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
  - 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: https://skillindia.nsdcindia.org/direct-registration

> 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**.

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.

Password updated Successfully

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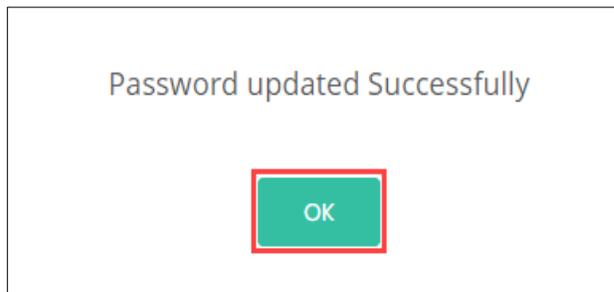
➢ Click **OK**, to navigate to the **Login** screen.

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.

➢ 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.

➢ 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.


- 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 - https://nsdcindia.org/guidelines-0.

➢ The **Contact and Address Details** section allows the Assessor - NRI/Foreign Residents to enter contact and address details.
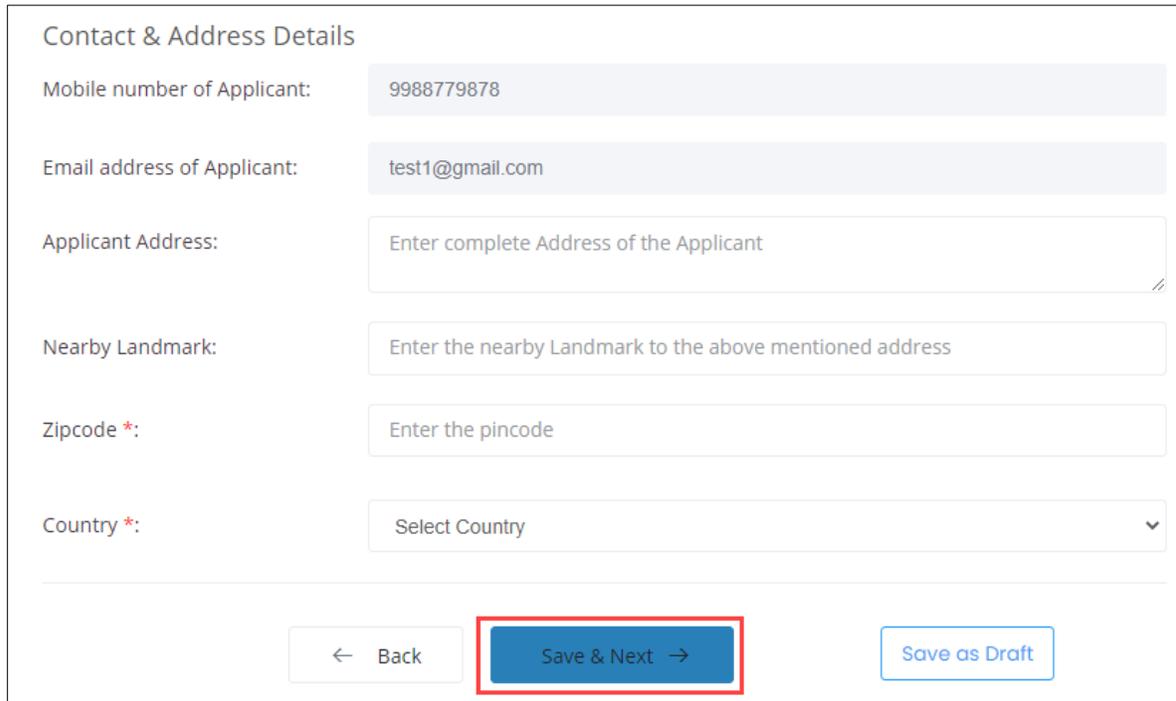
➢ The **Contact and Address Details** section displays the contact details such as the Mobile Number of Applicant and Email address of the Applicant. Also allows the Assessor - NRI/Foreign Residents to enter the contact and address details of the applicant such as Applicant Address, Nearby Landmark, 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 *: [Enter the details of the above selected education type   ]

Upload Proof Documents *: [Choose file*] [Browse]
File size upto 5 mb
(only jpg, png, jpeg, pdf)
[Upload]

[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	🗑

➢ 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.

➢ 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.
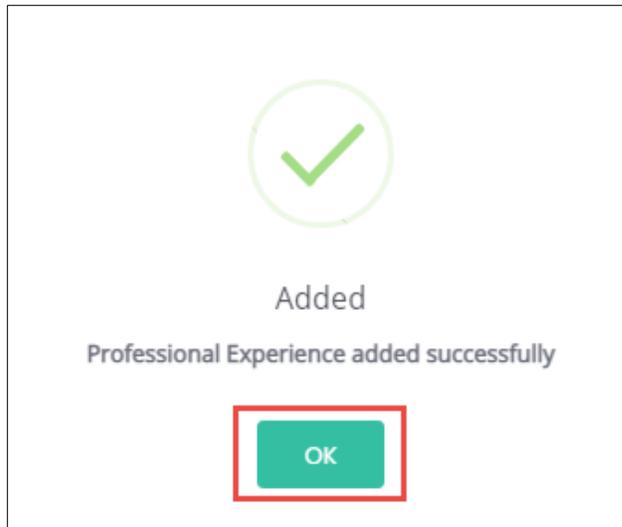
- ➤ Click **OK,** to navigate to the **Professional Experience** screen.

