“Seekho aur Kamao”

A Skill Development Initiative for Minorities

User Manual

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(Financial Year 2018-19)
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1. **Objective**

- To bring down unemployment rate of minorities.
- To conserve and update traditional skills of minorities and establish their linkages with JOB market.
- To improve employability of existing workers, school dropouts etc. and ensure their placement.
- To generate means of better livelihood for marginalized minorities and bring them in the mainstream.
- To enable minorities to avail opportunities in the growing market.
- To develop potential human resource for the country.

![Figure 1 – Seekho Aur Kamao Home page](image)

2. **Audiences**

This manual is for website Administrators, Users and Visitors. The Seekho aur Kamao Web Portal can be found at:

[http:// seekhoaurkamao-moma.gov.in](http://seekhoaurkamao-moma.gov.in)
3. Process of Registration – New User Registration

3.1 Step 1 - Open any web browser and enter the URL:

http://seekhoaurkamao-moma.gov.in
3.2 Step 2 - Click on “New User Registration” in case of 1st time of

User will be navigated to new URL

http://ngogrants-moma.gov.in/Home/NgoDarpanValidation? schemid=Mj9WMFQyWDVWMEgxQTBRM0QzVTRFNw==

![Image of NGO Grant Portal]

**Figure 4 - NGO Grant Portal**

- User needs to enter their NITI Aayog Unique Id and PAN Number. Click on “Submit” button
to display their Information.
- Users needs to verify their information and if any discrepancies are there, then User needs
to coordinate with NGO Darpan Technical Team.
3.3 Step 3 – Click on “Generate OTP” button to validate the data.

- User needs to verify that 3 of their Member’s PAN Card must be verified in order to process further.
- User will click on Generate OTP button
- An OTP will be sent to registered mobile number if PAN Card of 3 members are verified.
- User will enter the OTP and click on submit button
- On submission, a system generated password will be sent to Mobile number
3.4 Step 4 – Enter NITI Aayog ID as your User Name and Password which was received on your registered mobile number

Figure 7 - Login Screen

- Enter User name (NITI Aayog Unique ID) and Password (sent on Registered Mobile number)
- Enter Captcha Showing on the screen below password field
- Click on “Login” Button
3.5 Step 5 - Online Registration page

- New user will be able to view data auto filled and will have to fill remaining information where Data is missing.
- User should not use any Special Character while filling the information.
- User should have filled all the mandatory field and upload document wherever is required.
- User will Click on “Generate OTP” button to receive OTP on registered Mobile number.
- User will enter OTP in the field provided.
- User will click on “Registration” button to successfully get registered and Password will be received on registered mobile number.
- User can also reset the Information and can fill the details again.
4. **Process of Registration - Existing User**

4.1 **Step 1 – Enter the User Name and Password**

![Login Page]

Figure 9 - Login Page

1. User will enter NITI Aayog Unique ID as their User name.
2. User will enter “password” received on the registered mobile number.
3. User will enter captcha showing on the screen and then click on login button.
4. Existing User will enter their User Name and Password to login on the Portal.
5. On Successful submission, the user would be asked to select the financial year for which organization want to submit the application form.
6. Once financial year selected, user will click on apply online to fill the information and submit the application form.

5. **Process of Login**

5.1 **After registration enter the URL:**
Steps followed in Figure-10:

- Enter user name (user name is case sensitive)
- Enter password (password created during registration)
- Enter valid captcha details
- Click on login button
- User will get redirected to the Home page after clicking on the button.

