Online Training Nomination System (OTNS)

Url - https://dpedbt.gov.in/otns
(User Manual Version 1.0)

Department of Public Enterprises (DPE)

Developed by NIC
Table of Contents

Glossary.................................................................................................................................3
Objective.....................................................................................................................................4
Introduction................................................................................................................................5
Roles & Responsibilities .........................................................................................................6
OTNS Flow Diagram ..............................................................................................................7
Admin Menu..........................................................................................................................8
Nodal Officer Menu ...............................................................................................................9
Steps to access..........................................................................................................................10
Admin Login..........................................................................................................................10
Nodal Officer Login...............................................................................................................21
New User Registration.........................................................................................................24
Training Apply Procedure.................................................................................................29
Glossary

OTNS - Online Training Nomination System
CPSE - Central public sector enterprises
SLPE - State-Level Public Enterprise
Nodal Officer - To be nominated at each CPSE/SLPE
Beneficiary - Employee of CPSE/SLPE (Training Applicants)
RDC - Research and development consultancies on generic issues related to public sector enterprises

Aadhaar – Aadhaar is a 12-digit unique identity number that can be obtained by residents of India, based on their biometric and demographic data

VID - Virtual ID

Captcha - Completely Automated Public Turing test to tell Computers and Humans Apart

Dashboard - Dashboard is a user interface which organizes and presents information in a way that is easy to read
Online Training Nomination System (OTNS)

Objective

The Online Training Nomination System (OTNS) is a web based system on the Nomination Process of various Training Programs conducted by DPE for the Beneficiaries from CPSEs/SLPEs. The objective of this application is to facilitate the various stakeholders i.e. DBT Bharat Mission, DPE, CPSE/SLPE Nodal Officers and employees who are involved in the nomination process for availing various training programs conducted by DPE. The system is very user friendly and the nomination process has been made very convenient for the Nodal officers of CPSEs/SLPEs.
About OTNS

1. Each CPSE/SLPE has to nominate a **Nodal Officer** who will be responsible to accept/reject the nominations received from its employees for a particular training program.
2. Nomination process for various programs under RDC scheme is announced by DPE. DPE will publish the training programs at the beginning of the financial year.
3. Users can apply for the training programs, after completing the ‘**New User Registration Process**’. It may be noted that only registered users can apply for the training program through this application.
4. During user registration process, applicants need to fill up all the particulars mentioned in the New User Registration form. This is a onetime activity.
5. During New User Registration OR applying for a particular training program (if already a registered user), the system will authenticate the applicant through **AADHAAR based authentication** process. Therefore only those users who have a valid AADHAAR can apply for a said training program.
6. Beneficiaries can apply for maximum 2 training programs in a financial year.
7. Beneficiaries can’t apply for the same training program multiple times which he/she has already attended in that financial year.
8. Once applicants have submitted their nomination, it is the responsibility of the Nodal Officer of the respective CPSE/SLPE to approve the nomination.
9. It may be noted that the application permits **only 2 nominations** from a particular CPSE/SLPE for a given training program.
10. If more nominations are received from a particular CPSE, the Nodal Officer has the authority to keep them either in **waiting** or **reject**.
11. Nominations from applicants which are being forwarded by respective Nodal Officers will get a confirmation based upon the seat availability. Seats will be allotted only on a **first-cum-first served basis**. Therefore, applicants as well as Nodal Officers have to be very prompt in completing the nomination process, as soon as training programs are announced by DPE.
12. **Email based Alerts** will be generated by the online application and sent to the concerned persons.
13. Once an applicant’s nomination is confirmed (an email will be received by the application), the user will need to proceed to the training venue on the scheduled date.
# Online Training Nomination System (OTNS)

## Roles & Responsibility - OTNS

<table>
<thead>
<tr>
<th>Roles and Responsibility</th>
<th>DPE</th>
<th>CPSE / SLPE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADMIN</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Manages and maintains OTNS database.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Publishes and releases the Training Programs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Verifies CPSE/SLPE nominated Nodal Officer and approves the same.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nodal Officer</th>
<th>Nominates applicants for various training programs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Can withdraw an approved nomination on the request of the applicant.</td>
</tr>
</tbody>
</table>

| Beneficiaries of CPSEs/SLPEs | Applicants of CPSEs/SLPES interested in applying various training programs announced by DPE. |
OTNS APPLICATION FLOW DIAGRAM

