



## User Manual of Maharashtra DVET for Pre SSC Application



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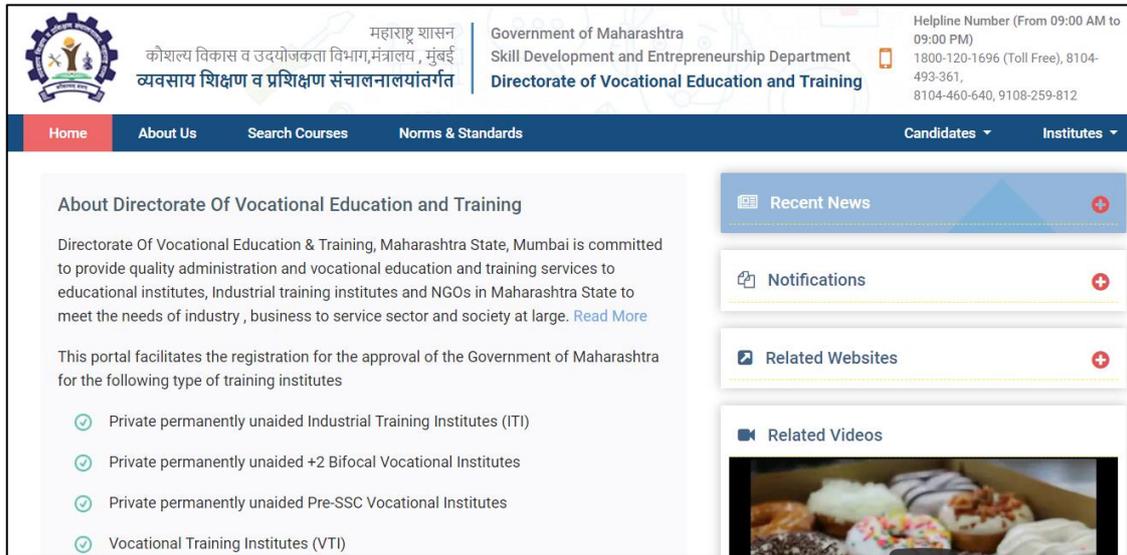
## Introduction

