User Manual

For

Request for Proposal

PMKVY 4.0 (2023-24) - Special Project

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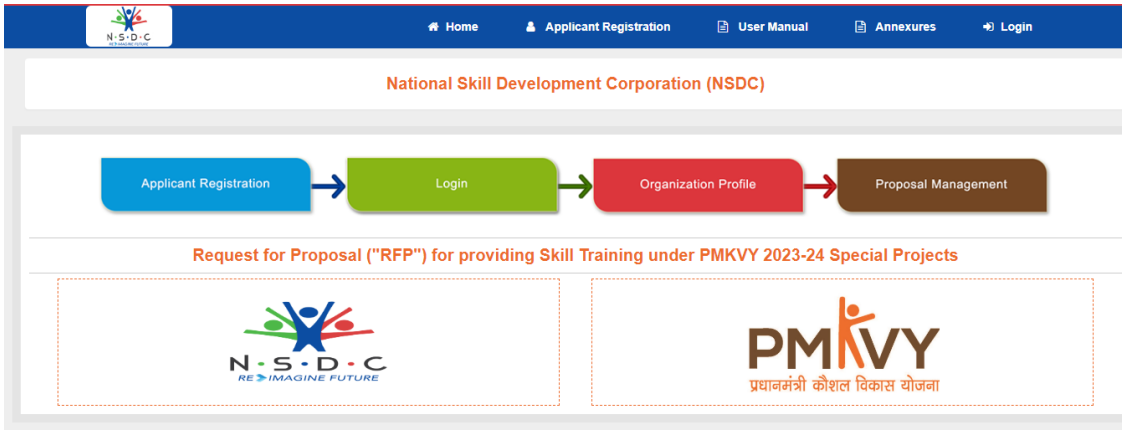
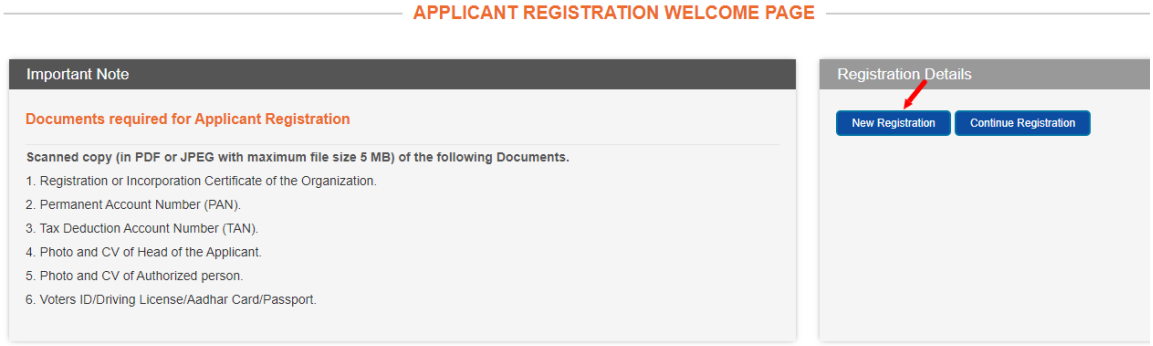
1. LANDING PAGE

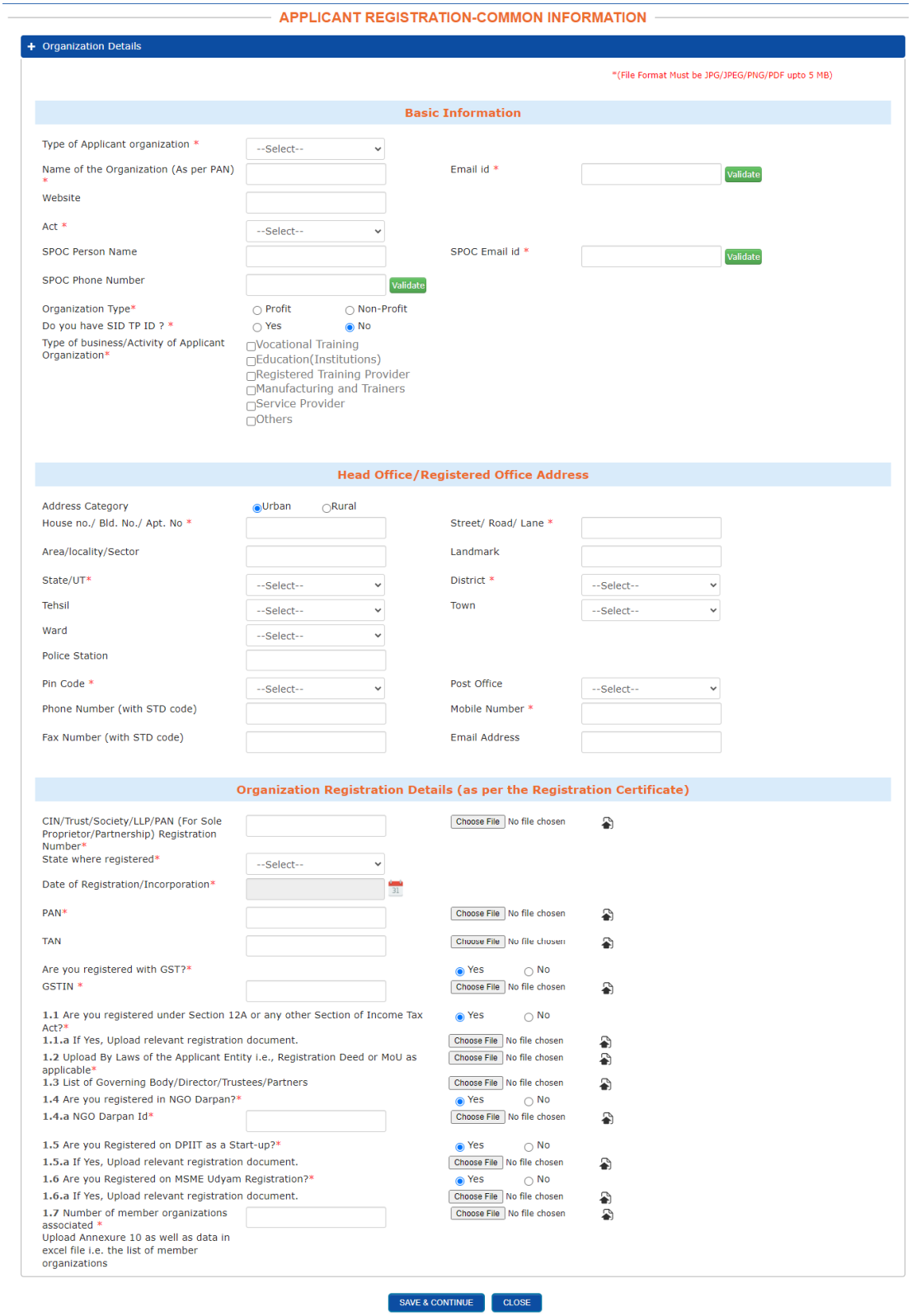
1. User will open the browser and type the URL "https://specialprojectrfp.nsdcindia.org/", and click on enter button.
2. After clicking on enter button, user will get redirect to landing page of the application as shown below:-



3. On landing page, user will see the mention below section :-
    a. Home – Redirect to Home page
    b. Application Registration – To do new organization/TP Registration
    c. User Manual – To download user manual of the application
    d. Annexures – To download all the Annexures
    e. Login – To get log in into the application
4. Process of application is also define on landing page.
5. For new registration, User will click on Applicant Registration page
6. On Registration page section mention below section is highlighted :-
    a. Document Required for Applicant Registration.
    b. Home – To get redirect to home page.
    c. Login – To redirect to login page.
7. For New Registration, User has to click on New Registration button.



8. After clicking on New Registration button, User will get redirect to Applicant Registration – Common information page.



APPLICANT REGISTRATION-COMMON INFORMATION

+ Organization Details

*(File Format Must be JPG/JPEG/PNG/PDF upto 5 MB)

Basic Information

Type of Applicant organization * --Select--

Name of the Organization (As per PAN) *

Email id * Validate

Website

Act * --Select--

SPOC Person Name

SPOC Email id * Validate

SPOC Phone Number Validate

Organization Type* Profit Non-Profit

Do you have SID TP ID ? * Yes No

Type of business/Activity of Applicant Organization*
- Vocational Training
- Education(Institutions)
- Registered Training Provider
- Manufacturing and Trainers
- Service Provider
- Others

Head Office/Registered Office Address

Address Category Urban Rural

House no./ Bld. No./ Apt. No * Street/ Road/ Lane *

Area/locality/Sector Landmark

State/UT* --Select-- District * --Select--

Tehsil --Select-- Town --Select--

Ward --Select--

Police Station

Pin Code * --Select-- Post Office --Select--

Phone Number (with STD code) Mobile Number *

Fax Number (with STD code) Email Address

Organization Registration Details (as per the Registration Certificate)

CIN/Trust/Society/LLP/PAN (For Sole Proprietor/Partnership) Registration Number* Choose File No file chosen

