

सिद्ध

TRAINING PARTNER USER MANUAL for

NSDC Academy, SSC Affiliated and other schemes

Version 1.3 | Release Date: 4th February 2025

Table of Contents

1	Introduction	1
1.1	Scope	1
1.2	Objective.....	1
1.3	System Requirements.....	1
2	Training Partner Login process.....	3
3	Applying Skilling Program/ Project.....	7
4	Link Sector	15
5	Link Courses	17
6	Link Training Centre.....	18
7	Add Training Centre.....	21
7.1	Affiliation and Accreditation (Process Type):	21
7.2	Non-Affiliation and Accreditation (Process Type):	25
8	Create Course.....	31
9	Update Course.....	36
10	Batch Creation.....	40
11	Edit Batch Details	46
12	Candidate Enrolment.....	47
13	Candidate Attendance	53
14	Assessment & Certification	55
15	Add Assessment Agency	57
16	Add Assessor	62
17	Batch Submission for Assessment mode Self/Third party	66

1 Introduction

Skill India Digital Hub is an initiative that offers comprehensive skill development and lifelong learning through classroom, online, and blended formats. It aligns education with industry needs, enhancing job prospects and supporting entrepreneurship. As a centralized platform, it merges government data repositories from education and employment sectors, streamlining the path for individuals to upgrade their skills and knowledge.

This user manual is designed to guide Training Partners (TPs) through the registration process on the platform. It offers step-by-step instructions to help TPs seamlessly sign up and unlock a range of features, ensuring they can fully utilize the platform's capabilities.

1.1 Scope

The user manual serves as a comprehensive guide to assist users in navigating the platform and successfully completing essential processes such as Candidate Enrolment, and Assessment Management.

The manual ensures that users have a clear understanding of each step involved, supported by detailed process flows, system requirements, and task-specific instructions.

1.2 Objective

The key objectives are as follows:

- a. **Ease of Navigation:** Simplify complex workflows by providing clear, step-by-step instructions for platform functionalities.
- b. **User Empowerment:** Enable users to independently handle tasks such as registration, login, batch creation, and candidate management.
- c. **Compliance Guidance:** Offer detailed instructions to help training partners meet Accreditation & Affiliation (A&A) or Non-A&A requirements.
- d. **Process Standardization:** Ensure all users follow a uniform approach across various processes for consistent results.
- e. **Error Prevention:** Minimize errors through precise instructions, system requirements, and data validation guidelines.
- f. **Enhanced Efficiency:** Streamline the platform's usage by detailing all functions, from registration to assessment and certification.
- g. **Accessibility:** Cater to all levels of users, from beginners to advanced, through a comprehensive and user-friendly format.

1.3 System Requirements

Skill India Digital Hub can be accessed through various devices and platforms, on both PC and Mac desktops/laptops.

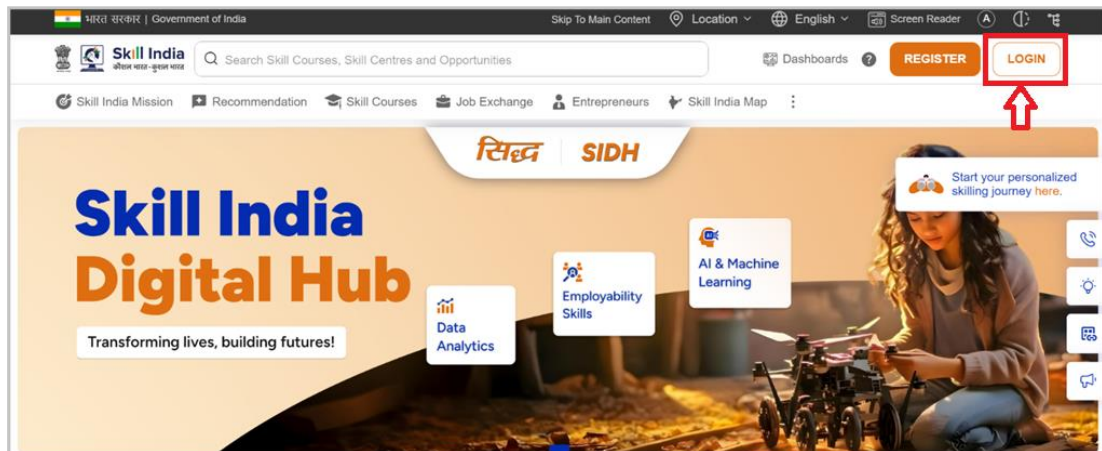
- a. Minimum system requirements:

- Browser: Google Chrome (latest version), Firefox, Safari, Edge, or Opera for desktop/laptop
- A broadband/mobile internet connection with good speed
- b. PC specific requirements
 - Platform: Windows 8.1 or higher with the latest updates installed
 - RAM: 4GB or more
 - Video: Graphics output capability
 - Sound: Sound output capability
- c. Mac specific requirements
 - Platform: Mac OS X 10.12 or higher with the latest updates installed
 - RAM: 4GB or more
 - Video: Graphics output capability
 - Sound: Sound output capability

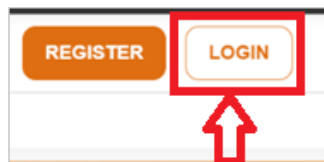
2 Training Partner Login process

Users can login by following steps:

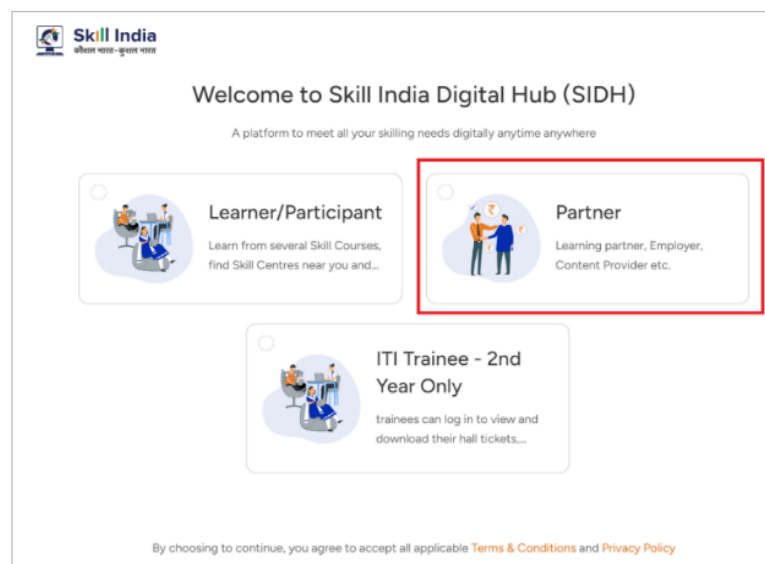
- a. Visit '<https://www.skillindiadigital.gov.in/home>' and then press enter or click on go.



