



Skill India

कौशल भारत - कुशल भारत

User Manual for Trainer (TR) – Registration – Indian National



Transforming the skill landscape



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1 Introduction

The *User Manual for Trainer – Indian National (TR) – Registration* is designed to provide information on, how the new user (who is not NRI/Foreign Residents) can register as a Trainer – Indian National and how the Trainer – Indian National can view/edit the profile. The Trainer – Indian National can perform the following functionalities as listed below.

- Registration
 - First Time Login
 - Trainer Registration Form
- Add Training Requests
- Remove Training Requests
- Search & Training Requests
- View Batches
- View Batch Details
- Apply to the Batch
- View Comments
- Add Payment
- Download Marksheet
- Download Certificate
- Provide Feedback
- View Certificate Requests
- Add Basic Certification
- Add Advanced Certification
- View My Profile
- Edit Profile

2 Registration

The **Registration** section allows to register a new Trainer – Indian National.

A step-by-step guide to register as Trainer – Indian National is provided below:

First, Open the web page: <https://skillindia.nsdcindia.org/direct-registration>

The screenshot displays the Skill India Portal homepage. At the top, there is a navigation bar with the text 'कौशल भारत' (Skill India) in Hindi and 'कुशल भारत' (Skill India) in English. The main header includes the 'Skill India' logo and the tagline 'कौशल मान-कुशल भारत' (Skill is Honor, Skillful India). Below the header, a navigation menu lists categories: HOME, TRAINING PARTNER & CENTRE, CANDIDATE, SECTOR SKILL COUNCILS, QUALIFICATION PACK & NOS, and TRAINERS AND ASSESSORS. The central banner features the text 'Skill India Portal' and 'A Skill Development Management System', with a sub-note 'An Initiative by National Skill Development Corporation'. Two primary action buttons are visible: 'Register as a Training Provider' and 'I want to skill myself'. Below the banner, a section titled 'LIFECYCLE OF TRAINING PARTNER & TRAINING CENTRE' contains a flowchart with five steps: 1. Training Partner Registration & Training Centre Creation, 2. Accreditation of Training Centre, 3. Affiliation of Training Centre's Added Job Roles, 4. Continuous Monitoring, and 5. Renewal of Accreditation. A note at the bottom of the banner area states: 'ent have been stopped. The same will be re-opened for NE state enrollment shortly. • For general queries and scheme related matters, the walk-ins are from 3 pm to 5 pm every Wednesday and Friday'.

To Navigate

Home - - > Register

- Select User Type as a *Trainer – Indian National* from the **Choose your user group** drop-down list.

- Enter the Name (as mentioned on ID Card), Email Address, and Mobile Number of the Trainer – Indian National.
- Click **I'm not a robot**, to verify the Captcha.
- Click **Register**.
- The *One Time Password (OTP)* is shared on the registered email ID and phone number of the Trainer – Indian National.

- The **Verification** screen appears as below.

SDMS
Skill Development Management System

Enter Email OTP

Enter Mobile OTP

Verify & Save

Didn't Received OTP? Re-Generate OTP

A Skill Development Management System

Register Now

What do i do here?
Here you need to register with your name, email address , mobile number to kick start registration process.

What next?
So you will be taken to respective registration form.

Need Help? Call us on 1800-123-9626
Or
Write us at skillindia.helpdesk@nsdcindia.org

Back to Homepage

- Enter **Email OTP and Mobile OTP** as received on the registered email ID and Mobile number.
- Click **Verify & Save**. The following message appears after verification of both Email and mobile OTP.

SDMS
Skill Development Management System

We have sent the **Username** and **Password** to the registered email address. Please login with those credentials.

Your Username is: TR75603

Login Now

- Click **Login Now**, the Trainer – Indian National will navigate to the **Login** screen.

2.1 First Time Login

The **Login** screen allows the Trainer – Indian National to log in to the **Trainer Registration Form**.

To Navigate

Home - - > Login

Skill India
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Enter your Username

Password Show

*Username and Password are case sensitive.

[Forgot Password ?](#)

Login

Skill Development Management System

Login

What do i do here?
Here you need to login with Unique Id - Training Partner /Trainer/Assessor etc.

What next?
So you will be taken to Skill Development and Management Portal.

Need Help? Call us on 1800-123-9626
Or
Write us at skillindia.helpdesk@nsdcindia.org

For Training Centre Accreditation & Affiliation process, please send an email to support.smart@nsdcindia.org

[Back to Homepage](#)

- Enter Unique ID (Username) and Password as received in a registered email.
- Click **Login**. The **Change Password** screen appears as follows.

Skill India
कौशल भारत - कुशल भारत

Enter Old Password

Enter New Password Show

Enter Confirm Password

Reset & Re-Login

Don't have an account yet? [Register Now](#)

Skill Development Management System

Login

What do i do here?
Here you need to login with Unique Id - Training Partner /Trainer/Assessor etc.

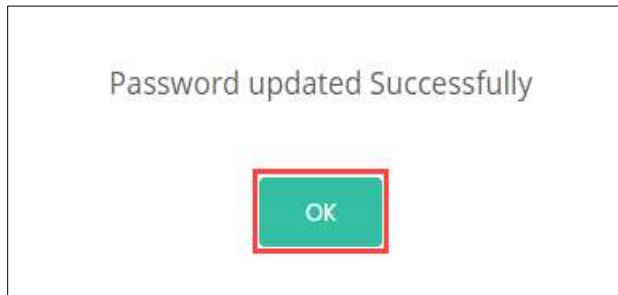
What next?
So you will be taken to Skill Development and Management Portal.

Need Help? Call us on 1800-123-9626
Or
Write us at skillindia.helpdesk@nsdcindia.org

[Back to Homepage](#)

Note: The new password should be at least of **eight** characters in length, should contain one upper case, one special character, and one numeric.

- Click **Reset & Re-login**. After the successful update of the password, the screen appears as follows.



- Click **OK**, to navigate to the **Login** screen.

Note: The Trainer – Indian National must remember the User ID and Password for accessing the account.

2.2 Trainer Registration Form

The **Trainer Registration Form** screen appears only on the first-time login and hosts **four** sections as mentioned below.


- Personal Information
- Contact & Address Details
- Education & Work Details
- Declaration

➤ The **Personal Information** section allows the Trainer – Indian National to enter Personal details.

Personal Information:

Name of the Applicant *:

Gender *:

Date of birth *: 

Languages Known

Use ctrl+click to select multiple languages

Religion *:

Category *:

Disability (If Any) :

➤ The **Personal Information** section allows the Trainer – Indian National to enter the basic information of the Trainer such as Name of the Applicant, Gender, Date of Birth, Languages Known, Religion, Category, and Disability (If Any).

Note: If the Trainer – Indian National selects any disability, then the Trainer - Indian National must upload the proof of the document.

Disability (if Any) * :

Choose file*

File size upto 5 mb
(only jpg, png, jpeg, pdf)

- Click **Browse**, to upload the disability proof document. The Trainer – Indian National can upload only jpg, png, jpeg, pdf, and the maximum file size is **five** MB each. Click **Upload**.
- The **Aadhaar/ Pan Information and Photograph Info** section allows the Trainer – Indian National to enter the Aadhaar Information and/or the PAN Number information.

Aadhaar / PAN Information and Photograph Info: *

Aadhaar Number:

Individual agrees to provide his/her UIDAI Number for Authentication
उम्मीदवार प्रमाणीकरण के लिए अपना यूआईडीएआई नंबर देने के लिए सहमत है

Note: Please share the detail with individual, that their UIDAI Number will be used for Authentication with UIDAI server and will not be share with any other entity.
नोट: कृपया उम्मीदवार के साथ विस्तार साझा करें, कि यूआईडीएआई नंबर यूआईडीएआई सर्वर के साथ प्रमाणीकरण के लिए उपयोग किया जाएगा और किसी भी अन्य इकाई के साथ साझा नहीं किया जाएगा

PAN Number:

Upload PAN Document: Choose file*
File size upto 5 mb
(only jpg, png, jpeg, pdf)

Upload Your Photograph * : Choose file*
File size upto 5 mb
(only jpg, png, jpeg)

Note:

- The Trainer – Indian National can verify the Aadhaar Number only **once**.
- After verification of the Aadhaar Number, the Trainer – Indian National **cannot** change the name and/or gender.

- Select the **checkbox**, to enter the appropriate Aadhaar and/or PAN information.
- Click **Browse** to upload the PAN Document and recent Photograph. Choose the appropriate file and click **Upload**. The Trainer – Indian National can upload only, jpg, png, jpeg, pdf, and the maximum file size is **five** MB each. Click **Upload**. On the upload, the message appears as a **file name.ext Uploaded Successfully**.
- The **Applicant Type Details** section allows the Trainer – Indian National to select the applicant type details.



Applicant Type Details:

Select Applicant Category * :

Trainer
Master Trainer

Save & Next →

Save as Draft

- Select the applicant category for the Trainer – Indian National from the given list.
- Click **Save & Next**, to continue the Registration.

Note:

The Applicant can check eligibility from “Eligibility Criteria” tab in - <https://nsdcindia.org/guidelines-0>.

- The **Contact and Address Details** section allows the Trainer – Indian National to enter contact and address details.

Contact & Address Details

Mobile number of Applicant:

Email address of Applicant:

Applicant Address:

Nearby Landmark:

Pincode *:

Country *:

State/Union Territory/Region *:

District/ City *:

Tehsil/ Mandal:

Parliamentary Constituency:

- The **Contact and Address Details** section displays the contact details such as the Mobile Number of Applicant, Email address of Applicant, and Country. Also allows the Trainer – Indian National to enter the contact and address details of the applicant such as Applicant Address, Nearby Landmark, Pincode, State/Union Territory/Region, District/City, Tehsil/Mandal, and Parliamentary Constituency.
- Click **Save & Next**, the **User Info updated Successfully** message appears, and navigate to the **Education & Work Details** screen.

- The **Education Details** section allows the Trainer – Indian National to enter the details of education such as Education Attained, Details of the Education and allows to upload the supporting documents as proof.

Education Details

Education Attained *:

Details of Education *:

Upload Proof Documents *:

Choose file*

File size upto 5 mb
(only jpg, png, jpeg, pdf)

- Click **Browse** to *upload* the Upload Proof Documents. The Trainer – Indian National can upload only pdf, jpeg, png, jpg, and the maximum file size is **five** MB each. Click **Upload**, the message appears as **filename.ext Uploaded Successfully**.
- Click **Save & Add Education Details**, to view all the added educational details based on the Education Attained Type, Details of Education, Proof Document, and also allows the Trainer – Indian National to delete the added education details under Action.

Added Education Details				
S.No	Education Attained Type	Details of Education	Proof Document	Action
1	B.E./B.Tech	fgdfg fdgfdg	yes	<input type="button" value="Delete"/>

- The **Professional Experience** section allows the Trainer – Indian National to enter Professional experience details.

Professional Experience

Relevant Sector :

Select Relevant Sector

- Select the **Relevant Sector** to the professional experience of the Trainer – Indian National from the drop-down list.

- The **Professional Experience** section allows the Trainer – Indian National to enter the industrial experience details such as Relevant Sector, Job Title, Employment Type, Company, State/Union Territory/Region, District/ City, Address, Duration, and Job Description.

Professional Experience

Relevant Sector :

Job Title *:

Employment Type *:

Company: *:

State/Union Territory/Region *:

District/ City *:

Address: *:

Duration *:

I am currently working in this role.

Job Description *:

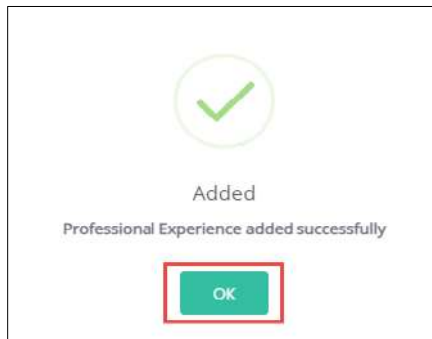
Upload Proof Documents *:

File size upto 5 mb
(only jpg, png, jpeg, pdf)


- Click **Browse** to *upload* the appropriate Proof Documents. The Trainer – Indian National can upload only jpg, png, jpeg, pdf, and the maximum file size is **five** MB each. Click **Upload**.

Note: Professional Experience and Training Experience details can be added further (and cannot be deleted), once they have been saved as part of the profile.

- Click **Save & Add Professional Experience Details** to add the details, the following screen appears.



- Click **OK**, the **Curriculum Vitae / Resume Details** section appears.
- Click **View Professional Experience Details**, to view the professional details.
- The **Added Professional Experience Details** section displays the professional experience in months and lists all the added information along with the details such as the Relevant Sector, Job Title, Employment Type, Company, State, District, Address, Job Description, Duration, Proof Document, and also allows the Trainer – Indian National to delete the added details under Action.

S.No	Relevant Sector	Job Title	Employment Type	Company	State	District	Address	Job Description	Duration	Proof Document	Action
1	IT-ITeS	abcde	Full time - Salaried	asa	MAHARASHTRA	SOLAPUR	adsS	gggha	27/07/2020 to Currently Working	Yes	

Close

Note: If the Trainer – Indian National selects **Currently Working in this Position**, then the under *Duration* column of **Added Professional Experience Detail** the status appears as *Currently Working* along with the start Date of the position.

- Click **Close**, to navigate to the **Curriculum Vitae / Resume Details** section.
- The **Training Experience** section allows the Trainer – Indian National to enter the training experience details.

Training Experience

Relevant Sector :

- Select the appropriate sector from the **Relevant Sector** drop-down list.

- The **Training Experience** section allows the Trainer – Indian National to enter the training experience details such as Relevant Sector, Job Title, Employment Type, Company, State/Union Territory/Region, District/ City, Address, Duration, and Job Description.

Training Experience

Relevant Sector :

Job Title *:

Employment Type *:

Company: *:

State/Union Territory/Region *:

District/ City *:

Address: *:

Duration *:

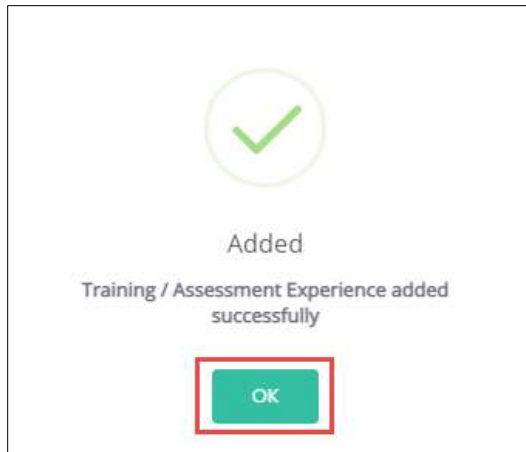
I am currently working in this role.

Job Description *:


Upload Proof Documents *:

File size upto 5 mb
(only jpg, png, jpeg, pdf)

- Click **Browse** to *upload* the appropriate Proof Documents. The Trainer – Indian National can upload only jpg, png, jpeg, pdf, and the maximum file size is **five** MB each. Click **Upload**.
- Click **Save & Add Training Experience Details** to add the details the following message appears.



- Click **OK**, the **Curriculum Vitae / Resume Details** section appears.
- Click **View Training Experience Details**, to view the training details.
- The **Added Training Experience Details** section displays the training experience in months and lists all the added information along with the details such as the Relevant Sector, Job Title, Employment Type, Company, State, District, Address, Job Description, Duration, Proof Document, and also allows the Trainer – Indian National to delete the added details under Action.

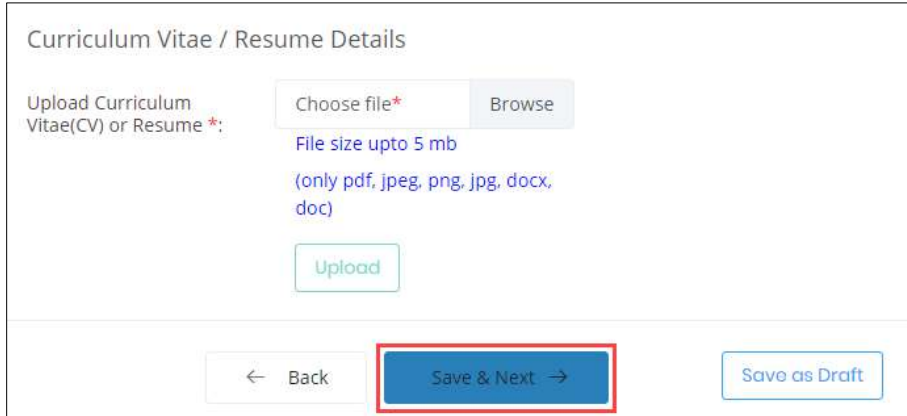
S.No	Relevant Sector	Job Title	Employment Type	Company	State	District	Address	Job Description	Duration	Proof Document	Action
1	Agriculture	abcd	Full time - Salaried	abcd	MAHARASHTRA	SOLAPUR	abcd	abcd	04/01/2021 to Currently Working	Yes	

[Close](#)

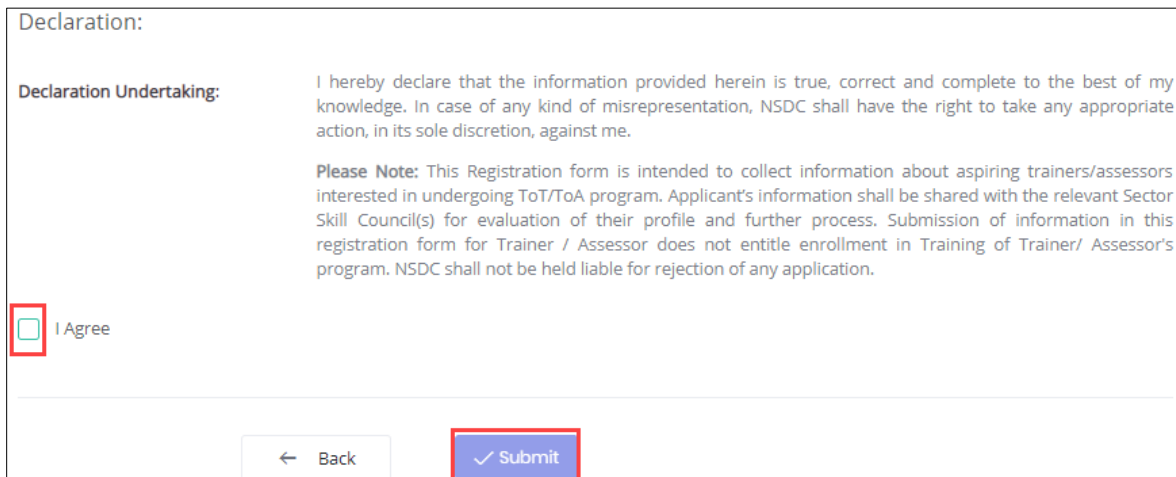
- Click **Close** to navigate to the **Curriculum Vitae / Resume Details** section.

