

# User Manual for RDSDE - Pradhan Mantri National Apprenticeship Mela



## Table of Contents

1	Introduction .....	2
2	View PMNAM Data Upload Listing .....	3
3	Add Mela Location .....	4
4	Add Mela Location (Bulk Upload) .....	6
5	View / Add / Edit Primary Coordinator Details .....	7
5.1	Add Primary Coordinator Details .....	7
5.2	View Primary Coordinator Details .....	9
5.3	Edit Primary Coordinator Details .....	11
6	Update Mela Location.....	13
7	Add Notice (State).....	14
7.1	Edit Notice (State) .....	16
8	Add Notice (District).....	17
8.1	Edit Notice (District).....	19
9	Add News .....	20
9.1	Edit News .....	21
10	View News and Update.....	22
11	View Apprenticeship Statistics and State – wise e-KYC Map.....	24
12	View Apprenticeship Mela Details Using Map.....	25

## 1 Introduction

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

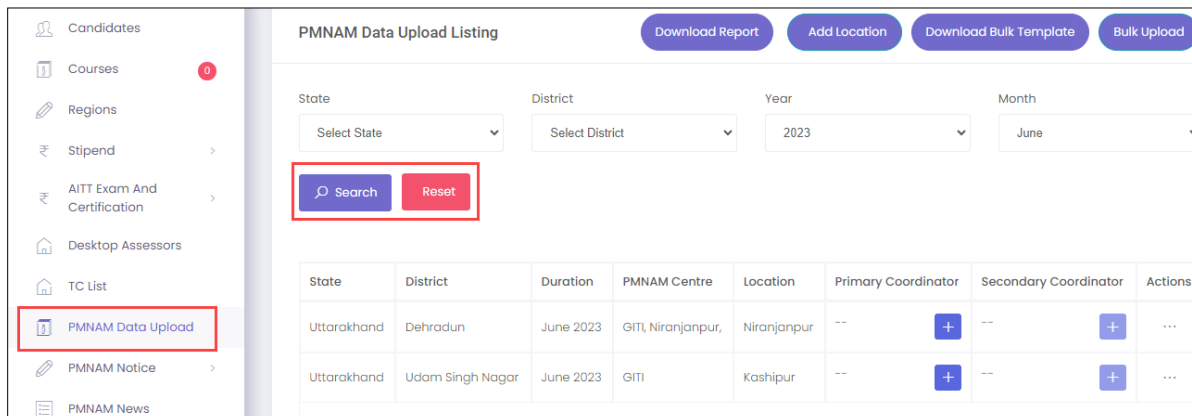
- View PMNAM Data Upload Listing
- Add Mela Location
- Add Mela Location (Bulk Upload)
- View / Add / Edit Primary Coordinator Details
  - Add Primary Coordinator Details
  - View Primary Coordinator Details
  - Edit Primary Coordinator Details
- Update Mela Location
- Add Notice (State)
  - Edit Notice (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 RDSDE Admin to view PMNAM details.

### To Navigate

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



State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
Uttarakhand	Dehradun	June 2023	GITI, Niranjanpur,	Niranjanpur	--	--	...
Uttarakhand	Udam Singh Nagar	June 2023	GITI	Kashipur	--	--	...

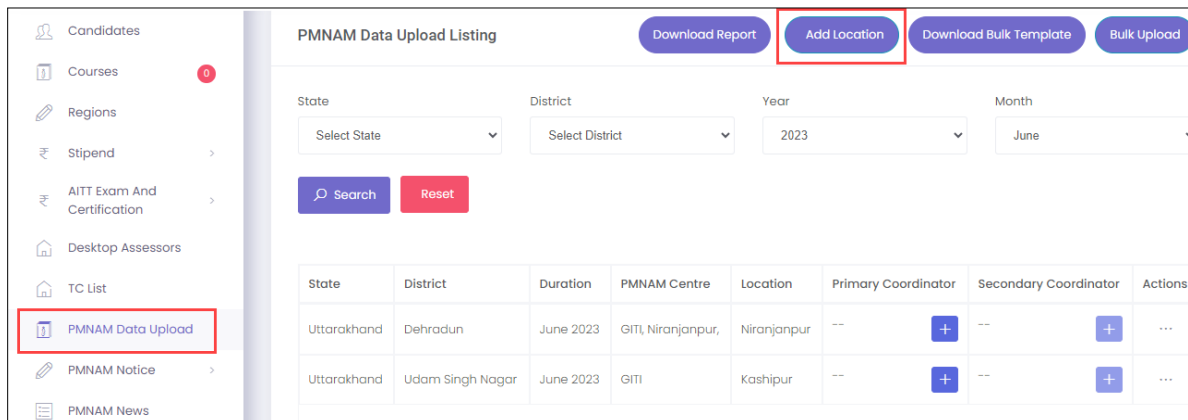
- The **PMNAM Data Upload Listing** screen displays details such as State, District, Duration, PMNAM Centre, Location, Primary Coordinator, Secondary Coordinator, and Action.
- The RDSDE Admin can search for particular PMNAM data based on State, District, Year, and Month. Click **Search**, to search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

### 3 Add Mela Location

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

#### To Navigate

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



**PMNAM Data Upload Listing**

Download Report Add Location Download Bulk Template Bulk Upload

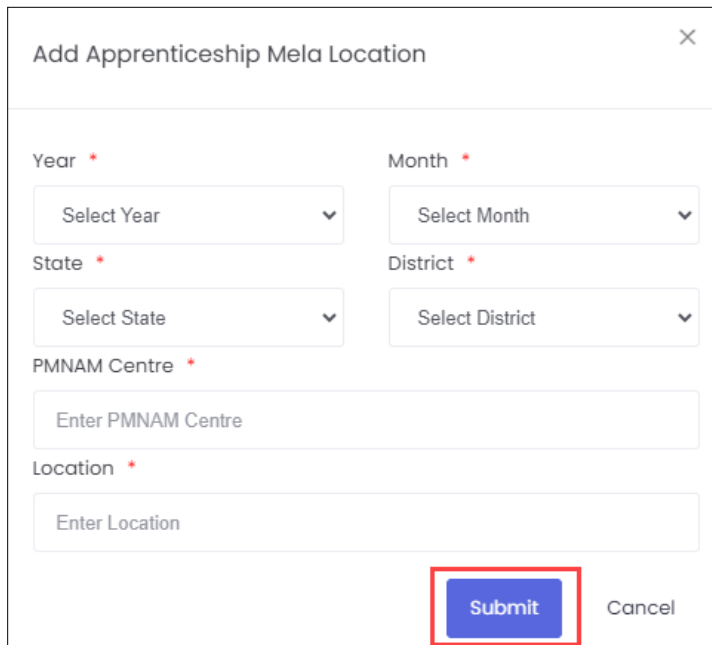
State: Select State District: Select District Year: 2023 Month: June

