

TRAINEE USER MANUAL FOR CRAFTSMEN TRAINING SCHEME (CTS)

ADMISSION FOR TRAINEE DIRECTLY FROM SKILL INDIA DIGITAL **WITHOUT LINK**

(For the trainees having no Aadhaar number in their admission data submitted by State)

Table of Contents

Acronyms	3
Introduction	4
Intended Audience	4
System Requirements	4
How to confirm your registration as ITI Trainee in Skill India Digital coming for the first time?	5
CASE I (a): If you Click “Yes, I have Aadhaar” and PRN generated	8
CASE I (b): If you Click “Yes, I have Aadhaar” and PRN is generated after approval of State	12

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

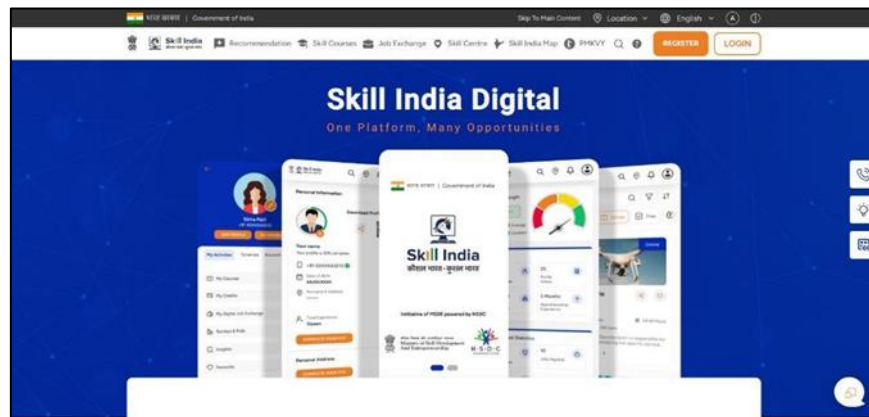
ITI Trainees Admission flow Directly from Skill India Digital WITHOUT LINK

For trainees records submitted by States successfully on Skill India Digital without Aadhaar number

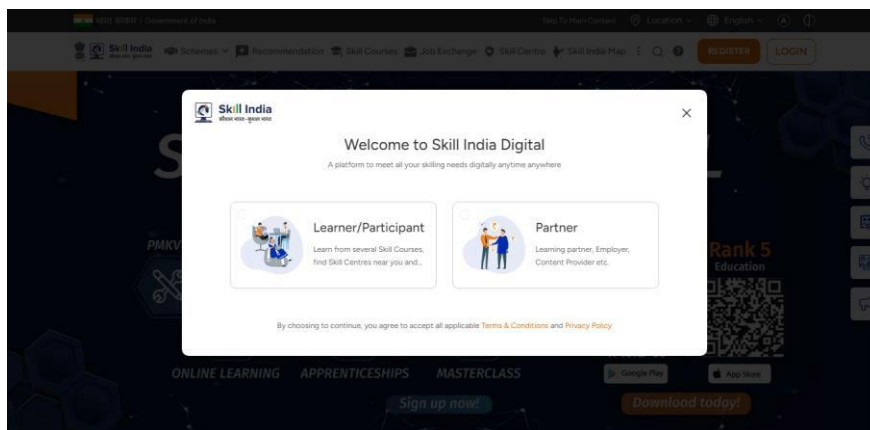
Process for Trainees coming on Skill India Digital for the first time

