



# Kushal Yuva Program Center Registration Manual

Bihar Skill Development Mission

2016

## TABLE OF CONTENTS

Introduction to Kushal Yuva Programme .....	2
Important Instructions for Applicant Organization (AO) .....	3
Terms and Conditions for Applicant Organization (AO) .....	4
SDC Registration Process Overview:.....	5
How to go on the SDC Registration page from BSDM Website: .....	8
Steps for Applying Online for SDC Registration:.....	12
<b>Step 1: Review of Terms and Conditions:</b> .....	13
<b>Step 2: Declaration of Address</b> .....	18
<b>Step 3: Verification of Address by DMT</b> .....	21
<b>Step 4: Mark Center Location on Google Map.</b> .....	22
<b>Step 5: Submission of PAN Details</b> .....	23
<b>Step 6: Enter Bank Account Details</b> .....	24
<b>Step 7: Making Processing Fee, Center Registration Fee and Course Affiliation Fee Payment</b> .....	26
<b>Step 8: Submission of Center Contact and Address Details</b> .....	34
<b>Step 9: Declare Premises Infrastructure Details</b> .....	37
<b>Step 10: Declare Center Computer Lab Details</b> .....	41
<b>Step 11: Declare IT Peripherals</b> .....	43
<b>Step 12: Power Backup Details</b> .....	45
<b>Step 13: Declare Human Resources</b> .....	46
<b>Step 14: Declare Hardware and Software Details</b> .....	48
<b>Step 15: Upload soft copy of legal documents</b> .....	50
DMT Verification and Completion:.....	50

## INTRODUCTION TO KUSHAL YUVA PROGRAMME

The Bihar Skill Development Mission (BSDM) has launched a unique skill training programme by the name of "Kushal Yuva Program" which would enhance the Soft Skills of youth of 15-25 age group who have passed class 10th or class 12th, have dropped out of formal education and are looking for jobs. Soft Skills training would comprise of Life skills, Communications Skills (English & Hindi) and Basic computer literacy which in turn would enhance their employability and act as a value add to the various domain specific training endeavours currently being implemented in Bihar. Objective and Strategy of Kushal Yuva Programme (KYP)

Kushal Yuva Programme (KYP) is a part of one of the "7 commitments" namely "Aarthik Hal, Yuvaon ko Bal". This programme is targeted at the youth of 15-25 age group who have passed class 10th or class 12th, have dropped out of formal education and are looking for jobs. Through this programme, BSDM intends to enhance the employability of these youth of Bihar.

### **Strategy of KYP:**

The strategy is to address the following four major challenges in the skill development ecosystem:

**Capacity:** Increase in training capacity Minimum one Skill development centre (SDC) in each of the 534 blocks for imparting training in soft skills. A strong pool of certified trainers will be developed through a mandatory Training of Trainers programme.

**Access:** Increase in accessed at each Block would mean getting training centre to the doorstep of the youth. State wide social mobilization campaign would help increase the awareness which in-turn will result in higher access / participation District Registration cum Counselling Centres at the district level will provide the requisite guidance to the youth to access the benefits of such a programme

**Relevance:** High relevance Package of Life skills, Communications Skills (English & Hindi) and Basic computer literacy will increase the employability of youth It will help in smooth shift from homes to places with high employment potential Increase retention at workplace

**Perception:** The following would improve the perception

- Qualified, experienced and certified trainers
- Use of high quality content and E-Learning mode

## IMPORTANT INSTRUCTIONS FOR APPLICANT ORGANIZATION (AO)

- Applicant Organization (AO) should read all instructions and process details before application process.
- BSDM reserves the right of granting and/or rejecting authorization to any applicant/s, without assigning any reason/s whatsoever to anyone.
- Authorization as SDC for KYP shall be given subject to completion of all the prescribed procedural formalities and submission of all the requisite documents.
- At the time of application, the AO has to deposit INR 500 per centre as processing fee, INR 3000 per centre as centre registration fee and INR 1000 as course affiliation fee for Kushal Yuva Programme. If the AO wants to withdraw its application after the process has started or its application is rejected because of non-fulfilment of the required norms then the centre registration fee and the course affiliation fee shall be refunded. The refund shall be processed by the end of March 2017 for the applications received in FY 2016-17. The refund shall be processed electronically.
- BSDM shall not be liable to refund the processing fee even if the application for registration gets rejected or the applicant withdraws the application.
- BSDM shall not be liable to refund the annual registration fee and course affiliation fee once the centre is authorized as SDC and the centre code is generated even if the applicant wants to withdraw the application subsequently or is de-empaneled by the BSDM by following the due process.
- By using this process, Applicant Organizations (AO) can apply for KYP course registration only. Please note that, if AO wants to run non KYP courses then he has to apply again for affiliation of those non KYP courses.
- If SDC is involved in doing any wrong practice regarding KYP course then their authorization will get cancelled/terminated after the completion of ongoing batch.
- If any Applicant Organization (AO) will try to contact BSDM officials by email, letter, telephone, etc. to influence the registration process then application of Applicant Organization (AO) will be rejected without giving any reason.
- If any Applicant Organization (AO) will not complete process within schedule then BSDM will not consider their application for further process.
- That Applicant Organization (AO) which will become SDC for the year 2016 - Their authorization will be valid for the period from date of registration approval to 31st March 2018.
- Eligible SDC has to apply for renewal for the FY 2018-19 by paying requisite fees.

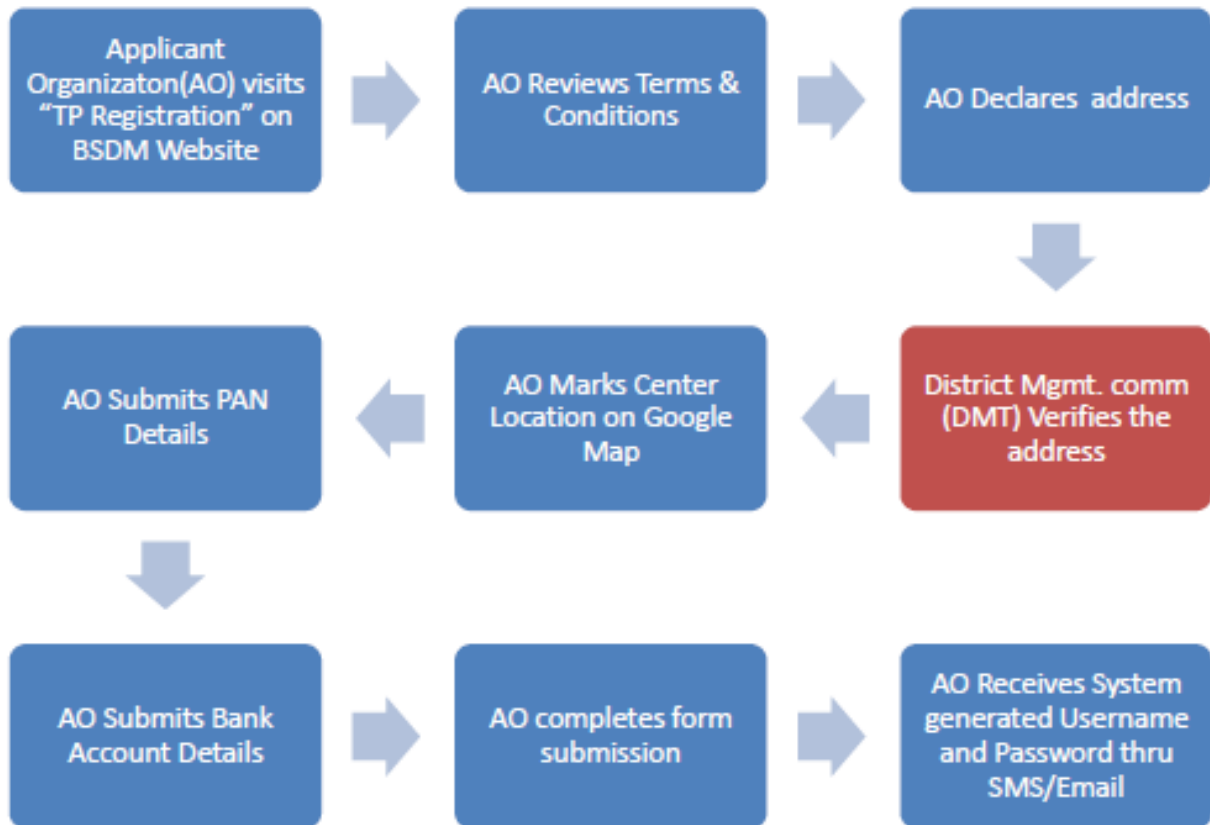
- Training under KYP is envisaged to start all over the state on 2nd October 2016.
- Any two AOs will not be allowed to share centre personnel.

