



Department of Technical Education Skill Development & Employment, GoMP

## “Mukhyamantri Seekho Kamao Yojna (MMSKY)”

User Manual

For

Establishments Registration



M.P. State Electronics Development Corporation Ltd.

A Government of MP Undertaking

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## 1. Documents required to fill up registration form

- GST Registration number
- EPF number of establishment (if employee strength is greater than 19 than it is mandatory)
- EPF number of contractors (if any)
- Aadhaar number of authorised person for e-sign of information filled.

## 2. Terms used in Registration Process

### [Instructions for terms/fields used in Registration Page](#) -

- 1. Name of the Authorized Person from the Establishment** - Person who is authorized by establishment on its behalf
- 2. Official Email ID of the Authorized Person** - Email id of authorized person, which will be used for all correspondence.
- 3. Mobile No. of the Authorized Person** - Used for all verification (e.g., OTP for registration/password reset request will be sent on it)
- 4. GSTIN of Establishment** - Goods and Service Tax Registration Number of establishment.
- 5. Legal Name** - A legal name is a name that is registered at the time of incorporation of a company or business. The legal name is generally the name of the company on the PAN.
- 6. Trade Name** - A Trade Name in GST is the name your business is normally called and the name which is used for advertising and marketing of your company. A trade name is known as a DBA (doing business as) name.
- 7. Name of the Establishment** - The chosen legal or trade name, establishment will be referred across the portal with this name.
- 8. Establishment Type** - Private Sector/Central Public Sector Undertaking

### [Profile Page](#) -

#### Basic Details Section

- 1. Business Activity Type** - Business activities refers to all those activities that are involved in producing goods or providing services.

- 2. Core Sector** –The core sector in which the establishment is primarily engaged/doing business.
- 3. Establish Official Email ID** –The email address of establishment on behalf of which the form is being filled.
- 4. EPF No. of Establishments** - The EPF no of the establishment for which registration is to be done.
- 5. Establishments Employee Strength** - Manpower strength associated with establishment As per EPFO
- 6. Contractor** - A person or firm through which manpower is provided to the main establishment.
- 7. EPF No. of Contractor** – The EPF No. used to fetch employee strength.
- 8. Employee Strength of Contractor** - Manpower strength associated as per EPFO
- 9. No. of Employee Engaged with Establishment** – The manpower engaged by contractors against the establishment. (E.g if contractor has 100 employees , out of which 10 are associated with this establishment , mention 10 in it)
- 10. Total Strength of Establishment** - Establishments Employee Strength from EPFO + No. of Employee Engaged with Establishment

