

USER MANUAL FOR CRAFTSMEN TRAINING SCHEME (CTS)

ADMISSION FOR TRAINEE DIRECTLY FROM SKILL INDIA DIGITAL WITHOUT LINK

(For the trainees having Aadhaar number in their admission data submitted by State)

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1. Acronyms

ITI- Industrial Training Institute

CTS- Craftsmen Training Scheme

MSDE- Ministry of Skill Development and Entrepreneurship

DGT – Directorate General of Training

PRN- Permanent Registration Number

2. Introduction

The Craftsmen Training Scheme (CTS) trainee lifecycle is currently managed on the NCVTMIS portal by Directorate General of Training (DGT). This portal needs to be upgraded to the latest technology. Therefore, the Directorate General of Training (DGT), Ministry of Skill Development and Entrepreneurship (MSDE) is in the process of designing, developing, and commissioning a new tech-driven platform, Skill India Digital, to oversee the CTS trainee lifecycle.

3. Intended Audience

All stakeholders including Trainees for the purpose of CTS Admission.

4. System Requirements

You can access Skill India Digital from various devices and platforms, on both PC and Mac desktops/laptops.

a. Minimum system requirements

- Browser: Google Chrome (latest version), Firefox, Safari, Edge, or Opera for desktop/laptop
- A broadband/mobile internet connection with good speed

b. PC specific requirements

- Platform: Windows 8.1 or higher with the latest updates installed
- RAM: 4GB or more
- Video: Graphics output capability
- Sound: Sound output capability

c. Mac specific requirements

- Platform: Mac OS X 10.12 or higher with the latest updates installed
- RAM: 4GB or more
- Video: Graphics output capability
- Sound: Sound output capability

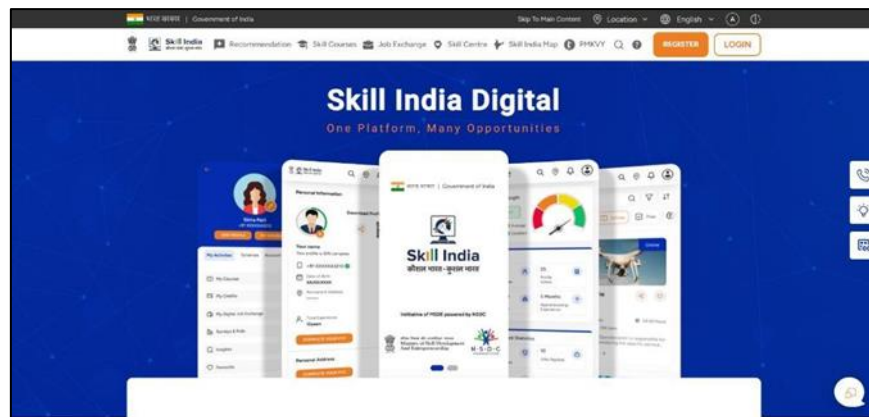
ITI Trainees Admission flow Directly from Skill India Digital WITHOUT LINK

For trainees records whose UID number was submitted by States successfully on Skill India Digital

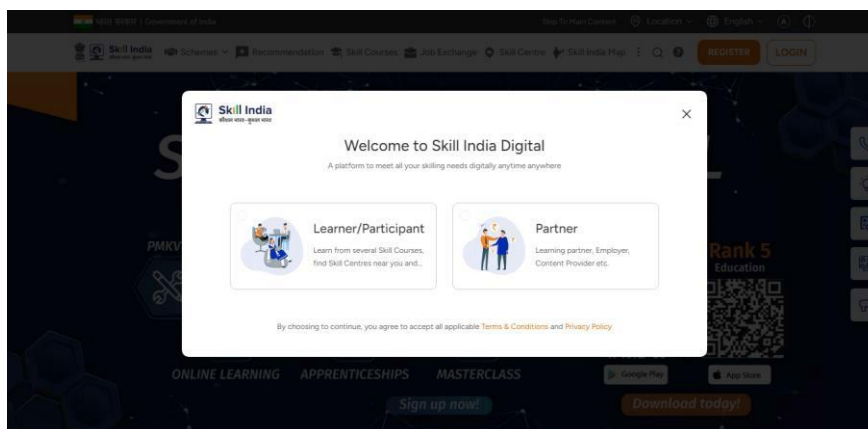
Process for Trainees coming on Skill India Digital for the first time

