

Notification No. 03/2022

Subject – Implementation of Kaushal Aapti and a standardized approach to counselling under DDU-GKY-reg.

In DDU-GKY, candidate counselling is meant to gauge the aptitude of the prospective trainee in the trade, match aspirations with job roles, and provide information on growth prospects and risks involved. DDU-GKY guidelines envisage a standardized approach to counselling aimed at providing counselling not only at the on-boarding stage, during training and after placement for acclimatisation and career guidance but also advice on personal issues. It also envisages that counselling would be done mainly within frameworks developed by State Nodal agencies implementing DDU-GKY at the State level. This is aimed at helping both the candidate and parents make informed choices and to match aptitude with aspiration for sustainable livelihood.

Studies conducted indicate that one of the common reasons of dropout from the training was mismatch between candidates' expectations/ understanding of the program as explained by the Project Implementing Agencies and their experiences in the training centre or on the job. This means vocational guidance and wellness counselling of candidates before, during and after training require qualified professionals or at least training in the area.

NIRDPR has developed and deployed a feature in Kaushal Panjee App, called Kaushal Aapti as a tool for matching candidates' job interests with their aptitude and allocation of suitable course. States/PIAs are to make use of this standardized tool Kaushal Aapti, which is a technology-enabled audio-visual based app, for administering the John Holland Interest Inventory recommended in SOP and aptitude test. Kaushal Aapti feature provides Multi-lingual text support to help rural candidates navigate the application, in 10 languages: Hindi, English, Assamese, Malayalam, Telugu, Kannada, Gujarati, Bangla, Tamil, Oriya. Kaushal Aapti has 3 modules

- John Holland Interest Inventory Questions
- English Literacy, Numeracy, Pattern and colour recognition (ENPC)
- Counsellor follow up through web app

According to DDU-GKY Standard Operating Procedure, all PIAs must follow a scientific process of allotting courses to candidates by understanding the aptitude of the candidates. This is to ensure that the candidates get skilled and placed in a role that suits their interest and competency.

i. In Kaushal Aapti, the John Holland Interest Inventory is administered through image-based interactions. Based on the candidate response, the app's algorithm will map the job interest areas using the John Holland Interest Inventory code.

ii. English Literacy, Numeracy, Pattern and Colour Recognition (ENPC): In this module 3 levels of ENPC test will be enabled to capture their English, Numeracy, Colour Recognition and Pattern recognition skills, with time limit. Test results are generated in a PDF format for the candidate on the app. This data can be accessed by SRLM and PIAs through profile-based log in on its web app with appropriate admin rights so that counselling and selection becomes streamlined and candidate centric.

iii. Counsellor Follow up through web app: This is enabled through web application. Trained SRLM/PIA counsellors will be provided with log in ID to access a set of questions in order to ascertain the responses provided by the youth in the mobile app. Based on both the responses of candidate (self and counsellor-led), areas of job interest and test report are generated. The final report of selected candidates will be accessible through Kaushal Bharat and Kaushal Panjee. Detail user manual on Kaushal Aapti enclosed.

To,

The Additional Chief Secretaries/Principal Secretaries/ Commissioner & Secretaries of the Nodal Departments of the States implementing DDU-GKY


(Virendra Sharma)
Director(Skills)

Copy to

1. CEOs/MDs/COO/Nodal Officers of SRLMs/SSDMs in States
2. PPS to Secretary (RD)
3. PPS to JS (Skills)
4. PS to Dir(Skills)
5. Executive Director, DDU-GKY, NIRDPR
6. VP, NABCONS
7. Director Training, DDU-GKY, NIRDPR
8. All officials of DDU-GKY(MoRD)
9. ICT-PMU Team for uploading the notification & necessary changes on DDU-GKY Website.



USER MANUAL
ON
Kaushal Aapti
Counselling App



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ

Ministry of Rural Development, Govt. of India



User Hand Book

“KAUSHAL APTI” Check your aptitude.....
anywhere...anytime...

Table of Contents

1. Introduction.....	4
1.1. National Institute of Rural Development	4
1.2. Need for Scientific Counselling.....	4
2. Kaushal Aapti.....	6
3. Kaushal Aapti Mobile App.....	8
4. How to Conduct Aptitude Test.....	9
5. Kaushal Aapti Web Application.....	14
6. SRLM Admin Functionalities	16
How to Create SRLM counsellor	16
How to Create PIA admin /PIA counsellor	16
7. How to Access Counsellor follow up wizard.....	18
How to Generate Report of Candidate	22
8. How to Update Profiles / Change password	25
9. PIA Admin Functionalities	26
How to Create PIA admin /PIA counsellor	26
How to Access Counsellor follow up wizard	26
How to Generate Report of Candidate	26
How to Update Profiles / Change password.....	26
10. SRLM Counsellor Functionalities.....	26
How to Access Counsellor follow up wizard	26
How to Generate Report of Candidate	26
How to Update Profiles / Change password.....	26
11. PIA Counsellor Functionalities	26
How to Access Counsellor follow up wizard	26
How to Generate Report of Candidate	26
How to Update Profiles / Change password.....	26

Version History – Amendment Log

SNo	Version No	Date	Change No.	Description
1	1.0	10 th Jan 2021		Draft version
2	2.0	02 nd Nov 2021	1	Edited Version

Authors & Approvers

Author(s):

1. K.Nithin Rao Asst. Director(E-learning), , DDU-GKY, NIRDPR

Approvers:

1. Shri. Samir Goswami, Director MIS, DDU-GKY, NIRDPR
2. Dr. Sandhya Gopakumaran, Director T&D, DDU-GKY, NIRDPR

1. Introduction

1.1. National Institute of Rural Development

The National Institute of Rural Development and Panchayati Raj (NIRD&PR), an autonomous organisation under the Union Ministry of Rural Development, is a premier national centre of excellence in rural development and Panchayati Raj. Recognized internationally as one of the UN-ESCAP Centres of Excellence, it builds capacities of rural development functionaries, elected representatives of PRIs, bankers, NGOs and other stakeholders through inter-related activities of training, research and consultancy. The Institute is located in the historic city of Hyderabad in Telangana state. The NIRD&PR celebrated its Golden Jubilee Year of establishment in 2008. In addition to the main campus at Hyderabad, this Institute has North-Eastern Regional Centre at Guwahati, Assam to meet the NE-regional needs.

