संदर्भ : रासेयो/२०२३–२४/१९१   अति महत्त्वाचे व तातडीचे   दि. ०४/०७/२०२३

प्रति,
मा.प्राचार्य/संचालक,
रासेयो संलग्नित सर्व महाविद्यालये परिसंस्था,
पुणे, अहमदनगर व नाशिक जिल्हा,
सावित्रीबाई फुले पुणे विद्यापीठ.

विषय : Application for ELP- Registration of NSS PO & Students on Yuva Portal for experiential learning/Internship

महोदय,

मा. क्षेत्रीय संचालक, रासेयो क्षेत्रीय संचालनालय, भारत सरकार, पुणे यांच्या पत्रान्वये युवा व क्रीडा मंत्रालय, नवी दिल्ली, भारत सरकार यांच्या निर्देशानुसार सर्व राज्यातील रासेयो स्वयंसेवकांसाठी अनुभवात्मक शिक्षण कार्यक्रमाकरिता युवा पोर्टल (**https://yuva.gov.in**) सुरू केले आहे. यामध्ये विद्यार्थ्यांसाठी व्यवसाय, बॅंका, पोलीस विभाग, उद्योग यामधील अनुभवात्मक शिक्षण/इंटर्नशिप प्रोग्राममध्ये सहभागी होण्यासाठी युवा पोर्टलवर नाव नोंदणी करणे आवश्यक आहे.

तरी आपल्या महाविद्यालयातील सर्व रासेयो स्वयंसेवक व कार्यक्रम अधिकारी यांना युवा पोर्टलवर नाव नोंदणी करण्याबाबत सूचित करण्यात यावे. अधिक माहितीकरिता सोबतच्या पत्राचे अवलोकन करावे. कळावे, ही विनंती.

संचालक
राष्ट्रीय सेवा योजना

अधिक माहितीकरिता : मा. क्षेत्रीय संचालक, रासेयो क्षेत्रीय संचालनालय, भारत सरकार, पुणे यांचे पत्र व युवा पोर्टल नाव नोंदणीबाबत माहिती पुस्तीका

To
NSS Programme Coordinators
in Maharashtra & Goa

Sir/ Madam,

In continuation with this office earlier communication on the subject It is to inform that , Ministry of Youth Affairs & Sports has launched Yuva Portal (https://yuva.gov.in) for
Experiential Learning program for all states
As per the directions received from the Ministry, NSS Volunteers, Students of the Institutions in the state of Maharashtra & Goa will have to register on yuva portal to be a part of Experiential learning / Internship programme in businesses, Banks ,Police Deptt , Industries.
Now more & more opportunities are posted on Yuva Portal for Youth .
In this regard , all universities are again requested to ensure registration of University NSS Programme Coordinator, SS Program Officers & Students , NSS Volunteers on Yuva Portal (https://yuva.gov.in) immediately who have not registered so far . User Manual for registration is attached herewith.

1. NSS PO & NSS Program Coordinator -Registration and Login

1. **Open the YUVA URL (https://yuva.gov.in/) in the web browser.**
2. **Click on Register and from the dropdown select Verifier. Then click on the Meri Pehchaan National Single Sign on**

3. **Provide Adhar No - follow process for registration**

4. **University NSS Programme Coordinators & Institutions NSS Programme officer shall register as verifier on https://yuva.gov.in & mention/select Nodal officer**

/ Competent Authority NAME - D CARTHIGUEANE , DESIGNATION -REGIONAL DIRECTOR MAHARASHTRA & GOA , Mobile No -9686856718 , Email ID of Nodal officer- nssrcpune@gmail.com during registration.
Complete registration process & their log in will be approved by Approver ie RD NSS Pune. Once registration is approved , NSS PO can approve registration of
students of their respective Institution from PO's Verifier log in. Once registration of students is approved by PO , students can apply for Internships available through the portal.
a) COLLEGES WHOSE NAME IS NOT IN DROP DOWN LIST FOR REGISTRATION , SHALL SEND REQUEST TO ADD THEIR INSTITUTION NAME IN YUVA PORTAL TO
nssrcpune@gmail.com & support-yuva@gov.in
b) NSS PO WHO HAVE WRONGLY REGISTERED AS YUVA INSTEAD OF VERIFIER SHALL SEND EMAIL CONTATING THEIR FULL NAME, NAME OF INSTITUTION, ADHAR NO ,
REGISTERED MOBILE NO TO nssrcpune@gmail.com & support-yuva@gov.in FOR DELETING THEIR WRONG ENTRY SO THAT FRESH REGISTRATION CAN BE MADE AS VERIFIER