Search Reset

State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
Uttarakhand	Dehradun	June 2023	GITI, Niranjanpur,	Niranjanpur	--	--	...
Uttarakhand	Udam Singh Nagar	June 2023	GITI	Kashipur	--	--	...

- 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 RDSDE Admin to select Year, Month, State, and District from the drop-down list.



The screenshot shows a web form titled "Add Apprenticeship Mela Location" with a close button (X) in the top right corner. The form contains the following fields:

- Year \***: A dropdown menu with the text "Select Year".
- Month \***: A dropdown menu with the text "Select Month".
- State \***: A dropdown menu with the text "Select State".
- District \***: A dropdown menu with the text "Select District".
- PMNAM Centre \***: A text input field with the placeholder "Enter PMNAM Centre".
- Location \***: A text input field with the placeholder "Enter Location".

At the bottom right of the form, there are two buttons: a blue "Submit" button (which is highlighted with a red rectangular box) and a grey "Cancel" button.

- 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:**

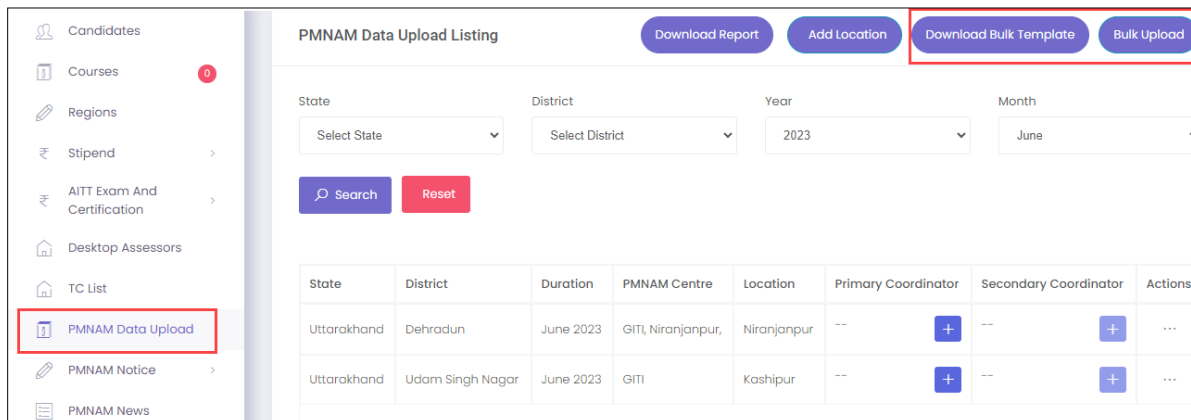
- Only current and upcoming months will be displayed in the month drop-down list.
- Every mela location must have **two** mela coordinators

## 4 Add Mela Location (Bulk Upload)

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

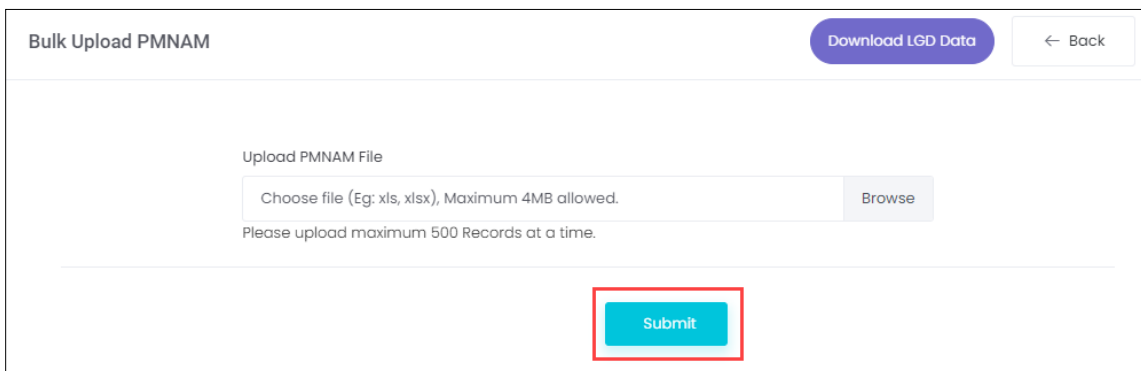
### To Navigate

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



State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
Uttarakhand	Dehradun	June 2023	GITI, Niranjanpur,	Niranjanpur	--	--	...
Uttarakhand	Udam Singh Nagar	June 2023	GITI	Kashipur	--	--	...

- 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.



- The RDSDE Admin can upload the PMNAM file. Click **Browse**, to upload the appropriate PMNAM file. The RDSDE Admin can upload only xls andxlsx 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 RDSDE Admin can upload maximum of **500** mela locations at a time.

