User manual for Assessor (AR) – Registration – Indian National

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1 Introduction

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

- Registration
  - o First Time Login
  - o Assessor Registration Form
- Add Training Requests
- Remove Training Requests
- Search & Training Requests
- View Batches
- View Batch Details
- Apply to the Batch
- View Comments
- Add Payment
- Download Marksheet
- Download Certificate
- Provide Feedback
- View Certificate Requests
- Add Basic Certification
- Add Advanced Certification
- View My Profile
- Edit Profile

2 Registration

The **Registration** screen allows to register a new Assessor – Indian National.

A step-by-step guide to register as Assessor – Indian National is provided below:

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

To Navigate
Home - - > Register

➢ Select User Type as *Assessor – Indian National* from the **Choose your user group** drop-down list.

➢ Enter the Name (as mentioned on the ID card), Email Address, and Mobile Number of the Assessor – Indian National.

➢ Click **I'm not a robot**, to verify the Captcha.

➢ Click **Register**.

➢ The *One Time Password (OTP)* is shared on the registered email ID and phone number of the Assessor – Indian National.

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

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

➢ Click **Verify & Save**. The following screen appears after verification of both Email and mobile OTP.

➢ Click **Login Now,** the Assessor – Indian National will navigate to the **Login** screen.

2.1   First Time Login

The **Login** screen allows the Assessor – Indian National to login to the **Assessor Registration Form**.

To Navigate
Home - - > Login

➢ Enter Unique ID (User ID) and Password as received in a registered email*.

➢ Click **Login.** The **Change Password** screen appears as follows.

Note: The new password should be at least of *eight* characters in length, should also contain one upper case, one special character, and one numeric.

➢ Click **Reset & Re-login.** After the successful update of the password, the screen appears as follows.

Password updated Successfully

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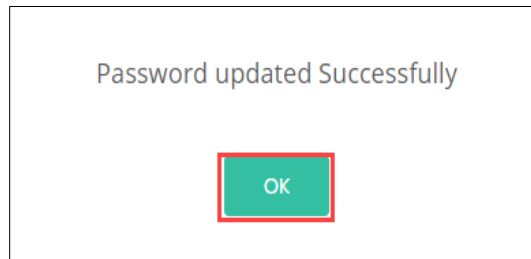
➢ Click **OK**, to navigate to the **Login** screen.

Note: The Assessor – Indian National must remember the User ID and Password for accessing the account.

2.2 Assessor Registration Form

The **Assessor Registration Form** screen appears only on the first-time login and hosts *four* sections as mentioned below.

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

➢ The **Personal Information** section allows the Assessor – Indian National to enter Personal details.

➢ The **Personal Information** section allows the Assessor – Indian National to enter the basic information details such as Name of the Applicant, Gender, Date of Birth, Languages Known, Religion, Category, and Disability (If Any).

Note: If the Assessor – Indian National selects any disability, then the Assessor - Indian National must upload the proof of the document.

- The **Aadhaar/ Pan Information and Photograph Info** section allows the Assessor – Indian National to enter the Aadhaar Information and PAN Information.

Note:
- The Assessor – Indian National can verify the Aadhaar Number only *once*.
- After verification of the Aadhaar Number, the Assessor – Indian National *cannot* change the name and/or gender.

- Select the *checkboxes*, to enter the appropriate Aadhaar information and PAN information.

➢ Click **Browse** to upload PAN Document and recent Photographs. Choose the appropriate file and click **Upload.** The Assessor – Indian National 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 the **file name.ext Uploaded Successfully.**

➢ The **Applicant Type Details** section allows the Assessor – Indian National to enter applicant type details, as applicable.

➢ Choose the appropriate applicant category for the Assessor – Indian National from the lists as an Assessor or as Master Assessor.

➢ Click **Save & Next,** to navigate to the **Contact & Address** screen.

Note:

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

➢ The **Contact and Address Details** section allows the Assessor – Indian National to enter contact and address details.

➢ The **Contact and Address Details** section displays the contact details such as the Mobile Number of Applicant, Email address of Applicant, and Country. Also allows the Assessor – Indian National to enter the contact and address details of the applicant such as Applicant Address, Nearby Landmark, Pincode, State/Union Territory/Region, District/City, Tehsil/Mandal, and Parliamentary Constituency.

➢ Click **Save & Next**, to navigate to the **Educational Details** screen.

➢ The **Educational Details** section allows the Assessor – Indian National to enter educational details such as Education Attained, Details of the Education and allows to upload the supporting documents as proof.

➢ Click **Browse** to *upload* the Upload Proof Documents. The Assessor – Indian National can upload only jpg, png, jpeg, pdf, 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 created educational details based on the Education Attained Type, Details of Education, Proof Document and allows to delete added details under Action.

➢ The **Professional Experience** section allows the Assessor – Indian National to Professional experience details.

➢ Select the sector relevant to the professional experience of the Assessor – Indian National from the drop-down list.

Note: Selecting Relevant Sector for Professional Experience allows the Assessor – Indian National to add details related to the relevant sector.

➢ The **Professional Experience** section allows the Assessor – Indian National to enter the industrial experience details such as Relevant Sector, Job Title, Employment Type, Company, State/Union Territory/Region, District/ City, Address, Duration, and Job Description.

➢ Click **Browse** to *upload* the appropriate Proof Documents. The Assessor –Indian National 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 Industrial Experience Details** to add the details, the following message appears.
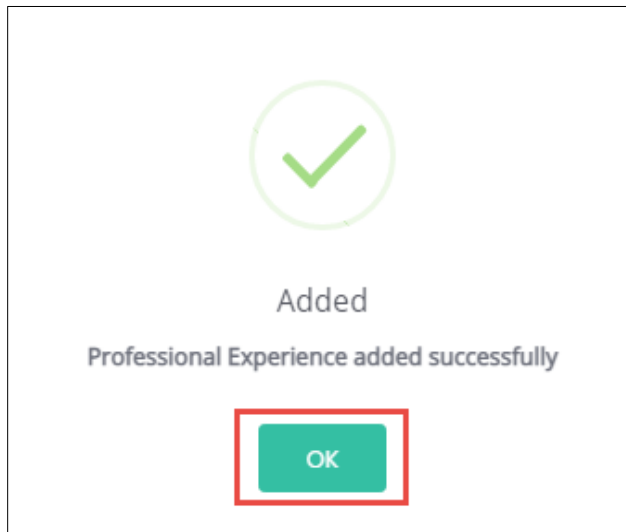
➢ Click **OK,** the **Curriculum Vitae / Resume Details** section appears.

➢ Click **View Professional Experience Details,** to **Added Professional Experience Detail** details.

➢ The **Added Professional Experience Details** section displays the experience in months and 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 – Indian National to delete the added details under Action.

Note: If the Assessor – Indian National 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 **Professional Experience** screen.

➢ The **Assessment Experience** section allows the Assessor – Indian National to enter the Assessment experience details.

➢ Select the sector relevant to the Assessment experience of the Assessor – Indian National from the drop-down list.

Note: Selecting the Relevant Sector for Assessment Experience allows the Assessor – Indian National to add details related to the relevant sector.

➢ The **Assessment Experience** section allows the Assessor – Indian National to enter the training experience details such as Relevant Sector, Job Title, Employment Type, Company, State/Union Territory/Region, District/ City, Address, Duration, and Job Description.

➢ Click **Browse** to *upload* the appropriate Proof Documents. The Assessor – Indian National 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.

Added

Training / Assessment Experience added successfully

OK

➢ Click **OK**, the **Curriculum Vitae / Resume Details** section appears.

➢ Click **View Assessment Experience Details**, to view the assessment experience 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 – Indian National to delete the added details under Action.
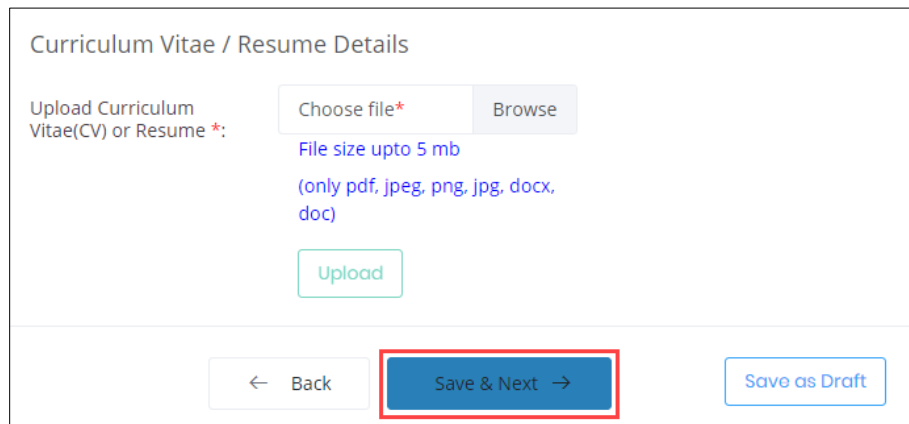

Added Assessment Experience Details :2 months Total Assessment Experience

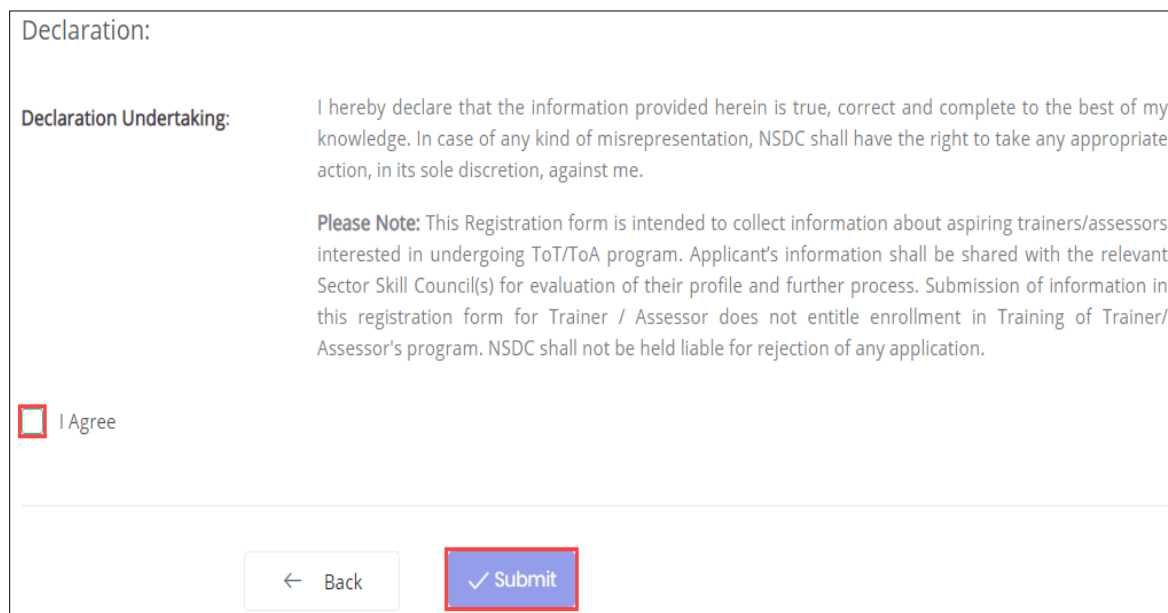| S.No	Relevant Sector	Job Title	Employment Type	Company	State	District	Address	Job Description	Duration	Proof Document	Action
1	IT-ITeS	abccd	Full time - Salaried	abcd	MAHARASHTRA	MUMBAI	abcd	abcd	07/12/2020 to Currently Working	Yes	🗑

Close

➢ Click **Close,** to navigate to the **Assessment Experience** screen.

Note: If the Assessor – Indian National 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.

➢ The **Curriculum Vitae / Resume Details** section allows an Assessor – Indian National to add the curriculum vitae/resume details.
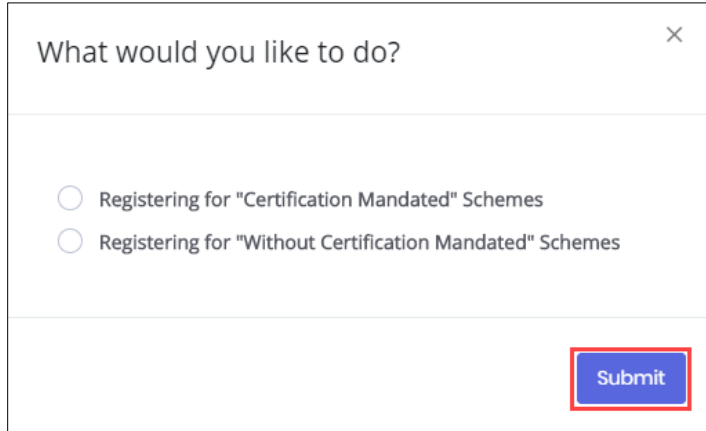

➢ Click **Browse** to upload the **Curriculum Vitae (CV)** or **Resume**. Choose the appropriate file and click **Upload.** The Assessor – Indian National can upload only pdf, jpeg, png, jpg, docx, doc, and the maximum file size is **five** MB each. Click **Upload.** On the upload, the message appears as a **file name.ext Uploaded Successfully.**

➢ Click **Save & Next**, to navigate to the **Declaration** screen.