### On Job Training Locations

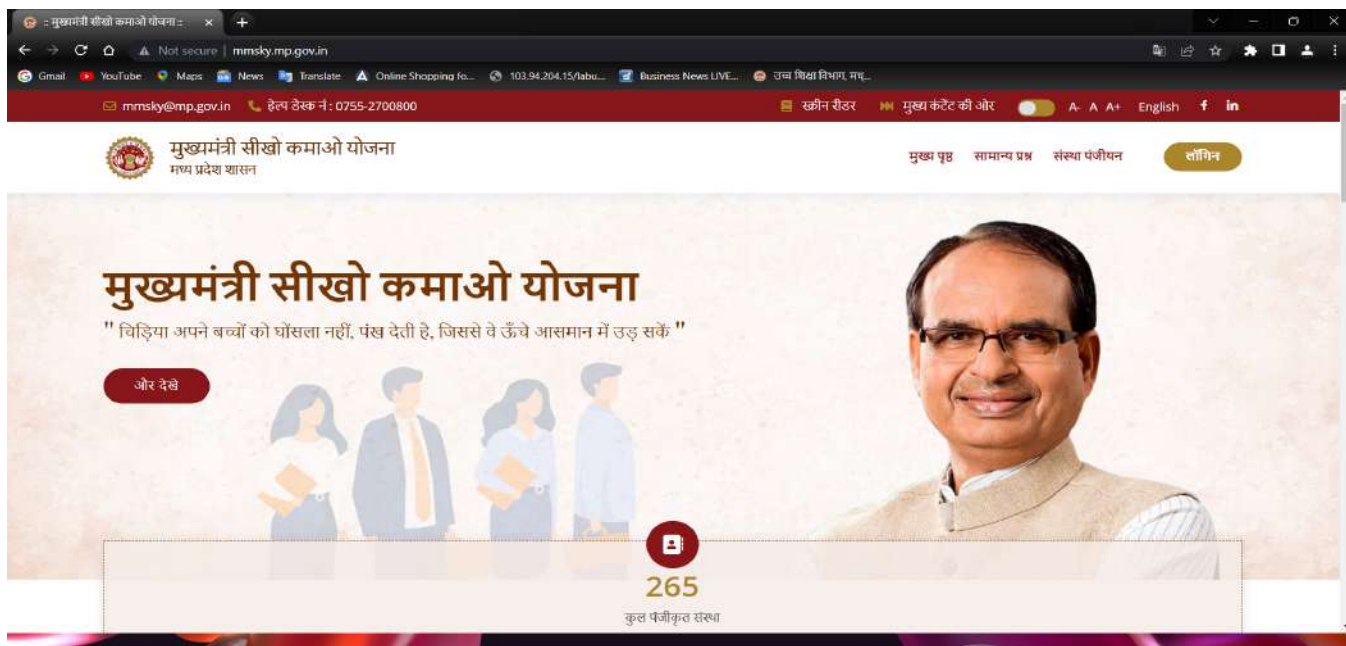
#### **Add Vacancy Section**

- i. **Sector** – Sector in which the vacancy is to be created.
- ii. **Course** – Course in which the vacancy is to be created.
- iii. **Vacancy Being Offered in Selected Course** - Total number of vacancies against selected sector and course.
- iv. **OJT Duration** -The duration of selected course for On job Training
- v. **You can add up to XX vacancy** - You can provides training only 15% of Total Employees Strength Including No. of Employees Engaged by Contractor  
E.g.  
Establishment Strength from EPF = 1000 and You have hired employee through contractor (No. of Employees Engaged by Contractor) = 200 than

your Total employee strength will be 1200 so you can provide training only 180 Candidates (15% of 1200) and you can add only 180 vacancy

### 3. Registration form filling

- Open the portal using URL [www.mmsky.mp.gov.in/](http://www.mmsky.mp.gov.in/) दिखाए गए URL से पोर्टल खोले



- Click on Establishment Registration/संस्था पंजीयन पर क्लिक करे



- You can also read the instructions by clicking on the link as shown in the screenshot / दिशानिर्देश पढने के लिए दिखाए गये लिंक पर क्लिक करे

**Establishment Registration**

[Instructions for terms/fields used in Registration Page](#)

Name of the Authorized Person from the Establishment \*

Mobile No. of the Authorized Person \*

[Send OTP](#)

**Instructions for terms/fields used in Registration Page**

1. Name of the Authorized Person from the Establishment - Person who is authorized by establishment on its behalf
2. Official Email ID of the Authorized Person - Email id of authorized person, which will be used for all correspondence.
3. Mobile No.of the Authorized Person - Used for all verification(e.g., OTP for registration / password reset request will be sent on it)
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7. Name of the Establishment - The chosen legal or trade name, establishment will be referred across the portal with this name.
8. Establishment Type - Private Sector/Central Public Sector Undertaking

[Ok](#)

- Now Enter Name of the Authorized Person from the Establishment/अधिकृत व्यक्ति का नाम दर्ज करे
- Enter Mobile No. of the Authorized Person , OTP will be shared on this mobile No./अधिकृत व्यक्ति का मोबाइल नं.दर्ज करे
- 
- Enter Mobile OTP to verify Mobile No./ दर्ज किये गये मोबाइल नं.को भेजे गये OTP से वेरीफाई करे
- After Mobile OTP verification, Enter your whatsapp no. or choose "Same as above mobile no. " and provide your consent to get notification on whatsapp no./मोबाइल ओटीपी सत्यापन के बाद, अपना व्हाट्सएप नंबर दर्ज करें या "उपरोक्त मोबाइल नंबर के समान" चुनें और व्हाट्सएप नंबर पर अधिसूचना प्राप्त करने के लिए अपनी सहमति प्रदान करें।
- Enter Official email id of the authorized person and verify email address by OTP/अधिकृत व्यक्ति का ईमेल दर्ज करे एवं OTP के माध्यम से ईमेल वेरीफाई करे