2. YUVA -Students – Registration and Login

To Sign In/Sign up to Yuva Platform as a YUVA, perform the following steps:

1. **Open the YUVA URL (https://yuva.gov.in/) in the web browser.**

2. **Click the Register drop-down at the top right-corner of the Yuva home page and then choose the 'YUVA' option from the list to directly register to the platform as a Yuva. The *Sign-Up* screen appears.**

3. **Enter your Aadhaar Number in the Enter Aadhaar Number field and then click the Next button. A pop-up appears where you need to enter OTP that has been sent to your Aadhaar registered Mobile number.**

4. **Enter OTP that you have received on your registered mobile number in the Enter OTP field and then click the Continue button.**

Note: Click the Resend OTP link to get new OTP on your registered mobile number in case you don't receive OTP on time due network connectivity issues or other reasons.

On successful validation of OTP, the Yuva portal displays Register Page where we must provide the Yuva Details like Individual details such Education Qualification , DOB etc & complete registration process as per Manual/guidelines

3. APPLICATION FOR ELP BY STUDENTS/ VOLUNTEERS - Registered NSS Volunteers/ Students can see
Experiential learning opportunities on the portal & apply for those opportunities. Once the NSS Volunteer/Student applies for ELP opportunities , NSS PO of that/respective Institution who is verifier shall immediately forward/approve application of ELP from PO /Verifier Log in by visiting profile of NSS Volunteers/Students .

COPY OF REVISED MANUAL OF YUVA PORTAL FOR NSS PO IS ATTACHED

This may please be given top priority & ensure registration of all NSS Programme officers & maximumStudents in the Institutions on Yuva portal as well as application for ELP by students. Further guidelines shall be given from time to time.
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D CARTHIGUEANE
Regional Director (Maharashtra & Goa)
Regional Directorate of N.S.S. - PUNE

Table of Contents

1. Introduction

This manual contains the entire Step by Step Registration and Login Process of the NSS PO verifiers. There are 2 types of NSS PO verifiers:

1. NSS Program Officer – University
2. NSS Program Officer – College

This manual also tries to explain the various activities undertaken by the NSS Program Officers.Currently, the role of a NSS Program Officer is:

a. Verification of NSS student memberships, and
b. Verification / Forwarding of their student's Experiential Learning Applications

2. Registration and Login

Below is the step-by-step process for registration and login flows of NSS Program Officer-University and College.

2.1 Registration - NSS Program Officer – University/College

To Sign In/Sign up to YUVA Platform as a NSS Program officer – University, perform the following steps:

1. Click the **Register** drop-down at the top right-corner of the *YUVA*home page and then choose the '**Verifier**' option from the list to directly register to the platform as a Verifier. The *Sign-Up* screen appears.
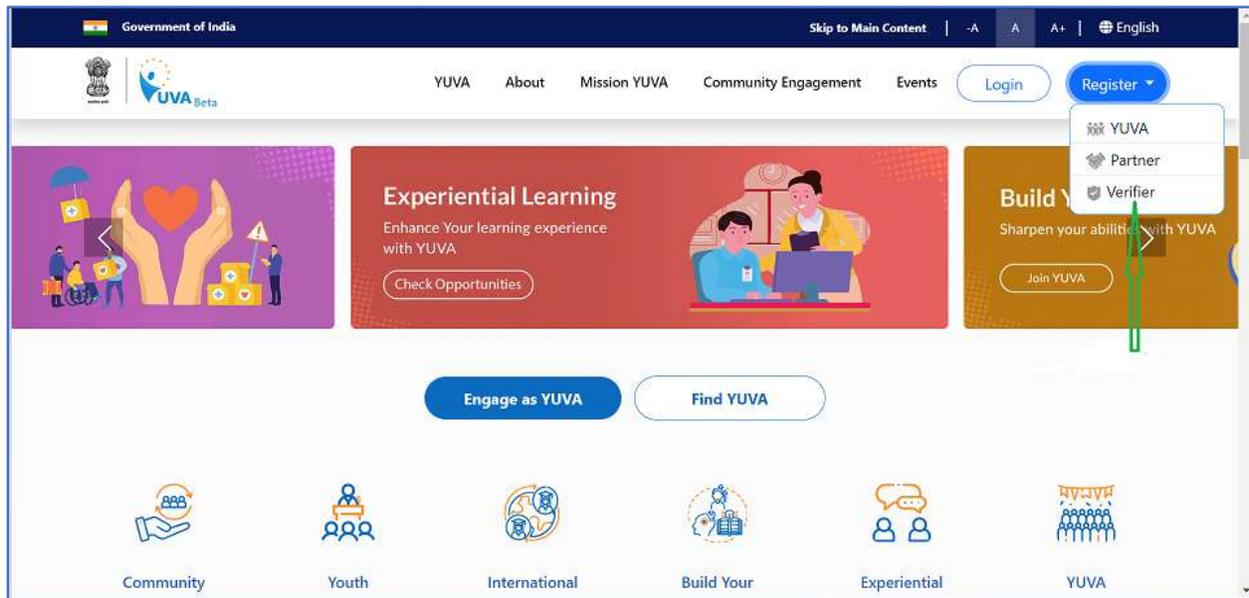
2. Now click the **National Single Sign On** button. The *YUVA Login*screen appears where you need to enter your Aadhaar Number.
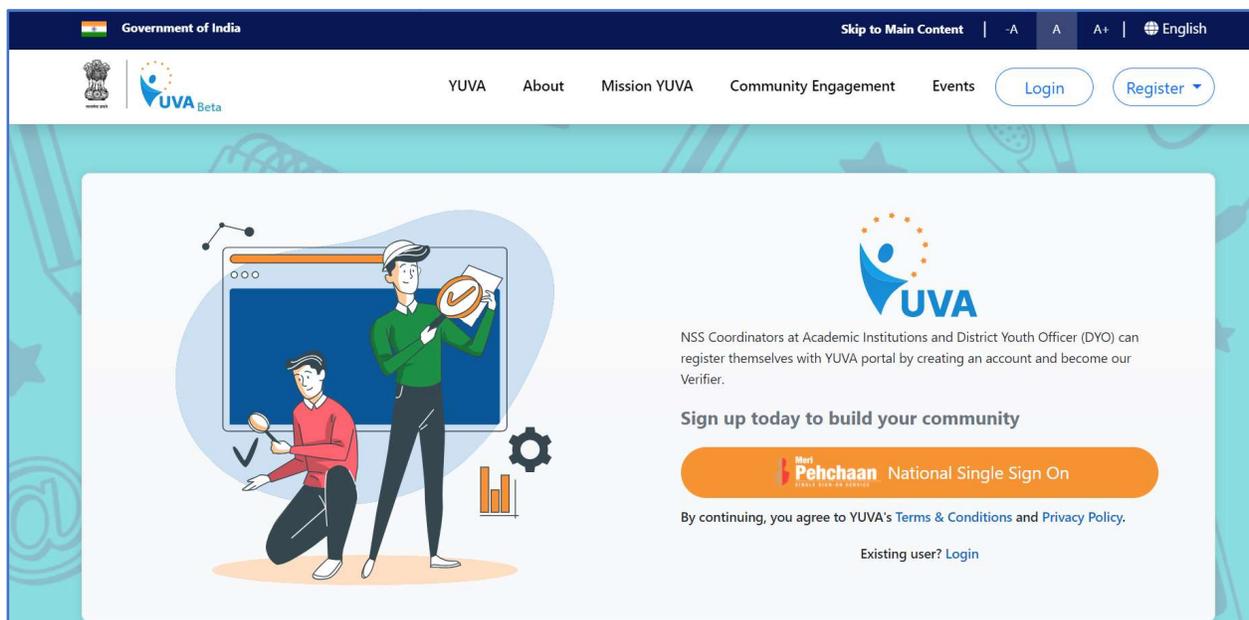
3. Enter your Aadhaar Number in the **Enter Aadhaar Number** field and then click the **Next** button. A pop-up appears where you need to enter OTP that has been sent to your mobile number registered with Aadhaar Number.