➢ The **Declaration** screen allows the Applicant (Assessor - Indian National) to confirm the correctness of the information.

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

➢ Click **Submit**, the **What would you like to do** screen appears.

➢ The **What would you like to do** screen allows the Assessor – Indian National to select the appropriate option from the given options.

➢ Select *Registering for "Without Certification Mandated" Schemes*, to navigate to the **Dashboard**.

➢ Select *Register for "Certificate Mandated" Schemes,* the following screen appears.

➢ Select *I want to undergo ToT/ToA,* to navigate to the **Search and Training Requests** screen.

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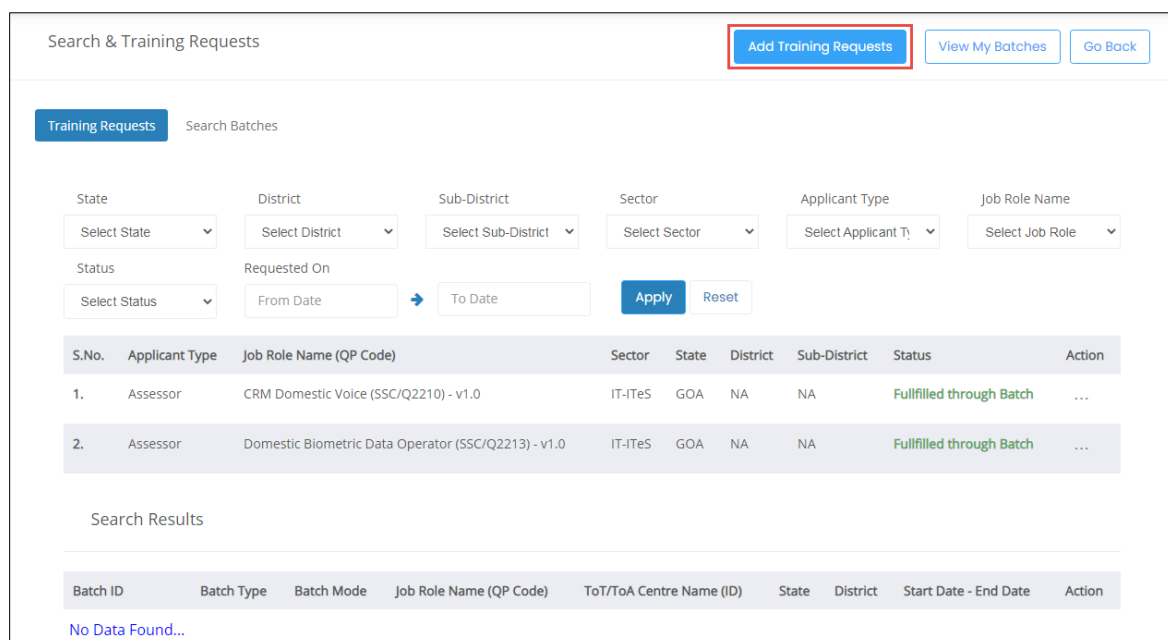
3 Add Training Requests

The **Add Training Requests** screen allows the Assessor – Indian National to add the Training Requests.
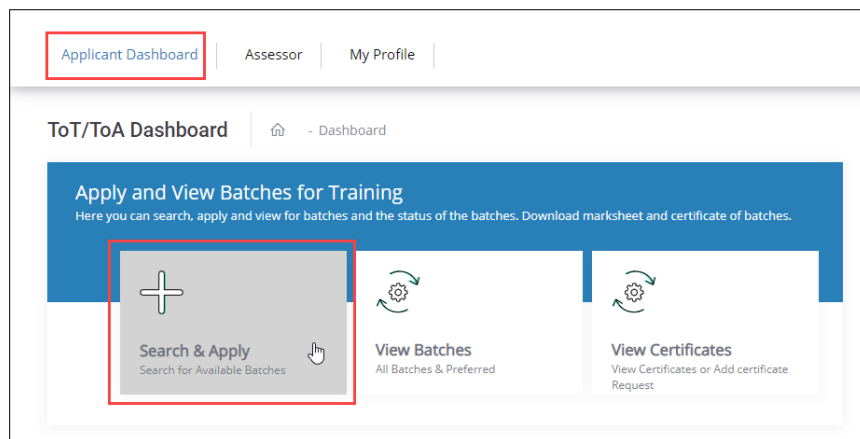
➢ The **Training Requests** section displays the Training Requests details such as Applicant Type, Job Role Name (QP Code), Sector, State, District, Sub-District, Status, Action, and also allows to add Training Requests.
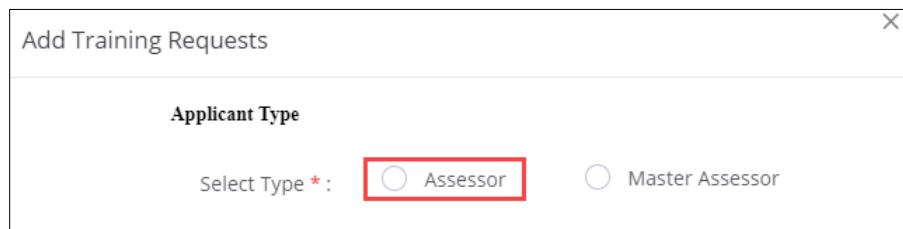

➢ Click **Add Training Requests**, the **Add Training Requests** screen appears.

➢ The **Add Training Requests** screen hosts *three* sections as listed below.

- Applicant Type
- Preferred Job Role
- Preferred Location

➢ The **Applicant Type** section allows the Assessor – Indian National to select the appropriate applicant type from the given list.

➢ The **Preferred Job Role** section allows the Assessor – Indian National to select the preferred job role details such as Select Sector and Select Job Role from the drop-down list.
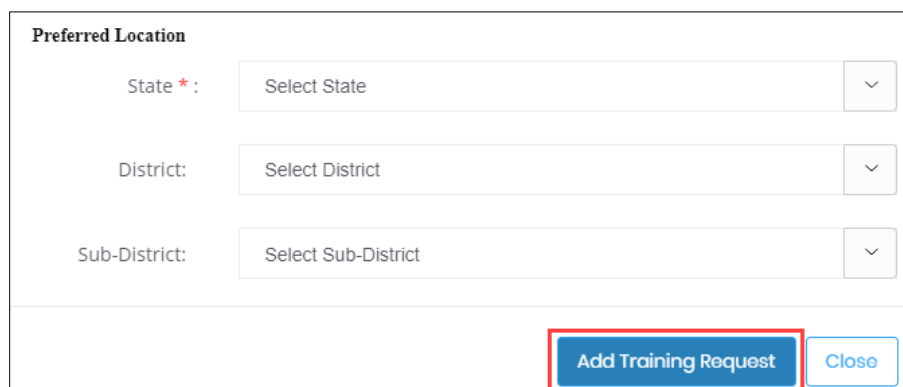

➢ The **Preferred Location** section allows the Assessor – Indian National to select the preferred location details such as State, District, and Sub-District from the drop-down list.
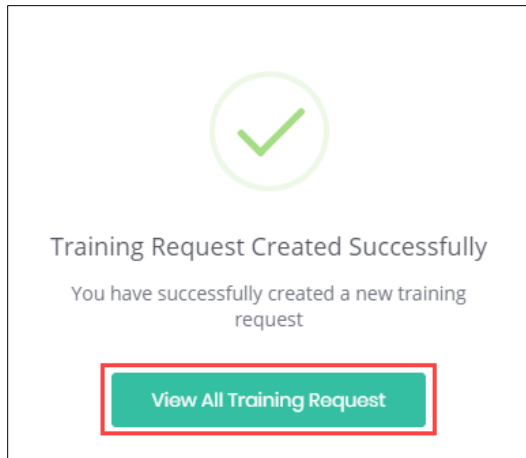

➢ Click **Add Training Request**, the **Training Request Created Successfully** screen appears.
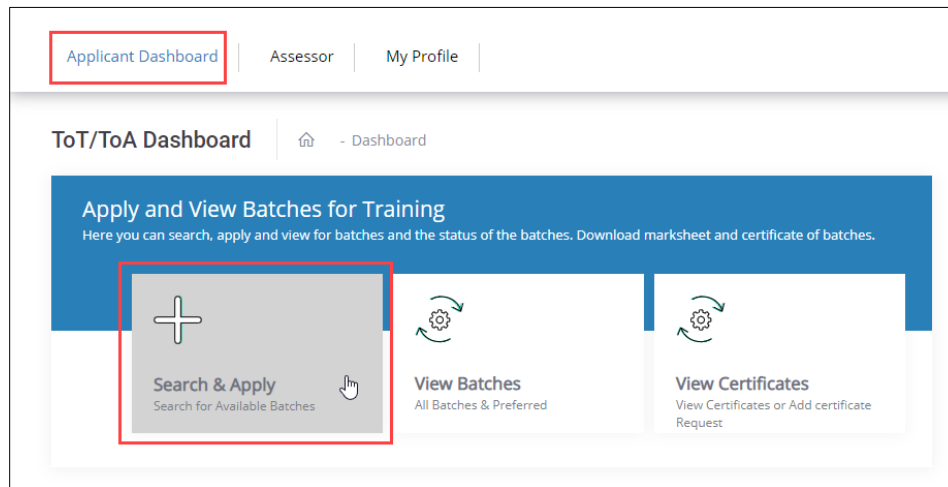
➢ Click **View All Training Request**, to navigate to the **Search & Training Requests** screen.
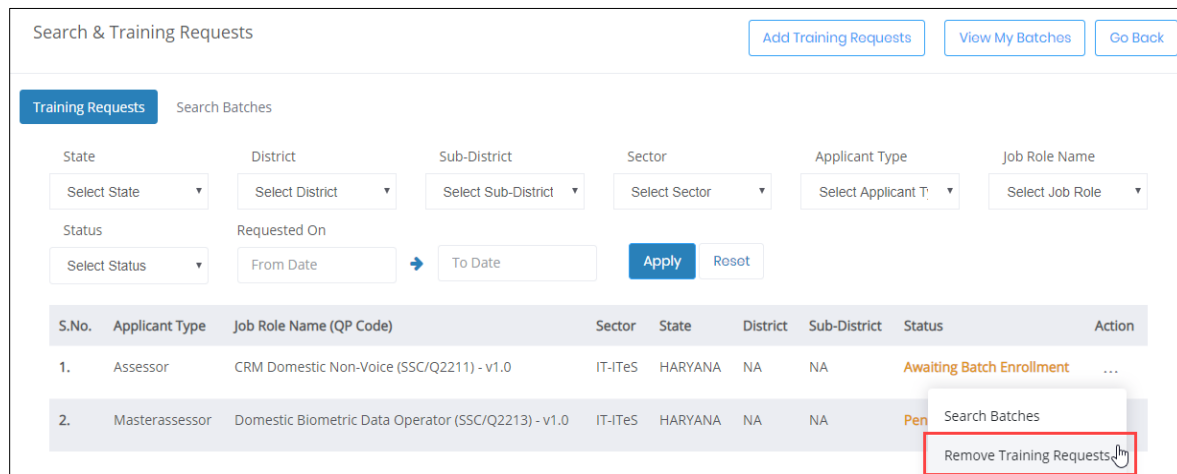
4 Remove Training Requests

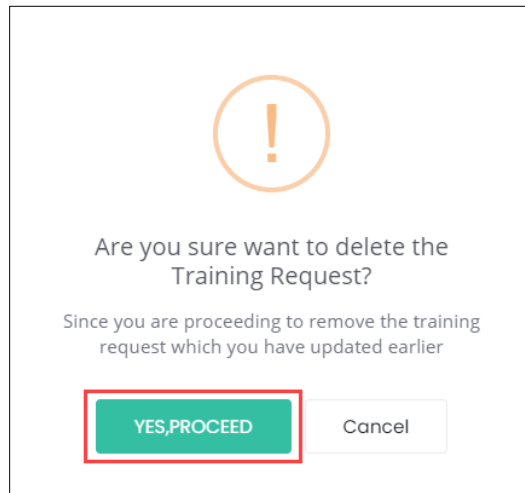The **Remove Training Requests** screen allows the Assessor – Indian National to remove the Training Requests.