### Establishment Registration

[Instructions for terms/fields used in Registration Page](#)

Name of the Authorized Person from the Establishment \*

Amit Soni

Mobile No. of the Authorized Person \*

0078

Resend OTP

OTP has been sent to above mobile number, and it is valid for 10 minutes

45567

Verify



[Instructions for terms/fields used in Registration Page](#)

Name of the Authorized Person from the Establishment \*

Amit Soni

Mobile No. of the Authorized Person \*

0078

Mobile No. Successfully Verified

I hereby confirm to receive notification on my below whatsapp no.

Same as above mobile no.

Whatsapp Number \*

0078

Official Email ID of the Authorized Person \*

amitsoni72@gmail.com

Send OTP

OTP has been sent to your EmailId - amitsoni72@gmail.com, and it is valid for 10 minutes

55555

Verify



- Enter Designation of the authorized person/अधिकृत व्यक्ति का पदनाम दर्ज करे
- After that, Enter GSTIN of the Establishment/ संस्था का GSTIN दर्ज करे

mmsky@mp.gov.in    हेल्प रेस्क नं : 0755-2700800    खरीन रीउर    मुख्य कर्नेट की ओर

मुख्यमंत्री सीखो कमाओ योजना    मुख्य पृष्ठ    सामान्य प्रश्न    संस्था पंजीयन    लॉगिन

Email OTP verified successfully

Designation of the Authorized Person    Business Analyst

I confirm that I am the authorized person of the establishment for all the activity on MMSKY Portal

Enter GSTIN \*    23AADC ████████ZF

47dd9d097

Enter Captcha \*    47dd9d097

Get Details

Digital India    myGov    india.gov.in    MPonline Limited

- System will automatically fetch all the details of the Establishment from the GSTIN/सिस्टम स्वचालित रूप से जीएसटीआईएन से प्रतिष्ठान के सभी विवरण प्राप्त करेगा
- User need to enter city name (if system not fetched automatically)/उपयोगकर्ता को शहर का नाम दर्ज करने की आवश्यकता है (यदि सिस्टम स्वचालित रूप से शहर का नाम नहीं लाया है)
- System will display legal name and trade name (from GSTIN), User need to choose establishment name from the legal name or trade name using the radio button / सिस्टम कानूनी नाम और व्यापार नाम (जीएसटीआईएन से) प्रदर्शित करेगा, उपयोगकर्ता को रेडियो बटन का उपयोग करके कानूनी नाम या व्यापार नाम से प्रतिष्ठान नाम चुनने की आवश्यकता है