Flow Diagram of Online Training Nomination System

- Add New Training (Add new training sessions)
- Schedule Training (Add training start date, close date etc)
- E-mail Training Circular (For communicating to CPSEs)

Administrator

- New Nodal Officer Verification
- Nodal Officer Verification by DPE Admin
- Email intimation to applicant regarding acceptance of nomination

Beneficiary

- Email intimation to Nodal Officer with Credentials
- New User Registration (Aadhaar based Authentication)
- Applying for Training Program
  1. Aadhaar based Authentication
  2. Selection of training session
- Email intimation to Applicant Confirming withdrawal of nomination

Employee Nomination (Accept/Hold)
Withdraw Nomination request
Withdraw Nomination by Nodal Officer

Nodal Officer

(Fig.1)
Admin Menu

Admin Menu is accessible by DPE Administrator only. The DPE Admin can publish and schedule the training programs. The DPE Admin can also verify and approve nodal officers of CPSE/SLPE by using this menu.

Admin Menu is as shown in Fig.2:
**Nodal Officer Menu**

These menus are accessible by CPSE/SLPE Nodal officer after logging into the system. The Nodal officer can approve/withdraw nominations for various training programs by using this menu.

Nodal Officer Menu is as shown in **Fig.3** below:

(Fig.3)
Steps To Access OTNS

i) In order to access the application, please type the URL of the application [https://dpedbt.gov.in/otns](https://dpedbt.gov.in/otns)

ii) The login window for OTNS appears as shown in below Fig.4:

iii) At the bottom of the login page, there are links of New User Registration, Applying for Training, User Manual.

(Fig.4)
iv) Type the Username in ‘User Name’ text box and enter the password in ‘Password’ text box. Then, enter the displayed Captcha in ‘Captcha’ box as shown in Fig.4.

v) Click the button as shown in Fig.4. On successful submission, user will get logged into the OTNS application and the OTNS Dashboard will be displayed, as shown in Fig.5.

DASHBOARD (Fig.5)
**Dashboard**

Dashboard represents the default starting page of OTNS application. It primarily shows the list of trainings announced, schedule of the trainings announced by DPE during a financial year, total number of users applied, total number of users nominated. The Dashboard also contains other details such as name of training, closing date of nomination, total seats available, seats vacant etc. for the trainings announced by DPE as shown in Fig.5.

**Add New Training**

This menu is used for adding new training sessions into the OTNS module by the DPE Administrator as shown in Fig.6.

![Add New Training](Fig.6)

**Schedule Training**

As shown in Fig.7, training is scheduled in this section. DPE Administrator needs to enter the complete details which are provided in this form.

* - indicates that the data entry for this field is mandatory.
Training Circular

This section is basically used for sending e-mails by DPE Administrator to Nodal officers and applicants of CPSEs/SLPEs.

Here, DPE Administrator can also download scheduled training details in .csv, .xls or .pdf format and send a consolidated mail to all CPSEs/SLPEs for the announcement of Training Programs.
Note:-

I. For sending an individual circular, Admin has to click on the **Send** button as shown in Fig.8 above. After that a new page as shown in Fig.9 will open up with an interface for drafting and sending an e-mail. A draft message will be displayed by default which can be edited as per requirements by the Administrator before sending the same to the desired person. By default, the Admin only needs to enter the e-mail ids of the targeted CPSE user and then has to click on the **Send** button for sending the mail.

II. For sending a consolidated e-mail to multiple users in a single shot, Admin has to click on the **Send Consolidated Mail To All** button as shown in Fig.8. After that a new page will be opened where Administrator needs to enter the complete details wherever required in the form shown in Fig.10.
Form for sending individual e-mail (Fig.9)

Form for sending consolidated e-mail (Fig.10)
**Verification of Nodal Officer**

Any time a new nodal officer is being nominated from a CPSE/SLPE, the DPE Administrator will complete the verification of the nomination using this section.

Admin needs to check the checked button under action tab as shown in **Fig.11** and click on **APPROVE** button for approval of Nodal Officer.

After verification, an e-mail will be sent to the concerned nodal officer with the login credentials.

(Fig.11)
Approved Nodal Officer

Here, **DPE Admin** can see the list of approved Nodal Officers of CPSEs/SLPEs verified by DPE Admin as shown in **Fig.12** below.

![Fig.12]

Report Section

In the ‘**Report Section**’, there are 2 tabs (**Total Employees Applied for Training** and **Employees Nominated for Training**).

