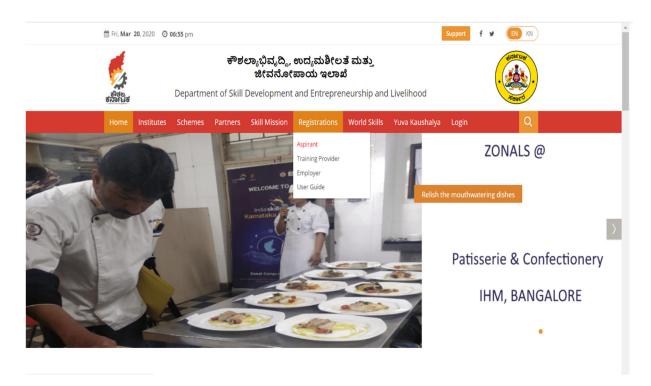
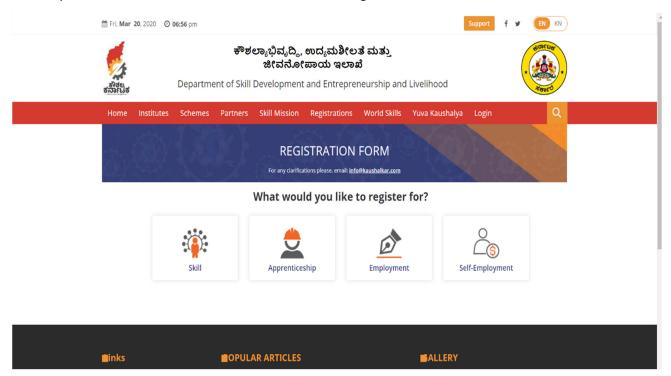
USER MANUAL



1. Visit Kaushalkar.com web portal. Click on Registrations. Choose Aspirant

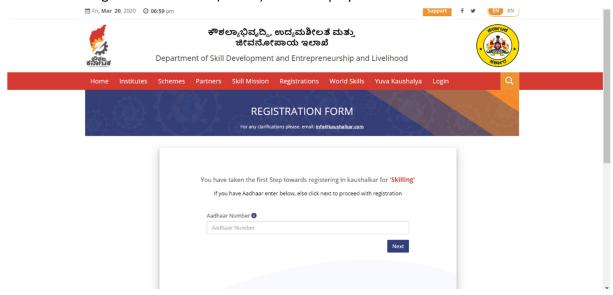


2. Aspirant has 4 choices as below. To enroll for Skilling – choose Skill

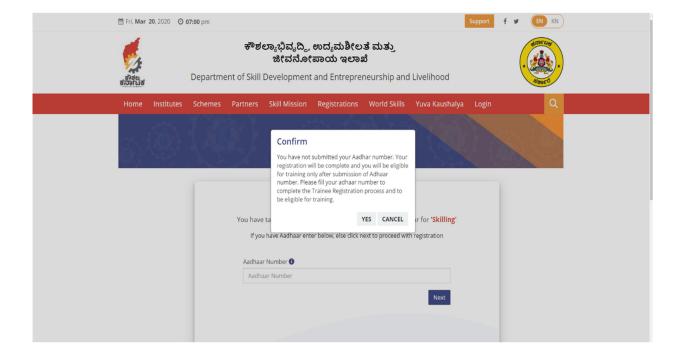




3. You may choose to provide your Aadhaar number. Only aspirants who have provided Aadhaar will be eligible for Skill Training . In case you are already registered, your Kaushalkar registration number (SAF ID) will be displayed on the screen.