5. How to confirm your registration as ITI Trainee in Skill India Digital coming for the first time?

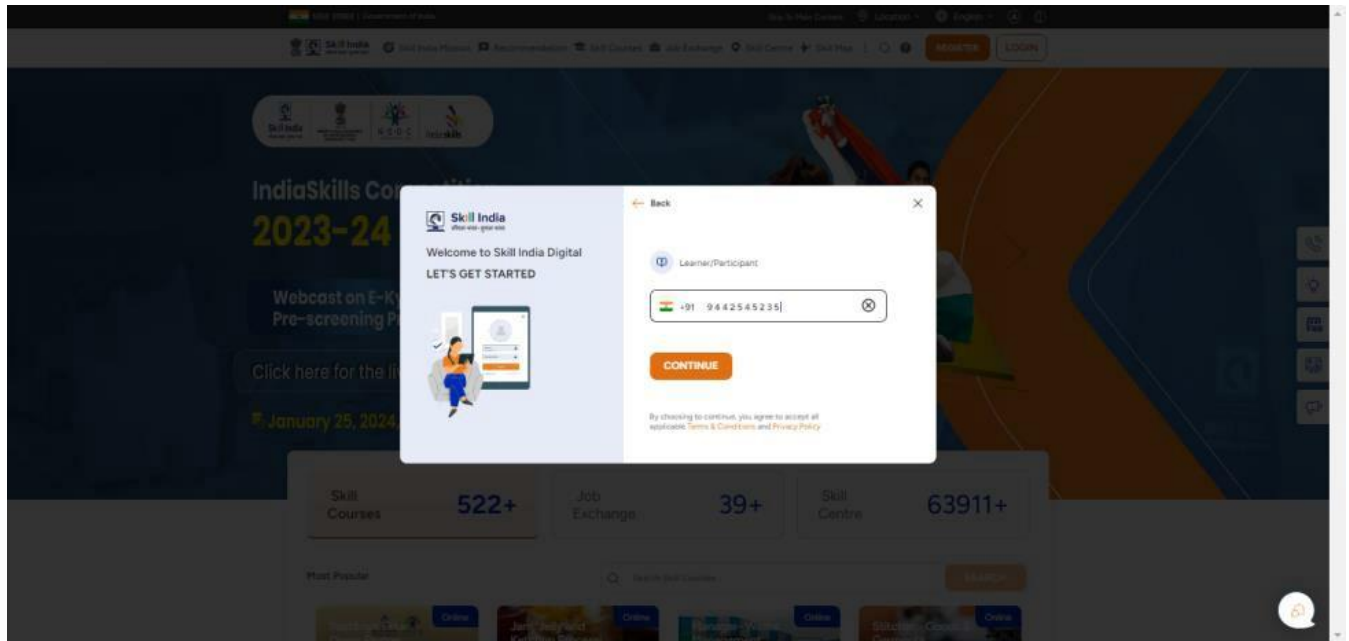
- a. a. Type in your browser <https://www.skillindiadigital.gov.in/> and you will be able to visit Skill India Digital platform.



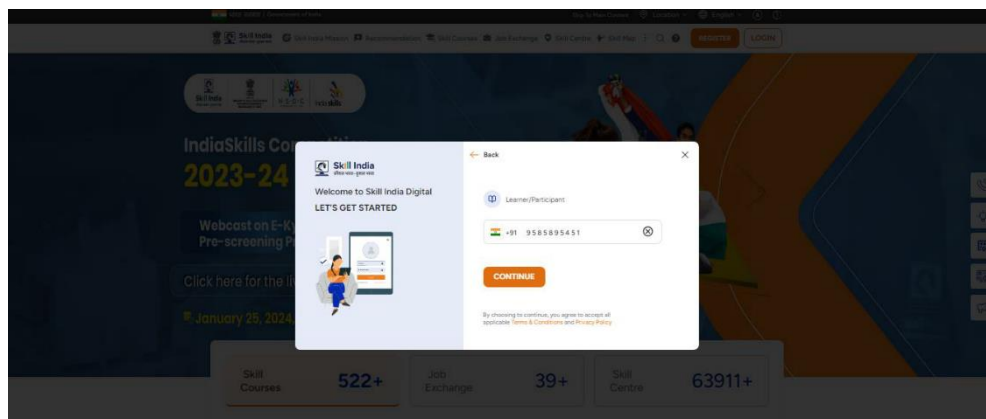
- b. Now, click on the “Register” button in the top right corner of the screen
- c. Select Learner/Participant tab from the option given.



