Training Partner Empanelment User Manual

CATEGORY: ORGANISATIONS/INSTITUTIONS/UNIVERSITIES/COLLEGES/SOCIETIES

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		A 🗘 O 🎓 🔂 🐨 🧹
	New registration form for Training Partners / Agencies / Individuals	
	Legal Name *	
	Enter Legal Name	
	PAN / TAN No *	
	Enter PAN No	
	Contact Person Name *	
	Enler Contact Person Name	
	Contact number *	
	Enter Contact number	
	Contact Email ID *	
*	enter contact email id	
3777	Address for Correspondence *	L L & F. H. what he had a strate ++ 1
	Enter Address for Correspondence	

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

← C ⊡ https://www.dvc.gov.in/trainer/register		P A 🏠 O 🕼 🗟 🏈
1	New registration form for Training Partners / Agencies / Individuals	
	Organisations/ Institutes / Universities/ Colleges, Societies	
	Legal Name *	
	SETH CAIN	and the second se
	PAN / TAN No *	and the second se
	KHGNB5489V	
	Contact Person Name *	
	SETH CAIN	
	Contact number *	and the second
	9584671238	
	Contact Email ID *	
*	itswork105@gmail.com	
	Address for Correspondence *	
	12/17 A Villa, P.O. County, WarwickShire	
KARGE - BURNING	Enter Password *	
No. of the local data in the l	should include alphabets, numbers and special characters and should be atleast 8 characters. Strong	
	BACK TO LOGIN	



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:

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

← C ↔ https://www.dvc.gov.in/trainer/dashboard	Q A ⁴	☆ Φ	£≡ (ک ہ ف	🚺
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A Dashboard	Trainer Empanelment Dashboard				
žΞ Action Menu 👻					
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8)Go to Action Menu as shown below.

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	.
A Dashboard	Trainer Empanelment Dashboard
¥ Action Menu	
	Copyright ☺ 2021-2024 DVC.All rights reserved.

9) Select Update Your Application

← C ⊡ https://www.dvc.gov.in/trainer/dashboard	A A A 由 G 36 ···
	.
A Dashboard	Trainer Empanelment Dashboard
žΞ Action Menu -	
Update Your Application	
	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

and the second s	8		8
A Dashboard	Appl	icant Information	
₹Ξ Action Menu -	Trainer Details	Logal Namo	
	Organisations/ Institutes / Universities/ Colleges, Societies	SETH CAIN	
	PAN / TAN No.	Contact Number	
E View Application Details	KHGNB5489V		
	Email ID		
	Ш		
	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		
	Choose File Gost port		

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

← C 🗇 https://www.dvc.gov.in/trainer,	update_details	A	☆	CD 1	î≞ @	~		Ø
							8	-
Dashboard E Action Menu Update Your Application View Application Details	Business fixelligence Business Development Information Technology Enabled Services Ectorolics & Communication Totemetering Outarly inspection, Assurance, & Control Ectorest & Control Coher Total Cumulative V Less than & S Lak Application save Successfully and update aditional details Choose File File accepted type : je Cok Save							
	Copyright © 2021-2024 DVC.All rights reserved.							

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

1				8
A Dashboard	App Trainer Datails	licant Information		
# Action Menu ·	Application Category	Legal Name		
Update Your Application	Organisations/ institutes / Universities/ Colleges, Societies	SETH CAIN		
I Juan Annication Datain	PAN / TAN No.	Contact Number		
 Aller Albertanki Detaila 	KHGNB5489V			
	Email ID			
	Upload PAN / TAN *		New Change File	
	OPT Manhor #			
	22HTGR58			
	Upload GST*			
	TRAINER-2024-4012_GST(1) pdf		View Change File	
	CIN With MoA & AoA / Proprietorship Affidawi/ Partnership Deed/ Registration/ CV Containing Photograph For Individuals (uplicad su	Societies Registration / Trust Registration/ Association ponting Document As Applicative) *	Change Ele	
	TRAINER-2024-0012_CIW(1)pdf		Charge File	

← C 🗄 https://www.dvc.gov.in/trainer/	update_details	Aø	☆ C	ב} כ∕≡	œ	~	📀
							8.
A Dashboard	Information Systems For Management Usiness Intelligence Usiness Development Usiness Development						
¥Ξ Action Menu +	Information Technology & Information Technology Enabled Services Electronics & Communication						
Update Your Application	Telemetering UBL 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 *						
	Upload Supporting Work Orders * TRAINER-2024-0010_SUPPORTING_WORK_ORDERS.pdf		view	Change	File		
	Save						
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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.

