

# User Manual for NSDC Admin - Pradhan Mantri National Apprenticeship Mela



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## 1 Introduction

The User Manual for *NSDC Admin - Pradhan Mantri National Apprenticeship Mela* is designed to provide information on, how the NSDC Admin can add and view mela location. The NSDC Admin can perform the following functionalities as listed.

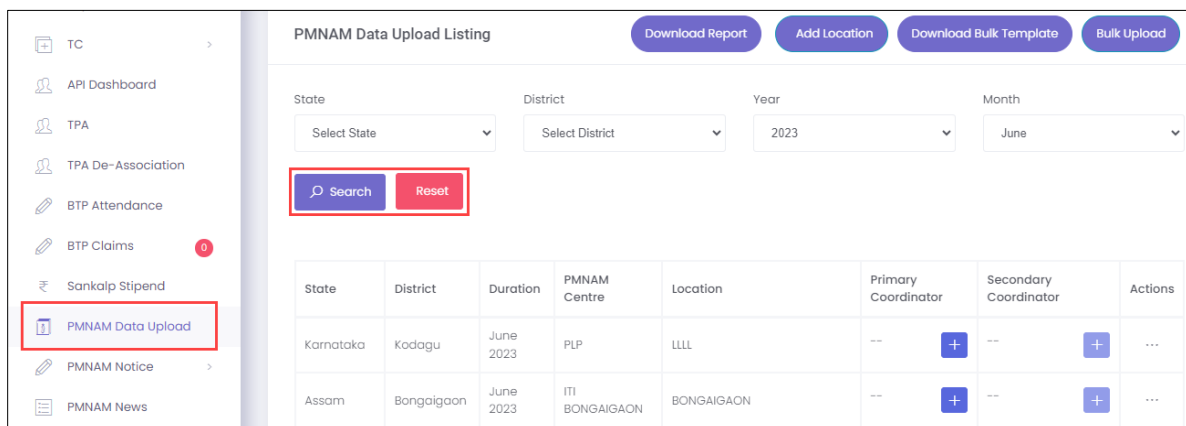
- View PMNAM Data Upload Listing
- Add Mela Location
- Add Mela Location (Bulk Upload)
- View / Add / Edit Primary Coordinator Details
  - Add Primary Coordinator Details
  - View Primary Coordinator Details
  - Edit Primary Coordinator Details
- Update Mela Location
- Add Notice (State)
  - Edit Notice (State)
- Add Notice (District)
  - Edit Notice (District)
- Add News
  - Edit News
- View News and Update
- View Apprenticeship Statistics and State – wise e – KYC Map
- View Apprenticeship Mela Details Using Map

## 2 View PMNAM Data Upload Listing

The **PMNAM Data Upload Listing** screen allows NSDC Admin to view PMNAM details.

### To Navigate

Home --> Dashboard --> PMNAM Data Upload --> PMNAM Data Upload Listing



**PMNAM Data Upload Listing**

Download Report Add Location Download Bulk Template Bulk Upload

State: Select State District: Select District Year: 2023 Month: June

Search Reset

State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
Karnataka	Kodagu	June 2023	PLP	LLLL	-- +	-- +	...
Assam	Bongaigaon	June 2023	ITI BONGAIGAON	BONGAIGAON	-- +	-- +	...

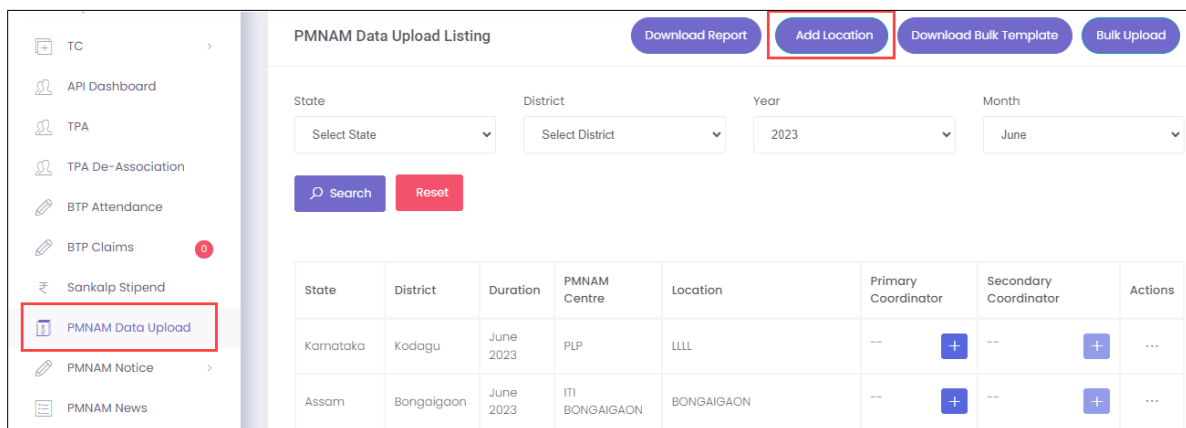
- The **PMNAM Data Upload Listing** screen displays details such as State, District, Duration, PMNAM Centre, Location, Primary Coordinator, Secondary Coordinator, and Action.
- The NSDC Admin can search for particular PMNAM data based on State, District, Year, and Month. Click **Search**, to search for particular data.

### 3 Add Mela Location

The **Add Mela Location** screen allows the NSDC Admin to add apprenticeship mela location.

#### To Navigate

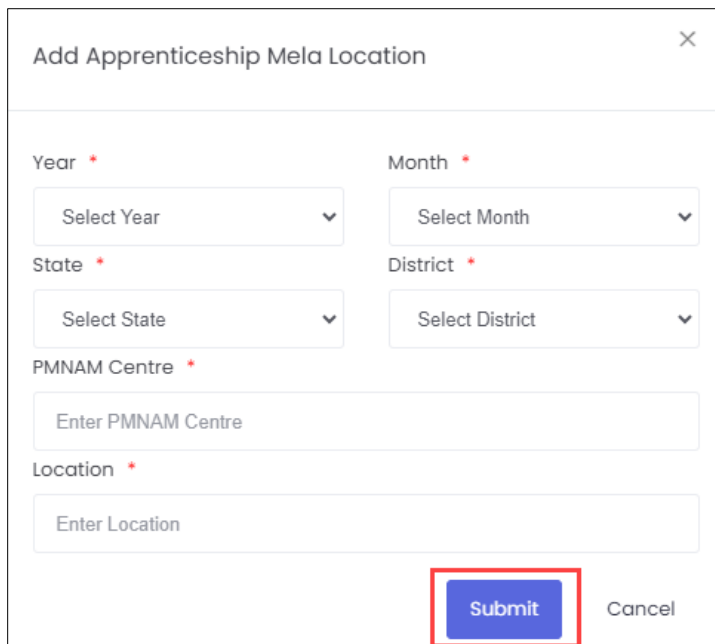
Home --> Dashboard --> PMNAM Data Upload --> PMNAM Data Upload Listing --> Add Location



State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
Karnataka	Kodagu	June 2023	PLP	LLLL	--	--	...
Assam	Bongaigaon	June 2023	ITI BONGAIGAON	BONGAIGAON	--	--	...

- The **PMNAM Data Upload Listing** screen displays State, District, Duration, PMNAM Centre, Location, Primary Coordinator, Secondary Coordinator, and Action.
- Click **Add Location**, the **Add Apprenticeship Mela Location** screen appears.

- The **Add Apprenticeship Mela Location** screen allows NSDC Admin to select Year, Month, State, and District from the drop-down list.



