

User Manual
Training Provider Registration (Govt.)

1 Introduction

This user manual provides an information on how an organization can register itself as Training Provider (TP) on PM Vishwakarma Portal.

With this user manual, the Training provider will be able to perform the following functions:

- New Registration
- First Time Login

A step-by-step guide to register as TP is provided below:

Step 1: Open the web page: <https://portals.pmvishwakarma.gov.in/login>



सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES



75
आज़ादी का अमृत महोत्सव
75th Anniversary



G20



Language



Login

[Forgot Password?](#)

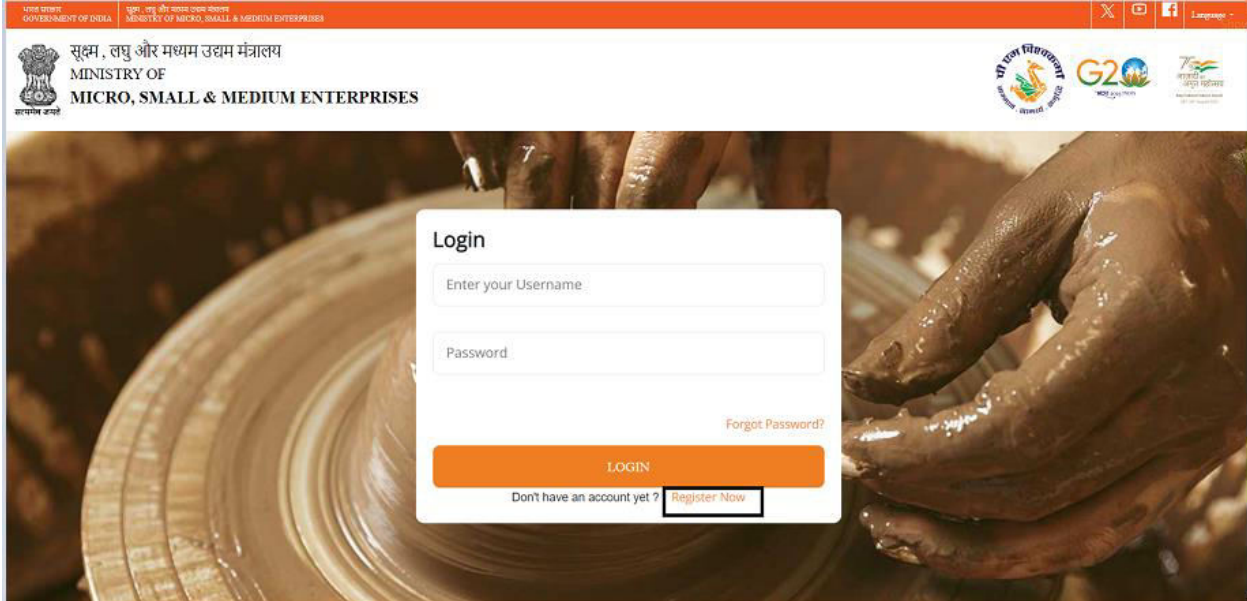
[LOGIN](#)

[Don't have an account yet? Register Now](#)