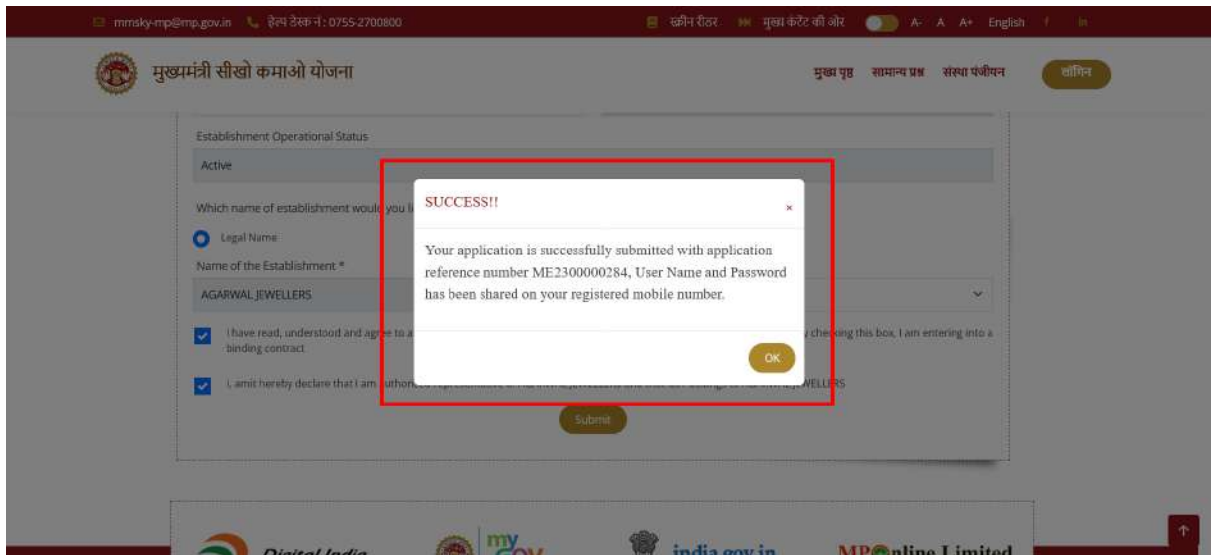
Establishment Legal Name TATA CONSULTANCY SERVICES LIMITED	Establishment Trade Name TATA CONSULTANCY SERVICES LIMITED
Constitution type of Establishment Public Limited Company	Address PLOT No 241/242,NIRMAL BUILDING,BARRISTER RAJANI PATEL MARG,NAF
State Maharashtra	District Mumbai
City (Editable) * Mumbai	Pin Code 400021
Establishment Operational Status Active	
Which name of establishment would you like to choose for this portal ? *	
<input type="radio"/> Legal Name <input type="radio"/> Trade Name	
Name of the Establishment *	Establishment Type *



State Madhya Pradesh	District Bhopal
City (Editable) * Bhopal	Pin Code 462016
Establishment Operational Status Active	
Which name of establishment would you like to choose for this portal ? *	
<input checked="" type="radio"/> Legal Name <input type="radio"/> Trade Name	
Name of the Establishment * AGARWAL	Establishment Type * Private
<input checked="" type="checkbox"/> I have read, understood and agree to abide by the "User Terms", "Privacy Policy" and "Disclaimer",and understand that by checking this box, I am entering into a binding contract	
<input checked="" type="checkbox"/> I, amit hereby declare that I am authorized representative of AGARWAL JEWELLERS and that GST belongs to AGARWAL JEWELLERS	
<input type="button" value="Submit"/>	

