

User Manual
on
PMKVY-Aadhaar Enabled Assessor
Application (Short Term Training)



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1.0) Introduction

Aadhaar enabled assessor application aims to assist the assessor and concerned stakeholders to conduct skill assessment under Pradhan Mantri Kaushal Vikas Yojna PMKVY (2016-2020). It will enable to conduct the assessment in more transparent and authentic manner through capturing of evidences on the day of assessment on real time basis through application.

1.1) Key features of the Assessor Application

- Captures geo-location of the assessor.
- Authenticate the Assessor through Aadhaar at the start and end of assessment.
- Capture the attendance of candidates during the assessment through Bio-authentication with UIDAI.
- Captures the time in and time out of the Assessor.
- Captures photograph throughout the assessment

1.2) Operational Pre-requisites for using the App

1. The Application is applicable only for conducting assessment for batches pertaining to the scheme PMKVY (2016-2020)
2. The assessor must be TOA certified and registered through Aadhar.
3. The assessor must log in the APP using their respective SIP (Skill India Portal) credentials.
4. The Assessor must ensure the Aadhar card/no. is available with them at the time of Aadhar Authentication.

2.0) Technical specifications for using the Aadhaar enabled Assessor Application

2.1) Required RD Service Device Specification

- Fingerprint Scanner Device for use with Mobile, Tablet, POS Device etc.
- STQC Certified
- API/SDK - Android 6.0 and Above
- Integrated USB 2.0 and above Connector
- Micro USB & Standard USB
- UIDAI Certified Registered Device Card Capacity of 100000 fingerprints
- Communication Interface - USB / Micro Port for bio-authentication device.

2.2) Required Mobile Device Specification

- Android Version 6.0 (Marshmallow) and above.
- RAM greater than 2GB.
- Internal Memory capacity 4GB and above.
- Camera- 2MP and above.
- GPS Enabled.
- Minimum Network requirement- 3G and above.
- Enable USB OTG Support on your mobile handset.

2.3) Additional Key Requirements:

- Install the Assessor Mobile application on your Android based mobile handset.
- Download the **PMKVY- Aadhaar enabled Assessor application** from Google Play-Store or access the app from the below mentioned link:

<https://play.google.com/store/apps/details?id=com.nsd.c.assessor>



- Install RD service for bio-authentication device from the play store.
- Keep the GPS ON throughout the Assessment duration.
- Keep the App active throughout the assessment duration.
- Minimum Network requirement- 3G and above.
- Minimum memory requirement to download the Assessor app- 17 Mb.

3.0) Description on types of users:

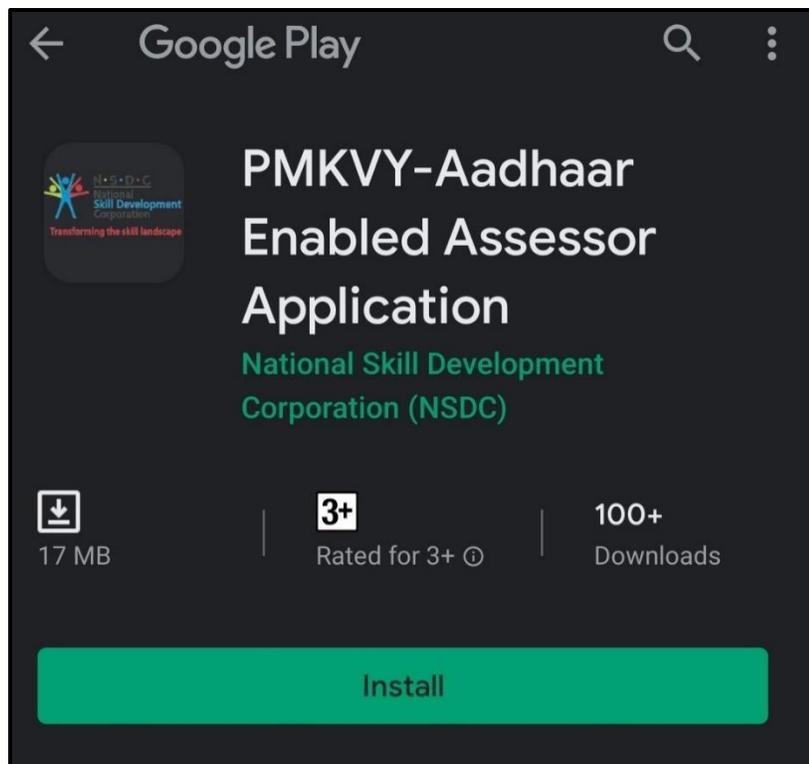
- **First Time User:** Assessor who downloads the application for the first time in their mobile handset devices and logs in with their SIP credentials.
- **Existing/Second Time User:** Assessor who have already logged in the assessor application once through their specific mobile handset and have created their M-Pin.

3.1) Steps to login for 1st time user:

Step 1

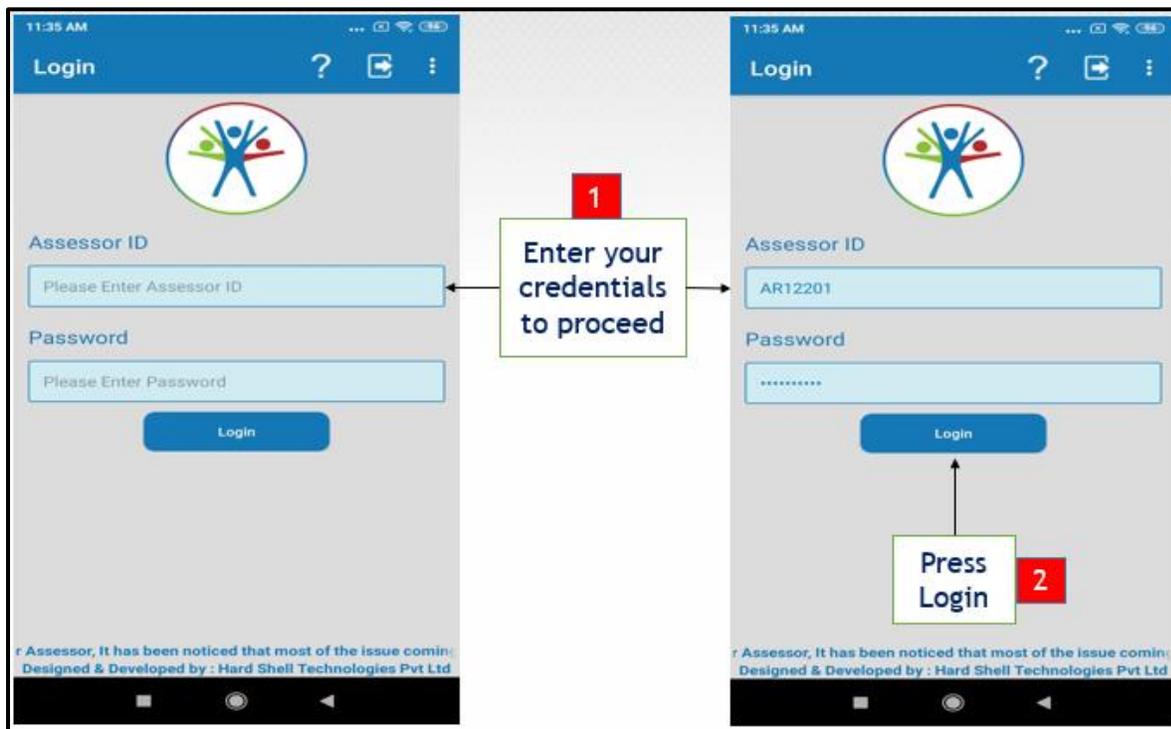
Install the **PMKVY- Aadhaar enabled Assessor application** from Google Play-Store or access the app from the below mentioned link:

<https://play.google.com/store/apps/details?id=com.nsd.c.assessor>



Step 2

Open the application and enter your SIP (Skill India Portal) credentials to login.



Kindly note: In case the assessor is new and doesn't have the required SIP credentials. They must create their ids on the Skill India Portal which can be accessed through the link mentioned below:

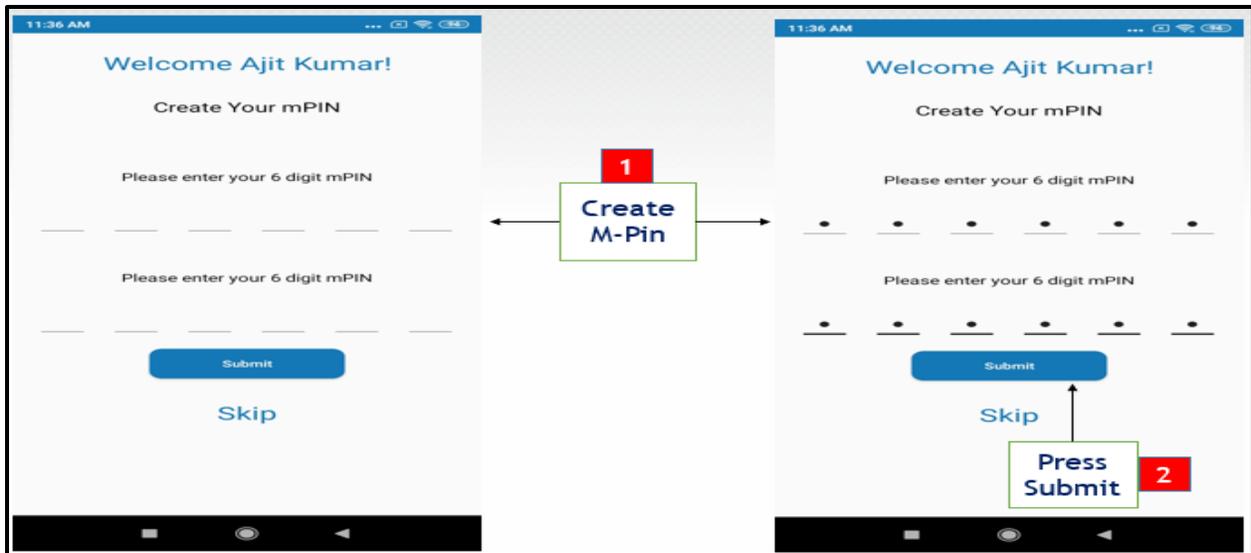
<https://skillindia.nsdcindia.org/>

Step 3- Create your M-PIN

After you have successfully logged in the App, the first step is to create M-Pin.

Kindly follow the below steps to create an M-Pin:

- Enter 6-digit numeric M-Pin.
- Re-enter the M-Pin to confirm and click on submit.
- Your m-PIN is created.
- The Assessor must remember their M-Pin to log in to the application in future.