2 Registration

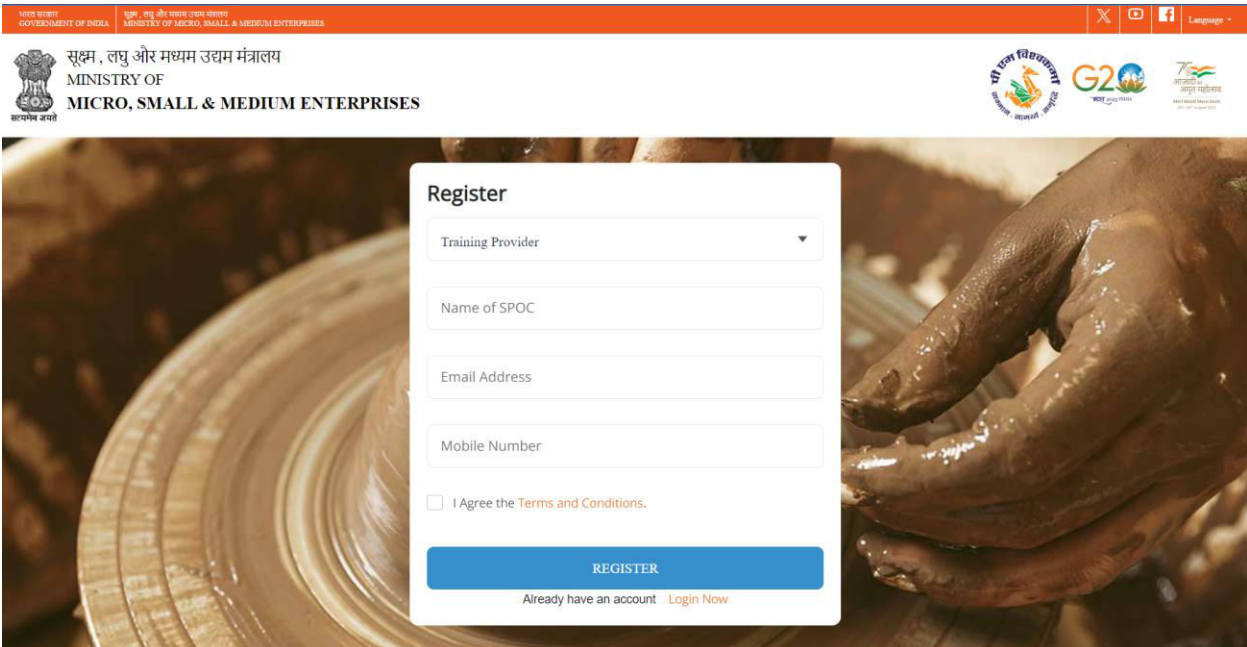
The Registration section allows a TP to register on the portal.

➤ To Register, the new Training Provider do as follows.



The screenshot shows the homepage of the Ministry of Micro, Small & Medium Enterprises portal. The header includes the government of India logo and the ministry name in Hindi and English. The main content area features a large background image of hands working on a pottery wheel. Overlaid on this is a white 'Login' form with fields for 'Enter your Username' and 'Password', a 'Forgot Password?' link, and an orange 'LOGIN' button. Below the button is a link that says 'Don't have an account yet ? Register Now'.

Register Now



The screenshot shows the same portal homepage, but with the 'Register' form overlaid. The form includes a dropdown menu for 'Training Provider', and text input fields for 'Name of SPOC', 'Email Address', and 'Mobile Number'. There is a checkbox for 'I Agree the Terms and Conditions' and a blue 'REGISTER' button. Below the button is a link that says 'Already have an account Login Now'.

➤ Enter 'Name of Single point of Contact SPOC', 'Email ID', 'Mobile Number'.

➤ To proceed further click on checkbox 'I Agree Terms and Conditions' followed by clicking on 'Register' tab.

The One Time Password (OTP) will be generated and shared on registered email ID and mobile number.

Verification screen appears as below.

The screenshot shows the 'Register' verification screen. At the top, there is a header with the Government of India logo and the Ministry of Micro, Small & Medium Enterprises. Below the header, there is a large background image of hands working on a pottery wheel. Overlaid on this image is a white registration form. The form has the title 'Register' and two input fields: 'Enter Email OTP' and 'Enter Mobile OTP'. Below these fields is an orange button labeled 'VERIFY & SAVE'. At the bottom of the form, there is a link that says 'Didn't Received OTP ? Re-Generate OTP'.

➤ Enter Email OTP and Mobile OTP as received on the registered email ID and Mobile number.

