User Manual for Trainer (TR) – Registration – Indian National
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1 Introduction

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

- Registration
  - First Time Login
  - Trainer 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 section allows to register a new Trainer – Indian National.

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

First, Open the web page: https://skillindia.nsdciindia.org/direct-registration
➢ Select User Type as a **Trainer – Indian National** from the **Choose your user group** drop-down list.

➢ Enter the Name (as mentioned on ID Card), Email Address, and Mobile Number of the Trainer – 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 Trainer – 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 message appears after verification of both Email and mobile OTP.

![Verification Success](image)

- Click **Login Now**, the Trainer – Indian National will navigate to the **Login** screen.
2.1 First Time Login
The **Login** screen allows the Trainer – Indian National to log in to the **Trainer Registration Form**.

**To Navigate**
Home - - > Login

- Enter Unique ID (Username) 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 contain one upper case, one special character, and one numeric.
➢ Click Reset & Re-login. After the successful update of the password, the screen appears as follows.

![Password updated Successfully](image)

➢ Click OK, to navigate to the Login screen.

**Note:** The Trainer – Indian National must remember the User ID and Password for accessing the account.
2.2 Trainer Registration Form

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

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

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

➢ The Personal Information section allows the Trainer – Indian National to enter the basic information of the Trainer such as Name of the Applicant, Gender, Date of Birth, Languages Known, Religion, Category, and Disability (If Any).
Note: If the Trainer – Indian National selects any disability, then the Trainer - Indian National must upload the proof of the document.

➢ Click **Browse**, to upload the disability proof document. The Trainer – 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 Trainer – Indian National to enter the Aadhaar Information and/or the PAN Number information.

Note:
- The Trainer – Indian National can verify the Aadhaar Number only **once**.
- After verification of the Aadhaar Number, the Trainer – Indian National **cannot** change the name and/or gender.
➢ Select the **checkbox**, to enter the appropriate Aadhaar and/or PAN information.

➢ Click **Browse** to upload the PAN Document and recent Photograph. Choose the appropriate file and click **Upload**. The Trainer – Indian National can upload only, jpg, png, jpeg, pdf, and the maximum file size is **five MB** each. Click **Upload**. On the upload, the message appears as a **file name.ext Uploaded Successfully**.

➢ The **Applicant Type Details** section allows the Trainer – Indian National to select the applicant type details.

![Applicant Type Details](image)

➢ Select the applicant category for the Trainer – Indian National from the given list.

➢ Click **Save & Next**, to continue the Registration.

**Note:**
The Applicant can check eligibility from “Eligibility Criteria” tab in - [https://nsdcindia.org/guidelines-0](https://nsdcindia.org/guidelines-0).
➢ The **Contact and Address Details** section allows the Trainer – Indian National to enter contact and address details.

![Contact and 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 Trainer – 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**, the **User Info updated Successfully** message appears, and navigate to the **Education & Work Details** screen.
➢ The **Education Details** section allows the Trainer – Indian National to enter the details of education such as Education Attained, Details of the Education and allows to upload the supporting documents as proof.

![Education Details](image)

➢ Click **Browse** to *upload* the Upload Proof Documents. The Trainer – Indian National can upload only pdf, jpeg, png, jpg, and the maximum file size is **five** MB each. Click **Upload**, the message appears as **filename.ext Uploaded Successfully**.

➢ Click **Save & Add Education Details**, to view all the added educational details based on the Education Attained Type, Details of Education, Proof Document, and also allows the Trainer – Indian National to delete the added education details under Action.

![Added Education Details](image)

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

![Professional Experience](image)

➢ Select the **Relevant Sector** to the professional experience of the Trainer – Indian National from the drop-down list.
The **Professional Experience** section allows the Trainer – 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.

<table>
<thead>
<tr>
<th>Professional Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevant Sector: Food Processing</td>
</tr>
<tr>
<td>Job Title: Enter Job Title</td>
</tr>
<tr>
<td>Employment Type: Select Employment Type</td>
</tr>
<tr>
<td>Company: Enter Company</td>
</tr>
<tr>
<td>State/Union Territory/Region: Select State/Union Territory/Region</td>
</tr>
<tr>
<td>District/ City: Select District</td>
</tr>
<tr>
<td>Address: Enter Address</td>
</tr>
<tr>
<td>Duration: 02/11/2020</td>
</tr>
<tr>
<td>I am currently working in this role.</td>
</tr>
<tr>
<td>Job Description: Enter Job Description</td>
</tr>
</tbody>
</table>

Click **Browse** to **upload** the appropriate Proof Documents. The Trainer – Indian National can upload only jpg, png, jpeg, pdf, and the maximum file size is **five** MB each. Click **Upload**.

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

Click **Save & Add Professional Experience Details** to add the details, the following screen appears.
➢ Click OK, the Curriculum Vitae / Resume Details section appears.