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

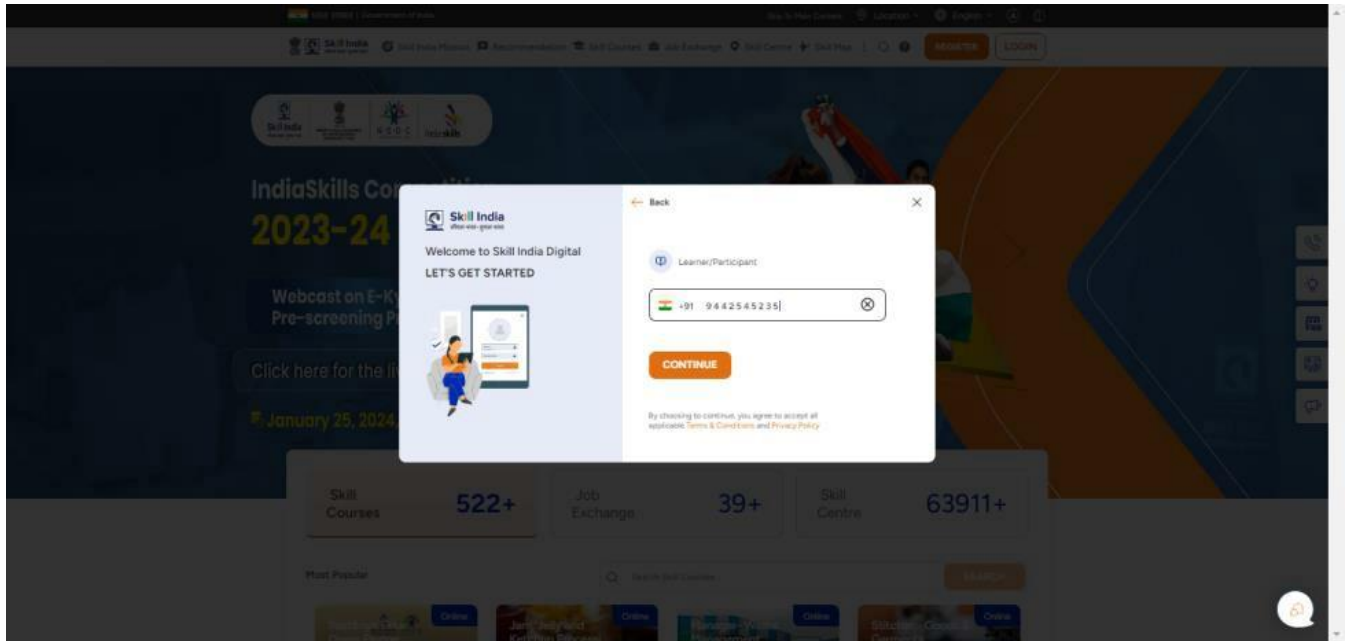
- Type in your browser <https://www.skillindiadigital.gov.in/> and you will be able to visit Skill India Digital platform.



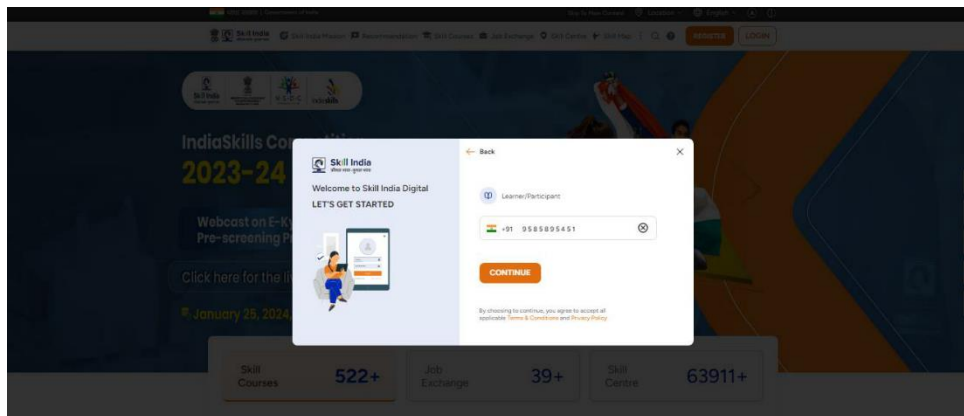
- Now, click on the “Register” button in the top right corner of the screen
- Select Learner/Participant tab from the option given.