Note: If the Trainer – Indian National selects **Currently Working in this Position**, then the under *Duration* column of **Added Assessment Experience Detail** the status appears as *Currently Working* along with the start Date of the position.

- The **Curriculum Vitae / Resume Details** section allows the Trainer – Indian National to add the curriculum vitae/resume details.

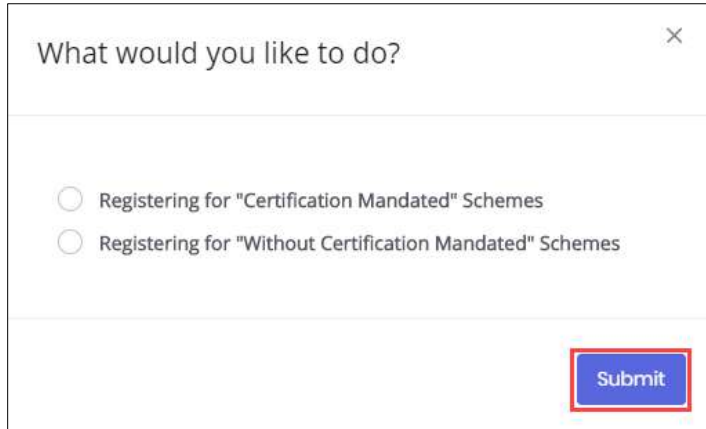


- Click **Browse** to *upload* the Curriculum Vitae (CV) or Resume. The Trainer – Indian National can upload only pdf, jpeg, png, docx, and the maximum file size is **five** MB each. Click **Upload**.
- Click **Save & Next**, the **User Info Updated Successfully** message appears, and navigate to the **Declaration** screen.
- The **Declaration** screen allows the applicant to confirm the correctness of the information.



- Select **I Agree**, to confirm the correctness of the information.
- Click **Submit**, the **What would you like to do** screen appears.

- The **What would you like to do** screen allows the Trainer – Indian National to select the appropriate option from the given list.



A screenshot of a web form titled "What would you like to do?". The form has a close button (X) in the top right corner. Below the title, there are two radio button options: "Registering for 'Certification Mandated' Schemes" and "Registering for 'Without Certification Mandated' Schemes". At the bottom right of the form, there is a blue "Submit" button with a red border.

- Select **Registering for "Without Certification Mandated" Schemes**, to navigate to the **Dashboard**.
- Select **Register for "Certification Mandated" Schemes**, the following screen appears.



A screenshot of a web form titled "Registering for 'Certification Mandated' Schemes". The form has three radio button options: "Registering for 'Certification Mandated' Schemes" (which is selected), "I want to undergo ToT/ToA", and "I have undergone ToT/ToA and want to apply for certificate/view certificate".

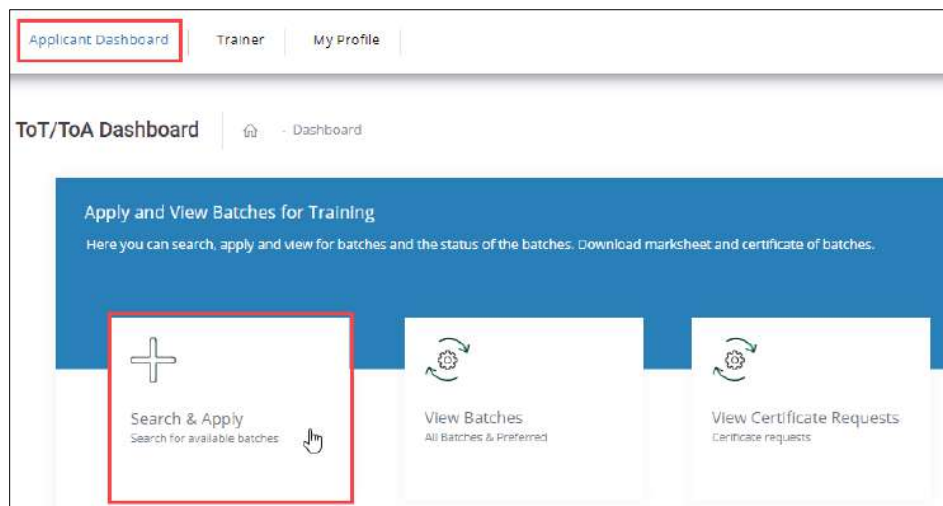
- Select **I want to undergo ToT/ToA**, to navigate to the **Search and Training Requests** screen.
- Select **I have undergone ToT/ToA and want to apply for certificate/view certificate**, to navigate to the **Certification** screen.

3 Add Training Requests

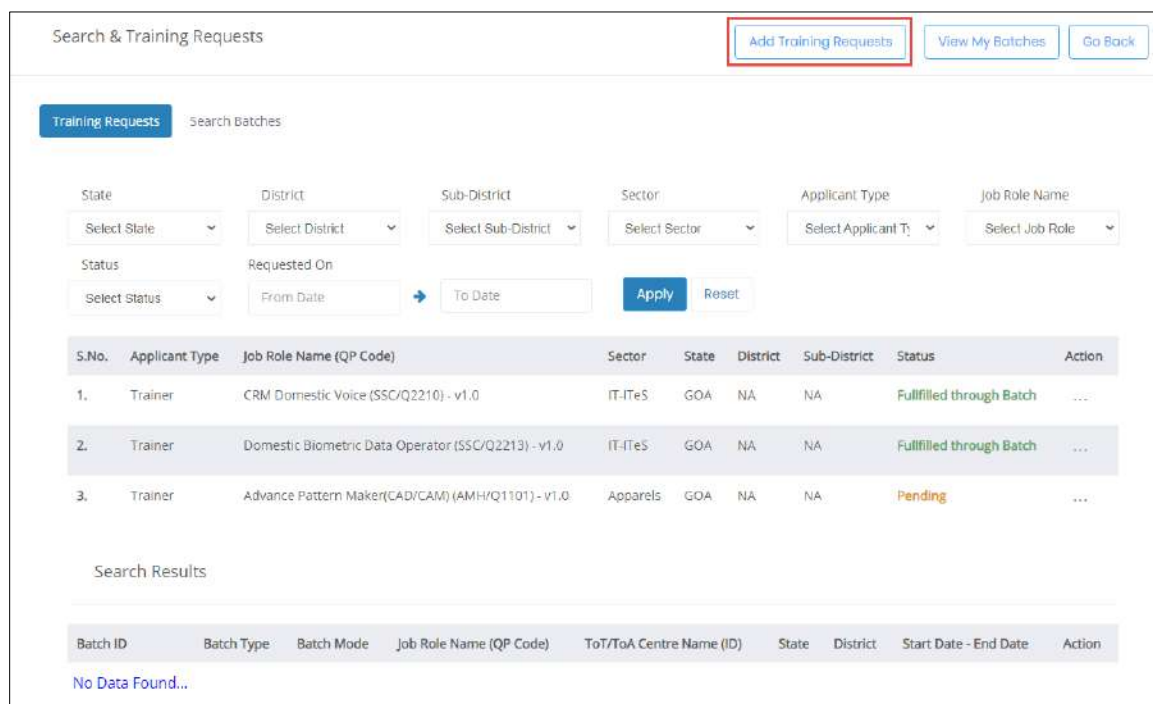
The **Add Training Requests** screen allows the Trainer – Indian National to add the training requests.

To Navigate

Home --> Applicant Dashboard --> Search & Apply --> Search & Training Requests --> Training Requests--> Add Training Requests



- The **Training Requests** screen displays the training request details such as Applicant Type, Job Role Name (QP Code), Sector, State, District, Sub-District, Status, and also allows to Add Training Requests.

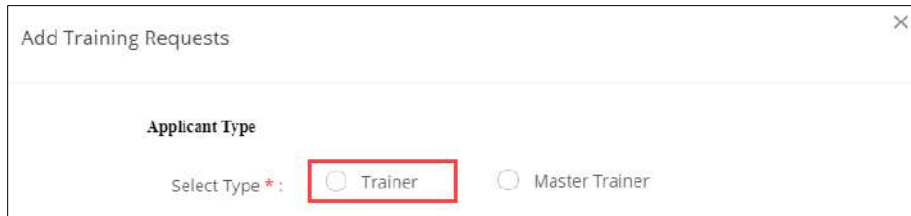


- Click **Add Training Requests**, the **Add Training Requests** screen appears.

➤ The **Add Training Requests** screen hosts **three** sections as listed below.

- Applicant Type
- Preferred Job Role
- Preferred Location

➤ The **Applicant Type** section allows the Trainer – Indian National to select the appropriate applicant type from the given list.



Add Training Requests

Applicant Type

Select Type * : Trainer Master Trainer

➤ The **Preferred Job Role** section allows the Trainer – Indian National to select the preferred job role details such as Select Sector and Select Job Role from the drop-down list.

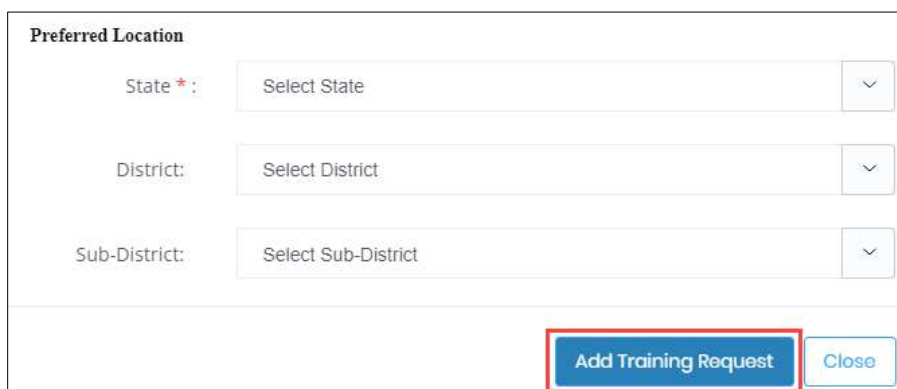


Preferred Job Role

Select Sector * : ▼

Select Job Role * : ▼

➤ The **Preferred Location** section allows the Trainer – Indian National to select the preferred location details such as State, District, and Sub-District from the drop-down list.



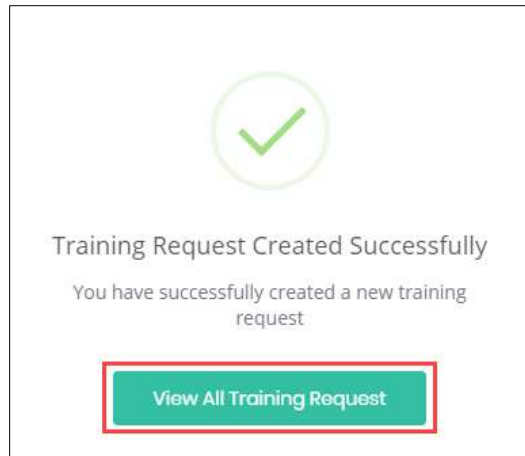
Preferred Location

State * : ▼

District: ▼

Sub-District: ▼

➤ Click **Add Training Request**, the **Training Request Created Successfully** screen appears.



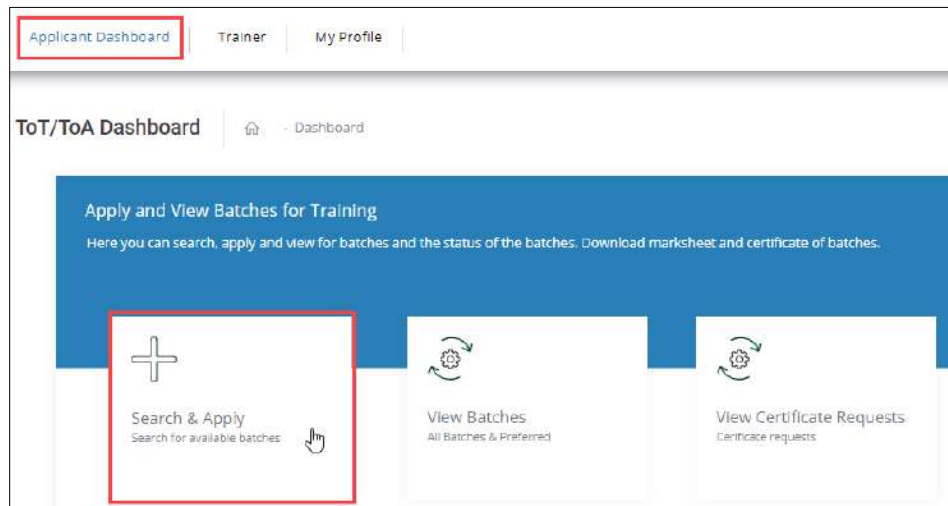
- Click **View All Training Request**, to navigate to the **Search & Training Requests** screen.

4 Remove Training Requests

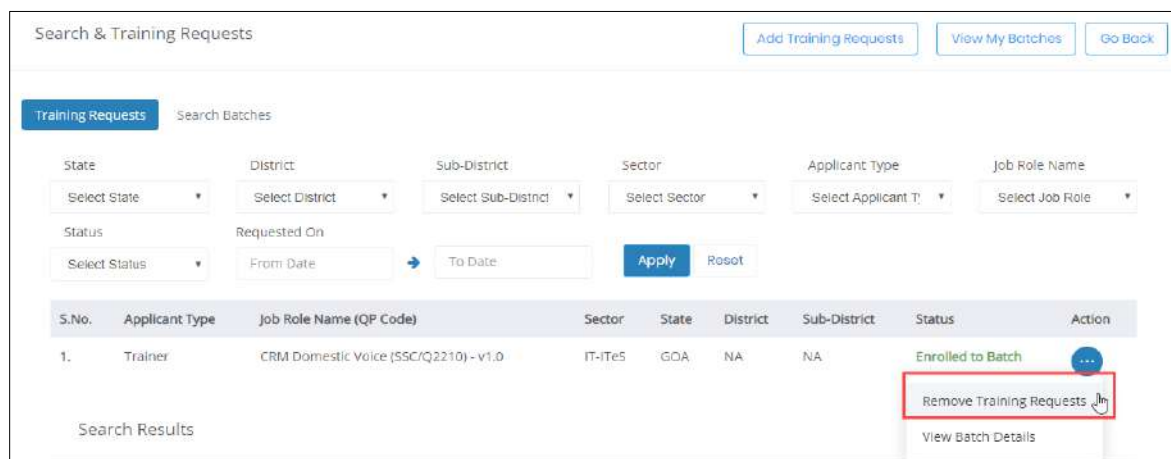
The **Remove Training Requests** screen allows the Trainer – Indian National to remove the training requests.

To Navigate

Home --> Applicant Dashboard --> Search & Apply --> Search & Training Requests --> Training Requests-
-> Action --> Remove Training Requests



- The **Training Requests** section displays the job role details such as Applicant Type, Job Role Name (QP Code), Sector, State, District, Sub-District, Status, and also allows to remove training requests under Action.

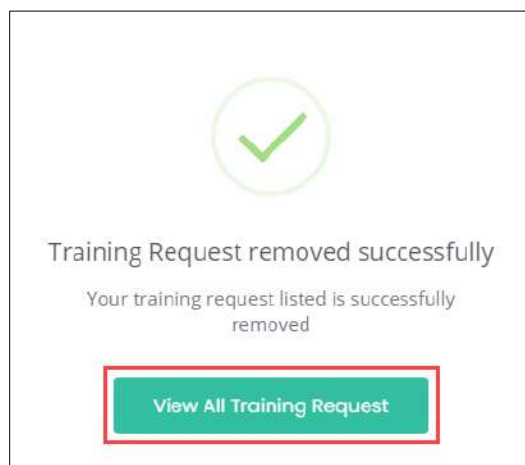


Note: The Removal of Training Requests from the enrolled batch will lead to the **disenrollment** of the applicant from the selected batch.

- Click **Remove Training Requests**, the **Remove Training Request** screen appears.
- The **Remove Training Request** screen allows the Trainer – Indian National to enter the appropriate reason for rejecting the batch.



- Click **Submit**, the **Training Request Removed Successfully** screen appears.



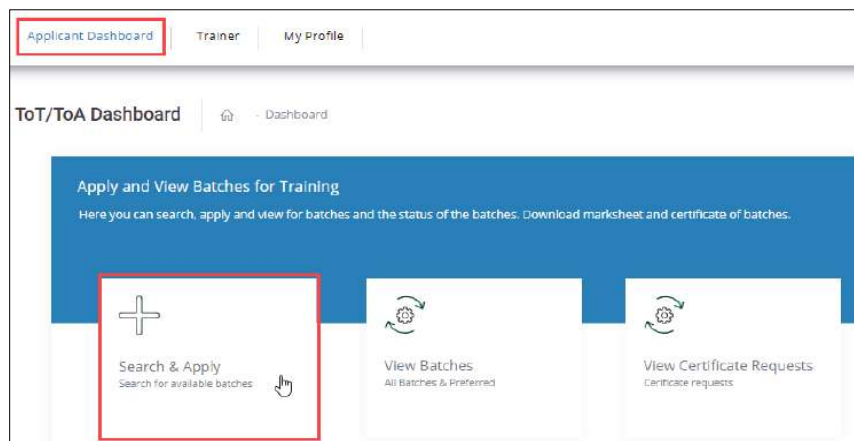
- Click **View All Training Request**, to navigate to the **Search & Training Requests** screen.

5 Search & Training Requests

The **Search & Training Requests** screen allows the Trainer – Indian National to search batches and to add job roles & location.

To Navigate

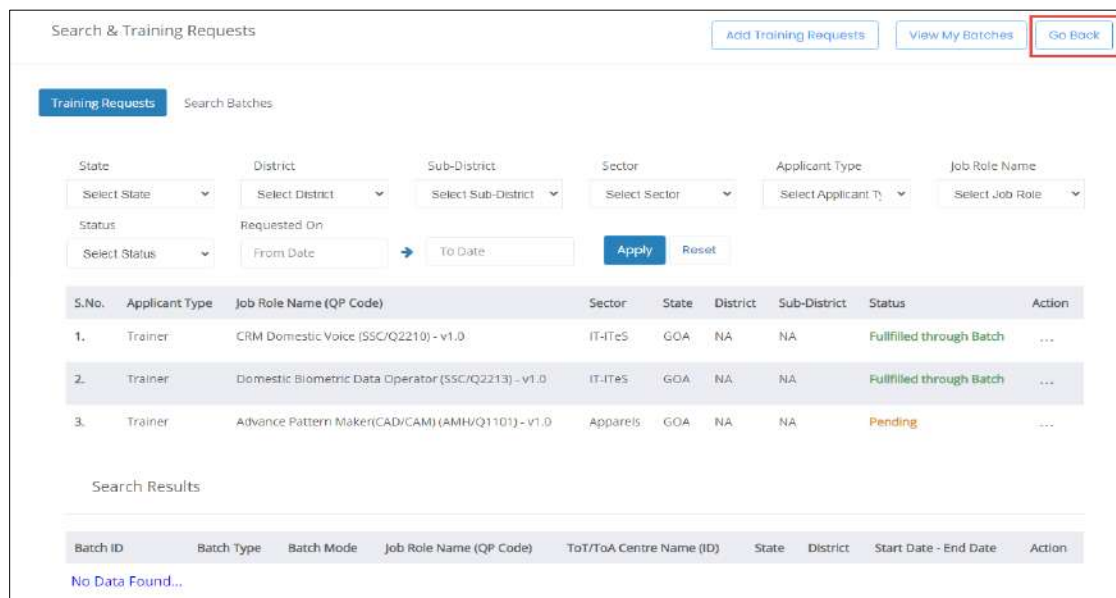
Home - - > Applicant Dashboard - - > Search & Apply



➤ The **Search & Training Requests** screen hosts **two** tabs as listed below.

