

# RAJASTHAN SKILL AND LIVELIHOODS DEVELOPMENT CORPORATION



User Manual

Process flow for Submission  
of EOI Response

Read SKILLREPORTER for REP Tenders EOI Jobs Events News

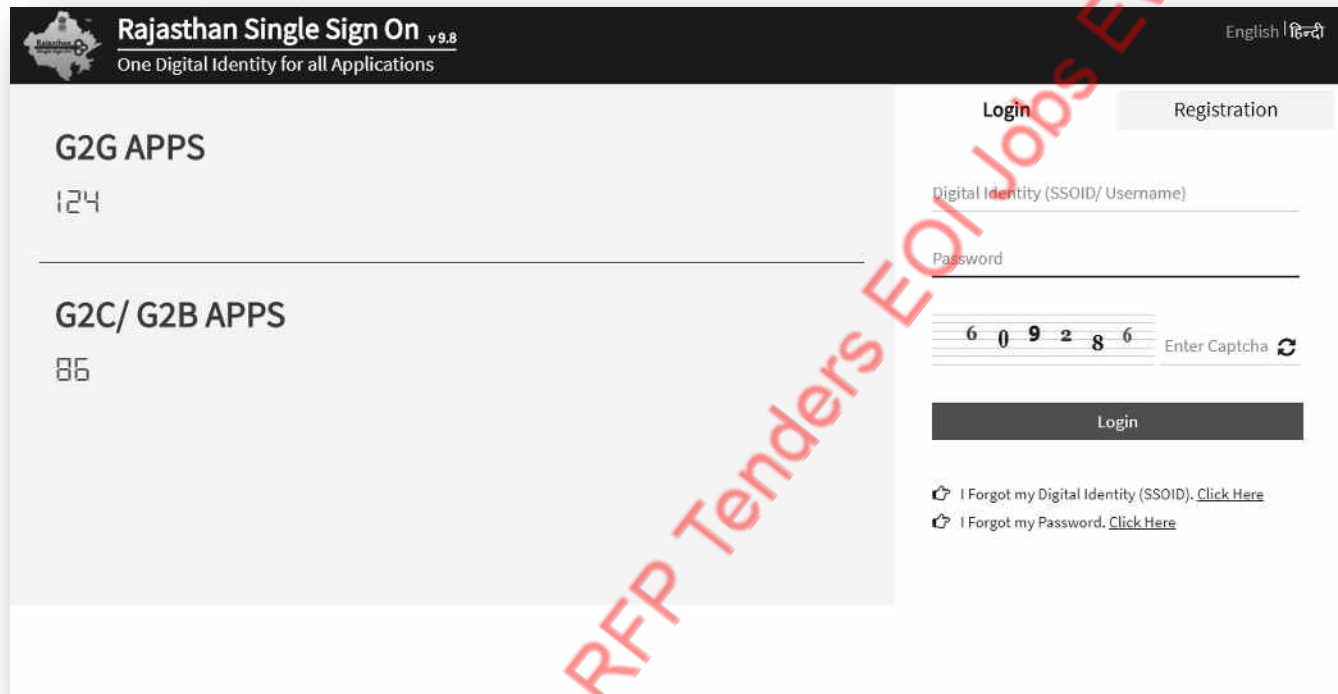
## **Section: 01- User ID Creation**

Read SKILLREPORTER for RFP Tenders EOI Jobs Events News

To apply for EoI, the prospective TP/PIA (user) needs to create a Single sign On (SSO) ID using the Rajasthan SSO Portal. The URL of the portal is: [www.sso.rajasthan.gov.in](http://www.sso.rajasthan.gov.in)