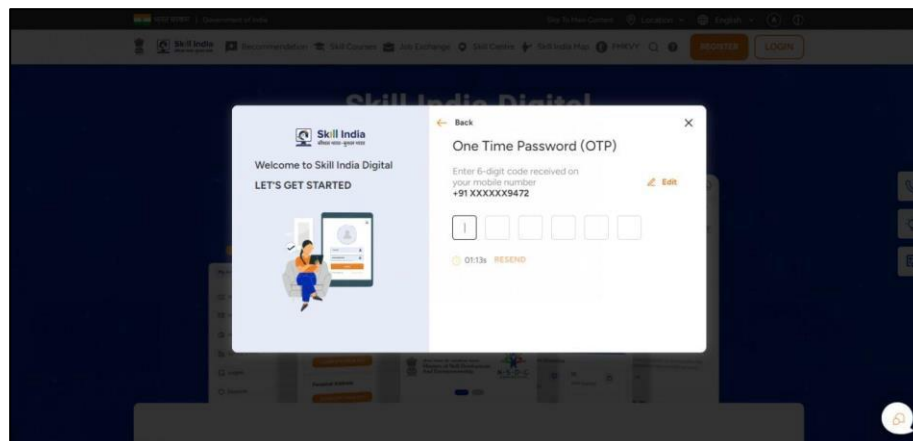
- d. Now, enter your **mobile number submitted in your ITI application only to ensure your PRN number generation.**