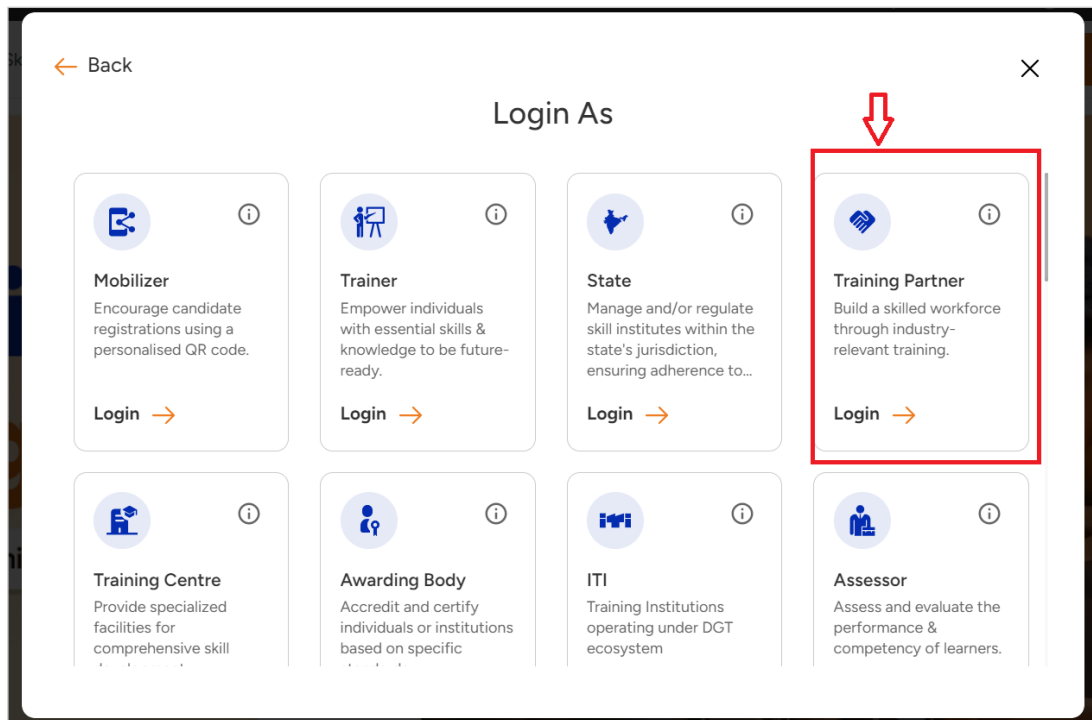
- b. Click on the Login button at the top right corner.



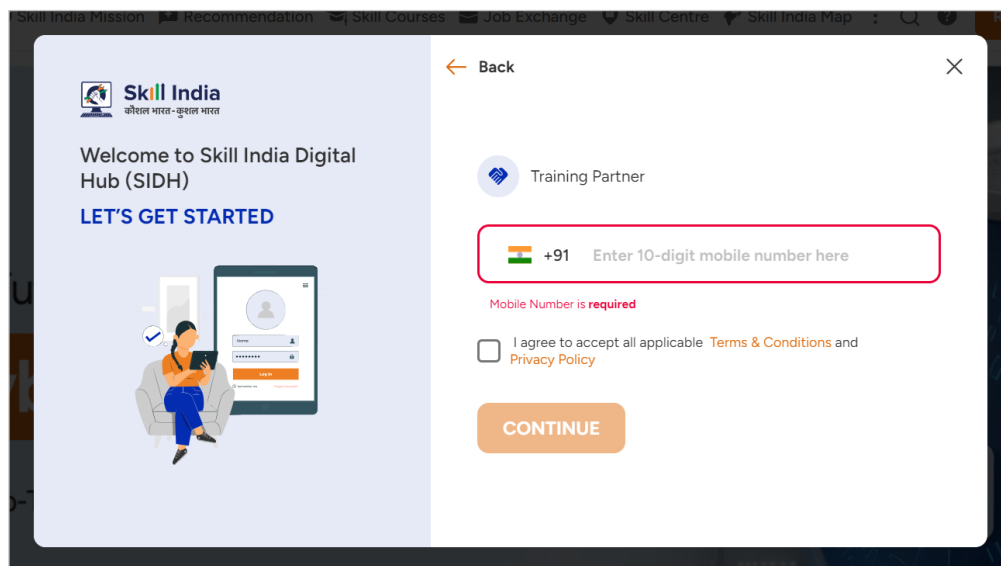
- c. Select "Partner" option:



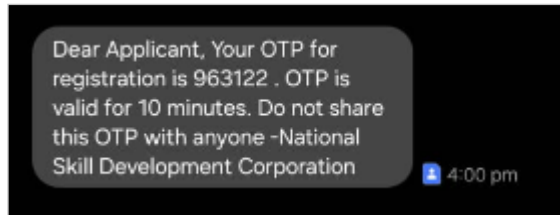
d. Click on “Login” button in Training Partner role card.



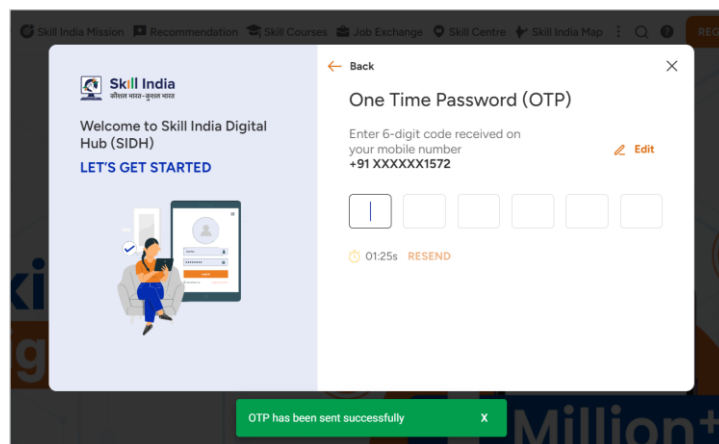
e. Enter the Mobile Number and press “CONTINUE” Button



