



# Mukhya Mantri Seekho Kamao Yojna (MMSKY)

USER MANUAL FOR TPA



## Submitted By

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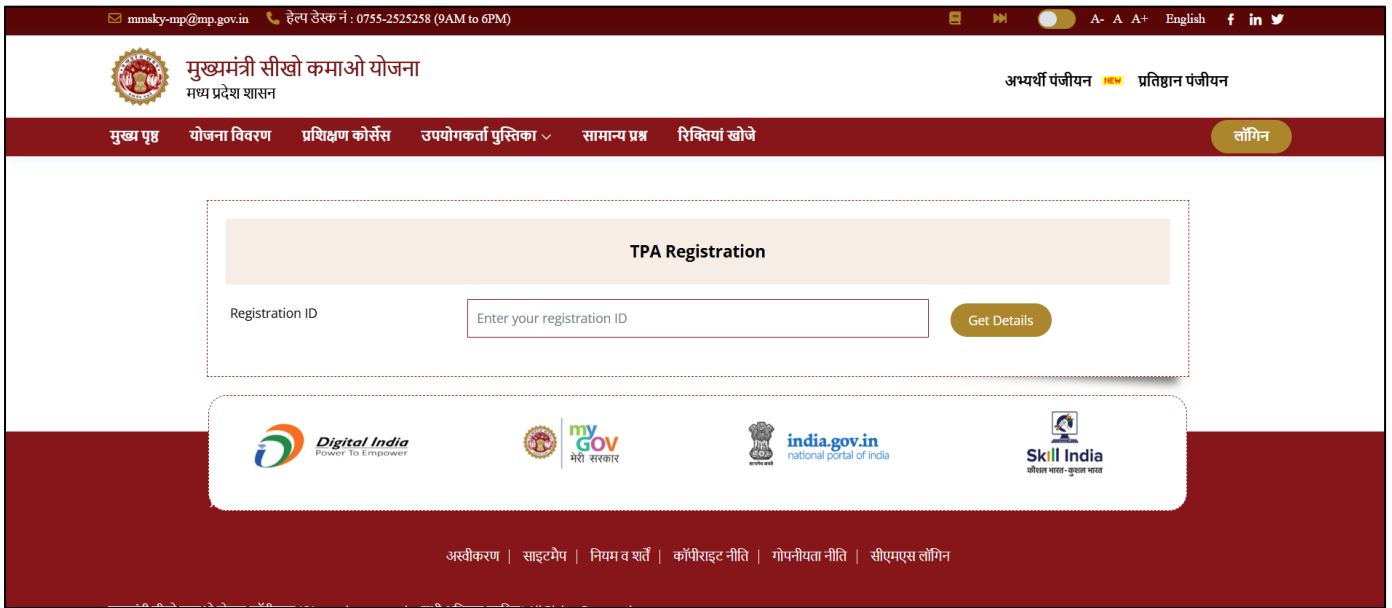
# 1. Introduction

The department has decided to introduce a Third-Party Aggregator (TPA) module within the existing system. It aims to streamline the activities on behalf of establishments such as registration, profiling, and candidate sourcing process through authorized third-party entities. The module enables TPAs to register, associate with establishments, manage recruitment workflows, and coordinate onboarding, Attendance and payroll generation for trainees.

## 2. TPA User Registration

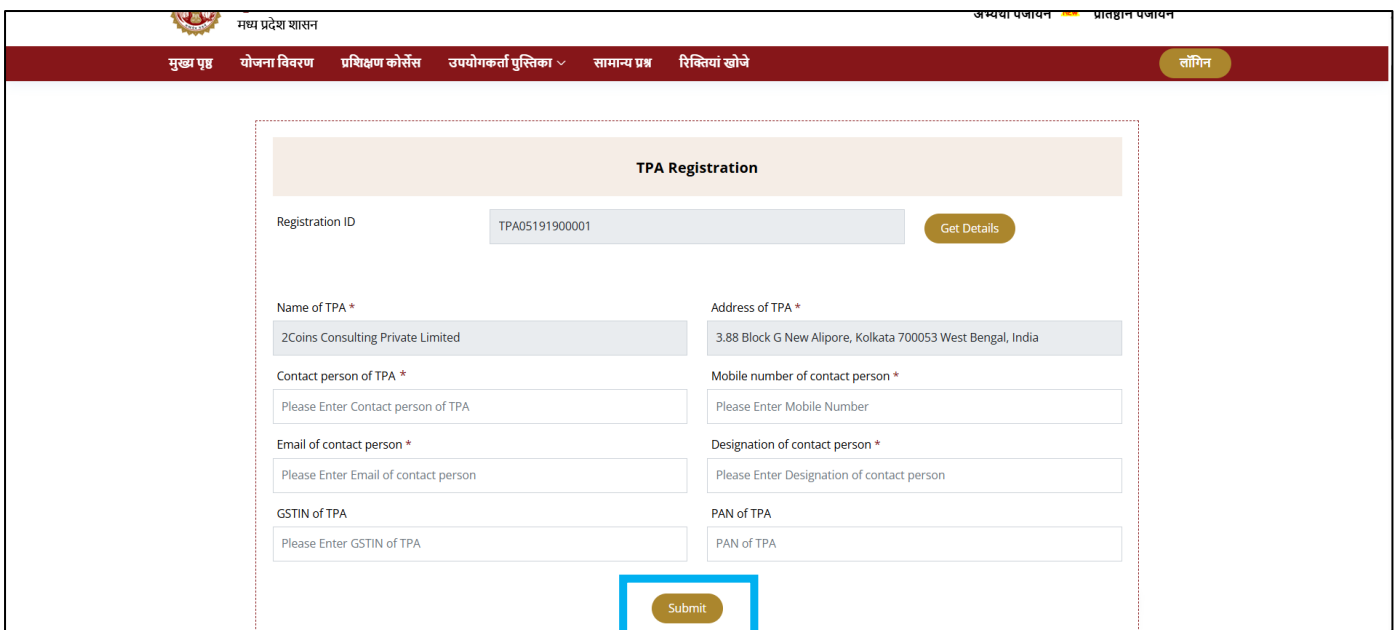
1.1. The User has to go to the website- [https://43.204.105.70/Web/Tpa\\_registration/Index](https://43.204.105.70/Web/Tpa_registration/Index)

The TPA registration page would appear.