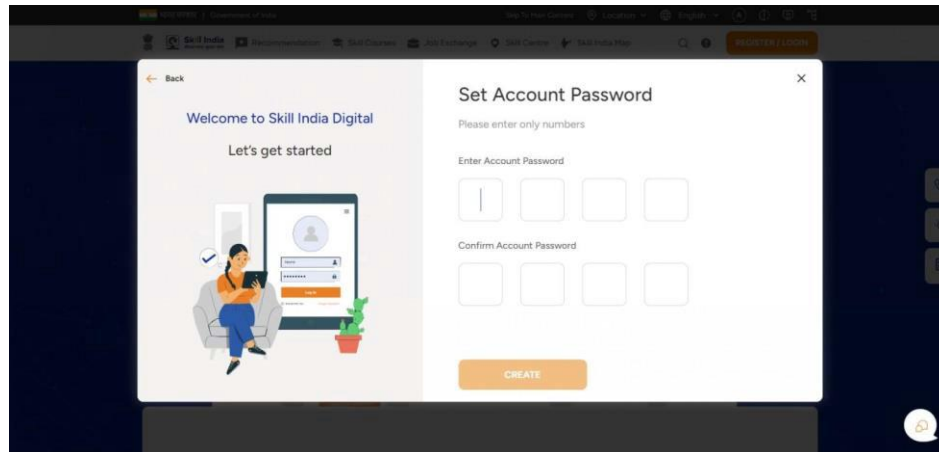
- e. Click on the “CONTINUE” button



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

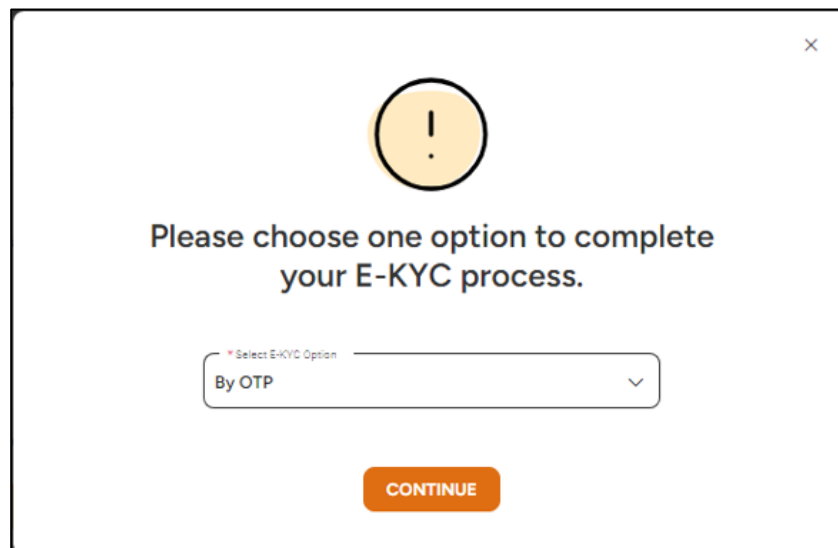


- f. On the next screen you will be asked to **Set Account Password**. Enter a four-digit number of your choice as password, reenter the same password again under **Confirm Account Password**. Click on the “CREATE” button. (Note down /remember your password for future use)



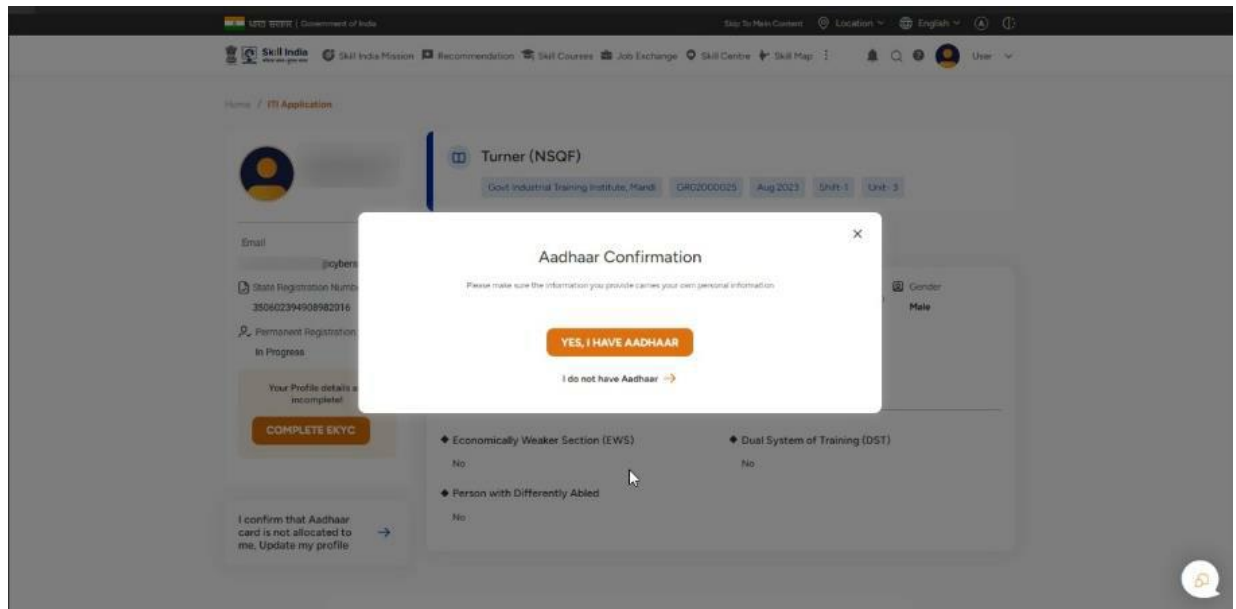
Once this login process on Skill India Digital is completed, you will be registered successfully on Skill India Digital. Next, please complete your admission process to receive the Permanent Registration Number on Skill India Digital.

- g. 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.

- h. Next, you will be able to view Aadhaar Confirmation popup select any option to complete the process of PRN generation.

