User Manual of Maharashtra DVET for

Pre SSC Application

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## Introduction

This application is used by the unaided Pre SSC vocational institutes for registration.

Home Page

1. Login to the URL:

    http://vti.dvet.gov.in/
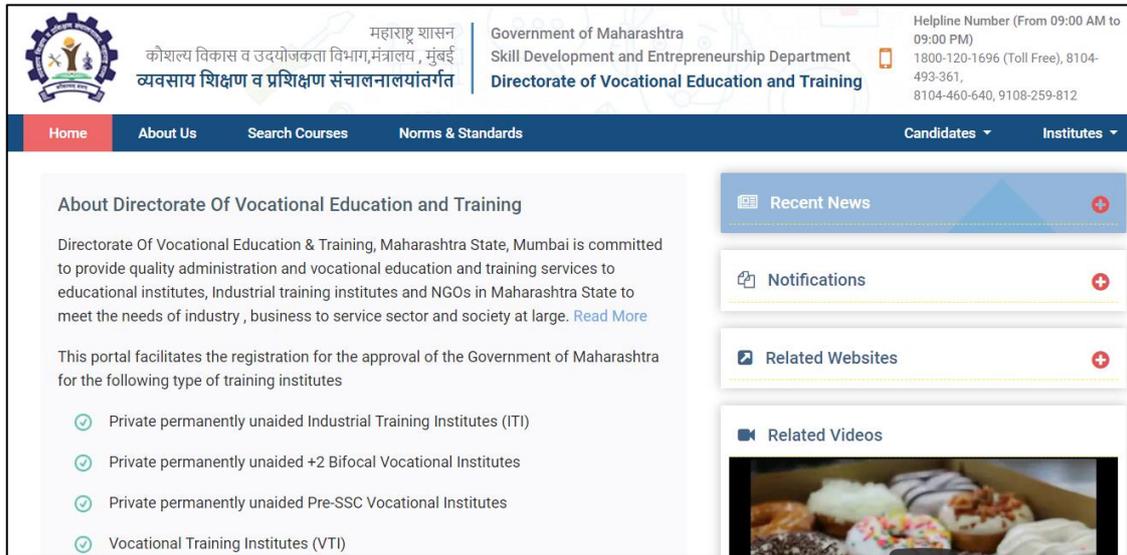
2. Click **New Institute Registration** under **Institutes**.
