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.

![Verification Screen]

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

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

![Login Screen]

➢ 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)

[OK button highlighted]

➢ 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]

➢ 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 Upload Section]
➢ 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 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](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.

<table>
<thead>
<tr>
<th>Contact &amp; Address Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile number of Applicant: 9988779878</td>
</tr>
<tr>
<td>Email address of Applicant: <a href="mailto:lest1@gmail.com">lest1@gmail.com</a></td>
</tr>
<tr>
<td>Applicant Address: Enter complete Address of the Applicant</td>
</tr>
<tr>
<td>Nearby Landmark: Enter the nearby Landmark to the above mentioned address</td>
</tr>
<tr>
<td>Zipcode *: Enter the pincode</td>
</tr>
<tr>
<td>Country *: Select Country</td>
</tr>
</tbody>
</table>

➢ 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 Section Image]

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 Table]

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

![Professional Experience Section Image]

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.

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 form]

➢ 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.

- **Relevant Sector**: Electronics & Hardware
- **Job Title**: abcd
- **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**
  - File size up to 5 MB
  - (only jpg, png, jpeg, pdf)
  - Click **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 Experience Details](image)

**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]

➢ 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]

➢ 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](image)

➢ 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.

➢ 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

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.

➢ 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

OK

➢ 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](image)

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

![Education Details](image)

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

![Added Professional Experience Details](image)

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

![Added Assessment Experience Details](image)
➢ **The Training Requests** section lists all the added preferences of the Assessor - NRI/Foreign Residents.

<table>
<thead>
<tr>
<th>Training Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rooftop Solar Grid Engineer, 56/6Q0106</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 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.

<table>
<thead>
<tr>
<th>Assessment Agency Association</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Agency ID</td>
</tr>
</tbody>
</table>

➢ **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.

➢ 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 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]

➢ 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]

➢ 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 & 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
- 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.

![Education Details Section]

➢ 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.
➢ 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 Details:

- **Relevant Sector**: Select Relevant Sector
- **Job Title**: Enter Job Title
- **Employment Type**: 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 Document:

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

### Added Assessment Experience Details:

#### 6 months Total Assessment Experience

<table>
<thead>
<tr>
<th>S No</th>
<th>Relevant Sector</th>
<th>Job Title</th>
<th>Employment Type</th>
<th>Company</th>
<th>State</th>
<th>District</th>
<th>Address</th>
<th>Job Description</th>
<th>Duration</th>
<th>Proof Document</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Electronics &amp; Hardware</td>
<td>abobe</td>
<td>Full time - Saleried</td>
<td>abod</td>
<td>NIA</td>
<td>NIA</td>
<td>abode</td>
<td>04/08/2020 to Currently Working</td>
<td>Yes</td>
<td><img src="Image" alt="Upload" /></td>
<td></td>
</tr>
</tbody>
</table>

**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.

![Added Assessment Experience Details](image)

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

![Curriculum Vitae / Resume Details](image)

➢ 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](image)

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