Skill India

कौशल भारत - कुशल भारत

User Manual for Trainer (TR) - NRI/Foreign Residents Registration

N·S·D·C

National Skill Development Corporation

Transforming the skill landscape

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1 Introduction

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

- Registration
  - First Time Login
  - Trainer - NRI/Foreign Residents Registration Form
- View Certificate Requests
- Add Basic Certification
- Add Advanced Certification
- View My Profile
- Edit Profile

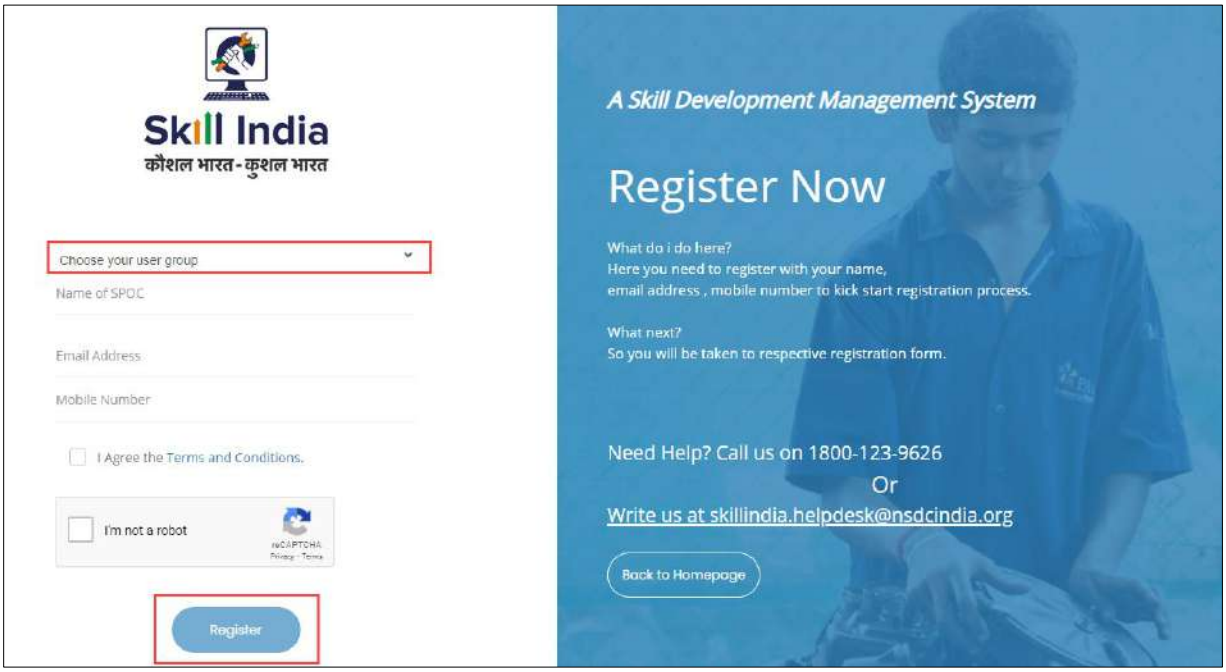
2 Registration

The **Registration** section allows to register a new Trainer - NRI/Foreign Residents.

A step-by-step guide to register as Trainer - NRI/Foreign Residents is provided below:

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

To Navigate
Home - - > Register



- Select User Type as a *Trainer - NRI/Foreign Residents* 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 – NRI/Foreign Residents.

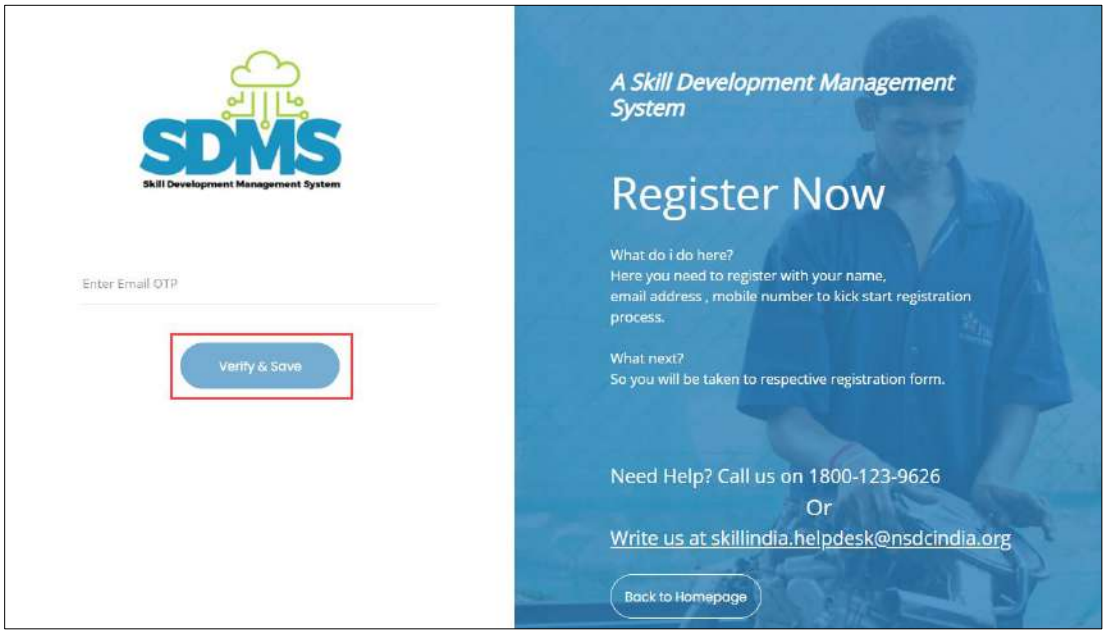
- Click **I'm not a robot**, to verify the Captcha.

- Click **Register**.

- The *One Time Password (OTP)* is shared on the registered email ID.

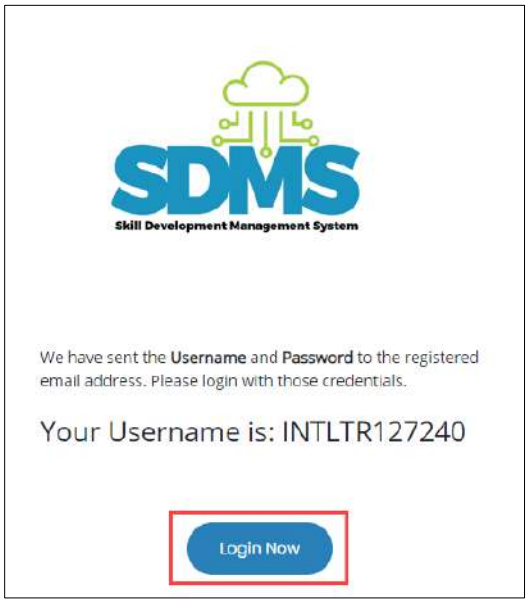
- Click **Login,** the Trainer - NRI/Foreign Residents will navigate to the **Login** screen.

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



- Enter **Email OTP** as received on the registered email ID**.**

- Click **Verify & Save**. The following message appears after verification of Email OTP.

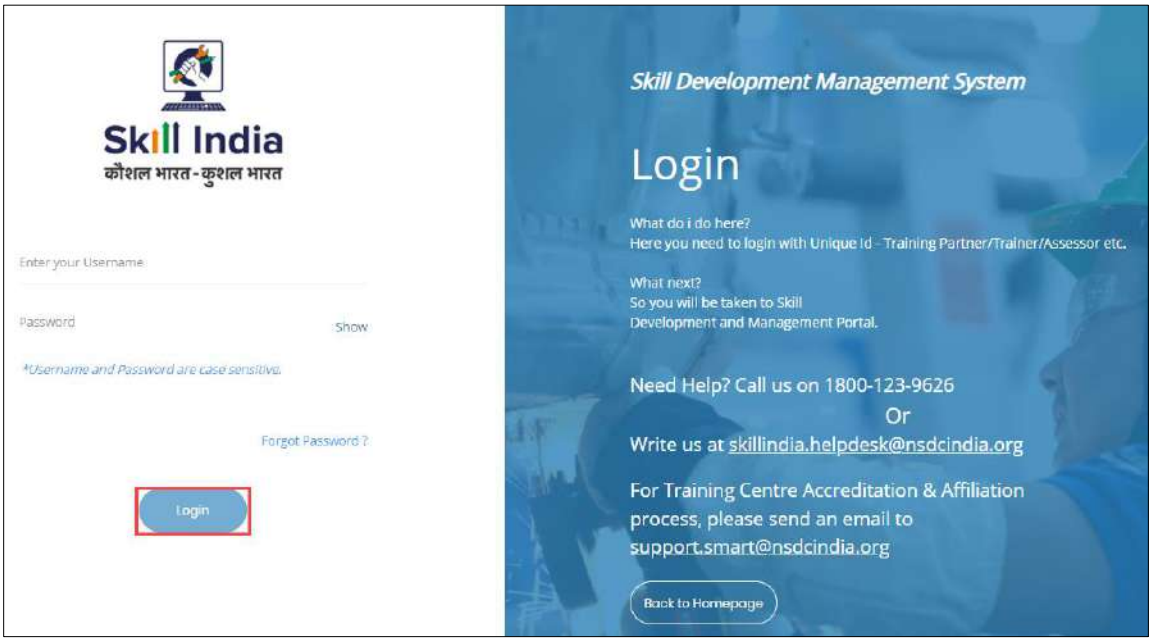


- Click **Login Now**, the Trainer - NRI/Foreign Residents will navigate to the **Login** screen.

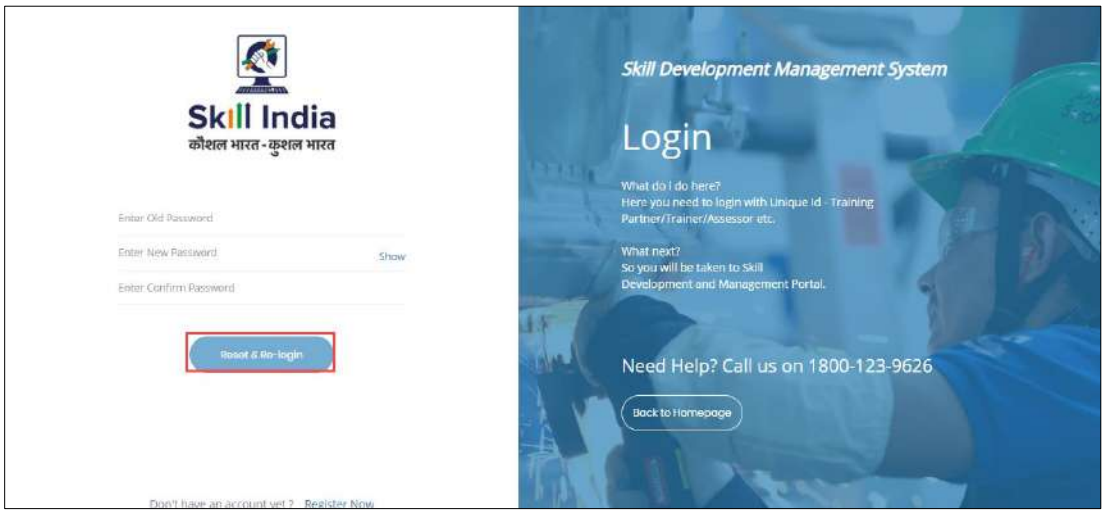
2.1 First Time Login

The **Login** screen allows the Trainer - NRI/Foreign Residents to log into the **Trainer - NRI/Foreign Residents Registration Form**.

To Navigate
Home - - > Login

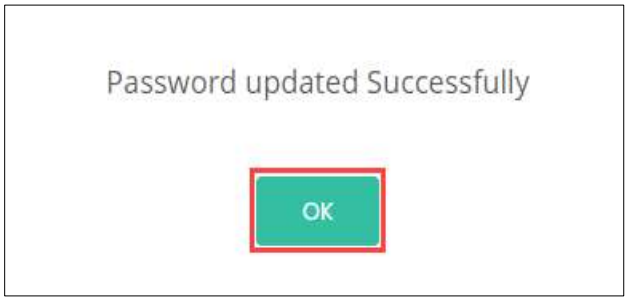


- Enter Unique ID (Username) and Password as received in an email.
- Click **Login.** The **Change Password** screen appears as follows.



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.

