



Handbook

Online Training Nomination System Manual For Beneficiary/Executive/Participant

**DEPARTMENT OF PUBLIC ENTERPRISES
MINISTRY OF FINANCE
GOVERNMENT OF INDIA**

HELP MANUAL

For

Beneficiary / Executive / participant

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Abbreviation

- (1). CPSEs : Central Public Sector Enterprises
- (2). DPE : Department of Public Enterprises
- (3). IC : Institute Coordinator
- (4). OTNS : Online Training and Nomination System
- (5). PC : Program Coordinator
- (6). PIA : Program Implementation Agency
- (7). RDC : Research, Development and Consultancy
- (8). SLPEs : State Level Public Enterprises
- (9). SPOC : Singled Point of Contact

1. RDC Scheme

Under Research, Development and Consultancy (RDC), a central sector scheme, the training programmes, seminars and workshops on the generic issues concerning Central Public Sector Enterprises (CPSEs) /State Level Public Sector Enterprises (SLPEs) are conducted for capacity building and skill development.

2. About OTNS

Online Training and Nomination System (OTNS) is a web-based application to facilitate online registration and nomination of executives of CPSEs/SLPEs who shall avail various training programs conducted by the Department of Public Enterprises.

3. Rules for Participation

- 1) Two nominations per CPSE/SLPE is allowed in a Residential/Non-residential/Synchronous program/workshop.
- 2) An executive of CPSE/SLPE is allowed to participate in not more than two training activities i.e. including program and workshop during a training year.
- 3) If the confirmed participant does not turn up in the scheduled training, then he/she shall be banned by DPE from participation in the upcoming programs for next 12 months. Any repetition of such action shall be reviewed seriously by DPE.
- 4) The withdrawal of confirmed nomination is allowed before 7 days of commencement of the program/workshop promptly.
- 5) The request for withdrawal of confirmed nomination within 7 days before commencement of the program shall be accepted only if replacement is provided by CPSE/SLPE Nodal Officer.
- 6) Also, if the withdrawal of confirmed nomination happens after commencement of the program without replacement, then DPE may debar

CPSE/SLPE from sending nomination to the programs/workshops scheduled in the next 12 months.

3.1. Exceptions to Rules of Participation

- 1) There is no restriction on CPSE/SLPE to nominate in online training programs (asynchronous/hybrid mode). However, self-restrain may be exercised by CPSE/SLPE to optimally utilize this open provision to facilitate participation from maximum CPSEs/SLPEs
- 2) An executive is allowed to participate in more than two training activities subject to pressing need of CPSE/SLPE or availability of seats within last week before the commencement of the program. Such request shall be approved by Joint Director (Policy-II), DPE.

4. Program Implementation Agency

As per RDC Scheme, the common training programs shall be organized either in selected institutes or by them at selected places at the pan India level, against which States/UTs State Level Public Enterprises (SLPEs)/ Central Public Sector Enterprises (CPSEs)/Department of Public Enterprises (DPE) will be asked to nominate their officials to the training programs. These institutes may be known as Program Implementation Agency (PIA).

5. Nomination of the Participants

OTNS is a self-driven automated system that undertakes action/communication based on the triggers received from Participants, CPSE Nodal Officers, Program Coordinators, etc. as follows:

- 1) After registering at OTNS with Aadhaar-based credentials, the executive of CPSE/SLPE shall be able to apply for Training Program/ Workshop. Such requests for nomination shall remain on hold till approved by CPSE Nodal Officer and the applicant shall receive automated intimations by system generated email in their account.

- 2) After the approval by CPSE/SLPE Nodal Officer, the OTNS shall send an email confirming the nomination of the applicant/executive of the concerned CPSE/SLPE.
- 3) After the approval by CPSE/SLPE Nodal Officer, the nomination shall be put on the waiting list, if seats are not available. Meanwhile, if seats fall vacant after withdrawal due to any reason, the Program Coordinator may contact you to confirm your seat through OTNS.
- 4) Kindly note that 20% of the seats are reserved for women candidates to increase gender diversity, hence It may sometimes appear that despite some seats not occupied are still not available to applicants in male category. Such seats shall be filled from male candidates in the waiting list by the Program Coordinator after the close date, if seats remain unoccupied by women candidates.