The NIRD&PR is mandated to:

- Organise training programmes, conferences, seminars and workshops for senior level development managers, elected representatives, bankers, NGOs and other stakeholders;
- Undertake, aid, promote and coordinate research on its own and / or collaborate with State, national and international development agencies;
- Analyse and offer solutions to problems encountered in planning and implementation of the programmes for rural development, decentralised governance, panchayati raj and related programmes;
- Study the functioning of the Panchayati Raj Institutions (PRIs) and rural development programmes across the States;
- Analyse and propose solutions to problems in planning and implementation of the programmes for rural development; and
- Develop content and disseminate information and transfer technology through periodicals, reports, e-modules and other publications.

Development of Kaushal Aapti for DDU-GKY

1.2. Need for Scientific Counselling

The problem: The current retention rate of DDU-GKY trained candidates in their jobs is 53% (ddugky.gov.in, Dec 2019), which has a scope to improve. Recent studies by NIRDPR indicated that about 14.5% explicitly dropped out from their job because of lack of job satisfaction. Placement rates can improve if the candidates pursue skill training and jobs of their interest. DDU-GKY currently offers training in over 400 Job Roles across 15 sectors. Interviews conducted by DDU-GKY NIRDPR Training Division with different PIAs reveal that the aptitude of a candidate to take a certain job role is not gauged in a standardized and scientific manner. Often, an aptitude test is administered after a candidate joins a centre.

Secondly, the aptitude test questionnaire used is not uniform across the country. Thirdly, most of our candidates who are at 10th or 10 plus two level are not conversant in English. This means translating the questionnaire used by the PIA should be in native language of the candidate. Often, the questionnaire in English is translated into native language and asked to the candidate, and filled in by the mobiliser / counsellor. Mobilisation and Counselling the candidates for DDU-GKY programs have been a challenge, as very often, the candidates are not mobilised on the basis of their career interest which impacts retention during training and placement.

The John Holland Interest Inventory has been recommended in DDU-GKY SOP for gauging the aptitude of DDU-GKY potential candidates in order to ensure that the right candidates are trained with the right skills for the right jobs that they have the aptitude to do. However, the John Holland Test, which is framed in English, as is would not cater to the level of an average rural poor youth. In most cases, it can only be administered through an intermediary who can translate the questions into their native language and elicit response. Much can be lost in translation. This can lead to several slips in the mobilisation and counselling process, and can have far reaching consequences. There is a need to support the PIAs with a standardised tool that can be used, which is language agnostic and can provide a scientific data on a candidate's aptitude for acquiring a skill. It is proposed that a visual based app be created based on John Holland Interest Inventory for the training partners to use across the country.

John Holland Interest Inventory and Aptitude Tests need to be administered in a language agnostic manner. It needs to be easy to deploy on the field. It needs to be neutral, and rural candidate friendly.

2. Kaushal Aapti

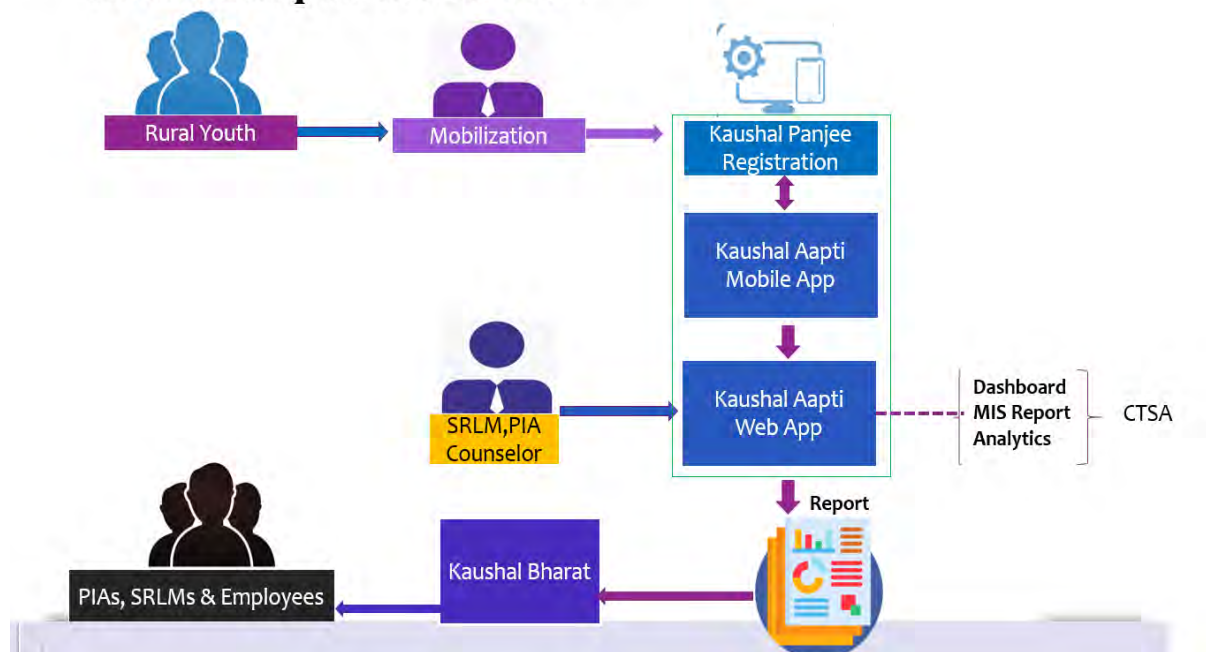
Kaushal Aapti was conceptualized by NIPDPR, MoRD, GOI which is a technology enabled application for administering John Holland Interest Inventory and Aptitude Tests. The system helps to measure rural unemployed youth's interest and aptitude based on their responses.

Kaushal Aapti, counselling system has three modules:

- A. John Holland Interest Inventory
- B. English, Numeracy, Pattern and Color Recognition
- C. Counsellor Follow up

The counselling report for a candidate, generated in Kaushal Aapti, can be accessed from both Kaushal Panjee and Kaushal Bharat applications of DDUGKY ecosystem.

Kaushal Aapti Process Flow



A. Interest Inventory

This module has been developed to ensure that the candidates get skilled and placed in a role that suits their interest and competency. Right candidate with the right skill sets for the right job will go a long way in providing sustainable livelihood for the rural youth. John Holland Interest Inventory is the tool recommended in the SOP. This is administered through a mobile application (For Android only) integrated with Kaushal Panjee mobile app. The mobile app is enabled with a series of images associated with John Holland Interest Inventory questions and elicits responses from 3 options

- o Strong desire
- o Partially interested
- o Not interested

Based on the selection of at least one option for each image, the algorithm will compute the RIASEC code-based job interest and made available to the PIA.