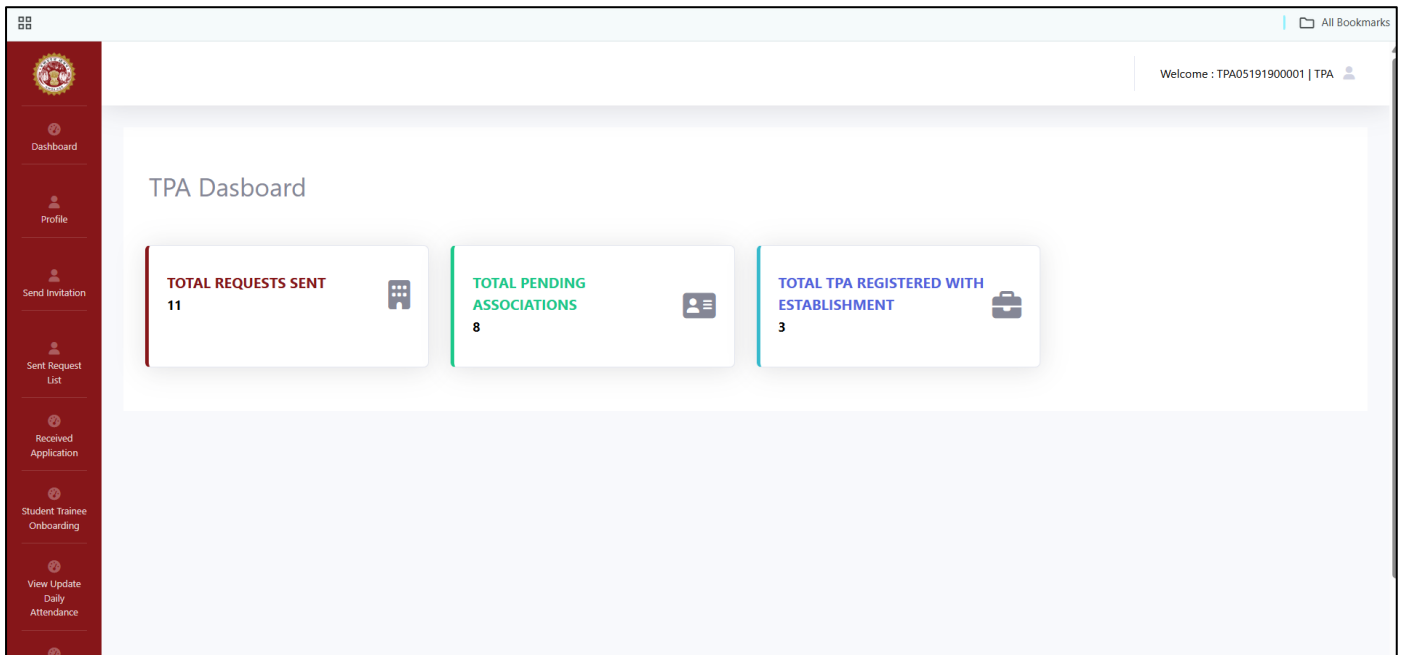
1.2. Enter the registration ID provided by the TPA in the “Registration ID” field and click on “Get Details”.

1.3. Enter the details for user registration and click on “Submit”.



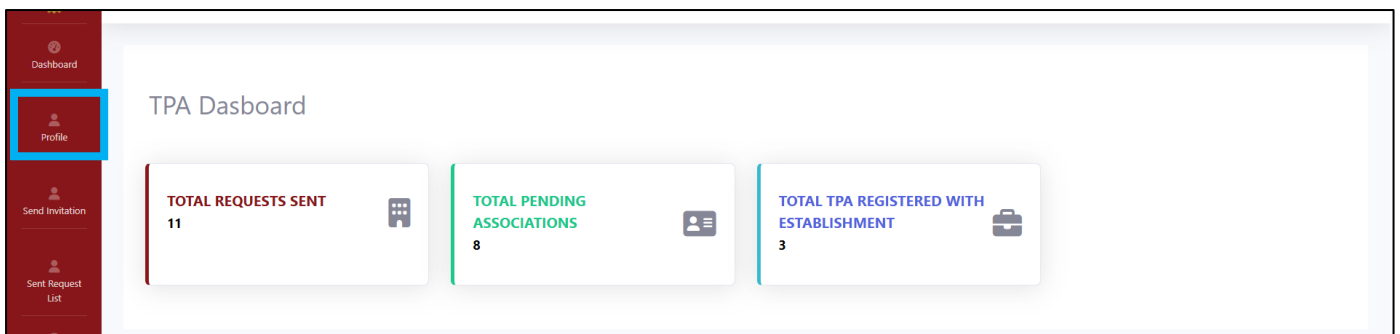
### 3. TPA Login

- 3.1. TPA user has to login on MMSKY portal using the credentials.
- 3.2. User will be directed to the TPA Dashboard page