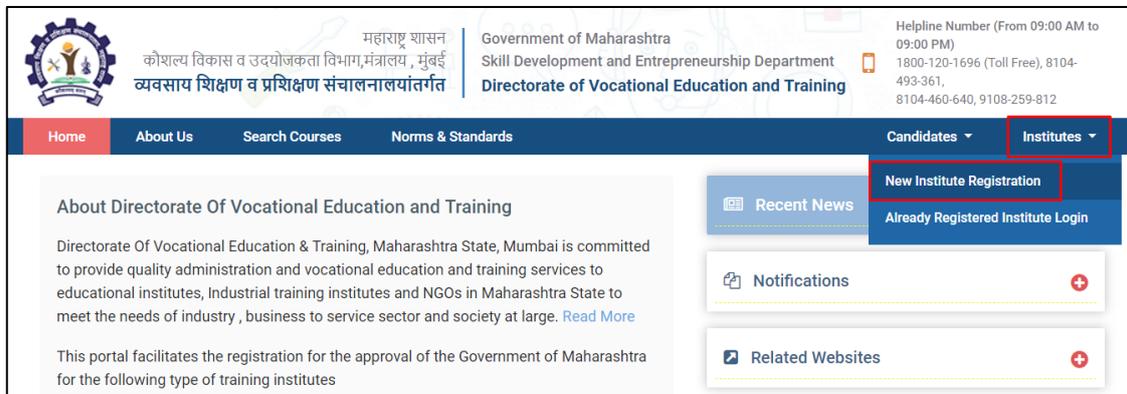
3. **New User Registration** page is displayed.
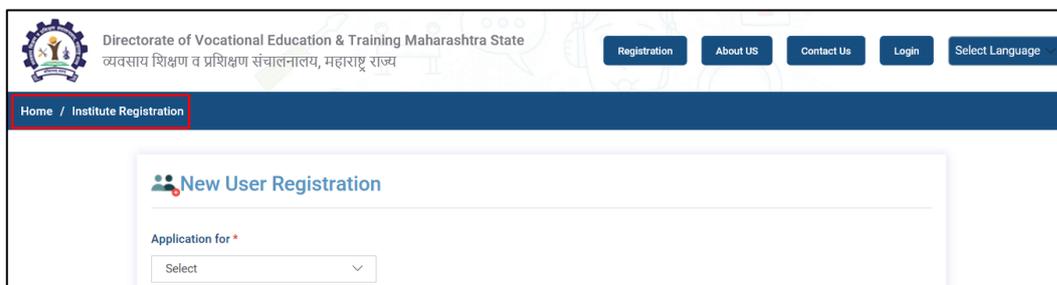
4. Select **Pre SSC** under **Application for**.
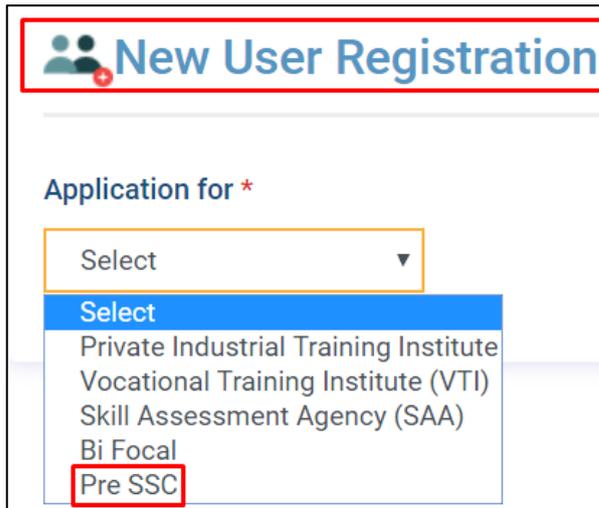
5. Select **Yes** if the permission is granted to the institute of educational department from **Maharashtra** state.
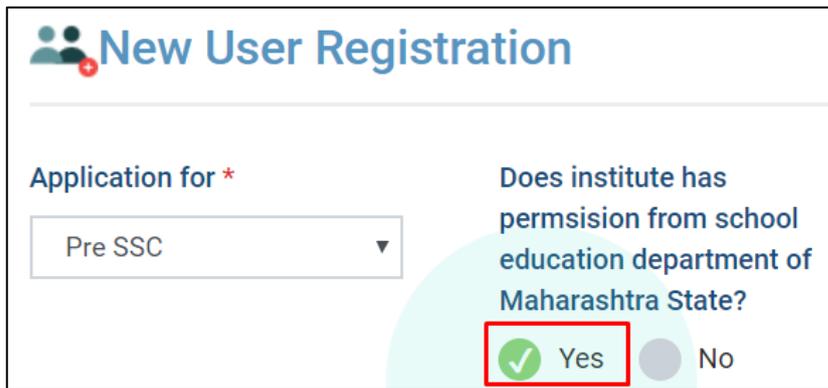