6. CPSE Nodal Officer

Every CPSE/SLPE shall appoint a Nodal Officer as Singled Point of Contact (SPOC) for all training related matters of DPE. He shall be the approving authority for confirming the nomination of all participants/beneficiary to the training programs/workshops under RDC scheme, subject to availability of seats.

7. Beneficiary/Participant

Any executive of CPSE/SLPE is eligible to participate to Training Programs or Workshop being organized by DPE under RDC scheme. The cost of training including residential arrangements, as may be applicable shall be born by DPE except, travel arrangement of the participant. Thus, any executive who has obtained the benefit of training shall become beneficiary/participant.

7.1. Participant Registration

The following is the process for an executive of CPSE/SLPE to participant in the training program/workshop organized by DPE under RDC Scheme.

1. Visit OTNS website: <https://dpedbt.gov.in/otns/> and click 'Registration' tab under 'Participant' menu as shown in below figure:

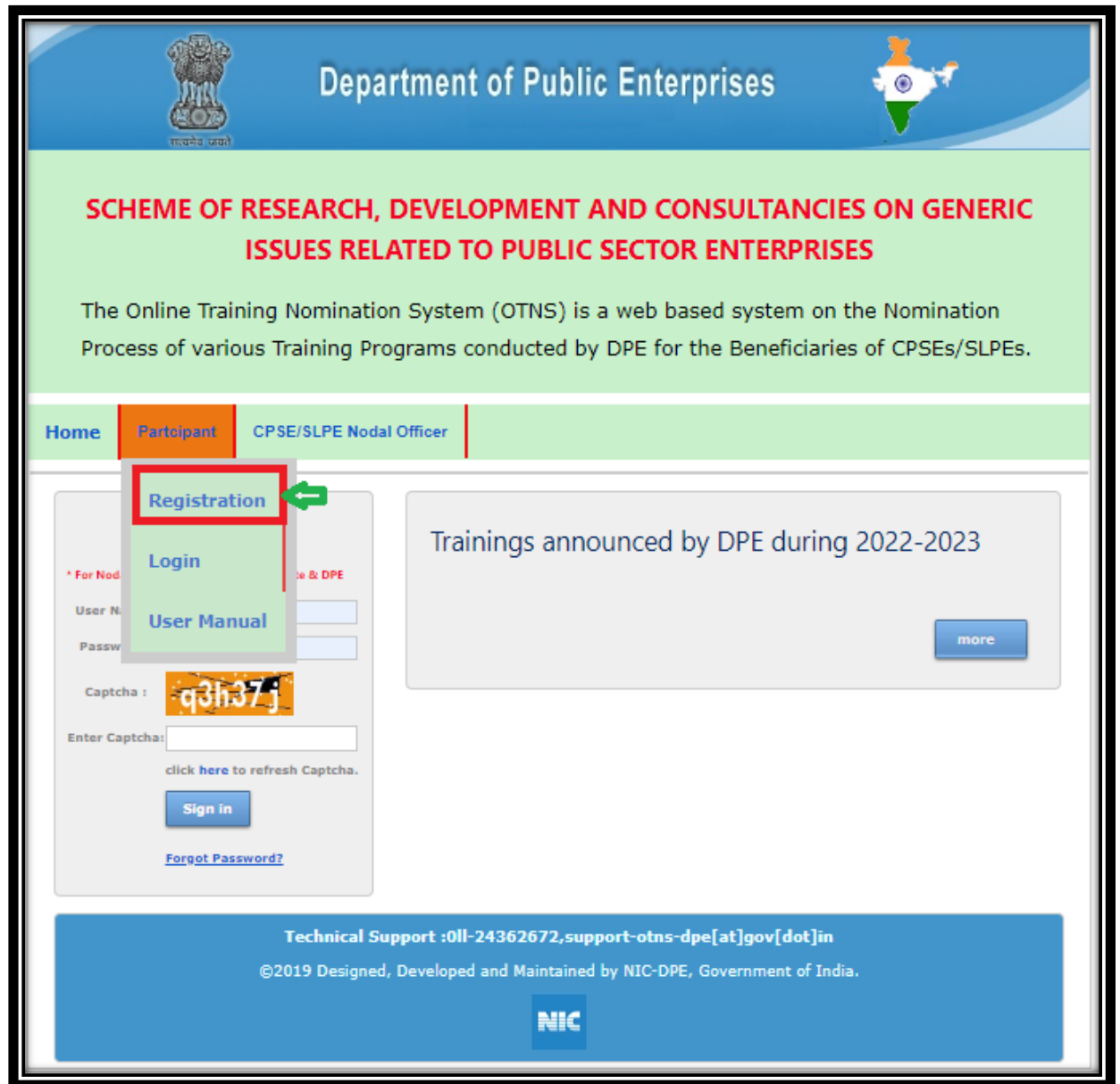


Figure-1: OTNS Home Page

2. Please enter your title, name, date of birth and Aadhaar Number to register on OTNS. Also note, as per UIDAI guidelines, the Aadhaar Number is not stored in the database or in any form.

New Beneficiary Registration

* Fill the details as mentioned in your Aadhaar Card.

Title *

Name of Participant *

DoB*

Aadhaar Number*

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.