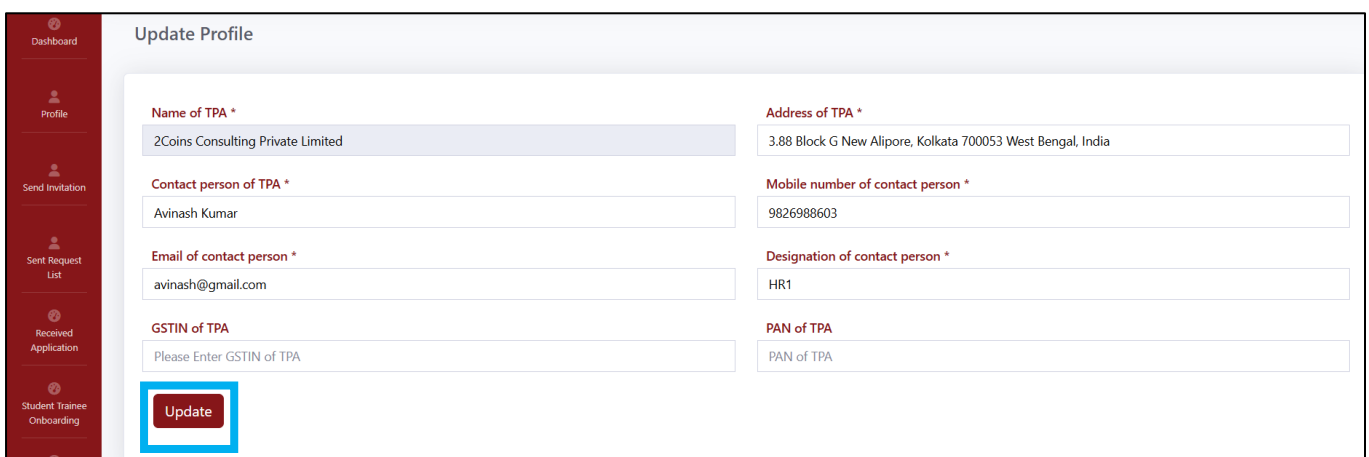


### 4. TPA Profile Updation

4.1 In order to update profile, from the left side TPA user has to click on the menu item "Profile".

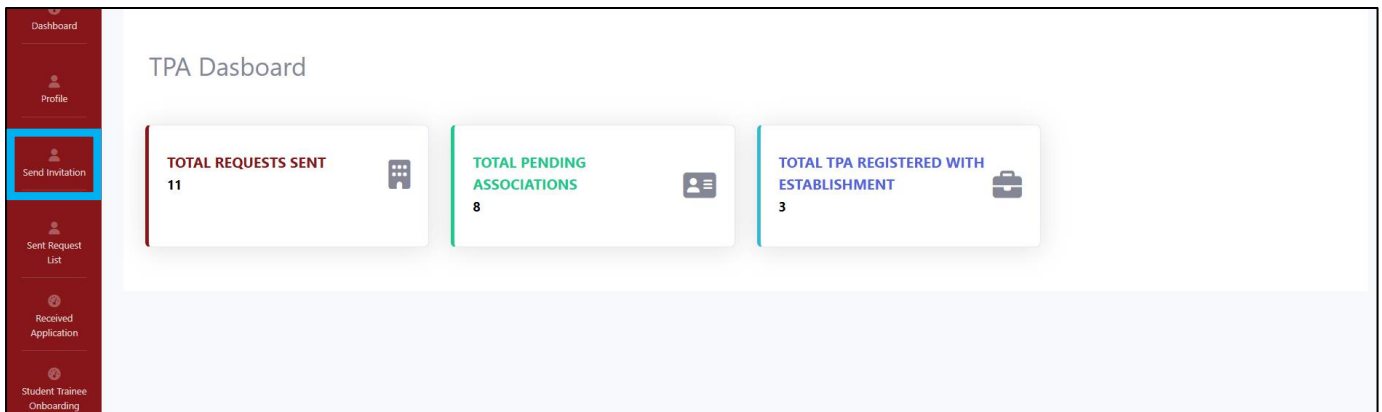


- 4.2 TPA user will be directed to the Update Profile page.
- 4.3 Enter the necessary updations and click on Update.

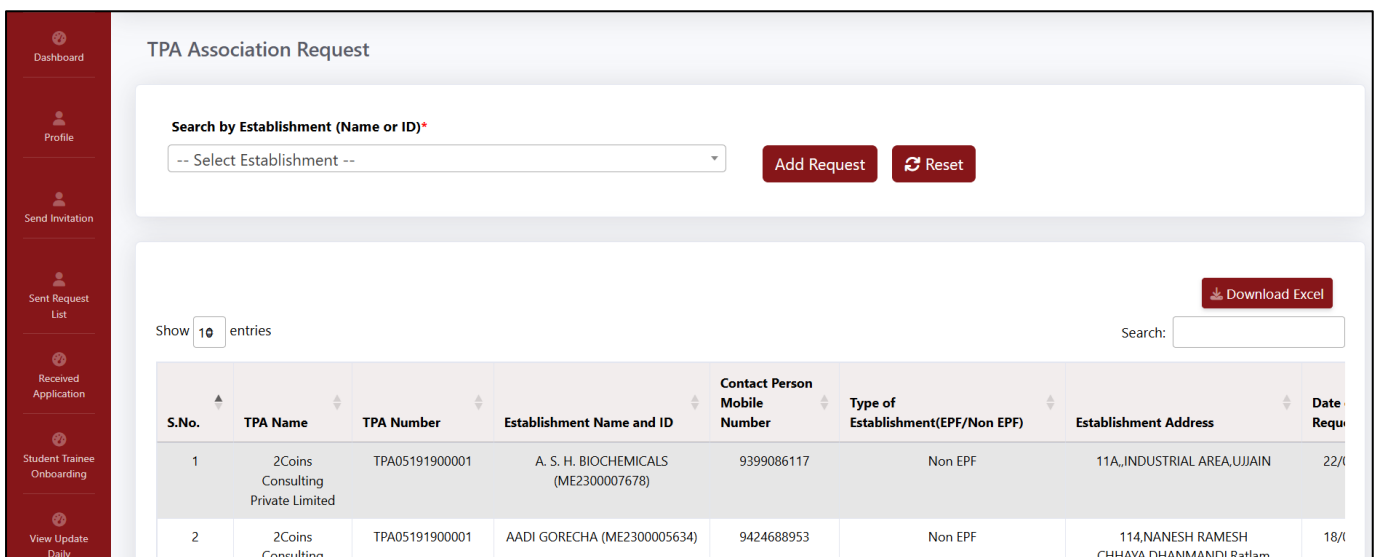


## 5. Establishment Association

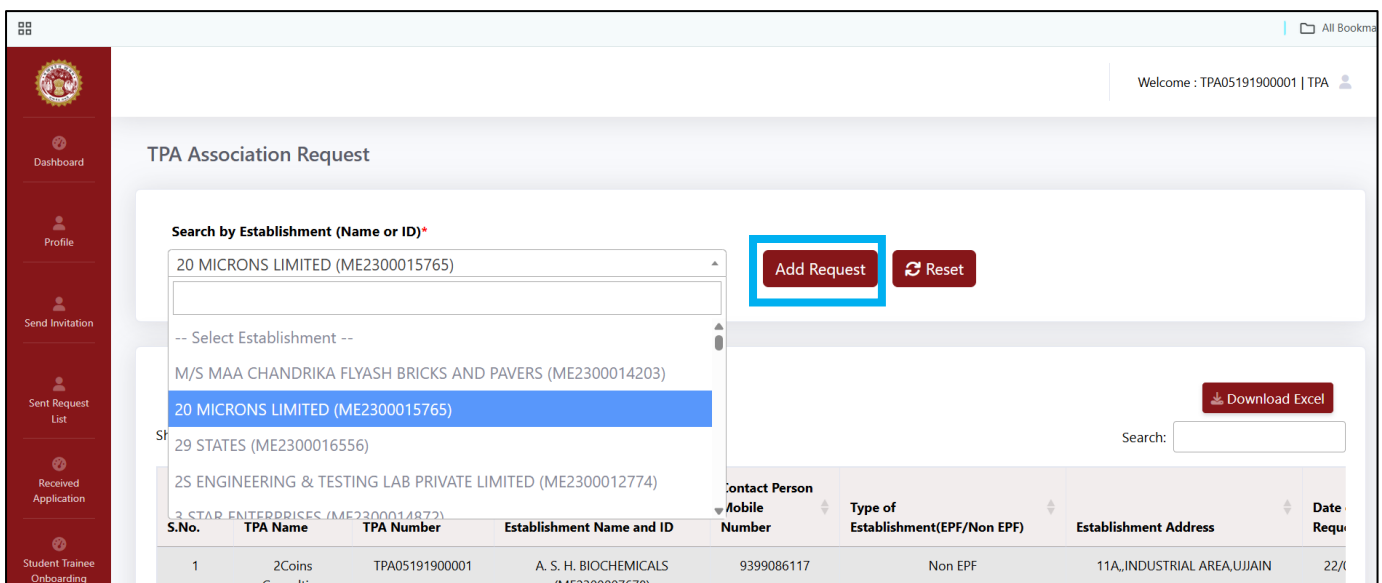
5.1 To send request to the collaboration request to Establishment click on the menu item “Send Invitation” from the left side menu.



