



User Manual for SAA Admin - Pradhan Mantri National Apprenticeship Mela



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1 Introduction

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

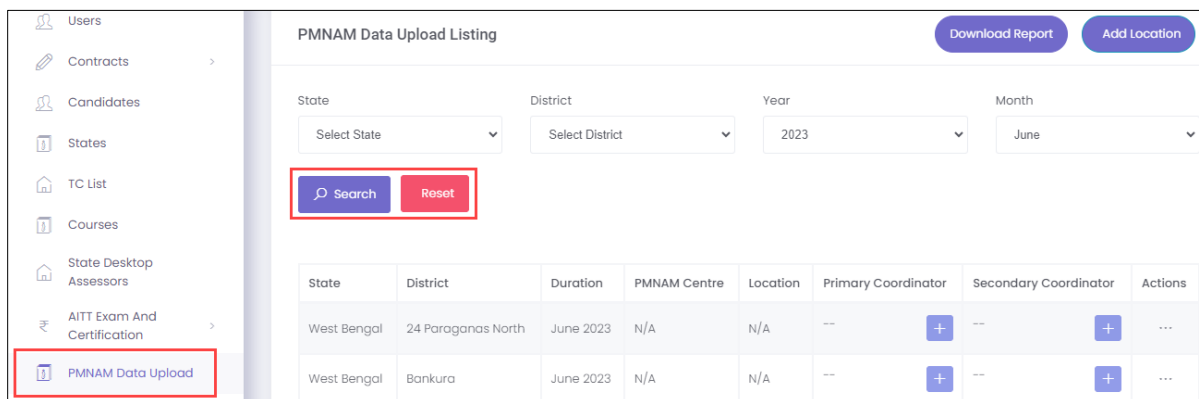
- View PMNAM Data Upload Listing
- Add Mela Location
- Update Mela Location
- Add Notice (State)
 - Edit Notice (State)
- Add Notice (District)
 - Edit Notice (District)
- Add News
 - Edit News
- View News and Update
- View Apprenticeship Statistics and State – wise e – KYC Map
- View Apprenticeship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

2 View PMNAM Data Upload Listing

The **PMNAM Data Upload Listing** screen allows SAA 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
West Bengal	24 Paraganas North	June 2023	N/A	N/A	---	---	...
West Bengal	Bankura	June 2023	N/A	N/A	---	---	...

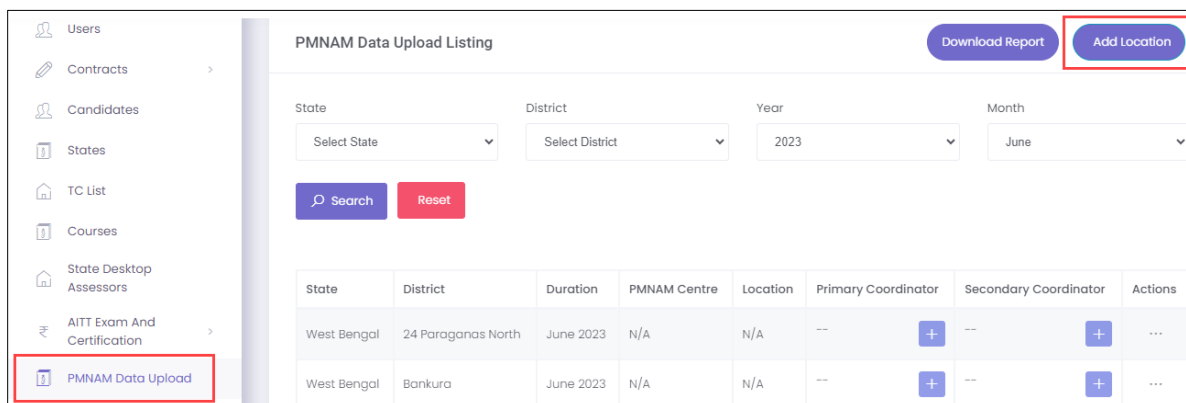
- The **PMNAM Data Upload Listing** screen displays the details such as State, District, Duration, PMNAM Centre, Location, Primary Coordinator, Secondary Coordinator, and Action.
- The SAA Admin can search for particular PMNAM data based on State, District, Year, and Month. Click **Search**, to search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

3 Add Mela Location

The **Add Mela Location** screen allows the SAA 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