**Add Apprenticeship Mela Location** [X]

Year \* [Select Year ▼] Month \* [Select Month ▼]

State \* [Select State ▼] District \* [Select District ▼]

PMNAM Centre \* [Enter PMNAM Centre]

Location \* [Enter Location]

[Submit] [Cancel]

- The **Add Apprenticeship Mela Location** screen also allows to enter PMNAM Centre and Location.
- Click **Submit**, the **Location added successfully** message appears and navigates to the **PMNAM Data Upload Listing** screen.

**Note:**

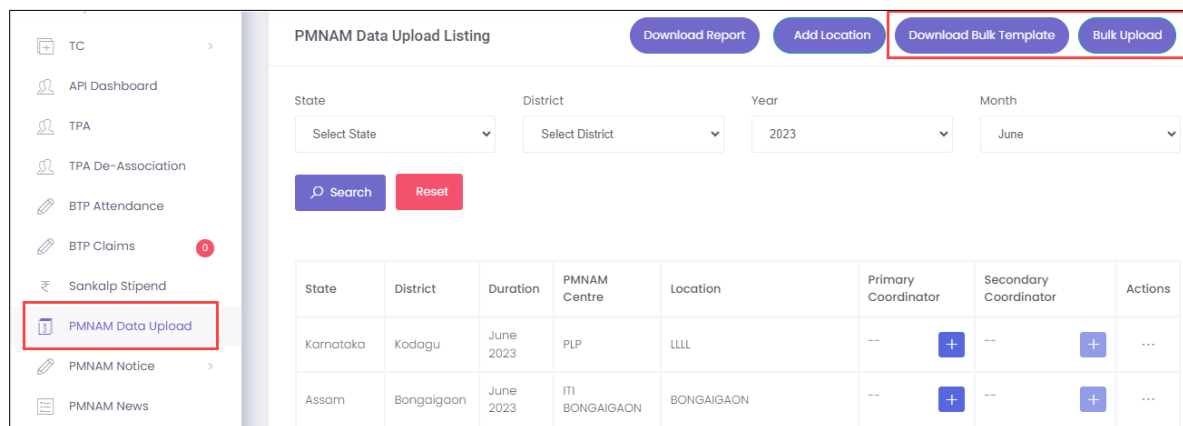
- Only current and upcoming months will be displayed in the month drop-down list.
- Every mela location must have two mela coordinators

## 4 Add Mela Location (Bulk Upload)

The **Add Mela Location (Bulk Upload)** screen allows NSDC Admin to add mela locations in bulk.

### To Navigate

Home --> Dashboard --> PMNAM Data Upload --> PMNAM Data Upload Listing --> Bulk Upload



PMNAM Data Upload Listing

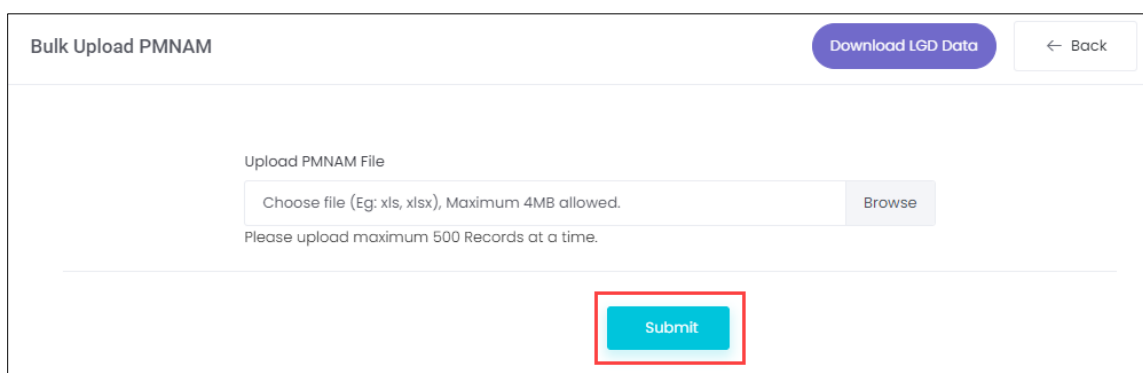
Download Report Add Location Download Bulk Template Bulk Upload

State: Select State District: Select District Year: 2023 Month: June

Search Reset

State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
Karnataka	Kodagu	June 2023	PLP	LLLL	--	--	...
Assam	Bongaigaon	June 2023	ITI BONGAIGAON	BONGAIGAON	--	--	...

- The **PMNAM Data Upload Listing** screen displays State, District, Duration, PMNAM Centre, Location, Primary Coordinator, Secondary Coordinator, and Action.
- Click **Download Bulk Template**, to upload the details.
- Click **Bulk Upload**, the **Bulk Upload PMNAM** screen appears.



Bulk Upload PMNAM

Download LGD Data Back

Upload PMNAM File

Choose file (Eg: xls, xlsx), Maximum 4MB allowed. Browse

Please upload maximum 500 Records at a time.

Submit

- The NSDC Admin can upload the PMNAM file. Click **Browse**, to upload the appropriate PMNAM file. The NSDC Admin can upload only xls and xlsx file and the maximum file size is **four** MB.
- Click **Submit**, the **file uploaded successfully** message appears and navigates to the **PMNAM Data Upload Listing** screen.

**Note:** The NSDC Admin can upload maximum of 500 mela locations at a time.

## 5 View / Add / Edit Primary Coordinator Details

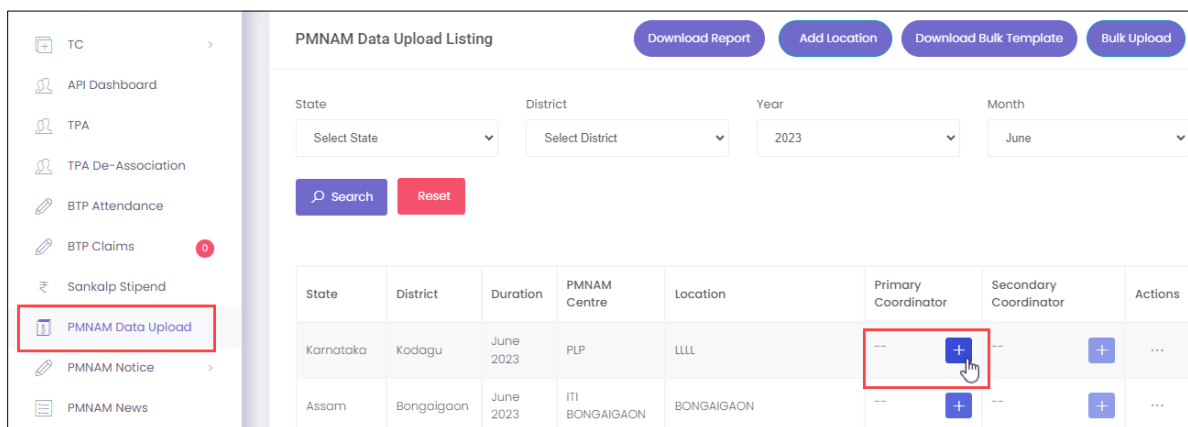
The **View / Add / Edit Coordinator** screen allows NSDC Admin to add, view, and update the primary coordinator details.

### 5.1 Add Primary Coordinator Details

The **Add Primary Coordinator Details** screen allows NSDC Admin to add the details of primary coordinator.

