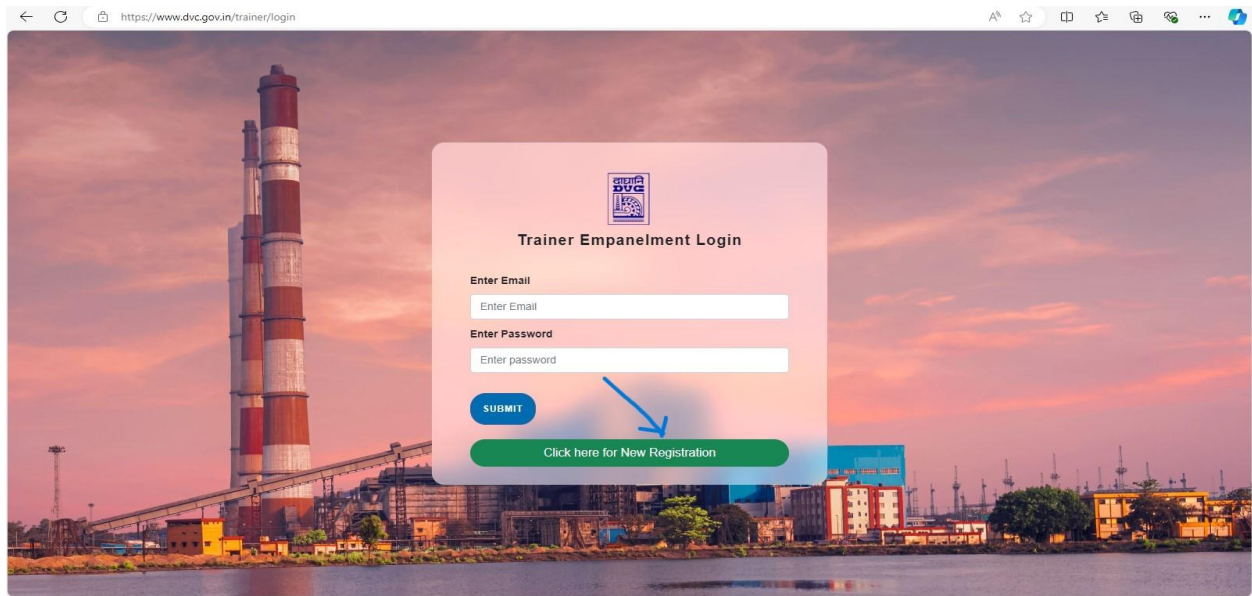
CATEGORY:

ORGANISATIONS/INSTITUTIONS/UNIVERSITIES/COLLEGES/SOCIETIES

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 *

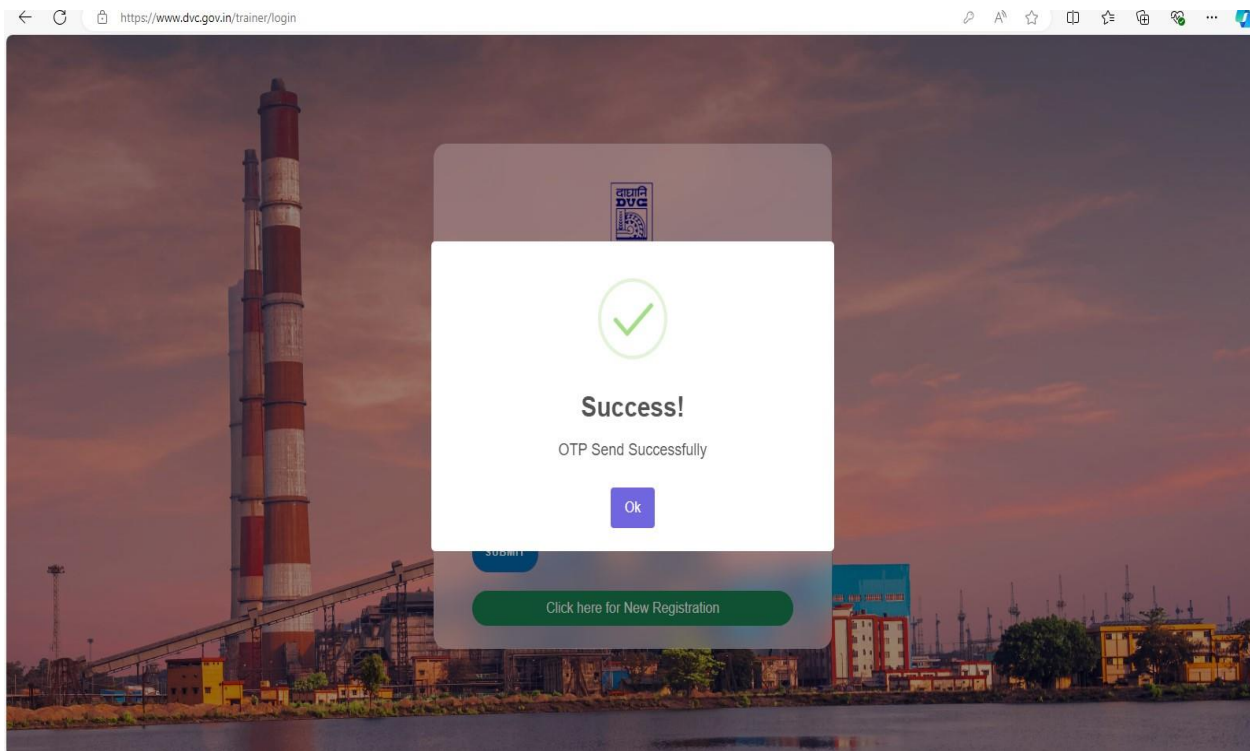
Contact Email ID *

Address for Correspondence *

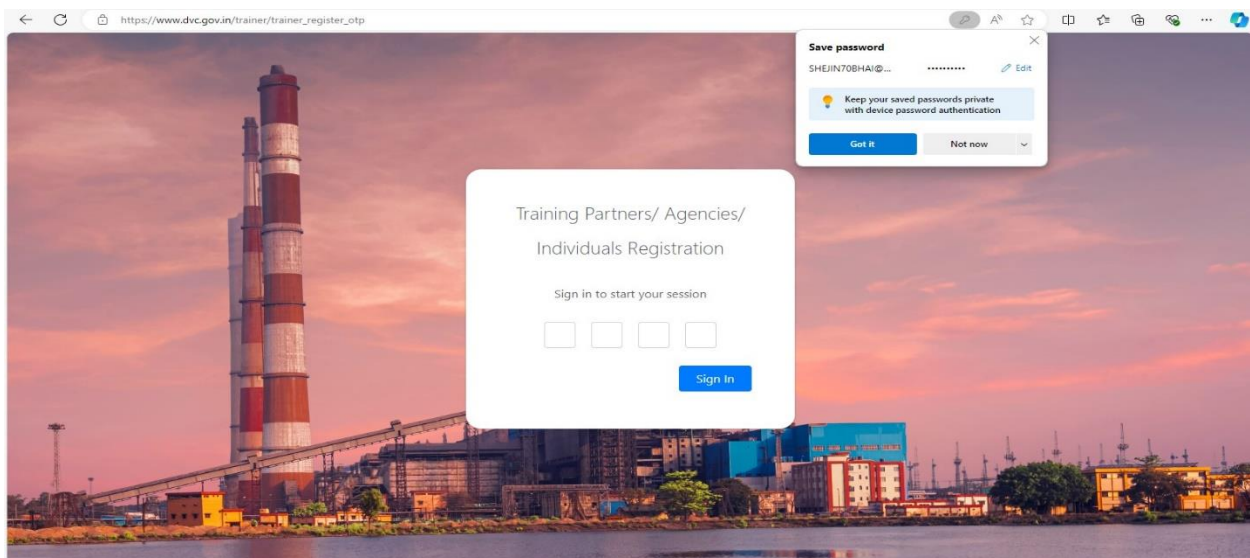
Enter Password *

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

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.