4. Enter OTP that you have received on your registered mobile number in the **Enter OTP** field and then click the **Continue** button. ***Tip****: Click the [Resend OTP](#) link to get new OTP on your registered mobile number in case you don't receive OTP on time due network connectivity issues or other reasons.*

5. On successful validation of OTP, the YUVA portal displays Organization details tab where you need to provide your organization related details and complete first step of registration.

6. Enter organization (Verifier) related information in the *Organization Details* tab.

- Select type of verifier in the **Verifier Type** drop-down as **NSS Program Officer – University or College**
- Select the name of the University in the **University Name/College Name** field.
- Select the state name of the college in the **State** drop-down.
- Select name of district in the **District** drop-down.
- Enter correct PIN code of location of the college in the **Pincode** field.
- Enter landline number in the **Landline No.** field. (It's non-mandatory field)

  Tips: Fields marked with an asterisk are mandatory and must be filled in to complete the Verifier registration process.

7. After filling in all the details, click the **Next** button. You are now taken to *Contact Information* tab where you need to enter your contact details.

8. Enter your contact details in the *Contact Information* tab.

    - The **Name**, **Date of Birth**, **Gender**, **Mobile Number**, and **Email Address** fields auto-populate with details available in Aadhaar Number that has been for registration for the Verifier.

    - After verifying details, click the **Next** button. You are taken to the *Competent Authority* tab where you need to provide name of the competent authority and other details.

9. Enter name and designation, and other details of Competent Authority.

- Enter designation of the Competent Authority in the **Designation** field.
- Enter name of authority in the **Authority Name** field.
- Enter mobile number of the Authority in the **Mobile Number** field.
- Enter email of the Authority in the **Email Address** field.

10. After providing all details, select **I agree to T&C to be part of YUVA** check box and then click the **Submit** button. You are taken to the Verifier's Dashboard screen that provides an option to complete your profile and the list of menus on which you have access and in the left side of the screen

Once the NSS Program officer is registered the Regional Director must approve the NSS Program officer. The message is displayed as per the image below,
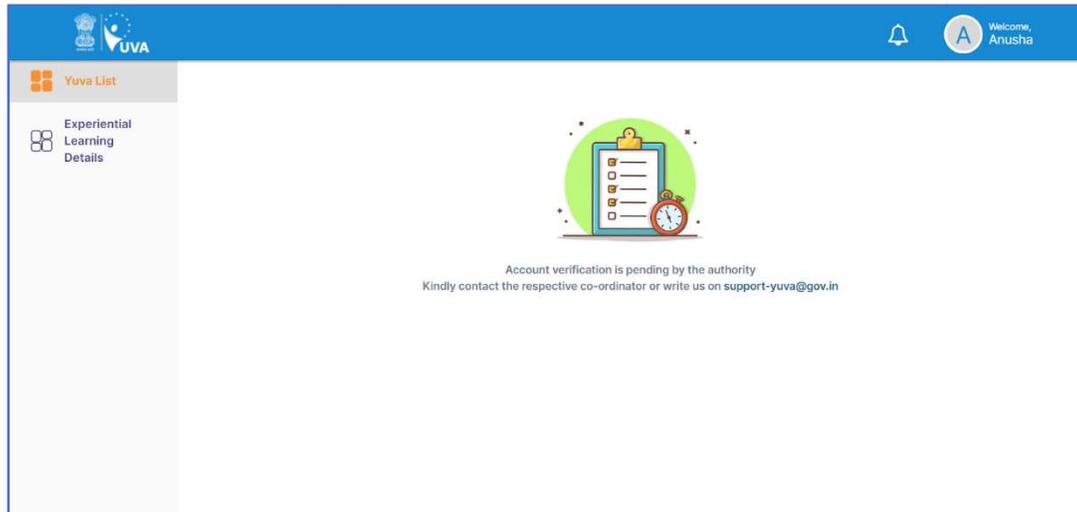
2.3 Login – Program Officers – College/University

To Login to the YUVA portal as NSS program officers, follow the below steps.