#### To Navigate

Home - - > Dashboard - - > PMNAM Data Upload - - > PMNAM Data Upload Listing - - > Add primary coordinator details

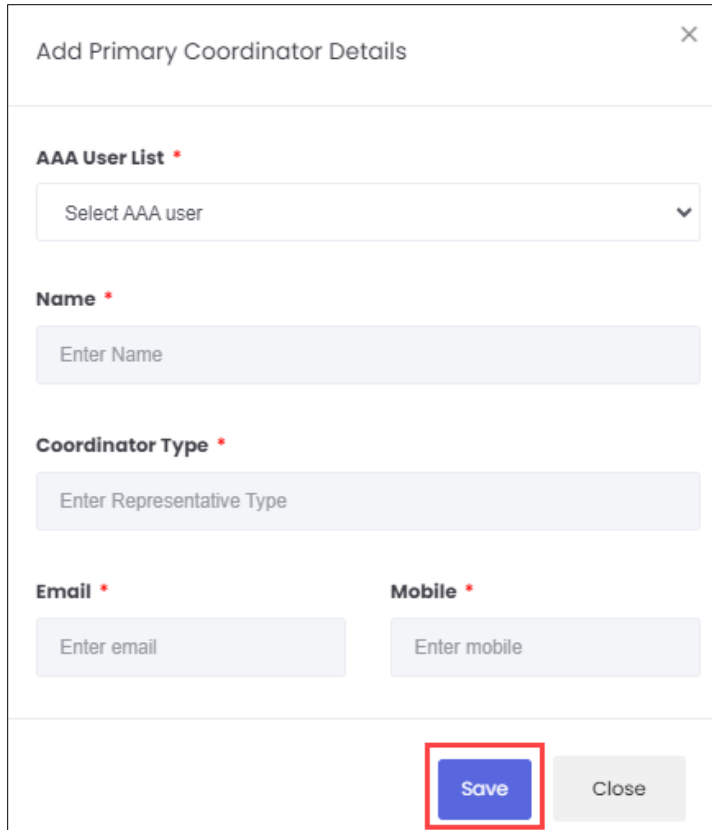


State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
Karnataka	Kodagu	June 2023	PLP	LLLL	-- +	-- +	...
Assam	Bongaigaon	June 2023	ITI BONGAIGAON	BONGAIGAON	-- +	-- +	...

- The **PMNAM Data Upload Listing** screen displays State, District, Duration, PMNAM Centre, Location, Primary Coordinator, Secondary Coordinator, and Action.
- Click **+**, the **Add Primary Coordinator Details** screen appears.



- The **Add Primary Coordinator Details** screen allows NSDC Admin to select AAA User List from the drop – down list.



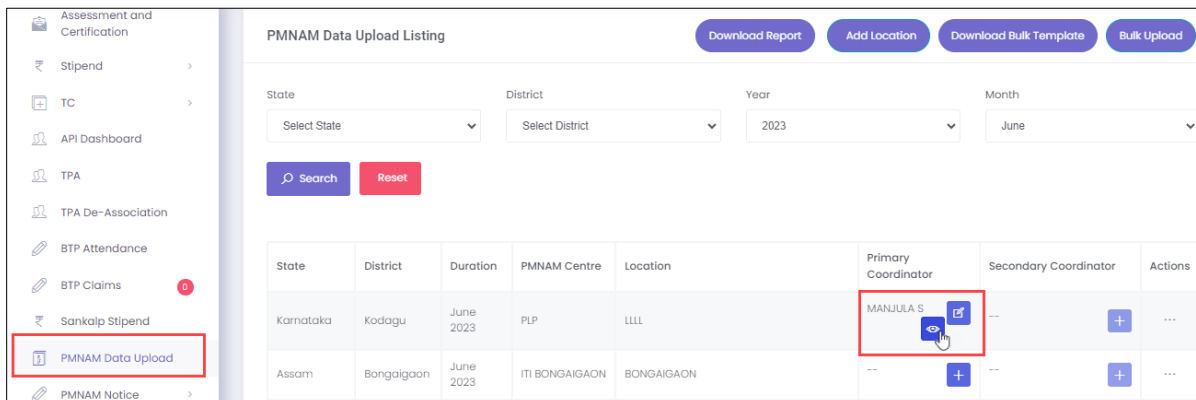
- The **Add Primary Coordinator Details** screen also displays Name, Coordinator Type, Email, and Mobile.
- Click **Save**, the **Coordinator created successfully** message appears and navigates to the **PMNAM Data Upload listing** screen.

## 5.2 View Primary Coordinator Details

The **View Primary Coordinator Details** screen allows NSDC Admin to view the details of the primary coordinator.

### To Navigate

Home - - > Dashboard - - > PMNAM Data Upload - - > PMNAM Data Upload Listing - - > View primary coordinator details




**PMNAM Data Upload Listing**

Download Report Add Location Download Bulk Template Bulk Upload

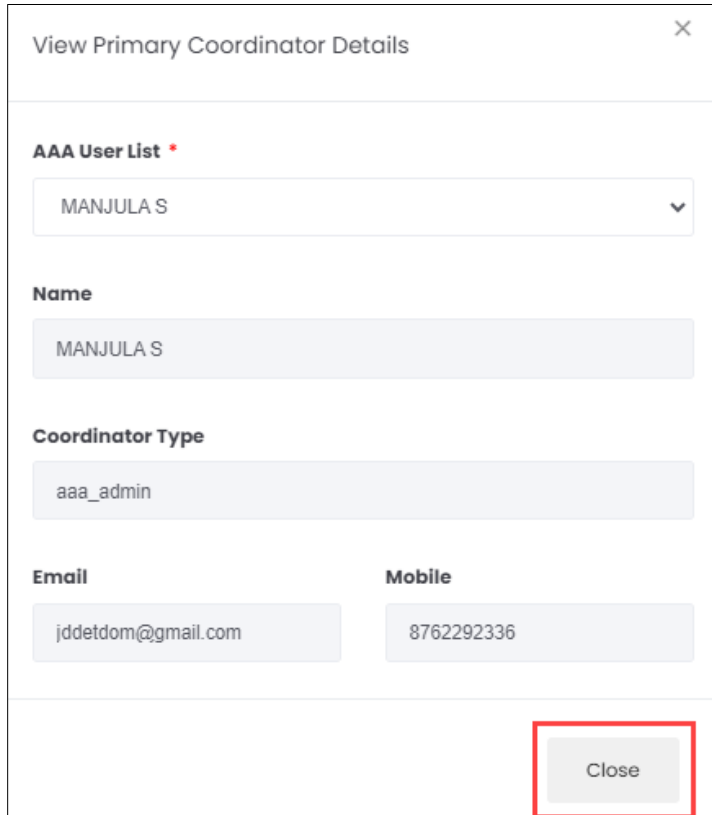
State: Select State District: Select District Year: 2023 Month: June

Search Reset

State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
Karnataka	Kodagu	June 2023	PLP	LLLL	MANJULA S	--	+ ...
Assam	Bongaigaon	June 2023	ITI BONGAIGAON	BONGAIGAON	--	--	+ ...

- The **PMNAM Data Upload Listing** screen displays State, District, Duration, PMNAM Centre, Location, Primary Coordinator, Secondary Coordinator, and Action.
- Click , the **View Primary Coordinator Details** screen appears.

- The **View Primary Coordinator Details** screen displays details of the coordinator such as AAA User List, Name, Coordinator type, Email, and Mobile.