- ➤ 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.

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	🗑

Added Professional Experience Details :4 months Total Professional Experience

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.

➢ 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.

Assessment Experience

Relevant Sector :	Electronics & Hardware ⌄
Job Title * :	abcder
Employment Type * :	Full time - Salaried ⌄
Company: * :	abcd
Address: * :	abcd
Duration * :	04/08/2020 📅
	✓ I am currently working in this role.
Job Description * :	Enter Job Description
Upload Proof Documents * :	Choose file* Browse
	File size upto 5 mb
	(only jpg, png, jpeg, pdf)
	Upload

Save & Add Assessment Experience Details   View Assessment 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**.

➢ Click **Save & Add Assessment Experience Details** to add the details, the following message appears.
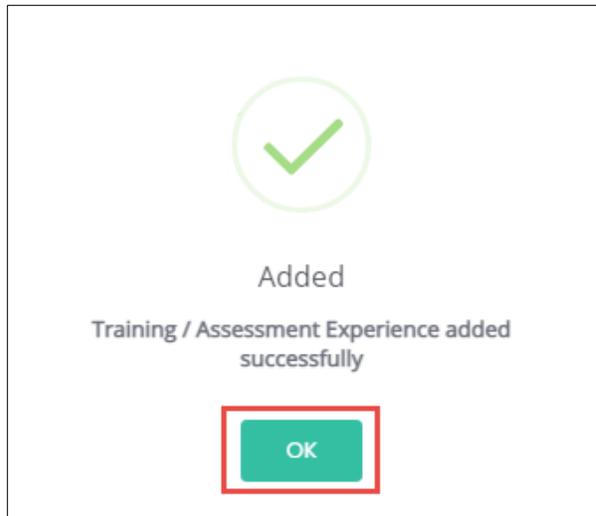
- ➢ Click **OK,** to navigate to the **Assessment Experience** screen.

- ➢ 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.


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	🗑

Added Assessment Experience Details :6 months Total Assessment Experience

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.
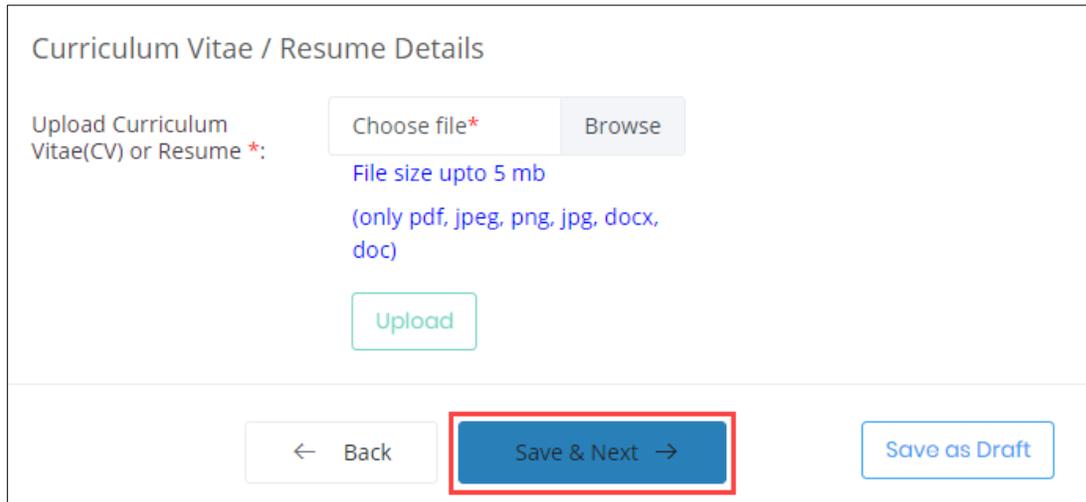

➢ Click **Browse** to upload the curriculum vitae or resume. Click **Upload**. The Assessor - NRI/Foreign Residents can upload only pdf, jpeg, png, jpg, docx, doc, and the maximum file size is **five** MB each.