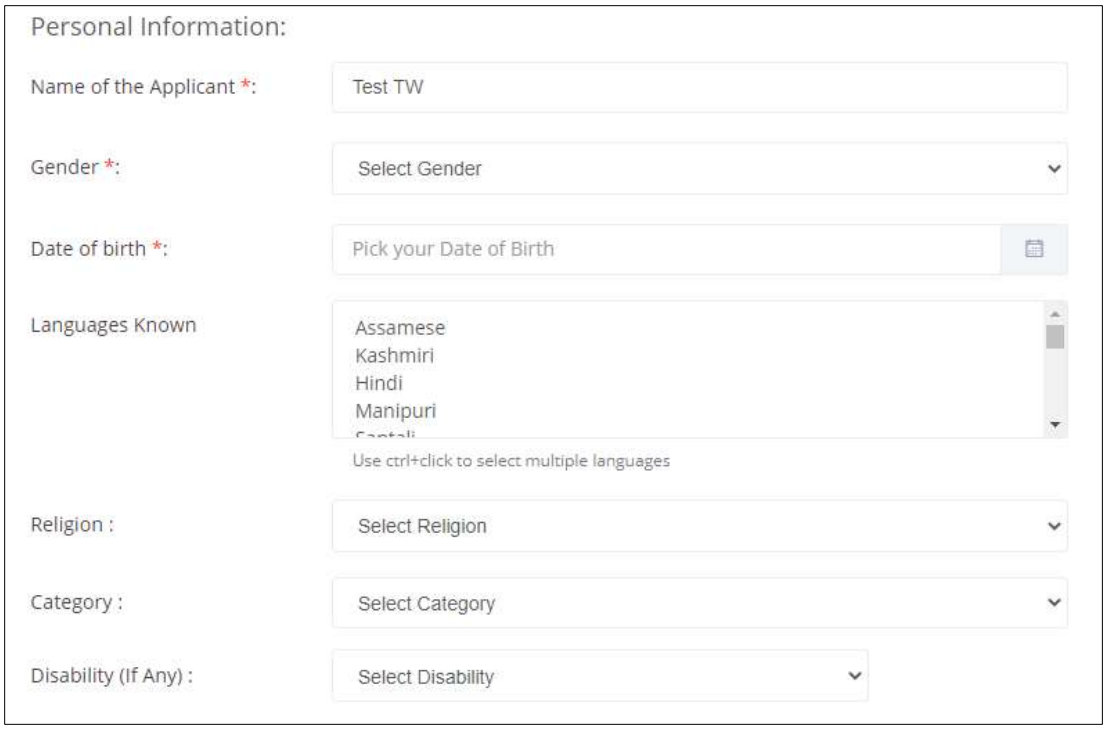
Note: The Trainer – NRI/Foreign Residents must remember the User ID and Password for accessing the account.

2.2 Trainer - NRI/Foreign Residents Registration Form

The **Trainer - NRI/Foreign Residents 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 - NRI/Foreign Residents to enter Personal details.

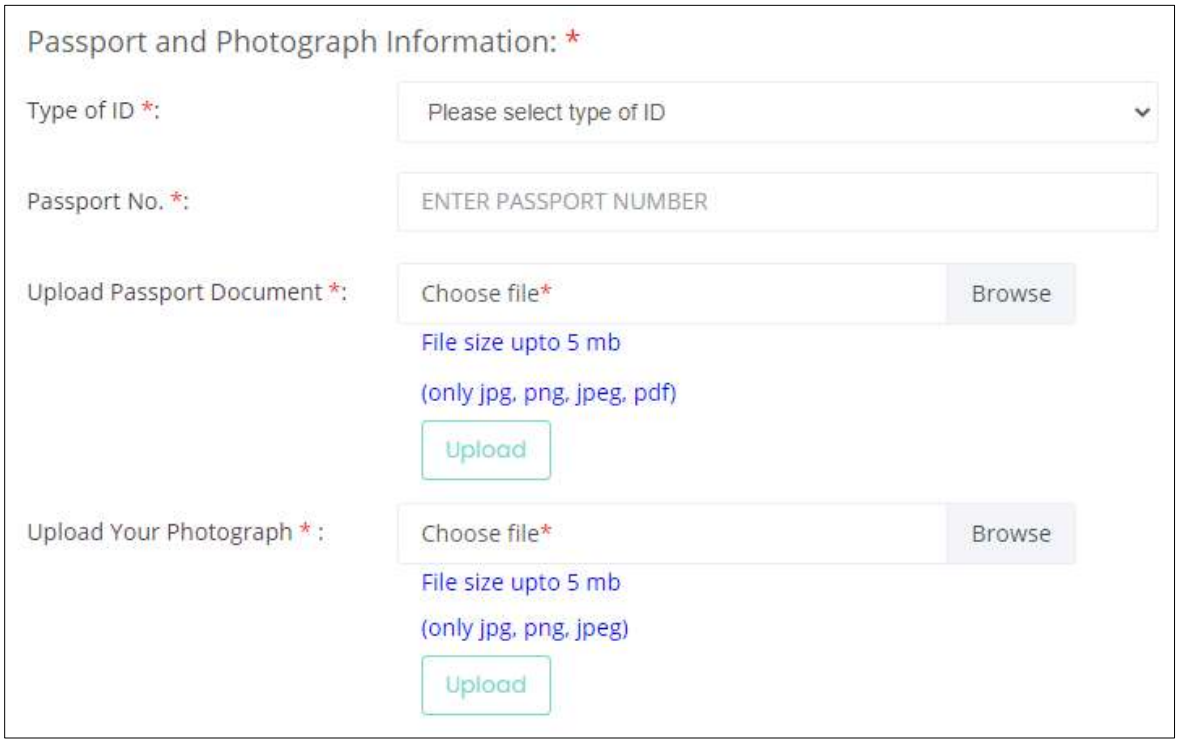


➢ The **Personal Information** section allows the Trainer - NRI/Foreign Residents to enter the basic information of the Trainer - NRI/Foreign Residents such as Name of the Applicant, Gender, Date of Birth, Languages Known, Religion, Category, and Disability.

Note: The Trainer - NRI/Foreign Residents should upload the *Supporting Documents* for the selected disability.

- Click **Browse** to upload the disability proof document, if applicable. The Trainer - NRI/Foreign Residents can upload only jpg, png, jpeg, pdf, and the maximum file size is **five** MB each. Click **Upload.**

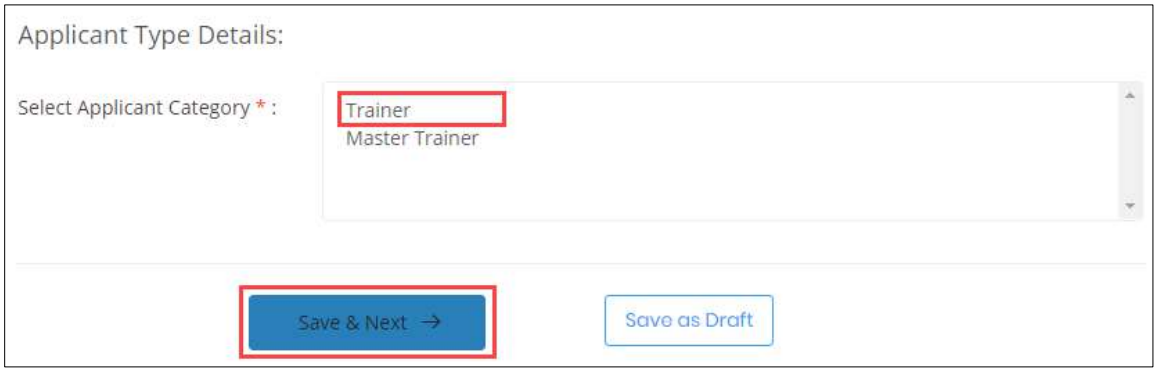
- The **Passport and Photograph Information** section allows the Trainer - NRI/Foreign Residents to enter the Passport and Photograph information.



- Select the Type of ID from the drop-down list and enter the appropriate Passport number.

- Click **Browse** to upload the **Passport Document and Photograph**. Choose the appropriate file and click **Upload.** The Trainer - NRI/Foreign Residents 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 - NRI/Foreign Residents to select the applicant type details, as applicable.

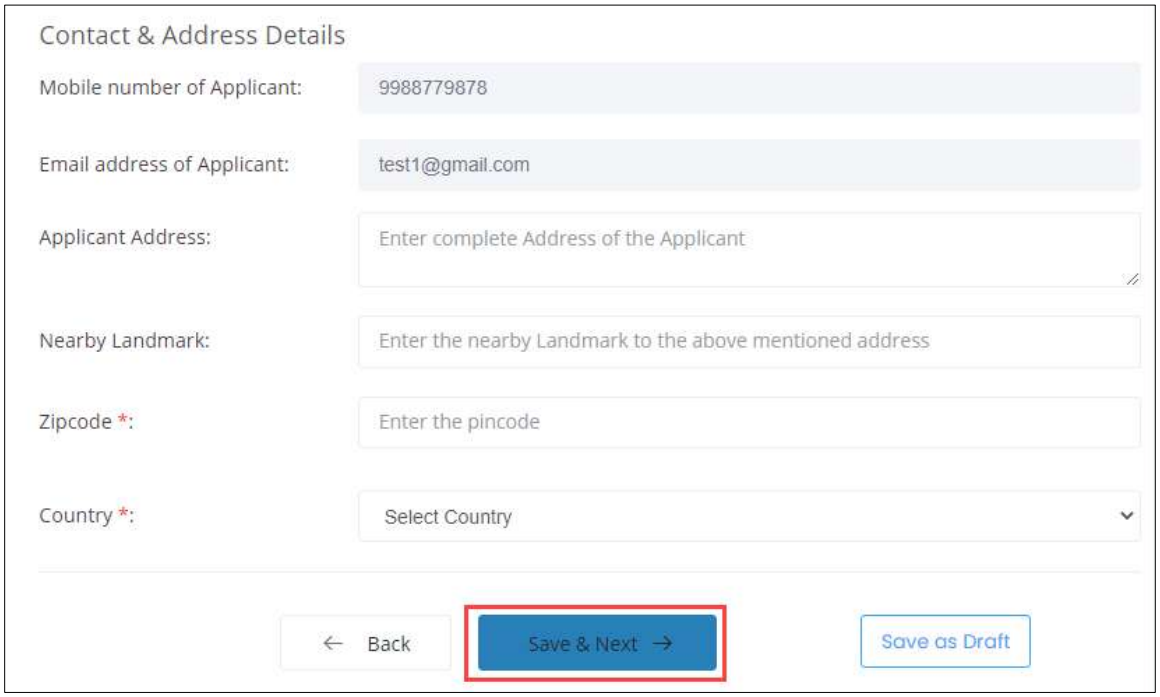


- Select the appropriate applicant category type from the given list.

- Click **Save & Next,** to continue the Registration.

Note:
The Applicant can check eligibility from "Eligibility Criteria" tab in - https://nsdcindia.org/guidelines-0.

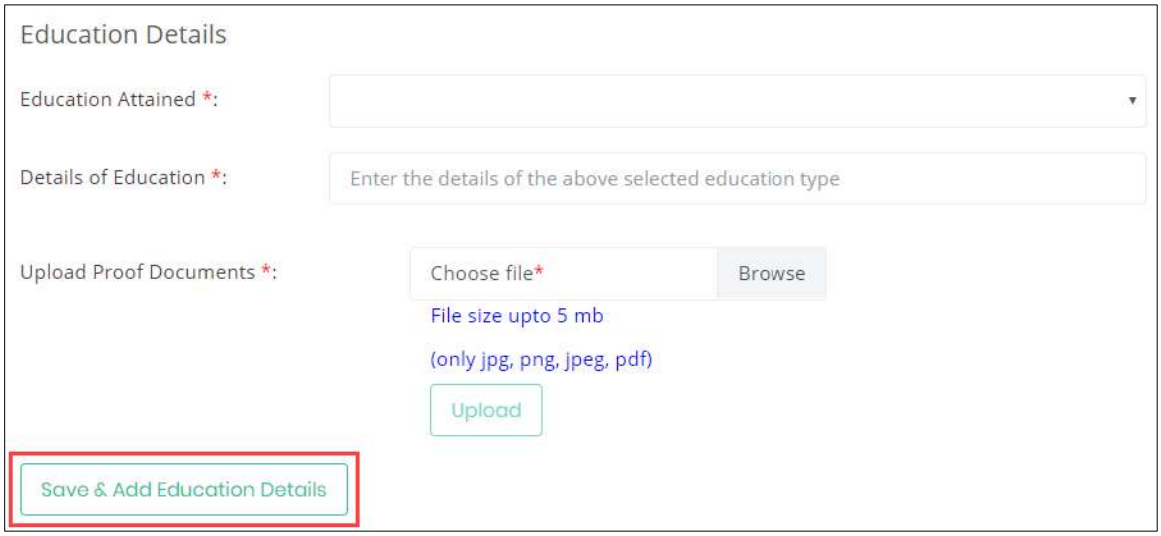
- The **Contact and Address Details** section allows the Trainer - NRI/Foreign Residents to enter contact and address details.



- The **Contact and Address Details** section displays the contact details such as the Mobile Number of Applicant and Email address of the Applicant. Also allows the Trainer - NRI/Foreign Residents to enter the contact and address details of the applicant such as Applicant Address, Nearby Landmark, Zipcode, and Country.

- Click **Save & Next**, to navigate to the **Education & Work Details** screen.

- The **Education Details** section allows the Trainer - NRI/Foreign Residents to enter the details of education such as Education Attained, Details of the Education, and allows to upload the supporting documents as proof.