View Primary Coordinator Details

AAA User List \*

MANJULA S

Name

MANJULA S

Coordinator Type

aaa\_admin

Email

jddetdom@gmail.com

Mobile

8762292336

Close

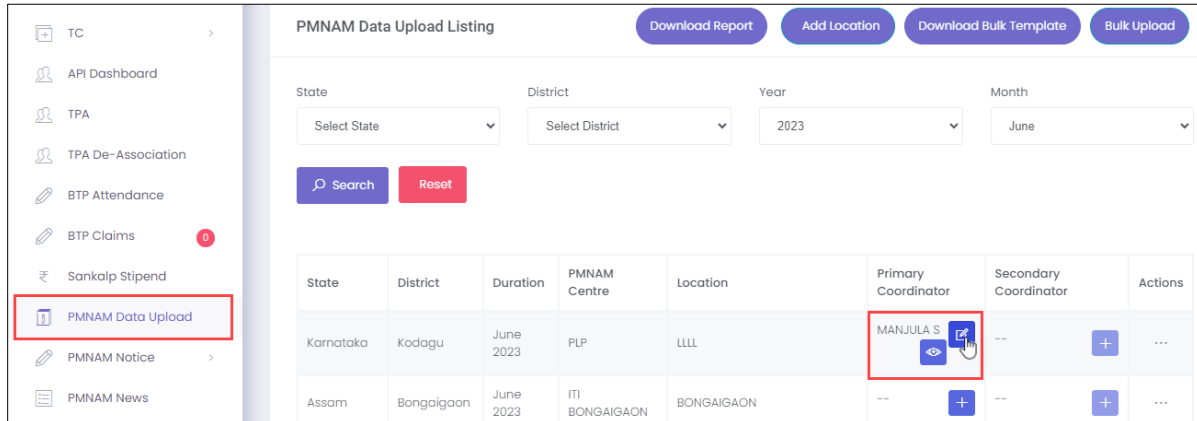
- Click **Close**, to navigate to the **PMNAM Data Upload Listing** screen.

### 5.3 Edit Primary Coordinator Details


The **Edit Primary Coordinator Details** screen allows NSDC Admin to update the details of the primary coordinator.

#### To Navigate

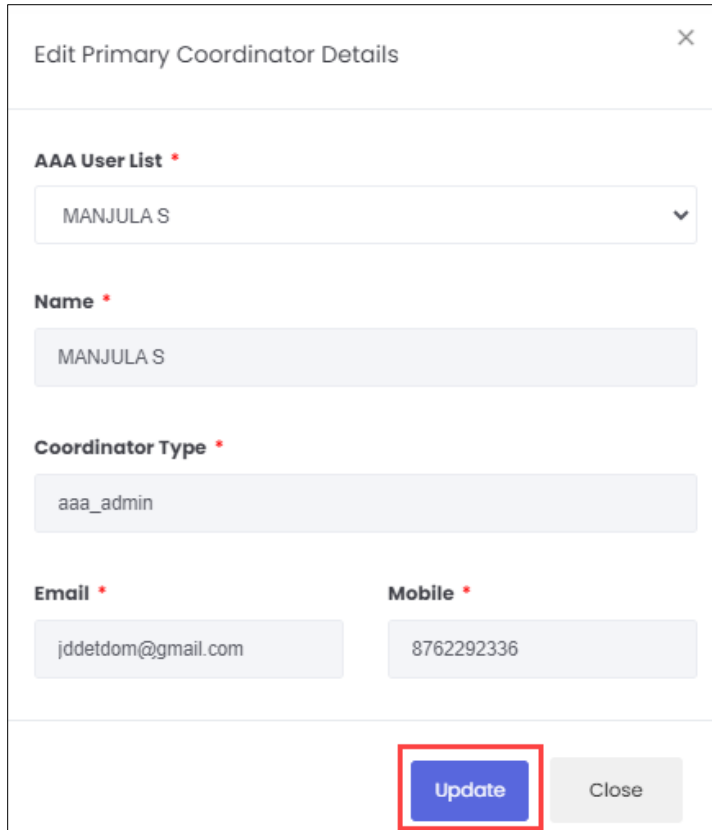
Home - - > Dashboard - - > PMNAM Data Upload - - > PMNAM Data Upload Listing - - > Edit primary coordinator details



State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
Karnataka	Kodagu	June 2023	PLP	LLLL	MANJULA S	--	[Edit] [Add] [More]
Assam	Bongaigaon	June 2023	ITI BONGAIGAON	BONGAIGAON	--	--	[Add] [More]

- The **PMNAM Data Upload Listing** screen displays State, District, Duration, PMNAM Centre, Location, Primary Coordinator, Secondary Coordinator, and Action.
- Click , the **Edit Primary Coordinator Details** screen appears.

- The **Edit Primary Coordinator Details** screen allows NSDC Admin to edit coordinator details such as AAA User List.



Edit Primary Coordinator Details

AAA User List \*

MANJULA S

Name \*

MANJULA S

Coordinator Type \*

aaa\_admin

Email \*

jddetdom@gmail.com

Mobile \*

8762292336

Update Close

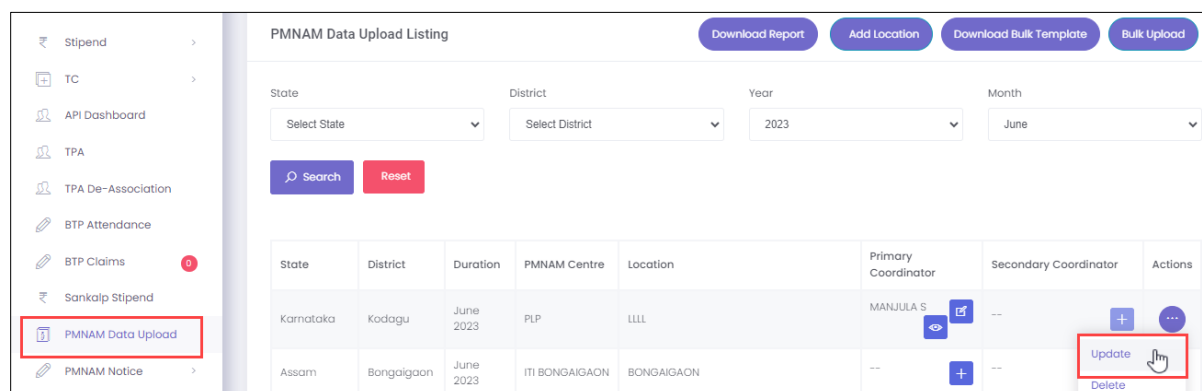
- The **Edit Primary Coordinator Details** screen also displays details such as Name, Coordinator Type, Email, and Mobile.
- Click **Update**, the **Coordinator details updated successfully** message appears and navigates to the **PMNAM Data Upload Listing** screen.

## 6 Update Mela Location

The **Update Mela Location** screen allows NSDC Admin to update details of the mela location.

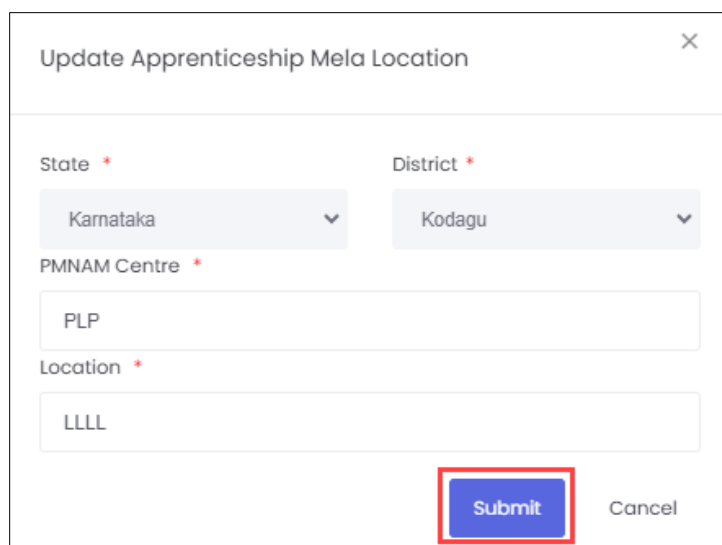
### To Navigate

Home --> Dashboard --> PMNAM Data Upload --> PMNAM Data Upload Listing --> Actions --> Update



State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
Karnataka	Kodagu	June 2023	PLP	LLLL	MANJULA S	--	Update
Assam	Bongaigaon	June 2023	ITI BONGAIGAON	BONGAIGAON	--	--	Delete

- The **PMNAM Data Upload Listing** screen displays State, District, Duration, PMNAM Centre, Location, Primary Coordinator, Secondary Coordinator, and also allows to update under Actions.
- Click **Update**, the **Update Location** screen appears.
- The **Update Location** screen displays State and District and also allows to enter PMNAM Centre and Location.