6. Process of Managing Created Account

After login the screen to select the financial year will appear. In order to fill new form users have to select the current financial year i.e. 2017-18. But those users who want to check old reports have to select other financial year present in the dropdown.
7. **Process of Apply Online**

In order to submit new application, click on the “Apply Online” tab. Now you can see nine Forms. Fill them one after other.
7.1 Form 1 – Project Location

- User needs to enter their Project Location information one by one. At a time, user can add multiple project location.
- In order to add more project location, user needs to enter information again and click on save button.
- User needs to enter “1” in case of Minority Concentrated Blocks (MCB) and “2” for Minority Concentrated Towns (MCT) as mentioned in the screen.
- Once all the project location will be added, user will click on “Next” button to move to next screen for Form 2 submission.
7.2 Form 2 – Branches / Centers

- User needs to enter their Branch/Centers information one by one and click on save button to save the information.
- In Order to add more Branch/Centers, user needs to enter information again and click on save button.
- User can add multiple Branch/Centers.
- User can also reset the information filled in the screen.
- User will click on “Next” button save the information and move to next screen.
### 7.3 Form 3 – Past Experience (Part 1)

- User needs to give details about skill development projects funded by central ministries/department in last 3 years.
- User needs to fill all the information shows on the screen and click on save button to save the information filled.
- In order to add more past experience for multiple financial years, user needs to enter information again and click on save button.
- In order to move to next screen, user needs to click on the “Next” button.
- User can reset the information in text field
- User can add multiple information.

![Figure 15 – Past Experience (part 1)](image-url)
7.4 Form 4 - Past Experience (Part 2)

- User needs to give details about skill development projects funded by state Government/UT Administration in the last 3 years.
- User needs to fill all the information shown on the screen and click on the save button to save the information filled.
- In order to add more past experience for multiple financial years, user needs to enter information again and click on the save button.
- In order to move to the next screen, user needs to click on the “Next” button.
- User can reset the information in the text field.
- User can add multiple information.

![Figure 16 - Past Experience (Part 2)](image)

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**Details about Skill Development Projects funded by State Government/UT Administration in last three years:**

- Financial Year:
- Project Name:
- Sponsoring Ministry/Department:
- Project Cost:
- No. of trades PEA conducted in last three years:
- Duration (in Hrs):
- Sanction order:
- Types and Name of Skill:
7.5 Form 5 - Past Placement Record

- User needs to upload document asked in the screen. Validation for document are:
  - File size should not be more than 1 MB
  - File should be in PDF Format
  - File name should contain max 30 character and no special character.
- User needs to provide past placement record for last 3 financial Year in the entire column asked.
- In the last 2 columns, user need to enter total no of youth trained who became entrepreneur and name & details of company where placed.
7.6 Form 6 - Profession Engaged

- User needs to enter professional engaged information Centre /branch wise.
- As you can see in the screen with red marked, the moment you will add Centre, details, a row will display as shown in the screen where you can enter the Professional engaged details.
- In Order to move to next screen, user needs to click on “Save & Next” Screen.

7.7 Form 7 – Financial Strength
Figure 19 - Financial Strength

- User needs to input financial information and need to upload audit financial report.
  
  File size should not be more than 1 MB
  File should be in PDF Format
  File name should contain max 30 character and no special character.
7.8 Form 8 - Company MOU Details

- Organization needs to enter MOU Details.

<table>
<thead>
<tr>
<th>SN</th>
<th>Company Name</th>
<th>Address</th>
<th>Required Skills</th>
<th>Date of Signing</th>
<th>Valid From</th>
<th>Valid To</th>
<th>Edit</th>
</tr>
</thead>
</table>
7.9 Form 9 - Organization Other Details

- User needs to input complete information and need to upload document wherever required.
- File size should not be more than 1 MB
- File should be in PDF Format
- File name should contain max 30 Character and no special Character.