5.2 TPA User will be directed to TPA Association request page. TPA User can search for an establishment or select from the drop-down menu provided. The already sent requests are available below the search, if any.



5.3 Select the Establishment and click on “Add Request”.



5.4 A confirmation page with Establishment details will appear. Click on “Send request to Association”.

Search by Establishment (Name or ID)\*  
20 MICRONS LIMITED (ME2300015765) Add Request Reset

### Establishment Details

Establishment Name	20 MICRONS LIMITED (ME2300015765)
Contact Person	Haritik
Contact Number	9343848993
Location	F 233-234,MEWAR INDUSTRIAL AREA,MADRI,UDAIPUR
No. of OJT	1
Strength	19
Vacancies	3

Send request to Association

Search by Establishment (Name or ID)\*  
20 MICRONS LIMITED (ME2300015765) Add Request Reset

### Establishment Details

**Information**

✓ Invitation sent successfully.

OK

Location	F 233-234,MEWAR INDUSTRIAL AREA,MADRI,UDAIPUR
No. of OJT	1

5.5 In order to view sent requests, click on “Sent Request List” from Dashboard.

TPA Dashboard

- TOTAL REQUESTS SENT: 11
- TOTAL PENDING ASSOCIATIONS: 8
- TOTAL TPA REGISTERED WITH ESTABLISHMENT: 3

Sent Request List

5.6 The sent request links for the Establishments with their respective Status will be shown.

TPA Sent to Establishment Details

Show 10 entries Download Excel

S.No.	TPA Name	TPA Number	Establishment Name and ID	Contact Person Mobile	Type of Establishment	Establishment Address	Date of Request	Status
1	2Coins Consulting Private Limited	TPA05191900001	20 MICRONS LIMITED (ME2300015765)	9343848993	Non EPF	F 233-234,MEWAR INDUSTRIAL AREA,MADRI,UDAIPUR	22/09/2025	Pending
2	2Coins Consulting Private Limited	TPA05191900001	A. S. H. BIOCHEMICALS (ME2300007678)	9399086117	Non EPF	11A,INDUSTRIAL AREA,UJAIN	22/09/2025	Pending
3	2Coins Consulting Private Limited	TPA05191900001	AADI GORECHA (ME2300005634)	9424688953	Non EPF	114,NANESH RAMESH CHHAYA,DHANMANDI,Ratlam	18/09/2025	Pending
4	2Coins Consulting Private Limited	TPA05191900001	ANUSANDHAN COMMOTRADE PRIVATE LIMITED (ME2300018282)	9753158401	Non EPF	11,CLIVE ROW,KOLKATA	22/09/2025	Pending
5	2Coins Consulting Private Limited	TPA05191900001	LION FABRICS PRIVATE LIMITED (ME2300000078)	9343649197	EPF (MPBPL1578132000)	43 SIGNATURE PARK,LION FABRICS PVT. LTD.,VILLAGE PIPALNER,GANDHI NAGAR	15/09/2025	Pending
6	2Coins Consulting Private Limited	TPA05191900001	MADHYA PRADESH MADHYA KSHETRA VIDUT VITARAN COMPANY	6232913196	EPF (MPBPL0018190000)	1,NISHTHA PARISAR,BULI NAGAR COLONY,GOVINDPURA	15/09/2025	Approved

## 6. Invitation requests and Application Workflow

**6.1** To view course wise List of Received Applications, TPA User has to click on “**Received Application**” from the left side menu on the Dashboard page.

TPA Dashboard

**TOTAL REQUESTS SENT**

11

**TOTAL PENDING ASSOCIATIONS**

8

**TOTAL TPA REGISTERED WITH ESTABLISHMENT**

3

**Received Application** (highlighted in the left sidebar)

**6.2** TPA User will be directed to Received Application page where you can search for application using the filters present- State, District, Sector and Course.

Received Applications - Course Wise

Welcome : TPA05191900001 | TPA

State: -- Select State --    District: -- Select District --    Sector: -- Select Sector --    Course: -- Select Course --

Search    Reset

Show 10 entries

S.No.	State	District	Establishment Name	Sector	Course	Location	No. of Vacancies	Application Received	Action
1	MADHYA PRADESH	BHOPAL	MADHYA PRADESH POWER TRANSMISSION COMPANY LIMITED (ME2300000088)	Electrical (Including New and Renewable Energy)	Electrician-ELEC0012	400 KV S/s Bhopal, Vill. Shukhisewaniya Distt. Bhopal	0	0	...
2	MADHYA PRADESH	BHOPAL	MADHYA PRADESH POWER TRANSMISSION COMPANY LIMITED	Electrical (Including New and Renewable	Electrician-ELEC0013	400 KV S/s Bhopal, Vill. Shukhisewaniya Distt. Bhopal	1	6	...

**6.3** To view application for a particular course of a particular establishment, click on the three dots in the “Action” field for that particular Establishment.