Update Apprenticeship Mela Location

State \*
   
 Karnataka

District \*
   
 Kodagu

PMNAM Centre \*
   
 PLP

Location \*
   
 LLLL

Submit
   
 Cancel

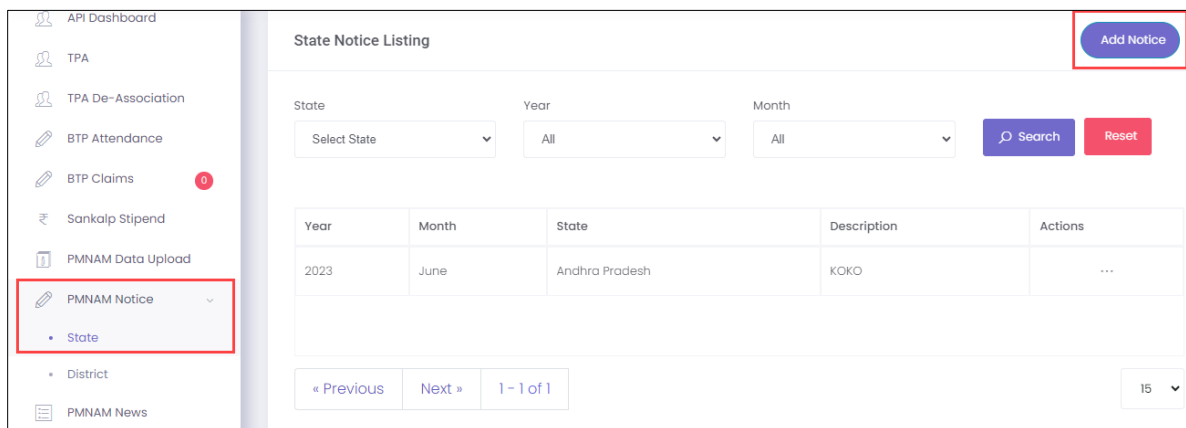
- Click **Submit**, the **Location updated successfully** message appears and navigates to the **PMNAM Data Upload Listing** screen.

## 7 Add Notice (State)

The **Add Notice** screen allows the NSDC Admin to add notice for state.

### To Navigate

Home --> Dashboard --> PMNAM Notice --> State --> Add Notice



**State Notice Listing**

API Dashboard  
 TPA  
 TPA De-Association  
 BTP Attendance  
 BTP Claims  
 ₹ Sankalp Stipend  
 PMNAM Data Upload  
**PMNAM Notice**  
 • State  
 • District  
 PMNAM News

State: Select State Year: All Month: All Search Reset

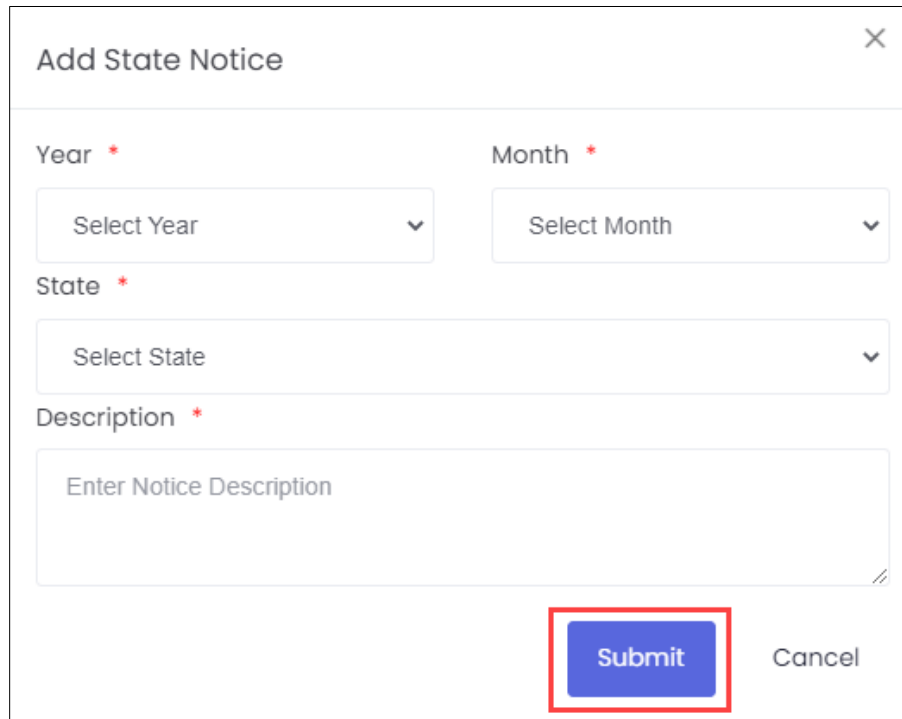
Year	Month	State	Description	Actions
2023	June	Andhra Pradesh	KOKO	...

« Previous Next » 1 - 1 of 1 15

**Add Notice**

- The **State Notice Listing** screen displays the details such as Year, Month, State, Description and Actions.
- Click **Add Notice**, the **Add State Notice** screen appears.

- The **Add State Notice** screen allows the NSDC Admin to enter the Description and also allows to select the details such as Year, Month, and State from the drop-down list.



The image shows a web form titled "Add State Notice" with a close button (X) in the top right corner. The form contains four fields: "Year" with a red asterisk, "Month" with a red asterisk, "State" with a red asterisk, and "Description" with a red asterisk. Each of the first three fields is a dropdown menu with a placeholder text "Select Year", "Select Month", and "Select State" respectively. The "Description" field is a text area with a placeholder text "Enter Notice Description". At the bottom right of the form, there is a blue "Submit" button and a grey "Cancel" button. The "Submit" button is highlighted with a red rectangular border.

- Click **Submit**, the **Notice added successfully** message appears.