1. Click the **Login** at the top right-corner of the *YUVA* home page(https://YUVA.gov.in/)
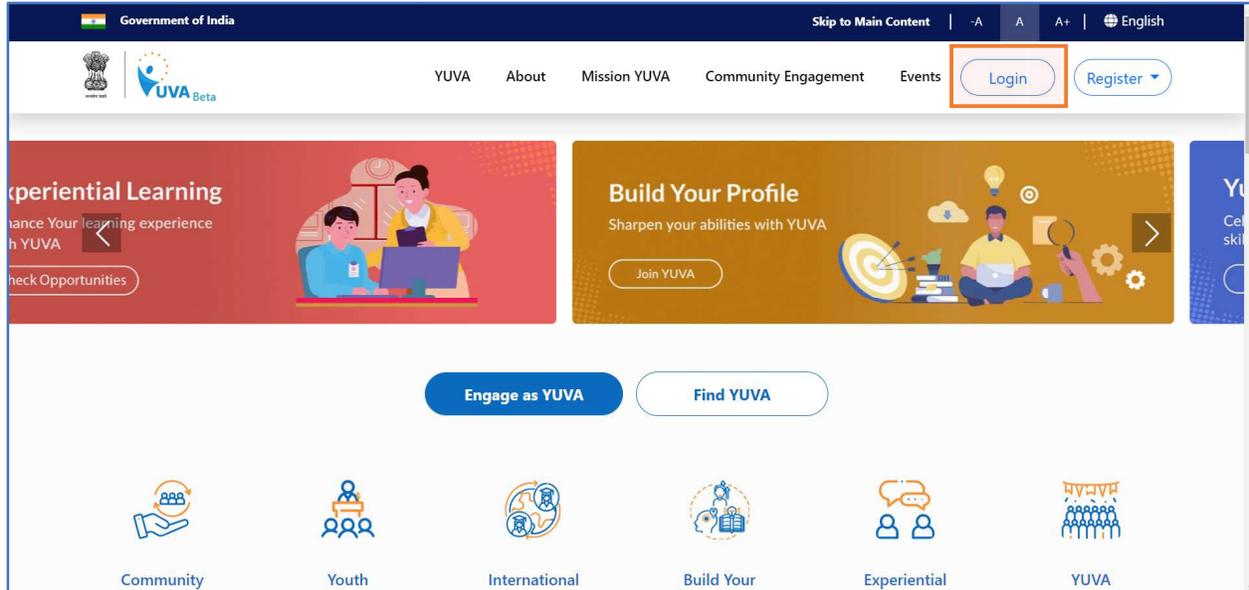
2. Now the **Sign into your Account** page is displayed, where user is displayed with 3 options to Login – **Mobile, Username, and Others.**

3. Select **Mobile** and this should be the Mobile number which is linked to the Aadhar card which the user has used for Registration.
4. Enter the **Mobile number** in the **Mobile** Field and **PIN** in the **Pin field**.

Note: Pin will be the same Pin number used to login to the Digi locker (NSSO) website.