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

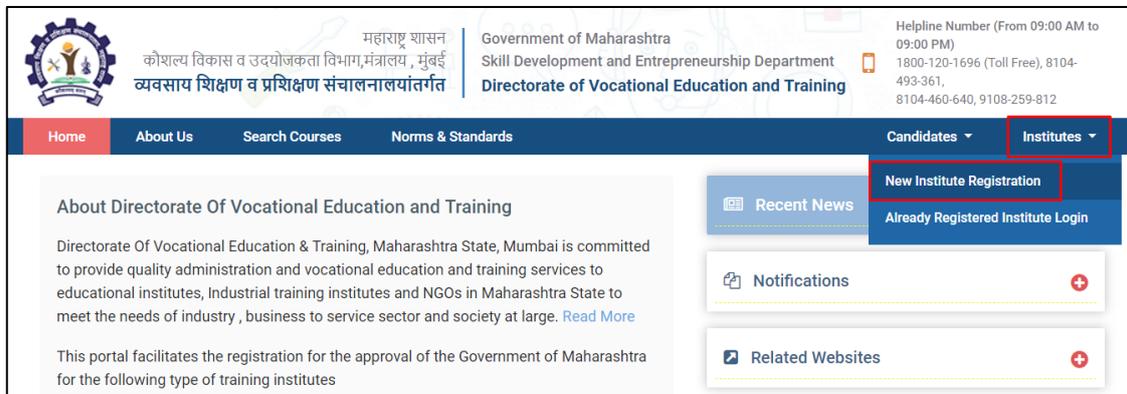
## Home Page

1. Login to the URL:

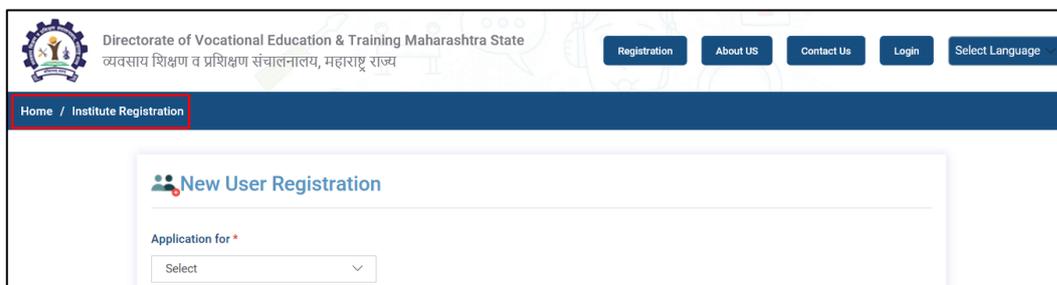
<http://vti.dvet.gov.in/>



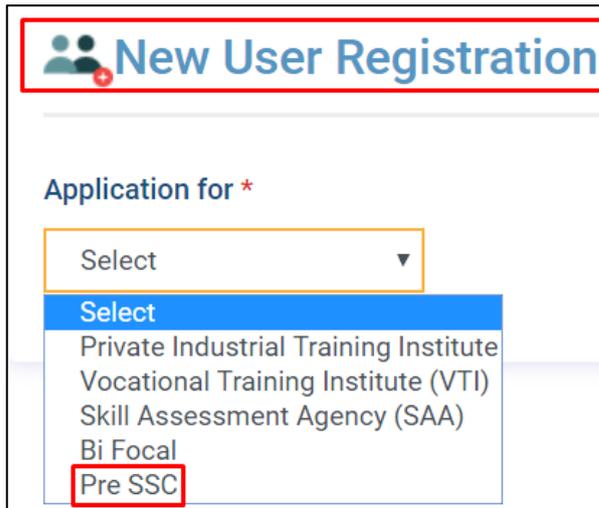
2. Click **New Institute Registration** under **Institutes**.



3. **New User Registration** page is displayed.

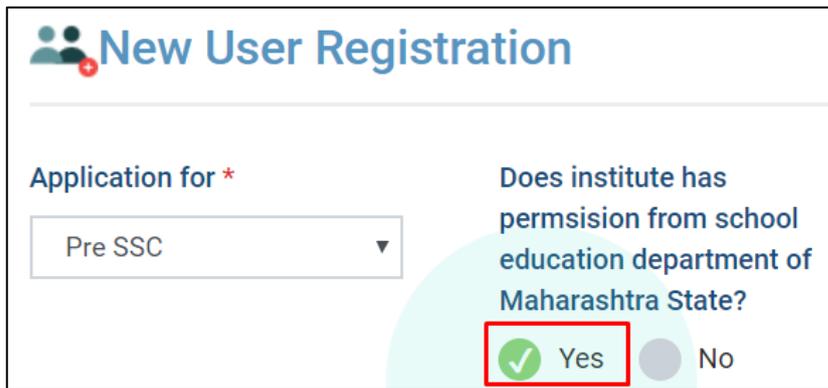


4. Select **Pre SSC** under **Application for**.



The screenshot shows the 'New User Registration' header. Below it, the 'Application for \*' dropdown menu is open, displaying options: 'Select', 'Private Industrial Training Institute', 'Vocational Training Institute (VTI)', 'Skill Assessment Agency (SAA)', 'Bi Focal', and 'Pre SSC'. The 'Pre SSC' option is highlighted with a red box.

