

# User Manual for Assessor (AR) - NRI/Foreign Residents Registration





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# 1 Introduction

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

- Registration
  - o First Time Login
  - Assessor 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 Assessor - NRI/Foreign Residents.

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

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

					🛪 Language: English 🗸	C Technical Support	GIN Register M Notices
	कौशल	भारत	Sk alter	III India NURI-Spear NICE	ē	कुशल भारत	
HOME	TRAINING PARTNER & CENTRE	CANDIDATE	SECTOR SKILL COUNCILS	s QUALIFI	CATION PACK & NOS	TRAINERS AND ASSESSORS	
	An An Registr	Skill Indi Skill Development M Initiative by National Skill er as a Training Provider	a Portal Management System Development Corporation —	af			
nt have been st	opped. The same will be re-opened	d for NE state enrollm	hent shortly. • For genera	al queries and sch	neme related matters	, the walk-ins are from 3 pm to	5 pm every Wednesday and Friday a
	LIFECYCLE OF	TRAINING P	ARTNER & TRAI	INING CEN	TRE		
	Training Partner Registration & Traini Centre Creation	ng Accreditation Centr	Lifecycle of Training of Training Affiliation re Centre's Ac	g partner & Trai n of Training dded Job Roles	Continuous Monito	ring Renewal of Accreditatio	on



### To Navigate

Home - - > Register

र्षे स्थित स्वार्थ स्व स्वार्थ स्वार्थ स्वार्य स्व स्वार्य स्वार्य स	A Skill Development Management System Register Now
Choose your user group	What do i do here? Here you need to register with your name,
Name of SPOC	email address , mobile number to kick start registration process. What next?
Email Address Mobile Number	So you will be taken to respective registration form.
Agree the Terms and Conditions.	Need Help? Call us on 1800-123-9626
I'm not a robot	Or <u>Write us at skillindia.helpdesk@nsdcindia.org</u> Back to Homepage
Register	

Select User Type as an Assessor - 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 Assessor 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 Assessor 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 Assessor - NRI/Foreign Residents will navigate to the Login screen.



### 2.1 First Time Login

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



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

	Skill Development Management System
Skill India कौशल भारत-कुशल भारत	Login
Enter Old Password	What do i do here? Here you need to login with Unique Id - Training Partner/Trainer/Assessor etc.
Enter New Password Show Enter Confirm Password	What next? So you will be taken to Skill Development and Management Portal.
Rosat & Ro-Jogin	Need Help? Call us on 1800-123-9626
Don't have an account yet 7 Resister Now	Book 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 Assessor – NRI/Foreign Residents must remember the User ID and Password for accessing the account.



### 2.2 Assessor - NRI/Foreign Residents Registration Form

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

Personal Information:					
Name of the Applicant *:	Test TW				
Gender *:	Select Gender	~			
Date of birth <b>*</b> :	Pick your Date of Birth				
Languages Known	Assamese Kashmiri Hindi Manipuri Castali Use ctrl+click to select multiple languages	•			
Religion :	Select Religion	~			
Category :	Select Category	~			
Disability (If Any) :	Select Disability ~				

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

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

Disability (If Any) * :	Intellectual Disability		
	Choose file*	Browse	
	File size upto 5 mb		
	(only jpg, png,jpeg, pdf)		
	Upload		



- Click Browse to upload the disability proof document, if applicable. The Assessor NRI/Foreign Residents can upload only the jpg, png, jpeg, pdf, and the maximum file size is five MB each. Click Upload.
- The Passport and Photograph Information section allows the Assessor NRI/Foreign Residents to enter the Passport and Photograph information.

