Government of Maharashtra
Skill, Employment, Entrepreneurship and Innovation Department
Directorate of Vocational Education and Training

USER MANUAL FOR CANDIDATE
REGISTRATION, APPLICATION AND ADMISSION PROCESS
Version 2, 18.04.2023

Maharashtra State Board of Skill, Vocational Education and Training
4th Floor, Center of Excellence Building, Government Industrial Training
Institute, Mithagar Road, Mulund (East), Mumbai 400081

https://msbsvet.edu.in   secretary@msbsde.edu.in   08655944851/52/53/54

TABLE OF CONTENTS

to be continued….

1 Home Page

1.1 Visit https://msbsvet.edu.in

1.2 English/ Marathi: Change language of text

1.3 Helpline: Displays helpline numbers and contact

1.4 Home: Takes to Home Page

1.5 About: Displays information regarding Board

1.6 Institute: Search institutes affiliated to Board

1.7 Courses: Browse courses approved/ adopted by Board

1.8 Examination: Displays information related to Examination

1.9 Employment/ Self Employment: Displays information regarding Employment/ Self Employment opportunities

1.10 RTI: Displays information regarding to Right to Information

1.11 Contact Us: Displays contact information of Board and its allied offices

1.12 Announcement: Displays important Announcement by the Board

1.13 Important Notices: Displays important notices by the Board

1.14 User Manual: User Manual for all stakeholders to execute various activities/ services on the portal are available here in PDF format

1.15 News and Updates: All News and Updates from Board are available here

1.16 Notification/ Circulars: All Notifications and Circulars issued by Board are available here

1.17 Related Websites: All related website's links are available here

1.18 Sign In:

    1.18.1 Sign In: Existing Users to login to their account

    1.18.2 Register Here: New Candidate and Institute can register here

    1.18.3 Having Trouble Signing In: Recover Password and Profile ID

2 Documents required for Candidate Registration

2.1 Candidate have to upload copies of following document during registration and hence soft copy in PDF or .jpg, .jpeg format of size less than 1 MB should be kept ready before registration.

S.N.	Document Type	Corresponding Document
		Documents mandatory for all Candidates
1	Photo	Recent colour passport size photo of height 45 mm and width 35 mm
2	Signature	Recent signature preferably in blue colour ink
3	Date of Birth Proof	Birth Certificate, School Leaving Certificate, Aadhar Card, Pan Card, Election Card, Driving License, Passport or any other document issued by State/ Central Government authorities mentioning complete Date of Birth. For Orphan Candidate certificate from registered Orphanage. Candidate should have completed 14 years of age as on date of registration.
4	Aadhar Card	Aadhar Card
		Applicable for corresponding Candidates
5	School Leaving Certificate	Recent school/ college leaving certificate or transfer certificate. Applicable only for full time course.
6	Domicile Certificate	• Self/ Parent's Birth Certificate mentioning place of Birth in Maharashtra • Self/ Parent's School Leaving Certificate issued by School in Maharashtra • Residential Proof in Maharashtra for more than 15 years issued by competent Authority • Self/ Parent's Domicile Certificate
7	Caste Certificate	Certificate issued by competent authority in Maharashtra State. Not required for General/ Open Candidate
8	Non Creamy Layer Certificate	Certificate issued by competent authority in Maharashtra State and valid till 31st March of next year. Applicable for OBC, VJ, NT and SBC Candidate
9	Person with Disability Certificate	Certificate issued by competent authority clearly mentioning the percentage of disability.
10	Qualification Document	Marksheet/ Certificate for all entered Qualification
11	Training Document	Certificate for all entered Training
12	Work Experience Document	Experience Certificate as issued by Employer for all entered work experience
13	Bank Passbook Cover Page/ Cheque	Bank Passbook cover page or cancelled cheque clearly mentioning Bank Name, Account Holder Name, Account Number and IFS Code
14	PAN Card	PAN Card

2.2 Candidate has to produce original documents to the Institute for verification during admission confirmation and hence information entered in the registration form should be exactly as per uploaded document.

2.3 During admission confirmation, candidate has to submit 1 set of self-attested photo copies of uploaded documents and 2 recent colour passport size photos at the admitted institute.

2.4 Recent Original School Leaving certificate is required to be submitted to admitted Institute till the completion of FULL TIME COURSE only. For PART TIME COURSE candidates are not required to submit original School Leaving Certificate to admitted Institute

2.5 Original Entry Qualification Marksheet/ Certificate as required for admitted course is required to be submitted to admitted Institute till the completion of course.
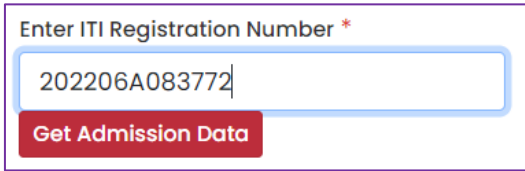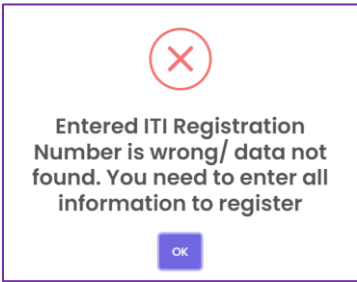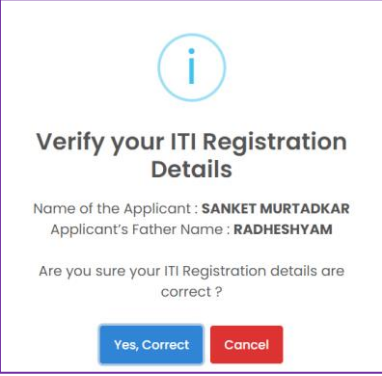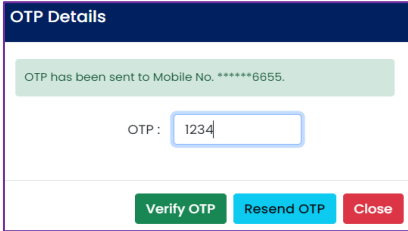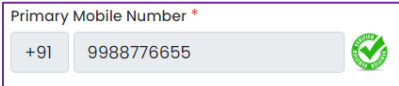
SESSION A: REGISTRATION

3   New Candidate Registration

3.1   Click on "Register Here" on Home Page. A popup shall be displayed as following. Select "Candidate" and click on "REGISTER"

New User Registration   [X]

| Candidate |

REGISTER

3.2   Following Registration Form shall be displayed

Registration Details

Have you registered for ITI Admission Previously on https://admission.dvet.gov.in/ ? *
(Ony ITI Admission Seat Number start with 2022 or 2021)
◉ Yes   ○ No

Enter ITI Registration Number *
| 202206A083772 |
Get Admission Data

First Name *
| SANKET |

Middle/ Father/ Husband Name
| RADHESHYAM |

Last/ Surname
| MURTADKAR |

Date of Birth (DD/MM/YYYY) *
| 04/04/2003 |

Gender *
| Male |

E-Mail ID *
| sanketmurtdak1234@gmail.com |

Primary Mobile Number *
| +91 | 7666932960 | ✓

Secondary Mobile Number
| +91 | 9022884670 |

Security Question *
| Which is your favourite game ? |

Security Question's Answer *
| FOOTBALL |

Password *
| •••••••• |

Confirm Password *
| •••••••• |

Note : Password should have **minimum 8 characters** and **maximum of 15 characters** with **1 Capital Alphabet**, **1 Number** and **1 Special Character**.

| LZEQJ | **L Z E Q J**   ⟳

Register

Field Name	Field Type	Mandatory	Remark/ Values
Have you registered for ITI Admission Previously on https://admission.dvet.gov.in	Radio Button	Yes	If the candidate has applied for ITI Admission in 2021 or 2022 then select "Yes" else select "No" and enter all information.
Enter Registration Number	Text box	Yes	If selected "Yes" then enter ITI Registration Number and click on "Get Admission Data" **Enter ITI Registration Number *** 202206A083772 **Get Admission Data**
			If entered ITI Registration Number is wrong then following message shall be displayed and candidate has to enter all information. ✕ **Entered ITI Registration Number is wrong/ data not found. You need to enter all information to register** OK
			If the enter Registration Number is correct, then the corresponding information shall be displayed in pop-up to verify.