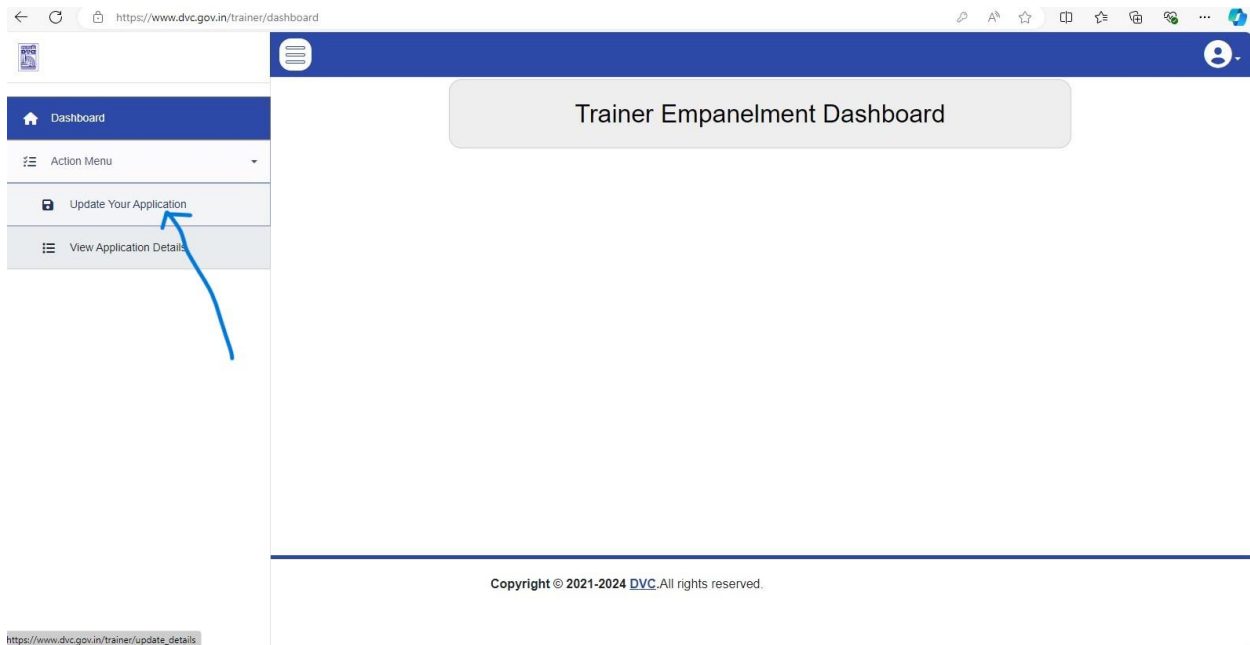
7)Training Dashboard will appear as shown below:



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

Applicant Information

Trainer Details

Application Category: Organisations/ Institutes / Universities/ Colleges, Societies

PAN / TAN No.: KHGNB5489V

Email ID: [Empty]

Upload PAN / TAN *
Choose File: PAN.pdf
File accepted type: .jpg, .jpeg, .pdf and Maximum of 150 KB

GST Number *
22HTGR58

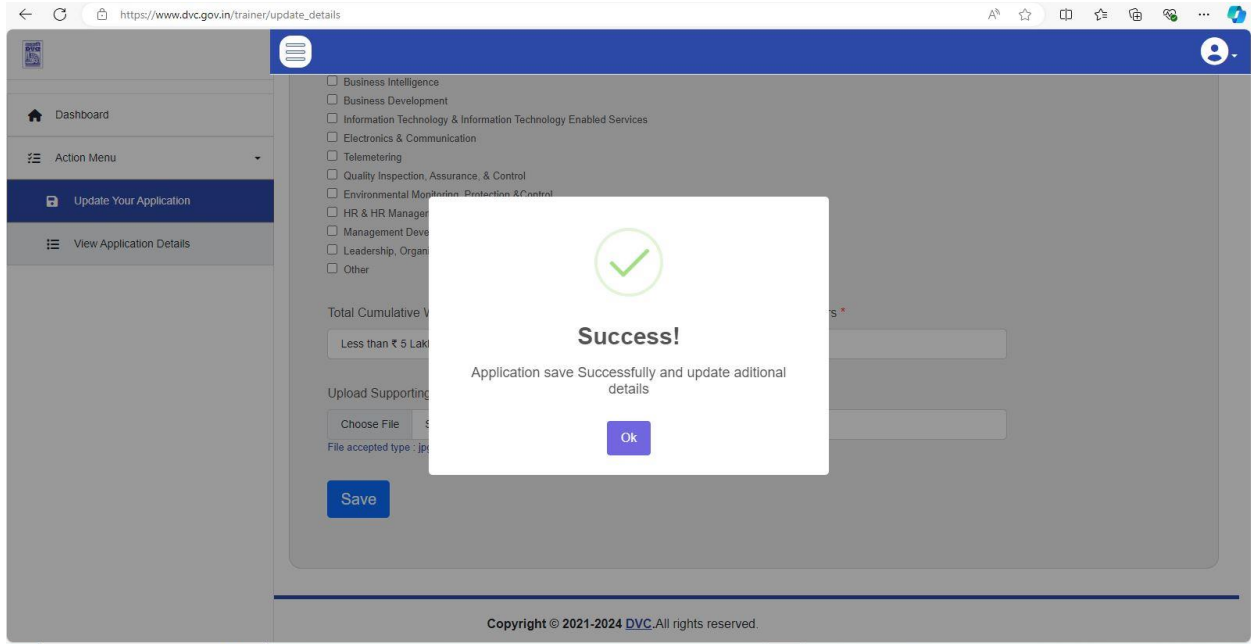
Upload GST *
Choose File: GST.pdf
File accepted type: .jpg, .jpeg, .pdf and Maximum of 150 KB