B. English, Numeracy, Pattern and Color Recognition (ENPC)

In this module, 3 levels of ENPC test will be enabled to capture their English, Numeracy, Color Recognition and Pattern recognition skills. This module has a time limit of 30 mins. This is administered through the same Kaushal Aapti mobile application (For Android only) integrated with Kaushal Panjee mobile app.

C. Counsellor Follow up

This module is made available as a web application. SRLMS/PIAs can register their counsellors in this application. Counsellors are provided with a set of questions to interact with the candidates. Responses of the candidate have to be recorded by the counsellor.

Based on candidate's response in each module, a consolidated report is generated with the suggestions and recommendations of suitable job roles.

Advantages:

1. The test is administered mostly based on pictures, supported by text for ease of use by candidates
2. Multi-lingual support to help rural candidates to easily navigate the application, in the following 10 languages:
Hindi, English, Assamese, Malayalam, Telugu, Kannada, Gujarati, Bangla, Tamil, Oriya
3. Application based on scientific tool for counselling, with briefing for rural candidates and DDUGKY counsellors
4. The App is integrated with Kaushal Panjee and Kaushal Bharat

3. Kaushal Aapti Mobile App

Users

- Prospective candidates for DDUGKY skilling program.

Minimum System Requirement

- Mobile Device with Android 5 +
- Requires 30 MB space for installation
- Kaushal Panjee App V2.2 (Already Installed)

How to install Kaushal Aapti

- Open Google play store in your mobile

Google Play Store Link:

<https://play.google.com/store/apps/details?id=com.ddugky.kaushalAapti>

- Type 'KAUSHALAAPTI' in the search bar of play store. The app will open to the home page as shown below



4. How to Conduct Kaushal Aapti Aptitude Test

Step 1 : Creating an account (For those who do not have Kaushal Panjee ID)

Candidate cannot access Kaushal Aapti app without Kaushal Panjee ID. Candidate must first download Kaushal Panjee app from google play store then register themselves in Kaushal Panjee V2.2 app on clicking Register Now.

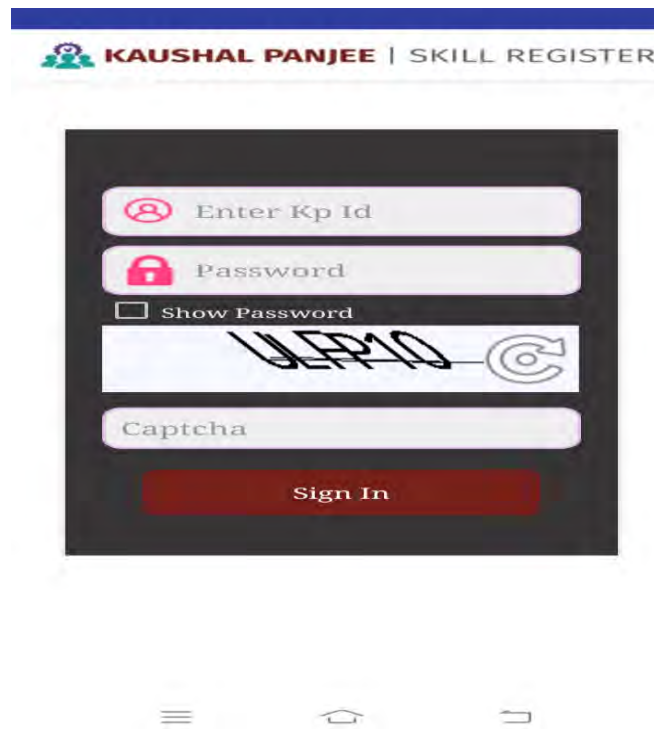


Step 1: Run Kaushal Panjee App and navigate to Home Page.

Step 2: After entering the Kaushal Panjee app, click “KAUSHAL AAPT” then the page enters “Kausha Aapti: Skill and Personality Test or Know Kaushal Aapti Status”

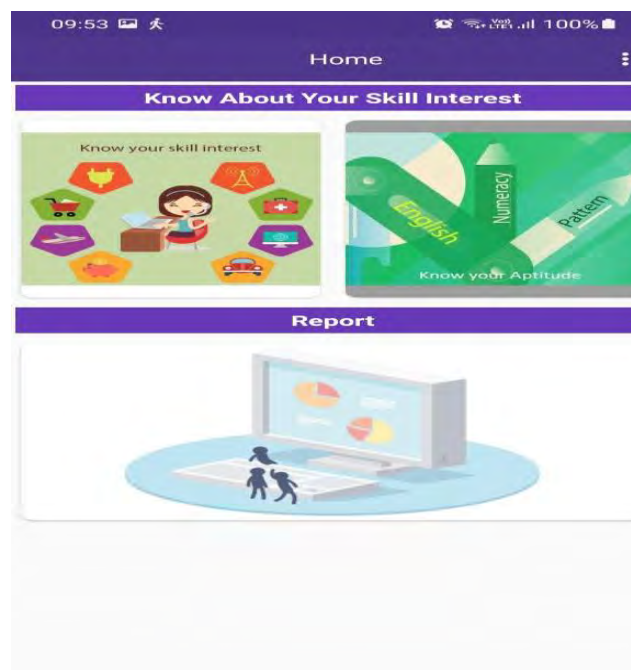


Step 3: Once you click “Kaushal Aapti: Skill and Personality Test” you will enter the “Sign In page”



The screenshot shows the 'KAUSHAL PANJEE | SKILL REGISTER' header. Below it is a dark grey login box with the following fields: 'Enter Kp Id' (with a person icon), 'Password' (with a lock icon), a 'Show Password' checkbox, a captcha image showing the text 'UJEP10' with a circular arrow icon, and a 'Sign In' button. At the bottom are three navigation icons: a hamburger menu, a home icon, and a right-pointing arrow.