## TERMS AND CONDITIONS FOR APPLICANT ORGANIZATION (AO)

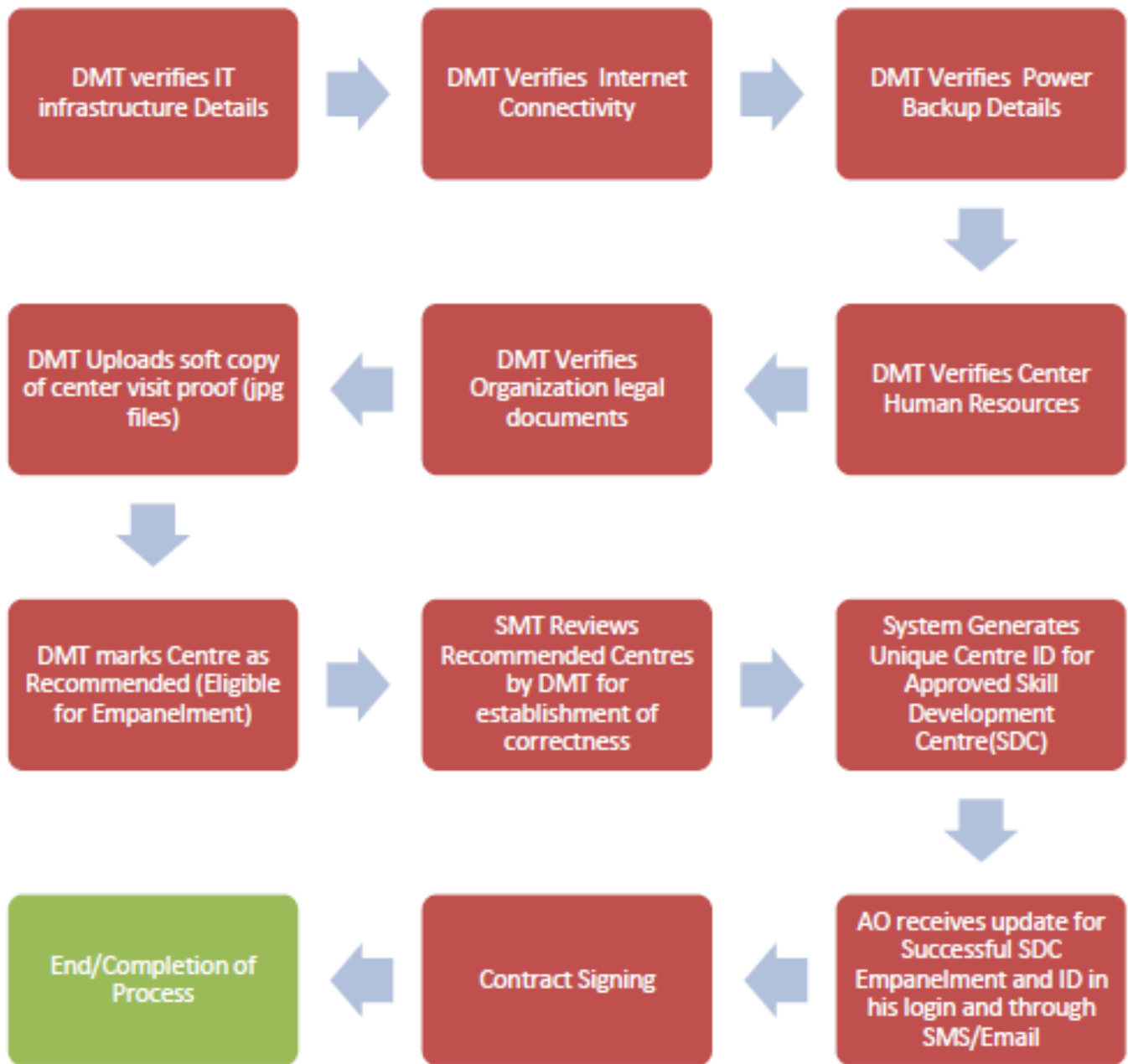
We, Applicant Organization (AO) understand and agree that :-

- The location of the proposed Centre shall be fixed only in the specific location as selected by us and the selected location shall not be changed by us anytime during, and subsequent to the 'Center Registration Process,
- If we involve our self in doing any wrong practice regarding KYP courses then our application will get cancelled/terminated immediately without any prior notice.
- At the time of application we will provide all software license copies required or we will arrange all required software licenses within 15 days from the date of approval. We know that our registered center will not be considered for allocating candidates or to make admission if we fail to arrange all required licenses.
- Our center will not employ Center Coordinator, Faculty already registered with other center. We agree that, if our center is found to be sharing center coordinator or faculty with other centres then BSDM reserves the rights to reject the center without giving any clarification.
- BSDM reserves the right:
  - to modify the terms and conditions of the Center Registration Process without any prior notice and BSDM shall not be liable to anyone for any such modification/s;
  - to discontinue/postpone the Center Registration Process (or any part thereof) with/without prior notice and BSDM shall not be liable to anyone for any such discontinuation/postponement;
  - of granting and/or rejecting authorization to any applicant/s, without assigning any reason/s whatsoever to anyone.
- In case we are granted authorization:
  - we are responsible for maintaining the confidentiality of the password and login account given by BSDM and fully responsible for all activities that occur thereunder;
  - We shall abide by the various Rules, Regulations, Code of Conduct, Guidelines, Communications, Norms issued and specified by BSDM from time to time.
- All the disputes or differences, if any, prior and/or subsequent to authorization (if granted) shall be referred to the courts in Patna, which shall be the courts having the jurisdiction to entertain and try the same.

## SDC REGISTRATION PROCESS OVERVIEW:







## HOW TO GO ON THE SDC REGISTRATION PAGE FROM BSDM WEBSITE:

- Go to [www.skillmissionbihar.org](http://www.skillmissionbihar.org) on any of the web browsers: Latest Versions of **Google Chrome/Mozilla Firefox**.

Objective and Strategy of KYP

Salient features

Important Instructions

BSDM's advertisement for KYP Center Registration 2016

KYP Center Registration Process 2016

Activity Details

Registration Fee Structure

Payment Process

Required Documents

Center Setup

Computing Resources

Center Area Details

FAQs

Contact Us

User Guide

Apply Online

### Kushal Yuva Program

The Bihar Skill Development Mission (BSDM) has launched a unique skill training programme by the name of "Kushal Yuva Program" which would enhance the Soft Skills of youth of 15-25 age group who have passed class 10th or class 12th, have dropped out of formal education and are looking for jobs. Soft Skills training would comprise of Life skills, Communications Skills (English & Hindi) and Basic computer literacy which in turn would enhance their employability and act as a value add to the various domain specific training endeavours currently being implemented in Bihar.

**पुर्वा सुहानी आयी रे ...**

OPPORTUNITY FOR

**ENTREPRENEURS / INSTITUTIONS IN BIHAR TO START KYK**

- ▶ Private Computer Training Institutes
- ▶ Individual IT Entrepreneurs
- ▶ Schools, ITIs, Polytechnics & Colleges
- ▶ Existing CSCs

**आ अब लौट चले ...**

OPPORTUNITY FOR

**NATIVES OF BIHAR WORKING OUTSIDE TO RETURN AND START KYK**

- ▶ Working Professionals
- ▶ Entrepreneurs
- ▶ IT Entrepreneurs

**साथी हाथ बढ़ाना ...**

OPPORTUNITY FOR

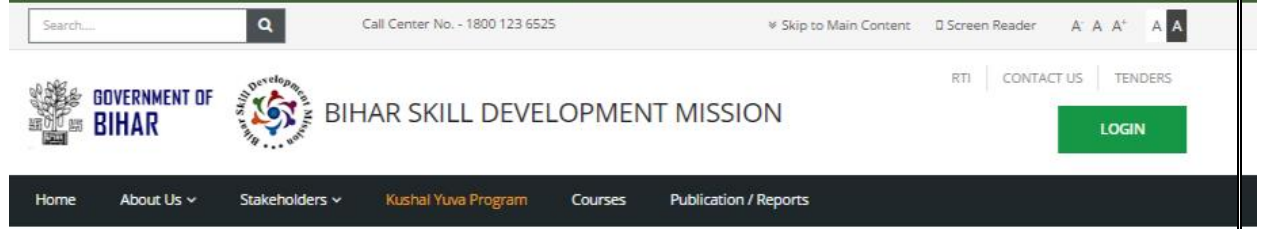
**INVESTORS / DONORS TO SUPPORT YOUTH OF BIHAR TO START KYK**

- ▶ Companies who have set up ICT labs for training purposes
- ▶ Corporates & NGOs
- ▶ Charitable Trusts
- ▶ Individuals / Institutional Donors / Investors
- ▶ Financial Institutions

Click here

- Click on Kushal Yuva Program Tab on the website. Click on "Apply Online"
- There are three different links for three different types of Training Service Provider Applicants or Training Partner Applicant (TPA), interested in starting a Skill

## Development Center (SDC) under Kushal Yuva Program as shown:



Objective and Strategy of KYP
Salient features
Important Instructions
BSDM's advertisement for KYP Center Registration 2016
KYP Center Registration Process 2016
Activity Details
Registration Fee Structure
Payment Process
Required Documents
Center Setup

### Apply Online

<b>पुरवा सुहानी आयी रे...</b> <b>OPPORTUNITY FOR</b> <b>ENTREPRENEURS/ INSTITUTIONS</b> <b>IN BIHAR TO START SDC FOR KYP</b> ▶ Organizations Involved In Training/Skill Development ▶ Private Computer Training Institutes ▶ Individual IT Entrepreneurs ▶ Schools, ITIs, Polytechnics & Colleges ▶ Existing CSCs	<b>आ अब लौट चले...</b> <b>OPPORTUNITY FOR</b> <b>NATIVES OF BIHAR WORKING OUTSIDE</b> <b>TO RETURN AND START SDC FOR KYP</b> ▶ Working Professionals ▶ Entrepreneurs ▶ IT Entrepreneurs	<b>साथी हाथ बढ़ाना...</b> <b>OPPORTUNITY FOR</b> <b>INVESTORS/DONORS TO SUPPORT</b> <b>YOUTH OF BIHAR TO START SDC FOR KYP</b> ▶ Companies who have set up ICT labs ▶ Corporates, NGOs & Charitable Trusts ▶ Individuals / Institutional Donors / Investors ▶ Financial Institutions
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#### a. पुरवा सुहानी आयी रे...

If you are a local resident of Bihar State (an entrepreneur/institution) and wish to be a part of a new wave of Bihar's progressive Development, and contribute in the same by starting your very own SDC, click on this image. This will open up the registration page for SDC for KYP:

Examples of Applicants under this category include:

- ▶ Private Computer Training Institutes
- ▶ Individual IT Entrepreneurs
- ▶ Schools, ITIs, Polytechnics, & Colleges
- ▶ Existing CSCs

#### b. आ अब लौट चले...

If you are a citizen of Bihar, but working outside the state, and wish to come back and contribute in Government of Bihar's revolutionary Skill Development Mission, and start an SDC for the same, click on the second image. A form like the following will open up to fill certain details and then the normal registration form shall open for filling.

Examples of Applicants under this category include:

- Working Professionals
- Entrepreneurs
- IT Entrepreneurs

### c. साथी हाथ बढ़ाना...

If you are an investor or Donor, who are interested in contributing their funds to a needy Training Partner Applicant to start an SDC, click on the third image. A form like the following will open up to fill details of the TPA who shall be the Implementation Partner for this investor/donor. This type of Training Partner can provide details of whether the donation is in the form of funds or IT Infrastructure/entire Lab for the SDC.