➢ Click View Professional Experience Details, to view the professional details.

➢ The Added Professional Experience Details section displays the professional 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 also allows the Trainer – Indian National to delete the added details under Action.

![](image)

**Note:** If the Trainer – 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 Curriculum Vitae / Resume Details section.

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

![](image)

➢ Select the appropriate sector from the Relevant Sector drop-down list.
➢ The Training Experience section allows the Trainer – 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 Trainer – 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 following message appears.
➢ Click OK, the Curriculum Vitae / Resume Details section appears.

➢ Click View Training Experience Details, to view the training details.

➢ The Added Training Experience Details section displays the training 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 also allows the Trainer – Indian National to delete the added details under Action.

➢ Click Close to navigate to the Curriculum Vitae / Resume Details section.

Note: If the Trainer – 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 the Trainer – Indian National to add the curriculum vitae/resume details.

![Curriculum Vitae / Resume Details](image)

➢ Click **Browse** to *upload* the Curriculum Vitae (CV) or Resume. The Trainer – Indian National can upload only pdf, jpeg, png, docx, and the maximum file size is **five MB** each. Click **Upload**.

➢ Click **Save & Next**, the **User Info Updated Successfully** message appears, and navigate to the **Declaration** screen.

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

![Declaration](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 Trainer – Indian National to select the appropriate option from the given list.

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

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

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

![Registering for Certification 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 certificate/view certificate**, to navigate to the **Certification** screen.
3  Add Training Requests

The Add Training Requests screen allows the Trainer – 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 screen displays the training request details such as Applicant Type, Job Role Name (QP Code), Sector, State, District, Sub-District, Status, 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 Trainer – Indian National to select the appropriate applicant type from the given list.

The Preferred Job Role section allows the Trainer – 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 Trainer – 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 Trainer – 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 Requests 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 Trainer – 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 Trainer – Indian National to search batches and to add job roles & location.

To Navigate

Home - - > Applicant Dashboard - - > Search & Apply

➢ 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.
➢ 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 Trainer – Indian National to view batch details under Action.

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

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

![Search & Training Requests](image)

➢ The Trainer – Indian National can search a particular batch based on State, District, Sub-District, Sector, Job Role, Batch Type, Batch Start Date, Batch End Date. 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 Trainer – 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 Trainer – 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 corresponding 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 Trainer – 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, Batch Mode, Location, Job Role Name (QP Code), Current Status, Status Action Date, and also allows to view details under Action.

➢ The Trainer – 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 Trainer – 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, 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 along with 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>
<tbody>
<tr>
<td>MEP/Q2601</td>
<td>Trainer</td>
<td>24-08-2019 to 31-08-2019</td>
<td>Sushmita Kumari (T-013871)</td>
<td>07-10-2018 to 05-09-2019</td>
<td>A to Z Foundation (AA, 100001)</td>
</tr>
</tbody>
</table>

➢ 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 **Dashboard**.
8 Apply to the Batch

The **Apply to the Batch** screen allows the Trainer – 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 Type, Batch Mode, Job Role Name (QP Code), ToT/ToA Centre Name (ID), State, District, Start Date – End Date, and also allows the Trainer – 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 Trainer – 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 Trainer – 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 Trainer – 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 Code), Sector, State, District and Requested On.

➢ 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 Trainer – 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 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 the Applicant.

![View Comments Screen]

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

The Add Payment section allows the Trainer – 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 Trainer – Indian National to view all the created batches.

➢ The Trainer – 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 Trainer – Indian National to add a payment for the enrolled batch.

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

- Batch Details
- Payments Details
- Remarks
➢ The Batch Details screen displays all the basic batch information such as Batch ID, Applicant ID, Batch Name, and Applicant Name.

➢ The Payment Details section allows the applicant (Trainer – Indian National) to enter the details of the payments such as Mode of Payment, Bank Name, Reference Number, Date of Payment, and displays the total Amount.

➢ The Remarks section allows the Trainer – Indian National to enter the additional comments.

➢ Click Submit, the following screen appears.

![Payment Details Added Successfully!!](image)

Payment Details Added Successfully!!
Payment details has been added to the Training of Trainer-Neeru/18-12-2018 to 28-12-2018(2143)

➢ Click OK, to navigate to the My Batches screen.
11 Download Marksheet

The Download Marksheet screen allows the Trainer – Indian National to download the marksheet.

To Navigate

Home --> Applicant Dashboard --> View batches --> My Batches --> Action --> Download Marksheet

➢ The Download Marksheet option allows the Trainer – Indian National to download the certificate for the completed batches.

➢ The Trainer – 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 Mark Sheet 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.