## 5 View / Add / Edit Primary Coordinator Details

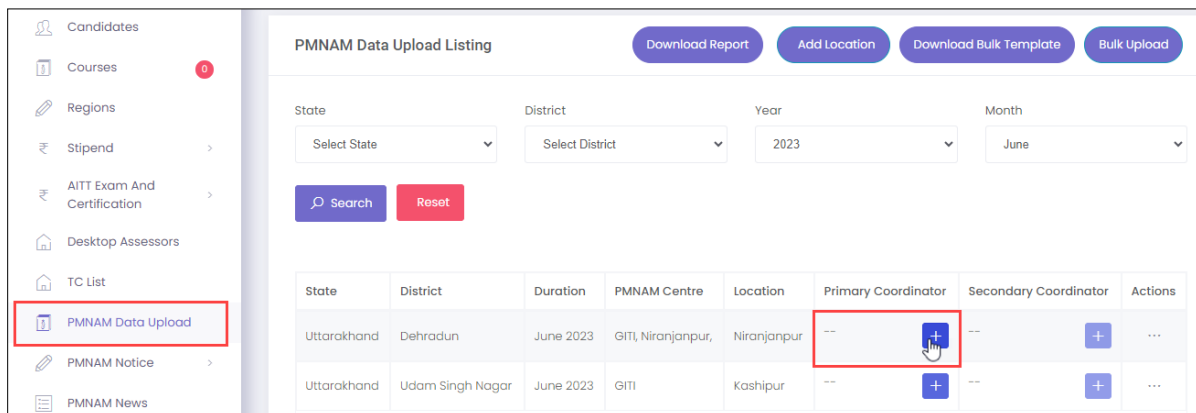
The **View / Add / Edit Primary Coordinator** screen allows RDSDE Admin to add, view, and update the primary coordinator details.

### 5.1 Add Primary Coordinator Details


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

#### To Navigate

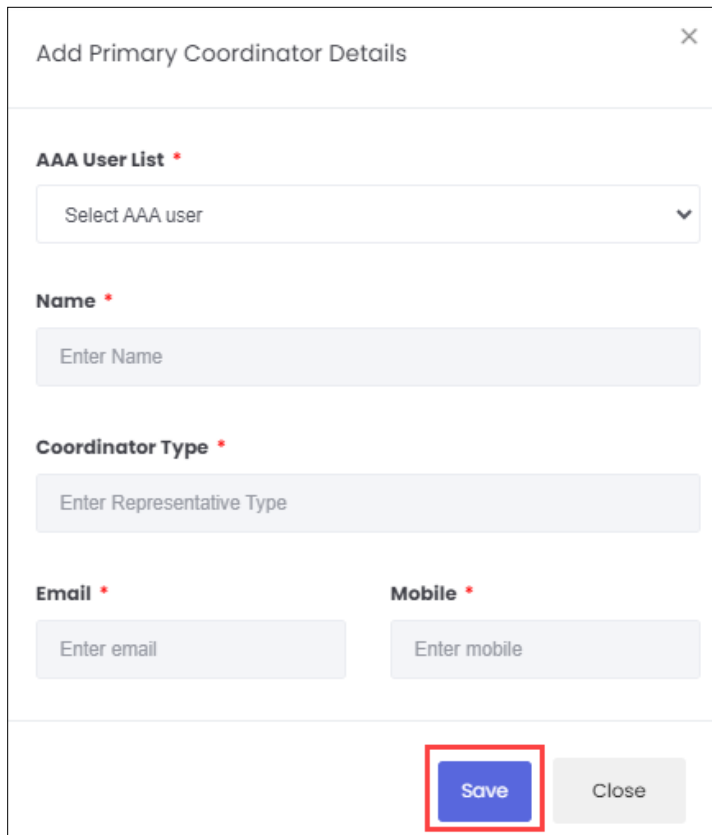
Home - - > Dashboard - - > PMNAM Data Upload - - > PMNAM Data Upload Listing - - > Add primary coordinator details



State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
Uttarakhand	Dehradun	June 2023	GITI, Niranjanpur,	Niranjanpur	--	--	...
Uttarakhand	Udam Singh Nagar	June 2023	GITI	Kashipur	--	--	...

- 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 RDSDE Admin to select AAA User List from the drop – down list.



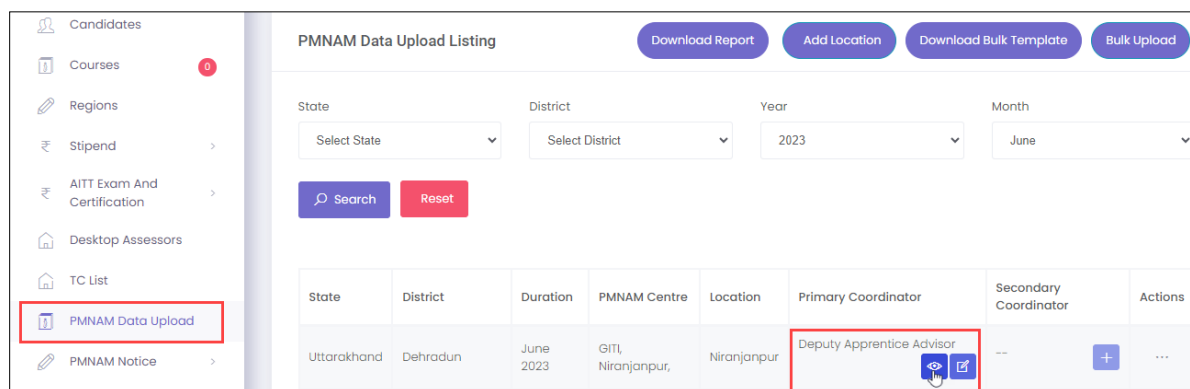
- The **Add Primary Coordinator Details** screen also displays Name, Coordinator Type, Email, and Mobile.
- Click **Save**, the **Coordinator created successfully** message appears and navigates to the **PMNAM Data Upload listing** screen.