- Training Requests
- Search Batches

➤ The **Training Requests** section displays the job role details such as Applicant Type, Job Role Name (QP Code), Sector, State, District, Sub-District, Status, and Action.



- The **Search Results** section displays the batch details such as Batch ID, Batch Type, Batch Mode, Job Role Name (QP Code), ToT/ToA Centre Name (ID), State, District, Start Date – End Date and also allows the Trainer – Indian National to view batch details under Action.
- Click **Go Back**, to navigate to the **Dashboard**.
- The **Search Batches** section allows the Trainer – Indian National to search batches and to add job roles & location.

Search & Training Requests

[View My Batches](#)
[Go Back](#)

Training Requests
Search Batches

State:

District:

Sub-District:

Sector:

Job Role:

Batch Type:

Batch Start Date:

Batch End Date:

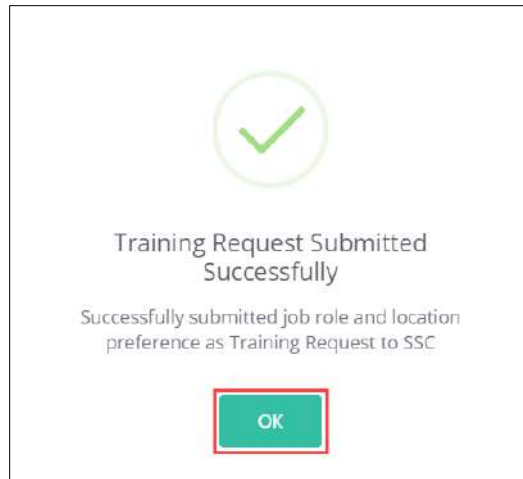
Keyword Search:

Search
Add Job Role & Location to Training Requests
Cancel

Search Results

Batch ID	Batch Type	Batch Mode	Job Role Name (QP Code)	ToT/ToA Centre Name (ID)	State	District	Start Date - End Date	Action
184707	Training of Trainer-Existing	online	CRM Domestic Voice (SSC/Q2210), Trainer (MEP/Q2601)	N/A (NA)	N/A	N/A	18/02/2021 to 28/02/2021	View Batch Details Apply to the Batch

- The Trainer – Indian National can search a particular batch based on State, District, Sub-District, Sector, Job Role, Batch Type, Batch Start Date, Batch End Date. Click **Search**, to search for a particular batch.
- The **Search Results** section displays the batch details such as Batch ID, Batch Type, Batch Mode, Job Role Name (QP Code), ToT/ToA Centre Name (ID), State, District, Start Date – End Date and also allows the Trainer – Indian National to view batch details under Action.
- To add the job role & location details, select the appropriate details such as State, District, Sub-District, Sector, Job Role, Batch Type, Batch Start Date, and Batch End Date.
- Click **Add Job Role & Location to Training Requests**, the following screen appears.



- Click **OK**, to navigate to the **Search & Training Requests** screen.

Additional Information:

If the Training Requests are in the below status, the Trainer – Indian National can perform the listed actions.

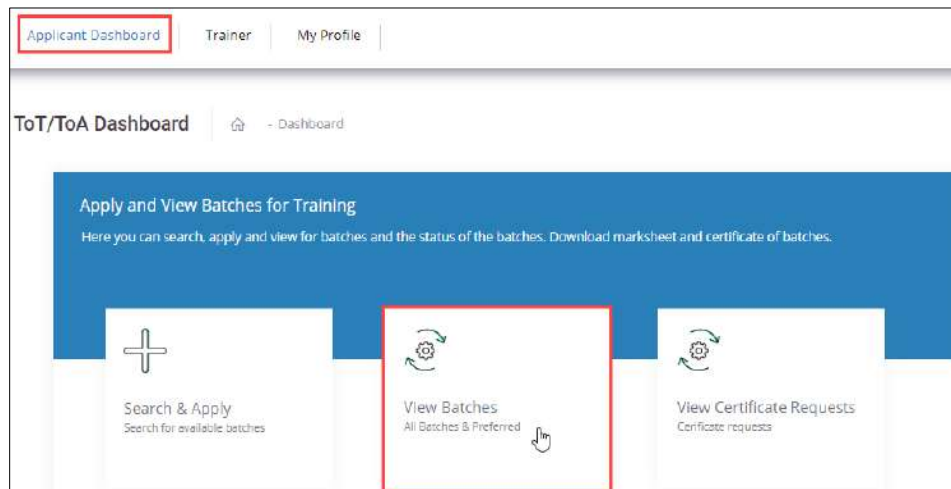
- **Awaiting Batch Enrollment**, the Training Request raised by the Applicant and approved by the Sector Skill Council (SSC).
- **Enrolled to Batch**, the Training Requests approved, and Sector Skill Council (SSC) enrolled the applicant to the batch.
- **Fulfilled Through Batch**, the Training Request is approved, and Sector Skill Council (SSC) links the Training Request to batch and approve the Applicant.
- **Fulfilled Through Certificate**, If the Training Request has any corresponding certificate in the same QP, then Sector Skill Council (SSC) links the Training Request to Certificate.
- **Pending**, the Applicant raised the Training Requests and Sector Skill Council (SSC) needs to accept the request.
- **Rejected by SSC**, the Training Request raised by the applicant is rejected by the Sector Skill Council (SSC).
- **Removed by Applicant**, then the Training Request removed by the Applicant.

6 View Batches

The **View Batches** screen allows the Trainer – Indian National to view all the batches.

To Navigate

Home - - > Applicant Dashboard - - > View Batches



- The **My Batches** screen displays the details of the batch such as Batch ID, Batch Type, Batch Mode, Location, Job Role Name (QP Code), Current Status, Status Action Date, and also allows to view details under Action.



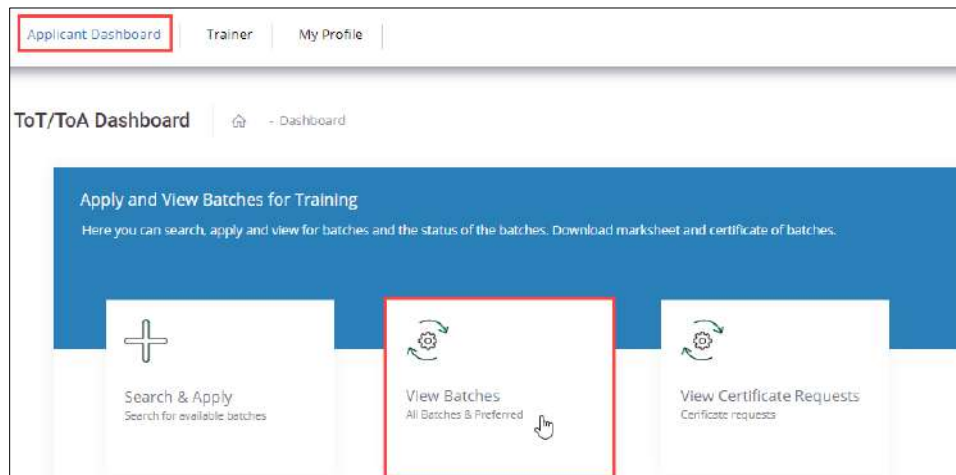
- The **Trainer – Indian National** can search a particular batch based on Batch Type, State, District, and Batch ID. Click **Apply**, to search for a particular batch.

7 View Batch Details

The **View Batch Details** screen allows the Trainer – Indian National to view all the details of the batch.

To Navigate

Home --> Applicant Dashboard --> View Batches --> My Batches --> Action --> View Details



- The **My Batches** screen displays the details of the batch such as Batch ID, Batch Type, Batch Mode, Location, Job Role Name (QP Code), Current Status, Status Action Date, and also allows to view details under Action.



- Click **View Details**, to navigate to the **Batch Details** screen.
- The **Batch Details** screen displays the Batch ID along with **five** sections as listed below.
 - Batch Details
 - Training Centre Details
 - Domain Job Role
 - Platform Job Role
 - Fee Payment Details

- The **Batch Details** section displays the details of the batch such as Batch ID, Batch Name, Batch Type, Batch Date, Sector, and Batch Fee.

Batch ID - 184696		Go Back	
Batch ID:	184696	Batch Name:	Training of Trainer-Existing/22-01-2021 to 31-01-2021(184696)
Batch Type:	Training of Trainer-Existing	Batch Date:	22/01/2021 to 31/01/2021
Sector:	IT-ITeS	Batch Fee:	2000

- The **Training Centre Details** section displays the details of the Training Centre such as Name of Training Centre, Training Partner, Mobile Number, Email ID, Centre Address, Nearby Landmark, Pincode, District, State/Union Territory, Parliamentary Constituency and City/Tehsil/Mandal.

Training Center Details			
Name of Training Center:	NA	Training Partner:	NA
Mobile Number:	NA	Email ID:	NA
Center Address:	NA	Nearby Landmark:	NA
Pincode:	NA	District:	NA
State/Union Territory:	NA	Parliamentary Constituency:	NA
City/Tehsil/Mandal:	NA		

- The **Domain Job Role** section displays the details of the job role such as Job Role Code, Job Role, Training Dates, Master Trainer Name (ID), Assessment Dates, and Assessment Agency Name (ID).

Domain Job Role					
Job Role Code	Job Role	Training Dates	Master Trainer Name (ID)	Assessment Dates	Assessment Agency Name (ID)
SSC/Q2210	CRM Domestic Voice	01-01-2020 to 08-01-2020	RAHUL KUMAR SINGH (TR3339)	09-01-2020 to 09-01-2020	INDUSLYNK TRAINING SERVICES PRIVATE LIMITED (AA_100164)

- The **Platform Job Role** section displays the details of the platform job role such as Job Role Code, Job Role, Training Dates, Master Trainer Name (ID), Assessment Dates, and Assessment Agency Name (ID).

Platform Job Role					
Job Role Code	Job Role	Training Dates	Master Trainer Name (ID)	Assessment Dates	Assessment Agency Name (ID)
MEP/Q2601	Trainer	24-08-2019 to 31-08-2019	Sushmita Kumari (T-013B71)	07-10-2018 to 05-09-2019	A to Z Foundation (AA_100001)

- The **Fee Payment Details** section displays the details of the fee payment.

Fee Payment Details
Payment Not Received

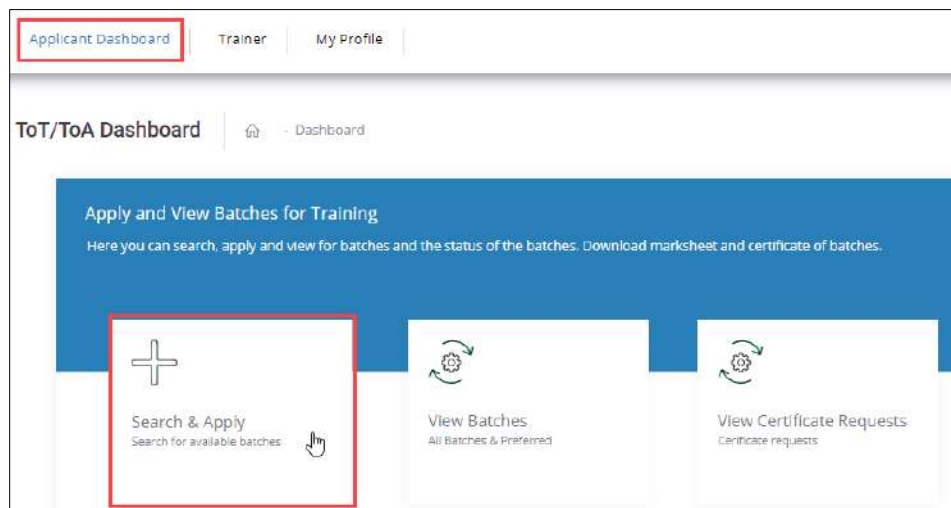
- Click **Go Back**, to navigate to the **Dashboard**.

8 Apply to the Batch

The **Apply to the Batch** screen allows the Trainer – Indian National to apply for a batch.

To Navigate

Home --> Applicant Dashboard --> Search & Apply --> Search & Training Requests --> Search Batches --> Action --> Apply to the Batch



- The **Search Results** section displays the batch details such as Batch Type, Batch Mode, Job Role Name (QP Code), ToT/ToA Centre Name (ID), State, District, Start Date – End Date, and also allows the Trainer – Indian National to apply for the batch under Action.

Search Results

Batch ID	Batch Type	Batch Mode	Job Role Name (QP Code)	ToT/ToA Centre Name (ID)	State	District	Start Date - End Date	Action
184707	Training of Trainer- Existing	online	CRM Domestic Voice (SSC/Q2210), Trainer (MEP/Q2601)	N/A (NA)	N/A	N/A	18/02/2021 to 28/02/2021	View Batch Details Apply to the Batch

- Click **Apply to the Batch**, the **View and Link Training Request(s)** screen appears.

Additional Information:

- If the Trainer – Indian National applies to a batch without raising a *Training Request* in any of the job roles which is available in the Batch, then an alert message appears **“No Training Request Raised”**. The Trainer – Indian National needs to raise a Training Request for the respective job role which should be approved by SSC in order to apply to the batch.
 - If the Trainer – Indian National applies for the batch but the Training Request for all the job roles *yet to be approved by SSC*, then the message appears as **“Unable to process your request”**.
- The **View and Link Training Request(s)** screen displays the batch details such as Batch ID, Batch Name, Batch Type, Batch Date, Batch Fee, and list all the training request along with the details such as Job Role Name (QP Code), Sector, State, District and Requested On.



View and Link Training Request(s)

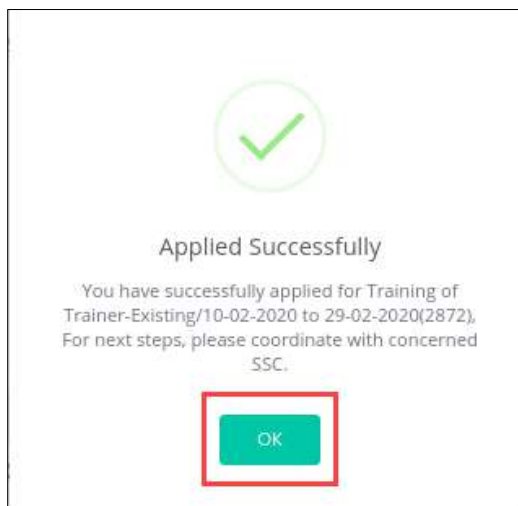
Batch ID: 2779 Batch Name: Training of Trainer-New/03-01-2020 to 31-01-2020(2779)
 Batch Type: Training of Trainer-New Batch Date: 03/01/2020 to 31/01/2020 Batch Fee: 11000

Selected Request [De-Select All](#) [Link Request\(s\)](#)

<input checked="" type="checkbox"/>	Job Role Name(QP Code)	Sector	State	District	Requested On
<input checked="" type="checkbox"/>	CRM Domestic Voice (SSC/Q2210)	IT-ITeS	ANDAMAN AND NICOBAR ISLANDS		06/12/2019
<input checked="" type="checkbox"/>	CRM Domestic Voice (SSC/Q2210)	IT-ITeS	ANDAMAN AND NICOBAR ISLANDS		06/12/2019

[Close](#) [Link Request\(s\)](#)

- Select the *Checkbox*, of the job role to link the job role. Click **Link Request(s)** the following screen appears.



Applied Successfully

You have successfully applied for Training of Trainer-Existing/10-02-2020 to 29-02-2020(2872),
 For next steps, please coordinate with concerned SSC.

[OK](#)

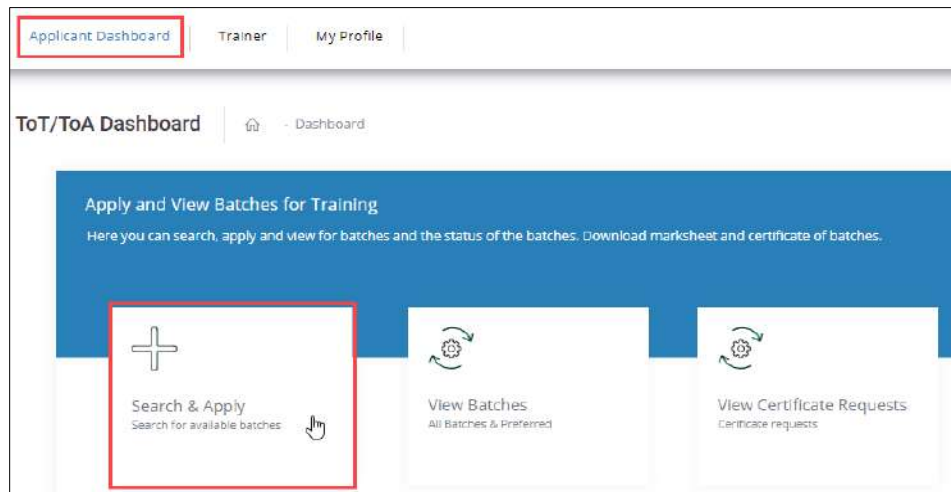
- Click **OK**, to apply for the batch and navigate to the **Search & Training Requests** screen.