**MARK SHEET**

Sai Nari (Aadhaar No - XXXXXXXXXX)

Has successfully cleared the assessment for the job role of Trainer

The Trainer trains the learners on the occupational standards using preset lesson plans and training materials. They plan for and conduct sessions to impart competency-based skills and knowledge.

Job Post: QP Code: MEPQ2603
Conforming to National Skill Qualification Framework Level 5
4th December 2018
System Identification Number: NA

<table>
<thead>
<tr>
<th>NOS CODE</th>
<th>NOS NAME</th>
<th>NOS TYPE</th>
<th>MAXIMUM MARKS</th>
<th>MARKS OBTAINED</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEP/N2601</td>
<td>Training National occupational standard assessor national occupational standard Lead Assessor</td>
<td>Non-Core</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>MEP/N7201</td>
<td>MEP/N7202</td>
<td>Non-Core</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>MEP/N7202</td>
<td></td>
<td>Core</td>
<td>200</td>
<td>200</td>
</tr>
</tbody>
</table>

Core NOS = 200
Non-Core NOS = 200
Overall Score = 400

Grade

Note: The Marksheet can be downloaded only in pdf format.
12 Download Certificate

The **Download Certificate** screen allows the Trainer – Indian National to download the certificate.

**To Navigate**

Home -> Applicant Dashboard -> View Batches -> My Batches -> Action -> Download Certificate

➢ The **Download Certificate** option allows the Trainer – Indian National to download the certificate for the completed batches.

➢ The **Trainer – 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 Trainer Certificate** section displays the Name of the Applicant, Qualification Pack Name, and Date of Issue.

![Certified Trainer Certificate](image)

**Note:** The Certified Trainer – Indian National certificate can be downloaded only in **pdf** format.
13 Provide Feedback

The **Provide Feedback** screen allows the Trainer – 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 **Trainer – 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 Action.
Note: The applicant can provide feedback only for the training completed batches.

➢ The Provide Feedback screen allows the Trainer – Indian National 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 such as Batch ID, Batch Date, Batch Name, and Batch Type.

<table>
<thead>
<tr>
<th>Batch ID: 2448</th>
<th>Batch Name: Training of Trainer-New/22-01-2019 to 28-02-2019(2448)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch Date: 22-01-2019 to 28-02-2019</td>
<td>Batch Type: Training of Trainer-New</td>
</tr>
</tbody>
</table>

➢ The Sector Skills Council (SSC) section allows the Trainer – Indian National 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.

<table>
<thead>
<tr>
<th>Sector Skills Council</th>
<th>Excelent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your extent of Learning:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your extent of knowledge/Skill Improvement:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Content quality of study material:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Your Comment:
The **Training Centre Name** section allows the Trainer – Indian National 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.

![Training Centre Name Table]

The **Master Trainer Name 1** section allows the Trainer – Indian National 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.

![Master Trainer Name 1 Table]
➢ **The Master Trainer Name 2** section allows the Trainer – Indian National 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.

<table>
<thead>
<tr>
<th>Master Trainer Name 2</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge of Subject:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation Style:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shared practical application examples:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interactive/Participative Approach:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coverage of Curriculum:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your Comment:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Assessor Name 1</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Rating:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your Comment:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Your comments goes here...
➢ The **Assessor Name 2** section allows the Trainer – Indian National to provide feedback on the overall rating and to add the comments for the same.

<table>
<thead>
<tr>
<th>Assessor Name2</th>
<th>Excelent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Rating:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Your Comment:</td>
<td>[Your comments goes here...]</td>
<td></td>
<td></td>
<td></td>
<td></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 Trainer – Indian National to view all the certificate requests.

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

➢ The Certification screen hosts three tabs as listed below.

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

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

Note: If the Trainer (TR) – Indian National has been certified previously and their certification does not exist on the portal, the Trainer (TR) – Indian National can raise a certificate request by clicking on Add Certification.
➢ The Trainer – Indian National can search a particular pending certification request based on Sector, User Type, Certificate Type, Job Role, and State. Click Apply, to search for a particular pending certification request.

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

➢ The 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.
15 Add Basic Certification

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

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

➢ The Add Basic Certification screen allows the Trainer – Indian National to add certification.

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

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

![Add Existing Certification Screen](image)

➢ Click **Browse** to upload the supporting document. The Trainer – 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](image)

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

OK

➢ Click **OK**, to navigate to the **Certification** screen.
16 Add Advanced Certification
The **Add Advanced Certification** screen allows the Trainer – 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 such as Sector Skill Council, Batch Type, Job Role Name (QP Code), User Type, Certification ID, Certification Type, Valid Till, Submitted On, Validity Extended, Grade and also allows to add advanced certificate under Action.

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

![Advanced Certification Screen](image)

➢ Click **Browse** to upload the supporting document. The Trainer – 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]

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 Trainer – Indian National 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 Trainer – Indian National to view the profile.