State where registered* --Select--

Date of Registration/Incorporation*

PAN* Choose File No file chosen

TAN Choose File No file chosen

Are you registered with GST?* Yes No

GSTIN * Choose File No file chosen

1.1 Are you registered under Section 12A or any other Section of Income Tax Act?* Yes No

1.1.a If Yes, Upload relevant registration document. Choose File No file chosen

1.2 Upload By Laws of the Applicant Entity i.e., Registration Deed or MoU as applicable* Choose File No file chosen

1.3 List of Governing Body/Director/Trustees/Partners Choose File No file chosen

1.4 Are you registered in NGO Darpan?* Yes No

1.4.a NGO Darpan Id* Choose File No file chosen

1.5 Are you Registered on DPIIT as a Start-up?* Yes No

1.5.a If Yes, Upload relevant registration document. Choose File No file chosen

1.6 Are you Registered on MSME Udyam Registration?* Yes No

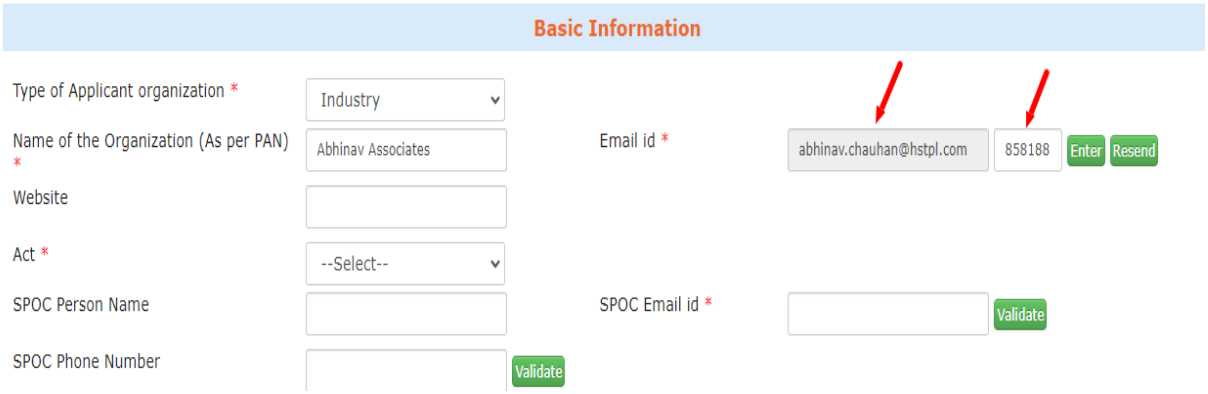
1.6.a If Yes, Upload relevant registration document. Choose File No file chosen

1.7 Number of member organizations associated * Choose File No file chosen

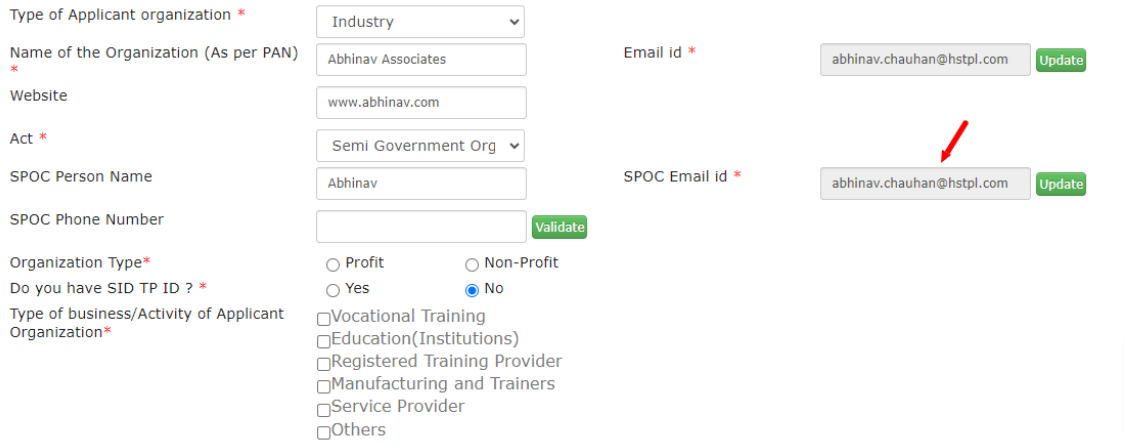
Upload Annexure 10 as well as data in excel file i.e. the list of member organizations

SAVE & CONTINUE CLOSE

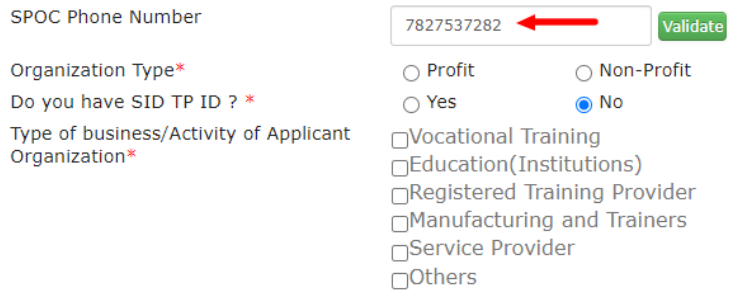
9. User will enter detail in Basic Information section.
10. Type of Applicant Organization are below mention :-
    a. Industry
    b. Industry Associates
    c. Start Up
    d. Community Based Organization
    e. MSME
    f. Industrial Placement Facilitation Organization
11. For OTP verification, User will enter email id and click on validate button.
12. After clicking on validate button, user will get OTP on registered email id



13. There are two condition for OTP :-
    a. Click on Enter button to validate OTP.
    b. Click on Resend button to resend OTP.
14. After entering OTP, user will click on enter button to validate the OTP.
15. User needs to fill entries in all the fields mark with Asterisk Sign(*).
16. For OTP verification, User will enter SPOC email id and click on validate button.
17. After clicking on validate button, user will get OTP on registered email id

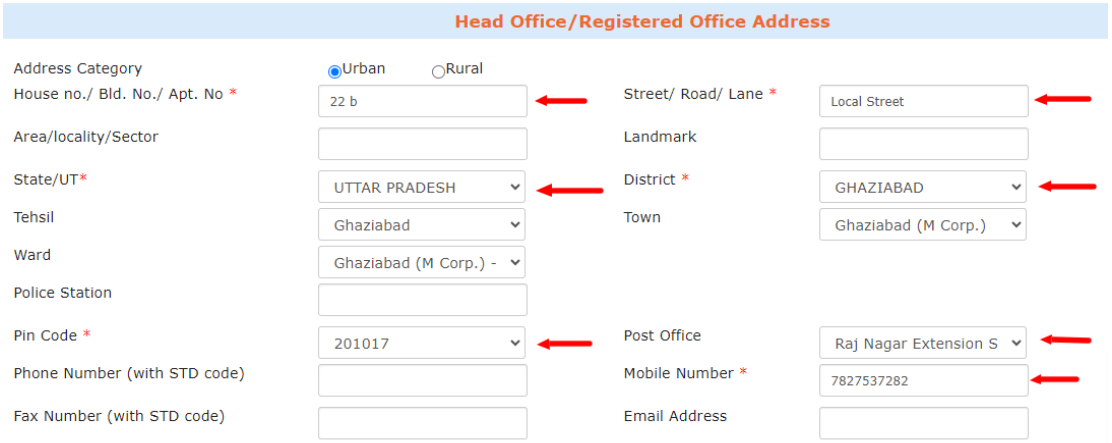


18. There are two condition for OTP :-
    a. Click on Enter button to validate OTP.
    b. Click on Resend button to resend OTP.
19. After entering OTP, user will click on enter button to validate the OTP.
20. For OTP verification, User will enter SPOC phone no and click on validate button.
21. After clicking on validate button, user will get OTP on registered email id

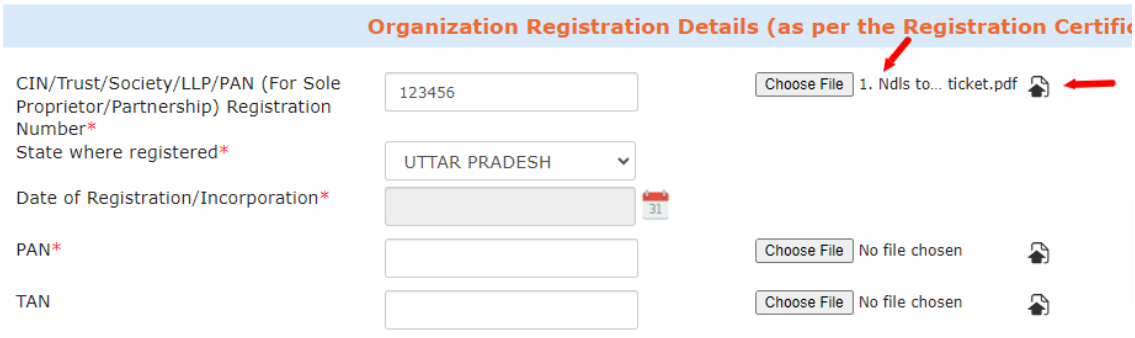


22. If User has SID TP Id, then user have to click on Yes Radio button.
23. Enter SID TP ID and click on view information button.
24. TP detail will get bind in grid list as shown below :-

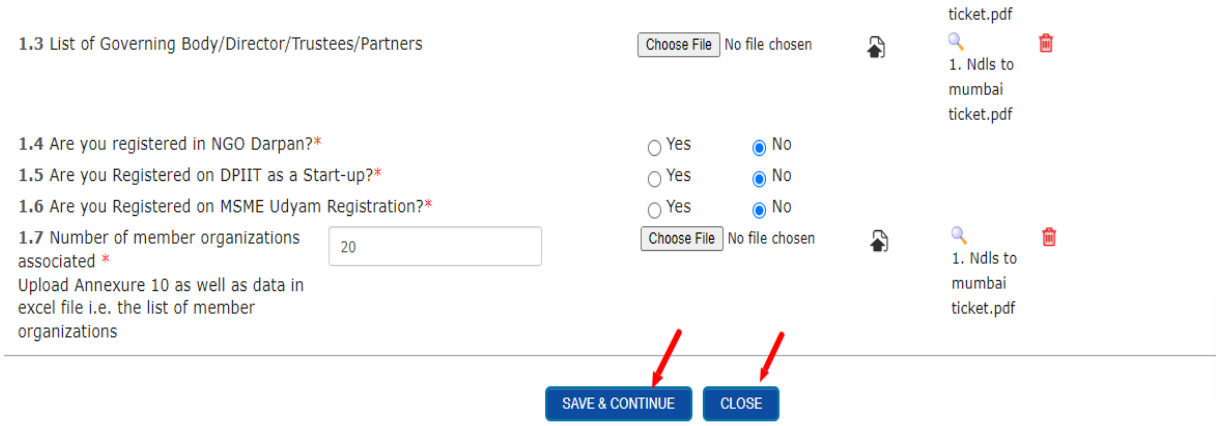
25. User will enter record in mandatory fields mark with asterisk sign (*) in Head Office/Registered Office Address.