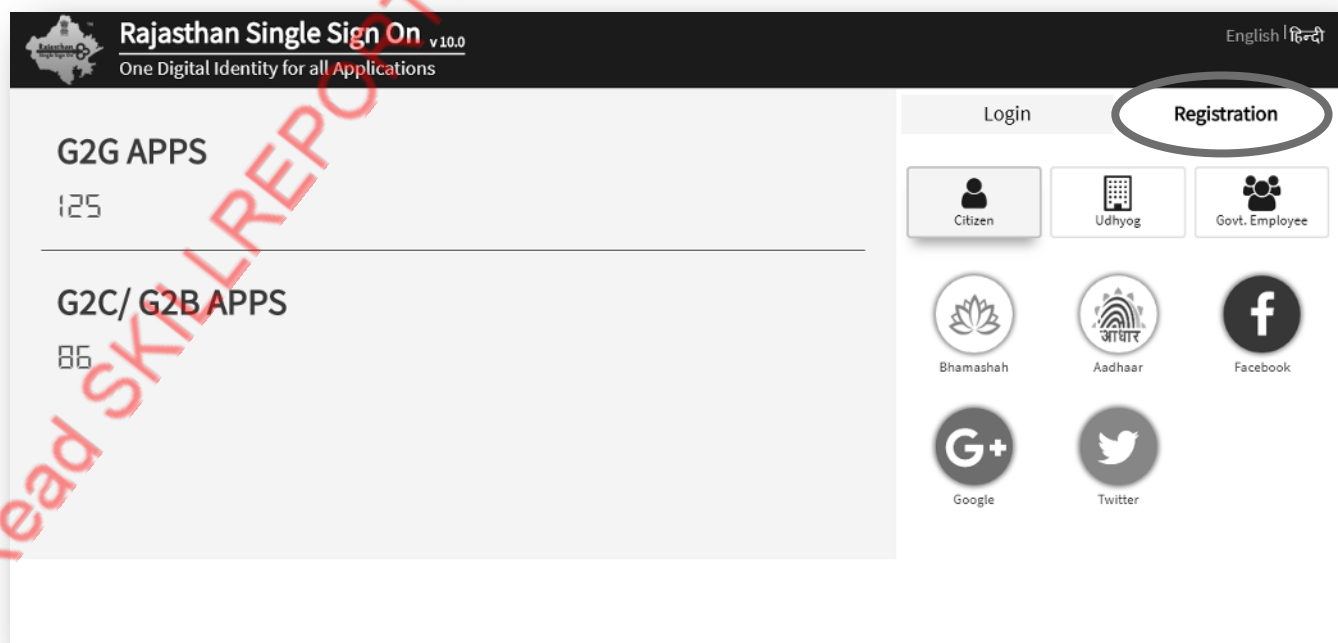
After landing on the aforementioned SSO Portal, User should create a SSO ID using their Gmail ID, Aadhaar No., Bhamasha No., Facebook and Twitter details. Following are the steps to create a SSO login ID / Password.

**Step: 01-** Open Single Sign On Portal. ([www.sso.rajasthan.gov.in](http://www.sso.rajasthan.gov.in))



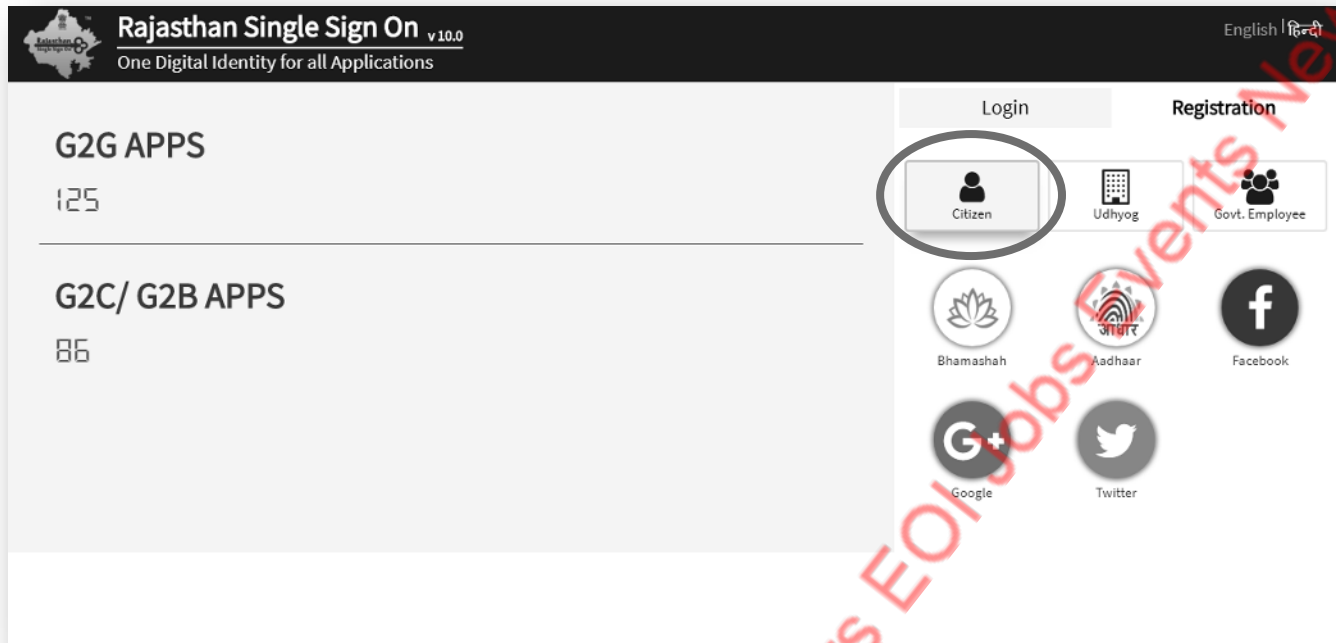
The screenshot shows the Rajasthan Single Sign On v9.8 portal. The header includes the Rajasthan logo, the text "Rajasthan Single Sign On v9.8", and "One Digital Identity for all Applications". The language selector shows "English | हिन्दी". The main content area has two tabs: "Login" and "Registration". The "Registration" tab is highlighted with a red circle. Below the tabs, there are input fields for "Digital Identity (SSOID/ Username)" and "Password", followed by a captcha image and a "Login" button. There are also links for "I Forgot my Digital Identity (SSOID). Click Here" and "I Forgot my Password. Click Here".