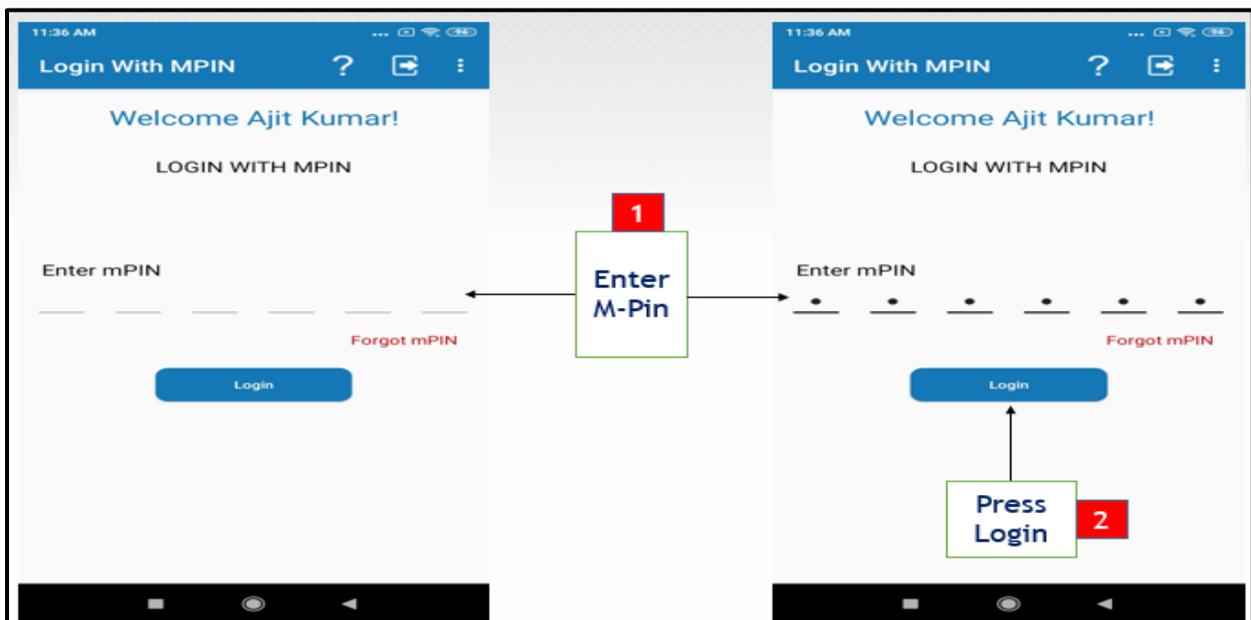


Kindly note- In case your forget your M-Pin, follow the steps below:

- 1) Click on forget M-Pin on **Login in M-Pin Page**
- 2) Login using your SIP credentials on the **Login Page**
- 3) Enter your 6-digit new M-PIN
- 4) Re-enter the M-PIN to confirm and click on submit
- 5) You have successfully created a new M-Pin

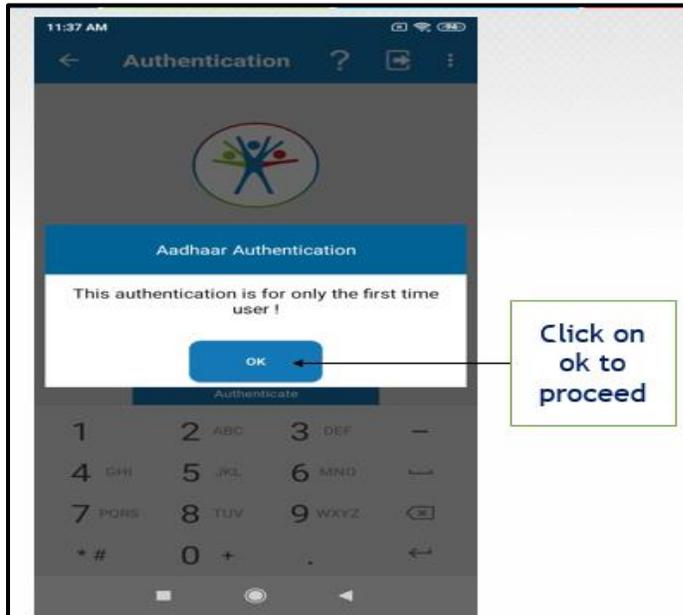
Step 4- Login using M-Pin

- After the assessor logs in with their M-Pin, the app will re-redirect the user to the Aadhaar authentication process.



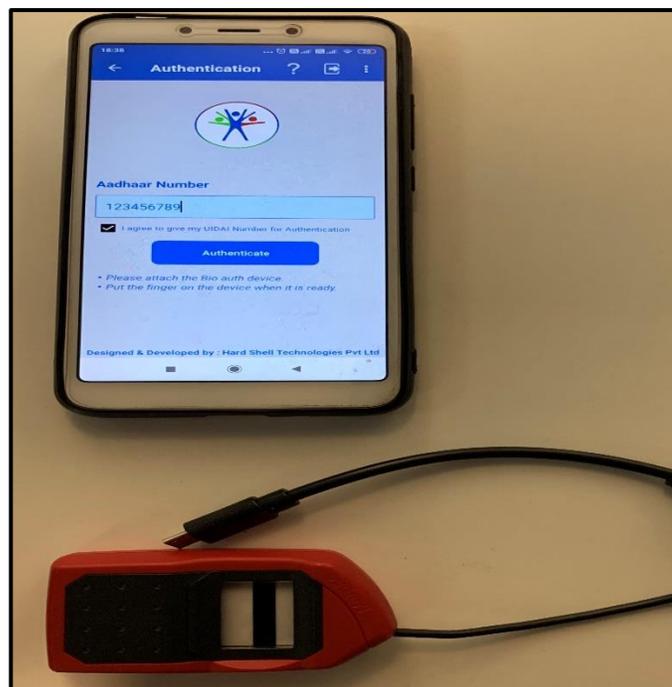
Step 5: Process for first time Assessor Aadhaar Authentication

- Once the assessor logs in using the M-Pin , A pop-up message will appear for first time Aadhaar authentication.
- Assessor must click on the “Ok” button to proceed.



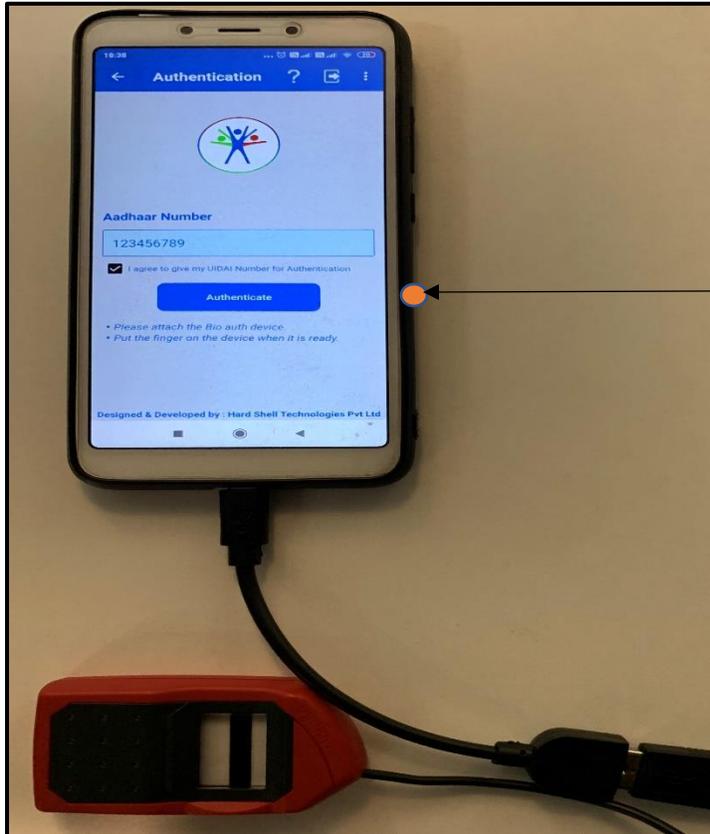
Step 5.1

- **Enter your Aadhaar Number.**
- Select the checkbox for “I agree to give my UIDAI number for authentication”.



Step 5.2

- Connect the **Bio-authentication device** to the mobile handset.
- Click the **Authenticate** button.

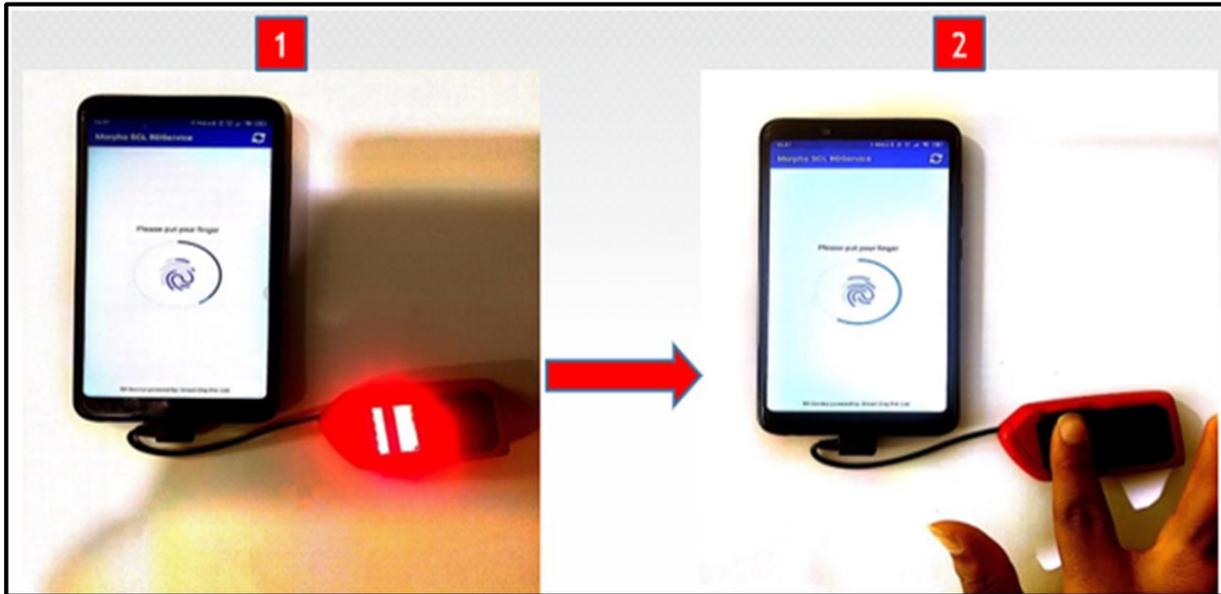


Press the
Authenticate
button to
proceed

Please note in case the bio- authentication/ RD device is not attached properly to the mobile device; the assessor won't be able to start the authentication process.

