



**Skill India**  
कौशल भारत - कुशल भारत

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

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# 1 Introduction

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

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

## 2 Registration

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

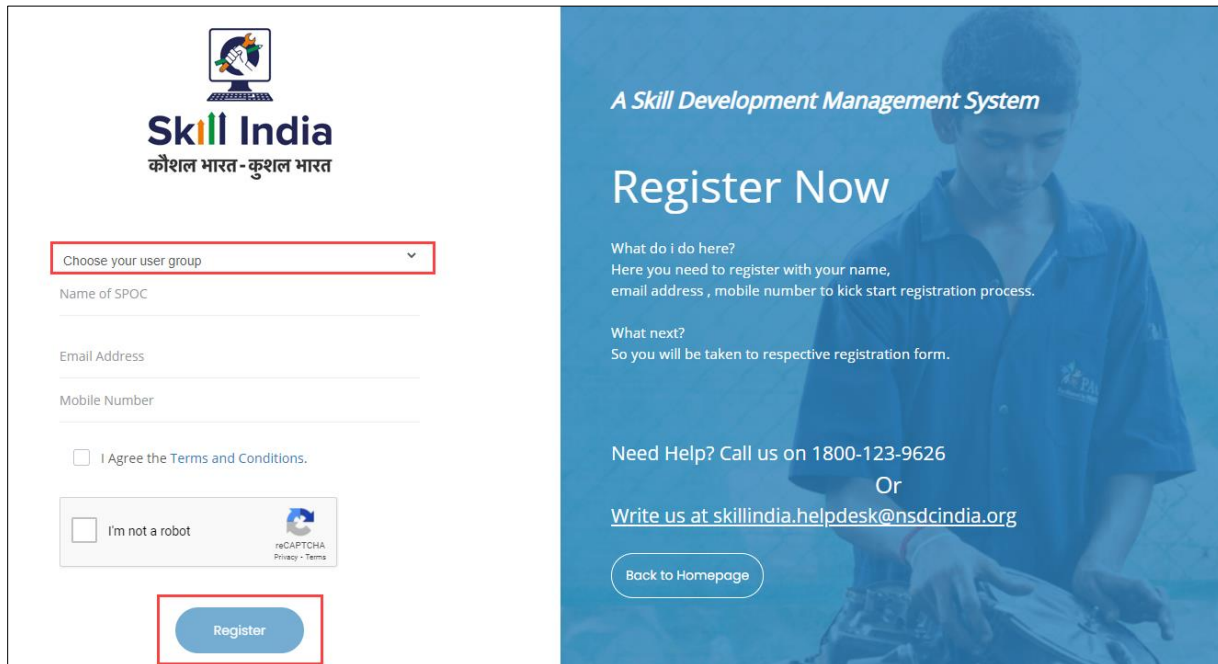
A step-by-step guide to register as Trainer - NRI/Foreign Residents is provided below:

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

The screenshot displays the Skill India Portal homepage. At the top, there is a navigation bar with the text 'कौशल भारत' (Koushal Bharat) on the left and 'कुशल भारत' (Kushal Bharat) on the right. The central logo reads 'Skill India' with the tagline 'कौशल मान-कुशल भारत' (Koushal Man-Kushal Bharat). Below the logo, a horizontal menu includes 'HOME', 'TRAINING PARTNER & CENTRE', 'CANDIDATE', 'SECTOR SKILL COUNCILS', 'QUALIFICATION PACK & NOS', and 'TRAINERS AND ASSESSORS'. The main content area features the title 'Skill India Portal' and the subtitle 'A Skill Development Management System'. Below this, it states 'An Initiative by National Skill Development Corporation'. Two primary action buttons are visible: 'Register as a Training Provider' and 'I want to skill myself'. A blue banner at the bottom of the page contains the text: 'nt have been stopped. The same will be re-opened for NE state enrollment shortly. • For general queries and scheme related matters, the walk-ins are from 3 pm to 5 pm every Wednesday and Friday'. Below the banner, a section titled 'LIFECYCLE OF TRAINING PARTNER & TRAINING CENTRE' contains a flowchart with five steps: 1. Training Partner Registration & Training Centre Creation, 2. Accreditation of Training Centre, 3. Affiliation of Training Centre's Added Job Roles, 4. Continuous Monitoring, and 5. Renewal of Accreditation. Each step is represented by a circular icon with a specific symbol (e.g., a document, a checklist, a person, a magnifying glass, and a refresh icon).

## To Navigate

Home - - > Register



- Select User Type as a *Trainer - NRI/Foreign Residents* from the **Choose your user group** drop-down list.



- Enter the Name (as mentioned on ID Card), Email Address, and Mobile Number of the Trainer – NRI/Foreign Residents.
- Click **I'm not a robot**, to verify the Captcha.
- Click **Register**.
- The *One Time Password (OTP)* is shared on the registered email ID.
- Click **Login**, the Trainer - NRI/Foreign Residents will navigate to the **Login** screen.

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

**SDMS**  
Skill Development Management System

Enter Email OTP

Verify & Save

*A Skill Development Management System*

## Register Now

What do i do here?  
Here you need to register with your name, email address , mobile number to kick start registration process.

What next?  
So you will be taken to respective registration form.

Need Help? Call us on 1800-123-9626  
Or  
Write us at [skillindia.helpdesk@nsdcindia.org](mailto:skillindia.helpdesk@nsdcindia.org)

Back to Homepage

- Enter **Email OTP** as received on the registered email ID.
- Click **Verify & Save**. The following message appears after verification of Email OTP.

**SDMS**  
Skill Development Management System

We have sent the **Username** and **Password** to the registered email address. Please login with those credentials.

Your Username is: INTLTR127240

Login Now

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

## 2.1 First Time Login

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

### To Navigate

Home - - > Login

**Skill India**  
कौशल भारत - कुशल भारत

Enter your Username

Password Show

*\*Username and Password are case sensitive.*

[Forgot Password ?](#)

**Login**

**Skill Development Management System**

# Login

What do I do here?  
Here you need to login with Unique Id - Training Partner/Trainer/Assessor etc.

What next?  
So you will be taken to Skill Development and Management Portal.

Need Help? Call us on 1800-123-9626  
Or  
Write us at [skillindia.helpdesk@nsdcindia.org](mailto:skillindia.helpdesk@nsdcindia.org)

For Training Centre Accreditation & Affiliation process, please send an email to [support.smart@nsdcindia.org](mailto:support.smart@nsdcindia.org)

[Back to Homepage](#)

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

**Skill India**  
कौशल भारत - कुशल भारत

Enter Old Password

Enter New Password Show

Enter Confirm Password

**Reset & Re-login**

Don't have an account yet? [Register Now](#)

**Skill Development Management System**

# Login

What do I do here?  
Here you need to login with Unique Id - Training Partner/Trainer/Assessor etc.

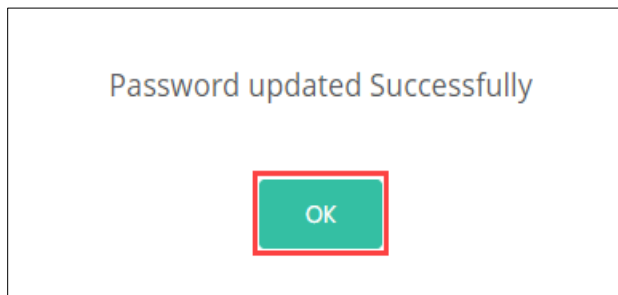
What next?  
So you will be taken to Skill Development and Management Portal.

Need Help? Call us on 1800-123-9626

[Back 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 Trainer – NRI/Foreign Residents must remember the User ID and Password for accessing the account.



## 2.2 Trainer - NRI/Foreign Residents Registration Form

The **Trainer - NRI/Foreign Residents Registration Form** screen appears only on the first-time login and hosts **four** sections as mentioned below.

- Personal Information
- Contact & Address Details
- Education & Work Details
- Declaration

➤ The **Personal Information** section allows the Trainer - NRI/Foreign Residents to enter Personal details.

**Personal Information:**

Name of the Applicant \*:

Gender \*:

Date of birth \*:

Languages Known

Assamese

Kashmiri

Hindi

Manipuri

Central

Use ctrl+click to select multiple languages

Religion :

Category :

Disability (If Any) :

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

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

Disability (If Any) \*:

File size upto 5 mb  
(only jpg, png, jpeg, pdf)

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

**Passport and Photograph Information: \***

Type of ID \* :

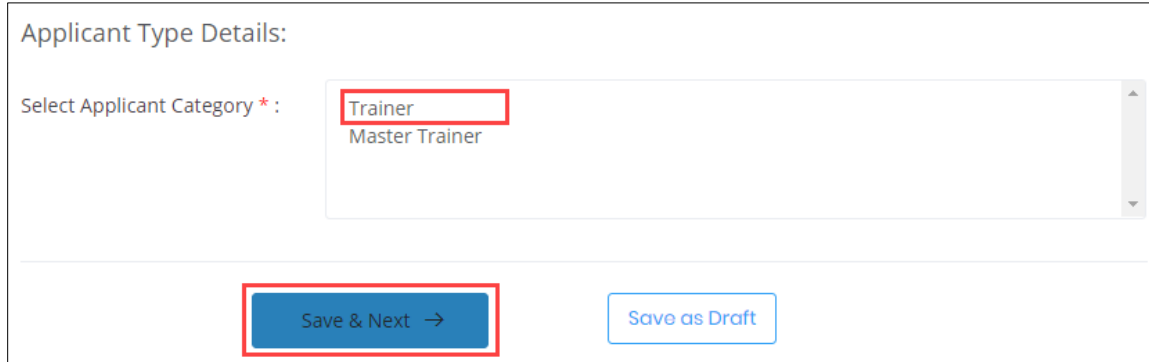
Passport No. \* :

Upload Passport Document \* :    
 File size upto 5 mb  
 (only jpg, png, jpeg, pdf)

Upload Your Photograph \* :    
 File size upto 5 mb  
 (only jpg, png, jpeg)

- Select the Type of ID from the drop-down list and enter the appropriate Passport number.
- Click **Browse** to upload the **Passport Document and Photograph**. Choose the appropriate file and click **Upload**. The Trainer - NRI/Foreign Residents can upload only, jpg, png, jpeg, pdf, and the maximum file size is **five** MB each. Click **Upload**. On the upload, the message appears as a **file name.ext Uploaded Successfully**.