5. Select **Yes** if the permission is granted to the institute of educational department from **Maharashtra** state.

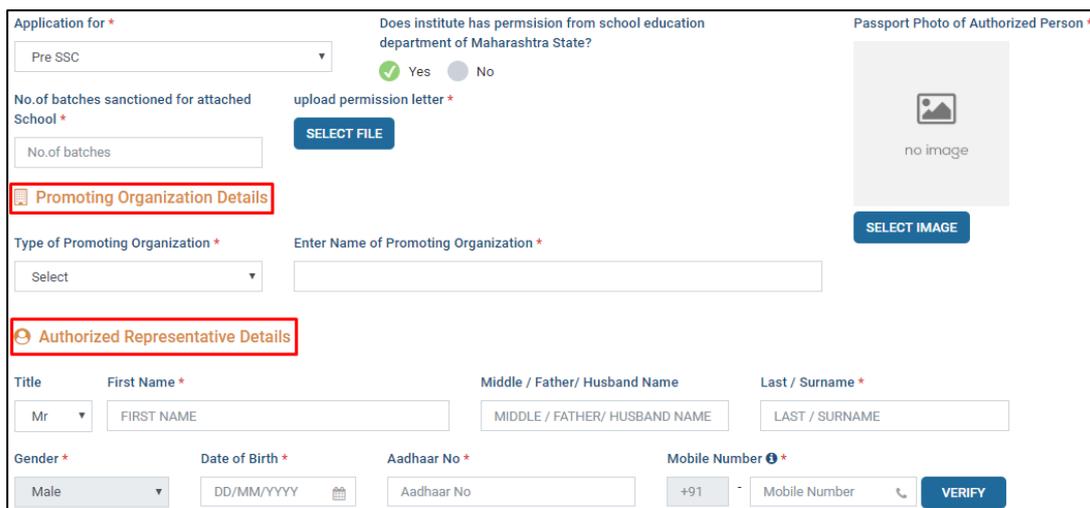


The screenshot shows the 'New User Registration' header. Below it, the 'Application for \*' dropdown menu is set to 'Pre SSC'. To the right, the question 'Does institute has permission from school education department of Maharashtra State?' is displayed. The 'Yes' radio button is selected and highlighted with a red box.

### 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.

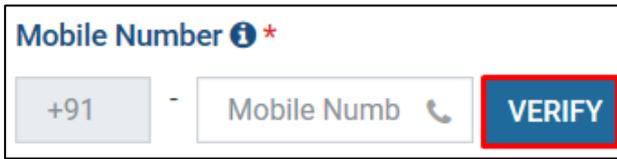


The screenshot shows the 'New User Registration' form with the following details:

- Application for \*:** Pre SSC
- Does institute has permission from school education department of Maharashtra State?:** Yes (selected)
- No. of batches sanctioned for attached School \*:** No. of batches
- upload permission letter \*:** SELECT FILE
- Passport Photo of Authorized Person \*:** no image, SELECT IMAGE
- Promoting Organization Details:**
  - Type of Promoting Organization \*:** Select
  - Enter Name of Promoting Organization \*:** [Empty text field]
- Authorized Representative Details:**
  - Title:** Mr
  - First Name \*:** FIRST NAME
  - Middle / Father/ Husband Name:** MIDDLE / FATHER/ HUSBAND NAME
  - Last / Surname \*:** LAST / SURNAME
  - Gender \*:** Male
  - Date of Birth \*:** DD/MM/YYYY
  - Aadhaar No \*:** Aadhaar No
  - Mobile Number \*:** +91 - Mobile Number
  - VERIFY** button

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

**Note:** Click **Verify** to verify the mobile number entered.



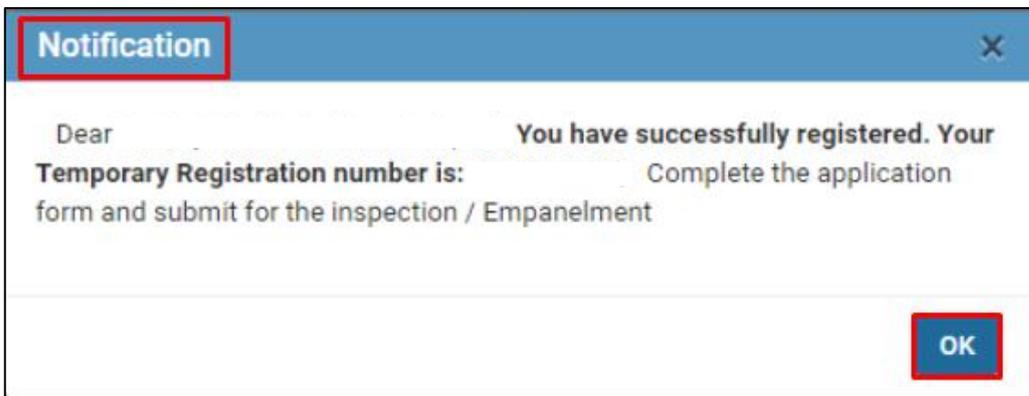
A form for mobile number verification. It features a label "Mobile Number" with an information icon and an asterisk. Below the label are two input fields: the first contains "+91" and the second contains "Mobile Numb" with a phone icon. To the right of the second input field is a blue button labeled "VERIFY".