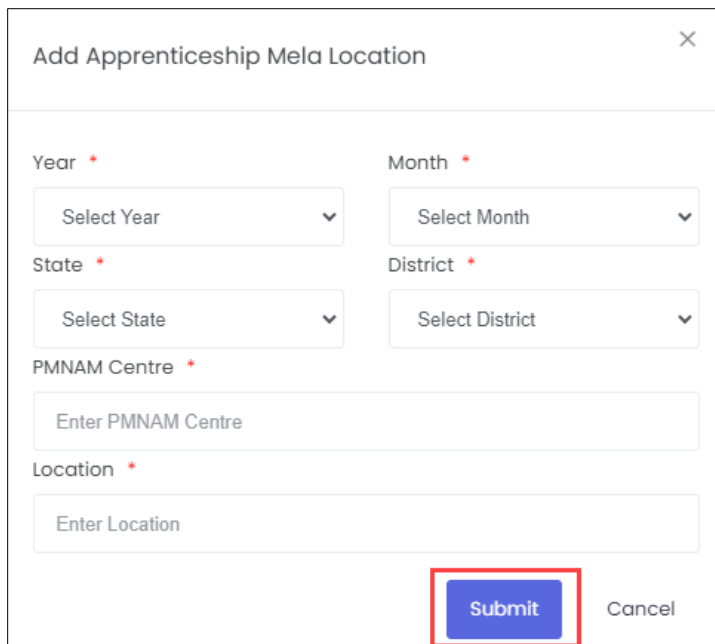
State: Select State District: Select District Year: 2023 Month: June

Search Reset

State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
West Bengal	24 Paraganas North	June 2023	N/A	N/A	--	--	...
West Bengal	Bankura	June 2023	N/A	N/A	--	--	...

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



Add Apprenticeship Mela Location [X]

Year * ▼

Month * ▼

State * ▼

District * ▼

PMNAM Centre *

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:

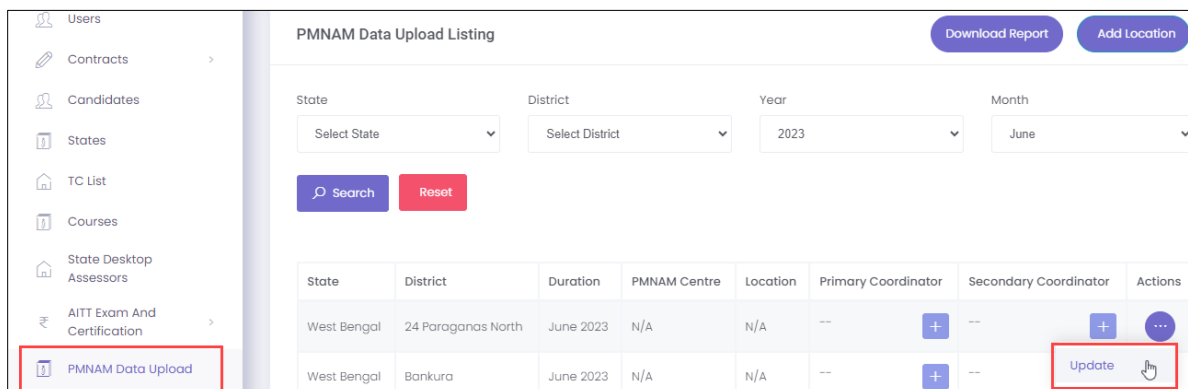
- Only current and upcoming month will be displayed in the month drop-down list.
- Every mela location must have two mela coordinators

4 Update Mela Location

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

To Navigate

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



PMNAM Data Upload Listing

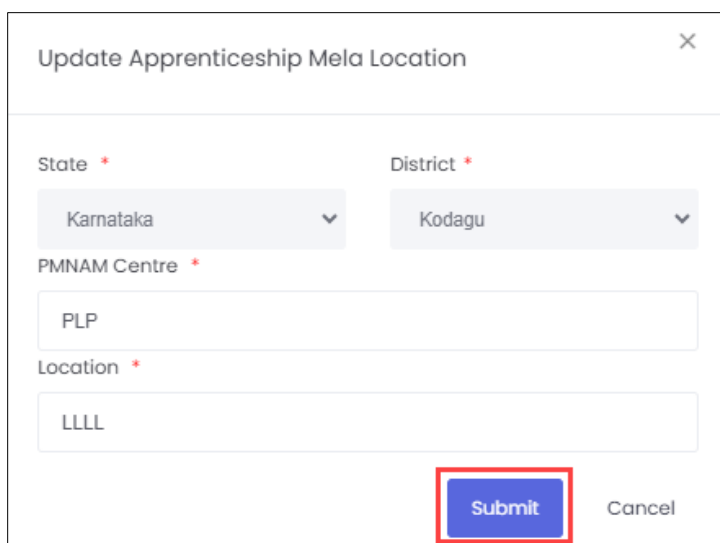
Download Report Add Location

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

Search Reset

State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
West Bengal	24 Paraganas North	June 2023	N/A	N/A	--	--	+ + ...
West Bengal	Bankura	June 2023	N/A	N/A	--	--	+ -- 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