Legal Name: SETH CAIN

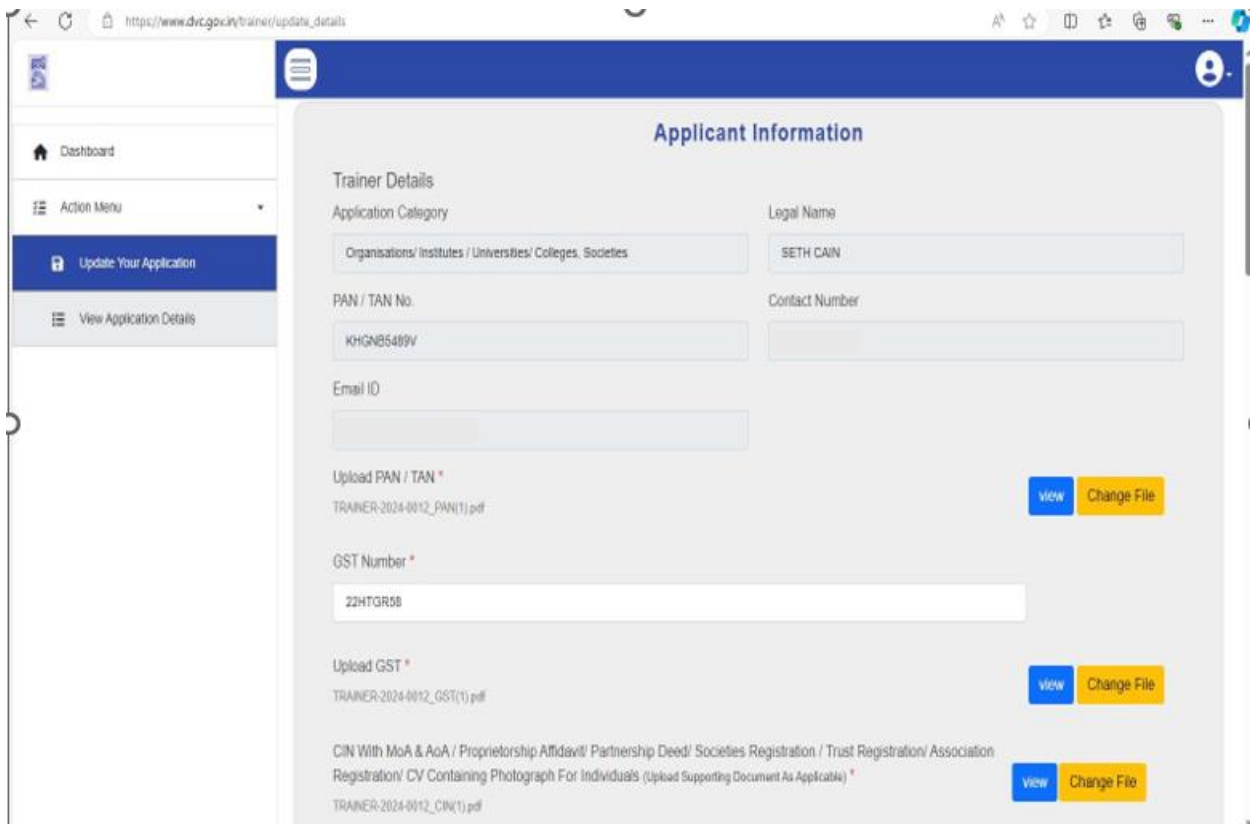
Contact Number: [Empty]

