

Frequently Asked Question

1. How to do Candidate Enrollment?

- Go to "Candidate Enrollment->Enroll Candidates"
- Enter Profile Id of Candidate (starts with USPXXXXXXX) in the "Candidate Profile Id" textbox.
- Click Get Candidate Detail button to view candidate's information.
- Click Get Candidate Detail button twice to View candidate's full profile.
- Click on "Enrollment by VTP".
- Select sector, Course Level and Course in which candidate is to be enrolled.
- Click on Submit Tab to submit the candidate enrollment.

The screenshot displays the Skill Development Initiative Scheme web portal. The header includes the logo and text: "Skill Development Initiative Scheme", "Directorate General of Employment & Training", and "Ministry of Labour & Employment, Government of India". The navigation bar shows "Home" and "Vocational Training Providers". The main content area is titled "Page Viewer Web Part" and contains a form for "Enrollment By VTP". The form has two tabs: "Candidate Profile" and "Enrollment By VTP". The "Enrollment By VTP" tab is active and contains the following fields: "VTP Name:", "VTP Registration Number:", "VTP Address:", "Email Id:", "Candidate Profile ID:" (with a "Get Candidate Detail" button), "Select Sector:" (dropdown menu), "Select Course Level:" (dropdown menu), "Select Course:" (dropdown menu with a "Course Criteria" button), and "Message:". A left sidebar contains a "General Links" menu with items like "Candidate Enrollment", "Training Calendar", "Assessment", etc.

2. How to Create a Training Calendar?

- Go to Training Calendar->"Add Training Calendar"
- Select the following information :-
 - Financial Year.
 - Training type.
 - Training Delivery Mechanism.
 - Sector.
 - Course.
- Enter the following information: - A. Training Start Date and Training Start Time, B. Training End Date and Training End Time.
- Enter your Trainer's name.
- Select the enrolled candidates and Click the "Save" button to submit your application.
- Your application is pending for the State's approval. After your State's approval, you will receive TBN (Training Batch Number) on your email id.

Home **Vocational Training Providers**

Skill Development Initiative Scheme > Home > Vocational Training Providers

General Links

- Candidate Enrollment
- Training Calendar
- Assessment
- Training Details
- Training Cost Claim
- Training Fees Refund
- Reports
- Workflow
- Job Portal
- Complaints & Feedback
- Change Password
- Pendancies

Your tasks in the order you are expected to do it are as given below. Please click on each link to know in detail.

- Add Training Calendar [Click here to know about Assessment task pendancies.](#)
- Modify Training Calendar
- View Training Calendar **How to know more**
- Add Old Training Calendar Candidate

TEN Approval
 Trained Candidate Assessment Approval by RDAT
 ABN Creation by Assessing Body
 ABN approval by RDAT
 Assessment result by Assessing Body

- How to create a Training Calendar
- How to enter Training Details
- Trained Candidate Assessment Task
- How to enter Training Cost Claim
- How to enter Training Fee Refund

- Language Enrollment
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TRAINING CALENDAR

VTP Registration Id:

VTP Name:

VTP Address:

Financial Year: * Training Type: *

Training Delivery Mechanism: *

VTP Specialized Sectors: *

VTP Specialized Courses: *

Course Duration: Permitted Batch Size:

Number of training days per week: *

Training Start Date: * Training End Date: *

Training Start Time: * (24-hr format) Training End Time: * (24-hr format)

Faculty Type: Guest Faculty: VTP Staff:

Trainer Name: *

Enrolled Students Name For Selected Sector and Course :

Select All Student

Select	Student Enrollment ID	Student Name
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

3. How to move Training Batch for Assessment?

- Go to Assessment->"Candidate Assessment Application"
- Select the Financial Year and Click View Detail Button to view the batch you wanted to send for assessment.
- Select the candidate and Click on Submit button to submit your application.

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Your tasks in the order you are expected to do it are as given below. Please click on each link to know in detail.

