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About Training Centre/CSC center

Training Centres in the selected Gram Panchayats with the appropriate manpower and requisite and infrastructure. They are required to meet the following criteria:

- A training centre must have training and facilitation credentials in the domain of education/ IT literacy
- A Screening Committee constituted by CSC-SPV would visit the Training Centre and on receipt of satisfactory report of the Screening Committee, accreditation will be granted.
- Detailed Norms for the Training Centres shall be as per Standard Operating Procedure (SOP) published by CSC-SPV.
- All CSCs working with CSC-SPV will be considered as Training Centre.

Role of Training Centres

The training centres are responsible for the following:

- Enrolling the candidates for the course
- Imparting appropriate training to candidates
- Marking the attendance and conducting continuous assessment using the Online Monitoring Application-cum-Learning Management System
- Keeping a record of all candidates enrolled in the course, certifying their attendance and ensuring that the candidates appear for the online examination.
- Training centre shall provide support and assistance for at least two years after the training is over.
- Ensuring achievement of learning outcomes for each candidate.
- Delivery of content through mobile phone is proposed as a supplementary facility which can be accessed by a large number of neo-IT literates to refresh content learnt during the physical training mode.
- Aadhaar no. shall be used to distinctly identify each beneficiary and to avoid duplicity.
- Appropriate on-line reporting mechanism would be put in place by CSC-SPV for reporting/monitoring of the training programs by the partners/ centres in order to maintain transparency.
- The Training Centres would encourage and mobilize selected beneficiaries to their training centre and ensure successful completion of the training as per norms prescribed in this regard.
- After successful completion of training, the Training Centres would report periodically, details of persons trained to CSC-SPV.
- The trained candidates shall have to undergo an online examination (as soon as the training is completed) by a recognized certifying agency. Training cost to the training agencies would be released by CSC-SPV only after successful certification of the candidates subject to meeting the prescribed outcome criteria.

Part A: VLE user manual

Part A.1 How to register for PMGDISHA



1. Visit CSC website <u>https://digitalseva.csc.gov.in/</u> and login with your CSC ID and Password.

2. On the dash click on the option Services.

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3. On Clicking Education Option, following screen will open. Click in the PMGDISHA tab.

4. A new window will open. VLEs can download the Training Centre Affidavit from the highlighted tab.

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Name*	Same .		Mobile**	NUMP-	

5. VLEs have to fill the downloaded Affidavit and upload the same on the below page. Once document uploaded and clicked on check box for soft consent for sharing information, click on the tab **Add**.

(Please Note: Without submitting Affidavit Training Centre cannot be registered in PMGDISHA scheme.)

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6. On successfully submitting details below screen will appear on the screen.

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7. In your registered Mail ID you will receive a mail from PMGDISHA containing your User Name and Password. Training Centre can download Geo Tagging Application from the link given in the mail.

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(associate	ed with CSC	SPV RJ).	Please find	t below the login details to log-on to the
PMGDISH	IA portal.			
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Your Past	word : RA	AL00000	871@123	
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location (r	efer instruc	tion man	iual attach	ed) whenever asked.
You will on	ly be allow	ed to reg	gister the s	tudents when your locations is validated and
approved.	by the con	erned au	uthorities. I	For further clarity on the same, please contact
your Traini	ng Partner	head off	ice.	
Please sen	d hard cop	y of the a	affidavit to	PMGDISHA PMU, Click Here to download
ON ACTIVICAL.	TOGEOTA	C. Amo to	A CAR TAN	ing upour contex location

8. Now visit PMGDISHA website <u>www.pmgdisha.in</u> and enter your Login credentials.



9. On first time login, TC will see below screen. Click on the check box, I agree.



10. On successfully submitting all the details of Training Centre below screen will appear. TC may change once in profile and save it.

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11. Training Centre has to create the code of their location with the help of Geo Tagging Application. Enter the Code in the blank space and entre tab **Add Location Code**.