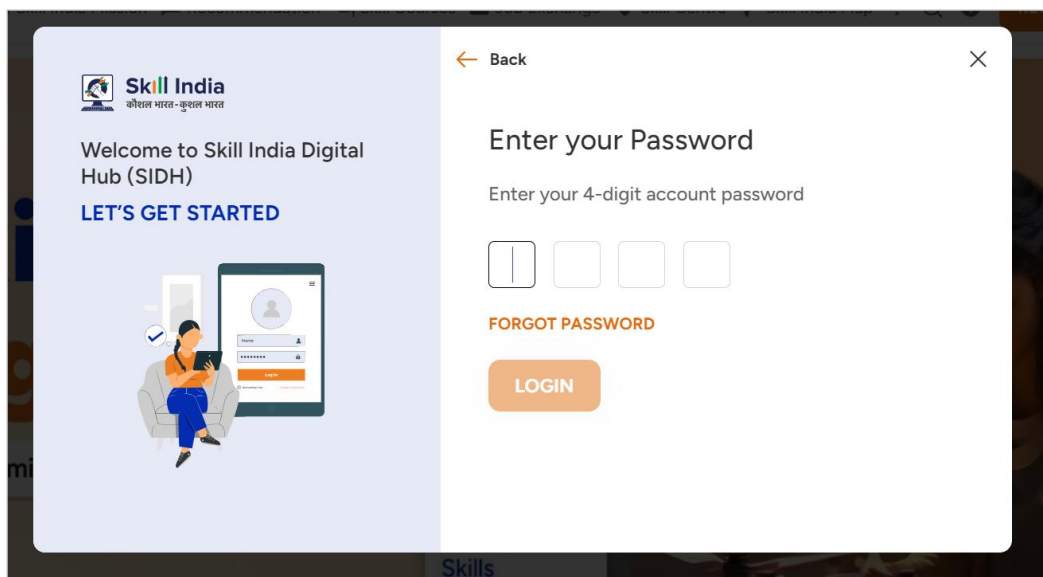
- f. Click on "Continue" button, an OTP will be received on the submitted mobile number.



- g. Enter the OTP in screen as shown below:

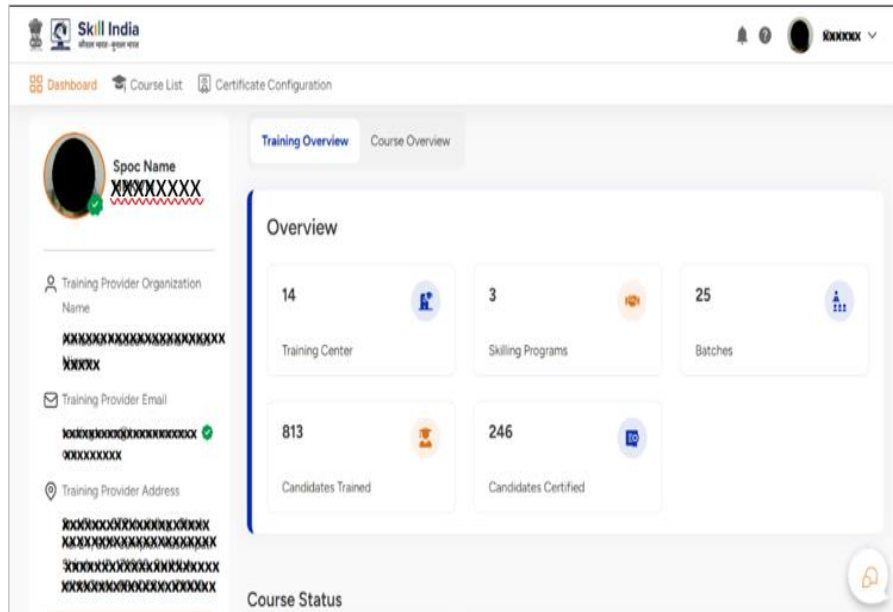


- h. Enter your four-digit account password, and then press **LOGIN** Button

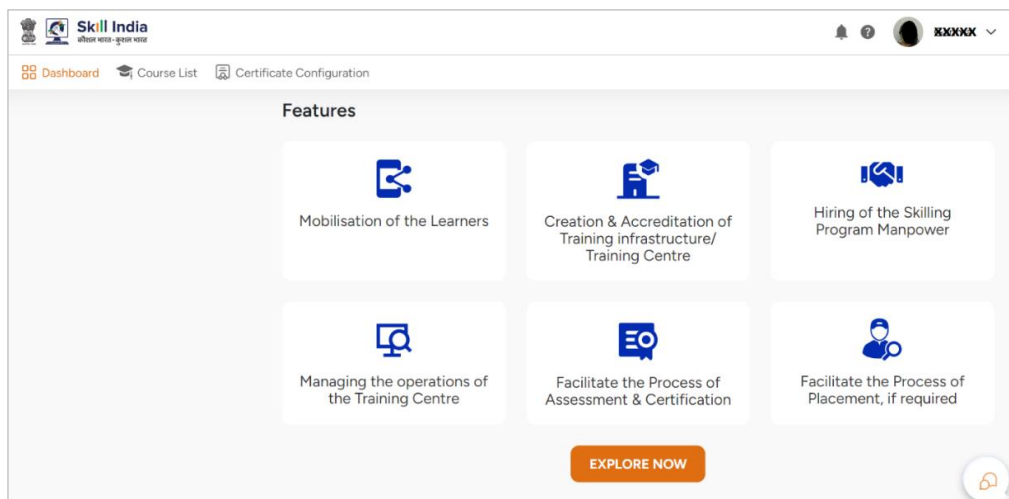


- i. After the completion of registration process Training Partner will be automatically logged in to the dashboard and with the following information
- Training Partner organization name

- Training Partner email
- Training Partner address
- No. of Training Center
- No. of Skilling Programs
- No. of Batches
- No. of Candidates Trained
- No. of Candidates Certified



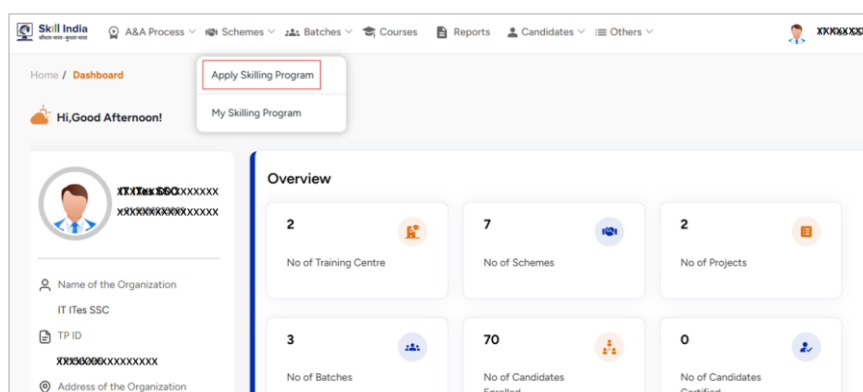
- j. Click on 'Explore Now' button at the bottom of the page to explore the multiple features for Training Partner user at the bottom of the screen.