Register with Organization Details

1. Enter all the mandatory fields required to register organizational details for ITI.

   Note: All fields with red asterisk mark (*) is mandatory to enter.
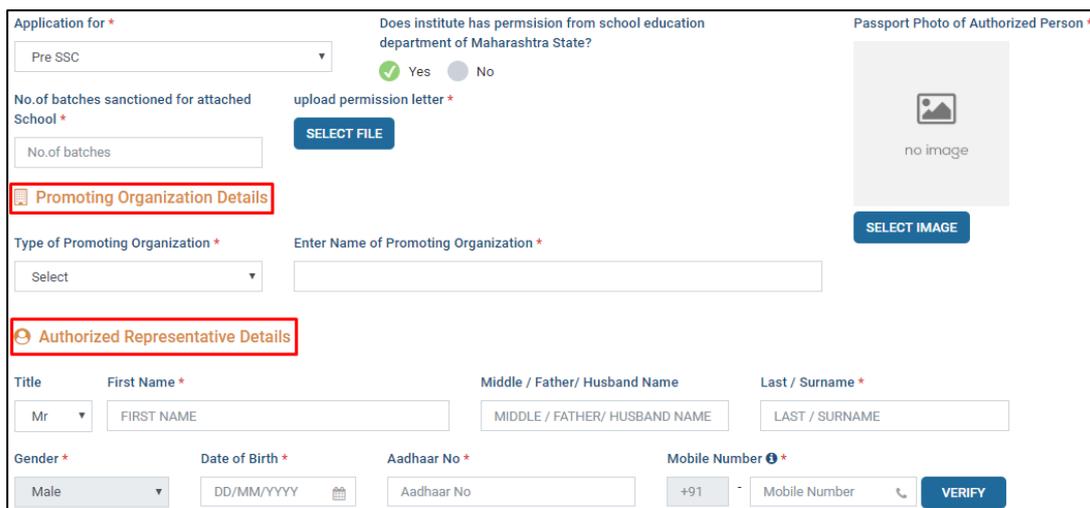
Field	Description
No. of batches sanctioned for attached college	Enter the number of batches that are sanctioned
Upload permission letter	Click **Select File** and upload the permission letter as proof
Passport photo of Authorized person	Click **Select Image** to upload the image of authorized person
Promoting Organization Details-	
Type of Promoting Organization	Select the type of promoting organization from the drop down list
Enter Name	Enter the name of promoting organization
Authorized Representative Details-	
Title	Select the respective title of the representative
First Name	Enter the first name of the representative
Middle / Father/ Husband Name	Enter the Middle name or Father name or Husband name
Last/Surname	Enter the last or Surname
Gender	Select the appropriate Gender from the dropdown list
Date of Birth	Enter the date of birth of the representative
Aadhaar Number	Enter Aadhaar Number details of the representative
Mobile Number	Enter Mobile Number details of the representative
Alternative mobile number	This field is an optional field to update alternate mobile number, if any
Email ID	Enter Email ID of the representative
Designation	Enter the name of the designation of an authorized person
Upload-Resolution proof	Upload the appropriate file
Create and Confirm Password	Create the new password and retype in confirm password

Note: Click **Verify** to verify the mobile number entered.
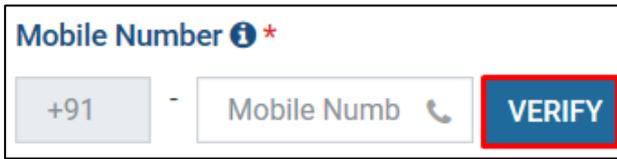
2. Click **Create Account** to complete the registration of the organization.

3. Success notification pops up, click **OK.**

4. To pay the registration fee, payment page is displayed.
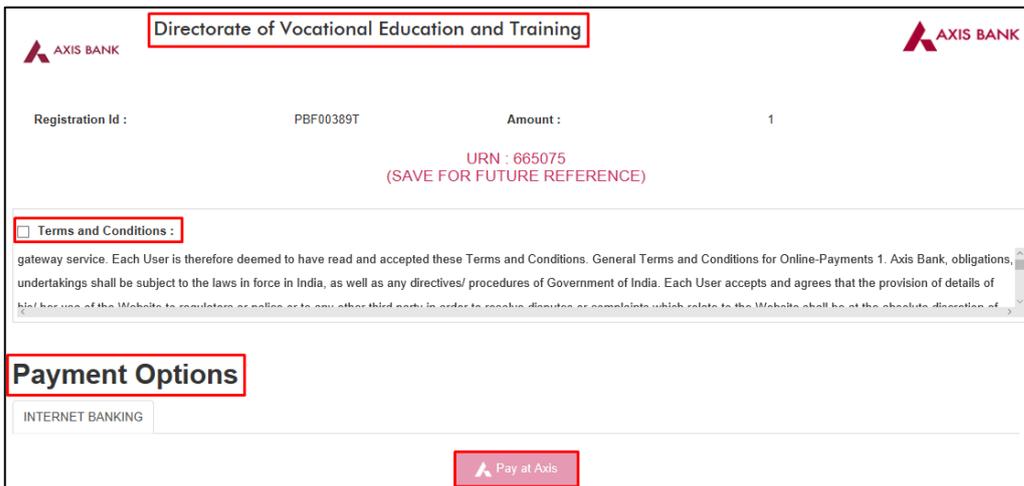
5. An SMS is received to the registered mobile number regarding registration details.