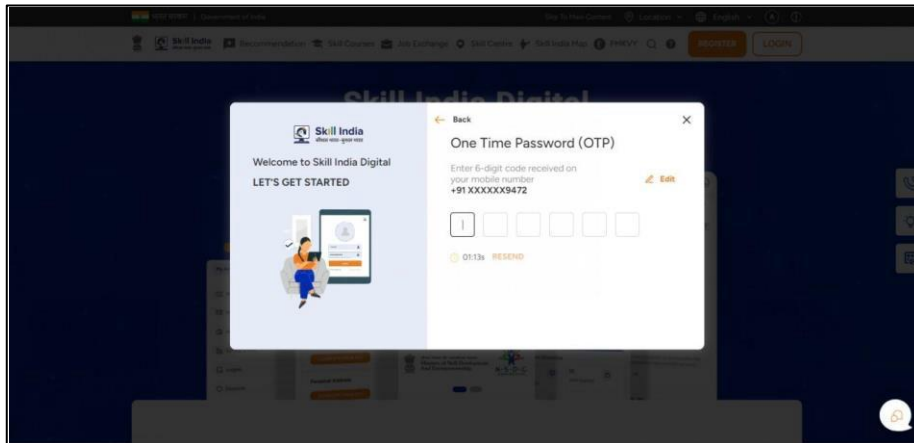
- d. Now, enter your **mobile number submitted in your ITI application only to ensure your PRN number generation.**



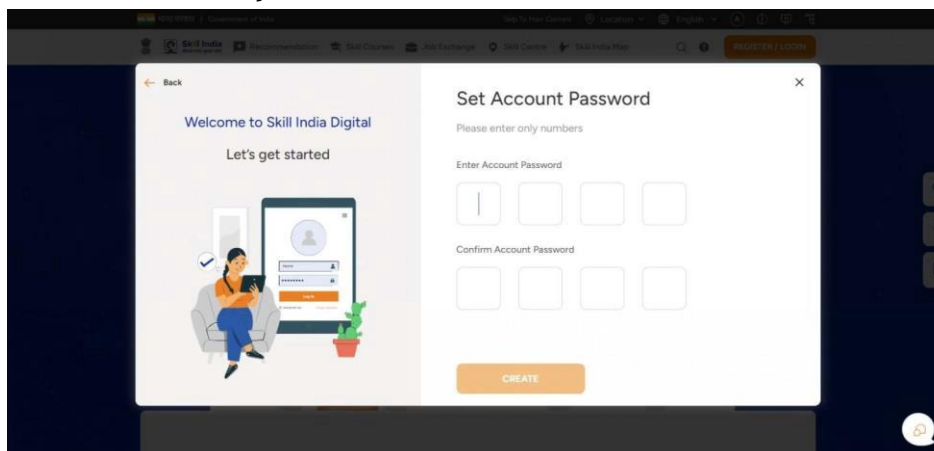
- e. Click on the “CONTINUE” button



- f. Enter the One Time Password (OTP) received on your registered mobile number submitted with the admission data.

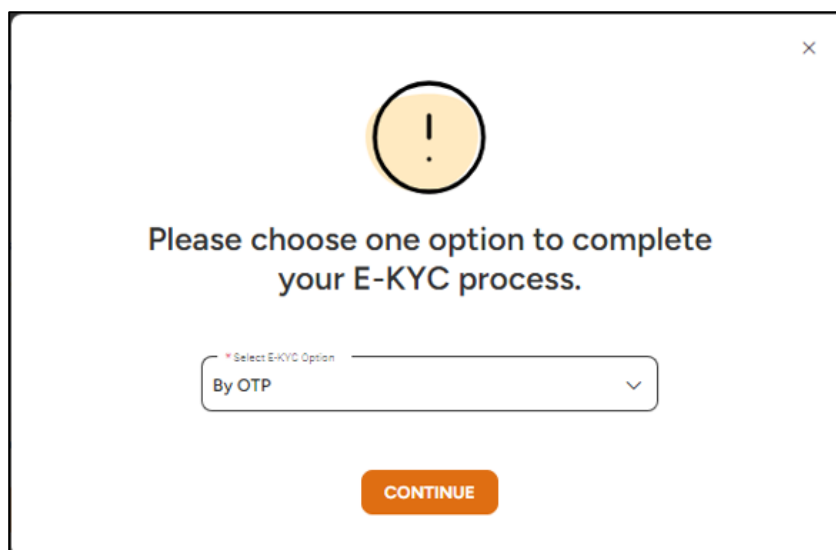


- g. On the next screen you will be asked to **Set Account Password**. Enter a four-digit number of your choice as password, reenter the same password again under **Confirm Account Password**. Click on the “CREATE” button. (Note down /remember your password for future use)