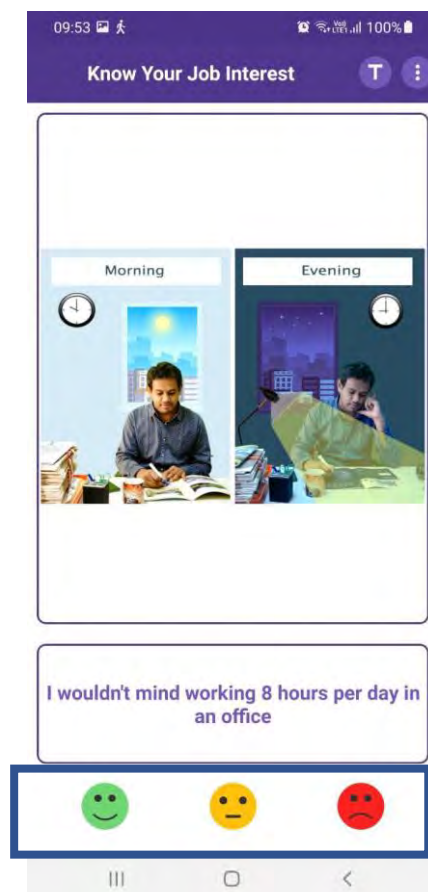
Step 4: Once you enter your valid login credentials, you will be able to enter “Kaushal Aapti Skill and Personality Test” Home page



Step 5: Select your preferred language by clicking the three dots on top right and select “Change Language”.



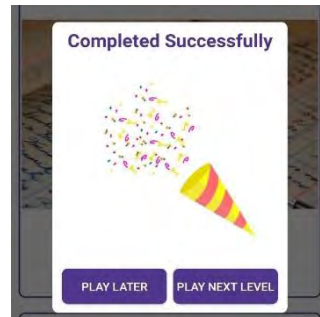
Step 6: Access the First Module ie. Interest Inventory by clicking “Know your skill interest”



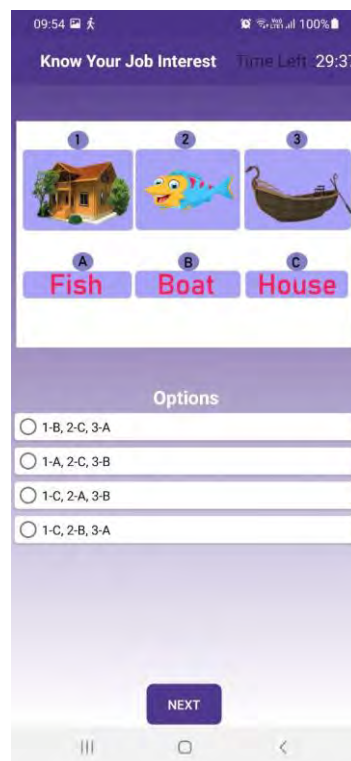
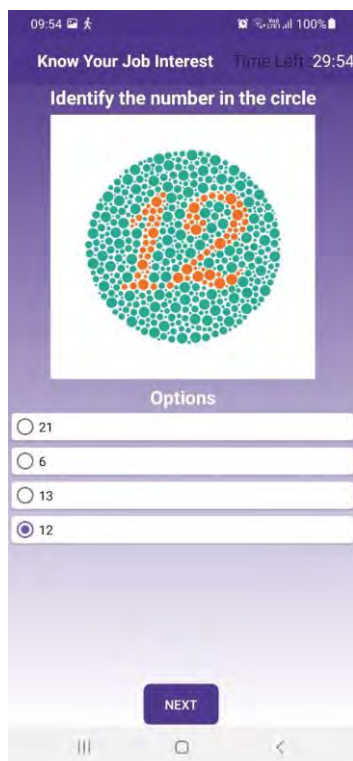
This module is enabled with a series of job role images with 3 options

- ☐ Strong desire (Select Green Smiley)
- ☐ Partially interested (Select Yellow Smiley)
- ☐ Not interested (Select Red Smiley)

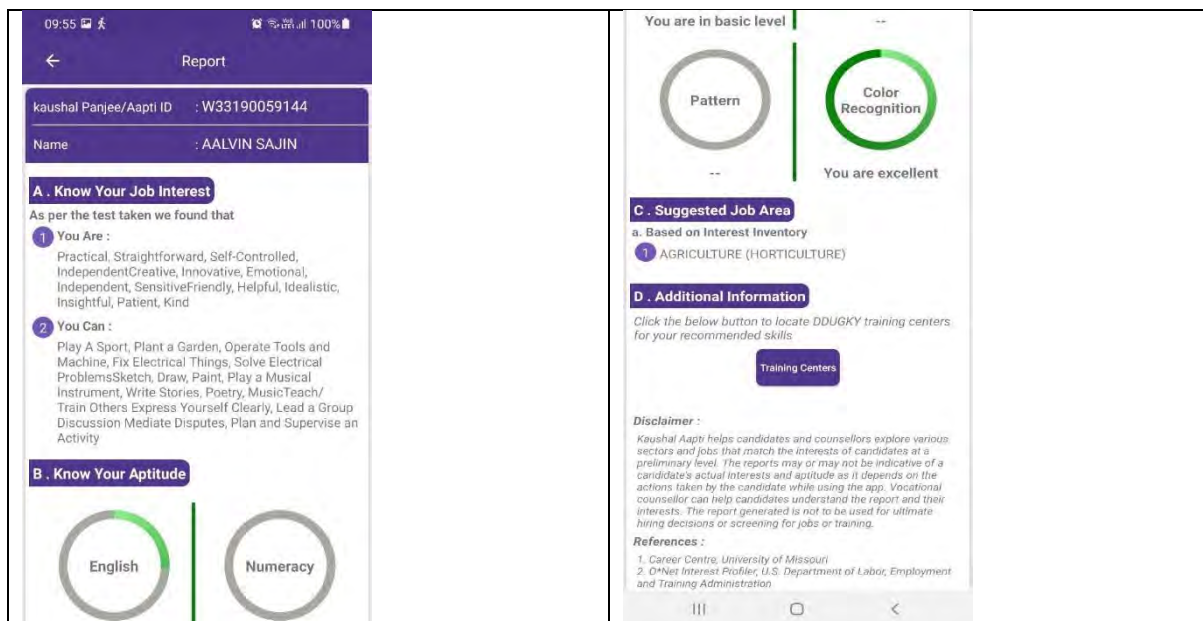
Step 7: Click on “Play next level” to access second module ie. ENPC



Step 8: Access ENPC test: Click on Know your Aptitude, then user will be navigated there aptitude questions of 3 levels as shown below.