2. Click **Create Account** to complete the registration of the organization.



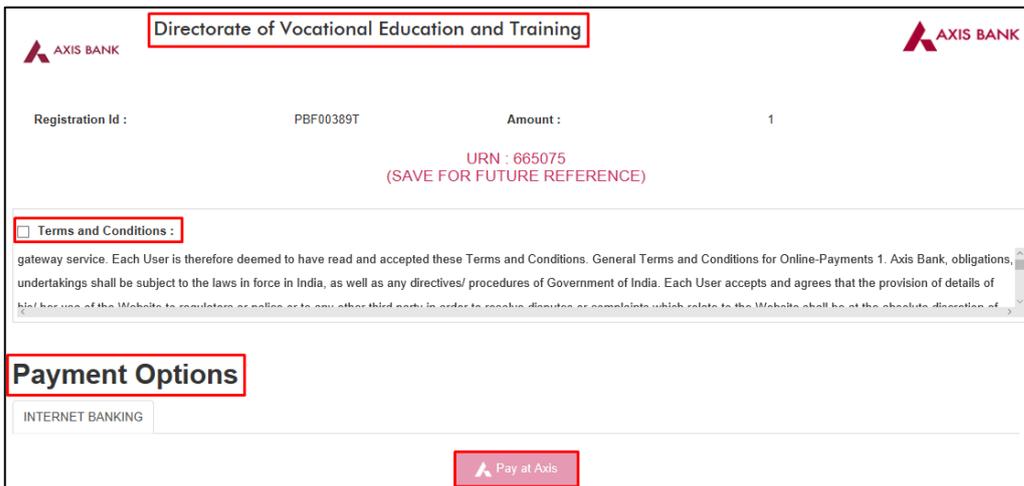
A form for creating an account. It has two input fields: "Create Password" and "Confirm Password", both with asterisks. To the right of the "Confirm Password" field are two buttons: "CREATE ACCOUNT" (blue) and "XCANCEL" (orange).

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



A success notification popup with a blue header labeled "Notification" and a close button (X). The main text reads: "Dear [Name], You have successfully registered. Your Temporary Registration number is: [Number]. Complete the application form and submit for the inspection / Empanelment". At the bottom right is a blue button labeled "OK".

4. To pay the registration fee, payment page is displayed.



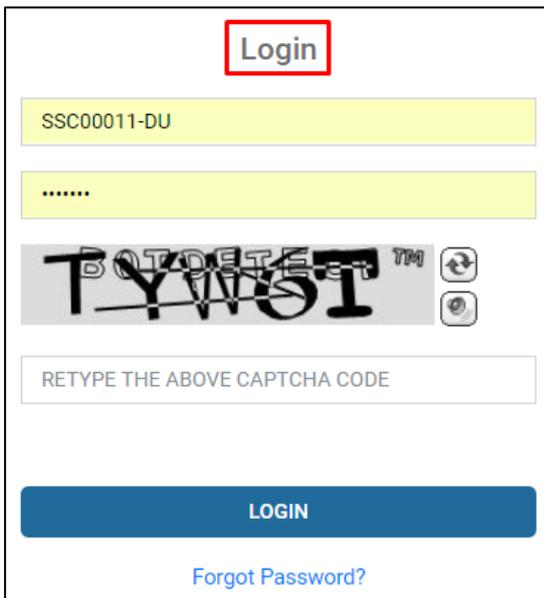
A payment page for Axis Bank. The header includes the Axis Bank logo and "Directorate of Vocational Education and Training". The page displays "Registration Id : PBF00389T" and "Amount : 1". Below this is a red text "URN : 665075 (SAVE FOR FUTURE REFERENCE)". There is a checkbox for "Terms and Conditions" with a scrollable text area below it. At the bottom, there is a "Payment Options" section with "INTERNET BANKING" selected and a "Pay at Axis" button.