9 View Comments

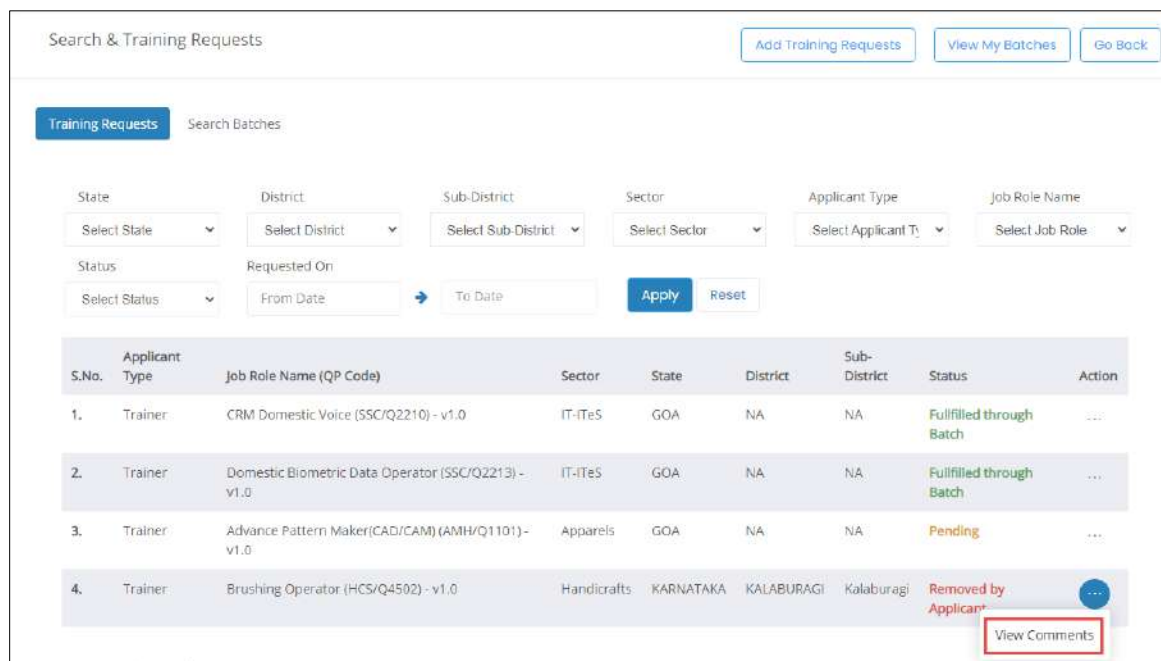
The **View Comments** screen allows the Trainer – Indian National to view the comments.

To Navigate

Home --> Applicant Dashboard --> Search & Apply --> Search & Training Requests --> Training Requests--> Action --> View Comments

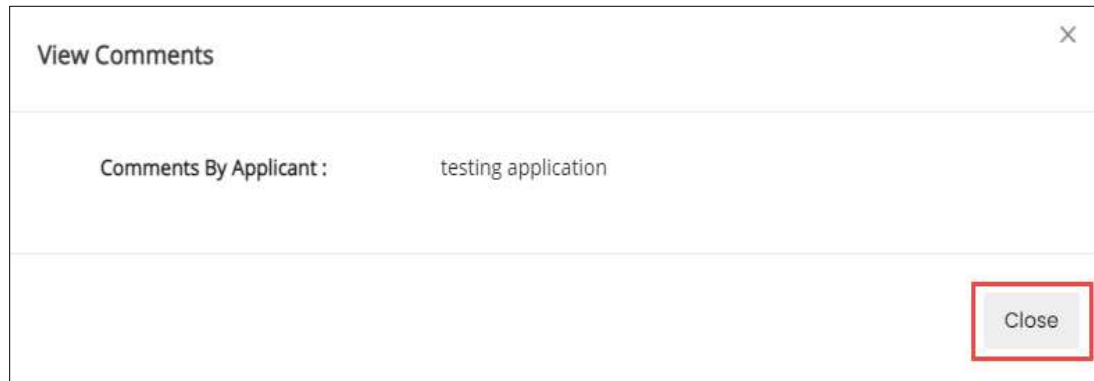


- The **Training Requests** section displays the job role details such as Applicant Type, Job Role Name (QP Code), Sector, State, District, Sub-District, Status, and also allows to view comments under Action.



- Click **View Comments**, the **View Comments** screen appears.

- The **View Comments** screen displays the details of the comments by the Applicant.



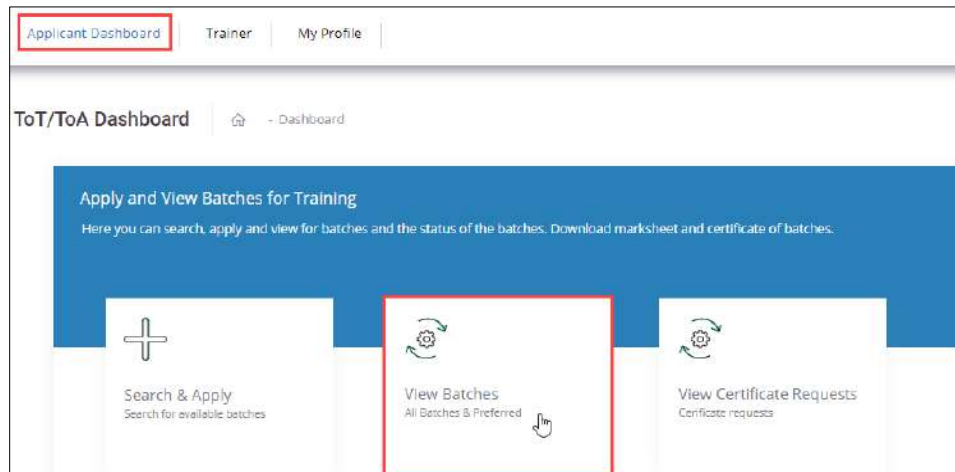
- Click **Close**, to navigate to the **Search & Training Requests** screen.

10 Add Payment

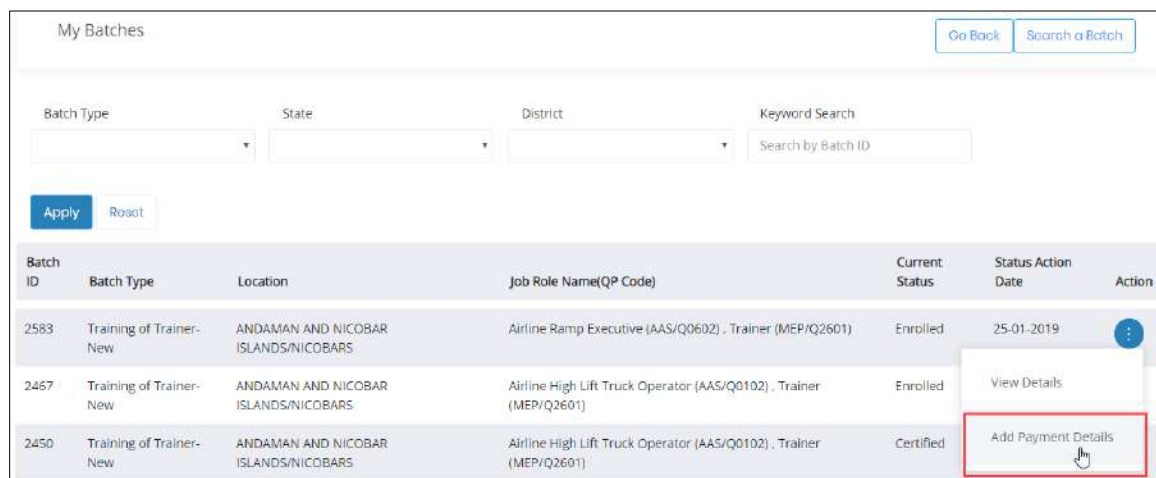
The **Add Payment** section allows the Trainer – Indian National to add payment details for ToT/ToA.

To Navigate

Home --> Applicant Dashboard --> View Batches --> My Batches --> Action --> Add Payment Details



➤ The **My Batches** screen allows the Trainer – Indian National to view all the created batches.

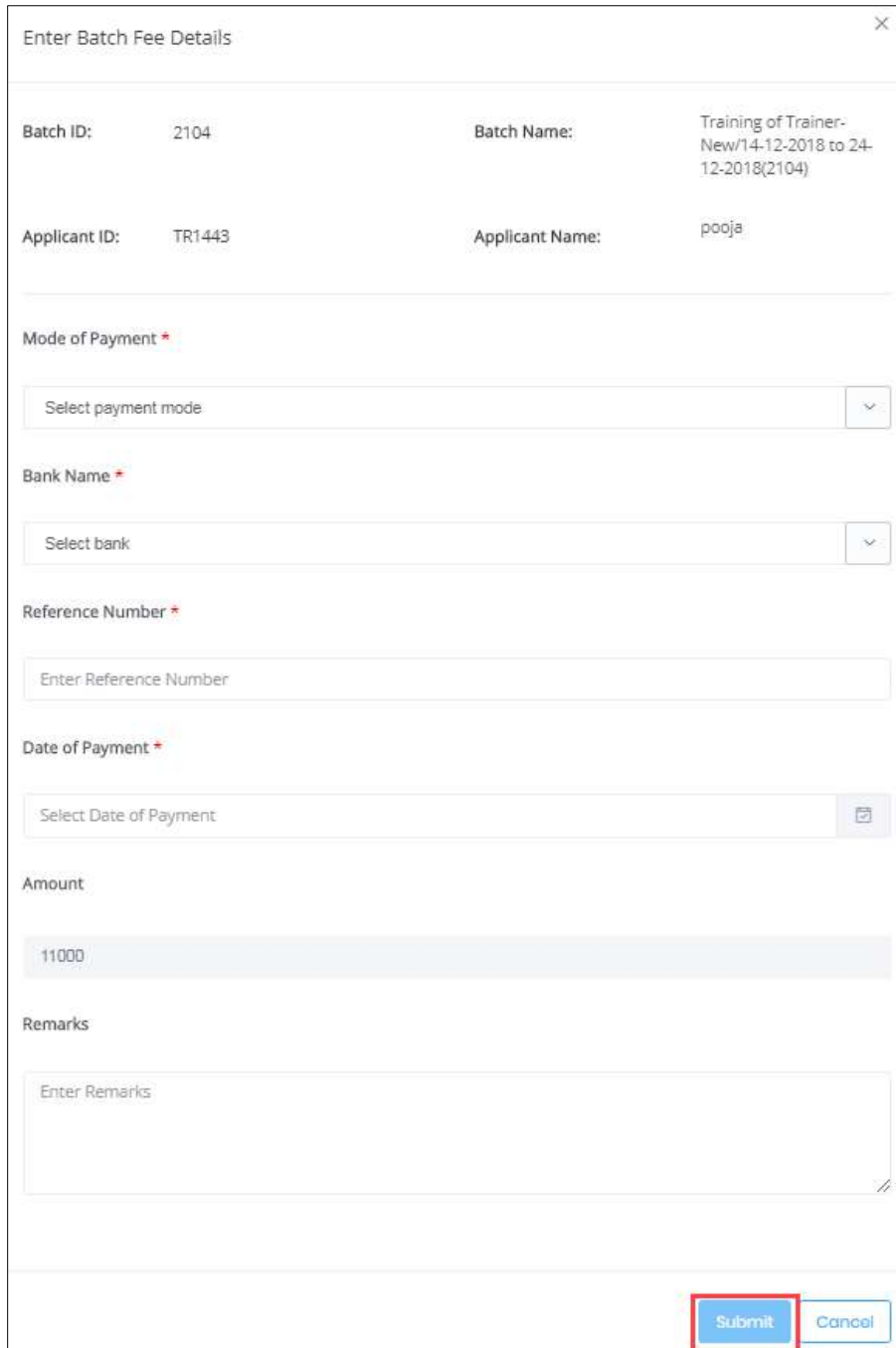


➤ The **Trainer – Indian National** can also search a particular batch on the basis of Batch Type, State, District, and Batch ID. Click **Apply**, to search for a particular batch.

➤ The **My Batches** screen lists all the batches along with the details such as Batch ID, Batch Type, Location, Job Role Name (QP Code), Current Status, Status Action Date, and Action.

➤ Click **Add Payment Details**, the **Enter Batch Fee Details** screen appears.

- The **Enter Batch Fee Details** screen allows the Trainer – Indian National to add a payment for the enrolled batch.



Enter Batch Fee Details

Batch ID: 2104 Batch Name: Training of Trainer- New/14-12-2018 to 24-12-2018(2104)

Applicant ID: TR1443 Applicant Name: pooja

Mode of Payment *

Select payment mode

Bank Name *

Select bank

Reference Number *

Enter Reference Number

Date of Payment *

Select Date of Payment

Amount

11000

Remarks

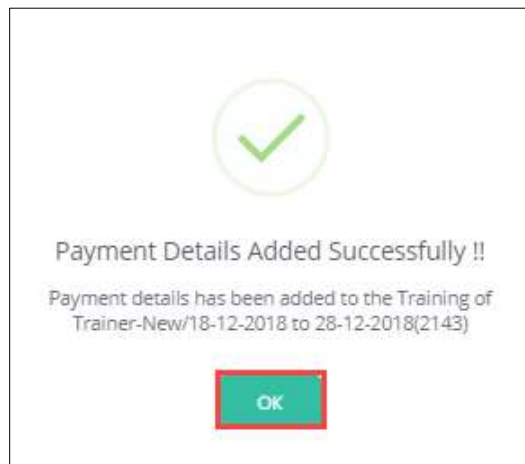
Enter Remarks

Submit Cancel

- The **Enter Batch Fee Details** screen hosts **three** sections as listed below.

- Batch Details
- Payments Details
- Remarks

- The **Batch Details** screen displays all the basic batch information such as Batch ID, Applicant ID, Batch Name, and Applicant Name.
- The **Payment Details** section allows the applicant (Trainer – Indian National) to enter the details of the payments such as Mode of Payment, Bank Name, Reference Number, Date of Payment, and displays the total Amount.
- The **Remarks** section allows the Trainer – Indian National to enter the additional comments.
- Click **Submit**, the following screen appears.



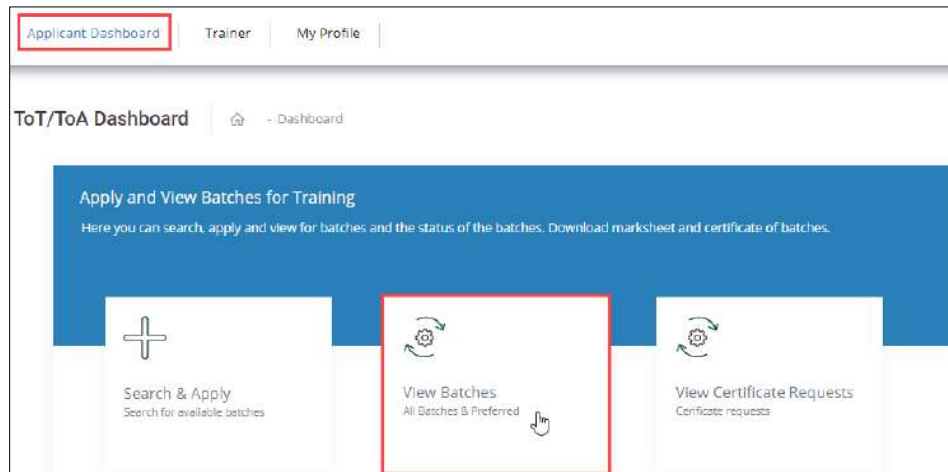
- Click **OK**, to navigate to the **My Batches** screen.

11 Download Marksheet

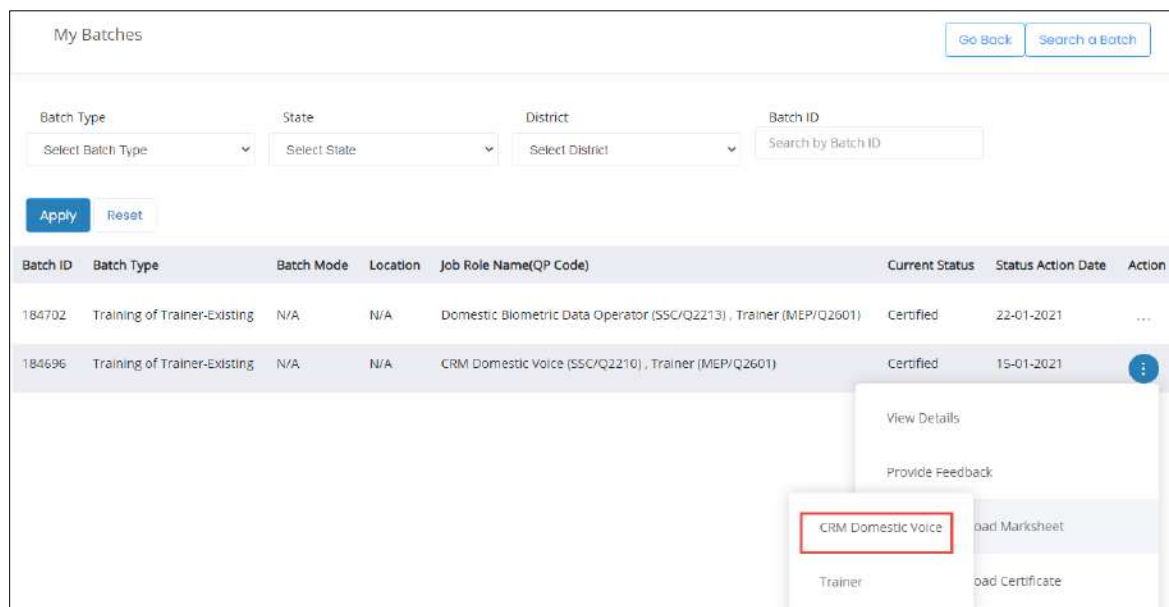
The **Download Marksheet** screen allows the Trainer – Indian National to download the marksheet.

To Navigate

Home --> Applicant Dashboard --> View batches --> My Batches --> Action --> Download Marksheet



- The **Download Marksheet** option allows the Trainer – Indian National to download the certificate for the completed batches.



- The **Trainer – Indian National** can download the marksheet for both Domain QP and Platform QP.
- To download the marksheet, click **ellipse** button and select **Download Marksheeets**. The Marksheet will get downloaded and saved in the **Download** folder of the logged-in system.

- The **Mark Sheet** screen displays the name of the applicant, job role, and training dates. Also displays the NOS Code, NOS Name, NOS Type, Maximum Marks, and Marks obtained by the applicant.