- The **Applicant Type Details** section allows the Trainer - NRI/Foreign Residents to select the applicant type details, as applicable.



Applicant Type Details:

Select Applicant Category \* :

Trainer  
Master Trainer

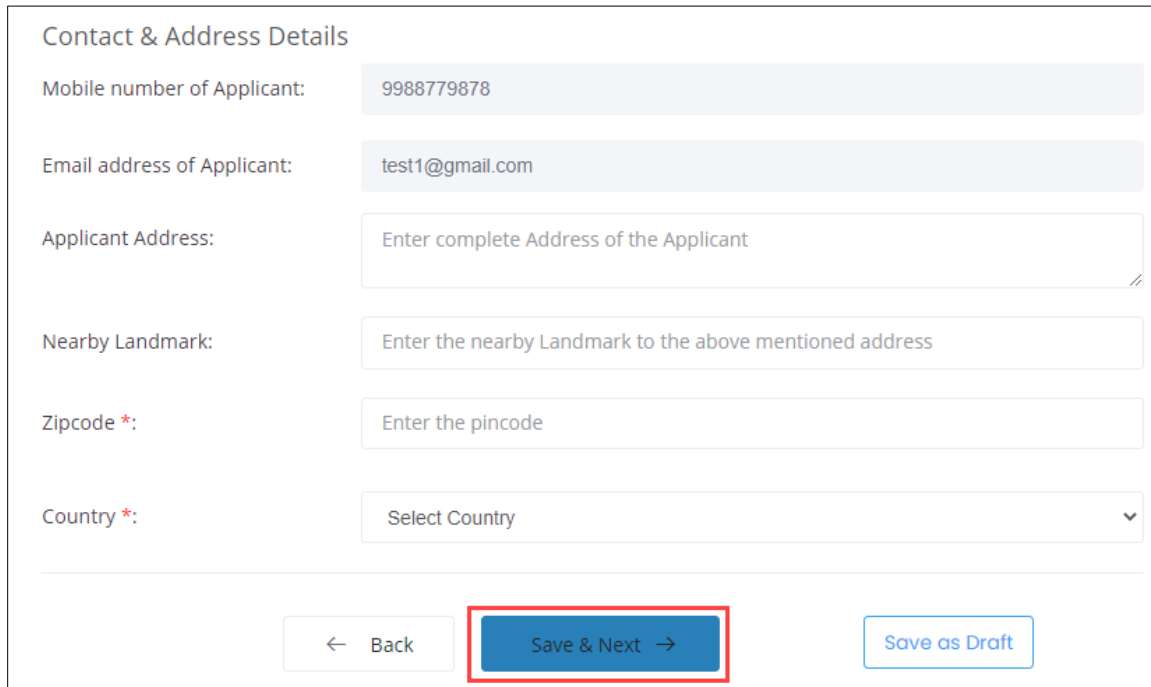
Save & Next →      Save as Draft

- Select the appropriate applicant category type from the given list.
- Click **Save & Next**, to continue the Registration.

**Note:**

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

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



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

← Back   **Save & Next →**   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 Trainer - NRI/Foreign Residents to enter the contact and address details of the applicant such as Applicant Address, Nearby Landmark, Zipcode, and Country.
- Click **Save & Next**, to navigate to the **Education & Work Details** screen.

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

Education Details

Education Attained \*:

Details of Education \*:

Upload Proof Documents \*:

File size upto 5 mb  
(only jpg, png, jpeg, pdf)

- Click **Browse** to *upload* the Upload Proof Documents. The Trainer - NRI/Foreign Residents can upload the only pdf, jpeg, png, jpg, and the maximum file size is **five** MB each. Click **Upload**, the message appears as **filename.ext Uploaded Successfully**.
- Click **Save & Add Education Details**, to view all the added educational details based on the Education Attained Type, Details of Education, Proof Document, and also allows the Trainer - NRI/Foreign Residents to delete the added education details under Action.

Added Education Details				
S.No	Education Attained Type	Details of Education	Proof Document	Action
1	B.E./B.Tech	fgdfg fdgfdg	yes	<input type="button" value="🗑"/>

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

Professional Experience

Relevant Sector :

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

Professional Experience

Relevant Sector :

Job Title \*:

Employment Type \*:

Company: \*:

Address: \*:

Duration \*:

I am currently working in this role.

Job Description \*:

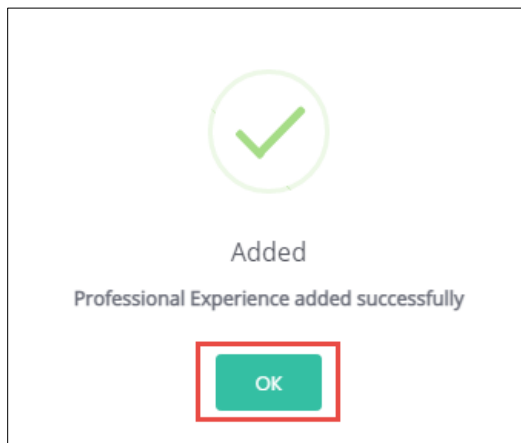
Upload Proof Documents \*:

File size upto 5 mb  
(only jpg, png, jpeg, pdf)

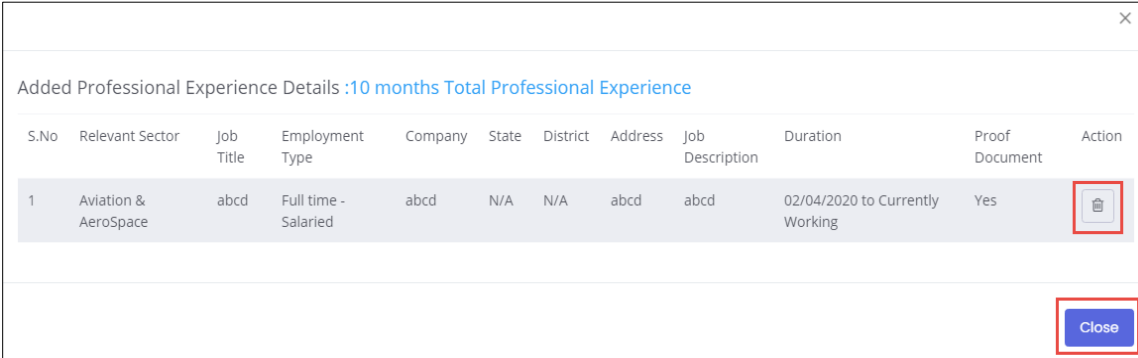
- Click **Browse** to *upload* the appropriate Proof Documents. The Trainer - NRI/Foreign Residents can upload only jpg, png, jpeg, pdf, and the maximum file size is **five** MB each. Click **Upload**.


**Note:** Professional Experience and Training Experience details can be added further (and cannot be deleted), once they have been saved as part of the profile.

- Click **Save & Add Professional Experience Details** to add the details, the following screen appears.



- Click **OK**, to navigate to the **Professional Experience** screen.
- Click **View Professional Experience Details**, to view the details.
- The **Added Professional Experience Details** section lists all the added information along with the details such as the Relevant Sector, Job Title, Employment Type, Company, State, District, Address, Job Description, Duration, Proof Document and allows the Trainer – NRI/Foreign Residents to delete the added details under Action.



S.No	Relevant Sector	Job Title	Employment Type	Company	State	District	Address	Job Description	Duration	Proof Document	Action
1	Aviation & AeroSpace	abcd	Full time - Salaried	abcd	N/A	N/A	abcd	abcd	02/04/2020 to Currently Working	Yes	

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

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

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

The screenshot shows a form titled "Training Experience". Below the title, there is a label "Relevant Sector :" followed by a dropdown menu with the text "Select Relevant Sector" and a downward arrow icon.

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

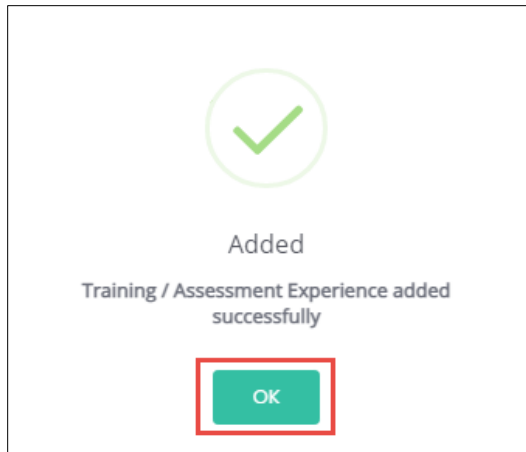
The screenshot shows the "Training Experience" form with the following fields and values:

- Relevant Sector : Chemical & PetroChemical
- Job Title \*: Enter Job Title
- Employment Type \*: Select Employment Type
- Company: \*: Enter Company
- Address: \*: Enter Address
- Duration \*: From Date [calendar icon]
- 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]

At the bottom of the form, there are two buttons: "Save & Add Training Experience Details" and "View Training Experience Details".