Received Applications - Course Wise

State: MADHYA PRADESH | District: BHOPAL | Sector: Electrical (Including New and Renewable Energy) | Course: Electrician

Search: [ ] [Search] [Reset]

Show 10 entries

S.No.	State	District	Establishment Name	Sector	Course	Location	No. of Vacancies	Application Received	Action
1	MADHYA PRADESH	BHOPAL	MADHYA PRADESH POWER TRANSMISSION COMPANY LIMITED (ME2300000088)	Electrical (Including New and Renewable Energy)	Electrician-ELEC0012	400 KV S/s Bhopal, Vill. Shukhisevaniya Distt. Bhopal	0	0	...
2	MADHYA PRADESH	BHOPAL	MADHYA PRADESH POWER TRANSMISSION COMPANY LIMITED (ME2300000088)	Electrical (Including New and Renewable Energy)	Electrician-ELEC0013	400 KV S/s Bhopal, Vill. Shukhisevaniya Distt. Bhopal	1	6	...
3	MADHYA PRADESH	BHOPAL	MADHYA PRADESH POWER TRANSMISSION COMPANY LIMITED (ME2300000088)	Electrical (Including New and Renewable Energy)	Electrician-ELEC0012	132 KV S/s Eintkhedi, Vill. Eintkhedi Distt. Bhopal	0	0	...
4	MADHYA PRADESH	BHOPAL	MADHYA PRADESH POWER TRANSMISSION COMPANY LIMITED (ME2300000088)	Electrical (Including New and Renewable Energy)	Electrician-ELEC0013	132 KV S/s Eintkhedi, Vill. Eintkhedi Distt. Bhopal	1		...
5	MADHYA PRADESH	BHOPAL	MADHYA PRADESH POWER TRANSMISSION COMPANY LIMITED (ME2300000088)	Electrical (Including New and Renewable Energy)	Electrician-ELEC0012	132 KV S/s Ayodhyanager, Ayodhyanager Bhopal, Distt. Bhopal	0		...

**6.4** TPA user will be directed to Received Applications page where a list of Applications for the course of Establishment is present. TPA user can filter and view these applications.

In order to view application of a particular candidate, User has to click on “Select Action” dropdown in the Action Field.

Received Application

State: MADHYA PRADESH | District: RAISEN | Sector: Electrical (Including New and Renewable Energy) | Course: Electrical Engineering

Qualification: -- Select Qualification -- | Status: -- Select Status -- | Search by Applicant Name: [ ]

Search: [ ] [Search] [Reset] [Back]

Show 10 entries

S.No.	Application ID	Applicant Name	Applied On	Status	Action
1	129545236113	Govardhan Lodhi	10/08/2023	Rejected By System	...
2	13800686303	Narayan Prasad Gupta	13/08/2023	Pending	...
3	155759859545	Kal Singh Bhabor	31/12/2024	Pending	...

**6.5** TPA user will be directed to Applicant Details Page. TPA user can view the marksheets and update status for that applicant.

Dashboard

Profile

Send Invitation

Sent Request List

Received Application

Student Trainee Onboarding

View Update Daily Attendance

Establishment Stipend

## Applicant Details

< Back

**Personal Details**

Applicant ID/Samagra ID :	138006886	Name :	Narayan Prasad Gupta
Date of Birth :	28-03-1994	Mobile No. :	9981611048
Email ID :	narayangupta2012@gmail.com	Category :	Male
Father's Name :	Ramesh Prasad Gupta	Mother's Name :	Vimala Gupta

**Address Details**

Address :	50, Jamua N.2 Majhauri ग्राम :जमुवा ग्राम पंचायत :जमुआ -२ जनपद पंचायत, मझौली जिला :सीधी	Pin Code :	486666
District :	SIDHI		

**Educational Qualification Details**

Show  entries

Search:

S.No.	Qualification	Course	Branch	Specialization	Board/University	Institute Name	Passing Year	Percentage	Marksheet
1	12th		PCM		Board of secondary education mp	Saraswati shishu vidya mandir H.S. School,Majhauri,Sidhi,mp	2012	58	<a href="#">Download</a>
2	Graduate(Engineering)	B.E. / B.Tech	Mechanical Engineering	MECHANICAL ENGINEERING	RGPV BHOPAL	LAKSHMI NARAIN COLLEGE OF TECHNOLOGY EXCELLENCE BHOPAL	2016	66.8	<a href="#">Download</a>

Showing 1 to 2 of 2 entries

Previous 1 Next

Select Status:

-- Select Status --

Showing 1 to 2 of 2 entries Previous 1 Next

Select Status:

-- Select Status --

- Select Status --
- Shortlist for Interview
- Rejected
- Shortlisted for Contract

## 7. Onboarded Trainees

**7.1** To view the details of the already Onboarded trainees, TPA user has to click on the menu item “**Student Trainee Onboarding**” from the left side menu on the dashboard page.

The dashboard features a left-hand navigation menu with the following items: Profile, Send Invitation, Sent Request List, Received Application, **Student Trainee Onboarding** (highlighted with a blue box), View Update Daily Attendance, and Establishment Suspend. The main content area is titled "TPA Dashboard" and contains three summary cards: "TOTAL REQUESTS SENT" with a value of 11, "TOTAL PENDING ASSOCIATIONS" with a value of 8, and "TOTAL TPA REGISTERED WITH ESTABLISHMENT" with a value of 3.

**7.2** TPA user will be directed to Student Trainee – Onboarding Details page. TPA user can search for the particular trainees using the filters – OJT State, OJT District and then click on “**Show**” to view the list of trainees with their status.