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.

[Click to Proceed](#)

Figure-2: Aadhaar Authentication of Beneficiary

3. On successful verification, the following message shall be shown as per figure-3, otherwise failure message shall be shown as per Figure-4:



Figure-3: Aadhaar Authentication Success Page

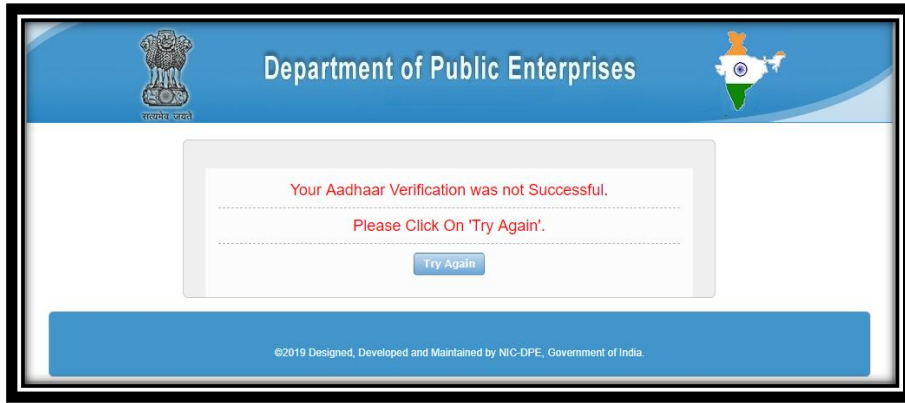


Figure-4: Aadhaar Authentication Failed Page

4. Also, on successful verification, the participant shall be directed to click on **Proceed** button and submit details like his company name, designation, contact details, address, etc. as displayed in figure-5 to complete the registration process.

Registration Form for New Beneficiary

(*)All fields are mandatory

Title*

Name of Participant*

Company Type* CPSE SLPE

Designation*

E-Mail ID*

DoB*

Mobile No*

State*

City*

PinCode*

Home Address*

Register

Figure-5: Registration Form

5. The success in registration shall be shown to the participant as per the following Figure-6:



Figure-6: Registration Success Page

6. After registration, the participant may login into OTNS system to apply for participation in training programs/ workshops.

7.2. Participant Login

The User/Participant may login into the system using following link https://dpedbt.gov.in/otns/beneficiary_login (Figure-7). The user shall be prompted to enter his registered mobile number and captcha to receive One Time Password (OTP) on the mobile number.