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





- Click **OK**, to navigate to the **Training Experience** screen.
- Click **View Training Experience Details**, to view the details.
- The **Added Training Experience Details** section lists all the added information along with the details such as the Relevant Sector, Job Title, Employment Type, Company, State, District, Address, Job Description, Duration, Proof Document and allows the Assessor – NRI/Foreign Residents to delete the added details under Action.

S.No	Relevant Sector	Job Title	Employment Type	Company	State	District	Address	Job Description	Duration	Proof Document	Action
1	Chemical & PetroChemical	abcd	Full time - Salaried	abcd	N?A	N/A	abcd	bcd	08/06/2020 to Currently Working	Yes	

**Close**

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

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

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

Curriculum Vitae / Resume Details

Upload Curriculum Vitae(CV) or Resume \*:

Choose file\* Browse

File size upto 5 mb  
(only pdf, jpeg, png, jpg, docx, doc)

Upload

← Back Save & Next → Save as Draft

- Click **Browse** to upload the curriculum vitae or resume. Click **Upload**. The Trainer - NRI/Foreign Residents can upload only pdf, jpeg, png, jpg, docx, doc, and the maximum file size is **five** MB each.
- Click **Save & Next**, the **User Info Updated Successfully** message appears, and navigate to the **Declaration** screen.

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

Declaration:

**Declaration undertaking:** I hereby declare that the information provided herein is true, correct and complete to the best of my knowledge. In case of any kind of misrepresentation, NSDC shall have the right to take any appropriate action, in its sole discretion, against me.

**Please Note:** 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.

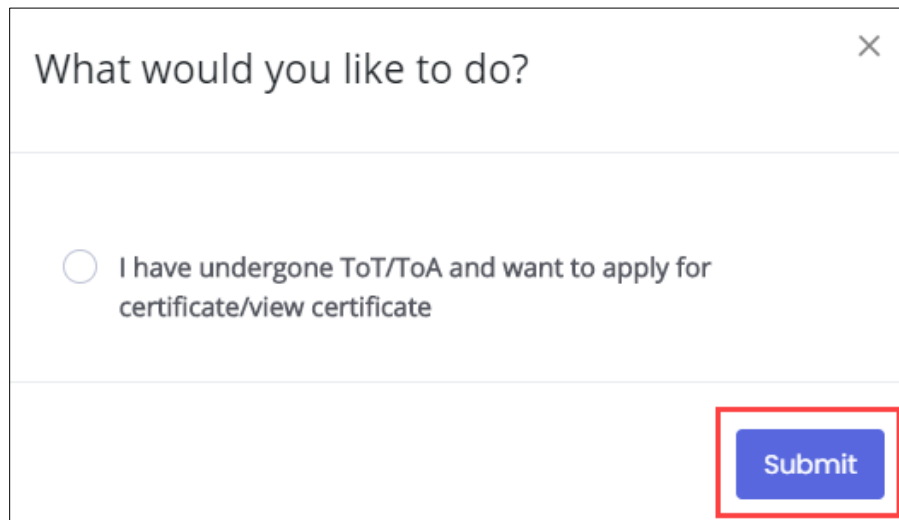
I Agree

---

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



What would you like to do? ×

I have undergone ToT/ToA and want to apply for certificate/view certificate

Submit

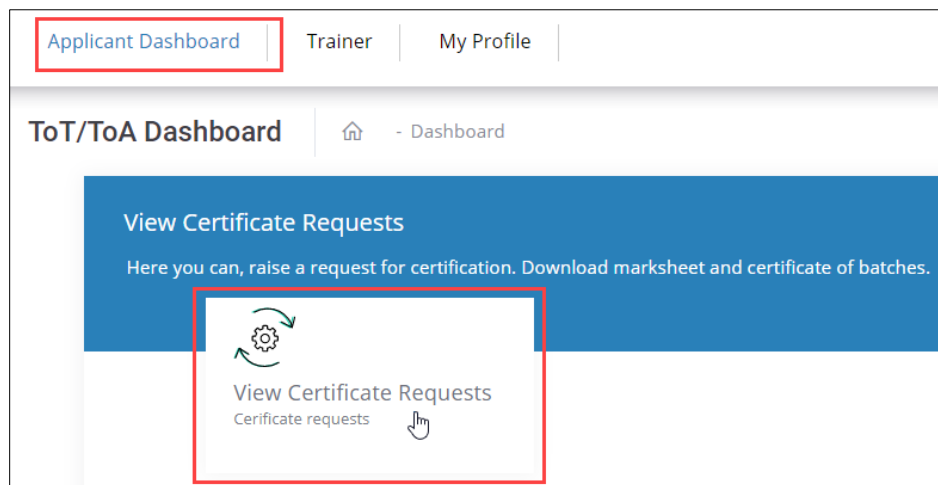
- Select *I have undergone ToT/ToA and want to apply for certificate/view certificate*, to navigate to the **Certification** screen.

### 3 View Certificate Requests

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

#### To Navigate

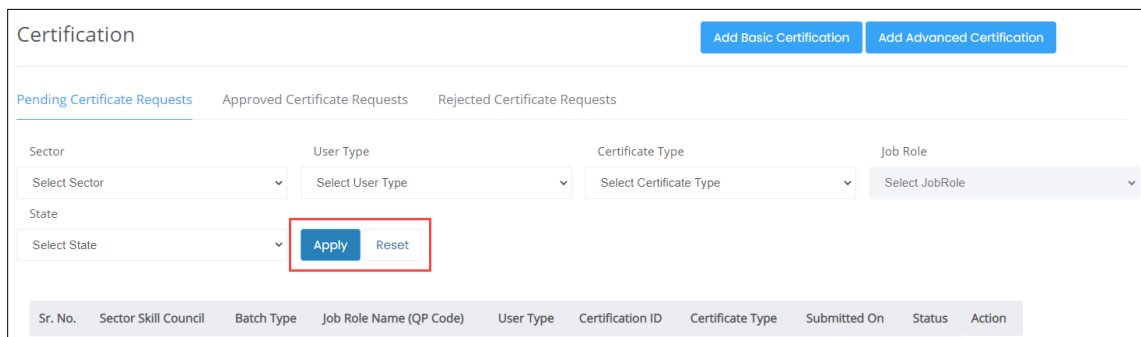
Home - - > Applicant Dashboard - - > View Certificate Requests



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

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

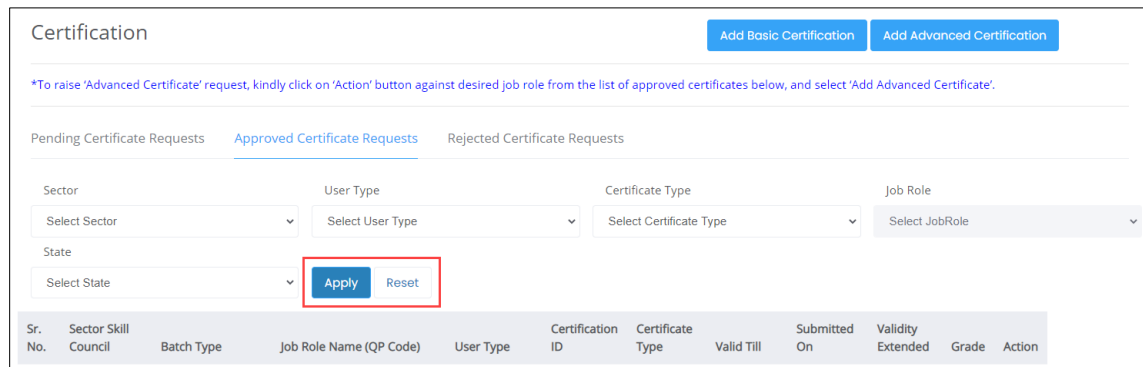
➤ The **Pending Certificate Requests** section displays the details of the pending certificate requests such as Sector Skill Council, Batch Type, Job Role Name (QP Code), User Type, Certification ID, Certificate Type, Submitted On, Status, and Action.



The screenshot shows the 'Certification' screen with two buttons: 'Add Basic Certification' and 'Add Advanced Certification'. Below are three tabs: 'Pending Certificate Requests', 'Approved Certificate Requests', and 'Rejected Certificate Requests'. The 'Pending Certificate Requests' tab is active. Search filters include 'Sector', 'User Type', 'Certificate Type', 'Job Role', and 'State', each with a dropdown menu. An 'Apply' button and a 'Reset' button are located below the filters. A red box highlights the 'Apply' button. At the bottom, a table header is visible with columns: Sr. No., Sector Skill Council, Batch Type, Job Role Name (QP Code), User Type, Certification ID, Certificate Type, Submitted On, Status, and Action.