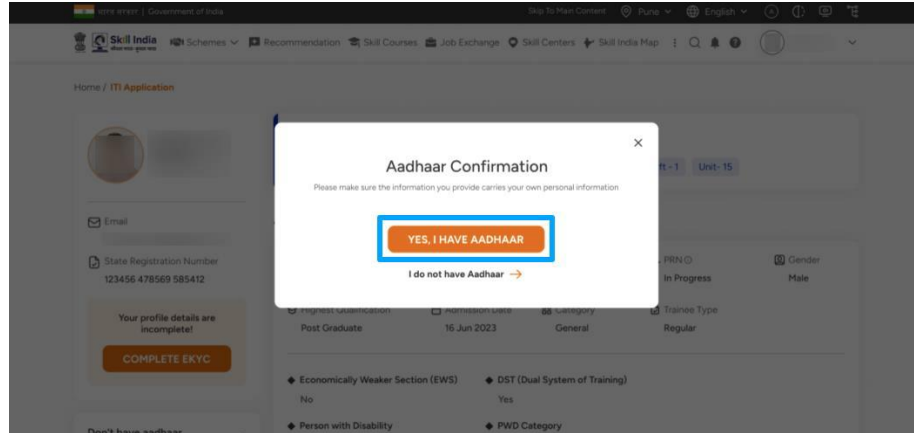


- ❖ In case, you are not able to access, please visit the ITI application page from learner profile and complete the process.

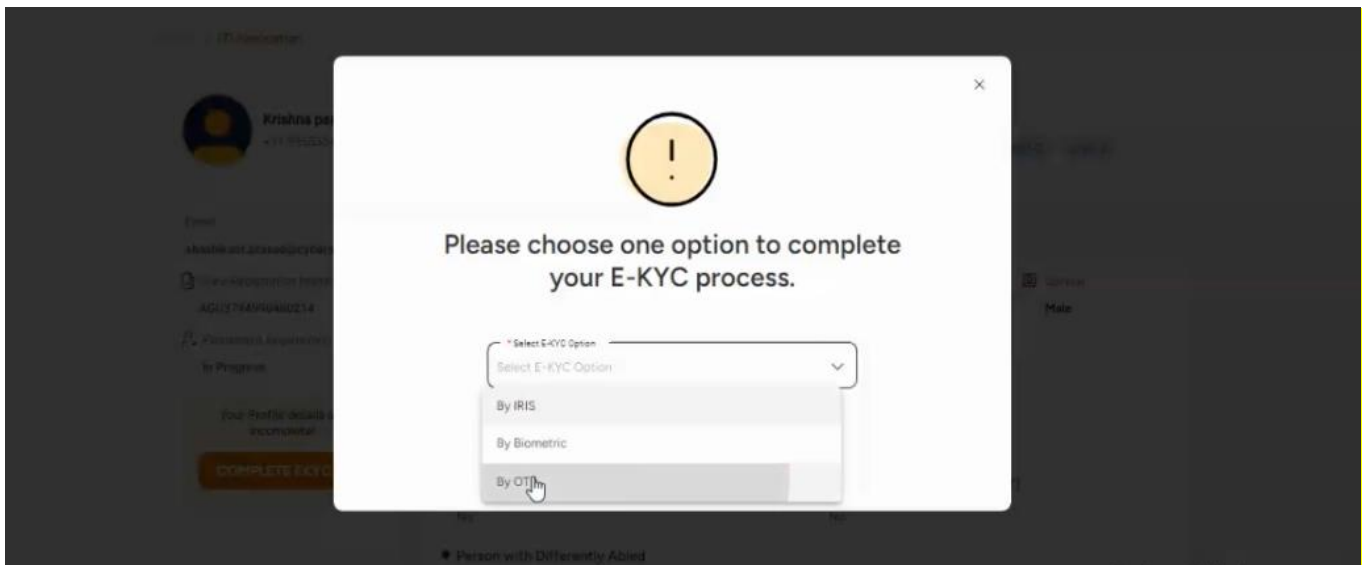


6. CASE I (a): If you Click “Yes, I have Aadhaar” and PRN generated

a. Click on “YES, I HAVE AADHAAR” button



b. Choose the Option “BY OTP” from the Popup to complete eKYC



Note: System must have a Physical BioMetric Authentication reader device in order to complete eKYC using BioMetric Authentication.