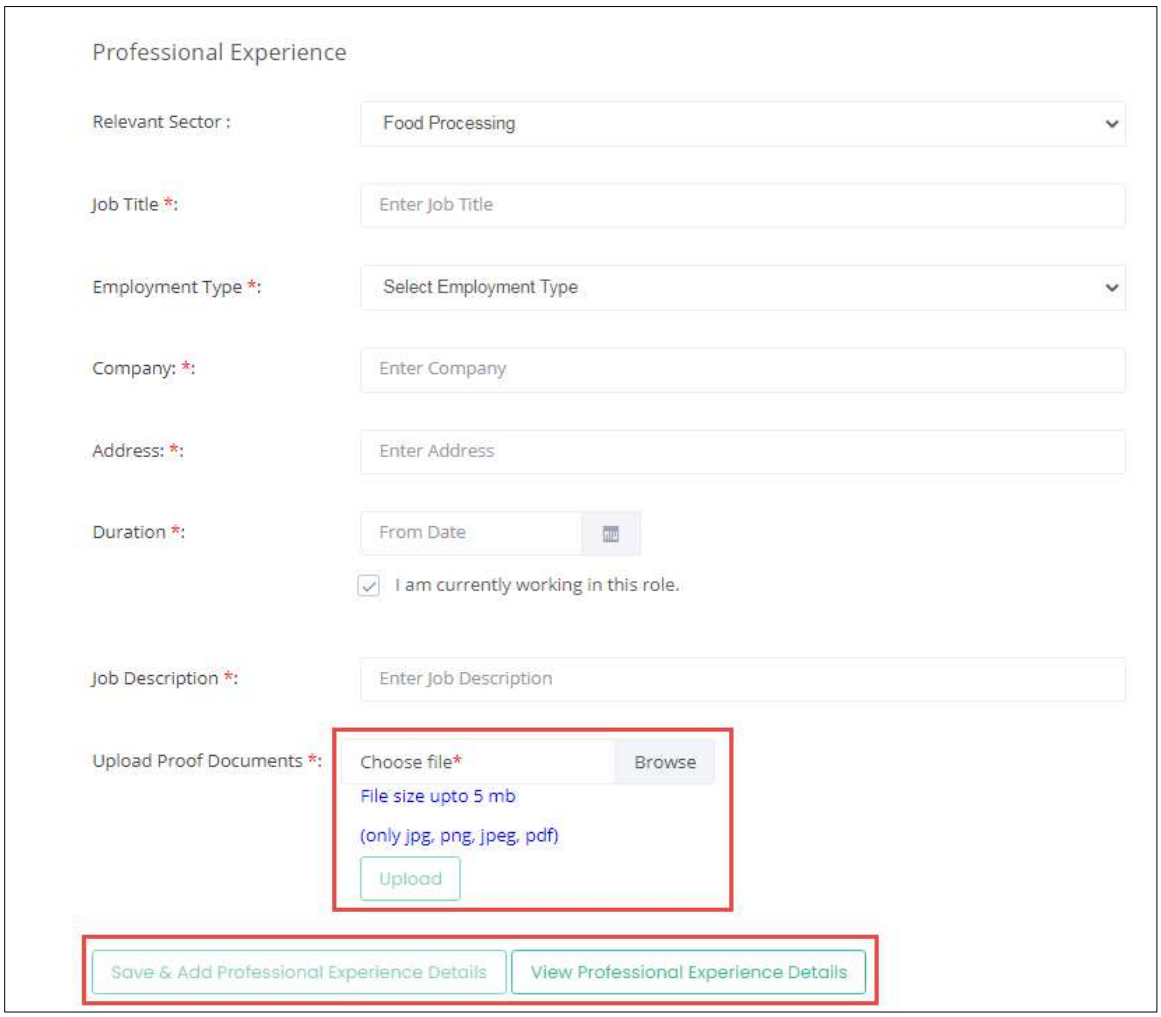
- Click **Browse** to *upload* the Upload Proof Documents. The Trainer - NRI/Foreign Residents can upload the only pdf, jpeg, png, jpg, and the maximum file size is **five** MB each. Click **Upload,** the message appears as **filename.ext Uploaded Successfully.**

- 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 - NRI/Foreign Residents to delete the added education details under Action.

- The **Professional Experience Details** section allows the Trainer - NRI/Foreign Residents to enter professional experience details.

- Select the **Relevant Sector** to the professional experience of the Trainer - NRI/Foreign Residents from the drop-down list.

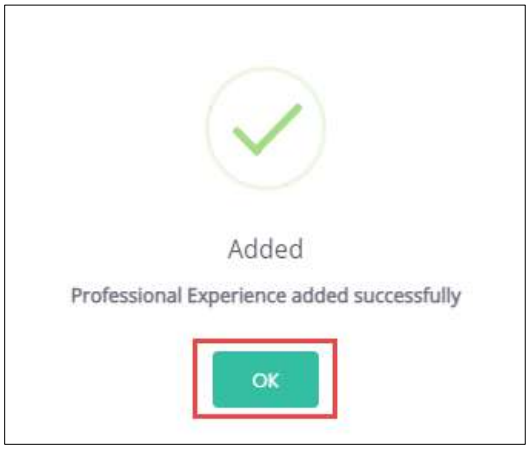
- The **Professional Experience** section allows the Trainer - NRI/Foreign Residents to enter the industrial experience details such as Relevant Sector, Job Title, Employment Type, Company, Address, Duration, Job description and upload Proof Documents.



- Click **Browse** to *upload* the appropriate Proof Documents. The Trainer - NRI/Foreign Residents 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,** to navigate to the **Professional Experience** screen.

- Click **View Professional Experience Details,** to view the details.

- The **Added Professional Experience Details** section 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 allows the Trainer – NRI/Foreign Residents to delete the added details under Action.

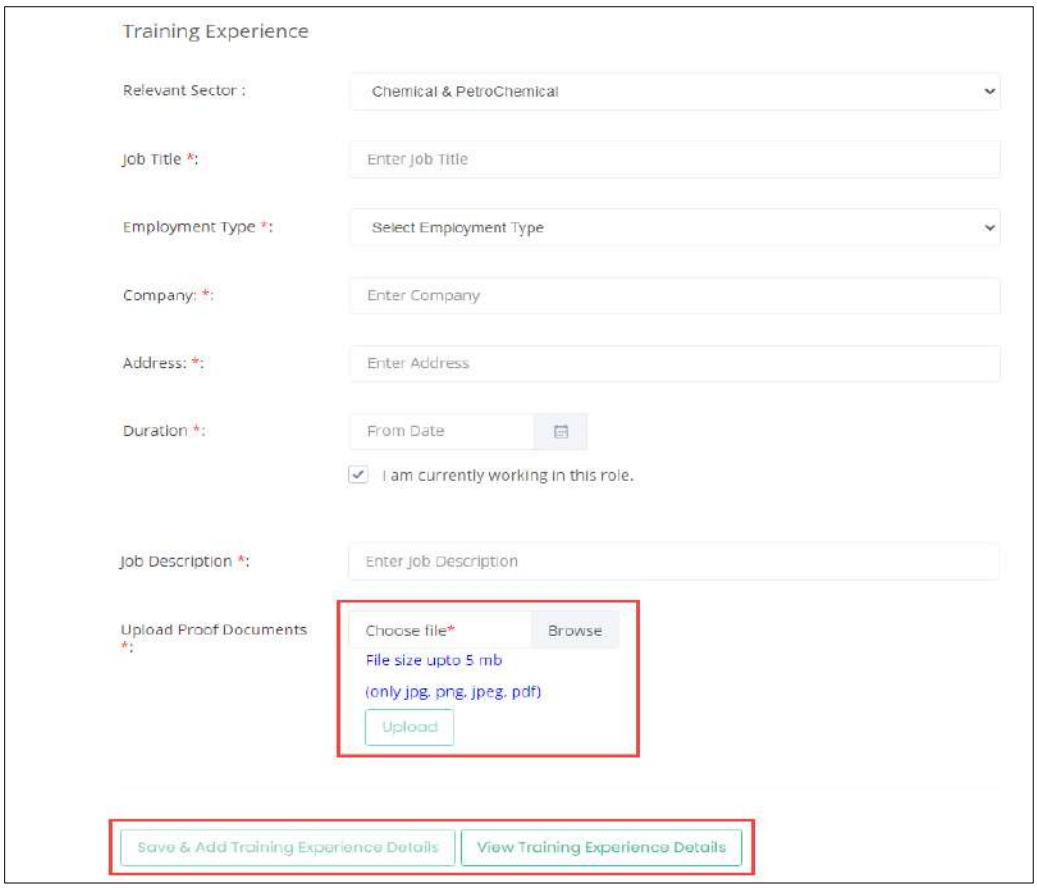
Note: If the Trainer – NRI/Foreign Residents selects **Currently Working in this Position**, then the under *Duration* column of **Added Professional Experience Detail** the status appears as *Currently Working* along with the start Date of the position.

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

- The **Training Experience** section allows the Trainer - NRI/Foreign Residents to enter the training experience details.

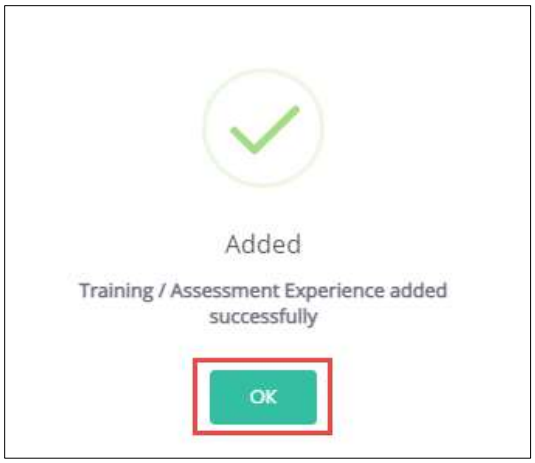
- Select the appropriate sector from the **Relevant Sector** drop-down list.

- The **Training Experience** section allows the Trainer - NRI/Foreign Residents to enter the training experience details such as Relevant Sector, Job Title, Employment Type, Company, Address, Duration, Job Description and upload Proof Documents.



- Click **Browse** to *upload* the appropriate Proof Documents. The Trainer - NRI/Foreign Residents 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,** to navigate to the **Training Experience** screen.

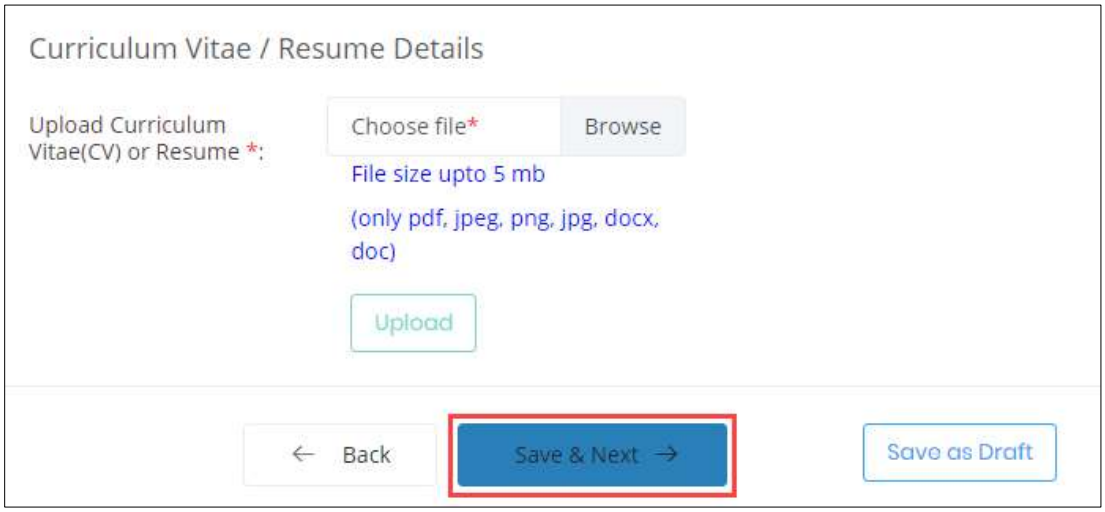
- Click **View Training Experience Details,** to view the details.

- The **Added Training Experience Details** section 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 allows the Assessor – NRI/Foreign Residents to delete the added details under Action.

Note: If the Trainer – NRI/Foreign Residents selects **Currently Working in this Position**, then the under *Duration* column of **Added Training 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.

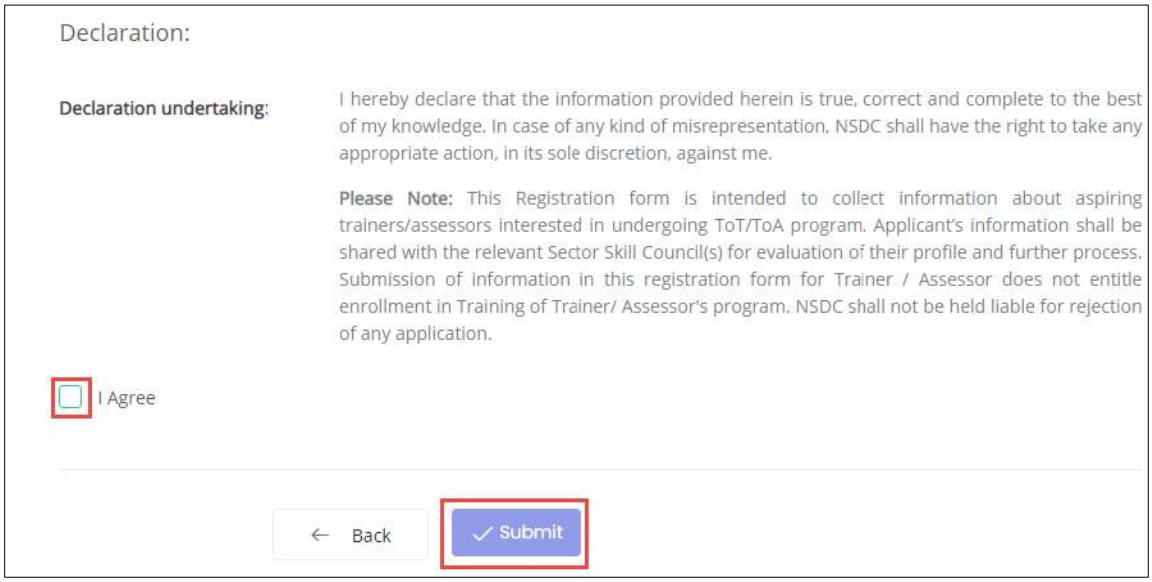
- The **Curriculum Vitae / Resume Details** section allows the Trainer - NRI/Foreign Residents to add the curriculum vitae/resume details.