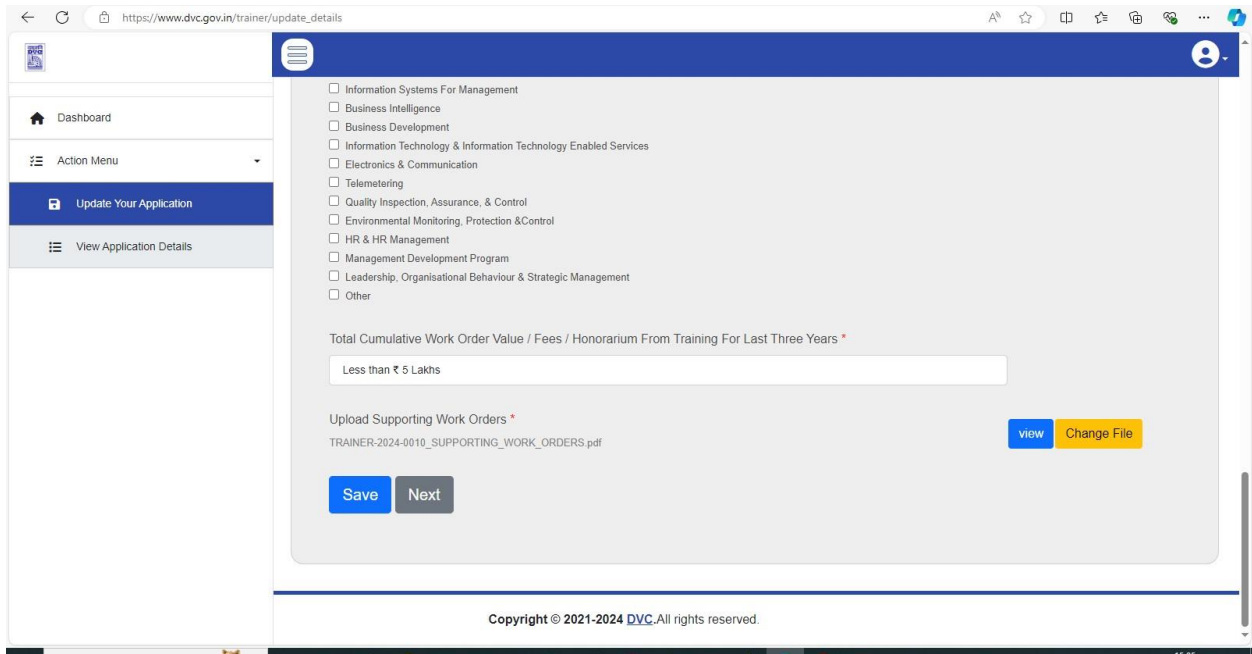
CIN With MoA & AoA / Proprietorship Affidavit/ Partnership Deed/ Societies Registration / Trust Registration/ Association

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



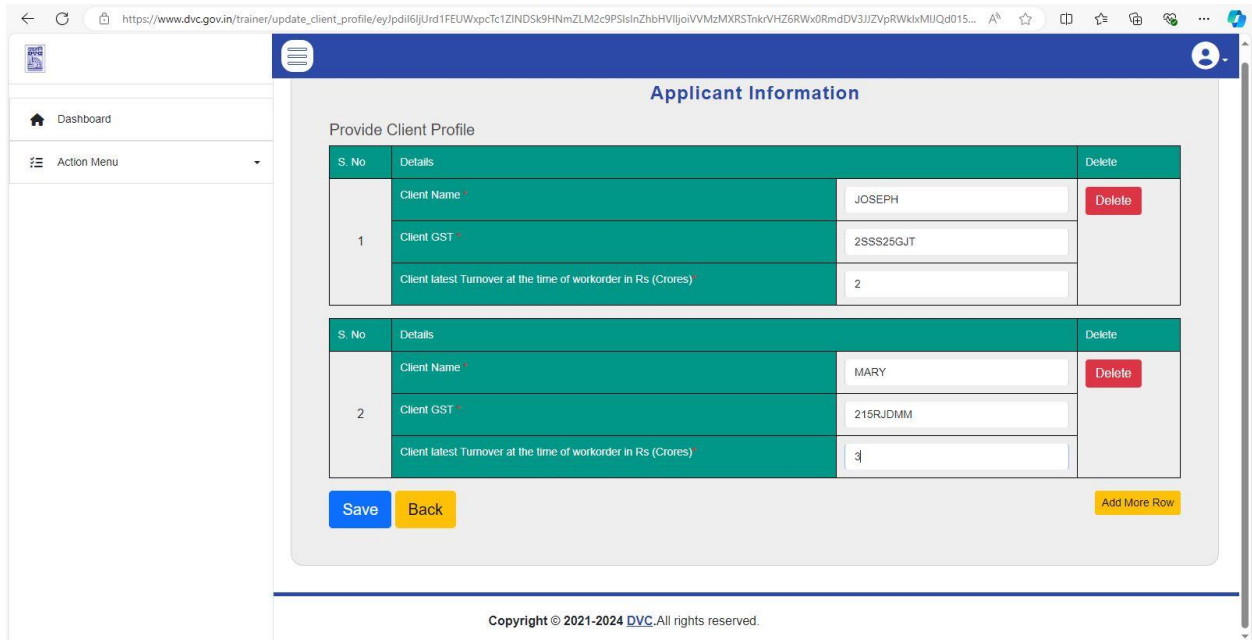
12) A page with same info will appear. Click Save and then Next