The image shows a web form for the Bihar Skill Development Mission. At the top left is the logo, which consists of a circular emblem with a gear and a person, surrounded by the text 'Skill Development Mission Bihar'. To the right of the logo is the text 'BIHAR SKILL DEVELOPMENT MISSION'. Below this is a header bar with the text 'साथी हाथ बढ़ाना'. Underneath is a sub-header 'I Would Like To Start Business With Bihar Skill Development Mission.'. The form contains two rows of radio buttons: 'Would like to associate as :' with options 'Donar' and 'Investor', and 'Are you individual/organization ? :' with options 'Individual' and 'Organization'. Below these is a section titled 'Brief Profile:' followed by a text area with the instruction 'Please write in brief about job/business in not more than 500 letters.'. A green 'Submit' button is located at the bottom left of the form. At the very bottom of the page, there is a footer with the text '© BSDM 2016. Best viewed in 1024 \* 728 Resolution | IE 7 or Above/FireFox 3 |' and a small logo on the right.

Examples of Applicants under this category include:

- Companies who have set up ICT Labs
- Corporates and NGOs
- Charitable Trusts
- Individuals/Institutional Donors/Investors
- Financial Institutions

- Click on 'पुरवा सुहानी आयी रे...' link. You shall be redirected to SDC Registration page:

**STEPS FOR APPLYING ONLINE FOR SDC REGISTRATION:**

**BIHAR SKILL DEVELOPMENT MISSION**

**Registration form for Training Service Provider (TSP)**

Fields marked with \* are mandatory  
 For Important instructions [Click Here](#)

**Basic Details:**

Name of the Organization/Center	Raja Computers *		
Type of Organization	Proprietorship *		
State	Bihar *		
District	Gaya *		
Block	Manpur *		
City	Gaya *		

**Owner Details:**

Owner Name/ Competent Authority	Raja Pandye *		
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender	Birth Date	03/17/1976 *
Role	Sole Proprietor *		

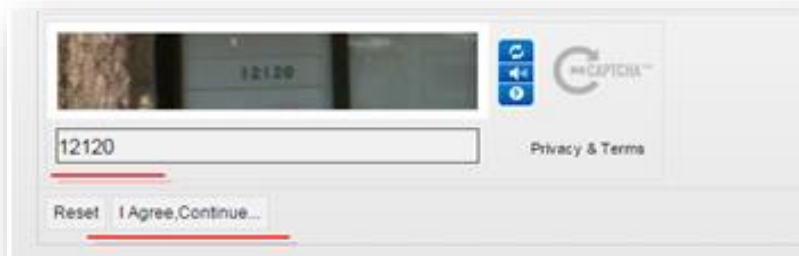
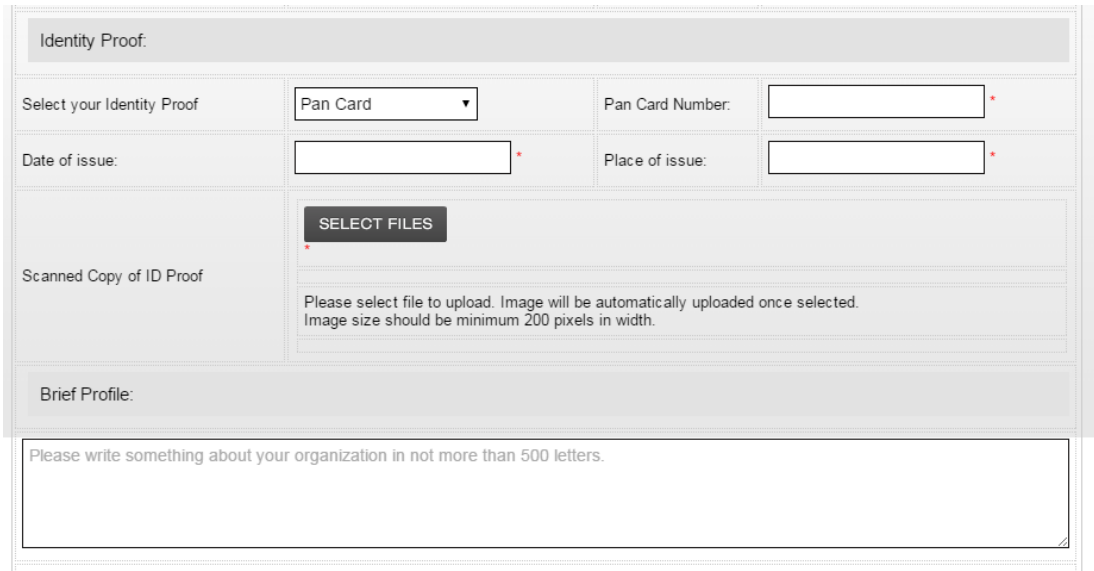
**Contact Details:**

Email:	paragmanerikar@gmail.com *	Mobile Number:	+91 9921532856 *
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## STEP 1: REVIEW OF TERMS AND CONDITIONS:

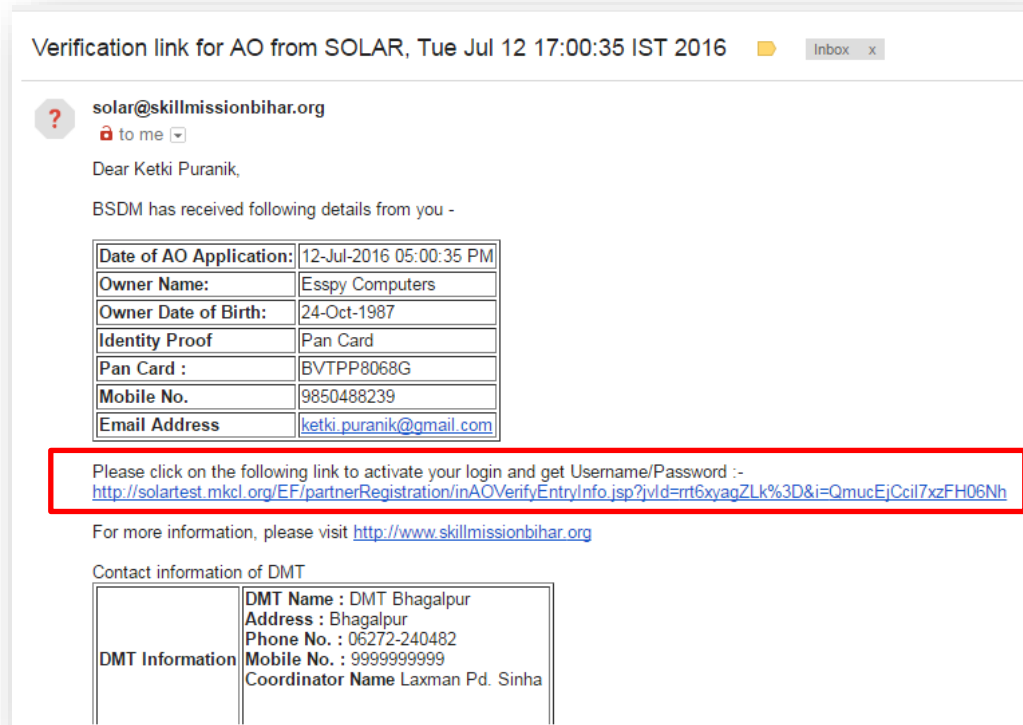
- Enter all the required details in the above form related to your organization/individual details.
- Enter the choice for your Identity Proof.
- Enter Details of the Identity Proof Document

Click on **SELECT FILES** and browse through your files. Upload the PAN Card scanned Image by clicking 'Upload Image'.



- Fill the remaining details and click on **I agree, continue** (for terms and Conditions mentioned)
- Your application is submitted to BSDM, and activation link is mailed to your mail id. Also You shall receive the DMT assigned for you for approval and other coordination.

- Click on activation link (marked in below image – red box) to validate your email account. Also, you will receive one mobile secret code or OTP (One time password) to validate your mobile number.

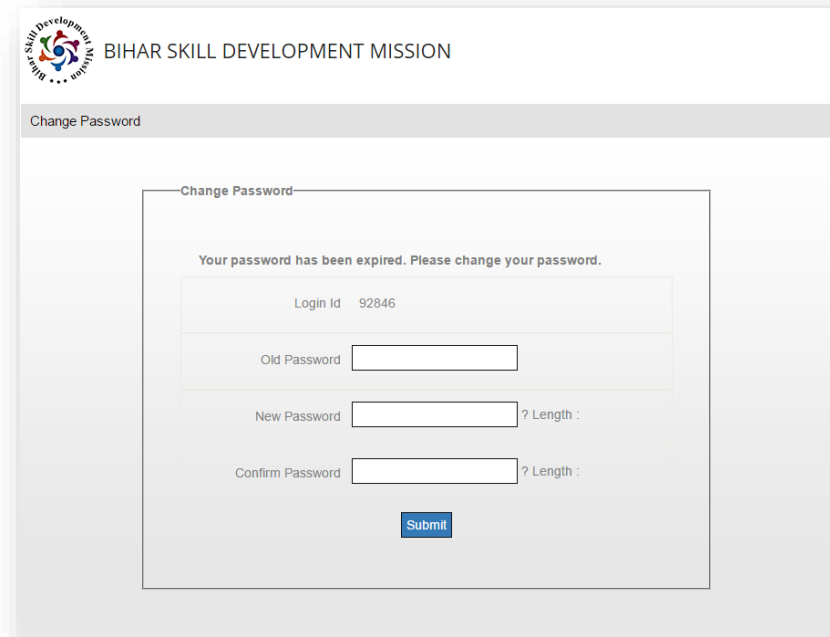


- After validating your email account you will receive another mail from BSDM with your login ID and password.
- Login your Email Account and check your email and go to the link mentioned in the mail.
- Enter Your Mobile Number and your mobile Secret Code.
- And click on “Click here to generate Application Organization (AO) login/password”. Congratulations!!! Your BSDM login is generated successfully.
- Click on the URL above and Enter

Mobile Number	9012345678
Secret Code	92310
<a href="#">Click here to generate AO login/password</a>	

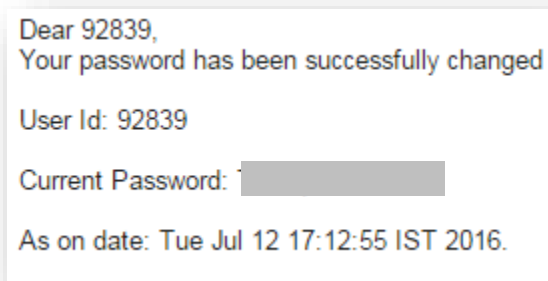
Username and Password in the areas.

- A screen opens up to change your password.