- Click **Browse** to upload the curriculum vitae or resume. Click **Upload**. The Trainer - NRI/Foreign Residents can upload only pdf, jpeg, png, jpg, docx, doc, and the maximum file size is **five** MB each.

- Click **Save & Next**, the **User Info Updated Successfully** message appears, and navigate to the **Declaration** screen.

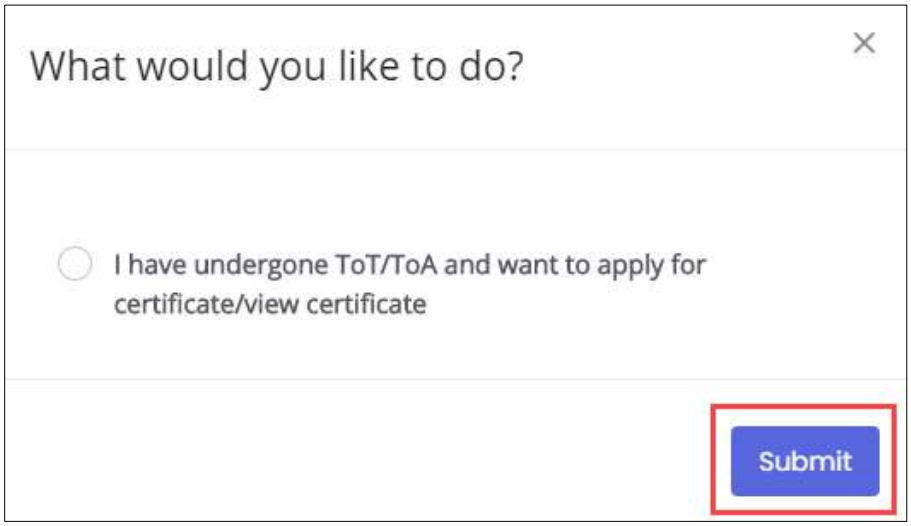
- The **Declaration** screen allows the applicant to confirm the correctness of the information.



- 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 - NRI/Foreign Residents to select the appropriate option from the given list.

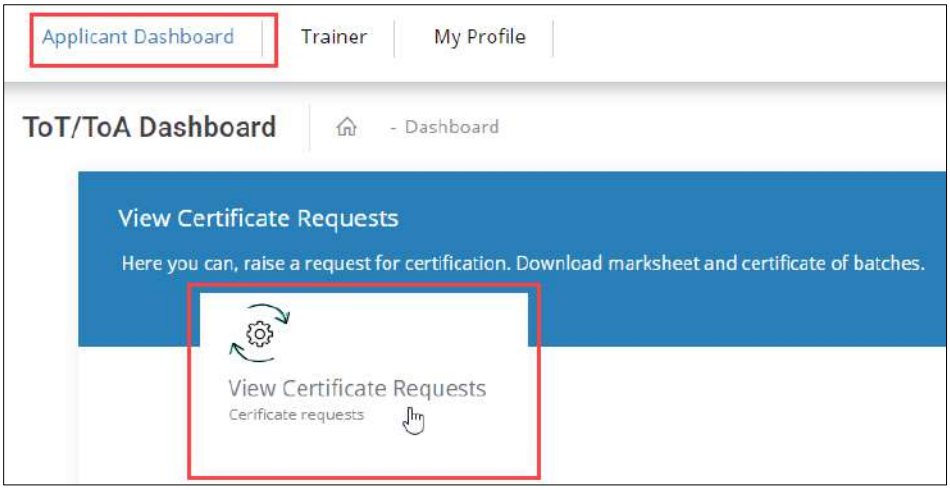


- Select ***I have undergone ToT/ToA and want to apply for certificate/view certificate***, to navigate to the **Certification** screen.

3 View Certificate Requests

The **View Certificate Requests** screen allows the Trainer - NRI/Foreign Residents to view all the certificate requests.

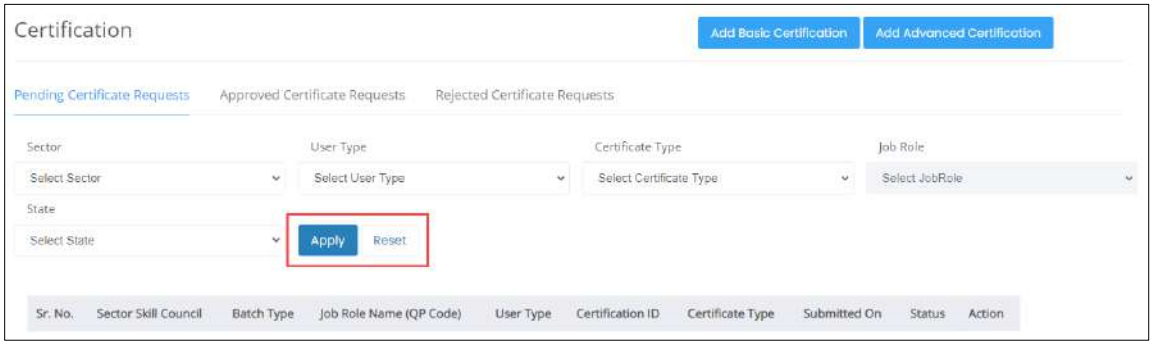
To Navigate
Home - - > Applicant Dashboard - - > View Certificate Requests



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

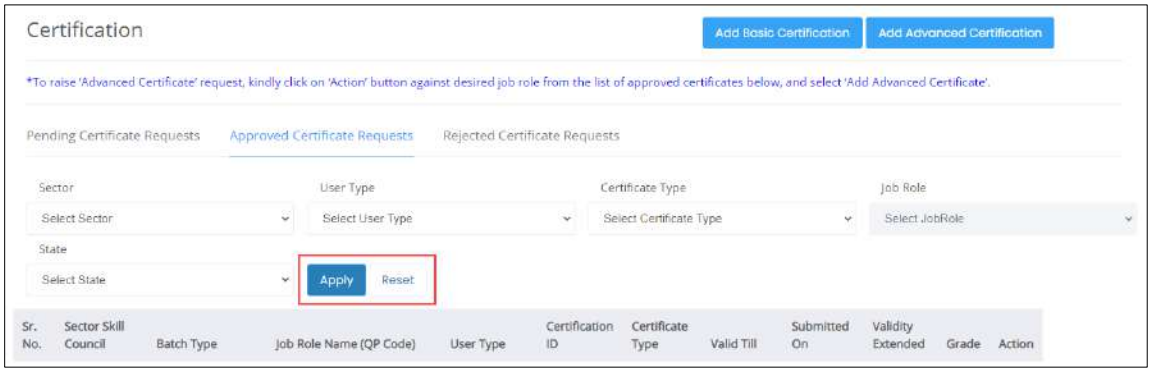
  - Pending Certificate Requests
  - Approved Certificate Requests
  - Rejected Certificate Requests

- 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.



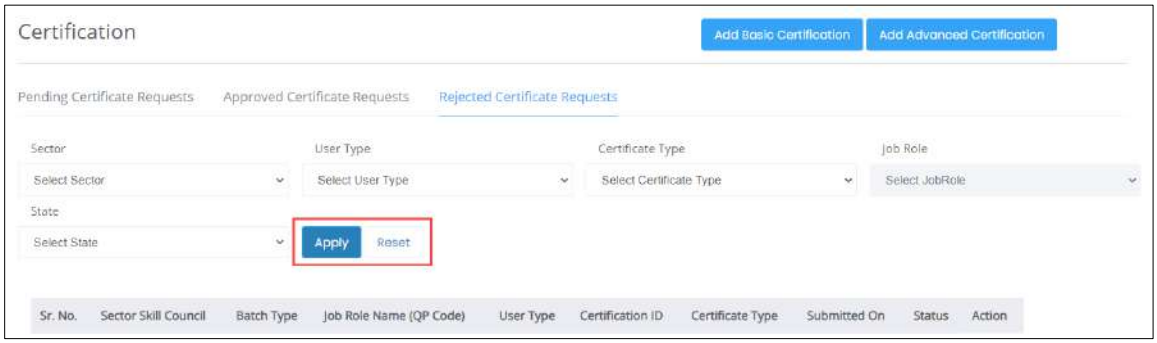
- The **Trainer - NRI/Foreign Residents** can search a particular pending certification request based on Sector, User Type, Certificate Type, Job Role, and State. Click **Apply**, to search for a particular pending certification request.

- 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.



- The **Trainer - NRI/Foreign Residents** can search a particular approved certification request based on Sector, User Type, Certificate Type, Job Role, and State. Click **Apply**, to search for a particular approved certification request.

- 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.

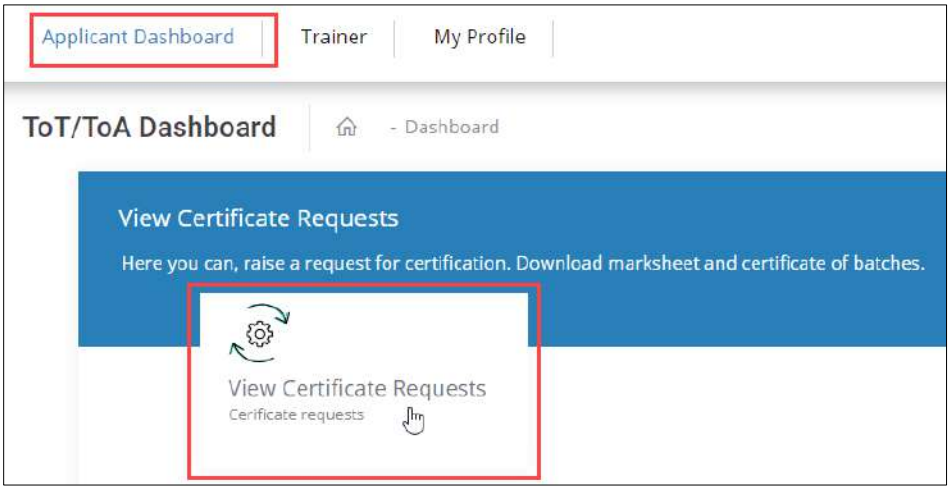


- The **Trainer - NRI/Foreign Residents** can search a particular rejected certification request based on Sector, User Type, Certificate Type, Job Role, and State. Click **Apply**, to search for a particular rejected certification request.

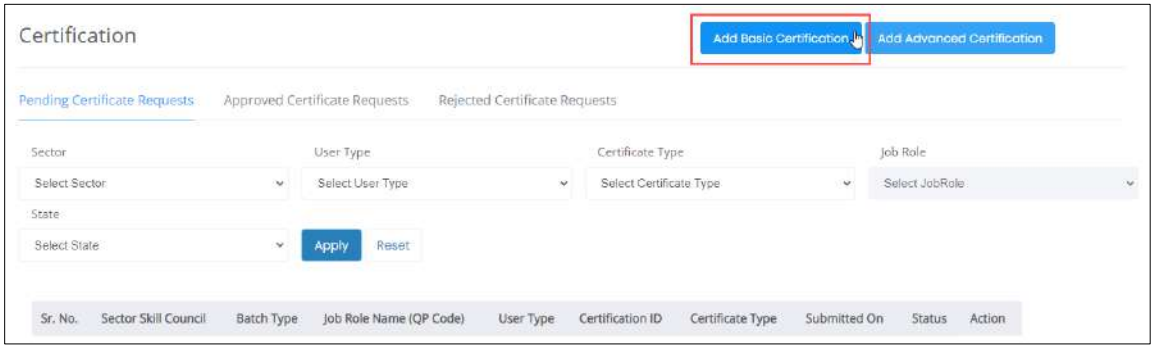
4 Add Basic Certification

The **Add Basic Certification** screen allows the Trainer - NRI/Foreign Residents to add/raise the certification request.