➢ 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.
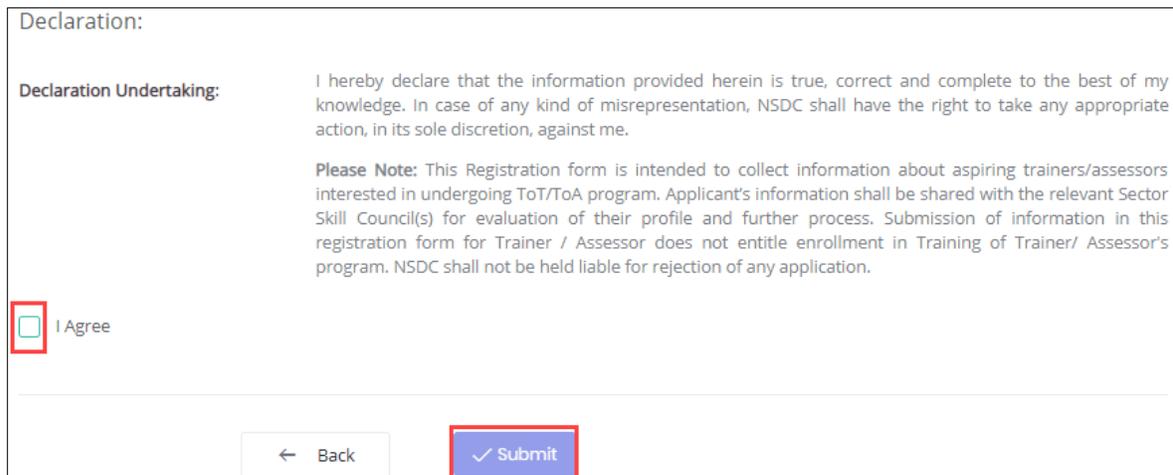
➢ Select **I Agree**, to confirm the correctness of the information.

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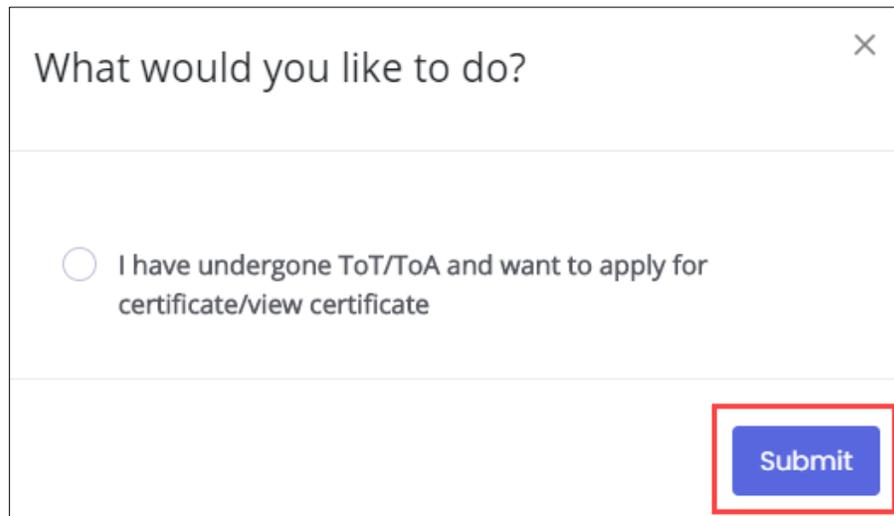
➢ Select *I have undergone ToT/ToA and want to apply for certificate/view certificate*, to navigate to the **Certification** screen.

3   View Certificate Requests

The **View Certificate Requests** screen allows the Assessor - NRI/Foreign Residents to view all the certificate requests.
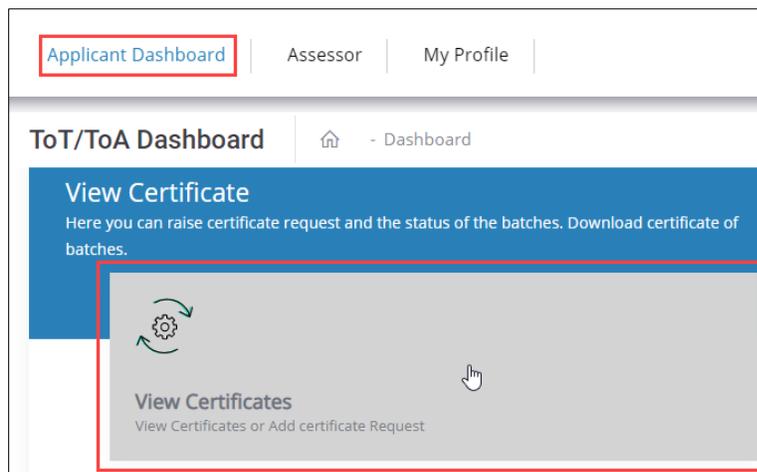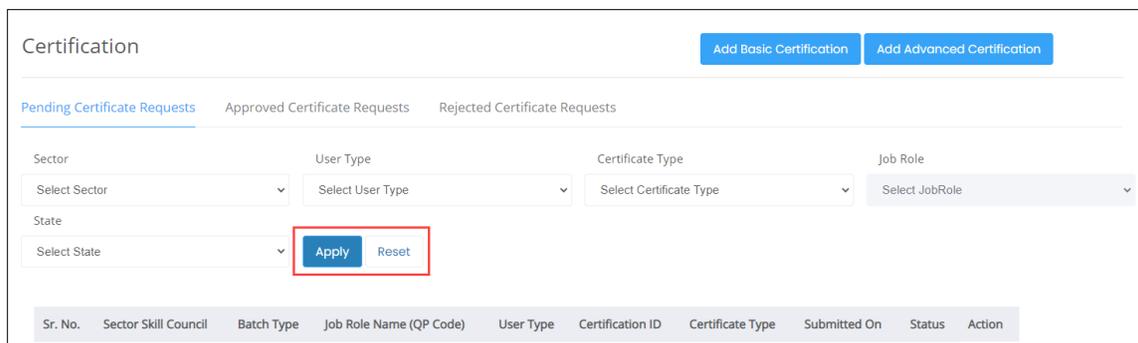
➢   The **Certification** screen hosts *three* tabs as listed below.