Field Name	Field Type	Mandatory	Remark/ Values
			Verify your ITI Registration Details Name of the Applicant : **SANKET MURTADKAR** Applicant's Father Name : **RADHESHYAM** Are you sure your ITI Registration details are correct ? Yes, Correct Cancel If the displayed information is correct, click on "Yes, Correct", all the available information shall be auto populated in editable form. However, the candidate has to verify Primary Mobile Number.
First Name	Text box	Yes	Enter First Name as per documentary proof.
Middle/ Father/ Husband Name	Text box	No	Enter Middle/ Father/ Husband Name or leave blank if not available
Last/ Surname	Text box	No	Enter Last/ Surname or leave blank if not available
Date of Birth (DD/MM/YYYY)	Calendar	Yes	Select Date of Birth as per available documentary proof. Candidate should have completed 14 years of age as on date of registration.
Gender	Drop down	Yes	Select Gender as per available documentary proof
E-Mail ID	Text box	Yes	Enter E-Mail ID. All communication shall be sent on this mail ID
Primary Mobile Number	Number box	Yes	All updates regarding application, payment, admission, training, examination, etc. shall be sent on this mobile number. Enter 10 digit mobile Number. OTP verification is required. Click on "Verify". Popup shall be displayed to enter OTP. The OTP shall be valid for 120 seconds. **OTP Details** OTP has been sent to Mobile No. ******6655. OTP : 1234 Verify OTP Resend OTP Close Enter the received OTP and click on "Verify OTP". The Verification label shall appear. Primary Mobile Number * +91 9988776655 ✅
Secondary Mobile Number	Textbox	No	Enter 10 digit mobile Number. OTP verification is not required.
Security Question	Drop down	Yes	Select the Security Question to recover password
Security Question's Answer	Text box	Yes	Enter the answer for selected Security Question
Password	Text box	Yes	Create a password for account on this portal. The password should have minimum 8 characters and maximum 15 characters with 1 Capital Alphabet, 1 Number and 1 Special Character, e.g. Password@123.
Confirm Password	Text box	Yes	Enter same password here to confirm
Captcha	Text box	Yes	Enter the displayed Captcha
Register	Button	Yes	Recheck all the entered information and click on Register.

3.3 Profile ID shall be generated. This Profile ID shall be used as User Name and the above created password shall be the password to login to the account. Read the instructions carefully.

R User Login Details

1. Your Profile ID is **202211C100032** . This Profile ID shall be used as User Name to login to your account.
2. Before taking admission to any Certificate, Diploma or Advance Diploma courses related to Skill, Vocational Education and Vocational Training, ensure that the Institute is approved by Maharashtra Government and affiliated to Maharashtra State Board of Skill, Vocational Education and Training. The list of all approved and affiliated Institutes is available on Board website.
3. All Information and OTP (One Time Password) shall be sent through SMS on "Primary Mobile Number" hence "Primary Mobile Number" should be updated.

Proceed to Login >>>

3.4 Click on "Proceed to Login" to login to your account and complete the profile.

4 Dashboard

4.1 Candidate has to login to their account by using their Profile ID as Login ID and Password. Enter Captcha and then click on "Login".

Sign In x

202211C100032

••••••••

5NCRT **5NCRT**

Having Trouble Signing In ? **Click Here**

Login

4.2 Following Dashboard shall be displayed:

Dashboard   Application Form ▼   Miscellaneous ▼

Welcome to Maharashtra State Board of Skill, Vocational Education and Training Portal

User Login ID	202211C100032	IP Address	49.32.217.8/Chrome/Windows 10/N
User Type	Candidate	Current Login Time	26/11/2022 12:13:12 PM
User Name	SANJAY SUDHIR PATIL	Previous Login Time	

Candidate Dashboard

| Primary | Address | Parent | Category | Qualification | Training | Additional | Bank |
| 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |

| Work Experience | Lock | Apply | Admission Letter |
| 0% | 0% | 0% | 0% |

4.3 For ease of Profile completion, the entire Candidate Profile has been divided into following sections.

4.3.1 Primary Details
4.3.2 Address Details
4.3.3 Parent/ Guardian Details
4.3.4 Category Details
4.3.5 Qualification Details
4.3.6 Training Details
4.3.7 Additional Details
4.3.8 Bank Details
4.3.9 Work Experience Details
4.3.10 Lock
4.3.11 Apply
4.3.12 Admission Letter

4.4   Since no information is filled in the sections it is displayed as 0%. Candidate shall be required to fill up complete information. If candidate has entered their ITI Admission Registration No. then some of the information shall auto populate in editable format.

5   Primary Details

Click on "Primary" and enter following details on given page:

Primary Details

Candidate Profile

ITI Registration No.
202208A123456

| First Name * | Middle Name | Last Name * |
| SANJAY | SUDHIR | PATIL |

Gender *   Date Of Birth (DD/MM/YYYY) *   Upload Date of Birth Proof * ⓘ
Male   01/11/2008   [Upload] View DOB Proof

Aadhaar Number *   Upload Aadhaar Card *
123412341234   [Upload] View Aadhaar Card
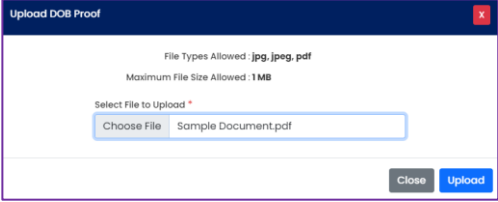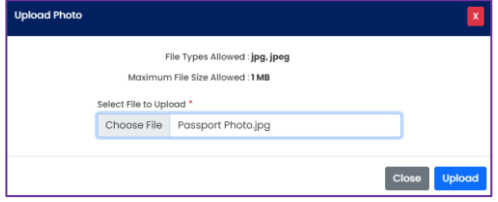
Primary Mobile Number *   Secondary Mobile Number
+91   9988776655   ✓   +91   8877665544

E-Mail ID *
sanjaypatil@gmail.com
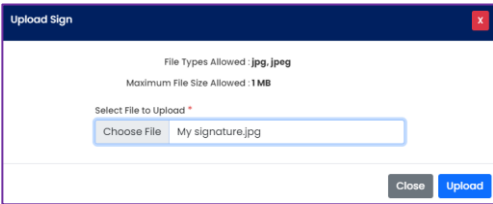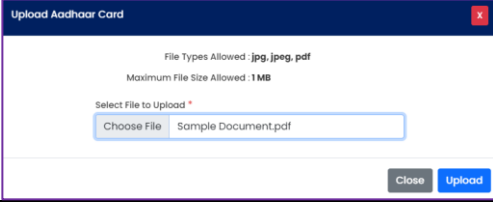
[Upload Photo]
[Upload Sign]

[Save & Next] [Reset]

Field Name	Field Type	Mandatory	Remark/ Values
ITI Registration No.	Display	Yes	Display as entered during creating account in non-editable form
First Name	Text box	Yes	Display as entered during creating account in editable form
Middle/ Father/ Husband Name	Text box	No	Display as entered during creating account in editable form
Last/ Surname	Text box	No	Display as entered during creating account in editable form
Gender	Drop down	Yes	Display as entered during creating account in editable form
Date of Birth (DD/MM/YYYY)	Calendar	Yes	Display as entered during creating account in editable form
Upload Date of Birth Proof	Button	Yes	Upload Date of Birth Proof in .jpg, .jpeg or .pdf format upto 1 MB **Upload DOB Proof** File Types Allowed : **jpg, jpeg, pdf** Maximum File Size Allowed : **1 MB** Select File to Upload * Choose File Sample Document.pdf Close Upload Upload document issued by any Government authorities which displays Date of Birth as Aadhar Card, PAN Card, Leaving Certificate, Election Card, Passport, etc.
Upload Photo	Button	Yes	Upload recent passport size color photo in .jpg or .jpeg format upto 1 MB and of size height = 45mm and width = 35mm **Upload Photo** File Types Allowed : **jpg, jpeg** Maximum File Size Allowed : **1 MB** Select File to Upload * Choose File Passport Photo.jpg Close Upload