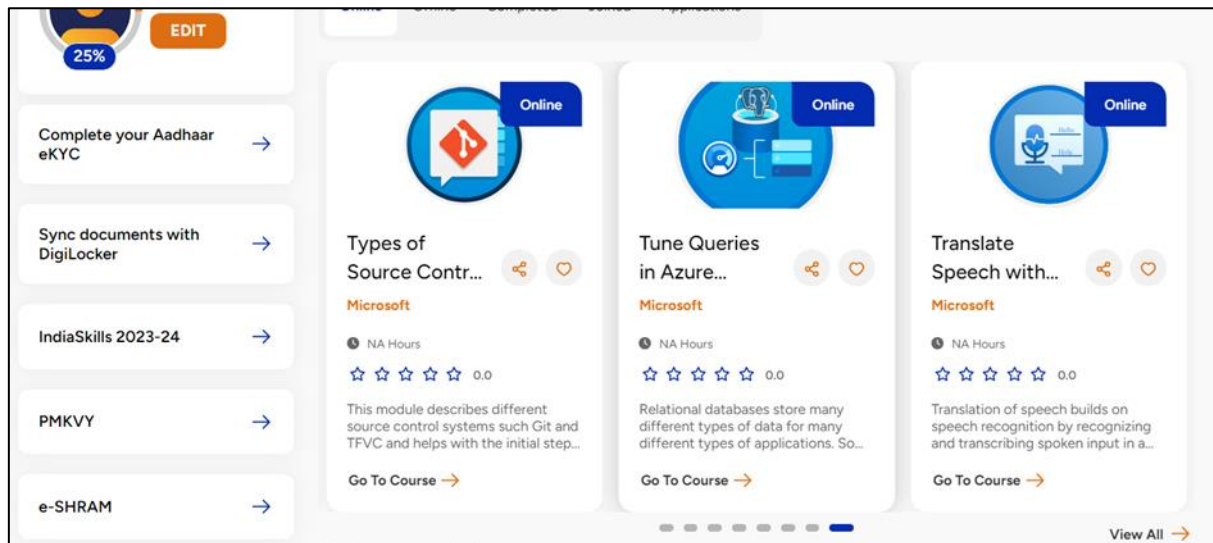
Once this login process on Skill India Digital is completed, you will be registered successfully on Skill India Digital. Next, please complete your admission process to receive the Permanent Registration Number on Skill India Digital.

- h. You will get an option to complete your eKYC from the below option. Choose the Option “BY OTP” from the Popup to complete eKYC and click continue.



The process of generating PRN will be easier and will take less time if you will cancel this pop up and proceed.

- i. Now, Learner profile will open. Please click to **complete your eKYC from Learner profile**

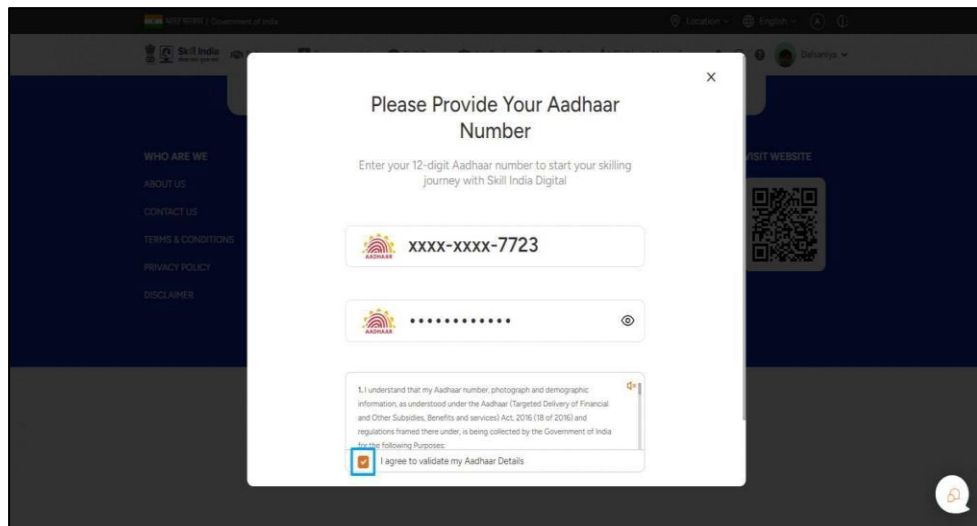


6. CASE I: When your Aadhaar number is same as the number provided in your ITI admission data

- a. Type your Aadhaar Number (12 digits) in the “**Enter Your Aadhaar Number**” section (Please enter the same Aadhaar number as mentioned in the ITI Admission application. You will be able to see the last four digits of your Aadhar number as per the ITI Admission application)