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



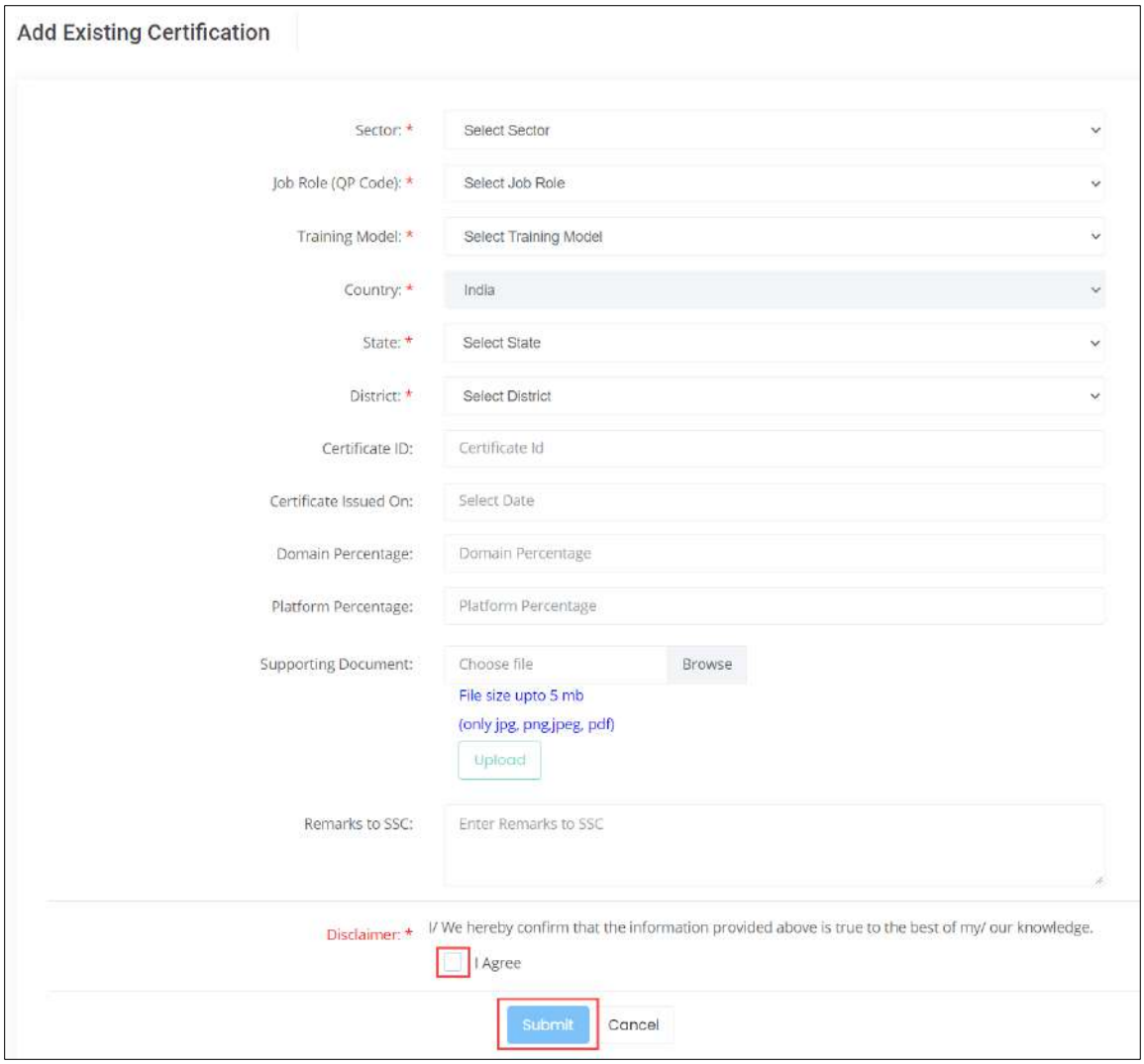
➢ The **Add Certification** screen allows the Trainer - NRI/Foreign Residents to add certification.



Note: If the Trainer - NRI/Foreign Residents has been certified previously and their certification does not exist on the portal, the Trainer - NRI/Foreign Residents can raise a certificate request by clicking on ***Add Basic Certification***.

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

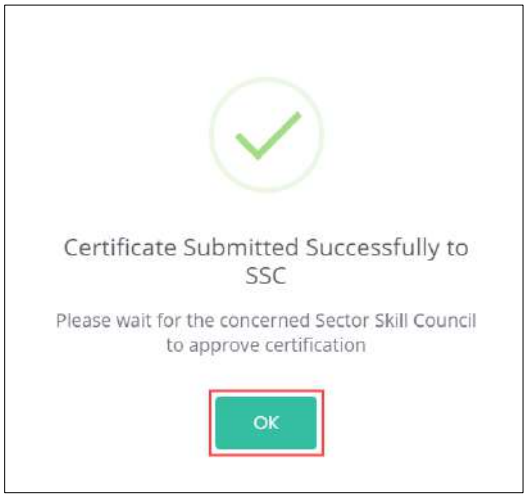
- The **Add Existing Certification** screen allows the Trainer - NRI/Foreign Residents to select the certification details such as Sector, Job Role (QP Code), Training Model, Country, and also allows to enter the details such as Certificate ID, Certificate Issued On, Domain Percentage, Platform Percentage and Remarks to SSC.



- Click **Browse** to upload the supporting document. The Trainer - NRI/Foreign Residents 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.



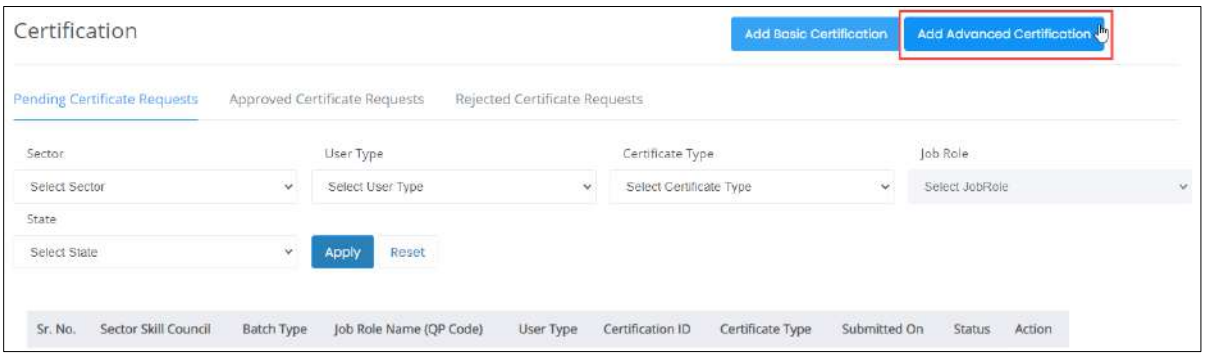
- Click **OK**, to navigate to the **Certification** screen.

5 Add Advanced Certification

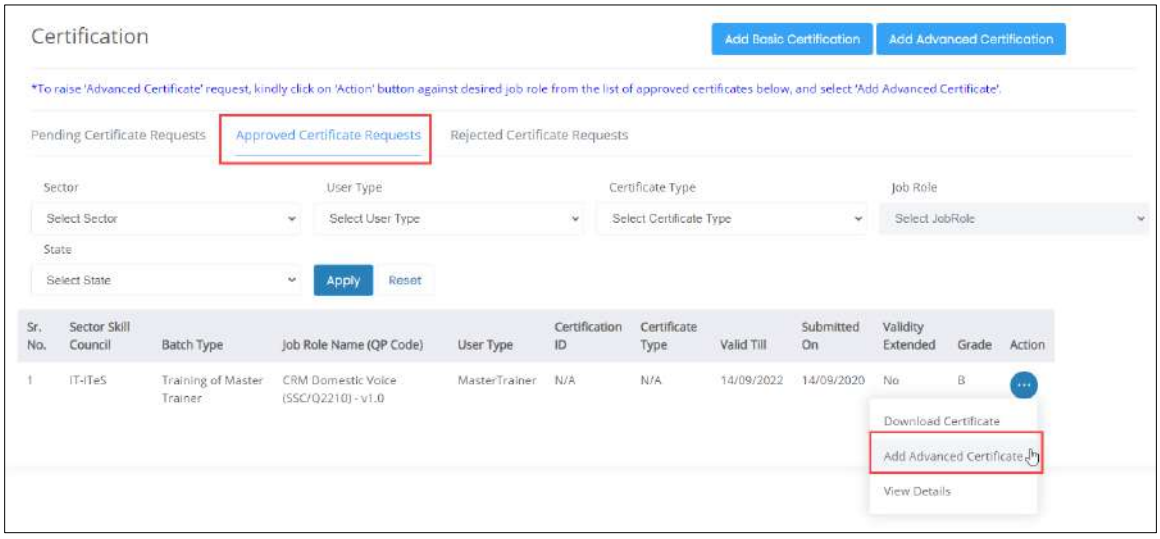
The **Add Advanced Certification** screen allows the Trainer - NRI/Foreign Residents to add Advanced certification.

To Navigate

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



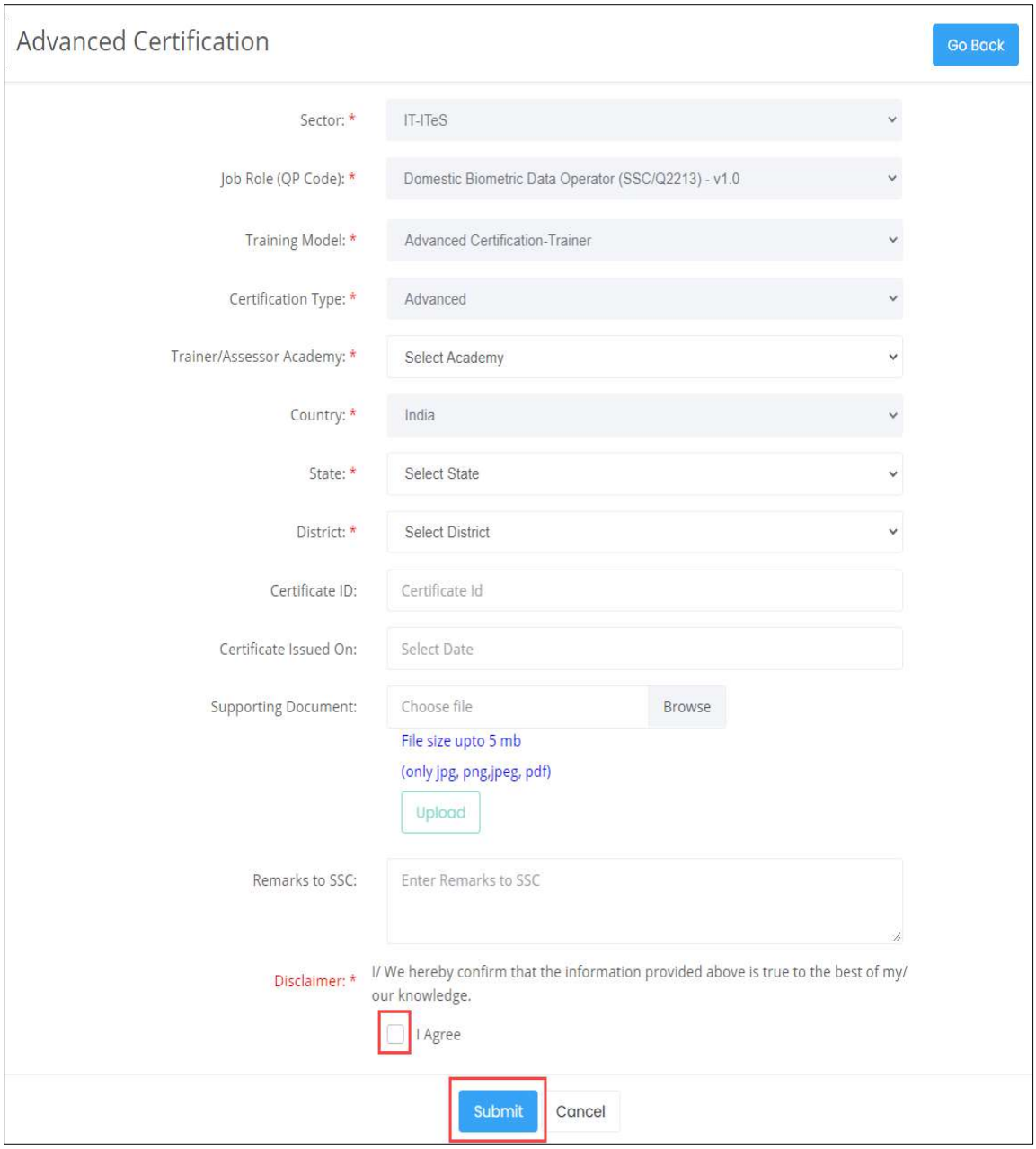
- Click **Add Advanced Certification**, the **Approved Certification Requests** screen appears.



- 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, Certificate 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.

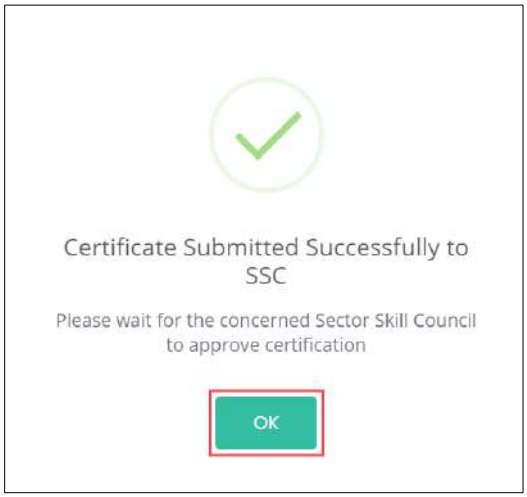
- The **Advanced Certification** screen displays the certification details such as Sector, Job Role (QP Code), Training Model, Certification Type, Country, and also allows to select the appropriate details such as Trainer/Assessor Academy, State, District, from the drop-down list and also allows to enter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



- Click **Browse** to upload the supporting document. The Trainer - NRI/Foreign Residents 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.