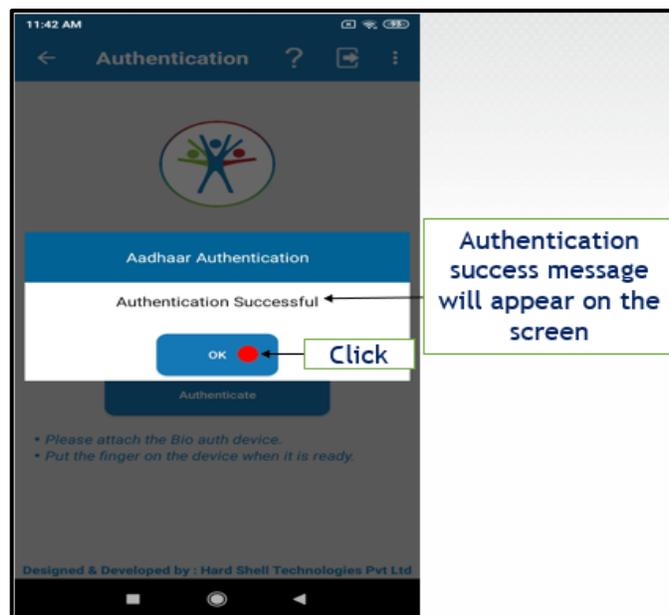
Step 5.3

- Message will appear on the screen as follows: “**Please put your finger**”. The user can use any finger for Aadhar Authentication
- Place your finger on the device to authenticate and proceed



Step 5.4

- Click Ok to proceed.



Kindly note: In case the authentication is unsuccessful, and the app throws an error. Please refer to the [error list at the end of the User Manual](#).

4.0) Process for Existing User

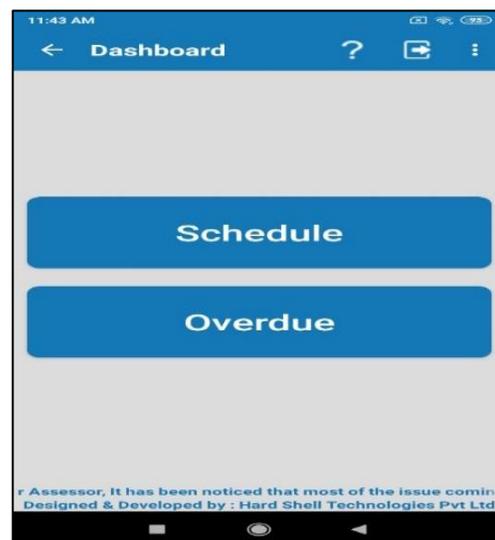
4.1) Login Page

- Login with M-Pin created by the assessor during the first-time registration on the assessor app.
- The Assessors who have already registered themselves on the app must login using the M-Pin.



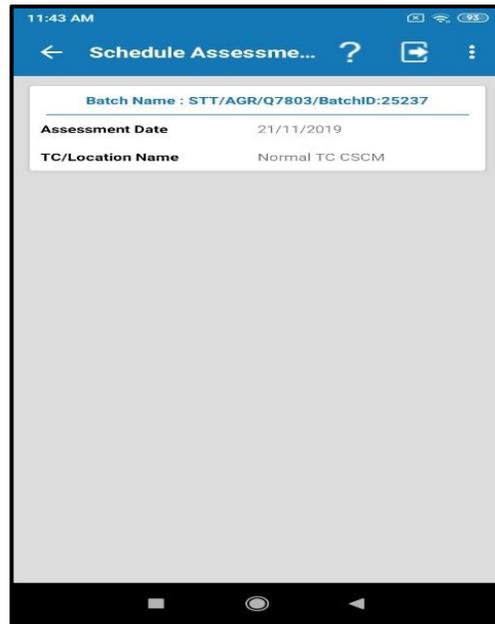
4.2) Home Page

- You will be directed to the home page of the application
- On the home page following tabs are visible
 1. **Schedule Tab:** Under schedule tab the Assessor can view the upcoming batches.
 2. **Overdue Tab:** Under Overdue Tab the Assessor can view the batches for which assessment date has elapsed

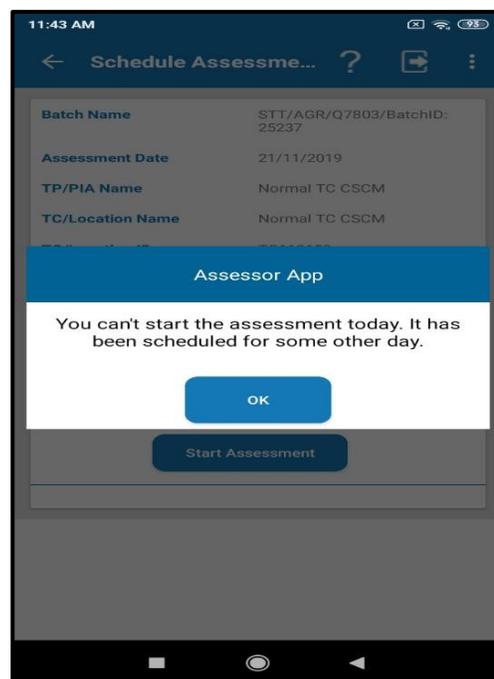


4.3) Schedule Tab

- Batches which are accepted on the Skill India Portal will be visible to the Assessor under this tab
- The assessor can access the SIP portal through the link mentioned below:
<https://skillindia.nsdcindia.org/>

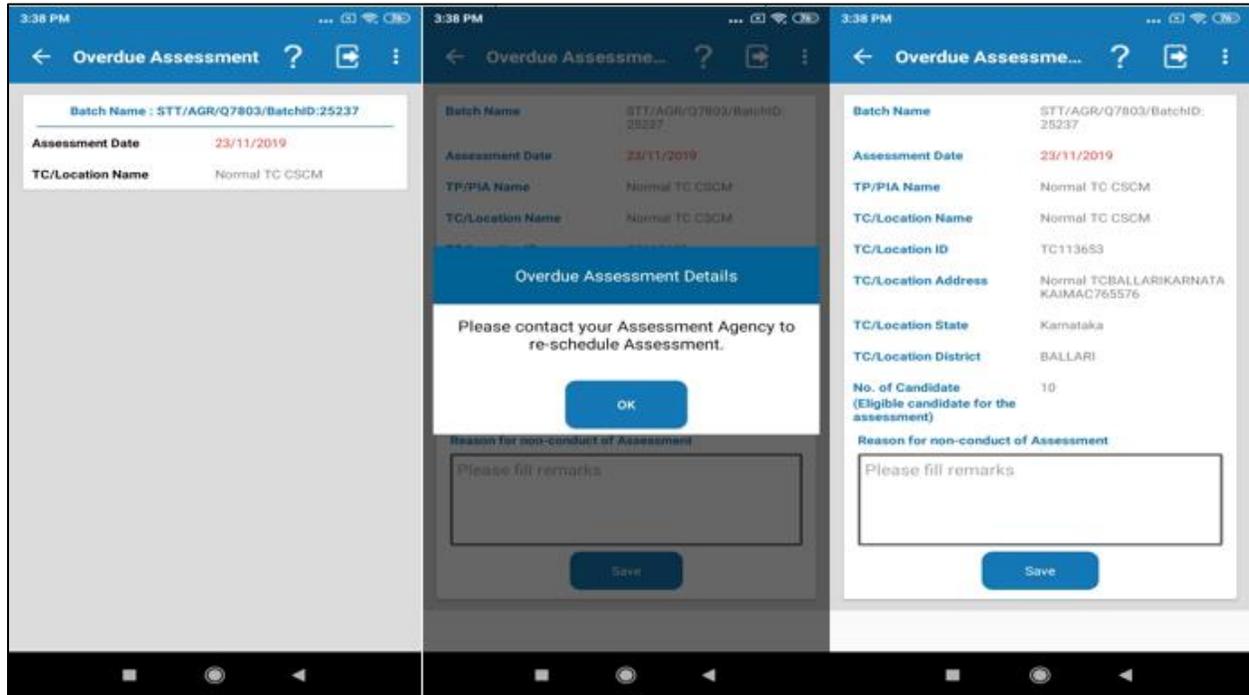


- Please note, In-case the assessor clicks on the start assessment button **before the scheduled Assessment date** of the batch, a message will popup “You can’t start the assessment today”.



4.4) Overdue tab

- On the overdue tab the assessor would be able to view the batches for which assessment date has elapsed
- The Assessor can fill the reason for non-conduct of assessment



5.0) Steps to Conduct Assessment of the batch

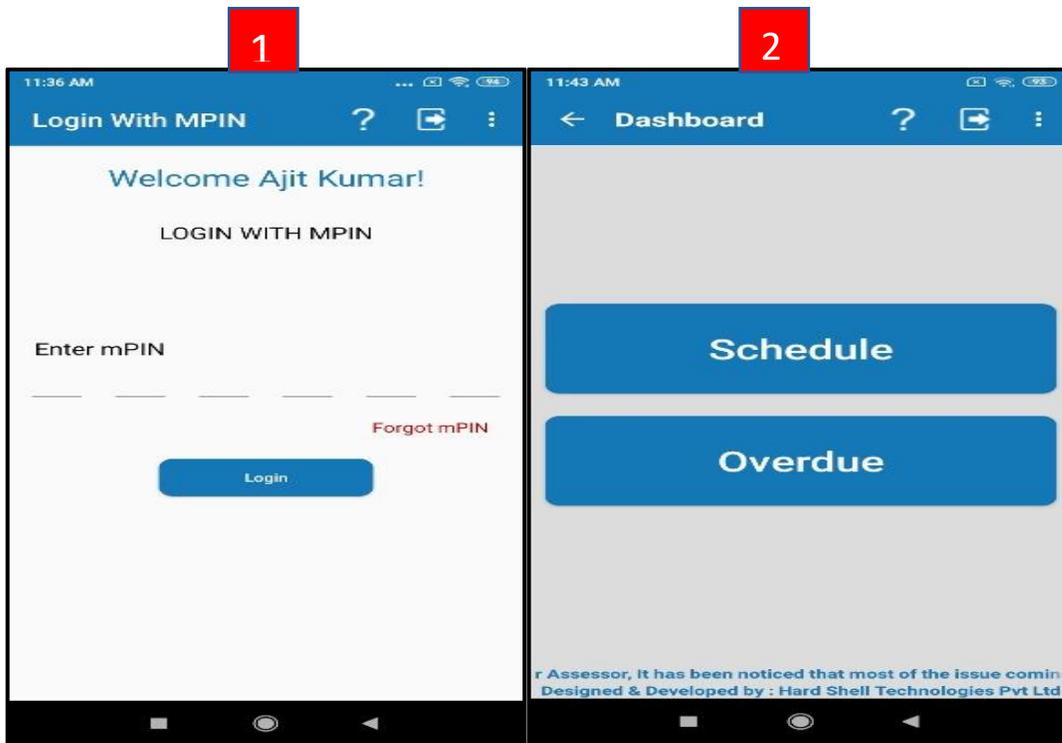
Kindly ensure the following points before you start the assessment:

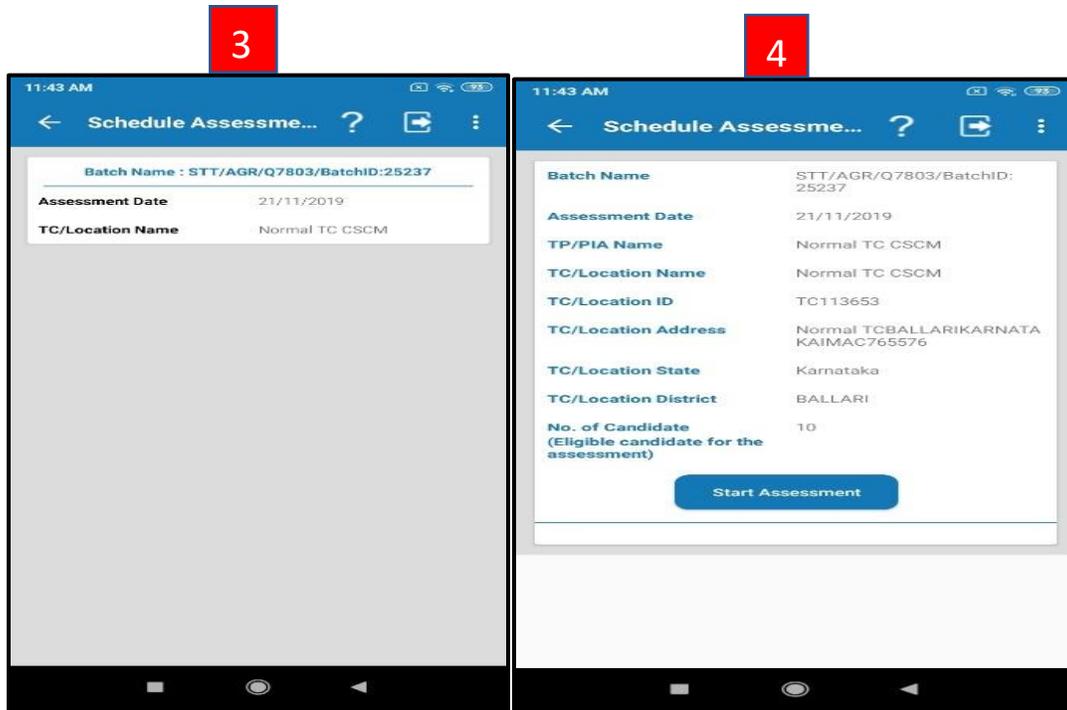
- You should be present at training location
- Keep the App on throughout the assessment duration
- Keep the GPS active throughout the assessment duration
- Ensure you have the RD device with you at the location.
- Ensure you have a minimum internet connectivity 3G and above

Steps to start assessment

Step 1

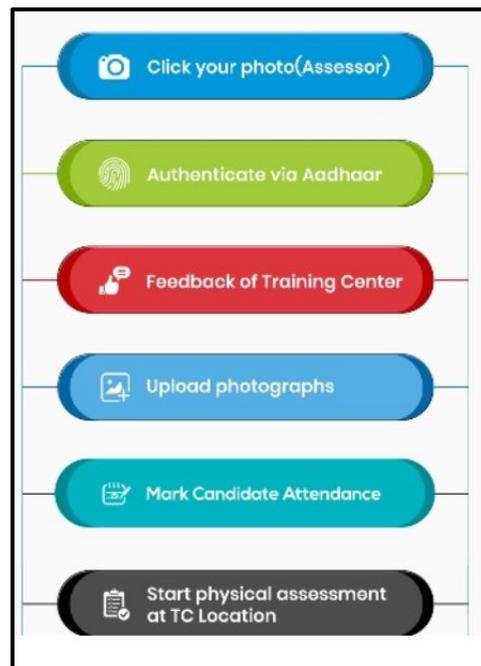
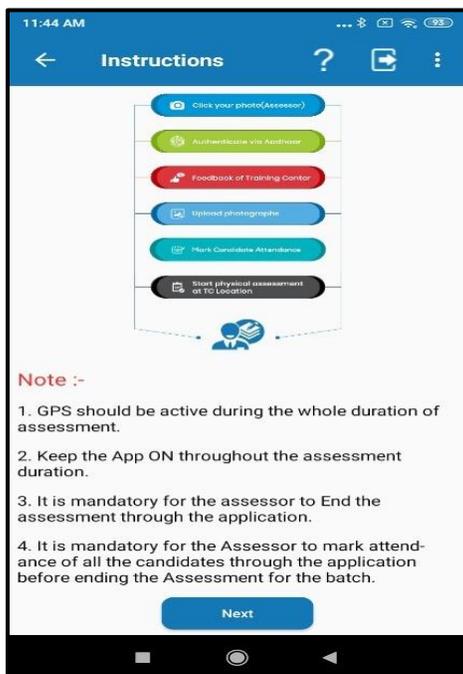
- Login to the application using M-PIN
- Click on the **Schedule Assessment Tab**
- Click on the batch schedule for Assessment on the date
- Click on Start Assessment to proceed





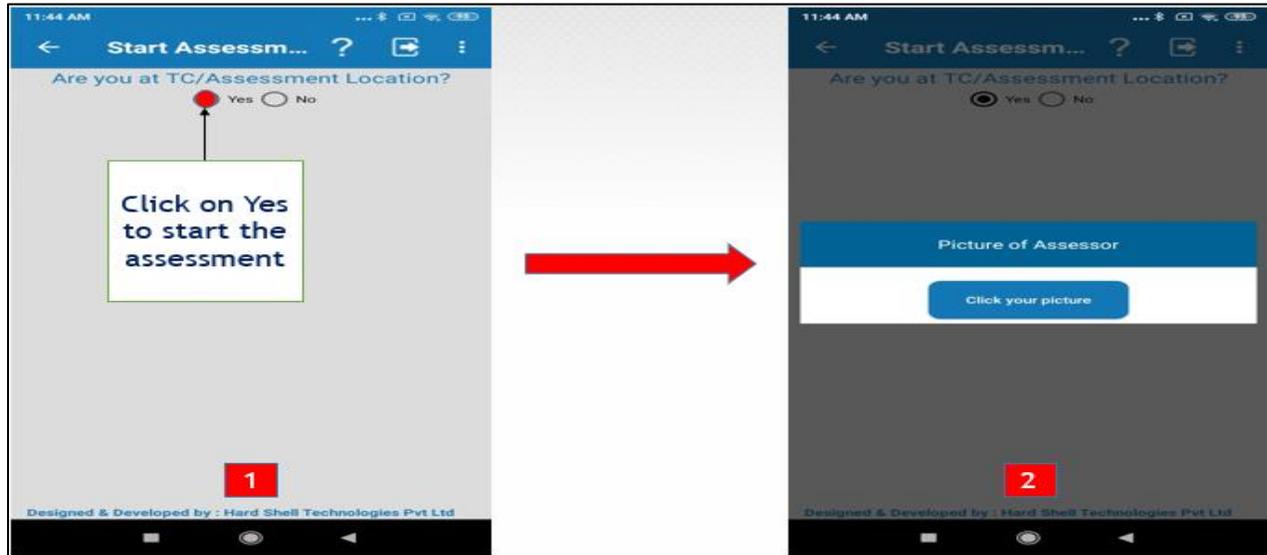
Step 2

- Read the instructions on the page.
- The instruction guides the assessor to do the steps in order to complete the assessment.



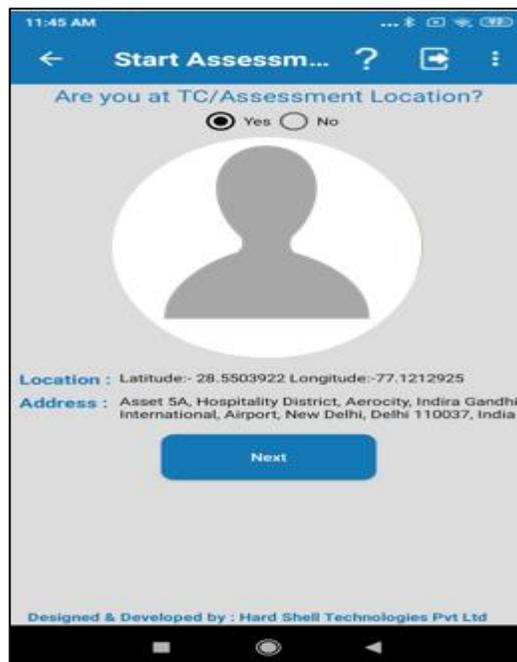
Step 3

- Click Yes to confirm your location on the day of Assessment
- A message will pop up to click your picture. Click on the button "**Click your picture**" to proceed



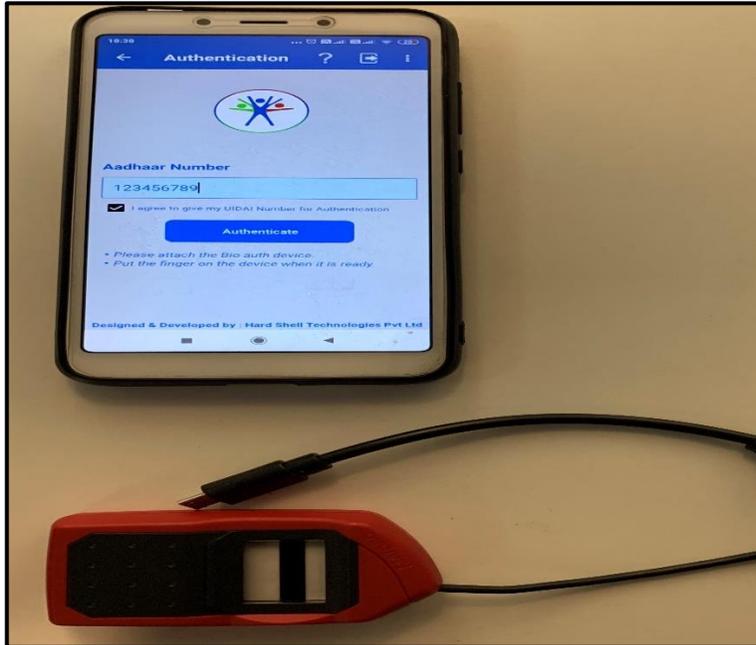
Step 4

Click on the next button to confirm your location and picture. Post which the assessor will be directed to Aadhaar Authentication.