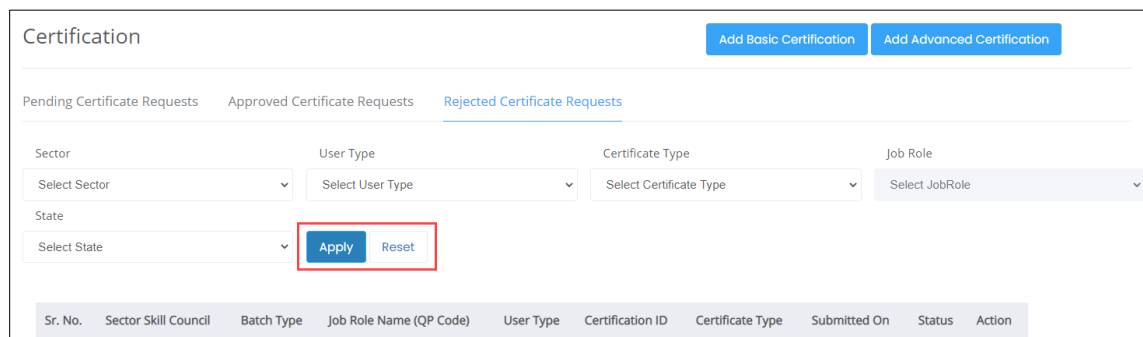
➤ The **Trainer - NRI/Foreign Residents** can search a particular pending certification request based on Sector, User Type, Certificate Type, Job Role, and State. Click **Apply**, to search for a particular pending certification request.

- The **Approved Certificate Requests** section displays the details of the approved certificate requests such as Sector Skill Council, Batch Type, Job Role Name (QP Code), User Type, Certification ID, Certificate Type, Valid Till, Submitted On, Validity Extended, Grade, and Action.



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

- The **Rejected Certificate Requests** section displays the details of the rejected certificate requests such as Sector Skill Council, Batch Type, Job Role Name (QP Code), User Type, Certification ID, Certificate Type, Submitted On, Status, and Action.



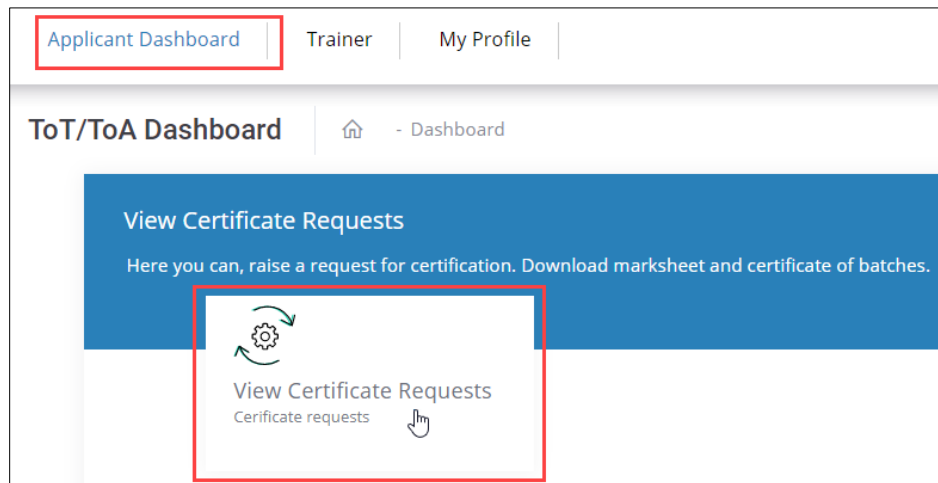
- The **Trainer - NRI/Foreign Residents** can search a particular rejected certification request based on Sector, User Type, Certificate Type, Job Role, and State. Click **Apply**, to search for a particular rejected certification request.

## 4 Add Basic Certification

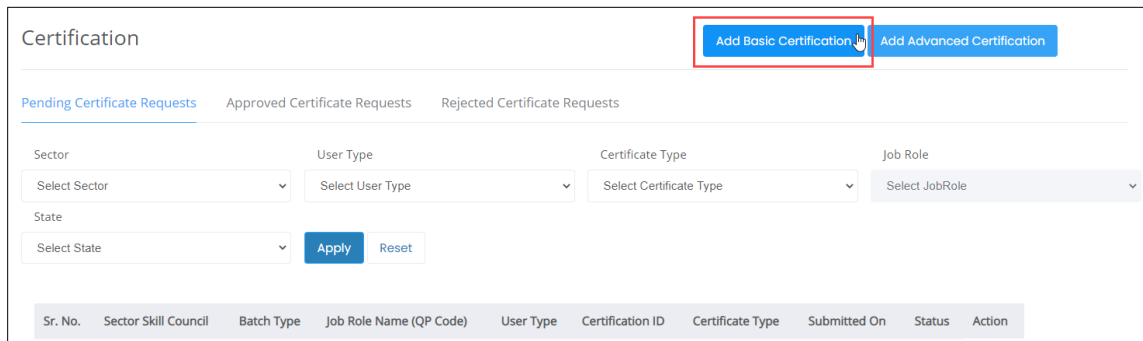
The **Add Basic Certification** screen allows the Trainer - NRI/Foreign Residents to add/raise the certification request.

### To Navigate

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



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



The screenshot shows the 'Certification' screen. At the top right, there are two buttons: 'Add Basic Certification' (highlighted with a red box) and 'Add Advanced Certification'. Below the buttons are three tabs: 'Pending Certificate Requests', 'Approved Certificate Requests', and 'Rejected Certificate Requests'. The 'Pending Certificate Requests' tab is active. Below the tabs are four dropdown menus: 'Sector' (Select Sector), 'User Type' (Select User Type), 'Certificate Type' (Select Certificate Type), and 'Job Role' (Select JobRole). Below these are two more dropdown menus: 'State' (Select State) and 'Apply' (Apply) and 'Reset' (Reset) buttons. At the bottom, there is a table header with columns: Sr. No., Sector Skill Council, Batch Type, Job Role Name (QP Code), User Type, Certification ID, Certificate Type, Submitted On, Status, and Action.

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

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

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

**Add Existing Certification**

Sector: \*

Job Role (QP Code): \*

Training Model: \*

Country: \*

State: \*

District: \*

Certificate ID:

Certificate Issued On:

Domain Percentage:

Platform Percentage:

Supporting Document:    
File size upto 5 mb  
(only jpg, png,jpeg, pdf)

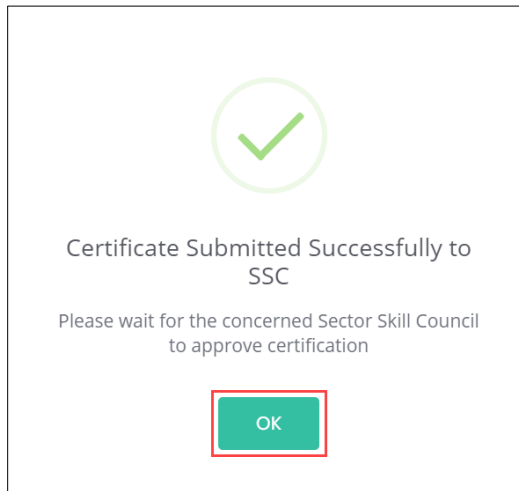
Remarks to SSC:

**Disclaimer: \*** I/ We hereby confirm that the information provided above is true to the best of my/ our knowledge.  
 I Agree

- Click **Browse** to upload the supporting document. The Trainer - NRI/Foreign Residents can upload only jpg, png, jpeg, pdf, and the maximum file size is **five** MB each. Click **Upload**.
- Click **I Agree**, to confirm the correctness of the information.



- Click **Submit**, the following screen appears.



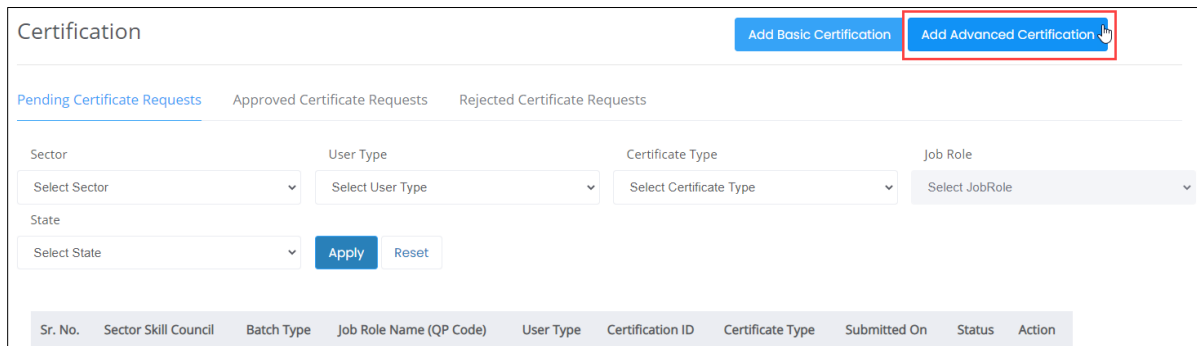
- Click **OK**, to navigate to the **Certification** screen.