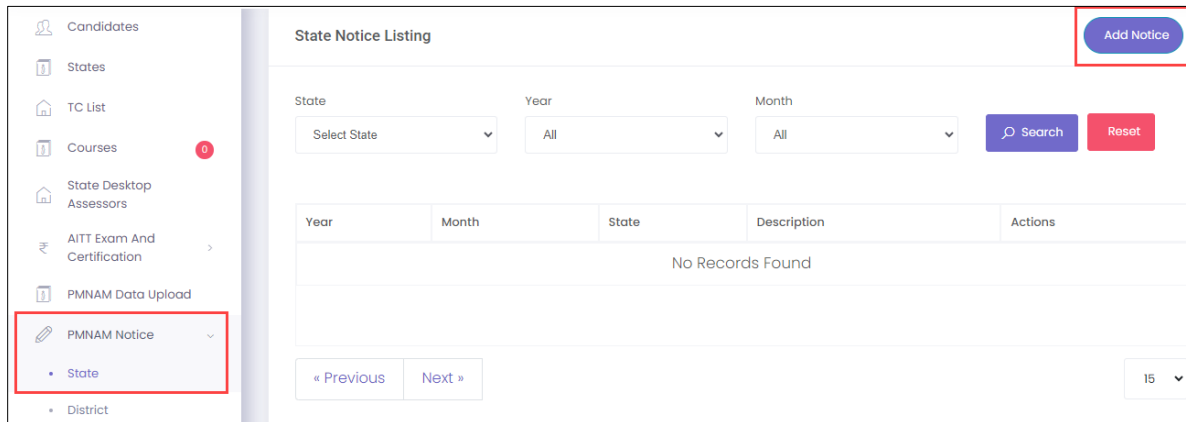
- Click **Submit**, the **Location updated successfully** message appears and navigates to the **PMNAM Data Upload Listing** screen.

5 Add Notice (State)

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

To Navigate

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



State Notice Listing

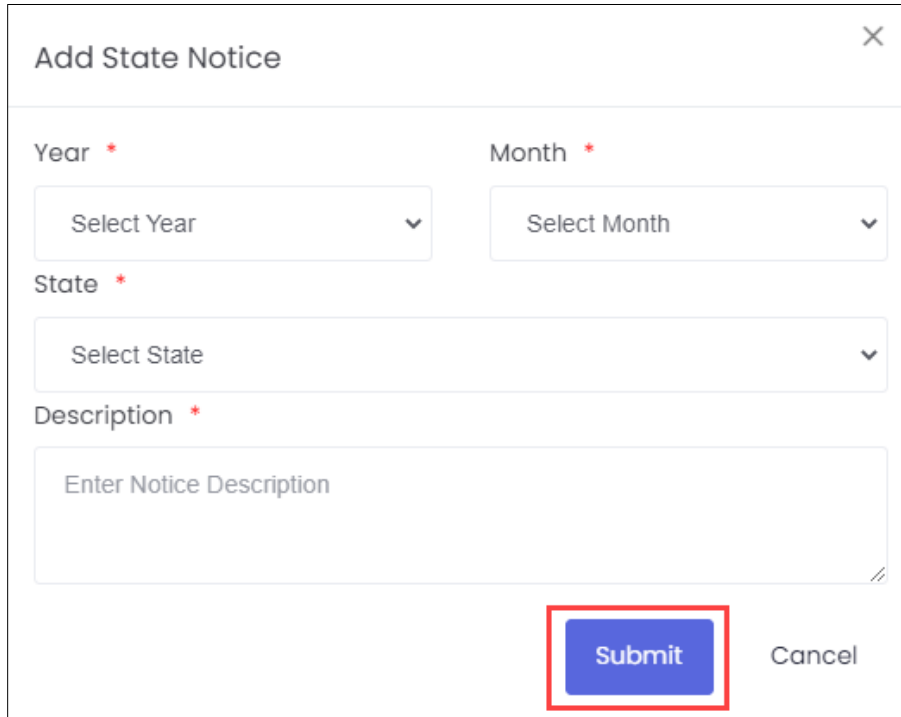
State: Year: Month:

Year	Month	State	Description	Actions
No Records Found				

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- 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 SAA 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