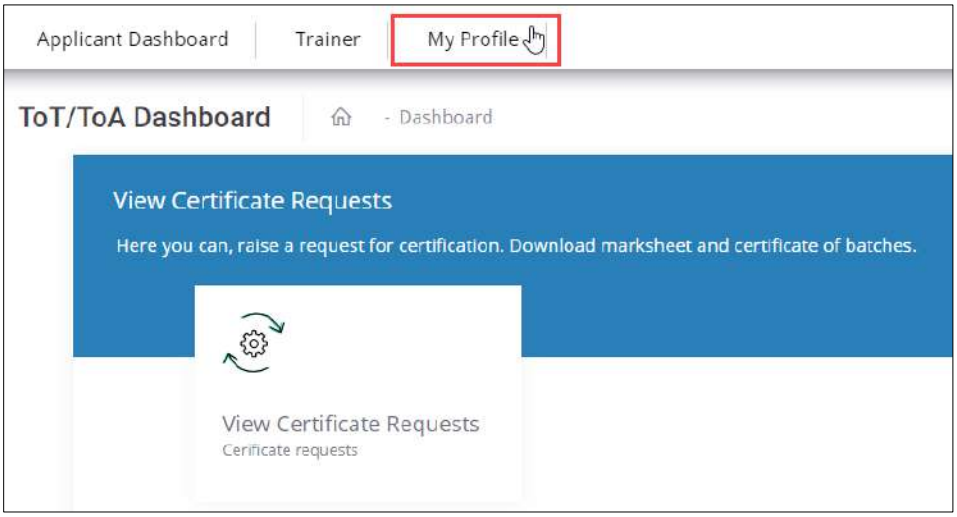
- Click **OK**, to navigate to the **Certification** screen.

Note: The Trainer (TR) - NRI/Foreign Residents can also ***add*** the required Advanced Certificate from the **View Batches** section against the certified job role.

6 View My Profile

The **View My Profile** screen allows the Trainer - NRI/Foreign Residents 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.

- The **Contact and Address Details** section lists all the contact and addresses details of the Trainer - NRI/Foreign Residents such as Mobile Number of the Applicant, Email Address of Applicant, Country, Applicant Address, Nearby Landmark, and Zipcode.

Contact & Address Details

Mobile Number Of Applicant	:	9988009987	Zipcode	:	234567
Email Address Of Applicant	:	munmun.m@transneuron.com			
Country	:	Australia			
Applicant Address	:	N/A			
NearBy Landmark	:	N/A			

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

Education Details

Ability to read and write	:	sdfg	Trainer/INTLTR134664/educationProof/c3eea85a-071d-4b55-a083-a8720714d8d2_Document.png

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

Added Professional Experience Details : 4 months Total Professional Experience Experience

S.No	Relevant Sector	Job Title	Employment Type	Company	State	District	Address	Job Description	Duration	Proof Document
1	Chemical & PetroChemical	abcd	Full time - Salaried	abcd	N/A	N/A	abcd	abcd	05/10/2020 to Currently Working	Trainer/INTLTR127286/supportingDocument/87f03cdb-a275-4375-9519-06764842d945_Desert.jpg

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

Added Training Experience Details : 8 months Total Training Experience

S No	Relevant Sector	Job Title	Employment Type	Company	State	District	Address	Job Description	Duration	Proof Document
1	Chemical & PetroChemical	abcd	Full time - Salaried	abcd	N?A	N/A	abcd	bcd	08/06/2020 to Currently Working	Trainer/INTLTR127286/supportingDocument/b70cd9db-91a5-467d-bca9-da9c447fb63c_Lighthouse.jpg

- The **Training Requests** section lists all the added preferences of the Trainer - NRI/Foreign Residents.

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

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

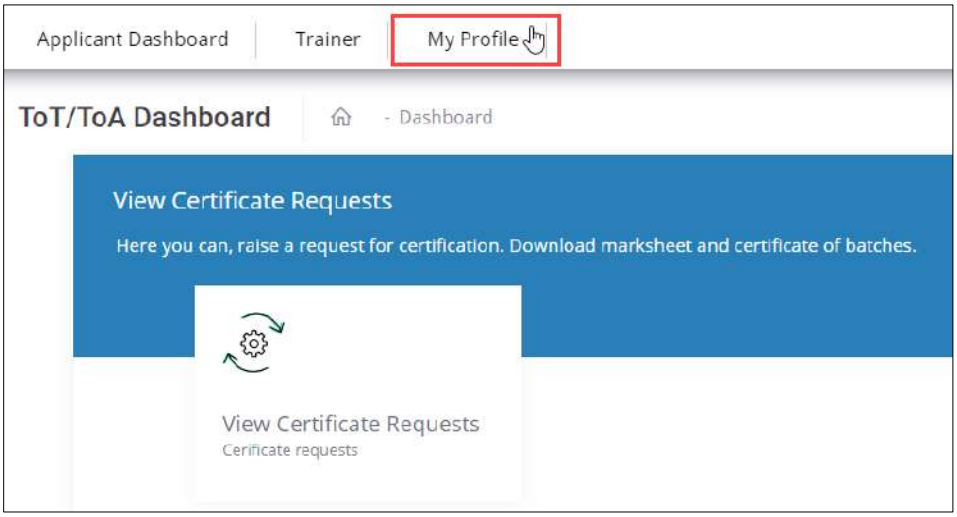
- The **Training Partner and Training Center Association** section displays the Training Centre details such as TP ID, Training Partner Name, TC ID, Training Center Name, Scheme Name, Linking Type, Empanelment Duration, Linking Status, Delinked Date, and can view the details under Action.

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

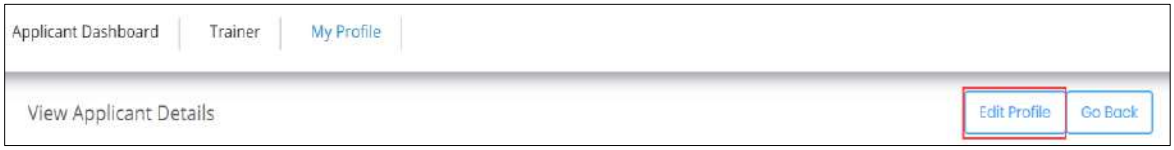
7 Edit Profile

The **Edit Profile** screen allows the Trainer - NRI/Foreign Residents 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 - NRI/Foreign Residents profile.



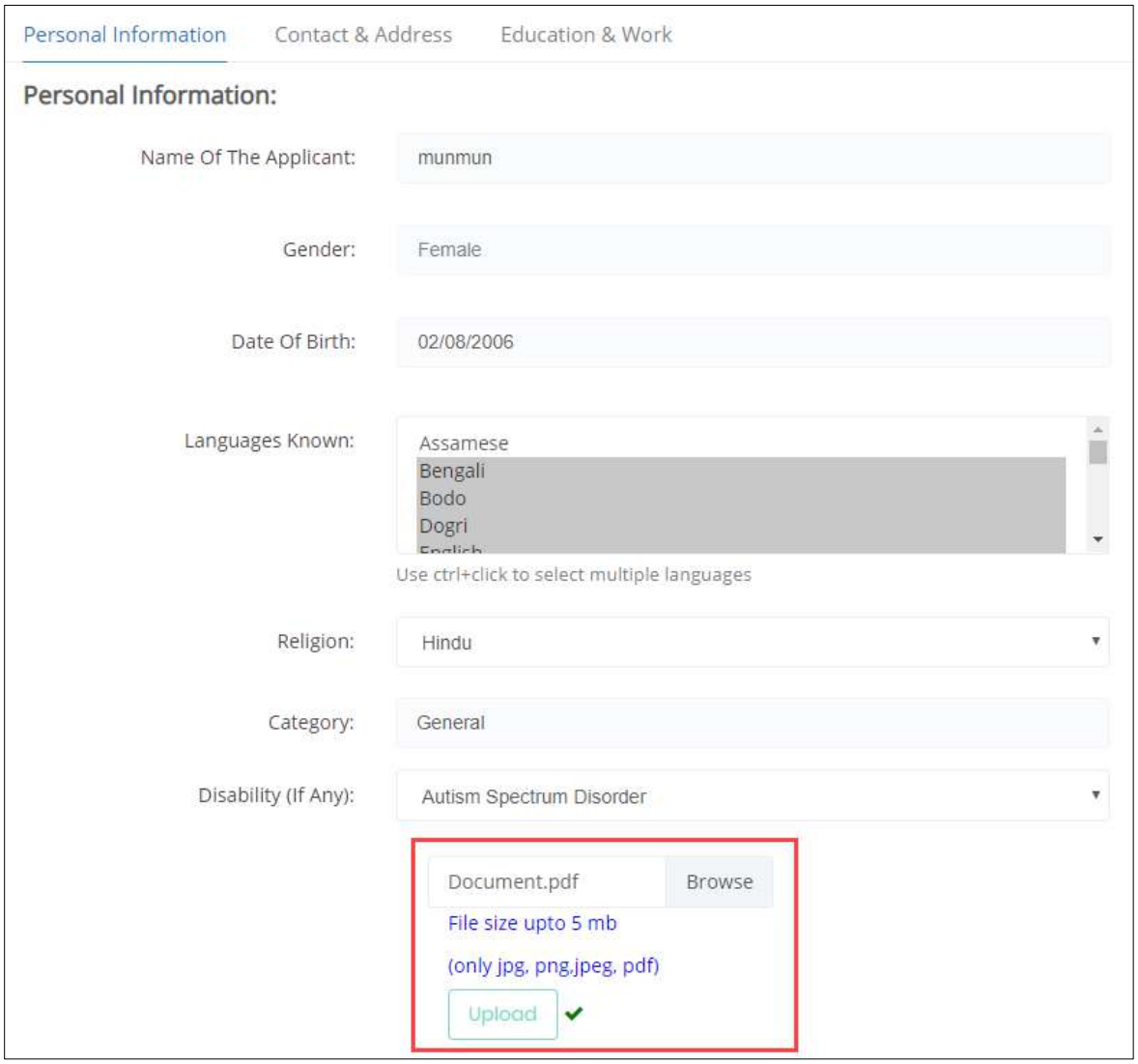
- The **Edit Profile** screen hosts ***three*** sections as listed below.

  - Personal Information
  - Contact and Address
  - Education and Work

- The **Personal Information** screen hosts ***three*** sections as listed below.

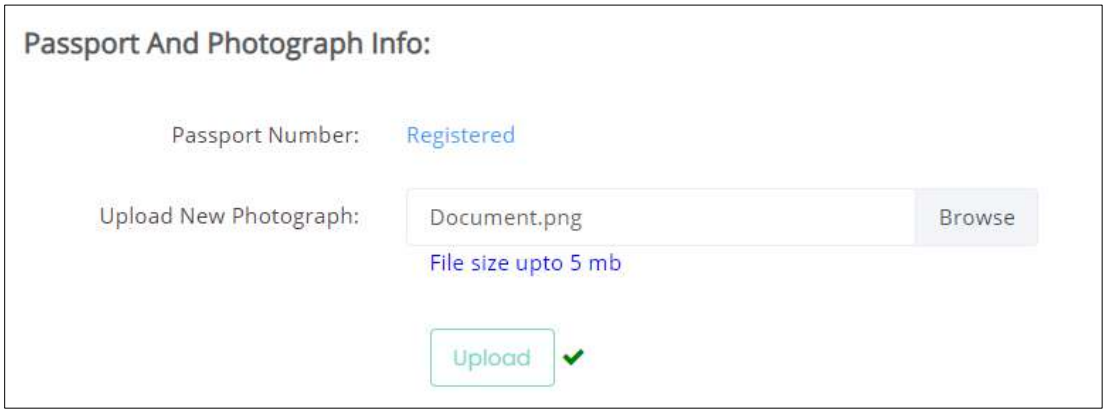
  - Personal Information
  - Passport and Photograph Info
  - Applicant Type Details

- The **Personal Information** section allows the Trainer - NRI/Foreign Residents to edit the basic information such as Name of the Applicant, Gender, Date of Birth, Languages Known, Religion, Category, and Disability (If any).



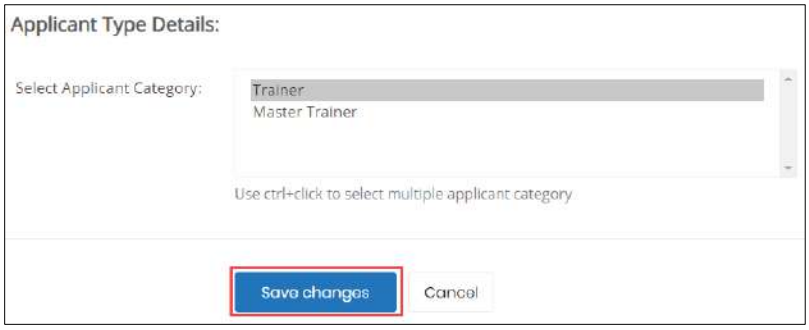
- Click **Browse** to *upload* the appropriate file. The Trainer - NRI/Foreign Residents can upload only jpg, png, jpeg, pdf, and the maximum file size is **five** MB each. Click **Upload**.