There is a time limit for this module. This test has to be completed in 30 minutes. Upon completing the second module, the user can generate report.



Counsellor can see this report in the login of web app and initiate further process through the web app.

5. Kaushal Aapti Web Application

User Roles:

S.NO	USER ROLE	RIGHT TO ACCESS
1	Super Admin	• Can create SRLM/PIA admin • Can create SRLM/PIA counsellor • Can generate report of candidate • Can access Counsellor follow up wizard • Update their profiles / Change password
2	SRLM Admin	• Can create SRLM counsellor • Can create PIA admin /PIA counsellor • Can generate report of candidate • Can access Counsellor follow up wizard • Update their profiles / Change password
3	PIA Admin	• Can create PIA counsellor • Can generate report of candidate • Can access Counsellor follow up wizard • Update their profiles / Change password
4	SRLM Counsellor	• Can generate report of candidate • Can access Counsellor follow up wizard • Update their profiles/ Change password
5	PIA Counsellor	• Can generate report of candidate • Can access Counsellor follow up wizard • Update their profiles / Change password

Minimum System Requirement

- Mobile/Tab/Laptop/Desktop
- It works in all operating systems like Windows, IOS, Linux etc.
- Web browser like Internet Explorer, Google Chrome, Mozilla, Safari etc.
Preferably Chrome 70.0+, Mozilla 54.0+

How to install Kaushal Aapti Web App

Its web application no specific installation required Access web site
<http://kaushalaapti.ddugky.info> using any web browser



SRLM Admin Functionalities

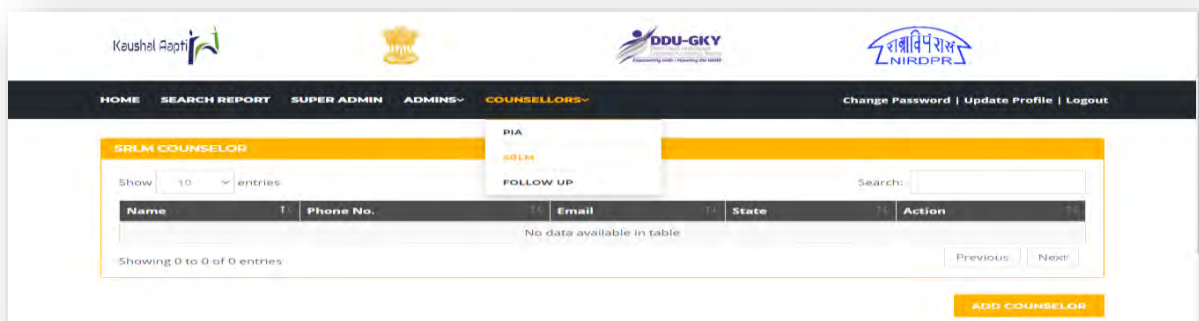
Its web application no specific installation required Access web site
<http://kaushalaapti.ddugky.info> using any web browser



6. SRLM Admin Functionalities

6.1 How to Create SRLM counsellor

This can be done from SRLM Admin login.



After login as SRLM Admin, Click on Add SRLM Counsellor and fill the form to create SRLM Counsellor account.

STATE :

Andhra Pradesh

NAME

MOBILE :

EMAIL :

Add Counselor

Developed & Maintained by NIRDPR

6.2 How to Create PIA admin /PIA counsellor

PIA admin account can be created by SRLM Admin login.

PIA ADMIN

Show 10 entries

Search:

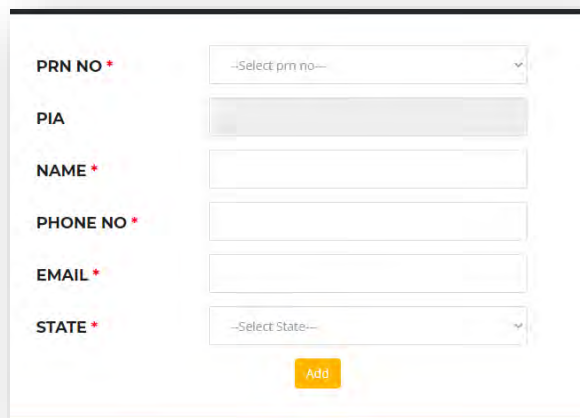
Name	Mobile	Email	State Name	Prn No	Pia Name	Action
No data available in table						

Showing 0 to 0 of 0 entries

Previous

Next

Click on Add PIA admin and fill the form to create PIA admin account.



The form is a white rectangular box with a thin orange border at the bottom. It contains the following fields and labels:

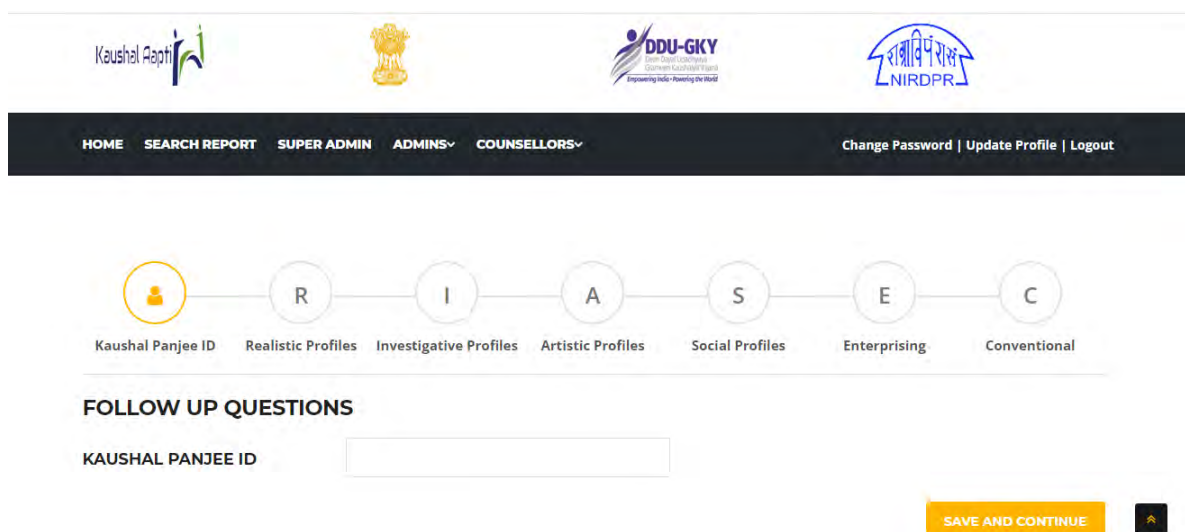
- PRN NO ***: A dropdown menu with the text "--Select prn no--" and a downward arrow.
- PIA**: A text input field with a light gray background.
- NAME ***: A text input field.
- PHONE NO ***: A text input field.
- EMAIL ***: A text input field.
- STATE ***: A dropdown menu with the text "--Select State--" and a downward arrow.
- Add**: An orange button with the text "Add" in white.