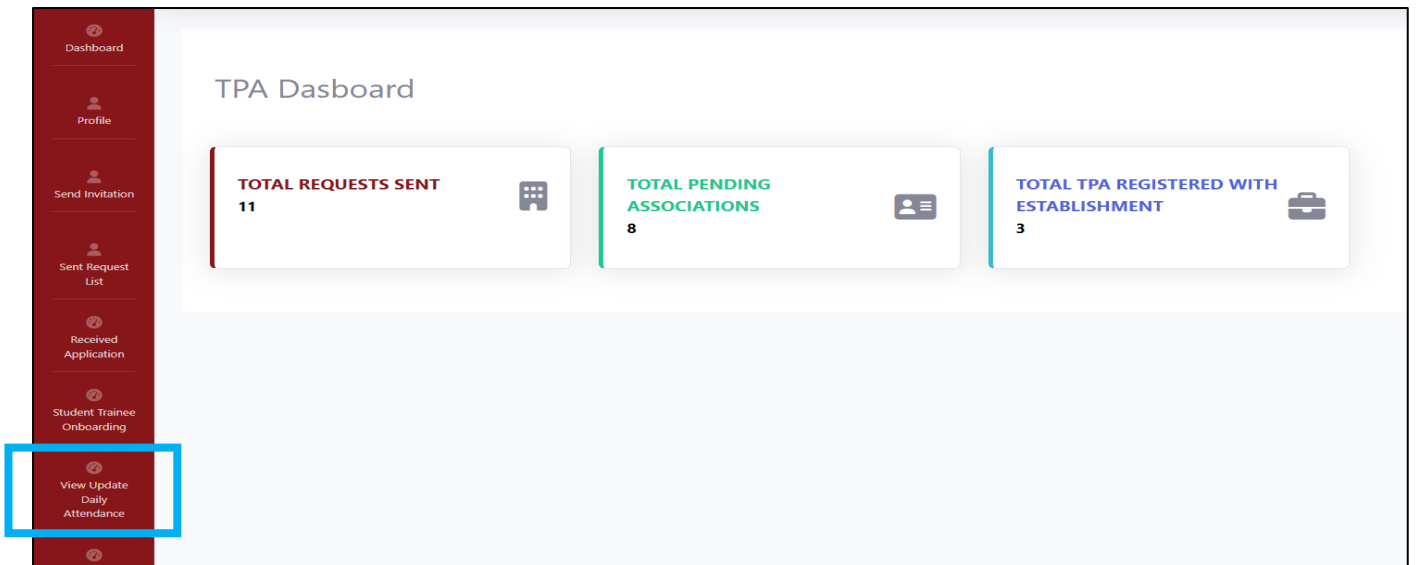
TPA user can also view the contract by clicking on the contract ID.

The "OJT Location Details" section includes dropdown menus for "OJT State" (MADHYA PRADESH) and "OJT District" (BHOPAL), with a "Show" button. The "Student Trainee Details" section features a "Select Candidate Status" dropdown (Pending For Joining) and a "Download Excel" link. A search bar is also present. Below is a table of trainee details:

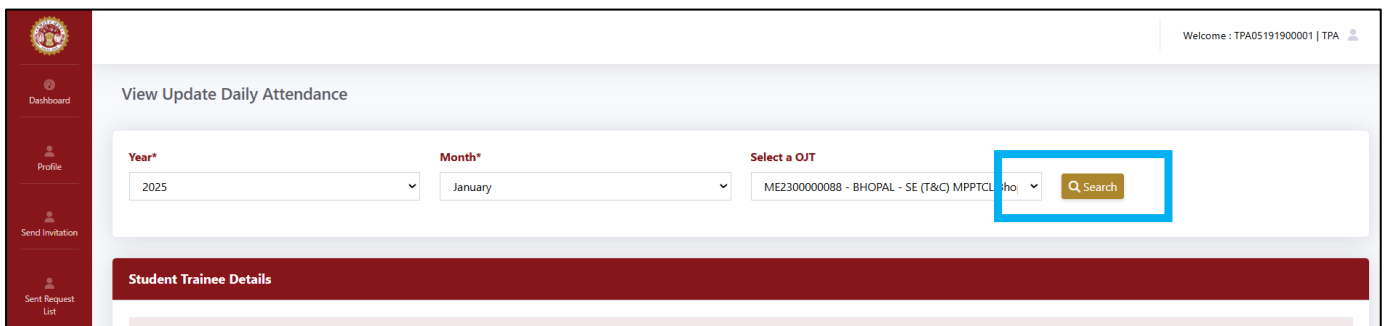
Select	S.No.	Establishment Name	OJT Address	Student Trainee Name	Student Trainee MMSKY ID	Contract ID	Sector	Course With Code	Date of Signature by Approving Authority	Remaining days left to give joining	Select Student Trainee Status	Actual Date of Joining
<input type="checkbox"/>	1	MADHYA PRADESH POWER TRANSMISSION COMPANY LIMITED (ME2300000088)	220 KV S/S Bhopal 220 KV S/S Govindpura, Raisen Road, Bhopal.	Nitin Billore	177466085	SKY1708946736	Electrical (Including New and Renewable Energy)	Electrician (ELEC0013)	05-09-2023		Joined	05-09-2023

## 8. Attendance Update

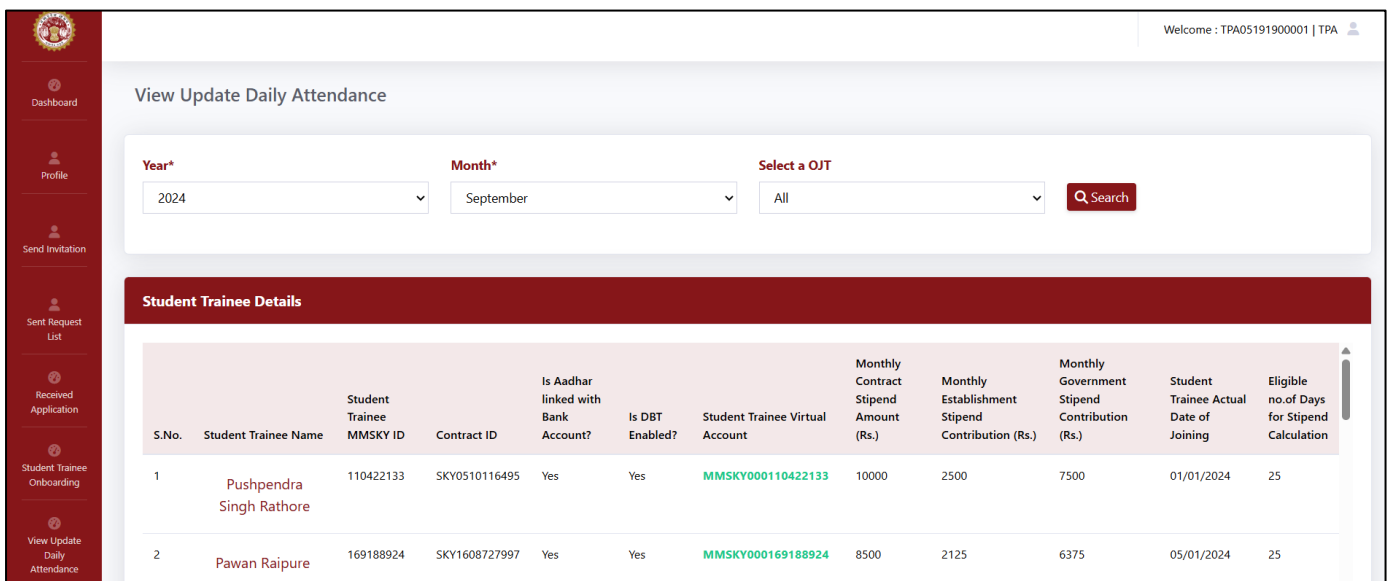
**8.1** To view and update the daily attendance of the student trainees, TPA user has to click on the menu item “**View Update Daily Attendance**” from the left side menu on the dashboard page.