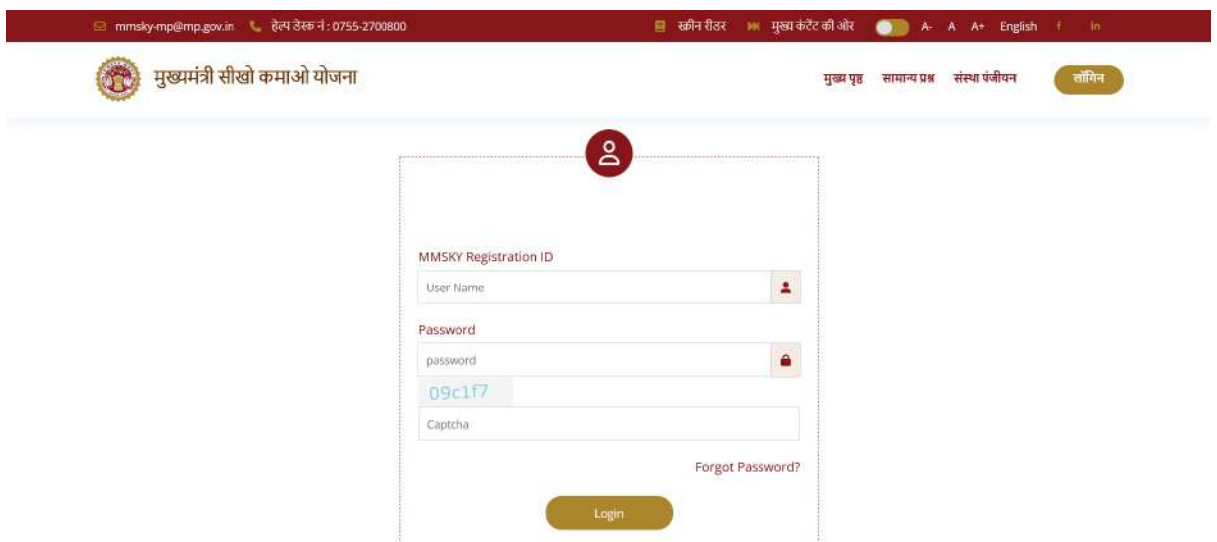


- Now choose your Establishment Type from dropdown (Private/CPSU)/अब ड्रॉपडाउन (निजी / सीपीएसयू) से अपना स्थापना प्रकार चुनें
- After Self Declaration user can submit the application/स्व-घोषणा के बाद उपयोगकर्ता आवेदन जमा कर सकता है
- After successful application submission, the user will get the reference number, also the user will get the username and password via SMS and Email./सफल आवेदन जमा करने के बाद, उपयोगकर्ता को reference number मिलेगा, साथ ही उपयोगकर्ता को एसएमएस और ईमेल के माध्यम से उपयोगकर्ता नाम और पासवर्ड मिलेगा।



#### 4. Login Process

- After clicking the “OK” button, the user will be redirected to the login page./"ओके" बटन पर क्लिक करने के बाद, उपयोगकर्ता को लॉगिन पृष्ठ पर रीडायरेक्ट किया जाएगा।



- Using the username and password user, can login into the system, and can manage establishment “Basic Details” and “On Job Training Locations”

/उपयोगकर्ता नाम और पासवर्ड उपयोगकर्ता का उपयोग करके, सिस्टम में लॉगिन कर सकते हैं, और स्थापना "मूल विवरण" और "नौकरी प्रशिक्षण स्थानों पर" का प्रबंधन कर सकते हैं

## 5. Profile Completion Process

- After login user need to fill establishment basic details (Business Activity Type/Core Sector/Establishment official mail id/ establishment phone no.(Landline or mobile))/लॉगिन के बाद उपयोगकर्ता को प्रतिष्ठान के बुनियादी विवरण भरने होंगे (व्यवसाय गतिविधि प्रकार / कोर सेक्टर / प्रतिष्ठान आधिकारिक मेल आईडी / प्रतिष्ठान फोन नंबर (लैंडलाइन या मोबाइल))

The screenshot shows the 'Establishment Profile' form in the MMSKY system. The form is divided into two tabs: 'Basic Information' and 'On Job Training Location Details'. The 'Basic Information' tab is active and contains the following fields:

- Business Activity Type \***: A dropdown menu with 'Manufacturing' selected.
- Core Sector \***: A dropdown menu with 'Automobile' selected.
- Establishment Official Email ID \***: A text input field containing '@gmail.com'.
- Establishment Phone No. \***: A text input field containing '0078'.
- Do you have EPF No. ?**: Radio buttons for 'Yes' and 'No', with 'No' selected.
- Employee Strength (As per EPFO) \***: A text input field containing '0'.

A 'Save & Next' button is located at the bottom left of the form area. The left sidebar shows 'Dashboard', 'Profile', and 'Download eSign' options. The top right corner says 'Welcome: ME231000008'.