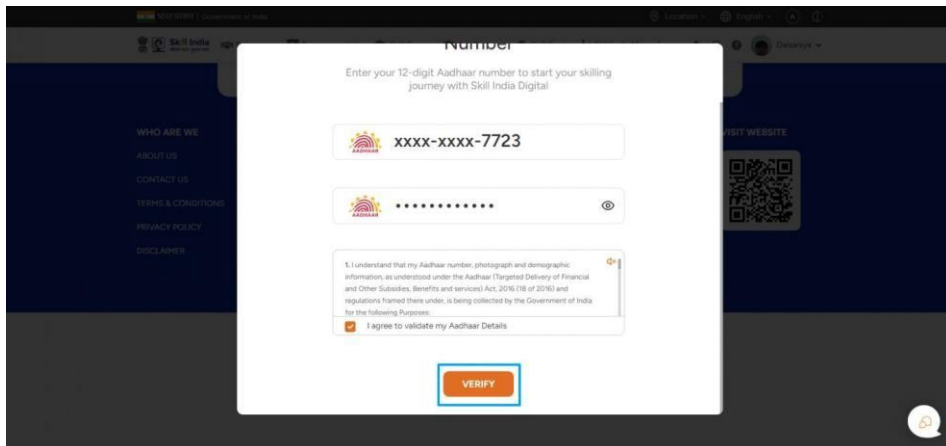
The screenshot shows a mobile application screen titled 'Please Provide Your Aadhaar Number'. The text below the title says 'Enter your 12-digit Aadhaar number to start your skilling journey with Skill India Digital'. There are two input fields: the first contains 'xxxx-xxxx-1958' and the second is labeled 'Enter your Aadhaar number' with a toggle icon. Below the input fields is a consent statement: 'I understand that my Aadhaar number, photograph and demographic information, as understood under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and services) Act, 2016 (18 of 2016) and regulations framed there under, is being collected by the Government of India for the following Purposes:'. At the bottom, there is a checkbox labeled 'I agree to validate my Aadhaar Details'.

b. Check on “I agree to validate my Aadhaar Details”



The screenshot shows a web browser window with the Skill India Digital portal. A modal window is open with the title "Please Provide Your Aadhaar Number". Below the title, it says "Enter your 12-digit Aadhaar number to start your skilling journey with Skill India Digital". There are two input fields: the first contains "xxxx-xxxx-7723" and the second contains ".....". Below the input fields, there is a small text block: "I understand that my Aadhaar number, photograph and demographic information, as understood under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and services) Act, 2016 (18 of 2016) and regulations framed there under, is being collected by the Government of India for the following Purpose(s):". Below this text, there is a checkbox labeled "I agree to validate my Aadhaar Details" which is checked. A close button (X) is in the top right corner of the modal.

c. Click on the “VERIFY” button



This screenshot is identical to the previous one, but with an orange "VERIFY" button highlighted by a blue rectangular box at the bottom center of the modal window.

- d. Enter the One Time Password (OTP) received on the mobile number linked to your Aadhaar and then click on the “VERIFY” button.

← Back

Enter OTP to Verify Aadhaar

Enter six digit number received on your mobile

□ □ □ □ □ □

STILL DIDN'T GET THE OTP? 00:59 RESEND

VERIFY

- e. Once ekYC authentication is successful. You will be successfully admitted as a Trainee on the Skill India Digital and on the screen you will be able view a successful Permanent Registration Number (PRN). However, later you can view your PRN number in your ITI application page.

Home / ITI Application

Turner (NSQF)

Govt Industrial Training Institute, Mandi GRO2000025 Aug 2023 Shift-1 Unit- 3

Application Details

Father / Guardian	Mother	Date of Birth	Permanent Registration Number	Gender
		7 Nov 2000	P230802000154	Male
Highest Qualification	Admission	Category	Type	
8th	10 Oct 2023	General		

◆ Economically Weaker Section (EWS) No

◆ Dual System of Training (DST) No

◆ Person with Differently Abled No

- f. An SMS and email will also be received by trainee regarding the PRN generation as given below.

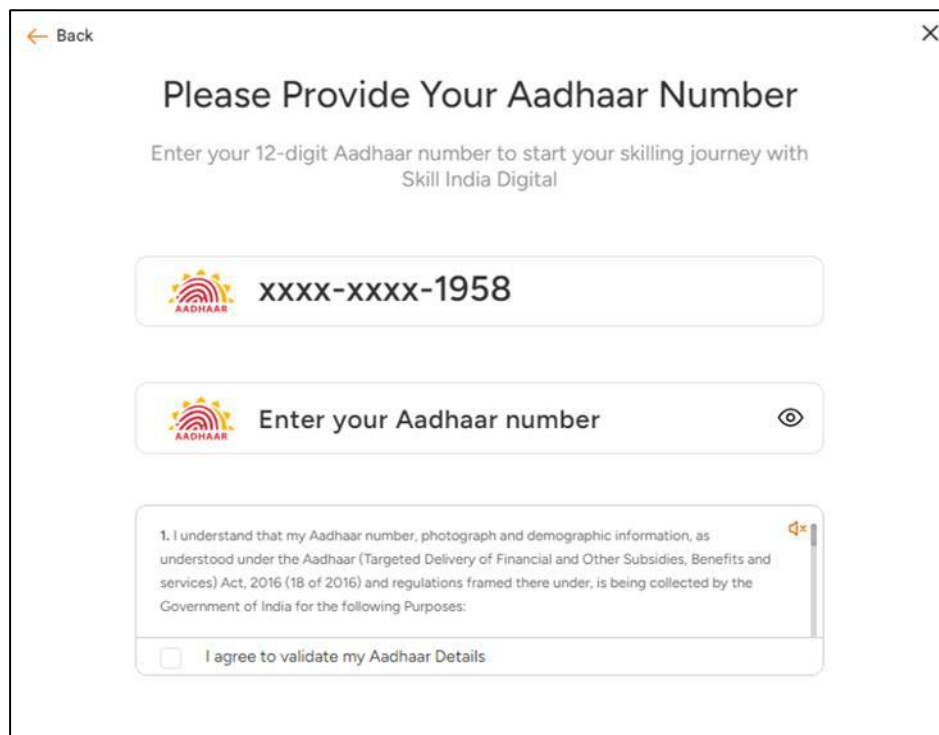
Dear ITI Trainee, Congratulations on completing the admission process at Govt Industrial Institute, Mandi. Your Permanent Registration Number (PRN) is P2 1234567890. -DGT

