

## As per Guidelines

### Batch Formation for TC

- a. SSM will enable the login for the TC
- b. The Head of Centre of TC (as entered on Kaushalkar.com) shall be receive the login credentials through email and sms.
- c. Upon logging into the portal, the TCs shall be provided with data of all registered Counseled and Training Ready candidates once they log on to [www.kauskalkar.com](http://www.kauskalkar.com) portal.
- d. TC shall have the option of searching the trainee using certain search criteria such as trainee Unique ID, mobile number, district, taluk, gender etc.
- e. TC shall then choose job role and batch for which they wish to choose the trainee.
- f. TC shall be provided the option to either save or submit the chosen trainee
- g. An email/SMS shall be sent to the selected trainee.
- h. A trainee once selected by a TC will not be available to other TCs for selection till such time the trainee is not reverted to selection pool
- i. TC shall have 10 days from the first chosen trainee to submit the batch
- j. If the TC does not submit the batch within the prescribed period, the entire batch shall be de-selected and all trainees shall revert back into the selection pool.
- k. The TC can choose number of trainees as filled and approved on Kaushalkar.com
- l. Upon completion of the batch, the TC shall submit the batch to SDEL for approval.
- m. Upon approval of batch, the TC shall register the fingerprint of trainees, trainers and Head of Centre on the Biometric System on or before the first day of batch commencement.
- n. The TC has up to 10 days from commencement of batch to register the fingerprint of all trainees.
- o. If the TC does not register the fingerprint of the trainees within 10 days – the batch shall be de-selected and revert to selection pool.
- p. If TC does not register the fingerprint of the trainers – TC cannot commence batch for the job roles of such trainers
- q. Upon commencement of batch, the TC shall ensure that daily biometric attendance of trainees, trainers and centre staff are uploaded on [kaushalkar.com](http://kaushalkar.com) as per the format.
- r. The Training Provider should provide details of the first seven days of training along with invoice as per the format below.

### 7.2 Batch Formation for MTC

- a. SSM will enable the login for the TC
- b. The Head of Centre of TC (as entered on Kaushalkar.com) shall be receive the login credentials through email and sms.
- c. Upon logging into the portal, the TCs shall be provided with data of all registered Counseled and Training Ready candidates once they log on to [www.kauskalkar.com](http://www.kauskalkar.com) portal.
- d. TC shall have the option of searching the trainee using certain search criteria such as trainee Unique ID, mobile number, district, taluk, gender etc.
- e. TC shall then choose job role and batch for which they wish to choose the trainee.
- f. TC shall be provided the option to either save or submit the chosen trainee

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- g. An email/SMS shall be sent to the selected trainee.
- h. A trainee once selected by a TC will not be available to other TCs for selection till such time the trainee is not reverted to selection pool
- i. TC shall have 2 days from the first chosen trainee to submit the batch
- j. If the TC does not submit the batch within the prescribed period, the entire batch shall be de-selected and all trainees shall revert back into the selection pool.
- k. The TC can choose number of trainees as filled and approved on Kaushalkar.com
- l. Upon completion of the batch, the TC shall submit the batch to SDEL for approval.
- m. Upon approval of batch, the TC shall register the fingerprint of trainees, trainers and HoC on the Biometric System on or before the first day of batch commencement.
- n. The TC has up to 2 days from commencement of batch to register the fingerprint of all trainees.
- o. If the TC does not register the fingerprint of the trainees within 2 days – the batch shall be de-selected and revert to selection pool.
- p. If TC does not register the fingerprint of the trainers – TC cannot commence batch for the job roles of such trainers
- q. Upon commencement of batch, the TC shall ensure that daily biometric attendance of trainees, trainers and centre staff are uploaded on [www.kaushalkar.com](http://www.kaushalkar.com) as per the format.
- r. The Training Provider should provide details of trained batch along with invoice as per the format in Annexure D

### **7.3 TCs accredited by other government department**

- 7.2.1 The TCs shall log into [www.kauskalkar.com](http://www.kauskalkar.com) portal to view the data of all registered trainees.
- 7.2.2 TC shall have the option of searching the trainee using certain search criteria such as trainee Unique ID, name, mobile number, Aadhaar number etc.
- 7.2.3 TC shall then choose the scheme through which they would like to enroll trainees
- 7.2.4 TC shall then choose job role for which they wish to choose trainee
- 7.2.5 The TCs shall enter the name of batch for the selected job role and number of trainees per batch.
- 7.2.6 The TCs shall then select the trainees for each batch
- 7.2.7 The TCs shall have the option to save and view and also to submit.
- 7.2.8 TC shall, after finalizing the batch, be submit the list of selected trainees. The list of all selected trainees will be removed from the selection pool.
- 7.2.9 An email/SMS shall be sent to the selected trainee

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- 7.2.10 Within fifteen days of submission, the Department under which the TC is operating shall validate the commencement of training for the selected trainees
- 7.2.11 Should the Department fail to validate within the prescribed period, all the selected trainees shall be released into the selection pool.
- 7.2.12 Within seven days of validation by the department, the TC shall enter the batch number (if any), start date, end date and add the list of trainees for the batch
- 7.2.13 Should the TC fail to fill the details, the students shall be released to the selection pool
- 7.2.14 Franchisees shall not be permitted/ accredited. TPs should enter into a rental/lease agreement where training is imparted.