- 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 **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.
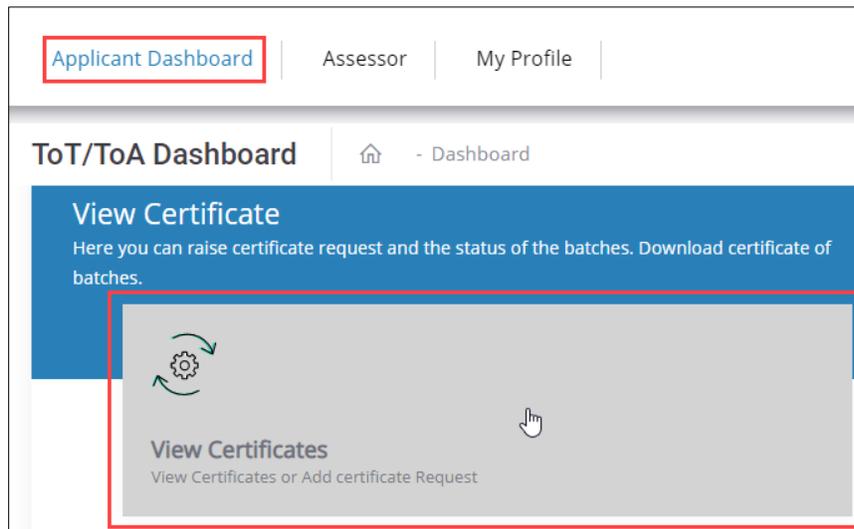

➢ The **Assessor - NRI/Foreign Residents** can search a particular approved certification request based on Sector, User Type, Certificate Type, Job Role, and State. Click **Apply**, to search for a particular approved certification request.

➢ 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.

➢ 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.
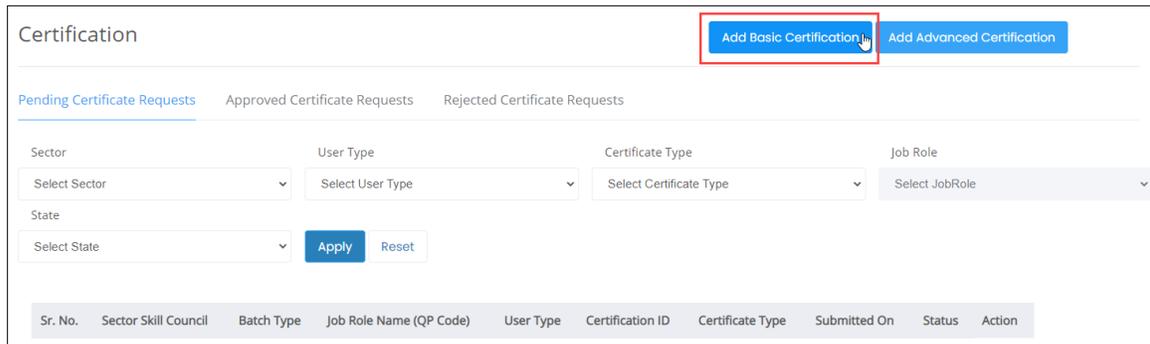
4 Add Basic Certification

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

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

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.

- ➢ 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.

Certificate Submitted Successfully to SSC

Please wait for the concerned Sector Skill Council to approve certification
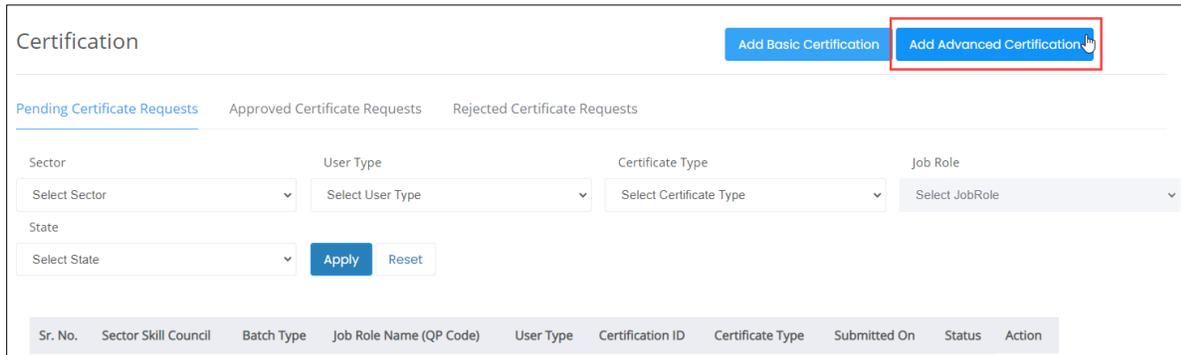
OK

➢ 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

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

➢ 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 file Browse

File 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.