			Applicant Info	rmation	
Dachboard			Applicant into	Ination	
H Dashboard		Provide	Client Profile		
žΞ Action Menu -	-	S. No	Details		Delete
			Client Name ¹⁹	JOSEPH	Delete
		1	Client GST 9	2SSS25GJT	
			Client latest Turnover at the time of workorder in Rs (Crores)	2	
		S. No	Details		Delete
			Client Name *	MARY	Delete
		2	Client GST 9	215RJDMM	
			Client latest Turnover at the time of workorder in Rs (Crores)	(a	
		Save	Back		Add More Row

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

← C	pdate_client_profile/ey	Jpdil6lklRYWRDRWtPcS93WEdncG5TejR1VEE9PSIsInZhbHVIIjoiMURWVkswOFIBMyt3Z0d4OG	hETVIFaHBOdVVPM2FLOWV A [®] ☆	€ ⊕ % …
879 10				
A Dashboard		Applicant Informati	on	
žΞ Action Menu -	Provide	Client Profile		
	S. No	Details	-	Delete
		Client Name -	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 Citent Name	MARY	Delete
	S. No 2	Details Ctient Name Ctient GST*	MARY 215RJDMM	Delete
	S. No 2	Details Client Name Client GST* Client latest Turnover at the time of workorder in Rs (Crores)*	MARY 21SRJDMM 3	Delete
	S. No 2 Save	Details Client Name Client GST Client latest Turnover at the time of workorder in Rs (Crores) Next Back	MARY 21SRJDMM	Delete Delete Add More Row
	S. NO 2 Save	Details Client Name Client GST Client latest Turnover at the time of workorder in Rs (Crores) Next Back	MARY 215RJDMM 3	Delete Delete Add More Row

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

Dashboard		Ap	plicant Informa	ation	
	Provide	Participant Coverage (man-days)			
Action Menu	• S. No	Details			Delete
		Upload Work order / Completion Certificate * (jpg. jpg. 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

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

\leftarrow	C https://www.dvc.gr	w.in/trainer/update_participant_cov	erage/eyJpdil	6lkNUaHluMldQL2tEeUpxSEs2ZDJKdEE9PSIsInZhbHVlljoiSEFjWWVXeGloZGRaanhPS1dqWjN5Z2R3RTRNNed A 🏠 🗋 🛈	ć= @	≈ ··· 📀
						8.
	Dashboard			Applicant Information		
		Provide	Participa	nt Coverage (man-days)		
¥Ξ	Action Menu	S. No	Details		Delete	
		1 Save	Uploz (PP IP No. o Clent	VORK_ORDER_COM ION_CERTIFICATE.pdf	Add More	200
				Copyright © 2021-2024 DVC. All rights reserved.		

17) Press Next.

Dashboard	oplicant Information				
Action Menu 👻	S. No Details				
		Upload Work order / Completion Certificate (jpg. jpwg. pdf 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.				

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

n Dashboard	Applicant Information Select Ranking/Accreditation/ Quality Standards Certification * NIRF (Top 100)										
ž Action Menu											
	Provide Tra	iner Profile									
	S. No	Details	Delete								
	1	Upload CV of Trainer * (jpg, jpeg, pdf with in 500 KB)	Choose File CV.pdf	Delete							
		Name of Trainer HONTER									
										Experience of Trainer in Years * (Numerial value only)	5
	Save	Back		Add More Row							
		Copyright © 2021-2024 DVC.All	rights reserved. Activa Go to S	ate Windows ettings to activate Windows.							

19) Press Next

					(
A Dashboard	Applicant Information Select Ranking/ Accreditation/ Quality Standards Certification * NIRF (Top 100)					
Z Action Menu						
	Provide Tra	ainer Profile				
	S. No	Details	Details			
		Upload CV of Trainer * (jpg, jpeg, pdf with in 500 KB)	Choose File No file chosen	view	Delete	
	1	1 Name of Trainer* HONTER				
		Experience of Trainer in Years (Numerial value only)	5			
	Save	Next Back			Add More Row	
-		Copyright © 2021-2024 <u>DVC</u> .All rights reserved. Go				

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

Dashboard	Applicant Information	
E Action Menu -	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)	
	Online Training Facility Available (Optional)	Activate Windows Go to Settings to activate Windows.
Dashboard	Online Training Facility Available (Optional)	
	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_jpg_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	

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

题		9.
A Dashboard	Image: Second	view
	Hostel Facility	No
žΞ Action Menu -	Lab Facility	Yes
	Online Training Facility	No
	Lectaration The information furnished above is correct to the best of my/our knowledge and belief and nothing of empanelment, if it is found at a stage that any information furnished above is false misreprese the empanelment is liable to be cancelled. I asio declare that that I/we have been working in the doman of learning & development for at le I have read all term and condition as per <u>Annexure</u> Final Submit Back	has been suppressed. I understand that in the event nted or any information or fact has been suppressed, ast three financial years.
	Copyright © 2021-2024 DVC.All rights reserved.	Go to Settings to activate Windows.

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

					9.
Dashboard	Upload Training Calendar			view	
	ashboard ton Menu	No			
₹Ξ Action Menu 👻	Lab Facility		_	Yes	
	Online Training Fac The information fu of empanelment, i the empanelment I aslo declare th I have read all i Final Submit	Success! Final submit Successfully	nothing represer for at lea	No I has been suppressed. I understand that in the event nted or any information or fact has been suppressed, ast three financial years.	
	(Copyright © 2021-2024 <u>DVC</u> .All rights reserved.		Activate Windows Geteseting: to schwar Window	

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

200 							8	
n Dashboard	View Application							
🖅 Action Menu 👻								
Update Your Application	SIN	lo.	Application Number	Status	Submitted Date	,	View	
	1		TRAINER-2024-0015	submitted	02-Aug-2024 10:59:31 pm		View	
						A		
		Copyright © 2021-2024 DVC. All rights reserved.				Activate Windows Go to Settings to activate Windows.		