8.2 TPA User can search for the trainees using the filters – Year, Month and OJT and click on “Search”.



8.3 List of trainees according to the search will appear. TPA User has to click on trainee name to view and update attendance of that trainee.



8.4 From the Attendance details of the trainee, TPA User can update the In-Time, Out-Time and status of the trainee and add remarks. Click on “Save”.

The screenshot shows the 'Update Student Trainee Attendance' page. At the top, it displays 'Welcome : TPA05191900001 | TPA'. The main content is divided into two sections: 'Student Trainee Details' and 'Update Attendance'.

**Student Trainee Details:**

Student Trainee Name :	Satyaprakash	Student Trainee MMSKY ID :	131782787	Student Trainee Contract ID :	SKY0603632266
Is Aadhar linked with Bank Account?	Yes	Is DBT Enabled?	Yes	Student Trainee Virtual Account :	MMSKY000131782787
Stipend (Rs) (as per contract) :	8500	Monthly Establishment Stipend Contribution (Rs.)	2125	Monthly Government Stipend Contribution (Rs.)	6375
Student Trainee Actual Date of Joining:	16/08/2025				

**Update Attendance:**

Year: 2025 | Month: September

S.No.	Date	In-Time	Out-Time	Status	Remarks
1	01/09/2025	...	...	-- Select --	
21	21/09/2025	...	...	-- Select --	
22	22/09/2025	...	...	-- Select --	
23	23/09/2025	...	...	-- Select --	

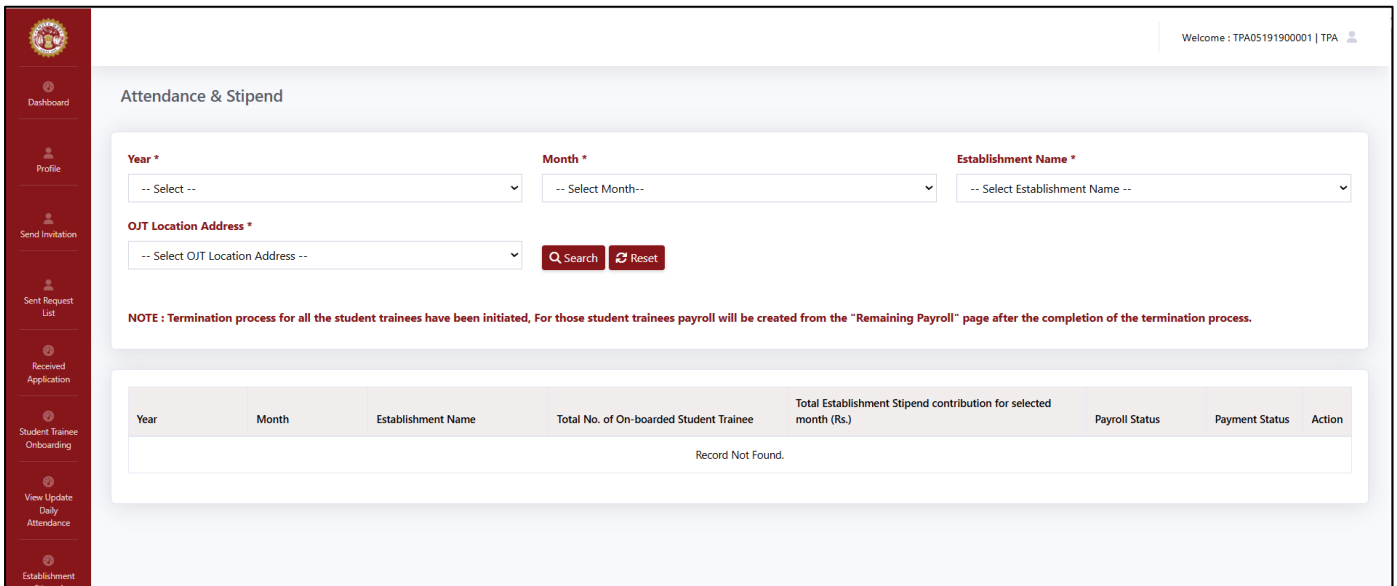
At the bottom right of the table, there are buttons for '< Back' and 'Save'. Below the table, there are instructions for users regarding check-in/out times, status options, and holiday/weekly off marking.

## 9. Establishment Stipend

9.1 To view the Establishment Stipend of the Student trainees, TPA user has to click on the menu item “Establishment stipend” from the left side menu on the dashboard page.

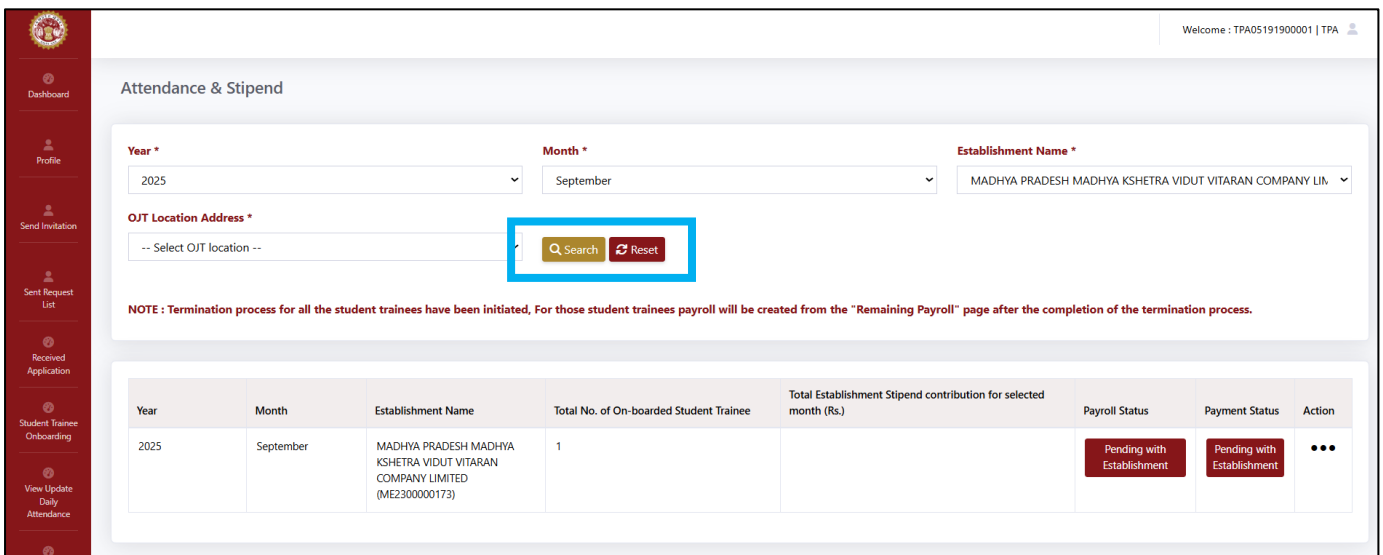
The screenshot shows the dashboard with three summary cards: 'TOTAL REQUESTS SENT' (12), 'TOTAL PENDING ASSOCIATIONS' (9), and 'TOTAL TPA REGISTERED WITH ESTABLISHMENT' (3). On the left side, there is a vertical menu with several items. The 'Establishment Stipend' item at the bottom is highlighted with a blue box.