The screenshot shows a web interface for the Bihar Skill Development Mission. At the top left is the logo, and to its right is the text "BIHAR SKILL DEVELOPMENT MISSION". Below this is a header "Change Password". The main content area is a form titled "Change Password" with the message "Your password has been expired. Please change your password." The form contains the following fields: "Login Id" with the value "92846", "Old Password" with an input field, "New Password" with an input field and a "? Length:" label, and "Confirm Password" with an input field and a "? Length:" label. A blue "Submit" button is located at the bottom of the form.

- Enter Old Password and New Password (twice) and Click on Submit.
- Following email with new changed password details will be received:



The screenshot shows an email notification with the following text: "Dear 92839, Your password has been successfully changed". Below this, it lists "User Id: 92839", "Current Password:" followed by a redacted area, and "As on date: Tue Jul 12 17:12:55 IST 2016."

- Now Login with updated password on the URL in the earlier mail (Login Generation Mail). Following screen will appear:



Expression Of Interest(EOI) Status

Eligible EOIs Not Eligible EOIs

Following EOIs are available for your center. Please select the Department and apply for one EOI at a time.

S.No.	EOI Process	Department	Time Remaining	Select EOI
1	<b>NEW</b> Skill Development Center Registration 2016	<b>PAID</b> Bihar Skill Development Mission ▾	18 Days	<input type="radio"/>



**We, Applicant Organization (AO) understand and agree that -**

- (i) The location of the proposed Center shall be fixed only in the specific Ward as selected by us and the selected location shall not be changed by us anytime during, and subsequent to the 'Network Partner Registration Process,
- (ii) BSDM reserves the right-
  - (a) to modify the terms and conditions of the Network Partner Registration Process without any prior notice and BSDM shall not be liable to anyone for any such modification/s;
  - (b) to discontinue/postpone the Network Partner Registration Process (or any part thereof) with/without prior notice and BSDM shall not be liable to anyone for any such discontinuation/postponement;
  - (c) of granting and/or rejecting authorization to any applicant/s, without assigning any reason/s whatsoever to anyone.
- (iii) In case we are granted authorization-
  - (a) we are responsible for maintaining the confidentiality of the password and login account given by BSDM and fully responsible for all activities that occur there under;
  - (b) We shall abide by the various Rules, Regulations, Code of Conduct, Guidelines, Communications, Norms issued and specified by BSDM from time to time.
- (iv) All the disputes or differences, if any, prior and/or subsequent to authorization (if granted) shall be referred to the courts in Patna, which shall be the courts having the jurisdiction to entertain and try the same.

I Agree

Submit EOI



- Click on “Select EOI” and check on “I Agree” to the Terms and Conditions and click on “Submit EOI”. On the pop-up message “EOI Successfully Applied”, Click “OK”.
- Click on Applicant Organization → View EOI Status

- You shall see the status of the EOI as “Review Terms and Conditions”.

**Please Read and Accept the Terms and Conditions**

We, Applicant Organization (AO) understand and agree that –

1. The location of the proposed Center shall be fixed only in the specific location as selected by us and the selected location shall not be changed by us anytime during, and subsequent to

**TASK #1 of 1 : (Priority Medium)**  
**Review Terms & Conditions**  
 Skill Development Center Registration 2016

confirm Transaction

close

4. Our center will not employ Center Coordinator, Faculty already registered with other center. We agree that, if our center found that multiple centers are sharing same center coordinator, faculty then BSDM reserves the rights to reject the center without giving any clarification.
5. BSDM reserves the right-
  - a. to modify the terms and conditions of the Center Registration Process without any prior notice and BSDM shall not be liable to anyone for any such modification/s;
  - b. to discontinue/postpone the Center Registration Process (or any part thereof) with/without prior notice and BSDM shall not be liable to anyone for any such discontinuation/postponement;
  - c. of granting and/or rejecting authorization to any applicant/s, without assigning any reason/s whatsoever to anyone.
6. In case we are granted authorization-
  - a. we are responsible for maintaining the confidentiality of the password and login

Support | Se

- Click on “Agree”.


## STEP 2: DECLARATION OF ADDRESS

- Now View EOI status will show the following: “Declare Address”

Expression Of Interest(EOI) Status

**Running/Incomplete EOIs** **Not Eligible EOIs**

S.No.	EOI Process	State
1	Skill Development Center Registration 2016	<a href="#">Declare AO address</a>



- Click on the Link of Declare Address and a Detailed form shall open up for filling Location Details for the aspiring SDC:

**Admissions** ▾ **Applicant Organization** ▾

Applicant Organization > Report > View EOI Status

Enter AO Location Details

**Details of the Organization :**

Name of the Organization/Center	Ketki Puranik		
Type of Organization	Proprietorship ▾ *		
Registration No	<input type="text"/>	Registration Date	<input type="text"/>
Registered under which Act	--Select Registration Act-- ▾		
Date of Establishment	<input type="text"/> *		

**Location Details (Postal Address):**

Address (Flat/Door/Block No/Plot No/Sr.No/P.O. Box No.), (Name of Premises/Building/Extension), (Road/Street/Post Office)	<input type="text"/> *	City	Patna
Suburb	<input type="text"/>	Nearest Landmark	<input type="text"/>
Distance from Post Office (in meters)	<input type="text"/>	Country	India
State	Bihar	District	Patna
Block	Patna Rural	Pin/Post code	<input type="text"/>
Telephone	<input type="text"/> (STD) <input type="text"/>		
Fax	<input type="text"/> (STD) <input type="text"/>	URL (Website if any)	<input type="text"/>
Mobile Number	+91 <input type="text"/> 9850488239	Email	ketki.puranik@gmail.com
Area Type	<input type="radio"/> Rural <input type="radio"/> Urban <input type="radio"/> Semi-Urban		

Note : Fields marked with \* are mandatory

- Fill all the Details in the form and click on “Continue”. A report with the filled details will come up with the entered details. If the details are correct, click “Submit” or else click “Back” and edit the information.



Admissions ▾ Applicant Organization ▾

Following Details submitted successfully by Raja Computers on Tue Jul 12 19:53:25 IST 2016 , as a part of EOI process Skill Development Center Registration 2016.

Declare AO address

click here to goto next step !!

Click Here

show

© BSDM 2016 . Best viewed in 1024 \* 728 Resolution | IE 7 or Above/FireFox 3 |

07:53:32 PM Tuesday, July, 12 2016

| 149 @ NA

Support | Search Learner | Confirm Transaction

- Information is now saved successfully (A message pops up with this text). To go further, Click on “Click Here to go on next page”

### STEP 3: VERIFICATION OF ADDRESS BY DMT

- Now the EOI Status is “Verification of Address by DMT”. Now DMT shall approve the address as entered by you from their login. Please await a status update regarding address verification in your email. The assigned DMT can be contacted for information in this respect.

Expression Of Interest(EOI) Status

S.No.	EOI Process	State
1	Skill Development Center Registration 2016	<i>Verification of AO address</i>

#### STEP 4: MARK CENTER LOCATION ON GOOGLE MAP.

- After Approval of address by DMT, the EOI Status (Update received in Email), the Status of EOI in your login shall be: Mark Center Location on Google Map. Click on that link and the following page will open up with Google Map marker. Drag the location to appropriate location:

Welcome, Ketki Puranik( 92839 ) as TPA !  
Home Change Password Logout

BIHAR SKILL DEVELOPMENT MISSION

Admissions Applicant Organization

Note : If you are unable to see this marker , then please check and correct the address in the following box.

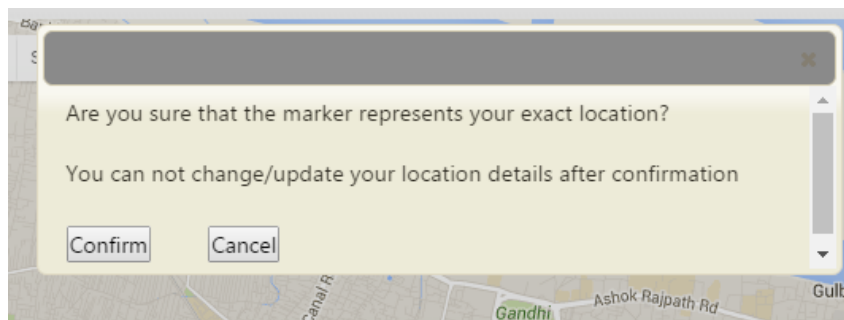
800001 Patna, Bihar Search

Map Satellite

Patna

Submit

Click on Submit.



- Click on “Confirm” if dragged location is correct, or else click on Cancel and remark the location.

## STEP 5: SUBMISSION OF PAN DETAILS

- Now after going to next page (Click here to goto next page), the EOI status is [Submit PAN Details](#).
- Click on the link and submit PAN Details in the form the opens up:

PAN Card Details	
PAN Card No.	<input type="text"/> * Confirm PAN No. <input type="text"/> *
PAN Card Holder Name	<input type="text"/> *
PAN Card Type	<input checked="" type="radio"/> Individual <input type="radio"/> Non-Individual *
Father's Name	<input type="text"/> *
Date Of Birth	

Click on Submit. After receiving successful message, click on the next page link. The Page will now say: Bank Account Details not filled. Click on [Click here to Enter Bank Account Details](#).

## STEP 6: ENTER BANK ACCOUNT DETAILS

- Enter the bank account details in the page that open up and also click on **SELECT FILES** to upload cancelled cheque scanned copy.

Bank Account Details To Receive Any Kind Of Payment (Revenue Share) From BSDM

**Bank Account Information**

Account Holder's Name

Bank Account Number

Bank Account Type  Savings  Current \*

**Bank Details**

Search by IFSC Code

-----Or select bank/branch-----

Bank Name  \*

Branch Name  \*

**Proof of Bank Account (Scanned images)**

Upload Images of Bank Documents, For example:

1. Scanned Copy of canceled blank cheque
2. Scanned Copy of Bank Passbook
3. Scanned Copy of Welcome letter from bank/ any other (Maximum 3 images)

**SELECT FILES** \*

*This bank account will be used to make any payment from BSDM to your center such as Share payments, Refund, etc.*

**Submit**

Enter Account and Bank Details

Upload Cancelled Cheque Scanned image

Click on Submit

- This bank account will be used to make any payment from BSDM to your center such as Share payments, Refund, etc.