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 - \_\_\_\_\_

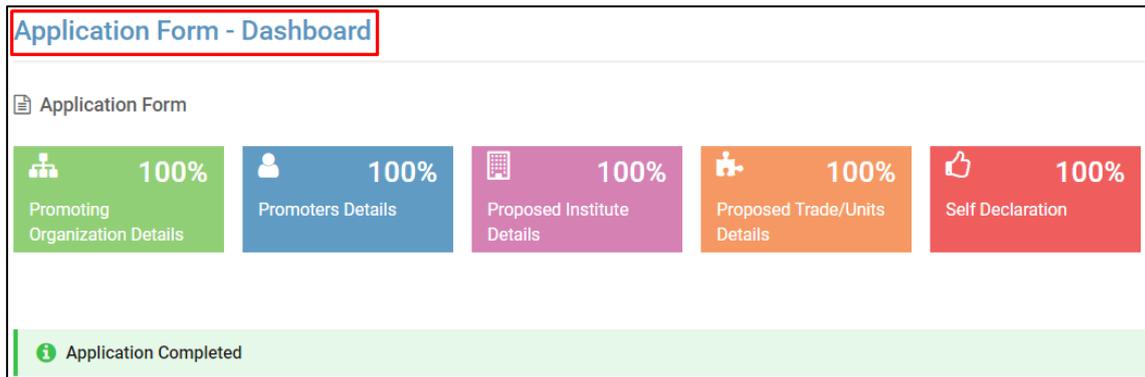
## Login Page

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



The screenshot shows the login interface. At the top, a red box highlights the 'Login' text. Below it are two yellow input fields: the first contains 'SSC00011-DU' and the second contains six dots. A CAPTCHA image from 'BOTDRIVE' is displayed, showing the text 'TYWOT'. Below the CAPTCHA is a text input field with the placeholder 'RETYPE THE ABOVE CAPTCHA CODE'. A blue 'LOGIN' button is positioned below the input fields, and a blue link 'Forgot Password?' is located at the bottom of the form.

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

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

A screenshot of the 'Promoters Details' form within a web application. The page header includes the logo of the Directorate of Vocational Education & Training Maharashtra State and navigation links like Home, Help, FAQ, Contact Us, Logout, and Select Language. The left sidebar shows a menu with 'Promoters Details' highlighted. The main content area is titled 'Chairman/ President/ Signatory Partner/ Proprietor Details' and contains a form with the following fields:

Are the details same as that of Authorized Representative ? <input checked="" type="radio"/> Yes <input type="radio"/> No			
Title	MR	First Name	RAVITEJA
Middle/ Father/ Husband Name	RADHA KRISHNA	Last / Surname	ADEPUDI
Date of Birth	1/1/1994	Gender	MALE
Primary Mobile No. .	+91 9739204466	Alternative Mobile Number	+91 8585625511
Email ID	RAVIADEPUDI1994@GMAIL.COM		
Designation	TEACHER		
Aadhaar No.	467318678336		

Below the form, there is a small profile picture of a man.

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

🏠 Chairman/ President/ Signatory Partner/ Proprietor Details

Are the details same as that of Authorized Representative ?  Yes  No

Title	MR	First Name	RAVITEJA
Middle/ Father/ Husband Name	RADHA KRISHNA	Last / Surname	ADEPUDI
Date of Birth	1/1/1994	Gender	MALE
Primary Mobile No. .	+91 9739204466	Alternative Mobile Number	+91 8585625511
Email ID	RAVIADEPUDI1994@GMAIL.COM		
Designation	TEACHER		
Aadhaar No.	467318678336		
			

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

🏠 Trustee / Director's / Members / Partners Details

Date of Birth *	Primary Mobile No. *	Alternative Mobile Number	Email ID *	Aadhaar No. *	Passport Photo	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	 <input type="button" value="UPLOAD PHOTO"/>	<input type="button" value="DELETE"/>
<span style="border: 1px solid red; padding: 2px; display: inline-block;">+ ADD NEW MEMBER</span>						