5. If the User has forgotten the PIN then the user can click on Forgot Security Pin and follow the below procedure
   - The user will be displayed with **Select ID dropdown** which has options as **Aadhar, PAN, Driving License.** User has to select any one option.
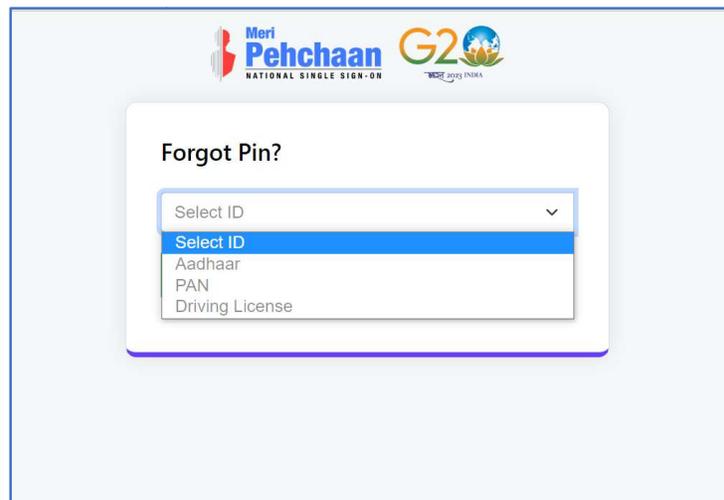
   - Once the Option is selected **ex: Aadhaar** then the user is displayed with **Enter Aadhaar ID/Number field** where user must enter the details of Aadhaar and then **Date of Birth field** is displayed in **dd/mm/yy** format.

- Once the user clicks on **Continue** then user is taken to the OTP page where **OTP is sent to the registered mobile number with the Aadhaar,** and the user must enter the OTP and click on **Submit.**

- Once user clicks on **Submit** then user is taken to the **Reset PIN** page where user is displayed with **Enter 6-digit Pin** and **Confirm 6 digit Pin** fields.

- Once user **Resets the Pin** and clicks on **Submit** then the user is taken to the **Login page.**

6. When the user enters the **Mobile number and the PIN** then the user checks on **"I consent to MeriPehchaan terms of use"** and clicks on **Sign in**

7. Once the user clicks on **Sign in** then user is again taken to the **OTP page** and once OTP is entered the user is taken to the **YUVA List** page.

3. PROGRAM OFFICER ACTIVITIES

Once the NSS Program officer has registered he will be navigated to the YUVA list page which will display all the YUVA who belong to the same College /University. Currently, the role of a NSS Program Officer is:

a. Verification of NSS student memberships, and
b. Verification / Forwarding of their student's Experiential Learning Applications

The functionality is applicable to both the College and University level at the current moment.

1. The NSS program officer has option to,
- **View Profile** - Once the NSS Program officer clicks on View Profile he will be redirected to the YUVA's Profile details.
- **Approve as NSS/NCC**–Once the NSS Program officer clicks on Approve as NSS/NCC the YUVA will be Approved.
- **Reject as NSS/NCC** - Once the NSS Program officer clicks on Reject as NSS/NCC the YUVA will be Rejected.

Note: NSS/NCC will be displayed with Approve or Reject based on the YUVA type.

2. The **NSS Program officer – College/University** is also displayed with **View Internships** button if the YUVA has **shown interest** for any **internship**. This **View Internships** button is displayed irrespective of the YUVA is being **Approved or Rejected** by NSS program officer.