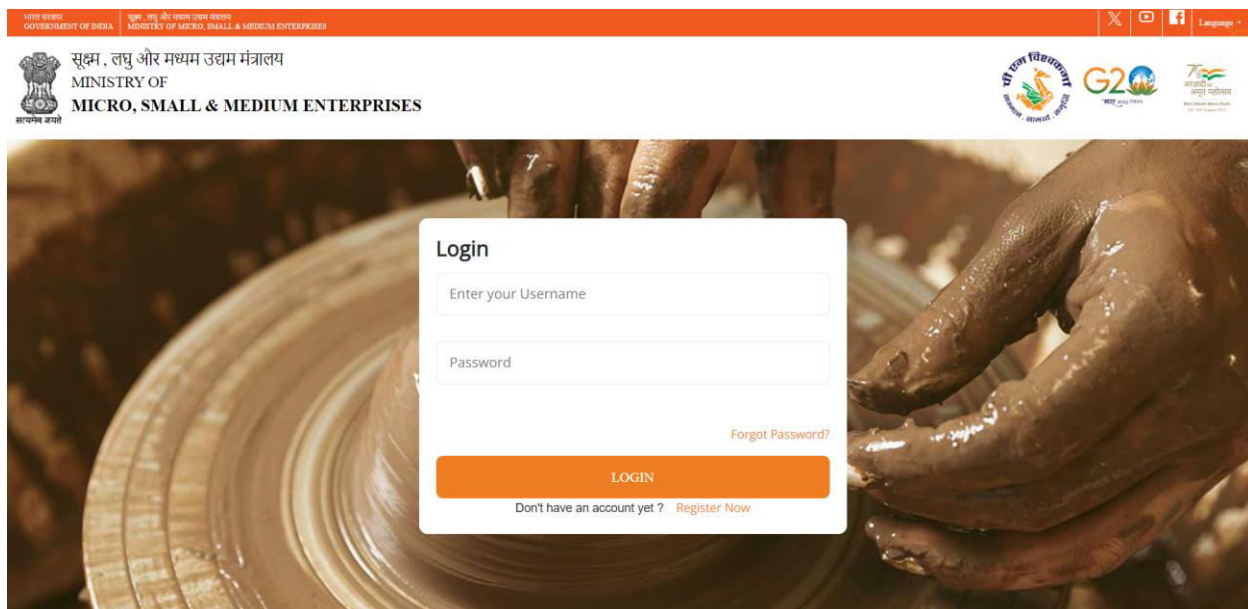
➤ Click Verify & Save. The following message appears after verification of both Email and mobile OTP.

The screenshot shows the 'Register' verification screen after successful verification. The form now displays a message: 'We have sent the Username and Password to the registered email address. Please login with those credentials.' Below the message is a blue button labeled 'LOGIN NOW'. The background image and header remain the same as in the previous screenshot.

➤ Click Login Now. You will navigate to the Login screen.

2.1 First Time Login

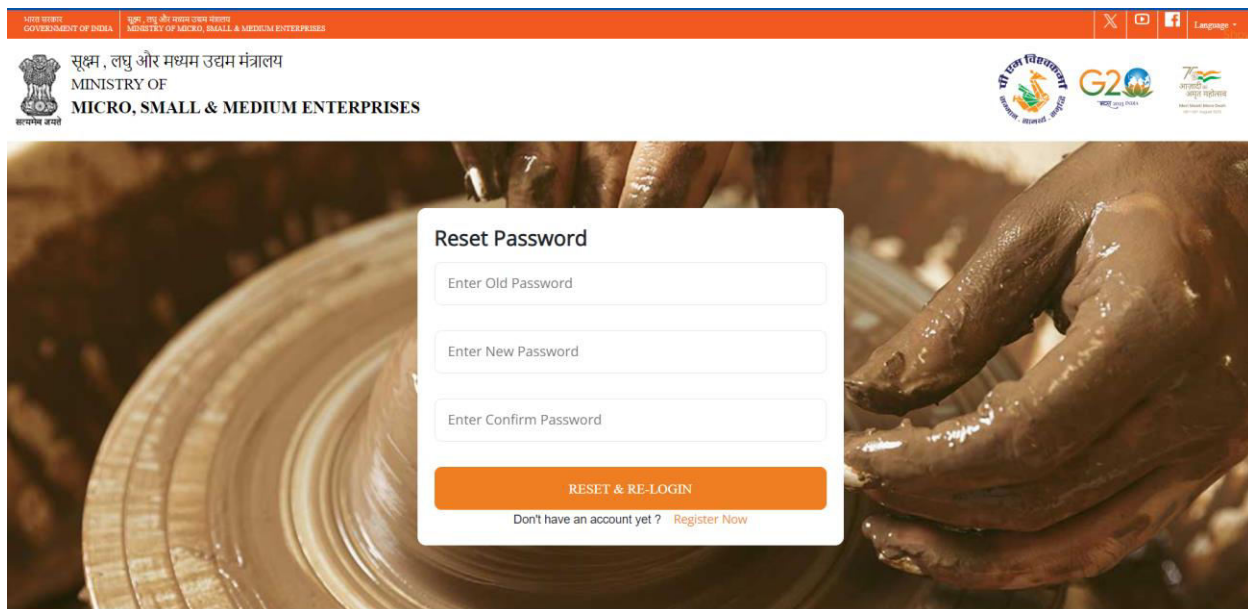
The Login screen allows the user to login to the training provider registration form.