**Note:** Delete action deletes the row if necessary.

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

Notification
✕

Successfully Saved

OK

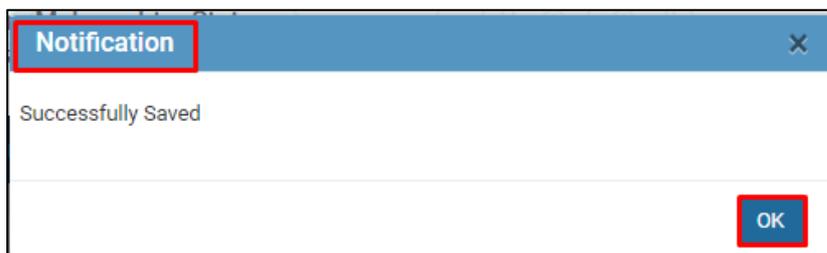
## Proposed Institute Details

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

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

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

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.

Directorate of Vocational Education & Training Maharashtra State  
व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, महाराष्ट्र राज्य

Home Help FAQ Contact Us Logout Select Language

Dashboard Application Form

Application Form

- Promoting Organization Details
- Promoters Details
- Proposed Institute Details
- Proposed Trade/Units Details**
- Self Declaration

Home / Proposed Trade - Units Details

**+ADD NEW TRADE ROW**

Sr. No.	Name of Trade	Course Code	Trade Type	No. of concurrent units	No. of concurrent Units already Affiliated / Approved	No. of concurrent Units for Inspection	Approval / Affiliation Order	Action
Total				0	0	0	-	-

**NEXT**

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

**Add New Trade Row**

Course Approved by: Select

Sector: [Dropdown]

Name of Trade: [Dropdown]

Course Code: -

Trade/ Course Duration in Years: -

Trade Type: -

No. of Total Units/Batch: 0

**Affiliation / Approval Details**

Whether the Trade/ Course already Affiliated / Approved?

Yes  No

No. of Concurrent Units Affiliated/ Approved: 0

**Intake**

Intake Per Unit/Batch	0
Intake for "0" Unit/Batch/s	0

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

**Lab Demo Norms**

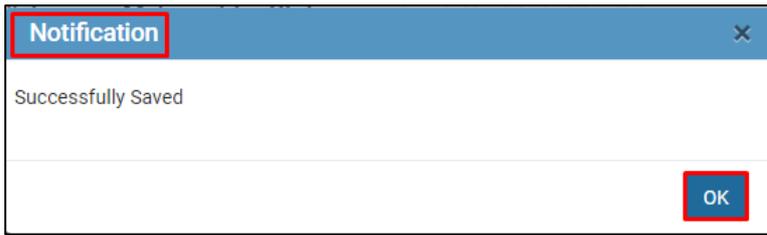
Lab Demo Required Per Unit/Batch in Sq.M.	NA
Lab Demo Required for "0" Unit/Batch in Sq.M.	NA
Lab Demo Available for "0" Unit/Batch in Sq.M.	[Input Field]

**Drawing Hall Norms**

Drawing Hall Required Per Unit/Batch in Sq.M	NA
Drawing Hall Required for "0" Unit/Batch in Sq.M.	NA
Drawing Hall Available for "0" Unit/Batch in Sq.M.	[Input Field]