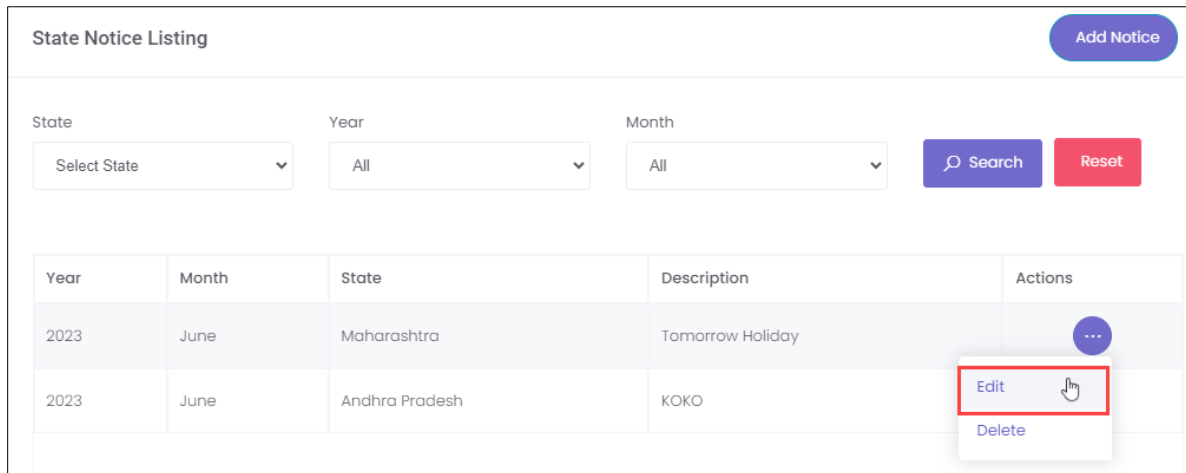
- Click **Submit**, the **Notice added successfully** message appears.

7.1 Edit Notice (State)

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

To Navigate

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



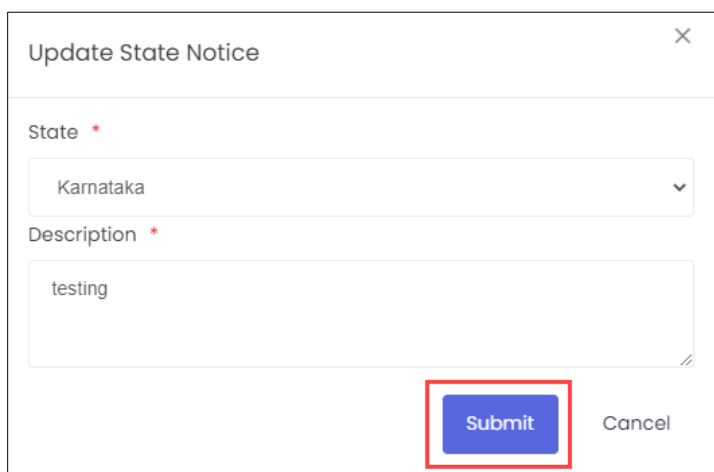
State Notice Listing

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 the 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 SAA Admin to select the State and edit the description.



Update State Notice

State *
Karnataka

Description *
testing

Submit Cancel

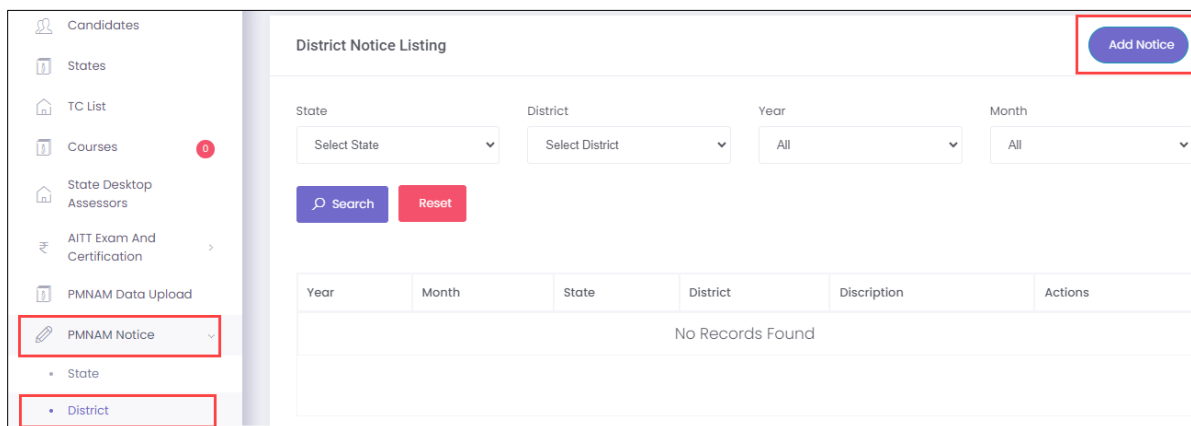
- Click **Submit**, the **Notice added successfully** message appears.