26. User will enter record in mandatory fields mark with asterisk sign (*) in Organization Registration Details (as per the Registration Certificate)
27. User will choose the file and click on upload button to upload the file.
28. To delete uploaded file, User has to click on delete icon

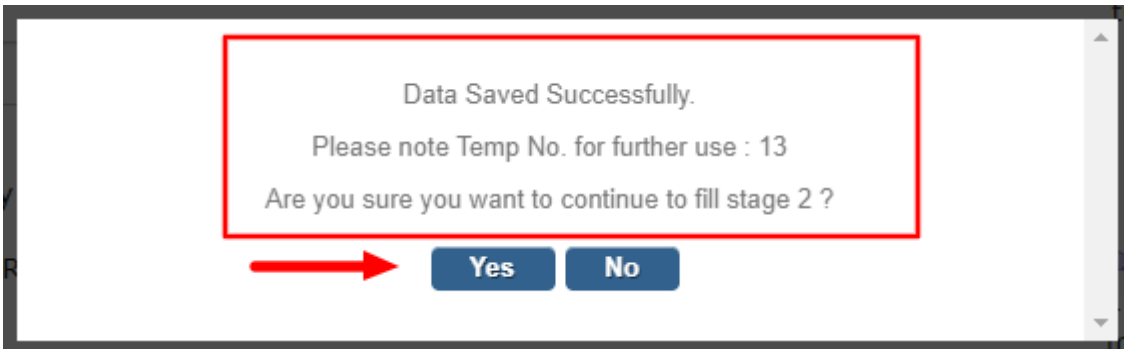


29. To save record, User has to click on Save and Continue button.
30. To close the form, User has to click on close button.

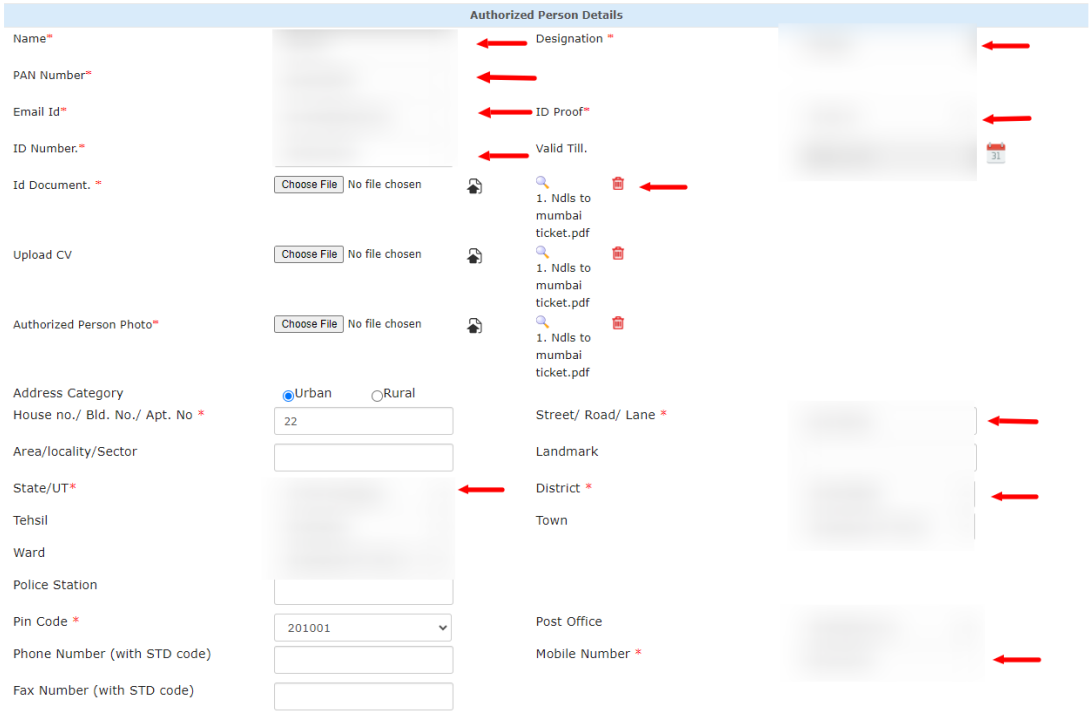


31. After clicking on Save & Continue button, a pop up will appear.
    a. To save the record, User has to click on Yes button.
    b. In case user not want to save the record, User will click on No button.

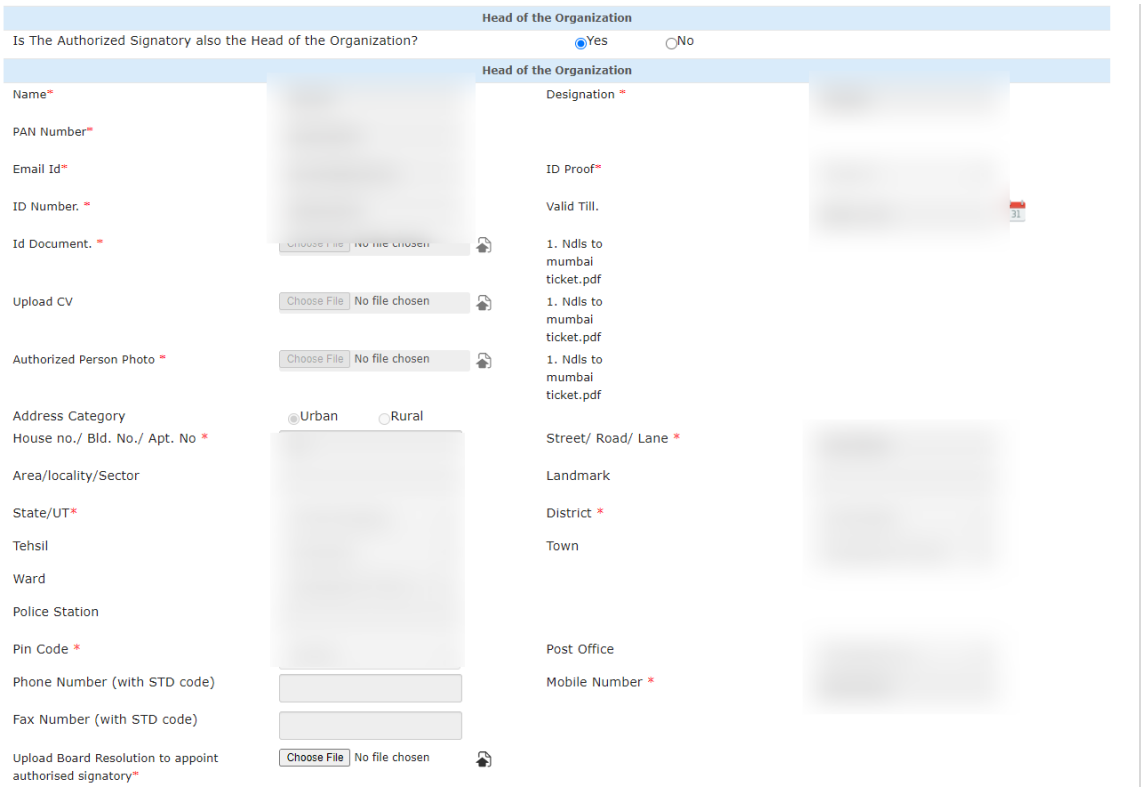
32. After clicking Yes button, Temp id will get generated and user can continue applicant registration.
33. User will click on Yes button to continue.



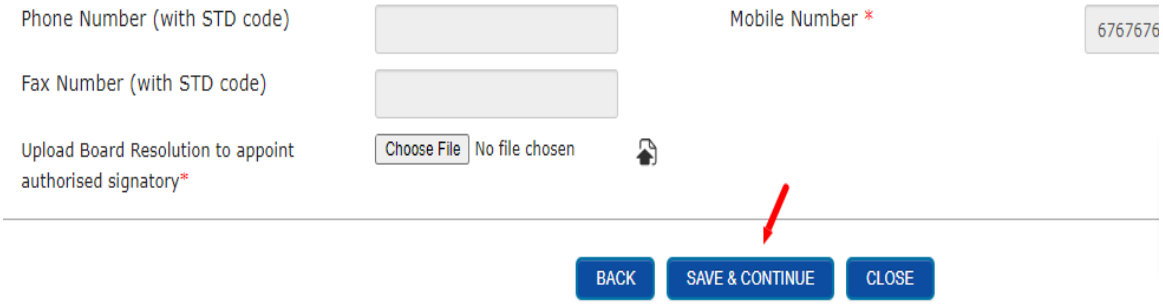
34. After clicking on Yes button, user will get redirect to Applicant Registration Stage – 2 page.
35. Applicant Registration Stage -2 has one section name as “Share Holder/Trustees/Members/Partner”
36. Share Holder/Trustees/Members/Partner” has divided into 3 sub section
    a. Head of the Organization/Authorized Signatory Details
    b. Authorized Person Details
    c. Head of Organization
37. In Authorize details section, user will enter details in mandatory fields mark with asterisk sign (*).



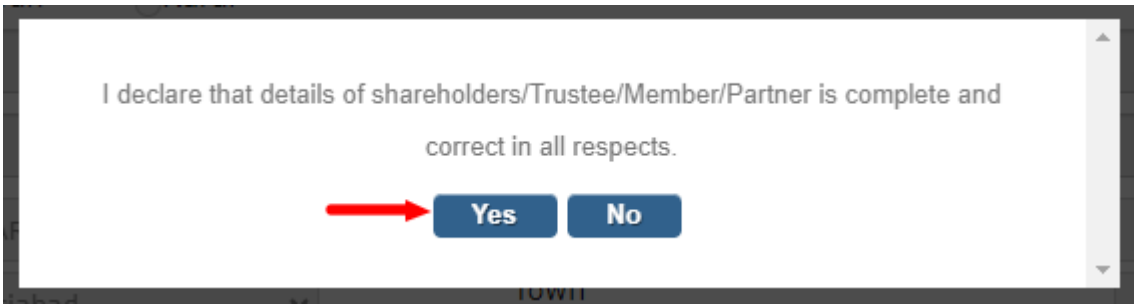
38. Is The Authorized Signatory also the Head of the Organization? Is the head of Organization. Then user has select Yes radio button. All the record from Authorized person details will get bind in Head of organization section.