## 5.2 View Primary Coordinator Details


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

### To Navigate

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



State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
Uttarakhand	Dehradun	June 2023	GITI, Niranjanpur,	Niranjanpur	Deputy Apprentice Advisor	--	+

- 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

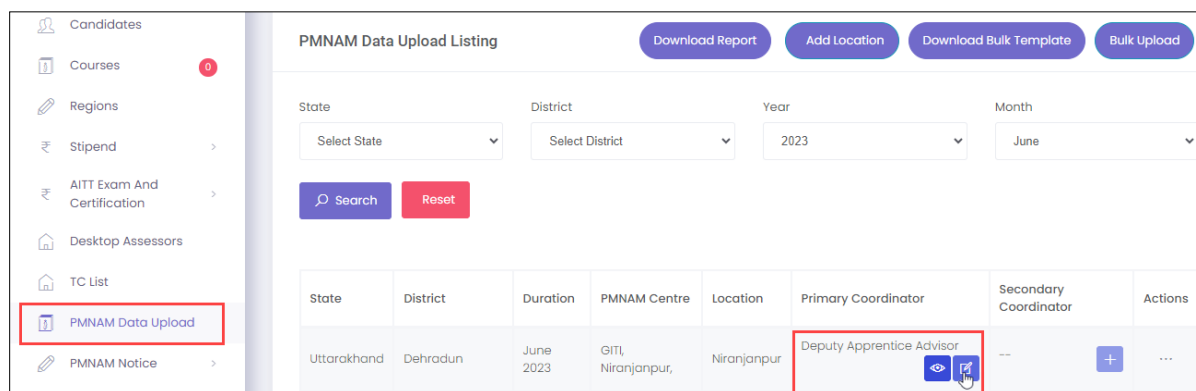
- Click **Close**, to navigate to the **PMNAM Data Upload Listing** screen.

### 5.3 Edit Primary Coordinator Details

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

#### To Navigate

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





**PMNAM Data Upload Listing**

Download Report Add Location Download Bulk Template Bulk Upload

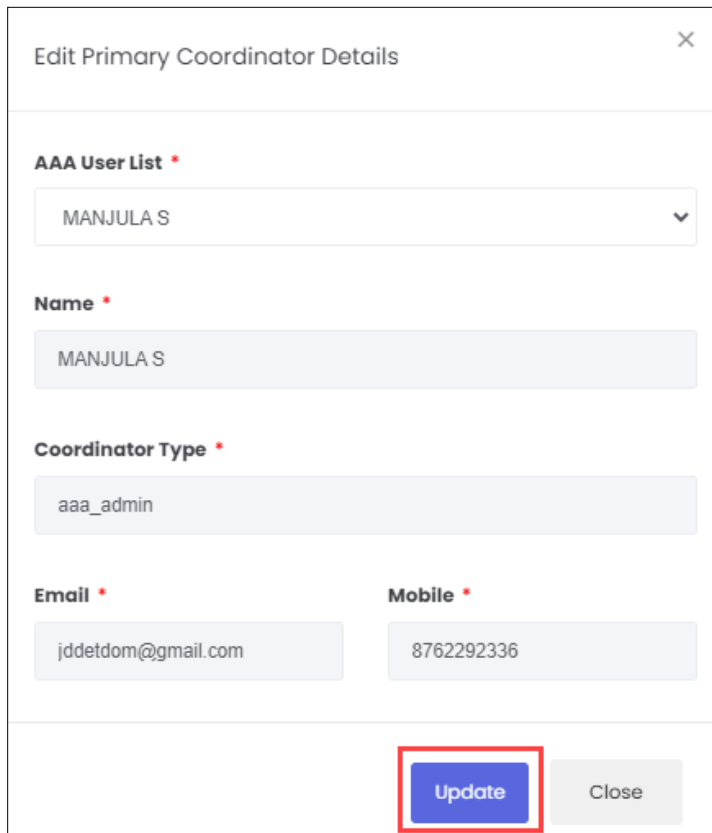
State: Select State District: Select District Year: 2023 Month: June

Search Reset

State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
Uttarakhand	Dehradun	June 2023	GITI, Niranjapur,	Niranjapur	Deputy Apprentice Advisor	--	

- 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 RDSDE 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 \*** **Mobile \***

jddetdom@gmail.com 8762292336

**Update** **Close**

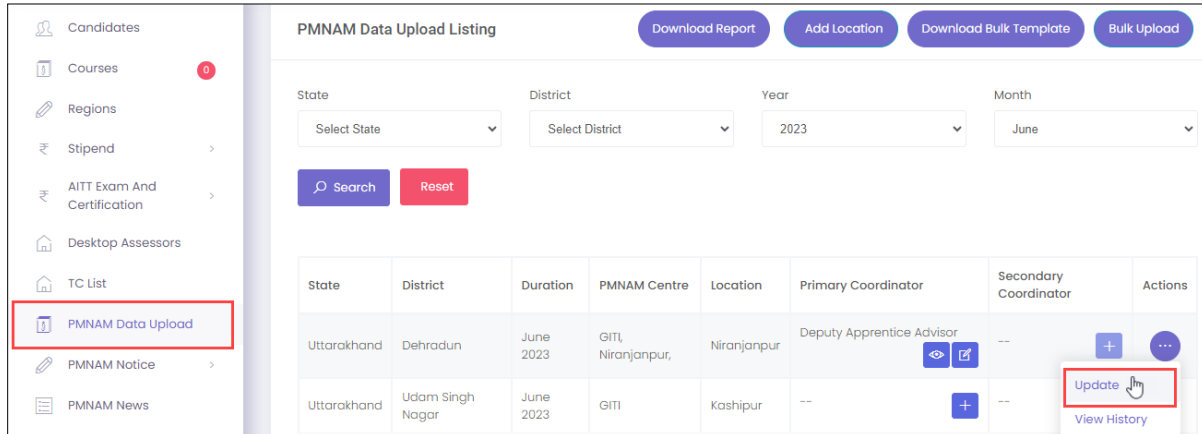
- The **Edit Primary Coordinator Details** screen also displays details such as Name, Coordinator Type, Email, and Mobile.
- Click **Update**, the **Coordinator details updated successfully** message appears and navigates to the **PMNAM Data Upload Listing** screen.