Field Name	Field Type	Mandatory	Remark/ Values
Upload Sign	Button	Yes	Upload color signature image in .jpg or .jpeg format upto 1 MB
Aadhar Number	Textbox	Yes	Display as entered during creating account in editable form
Upload Aadhar Card	Button	Yes	Upload Aadhar Card in .jpg, .jpeg or .pdf format upto 1 MB
Primary Mobile Number	Number box	Yes	Display as entered during creating account in editable form. If Primary Mobile Number is changed then OTP Verification is required as explained previous.
Secondary Mobile Number	Textbox	No	Display as entered during creating account in editable form
E-Mail ID	Text box	Yes	Display as entered during creating account in editable form.
Save & Next	Button	Yes	The information shall be saved and next page shall be displayed
Reset	Button	No	Resets all entered information

6 Address Details

Click on "Address Details" and enter following Address details of Candidate:

Field Name	Field Type	Mandatory	Remark/ Values
Permanent Address			
Address	Text box	Yes	Enter Address
Pin Code	Number box	Yes	Enter 6 digits Pin Code
State	Display	Yes	Select from drop down
District	Display	Yes	Select from drop down
Taluka	Display	Yes	Select from drop down

Field Name	Field Type	Mandatory	Remark/ Values
City / Village	Drop down	Yes	Select from drop down. If your City/ Village is not in the list, then select "Other" and enter the Name of City/ Village Other City / Village *
Correspondence Address			
Is the Correspondence Address same as Permanent Address	Radio Button	Yes	Select "Yes" if Permanent Address and Correspondence Address are same and so not required to enter Correspondence Address separately. Select "No" if Permanent Address and Correspondence Address are different and enter Correspondence Address as explained above.
Save & Next	Button	Yes	The information shall be saved and next page shall be displayed
Reset	Button	No	Resets all entered information

7 Parent/ Guardian Details

Click on "Parent / Guardian Details" and enter following details on given page:

Field Name	Field Type	Mandatory	Remark/ Values
Orphan Candidate	Radio Button	Yes	Select "Yes" if Candidate is Orphan and will not require to enter Parent's Details else select "No" if Candidate is not Orphan and enter Parent's Details.
Father's/ Mother's First Name	Textbox	Yes	Enter Father/ Mother First Name
Father's/ Mother's Middle Name	Textbox	No	Enter Father/ Mother Middle Name or leave blank if not available
Father's/ Mother's Last/ Surname	Textbox	No	Enter Father/ Mother Last/ Surname or leave blank if not available
Marital Status	Radio Button	Yes	Select "Yes" if Candidate is married and will require to enter Spouse's Details else select "No" if Candidate is not married and will not require to enter Spouse's Details.
Spouse's Title	Drop down	Yes	Select title as Mr./Ms.
Spouse's First Name	Textbox	Yes	Enter Spouse First Name
Spouse's Middle Name	Textbox	No	Enter Spouse Middle Name or leave blank if not available
Spouse's Last/ Surname	Textbox	No	Enter Spouse Surname or leave blank if not available
Save & Next	Button	Yes	The information shall be saved and next page shall be displayed
Reset	Button	No	Resets all entered information

8   Category Details

8.1   Category Details: Click on "Category Details" and enter following category related details on given page:
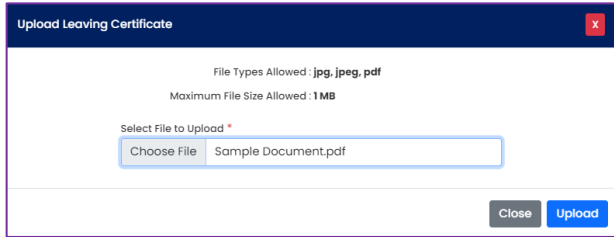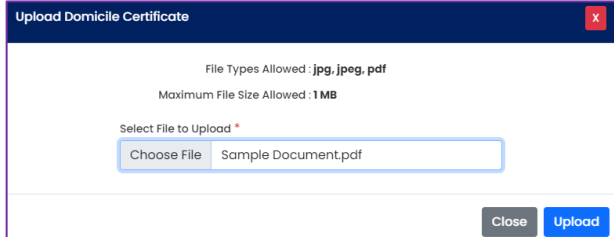
Category Details

Category Details

Nationality *	Upload Leaving Certificate ⓘ
India	Upload View Leaving Certificate

Are you Maharashtra Domiciled? *	Upload Document to Validate Domicile * ⓘ
● Yes ○ No	Upload View Domicile Certificate
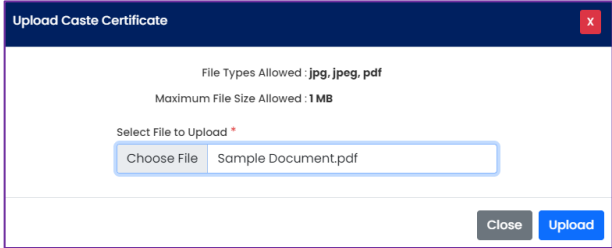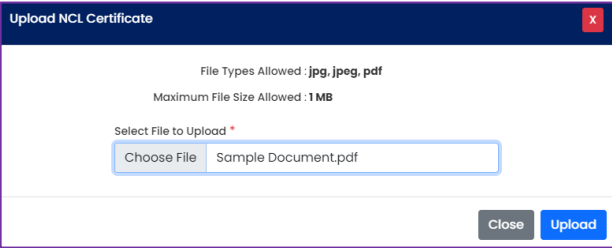
Religion *	Caste Category *
Hindu	Nomadic Tribes (NT-D)

Caste *	Upload Caste Certificate *
Vanjari	Upload View Caste Certificate

Do you belong to Non Creamy Layer? *	Upload Non Creamy Layer Certificate * ⓘ
● Yes ○ No	Upload View NCL Certificate

Field Name	Field Type	Mandatory	Remark/ Values
Nationality	Drop down	Yes	Default "Indian". Name of other country can be selected from drop down
Upload Leaving Certificate	Button	No	Upload recent school/ college leaving certificate or transfer certificate. Applicable only for FULL TIME COURSE. **Upload Leaving Certificate** — File Types Allowed: **jpg, jpeg, pdf** — Maximum File Size Allowed: **1 MB** — Select File to Upload * — Choose File Sample Document.pdf — Close Upload
Are You Maharashtra Domiciled?	Radio Button	Yes	Select "Yes" if the candidate and/ or their Parents are/ is Maharashtra Domiciled else select "No".
Upload Document to validate Domicile	Button	Yes	If the candidate has selected "Yes" above, then upload Domicile Certificate in .jpg, .jpeg or .pdf format upto 1 MB **Upload Domicile Certificate** — File Types Allowed: **jpg, jpeg, pdf** — Maximum File Size Allowed: **1 MB** — Select File to Upload * — Choose File Sample Document.pdf — Close Upload Upload any of the following document to validate Maharashtra Domicile 1. Self/ Parent's Birth Certificate mentioning place of Birth in Maharashtra 2. Self/ Parent's School Leaving Certificate issued by School in Maharashtra 3. Residential Proof in Maharashtra for more than 15 years issued by competent Authority 4. Self/ Parent's Domicile Certificate
Religion	Drop down	Yes	Select Religion
Caste Category	Drop down	Yes	Select Caste Category
Caste	Drop down	Yes	Select Caste if Caste Category is other than "General/ Open"
Upload Caste Certificate	Button	Yes	If Caste Category is other than "General/ Open" the candidate has to Upload Caste Certificate in .jpg, .jpeg or .pdf format upto 1 MB issued by competent authority in the State of Maharashtra

Field Name	Field Type	Mandatory	Remark/ Values
Do You Belong to Non Creamy Layer?	Radio Button	Yes	If Caste Category is "OBC/ VJ/ NT/ SBC" then select "Yes" for candidate belonging to Non Creamy Layer else select "No"
Upload Non Creamy Layer Certificate	Upload	Yes	If the candidate has selected "Yes" above, upload Non Creamy Layer Certificate in .jpg, .jpeg or .pdf format upto 1 MB issued by competent authority in the State of Maharashtra and valid till 31st March of next year