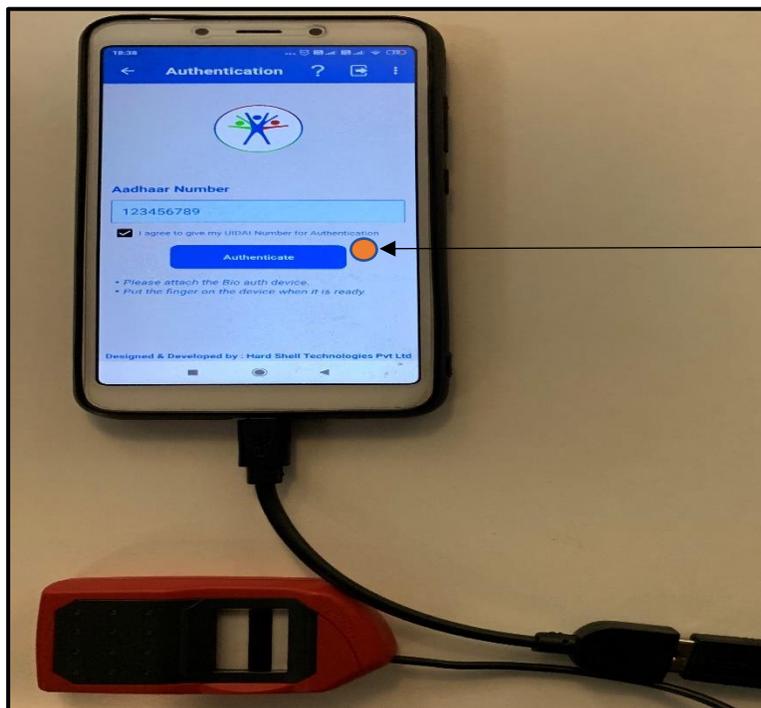
Step 5

- Enter your Aadhaar Number.
- Select the checkbox for “I agree to give my UIDAI number for authentication”.



Step 6

- Connect the **Bio-authentication device** to the mobile handset & click on **Authenticate**

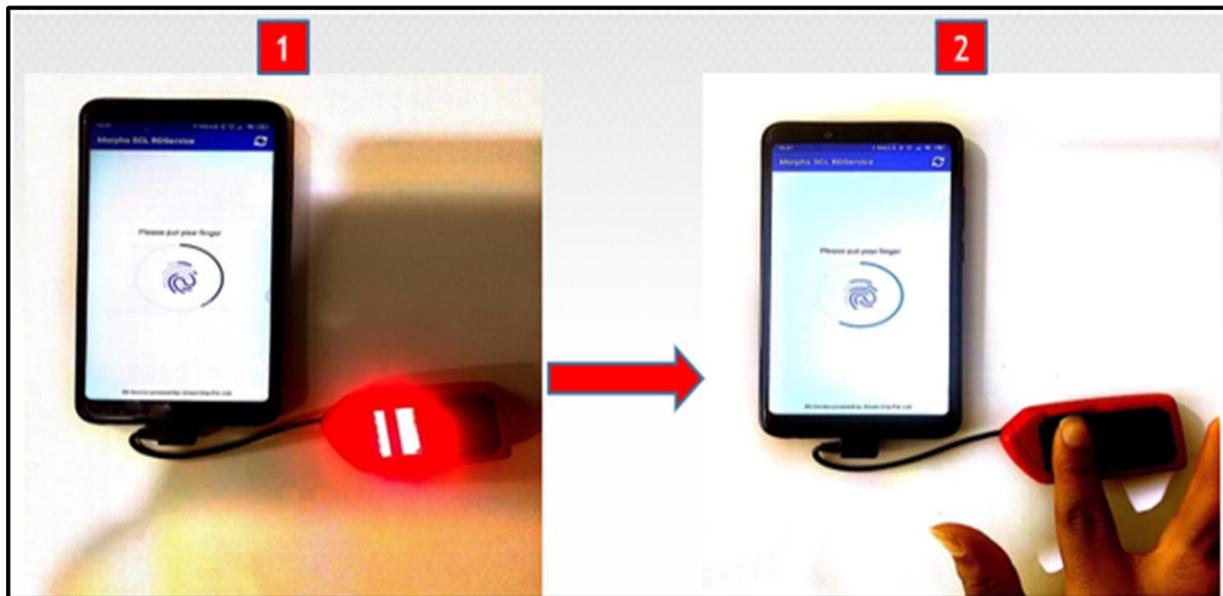


Press the
Authenticate
button

Please note in case the bio- authentication device is not attached properly to the mobile device, the assessor won't be able to start the authentication process.

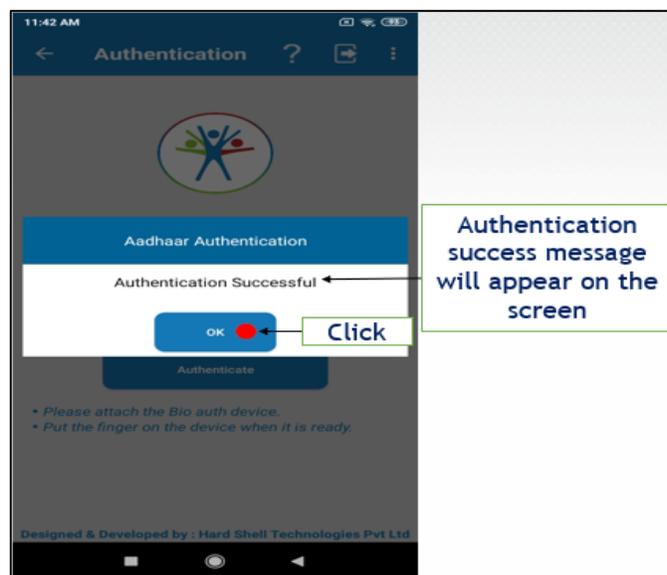
Step 7

- Message will appear on the screen as follows: **“Please put your finger”**
- Place your finger on the device to authenticate and proceed



Step 8

- Click Ok to proceed.



Kindly note: In case the authentication is unsuccessful, and the app throws an error. Please refer to the [error list at the end of the User Manual.](#)

Step 9

- The Assessor will be directed to the Feedback Page post Aadhaar authentication.
- The Assessor is required to fill the Feedback Page of the Training on the parameters mentioned on the page.
- Click on Save Assessment button to Proceed further

The image shows two sequential screenshots of a mobile application interface for a feedback form. The first screenshot, labeled '1', shows the form with the following questions: 1. Is AEBAS device functional (with a note: * Not applicable for centers in North East and J&K), 2. Is the trainer TOT certified, 3. Has induction kit been provided to all candidates, and 4. Have handbooks been provided to all candidates. The second screenshot, labeled '2', shows questions 5 and 6. Question 5 asks if posters for various parameters (Placement, Job role overview, Equipment, Occupation Map, Digi-locker, Kaushal-Bima Benefits) are available. Question 6 asks for the number of candidates present for assessment, with '20' entered in the field. A blue 'Save Assessment' button is visible at the bottom of the second screenshot. A red arrow points from the first screenshot to the second.

Step 10

- Post filling the feedback form , the Assessor will be re-directed to **Photo Upload Page** where the assessor has to capture the photographs and mark the candidate attendance.
- **The Assessor can mark attendance of the candidate/s and click pictures simultaneously**

The image shows a screenshot of the 'Photo Upload' page in the mobile application. At the top, there is a blue header with the title 'Photo Upload'. Below the header, a button labeled 'Mark Candidate Attendance' is circled in red. Underneath this button is a link that says 'Click here to mark candidate attendance'. The main content area is divided into three sections: 1. TC/Location Premises, which includes '1.1. Photograph 1' and '1.2. Photograph 2'; 2. Group Photograph; and 3. Photos during assessment at regular intervals (5 pictures), which includes '3.1. Photograph 1' through '3.5. Photograph 5'. Each item in these sections has a camera icon next to it. At the bottom of the page, there are two numbered instructions: 1. It is mandatory for the assessor to End the assessment through the application. 2. It is mandatory for the Assessor to mark attendance of all the candidates through the application before ending the Assessment for the batch.

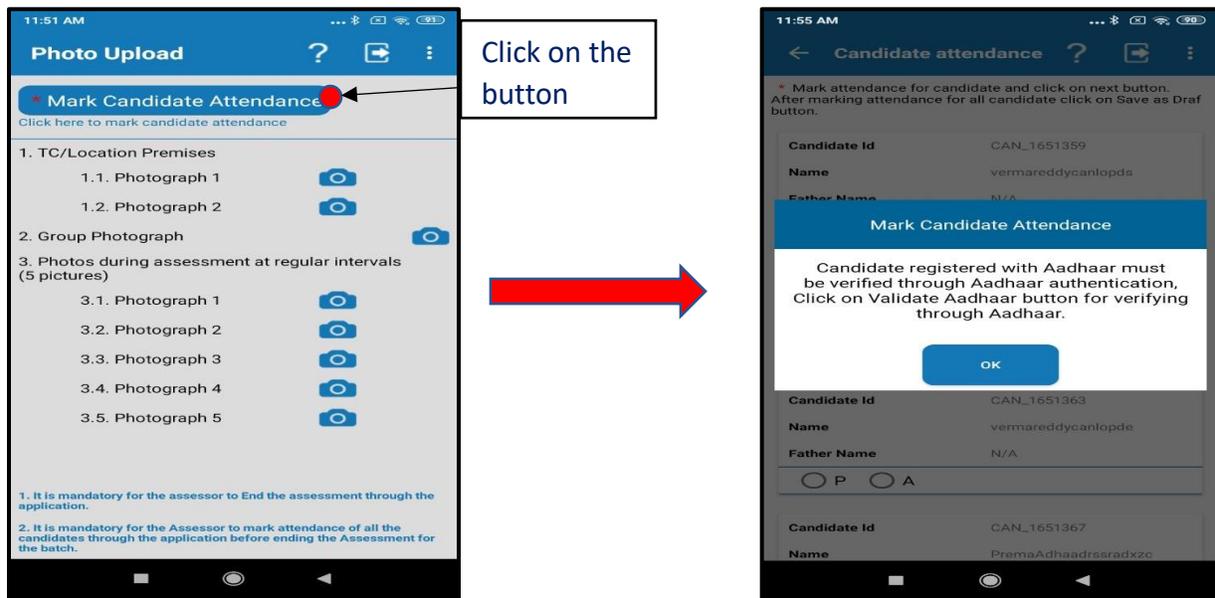
Key points

- The Assessor should capture picture periodically during the entire Assessment process.
- Attendance of all the candidates is to be marked on application.
- The **Mark Attendance Tab** will be available till the time the Assessor does not click the End Assessment Button