## 6 Update Mela Location

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

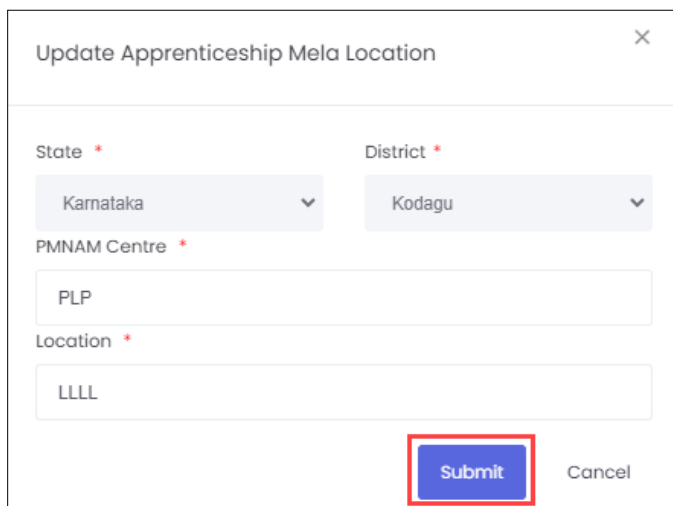
### To Navigate

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



State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
Uttarakhand	Dehradun	June 2023	GITI, Niranjanpur,	Niranjanpur	Deputy Apprentice Advisor	--	[Update]
Uttarakhand	Udam Singh Nagar	June 2023	GITI	Kashipur	--	--	[Update]

- 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

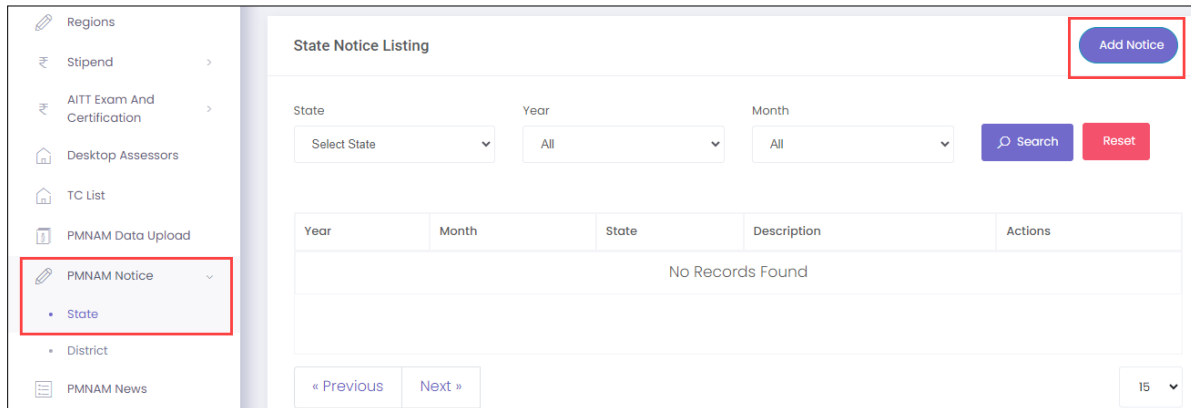
- Click **Submit**, the **Location updated successfully** message appears and navigates to the **PMNAM Data Upload Listing** screen.

## 7 Add Notice (State)

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

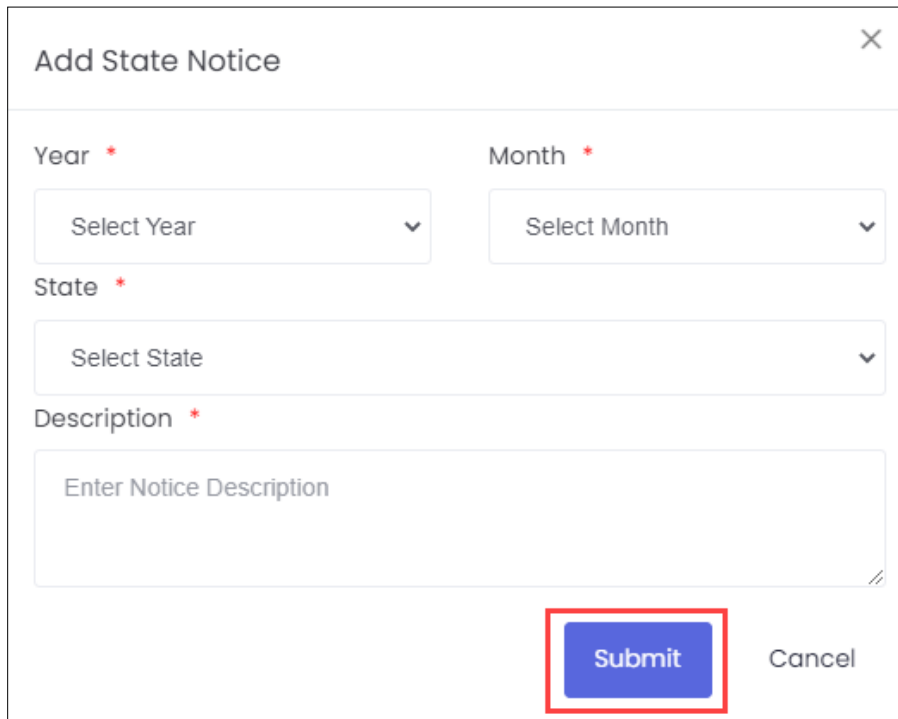
### To Navigate

Home --> Dashboard --> PMNAM Notice --> State --> 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 RDSDE Admin to enter the Description and also allows to select the details such as Year, Month, and State from the drop-down list.



**Add State Notice** [X]

Year \*      Month \*

Select Year ▼      Select Month ▼

State \*

Select State ▼

Description \*

Enter Notice Description

**Submit**      Cancel

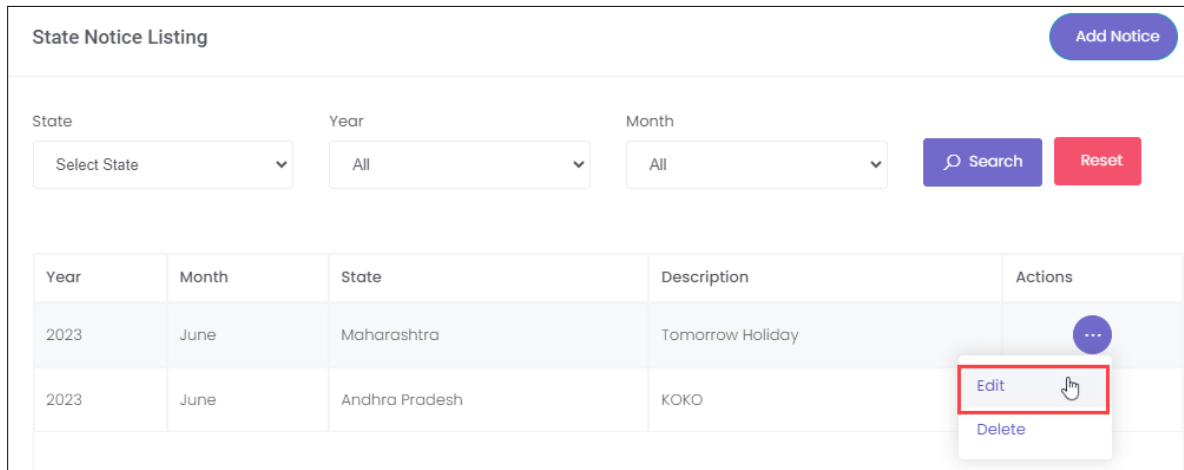
- Click **Submit**, the **Notice added successfully** message appears.