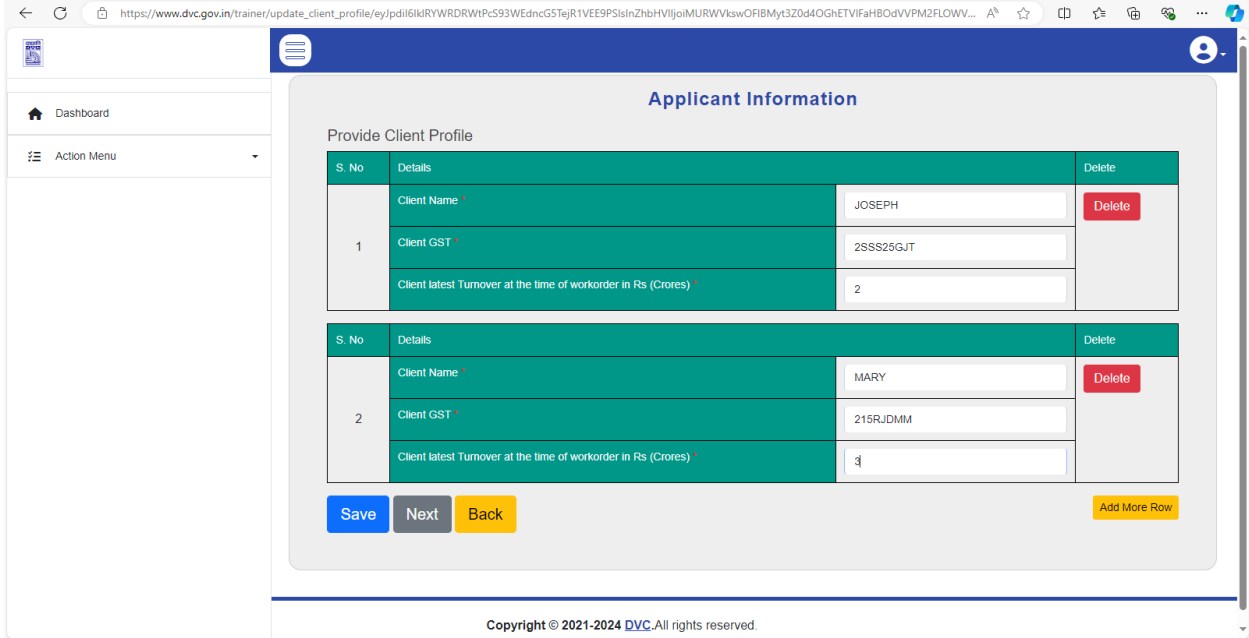


Note: The Contact Number and email Id are erased, but they will be visible in your application.