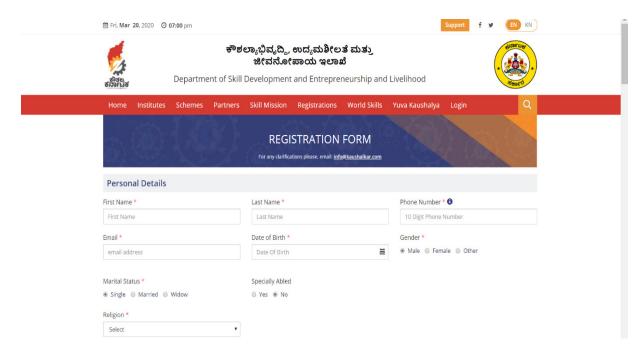


4. If you have not provided Aadhaar, you will get a message (as below), please click on Yes to proceed.

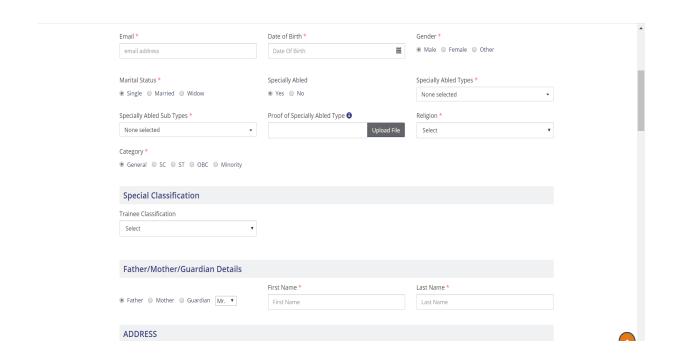




5. You will be required to fill all mandatory details



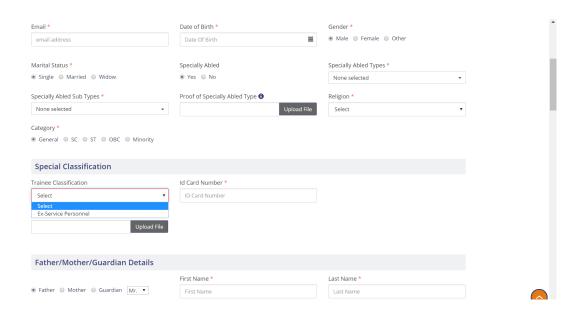
6. In case you are specially abled – please click on 'Yes' under Specially Abled. The Special Abilities as per current act are included



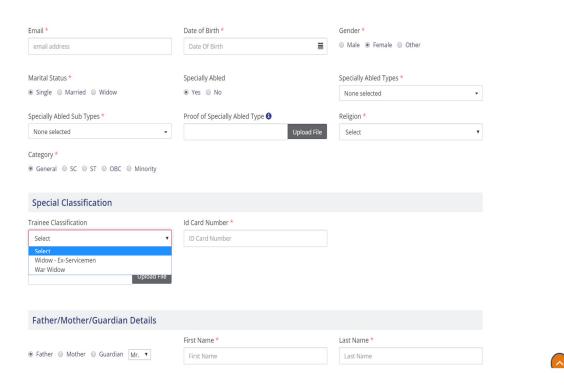
USER MANUAL



7. If you are an Ex-service personnel – You can choose – Ex-Service Personnel under Special Classification

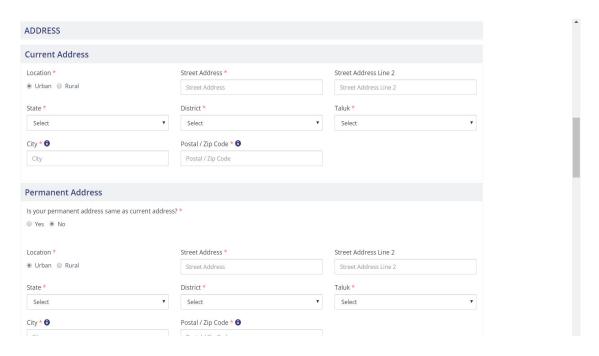


If you are a Female, the following options will be displayed under Special Classification

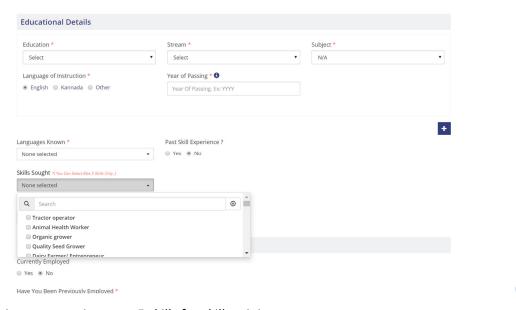




8. Please fill the correct address. If your permanent address is same as current address, please click – Yes and the permanent address will auto-fill from current address



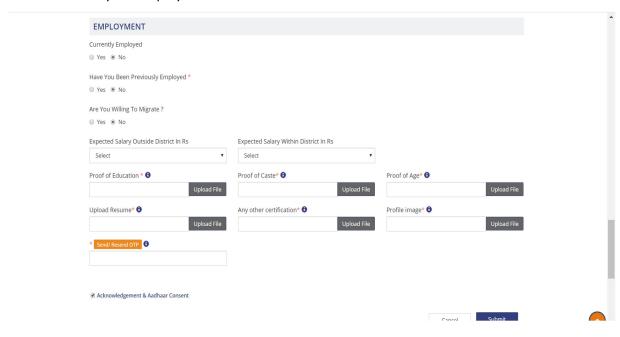
9. Please enter your educational qualification. To add more than one education qualification, click on the +



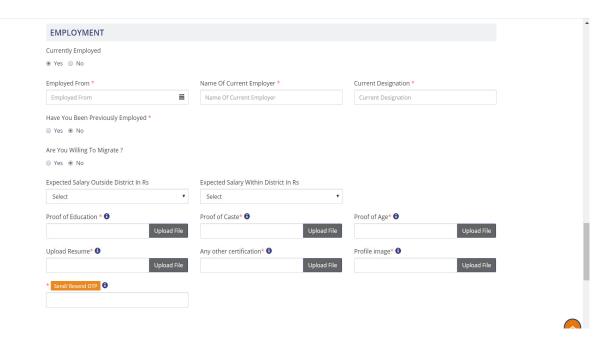
You can register requesting upto 5 skills for skill training