7. How to Access Counsellor follow up wizard

Step 1: Select “COUNSELLORS” Tab then click on “FOLLOW UP”



Step 2: Enter “Kaushal Panjee” ID then click “SAVE AND CONTINUE”



Step 3: Update “REALISTIC PROFILES” then click “SAVE AND CONTINUE”

HOME
SEARCH REPORT
SUPER ADMIN
ADMINS
COUNSELLORS
Change Password | Update Profile | Logout

Kaushal Panjee ID
Realistic Profiles
Investigative Profiles
Artistic Profiles
Social Profiles
Enterprising
Conventional

REALISTIC PROFILES

1
Do you like assembling parts of gadgets?

- Strongly desired
- Partially interested
- Strongly dislike

2
Do you like repairing taps, water pumps, electrical equipment?

- Strongly desired
- Partially interested
- Strongly dislike

3
Do you like to lay brick, tiles, stones etc?

- Strongly desired
- Partially interested
- Strongly dislike

4
Do you like to operate machines in a factory or farming equipment?

- Strongly desired
- Partially interested
- Strongly dislike

5
Do you like farming / looking after animals?

- Strongly desired
- Partially interested
- Strongly dislike

6
Do you like to cook and serve people?

- Strongly desired
- Partially interested
- Strongly dislike

SAVE AND CONTINUE

Step 4: Update “INVESTIGATIVE PROFILES” then click “SAVE AND CONTINUE”

HOME
SEARCH REPORT
SUPER ADMIN
ADMINS
COUNSELLORS
Change Password | Update Profile | Logout

Kaushal Panjee ID
Realistic Profiles
Investigative Profiles
Artistic Profiles
Social Profiles
Enterprising
Conventional

INVESTIGATIVE PROFILES

1
When you buy things - vegetables, food items or anything - do you check for its quality?

- Strongly desired
- Partially interested
- Strongly dislike

2
Do you like solving puzzles?

- Strongly desired
- Partially interested
- Strongly dislike

3
Do you observe the behaviour of animals / people?

- Strongly desired
- Partially interested
- Strongly dislike

4
Do you like working in labs, conduct tests?

- Strongly desired
- Partially interested
- Strongly dislike

5
Do you find out new locations and maps of places?

- Strongly desired
- Partially interested
- Strongly dislike

6
Do you try to find out new things and learn more about it?

- Strongly desired
- Partially interested
- Strongly dislike

SAVE AND CONTINUE

Step 5: Update “ARTISTIC PROFILES” then click “SAVE AND CONTINUE”

Kaushal Panjee ID Realistic Profiles Investigative Profiles **Artistic Profiles** Social Profiles Enterprising Conventional

ARTISTIC PROFILES

- 1 Do you sing songs or play musical instruments?
 - ☐ Strongly desired
 - ☐ Partially interested
 - ☐ Strongly dislike
- 2 Do you act in skits, plays, etc?
 - ☐ Strongly desired
 - ☐ Partially interested
 - ☐ Strongly dislike
- 3 Do you do make up for others?
 - ☐ Strongly desired
 - ☐ Partially interested
 - ☐ Strongly dislike
- 4 Do you do artwork for magazines, festivals, weddings or design sets?
 - ☐ Strongly desired
 - ☐ Partially interested
 - ☐ Strongly dislike
- 5 Do you write poems / write / tell stories?
 - ☐ Strongly desired
 - ☐ Partially interested
 - ☐ Strongly dislike
- 6 Do you do craft / stitching / embroidery?
 - ☐ Strongly desired
 - ☐ Partially interested
 - ☐ Strongly dislike

SAVE AND CONTINUE

Step 6: Update “SOCIAL PROFILES” then click “SAVE AND CONTINUE”

HOME SEARCH REPORT SUPER ADMIN ADMINS COUNSELLORS Change Password | Update Profile | Logout

Kaushal Panjee ID Realistic Profiles Investigative Profiles Artistic Profiles **Social Profiles** Enterprising Conventional

SOCIAL PROFILES

- 1 Do you have many friends?
 - ☐ Strongly desired
 - ☐ Partially interested
 - ☐ Strongly dislike
- 2 Do you sit and chat with friends or listen to them?
 - ☐ Strongly desired
 - ☐ Partially interested
 - ☐ Strongly dislike
- 3 Do people in the village reach out to you when they need help?
 - ☐ Strongly desired
 - ☐ Partially interested
 - ☐ Strongly dislike
- 4 Do you take care of people who are sick or old in the village/community - like give them a bath, give them food, tie bandage etc?
 - ☐ Strongly desired
 - ☐ Partially interested
 - ☐ Strongly dislike
- 5 Do you give speeches?
 - ☐ Strongly desired
 - ☐ Partially interested
 - ☐ Strongly dislike
- 6 Are you a volunteer / committee member in any village activity?
 - ☐ Strongly desired
 - ☐ Partially interested
 - ☐ Strongly dislike

SAVE AND CONTINUE

Step 7: Update “ENTERPRISING” then click “SAVE AND CONTINUE”

HOME SEARCH REPORT SUPER ADMIN ADMINS COUNSELLORS Change Password | Update Profile | Logout

Kaushal Panjee ID Realistic Profiles Investigative Profiles Artistic Profiles Social Profiles **Enterprising** Conventional

ENTERPRISING

- Do you like to set up a shop of your own?
 - Strongly desired
 - Partially interested
 - Strongly dislike
- Do you like to do farming?
 - Strongly desired
 - Partially interested
 - Strongly dislike
- Do you like buying and selling for a better price?
 - Strongly desired
 - Partially interested
 - Strongly dislike
- During events, do you run small eatery / toys?
 - Strongly desired
 - Partially interested
 - Strongly dislike
- Do you like to do crafts, dress designing, tailoring?
 - Strongly desired
 - Partially interested
 - Strongly dislike
- Do you generally take up responsibilities / do people always select you for taking a responsibility?
 - Strongly desired
 - Partially interested
 - Strongly dislike