- If establishments have EPF No., select yes and enter your establishments EPF No. system will automatically fetched Employee strength from EPF /यदि प्रतिष्ठानों के पास ईपीएफ नंबर है, तो हां का चयन करें और अपने प्रतिष्ठानों को दर्ज करें ईपीएफ नंबर सिस्टम स्वचालित रूप से ईपीएफ से कर्मचारी संख्या प्राप्त करेगा।
- If establishments don't have EPF NoPlease select "No" than system will allow establishment employee strength up to 19./यदि प्रतिष्ठानों के पास ईपीएफ नहीं है तो "नहीं" का चयन करें तो सिस्टम 19 तक प्रतिष्ठान कर्मचारियों की संख्या की अनुमति देगा।

- If the establishment is working with a contractor then you have to enter establishment EPF No. Also, system will fetch employee strength from EPF No./यदि प्रतिष्ठान एक ठेकेदार के साथ काम कर रहा है तो आपको प्रतिष्ठान ईपीएफ नंबर भी दर्ज करना होगा। सिस्टम ईपीएफ नंबर से कर्मचारी संख्या प्राप्त करेगा।
- User need to enter No. of employee engaged with establishment (means how many employee provide by contractor to your establishment)/उपयोगकर्ता को प्रतिष्ठान के साथ लगे कर्मचारी की संख्या दर्ज करने की आवश्यकता है (जिसका अर्थ है कि ठेकेदार द्वारा आपके प्रतिष्ठान को कितने कर्मचारी प्रदान किए जाते हैं)
- Your total employee strength will be calculated based on your establishment employee strength + no. of employees provided by contractor/आपकी कुल कर्मचारी संख्या की गणना आपके प्रतिष्ठान कर्मचारी की संख्या + ठेकेदार द्वारा प्रदान किए गए कर्मचारियों की संख्या के आधार पर की जाएगी
- You can provides training only 15% of Total Employees Strength Including No. of Employees Engaged by Contractor

E.g.

Establishment Strength from EPF = 1000 and You have hired employee through contractor (No. of Employees Engaged by Contractor) = 200 than your Total employee strength will be 1200 so you can provide training only 180 Candidates (15% of 1200) and you can add only 180 vacancy

Do you have EPF No. ?  
 Yes  No

EPF No. \*

Employee Strength (As per EPFO) \*

Sum of Employees engaged with establishment through contractor \*

Total Employee Strength

Please select the check box, if you have hired employees through contractor?

Enter EPF No. of Contractor \*

Contractor Name

Employee Strength of Contractor

No employees engaged with establishment through Contractor \*

**Add Contractor**

**Save & Next**

सुझाविते सुझाविते नीचे बचाने योग्य संविदाएं (2) MMSKY संविदाएं, सभी अधिकार सुरक्षित। All Rights Reserved

- After providing details save the basic details and move to next section i.e. OJT location information/विवरण प्रदान करने के बाद मूल विवरण सहेजें और अगले अनुभाग यानी ओजेटी स्थान की जानकारी पर जाएं

Profile

Download eSign

Basic Information | On Job Training Location Details

On Job Training Locations Terms used for filling 'On Job Training Location' details

State \*  
 -- Select State --

District \*  
 -- Select District --

City/Town \*

Address \*

**Information**

Basic Information has been added successfully. Please enter on job training location details to complete your profile.

**Ok**

It is hereby declared that MMSKY student trainees will not be concurrently benefited under National Apprenticeship Promotion Scheme/Board of Apprenticeship Training/National Apprenticeship Training Scheme.

**Back** **Submit**

- Establishment can enter multiple OJT Locations as shown in below screenshot/स्थापना कई ओजेटी स्थान दर्ज कर सकती है जैसा कि नीचे स्क्रीनशॉट में दिखाया गया है

- after saving OJT location establishment can enter vacancy details by clicking on "Add vacancy Button"/ ओजेटी स्थान को सहेजने के बाद प्रतिष्ठान "Vacancy जोड़े बटन" पर क्लिक करके Vacancyविवरण दर्ज कर सकते हैं।

On Job Training Locations

Terms used for filling 'On Job Training Location' details

State \*  
District \*  
City/Town \*  
City/Town  
Pin \*  
Enter Pin Code  
Address \*  
Add

#	State	District	Place	Pin_Code	Address	Action
1	CHHATTISGARH	BALOD	Balod	462023	vdxvg	Delete Add Vacancy View

It is hereby declared that MMSKY student trainees will not be concurrently benefited under National Apprenticeship Promotion Scheme/Board of Apprenticeship Training/National Apprenticeship Training Scheme.