- View AB Centre Details
- View Assessor Details
- Trained Candidate Assessment Application **How to know more**
- Add Old Training Calendar Candidate

How to create a Training Calendar

How to enter Training Details

Trained Candidate Assessment Task

How to enter Training Cost Claim

How to enter Training Fee Refund

General Links	▶
Candidate Enrollment	▶
Training Calendar	▶
Assessment	▶
Training Details	▶
Training Cost Claim	▶
Training Fees Refund	▶
Reports	▶
Workflow	▶
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Trained Candidate Assessment Application				
VTP Name:				
Financial Year:		<input type="text" value="2014-2015"/>		
Sector Name	Course Name	Location	Training Calendar Id	Select
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				<input type="button" value="View Details"/>

4. How to generate Candidate Enrollment Letter?

- Go to "Candidate Enrollment-> Generate Enrollment Letter"
- Enter Student Enrollment number in blank field and click on Search.
- Or
- Select the Student enrollment number form dropdown list. -> Click on Search
- Click on Print Tab to generate Candidate Enrollment Letter.g

SDIS Portal Scheme
Generate Enrolment Letter

Please enter Student enrolment Number :

OR

Select Enrolment No. from here

5. How to Generate Training Cost Claim Bill?

- Go to Training Cost claim->"Enter Training Cost Claim"
- Select the Financial Year and Click Search Button to view your batch for which training cost to be claim.
- Please note: - Click "Print Form" to take print out of your training cost claim.
- Click Submit button to submit your application.
- Once you have submitted the form your application is pending for State's approval. Once your application gets approved by your State, you will receive your training cost claim amount.

6. How to check the status of VTP Application?

- Open the website “(www.sdi.gov.in)”, Enter the Application Number” (T/VTP/N/XXXXX)” in “Check AB/VTP Application Status”, -> Click on “Get Status”.

Check AB/VTP Application Status

Enter Application Number:

T/VTP/N/12345 **Get Status**

Temporary Registration Number: T/VTP/N/12345
 Application Status: VTP Enrollment Letter Generated
 Application Date: 23/01/2022
 Name: [REDACTED]

7. How VTP will sign Undertaking on web-portal ?

- Open the website (www.sdi.gov.in), Scroll down the page, -> Click on (Click here to Sign the Undertaking), → First take a print of given Details and select the check box, → Click on Proceed Tab.

8. What is the next process for VTP after signing the undertaking?

- Contact State Official and Request them to generate the VTP registration letter.

9. When Tab for VTP is not visible in Portal after signing the undertaking?

- Contact Your State Official and Request them to generate the VTP registration letter.

10. How to Register the Candidate by VTP on web-portal?

- Open the website (www.sdi.gov.in), on right side of Screen under “Quick Links” Click on Candidate Registration to register the candidate.



11. When Training batch was rejected by the State , what VTP should do ?

- VTP has to Create Training Calendar again.

12. Who will give approval for the Training Batch?

- State Government will issue Training Batch Number (TBN) after approving the training batch. TBN will be received in registered e-mail address of VTP.

13. Who will issue certificates after assessment ?

- RDAT of your region will issue certificate for passed out candidates.

14. Who will give Assessment Date?

- **Assessing Body in consultation with VTP confirm the Date of Assessment.**

15. Who will change of the date of Assessment?

- **RDAT has authority to change date of assessment. Assessing Body has to send request to respective RDAT with genuine reasons.**

16. Who can change details of Candidate Profile after enrollment of candidates?

- **VTP has to contact State Official and request them to send an approval mail to Helpdesk to change the Candidate Profile Details.**

17. How VTP can check status of Assessment Batch?

- **VTP has to Check the Report VIEW TBN ABN Details Report.**

18. How VTP can check status of result of assessment ?

- **VTP has to check the Report VIEW TBN ABN Details Report.**

19. How VTP can enroll candidate to Next Level?

- **VTP has to Exempt the Candidate and fill the remarks to Enroll the Candidate into Next Level**

20. How VTP can change the Password?

- **Login to the website (www.sdi.gov.in), Click on "Vocational Training Provider" →click on "Change Password".**

21. How to recover the Password if unable to Login?

- **Open the website (www.sdi.gov.in), on right side of Screen under "Quick Links" Click on "Forgot Password"**



- i. Click on Forgot Password.