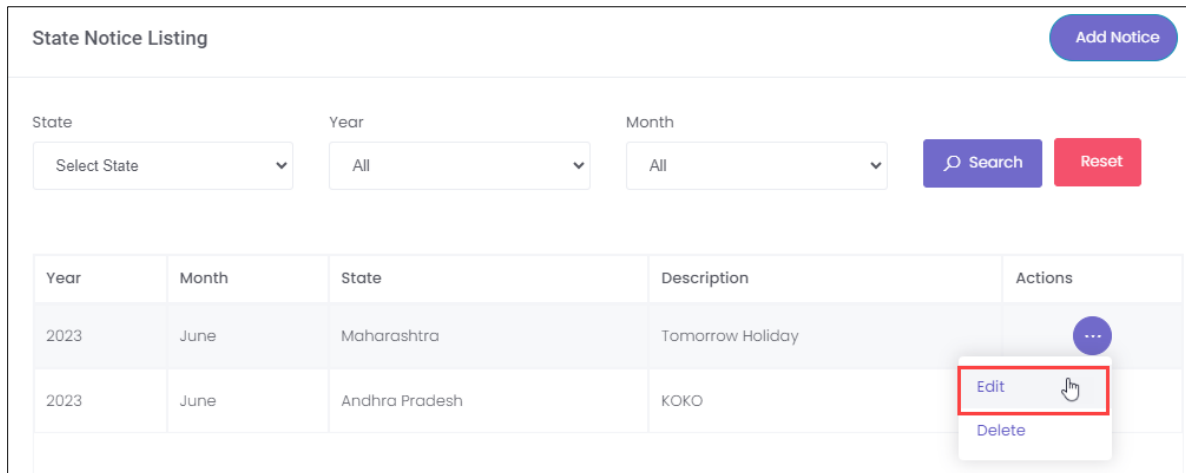


## 7.1 Edit Notice (State)

The **Edit Notice (State)** screen allows the NSDC Admin to edit the existing state notice details.

### To Navigate

Home --> Dashboard --> PMNAM Notice --> State --> Actions --> Edit



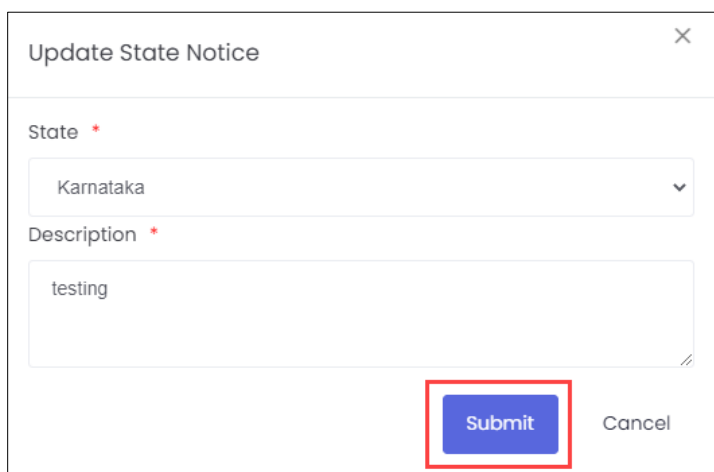
State Notice Listing

Add Notice

State: Select State Year: All Month: All Search Reset

Year	Month	State	Description	Actions
2023	June	Maharashtra	Tomorrow Holiday	...
2023	June	Andhra Pradesh	KOKO	Edit Delete

- The **State Notice Listing** screen displays details such as Year, Month, State, Description, and also allows to edit under Actions.
- Click **Edit**, the **Update State Notice** screen appears.
- The **Update State Notice** screen allows the NSDC Admin to select the State and edit the description.



Update State Notice

State \*  
Karnataka

Description \*  
testing

Submit Cancel

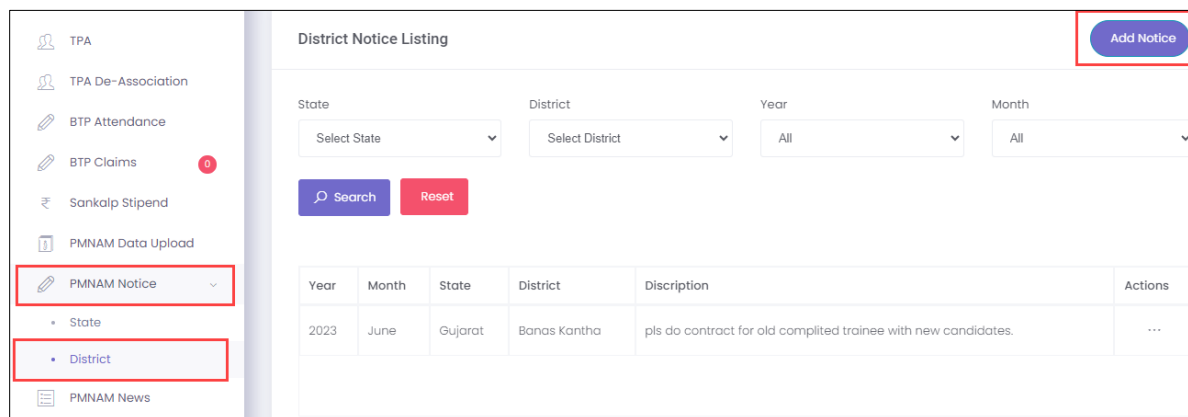
- Click **Submit**, the **Notice added successfully** message appears.

## 8 Add Notice (District)

The **Add Notice** screen allows the NSDC Admin to add notice for district.

### To Navigate

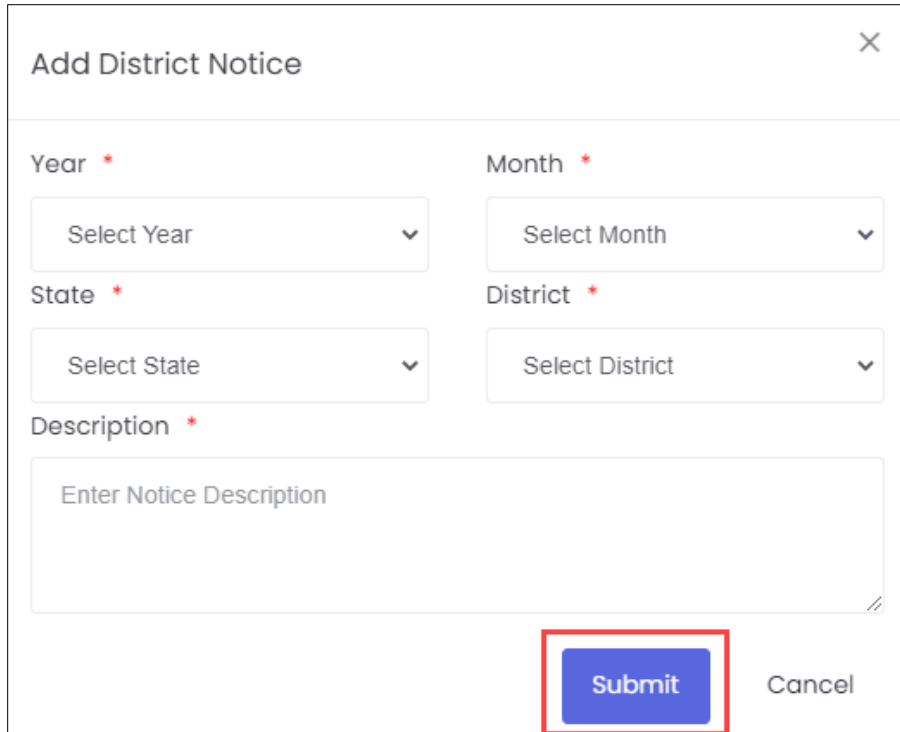
Home --> Dashboard --> PMNAM Notice --> District --> Add Notice



Year	Month	State	District	Discription	Actions
2023	June	Gujarat	Banas Kantha	pls do contract for old complited trainee with new candidates.	...

- The **District Notice Listing** screen displays the details such as Year, Month, State, District, Description and Actions.
- Click **Add Notice**, the **Add District Notice** screen appears.

- The **Add District Notice** screen allows the NSDC Admin to enter the Description and also allows to select the details such as Year, Month, State, and District from the drop-down list.



The image shows a web form titled "Add District Notice" with a close button (X) in the top right corner. The form contains several input fields: "Year" and "Month" are dropdown menus with "Select Year" and "Select Month" respectively; "State" and "District" are also dropdown menus with "Select State" and "Select District" respectively. Below these is a text area for "Description" with the placeholder text "Enter Notice Description". At the bottom right, there is a blue "Submit" button and a "Cancel" link. The "Submit" button is highlighted with a red rectangular border.