> The **Training Requests** section displays the job role details such as Applicant Type, Job Role Name (QP Code), Sector, State, District, Sub-District, Status, and also allows to remove Training Requests under Action.
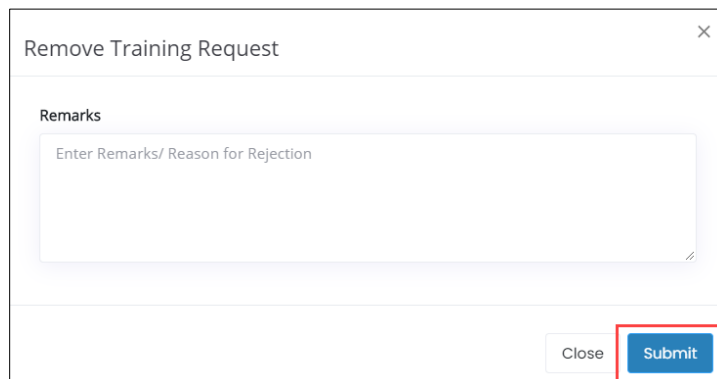

Note: The Removal of Training Requests from the enrolled batch will lead to the disenrollment of the applicant from the selected batch.

➢ Click **Remove Training Requests**, the **following** screen appears.

➢ Click **Yes, Proceed**, the **Remove Training Request** screen appears.

➢ The **Remove Training Request** screen allows the Assessor – Indian National to enter the appropriate reason for rejecting the batch.

➢ Click **Submit**, the **Training Request Removed Successfully** screen appears.

Training Request removed successfully

Your training request listed is successfully removed
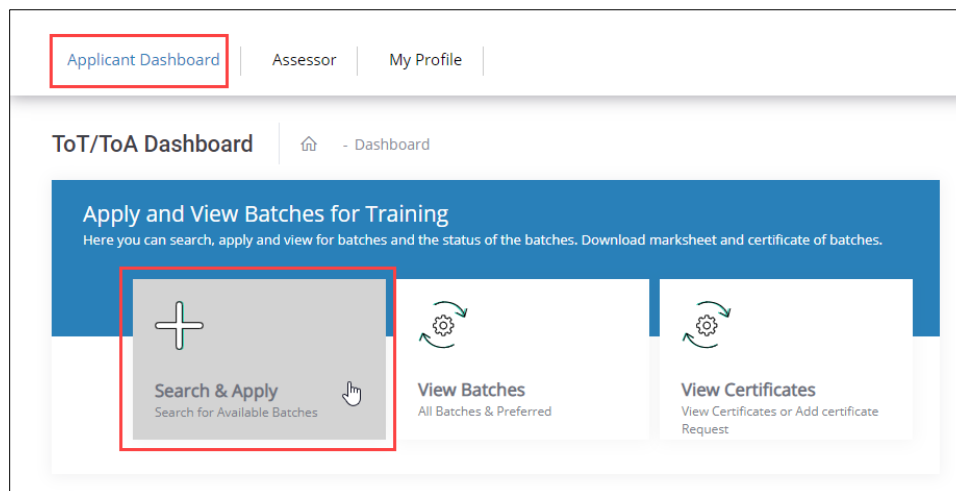
View All Training Request
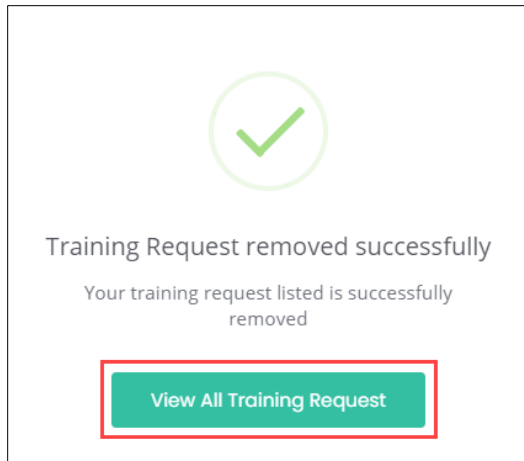
➢ Click **View All Training Request**, to navigate to the **Search & Training Requests** screen.

5 Search & Training Requests

The **Search & Training Requests** screen allows the Assessor – Indian National to search batches and to add job roles & location.

➢ The **Search & Training Requests** screen hosts *two* tabs as listed below.

- Training Requests
- Search Batches

➢ The **Training Requests** section displays the job role details such as Applicant Type, Job Role Name (QP Code), Sector, State, District, Sub-District, Status, and Action.

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➢ The **Search Results** section displays the batch details such as Batch ID, Batch Type, Batch Mode, Job Role Name (QP Code), ToT/ToA Centre Name (ID), State, District, Start Date – End Date and also allows the Assessor – Indian National to view batch details under Action.

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

➢ The **Search Batches** section allows the Assessor – Indian National to search batches and to add job roles & location.

➢ The **Assessor** – Indian National can search a particular batch based on State, District, Sub-District, Sector, Job Role, Batch Type, Batch Start Date, Batch End Date, and Training Centre Name. Click **Search,** to search for a particular batch.

➢ The **Search Results** section displays the batch details such as Batch ID, Batch Type, Batch Mode, Job Role Name (QP Code), ToT/ToA Centre Name (ID), State, District, Start Date – End Date and also allows the Assessor – Indian National to view batch details under Action.

➢ To add the job role & location details, select the appropriate details such as State, District, Sub-District, Sector, Job Role, Batch Type, Batch Start Date, and Batch End Date.

➢ Click **Add Job Role & Location to Training Requests,** the following screen appears.
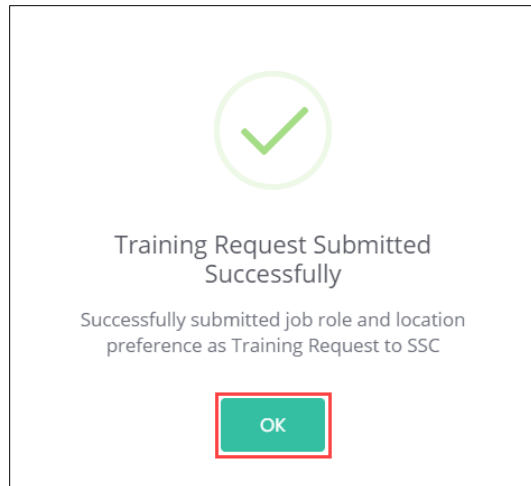
> ➢ Click **OK**, to navigate to the **Search & Training Requests** screen.

Additional Information:

If the Training Requests are in the below status, the Assessor – Indian National can perform the listed actions.
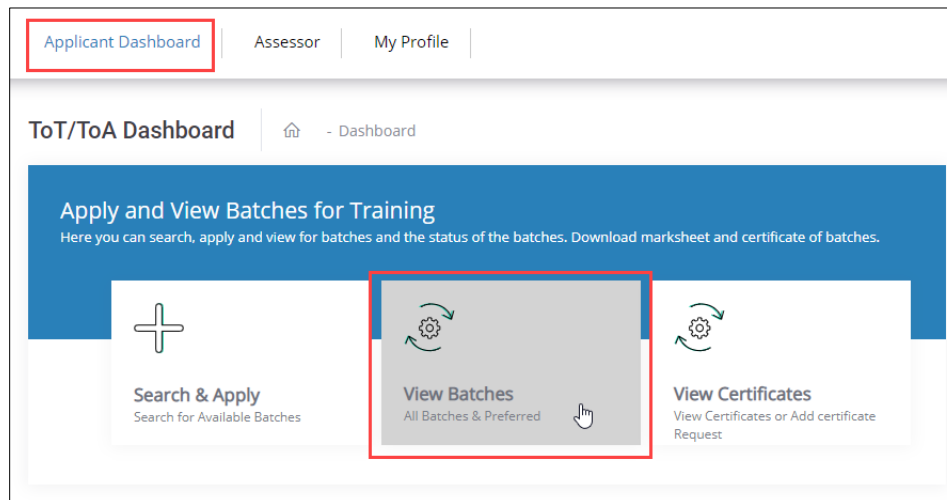
- **Awaiting Batch Enrollment**, the Training Request raised by the Applicant and approved by the Sector Skill Council (SSC).
- **Enrolled to Batch**, the Training Requests approved, and Sector Skill Council (SSC) enrolled the applicant to the batch.
- **Fulfilled Through Batch**, the Training Request is approved, and Sector Skill Council (SSC) links the Training Request to batch and approve the Applicant.
- **Fulfilled Through Certificate**, If the Training Request has any correspondence certificate in the same QP, then Sector Skill Council (SSC) links the Training Request to Certificate.
- **Pending**, the Applicant raised the Training Requests and Sector Skill Council (SSC) needs to accept the request.
- **Rejected by SSC**, the Training Request raised by the applicant is rejected by the Sector Skill Council (SSC).
- **Removed by Applicant**, then the Training Request removed by the Applicant.
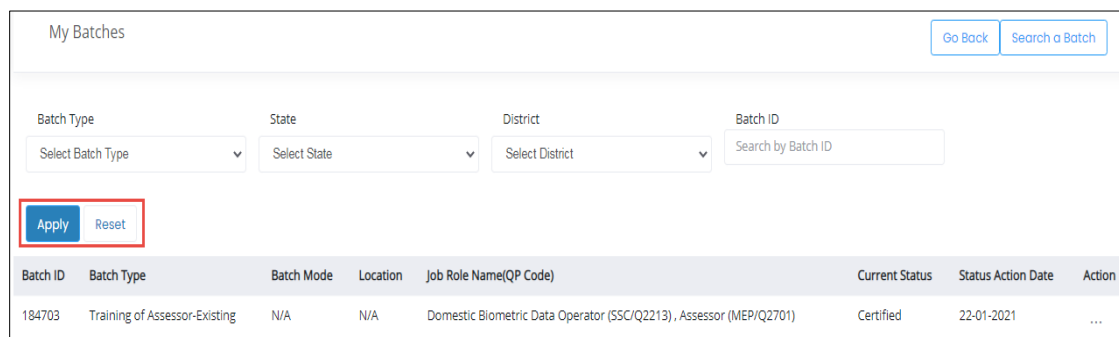
6 View Batches

The **View Batches** screen allows the Assessor – Indian National to view all the batches.

> ➢ The **My Batches** screen displays the details of the batch such as Batch ID, Batch Type, Batch Mode, Location, Job Role Name (QP Code), Current Status, Status Action Date, and also allows to view details under Action.
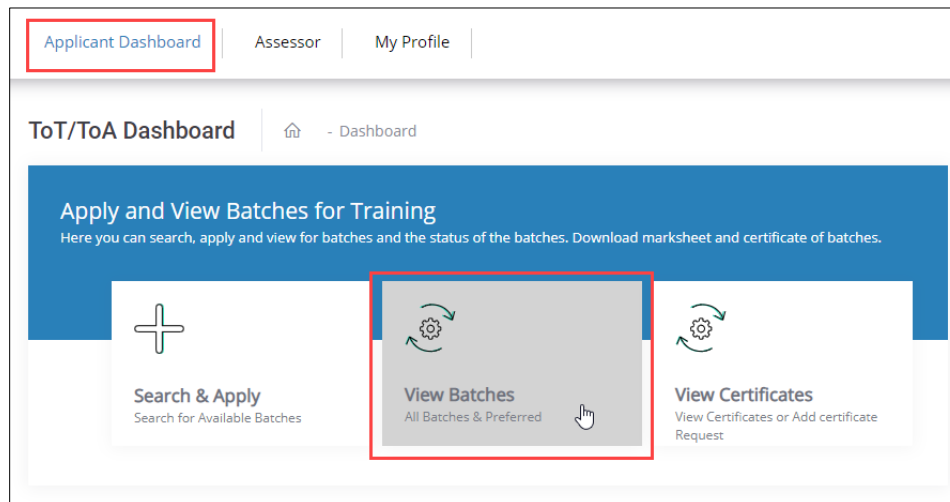

> ➢ The **Assessor – Indian National** can search a particular batch based on Batch Type, State, District, and Batch ID. Click **Apply**, to search for a particular batch.
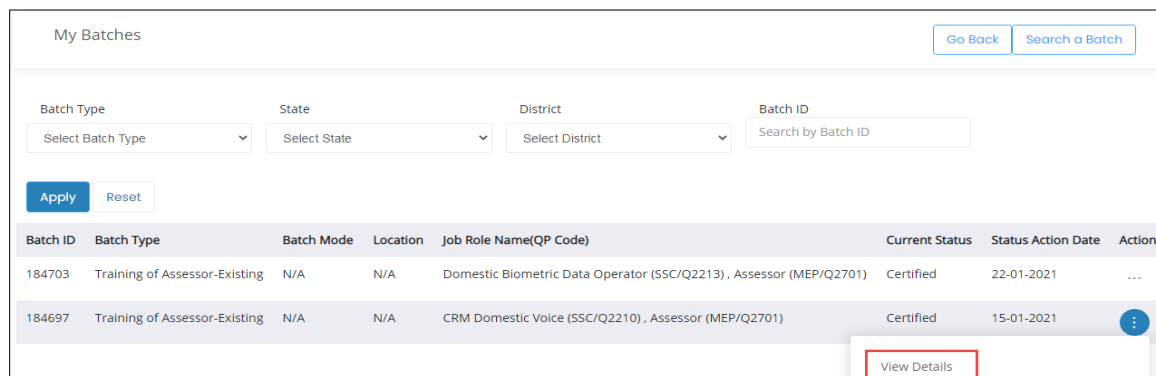
7 View Batch Details

The **View Batch Details** screen allows the Assessor – Indian National to view all the details of the batch.