1. **Total Employees Applied for Training** – In this section, DPE Admin can view list of **all employees who have applied** for various training programs along with their mobile number and email id as shown in **Fig.13**.
2. **Employee Nominated for Training** – In this section, DPE Admin can view list of **all employees nominated** for various training programs with their mobile number and email id as shown in Fig.14.
Update Password

By using this menu, DPE Admin can update the existing password as shown in Fig.15 below.

Administrator needs to enter the Old Password, New Password which are provided in this form and click on Submit button to update the existing password.
UPDATE PASSWORD (Fig.15)

Logout

By clicking this menu user will be logged out from the application.
Nodal Officer Login Menu

Similar process as detailed above for DPE Admin, the same process will be followed for Nodal officer login also.

On successful login, the OTNS Dashboard for Nodal officer will be displayed as shown in Fig.16 below -

![DASHBOARD for Nodal officer (Fig.16)](image)

Here, you can see 5 menus i.e. **Dashboard, Employee Nomination, Withdraw Nomination, Update Password, Logout**. The 3 menus i.e. Dashboard, Update Password, Logout are common as explained in case of DPE Admin.

The other 2 menus are explained as below:
Employee Nomination

This section facilitates the Nodal officer to ‘Approve / Hold’ the applicants nomination from his CPSE/SLPE for various training programs.

Nodal Officer first needs to select the training name, then check the checked button and finally click on button as shown in Fig.17 for employee nomination.

On every Approval, an e-mail will be sent to the concerned Applicant/Beneficiary about his/her approval status.
Withdraw Nomination

Nodal Officer can withdraw the approved nomination as per the applicant’s request for a particular training program by using this menu.

Nodal officer needs to check the button and click on button as shown in Fig.18 to withdraw nominations as per beneficiary’s request.

(Fig.18)
New User Registration

- For new user registration, the user has to get himself verified by submitting his/her, Gender, Date of Birth, Aadhaar number/Virtual ID as shown in Fig.19 below.
- On successful verification, a success message will be shown as in Fig.20 otherwise failure message will be shown as in Fig.21.
- In case of success, click on **Proceed** button to proceed further.
Online Training Nomination System (OTNS)

Version 1.0

(Fig. 20)

Your Aadhaar Has Been Verified Successfully.
Please Click On Below Link To Proceed Further.

(Fig. 21)

Your Aadhaar Verification Was Not Successful.
Please Click On Below Link To Try Again.
In case of SLPE applicants, if any SLPE name is not there in the drop-down list, then user can add the name of the SLPE by selecting ‘CLICK HERE’ option provided in the menu as shown in **Fig.23** below. It will open a new page, where a new SLPE name can be added to the OTNS database by filling up all the particulars requested in the form as shown in **Fig.24**.
Applicant needs to fill up the Nodal Officer’s details and also needs to upload the scan copy of the official circular confirming the appointment of Nodal officer on behalf of his/her CPSE/SLPE for OTNS application as shown in Fig.23. It’s a one-time activity.
ADD SLPE Form (Fig.24)

N.B.:-

1. **SLPE Attachment** – A scan copy of a document duly signed by the SLPE authorized officer, confirming the valid SLPE registration status has to be uploaded through this option for authentication purposes.

2. **Circular for Appointing Nodal Officer** – A scan copy of the official circular confirming the appointment of Nodal officer for OTNS has to be uploaded through this option for authentication purposes.
Successful Registration

On successful registration of an applicant from a SLPE, a page as shown in below Fig.25 will be shown to the applicant.

(Fig.25)

Once new user from an SLPE has completed his/her registration to OTNS successfully, he/she can proceed further for applying to a particular training session announced by DPE following the below process -

N.B.:-

1. The applicant needs to be registered in the portal for the submission of his/her nomination.
2. The registered user has to submit again his/her name & Aadhaar Number/VID for verification.
3. Only after successful Aadhaar based verification, the beneficiary can proceed further to ‘Applying for Training’ as shown in Fig.26 & Fig.27.
Applying For Training

![Aadhaar Verification Form](image)

(Fig.26)

After successful Aadhaar verification, ‘Applying for Training’ page will be shown. In that page all the field data are fetched from database except Training Name as shown in Fig.27.

Beneficiaries need to select the training program and click on **Apply** button to applying for training program.
Once an applicant has submitted his nomination successfully, it is the responsibility of the Nodal officer of the CPSE/SLPE to accept the candidate’s application.