

Registration

- For Registration, participant may access the following link: <https://dpedbt.gov.in/otns/> and click on **Participant->Registration** tab.
- For new user registration, the participant has to get themselves verified by submitting his/her details such as Gender, Date of Birth, Aadhaar number/Virtual ID as shown in **Fig.1** below. As per policy, the Aadhaar Number is not stored in the database in any form.
- On successful verification, a success message will be shown as in **Fig.2** otherwise failure message will be shown as in **Fig.3**.
- In case of success, click on **Proceed** button to proceed further.
- Participant may fill the basic details and submit the form as shown as in **Fig.4**
- It's a one-time activity.

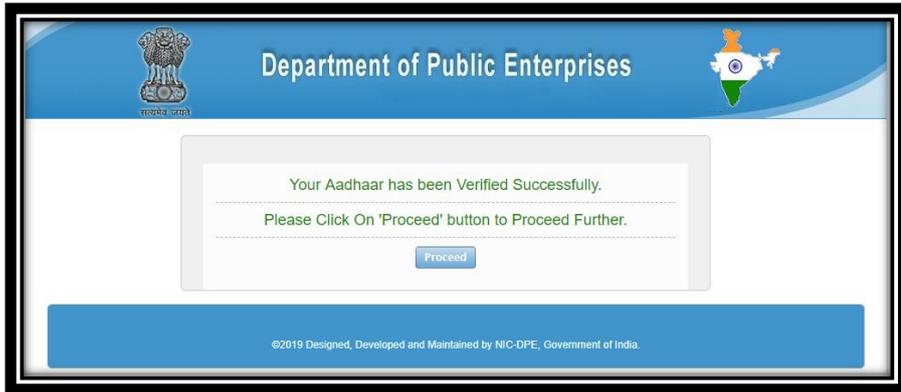


The screenshot displays the 'Aadhaar Verification' form on the Department of Public Enterprises website. The form is titled 'Aadhaar Verification' and includes the following fields and elements:

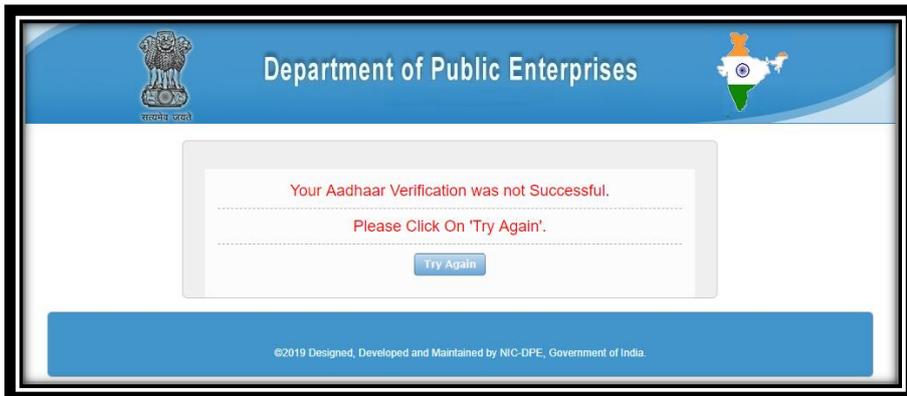
- Title:** A dropdown menu with '--Select--' as the current selection.
- Name of Participant:** A text input field.
- DoB:** A text input field with a placeholder 'dd mm yyyy'.
- Aadhaar Number / VID:** A text input field.
- Captcha:** A CAPTCHA image showing the text 'fthw6bg'.
- Enter Captcha:** A text input field for the user to enter the CAPTCHA text.
- Consent:** A checkbox with the text: 'I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and I consent to provide my Aadhaar number for authentication purposes through NIC Aadhaar Gateway service and consume it in OTNS (Online Training Nomination System) Application of Department of Public Enterprises.'
- Disclaimer:** A text block stating: 'I understand that Department of Public Enterprises shall ensure security and confidentiality of my personal identity data provided for the purpose of Aadhaar based authentication.'
- Submit Button:** A blue button labeled 'Click to Proceed'.

At the bottom of the page, there is a footer: '©2019 Designed, Developed by National Informatics Center and Maintained by Department of Public Enterprises, Government of India.'