Passport and Photograph Information: *					
Type of ID *:	Please select type of ID	~	•		
Passport No. *:	ENTER PASSPORT NUMBER				
Upload Passport Document *:	Choose file*	Browse			
	File size upto 5 mb				
	(only jpg, png, jpeg, pdf)				
	Upload				
Upload Your Photograph * :	Choose file*	Browse			
	File size upto 5 mb				
	(only jpg, png, jpeg)				
	Upload				

- 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 Assessor NRI/Foreign Residents can upload the 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 Assessor - NRI/Foreign Residents to select the applicant type details, as applicable.

Applicant Type Details:	
Select Applicant Category * :	Assessor Master Assessor
S	ave & Next -> Save as Draft

- Select the applicant category for the Assessor NRI/Foreign Residents from the given list.
- Click Save & Next, to continue the Registration.

### Note:

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



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

Contact & Address Details	
Mobile number of Applicant:	9988779878
Email address of Applicant:	test1@gmail.com
Applicant Address:	Enter complete Address of the Applicant
Nearby Landmark:	Enter the nearby Landmark to the above mentioned address
Zipcode *:	Enter the pincode
Country *:	Select Country
<i>←</i>	Back Save & Next $\rightarrow$ Save as Draft

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

Education Details			
Education Attained *:			•
Details of Education *: Ent	er the details of the above selec	ted education type	
Upload Proof Documents *:	Choose file* File size upto 5 mb (only jpg, png, jpeg, pdf) Upload	Browse	
Save & Add Education Details			

- Click Browse to upload the Upload Proof Documents. The Assessor NRI/Foreign Residents 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 Assessor - NRI/Foreign Residents 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	Ē		

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

Professional Experience		
Relevant Sector :	Select Relevant Sector	~

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



The Professional Experience section allows the Assessor - NRI/Foreign Residents to enter the professional experience details such as Relevant Sector, Job Title, Employment Type, Company, Address, Duration, and Job Description.

Professional Experien	ce
Relevant Sector :	Agriculture ~
Job Title *:	Enter Job Title
Employment Type <b>*</b> :	Select Employment Type
Company: *:	Enter Company
Address: *:	Enter Address
Duration *:	From Date
	✓ I am currently working in this role.
Job Description *:	Enter Job Description
Upload Proof Documents *:	Choose file*BrowseFile size upto 5 mb(only jpg, png, jpeg, pdf)Upload
Save & Add Professional	Experience Details

Click Browse to upload the appropriate Proof Documents. The Assessor - 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 Assessment 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 message 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 Assessor NRI/Foreign Residents to delete the added details under Action.

											×
Added	l Professiona	al Experi	ence Details :4	months To	tal Pro	fessiona	l Experie	nce			
S.No	Relevant Sector	Job Title	Employment Type	Company	State	District	Address	Job Description	Duration	Proof Document	Action
1	IT-ITeS	abcd	Full time - Salaried	abcd	N/A	N/A	abcd	abcd	05/10/2020 to Currently Working	Yes	
											Close

**Note:** If the Assessor – 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 Assessment Experience section allows the Assessor - NRI/Foreign Residents to enter the assessment experience details.

Assessment Experience		
Relevant Sector :	Select Relevant Sector	~

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



The Assessment Experience section allows the Assessor - NRI/Foreign Residents to enter the training experience details such as Relevant Sector, Job Title, Employment Type, Company, Address, Duration, and Job Description.

Delevent Coster -	Electronica & Handware
Relevant Sector :	Electronics & Hardware
Job Title <b>*</b> :	abcder
Employment Type *:	Full time - Salaried
Compony *:	abad
Company: *:	aucu
Address: *:	abcd
Duration *:	04/08/2020
	I am currently working in this role.
Job Description *:	Enter Job Description
*:	Choose file* Browse File size upto 5 mb
	(only jpg, png, jpeg, pdf)
	Upload

- Click Browse to upload the appropriate Proof Documents. The Assessor NRI/Foreign Residents can upload only jpg, png, jpeg, pdf, and the maximum file size is five MB each. Click Upload.
- > Click Save & Add Assessment Experience Details to add the details, the following message appears.