c. Enter your Aadhaar number in “Enter Aadhaar Number” field

Please provide your Aadhaar Number

Enter your 12-digit Aadhaar number to start your skilling journey with Skill India Digital

Enter Aadhaar Number

A. 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

I agree to validate my Aadhaar Details

GENERATE OTP

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

Please Provide Your Aadhaar Number

Enter your 12-digit Aadhaar number to start your skilling journey with Skill India Digital

Enter Aadhaar Number

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:



I agree to validate my Aadhaar Details

GENERATE OTP

e. Click on “GENERATE OTP” button

Please Provide Your Aadhaar Number

Enter your 12-digit Aadhaar number to start your skilling journey with Skill India Digital

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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:

I agree to validate my Aadhaar Details


GENERATE OTP

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

← Back

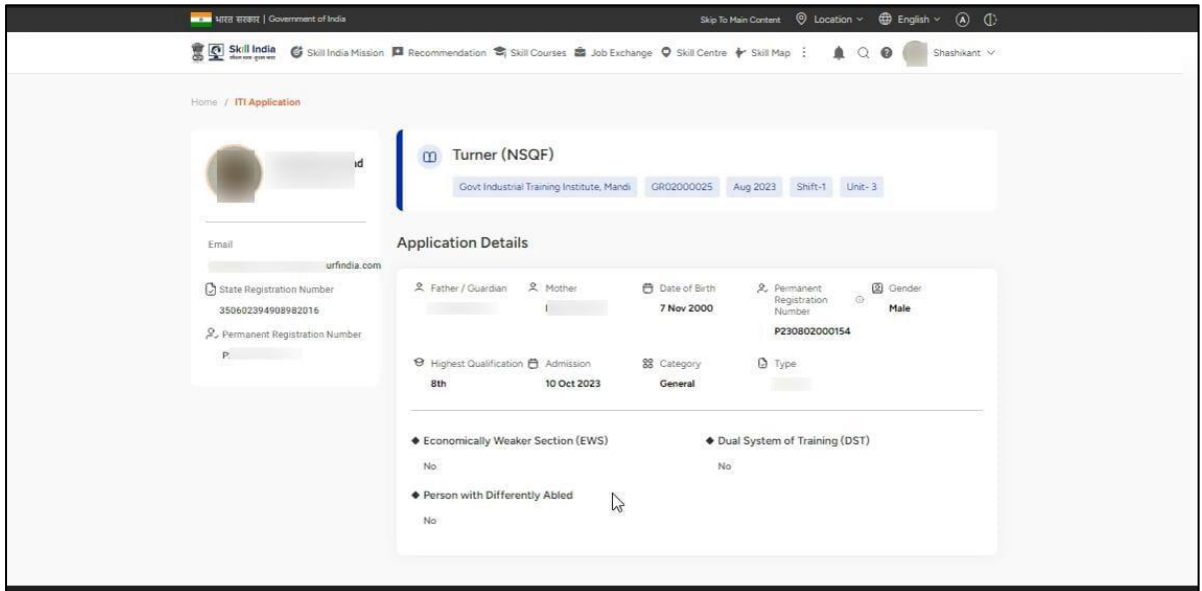
Enter OTP to Verify Aadhaar

Enter six digit number received on your mobile

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

VERIFY

g. Once ekYC authentication is successful in Skill India Digital. And the details fetched from your Aadhaar ekyc matches with the data uploaded by States on Skill India Digital as your ITI application data. You will be successfully admitted as a Trainee on the Skill India Digital and you can view your Permanent Registration Number (PRN) number in your ITI application page.



