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
  - First Time Login
  - 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](https://skillindia.nsdcindia.org/direct-registration)
➢ 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.

![Verification Screen](image)

➢ 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.

![Login Screen](image)

➢ 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.
➢ 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.

![Applicant Type Details]

➢ 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.

![Contact & Address Details](image)

➢ 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.

![Education Details Section](image)

➢ Click **Browse** to upload the Upload 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**, 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.

![Added Education Details](image)
➢ The **Industrial Experience Details** section allows the Assessor – Indian National to enter industrial experience details.

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

**Note:** Selecting Relevant Sector for Industrial Experience allows the Assessor – Indian National to add details related to the relevant sector.
➢ Click Save & Add Industrial Experience Details to add the details. The Added Industrial Experience Details section lists all the added information along with the details such as Relevant Sector, Details of Experience, Details of Industries, Total Industrial Experience, Proof Document, and also allows to delete the added details under Action.

![Added Industrial Experience Details](image1)

➢ The Training Experience Details section allows the Assessor – Indian National to enter the training experience details.

![Training Experience Details](image2)

➢ Select the sector relevant to the training experience of the Assessor – Indian National from the drop-down list.
**Note:** Selecting the Relevant Sector for Training Experience allows the Assessor – Indian National to add details related to the relevant sector.

- 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 Training Experience Details** to add the details. The Added Training Experience Details section lists all the added information along with the details such as the Relevant Sector, Details of Experience, Total Training Experience, Proof Documents, and also allows to delete the added details under Action.
➢ The **Curriculum Vitae / Resume Details** section allows an Assessor – Indian National to add the curriculum vitae/resume details.

![Curriculum Vitae / Resume Details](image)

➢ 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.

![Declaration](image)

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

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

![What would you like to do screen](image)

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

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

![Register for Certificate Mandated Schemes](image)

➢ 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.

To Navigate
Home --> Applicant Dashboard --> Search & Apply --> Search & Training Requests --> Training Requests --> Add 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.

![Applicant Type](image)

➢ 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.

![Preferred Job Role](image)

➢ 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.

![Preferred Location](image)

➢ 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.

To Navigate
Home --> Applicant Dashboard --> Search & Apply --> Search & Training Requests --> Training Requests --> Action --> Remove 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 Request from the enrolled batch will lead to the disenrollment of the applicant from the selected batch.
➢ Click **Remove Training Requests**, 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.

![Remove Training Request Screen]

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

![Training Request Removed Successfully Screen]

➢ 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.

To Navigate
Home - - > Applicant Dashboard - - > Search & Apply - - > Search & Training Requests

➢ 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.

![Training Requests](image)

➢ 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 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.

![Search Batches](image)

➢ 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, 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.

![Training Request Submitted Successfully]

➢ **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.

To Navigate
Home -> Applicant Dashboard -> View Batches

➢ The My Batches screen displays the details of the batch such as Batch ID, Batch Type, 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.

To Navigate
Home -> Applicant Dashboard -> View Batches -> My Batches -> Action -> View Details

➢ The My Batches screen displays the details of the batch such as Batch ID, Batch Type, 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 Details](image)

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

![Training Centre Details](image)

➢ 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](image)
➢ 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).

<table>
<thead>
<tr>
<th>Job Role Code</th>
<th>Job Role</th>
<th>Training Dates</th>
<th>Master Trainer Name (ID)</th>
<th>Assessment Dates</th>
<th>Assessment Agency Name (ID)</th>
</tr>
</thead>
</table>

➢ The **Fee Payment Details** screen 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.

To Navigate
Home - - > Applicant Dashboard - - > Search & Apply - - > Search & Training Requests - - > Search Batches - - > Action - - > Apply to the 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 Checkbox, 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.

**To Navigate**

Home - - > Applicant Dashboard - - > Search & Apply - - > Search & Training Requests - - > Training Requests - - > Action - - > View Comments

- The **Training Requests** section displays the job role details such as Job Role Name (QP Code), Sector, State, District, Sub-District, 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 Screen](image)

➢ 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.

**To Navigate**

Home - - - > Applicant Dashboard - - - > View Batches - - - > My Batches - - - > Action - - - > Add payment Details

- 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.
➢ The **Add Payment Details** screen allows the Assessor - Indian National to add a payment for the enrolled batch.
➢ The **Add Payment 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!!](image)

Payment details has been added to the Training of Trainer-New/18-12-2018 to 28-12-2018(2145)

➢ 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.

To Navigate
Home - - > Applicant Dashboard - - > View Batches - - > My Batches - - > Action - - > Download 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 Downloads 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.

**To Navigate**

Home - - > Applicant Dashboard - - > View Batches - - > My Batches - - > Action - - > Download 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 **Downloads** 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.

To Navigate
Home - - > Applicant Dashboard - - > View Batches - - > My Batches - - > Action - - > 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, 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 the 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.

![Batch Details Screen](image)

➢ 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.

![Sector Skills Council Screen](image)
➢ 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 to add the comments for the same.