10. Please enter your employment details.



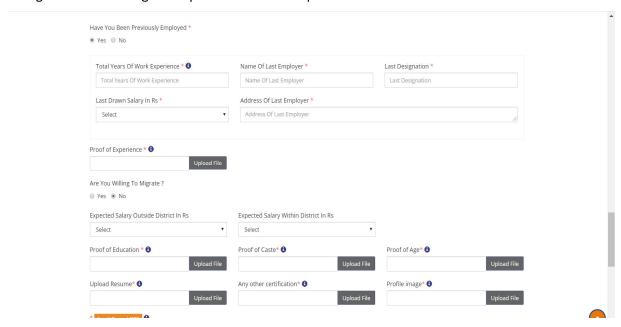
11. In case you are Currently employed, you will be asked to fill your details



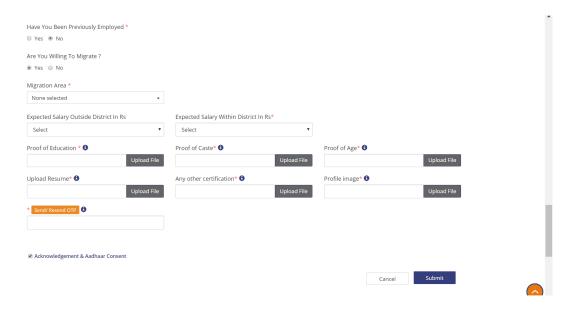
USER MANUAL



12. Similarly, if you have worked before you will asked to fill your past employment history . Migration – Your migration preferences are requested.



13. Please attach all your certificates. An OTP will be sent to your mobile number (as provided during the online registration).



Upon submitting the form, your will receive an SMS and email with details of your SAF number, email ID, new kaushalkar email ID, and password to login.



14. To login to your account, please visit Kaushalkar.com. click on login

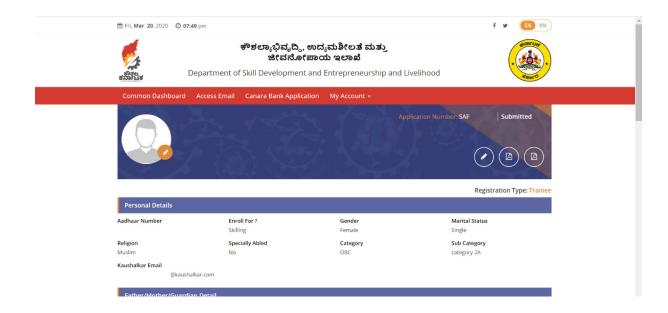


15. Enter the username and password that you have received in your SMS/ Email

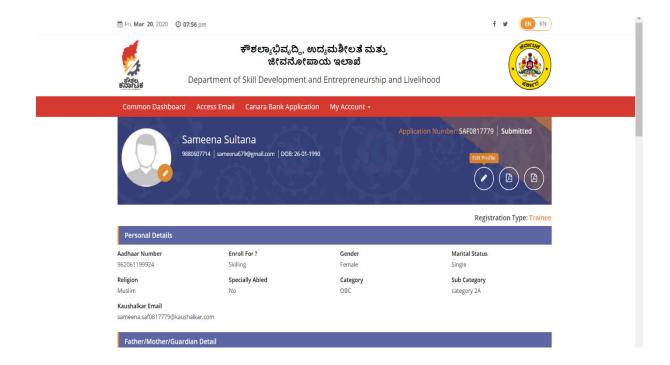




16. Upon login, you will find all details that you have entered

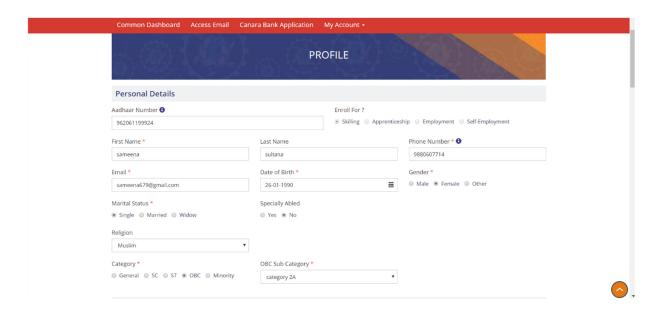


17. In order to edit your profile, you may click on the pencil. You can edit your profile only once. In case you have been selected for training / undergoing training – you cannot edit your profile

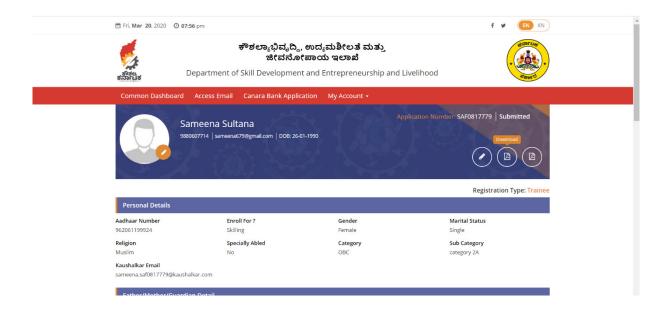




18. Upon clicking the edit option, you can edit your profile (only once)



19. You can also download your profile as a PDF, by clicking on the PDF download icon





20. You can access your own email box, XXX@kaushalkar.com by clicking on Access Email. The username and password of your kaushalkar login and your kaushalkar email box are the same.