☐ I Agree

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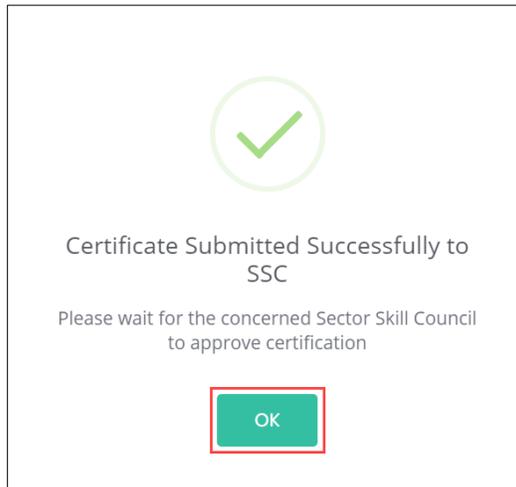
➢ Click **OK**, to navigate to the **Certification** screen.

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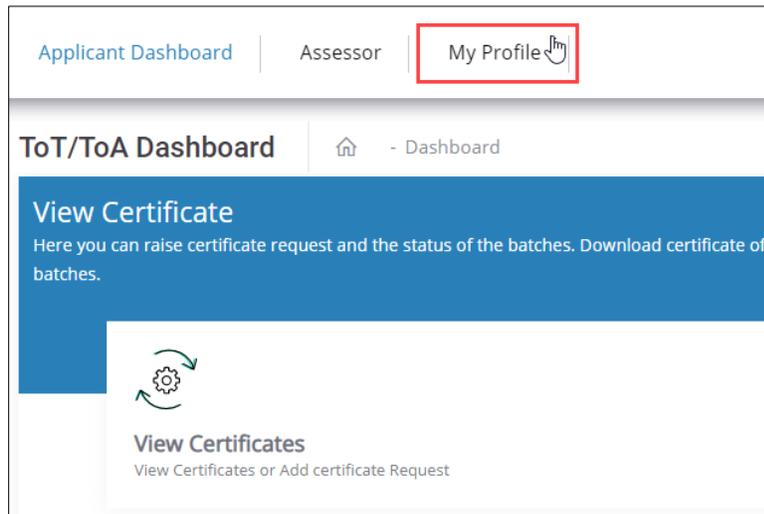
➢ The **View Applicant Details** screen lists all the basic information of the applicant in *eight* sections as listed below.

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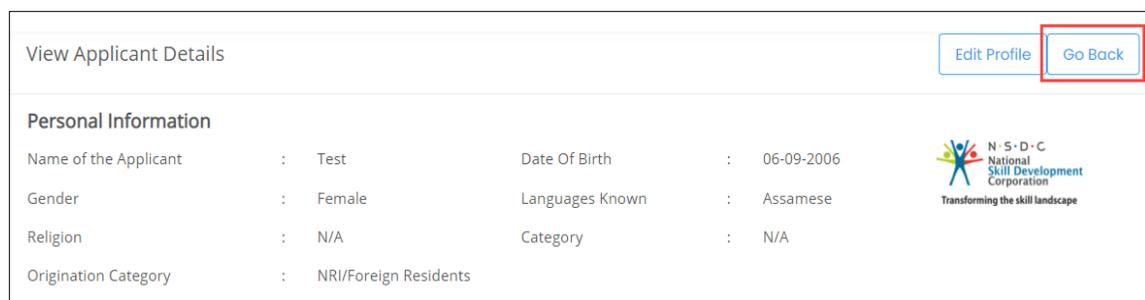
➢ The **Contact and Address Details** section lists all the contact and addresses details of the Assessor - NRI/Foreign Residents such as Mobile Number of the Applicant, Email Address of Applicant, Country, Applicant Address, Nearby Landmark, and Zipcode.

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	:	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.

Added 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.

Added 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 Requests

Rooftop Solar Grid Engineer, SGJ/Q0106	Green Jobs	ASSAM	CHARAIDEO	Mahmora

> 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.

Assessment Agency Association

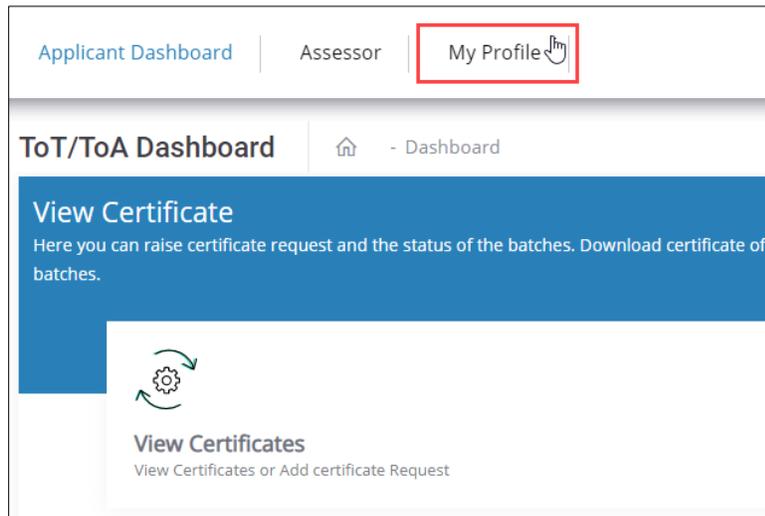| Assessment Agency ID	Assessment Agency Name	Scheme ID	Linking Type	Empanelment Duration

> 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.