<table>
<thead>
<tr>
<th>Training Centre Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your extent of Learning:</td>
</tr>
<tr>
<td>Your extent of knowledge/Skill Improvement:</td>
</tr>
<tr>
<td>Content quality of study material:</td>
</tr>
<tr>
<td>Location Quality:</td>
</tr>
<tr>
<td>Your Comment:</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Master Trainer Name1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge of Subject:</td>
</tr>
<tr>
<td>Presentation Style:</td>
</tr>
<tr>
<td>Shared practical application examples:</td>
</tr>
<tr>
<td>Interactive/Participative Approach:</td>
</tr>
<tr>
<td>Coverage of Curriculum:</td>
</tr>
<tr>
<td>Your Comment:</td>
</tr>
</tbody>
</table>
➢ The **Master Trainer Name 2** section allows the applicant to provide feedback on Knowledge of Subject, Presentation Style, shared practical application examples, and to add the comments for the same.

<table>
<thead>
<tr>
<th>Master Trainer Name 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Knowledge of Subject:</strong></td>
</tr>
<tr>
<td><strong>Presentation Style:</strong></td>
</tr>
<tr>
<td><strong>Shared practical application examples:</strong></td>
</tr>
<tr>
<td><strong>Interactive/Participative Approach:</strong></td>
</tr>
<tr>
<td><strong>Coverage of Curriculum:</strong></td>
</tr>
</tbody>
</table>

Your Comment:

---

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

<table>
<thead>
<tr>
<th>Assessor Name 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overall Rating:</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Your Comment:</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Assessor Name2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Rating:</td>
</tr>
<tr>
<td>Your Comment:</td>
</tr>
</tbody>
</table>

➢ Click Submit Feedback, the screen appears as follows.

Feedback Submitted Successfully
Your feedback for the training has been successfully submitted

➢ 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.

To Navigate
Home - - > Applicant Dashboard - - > View Certificates

➢ The Certification screen hosts three tabs as listed below.

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

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

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.

![Approved Certificate Requests](image)

➢ 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.

![Rejected Certificate Requests](image)

➢ 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.

**To Navigate**
Home - - > Applicant Dashboard - - > View Certificates - - > Add Certification

- 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.

➢ **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

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.

**To Navigate**
Home - - > Applicant Dashboard - - > View Certificate Requests - - > Certification - - > Add Advanced Certification

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

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

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

➢ 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

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

**Note:** The Assessor 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.

To Navigate
Home - - > Dashboard - - > My 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 Industrial Experience Details
  • Added Training Experience Details
  • Training Requests
  • Applicant Type
  • Assessment Agency Association
➢ The **Personal Information** section lists all the basic information of the applicant such as Name of the Applicant, Gender, Religion, Origination Category, Date of Birth, Languages Known, and Category.

![Personal Information Table]

- **Name of the Applicant**: Test
- **Date Of Birth**: 10-09-2006
- **Gender**: Female
- **Languages Known**: Assamese, Kashmiri, Hindi, Manipuri
- **Religion**: Hindu
- **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 Table]

- **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 Table]

- **10th Class**: vcbv
- **10th Class**: dsf

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

![Added Industrial Experience Details Table]

- **Tourism & Hospitality**: Total 8 years of experience in hotel industry
- **8 years 5 months**
➢ The **Added Training Experience Details** section displays the training experience details of the applicant.

![Added Training Experience Details]

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

![Training Requests]

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

![Applicant Type]

➢ 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]

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

To Navigate
Home - > Dashboard - > My Profile - > View Applicant Details - > Edit 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 details.

![Aadhaar/PAN Information and Photograph Info](image)

➢ Click **Browse** to *upload* the appropriate file. The Assessor – Indian National an 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](image)

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

![Profile Updated Successfully](image)

➢ Click OK, the Personal Information screen appears.
➢ The **Contact and Address Details** screen allows the Assessor – Indian National to edit the contact details.

![Contact and Address Details screen](image)

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

![Update User Details screen](image)

➢ 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.

![OTP Verification Screen]

➢ 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.

![Update User Details](image)

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

![OTP Verification](image)

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

![Updated Successfully](image)

➢ 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.

![Profile Updated Successfully screen]

➢ Click **OK**, the **Contact & Address** screen appears.
➢ The **Education and Work** screen hosts **four** sections as listed below.

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

➢ The **Education Details** section displays the added educational details. Also allows the Assessor – Indian National to edit/add the information such as Education Attained, Details of Education, and proof documents.

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

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

![Added Education Details]

➢ The **Industrial Experience Details** section allows the Assessor – Indian National to edit the details such as Relevant Sector, Total Year of Relevant Sector Training, Details of Experience, Details of Industries, Proof Documents, and also displays the added industrial experience details.

![Industrial Experience Details]

➢ Click **Save & Add Industrial Experience Details**, to add 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**.
➢ The **Added Industrial Experience Details** section displays the added industrial experience details such as Relevant Sector, Details of Experience, Details of Industries, Total Training Experience, and Proof Document.

![Added Industrial Experience Details](image)

➢ The **Training Experience Details** section allows the Assessor – Indian National to enter the training experience details such as Relevant Sector, Total Year of Relevant Sector Training Experience, and Details of Industries.

![Training Experience Details](image)

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

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

![Curriculum Vitae / Resume Details](image)

➢ Click **Browse**, to *upload* the appropriate curriculum or resume document. The Assessor – Indian National can upload only `.jpg`, `.png`, `.jpeg`, and `.pdf`, and the maximum file size is **five MB** each. Click **Upload**.

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

![Profile Updated Successfully](image)

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