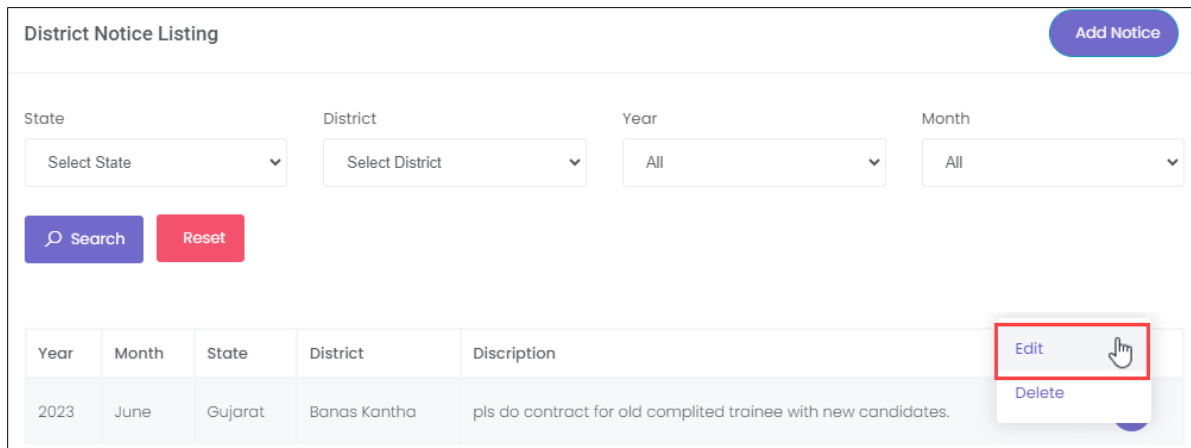
- Click **Submit**, the **Notice added successfully** message appears.

## 8.1 Edit Notice (District)

The **Edit Notice (District)** screen allows the NSDC Admin to edit the existing district notice details.

### To Navigate

Home - - > Dashboard - - > PMNAM Notice - - > District - - > Actions - - > Edit



District Notice Listing

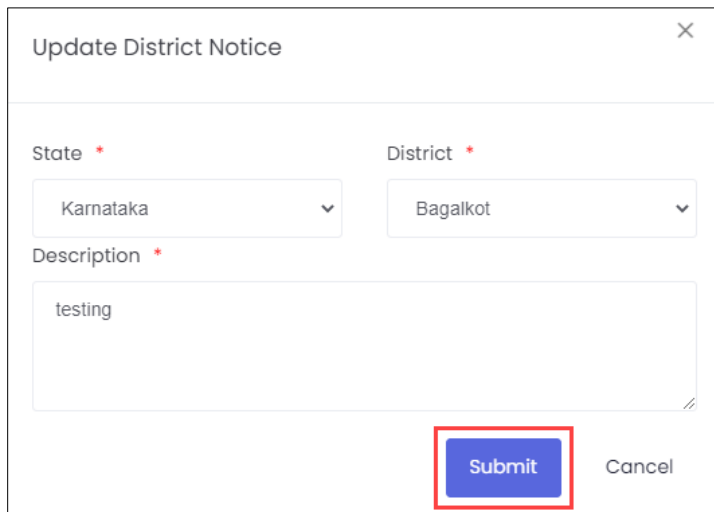
Add Notice

State: Select State, District: Select District, Year: All, Month: All

Search, Reset

Year	Month	State	District	Discription	
2023	June	Gujarat	Banas Kantha	pls do contract for old complited trainee with new candidates.	<a href="#">Edit</a> <a href="#">Delete</a>

- The **District Notice Listing** screen displays the details such as Year, Month, State, District, Description, and also allows to edit under Actions.
- Click **Edit**, the **Update District Notice** screen appears.
- The **Update District Notice** screen allows the NSDC Admin to edit the State and District for the drop-down list and also allows to edit the description.



Update District Notice

State \* Karnataka, District \* Bagalkot

Description \* testing

Submit, Cancel

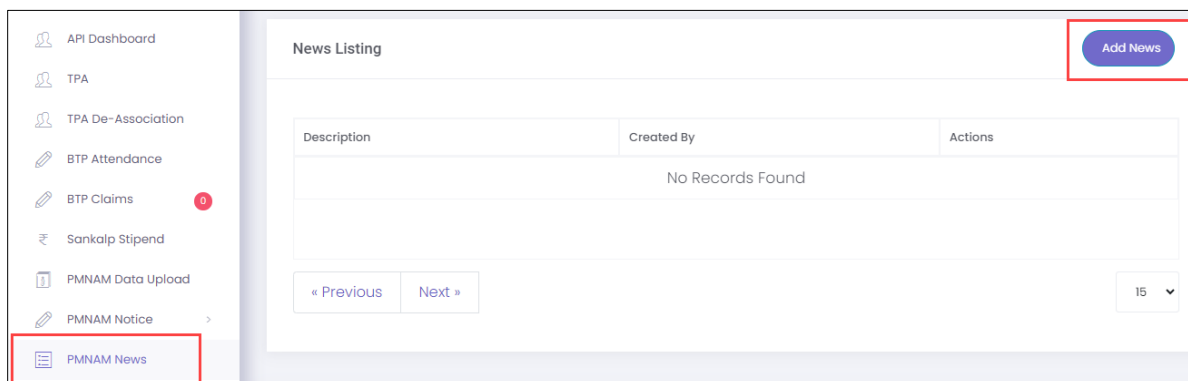
- Click **Submit**, the **Notice added successfully** message appears.

## 9 Add News

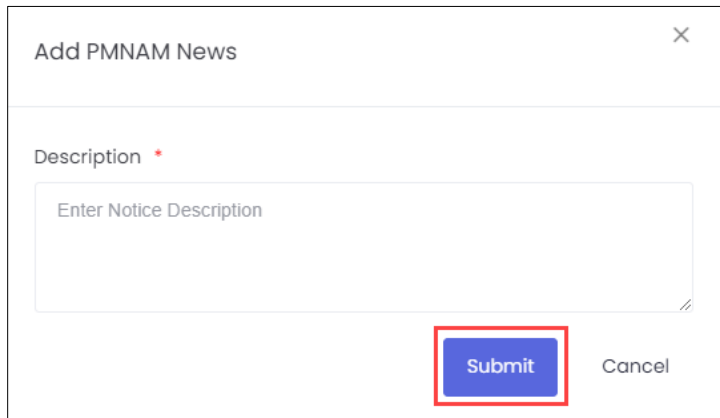
The **Add News** screen allows the NSDC Admin to add news for the mela location.

### To Navigate

Home --> Dashboard --> PMNAM News --> Add News



- The **News Listing** screen displays the details such as Description, Created By and Actions.
- Click **Add News**, the **Add PMNAM News** screen appears.