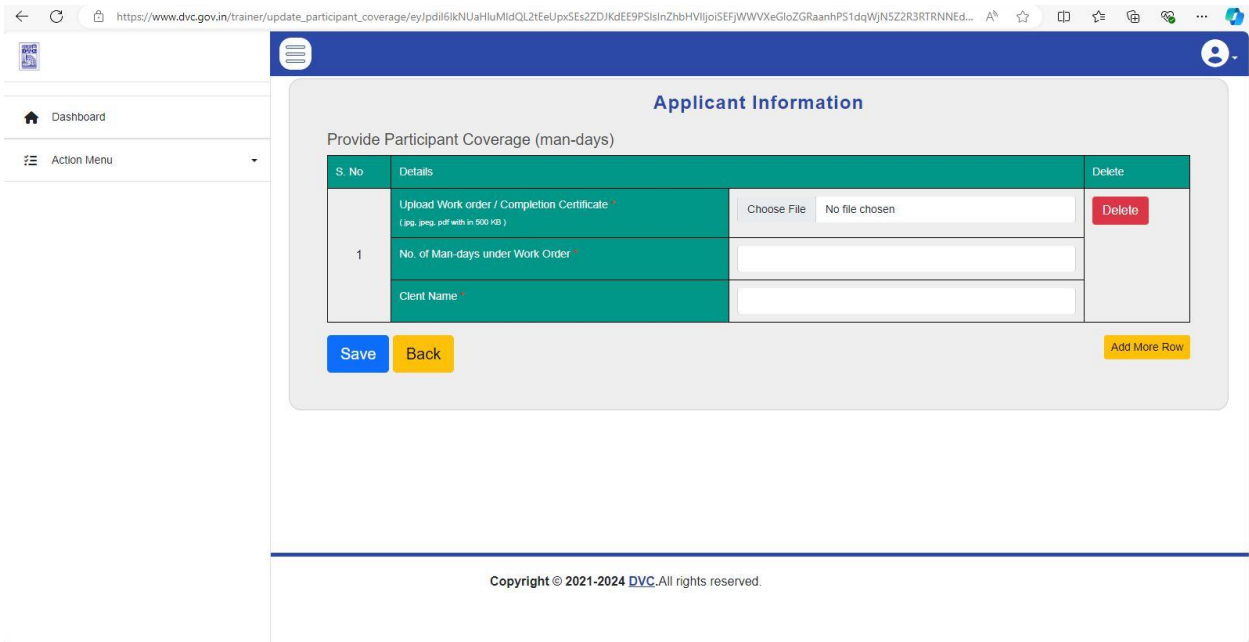
13) A Window will appear with Provide Client Profile. Fill in the details and save.



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



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



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

https://www.dvc.gov.in/trainer/update_participant_coverage/eyJpdil6IkNUaHluMidQL2tEeUpxSEsZDJKdEE9PSlslnZhbHVljoISINPSeo3UENGY1M5eUo3SnI0dVhoY2dqQ1Q2Q...

Applicant Information

Provide Participant Coverage (man-days)

S. No	Details	Delete	
1	Upload Work order / Completion Certificate <small>(jpg, jpeg, pdf with in 500 KB)</small> No. of Man-days under Work Order Client Name	<input type="text" value="WORK_ORDER_COM...ION_CERTIFICATE.pdf"/> <input type="text" value="54"/> <input type="text" value="John"/>	<input type="button" value="Delete"/> <input type="button" value="Delete"/>

Save

Success!
participant coverage submit Successfully and update additional details

Copyright © 2021-2024 DVC. All rights reserved.

17) Press Next.

https://www.dvc.gov.in/trainer/update_participant_coverage/eyJpdil6InU0ek1ib1B1Q1A0UkR6UVE1RFN1ZHZh9PSlslnZhbHVljoISINPSeo3UENGY1M5eUo3SnI0dVhoY2dqQ1Q2Q...

Applicant Information

Provide Participant Coverage (man-days)

S. No	Details	Delete	
1	Upload Work order / Completion Certificate <small>(jpg, jpeg, pdf with in 500 KB)</small> No. of Man-days under Work Order Client Name	<input type="text" value="Choose File"/> No file chosen <input type="button" value="view"/> <input type="text" value="54"/> <input type="text" value="John"/>	<input type="button" value="Delete"/> <input type="button" value="Delete"/>

Save

Copyright © 2021-2024 DVC. All rights reserved.

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

Applicant Information

Select Ranking/ Accreditation/ Quality Standards Certification *

NIRF (Top 100)

Provide Trainer Profile

S. No	Details	Delete
1	Upload CV of Trainer * <small>(.jpg, .jpeg, .pdf with in 500 KB)</small>	Delete
	Name of Trainer *	
	Experience of Trainer in Years * <small>(Numerical value only)</small>	

Choose File CV.pdf

Save Back Add More Row

Copyright © 2021-2024 DVC. All rights reserved. Activate Windows Go to Settings to activate Windows.