Retrieve User Password	
Select User:	Vocational Training Provider ▼
Registration Number:	Select... Assessing Body Centre Assessing Body
Username:	Vocational Training Provider
Date Of Registration:	Candidates Employer

Submit	Cancel
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ii.

Please Enter the mention Below Details to Reset the Password Click Submit to reset the Password after Clicking on the Submit User id and Password will Sent to your register email id :-

Retrieve User Password	
Select User:	Vocational Training Provider ▼
Registration Number:	<input type="text"/> *
Username:	<input type="text"/> *
Date Of Registration:	<input type="text"/> *

Submit	Cancel
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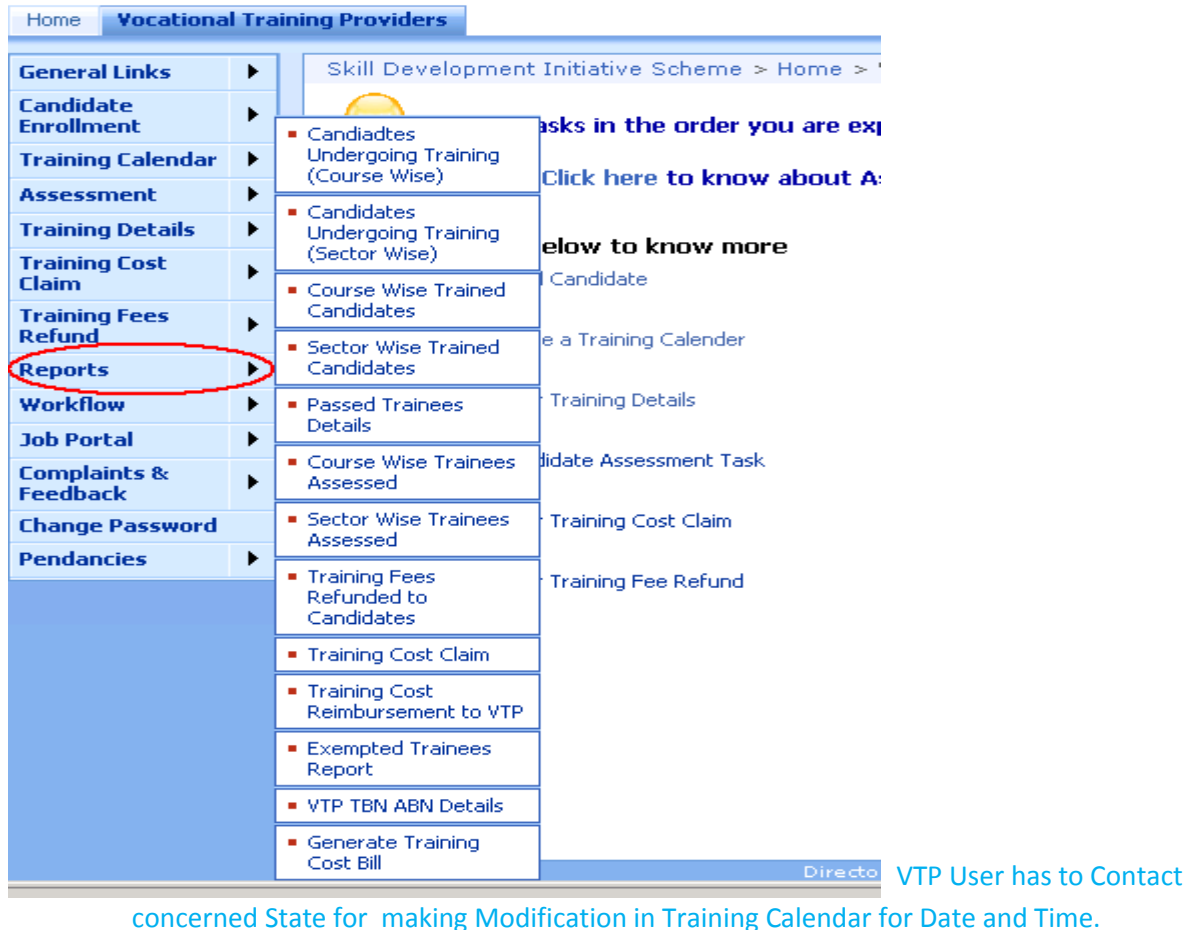
22.How VTP can change its E-mail, ID and Contact Number?