- After entering the bank account details and submitting, the message “Bank Account Details saved successfully” appears.
- Now the EOI status remains “Submit Bank Account Details”. Click on the link and following report showing awaiting verification statuses of the documents attached and submitted:

BIHAR SKILL DEVELOPMENT MISSION

Welcome: Raja Computers( 92846 ) as TPA !  
Home Change Password Logout

Admissions Applicant Organization

Applicant Organization Report View EOI Status

ECS Bank Account Details

Image

Uploaded Images of Bank Documents, For example:  
1. Scanned Copy of canceled blank cheque  
2. Scanned Copy of Bank Passbook

Awaiting Verification

Payment Type

Payment Type Net Banking

Account Details

Account Name Raja Computers Awaiting Verification

Account Number 584585845845854 Awaiting Verification

Account Type Current Account Awaiting Verification

Bank Details

Bank Name HDFC BANK LTD Awaiting Verification

Branch Name JODHPUR-RAJASTHAN Awaiting Verification

Branch Address 57 B-9TH CHOPASANI ROAD~JODHPURRAJASTHAN342003

MICR 342240002

IFSC HDFC0000142

Edit Bank Account Proceed

show

show

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Support | Search Learner | Confirm Transaction

Support | Search Learner | Confirm

Here you can verify and edit the bank account details before clicking Proceed. The message of record saved successfully appears and now click on the link going to next page: [Click here to goto next page.](#)

## STEP 7: MAKING PROCESSING FEE, CENTER REGISTRATION FEE AND COURSE AFFILIATION FEE PAYMENT

- Now the EOI Status is “Make EOI Payment”

BIHAR SKILL DEVELOPMENT MISSION

Welcome: Raja Computers(92846 ) as TPA !  
Home Change Password Logout

Admissions Applicant Organization

Applicant Organization > Report > View EOI Status

Expression Of Interest(EOI) Status

Running/Incomplete EOIs Not Eligible EOIs

S.No.	EOI Process	State
1	Skill Development Center Registration 2016	Make EOI Payment

show

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- Click on that link for making payment.
- **Cash** Payment mode is selected. The processing fee amount is displayed.
- To generate challan click on the link and print it for your reference to be submitted at the bank.
- **Cheque/DD:**
  - a. Click on the mode from the left hand side menu.
  - b. Enter the Drawer and Drawee Details, Date and Cheque number in the appropriate areas
  - c. Click Submit after viewing the amount for which cheque/DD is to be given

- d. To generate challan click on the link and print it for your reference to be submitted at the bank

**eazypay** Home | About Us | FAQs | Contact Us

eazypay > Make Payments > Search by Institution Name > View Bills

**Search, View & Pay**  
Pay bills and invoices from any bank account or any card

1 SEARCH 2 VIEW 3 PAY

### Select Payment Mode

Cash

Cheque / DD

RTGS / NEFT

Net Banking

Debit Card

Credit Card

Transaction ID:	1607133706288
Merchant Name	COMMISSIONER MUNICIPAL CORPORATION BHILAI
Amount	Rs. 5000.0
Convenience Fee	Rs. 0.00
Service Tax	Rs. 0.00
Total Bill Amount	<b>Rs. 5000.00</b>

[Generate Challan](#)

**Notes:**

- Contents displayed on page will be deemed as verified by you.
- Selection of cash deposit option will disable other payment options.
- Cash deposit can be done during business hours on working day. However, please verify local branch timing where you intend to deposit cash.
- Cash deposits made at the branch will be credited on same day.
- Cash deposit as an option is available for payment up to Rs.50,000/- only.
- Please take print out of deposit slip prior to visiting our branch.
- Please ensure to carry the notes of same denomination as is printed on cash deposit slip.

Brought to you by ICICI Bank



## Cheque / DD Challan

COMMISSIONER MUNICIPAL CORPORATION BHILAI

Please take print out of deposit challan prior to visiting our branch.

**Transaction ID**  
**:1607113672056**

Date :11/07/2016

**Total amount payable Rs : 11.00**

#### Payment Details

PGAmount	11.00
Convenience Fee	0.00
Service Tax	0.00

#### Payer Details

Reference No	90504
SubMerchant Id	12345

#### Notes

- The contents on deposit slip will be deemed as verified by you.
- Any alteration in deposit slip will make same liable to be rejected.
- ICICI Bank will not accept conditional and/or part payment.
- The amount on cheque and deposit slip must be same.
- Please check Business Hours of the local ICICI Bank branch prior to visiting same for deposit.
- Cheque deposit made during business hours will be presented in next clearing cycle on best effort basis.
- Refund / claim will have to be taken up with Merchant.
- Please collect acknowledgment receipt from cheque deposited.

I Sure Pay Transaction Reference No. \_\_\_\_\_  
(To be filled by Bank Official):

Date of Transaction:(DDMMYYYY). \_\_\_\_\_

\_\_\_\_\_  
Depositor Signature

\_\_\_\_\_  
Bank Officer Seal and Signature

Contact Us

[clbquery@icicibank.com](mailto:clbquery@icicibank.com)



Office Use only  
- ICICREFEE  
- eazypay

Print

- Above is the Challan Generated after filling the cheque details. This is to be produced at the bank with the cheque.

**Select Payment Mode**

- Cash
- Cheque / DD
- RTGS / NEFT
- Net Banking
- Debit Card
- Credit Card

Transaction ID:	1607133706290
Merchant Name	COMMISSIONER MUNICIPAL CORPORATION BHILAI
Amount	Rs. 4000.0
Convenience Fee	Rs. 0.00
Service Tax	Rs. 0.00
<b>Total Bill Amount</b>	<b>Rs. 4000.00</b>

Drawer Name :

Drawee Name :

Cheque / DD Date :

Cheque / DD Number :

**Notes:**

- Prior to printing deposit slip, please verify contents for accuracy and relevance.
- Selecting cheque as payment option will disable other modes of payment.
- Instrument details like Cheque No, Date and Drawer Name are mandatory fields.
- Total amount payable includes the actual bill amount, processing fee, and applicable taxes.
- ICICI Bank reserves right to refuse acceptance of cheques if details in deposit slip differ with cheque / instrument attached.
- Cheque must be payable locally, drawn in favor of Merchant in whose account the funds are being remitted for exact amount as printed on system generated deposit slip.
- All cheque payments received by ICICI Bank are subject to realization.
- To avoid delay in payment, please deposit cheques two working days prior to the last date of payment.
- Cheque can be deposited at selected ICICI Bank branches.
- ICICI Bank reserves right to refuse cheques endorsed in favour of Merchant.
- For refund / claim, please contact your merchant / institution.

Brought to you by

### Search, View & Pay

Pay bills and invoices from any bank account or any card

1 SEARCH   2 VIEW   3 PAY

#### Select Payment Mode

Cheque / DD

RTGS / NEFT

Net Banking

Debit Card

Credit Card

Transaction ID:	1607133706274
Merchant Name	COMMISSIONER MUNICIPAL CORPORATION BHILAI
Amount	Rs. 100000.0
Convenience Fee	Rs. 1173.91
Service Tax	Rs. 176.09
Total Bill Amount	<b>Rs. 101350.00</b>

All Bank Credit Cards

[Proceed Now](#)

**Notes:**

- All details shown on screen will be deemed as verified by you for its accuracy prior to register for the payment to Merchant / Institution.
- If you select Credit Cards as payment option, other modes of payment will be disabled.
- You must be having valid debit card available with you for payment through this mode.
- Any refund / claim will not be possible post successful payment and receipt generation. In case if you want, please contact to your merchant / institution.
- Please generate the receipt from portal post successful payment and keep with yourself.

Brought to you by ICICI Bank


**Select Payment Mode**

Cheque / DD

RTGS / NEFT

Net Banking

Debit Card

Credit Card

Transaction ID:	1607133706274
Merchant Name	COMMISSIONER MUNICIPAL CORPORATION BHILAI
Amount	Rs. 100000.0
Convenience Fee	Rs. 869.57
Service Tax	Rs. 130.43
Total Bill Amount	<b>Rs. 101000.00</b>

 ICICI Bank     Other Bank

Enter ICICI Bank Debit Card details

 Card number  PIN 


Your card details are secured via 128 Bit encryption by Verisign

**Notes:**

- Please check the details of bill displayed prior to proceeding with payment.
- If you select Debit Cards as payment option, other modes of payment will be disabled.
- You should have valid debit card available with you for payment though this mode.
- For refund / claim if any, please contact Merchant.
- Please generate a receipt post successful payment and save/print same for future reference.

Brought to you by

- Above shows the Debit card method of payment, here please enter the Debit Card Number and PIN. Click Proceed Now .
- Similarly for Net Banking Mode, Enter the Following Details:
  - Prerequisite: Payer should have an account with the Bank and net banking facility should be made available
  - After clicking on Net banking mode please select bank
  - You shall be redirected to the net banking login page of the respective bank
  - Log in with your net banking username and password
  - Verify the amount to be transacted
  - Answer security Questions or enter the One Time Password (sent on the phone) to authenticate Transaction
  - You shall get a message of ‘Transaction is complete’
- For RTGS/NEFT,
  - select the Bank
  - Enter the IFSC Code of the Bank
  - Enter the Account Number and name of the recipient (BSDM)
  - Verify the entered details
  - Generate Challan to be given at the bank for processing transaction

### Search, View & Pay

Pay bills and invoices from any bank account or any card

eazypay > Make Payments > Search by Institution Name > View Bills

1 SEARCH — 2 VIEW — 3 PAY

#### Select Payment Mode

Cheque / DD	Transaction ID: <b>1607133706274</b>
RTGS / NEFT	Account Number: ICL1103023706274
Net Banking	IFSC Code: ICIC0000103
Debit Card	Merchant Name: COMMISSIONER MUNICIPAL CORPORATION BHILAI
Credit Card	Amount: Rs.100000.0
	Convenience Fee: Rs. 4.35
	Service Tax: Rs. 0.65
	<b>Total Bill Amount: Rs. 100005.00</b>

[Generate Challan](#)

**Notes:**

- Please verify contents on page for accuracy prior to activation by Merchant / Institution.
- Selection of RTGS / NEFT as payment option will disable other modes of payment.
- You may take a print of challan displayed and visit your bank for remitting the fund through RTGS/NEFT or access Net Banking facility of your bank and remit the funds through online RTGS/NEFT.
- The cut off timing for remitting funds through RTGS / NEFT will be as per RBI guidelines.
- Once the payment is successfully done, Receipt can be generated from the portal on next working day.
- For refund /claim, please check with your merchant / institution.

