



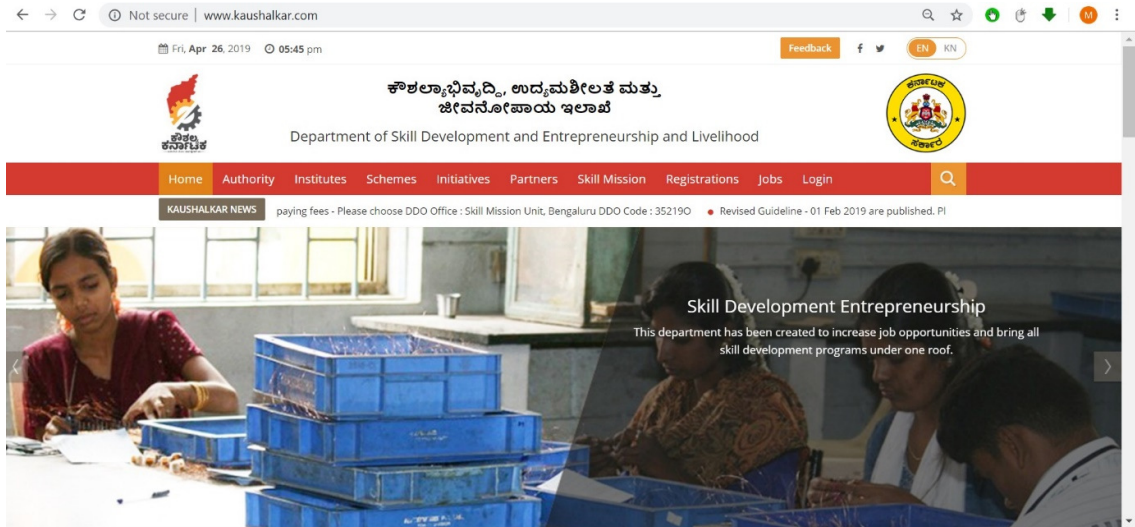
# SELECTION OF TRAINEES

## Congratulations

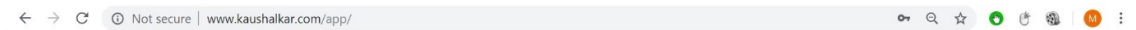
Your batch is approved and you are now ready to commence skilling of candidates chosen by you.

The screenshots below show help you navigate through the portal.

1. Please login to [www.kaushalkar.com](http://www.kaushalkar.com)



2. Click on Login menu



[Back to Website](#)

LOGIN

[Forgot username or password ?](#)



## SELECTION OF TRAINEES
















3. Your dashboard will be as follows:

The screenshot shows a web browser at [www.kaushalkar.com/app/caafTCdashboard/](http://www.kaushalkar.com/app/caafTCdashboard/). The page header includes the Kaushalkar logo and the text 'ಕೌಶಲ್ಯಭಿವೃದ್ಧಿ, ಉದ್ಯಮಶೀಲತೆ ಮತ್ತು ಜೀವನೋಪಾಯ ಇಲಾಖೆ' (Department of Skill Development and Entrepreneurship and Livelihood). A navigation bar contains 'Job Role Listing', 'Trainee', 'Attendance', 'Batch', 'Inspection Documents', and 'My Account'. The main content area displays a 'Welcome' message and a 'Job Roles Dashboard' table.

TP Details & JobRole Dashboard	
TP Name	
Serial Number	VTP00C
CEO Name	Lobo
CEO Email	@gmail.com
CEO Mobile	7
Applied Job Roles:	5
Approved Job Roles:	5
Rejected Job Roles:	0
<b>Pending Job Roles:</b>	<b>0</b>

4. Please move your mouse on Batch menu. You will get 3 options in dropdown – Select, Submit and Start. The dropdown is symbolic of the process.  
First select the batch – Assign, trainer and activate the batch  
Second – Submit batch after selecting trainers  
Finally – Start batch (After approval from State Skill Mission)
5. The following screen will appear upon choosing – Select option


The screenshot shows a web browser at [www.kaushalkar.com/app/selectBatches](http://www.kaushalkar.com/app/selectBatches). The page header is identical to the previous screenshot. The navigation bar is the same. Below the navigation bar, there are two dropdown menus: 'Job Roles' (set to 'Organic grower') and 'Trainers' (set to 'Please select Trainer'). A 'Search' button is located to the right of the 'Trainers' dropdown. Below these forms, there is a 'Show 25 entries' label and a table listing batches.


Batch Number	Batch Name	Job Role	No Of Students	Trainer	Status	Action
CFBT00	Batch 32	Organic grower	30		Active	  
CFBT000	Batch 5	Organic grower	30		Active	  
CFBT00.	Batch 31	Organic grower	30		Inactive	  
CFBT0C	Batch 26	Organic grower	30		Inactive	  
CFBT0C	Batch 25	Organic grower	30		Inactive	  



## SELECTION OF TRAINEES

Please choose the job role and the trainers (as filled by you in the TCAF form) will appear in the drop down. Default Status is 'Inactive'

Click on the  icon in Action pane to assign the Trainer

After assigning the trainer click on the  icon to activate the batch

At this stage the Status would become 'Active'

6. After activating batch, please click your on Trainee menu, this will give options to Select and View

The Batches which are active will be enabled for choosing trainees.

Choose the Job role and activated Batch will appear in dropdown

Once you are ready, click on the Submit button.