- > Click **OK**, to navigate to the **Assessment Experience** screen.
- > Click View Assessment Experience Details, to view the details.
- The Added Assessment 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.

											×
Added	Assessment Exp	perience	Details <mark>:6 mor</mark>	iths Total A	ssessr	nent Exp	erience				
S.No	Relevant Sector	Job Title	Employment Type	Company	State	District	Address	Job Description	Duration	Proof Document	Action
1	Electronics & Hardware	abcder	Full time - Salaried	abcd	N?A	N/A	abcd	abcde	04/08/2020 to Currently Working	Yes	Ê
											Close

**Note:** If the Assessor – NRI/Indian 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.

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



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

Curriculum Vitae / Resume Details											
Upload Curriculum	Choose file*	Browse									
vitae(CV) or Resume *:	File size upto 5 mb (only pdf, jpeg, png, jpg, docx, doc)										
<del>\</del>	Back Save	e&Next →	Save as Draft								

- Click Browse to upload the curriculum vitae or resume. Click Upload. The Assessor 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.

Declaration:									
Declaration Undertaking: I hereby declare that the information provided herein is true, correct and complete to the best of knowledge. In case of any kind of misrepresentation, NSDC shall have the right to take any approp action, in its sole discretion, against me.									
	<b>Please Note:</b> This Registration form is intended to collect information about aspiring trainers/assessors interested in undergoing ToT/ToA program. Applicant's information shall be shared with the relevant Sector Skill Council(s) for evaluation of their profile and further process. Submission of information in this registration form for Trainer / Assessor does not entitle enrollment in Training of Trainer/ Assessor's program. NSDC shall not be held liable for rejection of any application.								
I Agree									
	← Back ✓ Submit								

- 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 Assessor - 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 Assessor - NRI/Foreign Residents to view all the certificate requests.

### To Navigate

Home - - > Applicant Dashboard - - > View Certificates



- > 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.

Certification					Add Basic Cer	tification	Add Advance	ed Certificati	on
Pending Certificate Requests	Approved Ce	rtificate Requests Reje	cted Certificate Req	uests					
Sector		User Type		Certificate Type			Job Role		
Select Sector	~	Select User Type	~	Select Certificate	Туре	~	Select JobRo	le	~
State Select State	~	Apply Reset							
Sr. No. Sector Skill Council	Batch Type	Job Role Name (QP Code)	User Type C	ertification ID	Certificate Type	Submitted	On Status	Action	

The Assessor - 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.

Certification		Add Basi	c Certification Add Advanced Certification
*To raise 'Advanced Certificate' rec	quest, kindly click on 'Action' button against desired	job role from the list of approved certificates belo	w, and select 'Add Advanced Certificate'.
Pending Certificate Requests	Approved Certificate Requests Rejected	Certificate Requests	
Sector	User Type	Certificate Type	Job Role
Select Sector	✓ Select User Type	✓ Select Certificate Type	✓ Select JobRole
State Select State	~ Apply Reset		
Sr. Sector Skill No. Council Batch Type	Job Role Name (QP Code) User Type	Certification Certificate e ID Type Valid Till	Submitted Validity On Extended Grade Action

- The Assessor 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.

Certification					Add Basic Certi	ification	Add Advance	ed Certificati	on
Pending Certificate Requests	Approved Ce	rtificate Requests Reference Reference Reference Reference Reference Reference Reference Reference Reference Re	ejected Certificate Rec	quests					
Sector		User Type		Certificate Type			Job Role		
Select Sector	~	Select User Type	~	Select Certificate	Туре	~	Select JobRo	le	~
State Select State	~	Apply Reset							
Sr. No. Sector Skill Council	Batch Type	Job Role Name (QP Cod	de) User Type	Certification ID (	Certificate Type	Submitted (	On Status	Action	

The Assessor - 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 Assessor - NRI/Foreign Residents to add/raise the certification request.