N-S-D-C
National
Skill Development
Corporation
Transforming the skill landscape



Skill India
शिक्षण-सिखा-संगठन



भारत शासन
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

MARK SHEET

sai nani (Aadhaar No -XXXXXXXXXXXX)
Has successfully cleared the assessment for the job role of
 Trainer

The Trainer trains the learners on the occupational standards using preset lesson plans and training materials
 They plan for and conduct sessions to impart competency based skills and knowledge
 (Job Role/ QP Code : MEP/Q2601)
 Conforming to National Skill Qualifications Framework Level - 5
 4th December 2018
 System Identification Number : NA

NOS CODE	NOS NAME	NOS TYPE	MAXIMUM MARKS	MARKS OBTAINED
MEP/N2601	Training National occupational standard	Non-Core	100	100
MEP/N7201	assessor national occupational standard	Non-Core	100	100
MEP/N7202	Lead Assessor	Core	200	200

CORE NOS TOTAL MARKS	=	200	=	NON CORE NOS TOTAL MARKS	=	200	=	OVERALL SCORE	=	400	=	GRADE
(100 % of Core + 100 % of Non Core)												



E053FRD5YVB0MNV
<https://verifymarksheet.nsdci.in>



Col Anil Kumar Pokhriyal, Retd.
Chairman
Management





APPROVE, MANAGE, UPSKILL, MONITOR & REASSESS
SECTOR SKILL COUNCIL

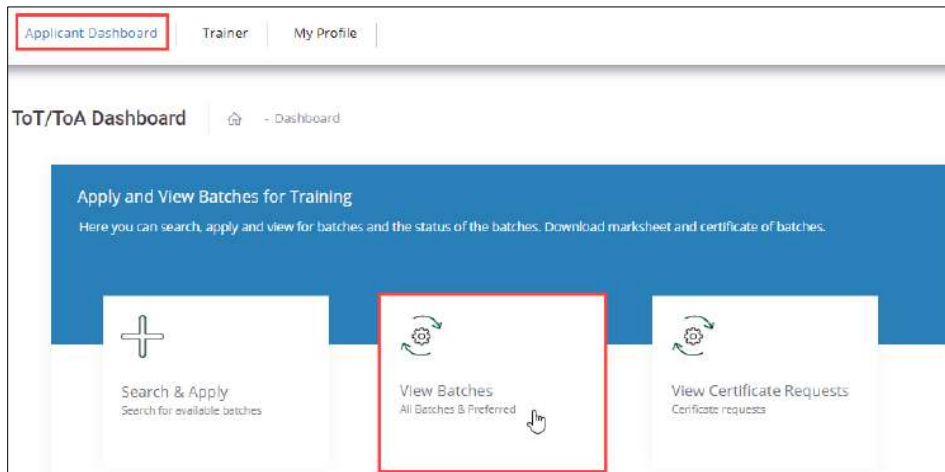
Note: The Marksheet can be downloaded only in **pdf** format.

12 Download Certificate

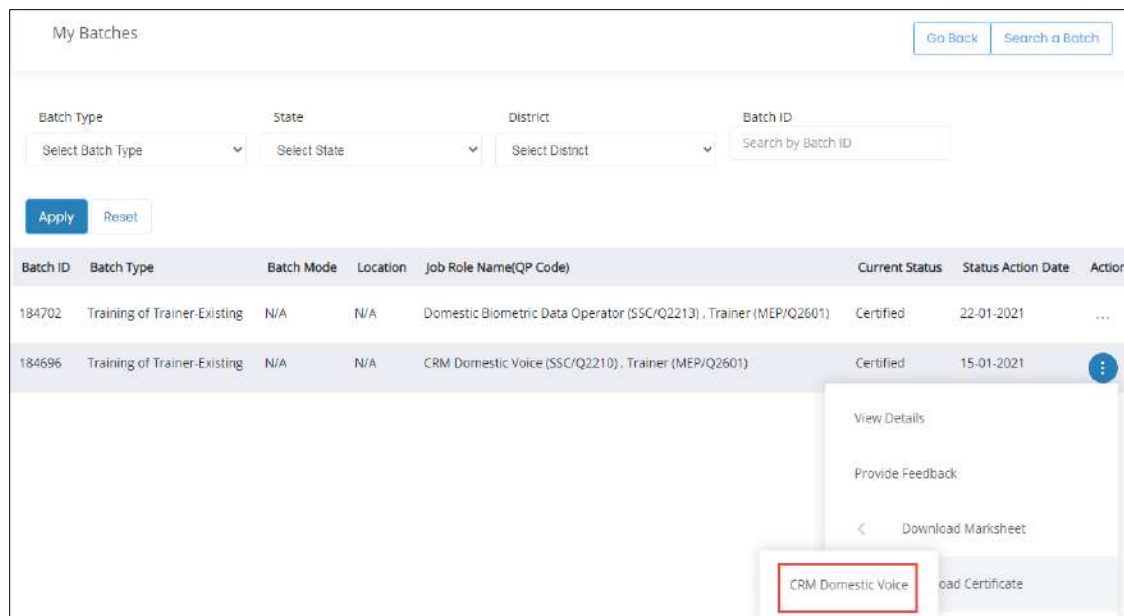
The **Download Certificate** screen allows the Trainer – Indian National to download the certificate.

To Navigate

Home --> Applicant Dashboard --> View Batches --> My Batches --> Action --> Download Certificate



- The **Download Certificate** option allows the Trainer – Indian National to download the certificate for the completed batches.



- The **Trainer – Indian National** can download the certificate only for the Domain QP.
- To download the certificate, click the **ellipse** button and select the Download Certificate. The Certificate will get downloaded and saved in the **Download** folder of the logged-in system.

- The **Certified Trainer Certificate** section displays the Name of the Applicant, Qualification Pack Name, and Date of Issue.



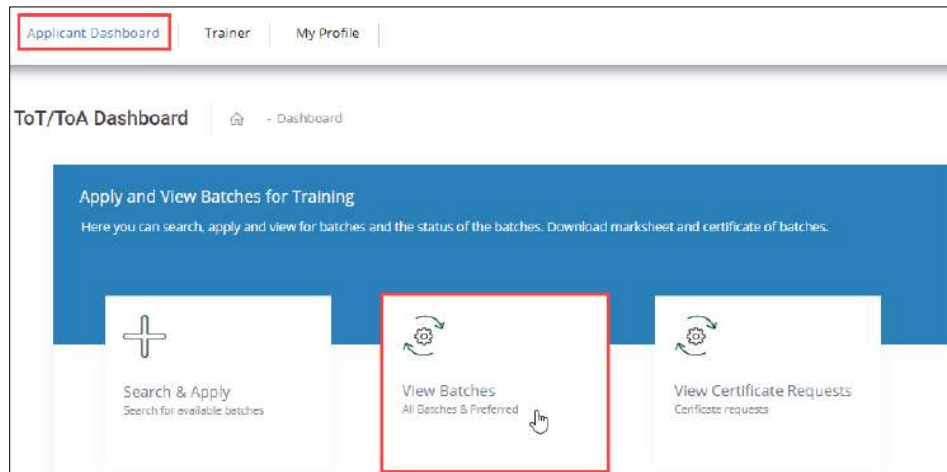
Note: The Certified Trainer – Indian National certificate can be downloaded only in **pdf** format.

13 Provide Feedback

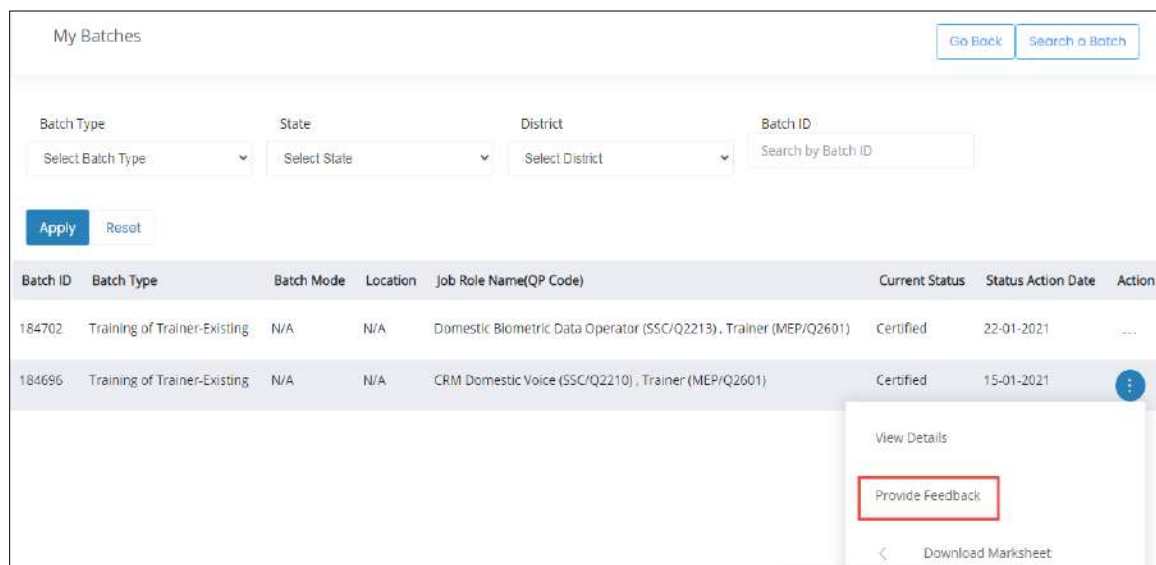
The **Provide Feedback** screen allows the Trainer – Indian National to provide feedback.

To Navigate

Home --> Applicant Dashboard --> View Batches --> My Batches --> Action --> Provide Feedback



➤ The **My Batches** screen displays all the created batches for ToT/ToA.



➤ The **Trainer – Indian National** can search for any particular batch on the basis of Batch Type, State, District, and Batch ID. Click **Apply**, to search for a particular batch.

➤ The **My Batches** screen lists all the created batches along with the details such as Batch ID, Batch Type, Batch Mode, Location, Job Role Name (QP Code), Current Status, Status Action Date, and Action.

Note: The applicant can provide feedback **only** for the training completed batches.

- The **Provide Feedback** screen allows the Trainer – Indian National to provide feedback about the experience. The **Provide Feedback** screen hosts **seven** sections as listed below.
 - Batch Details
 - Sector Skills Council
 - Training Centre Name
 - Master Trainer Name 1
 - Master Trainer Name 2
 - Assessor Name 1
 - Assessor Name 2
- The **Batch Details** screen displays all the basic information such as Batch ID, Batch Date, Batch Name, and Batch Type.

Batch ID: 2448	Batch Name: Training of Trainer-New/22-01-2019 to 28-02-2019(2448)
Batch Date: 22-01-2019 to 28-02-2019	Batch Type: Training of Trainer-New

- The **Sector Skills Council (SSC)** section allows the Trainer – Indian National to provide feedback on the extent of Learning, extent of knowledge/Skill Improvement, Content quality of study material and to add the comments for the same.

Sector Skills Council

	Excelent	Very Good	Good	Fair	Poor
Your extent of Learning:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your extent of knowledge/Skill Improvement:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Content quality of study material:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Your Comment:

Your comments goes here...

- The **Training Centre Name** section allows the Trainer – Indian National to provide feedback on Your extent of Learning, extent of knowledge/Skill Improvement, Content quality of study material, Location Quality, and to add the comments for the same.

Training Centre Name		Excelent	Very Good	Good	Fair	Poor
Your extent of Learning:		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your extent of knowledge/Skill Improvement:		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Content quality of study material:		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Location Quality:		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your Comment:	Your comments goes here...					

- The **Master Trainer Name 1** section allows the Trainer – Indian National to provide feedback on Knowledge of Subject, Presentation Style, shared practical application examples, Interactive/ Participative Approach, Coverage of Curriculum, and to add the comments for the same.

Master Trainer Name1		Excelent	Very Good	Good	Fair	Poor
Knowledge of Subject:		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Presentation Style:		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shared practical application examples:		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interactive/Participative Approach:		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coverage of Curriculum:		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your Comment:	Your comments goes here...					

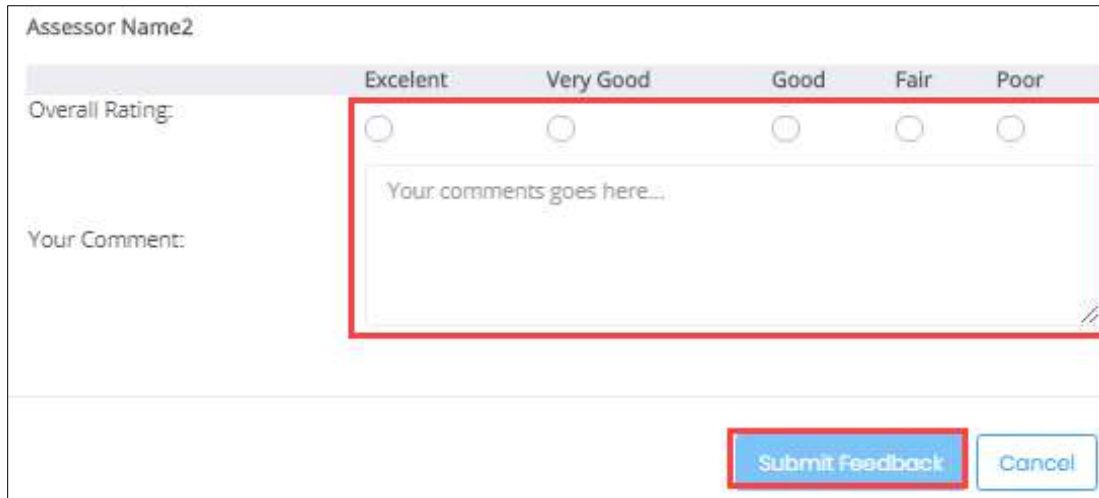
- The **Master Trainer Name 2** section allows the Trainer – Indian National to provide feedback on Knowledge of Subject, Presentation Style, shared practical application examples, Interactive/ Participative Approach, Coverage of Curriculum, and to add the comments for the same.

Master Trainer Name2		Excelent	Very Good	Good	Fair	Poor
Knowledge of Subject:		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Presentation Style:		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shared practical application examples:		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interactive/Participative Approach:		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coverage of Curriculum:		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your Comment:	Your comments goes here...					

- The **Assessor Name 1** section allows the Trainer – Indian National to provide feedback on the overall rating and to add the comments for the same.

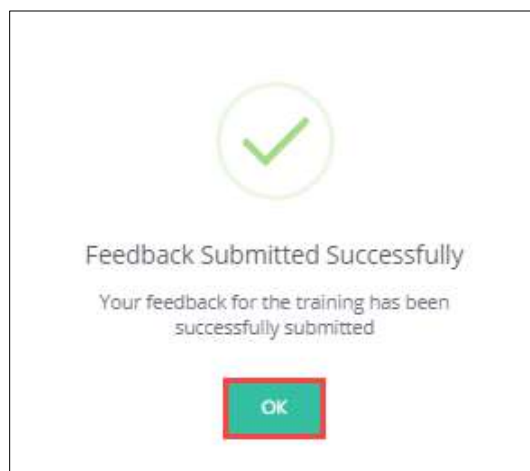
Assessor Name1		Excelent	Very Good	Good	Fair	Poor
Overall Rating:		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your Comment:	Your comments goes here...					

- The **Assessor Name 2** section allows the Trainer – Indian National to provide feedback on the overall rating and to add the comments for the same.



The screenshot shows a feedback form titled "Assessor Name2". It features a horizontal row of five radio buttons for rating: "Excelent", "Very Good", "Good", "Fair", and "Poor". Below the "Overall Rating:" label, these radio buttons are arranged in a row. A red box highlights the "Very Good" radio button and the text area below it, which contains the placeholder "Your comments goes here...". Below the "Your Comment:" label, there is a text input field. At the bottom right of the form, there are two buttons: "Submit Feedback" (highlighted with a red box) and "Cancel".

- Click **Submit Feedback**, the screen appears as follows.



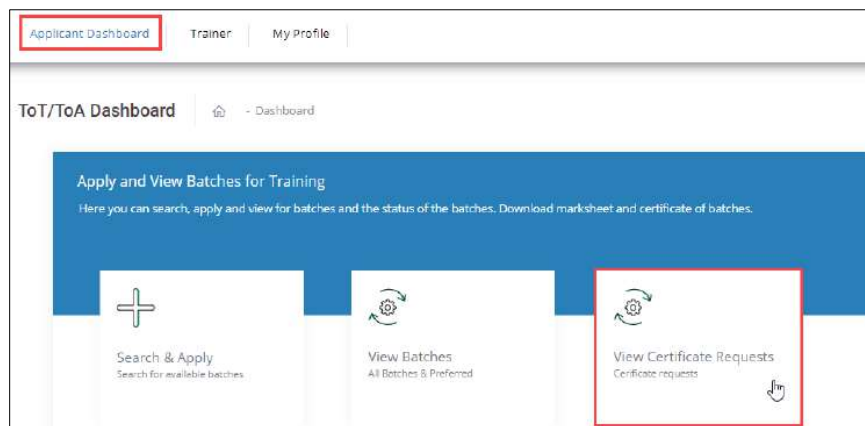
- Click **OK**, to submit the feedback.

14 View Certificate Requests

The **View Certificate Requests** screen allows the Trainer – Indian National to view all the certificate requests.

To Navigate

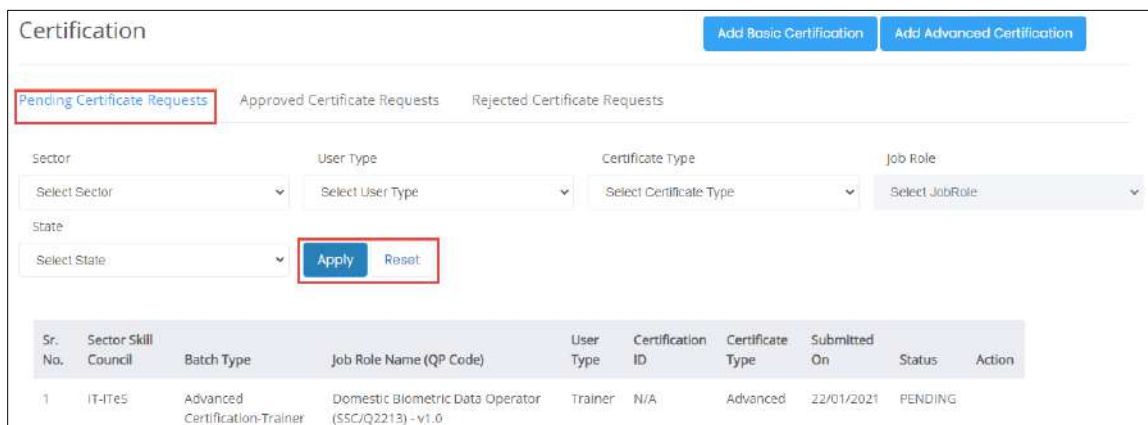
Home - - > Applicant Dashboard - - > View Certificate Requests



➤ The **Certification** screen hosts **three** tabs as listed below.

- Pending Certificate Requests
- Approved Certificate Requests
- Rejected Certificate Requests

➤ The **Pending Certificate Requests** section displays the details of the pending certificate requests such as Sector Skill Council, Batch Type, Job Role Name (QP Code), User Type, Certification ID, Certificate Type, Submitted On, Status, and Action.