**Step: 02-** Click on Registration tab (as suggested in below screen shot with red circle) to create your new SSO ID.



The screenshot shows the Rajasthan Single Sign On v10.0 portal. The header includes the Rajasthan logo, the text "Rajasthan Single Sign On v10.0", and "One Digital Identity for all Applications". The language selector shows "English | हिन्दी". The main content area has two tabs: "Login" and "Registration". The "Registration" tab is highlighted with a red circle. Below the tabs, there are three buttons for "Citizen", "Udhyog", and "Govt. Employee". Below these buttons, there are six circular icons for "Bhamashah", "Aadhaar", "Facebook", "Google", and "Twitter".

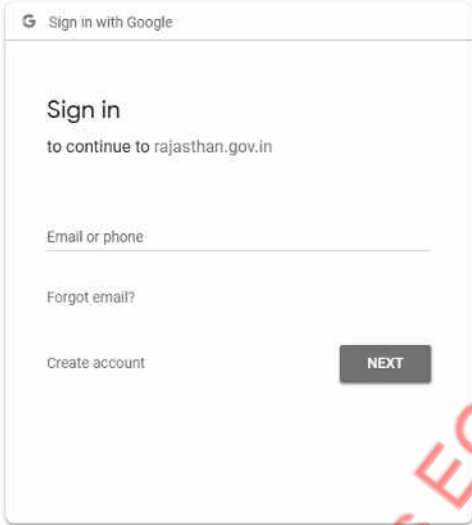
**Step: 02 (A)** - Click on Citizen Icon (as suggested in below screen shot with red circle).



**Step: 03-** Under Citizen tab, you will get five options. Here you will choose/click on any one option from Bhamashah, Aadhaar, Facebook, Google and Twitter. (For example Google)



**Step: 04-** Before clicking on Google Icon, you should have a gmail id & password. After clicking on Google, you will be redirect automatically on Google Sing in page.



The image shows the Google Sign in interface. At the top, it says "Sign in with Google". Below that, the heading "Sign in" is followed by "to continue to rajasthan.gov.in". There is a text input field labeled "Email or phone". Below the input field are two links: "Forgot email?" and "Create account". A dark grey button labeled "NEXT" is positioned to the right of the "Create account" link. At the bottom of the page, there is a language selector set to "English (United States)", and links for "Help", "Privacy", and "Terms".

**Step: 04 (A)-** Now, enter your gmail id & click on NEXT button.



This image shows the same Google Sign in page as above, but with the email address "testeoirslldc" entered into the "Email or phone" input field. The input field and the text inside it are circled with a black line. The "NEXT" button remains visible to the right of the "Create account" link. The footer elements, including the language selector and links, are also present.