The screenshot shows the login interface of the Ministry of Micro, Small & Medium Enterprises website. The header includes the government logo, ministry name in Hindi and English, and social media links. The main content area features a background image of hands working on a pottery wheel. Overlaid on this is a white login form with the title 'Login'. It contains two input fields: 'Enter your Username' and 'Password'. Below the password field is a link for 'Forgot Password?'. At the bottom of the form is an orange 'LOGIN' button. Below the button is a link for 'Don't have an account yet ? Register Now'.

Enter Unique ID (User ID) and Password as received in an email.

➤ Click Login.

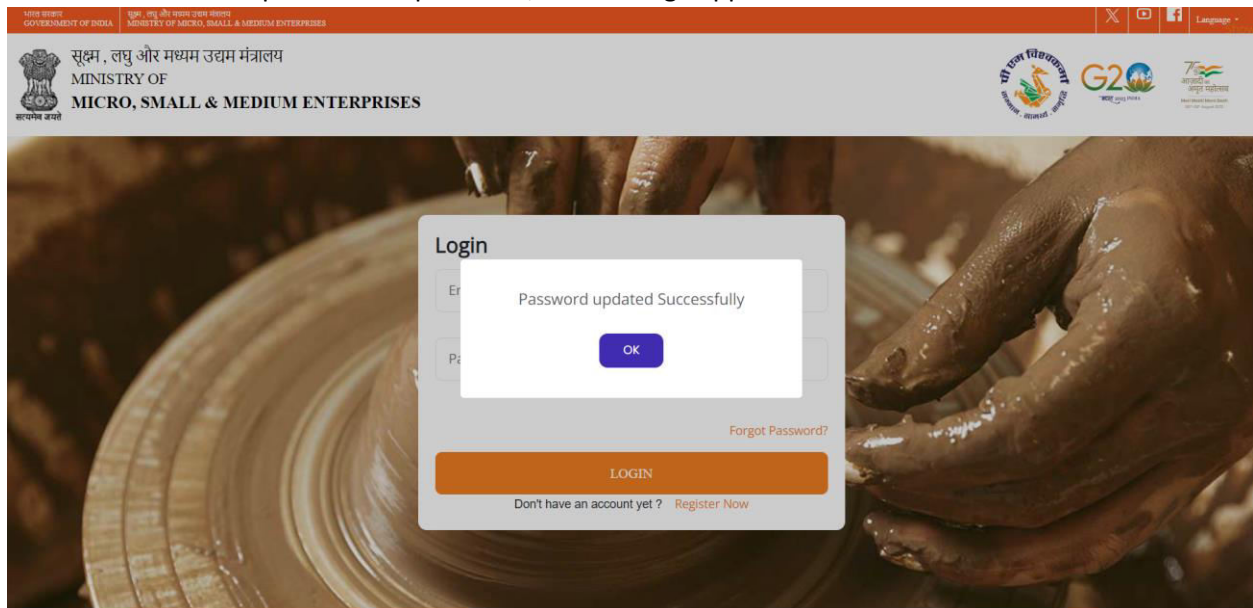


The screenshot shows the reset password interface of the Ministry of Micro, Small & Medium Enterprises website. The header is identical to the login screen. The main content area features the same background image of hands working on a pottery wheel. Overlaid on this is a white form with the title 'Reset Password'. It contains three input fields: 'Enter Old Password', 'Enter New Password', and 'Enter Confirm Password'. Below the confirm password field is an orange 'RESET & RE-LOGIN' button. Below the button is a link for 'Don't have an account yet ? Register Now'.

Note: The new password should be at least of eight characters length, should also contain one upper case, one special character and one numeric.

➤ Click Reset & Re-login.

After the successful update of the password, the message appears as follows.



2.2 Training Provider Registration Form

The Training Provider Registration Form screen appears on the first-time login and hosts eight sections as mentioned below.

- Organization Info
- CEO/MD/Head of the Organization Info
- Authorized Signatory Info
- Permanent Address of the Organization
- Declaration
- Payment Details

➤ The Organization Info section allows the training provider to enter the Organization information.

