

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

MMM University of Technology
Campus, Deoria Road, Gorakhpur, Uttar
Pradesh - 273010
Mb: 8317093894
Email: gorakhpur@nielit.gov.in

NIELIT LUCKNOW

Sumit Complex, A-1/9, Vibhuti Khand,
Gomti Nagar, Lucknow, Uttar Pradesh -
226010
Phone: 91 - 522 - 2720590, 3067900
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Summary of Steps for Institute Panel

1.

- Login with your Credentials

2.

- Verify and Lock the candidates

3.

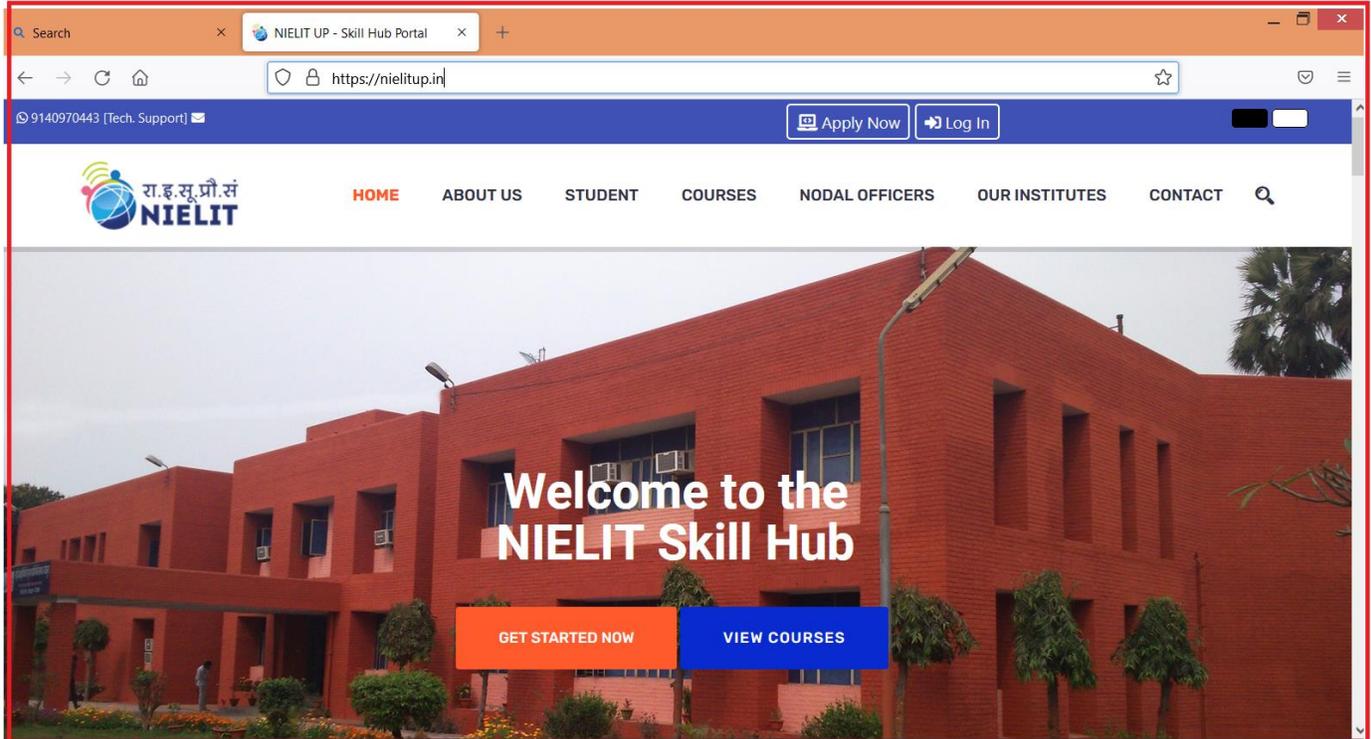
- Genertate Demand note

4.