8. Process of Checking Account Status

You can check the status of your form that whether it is completed or partially filled etc.
9. Process for After Approval

9.1 Activation of Link for Organization

After the approval of proposal from Admin, the user would be able to view the various links which will be activated after approval from Admin.
9.2 Setup

9.2 A) Setup- Center Management -Proposed Details
This module will help the Organization to manage their center details in the portal. Organization can add multiple center details

PIA will fill all required details for center also in creation of center category wise sector selection required also courses may be categorized in 3 categories (category, I, II, III) based on the level of capital and operational expenditure required for conducting them.
The base cost paid per trainee to the training provider is Rs. 42.40, Rs. 36.30 and Rs. 30.30 per hour for courses in category I, II & III respectively. There is a provision for periodic enhancement in base costs.
9.2 B) Setup- Center Management – NSQF (National Skills Qualification Framework) Activities

PIA will fill required National Skills Qualification Framework (NSQF) Activities.

9.2 C) Setup- Center Management – Details of companies with whom the PIA has tie-up for Placement

Figure 26: Setup- PIA has tie-up for Placement
PIA will fill required details of companies with whom the PIA has tie-up for Placement

**9.3 Setup- PIA**

Figure 27: Setup- Self Health Group

PIA will fill required Self Help Group (SHG) details.
9.4 Setup-Managing Committee

PIA will fill required Managing Committee details.
9.5 A) Trainees Management - Trainee Registration

Figure 29: Trainee Management
PIA will fill all required details. Also some important points are:

A. Age of trainee should be between 14 years to 45 years
B. Allocated Trainee should not be greater than Allocate trainee for a state by department
   Example If no of trainee assign 500 then trainee registration should not be more than 500
C. Trainee should belong to minority community
D. Minimum qualification of the trainee should be at least class v
E. The uniqueness of each trainee across all the trainings, across all the centers and across the period may be checked.
F. Trainee must not be edited or deleted if he/she is assigned to any batch”.
G. Identity Aadhaar card must be unique

9.5 B) Trainees Management-Professional Engaged
PIA will enter Professional Engaged details as required
### 9.5 C) Trainees Management-Batch List

PIA will enter batch details also some important points is

A. PIA edits only current date of batch not start and end date. Example if PIA create a batch 5 June to 6 August then only 5 June can be edited for batch information.

<table>
<thead>
<tr>
<th>Batch Code</th>
<th>Batch Name</th>
<th>Assigned Trainee</th>
<th>Start Date</th>
<th>End Date</th>
<th>Training Duration</th>
<th>Project Head Name</th>
<th>Institute Name State Name</th>
<th>Trade</th>
<th>State</th>
<th>Training Completed</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Test batch 1</td>
<td>0</td>
<td>09-05-2019</td>
<td>21-05-2019</td>
<td>12</td>
<td>Jabendra Saini</td>
<td>LBMV Skills School - Chinnappalli Uttar Pradesh</td>
<td>Retail</td>
<td>Retail</td>
<td>No</td>
<td>Assign</td>
</tr>
<tr>
<td>02</td>
<td>Test batch 2</td>
<td>0</td>
<td>08-06-2019</td>
<td>20-06-2019</td>
<td>12</td>
<td>Jabendra Saini</td>
<td>LBMV Skills School - Chinnappalli Uttar Pradesh</td>
<td>Retail</td>
<td>Retail</td>
<td>No</td>
<td>Assign</td>
</tr>
</tbody>
</table>

![Trainee Management Batch List](image)

**Figure 31:** Trainee Management Batch List
B. If a trainee is assigned to one page, they cannot be assigned to another page.

C. From total assigned trainees 33% of the trainees must be girls.”

The PIA can edit the details of the beneficiary only two week of commencement of training.

9.6 Payment-Payment Detail

Figure 32: Payment Details

PIA can view details of sanction order by Ministry
9.7 Payment- Apply for Second Instalment

PIA will enter 2nd Instalment required details also check at least 75 % trainee should be placed before applying second instalment.

9.8 Payment- Apply for Third Instalment

PIA will enter 3rd Instalment required details.
9.10 Reports - Trainee List Batch Wise

PIA can view report of Trainee details batch wise.
9.11 View Profile

PIA can view profile and also update data of organization

9.12 Change Password

PIA can change password.