(Fig.1)



(Fig.2)



(Fig.3)

The screenshot displays the Department of Public Enterprises website header with the Government of India emblem and the national flag. The main content area features a registration form titled "Trainee Registration Form for New User". Below the title is a red note: "(*) All fields are mandatory". The form contains the following fields:

Title* Mrs.	Name of Participant* Nivedita Das
Company Type* <input checked="" type="radio"/> CPSE <input type="radio"/> SLPE	
Designation*	E-Mail ID*
DoB* 1990-06-04	Mobile No*
State* --Select--	
City* --Select--	Pin Code*
Home Address*	

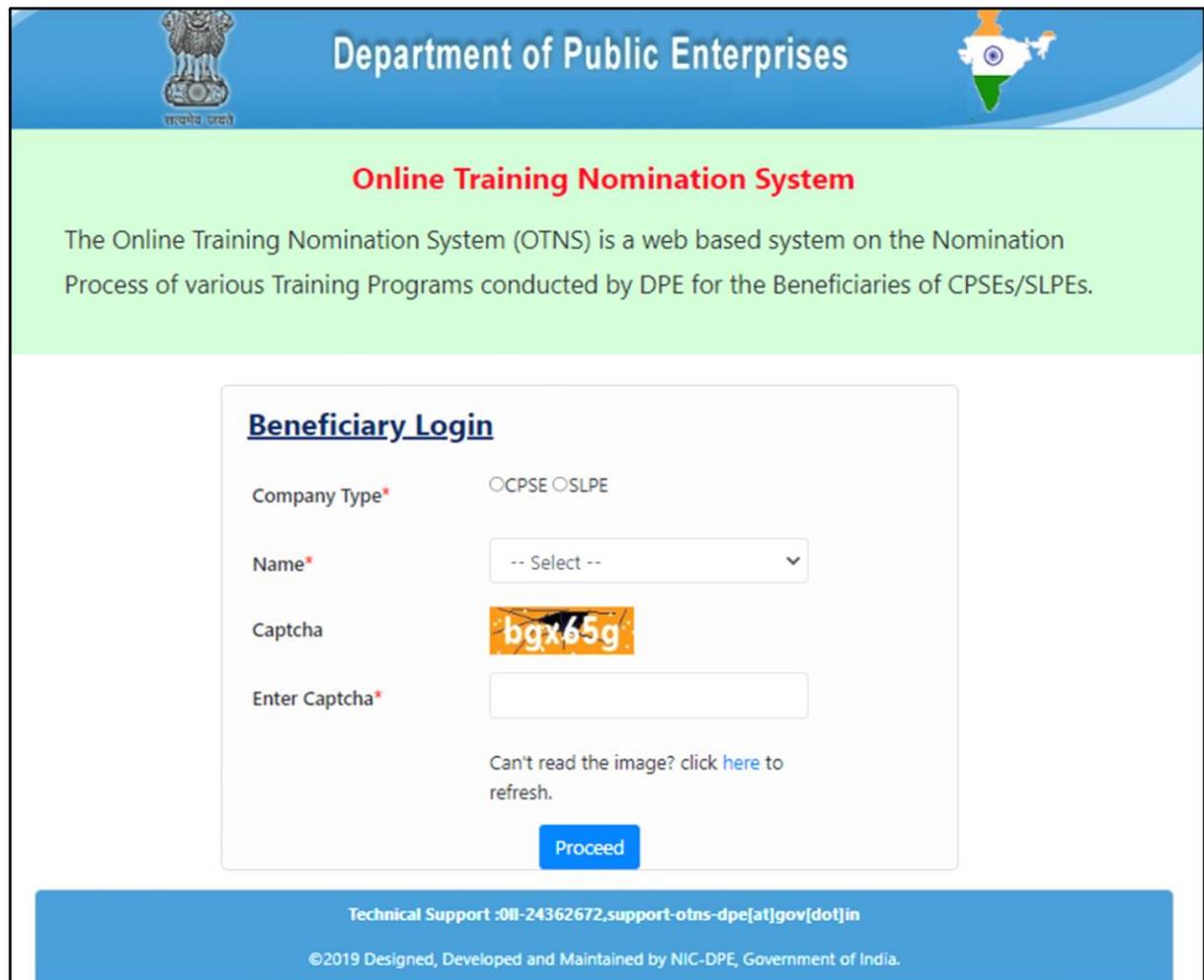
At the bottom of the form is a blue "Register" button. The footer contains the text: "©2019 Designed, Developed by National Informatics Centre and Maintained by Department of Public Enterprises, Government of India."