Back Submit

- Select sector than select course
- Enter no. of vacancy available for selected course (establishment can enter these details or can be added later)/चयनित पाठ्यक्रम के लिए उपलब्ध रिक्ति की संख्या दर्ज करें (प्रतिष्ठान इन विवरणों को दर्ज कर सकते हैं या बाद में जोड़े जा सकते हैं)
- System will show your vacancy limit and how many vacancies you have added (if added) /सिस्टम आपकी रिक्ति सीमा दिखाएगा और आपने कितनी रिक्तियां जोड़ी हैं दिखायेगा (यदि जोड़ा गया है)

- Dashboard
- Profile
- Download eSign

### Establishment Profile

**Add Vacancy** ✕

You can add up to **3** vacancies (15% of Total Employees Strength ( **19** ) Including Contractor Employees)

Sector:  Course:  Duration of Selected Course:  Vacancy Being Offered in Selected Course:  Add

SNO	Sector	Course	Course Duration	Vacancy Being Offered in Selected Course	Action
1	Automobile	Mechanic (Dexting, Painting and Welding)	12 months	3	<span>Delete</span>

You have already added : **3** vacancy, remaining number of vacancy : **0** (These can be added anytime later)

OK

It is hereby declared that MMSKY student trainees will not be concurrently benefited under National Apprenticeship Promotion Scheme/Board of Apprenticeship Training/National Apprenticeship Training Scheme.

Back Submit

## 6. eSign Process

- After adding all details submit the details
- System will ask you for e-sign (for e-sign you need an authorized person /सिस्टम आपसे ई-साइन के लिए कहेगा (ई-साइन के लिए आपको एक अधिकृत व्यक्ति की आवश्यकता है)
- Aadhar card Number ,OTP will be shared on Aadhar registered mobile no.)/आधार कार्ड नंबर, ओटीपी आधार पंजीकृत मोबाइल नंबर पर साझा किया जाएगा।
- System will redirect to e-signing page/सिस्टम ई-साइनिंग पृष्ठ पर रीडायरेक्ट होगा
- Click on Checkbox
- Than enter authorized person Aadhar Number/ अधिकृत व्यक्ति आधार संख्या दर्ज करे
- You will get OTP on your Aadhar registered mobile number/आपको अपने आधार रजिस्टर्ड मोबाइल नंबर पर ओटीपी मिलेगा।





**Madhya Pradesh Agency For Promotion of Information Technology (MAP\_IT)**  
Department of Science & Technology, Government Of Madhya Pradesh



By clicking the checkbox, I hereby give my consent for using e-KYC services data from AADHAAR for the purpose of signing selected document and generating Digital signature.

©2023. Powered by CDAC version 2.0.0



You are currently using C-DAC eSign Service and have been redirected from



**CDAC's e-Sign Service**  
C-DAC's eSign Service

View Document Information

Aadhaar Number  Virtual ID  UID Token [Get Virtual ID](#)

Enter Your Aadhaar Number

Aadhaar TOTP  Aadhaar OTP [How to generate TOTP?](#)

Enter Your Aadhaar OTP

- After successful e-signing process, you can download ensign document as shown in the screen shot/सफल ई-साइनिंग प्रक्रिया के बाद, आप स्क्रीनशॉट में दिखाए गए अनुसार एनसाइन दस्तावेज़ डाउनलोड कर सकते हैं

The screenshot displays the 'Establishment Profile' form. The left sidebar contains navigation options: 'Dashboard', 'Profile', and 'Download eSign'. The main content area is titled 'Establishment Profile' and has two tabs: 'Basic Information' (active) and 'On Job Training Location Details'. A link for 'Terms used for Filling 'Basic Information' Section' is visible in the top right. The form fields are as follows:

Basic Information	
Business Activity Type *	Core Sector *
Manufacturing	Automobile
Establishment Official Email ID *	Establishment Phone No. *
sample@gmail.com	07552346666
Do you have EPF No. ?	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
Employee Strength *	
0	
<b>Save &amp; Next</b>	