## SELECTION OF TRAINEES

- Upon click the Submit button in Select Trainee, you will be enabled with the option to view all trainees who are registered for Skilling on Kaushalkar portal and are not selected by any other Training Provider. In case the Aspirant has not entered their Aadhaar number, such aspirants will not reflect in the choice.

Training Center: \_\_\_\_\_  
Job Role: Organic grower  
Batch: Batch 5

District: Select Taluk: Select Serial Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Gender: Select Category: Select Religion: Select  
Specially Abled: Select Skills: Select **Search**

Show 25 entries

Name	Job Roles	Mobile	Serial Number	Category	Age	Date	Action
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You can select trainees. The maximum number will be limited to that as filled in your TCAF on Kaushalkar.

- Select – Submit option on Batch menu. The following screen will be displayed. Mark Attendance will be disabled. Click on View

ಕೌಶಲ್ಯ ಕರ್ನಾಟಕ  
ಬೆಂಗಳೂರು ಜಿಲ್ಲಾಪಾಲಯ ಇಲಾಖೆ  
Department of Skill Development and Entrepreneurship and Livelihood

Common Dashboard Job Role Listing Trainee Attendance Batch Inspection Documents My Account

### VIEW BATCH

View Batch

Job Roles: Select Batch: Select **Search**

Show 25 entries

Job Role	Batch	Batch Count	Status	Action
Mobile Phone Hardware Repair Technician	Batch 6 CFBT00	0	Saved : 0 Submitted : 0 Confirmed : 0 Rejected : 0	<b>View</b> <b>Mark Attendance</b>
Animator	Batch 5 CFBT00	0	Saved : 0 Submitted : 0	<b>View</b> <b>Mark Attendance</b>



## SELECTION OF TRAINEES

- When you click on View – you will be provided the screen where names of all select aspirants will appear and you can with submit them together or click on submit against each aspirant

Trainee Mobile:

State:

District:

Taluk:

Show 25 entries

Serial Number	Trainee Name	email	District	Taluk	Status	Action
SAEC	BASALINGAWA	@gmail.com	YADGIR	Yadgir	Pending	<input type="button" value="view"/> <input type="button" value="Submit"/>
SAFO	SAMREEN	@gmail.com	YADGIR	Yadgir	Pending	<input type="button" value="view"/> <input type="button" value="Submit"/>
SAEC	KHAJA	@gmail.com	YADGIR	Yadgir	Pending	<input type="button" value="view"/> <input type="button" value="Submit"/>
SAFO	HUMERA	@gmail.com	YADGIR	Yadgir	Pending	<input type="button" value="view"/> <input type="button" value="Submit"/>
SAFO	ASHWINI	@gmail.com	YADGIR	Yadgir	Pending	<input type="button" value="view"/> <input type="button" value="Submit"/>
SAFO	LIKITHA	@gmail.com	YADGIR	Yadgir	Pending	<input type="button" value="view"/> <input type="button" value="Submit"/>
SAEC	AYESHA TAQDEES	@gmail.com	YADGIR	Yadgir	Pending	<input type="button" value="view"/> <input type="button" value="Submit"/>
SAFO	NELOFAR	@gmail.com	YADGIR	Yadgir	Pending	<input type="button" value="view"/> <input type="button" value="Submit"/>
SAEC	IQRA	@gmail.com	YADGIR	Yadgir	Pending	<input type="button" value="view"/> <input type="button" value="Submit"/>

- When the batch is approved, Mark attendance will be enabled on the screen

Common Dashboard Job Role Listing Trainee Attendance Batch Inspection Documents My Account

### BATCH COMMENCEMENT

Batch Commencement

Job Roles:

Batch:

Show 25 entries

Job Role	Batch	Batch Count	Status	Action
Domestic Data entry Operator	Batch 4	26	Saved : 26 Submitted : 0 Confirmed : 0 Rejected : 0	N/A

Showing 1 to 1 of 1 entries (filtered from 6 total entries)

Previous 1 Next

The above screen will appear till batch is approved. Once batch is approved, icons to start and close batch will appear in the Action section.



## SELECTION OF TRAINEES

You are now ready to impart skill training to the youth of Karnataka. Wishing you the very best.

You may revert to us on email: [skilldev.2017@gmail.com](mailto:skilldev.2017@gmail.com) or reach us by clicking on the feedback button

The screenshot shows a web browser window with the URL [www.kaushalkar.com](http://www.kaushalkar.com). The page header includes the Kaushalkar logo, the text 'ಕೌಶಲ್ಯಾಭಿವೃದ್ಧಿ, ಉದ್ಯಮಶೀಲತೆ ಮತ್ತು ಜೀವನೋಪಾಯ ಇಲಾಖೆ' (Department of Skill Development and Entrepreneurship and Livelihood), and the Government of Karnataka emblem. A navigation menu contains links for Home, Authority, Institutes, Schemes, Initiatives, Partners, Skill Mission, Registrations, Jobs, and Login. Below the menu, a news banner reads 'KAUSHALKAR NEWS paying fees - Please choose DDO Office : Skill Mission Unit, Bengaluru DDO Code : 352190 Revised Guideline - 01 Feb 2019 are published. PI'. The main content area features a large image of people working at a table with blue crates, overlaid with the text 'Skill Development Entrepreneurship' and 'This department has been created to increase job opportunities and bring all skill development programs under one roof.'