### To Navigate

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

Applicant Dashboard Assessor My Profile
ToT/ToA Dashboard 命 - Dashboard
View Certificate Here you can raise certificate request and the status of the batches. Download certificate of batches.
View Certificates View Certificates or Add certificate Request

> The Add Basic Certification screen allows the Assessor - NRI/Foreign Residents to add certification.

Certification					Add Basic Ce	ertification	Add Advance	ed Certificati	on
Pending Certificate Requests	Approved Ce	rtificate Requests Rejecte	ed Certificate Req	luests					
Sector		User Type		Certificate Type	e		Job Role		
Select Sector	~	Select User Type	~	Select Certifica	te Type	~	Select JobRole		~
State									
Select State	~	Apply Reset							
Sr. No. Sector Skill Council	Batch Type	Job Role Name (QP Code)	User Type 0	Certification ID	Certificate Type	Submitted	On Status	Action	

**Note**: If the Assessor - NRI/Foreign Residents has been certified previously and their certification does not exist on the portal, the Assessor - 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 Assessor - 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.

Add Existing Certification	
Containt	Calast Caster
Sector. "	
Job Role (QP Code): *	Select Job Role ~
Training Model: *	Select Training Model
Country: *	India
State: *	Select State v
District: *	Select District ~
Certificate ID:	Certificate Id
Certificate Issued On:	Select Date
Domain Percentage:	Domain Percentage
Platform Percentage:	Platform Percentage
Supporting Document:	Choose file Browse File size upto 5 mb
	(only jpg, png, jpeg, pdf) Upload
Remarks to SSC:	Enter Remarks to SSC
Disclaimer: * <sup>//</sup>	We hereby confirm that the information provided above is true to the best of my/ our knowledge.
	Submit Cancel

- Click Browse to upload the supporting document. The Assessor 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 Assessor - NRI/Foreign Residents to add Advanced certification.

### To Navigate

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

Certification					Add Basic Certification		dd Advanc	ed Certifica	ition Ju
Pending Certificate Requests	Approved Ce	rtificate Requests Rejecte	ed Certificate Req	uests					
Sector		User Type		Certificate Type		I	ob Role		
Select Sector	~	Select User Type	~	Select Certificate	Туре	~	Select JobRo	ole	~
State									
Select State	~	Apply Reset							
Sr. No. Sector Skill Council	Batch Type	Job Role Name (QP Code)	User Type 0	Certification ID C	Certificate Type Submit	ted On	Status	Action	

> Click Add Advanced Certification, the Approved Certification Requests screen appears.

Ce	rtificatior	ו						Add Basic C	Certification	Add Advo	inced Cei	tification	
*To i	raise 'Advanced	Certificate' req	juest, kindl	y click on 'Action' button aga	inst desired job role	from the list	of approved cer	tificates below,	and select 'Ade	d Advanced C	ertificate'		
Pene	ding Certificate	e Requests	Approve	ed Certificate Requests	Rejected Certific	ate Request	ts						
Se	Sector User Type			Ce	ertificate Type			Job Role					
S	elect Sector			✓ Select User Type		✓ S	elect Certificate 1	Гуре	~	Select Jo	bRole		
Sta	ate elect State			✓ Apply Reset									
Sr. No.	Sector Skill Council	Batch Type		Job Role Name (QP Code)	User Type	Certificatio ID	on Certificate Type	Valid Till	Submitted On	Validity Extended	Grade	Action	
1	IT-ITeS	Training of Assessor-Ne	ew	CRM Domestic Voice (SSC/Q2210) - v1.0	Assessor	N/A	N/A	13/09/2022	13/09/2020	No	A	•	
2	IT-ITeS	Training of I Assessor	Master	CRM Domestic Voice (SSC/Q2210) - v1.0	MasterAssessor	N/A	N/A	11/09/2022	11/09/2020	Download	Certificate ced Certifi	cate 🖑	
										View Detail	s		

- The Approved Certification Requests screen displays the approved certification requests details 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 the details of Certified ID, Certificate Issued On, and Remarks to SSC.