8.2   Person with Disability Category Details:

Field Name	Field Type	Mandatory	Remark/ Values
Do You Belong to Person with Disability Category?	Radio Button	Yes	Select "Yes" for candidate belonging to Person with Disability Category and having Disability percentage 40% and above else select "No".
Disability Percentage	Drop down	Yes	Select Disability Percentage. Values from 40% and above are available for selection
Person with Disability Category	Drop down	Yes	Select Disability Category as PWD 1: Blindness and low vision PWD 2: Deaf and hard of hearing PWD 3: Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy PWD 4: Autism, intellectual disability, specific learning disability and mental illness PWD 5: Multiple disabilities from amongst persons under clauses PWD 1 to PWD 5
Type of Disability as per Certificate	Text box	Yes	Enter the Type of Disability as per Certificate
Unique Disability ID Number	Text box	Yes	Enter Unique Disability ID number as issued by competent authority

Field Name	Field Type	Mandatory	Remark/ Values
Upload Person with Disability Certificate	Upload	Yes	Upload Person with Disability Certificate as issued by Competent Authority in .jpg, .jpeg or .pdf format upto 1 MB
Save & Next	Button	Yes	The information shall be saved and next page shall be displayed
Reset	Button	No	Resets all entered information

9 Qualification Details

Click on "Qualification Details" and select educational qualification on given page:

Field Name	Field Type	Mandatory	Remark/ Values
Qualification Details	Radio Button	Yes	Select "SSC and Above" if candidate possess Education Qualification SSC and above else select "Below SSC" if candidate possess Education Qualification below SSC, Illiterate or Literate.

9.1 Education Qualification: SSC and Above

Qualification List
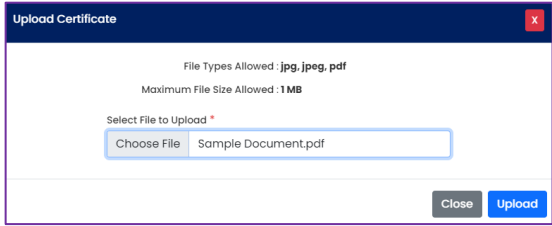
Action	Qualification Type	Name Of Degree	Subject / Branch / Trade	Board / University	Result Date	Attempts	Marks Obtained	Out of Marks	Course Duration (In Months)	Class / Grade	Mode	Certificate
✏️🗑️	SSC	SSC	ALL	PUNE BOARD	01/11/2022	1	650	700	12	First Class	Regular	🔍
✏️🗑️	ITI / NTC	ITI	FITTER	DVET MUMBAI	01/11/2022	1	650	700	24	First Class	Regular	🔍

Field Name	Field Type	Mandatory	Remark/ Values
Qualification Type	Drop down	Yes	Select Qualification type as • SSC • HSC • ITI/ NTC • Apprentice/ NAC • Diploma • Graduate • Post-Graduation • Post-Graduation Diploma • Doctorate
Name of Degree	Textbox	Yes	Enter Degree awarded as Bachelor of Science, Management of Business Administration, Bachelor of Engineering, etc.
Subject/ Branch/ Trade	Textbox	Yes	Enter the Subject/ Branch/ Trade i.e. specialization
Board/ University	Textbox	Yes	Enter the name of Board/ University awarding the Degree
Result Date	Calendar	Yes	Select the date of result declaration
Attempts	Drop down	Yes	Select the number of attempts for clearing the selected qualification
Marks Obtained	Textbox	Yes	Enter Total Marks obtained in the selected qualification as per marks sheet
Out of Marks	Textbox	Yes	Enter Maximum Marks for the selected qualification as per marks sheet
Course Duration (in Months)	Textbox	Yes	Enter the Course Duration in Months. E.g. For SSC enter 12 For HSC enter 12 For 1 year ITI enter 12 For 2 years ITI enter 24
Class/ Grade	Drop down	Yes	Select the Class/ Grade acquired in the degree as • Distinction • First Class • Second Class • Pass Class • Fail
Mode	Drop down	Yes	Select the mode of course as • Regular • Distance • Part Time
Upload Certificate/ Mark sheet	Upload	Yes	Upload Certificate/ Mark sheet in .jpg, .jpeg or .pdf format upto 1 MB **Upload Certificate** **X** File Types Allowed : **jpg, jpeg, pdf** Maximum File Size Allowed : **1 MB** Select File to Upload * Choose File Sample Document.pdf Close Upload
Add	Button	Yes	This shall save data in below grid and remain on same page. Candidate can add new qualification on the same page and add in the below displayed Grid.
Reset	Button	No	Resets all entered information
GRID			
Action	✎	No	Candidate can edit the selected Education Qualification
	🗑	No	Candidate can delete the selected Education Qualification
View certificate	🔍	No	The uploaded Certificate/ Mark Sheet can be viewed
Save and Next	Button	Yes	The information shall be saved and next page shall be displayed

9.2 Education Qualification: Below SSC

Qualification Details

Qualification Details

Qualification Details * ○ SSC and Above   ● Below SSC

Below SSC

Highest Standard Attended *	Year Of Appearing *	Marks Obtained *	Out of Marks *
8th Class	2016	500	600

Result *
Pass

Add   Reset

Qualification List

Action	Highest Standard Attended	Year Of Appearing	Marks Obtained	Out of Marks	Result
✎ 🗑	8th Class	2016	500	600	Pass

Save & Next

Field Name	Field Type	Mandatory	Remark/ Values
Highest Standard Attended	Drop down	Yes	Select the Highest Standard attended as 1. Literate – No formal education 2. Illiterate 3. Standard from 1st to 9th
Year of Appearing	Drop down	Yes	Select the year of Appearing the selected Standard
Marks Obtained	Textbox	Yes	Enter Total Marks obtained in the selected standard
Out of Marks	Textbox	Yes	Enter Maximum Marks for the selected standard
Result	Drop down	Yes	Select the Result as "Pass" or "Fail"
Add	Button	Yes	This shall save data in below grid and remain on same page. Candidate can add only 1 highest standard attended.
Reset	Button	No	Resets all entered information
Save and Next	Button	Yes	The information shall be saved and next page shall be displayed

10 Training Details

Click on "Training Details" and select whether the candidate has undergone any training on given page:

10.1 Have you completed any Training: No

Training Details

Training Details

Have You Completed Any Training ? * ○ Yes   ● No

Save & Next

Field Name	Field Type	Mandatory	Remark/ Values
Qualification Details	Radio Button	Yes	Select "Yes" if candidate has undergone any training else select "No" if candidate has not done any training.
Save and Next	Button	Yes	The information shall be saved and next page shall be displayed

10.2   Have you completed any Training: Yes

Training Details

Training Details

Course Name *	Course Conducted By *
ADVANCE CNC	SELF FINANCE

From Date *	To Date *	Upload Certificate / Marksheet *
01/12/2022	02/12/2022	Upload View Certificate

Add   Reset

Training List

Action	Course Name	Course Conducted By	From Date	To Date	Certificate / Marksheet
✏️ 🗑️	FITTER	PMKVY	01/12/2022	02/12/2022	🔍

Save & Next

Field Name	Field Type	Mandatory	Validation
Course Name	Textbox	Yes	Enter the training course name
Course Conducted by	Textbox	Yes	Enter the course conducted by. Candidate can mention the training scheme or institute name
From Date	Date Picker	Yes	Enter the course start date
To Date	Date Picker	Yes	Enter the course end date
Upload Certificate/ Mark sheet	Button	Yes	Upload Certificate/ Mark sheet in .jpg, .jpeg or .pdf format upto 1 MB **Upload Certificate** X File Types Allowed : **jpg, jpeg, pdf** Maximum File Size Allowed : **1 MB** Select File to Upload * Choose File Sample Document.pdf Close Upload
Add	Button	Yes	This shall save data in below grid and remain on same page. Candidate can add new training course on the same page and add in the below displayed Grid.
Reset	Button	No	Resets all entered information
GRID			
Action	✏️	No	Candidate can edit the selected Training Course
	🗑️	No	Candidate can delete the selected Training Course
View certificate	🔍	No	The uploaded Certificate/ Mark Sheet can be viewed
Save and Next	Button	Yes	The information shall be saved and next page shall be displayed

11 Additional Details

Click on "Additional Details" and enter following details on given page:

Additional Details

Ancillary Details

Blood Group	Mother Tongue *
AB+	Marathi

Languages Known *

English   ☑ Read ☑ Write ☑ Speak   Add

Action	Language	Read	Write	Speak
✏️ 🗑️	Marathi	Yes	Yes	Yes
✏️ 🗑️	Hindi	Yes	Yes	Yes

Save & Next   Reset

Field Name	Field Type	Mandatory	Validation
Blood Group	Drop down	No	Select the Blood Group
Mother Tongue	Drop down	Yes	Select mother tongue.
Language Known	Drop down	Yes	Select other language
Read	Checkbox	Yes	Select if candidate is able to read the selected language
Write	Checkbox	Yes	Select if candidate is able to write the selected language
Add	Button	Yes	This shall save data in below grid and remain on same page. Candidate can add new language on the same page and add in the below displayed Grid.
GRID			
Action	✏️	No	Candidate can edit the selected Language
	🗑️	No	Candidate can delete the selected Language
Save & Next	Button	Yes	The information shall be saved and next page shall be displayed
Reset	Button	No	Resets all entered information

12 Bank Details

Click on "Bank Details" and enter following Candidate Bank details. This information is not mandatory.