**Step: 05** – After that, enter your gmail password & click on NEXT button.



Sign in with Google

Welcome

testeoirlsdc@gmail.com

Enter your password

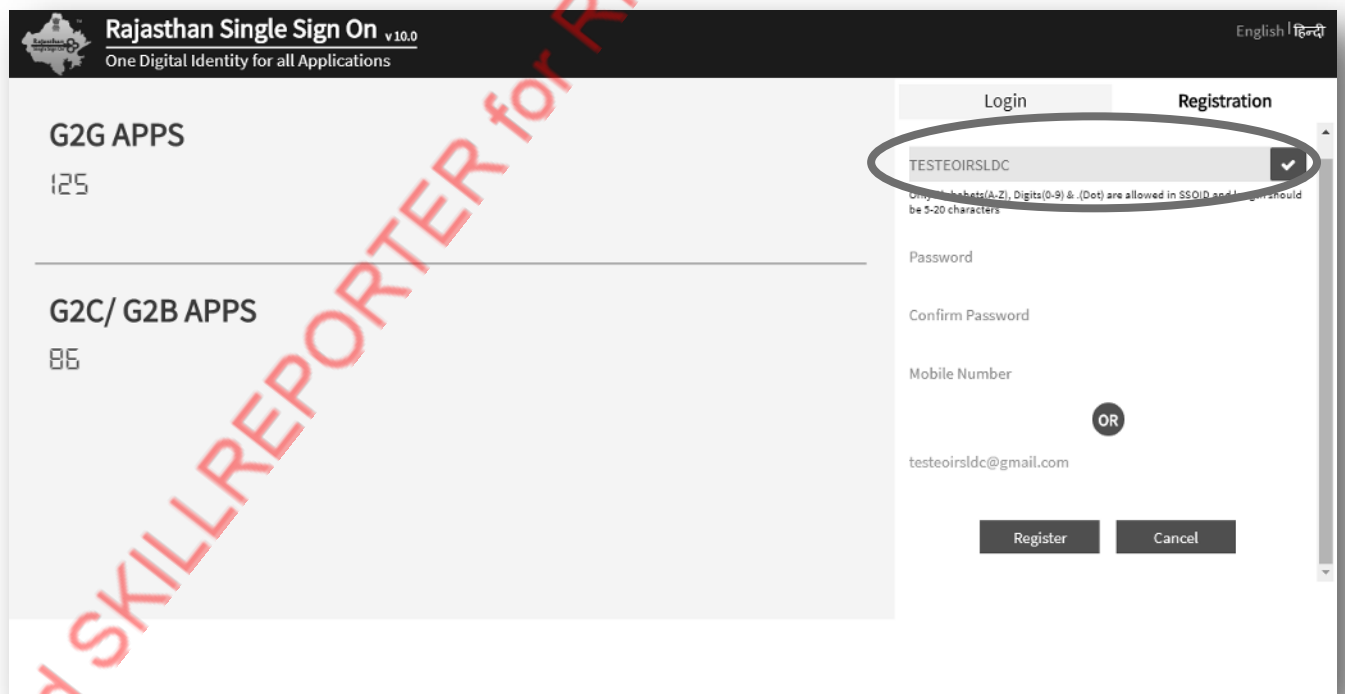
\*\*\*\*\*

Forgot password?

NEXT

English (United States) ▾ Help Privacy Terms

**Step: 06** – After clicking on Next button, the page will be auto redirected on SSO page and the SSO portal will suggest a default SSO ID according to your gmail ID.



Rajasthan Single Sign On v10.0

One Digital Identity for all Applications

English | हिन्दी

Login Registration

TESTEOIRSLDC

Only Alphabets(A-Z), Digits(0-9) & .(Dot) are allowed in SSOID and its length should be 5-20 characters

Password

Confirm Password

Mobile Number

OR

testeoirlsdc@gmail.com

Register Cancel

**Step: 06(A)** – Choose/enter password for your SSO login and fill your contact number. Then, click on Register button. After clicking on Register button, you will get a message for confirmation of SSO registration.

Rajasthan Single Sign On v10.0  
One Digital Identity for all Applications

English | हिन्दी

G2G APPS  
125

G2C/ G2B APPS  
85

Login Registration

TESTEOIRSLDC

Only Alphabets(A-Z), Digits(0-9) & .(Dot) are allowed in SSOID and length should be 5-20 characters

Password

Confirm Password

Mobile Number

OR

testeoirslde@gmail.com

Register Cancel

**Step: 07** – To login via SSO portal, enter your SSO ID & Password and click on login button.

Rajasthan Single Sign On v10.0  
One Digital Identity for all Applications

English | हिन्दी

G2G APPS  
125

G2C/ G2B APPS  
85

Login Registration

testeoirslde

\*\*\*\*\*

2 6 4 2 1 226421

Login

I Forgot my Digital Identity (SSOID). Click Here

I Forgot my Password. Click Here

**Step: 08** – After SSO login, the profile page will appear for update your profile details. You should fill the all mandatory details and click on update button.