The screenshot shows the 'Organization Info' section of the Training Provider Registration Form. The header includes the Government of India logo and the Ministry of Micro, Small & Medium Enterprises. The form is divided into two main columns. The left column contains a sidebar with 'TRAINING PARTNER DETAILS' and 'ADDRESS' sections. The right column contains the 'Organization Info' section with the following fields: 'Is Govt Entity' (Yes/No buttons), 'Type' (dropdown menu showing 'PAN'), 'PAN Number' (text input with a 'Verify' button and a note: 'You will not be able to edit PAN Number once approved.'), 'Type of the Organization' (dropdown menu showing 'Select Type of the Organization'), 'Name of the Organization' (text input with a note: 'Name of Organization should match with PAN details.'), and 'Year of Establishment' (dropdown menu showing 'Select Establishment Year'). There is also a file upload section with a 'Choose file' button, a 'Browse' button, and a note: 'File size upto 5 mb (only jpg, png, jpeg, pdf)'. An 'Upload' button is also present.

➤ The Organization Information section allows the training provider to add the Name of the Organization, Type of the Organization, Year of Establishment.

Note: The organization having PAN, name will be auto fetched.

For other organisation, having no PAN can select any of the below:

The screenshot shows the 'Type' dropdown menu. The dropdown is open, showing a list of options: 'Select Entity Type', 'PAN' (highlighted), 'TAN', 'DARPAN ID', 'UDISE Number', 'CIN', and 'NCVET MIS Code'.

➤ The CEO/MD/Head of the Organization Info section allows the training provider to enter the Chief Executive Officer or Managing Director or Head of Organization information.

The screenshot shows the 'CEO/MD/Head of the Organization Info' section of a web form. The header includes the Government of India logo and the Ministry of Micro, Small & Medium Enterprises. The form contains the following fields:

- CEO/MD/Head's Name:** * Enter Full Name of Organization's CEO/MD/Head
- CEO/MD/Head's Email Address:** * Enter the Email Address of Organization's CEO/MD/Head
- CEO/MD/Head's Mobile Number:** * Enter Mobile Number of CEO/MD/Head of Organization
- The above person should be considered as:** ☐ Authorized Signatory

➤ The CEO/MD/Head of the Organization Info section allows the training provider to enter the Chief Executive Officer or Managing Director or Head of Organization information such as CEO/MD/Head's Name, CEO/MD/Head's Email Address, and CEO/MD/Head's Mobile Number. Authorized Signatory: If CEO/MD/Head are also authorized signatory than the user to select the check on checkbox 'The above person should be considered as' authorized signatory.

➤ The Authorized Signatory Info section allows the training provider to enter the Authorized Signatory Information.

The screenshot shows the 'Authorized Signatory Info' section of a web form. The header is identical to the previous form. The form contains the following fields:

- Authorized Signatory Name:** * Enter Name of Organization's Authorized signatory
- Authorized Signatory Email Address:** * Enter Email Address of Organization's Authorized signatory
- Authorized Signatory Mobile Number:** * Enter Mobile Number of Organization's Authorized signatory

At the bottom of the form, there are two buttons: **Save & Next** and **Save As Draft**.

➤ The Authorized Signatory Info section allows the training provider to enter the Authorized Signatory Information, Authorized Signatory Email Address and Authorized Signatory Mobile Number. Click Add Another Authorized Signatory, to enter additional signatory.

Note: If the CEO/MD is selected as Authorized Signatory then, this section only displays the same information.

➤ The Permanent Address of the Organization section allows the training provider to enter the organization address.

The screenshot shows a web form titled "Permanent Address of the Organization:" with a sidebar on the left containing three sections: "TRAINING PARTNER DETAILS", "ADDRESS", and "DECLARATION & PAYMENT". The main form area contains the following fields:

- Address of the Organization:** A text input field with a placeholder "Enter full address of the organization:".
- Nearby Landmark:** A text input field with a placeholder "Enter the Nearby Landmark to the above mentioned Organization:".
- Pincode:** A text input field with a placeholder "Enter the Pincode:".
- State/Union Territory:** A dropdown menu with the placeholder "Select the state/Union Territory:".
- District:** A dropdown menu with the placeholder "Select District:".
- Tehsil/Mandal/Block:** A dropdown menu with the placeholder "Select Tehsil/Mandal/Block:".
- City/Town/Village:** A dropdown menu with the placeholder "Select City/Town/Village:".
- Geo Location:** A text input field with a placeholder "Enter a location:".
- Parliamentary Constituency:** A dropdown menu with the placeholder "Select the Parliamentary Constituency:".
- Address Proof:** A section with a "Select Address Proof Type" dropdown, a "Choose file" button, and a "Browse" button. Below these are the instructions "File size upto 5 mb" and "(only .jpg, .png, .jpeg, .pdf)" with a "Upload" link.
- Communication Address Same as Permanent Address:** A checkbox.