➢ Click **Edit Profile**, to edit/add details of the Assessor - NRI/Foreign Residents profile.
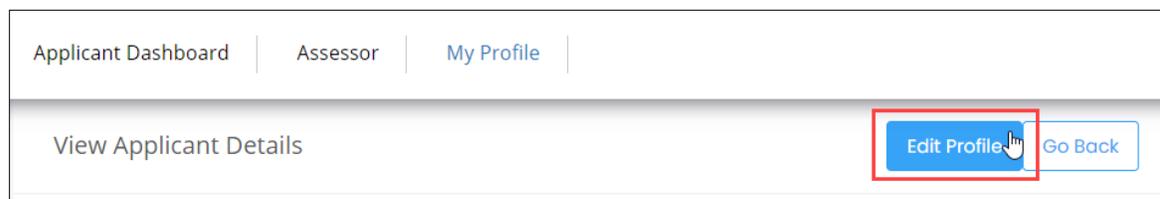
➢ The **Edit Profile** screen hosts *three* sections as listed below.

- 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 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 & Address	Education & Work

Personal Information:

Name Of The Applicant:	munmun
Gender:	Female
Date Of Birth:	02/08/2006
Languages Known:	Assamese / Bengali / Bodo / Dogri / English
	Use ctrl+click to select multiple languages
Religion:	Hindu ▾
Category:	General
Disability (If Any):	Autism Spectrum Disorder ▾
	Document.pdf Browse
	File 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.

➢ 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.

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

➢ 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.
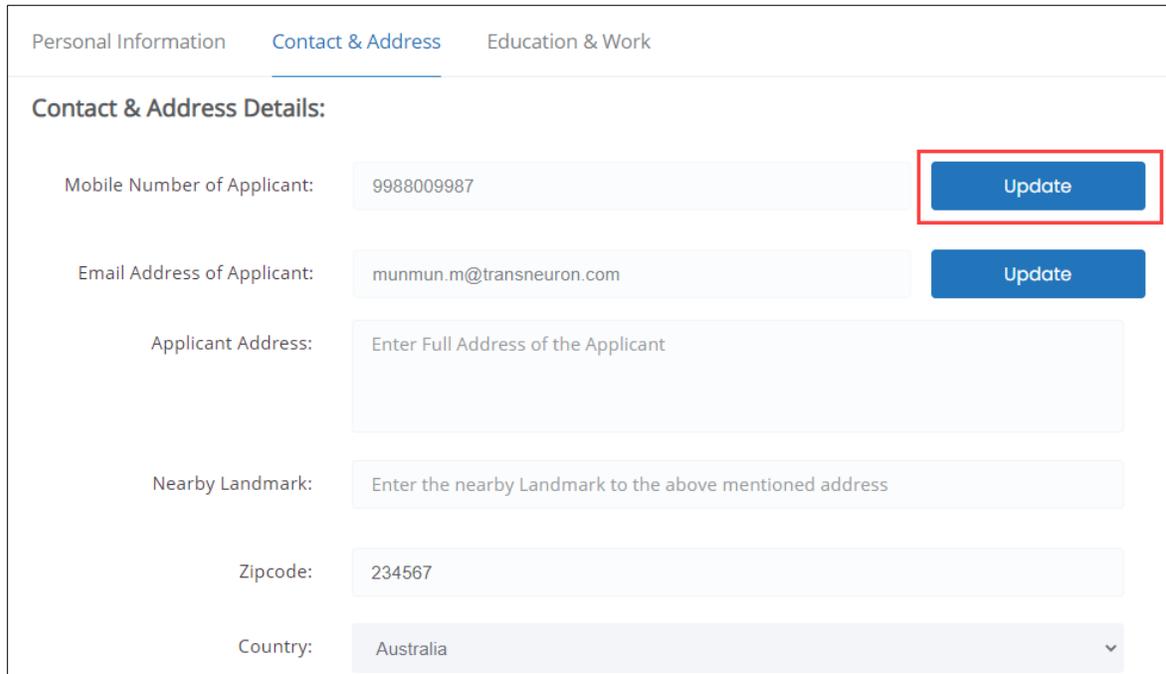
Personal Information	Contact & Address	Education & Work