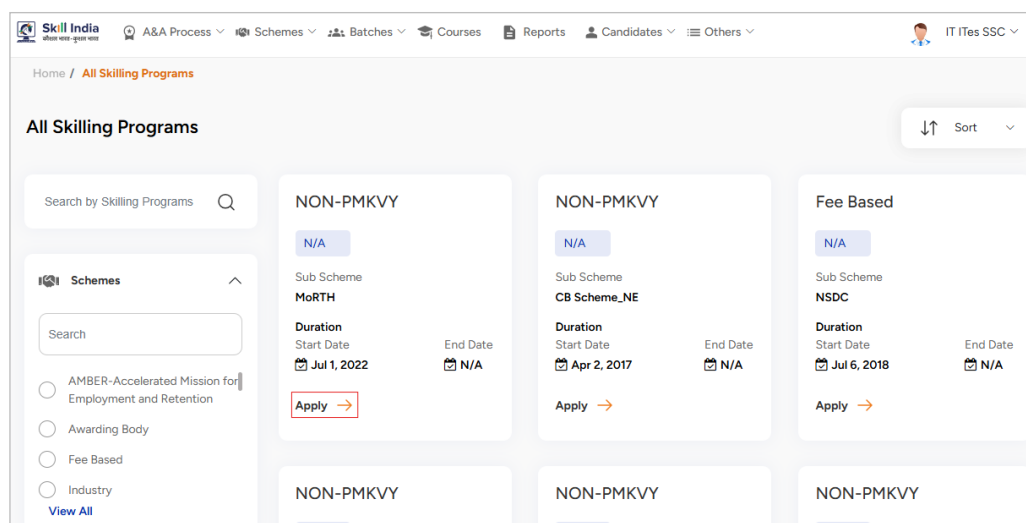
3 Applying Skilling Program/ Project

The **Dashboard** for a **Training Partner** in the Skill India portal provides a quick overview and key navigation options for managing skilling programs and related activities. In the image below highlighted option: **Apply Skilling Program** (under the **Schemes** tab), where the Training Partner can apply for skilling programs will be explained further.

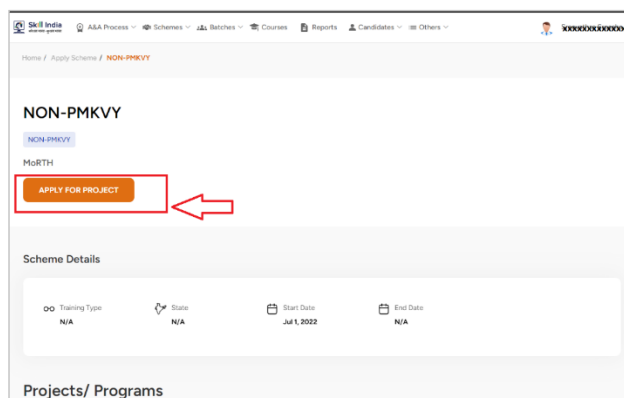
- a. Go to **Schemes > Apply Skilling Program** from the navigation bar as shown below:



- b. Now a new screen appears, it allows Training Partners to view and apply for various skilling programs under different schemes, click on any scheme as shown below:



- c. Now, a new screen appears to “**Add Project**” click on it to proceed further as shown below:



d. In Add Project process submit the information, required in 5 sections which are as follows:

- **Project Details**
- **Loan Details & Supporting Documents**
- **Add Sectors & Courses**
- **Location of Training Centers**
- **Placement Target**



e. In **Project details** the fields are as follows:

- **Financial Model Type:** Select the project's financial structure.
- **Project Funded By:** Specify the funding organization.
- **Duration:** Enter the project's duration in months.
- **Agreement Date:** Date when the project agreement was signed.
- **First Disbursement Date:** Date for the first fund release.
- **Project Proposal ID:** Unique ID for the project proposal. (Auto Generated Sequence for all 3 categories)
- **Project Name:** Name of the project. (As approved by EC/Suggested by MSDE)
- **Proposing Organization Name:** Organization proposing the project. (As per EC Proposals)
- **Implementing Organization Name:** Organization executing the project. (As per EC Proposals)
- **Promoter Details:** Name of the promoter or supporting entity.
- **Targets (Enrolled Targets):** Set target enrolment numbers.
- **Assessment Mode:** Choose SSC, Self, or Third-Party assessment.
- **Project Start Date:** Planned start date for the project.
- **Project End Date:** Planned end date for the project.

f. Enter the information and click on “Next” button

20%
Completed

Add a Project

Enter all the details of Add Project

SAVE AS DRAFT

Project Details

Loan Details & Supporting Documents

Add Sectors & Courses

Location of Training Centres

Placement Target

Project Details

*Financial Model Type
Select Financial Model Type

*Project Funded By
N/A

*Duration
7

*Agreement Date
Select Agreement Date

First Disbursement Date
Select First Disbursement Date

*Project Proposal ID
Enter Project Proposal ID

*Project Name
Enter Project Name

*Proposing Organization Name
ELECTRO

*Implementing Organization Name
ELECTRO

Promoter Details
Enter Implementing Organization Name

*Targets (Enrolled Targets)
Enter Targets (Enrolled Targets)

*Assessment mode
☐ SSC ☐ Self ☐ Third Party

*Project Start Date
Select Start Date

*Project End Date
Select End Date

BACK

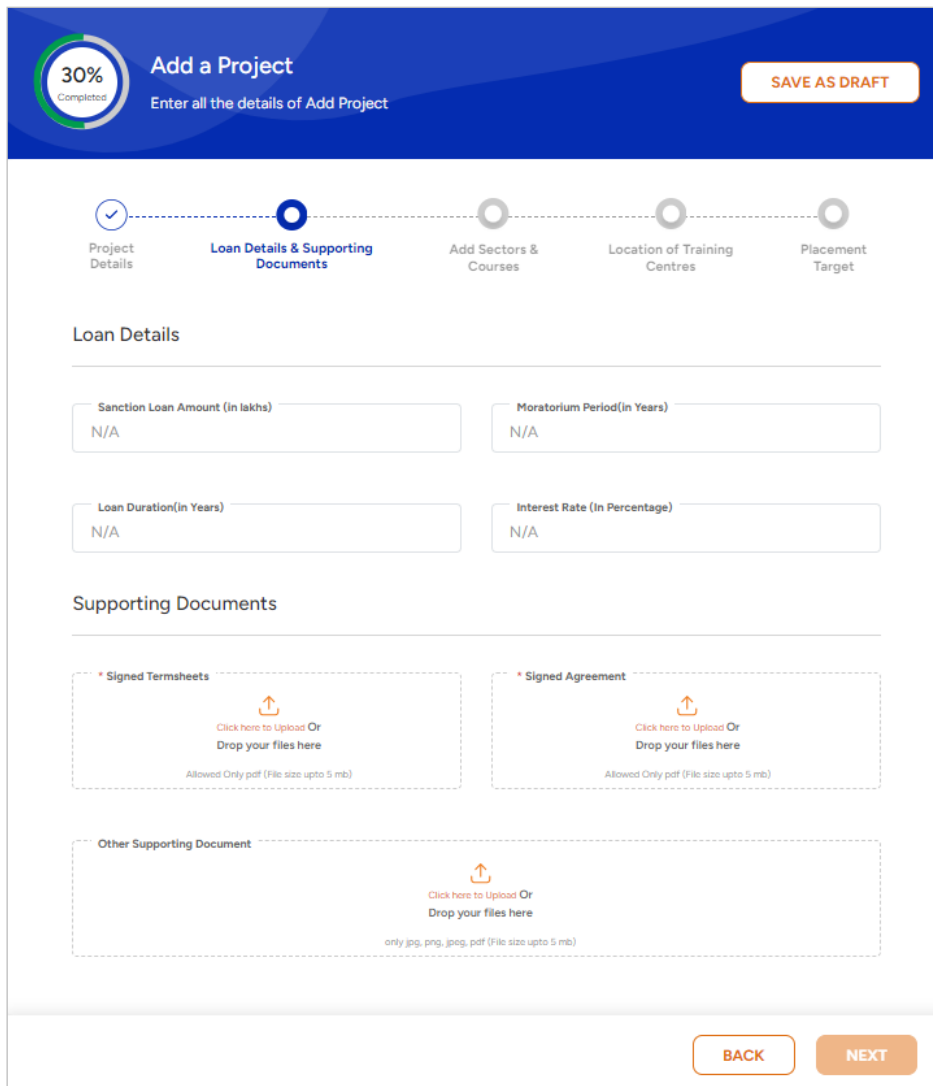
NEXT

g. In **Loan Details & Supporting Documents** section is divided into two subsections and the fields are as follows:

- **Loan Details**
 - **Sanction Loan Amount (in lakhs):** Total loan amount sanctioned for the project.