Hi   You have
successfully registered for Pre SSC.
For New Pre SSC Registration Number:
PPS00522T. Password -

Login Page

Login Page is displayed. Enter the login credentials, enter the captcha details and click **Login.**
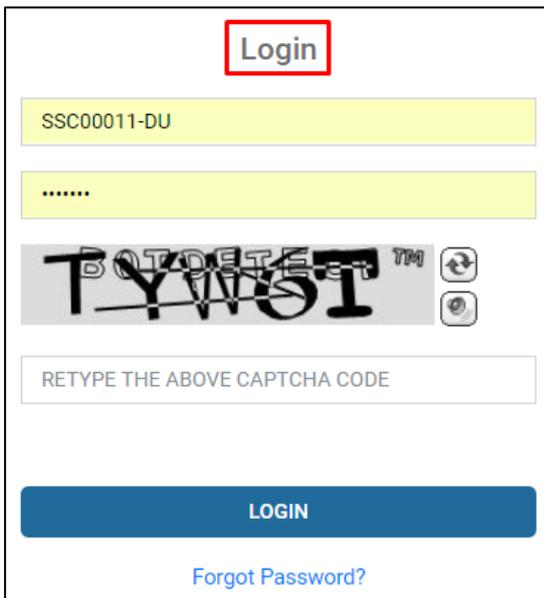
Login

SSC00011-DU

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RETYPE THE ABOVE CAPTCHA CODE

LOGIN

Forgot Password?

Application Dashboard page is displayed.
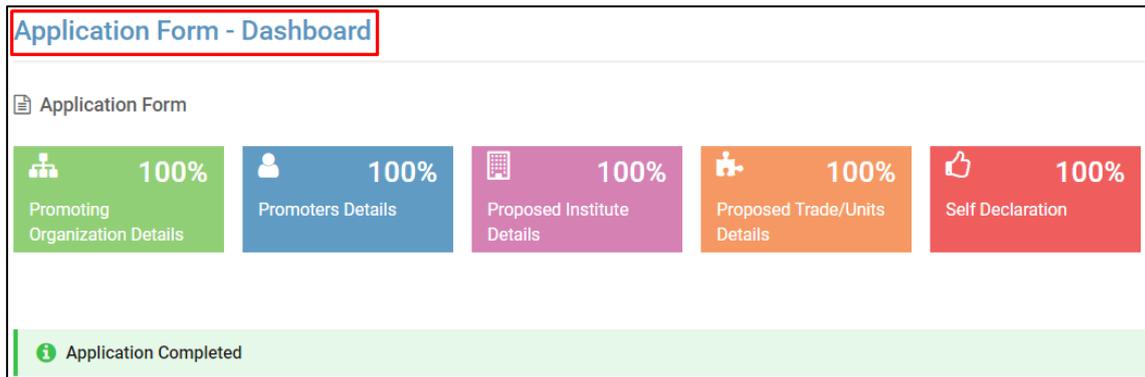
Application Form

Promoting Organization Details

1. Enter the **Promoting Organization Details** and click **Save And Next**.

    Note: Enter all the mandatory fields that are marked red asterisk (*).