Brought to you by ICICI Bank

### Search, View & Pay

Pay bills and invoices from any bank account or any card

eazypay > Make Payments > Search by Institution Name > View Bills

1 SEARCH — 2 VIEW — 3 PAY

#### Select Payment Mode

Cheque / DD	Transaction ID: <b>1607133706274</b>
RTGS / NEFT	Merchant Name: COMMISSIONER MUNICIPAL CORPORATION BHILAI
Net Banking	Amount: Rs.100000.0
Debit Card	Convenience Fee: Rs. 15.65
Credit Card	Service Tax: Rs. 2.35
	<b>Total Bill Amount: Rs. 100018.00</b>

ICICI Bank     Other Bank

[Proceed Now](#)

**Notes:**

- Please check the bill displayed for accuracy prior to proceeding with payment.
- Selecting of Net Banking will disable other modes of payment.
- You need to be registered with your bank for net banking facility prior to choosing Net Banking as option.
- For any refund /claim, please contact your Merchant.
- Post successful payment, you can generate e-receipt and keep for future reference.

Brought to you by ICICI Bank

## STEP 8: SUBMISSION OF CENTER CONTACT AND ADDRESS DETAILS

- After making successful payment, the next status is: “Submit Center Contact and Address Details”

The screenshot shows the Bihar Skill Development Mission website. At the top, there is a logo and the text 'BIHAR SKILL DEVELOPMENT MISSION'. Below this, there are navigation tabs for 'Admissions' and 'Applicant Organization'. The main content area is titled 'Expression Of Interest (EOI) Status' and features two tabs: 'Running/Incomplete EOIs' and 'Not Eligible EOIs'. A table is displayed with the following data:

S.No.	EOI Process	State
1	Skill Development Center Registration 2016	<a href="#">Submit Center Contact And Address Details</a>

A blue callout bubble with the text 'Click Here' points to the link in the 'State' column of the table. At the bottom of the page, there is a footer with the text '© BSDM 2016 . Best Viewed in 1024 \* 728 Resolution | IE 7 or Above/FireFox 3 | 09:12:14 PM Tuesday, July, 12 2016 | 149 @ NA'.

Click on that Link. Following Form Appears:



**Admissions** ▾ **Applicant Organization** ▾

Applicant Organization > Report > View EOI Status

Enter Address Details And Proof

**Details of the Organization :**

Name of the Organization/Center	Raja Computers		
Type of Organization	Proprietorship		
District	Lakhisarai	Block	Lakhisarai
Address Line 1:	Some Address	Address Line 2:	

**Please Verify/Edit the information below :**

Pin/Post code	<input type="text" value="854745"/> *
Area Type	Urban
Premises Occupancy	<input type="radio"/> Owned <input type="radio"/> Rental *
Upload Premises Occupancy Document	<input type="button" value="Choose Files"/> No file chosen * Please upload JPG file upto 500 kB in size. Note that multiple file selection is allowed

**Electronic Address :**

Landline Number 1	+ <input type="text"/> <input type="text"/> *
Landline Number 2	+ <input type="text"/> <input type="text"/>
Fax Number	+ <input type="text"/> <input type="text"/>


Mobile Number	<input type="text" value="9011245259"/> *
Email 1	paragmanerikar@gmail.com
Email 2	<input type="text"/>
Facebook Id	<input type="text"/>
Twitter Id	<input type="text"/>
Organization Website	<input type="text"/>
Upload Center Seal Photo	<input type="button" value="Choose File"/> No file chosen Please upload JPG file upto 500 kB in size.

Note : Fields marked with \* are mandatory

- Fill the necessary Details. Following Uploads are required:
  - Premises Occupancy Document : Click on “Choose Files” Button. Multiple files can be selected for uploading upto 500KB size
  - Center Seal Photo
- After making necessary entry in the form, click on “Submit”. Now The message of record saved successfully appears and now click on the link going to next page: Click [here](#) to goto next page.

## STEP 9: DECLARE PREMISES INFRASTRUCTURE DETAILS

- The EOI Status is now “Declare Premises Infrastructure Details”. Click on that link.



BIHAR SKILL DEVELOPMENT MISSION

Welcome, Raja Computers ( 92846 ) as TPA !  
[Home](#) [Change Password](#) [Logout](#)

Admissions ▾Applicant Organization ▾

[Applicant Organization](#) > [Report](#) > [View EOI Status](#)

Declare Premises Infrastructure Details

Counselling Area (Reception)			
Counselling Area (Reception): <input checked="" type="radio"/> Available <input type="radio"/> Not available	Seating Capacity (No of persons): <input type="text"/> Area in Sq. Ft.: <input type="text"/> Details: <input type="text"/>		
Parking Facility For Customers			
Parking: <input checked="" type="radio"/> Available <input type="radio"/> Not available	If yes, Ownership of the Parking: <input type="radio"/> Private <input type="radio"/> Public	Parking For: <input type="checkbox"/> Two Wheeler <input type="checkbox"/> Four Wheeler	Capacity: Two Wheeler: <input type="text"/> Four Wheeler: <input type="text"/>
Toilet / Washroom facility for staff and customers			
Toilet / Washroom: <input checked="" type="radio"/> Available <input type="radio"/> Not available	If yes, Ownership of the Toilet: <input type="radio"/> Private <input type="radio"/> Public	Type: (Gents, Ladies) <input type="radio"/> Separate <input type="radio"/> Common	
Other Facilities Availability			
Pantry / Kitchen: <input checked="" type="radio"/> Yes <input type="radio"/> No	Details <input type="text"/>		
Library: <input checked="" type="radio"/> Yes <input type="radio"/> No	Details <input type="text"/>		
Staff Room: <input checked="" type="radio"/> Yes <input type="radio"/> No	Details <input type="text"/>		
Upload AutoCad Design			
<a href="#">Click Here To View A Sample Design</a>			
Layout With Measurements & Furniture:	<input type="button" value="Choose File"/> No file chosen		

The following form appears:

Fill the necessary Details. Following Uploads are required:

- AutoCad Design for Layout with measurements and furniture.
- Here the facilities for the centre are required to be entered, like furniture, Parking Facility, Washroom Facility, etc.
- After uploading the necessary details, the stage of Declaring Various Facilities is completed. Now on next page, the message appears as following so as to declare

Welcome, Raja Computers( 92846 ) as TPA !  
Home Change Password Logout

**BIHAR SKILL DEVELOPMENT MISSION**

Admissions Applicant Organization

Applicant Organization Report View EOI Status

Declare Classroom Details

Is Classroom available ?  
(Kindly Select No, if you are using your Computer Lab as a Classroom)  Yes  No

No Classroom Details Found

### Classroom Details.

Welcome, Raja Computers( 92846 ) as TPA !  
Home Change Password Logout

**BIHAR SKILL DEVELOPMENT MISSION**

Admissions Applicant Organization

Applicant Organization Report View EOI Status

Declare Classroom Details

**Add Classroom**

Name of the Classroom

Specify room dimensions Length  Feet Width  Feet Height  Feet

Classroom Area  Square Feet

Present Seating Capacity (Per Batch/Lecture)  Persons

Maximum Seating Capacity (Per Batch/Lecture)  Persons

Other available facilities in classroom

Fan  Air Conditioner(AC)  Projector  White Board

Classroom images

No file chosen

No file chosen

No file chosen

i. Image Size: Not more than 200kb.  
ii. Maximum Images: 3

No Classroom Details Found

If Centre is going to have a separate classroom and Computer Lab ; or as a single unit (Lab cum Classroom) is to be filled by the

Applicant in the above form.

- Here the Applicant is required to fill the dimensions, name,, Capacity details of the classroom at the centre. Here the centre classroom images are to be uploaded by clicking on “Choose File”. After filling necessary details, click on “Save”.

Once these details are saved, a page appears with facility to add more classrooms:

The screenshot displays the 'Add Classroom' form on the Bihar Skill Development Mission website. The page header includes the logo and name of the mission, along with user information: 'Welcome, Raja Computers(92846)' and 'Home Change Password'. The navigation menu shows 'Admissions' and 'Applicant Organization'. The breadcrumb trail is 'Applicant Organization > Report > View EOI Status'. The main heading is 'Declare Classroom Details'. A green 'Add Classroom' button is visible. The form fields are as follows:

Name of the Classroom	Class 1		
Specify room dimensions	Length <input type="text" value="10"/> Feet	Width <input type="text" value="10"/> Feet	Height <input type="text" value="10"/> Feet
Classroom Area	<input type="text" value="100"/> Square Feet		
Present Seating Capacity (Per Batch/Lecture)	<input type="text" value="20"/> Persons		
Maximum Seating Capacity (Per Batch/Lecture)	<input type="text" value="25"/> Persons		
Other available facilities in classroom			
<input checked="" type="checkbox"/> Fan	<input checked="" type="checkbox"/> Air Conditioner(AC)	<input type="checkbox"/> Projector	<input type="checkbox"/> White Board
Classroom images			
<input type="text" value="Choose File class.jpg"/>			
<input type="text" value="Choose File class2.jpg"/>			
<input type="text" value="Choose File class3.jpg"/>			
i. Image Size: Not more than 200kb. ii. Maximum Images: 3			
<input type="button" value="Save"/>			

- If you have more than one classroom, click on “Add Classroom”, or else click “Save and Continue”. After saving each classroom a list appears as Class 1, Class 2 and so on. The approval of this is pending at DMT login, but the “View-Confirm” Button shall ensure your entry is correct. Click on View-Confirm or to edit the details, click on “Edit”, make changes and after saving, Click on “Save and Continue”.