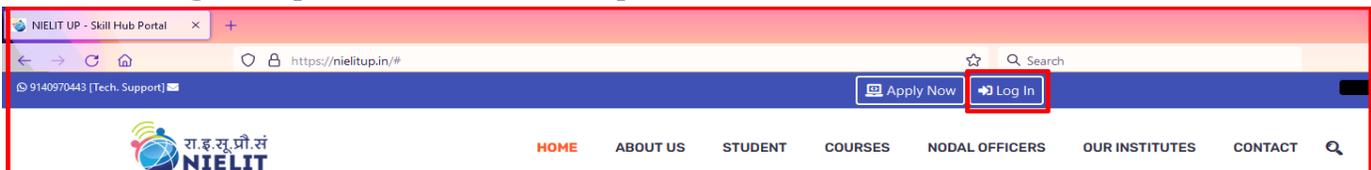
- Pay the fees online

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

User Login

Institute

Enter Email ID or Mobile Number
avinash.kamal.mishra@gmail.com

Enter Password
●●●●●●●●

Show Password

 Enter captcha code here
tf69k9

Can't read the image? click [here](#) to refresh.

[Reset Password](#)

4. Institute Dashboard would appear.

NIELIT UP- Skill Hub - Institute Dashboard

SH2022100 - NIELIT Gorakhpur [Logged in as : Institute - Administrator]

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:

SI	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	-	-	-

Then Total no of Application window would appear as following:

S.No.	Student's Name	Father's Name	Mobile No.	Email ID	Gender	Category	Date of Birth	Application state
1	Dongre Sangharsh Gangadhar	Gangadhar	+91 9860691963	sangharsh_dongre@yahoo.com	Male	SC	29-Mar-1983	Applied
2	Avinash Kamal Mishra	Ram Kripal Mishra	+91 9616562166	avinash.kamal.mishra@gmail.com	Male	GEN	30-Apr-1985	Docs Uploaded
3	Praveen Mani Tripathi	H M Tripathi	+91 7905989656	praveen.mani.tripathi@gmail.com	Male	GEN	06-Apr-1986	Docs Uploaded

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

SI	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	-	-	-

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

S.No.	Student's Name	Father's Name	Mobile No.	Email ID	Gender	Category	Date of Birth	Application state
1	Dongre Sangharsh Gangadhar	Gangadhar	+91 9860691963	sangharsh_dongre@yahoo.com	Male	SC	29-Mar-1983	Applied

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

SI	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	-	-	-

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

Student Details for Application Verify & Lock -> Initiate Payment -> Demand Note Generate										
Digital Marketing - 15-Aug-2022 [10:00 AM - 12:00 PM]										
S.No.	Student's Name	Father's Name	Mobile No.	Email ID	Gender	Category	Date of Birth	Application state	Application Form	Action
1	Avinash Kamal Mishra	Ram Kripal Mishra	+91 9616562166	avinash.kamal.mishra@gmail.com	Male	GEN	30-Apr-1985	Docs Uploaded	Preview	Verify & Lock
2	Praveen Mani Tripathi	H M Tripathi	+91 7905989656	praveen.mani.tripathi@gmail.com	Male	GEN	06-Apr-1986	Docs Uploaded	Preview	Verify & Lock

Click Verify & Lock Button

Student Details for Application Verify & Lock -> Initiate Payment -> Demand Note Generate										
Digital Marketing - 15-Aug-2022 [10:00 AM - 12:00 PM]										
S.No.	Student's Name	Father's Name	Mobile No.	Email ID	Gender	Category	Date of Birth	Application state	Application Form	Action
1	Avinash Kamal Mishra	Ram Kripal Mishra	+91 9616562166	avinash.kamal.mishra@gmail.com	Male	GEN	30-Apr-1985	Docs Uploaded	Preview	Verify & Lock
2	Praveen Mani Tripathi	H M Tripathi	+91 7905989656	praveen.mani.tripathi@gmail.com	Male	GEN	06-Apr-1986	Docs Uploaded	Preview	Verify & Lock

After verify & lock then click Initiate Payment option

Student Details for Application Verify & Lock -> Initiate Payment -> Demand Note Generate										
Digital Marketing - 15-Aug-2022 [10:00 AM - 12:00 PM]										
S.No.	Student's Name	Father's Name	Mobile No.	Email ID	Gender	Category	Date of Birth	Application state	Application Form	Action
1	Avinash Kamal Mishra	Ram Kripal Mishra	+91 9616562166	avinash.kamal.mishra@gmail.com	Male	GEN	30-Apr-1985	App Locked	Preview	X Unlock
2	Praveen Mani Tripathi	H M Tripathi	+91 7905989656	praveen.mani.tripathi@gmail.com	Male	GEN	06-Apr-1986	App Locked	Preview	X Unlock