➢ The **My Batches** screen displays the details of the batch such as Batch ID, Batch Type, Batch Mode, Location, Job Role Name (QP Code), Current Status, Status Action Date, and also allows to view details under Action.

➢ Click **View Details**, to navigate to the **Batch Details** screen.

➢ The **Batch Details** screen displays the Batch ID and also hosts *five* sections as listed below.

- Batch Details
- Training Centre Details
- Domain Job Role
- Platform Job Role
- Fee Payment Details

➢ The **Batch Details** section displays the details of the batch such as Batch ID, Batch Name, Batch Type, Batch Date, Sector, and Batch Fee.

Batch ID - 10046 | Go Back

Batch ID:	10046	Batch Name:	Training of Assessor-New/19-09-2019 to 24-09-2019(10046)
Batch Type:	Training of Assessor-New	Batch Date:	19/09/2019 to 24/09/2019
Sector:	Tourism & Hospitality	Batch Fee:	11000

➢ The **Training Centre Details** section displays the details of the Training Centre such as Name of Training Centre, Training Partner, Mobile Number, Email ID, Center Address, Nearby Landmark, Pincode, District, State/Union Territory, Parliamentary Constituency and City/Tehsil/Mandal.

Training Center Details

Name of Training Center:	Sygmia- Bangalore	Training Partner:	Sygmia
Mobile Number:	9986223869	Email ID:	animesh.s@transneuron.com
Center Address:	Sri mangala vidya mandira karenahalli doddaballapur bengalore rural district 561203	Nearby Landmark:	karenahalli doddaballapur
Pincode:	561203	District:	BENGALURU URBAN
State/Union Territory:	KARNATAKA	Parliamentary Constituency:	NA
City/Tehsil/Mandal:			

➢ The **Domain Job Role** section displays the details of the job role such as Job Role Code, Job Role, Training Dates, Master Trainer Name (ID), Assessment Dates, and Assessment Agency Name (ID).

Domain Job Role

Job Role Code	Job Role	Training Dates	Master Trainer Name (ID)	Assessment Dates	Assessment Agency Name (ID)
SSC/Q2213	Domestic Biometric Data Operator	29-01-2021 to 30-01-2021	N/A	21-01-2021 to 21-01-2021	A to Z Foundation (AA_100001)

➢ The **Platform Job Role** section displays the details of the platform job role such as Job Role Code, Job Role, Training Dates, Master Trainer Name (ID), Assessment Dates, and Assessment Agency Name (ID).

Platform Job Role					
Job Role Code	Job Role	Training Dates	Master Trainer Name (ID)	Assessment Dates	Assessment Agency Name (ID)
MEP/Q2701	Assessor	21-09-2019 to 23-09-2019	Poluri Venkata Subramanya Prasad (T-00AB17)	24-09-2019 to 24-09-2019	Integrated Learning Solution Pvt. Ltd. (Wheebox) (AA100526)

➢ The **Fee Payment Details** section displays the details of the fee payment.

Fee Payment Details

Payment Not Received

➢ Click **Go Back**, to navigate to the **My Batches** screen.

8 Apply to the Batch

The **Apply to the Batch** screen allows the Assessor – Indian National to apply for a batch.
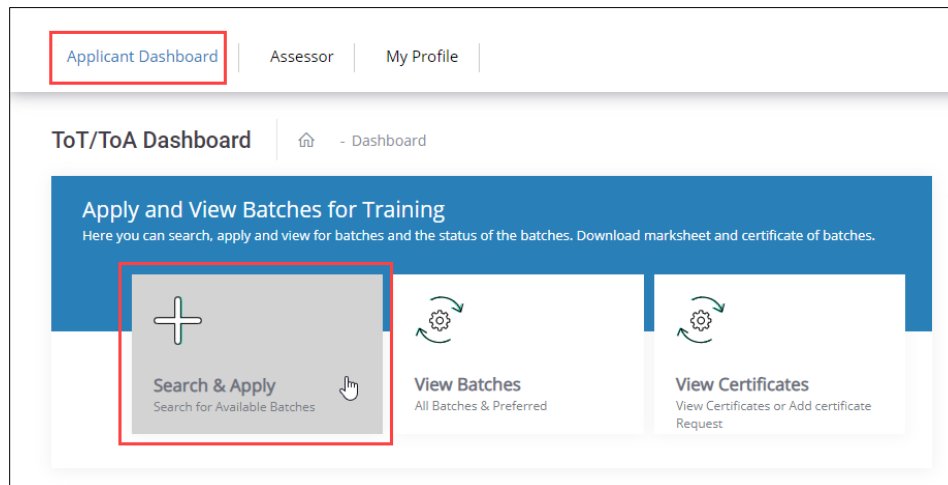
- ➢ The **Search Results** section displays the batch details such as Batch ID, Batch Type, Job Role Name (QP Code), ToT/ToA Centre Name (ID), State, District, Start Date – End Date and also allows the Assessor – Indian National to apply for the batch under Action.

- ➢ Click **Apply to the Batch**, the **View and Link Training Request(s)** screen appears.

Additional Information:
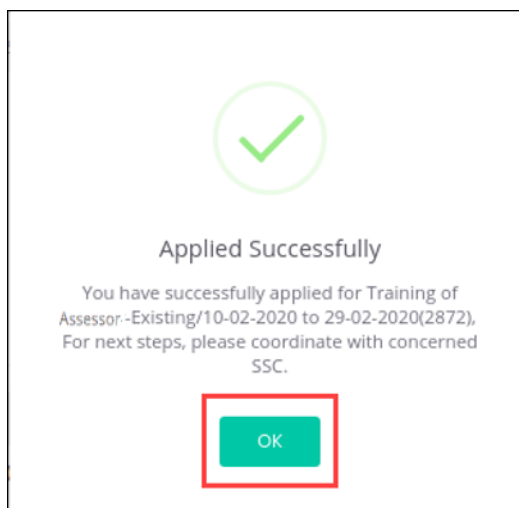
- If the Assessor – Indian National applies to a batch *without raising* a Training Request in any of the job roles which is available in the Batch, then an alert message appears "**No Training Request Raised**". The Assessor – Indian National needs to raise a Training Request for the respective job role which should be approved by SSC in order to apply to the batch.
- If the Assessor – Indian National applies for the batch but the Training Request for all the job roles yet *to be approved by SSC*, then the message appears as "**Unable to process your request**".

➢ The **View and Link Training Request(s)** screen displays the batch details such as Batch ID, Batch Name, Batch Type, Batch Date, Batch Fee, and list all the Training Request along with the details such as Job Role Name (QP Name), Sector, State, District and Requested date.

➢ Select the *Checkboxes*, of the job role to link the job role. Click **Link Request(s)** the following screen appears.
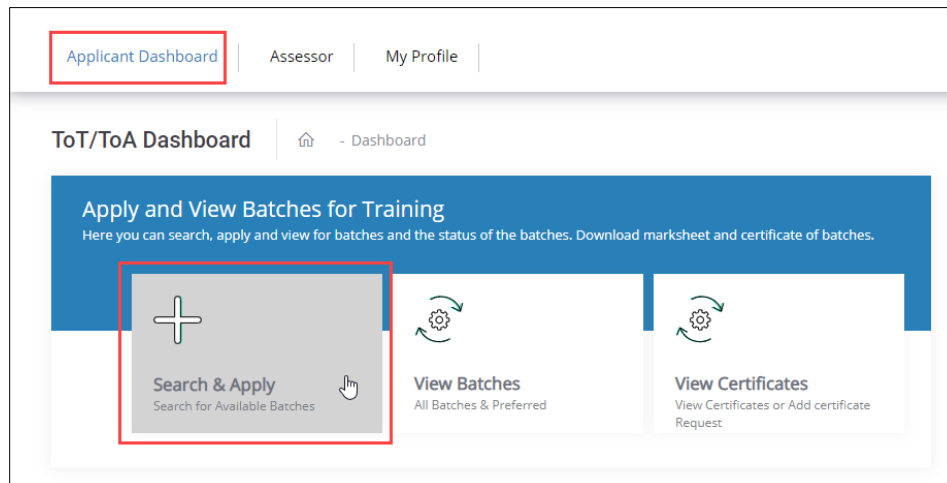

➢ Click **OK**, to apply for the batch and navigate to the **Search & Training Requests** screen.

9 View Comments

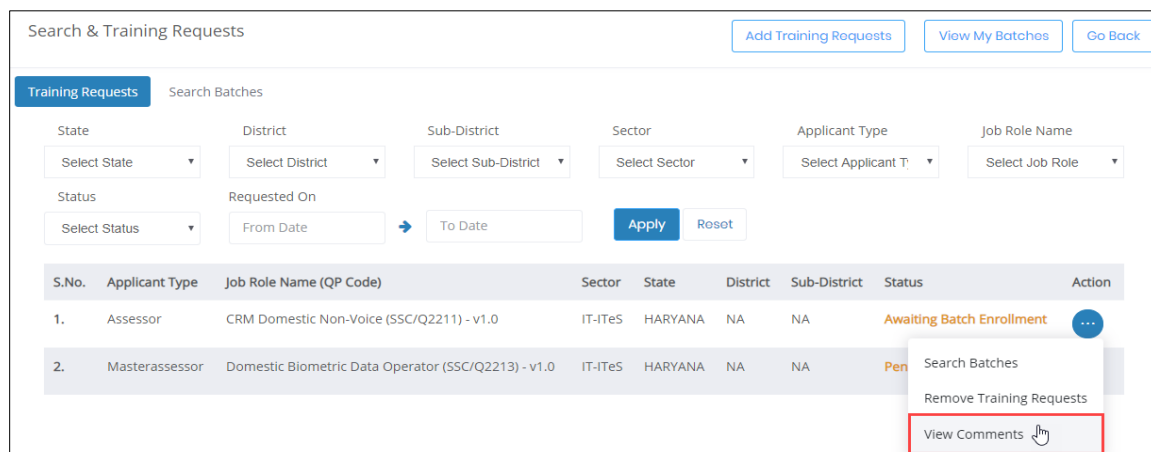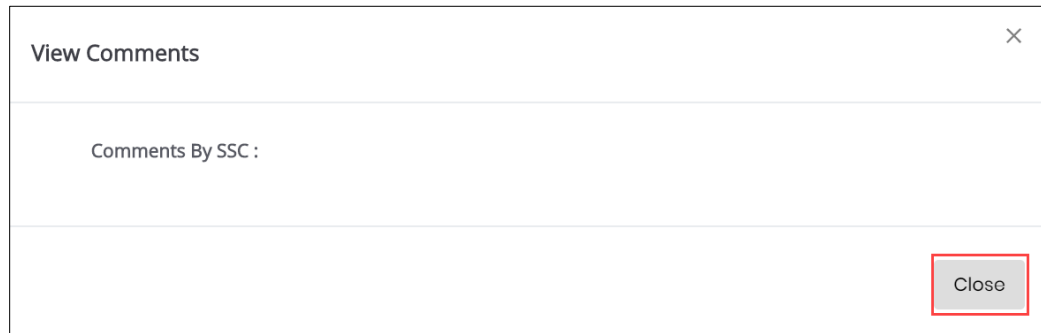The **View Comments** screen allows the Assessor - Indian National to view the comments.

➢ The **Training Requests** section displays the job role details such as Applicant Type, Job Role Name (QP Code), Sector, State, District, Sub-District, Status and also allows to view comments under Action.