- **Moratorium Period (in years):** Duration during which loan repayment is not required.
- **Loan Duration (in years):** Total time allowed for loan repayment.
- **Interest Rate (in percentage):** Applicable interest rate on the loan.
- **Supporting Documents**
 - **Signed Term sheets:** Upload the term sheet document signed by stakeholders (mandatory).
 - **Signed Agreement:** Upload the signed agreement document for the project (mandatory).
 - **Other Supporting Document:** Upload any additional supporting documents (optional).

Enter the information and click on “**Next**” button.



30% Completed Add a Project
Enter all the details of Add Project [SAVE AS DRAFT](#)

Project Details **Loan Details & Supporting Documents** Add Sectors & Courses Location of Training Centres Placement Target

Loan Details

Sanction Loan Amount (in lakhs) N/A Moratorium Period (in Years) N/A

Loan Duration (in Years) N/A Interest Rate (in Percentage) N/A

Supporting Documents

* Signed Termsheets [Click here to Upload Or](#)
Drop your files here
Allowed Only pdf (File size upto 5 mb)

* Signed Agreement [Click here to Upload Or](#)
Drop your files here
Allowed Only pdf (File size upto 5 mb)

Other Supporting Document [Click here to Upload Or](#)
Drop your files here
only jpg, png, jpeg, pdf (File size upto 5 mb)

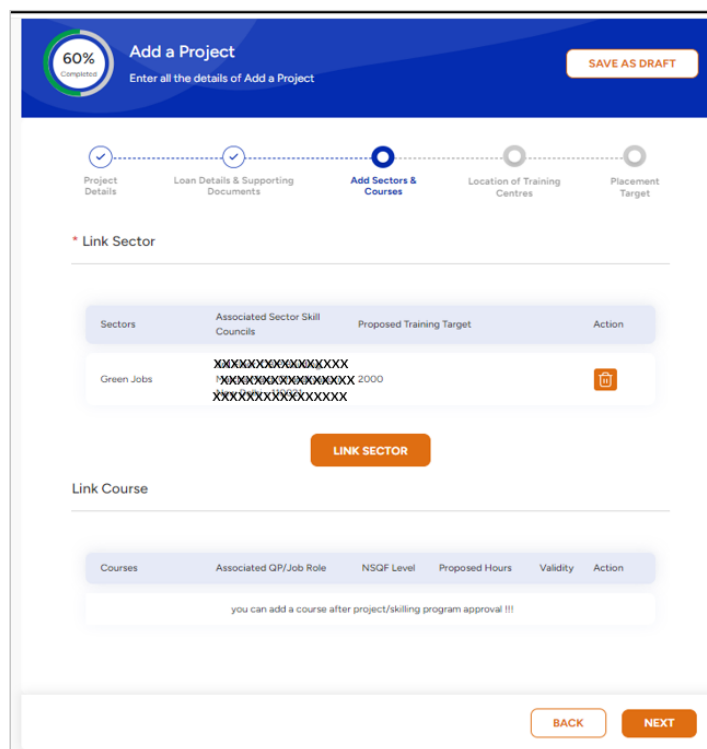
[BACK](#) [NEXT](#)

h. The **Add Sectors & Courses** section is divided into two subsections and the fields are as follows:

- **Link Sector:** To associate the project with specific sectors and define the training target. The fields are as follows:
 - **Sectors:** The name of the sector to be linked with the project.
 - **Associated Sector Skill Councils:** The skill council governing the sector.
 - **Proposed Training Target:** Number of candidates targeted for training under this sector.
 - **Action:** Options to edit or remove the linked sector.
 - **Action Button (LINK SECTOR):** Opens a form to add and link a sector with the project as shown below:

- **Link Course:** To link specific courses associated with the sectors to the project. The fields are as follows:
 - **Courses:** The name of the course to be linked.
 - **Associated QP/Job Role:** The job role or qualification pack associated with the course.
 - **NSQF Level:** The National Skills Qualifications Framework (NSQF) level of the course.
 - **Proposed Hours:** The duration of the course in hours.
 - **Validity:** Specifies the course validity period.
 - **Action:** Options to edit or remove the linked course.

- **Status:** The system displays a note that courses can be added only after the project's approval.
- Enter the information and click on “Next” button.



60% Completed Add a Project
Enter all the details of Add a Project

Project Details | Loan Details & Supporting Documents | **Add Sectors & Courses** | Location of Training Centres | Placement Target

* Link Sector

Sectors	Associated Sector Skill Councils	Proposed Training Target	Action
Green Jobs	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	2000	

LINK SECTOR

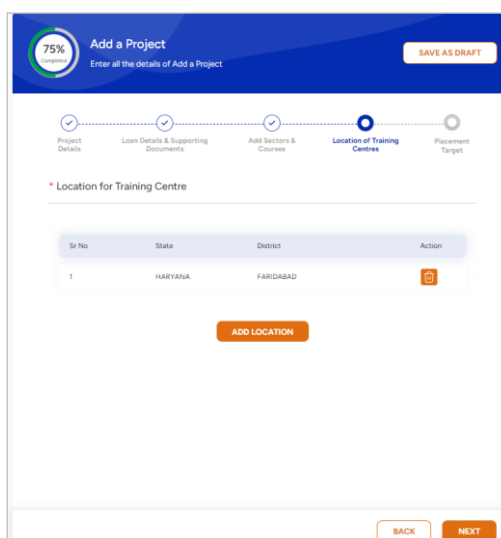
Link Course

Courses	Associated GP/Job Role	NSQF Level	Proposed Hours	Validity	Action
you can add a course after project/skilling program approval !!!					

BACK **NEXT**

i. To assign specific training center locations for the project. The fields of the “**Location of Training Center**” page are as follows

- **Sr No:** Serial number of the training center location entry.
- **State:** The state where the training center is located.
- **District:** The district in the state for the training center.
- **Action:** Provides options to edit or delete the added location.