## 5 Add Advanced Certification

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

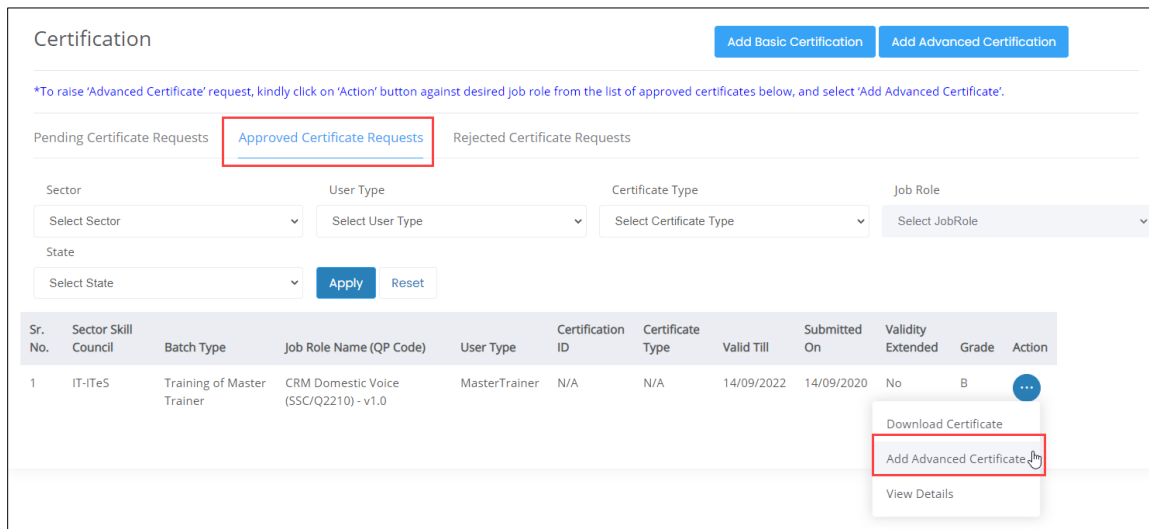
### To Navigate

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



The screenshot shows the 'Certification' page with a header containing 'Add Basic Certification' and 'Add Advanced Certification' buttons. Below the header are tabs for 'Pending Certificate Requests', 'Approved Certificate Requests', and 'Rejected Certificate Requests'. A filter section includes dropdowns for Sector, User Type, Certificate Type, Job Role, and State, along with 'Apply' and 'Reset' buttons. At the bottom, a table header is visible with columns: Sr. No., Sector Skill Council, Batch Type, Job Role Name (QP Code), User Type, Certification ID, Certificate Type, Submitted On, Status, and Action.

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



The screenshot shows the 'Approved Certificate Requests' screen. It features a header with 'Add Basic Certification' and 'Add Advanced Certification' buttons. A message states: '\*To raise 'Advanced Certificate' request, kindly click on 'Action' button against desired Job role from the list of approved certificates below, and select 'Add Advanced Certificate'.' Below this are tabs for 'Pending Certificate Requests', 'Approved Certificate Requests', and 'Rejected Certificate Requests'. A filter section is present. The main table lists approved certifications with columns: Sr. No., 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. A dropdown menu is open for the first row, showing 'Download Certificate', 'Add Advanced Certificate', and 'View Details' options.

Sr. No.	Sector Skill Council	Batch Type	Job Role Name (QP Code)	User Type	Certification ID	Certificate Type	Valid Till	Submitted On	Validity Extended	Grade	Action
1	IT+TeS	Training of Master Trainer	CRM Domestic Voice (SSC/Q2210) - v1.0	MasterTrainer	N/A	N/A	14/09/2022	14/09/2020	No	B	...

➤ The **Approved Certification Requests** screen displays the approved certification requests such as Sector Skill Council, Batch Type, Job Role Name (QP Code), User Type, Certification ID, Certificate Type, Valid Till, Submitted On, Validity Extended, Grade and also allows to add advanced certificate under Action.

➤ Click **Add Advanced Certificate**, the **Advanced Certification** screen appears.

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

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

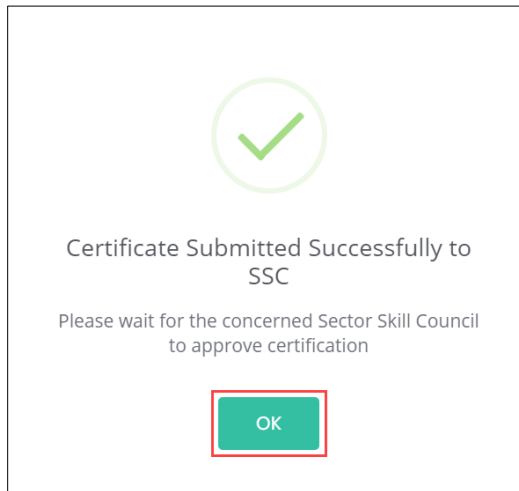
**Disclaimer: \*** I/ We hereby confirm that the information provided above is true to the best of my/ our knowledge.

I Agree

Submit
Cancel

- Click **Browse** to upload the supporting document. The Trainer - NRI/Foreign Residents can upload only jpg, png, jpeg, pdf, and the maximum file size is **five MB** each. Click **Upload**.
- Click **I Agree**, to confirm the correctness of the information.

- Click **Submit**, the following screen appears.



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

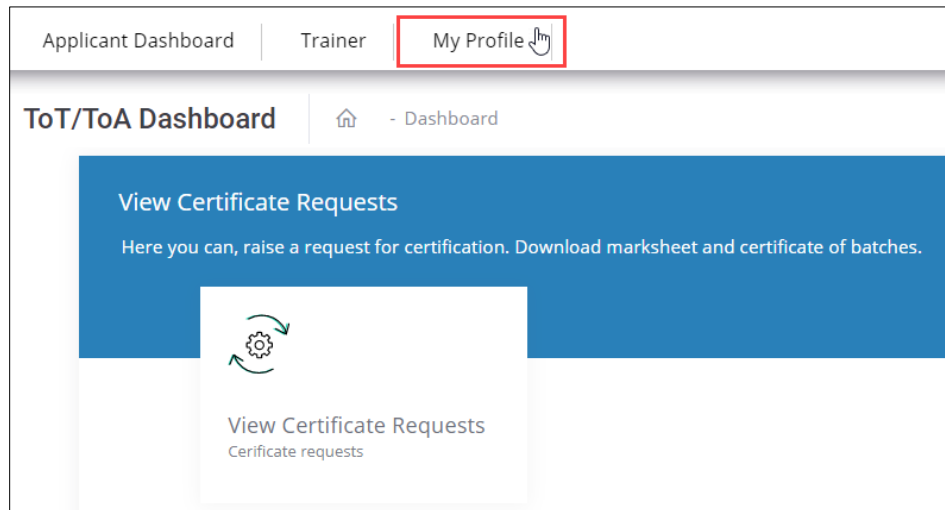
**Note:** The Trainer (TR) - NRI/Foreign Residents can also **add** the required Advanced Certificate from the **View Batches** section against the certified job role.

## 6 View My Profile

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

### To Navigate

Home - - > Dashboard - - > My Profile




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

- Personal Information
- Contact and Address Details
- Education Details
- Added Professional Experience Details
- Added Training Experience Details
- Training Requests
- Applicant Type
- Training Partner and Training Centre Association

➤ The **Personal Information** section lists all the basic information of the applicant such as Name of the Applicant, Gender, Religion, Origination Category, Date of Birth, Languages Known, and Category.

View Applicant Details				<a href="#">Edit Profile</a>	<a href="#">Go Back</a>
<b>Personal Information</b>					
Name of the Applicant	:	Test	Date Of Birth	:	06-09-2006
Gender	:	Female	Languages Known	:	Assamese
Religion	:	N/A	Category	:	N/A
Origination Category	:	NRI/Foreign Residents			



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Corporation  
Transforming the skill landscape

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

**Contact & Address Details**

Mobile Number Of Applicant : 9988009987 Zipcode : 234567

Email Address Of Applicant : munmun.m@transneuron.com

Country : Australia

Applicant Address : N/A

NearBy Landmark : N/A

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

**Education Details**

Ability to read and write : sdfg

[Trainer/INTLTR134664/educationProof/c3eea85a-071d-4b55-a083-a8720714d8d2\\_Document.png](#)

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

**Added Professional Experience Details : 4 months Total Professional Experience Experience**

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

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

**Added Training Experience Details : 8 months Total Training Experience**

S No	Relevant Sector	Job Title	Employment Type	Company	State	District	Address	Job Description	Duration	Proof Document
1	Chemical & PetroChemical	abcd	Full time - Salaried	abcd	N/A	N/A	abcd	bcd	08/06/2020 to Currently Working	<a href="#">Trainer/INTLTR127286/supportingDocument/b70cd9db-9145-467d-bca9-da9c4476b63c_Lighthouse.jpg</a>

- The **Training Requests** section lists all the added preferences of the Trainer - 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
Trainer

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

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

Training Partner and Training Center Association									
TP ID	Training Partner Name	TC ID	Training Center Name	Scheme Name	Linking Type	Empanelment Duration	Linking Status	Delinked Date	Action

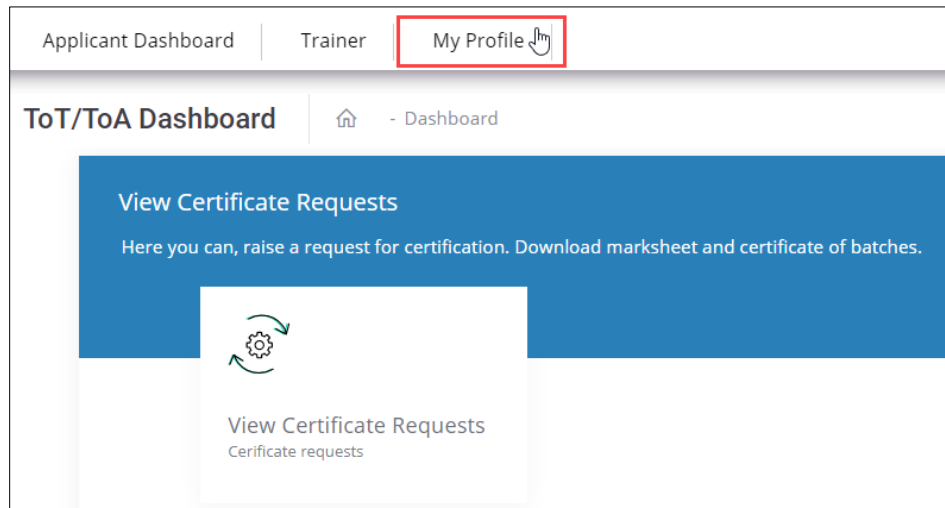
- Click **Go Back**, to navigate to the **Dashboard**.