Step 11

Process for Marking Attendance of the Candidate

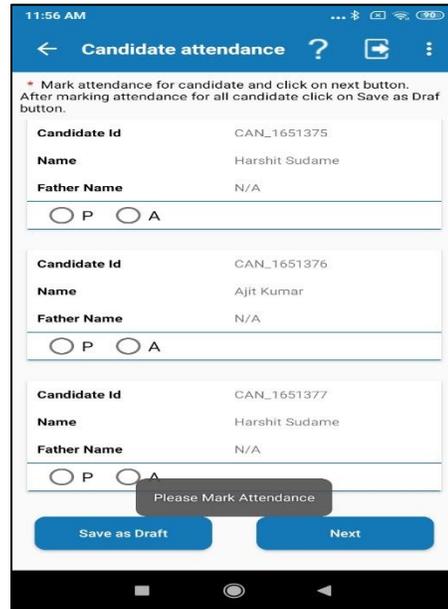
- Click on the Mark Attendance button.
- A message will popup stating that attendance of the Candidates registered through Aadhaar should be captured through the Aadhaar Authentication Process.
- Click on Ok button to proceed further.
- The Assessor will be directed to the candidate list page



Step 11.1

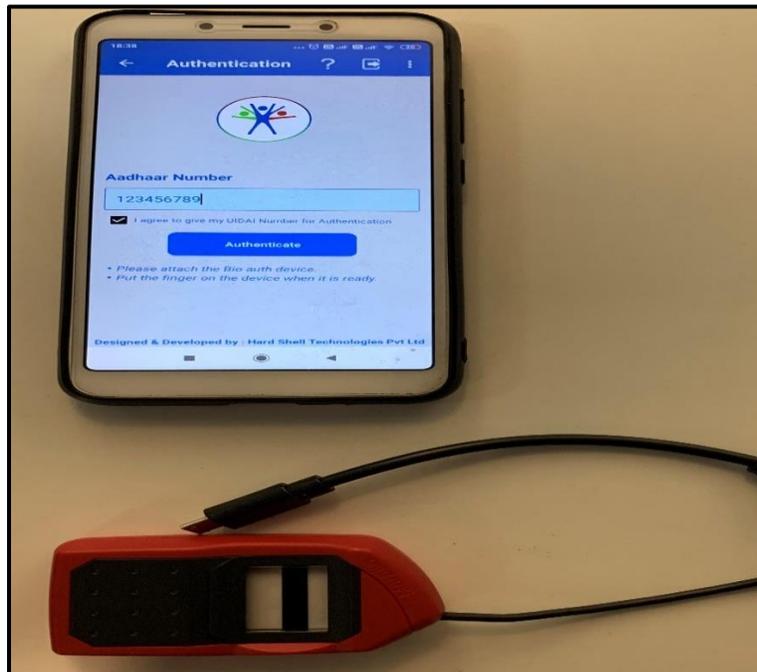
- List of eligible candidates for assessment will appear on the screen.
- Assessor will then have the provision to mark the attendance of the candidate manually.
- After the candidate attendance is marked. The assessor will click on "Next" Tab to proceed.
- Now a new screen will appear on which the list of candidates who have been marked present will be auto populated for either Aadhaar authentication or manual attendance.
- The assessor must validate candidates for Aadhaar authentication on which the "Validate Aadhaar" option is available.

- Attendance of the Candidates without “Validate Aadhaar” button must be marked manually.



Step 12- Process to mark candidate attendance through Bio-Authentication device

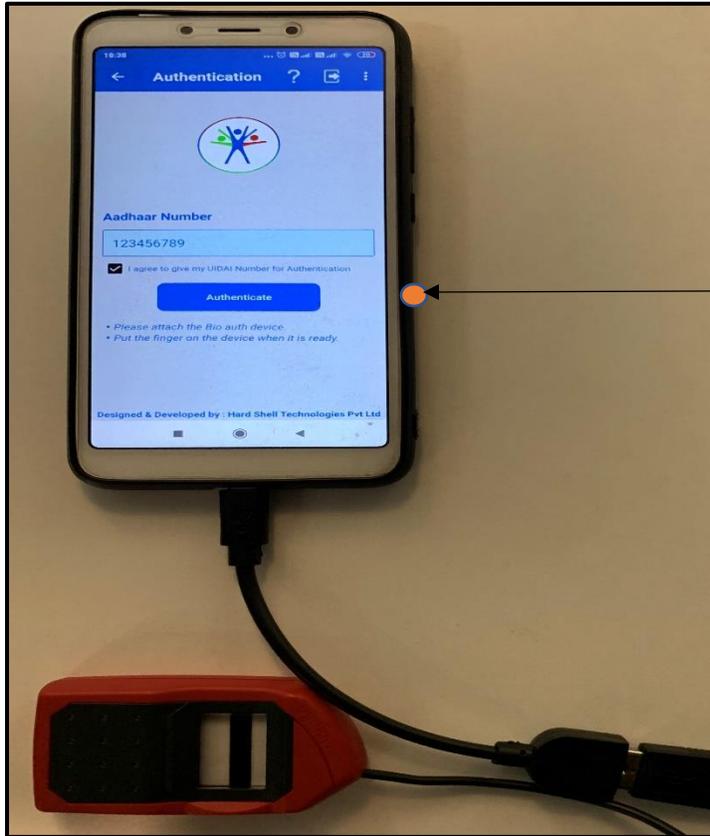
- Enter your Aadhaar Number.
- Select the checkbox for “I agree to give my UIDAI number for authentication”.



Please note in case the bio- authentication device is not attached properly to the mobile device, the assessor won't be able to start the authentication process.

Step 12.1

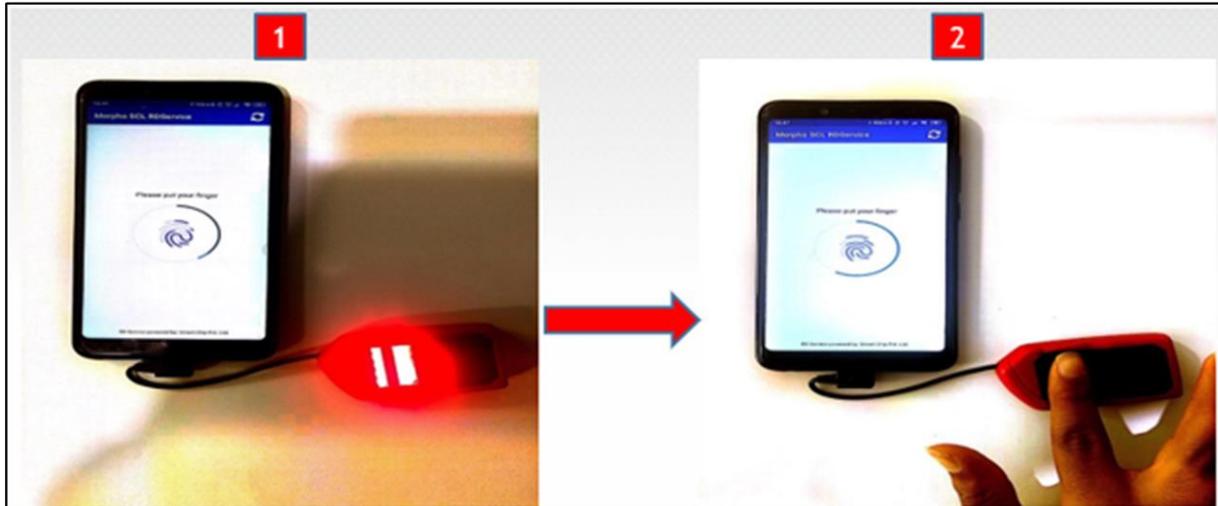
- Connect the **Bio-authentication device** to the mobile handset.
- Click the **Authenticate** button.



Press the
Authenticate
button

Step 12.2

- Message will appear on the screen as follows: “**Please put your finger**”. Please be apprised that the user can use any finger for Aadhaar Authentication.
- Place your finger on the device to authenticate and proceed.



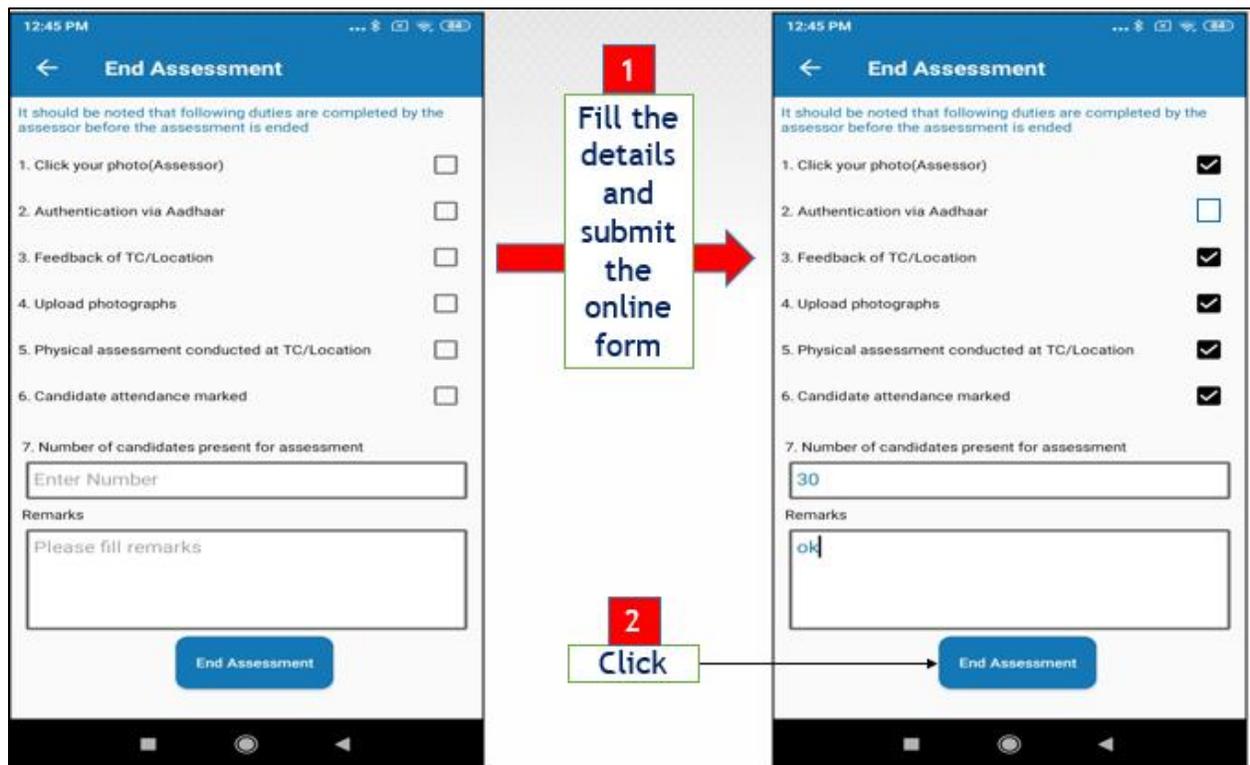
Step 12.3

- Post successful Authentication. The “Validate Aadhaar tab” will automatically disappear.
 - Note:
 - 1) Assessor will not be able to mark the attendance again for the candidates whose Aadhaar authentication is successfully done.
 - 2) Incase of any error. Assessor must click on the “Retry” button and again mark the attendance by Validating Aadhaar.
 - 3) However if the issue persists in marking the attendance by Aadhaar authentication. The attendance of that particular candidate can be marked manually.
- Kindly note: Incase the authentication is unsuccessful, and the app throws an error. Please refer to the [error list at the end of the User Manual](#).**