## 7.1 Edit Notice (State)

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

### To Navigate

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



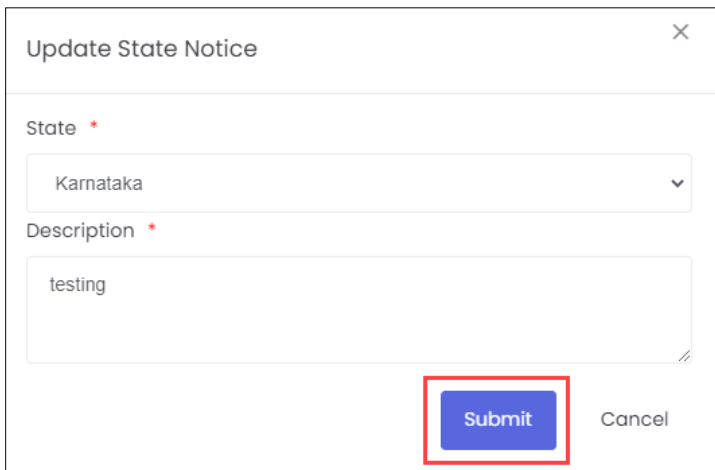
State Notice Listing

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	<div> Edit Delete </div>

- 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 RDSDE Admin to select the State and edit the description.



Update State Notice

State \*  
Karnataka

Description \*  
testing

Submit Cancel

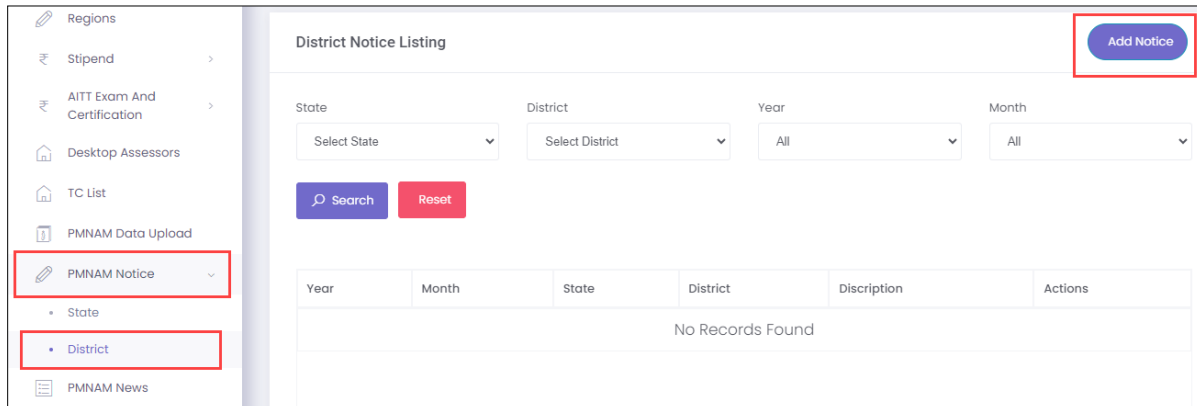
- Click **Submit**, the **Notice added successfully** message appears.

## 8 Add Notice (District)

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

### To Navigate

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



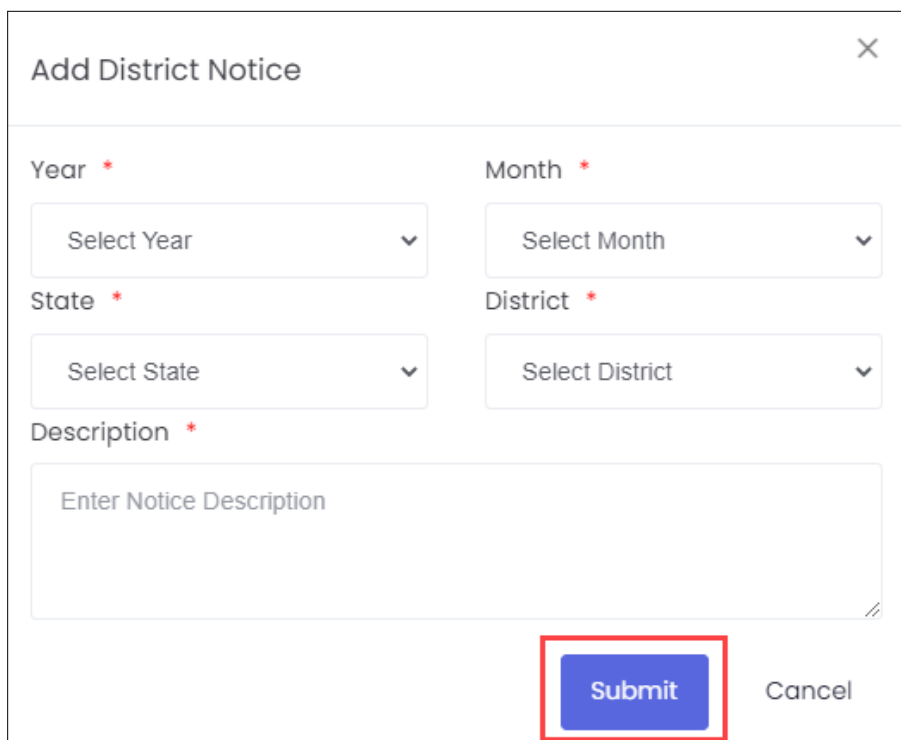
**District Notice Listing**

State:  District:  Year:  Month:

Year	Month	State	District	Discription	Actions
No Records Found					

- 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 RDSDE Admin to enter the Description and also allows to select the details such as Year, Month, State, and District from the drop-down list.