## 7 Edit Profile

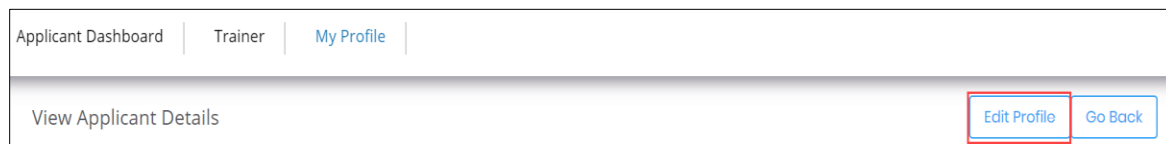
The **Edit Profile** screen allows the Trainer - NRI/Foreign Residents to add/edit the profile.

### To Navigate

Home --> Dashboard --> My Profile --> View Applicant Details --> Edit Profile



➤ Click **Edit Profile**, to edit/add details of the Trainer - NRI/Foreign Residents profile.

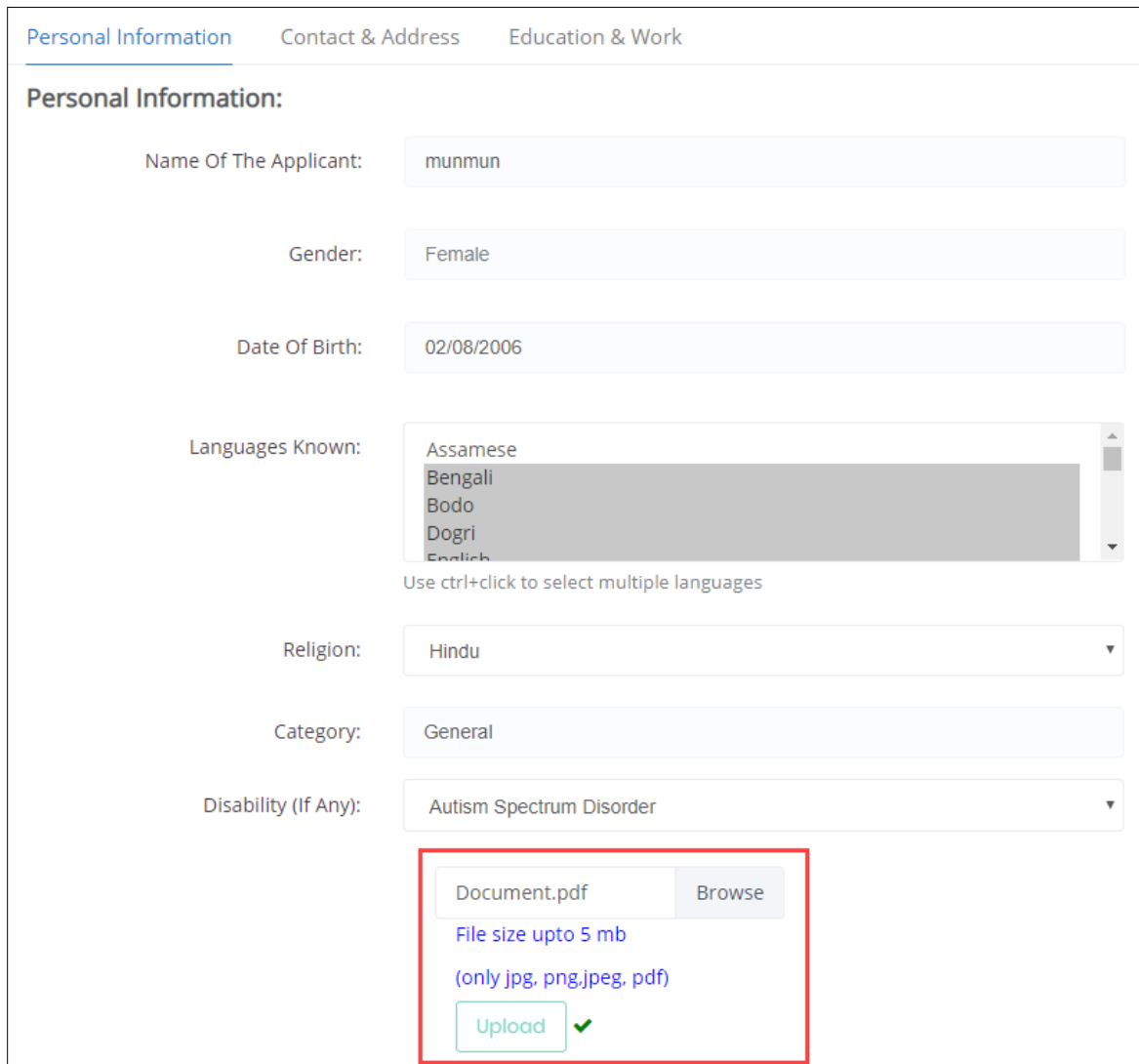


➤ The **Edit Profile** screen hosts **three** sections as listed below.

- Personal Information
- Contact and Address
- Education and Work



- The **Personal Information** screen hosts **three** sections as listed below.
  - Personal Information
  - Passport and Photograph Info
  - Applicant Type Details
- The **Personal Information** section allows the Trainer - NRI/Foreign Residents to edit the basic information such as Name of the Applicant, Gender, Date of Birth, Languages Known, Religion, Category, and Disability (If any).



Personal Information    Contact & Address    Education & Work

**Personal Information:**

Name Of The Applicant:

Gender:

Date Of Birth:

Languages Known:

Use ctrl+click to select multiple languages

Religion:

Category:

Disability (If Any):

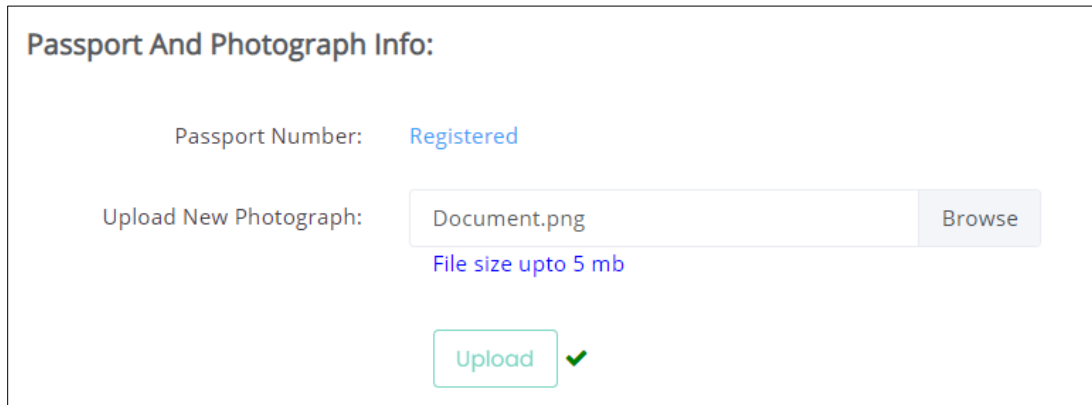
Document.pdf    Browse

File size upto 5 mb  
(only jpg, png, jpeg, pdf)