7. **CASE II:** When your Aadhaar number is different from the number in your ITI admission data and correction to update the Aadhaar number is required

Once login process on Skill India Digital is completed, you will be registered successfully on Skill India Digital (If, you want to know the process again, please refer point 5 and 6). Next, please complete your admission process to receive the Permanent Registration Number on Skill India Digital.

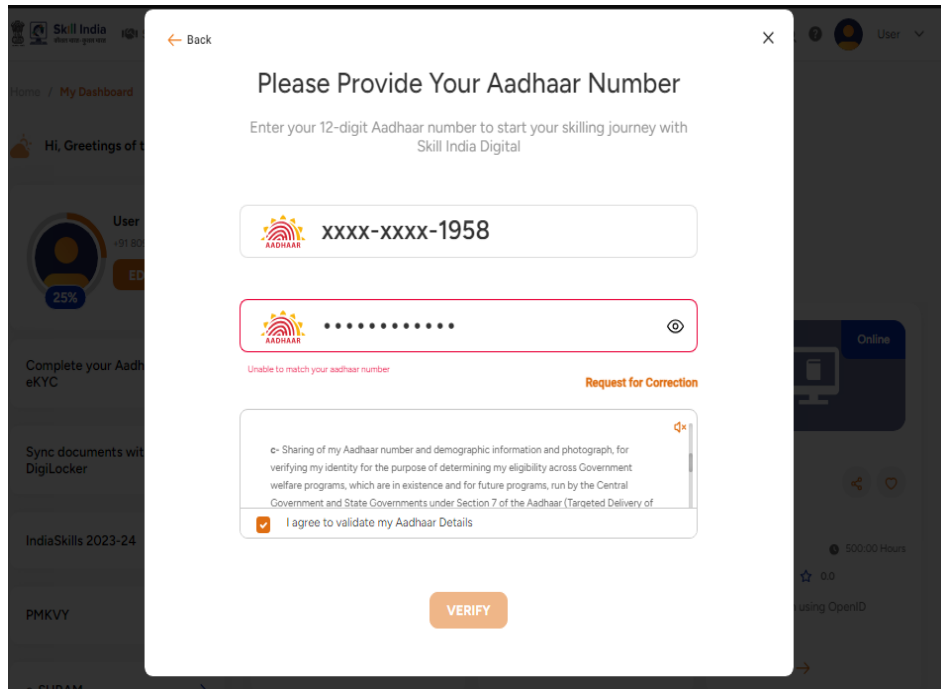
How to Request for Correction to update Aadhaar number in the ITI Trainee Application?

- a. Type your Aadhaar Number (12 digits) in the “**Enter Your Aadhaar Number**” section (Please enter the same Aadhaar number as mentioned in the ITI Admission application. You will be able to view the last four digits of your Aadhar number as per the ITI Admission application)