3. Once the **NSS Program officer – College/University**clicks on the **View Internships** button then he is navigated to the YUVA details page and there taken to the **Internship details** section. NSS PO here is displayed with **Reject, Onhold**, **Approve** options.
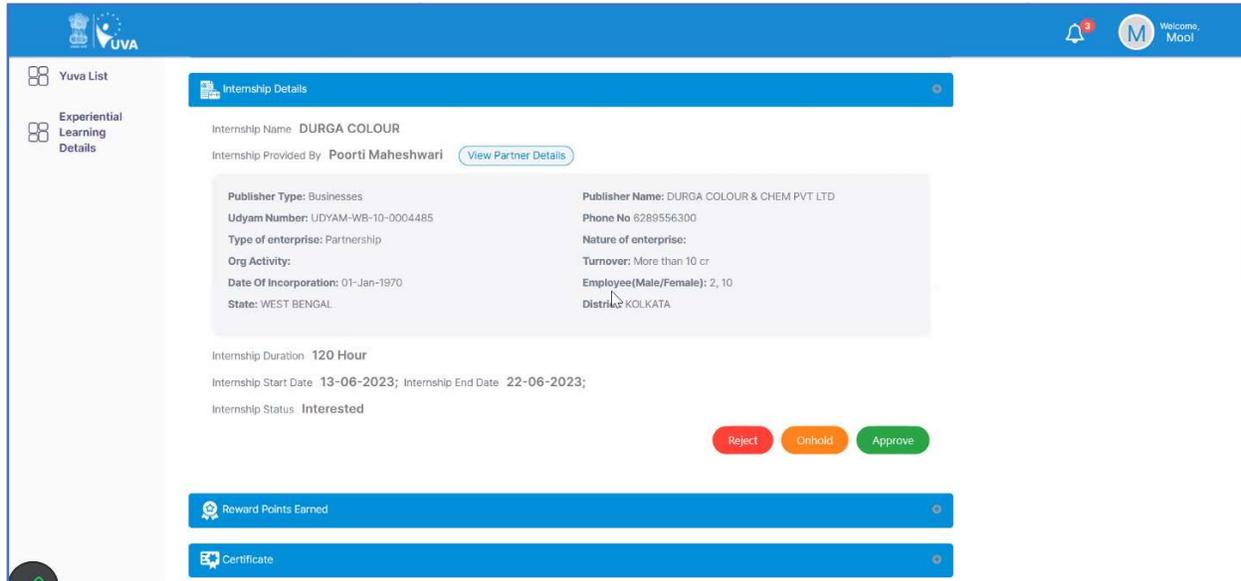
4. If the **NSS Program officer – College/University**has **Approved** the YUVA and then he clicks on **View Internships** and clicks on **Approve,** then the internship is Approved.
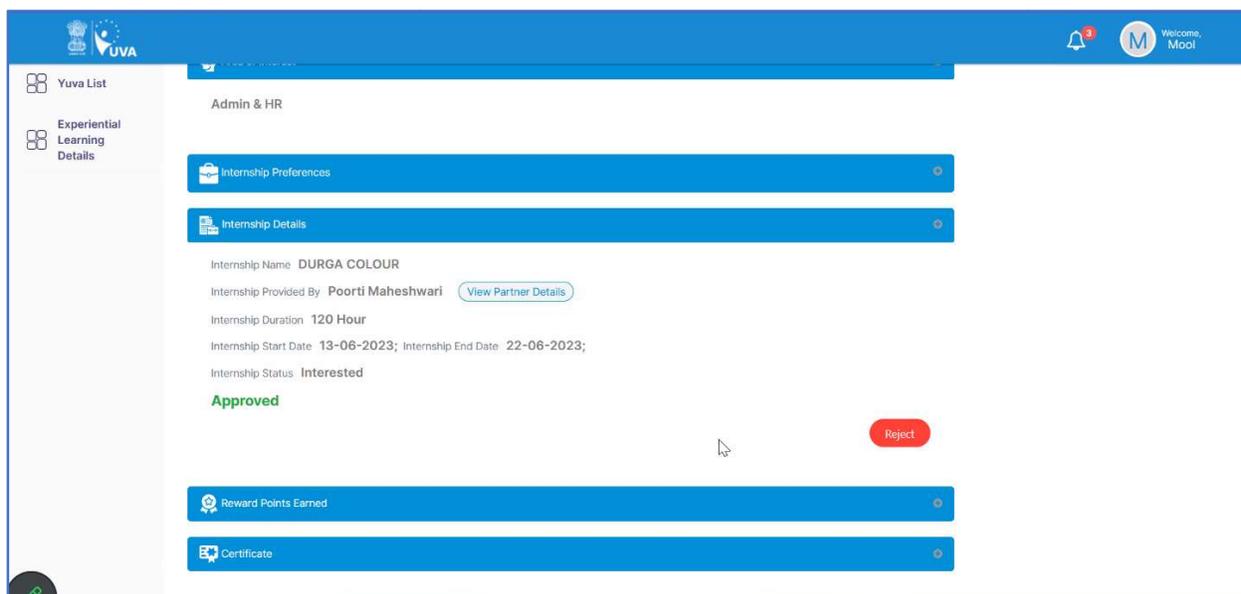
5. If the **NSS Program officer – College/University**has **Rejected** the YUVA and then he clicks on **View Internships** and clicks on **Approve,** then he is displayed with a message **"YUVA Not Approved."**