Initiate Payment for 2 candidate(s)

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

Demand Note										
Total Amount:		₹2000/-		Payable Amount :		₹2000/-		Generate Demand Note and Proceed for payment of ₹2000/-		
S.No.	Student's Name	Father's Name	Mobile No.	Email ID	Gender	Category	Date of Birth	Application state	Course fee	
1	Praveen Mani Tripathi	H M Tripathi	+91 7905989656	praveen.mani.tripathi@gmail.com	Male	GEN	06-Apr-1986	App Locked	₹ 2000/-	
2	Avinash Kamal Mishra	Ram Kripal Mishra	+91 9616562166	avinash.kamal.mishra@gmail.com	Male	GEN	30-Apr-1985	App Locked	₹ 2000/-	

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

Have you checked and locked all the applications for payment?
Once Demand Note generated , no changes will be allowed.
 Click on **Yes** button to generate demand note for payment, other wise click on **No** button.

Yes

No

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

All Demand Note List								
Digital Marketing - 15-Aug-2022 [10:00 AM - 12:00 PM]								
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

PayU PAY ₹2000.00

8317093894 | gorakpur@nielit.gov.in

Cards Banks G Pay Other

Credit / Debit Card Number

Expiry (MM/YY) CVV

Name on Card

Pay Now

Verified by VISA MasterCard SecureCode GeoTrust PayU

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

रा.इ.सू.प्रौ.सं
NIELIT

Transaction/Order ID: **NGKPSHI2208010000000223**

Amount Paid (In Rs.): **2000.00**

Additional Charges(If any): **0**

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

Student Name: **NIELIT Gorakhpur-Gorakhpur**

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

PayU id: **15722364022**

Transaction Status: **success**

Mode of the transaction: **UPI**

Message: ..

Continue

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

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DASHBOARD REPORTS LOGOUT MORE...

NIELIT UP- Skill Hub - Institute Dashboard

SH2022100 - NIELIT Gorakhpur [Logged in as : Institute - Administrator]

SI	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	-

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

Payment Slip can be downloaded.

All Paid Student Details

Digital Marketing - 15-Aug-2022 [10:00 AM - 12:00 PM]

1 Payment Slip : NGKPSHI2208010000000223

S.No.	Payment Reference no	Student's Name	Father's Name	Mobile No.	Email ID	Gender	Category	Date of Birth	Application state	View
1	NGKPSHI2208010000000223	Avinash Kamal Mishra	Ram Kripal Mishra	+91 9616562166	avinash.kamal.mishra@gmail.com	Male	GEN	30-Apr-1985	Paid	Application Form
2	NGKPSHI2208010000000223	Praveen Mani Tripathi	H M Tripathi	+91 7905989656	praveen.mani.tripathi@gmail.com	Male	GEN	06-Apr-1986	Paid	Application Form

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

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NIELIT

National Institute of Electronics & Information Technology, Gorakhpur
(Under Ministry of Electronics & Information Technology, Government of India)
MMM University of Technology Campus, Gorakhpur-273010
[Official Website - https://www.nielit.gov.in/gorakhpur/index.php]

Payment E-Receipt

Institute's Name	SH2022100 - NIELIT Gorakhpur
Course's Name	Digital Marketing [23-Aug-2022]
Reference No. (NIELIT)	NGKPSHI2208010000000223
Total Course Fees (In Rs.)	RS. 2000/- [for 2 candidate(s)]
Amount Paid (In Rs.)	RS. 2000.00/-
Gateway Transaction No.	506631606
Transaction Date/Time	2022-08-23 12:01:49
Payment Mode	UPI
Bank Code	UPI
Payment Gateway Id	PayU
PAN No. (NIELIT)	AAATD0315M
GST No. (NIELIT)	09AAATD0315M2ZU

*** Payment Verification Pending at NIELIT ***

* Fee inclusive of GST

For NIELIT Accounts Section Use Only

Verified By (NIELIT) :
Verification Date:

***** This is system generated receipt, Hence no signature is required. *****