Field	Description
Type of Promoting Organization	Displays as it was entered at the time of registration
Name of Society	Displays as it was entered at the time of registration
Registration/Incorporation Number	Enter the Registration Number
Date of Registration/Incorporation/Establishment	Displays as it was entered at the time of registration
Address as mentioned during registration	Enter the address line
Pincode	Enter the pincode details of organization
State	As per pincode details State is displayed

Field	Description
District	As per pincode details District is displayed
Taluka	As per pincode details Taluka is displayed
City/Village	Select the taluka details from the drop down list
Phone Number	Enter the registered mobile number
Email ID	Enter the registered Email ID
Upload Registration/Incorporation Certificate	Upload the respective certificate in PDF format
Upload PAN card of the organization	Upload the respective certificate in PDF format

2. Save the data. Success message pops up, click **OK.**

Promoters Details

1. Enter **Promoters Details** and click **Save & Next.**

2. If the **Proprietor details** provided are same as authorized representative then, click **YES or No** appropriately to edit the details**.**

3. Add the partner's details. Click **+Add New Member** to add more columns. Click **Save & Next**.

Note: Delete action deletes the row if necessary.

4. Save the data. Success message pops up, click **OK.**

Proposed Institute Details

1. Enter **Proposed Institute Details** and click **Save And Next**.

Note: Google map helps to upload the map related document.

Field	Description
Name of Institute	Enter the name of institute
Address	Enter the address of the institute
Pincode	Enter the pincode details of organization
State	As per pincode details State is displayed
District	As per pincode details District is displayed
Taluka	As per pincode details Taluka is displayed
City/Village	Select the taluka details from the drop down list
Location Category	Select Rural or Urban from the drop down list
Phone Number	Enter registered phone number of the institute
Email ID	Enter the registered Email ID
Upload resolution to start institute	Upload the respective document in PDF format

2. Save the data. Success message pops up, click **OK.**

Proposed Trade-Unit Details

1.   Enter **Proposed Trade-Unit Details**. Click **+Add New Trade** to add more columns. Click **Next** to go to the next page.

2.   Click **Add new Trade Row** to add the trade details.

3.   Enter all the details of the course and click **Save Changes** and **Close** the tab.

4. Save the data. Success message pops up, click **OK.**


Self-Declaration

1. Declare the conditions applied for the application under **Self Declaration**.
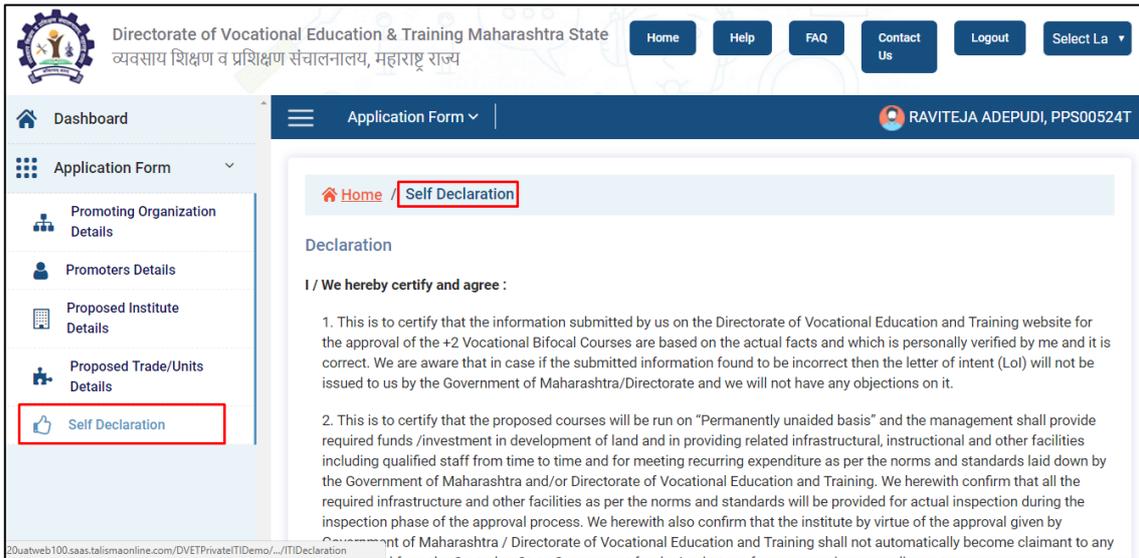