6 Add Notice (District)

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

To Navigate

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



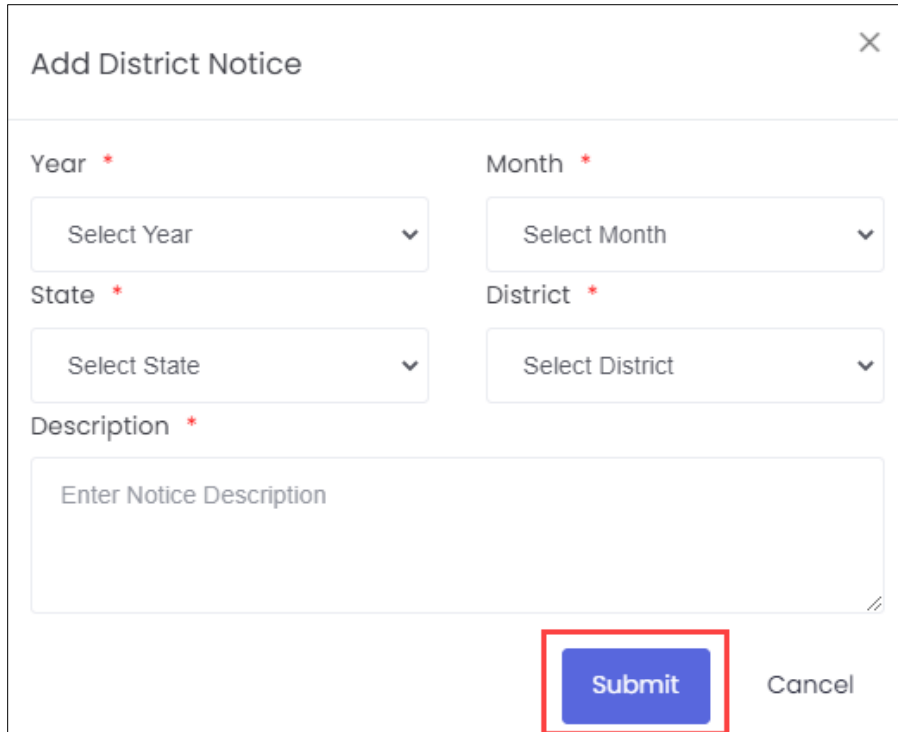
District Notice Listing

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 SAA 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 * Month *

Select Year ▼ Select Month ▼

State * District *

Select State ▼ Select District ▼

Description *

Enter Notice Description

Submit Cancel

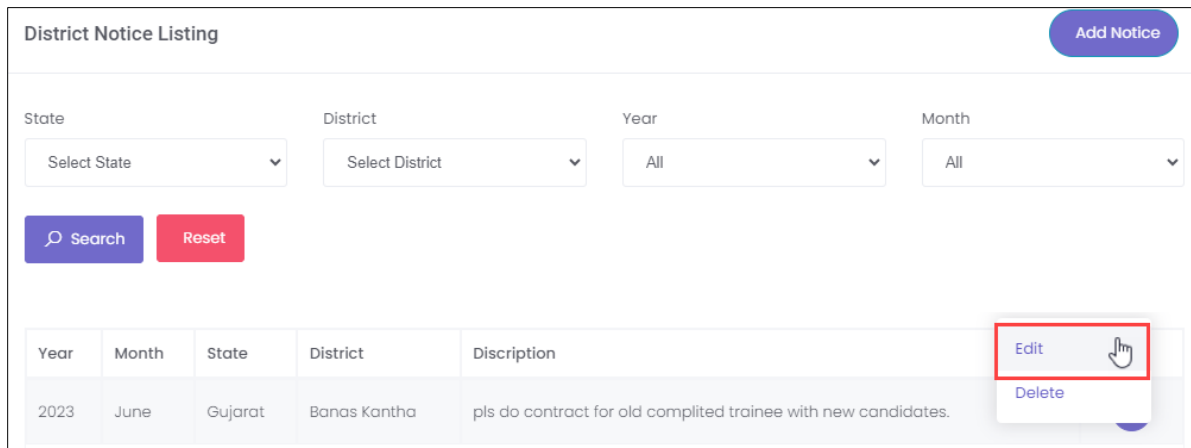
- Click **Submit**, the **Notice added successfully** message appears.