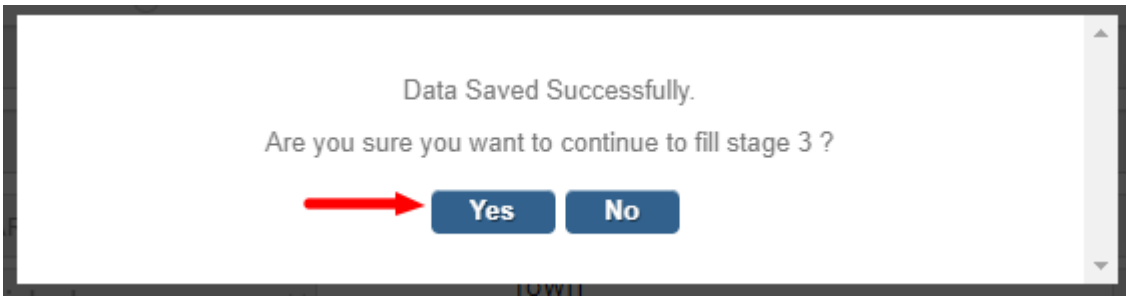
39. After entering all the record, user will click on Save and continue button to save the record.



40. After clicking on Save and Continue button, user has to click on declaration Yes button.

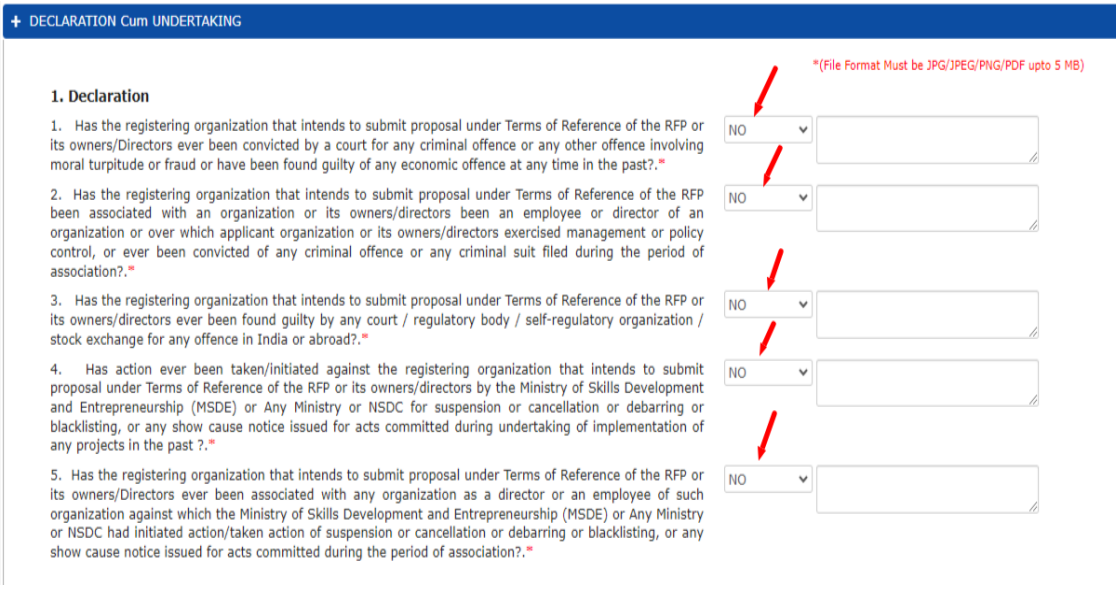


41. Again, user has to click on Yes button to redirect on Stage 3.

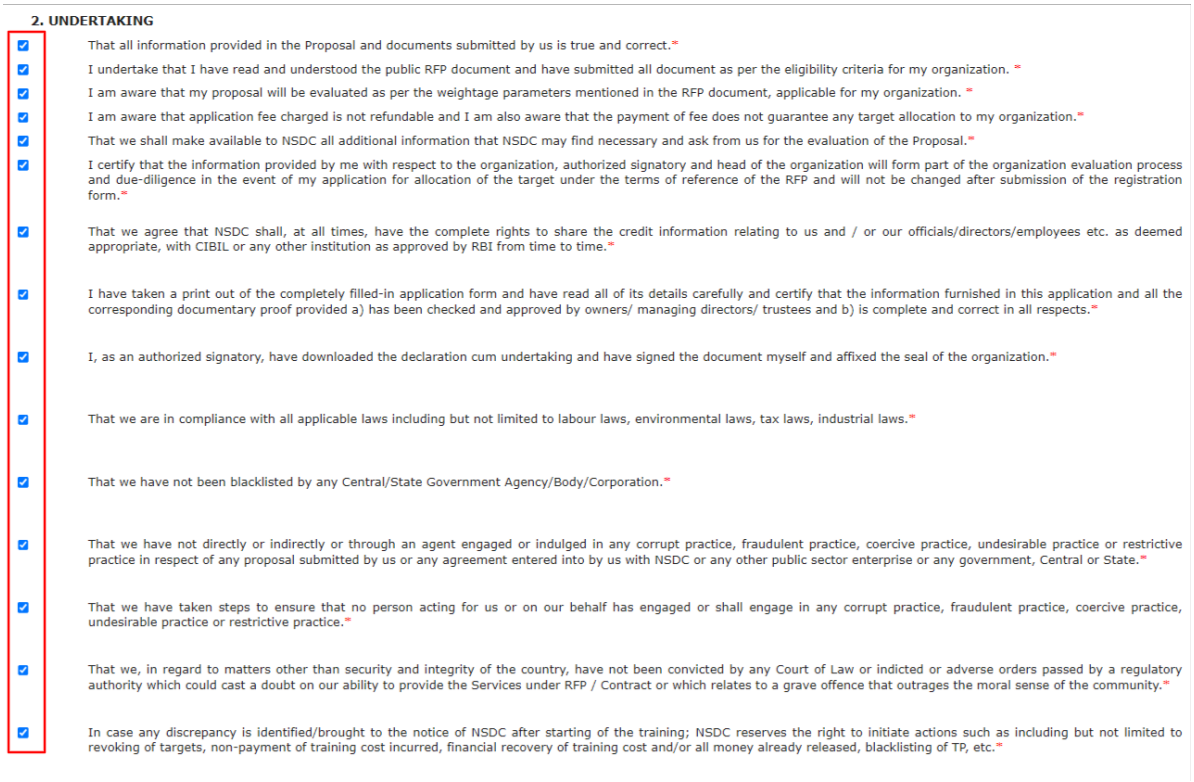


42. User will get redirect to Declaration page section.

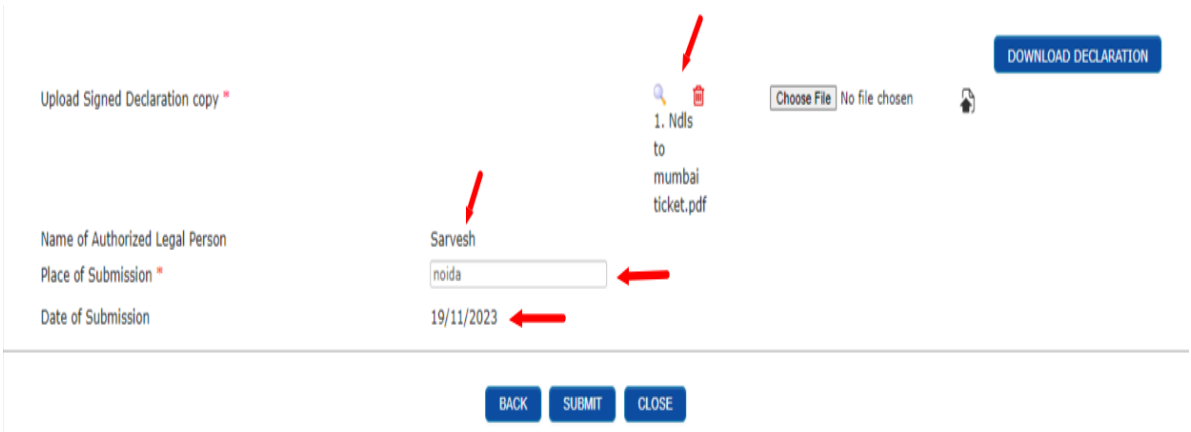
43. User will select Yes/No from drop down list for all the declaration points.



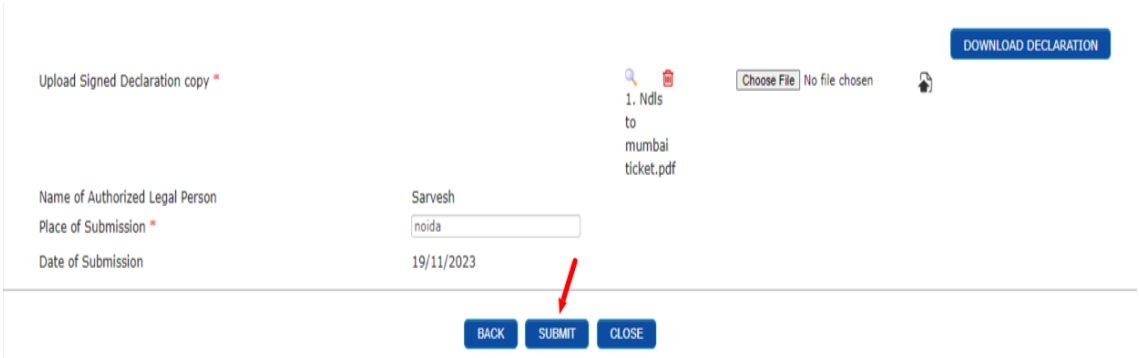
44. User has to select all the check box of undertaking section.



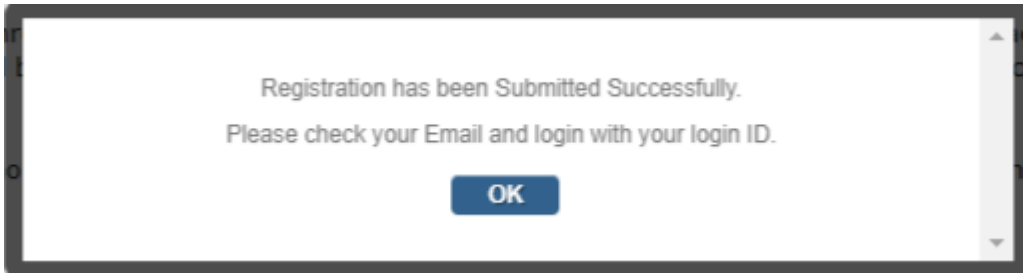
45. User has to upload declaration copy.
46. Name of Authorized legal person will be auto populated.
47. User will enter place of submission
48. Date of Submission will be auto populated.