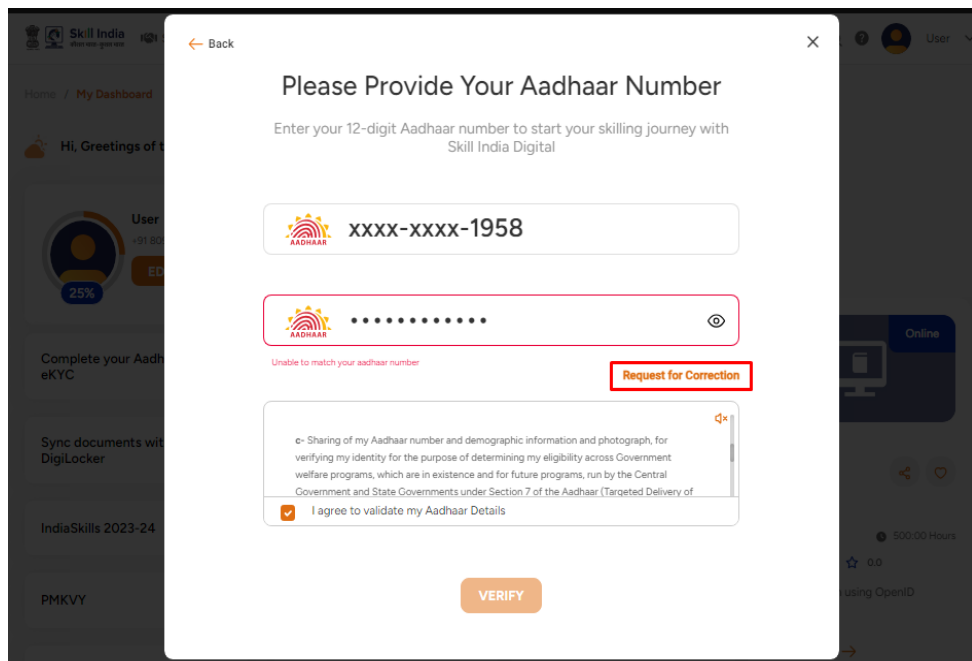


The screenshot shows a mobile application interface with a white background and a black border. At the top left, there is a back arrow and the text "Back". At the top right, there is a close "X" icon. The main heading is "Please Provide Your Aadhaar Number". Below this, the text reads "Enter your 12-digit Aadhaar number to start your skilling journey with Skill India Digital". There are three input fields: the first contains the text "xxxx-xxxx-1958" with the Aadhaar logo to its left; the second is empty and labeled "Enter your Aadhaar number" with the Aadhaar logo to its left and an eye icon to its right; the third is a text area containing a disclaimer: "1. I understand that my Aadhaar number, photograph and demographic information, as understood under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and services) Act, 2016 (18 of 2016) and regulations framed there under, is being collected by the Government of India for the following Purposes:". Below the text area is a checkbox labeled "I agree to validate my Aadhaar Details".

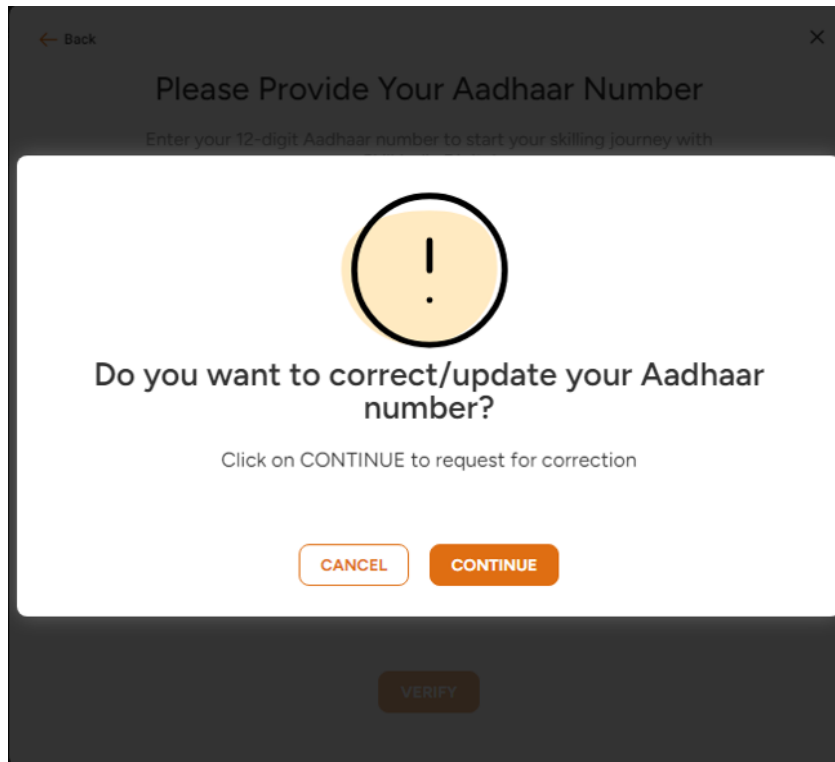
- b. If the Aadhaar Number input by you is different from the masked Aadhaar which states have uploaded, the system will alert you. You will be able to view the message **“Unable to match your Aadhaar Number”**