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Part A.2: How to Register Candidates

1. Training Centre have to download the Panchayat Document and fill details of digital illiterate candidates and sign the same with Panchayat Pradhan/BDO/Tehsildaar. After signature, upload the document on the portal.



2. To register student click on tab Student. Following screen will appear. Enter candidates Aadhaar Number. (Without Aadhaar candidate cannot be registered on the portal.)

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3. Choose any one mode of biometric authentication. E-Kyc can be done via Fingerprint, Scanning Eye or One Time Password (OTP).



4. If following screen appeared, then please wait for some.

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5. Enter candidate's Aadhaar Number and click on the box. Now click on the tab for generating OTP.

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6. If OTP generated successfully, a message in green colour will appear on the screen. Enter the OTP in blank space and click on Validate OTP tab.

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7. Following screen will appear when system will verify the OTP training centre had entered.

8. On candidate's successful registration, this screen will appear. You can edit only few details of candidate.

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9. Fill all the information correctly, check whether candidates details is correct or not. Now click on the box and press tab Add.

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10. On successful registration of candidate, they can be accessed by Training centre by clicking on the tab Student.



Part A.3: Checking candidates' Outcomes

1. Go to Student summary sheet and click on the Student Outcome Form (Symbol Highlighted).

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2. Under tab Actions few activities are listed. These activities need to be completed only then candidate can appear for PMGDISHA examination. On clicking on candidate form, following screen will appear.

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	lite 0	Digital Locker: () yes () N	0			
	Line of	unitine G2C services: 0/ ye	s 🖇 No			
	налт	Bark Account: () yes ()	No			

Choose the type of cashless transaction, centre did with candidates. (It can be either with USSD or via BHIM UPI App). Candidate should make 5 cashless transactions for Re 1 each in favour of CSC SPV. CSC SPV bank details are mentioned below.

(CSC SPV bank details: IFSC Code :. UTIB0000049; Account No :. 915020062508293 Virtual payment Address (VPA): cscspv@axisbank)

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3. Fill the details of transaction. (Like Transaction ID (12 digit), date of transaction and Bank Name). Candidate has to do total five cashless transactions using the given options. Without it, candidate cannot appear for PMGDISHA examination. {Note: if candidates' occupation is student then digital transactions are optional}



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4. Now, Training centre has to fill other details of candidates, like whether candidate has digital locker, candidate has bank account, candidate uses insurance services or not.

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	Use unline 620 services: (i) yes (i) No	a lipen.
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	Benzerren () yes () No	
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5. Answer all these questions in Yes and No. Make sure candidate has completed or experienced all the listed activities. Once all the questions answered, click on tab OK. Make sure out of all these activities, candidate has to complete at least five. Without which candidate cannot appear for examination.

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6. Once Candidate's form filled correctly, a green mark will appear at candidate's outcome form.

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(Please not if any of the above mentioned activity is not completed by Candidate, he/she cannot appear for PMGDISHA examination)

Part A.4: How to generate invoice

1. Training Centre can raise invoices of every month. To generate invoice click on the tab Invoicing and Payments. Choose the Year/Month/date and click on generate, invoice for that period will be generated. Also, Training Centre can also check payment history of the past months.

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Part B: Candidate User Manual

Part B.1: How to Access portal

1. Visit our website <u>www.pmgdisha.in</u> and login with your login credentials.

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2. Candidate dashboard will be similar to the screen below.

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- 3. Candidate can check their registered details and can change following details by clicking on tab Edit Profile:
 - E-mail Id
 - Mobile Number
 - Language
 - Area of Interest
 - Occupation

(Remaining details cannot be changed)

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(Chrothe						_	
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4. On making necessary changes lick on tab Save Changes. Your details will be saved.