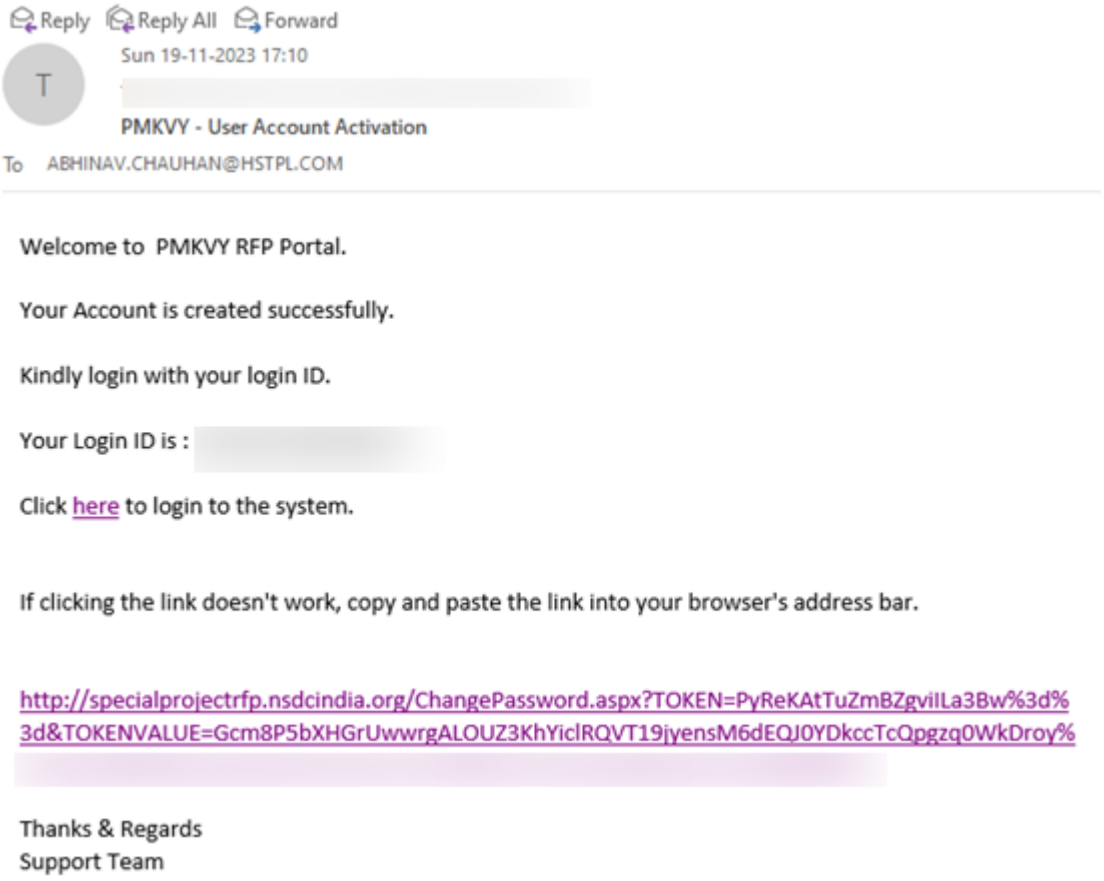
49. User will click on submit button to save the record.



50. After clicking on submit button, Applicant registration will get completed. Login details will be shared on registered email id.



51. User will get link on registered mail id to generate the password.



2. LOGIN

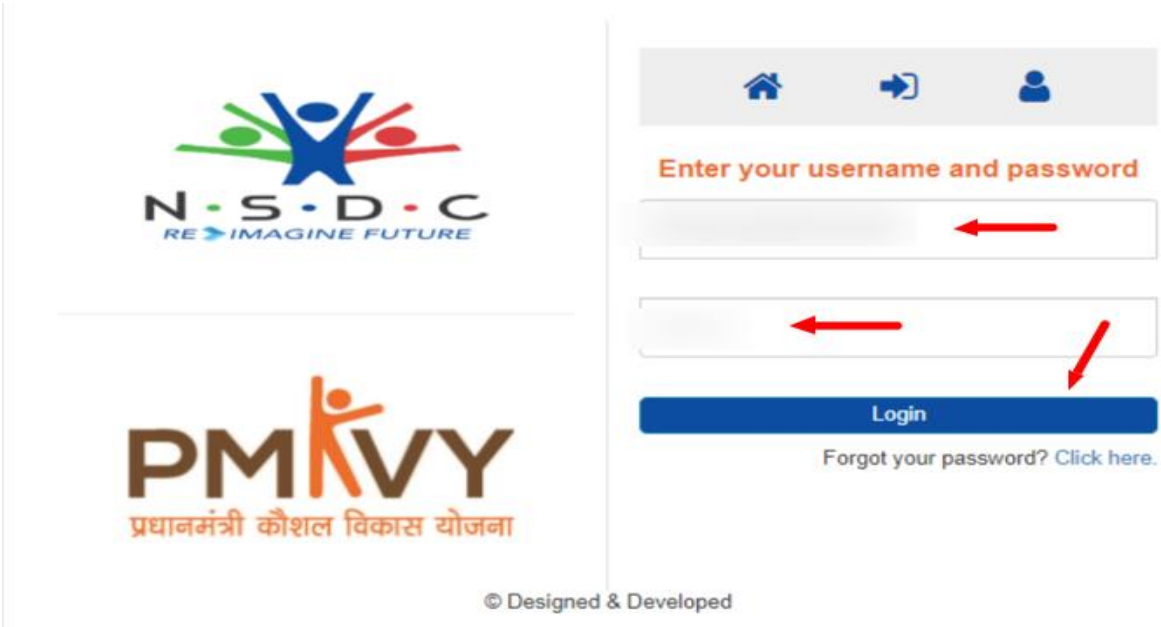
1. To get login into the application, user has to click on login button.

2. After clicking on login button, User will get redirect to login page.

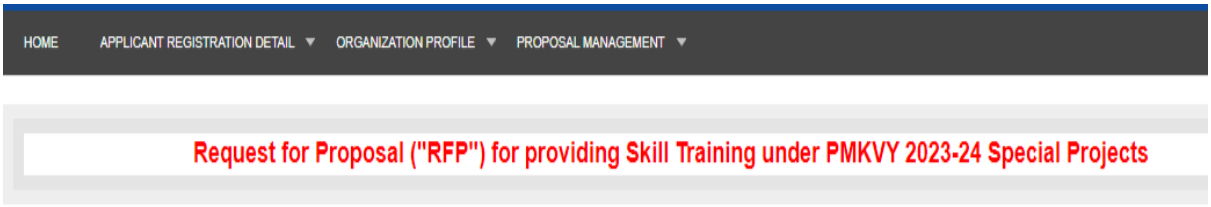
   a. User will enter username

   b. User will enter password.

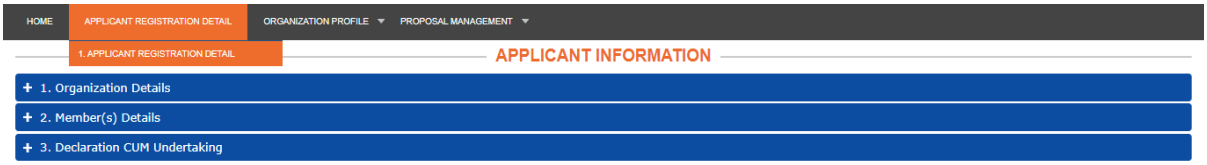
   c. Click on Login button



3. After clicking on login button, User will get redirect to dashboard of the application.



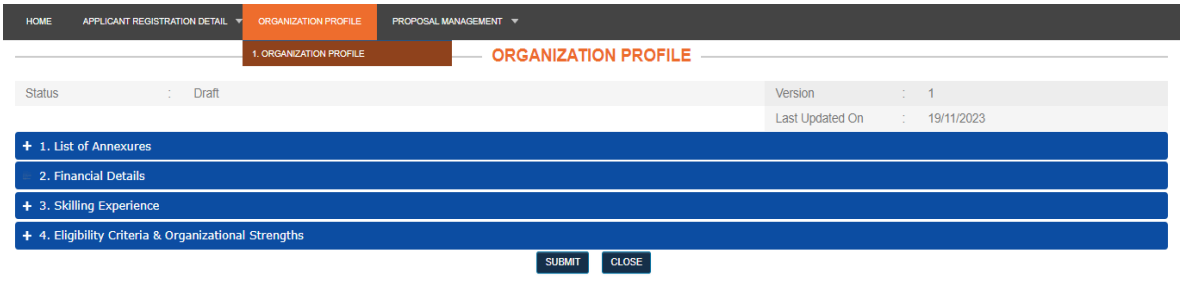
4. To view the application registration details, organizational details and declaration cum undertaking details, user needs to click on application registration menu.



3. ORGANIZATIONAL PROFILE

1. After login, User will get redirect to dashboard.

2. On dashboard, User will click on Organizational Profile section.



3. Organizational Profile is divided into four sub section :-

   a. List of Annexures.

   b. Financial Details

   c. Skilling Experience

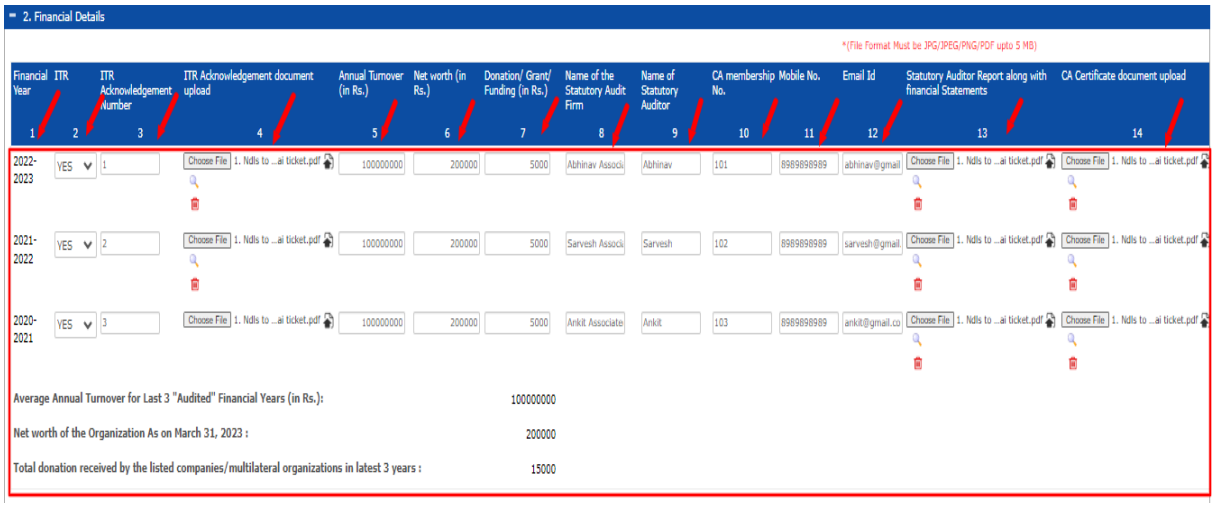
   d. Eligibility Criteria & Organizational Strength.