To Navigate
Home - - - > Dashboard - - - > My Profile

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

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

➢ The Personal Information section lists all the basic information of the applicant such as Name of the Applicant, Gender, Religion, Origination Category, Date of Birth, Languages Known, and Category.
➢ The **Contact and Address Details** section lists all the contact and address details of the Trainer – 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](image1.png)

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

![Education Details](image2.png)

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

![Added Professional Experience Details](image3.png)

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

![Added Training Experience Details](image4.png)
➢ The **Training Requests** section lists all the added preferences of the Trainer – Indian National.

<table>
<thead>
<tr>
<th>Training Requests</th>
<th>IT-ITeS</th>
<th>GDA</th>
<th>N/A</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRM Domestic Voice, SSC/Q2210</td>
<td>IT-ITeS</td>
<td>GDA</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Domestic Biometric Data Operator, SSC/Q2213</td>
<td>IT-ITeS</td>
<td>GDA</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Advance Pattern Maker(CAD/CAM), AMH/Q1101</td>
<td>Apparels</td>
<td>GDA</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Brushing Operator, HCS/Q4502</td>
<td>Handicrafts</td>
<td>KARNATAKA</td>
<td>KALABURAGI</td>
<td>Kalaburagi</td>
</tr>
</tbody>
</table>

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

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

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

<table>
<thead>
<tr>
<th>Training Partner and Training Center Association</th>
<th>TP ID</th>
<th>Training Partner Name</th>
<th>TC ID</th>
<th>Training Center Name</th>
<th>Scheme Name</th>
<th>Linking Type</th>
<th>Empanelment Duration</th>
<th>Linking Status</th>
<th>Delinked Date</th>
<th>Action</th>
</tr>
</thead>
</table>

➢ Click **Go Back**, to navigate to the **Dashboard**.
18 Edit Profile

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

**To Navigate**

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

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

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

- Personal Information
- Contact and Address
- Education and Work
➢ The **Personal Information** screen hosts **three** sections as listed below.

- Personal Information
- Aadhaar/PAN Information and Photograph Info
- Applicant Type Details

➢ The **Personal Information** section allows the Trainer – 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 Disability document. The Trainer – 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 displays the PAN Number information and also allows the Trainer – Indian National to edit the required Aadhaar details.

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

➢ Click Browse to upload a recent photograph. The Trainer – Indian National can upload only jpg, png, jpeg, pdf, and the maximum file size is **five MB** each. Click Upload.

➢ The Applicant Type Details section allows the Trainer – Indian National to select the applicant category.

![Applicant Type Details section](image)

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

![Profile Updated Successfully screen](image)

➢ Click OK, the Personal Information screen appears.
The **Contact and Address Details** section allows the Trainer – Indian National to edit the contact and address details of the applicant such as Tehsil/Mandal, and Parliamentary Constituency. And also displays the details such as Applicant Address, Nearby Landmark, Pincode, Country, State/Union Territory/Region, and District/City.

- 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.

![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 on the new email address. Click **Verify**, the following screen appears.

![Verification Success](image)

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

➢ Click OK, the Contact & Address screen appears.
➢ The **Education and Work** screen allows the Trainer – Indian National to edit the education and work details in **four** sections as listed below.

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

➢ The **Education Details** section displays the added educational details. Also allows the Trainer – 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 Trainer – Indian National can upload the only *jpg, png, jpeg, pdf*, and the maximum file size is **five MB** each. **Click Upload**.

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

➢ The **Added Education Details** section displays the added education details such as Education Attained Type, Details of Education, and Proof Document.
➢ The **Professional Experience Details** section allows the Trainer – 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, Proof Documents, and also displays the added Professional experience details.

➢ Click **Browse** to *upload* the appropriate Proof Documents. The Trainer – 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 professional experience details.
➢ The Training Experience Details section allows the Trainer – Indian National to edit the training experience details such as Relevant Sector, Job Title, Employment Type, Company, State/Union Territory/Region, District/City, Address, Duration, Job Description, Proof Documents, and also displays the added Industrial experience details.

➢ Click **Browse** to upload the appropriate Proof Documents. The Trainer – Indian National can upload only jpg, png, jpeg, pdf, and the maximum file size is **five MB** each. Click **Upload**.

➢ Click **Add Training Experience Details**, to add training experience details.
➢ The Curriculum Vitae / Resume Details section allows the Trainer – Indian National to update the resume.

![Curriculum Vitae / Resume Details](image)

➢ Click Browse, to upload the appropriate Curriculum Vitae or Resume Document. The Trainer – Indian National can upload only jpg, png, jpeg, pdf, and the maximum file size is five MB each. Click Upload.

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

![Profile Updated Successfully](image)

➢ Click OK, the Education & Work screen appears.