SAVE AND CONTINUE

Step 8: Update “CONVENTIONAL” then “SUBMIT”

HOME SEARCH REPORT SUPER ADMIN ADMINS COUNSELLORS Change Password | Update Profile | Logout

Kaushal Panjee ID Realistic Profiles Investigative Profiles Artistic Profiles Social Profiles Enterprising **Conventional**

CONVENTIONAL

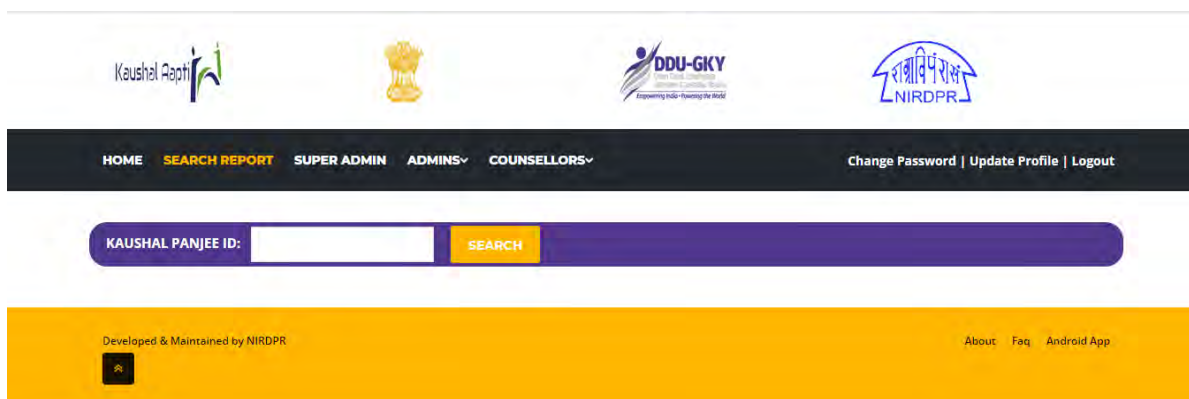
- Do you maintain records of your expenses?
 - Strongly desired
 - Partially interested
 - Strongly dislike
- Do you have a tendency to arrange things in an order in your house?
 - Strongly desired
 - Partially interested
 - Strongly dislike
- Do you help people with calculating expenses, counting money etc?
 - Strongly desired
 - Partially interested
 - Strongly dislike
- Do you like filling applications, typing and doing office work for long hours?
 - Strongly desired
 - Partially interested
 - Strongly dislike
- Do you like working on calculator and computers?
 - Strongly desired
 - Partially interested
 - Strongly dislike
- Do you like to work on bills and accounts?
 - Strongly desired
 - Partially interested
 - Strongly dislike

SUBMIT

Step 9: After “SUBMIT”, it will Generate Report of the Candidate.

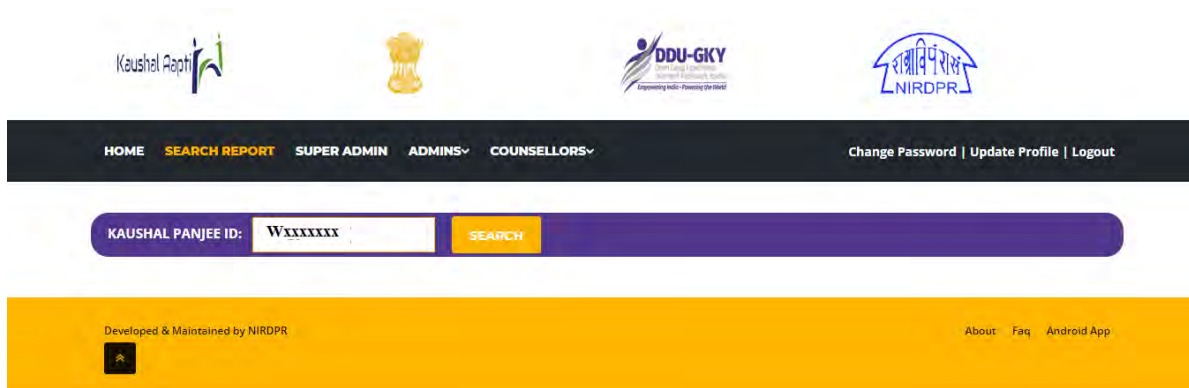
7.1 How to Generate Report of Candidate:

Step1: Select “SEARCH REPORT” in Home Page



The screenshot shows the Kaushal Aapti 2.0 Home Page. At the top, there are four logos: Kaushal Aapti, the Government of India emblem, DDU-GKY, and NIRDPR. Below the logos is a dark navigation bar with the following links: HOME, **SEARCH REPORT**, SUPER ADMIN, ADMINS, and COUNSELLORS. On the right side of the navigation bar, there are links for Change Password, Update Profile, and Logout. Below the navigation bar is a search bar with the label 'KAUSHAL PANJEE ID:' and a 'SEARCH' button. Below the search bar is a yellow footer bar with the text 'Developed & Maintained by NIRDPR' and links for About, Faq, and Android App.

Step 2: Enter Valid Kaushal Panjee ID and submit “SEARCH” then will generate Candidate Report”



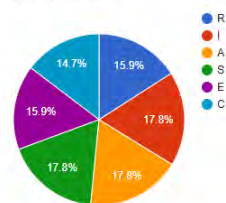
The screenshot shows the Kaushal Aapti 2.0 Home Page. At the top, there are four logos: Kaushal Aapti, the Government of India emblem, DDU-GKY, and NIRDPR. Below the logos is a dark navigation bar with the following links: HOME, **SEARCH REPORT**, SUPER ADMIN, ADMINS, and COUNSELLORS. On the right side of the navigation bar, there are links for Change Password, Update Profile, and Logout. Below the navigation bar is a search bar with the label 'KAUSHAL PANJEE ID:' and a 'SEARCH' button. The search bar is filled with the text 'Wxxxxxxx'. Below the search bar is a yellow footer bar with the text 'Developed & Maintained by NIRDPR' and links for About, Faq, and Android App.