4. Firstly, User will open List of Annexure Section.

5. Annexure no and Annexure Name will be auto populated

6. User will upload the Annexure.

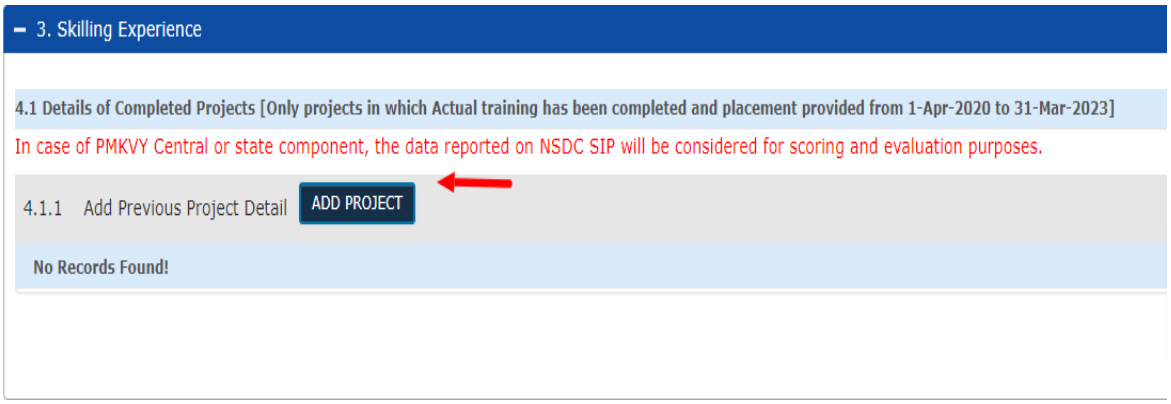
7. User has to fill all the details and upload related document in Financial Strength section as show below :-



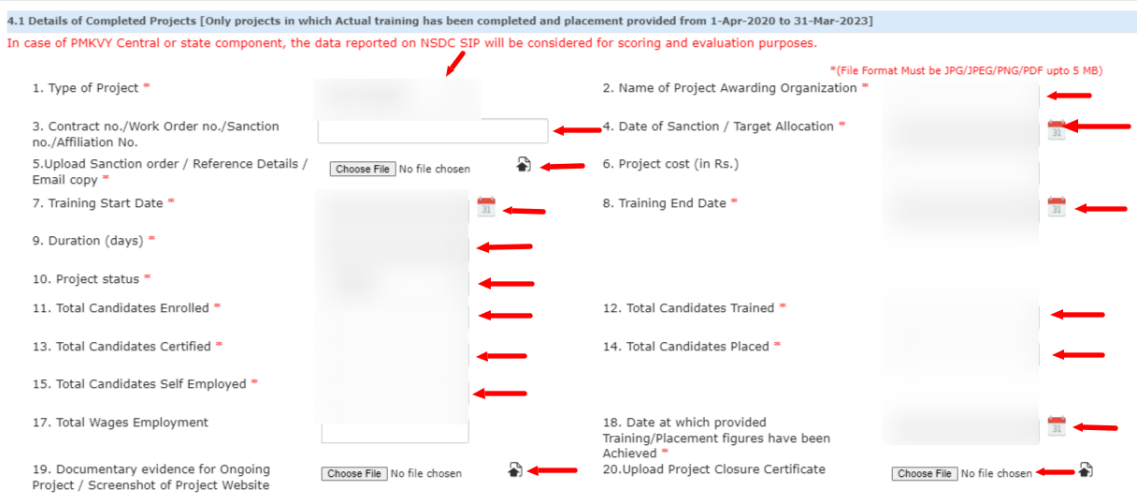
8. After filling all the details, User will click on Save as Draft button, to save the record.

9. In Skilling Experience section, user can add previous project details.

10. User will click on Add Project button to add project.

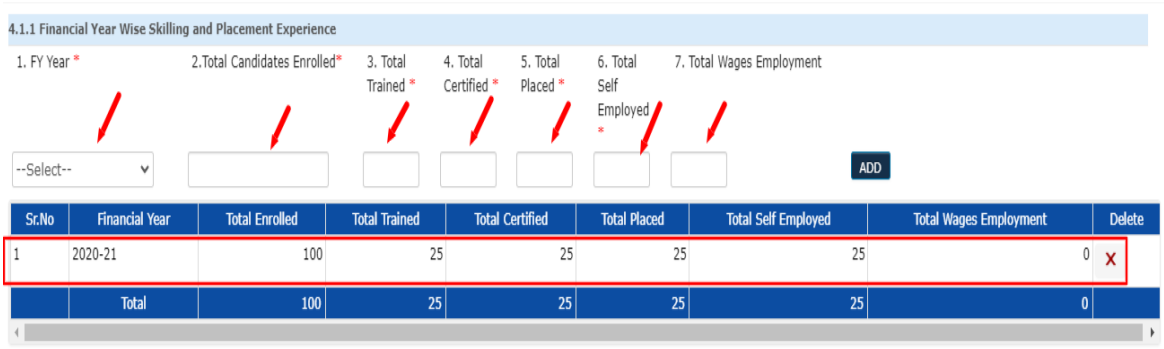


11. In project detail section, user has to fill record in all the fields mark with Asterisk Sign (*).

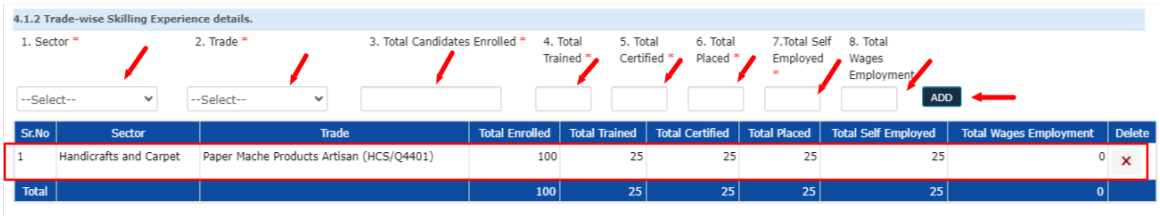


12. In financial year wise section, user will enter detail in all the fields and click on add button.

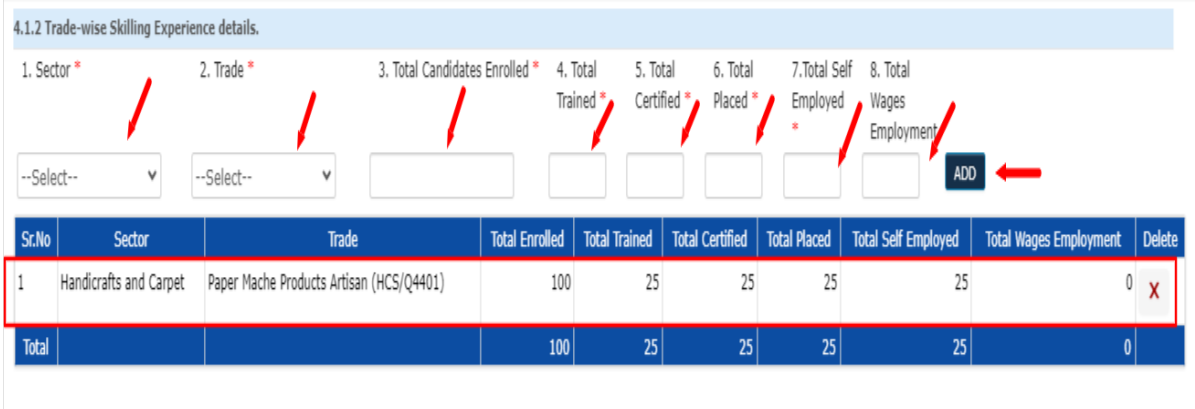
13. After clicking on Add button, record will get bind in the grid list.



14. In Trade wise Skilling Experience section, user has to fill record in all the field and click on Add button.



15. In Project Awarding Agency/Organizational Details section, User has fill detail in all the fields and click on add button to save the record in grid list.

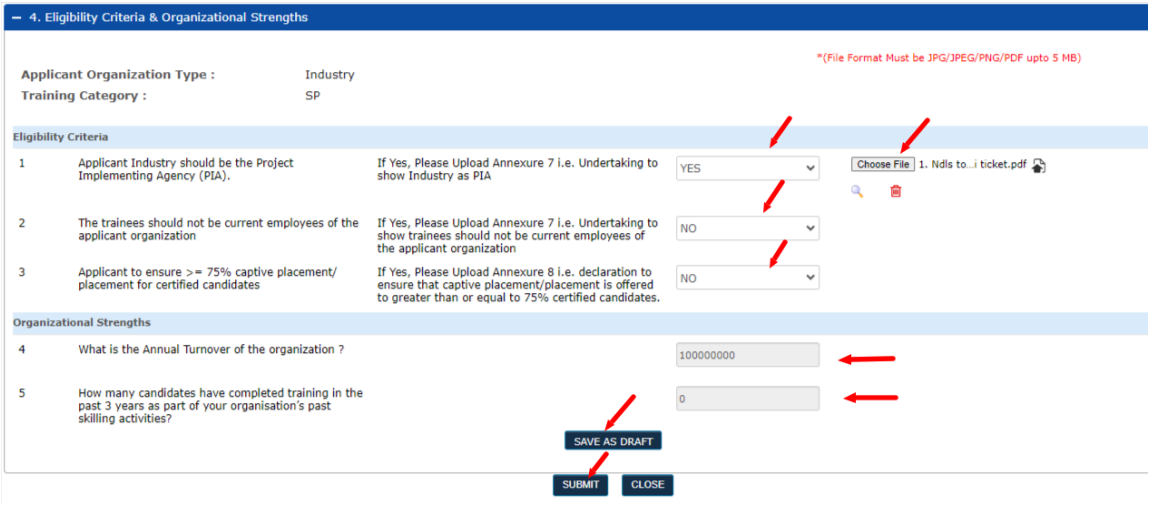


16. User will click on save as draft button to save the record.

17. In Eligibility Criteria & Organization Strength, User has to fill record in all the fields and upload related document.