19) Press Next

Applicant Information

Select Ranking/ Accreditation/ Quality Standards Certification *

NIRF (Top 100)

Provide Trainer Profile

S. No	Details	Delete
1	Upload CV of Trainer * <small>(.jpg, .jpeg, .pdf with in 500 KB)</small>	Delete
	Name of Trainer *	
	Experience of Trainer in Years * <small>(Numerical value only)</small>	

Choose File No file chosen view

Save Next Back Add More Row

Copyright © 2021-2024 DVC. All rights reserved. Activate Windows Go to Settings to activate Windows.

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

Applicant Information

Trainer Details
Short Write Up On Technical & Managerial Capability *

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

Upload Organisation Structure *
Choose File CV.pdf
File accepted type : .jpg,.jpeg,.pdf and Maximum of 2 MB

Hostel Facility Available (Optional)
No

Lab Facility Available (Optional)
Yes

Online Training Facility Available (Optional)
No

Activate Windows
Go to Settings to activate Windows.

Online Training Facility Available (Optional)
No

Upload Picture Of Institute Facilities (Optional)
Choose File CV.pdf
File accepted type : .pdf and Maximum of 10 MB

Upload Training Fees (Optional)
Choose File CV.pdf
File accepted type : .jpg,.jpeg,.pdf and Maximum of 2 MB

Upload Training Calendar (Optional)
Choose File CV.pdf
File accepted type : .jpg,.jpeg,.pdf and Maximum of 2 MB

Save Back

Activate Windows
Go to Settings to activate Windows.

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

Upload Training Calendar	view
Hostel Facility	No
Lab Facility	Yes
Online Training Facility	No

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.

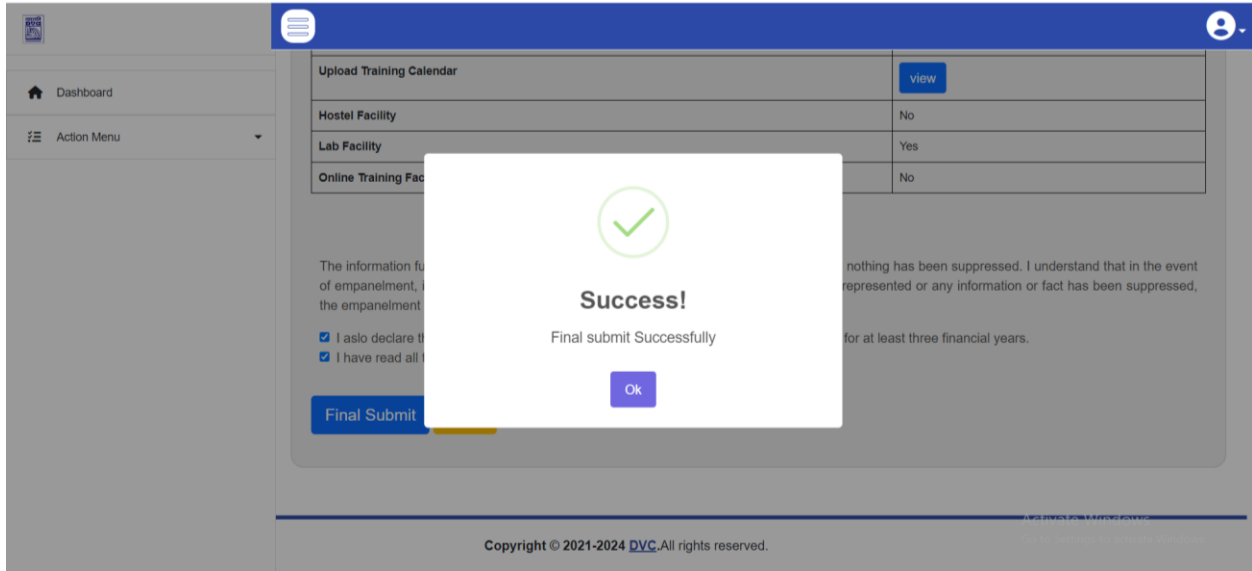
I also declare that that I/we have been working in the domain of learning & development for at least three financial years.

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

Final Submit Back

Copyright © 2021-2024 DVC. All rights reserved.
Activate Windows
Go to Settings to activate Windows.

22) Accept the declarations and press Final Submit button. You will get a page as shown below.



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