Bank Details

Bank Details

Do You have Bank Account ? * ● Yes ○ No

Type Of Account *
Saving

Account Number *
123456789

Name Of Account Holder *
SANJAY PATIL

Bank IFSC Code *
UBIN0905364   Check IFSC Code

Bank Name *
UNION BANK OF INDIA

Branch Name *
MUMBAI MAHAPALIKA MARG

Upload Bank Passbook Cover Page / Cheque *
Upload   View Bank Passbook Cover Page / Cheque

PAN Details

PAN Number
ABCQQ1234G

Upload PAN Card *
Upload   View PAN Card

Save & Next   Reset

Field Name	Field Type	Mandatory	Remark/ Values
Bank Details			
Do you have Bank Account	Radio Button	Yes	Select "Yes" if you have Bank Account or want to enter the details else select "No"
Type of Account	Drop down	Yes	Select account type as "Saving" or "Current"
Account Number	Textbox	Yes	Enter complete Bank Account Number
Name of Account Holder	Textbox	Yes	Enter the Name of Account Holder i.e. candidate name as on Bank Account
Bank IFSC Code	Textbox	Yes	Enter IFSC of the Bank
Check IFSC Code	Button	Yes	Click on "Check IFSC Code" Bank IFSC Code * UBIN0905364 Check IFSC Code Name of Bank and Name of Branch shall be auto populated on basis of entered IFSC
Bank Name	Display	Yes	Auto populate on basis of entered IFSC
Branch Name	Display	Yes	Auto populate on basis of entered IFSC

Field Name	Field Type	Mandatory	Remark/ Values
Upload Bank Passbook Cover Page/ Cheque	Button	Yes	Upload Bank Passbook Cover Page/ cancelled Cheque of the entered Bank Account in .jpg, .jpeg, .PDF format upto 1 MB

PAN Details			
PAN Number	Textbox	No	Enter Candidate PAN Number
Upload PAN Card	Button	No	Upload PAN Card in .jpg, .jpeg, .PDF format upto 1 MB
Save & Next	Button	No	The information shall be saved and next page shall be displayed
Reset	Button	No	Resets all entered information

13 Work Experience Details

Click on "Work Experience Details" and select whether the candidate has Work Experience on given page

13.1 Do you have any Work Experience: No

Field Name	Field Type	Mandatory	Remark/ Values
Do you have any Work Experience	Radio Button	Yes	Select "Yes" if candidate has work experience else select "No" if candidate does not have work experience
Save and Next	Button	Yes	The information shall be saved and next page shall be displayed

13.2 Do you have any Work Experience: Yes

Field Name	Field Type	Mandatory	Remark/ Values
Name of Establishment	Textbox	Yes	Enter Name of Establishment
Address	Textbox	Yes	Enter Address of Establishment
Pin Code	Textbox	Yes	Enter 6 digits Pin Code
State	Display	Yes	Select from drop down
District	Display	Yes	Select from drop down
Taluka	Display	Yes	Select from drop down
City / Village	Drop down	Yes	Select from drop down
Job Role	Textbox	Yes	Enter the Job Role performed in Establishment
From Date	Display	Yes	Enter the start date
To Date	Display	Yes	Enter the end date
Stipend/ Salary Per Month in Rs.	Textbox	Yes	Enter Stipend/ Salary per month paid by Establishment to candidate
Save & Next	Button	No	The information shall be saved and next page shall be displayed
Reset	Button	No	Resets all entered information
GRID			
Action		No	Candidate can edit the Work Experience details
		No	Candidate can delete the Work Experience details
Save and Next	Button	Yes	The information shall be saved and next page shall be displayed

14 Lock Profile

14.1 Once all sections of Profile are complete the entire profile shall be displayed. Candidate has to reconfirm all the information carefully.

14.2 At the bottom of Profile following "Declaration" shall be displayed:

14.2.1 I hereby declare & understand that,

14.2.2 All the information furnished by me in this profile is true, complete and correct to the best of my knowledge and belief.

14.2.3 Entire information furnished by me in this profile is final and binding to me.

14.2.4 If any information furnished by me here, is found to be false or incorrect, I shall be liable for appropriate legal action and my application will be cancelled as per rules

14.3 Check and accept the Declaration and click on "Lock Profile Form". System shall reconfirm to lock application
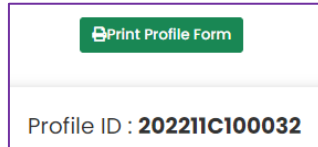
14.4   Print Profile Form facility shall be available

Print Profile Form

Profile ID : **202211C100032**

14.5   Click on "Print Profile Form" to print the profile and save the copy in PDF format.

11/27/22, 3:49 PM   202211C100032– Profile

Government of Maharashtra
Skill, Employment, Entrepreneurship and Innovation Department
Maharashtra State Board of Skill, Vocational Education and Training
Candidate Profile

Profile ID : **202211C100032**

Primary Details

ITI Registration No.	**202208A123456**
Candidate's Name	**SANJAY SUDHIR PATIL**
Gender	**Male**
Date Of Birth (DD/MM/YYYY)	**01/11/2008**
Aadhaar Number	********1234
Primary Mobile Number	**9988776655**
Secondary Mobile Number	**8877665544**
E-Mail ID	**sanjaypatil@gmail.com**

14.6   Once all the information is filled up and application is locked, the dashboard shall display all the sections as 100%.

Candidate Dashboard

Primary	Address	Parent	Category	Qualification	Training
100%	100%	100%	100%	100%	100%

Additional	Bank	Work Experience	Lock	Apply	Admission Letter
100%	100%	100%	100%	0%	0%
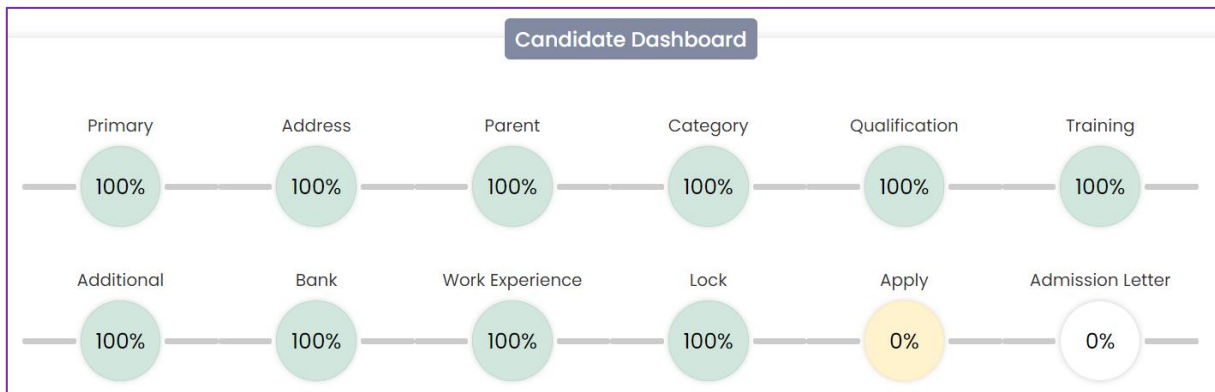
14.7   Candidate can now search for admission opportunities and apply through their login.