- The **Passport and Photograph Info** section allows the Trainer - NRI/Foreign Residents to upload the recent photograph.

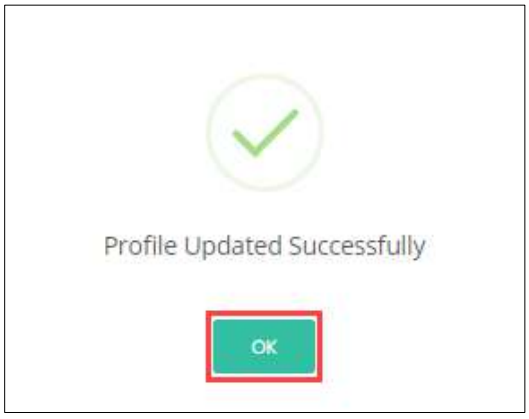


- Click **Browse** to *upload* the appropriate photograph. The Trainer - NRI/Foreign Residents can upload only jpg, png, jpeg, pdf, and the maximum file size is **five** MB each. Click **Upload**.

- The **Applicant Type Details** section allows the Trainer - NRI/Foreign Residents to select the applicant category.

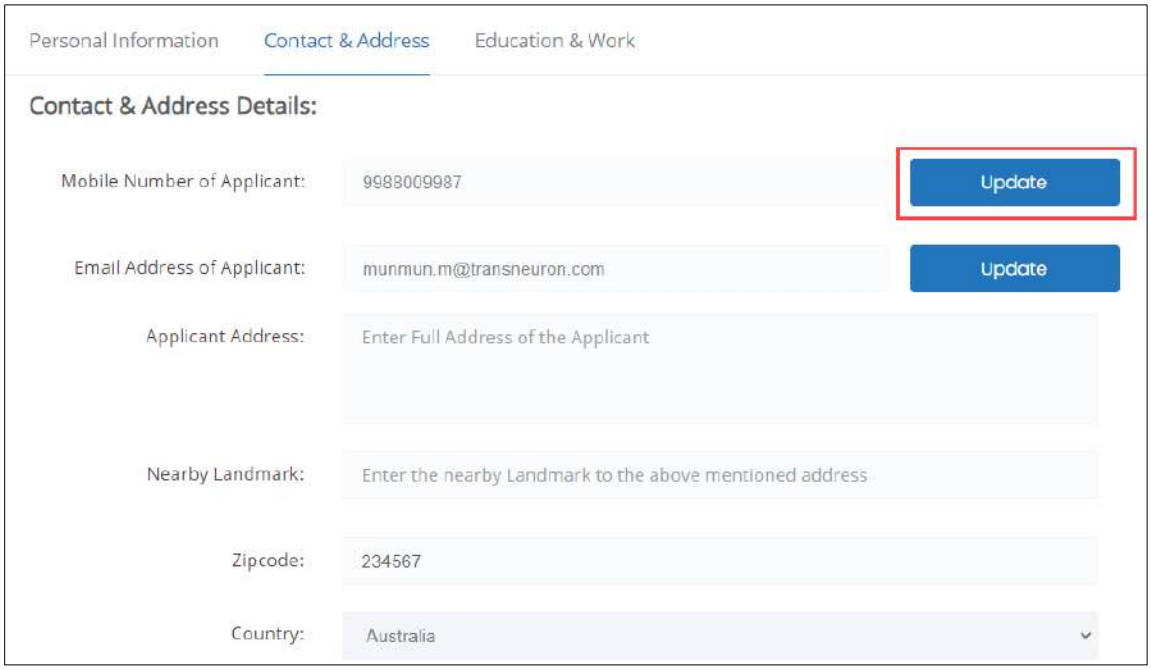


- Click **Save Changes**, the **Profile Updated Successfully** screen appears.

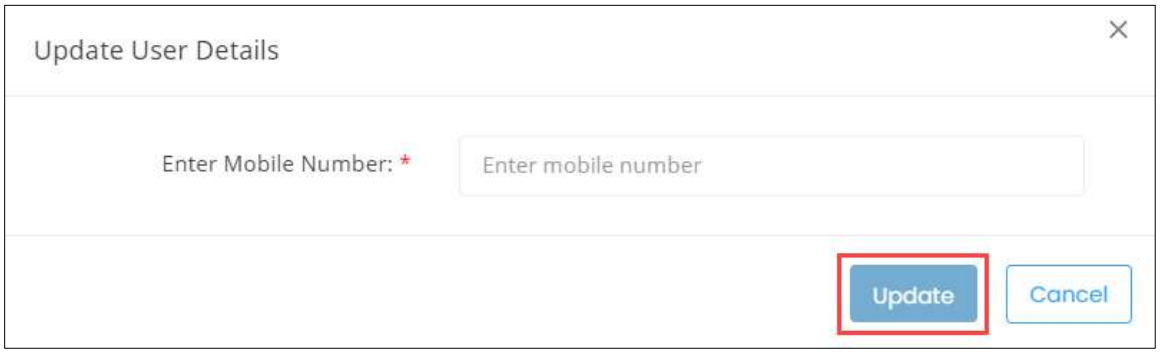


- Click **OK**, the **Personal Information** screen appears.

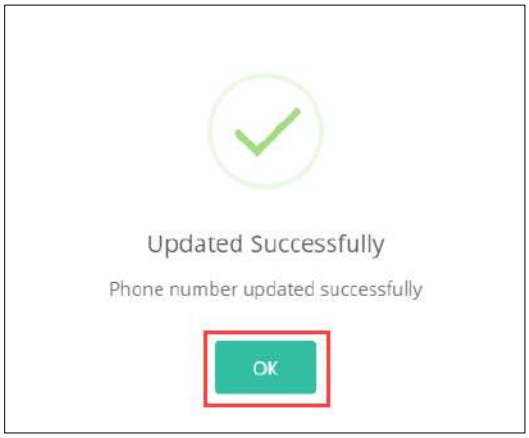
- The **Contact and Address Details** section allows the Trainer - NRI/Foreign Residents to edit the contact and address details of the applicant such as Applicant Address, Nearby Landmark, Zipcode, and Country.



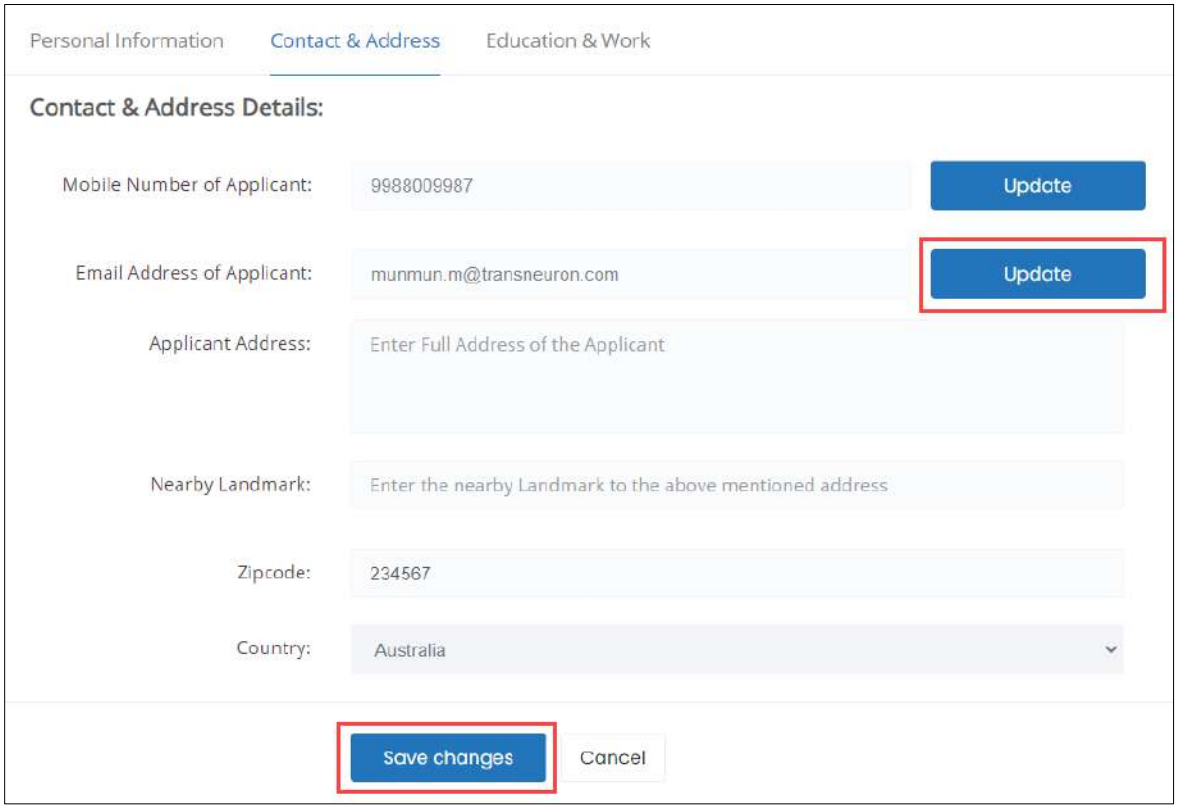
- Click **Update**, to update the **Mobile Number of Applicant**, the **Update User Details** screen appears.



- Enter the new mobile number of the Trainer - NRI/Foreign Residents. Click **Update**, the **Updated Successfully** screen appears.



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

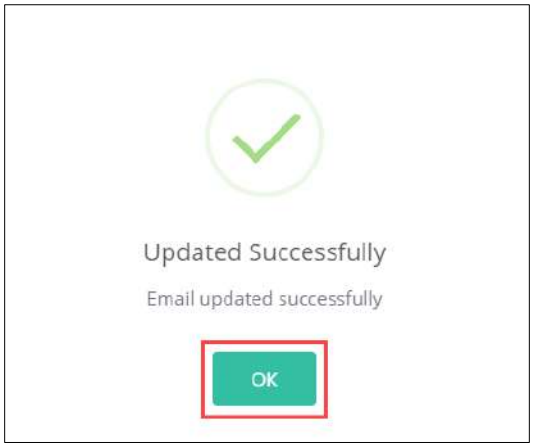


- Click **Update** (Email of the Applicant), to update the **Email Address of Applicant**, the **Update User Details** screen appears.

- Enter the appropriate new email address of the Trainer - NRI/Foreign Residents for future communication.

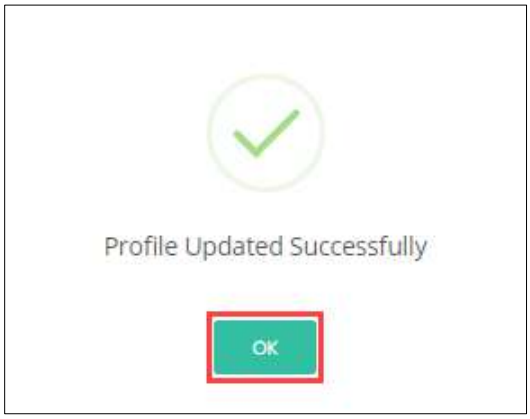
- Click **Update**, the OTP Verification screen appears. Enter the appropriate OTP received on a new email ID.

- Click **Verify**, the **Updated Successfully** screen appears.



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

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

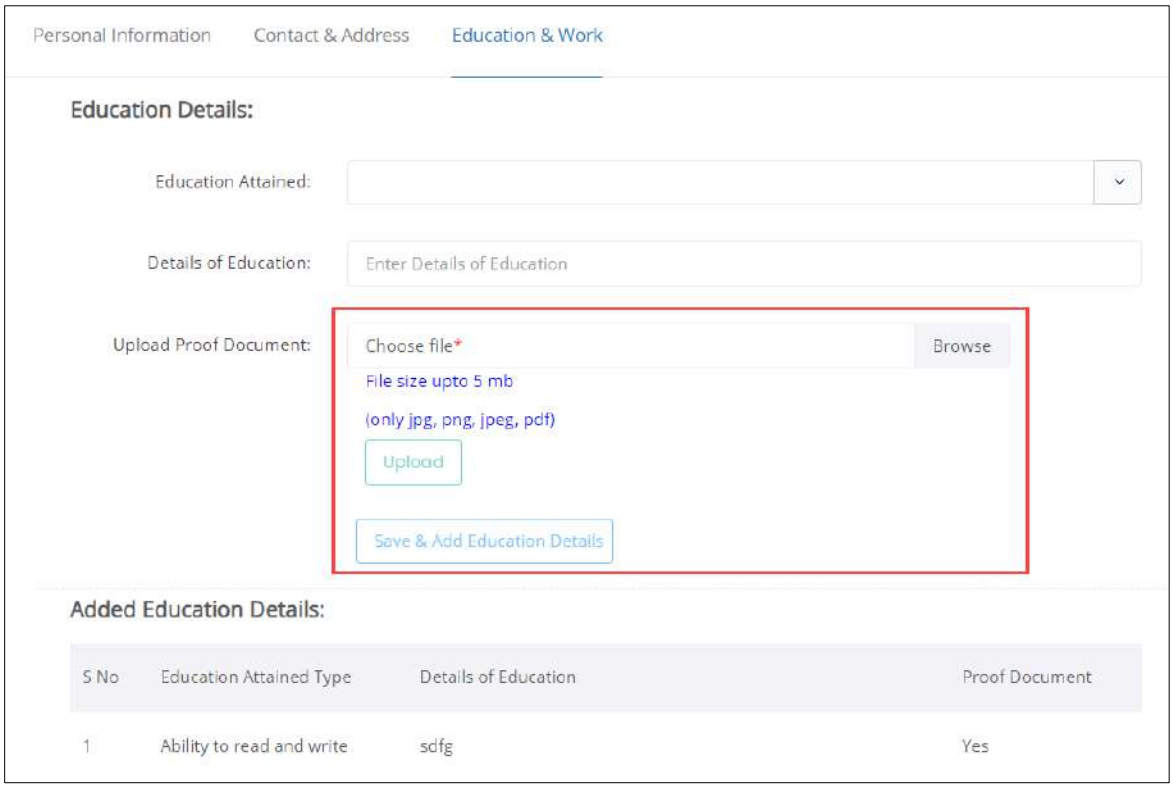


- Click **OK**, the **Contact & Address** screen appears.