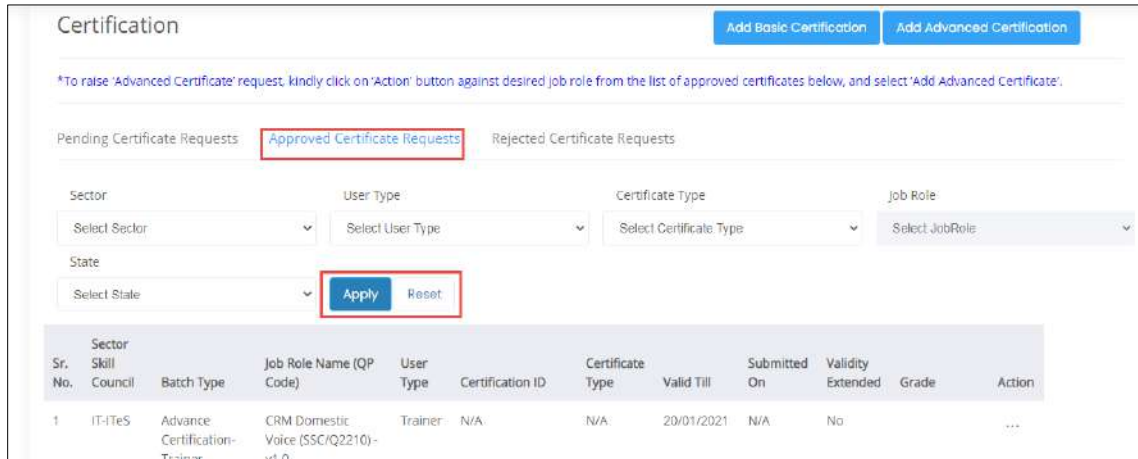


The screenshot shows the 'Certification' screen with two buttons: 'Add Basic Certification' and 'Add Advanced Certification'. Below the buttons are three tabs: 'Pending Certificate Requests' (highlighted with a red box), 'Approved Certificate Requests', and 'Rejected Certificate Requests'. Below the tabs are filters for Sector, User Type, Certificate Type, Job Role, and State, along with 'Apply' and 'Reset' buttons. Below the filters is a table with the following data:

Sr. No.	Sector Skill Council	Batch Type	Job Role Name (QP Code)	User Type	Certification ID	Certificate Type	Submitted On	Status	Action
1	IT-ITe5	Advanced Certification-Trainer	Domestic Biometric Data Operator (SSC/Q2213) - v1.0	Trainer	N/A	Advanced	22/01/2021	PENDING	

Note: If the Trainer (TR) – Indian National has been certified previously and their certification does not exist on the portal, the Trainer (TR) – Indian National can raise a certificate request by clicking on **Add Certification**.

- The **Trainer – Indian National** can search a particular pending certification request based on Sector, User Type, Certificate Type, Job Role, and State. Click **Apply**, to search for a particular pending certification request.
- The **Approved Certificate Requests** section displays the details of the approved certificate requests such as Sector Skill Council, Batch Type, Job Role Name (QP Code), User Type, Certification ID, Certificate Type, Valid Till, Submitted On, Validity Extended, Grade, and Action.



Certification Add Basic Certification Add Advanced Certification

*To raise 'Advanced Certificate' request, kindly click on 'Action' button against desired job role from the list of approved certificates below, and select 'Add Advanced Certificate'.

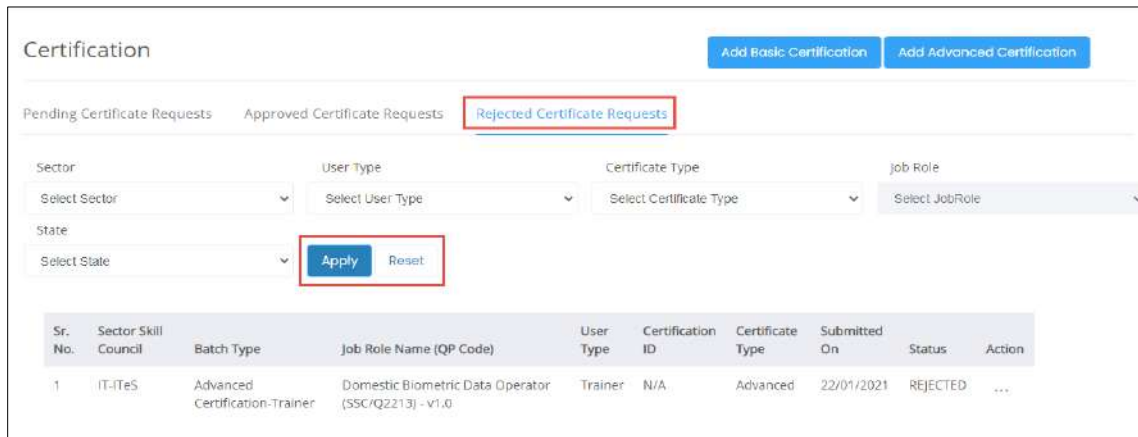
Pending Certificate Requests **Approved Certificate Requests** Rejected Certificate Requests

Sector: Select Sector User Type: Select User Type Certificate Type: Select Certificate Type Job Role: Select JobRole

State: Select State **Apply** Reset

Sr. No.	Sector Skill Council	Batch Type	Job Role Name (QP Code)	User Type	Certification ID	Certificate Type	Valid Till	Submitted On	Validity Extended	Grade	Action
1	IT-TeS	Advance Certification-Trainer	CRM Domestic Voice (SSC/Q2210)-v1.0	Trainer	N/A	N/A	20/01/2021	N/A	No		...

- The **Rejected Certificate Requests** section displays the details of the rejected certificate requests such as Sector Skill Council, Batch Type, Job Role Name (QP Code), User Type, Certification ID, Certificate Type, Submitted On, Status, and Action.



Certification Add Basic Certification Add Advanced Certification

Pending Certificate Requests Approved Certificate Requests **Rejected Certificate Requests**

Sector: Select Sector User Type: Select User Type Certificate Type: Select Certificate Type Job Role: Select JobRole

State: Select State **Apply** Reset

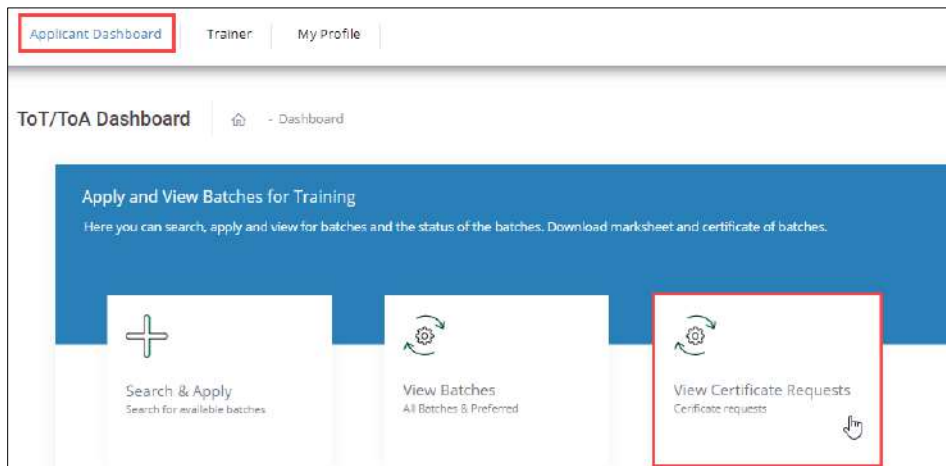
Sr. No.	Sector Skill Council	Batch Type	Job Role Name (QP Code)	User Type	Certification ID	Certificate Type	Submitted On	Status	Action
1	IT-TeS	Advanced Certification-Trainer	Domestic Biometric Data Operator (SSC/Q2213) - v1.0	Trainer	N/A	Advanced	22/01/2021	REJECTED	...

15 Add Basic Certification

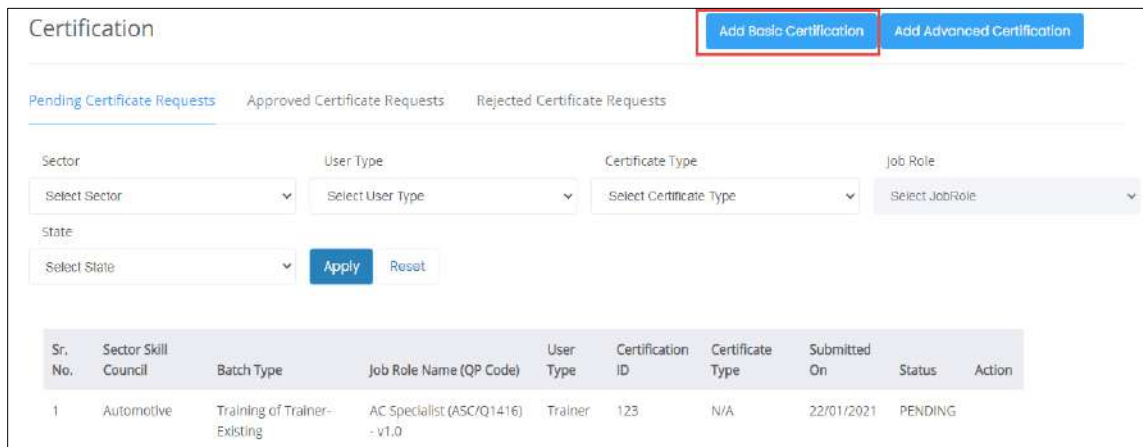
The **Add Basic Certification** screen allows the Trainer – Indian National to add/raise the certification request.

To Navigate

Home --> Applicant Dashboard --> View Certificate Requests --> Certification --> Add Basic Certification



➤ The **Add Basic Certification** screen allows the Trainer – Indian National to add certification.



The screenshot shows the 'Certification' screen. At the top right, there are two buttons: 'Add Basic Certification' (highlighted with a red box) and 'Add Advanced Certification'. Below the buttons are three tabs: 'Pending Certificate Requests' (selected), 'Approved Certificate Requests', and 'Rejected Certificate Requests'. There are four dropdown menus for filtering: 'Sector' (Select Sector), 'User Type' (Select User Type), 'Certificate Type' (Select Certificate Type), and 'Job Role' (Select JobRole). Below these is a 'State' dropdown (Select State) and two buttons: 'Apply' and 'Reset'. At the bottom, there is a table with the following data:

Sr. No.	Sector Skill Council	Batch Type	Job Role Name (QP Code)	User Type	Certification ID	Certificate Type	Submitted On	Status	Action
1	Automotive	Training of Trainer- Existing	AC Specialist (ASC/Q1416) - v1.0	Trainer	123	N/A	22/01/2021	PENDING	

Note: If the Trainer – Indian National has been certified previously and their certification does not exist on the portal, the Trainer – Indian National can raise a certificate request by clicking on **Add Basic Certification**.

➤ Click **Add Basic Certification**, the **Add Existing Certification** screen appears.

- The **Add Existing Certification** screen displays the certification details such as Country and also allows the Trainer – Indian National to select the certification details such as Sector, Job Role (QP Code), Training Model, State, and District. The Trainer – Indian National can also enter the details such as Certificate ID, Certificate Issued On, Domain Percentage, Platform Percentage, and Remarks to SSC.

Add Existing Certification

Sector: *

Job Role (QP Code): *

Training Model: *

Country: *

State: *

District: *

Certificate ID:

Certificate Issued On:

Domain Percentage:

Platform Percentage:

Supporting Document:
File size upto 5 mb
(only jpg, png, jpeg, pdf)

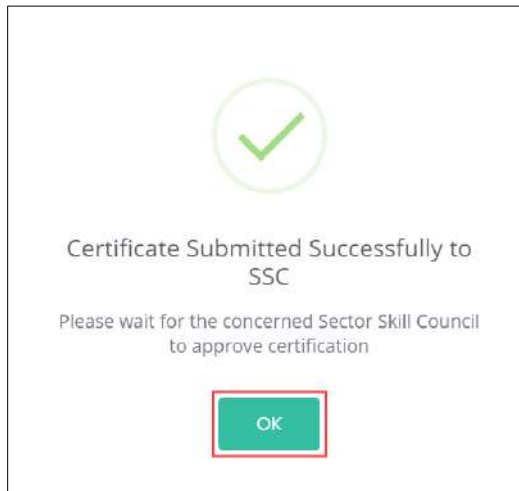
Remarks to SSC:

Disclaimer: * I/ We hereby confirm that the information provided above is true to the best of my/ our knowledge.

I Agree

- Click **Browse** to upload the supporting document. The Trainer – Indian National can upload only jpg, png, jpeg, pdf, and the maximum file size is **five** MB each. Click **Upload**.
- Click **I Agree**, to confirm the correctness of the information.

- Click **Submit**, the following screen appears.



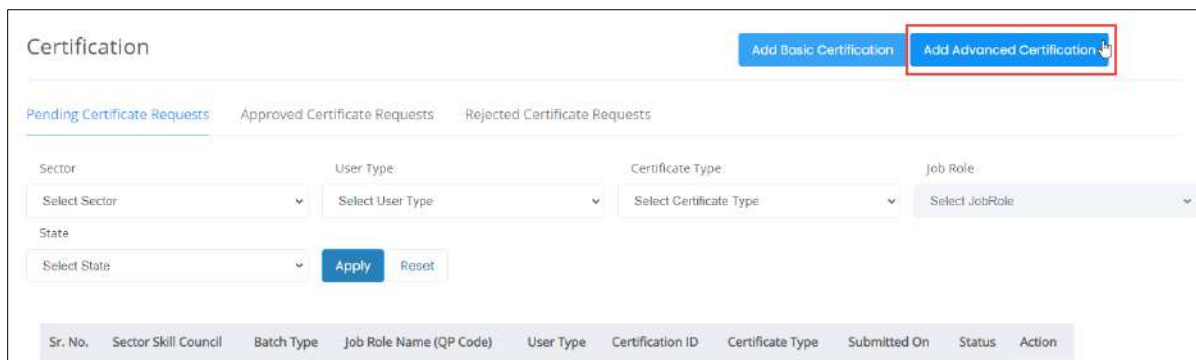
- Click **OK**, to navigate to the **Certification** screen.

16 Add Advanced Certification

The **Add Advanced Certification** screen allows the Trainer – Indian National to add Advanced certification.

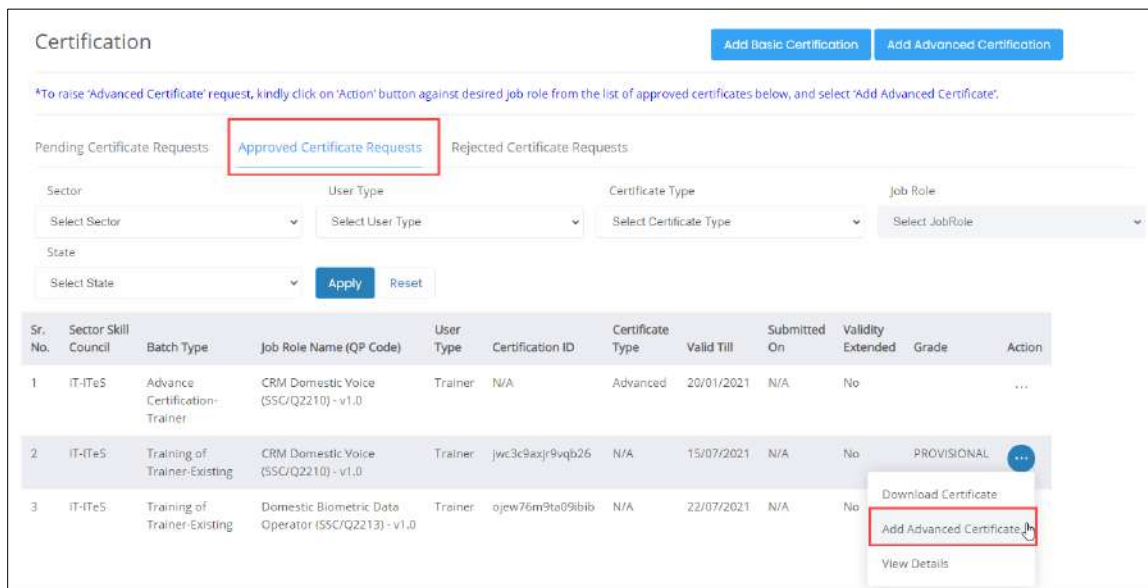
To Navigate

Home - - > Applicant Dashboard - - > View Certificate Requests - - > Certification - - > Add Advanced Certification



The screenshot shows the 'Certification' page with a navigation bar at the top containing 'Add Basic Certification' and 'Add Advanced Certification' buttons. Below the navigation bar are tabs for 'Pending Certificate Requests', 'Approved Certificate Requests', and 'Rejected Certificate Requests'. A filter section includes dropdowns for Sector, User Type, Certificate Type, Job Role, and State, along with 'Apply' and 'Reset' buttons. At the bottom, a table header is visible with columns: Sr. No., Sector Skill Council, Batch Type, Job Role Name (QP Code), User Type, Certification ID, Certificate Type, Submitted On, Status, and Action.

- Click **Add Advanced Certification**, the **Approved Certification Requests** screen appears.