The screenshot shows a web form titled "UPDATE PROFILE". It contains several input fields for personal and contact information. At the bottom, there are "UPDATE" and "CANCEL" buttons. A large red watermark is diagonally across the page.

UPDATE PROFILE		
SSOID/ User Name TESTEOIRSLDC	Display Name EOI RSLDC	E-Mail (Personal) testeoirslc@gmail.com
Mobile Number	Gender* <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender <input type="radio"/> Other	Date of Birth (DD/MM/YYYY)*
Telephone Number	IP Phone Ext.	Postal Address
Postal Code	City/ District	State --SELECT STATE--
Bhamashah ID/ Enrollment ID	Aadhaar ID (UID)	
<div>UPDATE CANCEL</div>		

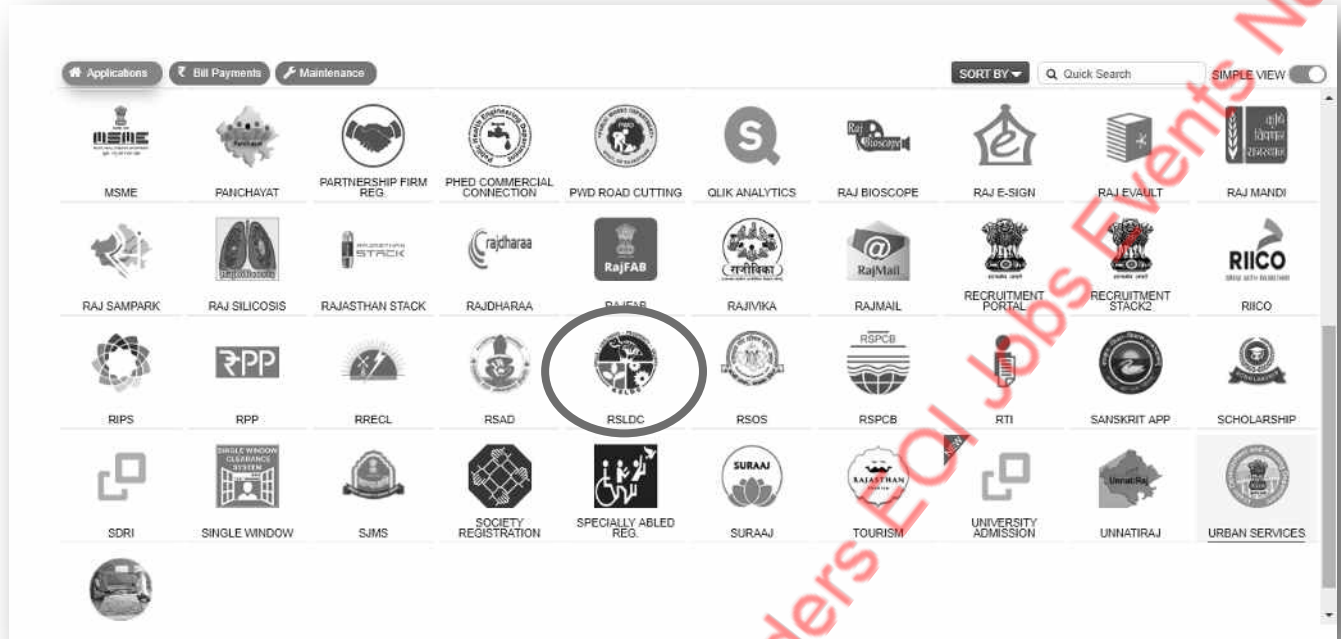
**Step: 09** – After click on update button, a message will be appear for confirmation of profile update and the page will be auto redirected on SSO portal dashboard.

This screenshot shows the same "UPDATE PROFILE" form as above, but with an "Alert" dialog box in the center. The alert message states: "Your SSO profile has been updated successfully & a notification has been sent through SMS and/or Mail." Below the message is an "OK" button. The "UPDATE" and "CANCEL" buttons are still visible at the bottom. A large red watermark is diagonally across the page.