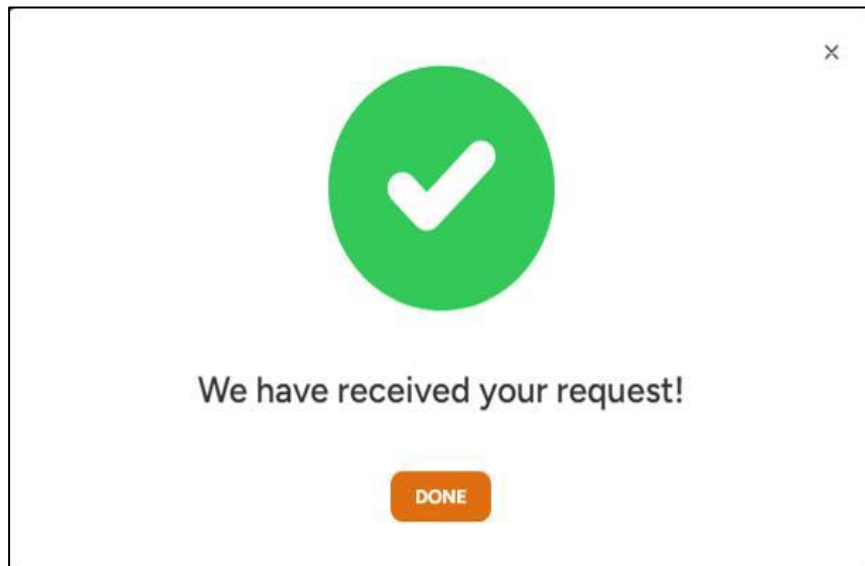
- c. In this case, Click on the **“Request for Correction”** button



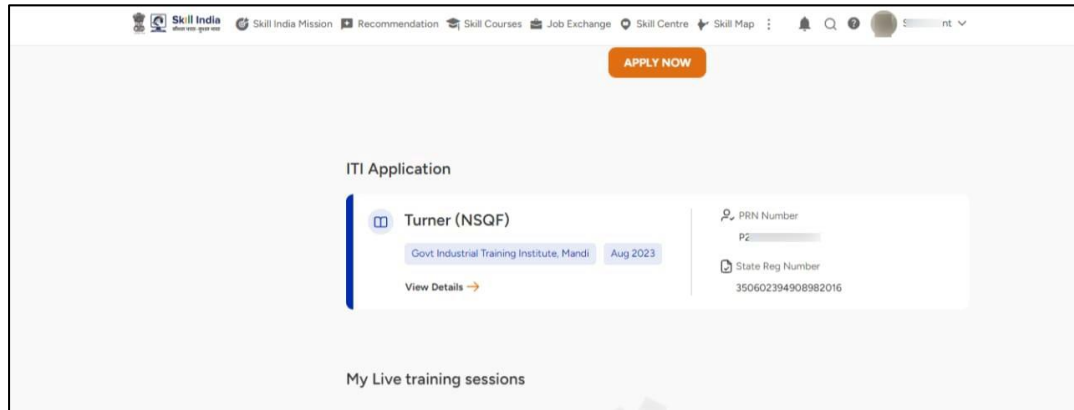
- d. Click on the “CONTINUE” button



- e. Thus, your request will be successfully recorded and sent to State for further action.

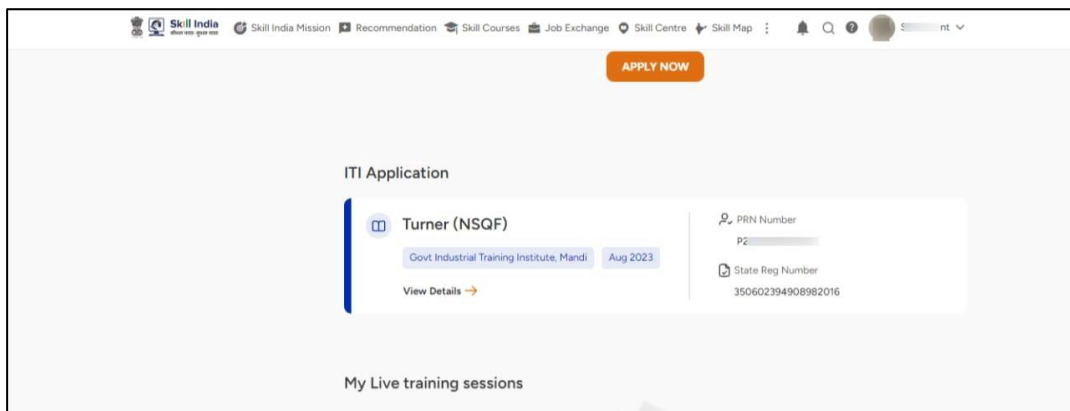


- f. After clicking on “DONE” button you will be able to view “Learner Dashboard” will open with an ITI Application section.



In this case, once state completes its action, trainee will again receive the SMS with a link. Trainee will have to again follow the same process as mentioned in point 5 and point 6. In case of mismatch again trainee will have to follow the process mentioned in point 7.

8. In case, trainee is facing any issues, please visit ITI Application page to complete the process



In case of any query, please connect with your ITI.
