User Manual for

"Institute Panel"

NIELIT Skill Hub Portal

[https://nielitup.in/]

National Institute of Electronics and Information Technology

[An Autonomous Scientific Society under
Ministry of Electronics and Information Technology (MeitY), Government of India]

NIELIT GORAKHPUR	**NIELIT LUCKNOW**
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Summary of Steps for Institute Panel

1.
- Login with your Credentials
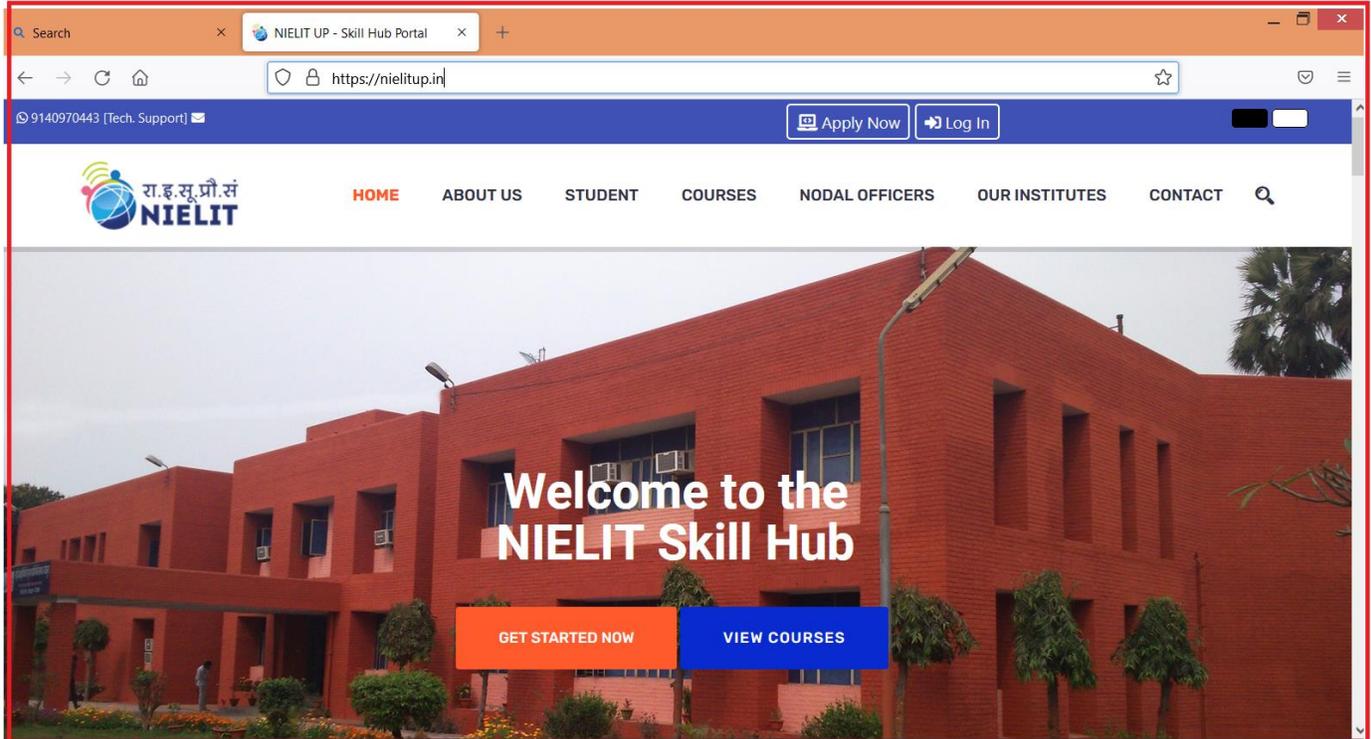
2.
- Verify and Lock the candidates

3.
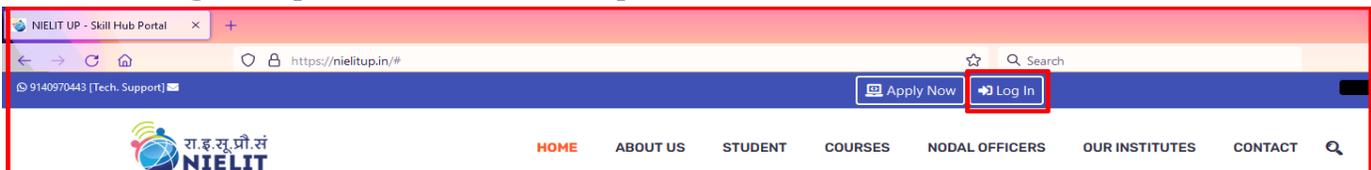- Genertate Demand note

4.
- Pay the fees online

Detailed steps are given below:

1. Visit the link **https://nielitup.in/**

   (Preferred Mozilla Firefox browser)

2. Click on "**Log In**" option available on top of the window

3. User Login window would appear, which will comprises of following steps:
   - Select Login as **Institute**
   - Enter Email ID or Mobile Number
   - Enter Your Password
   - Enter captcha code
   - And then click Login Button

4. Institute Dashboard would appear.

Sl	Course Name	Batch	Total Application	Docs Pending	Verify and Lock	Demand Note Generated	Paid	Rejected
1	Digital Marketing	15-Aug-2022 [10:00 AM - 12:00 PM]	3	1	2	-	-	-

In the dashboard, user can see the summary of applications as following:

- Total Application
- Docs Pending
- Verify and Lock
- Demand Note Generated
- Paid Applications
- Rejected Applications

[Here in above screenshot of dashboard, Total 03 no of applications are received, 01 application is pending for docs uploading & 02 applications are pending for verify and Lock.]

5. To see the details of all applications, Click on number of Total Application:

Then Total no of Application window would appear as following:

6. To see Docs Pending applications, click on Docs Pending number.

The details of applications with Document Pending would appear on the screen:

7. To verify & lock the applications for payment, click on Verify & Lock numbers.

Verify & Lock window would appear, where Institute can verify and lock the application one by one:

Click Verify & Lock Button

After verify & lock then click Initiate Payment option

8. Demand Note dashboard window would appear, click on "Generate Demand Note and Proceed for payment" button.

9. Click on Yes button to generate demand note for payment, otherwise click on No button.

10. After clicking on Yes button "All Demand Note List" screen would appear, click on "Pay Now" button.

S.No.	Demand Note No.	Demand Note State	Total Amount	Payable Amount	Generated Date	Generated By	No. of Application	Action
1	NGKPSHI2208010000000223	Ready	2000	2000	22-Aug-2022	Avinash Kamal Mishra	2	Pay Now

11. Choose payment Gateway.

12. After the Gateway selection, press continue button to proceed.

13. The details of the payment would appear on the screen, click on "Pay fee button

Transaction/Order ID:**NGKPSHI2208010000000223**

Amount(In Rs.):**2000**

Course Name:**Digital Marketing [15-Aug-2022]**

Name:**NIELIT Gorakhpur-Gorakhpur**

Email ID:**gorakpur@nielit.gov.in**

Mobile/Cell Number:**8317093894**

Pay Fee

14. Payment Gateway window would appear, fill required information and click on "Pay now" button.

- Fill Credit / Debit card/ UPI/ Net Banking details
- Click on Pay now button

15. After successfully payment, response screen would appear, then click on continue button.

16. Now, Institute Dashboard would appear, click on "Paid numbers".

17. After clicking on Paid numbers, "All Paid Student Details" window would appear.

Payment Slip can be downloaded.

18. After clicking on Payment Slip button "Payment E-Receipt" window would appear.