8.1 Edit Notice (District)

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

To Navigate

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



District Notice Listing

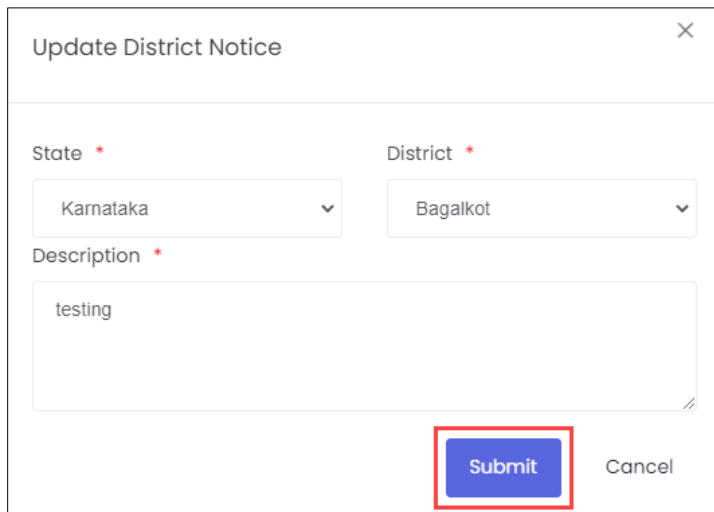
Add Notice

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.	Edit Delete

- 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 SAA 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

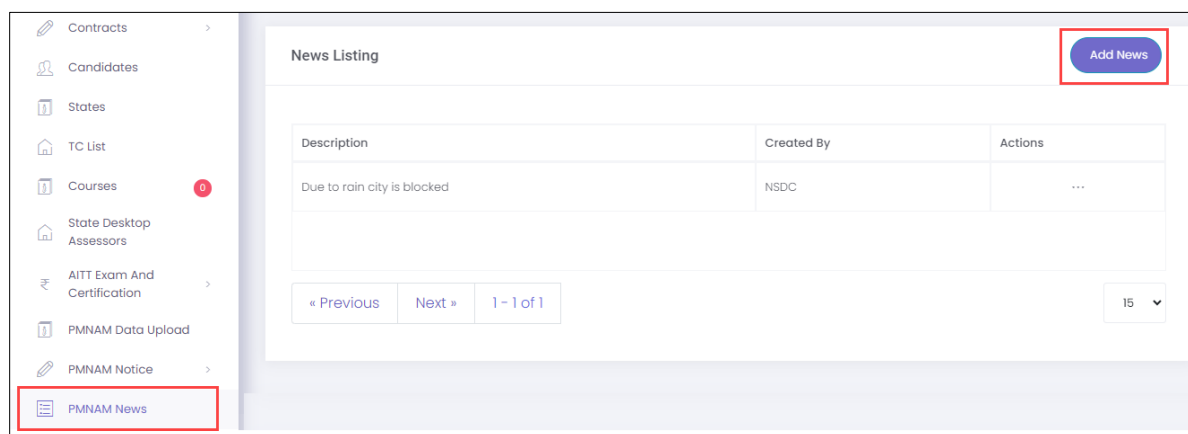
- Click **Submit**, the **Notice added successfully** message appears.

9 Add News

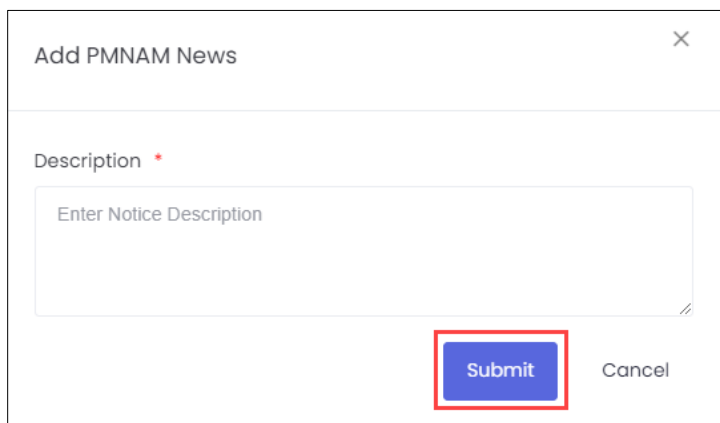
The **Add News** screen allows the SAA Admin to add news for the mela location.

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.