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.
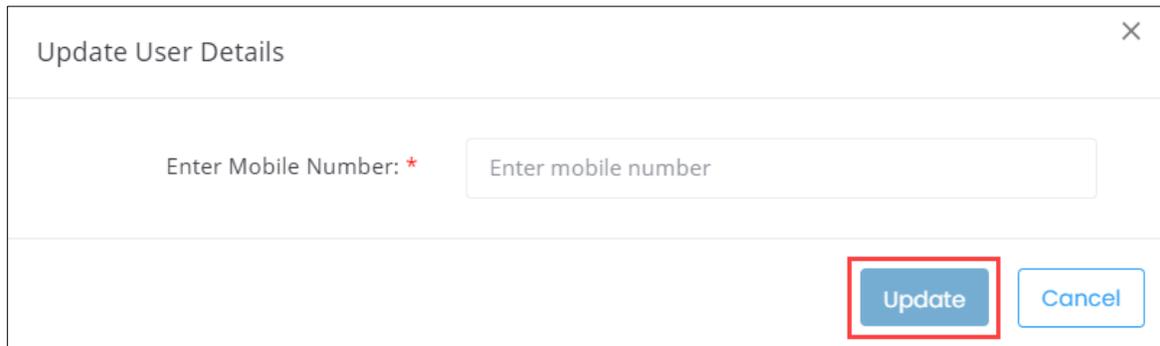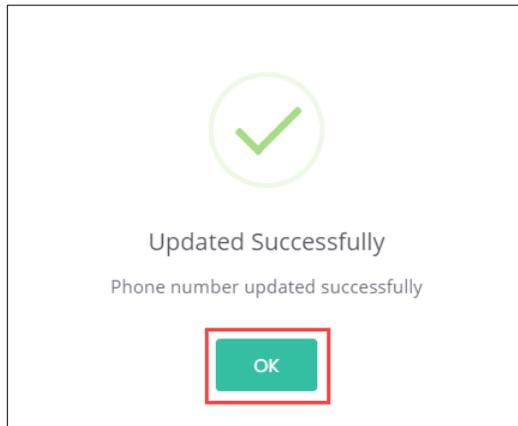
Update User Details ✕

Enter Mobile Number: *   Enter mobile number

Update   Cancel

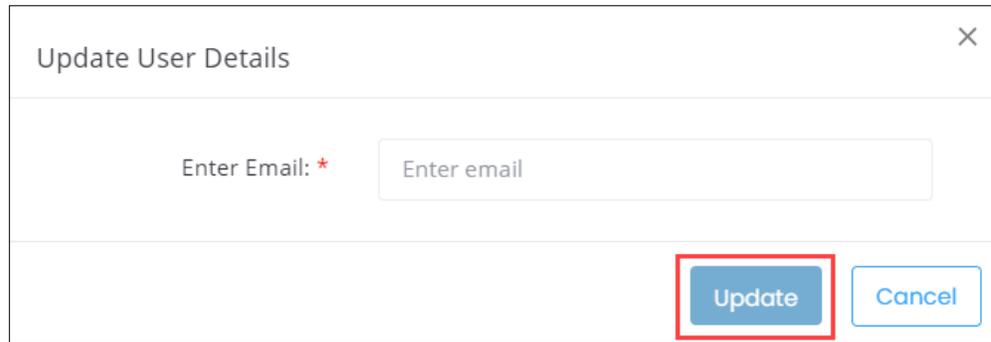➢ Enter the new mobile number of the applicant. Click **Update**, the **Updated Successfully** screen appears.

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

➢ 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
	Update Cancel

➢ Click **Update**, the OTP Verification screen appears. Enter the appropriate OTP received on a new email ID.
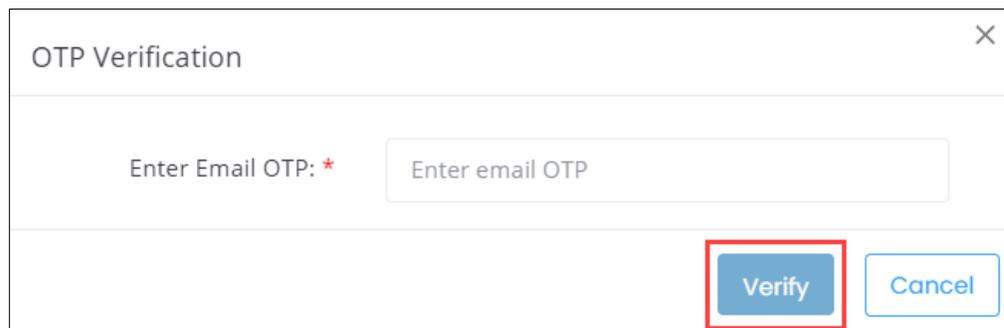
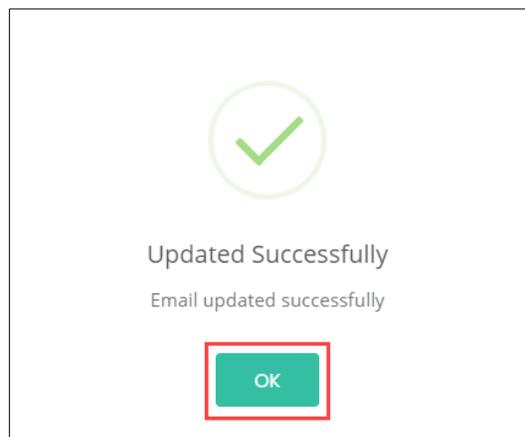| OTP Verification	✕
Enter Email OTP: *	Enter email OTP
	Verify Cancel