14.8   To change or update information in Profile, candidate has to Unlock Profile. Refer Unlock Profile process as given in this User Manual for details.

15 Apply for Admission

15.1 Candidate to login to their account. Ensure that Profile is locked. Click on "Apply" on the following process chart on the dashboard or click on "Application Form > Apply for Admission"
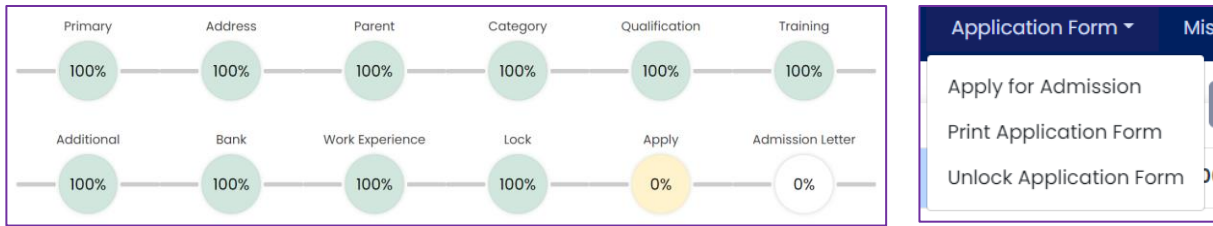
15.2 Select current Admission Session and course type and click on "Apply Course". As of now Admission Session and Course Category are default.

15.3 The selected Course Category shall appear under "Applied Training". Candidate's Application ID shall be generated and displayed in the table.

Sr. No.	Application ID	Course Category	Last Updated on	Amount	Date	Print	Unlock	Status
1.	202212C100051/CC/2022/01	Maharashtra State Board of Skill, Vocational Education and Training	12/15/2022 6:08:48 PM	0.00	1/1/1900 12:00:00 AM	Print Application	Unlock Profile	Pay Fees

15.4 Candidate can submit only 1 application per Course Category at a time.

15.5 Candidate shall be required to pay Application Form Fee for the applied course. Click on "Pay Fees" tab under "Status", following page shall be displayed. Check the displayed details and click on "Proceed" to make payment through Online Payment Gateway

15.6 Various Online Payment options are available. Select preferred payment option and click on "Pay Now"

15.7 Following success message shall be displayed if the payment is successful.

Congratulations! Your payment has been made successfull.
Transaction ID : **5001000061**
PaymentId : **pay_KsCCcI9IOFrMZq**
Amount(Rs.) : **100.00**
Please click on **Go To Transaction History** button to take the print of receipt.

Go To Transaction History >>>

15.8 Click on "Go To Transaction History", following shall be displayed.

Paid Transactions

Sr. No.	Print Receipt	Transaction ID	Amount (Rs.)	PaymentId	Course	Admission Year	Payment Date
1	Print Receipt	5001000076	100.00	pay_Kt139WhthRjatX	Maharashtra State Board of Skill, Vocational Education and Training	2022-23	Dec 17 2022 8:19PM

15.9 Click on Print Receipt, following receipt shall be displayed.

12/17/22, 10:06 AM	202212C100040_CC_202– PaymentReceipt

Government of Maharashtra
Skill, Employment, Entrepreneurship and Innovation Department
Maharashtra State Board of Skill, Vocational Education and Training
Application Form Fee Receipt
Application ID : 202212C100040/CC/202

Candidate's Name	SANKET RADHESHYAM MURTADKAR
Admission Session	2022-23
Course Type	Maharashtra State Board of Skill, Vocational Education and Training
Amount Paid	100.00
Transaction Number	5001000071
Date & Time Of Payment	Dec 17 2022 10:05AM
Transaction Status	Paid

In case of any failure in processing your transaction, deducted amount will be refunded to your respective bank account within 7 working days from the date of the failed transaction.

Place : Mumbai	For Finance Officer, MSBSVET, Mumbai
Date : Dec 17 2022 10:05AM	This is system generated receipt and hence does not require sign.

15.10 Alternatively, the Payment Receipt can also be printed through Print Menu > Payment History

Print Menu ▾

Payment History

15.11 On successfully transaction the "Pay Fees" tab under "Status" shall change as "Apply". Click on "Apply" to submit Option Form for admission

Application Form/s

Sr. No.	Application ID	Course Name	Last Updated on	Amount	Date	Print	Unlock	Status
1.	202212C100040/CC/2022/01	Maharashtra State Board of Skill, Vocational Education and Training	07-12-2022 09:39:33	-		Print	Unlock	Apply

15.12 Search Institute of choice based on geographical location or course criteria and click on "Search Institute".

Search Institute

Region	District	Taluka	Sector
All	All	All	All

Course Type	Entry Qualification	Course
All	All	All

Search Institute   Reset

Institute List

Sr. No.	Region	District	Institute Code	Institute Name	Course Code	Course	Full Time / Part Time	Intake	Vacancy	Apply
1.	Mumbai	Mumbai City	MSB010012	L. S RAHEJA TECHNICAL INSTITUTE VOCATIONAL TRAINING CENTER	412401	DIPLOMA COURSE IN APPLIED ART	FULL TIME	60	60	**Alread Applied**
2.	Mumbai	Mumbai City	MSB010012	L. S RAHEJA TECHNICAL INSTITUTE VOCATIONAL TRAINING CENTER	413201	CERTIFICATE COURSE IN DIGITAL PHOTOGRAPHY	PART TIME	30	30	Apply

15.13 Course wise Institute as per search criteria shall be displayed in a tabular form along with Intake and Vacancy status. Click on "Apply" in front of the Institute-Course to select as option. The "Apply" tab shall then change to "Already Applied"

Apply

Apply

Apply

Alread Applied

15.14 The selected Institute-Course shall be added in a table under Applied Course List

Applied Course List

Institute Code	Institute Name	Course Code	Course	Full Time / Part Time	Course Type	Delete
MSB010083	YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF BOMBAY	201226	CERTIFICATE COURSE IN NURSING CARE	FULL TIME	CERTIFICATE COURSE (NON NSQF)	🗑
MSB010056	AKBAR PEERBHOY VOCATIONAL TRAINING CENTER	405201	CERTIFICATE COURSE IN BEAUTY CULTURE	PART TIME	CERTIFICATE COURSE (NON NSQF)	🗑

Done

15.15 The added option in the above table can be deleted by click on 🗑
15.16 Once all options are added click on "Done". This shall return to "Application for Training Page"

Application Form/s

Sr. No.	Application ID	Course Category	Last Updated on	Amount	Date	Print	Unlock	Status
1.	202212C100051/CC/2022/01	Maharashtra State Board of Skill, Vocational Education and Training	15-12-2022 18:08:48	100.00	15-12-2022 18:34:49	Print Application	Unlock Profile	Apply

15.17 Click on "Print Application" to Print the application form. Applied Institute details shall appear along with Profile.

Applied Institute Details

Institute Code	Institute Name	Course Code	Course	Course Type
PVTI010056	AKBAR PEERBHOY VOCATIONA TRAINING CENTRE	405201	CERTIFICATE COURSE IN BEAUTY CULTURE	CERTIFICATE COURSE (NON NSQF)
PVTI010093	KALA VIDYA SANKUL	304204	CERTIFICATE COURSE IN INTERIOR DECORATOR	CERTIFICATE COURSE (NON NSQF)
PVTI020479	DILCAP SCHOOL OF DESIGN	412210	CERTIFICATE COURSE IN ART EDUCATION	CERTIFICATE COURSE (NON NSQF)

15.18 Candidate can edit option form any number of times before admission is confirmed or rejected. Once Admission is confirmed or rejected, candidate shall not be able to edit Option Form.

15.19 Candidate should visit to the respective institute for verification of documents and admission confirmation. Candidate has to produce original documents to the Institute for verification during admission confirmation. After verification of documents candidate has to submit 1 set of self-attested photo copies of uploaded documents, 2 recent colour passport size photos and applicable training fees to the Institute. Refer Point No.02 of this User Manual for the list of all documents.