Upload ✓

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

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



**Passport And Photograph Info:**

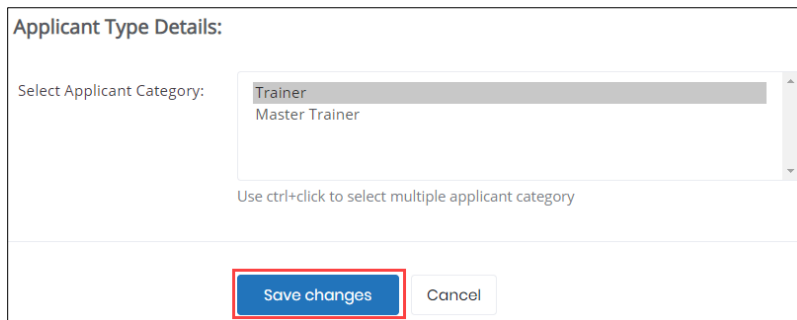
Passport Number: Registered

Upload New Photograph: Document.png

File size upto 5 mb

✓

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

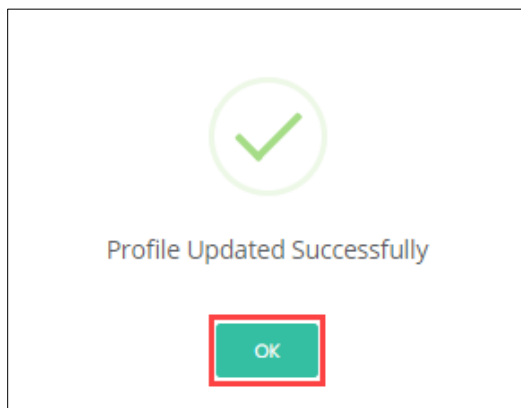


**Applicant Type Details:**

Select Applicant Category:   
Master Trainer

Use ctrl+click to select multiple applicant category

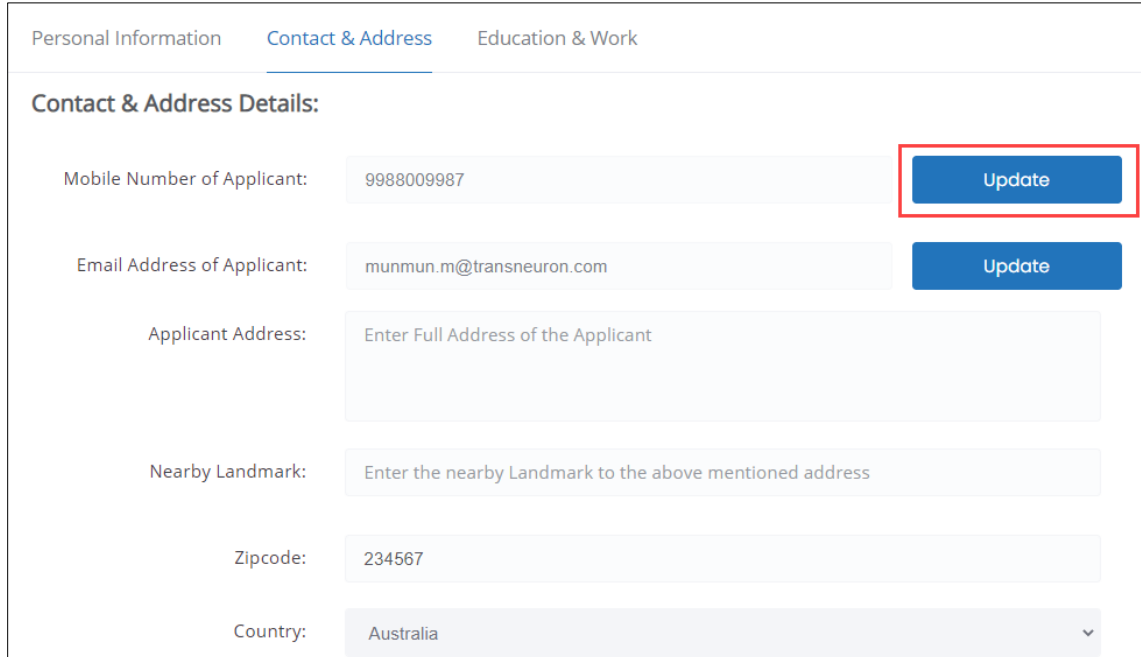
- Click **Save Changes**, the **Profile Updated Successfully** screen appears.



Profile Updated Successfully

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

- The **Contact and Address Details** section allows the Trainer - 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

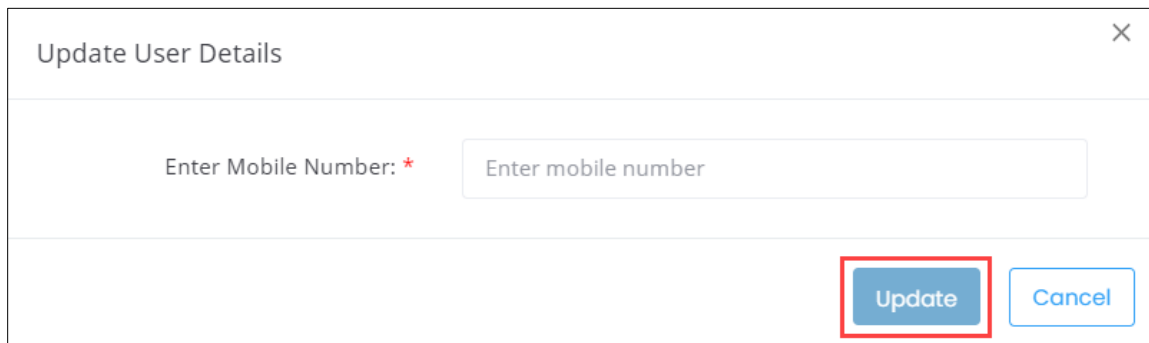
Applicant Address: Enter Full Address of the Applicant

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.

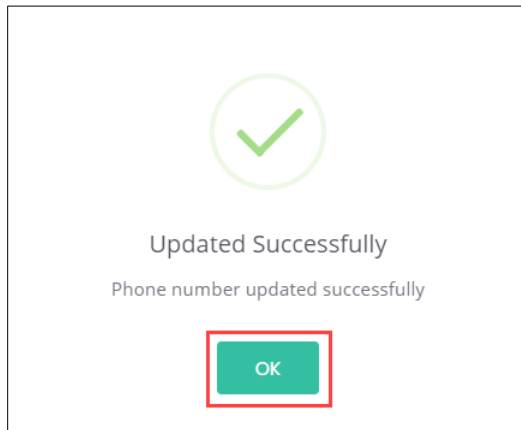


Update User Details X

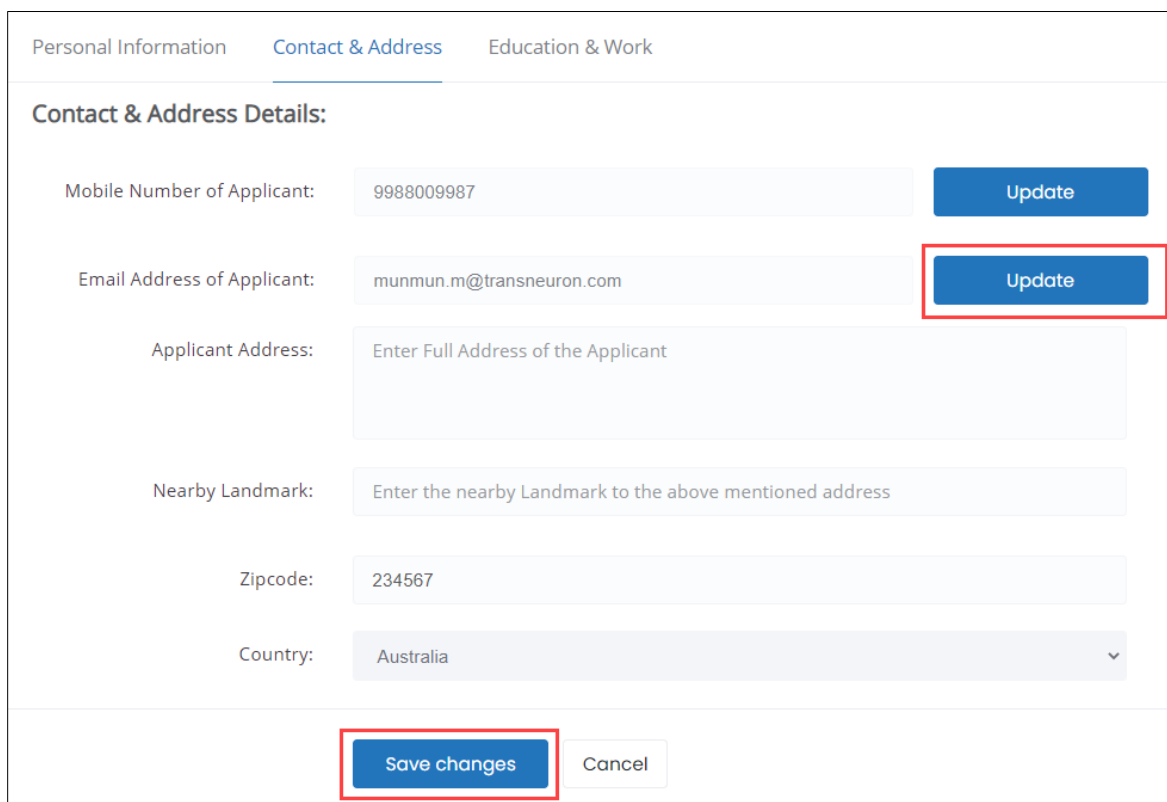
Enter Mobile Number: \*

Update Cancel

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

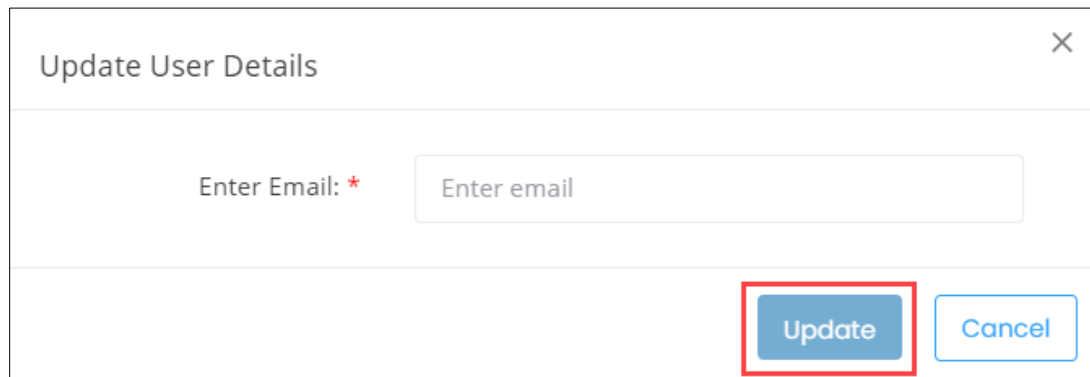


- Click **OK**, to navigate to the **Contact & Address Details** screen.