Fig.7: Beneficiary Login

After successful login to the OTNS, the participant shall reach its Dashboard as shown in Figure-8:

Note-20% of the program seats have been reserved for women candidates however it will be confirmed with male candidates only if no more women apply to the program before the close date.

TRAINING PROGRAMS WORKSHOPS

Completed Training Programs

Copy CSV Excel PDF Print

TNo	Period	Name of Training Program	Mode	Training Institute	Vacant Seats	Closing Date	Venue	Status of Nomination	Withdraw	Program Schedule	Documents
1	September 12-16, 2022	Implementation of International Financial Reporting Standards (IFRS) Ind-AS in CPSEs	Synchronous	ICMAI Management Accounting Research Foundation	82	09/09/2022	Click Here	Nomination Process Closed	Not Applicable	View	View
2	September 19-23, 2022	Outsourcing and Contract Management for Competitive Advantage	Residential	IIT Kharagpur	2	12/09/2022	Vinod Gupta School of Management- IIT Kharagpur campus- West Bengal - 721302	Nomination Process Closed	Not Applicable	View	View
3	September 19-23, 2022	Communication and Persuasion in the Digital Age	Residential	IIM Jammu	3	13/09/2022	Jammu	Nomination Process Closed	Not Applicable	View	View

Figure-8: Beneficiary Dashboard of OTNS

The participant may use the following menu for participating in the training program or workshop organized under RDC scheme of DPE:

7.2.1 Home

The dashboard shall display the details of training program and workshop being organized like, the name of the program, period, venue of training, mode of training, program schedule, etc. Also, participant may use the hyperlinks under “Status of Nomination” and “Withdraw” to undertake following actions:

- 1. Status of Nomination:** The participant may click hyperlink “Apply Here” under the said column to apply to the respective training program or workshop. Subsequently, the hyperlink shall change to “Applied” on receipt of nomination, then to “Confirmed” on approval by CPSE Nodal Officer whereas it may remain “Waiting”, in case the seat is unavailable despite approval from the Nodal Officer.
- 2. Withdraw:** The participant may click hyperlink “Apply Here” under the said column to apply to withdraw his nomination from the referred training program/workshop. On receipt of the request, the status may change to “Withdraw Pending” and subsequently on approval by Program Coordinator, it shall change to “Withdrawn”.

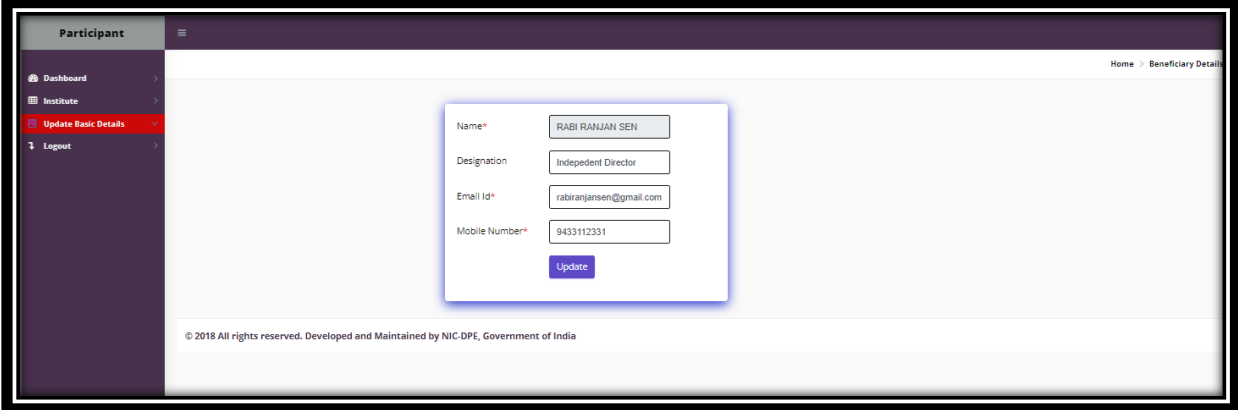
7.2.2 Institute

The participant may click the said menu “Institute” to get details of Implementing Agencies i.e., Name of All Institutes, contact details of all

Institute Coordinators and Program Coordinators for each training program and workshop.