SECTION C: ADMISSON CONFIRMATION AND REJECTION

16 Admission Process

16.1 Visit to the Institute where the candidate wishes to seek admission.

16.2 Candidate is required to produce all documents as uploaded in profile for verification. Some of the original documents need to be submitted by candidate to the Institute. The institute shall update the verification and document submission status.

16.3 Recent Original School Leaving certificate is required to be submitted to admitted Institute till the completion of FULL TIME COURSE only. For PART TIME COURSE candidates are not required to submit original School Leaving Certificate to admitted Institute.

Thus, if the candidate is being admitted in FULL TIME COURSE and hasn't uploaded his School Leaving Certificate in profile, then the admitting institute can upload this certificate from their login during admission confirmation.

10	Leaving Certificate	⬆	Verified	Yes

17 Admission Rejection

17.1 If any of the document is not verified by the Institute and/ or any of the original document to be submitted at Institute is not available with the candidate, then Institute shall not be able to confirm the admission.

17.2 Institute shall mention the "Reason for Rejection" and reject the admission

17.3 If admission is rejected then Admission Rejection Slip shall be generated. Institute shall print this Admission Rejection Slip. Both the Institute and Candidate shall sign the copy. Candidate's copy shall be handed over to Candidate and Institute's copy shall be retained by Institute for its records.

17.4 If the candidate's admission is rejected then "Status" as in "Candidate's Login > Application Form > Apply for Admission > Application Form/s" shall be "Rejected" and Admission Rejection Slip shall also be available.

Application Form/s

Sr. No.	Application ID	Course Category	Last Updated on	Amount	Date	Print	Unlock	Status	Print Slip
1.	202212C100057/CC/2022/01	Maharashtra State Board of Skill, Vocational Education and Training	17-12-2022 20:00:46	100.00	17-12-2022 20:01:54	Print Application	Unlock Profile	Rejected	Print Admission Rejection Slip

18 Admission Confirmation

18.1 If all documents are Verified by the Institute and required original documents are submitted to Institute, then institute shall be able to confirm admission.

18.2 Institute may have multiple units for the same course. Hence, institute shall allocate Unit to the Candidate accept, update Amount of Fees paid by the Candidate and enter Course Start Date.

18.3 System shall ask to enter Candidate's Password. This is a provision made to confirm admission only after the consent of the respective candidate

Password Details

Candidate Login Password : ********

Verify Password   Close

18.4 Admission Confirmation Slip shall be generated. Institute shall print this Admission Confirmation Slip. Both the Institute and Candidate should sign the copy. Candidate's Copy to be handed over to Candidate and Institute's copy to be retained by Institute for its records.

18.5 If the candidate's admission is confirmed then "Status" as in "Candidate's Login > Application Form > Apply for Admission > Application Form/s" shall be "Admitted" and Admission Confirmation Slip shall also be available.

Application Form/s

Sr. No.	Application ID	Course Category	Last Updated on	Amount	Date	Print	Unlock	Status	Print Slip
1.	202212C100058/CC/2022/01	Maharashtra State Board of Skill, Vocational Education and Training	17-12-2022 20:18:28	100.00	17-12-2022 20:19:06	Print Application	Unlock Profile	Admitted	Print Admission Slip

SECTION D: ADMISSON CANCELLATION

19 Admission Cancellation

19.1 The candidate who has confirmed their admission and wishes to cancel admission for what so ever reason shall visit the Institute where they have confirmed the admission

19.2 Institute shall return the original documents submitted at Institute to the candidate.

19.3 Institute shall refund appropriate amount of fees to the candidate on admission cancellation and mention the amount in "Amount refunded to Candidate"

19.4 Institute shall register the reason for Admission cancellation in brief

19.5 System shall ask to enter Candidate's Password. This is a provision made to cancel admission only after the consent of the respective candidate

Password Details

Candidate Login
Password :   ********

Verify Password   Close

19.6 Admission Cancellation Slip shall be generated. Institute shall print this Admission Cancellation Slip. Both the Institute and Candidate should sign the copy. Candidate's Copy shall be handed over to Candidate and Institute's copy shall be retained by Institute for its records.

19.7 If the candidate's admission is cancelled then "Status" as in "Candidate's Login > Application Form > Apply for Admission" shall be "Cancelled" and Admission Cancellation Slip shall also be available.

Application Form/s

Sr. No.	Application ID	Course Category	Last Updated on	Amount	Date	Print	Unlock	Status	Print Slip
1.	202212C100058/CC/2022/01	Maharashtra State Board of Skill, Vocational Education and Training	17-12-2022 20:18:28	100.00	17-12-2022 20:19:06	Print Application	Unlock Profile	Cancelled	Print Admission Cancellation Slip

20 Unlock Profile

20.1 After completion of Profile if candidate wants to edit/ correct/ add some information, candidate can Unlock Application Form through "Application Form > Unlock Application Form".
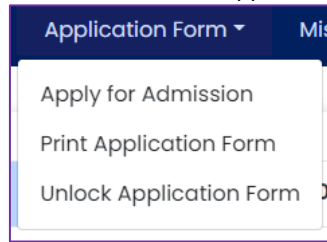
20.2 Accept the declaration to Unlock Application Form and click on "Unlock Application Form"

20.3 Candidate shall be asked to reconfirm for Unlock process. Click on "Yes" to continue else click on "No" to terminate the process.

20.4 On the header sections all the Sections of Profile are displayed as following. Click on respective section to edit the information.
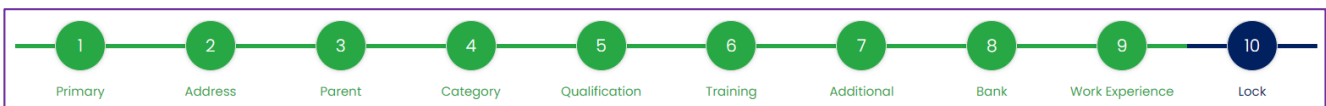
20.5 Unlock after Option Form: Candidate can unlock Profile/ Application form after selection of Option Form, however all selected options shall be deleted, since options are selected based on the information in the Profile and eligibility of the candidate for particular course.

Candidate has already applied for Admission to below mentioned Institute. If you wish to Unlock Application Form, then all selected options shall be deleted.

Do you wish to Unlock Application? Yes No
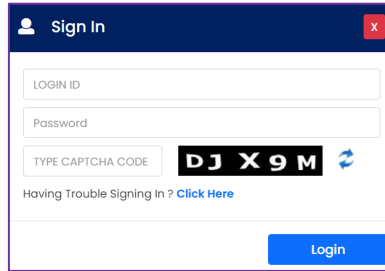
Institute Code	Institute Name	Course Code	Course	Shift	Course Type
PVTI010056	AKBAR PEERBHOY VOCATIONA TRAINING CENTRE	405201	CERTIFICATE COURSE IN BEAUTY CULTURE	1st Shift	CERTIFICATE COURSE (NON NSQF)
PVTI010093	KALA VIDYA SANKUL	304204	CERTIFICATE COURSE IN INTERIOR DECORATOR	1st Shift	CERTIFICATE COURSE (NON NSQF)

21 Forgot Password

21.1 Click on Existing User "Sign In"
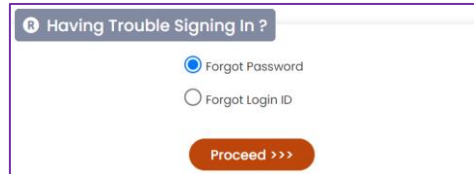
21.2 Following popup shall be displayed. Click on "Click Here".
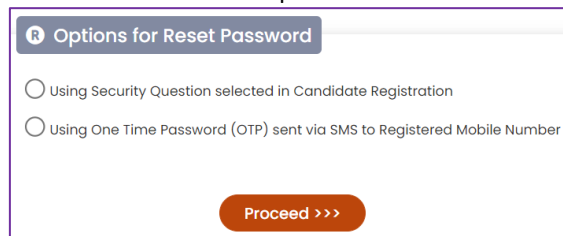
21.3 Following Page shall be displayed. Click on radio button before "Forgot Password" and click on "Proceed"

21.4 Following 2 options shall be available to recover password:

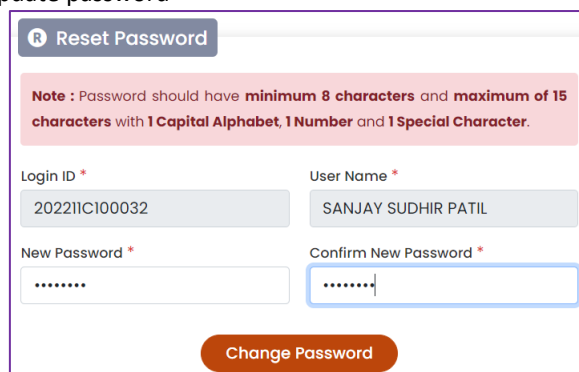**21.4.1** Using Security Question selected in Candidate Registration

    21.4.1.1 Click on radio button before the option and click on "Proceed"

    21.4.1.2 Enter the Registration Number, select the Security Question, enter the correct Security Question's Answer and click on "Proceed"

    21.4.1.3 If the combination of Registration Number, Security Question and Security Question's Answer is correct, the system shall display the Registration Number and User Name. Enter New Password as per instructions and enter Confirm New Password. Click on "Change Password" to update password

21.4.1.4 Password Changed Successfully message shall be displayed

Reset Password

Password Changed Successfully.