Advanced Certification		Go Back
Sector: *	IT-ITeS 🗸	
Job Role (QP Code): *	Domestic Biometric Data Operator (SSC/Q2213) - v1.0 ×	
Training Model: *	Advanced Certification-Trainer	
Certification Type: *	Advanced 🗸	
Trainer/Assessor Academy: *	Select Academy 🗸	
Country: *	India 🗸	
State: *	Select State 🗸	
District: *	Select District 🗸	
Certificate ID:	Certificate Id	
Certificate Issued On:	Select Date	
Supporting Document:	Choose fileBrowseFile size upto 5 mb (only jpg, png, jpeg, pdf)Upload	
Remarks to SSC:	Enter Remarks to SSC	
Disclaimer: *	I/ We hereby confirm that the information provided above is true to the best of my/ our knowledge.	
	Submit Cancel	

- Click Browse to upload the supporting document. The Assessor 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 Assessor - NRI/Foreign Residents can also *add* the required Advanced Certificate from **View Batches** section against the certified job role.



# 6 View My Profile

The **View My Profile** screen allows the Assessor - NRI/Foreign Residents to view the profile.

### To Navigate

```
Home - - > Dashboard - - > My Profile
```

Applicant Dashboard	Assessor My Profile
ToT/ToA Dashboard	û - Dashboard
View Certificate Here you can raise certificate re batches.	equest and the status of the batches. Download certificate of
View Certificates or	<b>:es</b> Add certificate Request

- 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 Assessment Experience Details
  - Training Requests
  - Applicant Type
  - Assessment Agency 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	:	06-09-2006	N·S·D·C National Skill Development
Gender	:	Female	Languages Known	:	Assamese	Transforming the skill landscape
Religion	:	N/A	Category	:	N/A	
Origination Category	:	NRI/Foreign Residents				



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

:	9988009987	Zipcode	:	234567
:	munmun.m@transneuron.com			
:	Australia			
:	N/A			
:	N/A			
	:	: 9988009987 : munmun.m@transneuron.com : Australia : N/A : N/A	: 9988009987 Zipcode : munmun.m@transneuron.com : Australia : N/A : N/A	: 9988009987 Zipcode : : munmun.m@transneuron.com : Australia : N/A : N/A

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

Education Details		
Ability to read and write	: SSSS	Assessor/INTLAR26532/educationProof/a5895125- c67d-4126-a394-1cc508979447_2.jpg

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

Addeo	dded Professional Experience Details : 17 months Total Professional Experience Experience											
S.No	Relevant Sector	Job Title	Employment Type	Company	State	District	Address	Job Description	Duration	Proof Document		
1	Furniture & Fittings	abcd	Full time - Salaried	abcd	N/A	N/A	abcd	abcd	04/09/2019 to Currently Working	Assessor/INTLAR26549/workExperienceProof/eed3bdf3- 496d-452a-8cf9-0575d831ffb8_Lighthouse.jpg		

The Added Assessment Experience Details section displays the assessment experience details of the applicant.

Adde	dded Assessment Experience Details : 6 months Total Assessment Experience											
S No	Relevant Sector	Job Title	Employment Type	Company	State	District	Address	Job Description	Duration	Proof Document		
1	Electronics & Hardware	abcder	Full time - Salaried	abcd	N?A	N/A	abcd	abcde	04/08/2020 to Currently Working	Assessor/INTLAR26549/supportingDocument/3a122825- 5adb-4c1b-a44a-eff999518d87_Tulips.jpg		



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

Training Re	quests						
Rooftop Sola	r Grid Engineer, SGJ/Q0106	Green Jobs	ASSAM	CHARAII	DEO	Μ	lahmora

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

Applicant Type		
Assessor		
Master Assessor		

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

The Assessment Agency Association section displays the Assessment Agency details such as Assessment Agency ID, Assessment Agency Name, Scheme ID, Linking Type and Empanelment Duration.