6.0 End Assessment

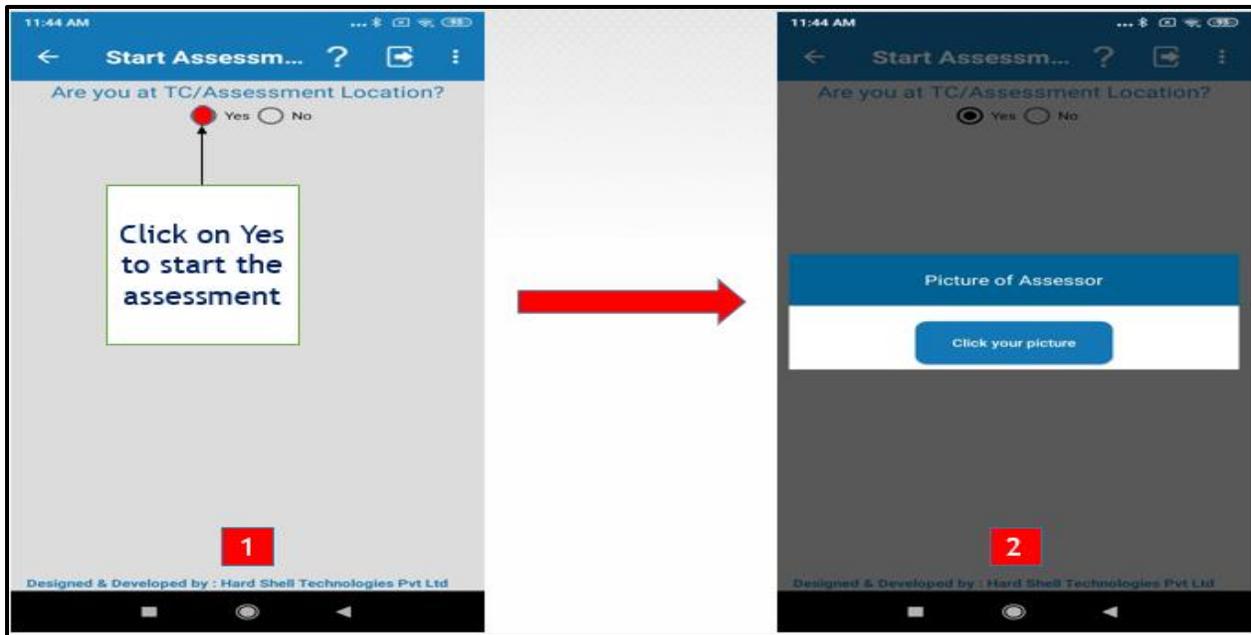
Step 1

- Post clicking on End Assessment tab, the Assessor will be directed to End Assessment Page
- On this page, the Assessor has to check that all the process have been followed , by clicking on the check box in front of every responsibility.
- Click on the End Assessment button to proceed.



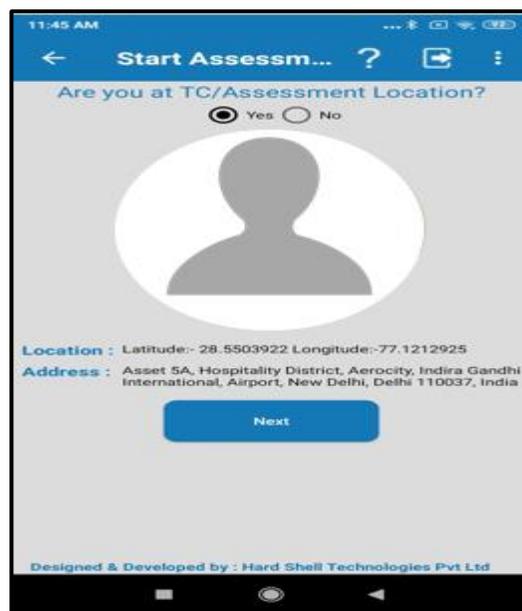
Step 2

- After clicking on the end Assessment tab, the assessor will be asked to confirm their location
- Click Yes to confirm your location.
- A message will pop up to click your picture. Click on the button “Click your picture” to proceed



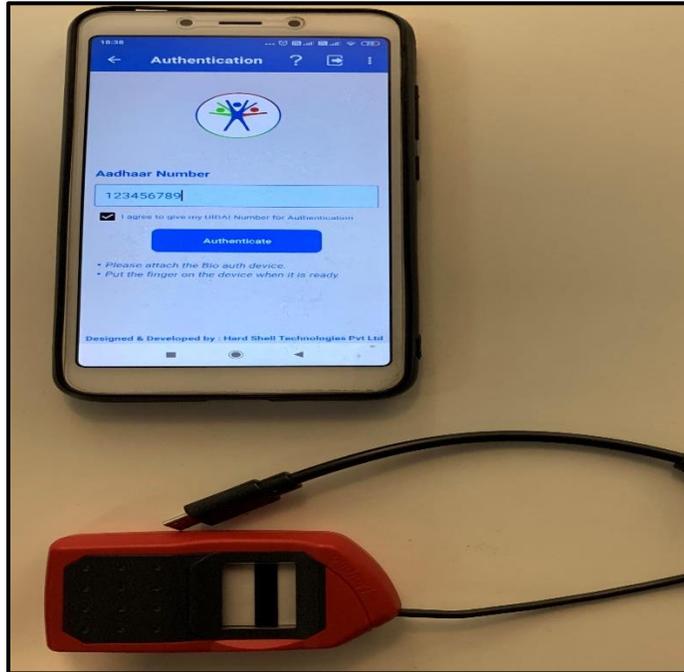
Step 3

Click on the next button to confirm your location and picture. Post which you will be directed to Aadhaar Authentication.



Step 4

- Enter your Aadhaar Number.
- Select the checkbox for “I agree to give my UIDAI number for authentication”.



Step 4.1

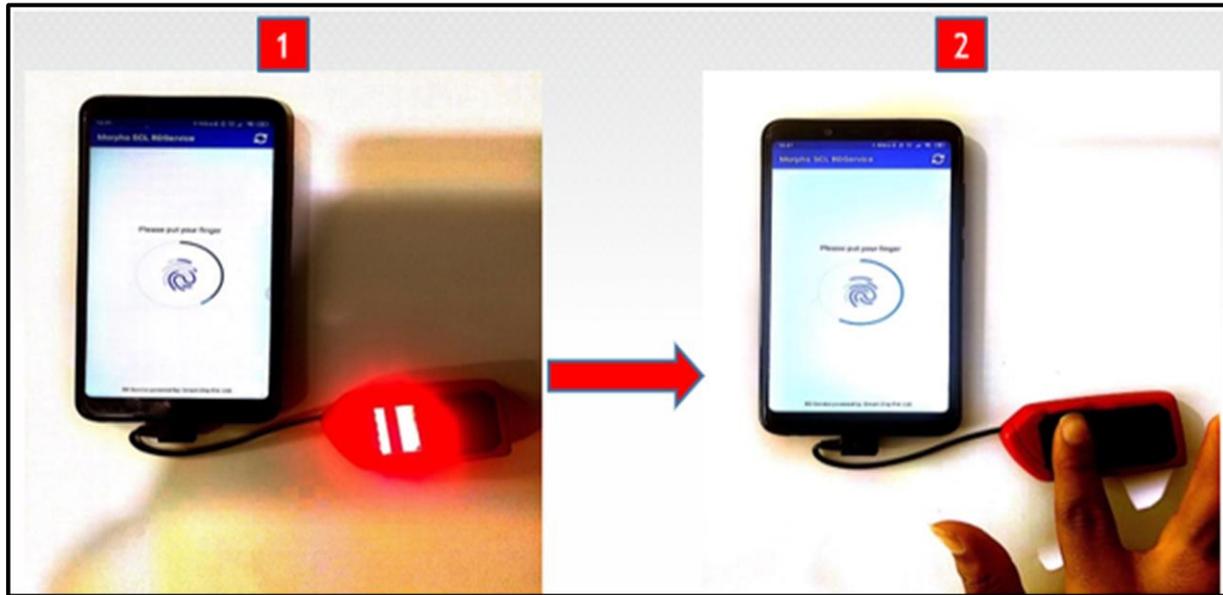
- Connect the **Bio-authentication device** to the mobile handset.
- Click the **Authenticate** button.