    Note :- Eligibility Criteria and Organizational Strength detail parameter will change according to the Applicant Organization Type.

18. User will select Yes/No for the given parameters and will upload the document for the required parameter.

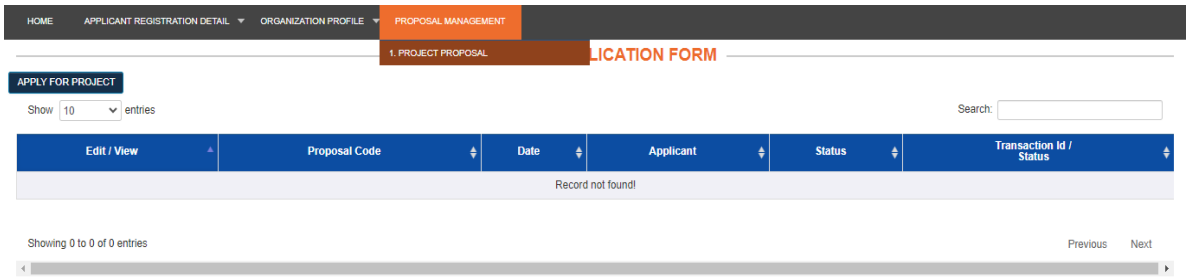


19. User will click on Save as Draft button to save the record.

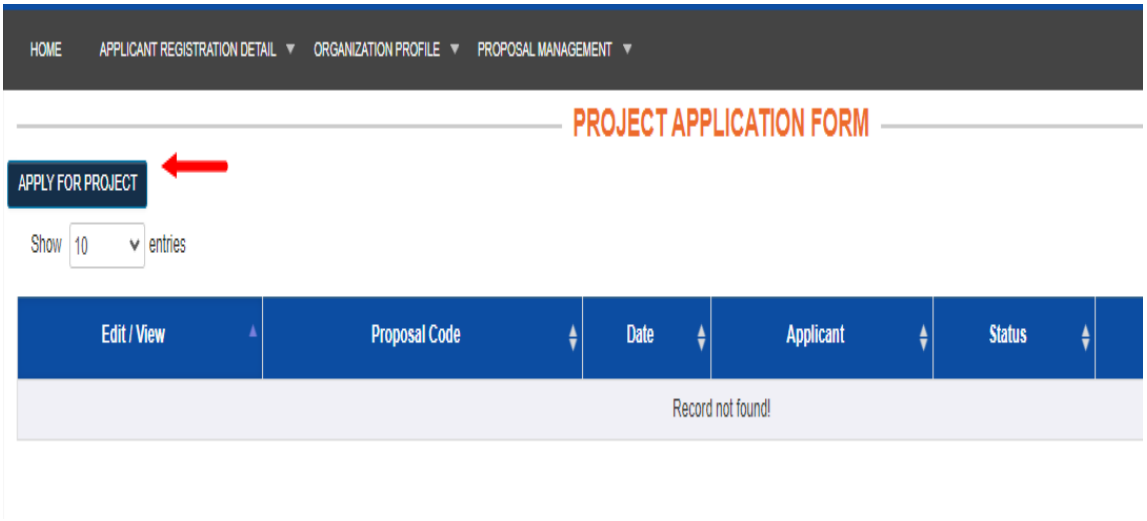
20. User will click on Submit button to submit the record.

4. PROPOSAL STRENGTH

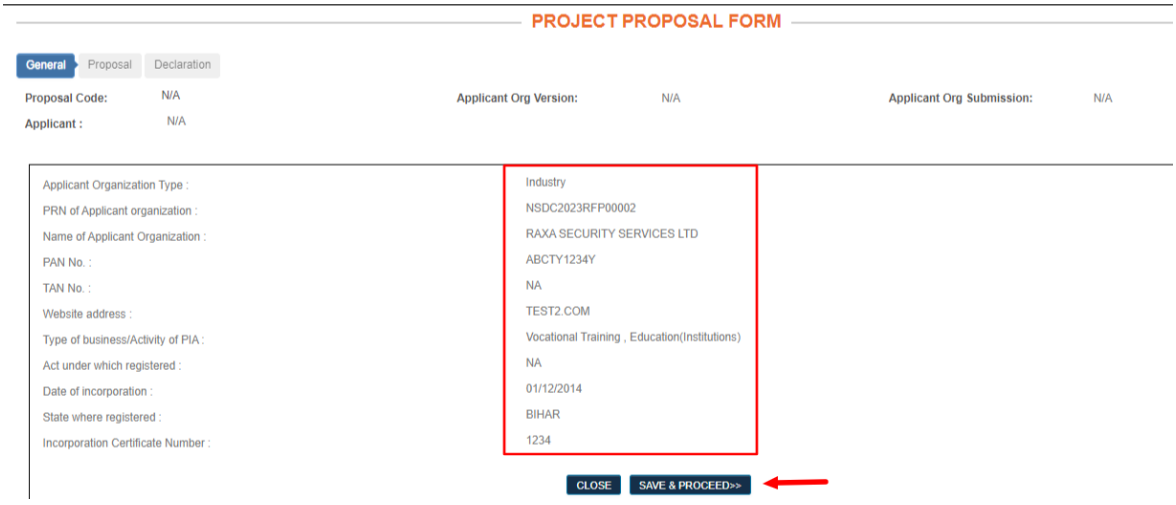
1. User will click on Proposal Strength menu, to add new proposal.



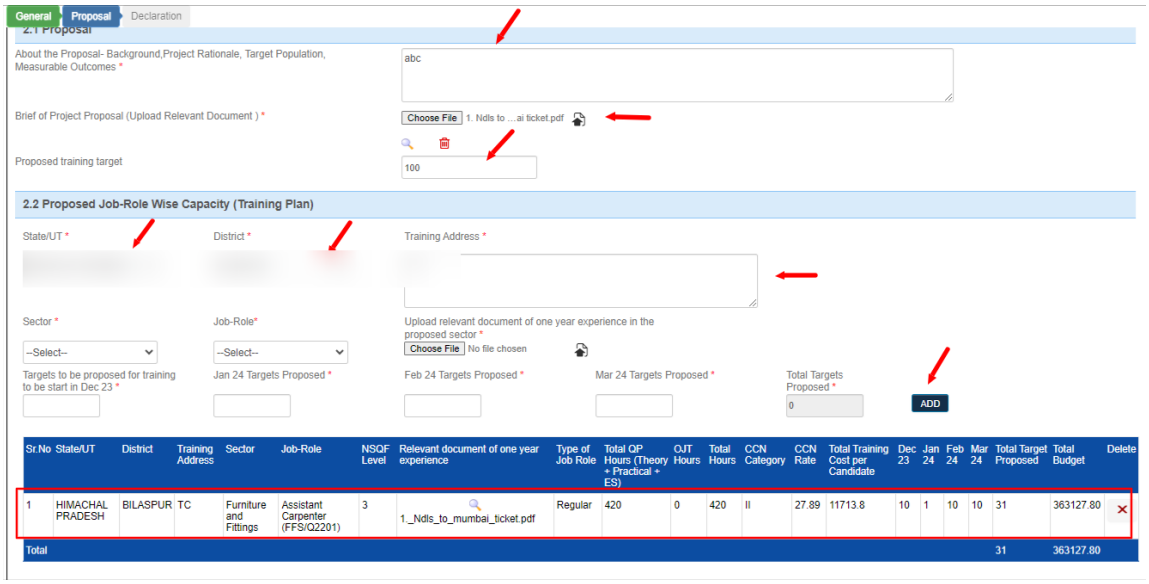
2. User will click on Apply for Project button to add new proposal.



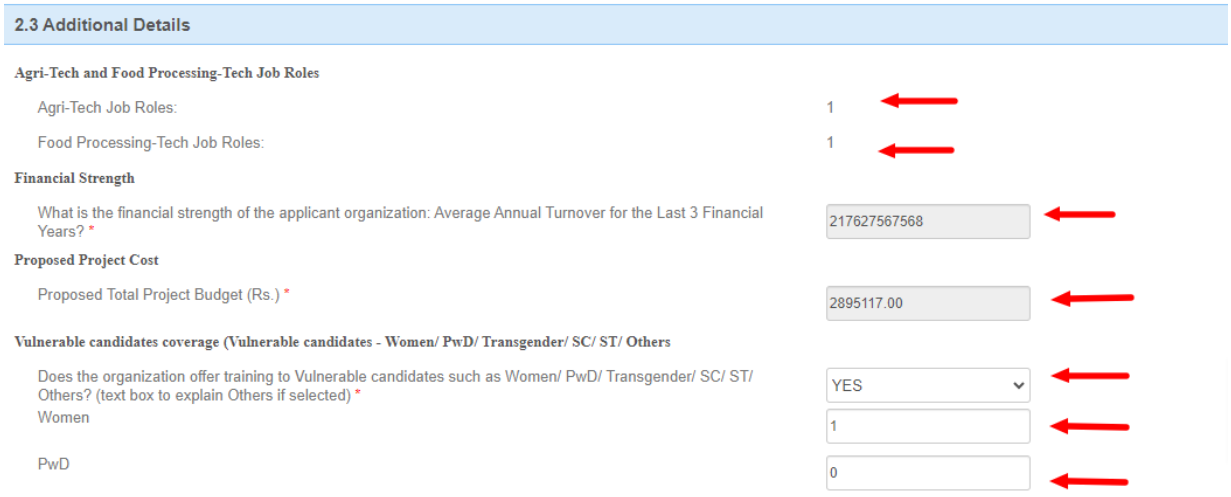
3. After clicking on Apply for Project button, User will get redirect to General tab of the proposal form.
4. All the details in General tab, all the record will get bind automatically.
5. User will click on Save and Proceed button, to proceed on next tab.