A	ssessment Agency Association	n			
	Assessment Agency ID	Assessment Agency Name	Scheme ID	Linking Type	Empanelment Duration

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



# 7 Edit Profile

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

Applicant Dashboard Assessor My Profile	
View Applicant Details	Edit Profile Go Back

- > 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 Assessor 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).

Personal Information Contact & A	ddress Education & Work	
Personal Information:		
Name Of The Applicant:	munmun	
Gender:	Female	
Date Of Birth:	02/08/2006	
Languages Known:	Assamese	
	Bengali Bodo Dogri	
	Use ctrl+click to select multiple languages	
Religion:	Hindu •	
Category:	General	
Disability (If Any):	Autism Spectrum Disorder	
	Document.pdfBrowseFile size upto 5 mb(only jpg, png.jpeg, pdf)Upload	

Click Browse to upload the disability document. The Assessor - 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 Assessor - NRI/Foreign Residents to upload the recent photograph.

Passport And Photograph Info:		
Passport Number:	Registered	
Upload New Photograph:	Document.png	Browse
	Upload	

- Click Browse to upload the recent photograph. The Assessor 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 Assessor NRI/Foreign Residents to select the applicant category.

Applicant Type Details:		
Select Applicant Category:	Assessor Master Assessor	•
	Use ctrl+click to select multiple applicant category	
	Save changes Cancel	

> Click Save Changes, the Profile Updated Successfully screen appears.

Profile Updated Successfully
ОК

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



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

Personal Information Contact	& Address Education & Work			
Contact & Address Details:				
Mobile Number of Applicant:	9988009987	Update		
Email Address of Applicant:	munmun.m@transneuron.com	Update		
Applicant Address:	Enter Full Address of the Applicant			
Nearby Landmark:	Enter the nearby Landmark to the above mentioned address			
Zipcode:	234567			
Country:	Australia	~		

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

Update User Details		×
Enter Mobile Number: *	Enter mobile number	
	Update	ancel



> Enter the new mobile number of the applicant. Click **Update**, the **Updated Successfully** screen appears.



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

Personal Information Contact	& Address Education & Work	
Contact & Address Details:		
Mobile Number of Applicant:	9988009987	Update
Email Address of Applicant:	munmun.m@transneuron.com	Update
Applicant Address:	Enter Full Address of the Applicant	
Nearby Landmark:	Enter the nearby Landmark to the above mentioned address	
Zipcode:	234567	
Country:	Australia	~
[	Save changes Cancel	

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



> Enter the new email of the applicant.

Update User Details		×
Enter Email: *	Enter email	
	Up	date

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

OTP Verification			×
Enter Email OTP: *	Enter email OTP		
		Verify	Cancel

> Click Verify, the Updated Successfully screen appears.

Updated Successfully Email updated successfully
ок

> 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 Assessor NRI/Foreign Residents to edit the education and work details in *four* sections as listed below.
  - Education Details
  - Professional Experience Details
  - Assessment Experience Details
  - Curriculum Vitae / Resume Details
- The Education Details section displays the added educational details. Also allows the Assessor -NRI/Foreign Residents to edit/add the information such as Education Attained, Details of Education, and Proof documents.

Personal Information Contact & A	ddress Education & Work	
Education Details:		
Education Attained:		~
Details of Education:	Enter Details of Education	
Upload Proof Document: Added Education Details:	Choose file* File size upto 5 mb (only jpg, png, jpeg, pdf) Upload Save & Add Education Details	Browse
S No Education Attained Type	Details of Education	Proof Document
1 Ability to read and write	sdfg	Yes

- Click Browse, to upload the appropriate Proof Documents. The Assessor 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 Assessor - NRI/Foreign Residents to edit the details such as the Relevant Sector, Job Title, Employment Type, Company, Address, Job Description, Duration, Proof Document.