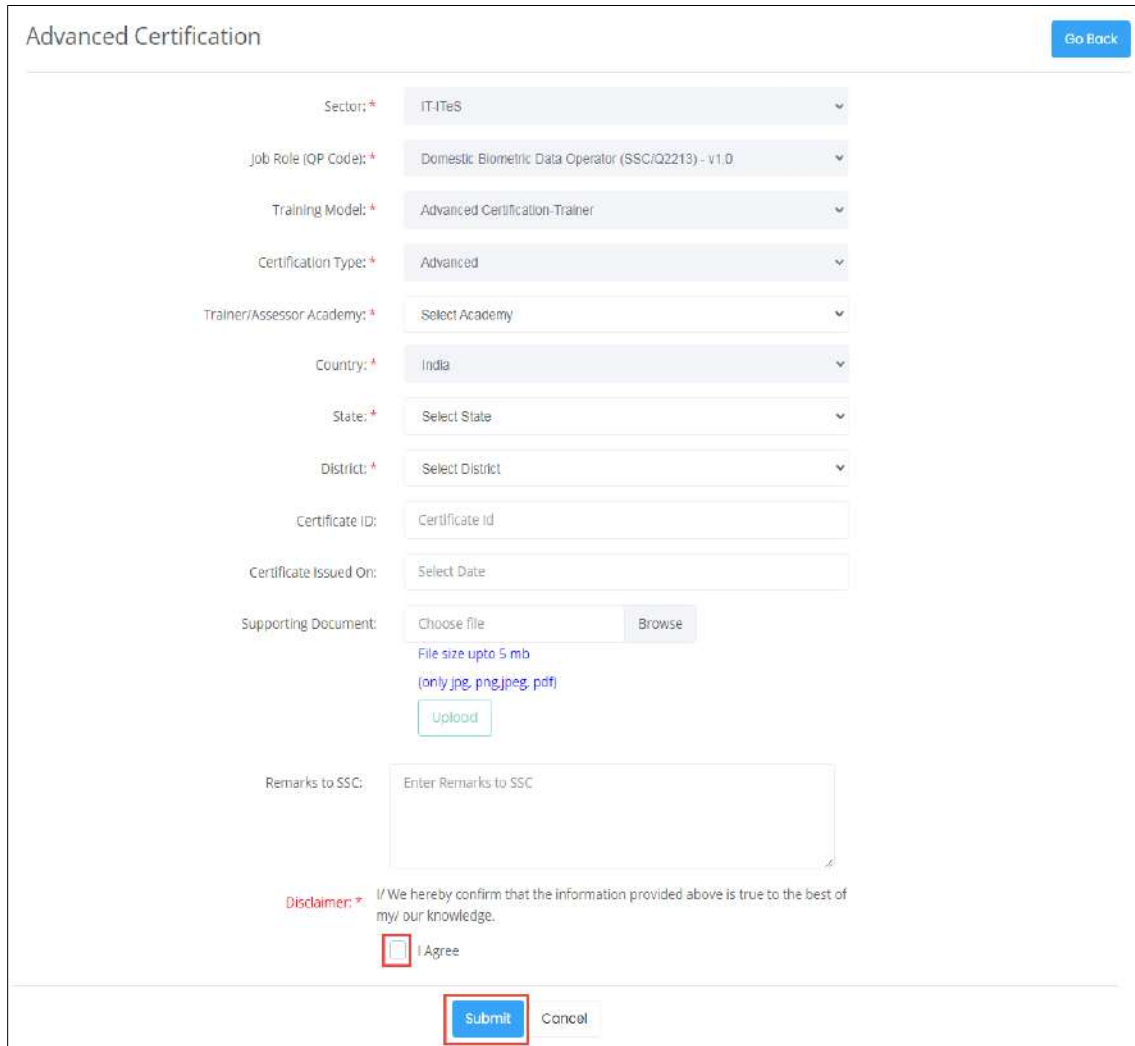


The screenshot shows the 'Approved Certificate Requests' screen. It features a navigation bar with 'Add Basic Certification' and 'Add Advanced Certification' buttons. A message states: "To raise 'Advanced Certificate' request, kindly click on 'Action' button against desired Job role from the list of approved certificates below, and select 'Add Advanced Certificate'." Below this are tabs for 'Pending Certificate Requests', 'Approved Certificate Requests', and 'Rejected Certificate Requests'. A filter section is present. The main table lists approved certifications with columns: Sr. No., Sector Skill Council, Batch Type, Job Role Name (QP Code), User Type, Certification ID, Certificate Type, Valid Till, Submitted On, Validity Extended, Grade, and Action. The 'Action' column for the second row contains a dropdown menu with options: 'Download Certificate', 'Add Advanced Certificate', and 'View Details'. The 'Add Advanced Certificate' option is highlighted with a red box.

Sr. No.	Sector Skill Council	Batch Type	Job Role Name (QP Code)	User Type	Certification ID	Certificate Type	Valid Till	Submitted On	Validity Extended	Grade	Action
1	IT-ITeS	Advance Certification-Trainer	CRM Domestic Voice (SSC/Q2210) - v1.0	Trainer	N/A	Advanced	20/01/2021	N/A	No		...
2	IT-ITeS	Training of Trainer-Existing	CRM Domestic Voice (SSC/Q2210) - v1.0	Trainer	jwc3c9axj9vqb26	N/A	15/07/2021	N/A	No	PROVISIONAL	...
3	IT-ITeS	Training of Trainer-Existing	Domestic Biometric Data Operator (SSC/Q2213) - v1.0	Trainer	ojew76m9ta09bib	N/A	22/07/2021	N/A	No		...

- The **Approved Certification Requests** screen displays the approved certification requests such as Sector Skill Council, Batch Type, Job Role Name (QP Code), User Type, Certification ID, Certification Type, Valid Till, Submitted On, Validity Extended, Grade and also allows to add advanced certificate under Action.
- Click **Add Advanced Certificate**, the **Advanced Certification** screen appears.

- The **Advanced Certification** screen displays the certification details such as Sector, Job Role (QP Code), Training Model, Certification Type, Country, and also allows to select the appropriate details such as Trainer/Assessor Academy, State, District, from the drop-down list and also allows to enter Certified ID, Certificate Issued On, and Remarks to SSC.

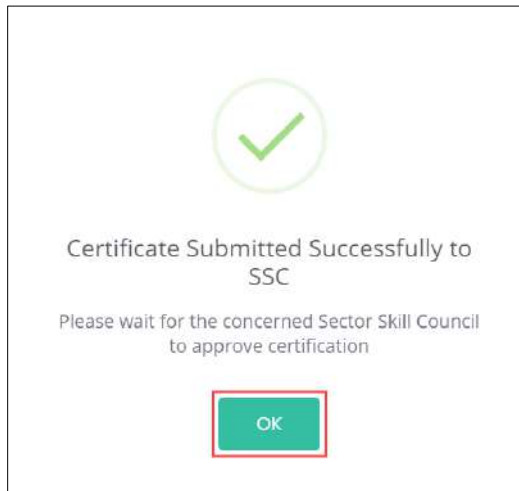


The screenshot shows the 'Advanced Certification' form with the following fields and options:

- Sector:** * IT-ITeS (dropdown)
- Job Role (QP Code):** * Domestic Biometric Data Operator (SSC/Q2213) - v1.0 (dropdown)
- Training Model:** * Advanced Certification-Trainer (dropdown)
- Certification Type:** * Advanced (dropdown)
- Trainer/Assessor Academy:** * Select Academy (dropdown)
- Country:** * India (dropdown)
- State:** * Select State (dropdown)
- District:** * Select District (dropdown)
- Certificate ID:** Certificate Id (text input)
- Certificate Issued On:** Select Date (date picker)
- Supporting Document:** Choose file (text input) with a **Browse** button. Below it, text reads: "File size upto 5 mb (only jpg, png, jpeg, pdf)". There is an **Upload** button.
- Remarks to SSC:** Enter Remarks to SSC (text area)
- Disclaimer:** * If We hereby confirm that the information provided above is true to the best of my/ our knowledge. Below this is a checkbox labeled **I Agree**.
- At the bottom, there are **Submit** and **Cancel** buttons.

- Click **Browse** to upload the supporting document. The Trainer – Indian National can upload only jpg, png, jpeg, pdf, and the maximum file size is **five** MB each. Click **Upload**.
- Click **I Agree**, to confirm the correctness of the information.

- Click **Submit**, the following screen appears.



- Click **OK**, to navigate to the **Certification** screen.

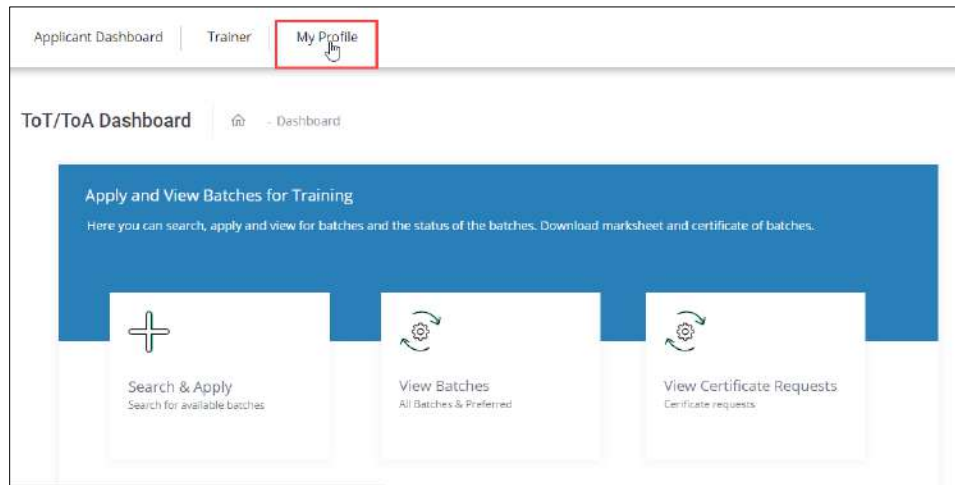
Note: The Trainer – Indian National can also **add** the required Advanced Certificate from **View Batches** section against the certified job role.

17 View My Profile

The **View My Profile** screen allows the Trainer – Indian National to view the profile.

To Navigate

Home --> Dashboard --> My Profile



➤ The **View Applicant Details** screen lists all the basic information of the applicant in **eight** sections as listed below.

- Personal Information
- Contact and Address Details
- Education Details
- Added Professional Experience Details
- Added Training Experience Details
- Training Requests
- Applicant Type
- Training Partner and Training Centre Association


➤ The **Personal Information** section lists all the basic information of the applicant such as Name of the Applicant, Gender, Religion, Origination Category, Date of Birth, Languages Known, and Category.

View Applicant Details

[Edit Profile](#)
[Go Back](#)

Personal Information

Name of the Applicant	: Test	Date Of Birth	: 10-09-2006
Gender	: Female	Languages Known	: Assamese, Kashmiri, Hindi, Manipuri
Religion	: Hindu	Category	: General
Origination Category	: Indian National		



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Corporation
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- The **Contact and Address Details** section lists all the contact and address details of the Trainer – Indian National such as Mobile Number of the Applicant, Email Address of Applicant, Country, Applicant Address, Nearby Landmark, Pincode, State/Union Territory, District/City, and Tehsil/Mandal.

Contact & Address Details					
Mobile Number Of Applicant	:	9854234565	Pincode	:	999999
Email Address Of Applicant	:	nj@gmail.com	State / Union Territory	:	KARNATAKA
Country	:	India	District / City	:	BALLARI
Applicant Address	:	test	Tehsil / Mandal	:	Ballari
NearBy Landmark	:	test			

- The **Education Details** section displays the educational details of the applicant.

Education Details	
Ability to read and write	: test

Trainer/TR127244/educationProof/0b70f530-102d-4104-aa8b-09d7530de151_Document.png

- The **Added Professional Experience Details** section displays the professional experience details of the applicant.

Added Professional Experience Details : 2 months Total Professional Experience

S.No	Relevant Sector	Job Title	Employment Type	Company	State	District	Address	Job Description	Duration	Proof Document
1	Apparels	Job 1	Full time - Salaried	ulwgd	GOA	NORTH GOA	nuifg	kelnf	01/01/2020 to 01/03/2020	Trainer/TR127263/supportingDocument/2c3326ec-162e-4fef-8657-9a1a804c4979_Screenshot from 20190617 18z75z.png

- The **Added Training Experience Details** section displays the training experience details of the applicant.

Added Training Experience Details : 1 months Total Training Experience

S No	Relevant Sector	Job Title	Employment Type	Company	State	District	Address	Job Description	Duration	Proof Document
1	Apparels	Deziner	Full time - Salaried	lwhf	GOA	NORTH GOA	lwdh	fm	01/01/2021 to Currently Working	Trainer/TR127263/supportingDocument/1d24d14a-4e2a-46e1-9b5a-c44dc6b88879_Screenshot from 20191112 210457.png

- The **Training Requests** section lists all the added preferences of the Trainer – Indian National.

Training Requests				
CRM Domestic Voice, SSC/Q2210	IT-ITeS	GOA	N/A	N/A
Domestic Biometric Data Operator, SSC/Q2213	IT-ITeS	GOA	N/A	N/A
Advance Pattern Maker(CAD/CAM), AMH/Q1101	Apparels	GOA	N/A	N/A
Brushing Operator, HCS/Q4502	Handicrafts	KARNATAKA	KALABURAGI	Kalaburagi

- The **Applicant Type** section displays the type of applicant.

Applicant Type
Trainer

Note: Select the *respective hyperlinks* of the Educational Details, Added Professional Experience Details, and Added Training Experience Details to **view** the complete information.

- The **Training Partner and Training Center Association** section displays the Training Centre details such as TP ID, Training Partner Name, TC ID, Training Center Name, Scheme Name, Linking Type, Empanelment Duration, Linking Status, and Delinked Date and Action.

Training Partner and Training Center Association									
TP ID	Training Partner Name	TC ID	Training Center Name	Scheme Name	Linking Type	Empanelment Duration	Linking Status	Delinked Date	Action

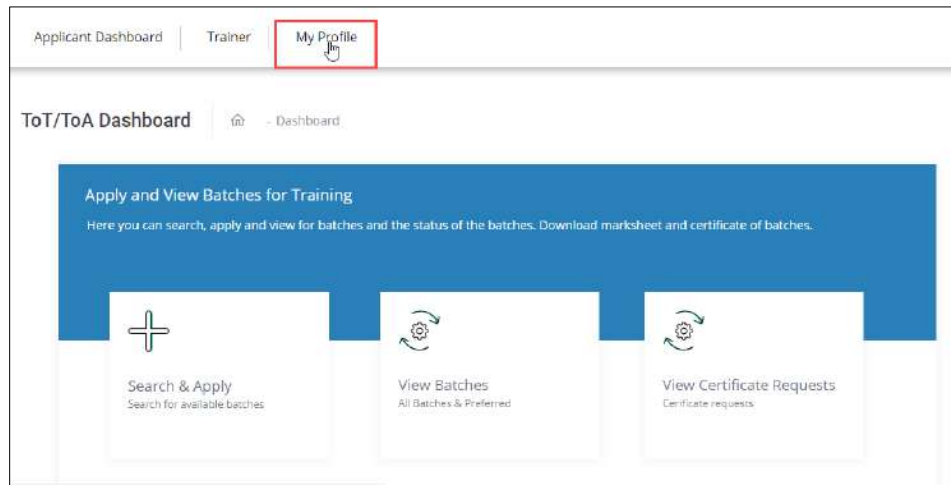
- Click **Go Back**, to navigate to the **Dashboard**.

18 Edit Profile

The **Edit Profile** screen allows the Trainer – Indian National to add/edit the profile.

To Navigate

Home --> Dashboard --> My Profile --> View Applicant Details --> Edit Profile



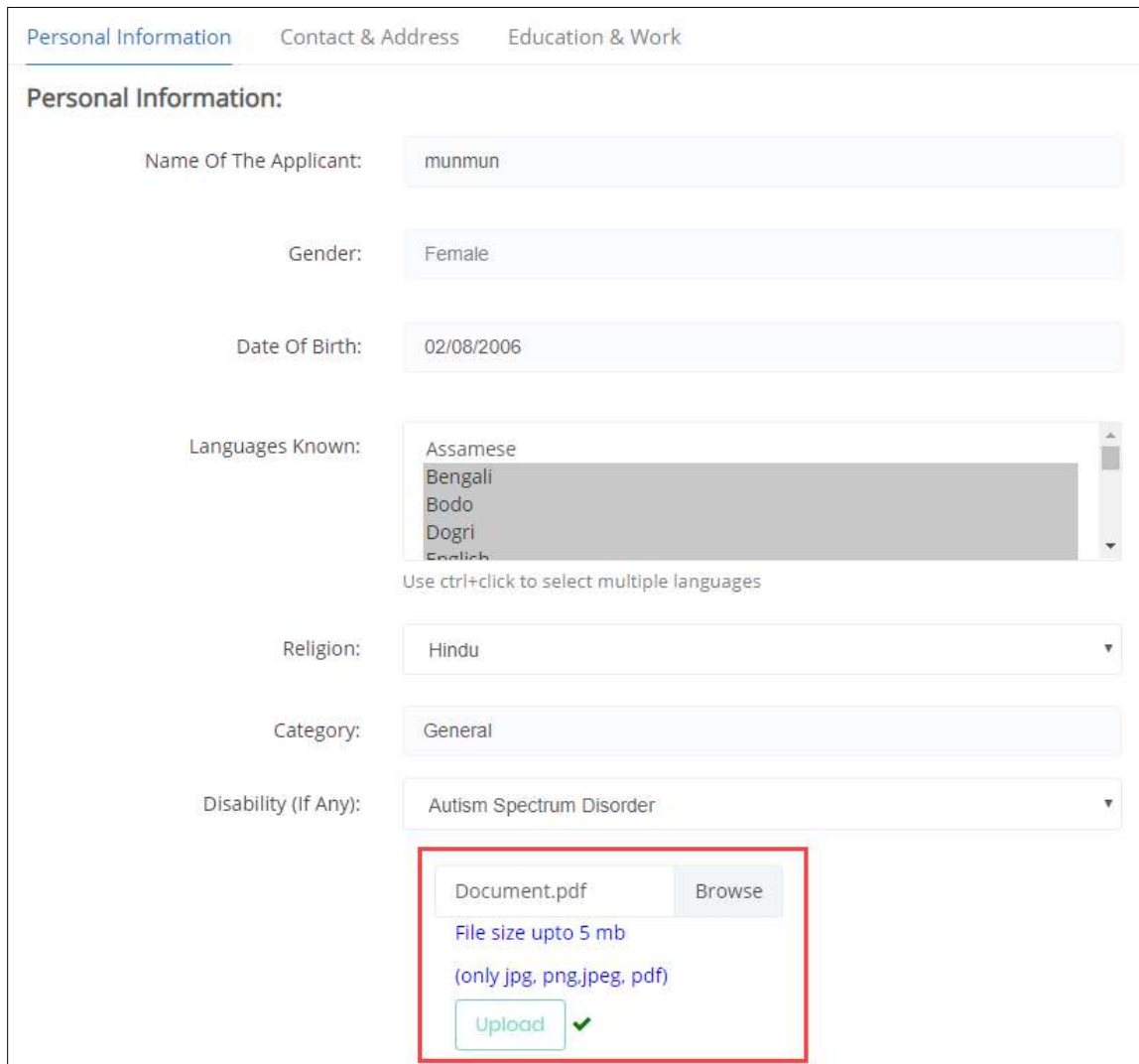
- Click **Edit Profile**, to edit/add details of the Trainer – Indian National profile.



- The **Edit Profile** screen hosts *three* sections as listed below.

- Personal Information
- Contact and Address
- Education and Work

- The **Personal Information** screen hosts **three** sections as listed below.
 - Personal Information
 - Aadhaar/PAN Information and Photograph Info
 - Applicant Type Details
- The **Personal Information** section allows the Trainer – Indian National to edit the basic information such as Name of the Applicant, Gender, Date of Birth, Languages Known, Religion, Category, and Disability (If any).