➢ Click **View Comments**, the **View Comments** screen appears.

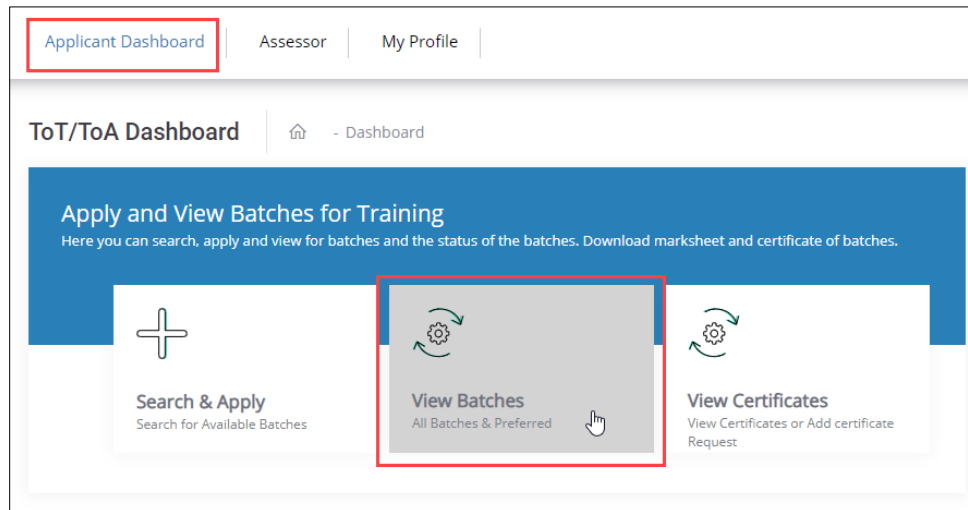➢ The **View Comments** screen displays the details of the comments by SSC.

View Comments   ✕

     Comments By SSC :

                                                              Close

➢ Click **Close**, to navigate to the **Search & Training Requests** screen.

10 Add Payment
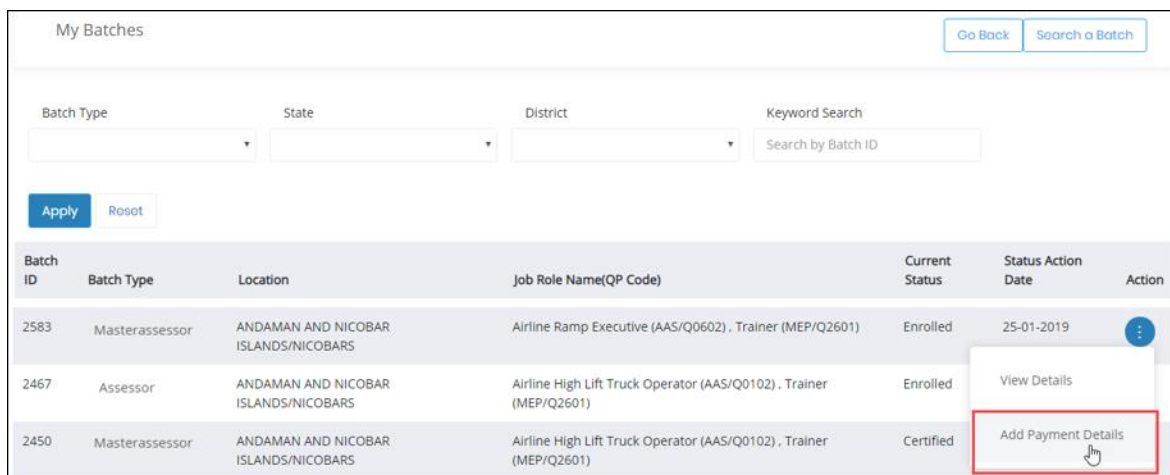
The **Add Payment** screen allows the Assessor - Indian National to add payment details for ToT/ToA.

➢ The **My Batches** screen allows the Applicant (Assessor - Indian National) to view all the created batches.

➢ The **Applicant (Assessor - Indian National)** can also search a particular batch on the basis of Batch Type, State, District, and Batch ID. Click **Apply**, to search for a particular batch.

➢ The **My Batches** screen lists all the batches along with the details such as Batch ID, Batch Type, Location, Job Role Name (QP Code), Current Status, Status Action Date, and Action.

➢ Click **Add Payment Details**, the **Enter Batch Fee Details** screen appears.

➢ The **Enter Batch Fee Details** screen allows the Assessor - Indian National to add fee details for the enrolled batch.

Enter Batch Fee Details   ✕

Batch ID: 2104   Batch Name: Training of Assessor-
                                                              New/14-12-2018 to 24-
                                                              12-2018(2104)

Applicant ID: TR1443   Applicant Name: pooja

Mode of Payment *

| Select payment mode   ⌄ |

Bank Name *

| Select bank   ⌄ |

Reference Number *

| Enter Reference Number |

Date of Payment *

| Select Date of Payment   🗓 |

Amount

| 11000 |

Remarks

| Enter Remarks |
| |

                                                    Submit   Cancel

➢ The **Enter Batch Fee Details** screen hosts *three* sections as listed below.

- Batch Details
- Payment Details
- Remarks

➢ The **Batch Details** section displays all the basic batch information such as Batch ID, Applicant ID, Batch Name, and Applicant Name.

➢ The **Payment Details** section allows the applicant (Assessor - Indian National) to enter the details of the payments such as Mode of Payment, Bank Name, Reference Number, Date of Payment, Amount and allows the applicant (Assessor - Indian National) to enter the additional comments.

➢ The **Remarks** section allows the applicant (Assessor - Indian National) to enter any additional comments.

➢ Click **Submit**, the screen appears as follows.

Payment Details Added Successfully !!

Payment details has been added to the Training of Trainer-New/18-12-2018 to 28-12-2018(2143)

OK
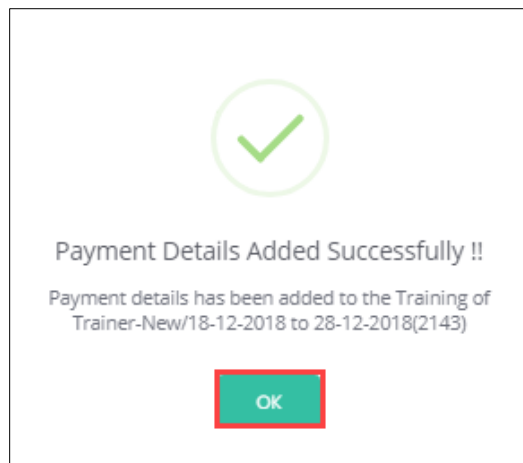
➢ Click **OK**, to navigate to the **My Batches** screen.

11 Download Marksheet

The **Download Marksheet** screen allows the Assessor - Indian National to download the marksheet.
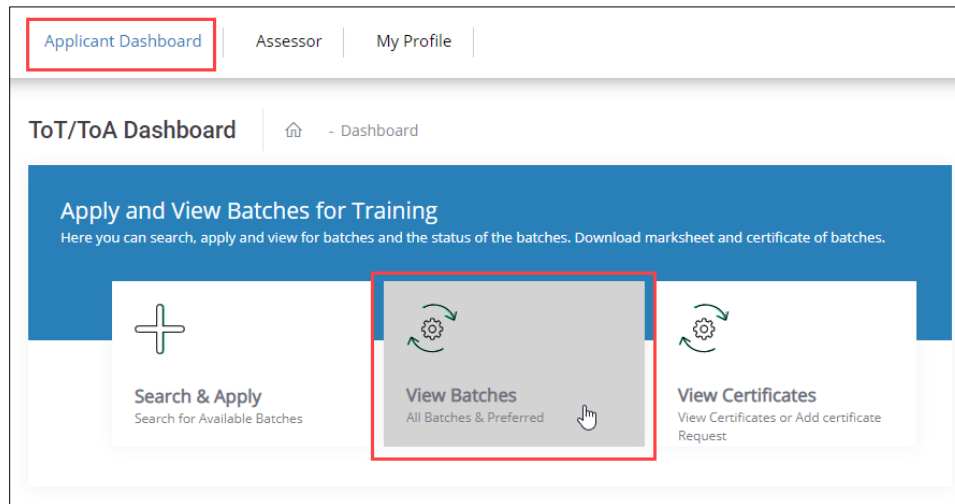
➢ The **Download Marksheet** option allows the applicant (Assessor - Indian National) to download the certificate for the completed batches.
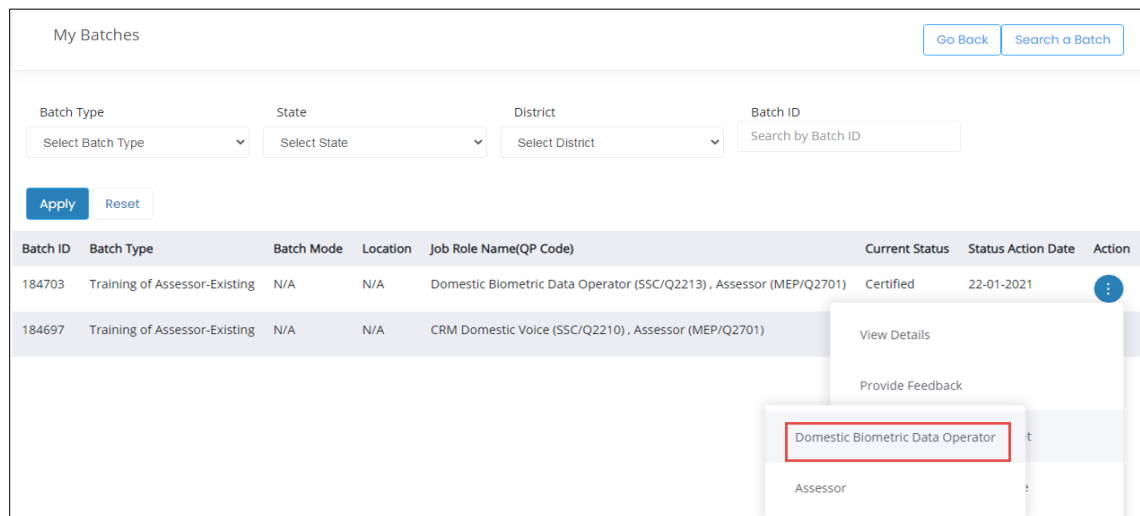
➢ The **Applicant (Assessor - Indian National)** can download the marksheet for both Domain QP and Platform QP.

➢ To download the marksheet, click **_ellipse_** button and select **Download Marksheets**. The Marksheet will get downloaded and saved in the **Download** folder of the logged-in system.

- The **Marksheet** screen displays the name of the applicant, job role, and training dates. Also displays the NOS Code, NOS Name, NOS Type, Maximum Marks, and Marks obtained by the applicant.

Note: The Marksheet can be downloaded only in *pdf* format.