UPDATE PROFILE		
SSOID/ User Name TESTEOIRSLDC	Display Name EOI RSLDC	E-Mail (Personal) testeoirslc@gmail.com
Mobile Number 7726007967	Gender* <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender <input type="radio"/> Other	Date of Birth (DD/MM/YYYY)* 13/06/1988
Telephone Number 01412715891	IP Phone Ext.	Postal Address Pratap Nagar
Postal Code 302033	City/ District	State RAJASTHAN
Bhamashah ID/ Enrollment ID	Aadhaar ID (UID)	
<div>Alert Your SSO profile has been updated successfully &amp; a notification has been sent through SMS and/or Mail. OK</div> <div>UPDATE CANCEL</div>		



**Step: 10** – Now click on RSLDC logo, for creating / feeding the EOI response.



## **Section: 02- Creating / Feeding RFP Response Details**

Read SKILLREPORTER for RFP tenders EOI Jobs Events News

**Step: 11** – When you will click on RSLDC logo, then a page will appear and three button will be available (i.e. Apply for EOI, Map SSOID & Sign In and Back to SSO). Here, you should click on Apply for EOI.

Welcome to Rajasthan Skill and Livelihoods Development Corporation

SSOID  
TESTEIRSLDC

User Name  
Username

Password  
Password

Apply for EOI Map SSOID & Sign In Back to SSO

**Step: 12** – After clicking on “Apply for EOI” button, you will be auto redirected on RSLDC ISMS portal dashboard. Here, you will be able to see the all ongoing EOI, you can download the EOI document you need and you can also apply for ongoing EOI(s).

To apply for a particular EOI, you should click on “Apply for EOI” link to the corresponding EOI item.

Rajasthan Skill and Livelihoods Development Corporation

Welcome

Apply For EOI  
EOI Process > EOI Forms >

Rows Per Page 100

EOI Reference No.	Scheme Name	Date of EOI Published	Last Date of EOI Submission	EOI Category	EOI Description	View/Download	Apply For EOI
EOI-TEST 23_05	ELSTP	23/05/2018	23/05/2018		Apply EOI For RSLDC	<a href="#">View/Download</a>	
EOI-321	ELSTP	18/05/2018	31/05/2018		Testing	<a href="#">View/Download</a>	
EOI-TEST28_05	ELSTP	28/05/2018	10/06/2018			<a href="#">View/Download</a>	
EOI-RSLDC01	ELSTP	10/07/2018	29/07/2018	EOI - CATEGORY 123	Apply EOI For RSLDC	<a href="#">View/Download</a>	<a href="#">Apply for EOI</a>
EOI-06_06_2018	ELSTP	06/06/2018	31/07/2018	EOI - CATEGORY(ABC)	Apply EOI For RSLDC	<a href="#">View/Download</a>	<a href="#">Apply for EOI</a>
RSLDC/PMKVY/2018-03	PMKVY	10/07/2018	10/08/2018	General	Eoi for Submission of Proposals for Empanelment of Training Partners to undertake the project under "Centrally Sponsored and State Managed (CSSM) Component of Pradhan Mantri Kaushal Vikas Yojna (PMKVY) in the State of Rajasthan"	<a href="#">View/Download</a>	<a href="#">Apply for EOI</a>

Prev Next Total no of rows: 6 Page No (1) of 1

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Additional OIC: Sh. Brajendra Kumar Singh, MIS Manager, Email - mgr.mis.rslde@rajasthan.gov.in, Helpline for RSLDC MIS Application: ph.: 0141-5164290,91,92  
Powered by Expert, product of Agile Labs Pvt Ltd

**Step: 13** – When you will click on “Apply for Eoi”, the EOI form will be appear. You should fill all the details required.

The screenshot shows the 'EOI Submission Basic Details' form. The header includes the organization's name and a 'Welcome' message. The form is divided into two columns. The left column contains fields for EOI App. No., App. date, Scheme Name, EOI Category, Applicant Short Name, Applicant Full Name, Applicant Mobile, Applicant Mail ID, Organisation Contact No., Company Email-ID, Website, State/UT, Company Address, and Pincode. The right column contains fields for Category of Applicant Organisation, Type of business/activity, Registration Number, State Where Registered, Date of Registration, Turn Over /Year, BlackListed, Reason, Organisation PAN No., EOI Reference No., Date of Eoi Published, Last Date of EOI Submission, and EOI Description. At the bottom, there are tabs for different sections: 1) Bank Details, 2) Authorized Person Details (Organisation Level), 3) Authorized Person Details (Project Level), 4) Training Provider Details, 5) Financial Details, and 6) Training & Placement Details.