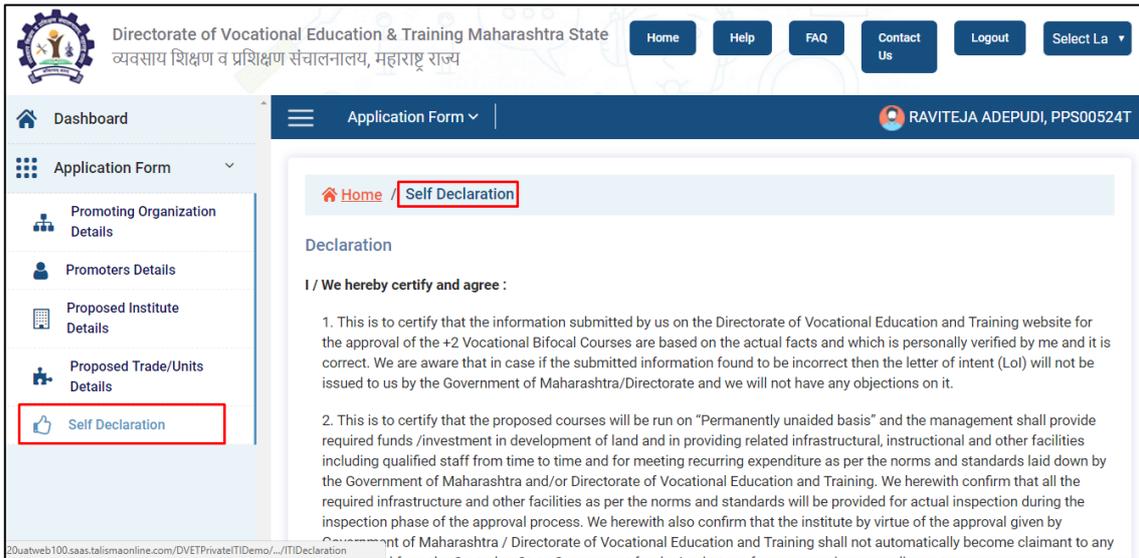
**SAVE CHANGES** **CLOSE**

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

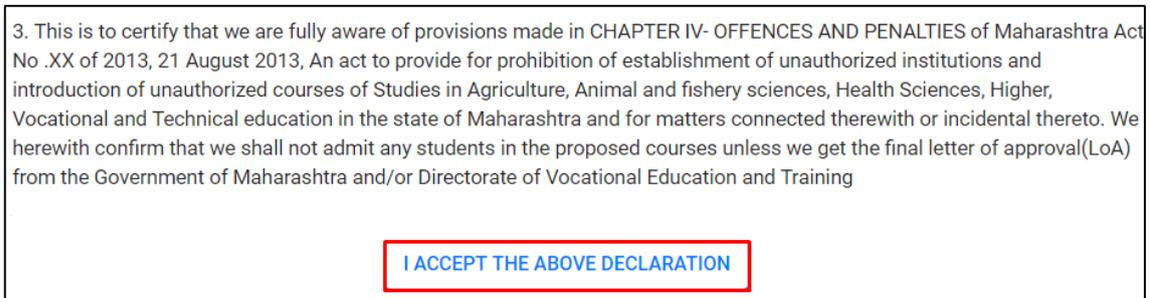


## Self-Declaration

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

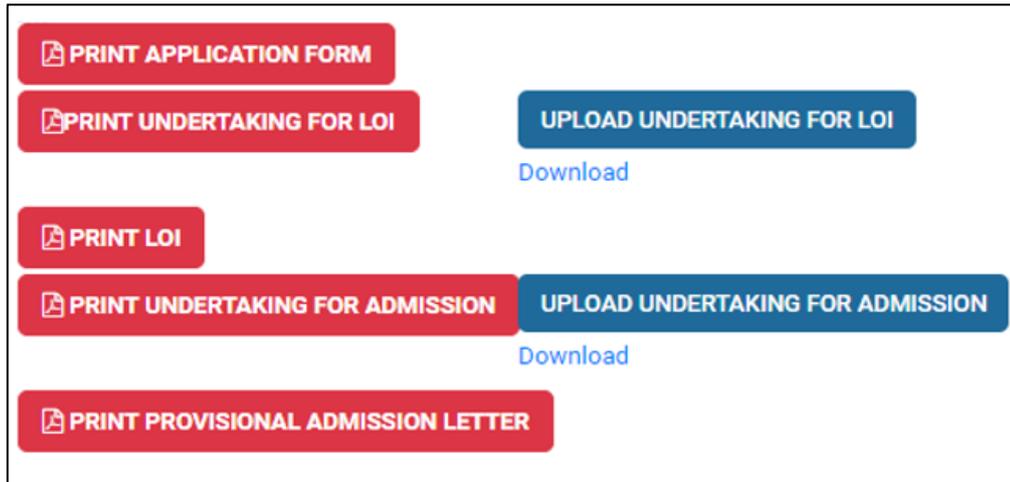


2. Click **I Accept The Above Declaration** for self-declaration of the application.



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.