12 Download Certificate

The **Download Certificate** screen allows the Assessor - Indian National to download the certificate.
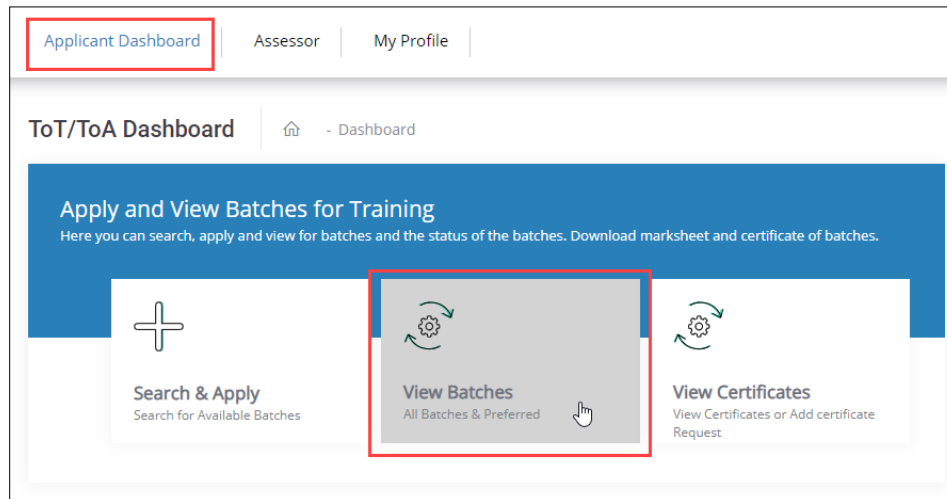
- ➤ The **Download Certificate** option allows the applicant (Assessor - Indian National) to download the certificate for the completed batches.
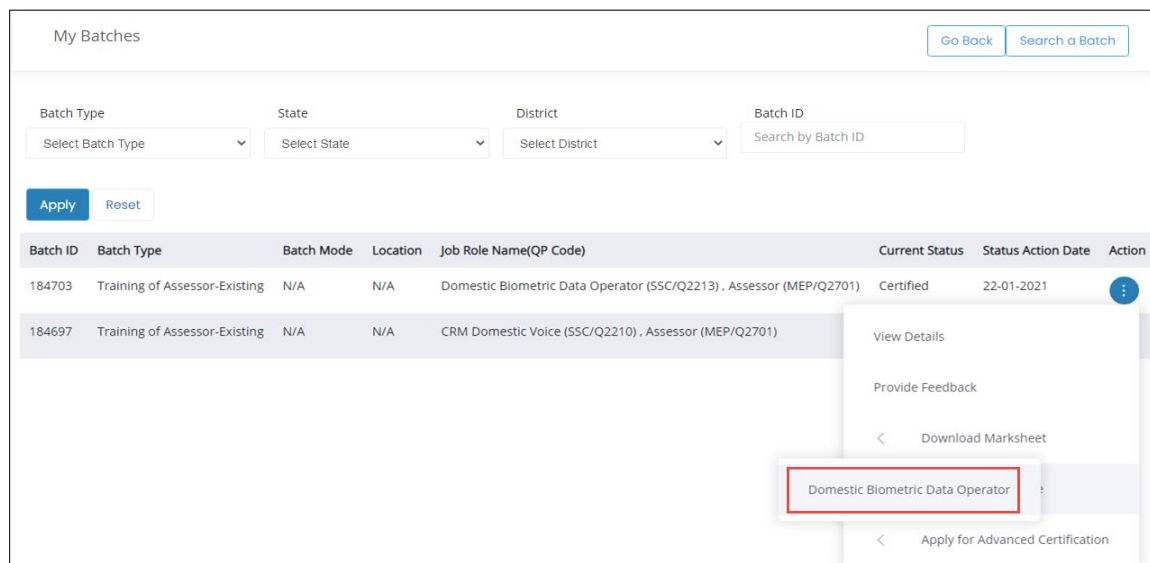
- ➤ The **Applicant (Assessor - Indian National**) can download the certificate only for the Domain QP.

- ➤ To download the certificate, click the **ellipse** button and select the Download Certificate. The Certificate will get downloaded and saved in the **Download** folder of the logged-in system.

➢ The **Certified Assessor - Indian National Certificate** section displays the name of the applicant, qualification pack name, certificate issue date, and valid through date.

Note: The Certified Assessor - Indian National certificate, can be downloaded only in *pdf* format.

13 Provide Feedback

The **Provide Feedback** screen allows the Assessor – Indian National to provide feedback.
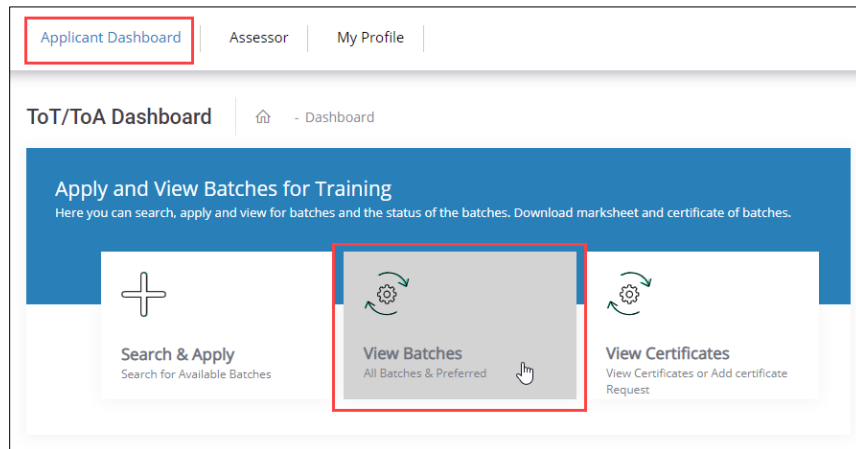
- ➢ The **My Batches** screen displays all the created batches for ToT/ToA.
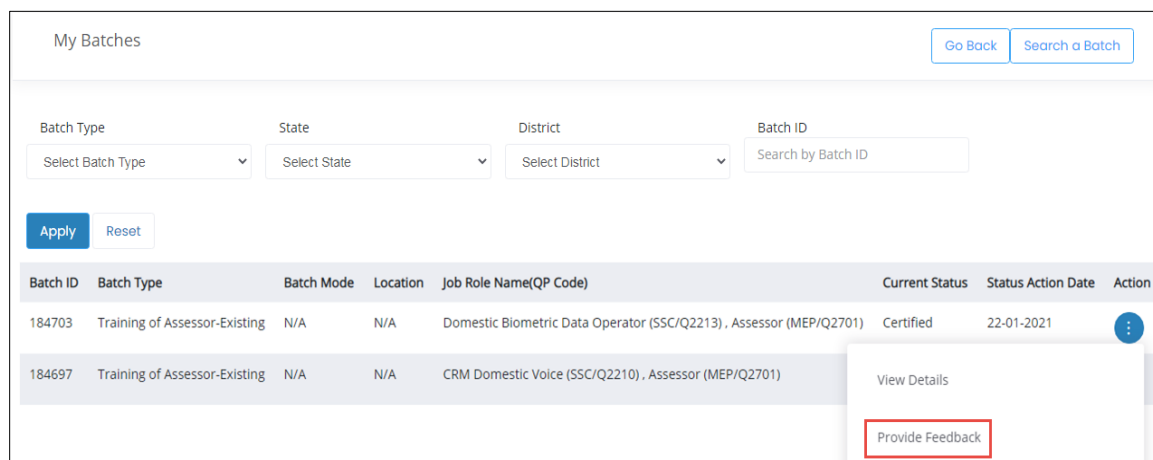
- ➢ The **Assessor – Indian National** can search for any particular batch on the basis of Batch Type, State, District, and Batch ID. Click **Apply**, to search for a particular batch.

- ➢ The **My Batches** screen lists all the created batches along with the details such as Batch ID, Batch Type, Batch Mode, Location, Job Role Name (QP Code), Current Status, Status Action Date, and also allows to provide feedback under Action.

➢ Click **Provide Feedback**, the following screen appears.

Note: The Applicant can provide feedback *only* for the completed training batches.

➢ The **Provide Feedback** screen allows the applicant (Assessor) to provide feedback about the experience. The **Provide Feedback** screen hosts *seven* sections as listed below.

- Batch Details
- Sector Skills Council
- Training Centre Name
- Master Trainer Name 1
- Master Trainer Name 2
- Assessor Name 1
- Assessor Name 2

➢ The **Batch Details** screen displays all the basic information of the batch such as Batch ID, Batch Date, Batch Name, and Batch Type.

➢ The **Sector Skills Council** section allows the applicant to provide feedback on the extent of Learning, extent of knowledge/Skill Improvement, Content quality of study material and to add the comments for the same.

➢ The **Training Centre Name** section allows the applicant to provide feedback on Your extent of Learning, extent of knowledge/Skill Improvement, Content quality of study material, Location Quality and also allows to add the comments for the same.

➢ The **Master Trainer Name 1** section allows the applicant to provide feedback on Knowledge of Subject, Presentation Style, shared practical application examples, Interactive/ Participative Approach, Coverage of Curriculum, and to add the comments for the same.

➢ The **Master Trainer Name 2** section allows the applicant to provide feedback on Knowledge of Subject, Presentation Style, shared practical application examples, Interactive/ Participative Approach, Coverage of Curriculum, and to add the comments for the same.

➢ The **Assessor Name 1** section allows the applicant to provide feedback on the overall rating and to add the comments for the same.
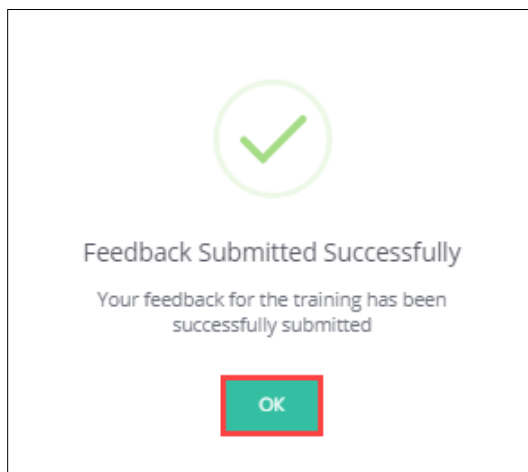
➢ The **Assessor Name 2** section allows the applicant to provide feedback on the overall rating and to add the comments for the same.

➢ Click **Submit Feedback,** the screen appears as follows.
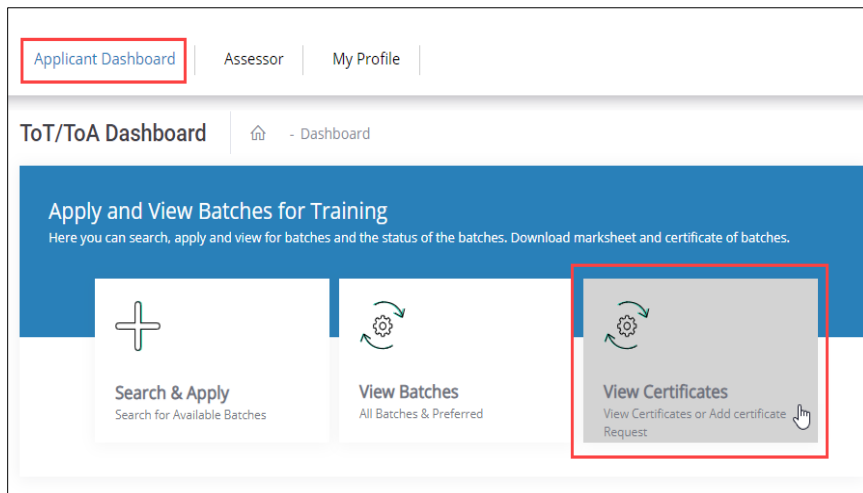

➢ Click **OK,** to submit the feedback.

14 View Certificate Requests

The **View Certificate Requests** screen allows the Assessor – Indian National to view all the certificate requests.
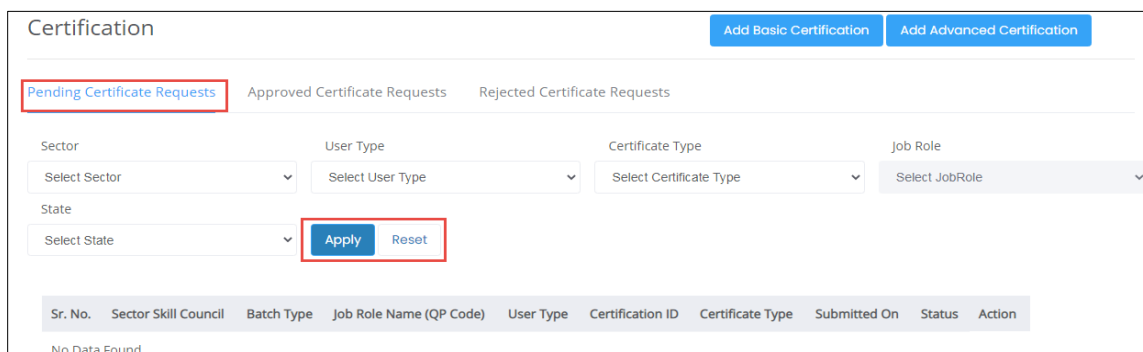
➢ The **Certification** screen hosts *three* tabs as listed below.

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

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

Note: If the Assessor (AR) – Indian National has been certified previously and their certification does not exist on the portal, the Assessor (AR) – Indian National can raise a certificate request by clicking on **Add Certification**.