Ok

21.4.1.5 If the combination of Registration Number, Security Question and Security Question's Answer is incorrect, the system shall display following error message.

Current Combination of Login ID, Security Question and it's Answer not matched. Please enter valid details.

21.4.1.6 If the user is unable to recover Password with the above option, then they can try with other option to recover password

21.4.2 Using OTP sent via SMS to registered Mobile Number

21.4.2.1 Click on radio button before the option and then click on "Proceed"

21.4.2.2 Enter the Registration Number and Primary Mobile Number. Establishment or Offices under Board should enter the Primary Mobile Number of Authorized Representative. Click on "Proceed"

R Reset Password using OTP

Login ID *

202211C100032

Registered Mobile No. *

9988776655

Proceed >>>

21.4.2.3 If the combination of Registration Number and Primary Mobile Number is incorrect, the system shall display following error message.

Current Combination of Login ID and Registered Mobile Number not matched. Please enter valid details.

21.4.2.4 If the combination of Registration Number and Primary Mobile Number is correct, the system shall send OTP on entered Primary Mobile Number. Enter the correct OTP and click on "Verify OTP".

OTP Details

OTP has been sent to Mobile No. ******6655.

OTP : 1234

Verify OTP   Resend OTP   Close

21.4.2.5 If the enter OTP is correct, the system shall display the Registration Number and User Name. Enter New Password as per instructions and enter Confirm New Password. Click on "Change Password" to update password

R Reset Password

Note : Password should have **minimum 8 characters** and **maximum of 15 characters** with **1 Capital Alphabet**, **1 Number** and **1 Special Character**.

Login ID *

202211C100032

User Name *

SANJAY SUDHIR PATIL

New Password *

••••••••

Confirm New Password *

••••••••

Change Password

21.4.2.6 Password Changed Successfully message shall be displayed

Reset Password

Password Changed Successfully.

Ok

21.4.2.7 If the user is unable to recover Password with the above option, then they can try other option to recover password

22 Forgot Profile ID

22.1   Click on Existing "User Sign In"

Existing User ?   Sign In

22.2   Following popup shall be displayed. Click on "Click Here"

👤 **Sign In**   X

LOGIN ID

Password

TYPE CAPTCHA CODE   DJ X 9 M ↻

Having Trouble Signing In ? **Click Here**

Login

22.3   Following Page shall be displayed. Click on radio button before "Forgot Password" and click on "Proceed"

Ⓡ **Having Trouble Signing In ?**

○ Forgot Password

◉ Forgot Login ID

Proceed >>>

22.4   Enter the Full Name of the User as combination of First Name, Middle Name and Last Name separated by space and Primary Mobile Number and click on "Get Profile No.":

Ⓡ **Forgot Login ID ?**

Note : In case of Institute, Please Enter Authorized Representative Details.

Full Name *

SANJAY SUDHIR PATIL
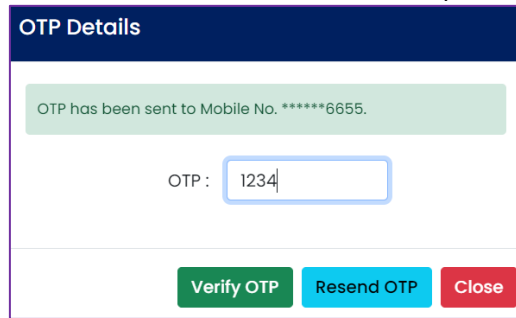
Registered Mobile No. *

9876543210

Get Application No.

22.5   If the combination of User Name and Primary Mobile Number is incorrect, the system shall display following error message.
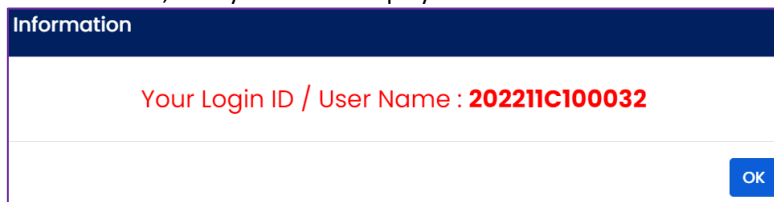
No Record Found.

22.6 If the combination of User Name and Primary Mobile Number is correct, the system shall send OTP on entered Primary Mobile Number. Enter the correct OTP and click on "Verify OTP".

OTP Details

OTP has been sent to Mobile No. ******6655.

OTP : 1234

Verify OTP   Resend OTP   Close
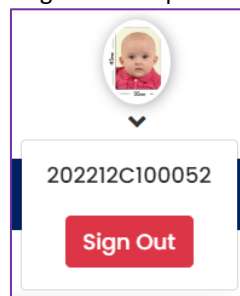
22.7 If the entered OTP is correct, the system shall display the Profile Number of the user.

Information

Your Login ID / User Name : **202211C100032**

OK
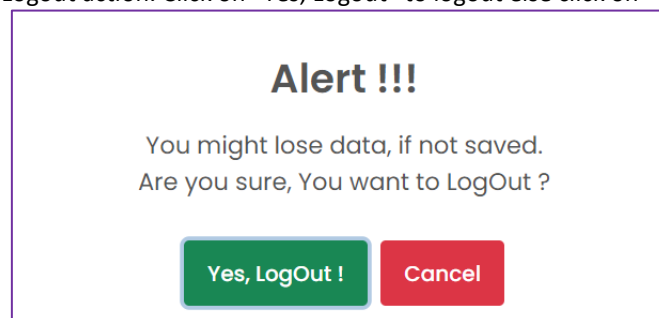
23 Logout

23.1 Click on "LOG OUT" button available on right hand top corner to logout

202212C100052

Sign Out

23.2 User to reconfirm Logout action. Click on "Yes, Logout" to logout else click on "Cancel"

Alert !!!

You might lose data, if not saved.
Are you sure, You want to LogOut ?

Yes, LogOut !   Cancel

SESSION F: RESULT AND CERTIFICATE

24 Statement of Marks and Certificate:

24.1 Result shall be declared by the Board and notified on the Home Page of Board Portal

24.2 Statement of Marks and Certificates shall be made available in Candidate login.

24.3 Candidate has to login to their account and click on Exam > Result and Certificate
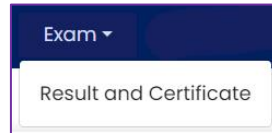
24.4 Results of all Examination/ Courses/ Attempts shall be displayed.

Sr. No.	Application ID	Examination	Institute	Batch ID	Course Name	Result	Result	Certificate
1.	202212C112863/CC/2022/01	February 2023	MAHARASHTRA KAMGAR KALYAN MANDAL UDYOG SHIKSHAN KENDRA	1000335711001	CERTIFICATE COURSE IN TAILORING AND CUTTING	Pass	Download Result	Download Certificate

24.5 Click on Download Result and Download Certificate to download Statement of Marks and Certificate respectively.

24.6 System generated Provisional Statement of Marks and Certificates shall be downloaded.

24.7 Candidates shall be provided Printed and Signed Statement of Marks and Certificates through their respective Training Institutes.

to be continued….