- **VTP has to Contact State Society for any Modifications in VTP Details for e.g. Contact Number, Email id.**

23.How VTP can get additional Course?

- **VTP has to Contact State Officials**

24. How VTP can check all Reports?



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General Links ▶

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Pendancies ▶

- Candidates Undergoing Training (Course Wise)
- Candidates Undergoing Training (Sector Wise)
- Course Wise Trained Candidates
- Sector Wise Trained Candidates
- Passed Trainees Details
- Course Wise Trainees Assessed
- Sector Wise Trainees Assessed
- Training Fees Refunded to Candidates
- Training Cost Claim
- Training Cost Reimbursement to VTP
- Exempted Trainees Report
- VTP TBN ABN Details
- Generate Training Cost Bill

Directo VTP User has to Contact concerned State for making Modification in Training Calendar for Date and Time.

26. VTP User Cannot be View Candidate Enrollment?

- **VTP User not able to View Candidate Details because VTP write USP/id VTP should write only USP/id of candidate..**

27. VTP User query regarding rejection of registered application form?

- **VTP registration form rejection or approval is only done by respective State officials.**

28. Can Candidate get training in Two Different Courses at the same time?

- **No**

29. What VTP should do if Candidate fails?

- **VTP has to enroll the Candidate again.**

30. Where can a candidate get information about Courses available to the VTP?

- **VTP User has to login with their login Credentials and go to the > General links > Click on the View registration detail.**

31. VTP query about the applied Courses not Visible during candidate Enrollment?

- **VTP applied Courses not allotted by the State.**

32. What Documents to be submitted to State for registration process?
- **VTP registration Hard Copy, Latest Electricity Bill and email Copy of Temporary registration number for any other Document it depends upon the State.**
33. VTP Query What is to be When Training calendar is rejected by State?
- **VTP needs to submit the Training Calendar again and for rejection remarks VTP has to Contact State.**
34. To whom should VTP contact if the Batch was rejected by the AB?
- **VTP has to Contact RDAT for allotting another Assessing Body.**
35. To whom should VTP User query about the Certificate?
- **VTP has to Contact RDAT and AB**
36. To whom should VTP contact about the missing candidates in attendance sheet?
- **It means that VTP has only forwarded candidates which are available in attendance Sheet.**
37. To whom should VTP contact for making correction in the name of Candidate Profile?
- **Once the Candidate Profile is submitted by the VTP nothing can be done and VTP has to register candidate again.**
38. To whom should VTP contact for modification in the Training Calendar?
- **VTP has to Contact State officials**
39. To whom should VTP contact in case VTP is unable to take the Printout of Cost Claim?
- **VTP User has to Contact State.**
40. Where VTP can view Claim Number?
- **VTP User has to Check View Training Cost Claim.**
41. To whom should VTP contact for Change of assessment Date?
- **VTP user has to Contact RDAT.**
42. VTP User query for Candidate list which is forwarded for assessment?
- **VTP User has to Contact Assessing Body.**
43. To whom should VTP contact incase VTP is unable to view all Passed candidates details in report?
- **VTP has to Contact RDAT to Publish the result**