Registration Form for New User (Fig.4)

Login

After successful registration, participant has to login into the system

- For Login, participant may access the following link: <https://dpedbt.gov.in/otns/> click on **Participant->Login** tab. Following page will be shown as in **Fig.5**.



The screenshot shows the 'Beneficiary Login' page of the Department of Public Enterprises' Online Training Nomination System (OTNS). The page features a blue header with the department's logo and name, and a green banner with the system's title and description. The main content area contains a login form with the following fields: 'Company Type*' with radio buttons for 'CPSE' and 'SLPE'; 'Name*' with a dropdown menu showing '-- Select --'; 'Captcha' with an image of the text 'bgx65g'; and 'Enter Captcha*' with an input field. A 'Proceed' button is located below the form. At the bottom, there is a blue footer with technical support contact information and a copyright notice.

Fig.5

- Participant may select Company Type (CPSE/SLPE), select its name and click on **Proceed** button as shown as in **Fig.5**.
- An OTP will be sent to register mobile number, Participant has to enter the OTP to proceed further.
- On successful verification, it will be redirected to **Beneficiary Dashboard** Page as shown as in **Fig.6**.

T.No	Period	Name of Training Program	Training Institute	Vacant Seats	Closing Date	Venue	Status of Nomination	Withdraw	Documents
1	July 25-August 05,2022	Building Competencies for Personal Excellence of CPSEs executives	IMR Rohtak	99	28/07/2022	test	Withdraw Hold	Not Applicable	View
2	August 01-05,2022	All Raza Rizvi	NEW DELHI INSTITUTE OF MANAGEMENT	0	31/07/2022		Apply Here ↑	Not Applicable	View
3	August 01-05,2022	All Raza Rizvi	NEW DELHI INSTITUTE OF MANAGEMENT	0	30/07/2022		Apply Here	Not Applicable	View

Fig.6

Here the Participant can see 4 Tabs i.e. **Dashboard, Institute, Update Basic Details and Logout** in the left side panel.

Dashboard

Dashboard represents the default starting page of OTNS application. It primarily shows the details of scheduled training programs and workshops. It shows the **topic name, schedule date, institute name, vacant seats, venue, status of nomination, withdraw and documents uploaded related to that particular program** as shown in below **Fig.6**. Completed Programs are displayed in orange colour.

Status of Nomination – If the participant is not applied for the training program, he/she can be applied by clicking the link as shown in **Fig.6**. It will be redirect to a different page as shown in **Fig.7**.

Contract Management / Safeguards to be taken in tendering, procurement and contracting

Name: Nibedita Das

Company Name: AGRINNOVATE INDIA LIMITED

Approval Copy*
 No file chosen
(Only pdf files are allowed!!Plese do not put any special character like " in file name!!)

Nodal Officer's Name: NITESH KUMAR

Nodal Officer's Designation: Sr Programmer NIC

Fig.7

- Here Participant has to upload the approval copy in pdf format then click on **Apply** button.
- After Applying for the program, nomination status will be changed as **Applied**.
- Nomination Status will again change as **Nominated** after confirmation by nodal officer.
- If Participant wants to withdraw the nomination, then participant may use withdraw tab, where participant may give withdraw reason and apply for withdrawal as shown in **Fig.8**. Program Coordinator will approve the withdrawal request.

Building Competencies for Personal Excellence of CPSEs executives

Name: Nibedita Das

Company Name: AGRINNOVATE INDIA LIMITED

Withdraw Reason*

Fig.8

Institute

Institute menu contains the details of Institute Coordinator and Program Coordinator.

Update Basic Details

By using this menu, participant may update his/her basic details like designation, mobile number and email id etc.

Logout

By clicking this, Participant will be logged out from the OTNS application.