**Step: 14** – Fill your company / organization bank details by clicking on “bank details” tab and click on “Save as Draft” button.

The screenshot shows the 'Bank Details' form. The header includes the organization's name and a 'Welcome' message. The form is divided into two columns. The left column contains fields for Name of Bank, IFSC Code, and Branch Address. The right column contains fields for Branch Name, Type of Account, Account No., and MICR Code. At the bottom, there are tabs for different sections: 1) Bank Details, 2) Authorized Person Details (Organisation Level), 3) Authorized Person Details (Project Level), 4) Training Provider Details, 5) Financial Details, 6) Training & Placement Details, and 7) Training Centre Details. Below the tabs, there are buttons for 'Save As Draft' and 'Save & Submit'.

**Step: 15** – Fill authorized person details (Organization Level) by clicking on “Authorized Person Details (Organization Level)” tab and click on “Save as Draft” button.

The screenshot shows a web application interface with a horizontal tab bar at the top. The second tab, "2)Authorized Person Details (Organisation Level)", is selected and circled. Below the tabs is a form with the following fields: "Name" (text input), "Designation" (dropdown menu), "Contact No." (text input), "Email ID" (text input), "Type ID Proof" (dropdown menu), "ID No." (text input), and "Residence Address" (text area). Below the form is a dark grey bar labeled "Payment Details". At the bottom right are two buttons: "Save As Draft" and "Save & Submit".

**Step: 16** – Fill authorized person details (Project Level) by clicking on “Authorized Person Details (Project Level)” tab and click on “Save as Draft” button.

The screenshot shows the same web application interface as in Step 15. The third tab, "3)Authorized Person Details (Project Level)", is selected and circled. The form fields and layout are identical to the previous step, including the "Name", "Designation", "Contact No.", "Email ID", "Type ID Proof", "ID No.", "Residence Address", "Payment Details" bar, and "Save As Draft" / "Save & Submit" buttons.

**Step: 17** – Fill the training provider details by clicking on “Training Provider Details” tab and click on “Save as Draft” button.

The screenshot shows the same web application interface. The fourth tab, "4)Training Provider Details", is selected and circled. The form fields are: "Name of Legal Constitution of Training Provider" (text input), "Status / Constitution of the Firm" (text input), "Name of Registering Authority" (text input), "Registration Number" (text input), "Date of Registration" (text input), "Place of Registration" (text input), and "PAN Card Number" (text input). Below the form is a dark grey bar labeled "Payment Details". At the bottom right are two buttons: "Save As Draft" and "Save & Submit".

**Step: 18** – Fill the Financial details of organization by clicking on “Financial Details” tab and click on “Save as Draft” button.

	Financial Year	Total Turnover (INR)	Total Turnover from skill Development & Placement linked programs operation only (INR)
1	2017-2018		
2	2017-2018		
3	2017-2018		

Payment Details

Save As Draft Save & Submit

**Step: 19** – Fill the previous training & placement details by clicking on “Training & Placement Details” tab and click on “Save as Draft” button.

	Name of Sector	Financial Year	Total No. of candidate Trained	Placement provided to number of candidate got trained	Details of supporting Proof Provided for Placement
1	Agriculture	2017-2018			
2		2017-2018			
3		2017-2018			
4		2017-2018			

Payment Details

Save As Draft Save & Submit

**Step: 20** – Fill the Training Center details by clicking on “Training Centre Details” tab and click on “Save as Draft” button.

	State	District/City	Name of the Training Center	Full Address	Telephone Number	Nearest Landmark	Number of Classroom
1	RAJASTHAN	Jaipur					
2							

Payment Details

Save As Draft Save & Submit



**Step: 21** – Fill the Annual Action Plan details by clicking on “Annual Action Plan” tab and click on “Save as Draft” button.

Year	Proposed District	Proposed Number of Skill Development Centres (SDC)	SDC Location	Proposed Sectors	SDC wise Courses
1	Ajmer			Aerospace & Aviation	Sales Associate -CNN
	Alwar			Agriculture	Trainee Associate -CNN
	Banswara			AGRICULTURE & HORTICULTURE	2 and 3 Wheeler Repair
				ANIMAL HUSBANDRY AND ALLIED	Account Assistant using
				Textile	Accounting
					Accounts and Back Office

Payment Details

Save As Draft Save & Submit

**Step: 22** – Upload all documents in JPEG / PDF format as per the check list and click on “Save as Draft” button. Uploading all the documents (as per the guidelines mentioned in EOI documents) as per check list is mandatory to submit the EOI response.