75% Completed Add a Project
Enter all the details of Add a Project

Project Details | Loan Details & Supporting Documents | Add Sectors & Courses | **Location of Training Centres** | Placement Target

* Location for Training Centre

Sr No	State	District	Action
1	HARYANA	FARIDABAD	

ADD LOCATION

BACK **NEXT**

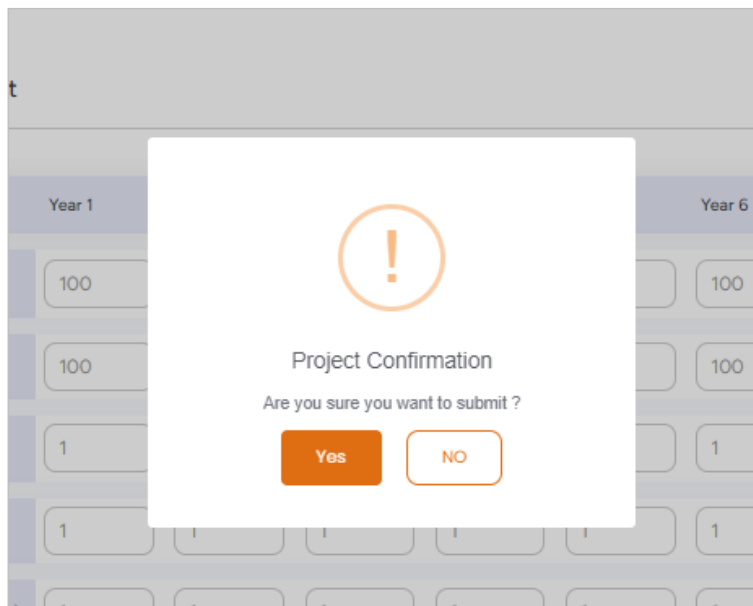
- j. The “**Add Location**” Opens a form to add a new training center location by specifying the state and district as shown below:

- k. This section is used to define annual goals and financial allocations for the project across a tenure of up to 7 years. The fields for this page are as follows:
- **Amount Sanctioned (in lakhs):** Total financial allocation for each year.
 - **Training Targets:** Number of candidates targeted for training annually.
 - **Placement Targets:** Number of candidates targeted for placement annually.
 - **Number of Centres:** Number of training centres planned to be involved annually.
 - **Number of Sectors:** Number of sectors covered each year.
 - **Number of Courses:** Number of courses offered each year.
 - **Year (Tenure):** Divided into Year 1 to Year 7 for multi-year projects

Year (Tenure)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
* Amount Sanctioned(in lakhs)							
* Training Targets							
* Placement Targets							
* Number of Centre							
* Number of Sector(s)							
* Number of Course(s)							

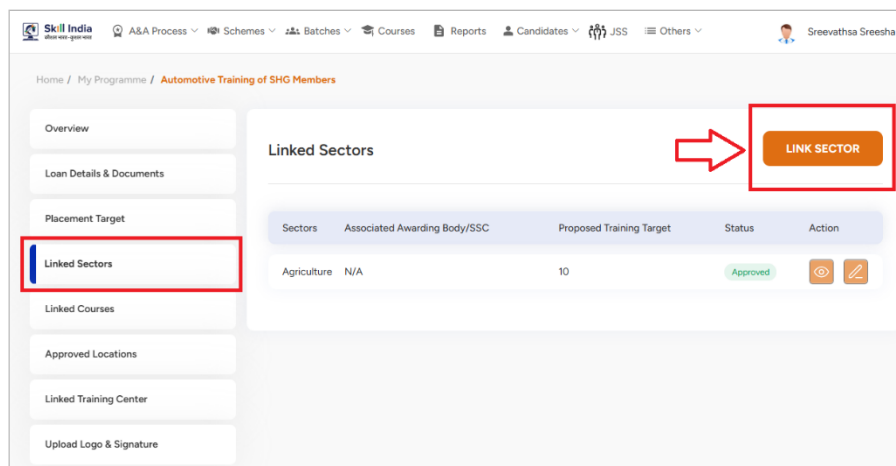
At the bottom are 'BACK' and 'SUBMIT' buttons.

- I. Once the details are entered and submitted, then Project Confirmation message appears Click on **Yes**, the screen for the same is as follows:



4 Link Sector

The highlighted menu item is "**Linked Sectors**" (outlined in red), indicating that this page displays sectors linked to a particular training program as shown below:

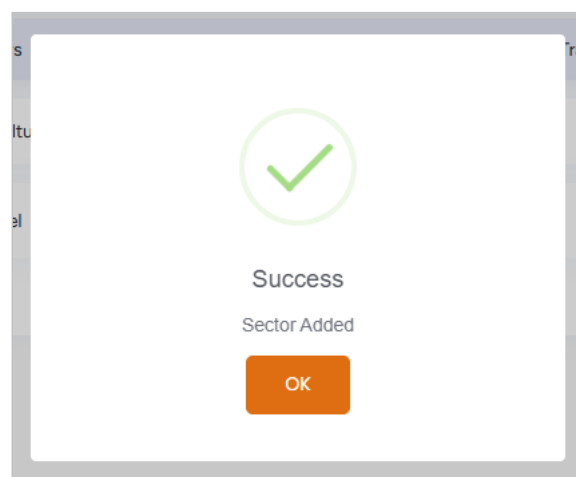


- The table shows the listing of the Linked sectors with column names described below:
 - Sectors** – Displays the sectors linked to the training program.
 - Associated Awarding Body/SSC** – Indicates the awarding body or Sector Skill Council (SSC) associated with the sector.
 - Proposed Training Target** – Specifies the number of trainees targeted for training in that sector.
 - Status** – Shows the current approval status of the linked sector (e.g., Approved, Pending).
 - Action** – Provides options to edit or remove the linked sector.
- Click on the Linked Sector button as highlighted in the above image with an arrow, now a new form appears with the following sections:
 - Select Sector:** A dropdown field where the user selects the sector they want to link.
 - Associated Sector Skill Councils:** This field automatically populates based on the selected sector.
 - Proposed Training Target:** The user inputs the number of trainees planned for this sector.
 - Upload Undertaking Documents (Required):** Users need to upload an undertaking document as part of compliance. Accepted formats: **jpg, png, jpeg, pdf** (Max file size: **5 MB**).
 - Upload Affiliation Certificates from SSC (Required):** Certification from the **Sector Skill Council (SSC)** must be uploaded for validation.
 - Upload Work Order (Optional):** If applicable, users can upload a work order document related to the training program.
 - Upload Challan of Fee Paid (Optional):** A receipt or challan for any fees paid can be uploaded here.

- **Action Buttons:**

- **CANCEL:** Clicking this button will discard any inputs and close the form.
- **LINK:** Once all required details and documents are uploaded, clicking this button will **submit the sector linking request**.