**Admissions** ▾ **Applicant Organization** ▾

Applicant Organization > Report > View EOJ Status

Declare Classroom Details

Classroom details successfully saved

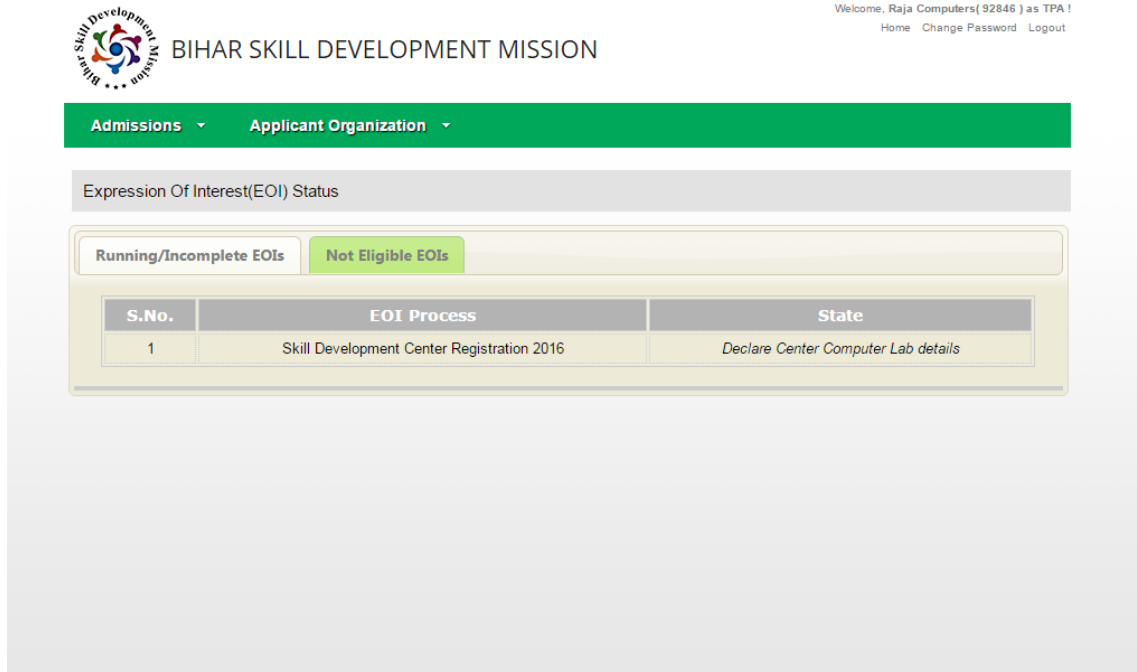
[Add Classroom](#)

Name	Area (Sq.Ft.)	Current Capacity	Maximum Capacity	Created On	Last Updated	Approval Status	Comments	Edit	Delete
Class 1	100	15	17	Jul 12, 2016 9:13:04 PM	Jul 12, 2016 9:13:04 PM	PENDING		<a href="#">View-Confirm</a>	<a href="#">Delete</a>

[Save and Continue](#)

## STEP 10: DECLARE CENTER COMPUTER LAB DETAILS

- Now the EOI status is “Declare Center Computer Lab Details”. This is the case when Classroom and Lab are separate.



The screenshot shows the Bihar Skill Development Mission portal. At the top left is the logo and text "BIHAR SKILL DEVELOPMENT MISSION". At the top right, it says "Welcome, Raja Computers( 92846 ) as TPA !" with links for "Home", "Change Password", and "Logout". Below this is a green navigation bar with "Admissions" and "Applicant Organization" dropdown menus. Underneath is a section for "Expression Of Interest(EOI) Status". There are two tabs: "Running/Incomplete EOIs" and "Not Eligible EOIs". The "Not Eligible EOIs" tab is active and shows a table with one entry:

S.No.	EOI Process	State
1	Skill Development Center Registration 2016	Declare Center Computer Lab details

Click on the link to fill the form for Lab Details, just like Classroom Details as follows and after uploading images and entering the dimension details and computer count, click on submit.




**Note: Minimum Computer count required is 20 and maximum is 30.**



Admissions Applicant Organization

Computer Lab Details

Are you using Computer Lab as a Classroom?  Yes  No

Name of the Lab	<input type="text" value="Lab 1"/>
Lab Dimensions(In Feet) :	Length <input type="text" value="20"/> * Width <input type="text" value="20"/> * Height <input type="text" value="10"/> *
Lab Area :	<input type="text" value="400"/> *Sq. Ft.
Currently Installed Computer :	<input type="text" value="20"/> *Computers
Capacity :	<input type="text" value="50"/> *
Maximum Computer Capacity :	<input type="text" value="60"/> *Computers
Other available facilities :	<input checked="" type="checkbox"/> *Fan <input checked="" type="checkbox"/> *Air Conditioner (AC) <input type="checkbox"/> *Projector
Upload Lab Photograph :	 <input type="text" value="Choose File class.jpg"/>  <input type="text" value="Choose File class2.jpg"/>  <input type="text" value="Choose File class3.jpg"/>
<input type="button" value="Submit"/>	

## STEP 11: DECLARE IT PERIPHERALS

- The next step is to “Declare IT Peripherals” like scanner, printer, webcam etc. in the following form:

BIHAR SKILL DEVELOPMENT MISSION

Welcome, Raja Computers( 92846 ) as TPA !  
Home Change Password Logout

Admissions Applicant Organization

Applicant Organization Report View EOI Status

Declare IT Peripherals

Add More Peripherals

Device	Available	Make	Model	Details	Approval Status	Delete
SCANNER	Yes	Macromax	B234	Flatbed scanner	PENDING	Delete
PRINTER	Yes	HP	AS544	Prints 100 Pages per min	PENDING	Delete
WEBCAMERA	No				PENDING	Delete
HEADPHONE	No				PENDING	Delete
PROJECTOR	Yes	Micromax	HH59	Good	PENDING	Delete
BIOMETRIC_DEVICE	No				PENDING	Delete
NETWORK_DEVICE	No				PENDING	Delete
BAR_CODE_READER	No				PENDING	Delete

Save and Continue

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Click on “Add More peripherals” to do so. If details are correct, click on “Save and Continue”

- The next step is to specify internet set up at the centre. (Click on View EOI Status under Applicant Organization to view the details pending to be filled from time to time.)

BIHAR SKILL DEVELOPMENT MISSION

Welcome, Raja Computers( 92846 ) as TPA !  
Home Change Password Logout

Admissions Applicant Organization

Applicant Organization Report View EOI Status

Internet Setup

Add Internet Set Up

S. No.	Available	Internet Type	ISP Name	Speed (In Mbps)	Data Plan Type	Data Plan Limit (In GB)	Internet Connection Type	Declared On	Modified On	Approved On	Approval Status	Action
1.	Yes	Broadband	BSNL	5.0	Unlimited	0.0	Wired	2016-07-12 21:34:56.0	2016-07-12 21:34:56.0	2016-07-12 21:34:56.0	-	Edit Delete
2.	Yes	3G	IDEA	5.0	Limited	4.0	Wireless	2016-07-12 21:35:21.0	2016-07-12 21:35:21.0	2016-07-12 21:35:21.0	-	Edit Delete

Save and Continue

Click Edit to make changes in the internet setup details. To add more setup click on “Add Internet Setup”. To Finish, click on Save and Continue.

## STEP 12: POWER BACKUP DETAILS

- The next step is to specify Power Backup Details at the centre. (Click on View EOI Status under Applicant Organization to view the details pending to be filled from time to time)

The screenshot shows the Bihar Skill Development Mission web portal. At the top left is the logo and name "BIHAR SKILL DEVELOPMENT MISSION". At the top right, it says "Welcome, Raja Computers( 92846 ) as TPA !" with links for "Home", "Change Password", and "Logout". Below the header is a green navigation bar with "Admissions" and "Applicant Organization" dropdown menus. Under "Applicant Organization", there are links for "Report" and "View EOI Status". The main content area is titled "Power Backup" and contains a button "Add Power Backup Details". Below this is a table with the following data:

Sr. No	Power Backup Availability	Backup Type	Make	Model	Capacity (In KVA)	Backup (In Hrs)	Delete
1	Available	DG_SET	Ramson	FG45	5	0	Delete
2	Available	INVERTOR	Limunous	SD3434	10	10	Delete

At the bottom right of the form area is a green button labeled "Save and Continue".

To finish, click on Save and Continue.

## STEP 13: DECLARE HUMAN RESOURCES

- Now the EOI status is “Declare Human Resources” as can be seen under the “View EOI Status” menu. Click on the link and the following form opens:



BIHAR SKILL DEVELOPMENT MISSION

Welcome, Raja Computers( 92846 ) as TPA !  
Home Change Password Logout

Admissions ▾ Applicant Organization ▾  
Applicant Organization > Report > View EOI Status

Declare Human Resources

### Important Note

- "Center owner/Competent Authority" and "Center Co-owner/Co-Competent Authority" cannot be assigned to the same Human Resource. Same person can be assigned multiple designations.
- Human resources are not allowed to have same name or same email.

### Add HR Details

Name of Center	Raja Computers		
Name of Human Resource	<input type="text" value="Zaka"/>	Upload Photo	<input type="button" value="Choose File"/> photo_person2.jpg
Birth Date	<input type="text" value="07/21/1986"/>	Age	<input type="text" value="30"/> Years <input type="text" value="0"/> Months
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female		
Qualification	<input type="text" value="Bsc"/>	Upload Qualification Certificate	<input type="button" value="Choose File"/> photo_person1.jpg
Experience(in Months)	<input type="text" value="23"/>		
Mobile Number	<input type="text" value="9011245259"/>	Email	<input type="text" value="paragmanerikar@gmail.coi"/>
Select Identity Proof	<input type="text" value="Driving License"/>		
Upload scanned copy of Id Proof	<input type="button" value="Choose File"/> photo_person.jpg		
Aadhaar Card Number	<input type="text"/>	Upload Photo	<input type="button" value="Choose File"/> No file chosen
<b>The Above Mentioned Human Resource Is Performing Following Roles :</b>			
<input type="checkbox"/> Center Co-owner/Co-Competent Authority (Min. Count - 0 / Max Count - 2)	<input checked="" type="checkbox"/> Assistant coordinator (Min. Count - 0 / Max Count - 1)	<input checked="" type="checkbox"/> Assistant Facilitator (Min. Count - 0 / Max Count - 5)	
<input type="button" value="Submit"/>			

Sr. No.	Designation	Name	Qualification	Approval Status	Comment	Edit	Delete
1	Center owner/Competent Authority	Abhishek	Bsc	PENDING		<a href="#">Edit</a>	<a href="#">Detach</a>
2	Learner Facilitator	Abhishek	Bsc	PENDING		<a href="#">Edit</a>	<a href="#">Detach</a>
3	Counselor	Abhishek	Bsc	PENDING		<a href="#">Edit</a>	<a href="#">Detach</a>
4	Center coordinator	Ajit	BA	PENDING		<a href="#">Edit</a>	<a href="#">Detach</a>
5	System administrator	Ajit	BA	PENDING		<a href="#">Edit</a>	<a href="#">Detach</a>
6	Assistant Facilitator	Ajit	BA	PENDING		<a href="#">Edit</a>	<a href="#">Detach</a>
7	Center Co-owner/Co-Competent Authority	Chetan	Bsc	PENDING		<a href="#">Edit</a>	<a href="#">Detach</a>
8	Assistant Facilitator	Chetan	Bsc	PENDING		<a href="#">Edit</a>	<a href="#">Detach</a>

- Enter the required details like Name, Photo, ID Proof , Role Performed. It is important that Centre owner role nd centre co-owner role cannot be assigned to the same person. After entering the details, click on Submit. To add more resurces, click on “Add HR Details”. After submitting HR details click on “Save and Continue” to complete the this process. A list of added HR details is shown for verification.