Personal Information Contact & Address Education & Work

Personal Information:

Name Of The Applicant:

Gender:

Date Of Birth:

Languages Known:

Use ctrl+click to select multiple languages

Religion:

Category:

Disability (If Any):

Document.pdf Browse

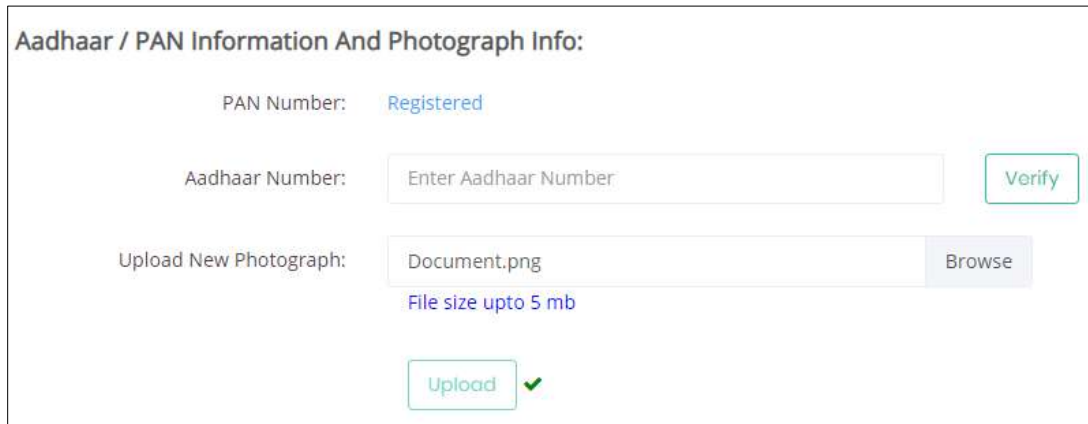
File size upto 5 mb

(only jpg, png, jpeg, pdf)

Upload ✓

- Click **Browse** to *upload* the Disability document. The Trainer – Indian National can upload only jpg, png, jpeg, pdf, and the maximum file size is **five** MB each. Click **Upload**.

- The **Aadhaar/PAN Information and Photograph Info** section displays the PAN Number information and also allows the Trainer – Indian National to edit the required Aadhaar details.



Aadhaar / PAN Information And Photograph Info:

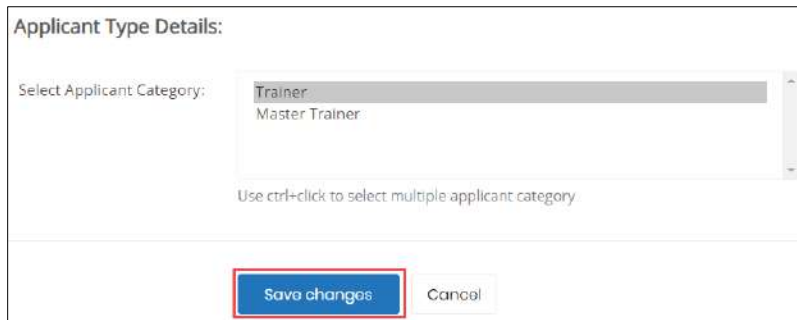
PAN Number: Registered

Aadhaar Number:

Upload New Photograph:
File size upto 5 mb

✓

- Click **Browse** to *upload* a recent photograph. The Trainer – Indian National can upload only jpg, png, jpeg, pdf, and the maximum file size is **five** MB each. Click **Upload**.
- The **Applicant Type Details** section allows the Trainer – Indian National to select the applicant category.

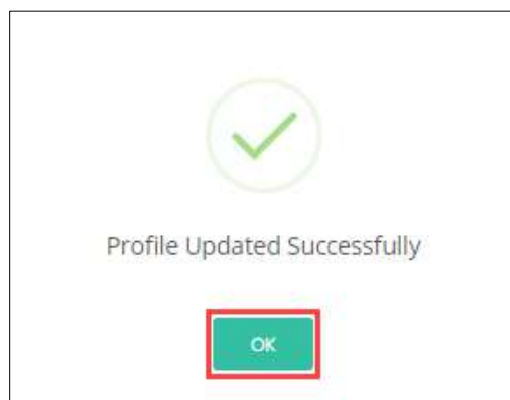


Applicant Type Details:

Select Applicant Category:
Master Trainer

Use ctrl+click to select multiple applicant category

- Click **Save Changes**, the **Profile Updated Successfully** screen appears.



- Click **OK**, the **Personal Information** screen appears.

- The **Contact and Address Details** section allows the Trainer – Indian National to edit the contact and address details of the applicant such as Tehsil/Mandal, and Parliamentary Constituency. And also displays the details such as Applicant Address, Nearby Landmark, Pincode, Country, State/Union Territory/Region, and District/City.

Personal Information **Contact & Address** Education & Work

Contact & Address Details:

Mobile Number of Applicant: **Update**

Email Address of Applicant: **Update**

Applicant Address:

Nearby Landmark:

Pincode:

Country:

State/Union Territory/Region:

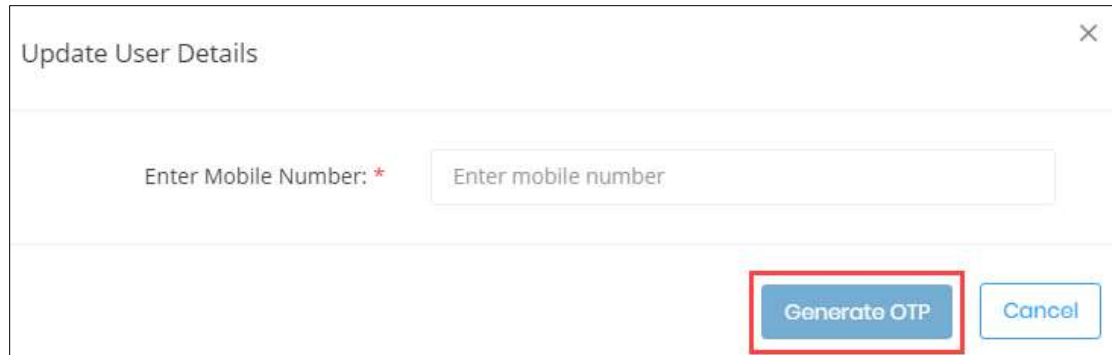
District / City:

Tehsil / Mandal:

Parliamentary Constituency:

Save changes Cancel

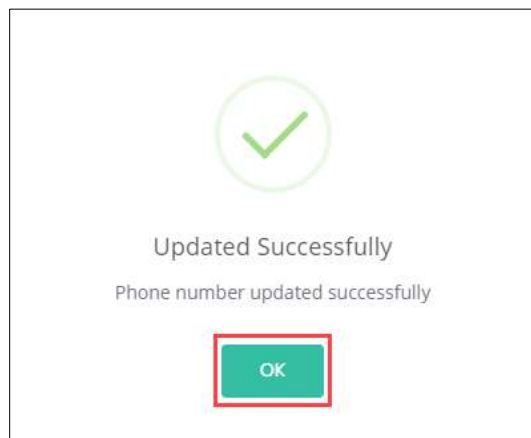
- Click **Update** (Mobile Number of Applicant), to update the **Mobile Number of Applicant**, the **Update User Details** screen appears.



- Enter the new mobile number of the applicant. Click **Generate OTP**, the **OTP Verification** screen appears.

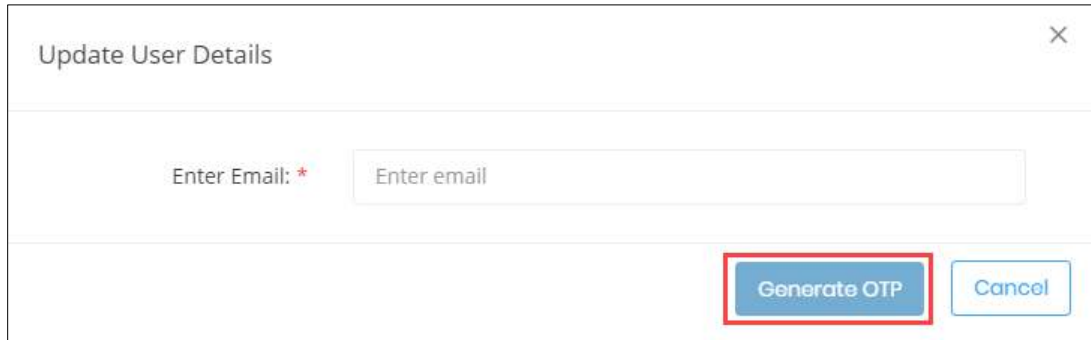


- Enter the appropriate OTP received on a new mobile number. Click **Verify**, the following screen appears.

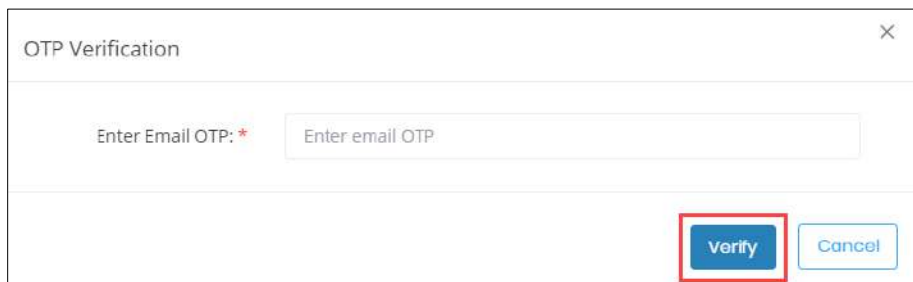


- Click **OK**, to navigate to the **Contact & Address Details** screen.

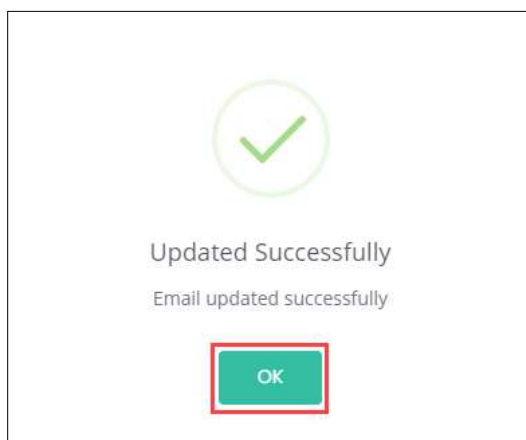
- Click **Update** (Email Address of Applicant), to update the **Email Address of Applicant**, the **Update User Details** screen appears.



- Enter the new email address of the applicant. Click **Generate OTP**, the **OTP Verification** screen appears.

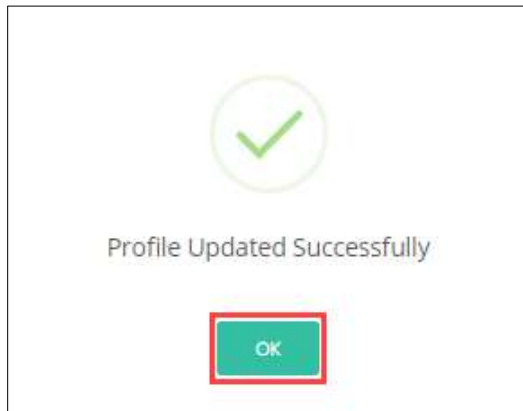


- Enter the appropriate OTP received on the new email address. Click **Verify**, the following screen appears.



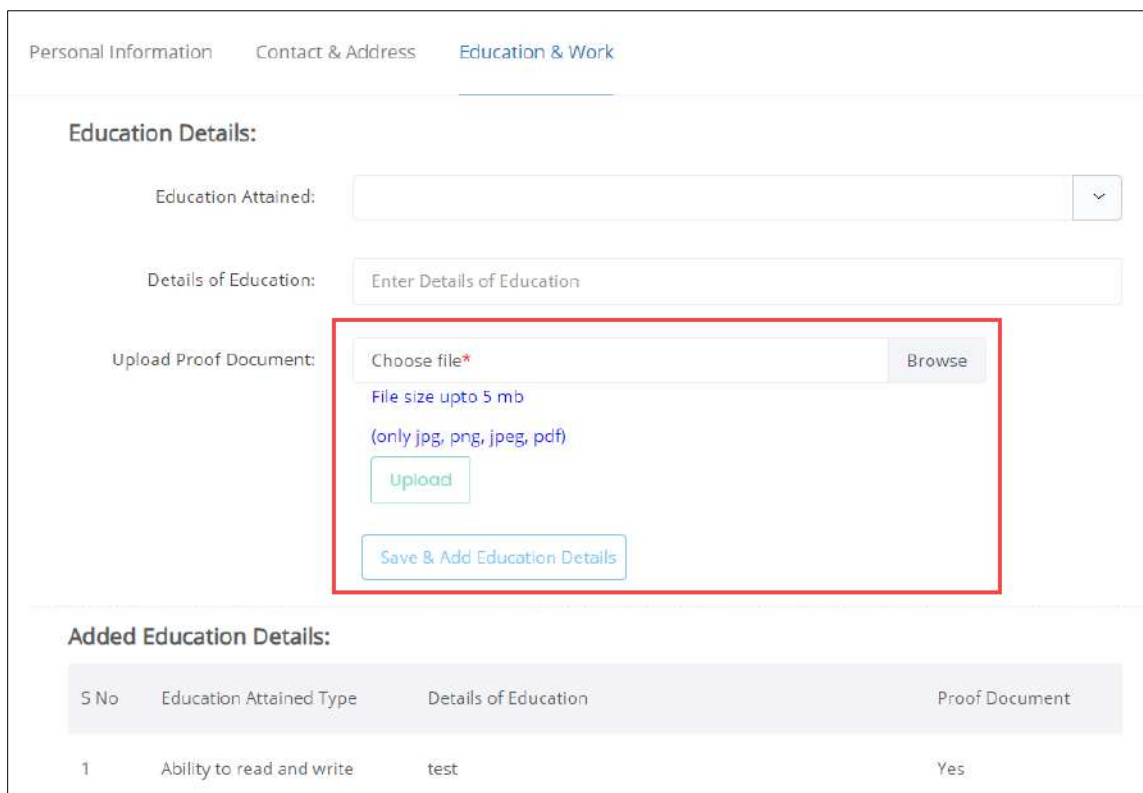
- Click **OK**, to navigate to the **Contact & Address Details** screen.

- Click **Save Changes**, the **Profile Updated Successfully** screen appears.



- Click **OK**, the **Contact & Address** screen appears.

- The **Education and Work** screen allows the Trainer – Indian National to edit the education and work details in **four** sections as listed below.
 - Education Details
 - Professional Experience Details
 - Training Experience Details
 - Curriculum Vitae / Resume Details
- The **Education Details** section displays the added educational details. Also allows the Trainer – Indian National to edit/add the information such as Education Attained, Details of Education, and proof documents.



Personal Information Contact & Address **Education & Work**

Education Details:

Education Attained: ▼

Details of Education:

Upload Proof Document:

File size upto 5 mb
(only jpg, png, jpeg, pdf)

Added Education Details:

S No	Education Attained Type	Details of Education	Proof Document
1	Ability to read and write	test	Yes

- Click **Browse** to *upload* the appropriate Proof Documents. The Trainer – Indian National can upload the only jpg, png, jpeg, pdf, and the maximum file size is **five** MB each. Click **Upload**.
- Click **Save & Add Education Details**, to add educational details.
- The **Added Education Details** section displays the added education details such as Education Attained Type, Details of Education, and Proof Document.

- The **Professional Experience Details** section allows the Trainer – Indian National to edit the details such as Relevant Sector, Job Title, Employment Type, Company, State/ Union Territory/Region, District/City, Address, Duration, job Description, Proof Documents, and also displays the added Professional experience details.

Professional Experience Details :

Relevant Sector:

Job Title *:

Employment Type *:

Company: *:

State/Union Territory/Region *:

District/ City *:

Address: *:

Duration *:

I am currently working in this role.

Job Description *:

Upload Proof Document:

File size upto 5 mb
(only jpg, png, jpeg, pdf)

Added Professional Experience Details : 2 months Total Professional Experience

S.No	Relevant Sector	Job Title	Employment Type	Company	State	District	Address	Job Description	Duration	Proof Document	Action
1	Apparels	job 1	Full time - Salaried	uiwgd	GOA	NORTH GOA	nuifg	kelnf	01/01/2020 to 01/03/2020	Yes	

- Click **Browse** to *upload* the appropriate Proof Documents. The Trainer – Indian National can upload the only jpg, png, jpeg, pdf, and the maximum file size is **five** MB each. Click **Upload**.
- Click **Add Professional Experience Details**, to add professional experience details.

- The **Training Experience Details** section allows the Trainer – Indian National to edit the training experience details such as Relevant Sector, Job Title, Employment Type, Company, State/Union Territory/Region, District/City, Address, Duration, Job Description, Proof Documents, and also displays the added Industrial experience details.

Training Experience Details :

Relevant Sector:

Job Title *:

Employment Type *:

Company *:

State/Union Territory/Region *:

District/ City *:

Address *:

Duration *:


I am currently working in this role.

Job Description *:

Upload Proof Document:

File size upto 5 mb
(only jpg, png, jpeg, pdf)

Added Training Experience Details : 1 months Total Training Experience

S No	Relevant Sector	Job Title	Employment Type	Company	State	District	Address	Job Description	Duration	Proof Document	Action
1	Apparels	Deziner	Full time - Salaried	iw hf	GOA	NORTH GOA	uw dh	if n	01/01/2021 to Currently Working	Yes	

- Click **Browse** to *upload* the appropriate Proof Documents. The Trainer – Indian National can upload only jpg, png, jpeg, pdf, and the maximum file size is **five** MB each. Click **Upload**.
- Click **Add Training Experience Details**, to add training experience details.

- The **Curriculum Vitae / Resume Details** section allows the Trainer – Indian National to update the resume.

Curriculum Vitae / Resume Details :

Upload Curriculum Vitae(CV) or Resume Document:

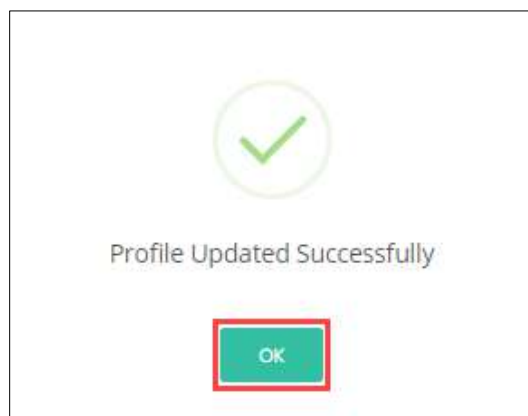
Screenshot...399.png

File size upto 5 mb

(only jpg, png, jpeg, pdf)

✓

- Click **Browse**, to *upload* the appropriate Curriculum Vitae or Resume Document. The Trainer – Indian National can upload only jpg, png, jpeg, pdf, and the maximum file size is **five** MB each. Click **Upload**.
- Click **Save Changes**, the **Profile Updated Successfully** screen appears.



- Click **OK**, the **Education & Work** screen appears.