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	Mobile	9999347834		Pireode	6066.77		
	Languager	DIGUSH	*	Type Of Phone:	BASIC PHONE	÷	
	Areas of Interest:	Multile Repair and Maintenance	*				
	Occupation:	Rearrens	+				

5. Candidate can rate training centre by giving them rating.

	Dash	board	CHBADDODUSIN Blackert						
Carbor 1	Stoden		X Close	Digith +					
11 Pridle		Rate training Center	-						
		How was your over all experiance with this training center?		NECAAD IYSII					

6. Student can change their language of preference from highlighted tab.

	Dashboard	CHRACODOSES B
Dehboard	Student Details	English •
B Profile	How was your overall experience wit	5) this training center(s: chath)? Hate home 124
	Course Name: Introduction to Computer Date of Johing: 90-88-3016 Language: EHGLISH	Study Meterial DOWINLOAD FOR WATCH ON YOUTUBE

7. Password can be changed from the highlighted tab.

	Dashboard				Cut concession Student
Deshboard	Student Details				Charge Password
2 Profile		How was your overal	l experience with this training centerpic o	natilit ^a innen	toll on.
	Course Name: Date of joining: Languaget	Introduction to Computer 30-88-2016 ENGLISH	TAKE TEST	Study Meterial	

8. Candidate can appear for Practice assessments before final Test.

Hertal No.	Assessment Name	Marks Scored	Take Assessment	
	Module 1		Child Have	
	Module 3		CRIX Hime	
	Module 8		Child Have	
	Module 4		CHIN Plane	
	Weshie 5		Caus Here	

9. Candidate can also watch video content by clicking on tab Launch Course.

	Launch Course	CHBA00001588 A
Contract (Launch Course	English -
- Profile	Contraction of the second s	
	🔁 crumh 🔹 👻	🕲 (zwei 1. 🔹 🐨 Montale 2. 🔹 SEARCH COURSE
	\$740.	Course Name
	1	#2,15,01,2,3
	2	m2.0.40.2.3
	3	m2,0,63,2,1
		m2.01.04.3.1
	5	HQU, HQU
	6. C	H4.4.0(上)
	. 7	101.4.92.21
	1.00	(1,1,1)(1,1)(1,1)
		102,52,04,2,1
	10	10.0.01.01

Part B.2: Verifying E-Mail Id

1. To appear for PMGDISHA examination, candidate has to verify their mail ID. Candidate has to send a mail to *GOAHEAD@PMGDISHA.IN*

	Dashboard		ANCH00015012 Student	RS						
Destitionerd	Student Details		Engish							
# Profile	Haw was your overall experience with this training center(1900)	Fiste house								
	To verify your email, please send an email (with the subject 'Verify Email') from your email to goahead@pmgduha.m									
	Course Name: Approclation of Digital Litering: Date of joining: 19-63-2017 Language: ENGLISH Tuil: 1827 PRACTICE TEST	Study Material: DOWINELOAD WATCH ON YO	PDF							

2. From their registered mail id candidate has to send a mail to GOAHEAD@PMGDISHA.IN

PMCDISHA	- * *
goahead@pmgdisha.in	
Verify mail	
Message Body	

3. Once E-Mail ID has been verified, a green tick will appear at candidate's Email verified.

	View All								ç	ANCH00000356 Training Centre		
Contend	All Stu	All Students Vienune / None Basin Fisch								Ergiun .		•
≜muptators.	1	11 - 200 miles	And the second second		di grandonia		a destinations		10000 Automation		10220	
Statents >	1	Filter: ANDER	PRADEH • O	ROOR	 saróhanwa 	ipalle •	THINMAPORA	4 ·	Select village		60	
BProfile.	Sort	ty: Select Order		DOWN	ALDAD CSV		Inter 12.4 Proce	d for Page				
Lupicad Perchapat Ooc	590	OIDAI Number	Student Name	Photo	User Name	BOIC	Pg.Date	Status	Eighten Status		Actions	l
	ł.	8385625135	Ravinder Singh	8	ANCH00015012	res	15-03-2017 10:18 8M		brust verifiest Til day Training Student Duburne form	8	† • •	1

Part B.3: How to take Examination

4. After 10 days of candidate registration, a green tick will appear at candidate's 10 days training, Take Test will be activated. On clicking on Take Test tab, following screen will appear. Candidate can choose Certifying agency and his/her language of preference for examination.