Add PMNAM News

Description *

Enter Notice Description

Submit Cancel

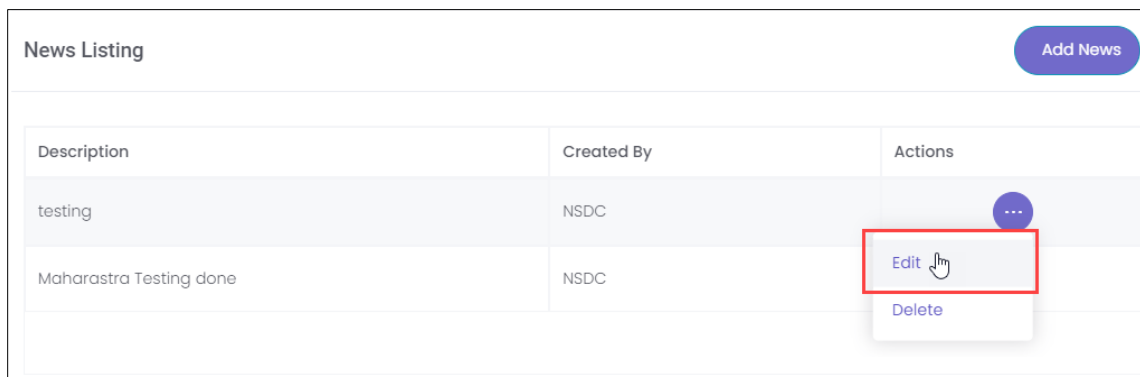
- The **Add PMNAM News** screen allows the SAA Admin to enter the notice description.
- Click **Submit**, the **News added successfully** message appears.

9.1 Edit News

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

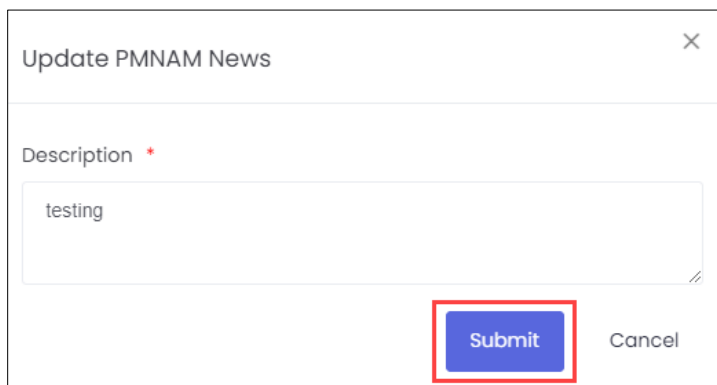
To Navigate

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 SAA Admin to edit/update the news content.



Update PMNAM News

Description *

testing

Submit
Cancel

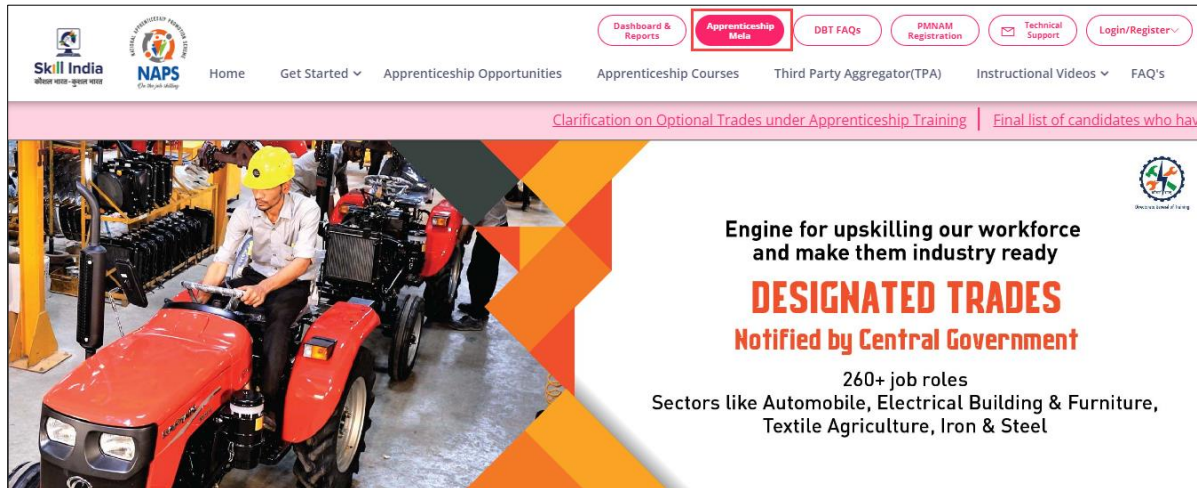
- Click **Submit**, the **News Updated Successfully** message appears.