➢ Click **Verify**, the **Updated Successfully** screen appears.
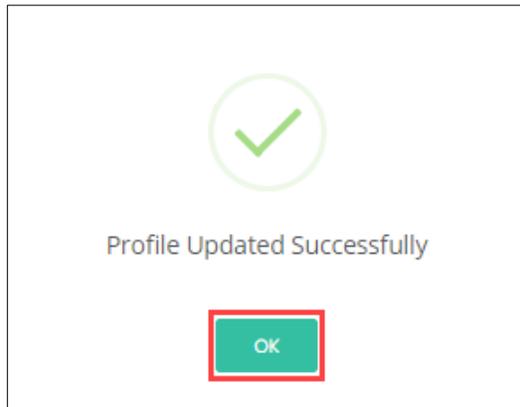
✓

Updated Successfully

Email updated successfully

OK

➢ 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.
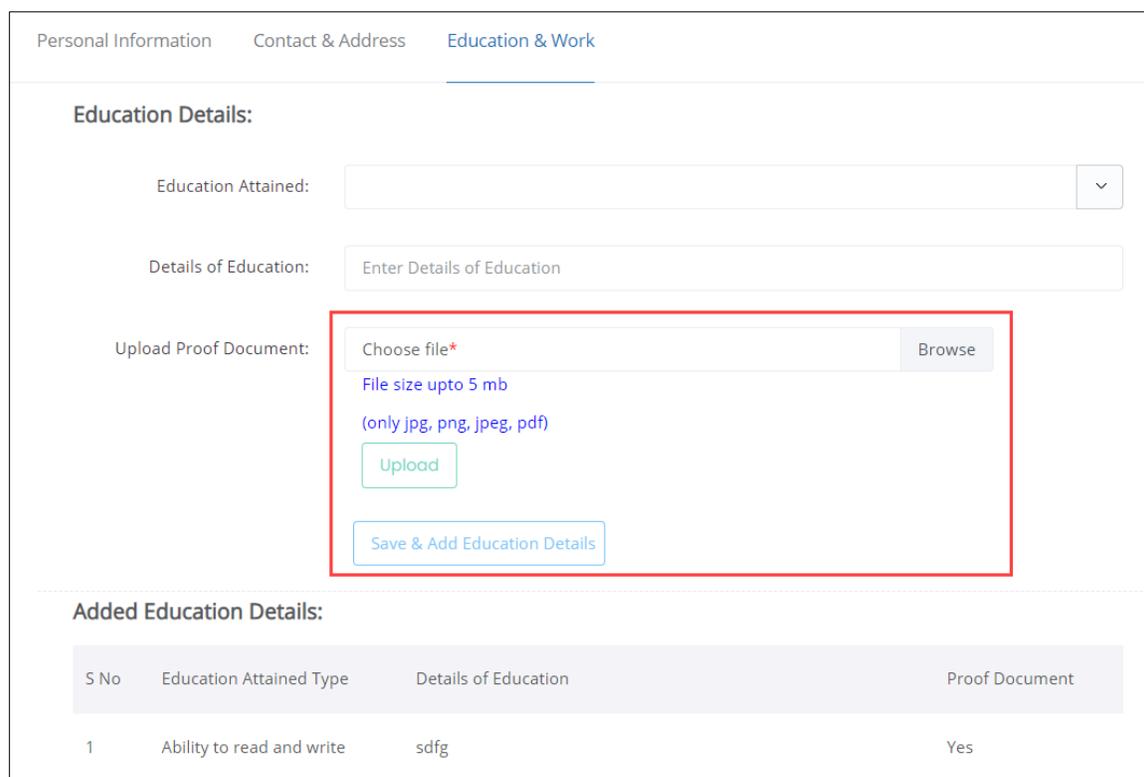
	Personal Information	Contact & Address	Education & Work		

Education Details:

Education Attained:		⌄
Details of Education:	Enter Details of Education	
Upload Proof Document:	Choose file*	Browse
	File size upto 5 mb	
	(only jpg, png, jpeg, pdf)	
	Upload	
	Save & Add Education Details	

Added Education Details:

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.

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.

Added Professional Experience Details :17 months Total Professional Experience

S.No	Relevant Sector	Job Title	Employment Type	Company	State	District	Address	Job Description	Duration	Proof Document	Action
1	Furniture & Fittings	abcd	Full time - Salaried	abcd	N/A	N/A	abcd	abcd	04/09/2019 to Currently Working	Yes	

➢ 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.

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.

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	✏️

Added Assessment Experience Details :6 months Total Assessment Experience

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

Curriculum Vitae / Resume Details :

Upload Curriculum Vitae(CV) or Resume Document:
ram laxmi photo.jpg   Browse
File size upto 5 mb
(only jpg, png, jpeg, pdf)
Upload ✔

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

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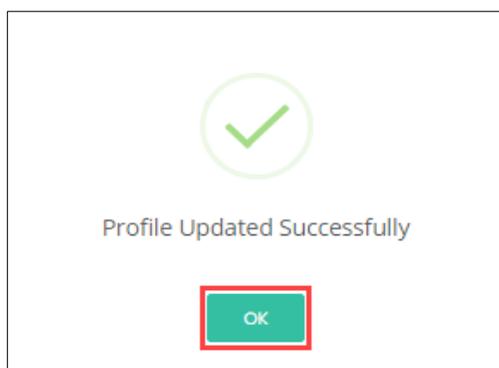
➢ Click **OK**, the **Education & Work** screen appears.