Professional Experience D	etails :								
Relevant Sector:	Select Relevant Sec	tor							~
Job Title *:	Enter Job Title								
Employment Type *:	Select Employment	Туре							
Company: *:	Enter Company								
Address: *:	Enter Address								
Duration *:	From Date	orking in th	this role.						
Job Description *:	Enter Job Description	n							
Upload Proof Document:	Choose file* File size upto 5 mb (only jpg, png, jpeg, Upload Add Pro	pdf) ofessional	Experien	ce Details			Browse		
Added Professional Experie	nce Details :17 mor	nths Tota	al Profe	ssional Ex	kperience				
S.No Relevant Job Emp Sector Title Type	loyment Company	State D	District	Address	Job Description	Duration	Proof Docu	Actio	on
Furniture Full 1 & Fittings abcd Sala	time - abcd ried	N/A N	N/A	abcd	abcd	04/09/20 to Curren Working	19 tly Yes	ľ	]

**Note:** If the Assessor – NRI/Foreign Resident 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 Assessor 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 Assessor – NRI/Foreign Resident to edit the added details under Action such as Duration and Upload Proof Document.

Addeo	Professio	nal Exp	perience Det	ails :17 mo	onths To	otal Profe	essional E	xperience			
S.No	Relevant Sector	Job Title	Employment Type	Company	State	District	Address	Job Description	Duration	Proof Document	Actio
1	Furniture & Fittings	abcd	Full time - Salaried	abcd	N/A	N/A	abcd	abcd	04/09/2019 to Currently Working	Yes	ľ



The Assessment Experience Details section allows the Assessor - NRI/Foreign Residents to enter the assessment experience details such as the Relevant Sector, Job Title, Employment Type, Company, Address, Job Description, Duration, and Proof Document.

Assessment Experience D	etails :								
Relevant Sector:	Select Relevant Sec	tor						~	
Job Title *:	Enter Job Title								
Employment Type *:	Select Employment	Туре							
Company: *:	Enter Company								
Address: *:	Enter Address								
Duration *:	From Date	orking in t	nis role.						
Job Description *:	Enter Job Descriptio	Enter Job Description							
Upload Proof Document:	Choose file* File size upto 5 mb (only jpg, png, jpeg, Upload	pdf)				Bro	owse		
	Add Asses	sment Exp	perience D	etails					
Added Assessment Experie	ence Details :6 mont	hs Total	Assessn	nent Expe	rience				
S Relevant Job E No Sector Title T	mployment Company ype	State	District	Address	Job Description	Duration	Proof Document	Action	
Electronics 1 & abcder Fi Hardware Si	ull time - abcd alaried	N?A	N/A	abcd	abcde	04/08/2020 to Currently Working	Yes	ľ	

**Note:** If the Assessor – NRI/Foreign Resident 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 Assessor NRI/Foreign Residents can upload only jpg, png, jpeg, pdf, and the maximum file size is five MB each. Click Upload.
- > Click Add Assessment Experience Details, to add assessment experience details.



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

Adde	ed Assessme	ent Expe	erience Detai	i <b>ls</b> :6 montl	ns Tota	l Assessn	nent Expe	rience			
S No	Relevant Sector	Job Title	Employment Type	Company	State	District	Address	Job Description	Duration	Proof Document	Action
1	Electronics & Hardware	abcder	Full time - Salaried	abcd	N?A	N/A	abcd	abcde	04/08/2020 to Currently Working	Yes	ľ

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

Curriculum Vitae / Resume	e Details :	
Upload Curriculum Vitae(CV) or Resume Document:	ram laxmi photo.jpg Brows File size upto 5 mb (only jpg, png, jpeg, pdf) Upload ✓	se
	Save changes Cancel	

- Click Browse, to upload the appropriate Curriculum Vitae or Resume Document. The Assessor 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.

Profile Updated Successfully
ок

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