

## 1. Visit Kaushalkar.com web portal. Keep your mouse on Registrations. A dropdown with 3 options will appear. Choose – Training Provider



2. There are 3 sections. General details, Financial and Skilling experience. Before you begin to fill the form, please have a scanned copy (below 2 MB each copy) of the following:

- a. Address Proof (Incorporation certificate/ Telephone Bill/ GST registration/Electricity Bill)
- b. Certificate of Incorporation
- c. PAN Card
- d. Income tax returns of legal entity/ Audited Balance sheet
- e. Proof of traininig (for existing skill training provider)

☆ Fri, Mar 20, 2020 ○ 0	<sup>09:47 am</sup> ಕೌಶಲ್ಯಾಭಿವೃದ್ಧಿ, ಉದ್ಯಮಶೀಲತೆ ಮತ್ತು ಜೀವನೋಪಾಯ ಇಲಾಖೆ Department of Skill Development and Entrepreneurship and Livelihood			f V EN KN
Common Dashboard	My Account 👻			
Step 1.	TRAIN		e. email: <u>info@kaushalkar.com</u>	
General Details	Financial	Skilling Experience	Submit	
General Details				
Name of the Training	Provider (TP) *		Type of Training Provider *	
Name of the Training			Select	¥

If you are an educational institution or currently in skill training- please choose Existing Training Provider



Please fill the correct bank details. The training costs will be released to this account.

Pin Code * 🟮	Address Proof ID *	
789876	Select 🔻	
Address Proof *	Select Incorporation Certificate Telephone Bill Electricity Bill Service Tax Registration	
If the Electricity/Telephone Bill is not on Company's Name, you vill have to upload rental agreement additionally merged in a single file. Allowed File Type JPG   JPEG   PNG   GIF   BMP   PDF. Allowed File Size 2MB Max.		
Bank Details		
Account Number * 😉	Bank Name * 🕄	
Account Number	Bank Name	
Branch Name *	IFSC Code *	
Branch Name	IFSC Code	
Bank Address		

## 3. Please fill all details in Financial

itep 1. Step 2. Seneral Details Financial	Step 3. Skilling Experience	Step 4. Submit		
inancial Details				
Year of Incorporation * 😉		Certificate of Incorporation of the TP $\star$		
Year of Incorporation			Upload File	
		Please upload the specified document. Allowed File Type JPG   JPEG   PNG   G PDF. Allowed File Size 2MB Max.	GIF   BMP	
Permanent Account Number (PAN) of the TP * 🕄		PAN Proof *		
Permanent Account Number (PAN) of the TP * •			Upload File	
	)	Please upload the specified document. Allowed File Type JPG   JPEG   PNG   G		
PERMANENT ACCOUNT NUMBER (PAN)	,	Please upload the specified document. Allowed File Type JPG   JPEG   PNG   c PDF. Allowed File Size 2MB Max.	GIF   BMP	
PERMANENT ACCOUNT NUMBER (PAN)		Please upload the specified document. Allowed File Type JPG   JPEG   PNG   c PDF. Allowed File Size 2MB Max.	GIF   BMP   Upload File	
PERMANENT ACCOUNT NUMBER (PAN)		Please upload the specified document. Allowed File Type JPG   JPEG   PNG   C PDF. Allowed File Size 2MB Max. TAN Proof Please upload the specified document. Allowed File Type JPG   JPEG   PRG   C	GIF   BMP   Upload File	



In case any wrong file is uploaded, the TP will be rejected and you will have to reapply. Hence, please upload correct details

			2018 Year *	2016 - 2017 Year *	
Avg. Turnover (in Rs.)					
Avg. Net Profit (in Rs.)					
Avg. Turnover 2018 - 2019			Avg. Turnover 2017 - 2018		
		Upload File			Upload File
Please upload the specified docume PDF. Allowed File Size 2MB Max.	nt. Allowed File Type JPG   JPEG   PNG	GIF   BMP	Please upload the specified docum PDF. Allowed File Size 2MB Max.	ent. Allowed File Type JPG   JPEG	PNG   GIF   BMP
Avg. Turnover 2016 - 2017			Avg. Profit 2018 - 2019		
Please upload the specified docume PDF. Allowed File Size 2MB Max.	nt. Allowed File Type JPG   JPEG   PNG	GIF   BMP	Please upload the specified docum PDF. Allowed File Size 2MB Max.	ent. Allowed File Type JPG   JPEG	Upload File PNG   GIF   BMP
Avg. Profit 2017 - 2018			Avg. Profit 2016 - 2017		
		Upload File			Upload File
Please upload the specified docume PDF. Allowed File Size 2MB Max.	nt. Allowed File Type JPG   JPEG   PNG	GIF   BMP	Please upload the specified docum PDF. Allowed File Size 2MB Max.	ent. Allowed File Type JPG   JPEG	PNG   GIF   BMP
				Previou	s Next

6. In case – you have chosen, existing skilling provider in "General" details, then Skilling tab will appear. Please fill all details

Experience I	n Skilling					
	s of Experience in Skill Devel	opment 🔒 *				
	rs of Experience in Skill Develo					
Total Number	of Trainees Trained					
Financial Year	Govt Funded Count	Corporate Social Respo	onsibility(CSR) Count	Self Paid Count	Trained Proof	
2018 - 2019					Upload	
2017 - 2018					Upload	
2017 - 2018					Upload	
2017 - 2018 2016 - 2017					Upload	
2016 - 2017	of Trainees Certified					
2016 - 2017	of Trainees Certified Govt Funded Count	Corporate Soci	al Responsibility(CSR) Count	Self Paid Count	Upload	



7. In this option, please attach the photo of your authorized signatory with the specimen signature. This will be verified for all documentation between the training provider and KSDC

Recognition	And Accolades			
		Recognitions/Accolades Type		
		Select 🔻		
		Select Print Media Online Media		
		Upload File		
		Upload File Allowed File Type JPC   JPEG   PNG   GIF   BMP   PDF. Allowed File Size 2MB Max. Please upload the related document(s)		
Add File				
				_
S.No	Recognition Type	Recognition Brief	File	Action
		Please Add Recognitions To Grid And Then Submit		

8. Please choose the scheme that you will be involved. Please do not choose all schemes and we encourage to choose only relevant schemes. If a TP is found to have chosen irrelevant schemes, the TP will be rejected and all training center under the TP will stand cancelled.

Step 1. General Details	Step 2. Financial	Step 3. Skilling Experience	Step 4. Submit	
Declaration				
Schemes *				
None selected				
I NULM				
NRLM	; read the image? click her		Enter the code here *	

Upon clicking 'Submit' – <u>Username and Password to create Training Center will be sent as SMS to CEO</u> mobile number and email to CEO email (as entered in the TP registration form)



Please note the following:

- 1. Please do not create multiple registrations for the same Training Provider the system will block the TP and all its centers.
- 2. Please fill correct details and submit there is no option to edit any submitted detail.
- 3. The system will reject any TP which is found to be the same.
- 4. In case, any information provided by the TP is found to be incorrect, the TP will be rejected.
- 5. Grading matrix is as per Guidelines.
- 6. After registering as Training Provider, you will have to login to kaushalkar and add Training Centers.
- 7. If you do not add Training Centers further process of your registration is not possible.