- The **Education and Work** screen allows the Trainer - NRI/Foreign Residents 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

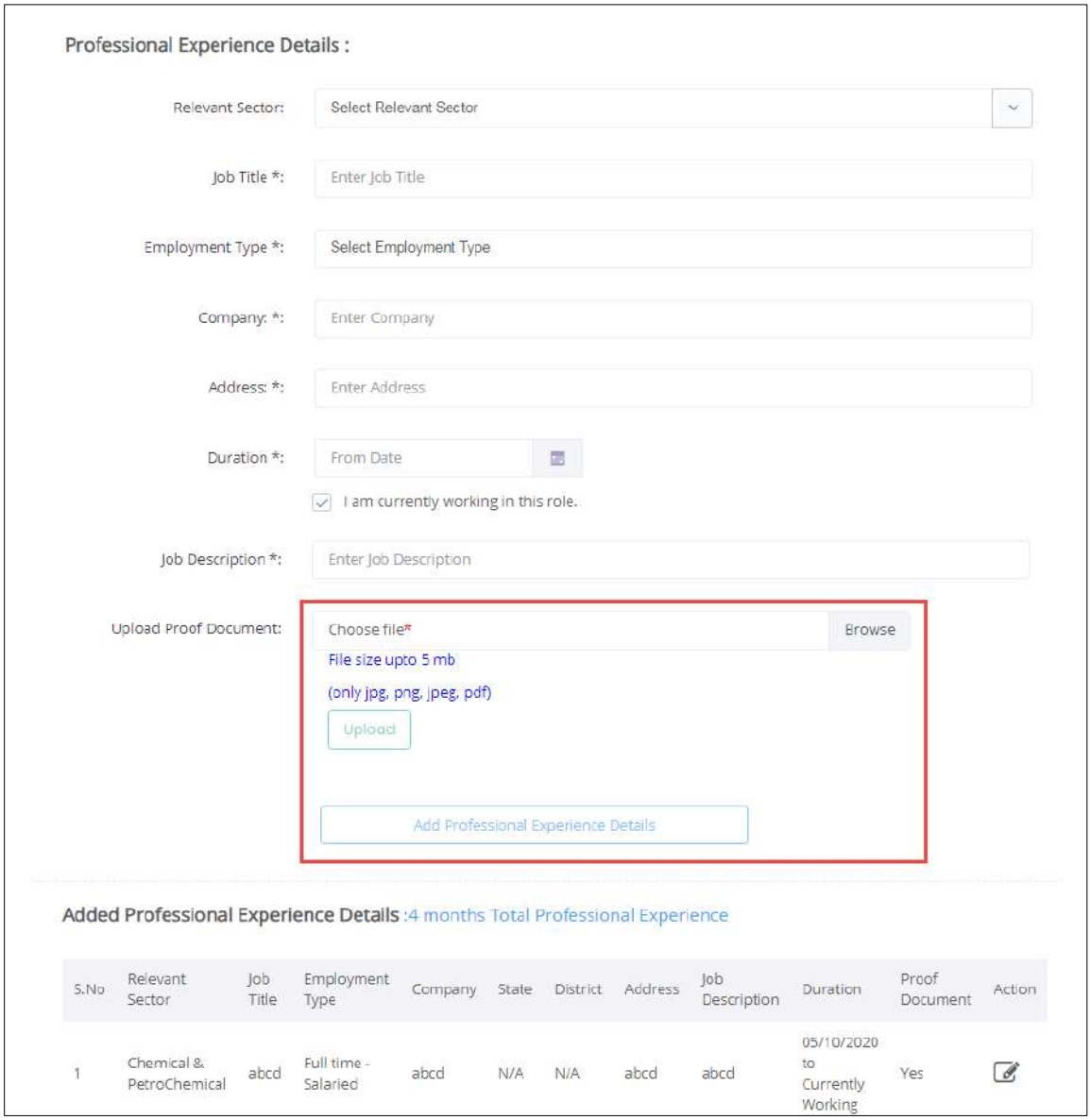
- The **Education Details** section displays the added educational details. Also allows the Trainer - NRI/Foreign Residents to edit/add the information such as Education Attained, Details of Education, and Proof documents.



- Click **Browse** to *upload* the appropriate Proof Documents. The Trainer – NRI/Foreign Residents can upload 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 **Professional Experience Details** section allows the Trainer - NRI/Foreign Residents to edit the details such as Relevant Sector, Job Title, Employment Type, Company, Address, Duration, Job Description and upload Proof Document.



Note: If the Trainer – NRI/Foreign Residents 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 **Browse** to *upload* the appropriate Proof Documents. The Trainer – NRI/Foreign Residents can upload only jpg, png, jpeg, pdf, and the maximum file size is **five** MB each. Click **Upload**.

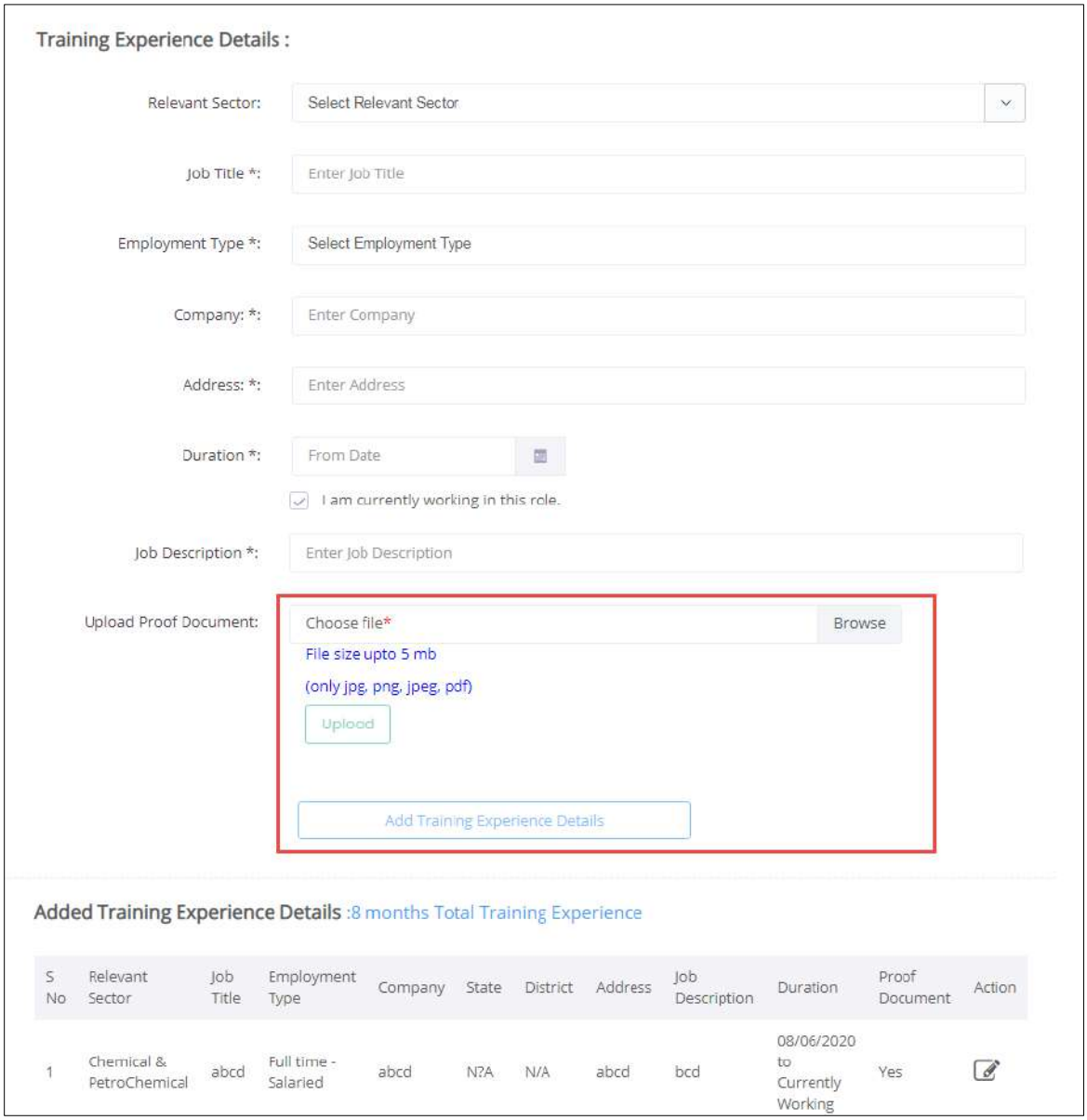
- Click **Add Professional Experience Details**, to add industrial experience details.

- The **Added Professional Experience Details** section displays the added professional experience details such as Relevant Sector, Job Title, Employment Type, Company, State, District, Address, Job description, Duration, and Proof Document, and allows the Trainer – NRI/Foreign Resident to edit the added details under Action such as Duration and Upload Proof Document.

Added Professional Experience Details :4 months Total Professional Experience

S.No	Relevant Sector	Job Title	Employment Type	Company	State	District	Address	Job Description	Duration	Proof Document	Action
1	Chemical & PetroChemical	abcd	Full time - Salaried	abcd	N/A	N/A	abcd	abcd	05/10/2020 to Currently Working	Yes	

- The **Training Experience Details** section allows the Trainer - NRI/Foreign Residents to edit the training experience details such as Relevant Sector, Job Title, Employment Type, Company, Address, Duration, Job description and upload Proof Documents.



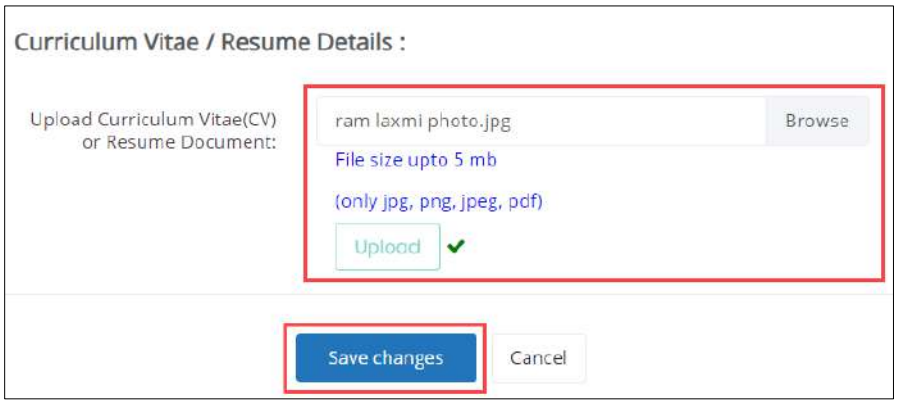
Note: If the Trainer – NRI/Foreign Residents selects **Currently Working in this Position**, then the under *Duration* column of **Added Professional Experience Detail** the status appears as *Currently Working* along with the start Date of the position.

- Click **Browse** to *upload* the appropriate Proof Documents. The Trainer – NRI/Foreign Residents 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.

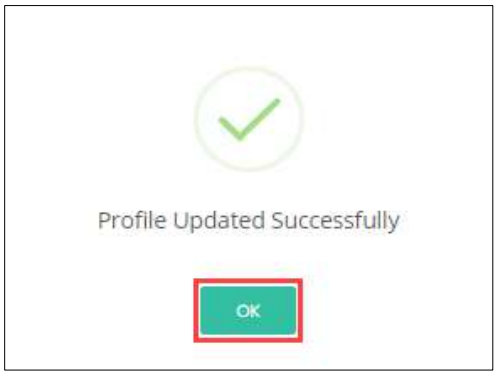
- The **Added Training Experience Details** section displays the added training experience details such as Relevant Sector, Job Title, Employment Type, Company, State, District, Address, Job description, Duration, and Proof Document, and allows the Trainer – NRI/Foreign Resident to edit the added details under Action such as Duration and Upload Proof Document.

- The **Curriculum Vitae / Resume Details** section allows the Trainer - NRI/Foreign Residents to update the resume.



- Click **Browse,** to *upload* the appropriate Curriculum Vitae or Resume Document. The Trainer – NRI/Foreign Residents 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.