Add District Notice

Year \*

Select Year

Month \*

Select Month

State \*

Select State

District \*

Select District

Description \*

Enter Notice Description

Submit

Cancel

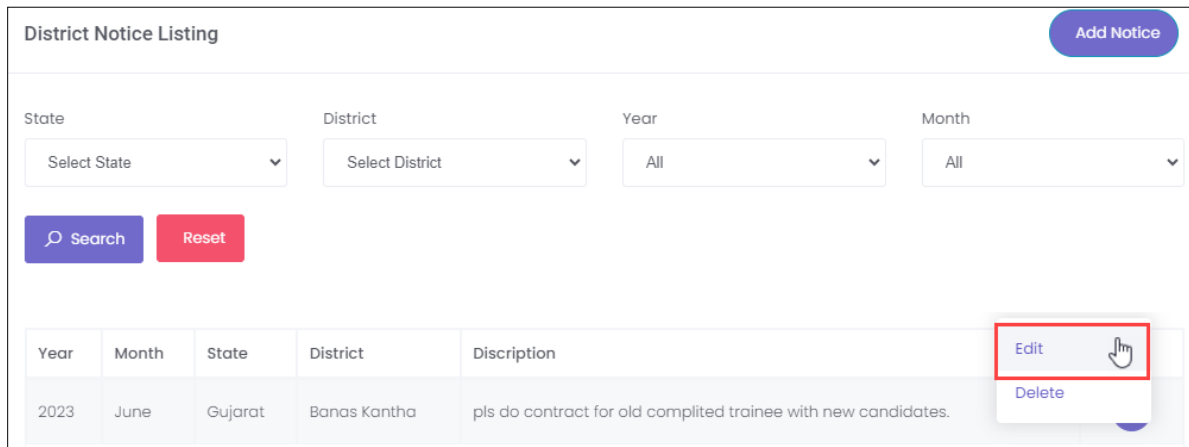
- Click **Submit**, the **Notice added successfully** message appears.

## 8.1 Edit Notice (District)

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

### To Navigate

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



District Notice Listing

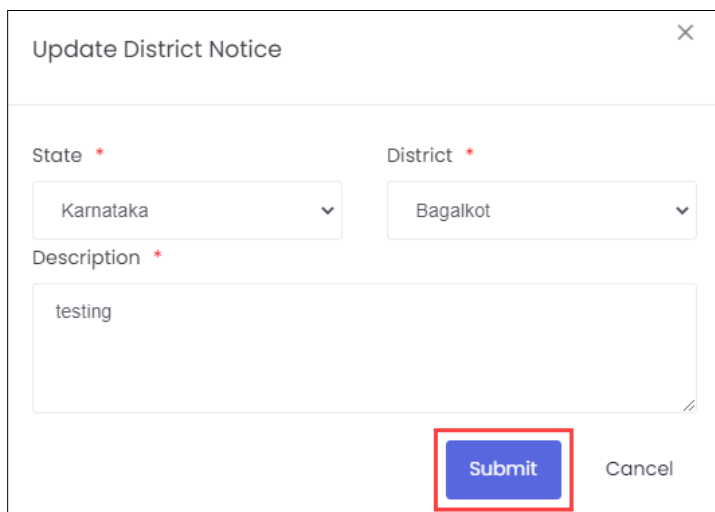
Add Notice

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

Search, Reset

Year	Month	State	District	Discription	Actions
2023	June	Gujarat	Banas Kantha	pls do contract for old complited trainee with new candidates.	<div> Edit Delete </div>

- 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 RDSDE 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

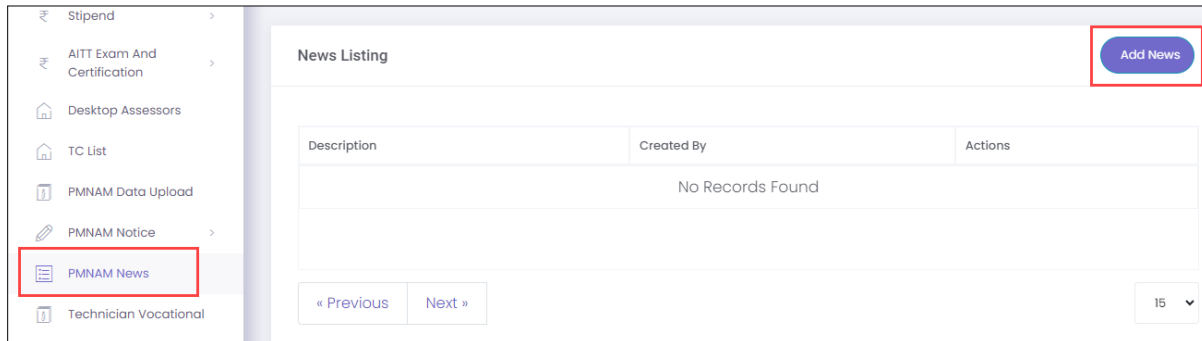
- Click **Submit**, the **Notice added successfully** message appears.

## 9 Add News

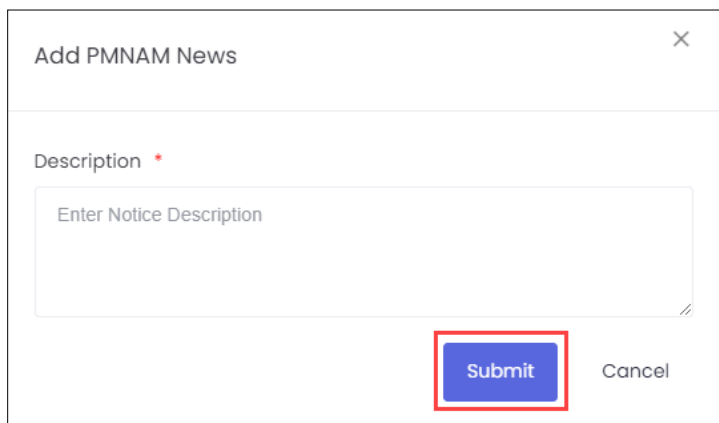
The **Add News** screen allows the RDSDE Admin to add news for the mela location.