## 9.2 TPA User will be directed to the “Attendance and Stipend” page.



The screenshot shows the 'Attendance & Stipend' page. At the top right, it says 'Welcome : TPA05191900001 | TPA'. The page has a sidebar with navigation options: Dashboard, Profile, Send Invitation, Sent Request List, Received Application, Student Trainee Onboarding, View Update Daily Attendance, and Establishment. The main content area has filters for Year (2025), Month (September), and Establishment Name (MADHYA PRADESH MADHYA KSHETRA VIDUT VITARAN COMPANY LIM). There is also a filter for OJT Location Address. Below the filters is a search bar with 'Search' and 'Reset' buttons. A note states: 'NOTE : Termination process for all the student trainees have been initiated, For those student trainees payroll will be created from the "Remaining Payroll" page after the completion of the termination process.' Below the note is a table with columns: Year, Month, Establishment Name, Total No. of On-boarded Student Trainee, Total Establishment Stipend contribution for selected month (Rs.), Payroll Status, Payment Status, and Action. The table is currently empty, showing 'Record Not Found.'

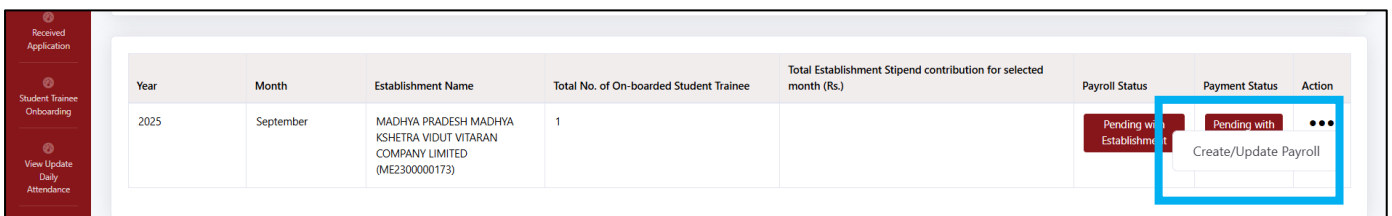
## 9.3 TPA user can search for the details of attendance and Stipend using filters – Year, Month, Establishment Name and OJT Location Address and click on “Search”. A list would appear with the payment and payroll status in response to the search.



The screenshot shows the 'Attendance & Stipend' page with search results. The filters are Year: 2025, Month: September, and Establishment Name: MADHYA PRADESH MADHYA KSHETRA VIDUT VITARAN COMPANY LIM. The OJT Location Address filter is still set to '-- Select OJT location --'. The search results table has one row:

Year	Month	Establishment Name	Total No. of On-boarded Student Trainee	Total Establishment Stipend contribution for selected month (Rs.)	Payroll Status	Payment Status	Action
2025	September	MADHYA PRADESH MADHYA KSHETRA VIDUT VITARAN COMPANY LIMITED (ME2300000173)	1		Pending with Establishment	Pending with Establishment	...

## 9.4 User can click on the three dots in the Action field to create/ update Payroll. Then click on “Create/ Update Payroll”.



The screenshot shows the 'Attendance & Stipend' page with search results. The filters are Year: 2025, Month: September, and Establishment Name: MADHYA PRADESH MADHYA KSHETRA VIDUT VITARAN COMPANY LIM. The OJT Location Address filter is still set to '-- Select OJT location --'. The search results table has one row:

Year	Month	Establishment Name	Total No. of On-boarded Student Trainee	Total Establishment Stipend contribution for selected month (Rs.)	Payroll Status	Payment Status	Action
2025	September	MADHYA PRADESH MADHYA KSHETRA VIDUT VITARAN COMPANY LIMITED (ME2300000173)	1		Pending with Establishment	Pending with Establishment	... Create/Update Payroll

9.5 A create/update payroll form would appear. Update or create the payroll and then click on "Save Payroll".

Create/Update Payroll
Download Payroll

**Establishment Name**

MADHYA PRADESH MADHYA KSHETRA VIDUT VITARAN COMPANY LIMITED (ME230000173) ▼

**Year**

2025 ▼

**Month**

August ▼

**Total Stipend Payable for This Month (Rs.) =** NaN

**Bank Name:** Canara bank      **IFSC Code:** CNRB0017723

● VAN Active  
 ● VAN Pending  
 ● VAN In-Active

**Student Trainee Details**

S.No.	Student Trainee Name	Student Trainee MMSKY ID	Contract ID	Is Aadhar linked with Bank Account?	Is DBT Enabled?	Student Trainee Virtual Account	Monthly Contract Stipend Amount (Rs.)	Monthly Establishment Stipend Contribution (Rs.)	Monthly Government Stipend Contribution (Rs.)	Student Trainee Actual Date of Joining	Maximum Payable Days in Selected Month	Absent/ Leave Without Pay (LWP) (No. of Days) *	Eligible no. of Days for Stipend Calculation	Establishment Stipend Payable for selected month (Rs.)	Government Stipend Payable for selected month (Rs.)	Total Stipend Payable for selected month (Rs.)
1	Satyaprakash	131782787	SKY0603632266	Yes	Yes	MMSKY000131782787	8500	2125	6375	16/08/2025	16	2	14	1190	3570	4760

Save Payroll
Back