➢ The **Assessor – Indian National** can search a particular pending certificate request based on Sector, User Type, Certificate Type, Job Role, and State. Click **Apply**, to search for a particular pending certificate 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 – Indian National** can search a particular approved certificate request based on Sector, User Type, Certificate Type, Job Role, and State. Click **Apply**, to search for a particular approved certificate 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.
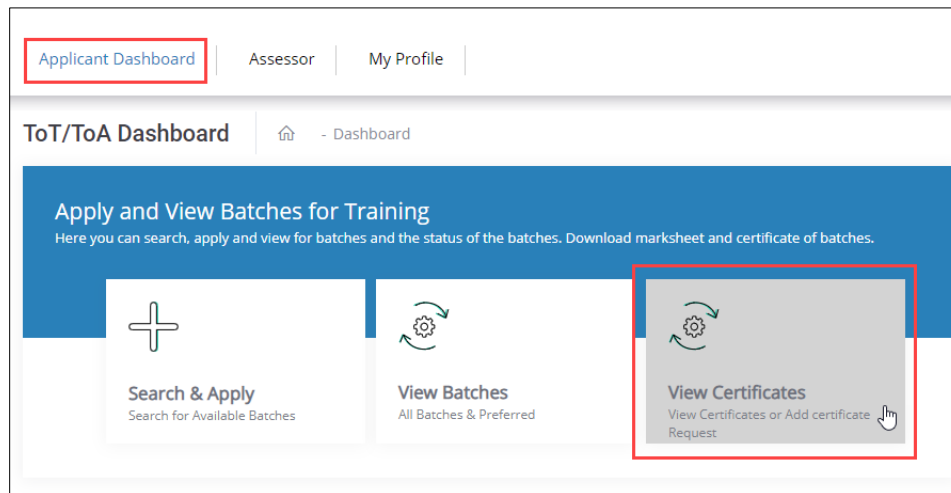

➢ The **Assessor – Indian National** can search a particular rejected certificate request based on Sector, User Type, Certificate Type, job Role, and State. Click **Apply**, to search for a particular rejected certificate request.

15 Add Basic Certification
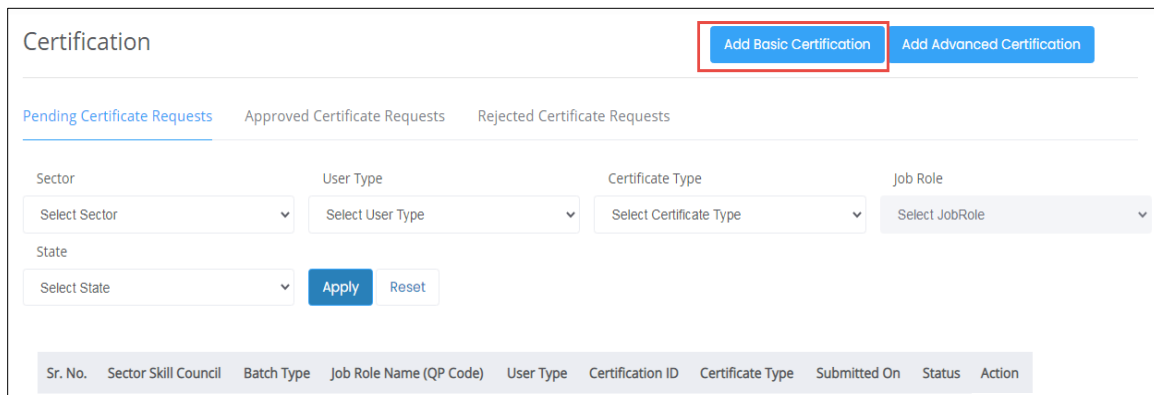
The **Add Basic Certification** screen allows the Assessor – Indian National to add/raise the certification request.

➢ The **Add Basic Certification** screen allows the Assessor - Indian National to add certification.

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

➢ The **Add Existing Certification** screen displays the certification details such as Country and also allows the Assessor – Indian National to select the certification details such as Sector, Job Role (QP Code), Training Model, State, District. The Assessor – Indian National can also allow to enter the details such as Certificate ID, Certificate Issued On, Domain Percentage, Platform Percentage, and Remarks to SSC.

Add Existing Certification

Sector: *	Select Sector
Job Role (QP Code): *	Select Job Role
Training Model: *	Select Training Model
Country: *	India
State: *	Select State
District: *	Select District
Certificate ID:	Certificate Id
Certificate Issued On:	Select Date
Domain Percentage:	Domain Percentage
Platform Percentage:	Platform Percentage
Supporting Document:	Choose file Browse

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

Upload

Remarks to SSC:	Enter Remarks to SSC

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

☐ I Agree

Submit   Cancel

➢ Click **Browse** to upload the supporting document. The Assessor – Indian National 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.

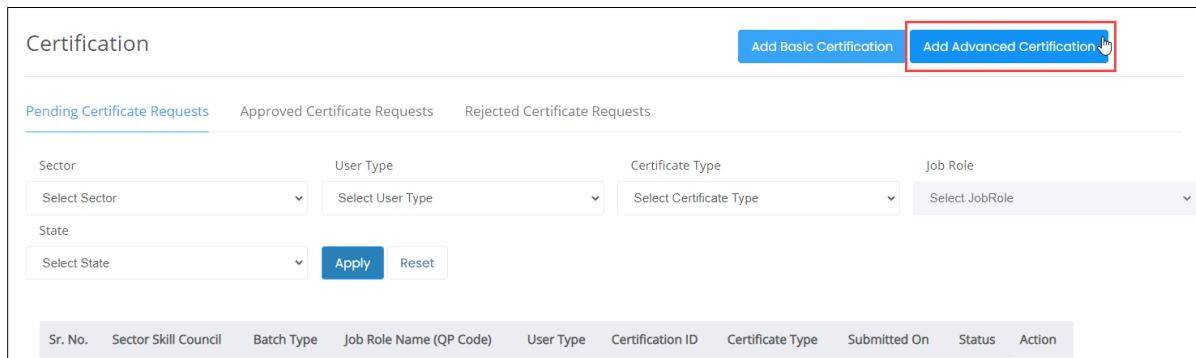➢ Click **Submit**, the following screen appears.
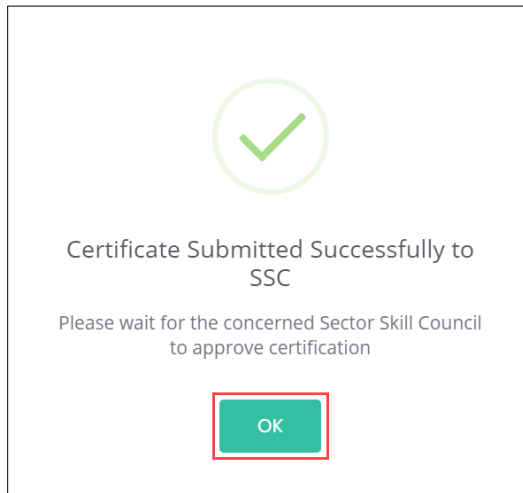
➢ Click **OK**, to navigate to the **Certification** screen.

16 Add Advanced Certification

The **Add Advanced Certification** screen allows the Assessor – Indian National to 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, Certified ID, Certificate Issued On, and Remarks to SSC from the drop-down list.

- Click **Browse,** to upload the supporting document. The Assessor – Indian National can upload only jpg, png, jpeg, pdf, and the maximum file size is **five** MB each. Click **Upload.**

- Click **I Agree**, to confirm the correctness of the information.

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

Certificate Submitted Successfully to SSC

Please wait for the concerned Sector Skill Council to approve certification

OK

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

Note: The Assessor (AR) can also *add* the required Advanced Certificate from **View Batches** section against the certified job role.

17 View My Profile

The **View My Profile** screen allows the Assessor – Indian National to view the details of his/her profile.
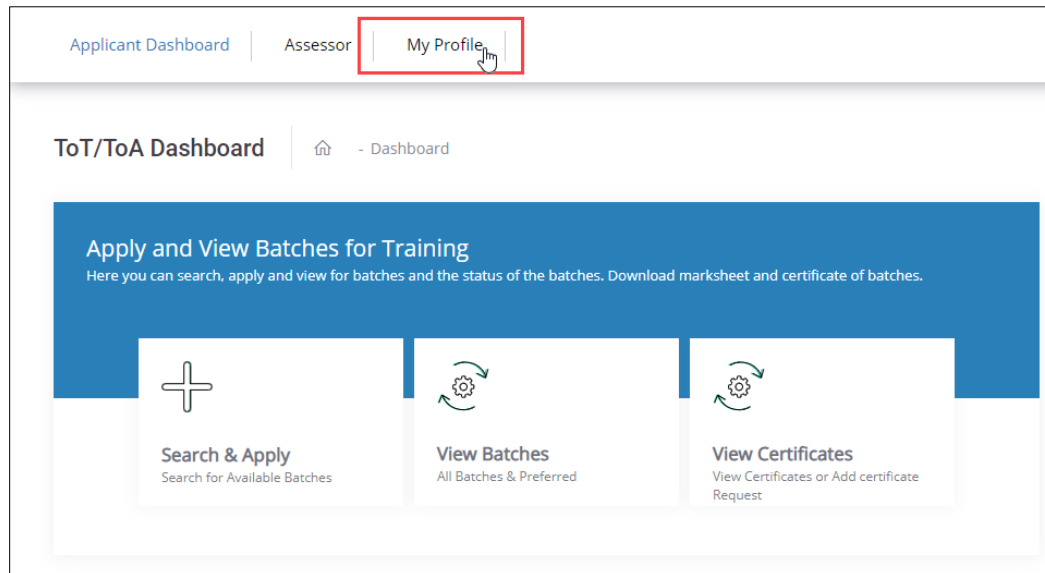
- ➢ The **View Applicant Details** screen lists all the basic information of the applicant.

- ➢ The **View Applicant Details** screen hosts *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
  - Assessment Agency Association

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

View Applicant Details				Edit Profile	Go Back

Personal Information

Name of the Applicant	: Test	Date Of Birth	: 10-09-2006
Gender	: Female	Languages Known	: Assamese, Kashmiri, Hindi, Manipuri
Religion	: Hindu	Category	: General
Origination Category	: Indian National		

➢ The **Contact and Address Details** section lists all the contact and address details of the Assessor – Indian National such as Mobile Number of the Applicant, Email Address of Applicant, Country, Applicant Address, Nearby Landmark, Pincode, State/Union Territory, District/City, and Tehsil/Mandal.

Contact & Address Details

Mobile Number Of Applicant	: 9854234565	Pincode	: 999999
Email Address Of Applicant	: nj@gmail.com	State / Union Territory	: KARNATAKA
Country	: India	District / City	: BALLARI
Applicant Address	: test	Tehsil / Mandal	: Ballari
NearBy Landmark	: test		

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

Education Details

10th Class	: vcvb	Assessor/AR75555/educationProof/7f7cd52a-0964-4a9c-9eb3-421efe3aa630_230.pdf
10th Class	: dsf	Assessor/AR75555/educationProof/ff9d7da7-5574-4d24-9146-a4635c57501f_474.pdf

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

Added Professional Experience Details : 1 months Total Professional Experience Experience

S.No	Relevant Sector	Job Title	Employment Type	Company	State	District	Address	Job Description	Duration	Proof Document
1	IT-ITeS	developer	Full time - Salaried	abcd	KERALA	THIRUVANANTHAPURAM	abcd	DEVLOPMENT	28/12/2020 to Currently Working	Assessor/AR26536/supportingDocument/e652fb7d-dfed-460b-9993-4837faa0d204_Tulips.jpg

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

S No	Relevant Sector	Job Title	Employment Type	Company	State	District	Address	Job Description	Duration	Proof Document
1	Beauty & Wellness	def	Full time - Salaried	abcd	GOA	NORTH GOA	abcd	abcdf	08/12/2020 to Currently Working	Assessor/AR26536/supportingDocument/2f942546-8638-42ce-b15e-cd2d1673ed5e_Penguins.jpg

Added Assessment Experience Details : 2 months Total Assessment Experience

➢ The **Training Requests** section lists all the requests for training.