➤ The Permanent Address of the Organization section allows the training provider to enter the organization address such as Address of the Organization, Nearby Landmark, Pincode, State/Union Territory, District, Tehsil/Mandal/Block, City/Town/Village, Geo Location, Parliamentary Constituency, Address Proof and Communication Address Same as Permanent Address.

Note: Clicking the Communication Address Same as Permanent address allows the applicant to save the permanent address as a communication address. Add new communication address of the organization if needed.

➤ The Communication Address of the Organization section allows the training provider to enter the communication address of the organization.

The screenshot shows a web form titled "Communication Address of the Organization:" on the Ministry of Micro, Small & Medium Enterprises portal. The form includes the following fields:

- Address of the Organization:** A text input field with a placeholder "Enter Communication address of the organization".
- Nearby Landmark:** A text input field with a placeholder "Enter the Nearby Landmark to the above-mentioned Organization".
- Pincode:** A text input field with a placeholder "Enter the Pincode".
- State/Union Territory:** A dropdown menu with the option "Select the state/Union Territory".
- District:** A dropdown menu with the option "Select District".
- Tehsil/Mandal/Block:** A dropdown menu with the option "Select Tehsil/Mandal/Block".
- City/Town/Village:** A dropdown menu with the option "Select City/Town/Village".
- Parliamentary Constituency:** A dropdown menu with the option "Select the Parliamentary Constituency".
- Address Proof:** A section containing a dropdown for "Select Address Proof Type", a "Choose file" button, a "Browse" button, and a file upload area with the text "File size upto 5 mb (only jpg, png, jpeg, pdf)" and an "Upload" link.

At the bottom of the form, there are two buttons: "Save & Next" and "Save As Draft".

➤ The Communication Address of the Organization section allows the training provider to enter the communication address of the organization such as Address of the Organization, Nearby Landmark, Pincode, State/Union Territory, District, Tehsil/Mandal/Block and City/Town/Village.

➤ Address Proof: Select the appropriate type of document which you provide as an Address proof from the drop-down list. Click Browse, select the file and click Upload. You can upload only jpg, png, jpeg and pdf files.

On the upload, the message appears as filename.ext Uploaded Successfully.

Click Save & Next, to continue the registration.

- The Declaration section, the organization should confirm the correctness of the information.

The screenshot shows the 'Declaration' section of the portal. On the left, there are two expandable sections: 'TRAINING PARTNER DETAILS' and 'ADDRESS'. The 'TRAINING PARTNER DETAILS' section is expanded, showing fields for PAN/GST verification, Name of Organization, Type of Organization, Year of Establishment, Landline number, Website, Name of CEO/MD/Head, Email of CEO/MD/Head, Mobile No. of CEO/MD/Head, Name of Authorized Signatory, Email ID of Authorized Signatory, and Mobile No. of Authorized Signatory. The 'ADDRESS' section is also expanded, showing fields for Address Lines, Landmark, Pincode, State/Union Territory, District, Tehsil/Mandal/Block, City/Town/Village, Parliamentary Constituency, and Address Proof. To the right of these sections is the 'Declaration Undertaking' text, which states that the applicant entity registers as a Training Partner and declares that the information furnished is true, complete, and correct to the best of its knowledge and belief. It also states that the applicant entity has never been blacklisted or suspended by the Government of India, or any State Government or by any of its agencies, be it affiliated or autonomous. The text further states that in the event the information furnished is found to be false or incorrect, misrepresented or misleading in any respect, at any stage, NSDC shall be entitled to initiate appropriate action(s) against such entity and all its directors, proprietors, partners, members of Managing Committee / officers, at its sole discretion. Further, the applicant entity and all its directors, proprietors, partners, members of Managing Committee and officers shall be jointly and severally liable for any kind of civil and criminal action. The text also states that the applicant entity shall indemnify, defend, hold harmless and keep indemnified NSDC, its associates, partners, directors or its employees from and against any claim or losses including without limitation, fines, penalties, fees, damage, costs (including legal fees and expenses) liability (whether criminal or civil) suffered and/or incurred by NSDC, its affiliate or its directors or its employees, with respect to the information furnished by the applicant entity. The applicant entity further agrees that NSDC shall also have the authority to suspend/blacklist the applicant entity from participating in Accreditation, Affiliation, Continuous Monitoring and any other process, and the information about the suspension/blacklisting would be made public and provided to all relevant stakeholders of NSDC. At the bottom of the 'Declaration Undertaking' text, there is a checkbox labeled 'I agree - The details entered are correct as per my knowledge'. Below this checkbox is a 'Save & Continue' button.