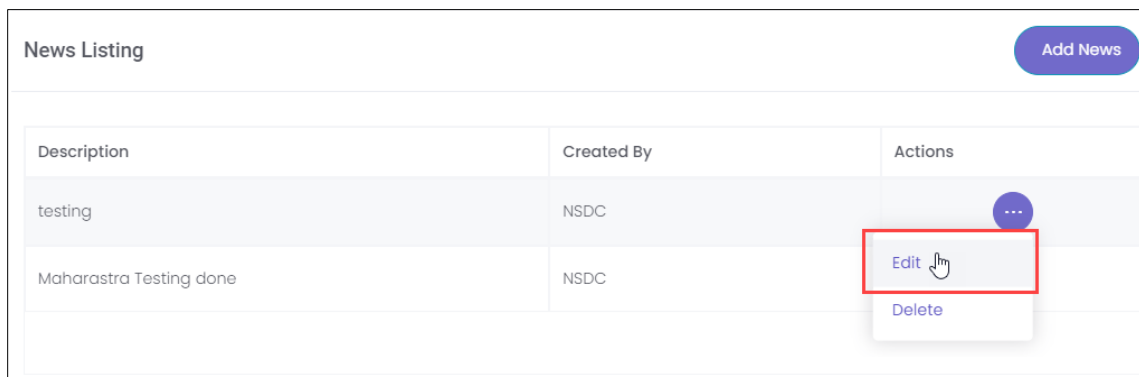
- The **Add PMNAM News** screen allows the NSDC Admin to enter the notice description.
- Click **Submit**, the **News added successfully** message appears.

## 9.1 Edit News

The **Edit News** screen allows the NSDC Admin to edit the existing mela news.

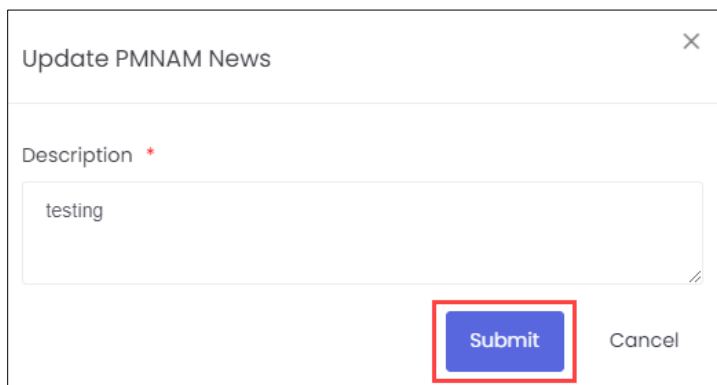
### To Navigate

Home - - > Dashboard - - > PMNAM News - - > Add News - - > Action - - > Edit



Description	Created By	Actions
testing	NSDC	...
Maharashtra Testing done	NSDC	<div> Edit Delete </div>

- The **News Listing** screen displays the details such as Description, Created By and also allows to edit the details under Actions.
- Click **Edit**, the **Update PMNAM News** screen appears.
- The **Update PMNAM** screen allows the NSDC Admin to edit/update the news content.



Update PMNAM News

Description \*
  
testing

Submit
Cancel

- Click **Submit**, the **News Updated Successfully** message appears.

## 10 View News and Update

The **PM National Apprenticeship Mela** screen allows the user to view news and update using the map of India.

### To Navigate

Home - - > Dashboard - - > Apprenticeship Mela

**PM National Apprenticeship Mela**

Search for nearest Mela location


Q

[Login/Register for PMNAM](#)

**Jammu And Kashmir**

**News and update**

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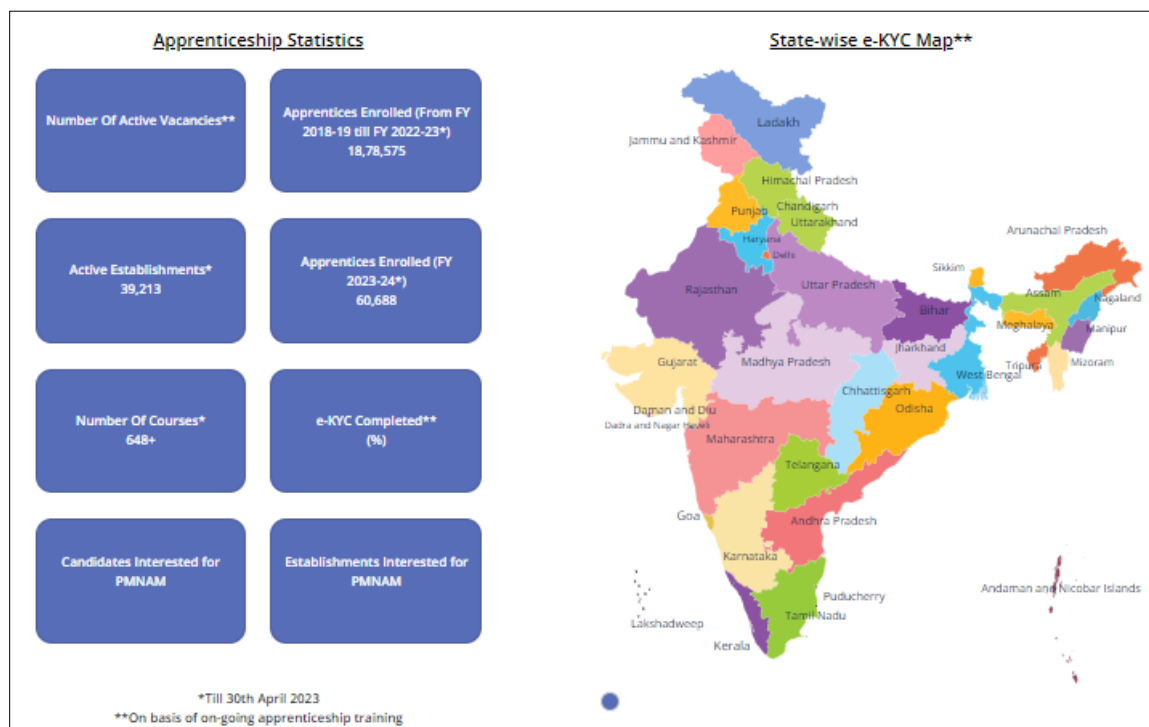
- The **PM National Apprenticeship Mela** screen displays News and Update of the states.

## 11 View Apprenticeship Statistics and State – wise e-KYC Map

The **Apprenticeship Statistics** and **State – wise e – KYC Map** allows NSDC Admin to view details of apprenticeship statistics of the required state.

### To Navigate

Home - - > Dashboard



- The **Apprenticeship Statistics** screen displays details such as Number of Active Vacancies, Apprentices Enrolled, Active Establishments, Apprentices Enrolled, Number of Courses, e – KYC Completed, Candidate Interested in PMNAM, and Establishments Interested in PMNAM.



## 12 View Apprenticeship Mela Details Using Map

The **Mela Location MAP** allows the user to view the mela details using the map of India.

### To Navigate

Home - - > Dashboard - - > Apprenticeship Mela

PM National Apprenticeship Mela

Search for nearest Mela location


Q

[Login/Register for PMNAM](#)

Jammu And Kashmir

**News and update**

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- To view the mela location details, click on the required state in the India map or you can also enter the state name in search bar to search the particular state.

- The **Apprenticeship Mela Details** screen displays the details such as State, District, Location 1 (Apprenticeship Mela Location), Apprenticeship Mela Location, Location, also displays Coordinator Details such as Coordinators Name, Email ID, Phone No, and Coordinator Type.

State : Uttarakhand

← back

District(s)

Dehradun
Udam Singh Nagar

District : Dehradun

Location 1

Apprenticeship Mela Location

S.No	Apprenticeship Mela Location	Location
1	GITI, Niranjapur,	Niranjapur

Coordinator Details

S.No	Coordinators Name	Email ID	Phone No.	Coordinator Type
Coordinator Details Not Found				

Participating Establishments

S.No	Establishments	Trade/Job	Trade Type	Vaccancies
Participating Establishments Details Not Found				

- The **Apprenticeship Mela Details** screen also displays Participating Establishments details such as Establishments, Trade/Job, Trade Type, and Vacancies.