Press the
Authenticate
button

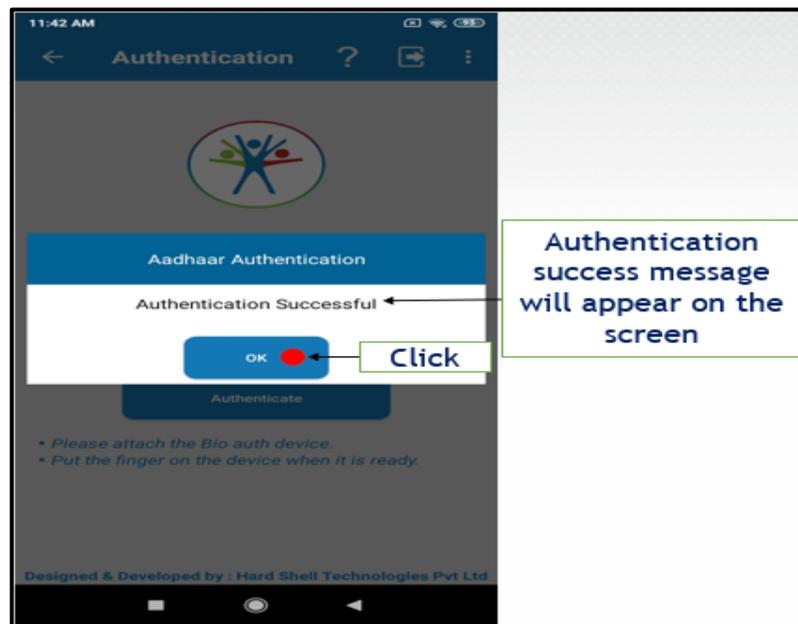
Step 4.2

- Message will appear on the screen as follows: **“Please put your finger”** . Please be apprised that the user can use any finger for Aadhar Authentication.
- Place your finger on the device to authenticate and proceed



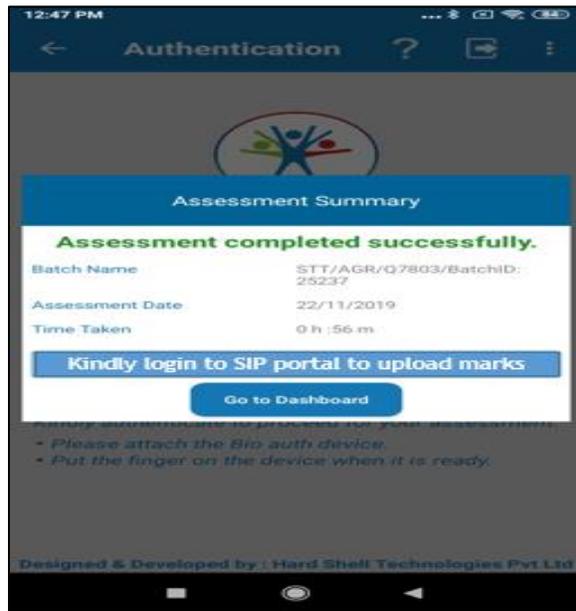
Step 5

- Post Successful authentication, a popup will appear with the message **“Authentication Successful”** . Click on Ok to proceed.



Step 6

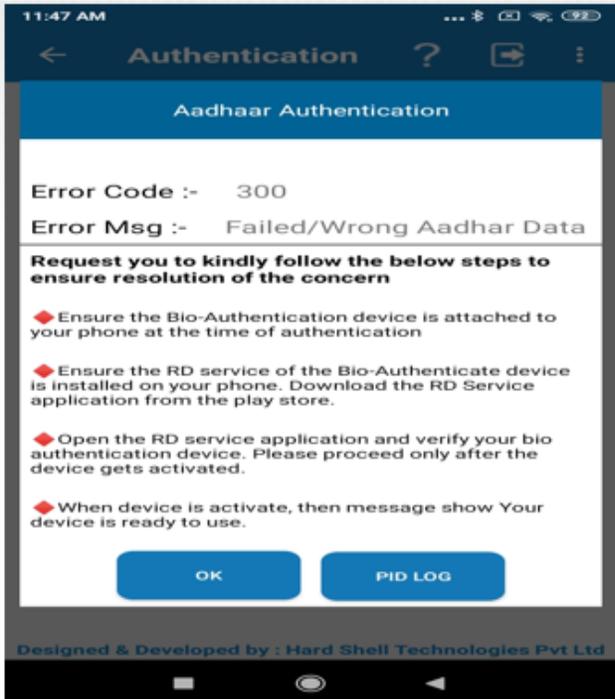
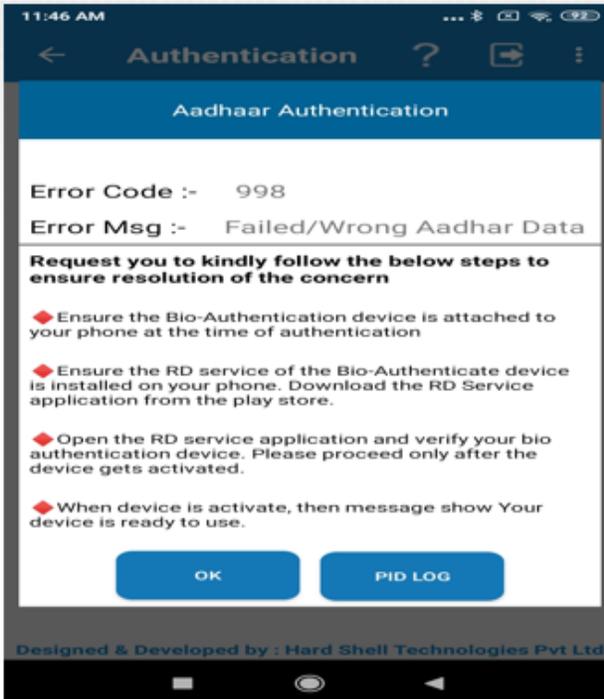
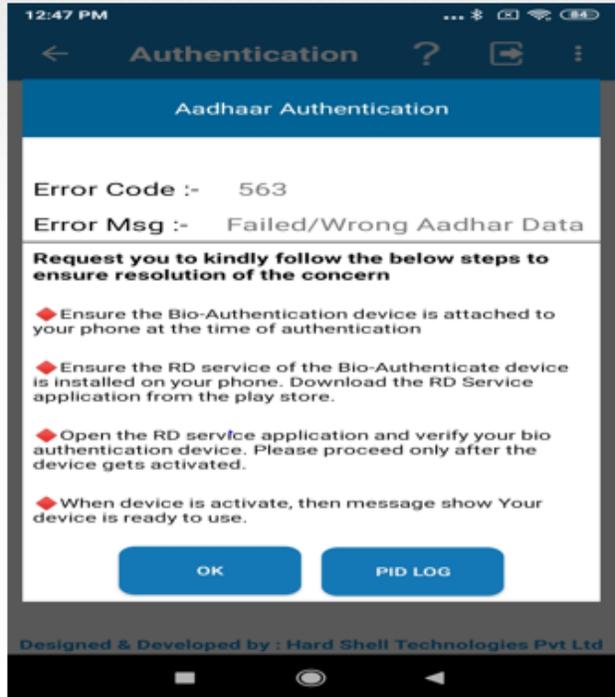
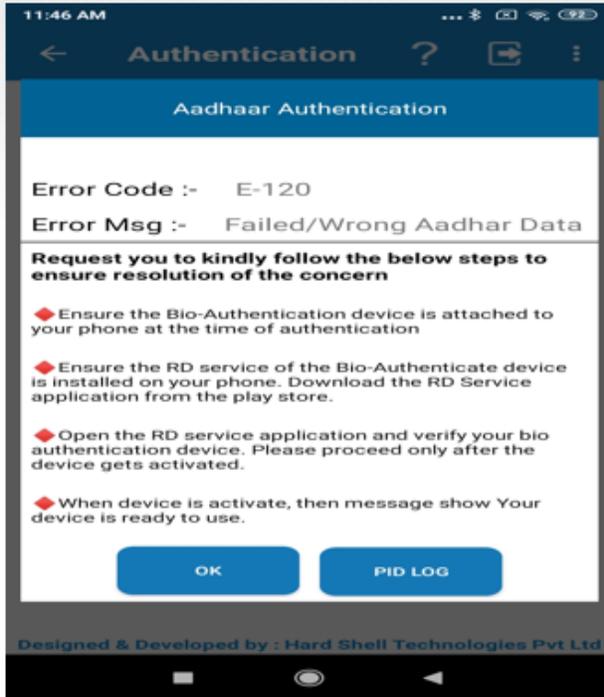
- After successful Aadhaar Authentication the Assessor will be directed to summary page.



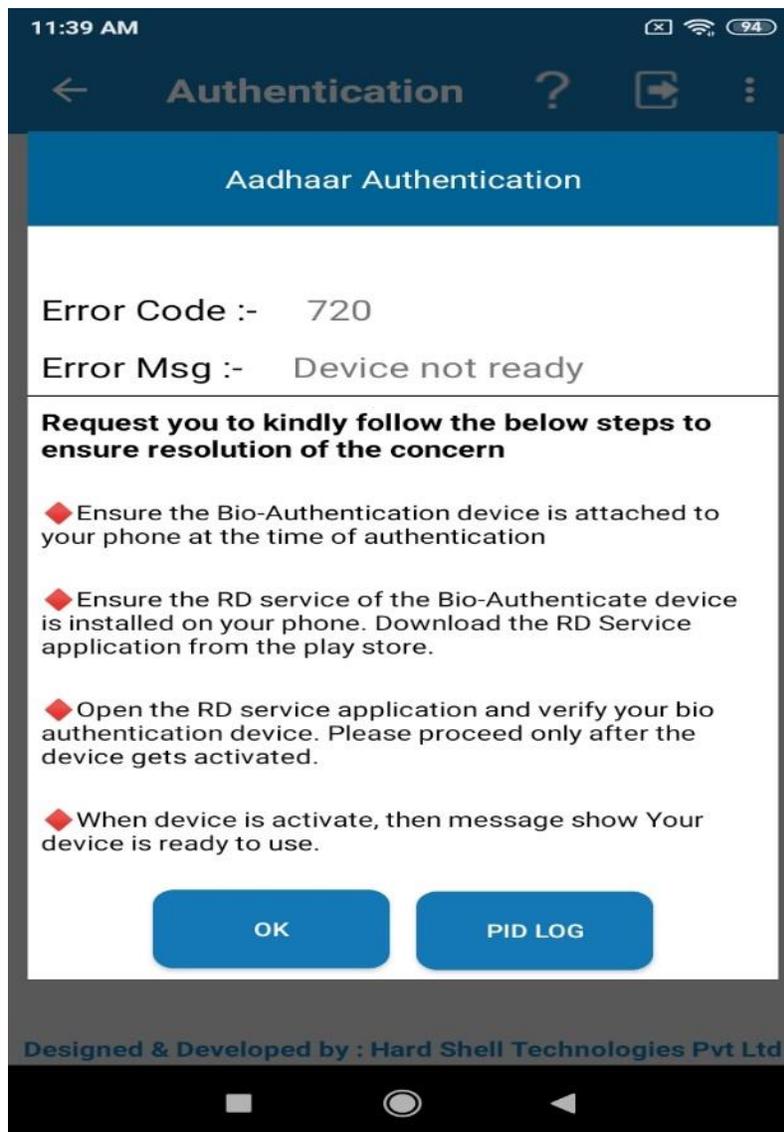
NOTE: Kindly ensure that the assessor must end the assessment through the application to ensure data is captured as mandated under the Process of Assessment.

7.0) Error Codes:

I) 998/E-120/300/563 - Failed/Wrong Aadhaar Data



II) 720- Device not ready



III) Ref. Key doesn't match-