2. Click **I Accept The Above Declaration** for self-declaration of the application.
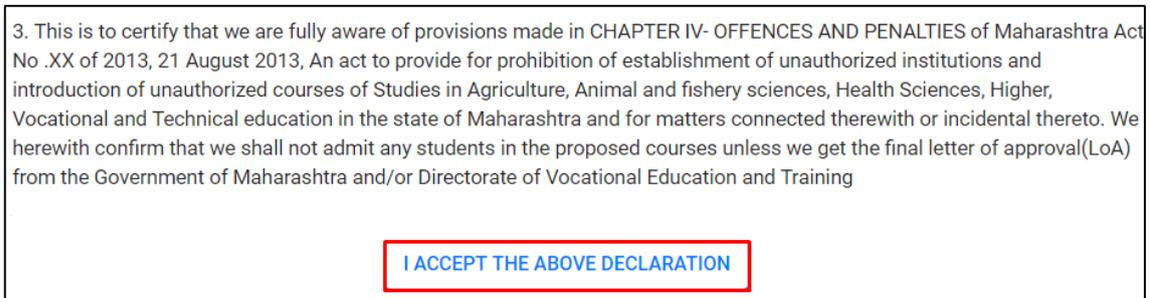
3. After accepting the self-declaration form:

- Click **Print Application form**, document is downloaded in the system.
- Click **Print Undertaking LOI**, document is downloaded and then, upload the same document under **Upload undertaking for LOI.**
- Click **Print LOI**, document is downloaded.
- Click **Print Undertaking for Admission**, document is downloaded and then, upload the same document under **Upload undertaking for Admission.**
- Click **Print Provisional Admission Letter**
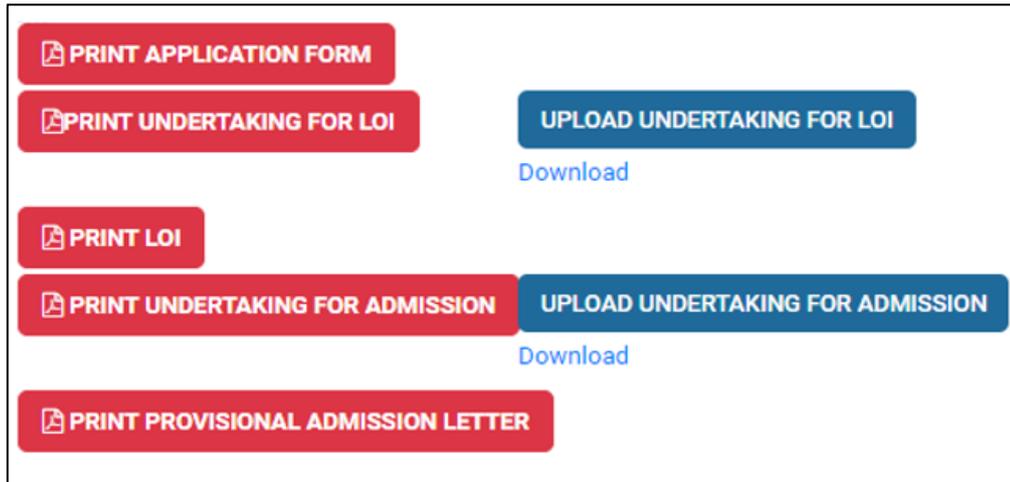
Note: Document which is uploaded can also be downloaded by clicking to the link **Download**.

Dashboard

Dashboard displays the percentage of application completion.