5. Now, Invigilator have to enter his/her Aadhaar Number and click on the tab I Agree.

8	Ministry of Electronics & Information Technology Concessor of Lafe				
ms					
	Insighting Audition Transform				
	I hereby confirm that I am the authorized invigilator at the center and will ensure that the candidates give the test as per the terms and conditions laid down by NDLM management team.				
	LAGHE				

6. Invigilator has to complete the Biometric Authentication process.

Invigilator Biom	etric Authentic	ation	
Scan Your Fingerprint	OR	Scan Your Eye	
	MERT		

7. Once Invigilators authentication gets complete, candidate have to authenticate themselves with either Finger Print or Eye Scan.

Candidate Test Start Bio	ometric Authentication
Scan Your Fingerprint	Scan Your Eye
r _ 1	r 7
0	
- "/////P"	L _ J
Max.	17

8. Candidates test will start loading and below screen will appear. Wait here for some time.

ð		
-	Your test is in	ading
	you may close all chat windows, screen saver etc before starting the test.	
mail	Pacing technical difficulties latting this test?	°C, +1-838.8224-8221 № -91-82878.03040 🛣

9. Now close all the programs running in the computer. All the windows should be closed otherwise candidates exam will be cancelled. TO proceed click on NEXT.

ð		
	Your test has loaded. Click "Next"	to continue
	Please close all programs that uplead or download files in the background For example: Dropbox, torrent, etc.	
iteeti	Facing technical difficulties fating this test? $t_{\rm m}$ +1.455-	024.0221 🕫 +01.82078-03040 🚢

10. Now provide candidates snapshot. Please make sure there is proper light to capture candidates photograph.

Just here me	re steps to begin your lest				_
	Stept: Provide your snapshot	Postion yourself at corners of screen.			
molil		Facing technical difficulties failing the	and7 % +1.650.824.0221 🕷 +01.82876.0	2040 🔤	

11. Now recapture candidates photograph. No one should be in the background of candidate.

Just few more steps to begin your fest			
Stept: Provide your snapshot	Fate is al centre is proposed		
	Facing technical difficulties lating th	n 1927 📞 +1.432.024.0221 🕷 -91.02070.03040 🛥	

12. Next, provide Aadhaar or other Identification document of candidate. Details mentioned in the document should matches with the details provide earlier.

Just few more steps to begin your levt		
Image: Provide procession Image: Provide procession	Step2: Take snapshot	of ID card
malli	Facing technical difficulties lating this test? $f_{\rm sc}$ =1-820-924-9221	•01.82578-03040 🛥

13. After submitting all the documents correctly, following screen will appear. Click on Start Test to start your examination.

metti		
	Click on the button below to start the test.	
mult	Facing technical difficulties lating this test? 📞 +1.435.024-0221 🚿 +01.82575.03040 🚘	

14. Candidates Test Screen will be similar to screen below. Answer all the questions.

mettl	Hindi O		() Total 00:18:57 Sec. 00:08:57 Fixesh Test
Section 1 of 2 Section +1		1. [] + [] 1 af 1] +	(m) (1) (k)
Question #1	😕 Rowall	Choose the best option	
Cuestion Test		 Anseer Choice 1 Anseer Choice 2 Anseer Choice 3 Anseer Choice 4 	
melli	Vikas Tyagi Support I _n +1-600-82	4-6221 🐂 +91-62575-03040 🚘	Teel Action

15. Once answering the questions click on tab Submit. Your Test will be finished and below screen will appear.

mettl	
	Congranulations for completing the test You have actived Bis. Cited have to see your report
mali	Facing technical officiaties falong this test? \$, +1.620.024.0221 +91.82676.03348