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



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

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

PM National Apprenticeship Mela

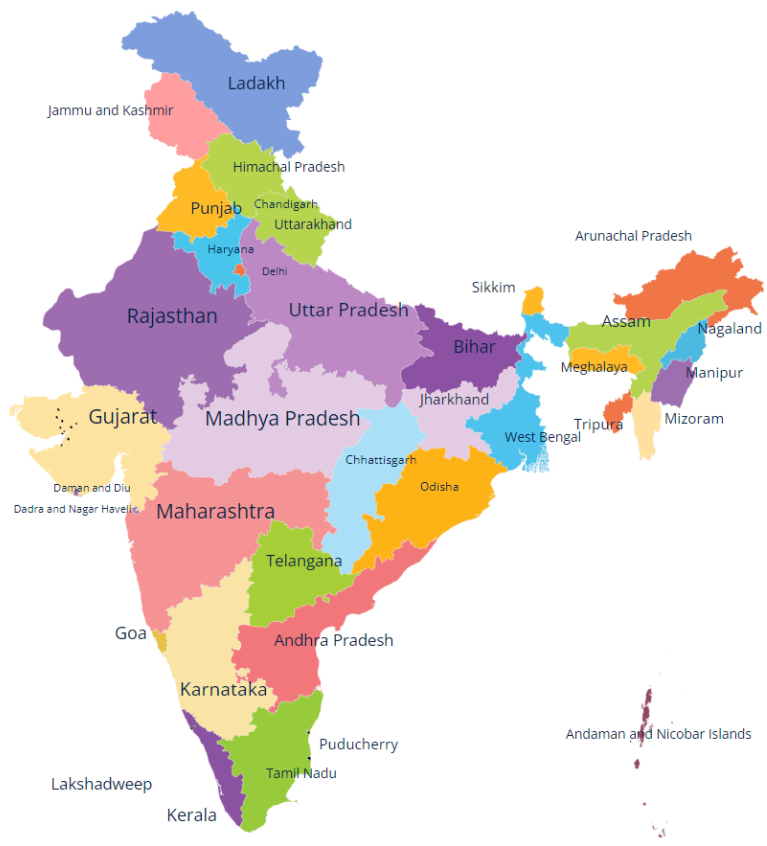
Search for nearest Mela location

Q

[Login/Register for PMNAM](#)

Jammu And Kashmir

News and update

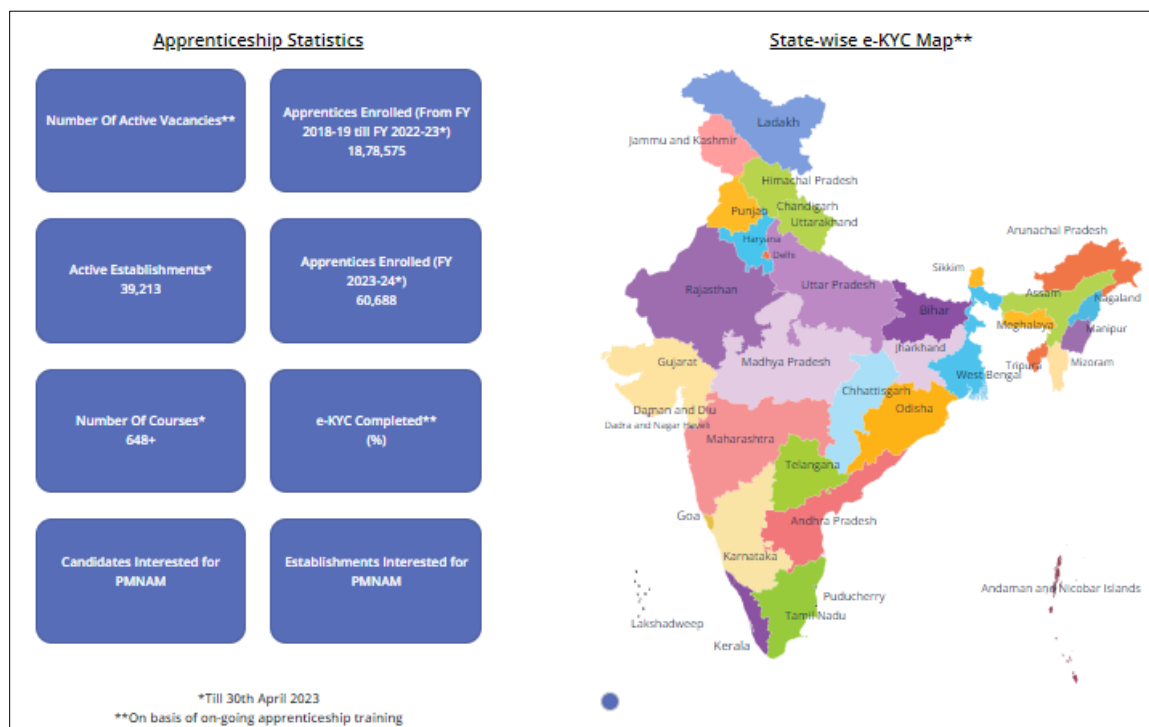


11 View Apprenticeship Statistics and State – wise e-KYC Map

The **Apprenticeship Statistics** and **State – wise e – KYC Map** screen allows SAA 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 for PMNAM, and Establishments Interested for PMNAM.

12 View Apprenticeship Mela Details Using Map

The **Mela Location MAP** allows the SAA Admin 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



- 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.