### 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 RDSDE Admin to enter the notice description.
- Click **Submit**, the **News added successfully** message appears.

## 9.1 Edit News

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

### To Navigate

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

News Listing			Add News
Description	Created By	Actions	
testing	NSDC	<div>...</div> <div>Edit</div> <div>Delete</div>	
Maharastra Testing done	NSDC		

- 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 RDSDE Admin to edit/update the news content.

Update PMNAM News

Description \*

testing

Submit

Cancel

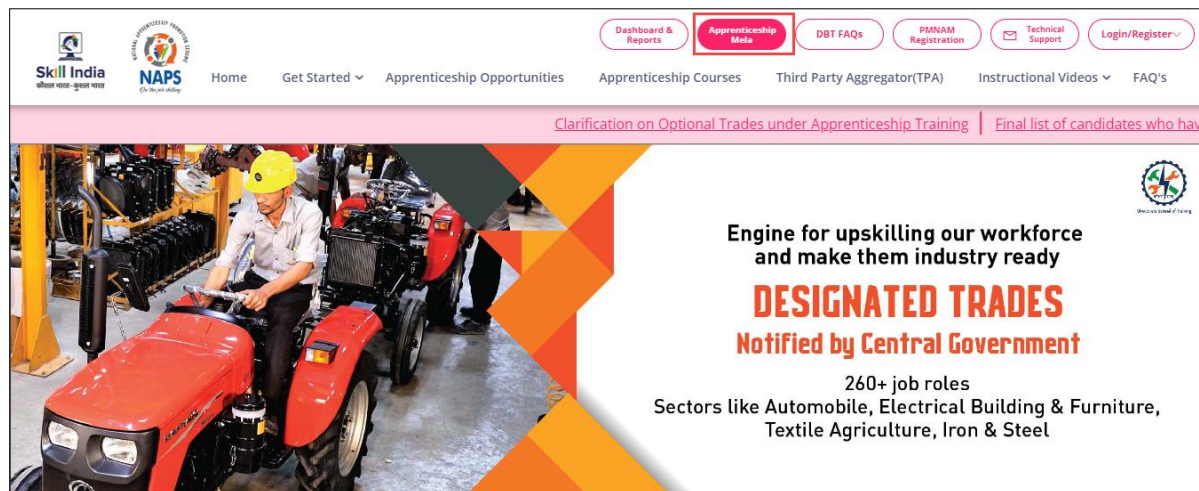
- Click **Submit**, the **News Updated Successfully** message appears.

## 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 - - > Apprenticeship Mela



- Click **Apprenticeship Mela**, the following screen appears.

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

**PM National Apprenticeship Mela**

Search for nearest Mela location

Q

Jammu And Kashmir

**News and update**

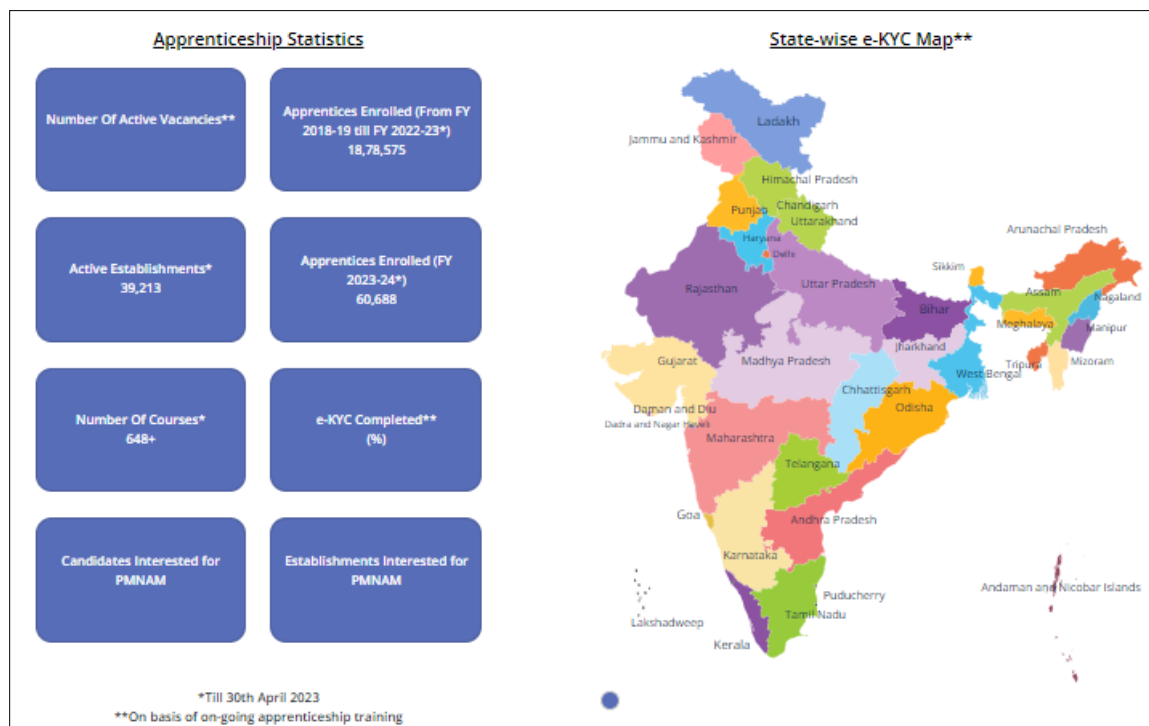
---

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

The **Apprenticeship Statistics** and **State – wise e – KYC Map** screen allows RDSDE Admin to view details of apprenticeship such as number candidates enrolled and number of opportunities for the required states.

### 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 RDSDE Admin to view the mela details using the map of India.

### To Navigate

Home - -> Apprenticeship Mela

PM National Apprenticeship Mela


Search for nearest Mela location

Q

Jammu And Kashmir

**News and update**

---



- 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, Niranjanpur,	Niranjanpur

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.