Document Description	Upload Documents
1 Covering Letter as per Annexure 1 of EoI document	
2 Copy of EoI Document with sign & seal of Company Secretary/ Authorized Representative and Signatory on Company's on	
3 Declaration for not being blacklisted as per Annexure 6 of EoI Document (Original)	
4 Affidavit of Consent by Existing ELSTP Partners as per Annexure-9	
5 Certificate of the Proprietorship/ Partnership Deed/ Incorporation of Company & Memorandum & Articles of Association /	

Payment Details

Save As Draft Save & Submit

## **Section: 03- Online Submission of EMD & Processing Fees**



**Online EMD & Processing Fee Payment** – When you have filled all the details, the “EMD” and “Processing Fee” payment button will be activated. You need to ensure that the submission of EMD payment and Processing Fee Payment completed online. If the payments are not complete, you will not be able to submit the EOI response online.

**Step: 23 –** For making an online EMD payment, click on “Make Online EMD Payment” button. On click you will be redirected to payment gateway for making the online payment. Complete the full process and return back to EOI response form.

The screenshot shows a web form titled "Payment Details". At the top right are two buttons: "Save As Draft" and "Save & Submit". The form is divided into two columns. The left column contains fields for "Net Worth", "EOI REF No." (with value "RSLDC/PMKVY/2018-03"), "Applicant Name", "EMD Amount" (with value "500,000"), "Purpose", "EMD Status" (with value "initiate"), and "EMD Payment Date". The right column contains fields for "EOI REF No." (with value "RSLDC/PMKVY/2018-03"), "Applicant Name", "Process Amount" (with value "25,000"), "Purpose", "Process Status" (with value "initiate"), and "Process Fee Payment Date". At the bottom of each column are buttons: "Make Online EMD Payment" (circled in the left column) and "Make Online Process Fee Payment" (in the right column).

**Step: 24 –** For making an online Processing Fee payment, click on “Make Online Processing Fee Payment” button. On click you will be redirected to payment gateway for making the online payment. Complete the full process and return back to EOI response form.

This screenshot is identical to the one above, showing the "Payment Details" form. In this instance, the "Make Online Process Fee Payment" button in the right column is circled, while the "Make Online EMD Payment" button in the left column is not.

**Step: 24 –** After ensuring 1. All the required details have been filled as per guideline 2. All the documents as per check list have been uploaded 3. The EMD & Processing Fee have been submitted, you can click on “Save & Submit” Button. By clicking on Save & Submit button the EOI response will be submitted and the process is complete.

The screenshot displays a web application interface for submitting an Expression of Interest (EOI). At the top, a navigation bar contains tabs for various sections: '3) Authorized Person Details (Project Level)', '4) Training Provider Details', '5) Financial Details', '6) Training & Placement Details', '7) Training Centre Details', '8) Annual Action Plan', and '9) Check & Submit'. The '9) Check & Submit' tab is currently selected. Below the navigation bar, the 'Documents' section is visible, featuring a table with five rows of document requirements. Each row includes a number, a description of the document, and an 'Upload Documents' button with a paper icon. The documents listed are: 1. Covering Letter as per Annexure 1 of EOI document; 2. Copy of EOI Document with sign & seal of Company Secretary/ Authorized Representative and Signatory on Company's on; 3. Declaration for not being blacklisted as per Annexure 6 of EOI Document (Original); 4. Affidavit of Consent by Existing ELSTP Partners as per Annexure-9; 5. Certificate of the Proprietorship/ Partnership Deed/ Incorporation of Company & Memorandum & Articles of Association / . Below the Documents section, the 'Payment Details' section is partially visible. At the bottom right of the interface, there are two buttons: 'Save As Draft' and 'Save & Submit'. The 'Save & Submit' button is circled in red, indicating it is the next step in the process.

	Document Description	Upload Documents
1	Covering Letter as per Annexure 1 of EOI document	
2	Copy of EOI Document with sign & seal of Company Secretary/ Authorized Representative and Signatory on Company's on	
3	Declaration for not being blacklisted as per Annexure 6 of EOI Document (Original)	
4	Affidavit of Consent by Existing ELSTP Partners as per Annexure-9	
5	Certificate of the Proprietorship/ Partnership Deed/ Incorporation of Company & Memorandum & Articles of Association /	

Payment Details

Save As Draft Save & Submit

-----End of Document-----