## STEP 14: DECLARE HARDWARE AND SOFTWARE DETAILS

- Now so that the District/State Management Team can approve remotely the centre for various softwares downloaded for the purpose of Skill training and also th monitr remotely the Computer Configuration/Soecifications, it is necessary for the **Applicant Organization to click on Hardware declaration using Worm Software link in the latest View EOI Status.**
- Following Screen appears on clicking the link:

BIHAR SKILL DEVELOPMENT MISSION

Welcome, Preeti test 21( 92820 ) as TPA !  
Home Change Password Logout

Admissions Applicant Organization

WORM Information

[Click here to download latest Worm Software.](#)

Required Minimum Hardware Configuration For ALC

PC Type	Processor Speed	No. Of Processor Cores	RAM	HDD Capacity
Client	1.3 GHz	1	1 GB	40 GB
Server	2.0 GHz	1	2 GB	80 GB
Xtenda Server	2.53 GHz	2	4 GB	160 GB

Year 2016

Hardware And Software Details Of Center (WORM)

17	Processor 2.0GHz, with 4 core(s) and 2 logical processors RAM 3.0GB, Hard Disk 149.0GB, PC Name ADMINMK-ACA1JUA, Domain WORKGROUP, IP 192.168.0.100, MAC Address 00-1F-D0-E2-9A-44 OS Microsoft Windows 7 Enterprise, 6.1.7601,Service Pack 1, Xtenda No and <a href="#">more details</a>	01/Apr/2012 08:42:22 PM 12/Jul/2016 08:37:18 PM	As Server <a href="#">Change Client</a> <a href="#">DELETE</a>
18	Processor 2.6GHz, with 4 core(s) and 2 logical processors RAM 1.9GB, Hard Disk 233.0GB, PC Name ADMINMK-JNQADD3, Domain WORKGROUP, IP 192.168.0.100, MAC Address 50-E5-49-45-43-FA OS Microsoft Windows 7 Enterprise, 6.1.7601,Service Pack 1, Xtenda No and <a href="#">more details</a>	15/May/2012 01:25:49 PM 12/Jul/2016 08:37:18 PM	Approved As Server <a href="#">Change Client</a> <a href="#">DELETE</a>
19	Processor 2GHz, with 4 core(s) and 2 logical processors RAM 1.0GB, Hard Disk 149.0GB, PC Name ERASRV, Domain WORKGROUP, IP 192.168.1.254, MAC Address 00-1F-D0-E3-CF-82 OS Microsoft(R) Windows(R) Server 2003, Standard Edition, 5.2.3790,Service Pack 2, Xtenda No and <a href="#">more details</a>	23/May/2012 03:22:09 PM 12/Jul/2016 08:37:18 PM	Approved Client <a href="#">Change Client</a> <a href="#">DELETE</a>
20	Processor 2GHz, with 4 core(s) and 2 logical processors RAM 1.0GB, Hard Disk 149.0GB, PC Name ADMINMK-CRAPDF2, Domain WORKGROUP, IP 192.168.1.253, MAC Address 00-1D-7D-E4-39-66 OS Microsoft Windows 7 Enterprise, 6.1.7601,Service Pack 1, Xtenda No and <a href="#">more details</a>	30/Jun/2012 04:21:43 PM 12/Jul/2016 08:37:19 PM	Approved Client <a href="#">Change Client</a> <a href="#">DELETE</a>
21	Processor 2.133GHz, with 4 core(s) and 2 logical processors RAM 2.7GB, Hard Disk 298.0GB, PC Name ADMINMK-QJUOC3H, Domain WORKGROUP, IP 192.168.0.103, MAC Address C4-17-FE-B7-20-3F OS Microsoft Windows 7 Enterprise, 6.1.7601,Service Pack 1, Xtenda No and <a href="#">more details</a>	27/Nov/2012 01:28:01 PM 12/Jul/2016 08:37:19 PM	Approved As Server <a href="#">Change Client</a> <a href="#">DELETE</a>

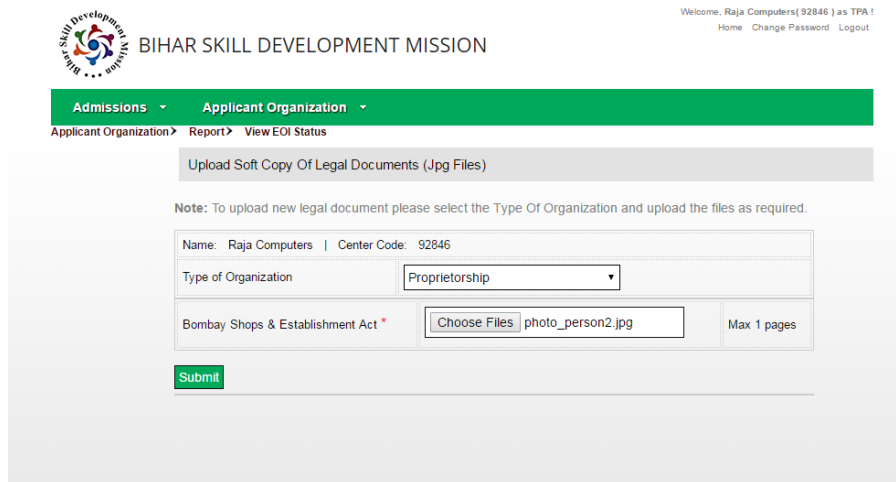
\* System generated clients cannot be Updated/Deleted

[Click here to advance to next step](#)

- Please follow the following steps:
  - Install the WORM Software on your server & client machines
  - WORM software detects all the configuration details of all the machines connected in same LAN network in your center
  - Upload the these details on SOLAR from the WORM software
  
  - Once you upload these details, you will see these details in your SOLAR login at the same link (as shown above)
  - You can view all the machines uploaded through WORM
  - You have to mark them as Server/Client and submit
  - Once you submit details for all the machines, kindly click on “Advance to Next Level “Button in the bottom
  
  - If you are having any problem in using WORM Software, contact your DMT Coordinator immediately for required help.

## STEP 15: UPLOAD SOFT COPY OF LEGAL DOCUMENTS

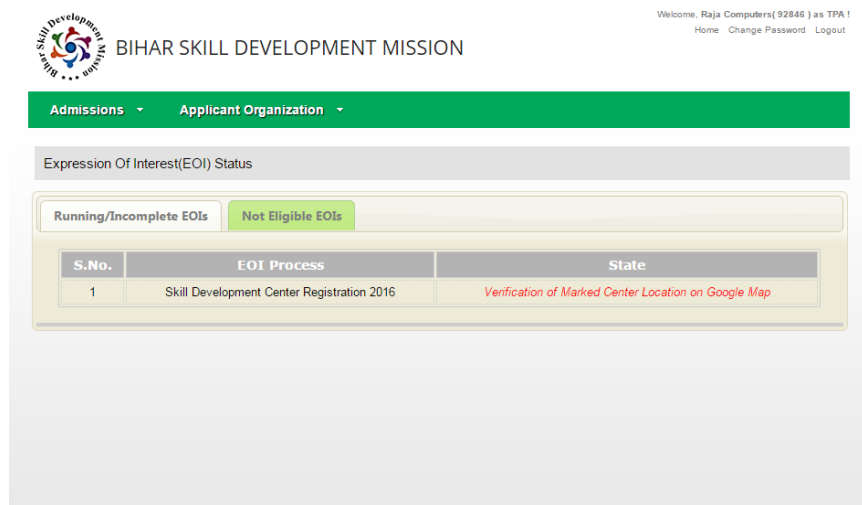
- Now the EOI Status is “Upload soft copy of legal documents”. Click on the link and the form opens:



The screenshot shows the user interface for uploading legal documents. At the top, there is a navigation bar with 'Admissions' and 'Applicant Organization' menus. Below this, a breadcrumb trail shows 'Applicant Organization > Report > View EOI Status'. The main heading is 'Upload Soft Copy Of Legal Documents (Jpg Files)'. A note states: 'To upload new legal document please select the Type Of Organization and upload the files as required.' The form includes fields for 'Name: Raja Computers | Center Code: 92846', 'Type of Organization' (set to 'Proprietorship'), and 'Bombay Shops & Establishment Act \*'. There is a 'Choose Files' button next to a file name 'photo\_person2.jpg' and a 'Max 1 pages' indicator. A green 'Submit' button is at the bottom.

Upload the JPG format file of the legal document by clicking on Choose Files. Click Submit.

- After completion of this step the status of EOI becomes red in colour; Status being: **Verification of Marked Centre Location on Google Map**.



The screenshot shows the 'Expression Of Interest (EOI) Status' page. It has a navigation bar with 'Admissions' and 'Applicant Organization' menus. Below, there are tabs for 'Running/Incomplete EOIs' and 'Not Eligible EOIs'. A table displays the status of EOI processes:

S.No.	EOI Process	State
1	Skill Development Center Registration 2016	Verification of Marked Center Location on Google Map

## DMT VERIFICATION AND COMPLETION:

Once you complete all the above steps, you have completed all the steps from your side. Further steps are verification steps which would be completed by your respective DMTs.

Following verifications are done by the DMT in their login. Regular updates are received on AO's email on approvals:

- **Verification of Organization legal documents:**

- DMT will verify and approve Organisation Legal Documents uploaded by AO

- **Verification of Address Proof:**

- DMT will verify and approve Address Proof Documents uploaded by AO

- **DMT Approval - Location marked on Google Map:**

- DMT will verify and approve google map location uploaded by AO

- **Verification of ID proof of Center Coordinator:**

- DMT will verify and approve center coordinator details uploaded by AO

- **DMT Approval - Human Resource Details:**

- DMT will verify and approve human resource details uploaded by AO in

- **Visit of DMT and final recommendation:**

- DMT will provide their final recommendation (approval) for AO to become as Authorized Learning Center (ALC)

- **AOs which will be approved by DMT will be authorized to run BSDM's Kushal Yuva Program at their center location for the year 2016 (till 31st July 2016).**

- **AO will get their SDC-Code and new SOLAR login (SDC SOLAR login).**