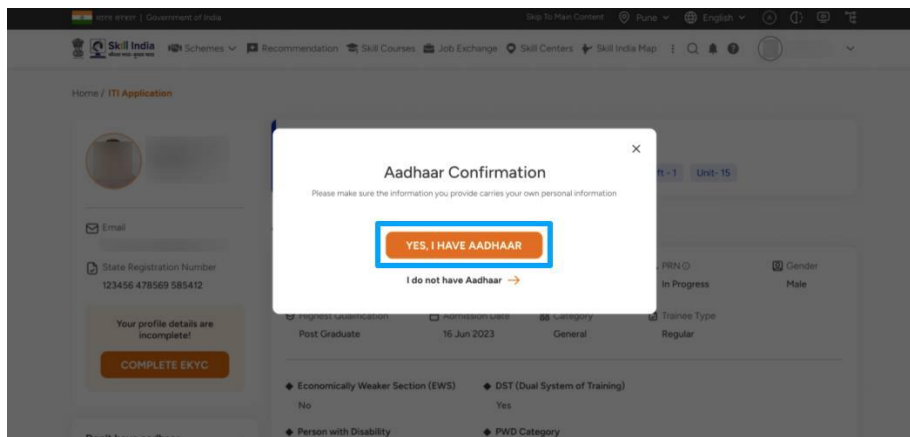
- h. An SMS and email will also be received by trainee regarding the PRN generation as given below.

Dear ITI Trainee, Congratulations on completing the admission process at Govt Industrial..nstitute, Mandi. Your Permanent Registration Number (PRN) is P230802000154, -DGT

After state approval please see below case I (b)

7. **CASE I (b): If you Click “Yes, I have Aadhaar” and PRN is generated after approval of State**

- a. Click on “YES, I HAVE AADHAAR” button



- b. Choose the Option “BY OTP” from the Popup to complete eKYC



Note: System must have a Physical BioMetric Authentication reader device in order to complete eKYC using BioMetric Authentication.

c. Enter your Aadhaar number in “Enter Aadhaar Number” field

Please provide your Aadhaar Number

Enter you 12-digit Aadhaar number to start your skilling journey with Skill India Digital

Enter Aadhaar Number

A. 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

I agree to validate my Aadhaar Details

GENERATE OTP

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

Please Provide Your Aadhaar Number

Enter your 12-digit Aadhaar number to start your skilling journey with Skill India Digital

Enter Aadhaar Number

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:

I agree to validate my Aadhaar Details

GENERATE OTP

e. Click on “GENERATE OTP” button

Please Provide Your Aadhaar Number

Enter your 12-digit Aadhaar number to start your skilling journey with Skill India Digital

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:

I agree to validate my Aadhaar Details

GENERATE OTP

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

← Back

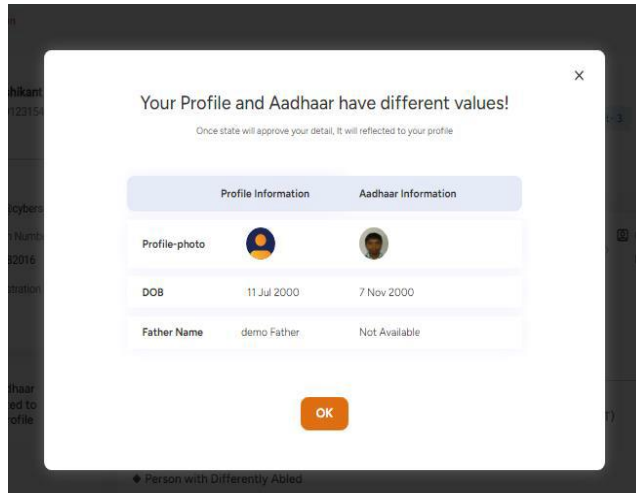
Enter OTP to Verify Aadhaar

Enter six digit number received on your mobile

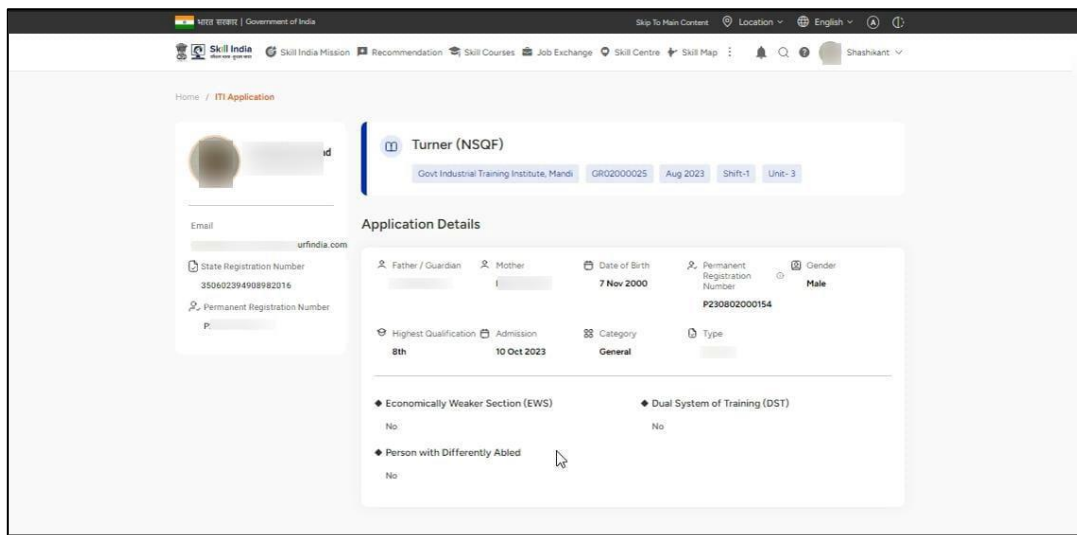
STILL DIDN'T GET THE OTP? 00:59 RESEND

VERIFY

- g. Once ekYC authentication is successful in Skill India Digital. And the details fetched from your Aadhaar ekyc mismatches with the data uploaded by States on Skill India Digital as your ITI application data. Then, you will be able to view the mismatch detail. Click “OK” and request will be submitted to State for its approval.



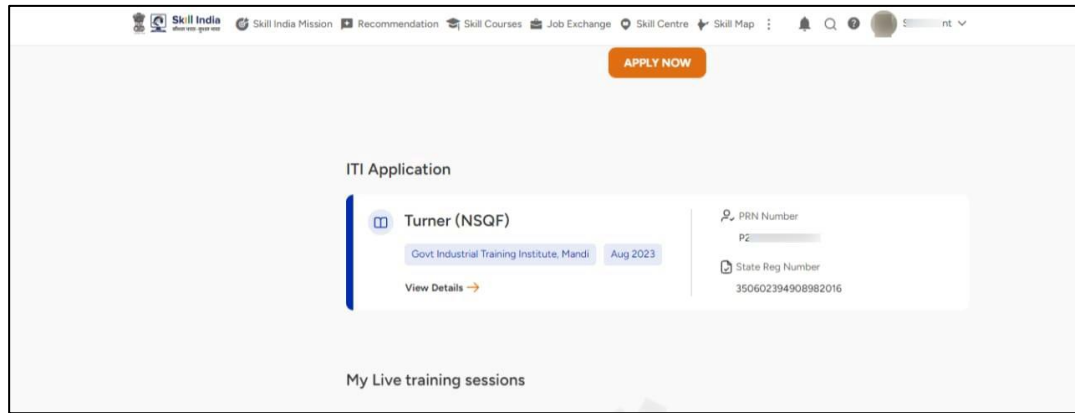
- h. Once approved by State you will be successfully admitted as a Trainee on the Skill India Digital and on the screen, you will be able view a successful Permanent Registration Number (PRN) in the ITI application page.



- i. An SMS 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..nstitute, Mandi. Your Permanent Registration Number (PRN) is P2 [phone icon] [SMS icon] [location pin icon] -DGT

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



In case of difficulty at any stage please contact your ITI.