7.2.3 Update Basic Details

The Participant may use the menu “Update Basic Details” to update your contact details like, designation, email ID and mobile number as shown in Figure-9:



The screenshot displays the 'Participant' interface of the OTNS application. On the left, a dark purple sidebar contains a menu with options: 'Dashboard', 'Institute', 'Update Basic Details' (highlighted in red), and 'Logout'. The main content area shows a form titled 'Beneficiary Details' with the following fields: 'Name*' (RABI RANJAN SEN), 'Designation' (Independent Director), 'Email Id*' (rabiranjansen@gmail.com), and 'Mobile Number*' (9433112331). A blue 'Update' button is located below the form. At the bottom of the page, a copyright notice reads: '© 2018 All rights reserved. Developed and Maintained by NIC-DPE, Government of India'.

Figure-9: Update Contact Details of Beneficiary

7.2.4. Logout

The participant may log out from the OTNS application by using the menu “Logout”.

8. Feedback Form

The Program Coordinator shall share the online feedback form (Figure-10) through an SMS on the registered mobile number of the participant on last day of the training program. It is mandatory for all participants to send us their feedback after completion of training program to get the digital certificate of completion of the program from OTNS. Please note, the link of Online Feedback form shall remain active for a day only.

TRAINING EVALUATION AND FEED BACK FORM

Note: We attach a great significance to your evaluation. This would help us to rigorously evaluate the course. Rest assured that your evaluation will be kept strictly confidential. You need not disclose your identity if you so wish although it may be more helpful if you do.

* Denotes Required Field

Training Name:

PERSONAL INFORMATION

Name of the Participant*	.. Select ..	Designation	<input type="text"/>		
		Management Hierarchy Level*	Senior Management	Middle Management	Junior Management
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Name of the Organization*	Other	Contact No. Te//Mobile	<input type="text"/>		

PROGRAM FEEDBACK

S. No.	Item	Rating please				
1	To what extent is this program useful to you in your job or personal growth?	Very useful	Quite useful	Of limited use	Not at all useful	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2	How was the quality and utility of course material and lecture notes circulated?	Excellent	Very good	Good	Fair	Poor
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	What was the level of learning outcome of this program	Create	Evaluate	Analyze	Understand	Remember
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Topics found most useful	By	Topics not found useful at all	By	Suggestion for new topics to be added	
<input type="button" value="Add New Row"/>	..Select..	..Select..	..Select..	..Select..	<input type="text"/>	

FACULTY FEEDBACK

5	Evaluate the Faculty's/speaker's performance (write and tick your evaluation)*					
	Faculty's Name	Excellent	Very Good	Good	Satisfactory	
	..Select..	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="button" value="Add New Row"/>	..Select..	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

ACCOMODATION FEEDBACK

6	To what extent are you satisfied, if applicable	Fully	To a large extent	To a limited extent	Not at all	Remarks if any
(i)	Accommodation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(ii)	Quality & Variety of Food	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(iii)	Staff Service & other facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(iv)	InstituteSupport/Administration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

CONFERENCE ARRANGEMENT FEEDBACK

7	Quality of Audio-Visual aids*	Excellent	Very good	Good	Adequate	Poor
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Conference/ Training Hall Arrangements*	Fully	To a large extent	To a limited extent	Not at all	Remarks if any
9	Quality & Variety of Food/Snacks*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	Staff Service & other facilities*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	Institute Support/Administration*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

OVERALL FEEDBACK

12	Your overall Impression of the Course*	Excellent	Very Good	Good	Fair	Poor
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	Please indicate the new learning and your take away from the program or any suggestion for improvement					
	<input style="width: 100%; height: 100%;" type="text"/>					

Figure-10: Feedback Form
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9. Technical Support

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