Training Requests

CRM Domestic Voice, SSC/Q2210	IT-ITeS	N/A	N/A
Domestic Biometric Data Operator, SSC/Q2213	IT-ITeS	N/A	N/A
Assistant Beauty Therapist, BWS/Q0101	Beauty & Wellness	MUMBAI	N/A

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

Applicant Type

Assessor

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

Assessment Agency Association

Assessment Agency ID	Assessment Agency Name	Scheme ID	Linking Type	Empanelment Duration	
AA_100365	SP Institute of Workforce Development Pvt Ltd	NA	Freelancer	11-07-2019	10-07-2020

Note: Select the respective hyperlinks of the Educational Details, Added Professional Experience Details, and Added Assessment Experience Details to view the complete information.
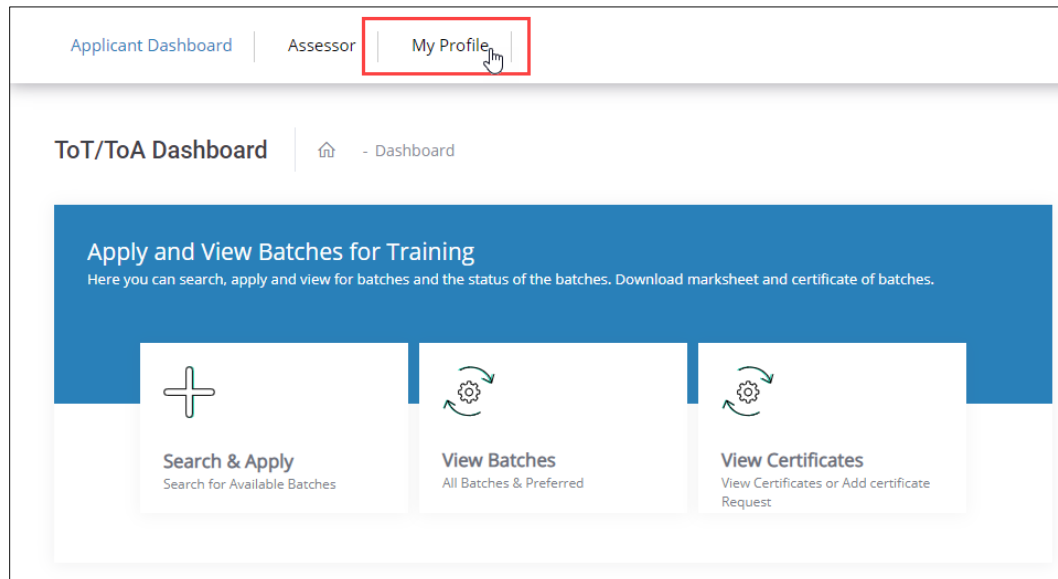
➢ Click **Go Back**, to navigate to the **Dashboard**.
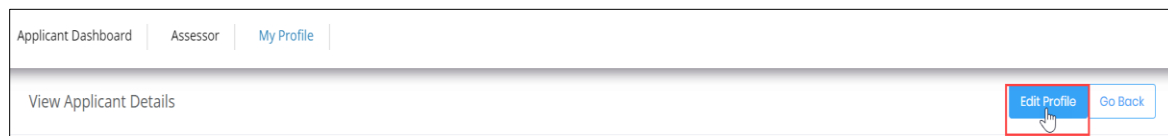
18 Edit Profile

The **Edit Profile** screen allows the Assessor – Indian National to edit/add the profile.

➢ Click **Edit Profile,** to edit/add the details of the Assessor - Indian National profile.

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

- Personal Information
- Contact and Address
- Education and Work

➢ The **Personal Information** section allows the Assessor - Indian National to edit the basic information of the applicant.

➢ The **Personal Information** section allows the Assessor – Indian National 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 – Indian National can upload only jpg, png, jpeg, pdf, and the maximum file size is **five** MB each. Click **Upload**.

➢ The **Aadhaar/PAN Information and Photograph Info** section allows the Assessor – Indian National to edit the Aadhaar/PAN details.

Aadhaar / PAN Information And Photograph Info:

PAN Number:	Registered
Aadhaar Number:	Enter Aadhaar Number	Verify
Upload New Photograph:	Document.png	Browse
	File size upto 5 mb	
	Upload ✔	

➢ Click **Browse** to *upload* the appropriate file. The Assessor – Indian National 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 – Indian National to edit the applicant type.

Applicant Type Details:

Select Applicant Category:
Assessor
Master Assessor

Use ctrl+click to select multiple applicant category

Save changes   Cancel

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

Profile Updated Successfully

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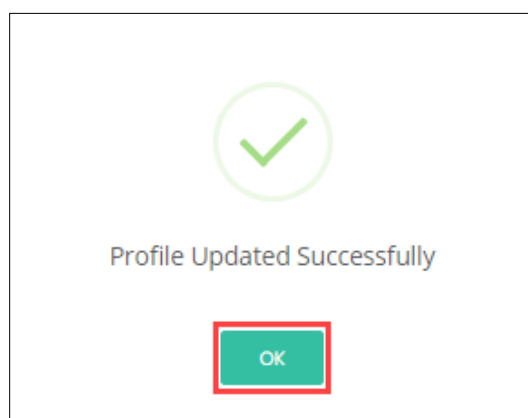
➢ Click **OK**, the **Personal Information** screen appears.

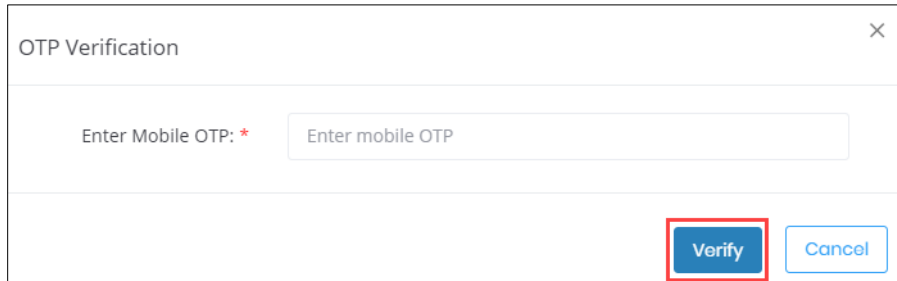➢ The **Contact and Address Details** screen allows the Assessor – Indian National to edit the contact details.

➢ Click **Update** (Mobile Number of Applicant), to update the **Mobile Number of Applicant**, the **Update User Details** screen appears.
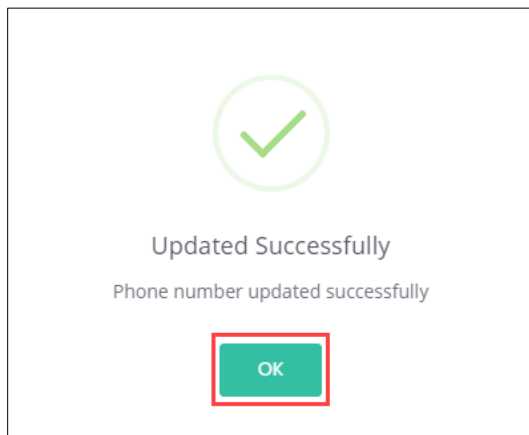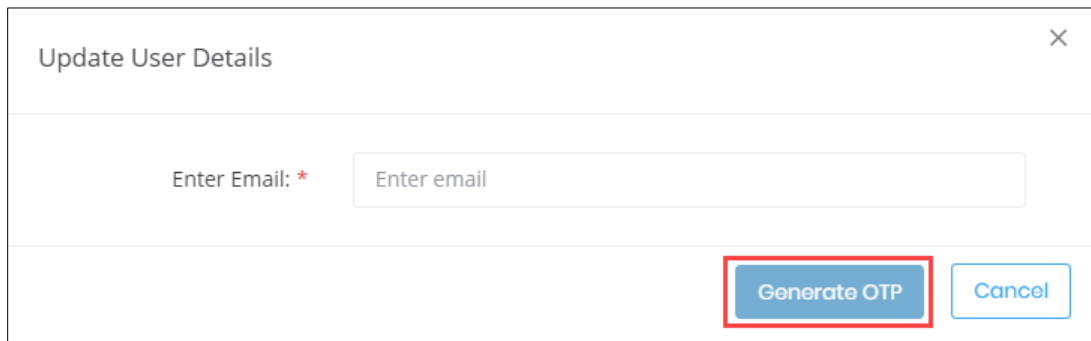
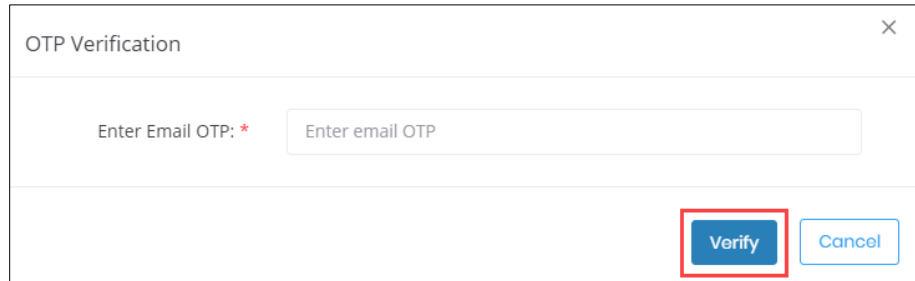➢ Enter the new mobile number of the applicant. Click **Generate OTP**, the **OTP Verification** screen appears.

➢ Enter the appropriate OTP received on a new mobile number. Click **Verify**, the following screen appears.

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

➢ Click **Update** (Email Address of Applicant), to update the **Email Address of Applicant**, the **Update User Details** screen appears.
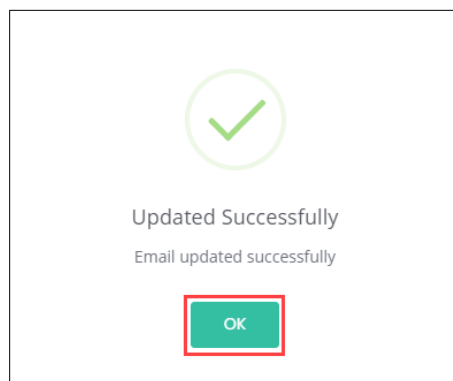
NSDC
N·S·D·C
National
Skill Development
Corporation
Transforming the skill landscape

➢ Enter the new email address of the applicant. Click **Generate OTP**, the **OTP Verification** screen appears.

➢ Enter the appropriate OTP received in a new email ID. Click **Verify**, the following screen appears.

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

➢ The **Contact and Address Details** section allows the Assessor – Indian National to edit the contact and address details of the applicant such as Applicant Address, Nearby Landmark, Pincode, State/Union Territory, District/City, Tehsil/Mandal, and Parliamentary Constituency.

➢ Click **Save Changes**, the **Profile Updated Successfully** screen appears.
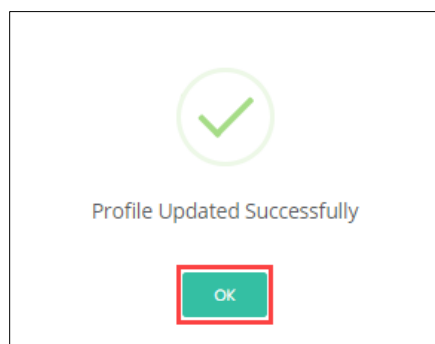
➢ Click **OK**, the **Contact & Address** screen appears.

➢ The **Education and Work** screen hosts *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 Assessor – Indian National to edit/add the information such as Education Attained, Details of Education, and proof documents.

➢ Click **Browse** to *upload* the appropriate Proof Documents. The Assessor – Indian National 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 education details.

- The **Added Education Details** section displays the added education details such as Education Attained Type, Details of Education, and Proof Document.

Added Education Details:

S No	Education Attained Type	Details of Education	Proof Document
1	12th Class	secondary school examintaion	Yes
2	B.E./B.Tech	sdfghhk	Yes

➤ The **Professional Experience Details** section allows the Assessor – Indian National to edit the details such as Relevant Sector, Job Title, Employment Type, Company, State/Union Territory/Region, District/City, Address, Duration, Job description, and also displays the added industrial experience details.

➤ Click **Browse** to *upload* the appropriate Proof Documents. The Assessor – Indian National can upload the 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 industrial experience details such as Relevant Sector, Job Title, Employment Type, Company, State, District, Address, Job Description, Duration, and Proof Document and allows to edit added details under Action.

➢ The **Assessment Experience Details** section allows the Assessor – Indian National to enter the training experience details such as Relevant Sector, Job Title, Employment Type, Company, State/Union Territory/Region, District/ City, Address, Duration, and Job Description.

➢ Click **Browse** to *upload* the appropriate Proof Documents. The Assessor – Indian National can upload the 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 industrial experience details such as Relevant Sector, Job Title, Employment Type, Company, State, District, Address, Job Description, Duration, Proof Document and allows to edit added details under Action.

➢ The **Curriculum Vitae / Resume Details** section allows the Assessor – Indian National to update the resume.

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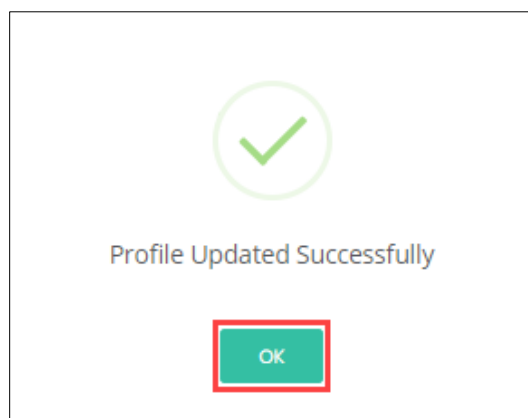
➢ Click **OK**, the **Education & Work** screen appears.