Sample Reports :

A: JOHN HOLLAND TEST

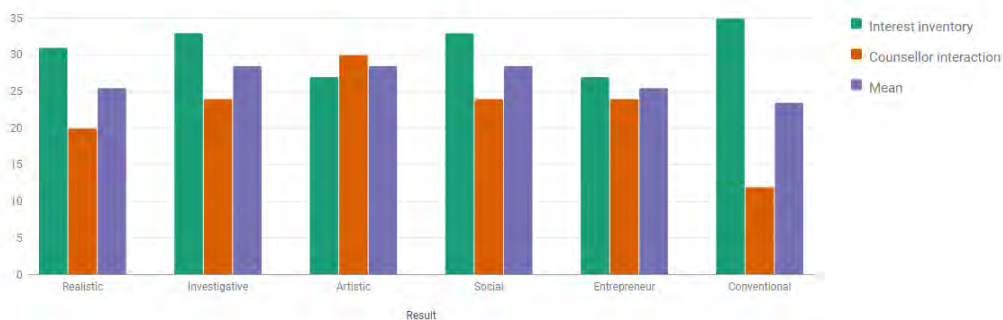
	Interest Inventory(II)	Counsellor Interaction(CI)	Mean of II & CI
R: Realistic	31	20	25.5
I: Investigative	33	24	28.5
A: Artistic	27	30	28.5
S: Social	33	24	28.5
E: Entrepreneur	27	24	25.5
C: Conventional	35	12	23.5

John Holland Test



John Holland Test

ddugky.gov.in



B: KNOW CANDIDATES JOB INTEREST

Mean of Candidate Response & Counsellor Interaction Indicated that:

Candidate Is:

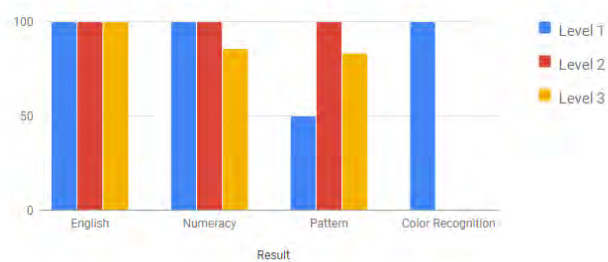
1. Analytical, Scientific, Logical,
2. Creative, Innovative, Emotional, Independent, Sensitive,
3. Friendly, Helpful, Idealistic, Insightful, Patient, Kind,

Candidate Can:

1. Solve Math Problems, Do Complex Calculations, Think Abstractly,
2. Sketch, Draw, Paint, Play a Musical Instrument, Write Stories, Poetry, Music,
3. Teach/Train Others Express Yourself Clearly, Lead a Group Discussion Mediate Disputes, Plan and Supervise an Activity,

C: ENGLISH, NUMERACY, PATTERN & COLOR RECOGNITION TEST

	Level 1(%)	Level 2(%)	Level 3(%)	Average(%)
English	100	100	100	100
Numeracy	100	100	86	95
Pattern	50	100	83	78
Color Recognition	100	-	-	100
Average	88	100	90	

**D: SUGGESTED JOB AREA****Based on the Mean of Candidate Response and Counsellor Followup**

HEALTH CARE (MEDICAL RECORDS & HEALTH INFORMATION TECHNICIAN)
 AEROSPACE
 BANKING & ACCOUNTING
 BEAUTY & WELLNESS (SPA MANAGER)
 HOSPITALITY (CUSTOMER SERVICE)
 IT-ITES (BPO NON VOICE)
 IT-ITES (BPO VOICE)
 IT-ITES (DTP)
 LOGISTICS
 SPA & WELLNESS
 TOURISM & HOSPITALITY
 BUSINESS & COMMERCE
 INSURANCE
 RETAIL (RETAIL SALES ASSOCIATE)
 RUBBER

8. How to Update Profiles / Change password

Update Profile:

Click on “Update Profile” in Home page and Update NAME, PHONE NUMBER and EMAIL, then click on “Update”

The screenshot shows the 'Update Profile' page for a user named Nitin Rao (Super Admin). The page has a header with logos for Kaushal Aapti, India, DDU-GKY, and NIRDPR. Below the header is a navigation bar with links: HOME, SEARCH REPORT, SUPER ADMIN, ADMINS, and COUNSELLORS. On the right of the navigation bar are links for Change Password, Update Profile, and Logout. The main content area contains three input fields: NAME (Nitin Rao), PHONE NO. (2314321256), and EMAIL (nithinrao.nird@gov.in). Below these fields is an orange 'Update' button. At the bottom of the page is a yellow footer bar with the text 'Developed & Maintained by NIRDPR' and links for About, Faq, and Android App. The browser's address bar shows the URL 'kaushalaapti.ddugky.info/index.php/Users/profile'.

Change Password:

Click on “Change Password” in Home Page and Change New Password, then click on “Change Password”

The screenshot shows the 'Change Password' page. The page has a header with logos for Kaushal Aapti, India, DDU-GKY, and NIRDPR. Below the header is a navigation bar with links: HOME, SEARCH REPORT, SUPER ADMIN, ADMINS, and COUNSELLORS. On the right of the navigation bar are links for Change Password, Update Profile, and Logout. The main content area contains three input fields: Old Password (Enter Old Password), New Password (Enter New Password), and Confirm Password (Repeat New Password). Below these fields is an orange 'Change Password' button. At the bottom of the page is a yellow footer bar with the text 'Developed & Maintained by NIRDPR' and links for About, Faq, and Android App. The browser's address bar shows the URL 'https://kaushalaapti.ddugky.info/index.php/Users/profile'.

9. PIA Admin Functionalities

How to Create PIA admin /PIA counsellor

Please Refer to Section 6.2

How to Access Counsellor follow up wizard

Please Refer to Section 7

How to Generate Report of Candidate

Please Refer to Section 7.1

How to Update Profiles / Change password

Please Refer to Section 8

10. SRLM Counsellor Functionalities

How to Create SRLM counsellor

Please Refer to Section 6.1

How to Access Counsellor follow up wizard

Please Refer to Section 7

How to Generate Report of Candidate

Please Refer to Section 7.1

How to Update Profiles / Change password

Please Refer to Section 8

11.PIA Counsellor Functionalities

How to Access Counsellor follow up wizard

Please Refer to Section 7

How to Generate Report of Candidate

Please Refer to Section 7.1

How to Update Profiles / Change password

Please Refer to Section 8



For further support, queries, please contact

National Institute of Rural Development & Panchayati Raj (NIRDPR)
(Ministry of Rural Development, Govt of India)
Rajendranagar, Hyderabad, Telangana State - 500030.