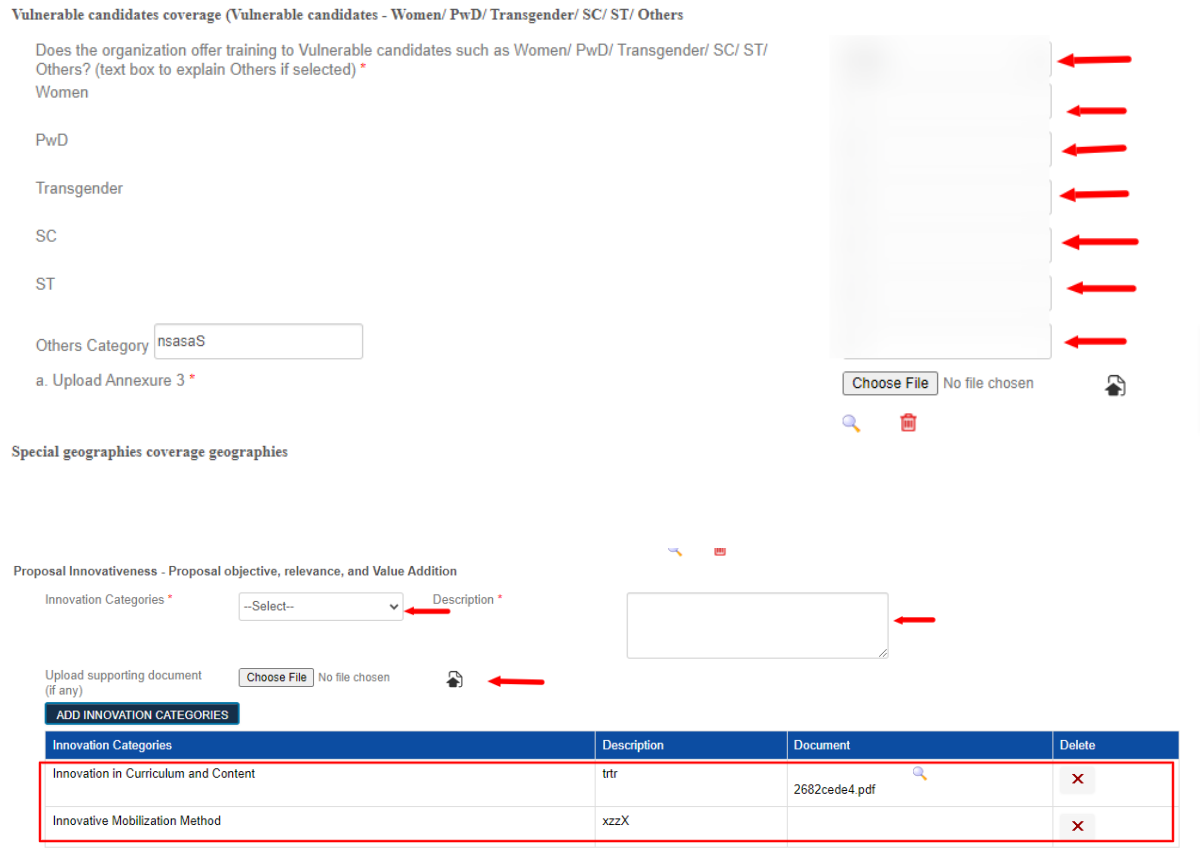


6. User will enter details in all the fields mark with asterisk sign (*) in project proposal form as shown below :-

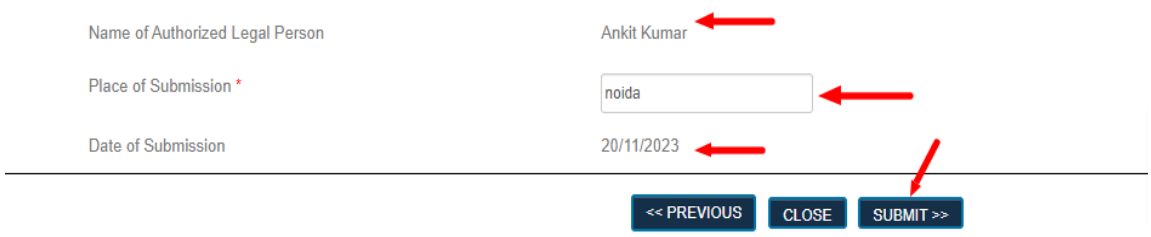


7. In Additional Skill section, User will fill details in all the mandatory fields :-

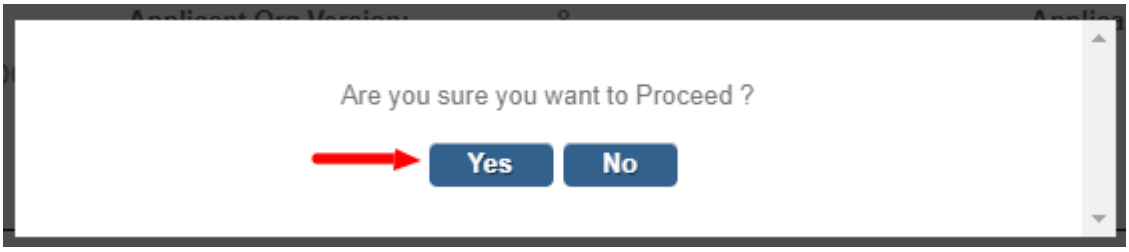




8. User will click on Save as Draft button to save the record.
9. User will click on Save & Proceed button to get redirect to declaration page.
10. User has to select all the declaration points, mention in declaration page.
11. Name of Authorized Legal Person will be auto populated
12. User will fill details in Place of submission.
13. Date of Submission will be auto populated.



14. User will click on Yes button to save the record.

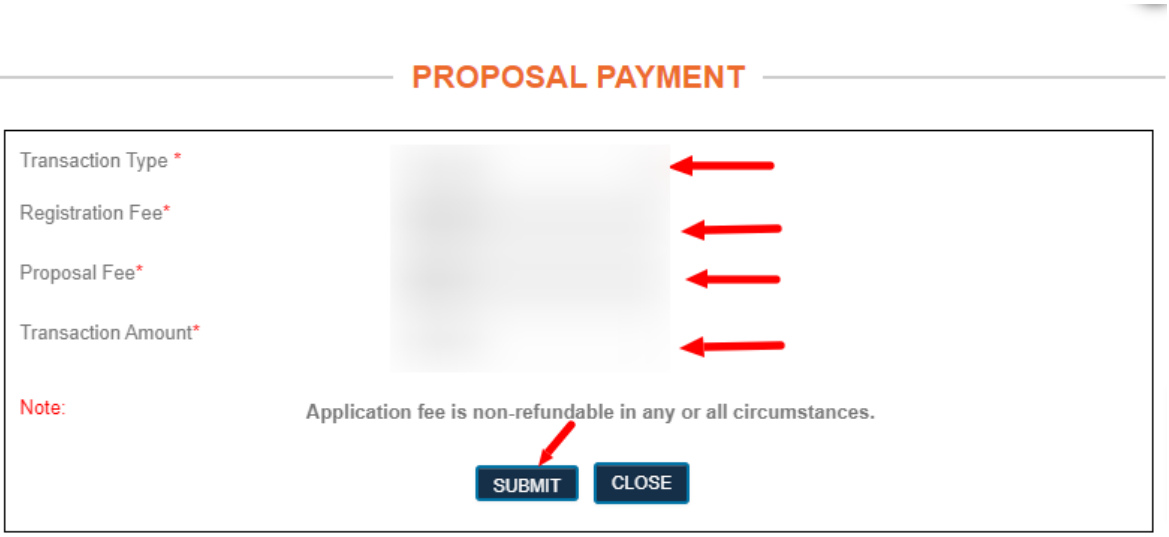


15. After Submitting the record, user will get redirect to Proposal Payment page.

Note -:

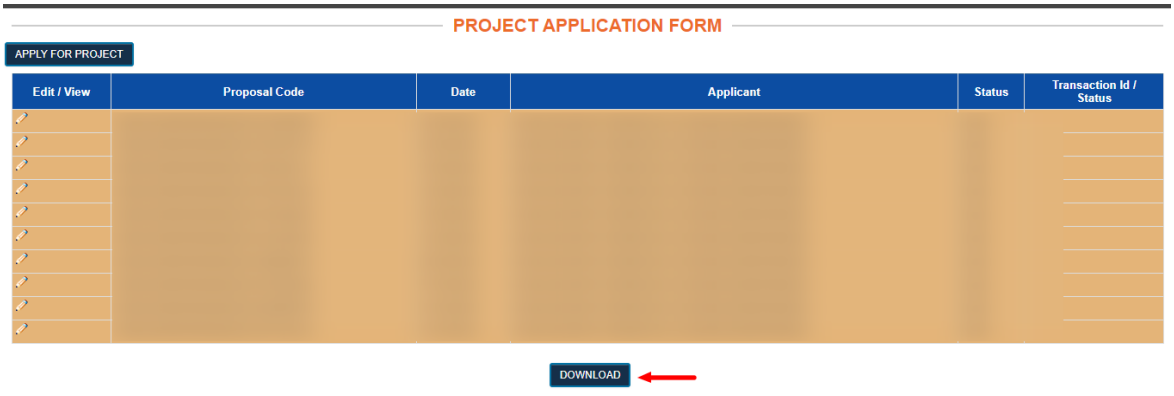
- **Registration fees will be 10,000 Rs (One time cost) and Per proposal fees is 2500 RS**
- **Single Applicant can apply for Multiple proposal.**

16. Transaction Type selected as Online



17. After submission of the fees, proposal will successfully submitted and reflect on the dashboard of the project proposal module.

18. User can also download list of proposal in excel format.



Thank You