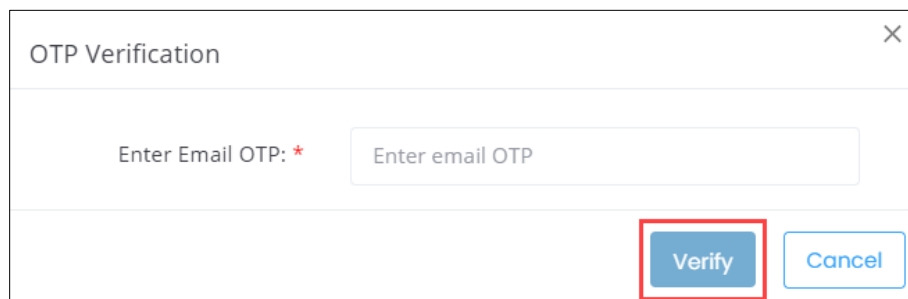


- Click **Update** (Email of the Applicant), to update the **Email Address of Applicant**, the **Update User Details** screen appears.

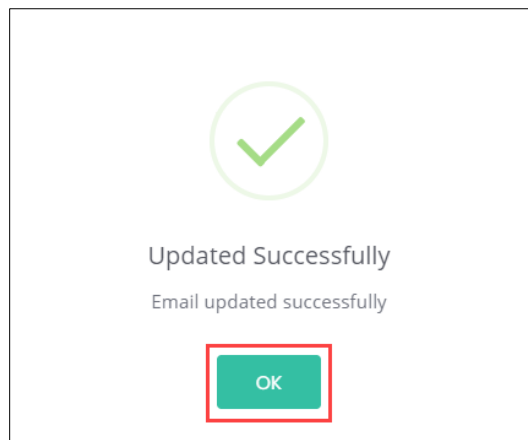
- Enter the appropriate new email address of the Trainer - NRI/Foreign Residents for future communication.



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

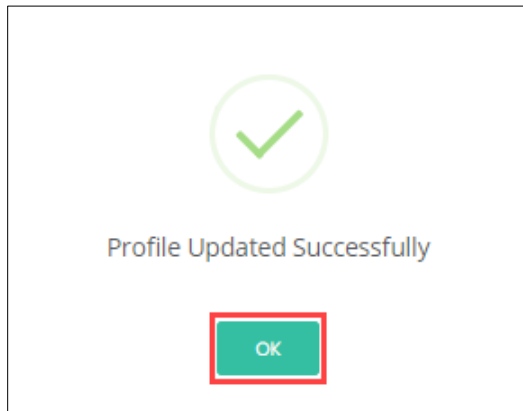


- Click **Verify**, the **Updated Successfully** screen appears.



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

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

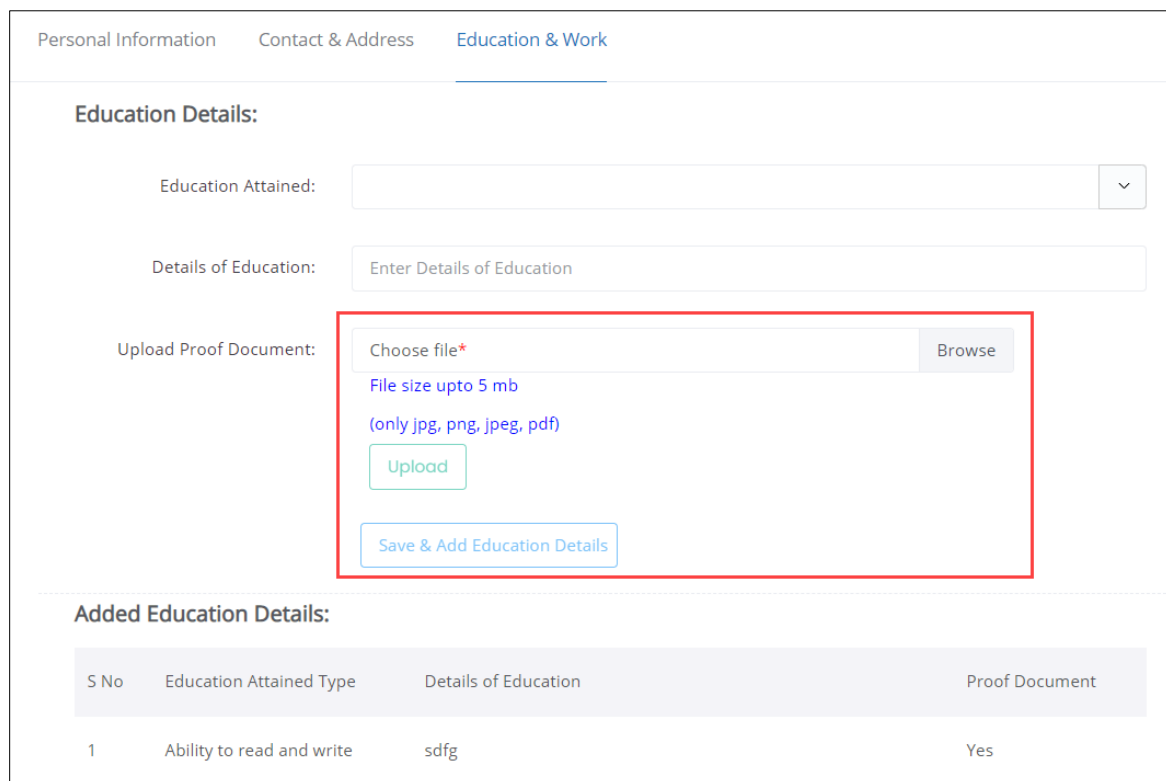


- Click **OK**, the **Contact & Address** screen appears.

➤ The **Education and Work** screen allows the Trainer - NRI/Foreign Residents to edit the education and work details in **four** sections as listed below.

- Education Details
- Professional Experience Details
- Training Experience Details
- Curriculum Vitae / Resume Details

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



Personal Information    Contact & Address    **Education & Work**

**Education Details:**

Education Attained:  ▼

Details of Education:

Upload Proof Document:

File size upto 5 mb  
(only jpg, png, jpeg, pdf)

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

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

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

**Professional Experience Details :**

Relevant Sector:

Job Title \*:

Employment Type \*:

Company: \*:

Address: \*:

Duration \*:

I am currently working in this role.

Job Description \*:

Upload Proof Document:

File size upto 5 mb  
(only jpg, png, jpeg, pdf)

---

**Added Professional Experience Details :4 months Total Professional Experience**

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


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

- Click **Browse** to *upload* the appropriate Proof Documents. The Trainer – NRI/Foreign Residents can upload only jpg, png, jpeg, pdf, and the maximum file size is **five MB** each. Click **Upload**.
- Click **Add Professional Experience Details**, to add industrial experience details.



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

**Added Professional Experience Details** :4 months Total Professional Experience

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

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

**Training Experience Details :**

Relevant Sector:

Job Title \*:

Employment Type \*:

Company: \*:

Address: \*:

Duration \*:

I am currently working in this role.

Job Description \*:

Upload Proof Document:

File size upto 5 mb  
(only jpg, png, jpeg, pdf)

---

**Added Training Experience Details :8 months Total Training Experience**


S No	Relevant Sector	Job Title	Employment Type	Company	State	District	Address	Job Description	Duration	Proof Document	Action
1	Chemical & PetroChemical	abcd	Full time - Salaried	abcd	N?A	N/A	abcd	bcd	08/06/2020 to Currently Working	Yes	

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

- Click **Browse** to *upload* the appropriate Proof Documents. The Trainer – NRI/Foreign Residents can upload only jpg, png, jpeg, pdf, and the maximum file size is **five MB** each. Click **Upload**.
- Click **Add Training Experience Details**, to add training experience details.

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

**Added Training Experience Details :8 months Total Training Experience**

S No	Relevant Sector	Job Title	Employment Type	Company	State	District	Address	Job Description	Duration	Proof Document	Action
1	Chemical & PetroChemical	abcd	Full time - Salaried	abcd	N?A	N/A	abcd	bcd	08/06/2020 to Currently Working	Yes	

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

**Curriculum Vitae / Resume Details :**

Upload Curriculum Vitae(CV) or Resume Document:

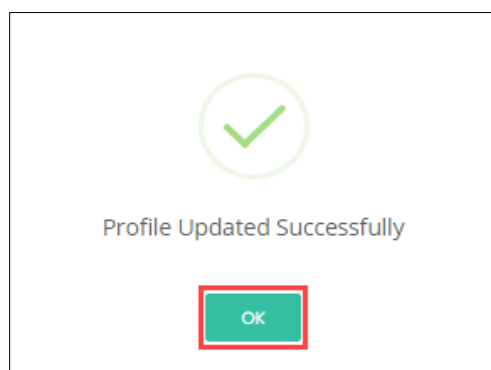
ram laxmi photo.jpg Browse

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 Trainer – NRI/Foreign Residents can upload only jpg, png, jpeg, pdf, and the maximum file size is **five** MB each. Click **Upload**.
- Click **Save Changes**, the **Profile Updated Successfully** screen appears.



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