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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](image)

➢ 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 section](image)

➢ 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.

![Supporting Documents section](image)
➢ 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](image)

➢ 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 `filename.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](image)

➢ 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](https://nsdcindia.org/guidelines-0).
➢ The **Contact and Address Details** section allows the Assessor - NRI/Foreign Residents to enter contact and address details.

![Contact & Address Details Form]

➢ 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 Form](image)

- Click **Browse** to upload the Upload Proof Documents. The Assessor - 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 Assessor - NRI/Foreign Residents to delete the added education details under Action.

![Added Education Details Table](image)
➢ The **Industrial Experience Details** section allows the Assessor - NRI/Foreign Residents to enter industrial experience details.

![Industrial Experience Details](image)

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

➢ The **Industrial Experience Details** section allows the Assessor - NRI/Foreign Residents to enter the industrial experience details such as Relevant Sector, Total Years of relevant sector Experience, Details of Experience, and Details of Industries.

![Industrial Experience Details](image)

➢ **Click Browse** to **upload** the appropriate Proof Documents. The Assessor - NRI/Foreign Residents can upload the only jpg, png, jpeg, and pdf and the maximum file size is **five MB** each. **Click Upload**.
➢ Click **Save & Add Industrial Experience Details** to add the details. The **Added Industrial Experience Details** section lists all the added information along with the details such as the Relevant Sector, Details of Experience, Details of Industries, Total Industrial Experience, proof documents and allows the Assessor - NRI/Foreign Residents to delete the added details under Action.

![Added Industrial Experience Details Table]

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

![Training Experience Details]

➢ Select the appropriate sector from the **Relevant Sector** drop-down list.
➢ The **Training Experience Details** section allows the Assessor - NRI/Foreign Residents to enter the training experience details such as Relevant Sector, Total Years of relevant sector experience, and Details of Experience.

![Training Experience Details](image)

➢ Click **Browse** to upload the appropriate Proof Documents. The Assessor - NRI/Foreign Residents can upload the 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 **Added Training Experience Details** section lists all the added information along with the details such as the Relevant Sector, Details of Experience, Total Training Experience, Proof Document, and also allows the Assessor - NRI/Foreign Residents to delete the added training experience details under **Action**.

![Added Training Experience Details](image)
➢ The **Curriculum Vitae / Resume Details** section allows the Assessor - NRI/Foreign Residents to add the curriculum vitae/resume details.

![Curriculum Vitae / Resume Details](image)

➢ 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 Screen](image)

➢ 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.

![What would you like to do screen]

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

The View Certificate or Add 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.

➢ 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](image)

➢ 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](image)

➢ 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 the 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

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 Certification, 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, Certified ID, Certificate Issued On, and Remarks to SSC from the drop-down list.

![Advanced Certification Form]

- 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](image)

Certificate Submitted Successfully to SSC
Please wait for the concerned Sector Skill Council to approve certification

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

➢ 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 **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 Industrial Experience Details
  - Added Training 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](Assessor/NTLR26532/contactAndAddressProof/a5895125-c67d-4126-a394-1cc508979447_2.jpg)

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

![Education Details](Assessor/NTLR26532/educationProof/a895125-c67d-4126-a394-1cc508979447_2.jpg)

➢ The **Added Industrial Experience Details** section displays the industrial experience details of the applicant.

![Added Industrial Experience Details](Assessor/NTLR26532/workExperienceProof/98d97c00-9cd6-4c4c-84b3-09705676914_2.jpg)

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

![Added Training Experience Details](Assessor/NTLR26532/supportingDocument/849742b-cb9f-40dc-b735-2c5a4423a179_2.jpg)
➢ The **Training Requests** section lists all the added preferences of the Assessor - NRI/Foreign Residents.

<table>
<thead>
<tr>
<th>Training Requests</th>
<th>Green Jobs</th>
<th>ASSAM</th>
<th>CHARAIDEO</th>
<th>Mahmora</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rooftop Solar Grid Engineer, SG/J0106</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Applicant Type**

- Assessor
- Master Assessor

**Note**: Select the *respective hyperlinks* of the Educational Details, Added Industrial Experience Details, and Added Training 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.

<table>
<thead>
<tr>
<th>Assessment Agency Association</th>
<th>Assessment Agency ID</th>
<th>Assessment Agency Name</th>
<th>Scheme ID</th>
<th>Linking Type</th>
<th>Empanelment Duration</th>
</tr>
</thead>
</table>

➢ Click **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.

➢ 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).

➢ Click **Browse** to *upload* the appropriate file. The Assessor - NRI/Foreign Residents can upload the 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]

➢ Click **Browse** to *upload* the appropriate photograph. The Assessor - NRI/Foreign Residents can upload the 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]

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

![Profile Updated Successfully]

➢ 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.

![Contact and Address Details](image)

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

![Update User Details](image)
➢ Enter the new mobile number of the applicant. Click **Update**, the **Updated Successfully** screen appears.

![Updated Successfully](image)

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

![Contact & Address Details](image)

➢ 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](image)

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

![OTP Verification](image)

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

![Updated Successfully](image)

➢ 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
- Industrial Experience Details
- Training 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.

---

![Education Details Section](image)

- **Education Attained:**
- **Details of Education:** Enter Details of Education
- **Upload Proof Document:**
  - Choose file*
  - File size up to 5 mb
  - (only .jpg, .png, .jpeg, .pdf)
  - **Upload**

**Added Education Details:**

<table>
<thead>
<tr>
<th>S No</th>
<th>Education Attained Type</th>
<th>Details of Education</th>
<th>Proof Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ability to read and write</td>
<td>sdfg</td>
<td>Yes</td>
</tr>
</tbody>
</table>

➢ **Click Save & Add Education Details**, to add educational details.

➢ **Click Browse**, to **upload** the appropriate Proof Documents. The Assessor - NRI/Foreign Residents can upload the only .jpg, .png, .jpeg, .pdf, and the maximum file size is **five MB** each. Click **Upload**.
➢ The **Industrial Experience Details** section allows the Assessor - NRI/Foreign Residents to edit the details such as Relevant Sector, Total Year of Relevant Sector Training, Details of Experience, Details of Industries, Proof Documents, and also displays the added industrial experience details.

![Industrial Experience Details](image)

➢ Click **Save & Add Industrial Experience Details**, to add industrial experience details.

➢ Click **Browse**, to *upload* the appropriate Proof Documents. The Assessor - NRI/Foreign Residents can upload the only jpg, png, jpeg, pdf, and the maximum file size is **five MB** each. Click **Upload**.
➢ The **Training Experience Details** section allows the Assessor - NRI/Foreign Residents to enter the training experience details such as Relevant Sector, Total Year of Relevant Sector Training Experience, and Details of Experience.

![Training Experience Details](image)

➢ **Click** Save & Add Training Experience Details, to add training experience details.

➢ **Click** Browse, to upload the appropriate Proof Documents. The Assessor - NRI/Foreign Residents can upload the only jpg, png, jpeg, pdf, and the maximum file size is **five** MB each. **Click Upload**.
➢ The Curriculum Vitae / Resume Details section allows the Assessor - NRI/Foreign Residents to update the resume.

![Curriculum Vitae / Resume Details](image)

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

![Profile Updated Successfully](image)

➢ Click OK, the Education & Work screen appears.