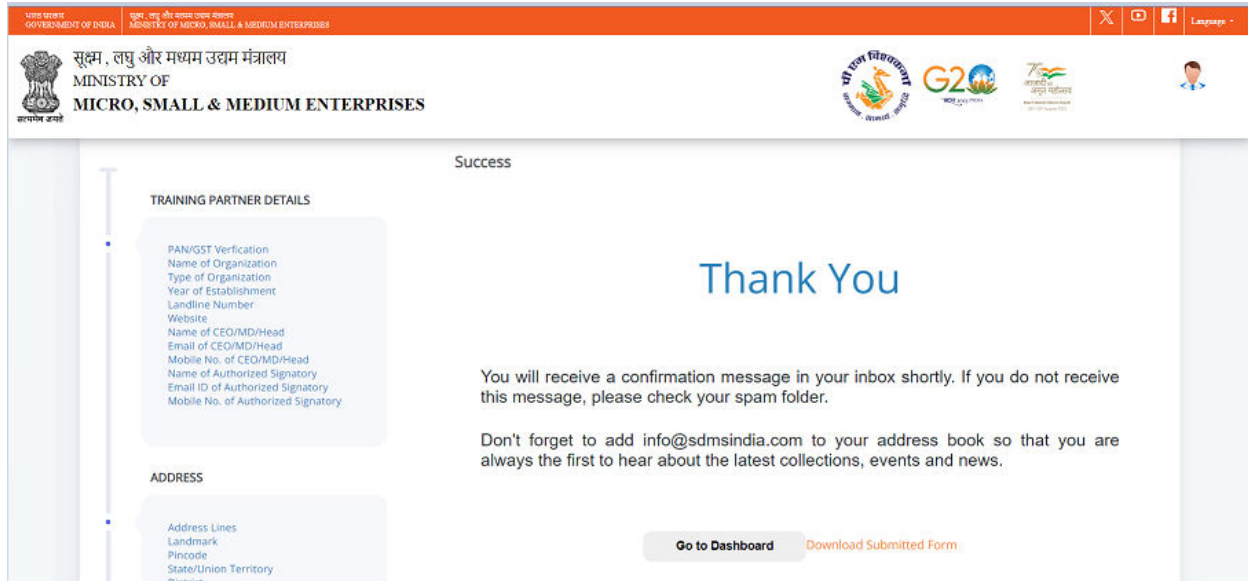
- Click I agree - The details entered are correct as per my knowledge, to confirm the correctness of the information updated.

Click Save & Continue, to navigate to the Process Details screen.

- The Process Details screen allows the Training Provider to select the Approval Process.

The screenshot shows the 'Process Details' section of the portal. On the left, there is an expandable section titled 'TRAINING PARTNER DETAILS'. The 'Approval Process' section is expanded, showing two radio button options: 'Accreditation & Affiliation (A&A)' and 'Non-Accreditation & Affiliation (Non-A&A)'. The 'Accreditation & Affiliation (A&A)' option is selected. Below these options are 'Submit' and 'Save As Draft' buttons. The 'TRAINING PARTNER DETAILS' section is also expanded, showing fields for PAN/GST Verification, Name of Organization, Type of Organization, Year of Establishment, Landline Number, Website, Name of CEO/MD/Head, Email of CEO/MD/Head, Mobile No. of CEO/MD/Head, Name of Authorized Signatory, Email ID of Authorized Signatory, and Mobile No. of Authorized Signatory.

- Select A&A, to add Accreditation and Affiliation as an approval process.
- Click Submit, Thank You message appears as follows



- Click Go To Dashboard, to navigate to the Dashboard.
- Click Download Submitted Form, to download the submitted form.