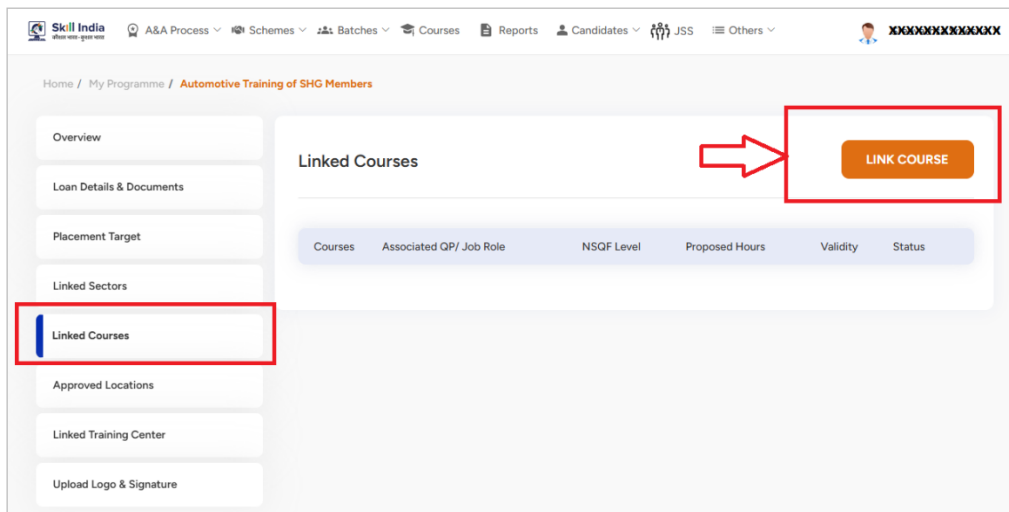
- Once all the details are uploaded, click on link button after which “Success” message appears as shown in the image below:



5 Link Courses

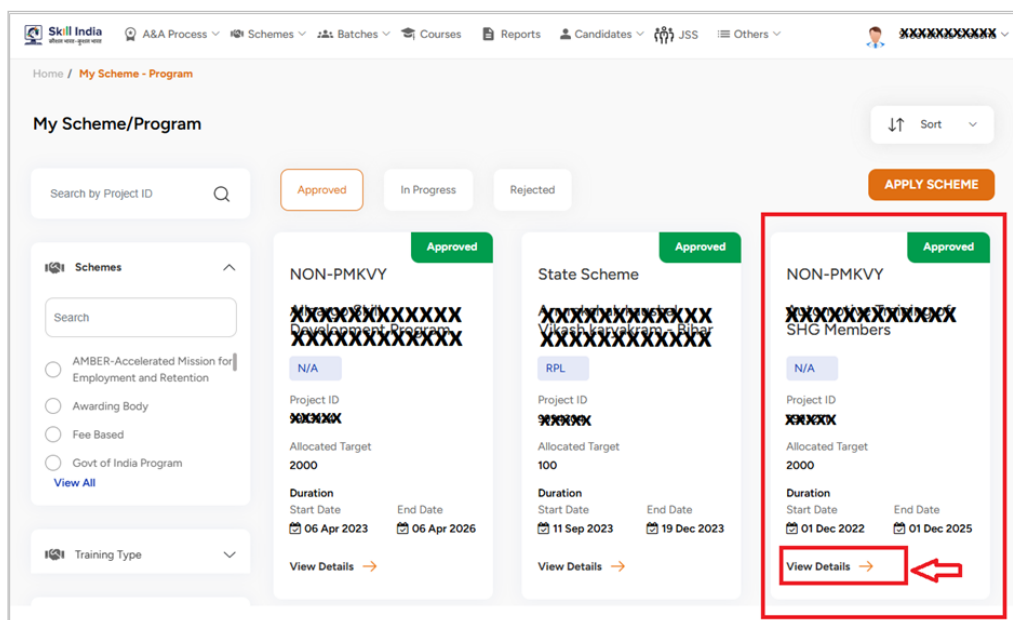
This screenshot below shows the **"Linked Courses"** section under a training program in the **Skill India Portal**. This section is used to manage the courses associated with a particular training program.

- The **"Linked Courses"** tab is highlighted, indicating that this page displays all courses associated with the training program.
- "Linked Courses" Table:** Displays courses that are already linked to the training program. The table columns are as follows:
 - Courses** – Lists the course names
 - Associated QP/Job Role** – Shows the Qualification Pack or Job Role related to the course
 - NSQF Level** – Displays the course level as per the **National Skills Qualifications Framework (NSQF)**
 - Proposed Hours** – Indicates the duration of the course.
 - Validity** – Specifies the course validity period
 - Status** – Displays the approval status



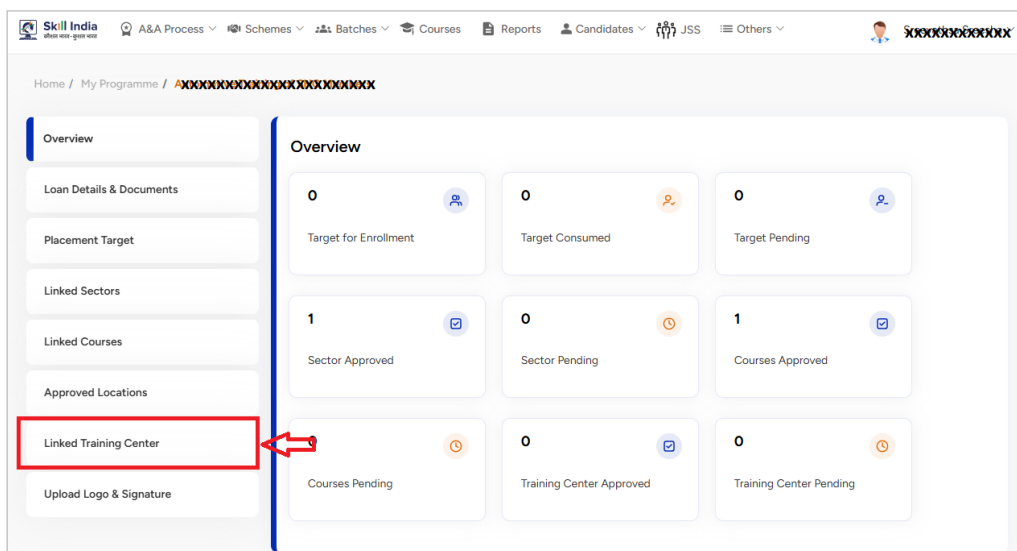
6 Link Training Centre

The image shows a dashboard interface from the Skill India portal under the section "**My Scheme/Program**" where different schemes or projects are managed. The explanation of the key elements visible in the interface is as follows:



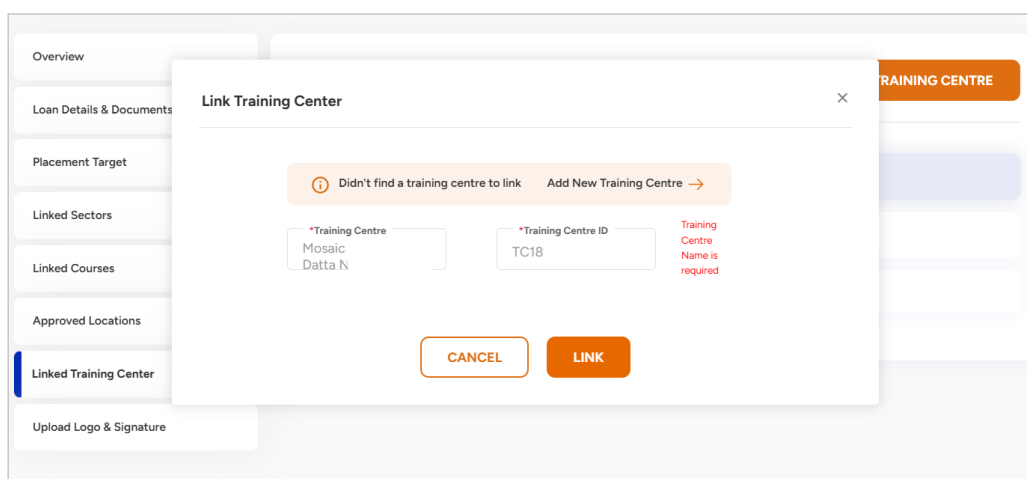
- Click on the **"View Details"** option to browse the features available in the scheme/program as shown in the image above.
- Now new form appears with dashboard that helps program administrators monitor the status of various program components, including enrollment targets, sector approvals, course approvals, and training center linkages., the information available in the form is as follows:
 - The Left Panel comprises of:
 - Overview:** This has information about the program in grid format:
 - Target for Enrolment
 - Target Consumed
 - Target Pending
 - Sector Approved
 - Sector Pending
 - Courses Approved
 - Courses Pending
 - Training Centre Approved
 - Training Centre Pending
 - Loan Details & Documents:** It is for managing loan-related information and documents
 - Placement Target:** For setting and tracking placement targets
 - Linked Sectors, Linked Courses, Approved Locations:** Sections to manage sectors, courses, and locations linked to the program

- **Linked Training Center** : Highlighted with a red box and arrow, indicating this is the next section to explore
 - **Upload Logo & Signature**: For uploading program-related branding materials
- c. Click on the “**Linked Training Centre**” option to link the existing Training Centre as shown in the image below:



The screenshot shows the Skill India portal interface. On the left sidebar, the 'Linked Training Center' option is highlighted with a red box and a red arrow. The main content area displays an 'Overview' section with various metrics and status indicators for enrollment, sectors, and training centers.

- d. Now a pop-up appears to link an existing training center to a program with the drop-down list of Training Centers and Training Centre IDs, as shown in the image below:

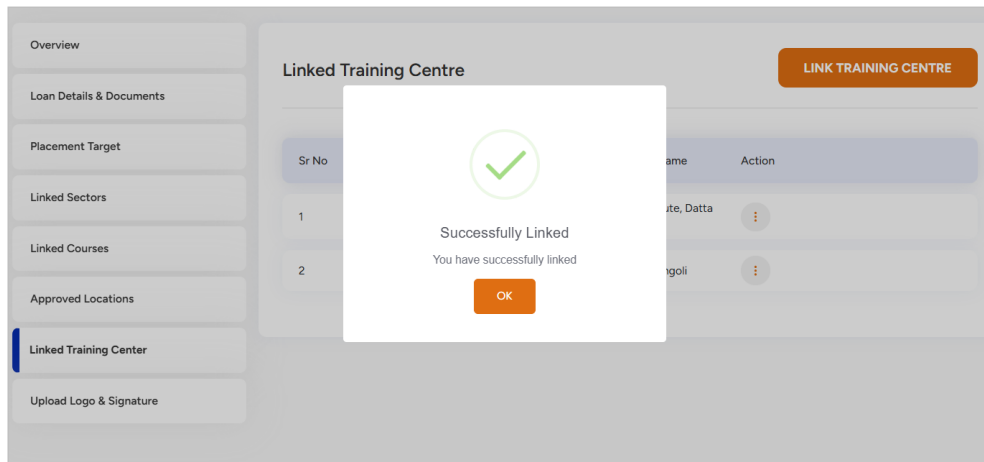


The screenshot shows a 'Link Training Center' pop-up form. It contains a message: 'Didn't find a training centre to link. Add New Training Centre →'. Below this, there are two input fields: '*Training Centre' with a dropdown menu showing 'Mosaic Datta N' and '*Training Centre ID' with a text input field containing 'TC18'. A red error message 'Training Centre Name is required' is visible next to the ID field. At the bottom, there are 'CANCEL' and 'LINK' buttons.

- **CANCEL**: Closes the form without saving changes.
- **LINK**: Submits the form to link the selected training centre with the program.

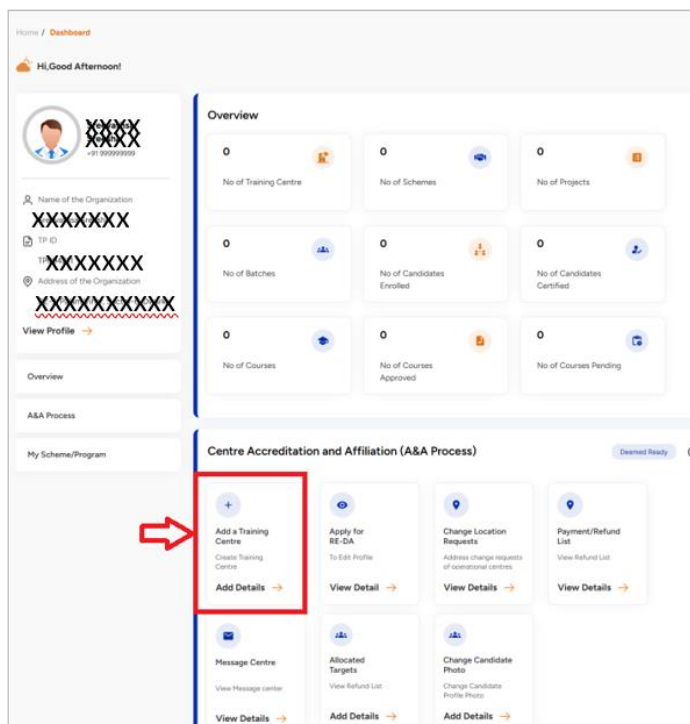
Note: In case Training Centre does not exist for Scheme/Program then user need to “**Add New Training Center**” details

- e. When user clicks on the **“Link”** Button, a success message appears showing that Training Center is linked successfully.



7 Add Training Centre

In the main screen of TP dashboard, user may find the card of “Add a training center”, click on that as shown in the screen below:



7.1 Affiliation and Accreditation (Process Type):

- Now, when user selects the Process type as **A&A** process a new window appears for adding the training center information like:

- **Process Type:** Dropdown to select the process type
- **Training Centre Type:** Dropdown to specify the type of training center
- **Training Partner Name:** Pre-filled field showing the associated training partner
- **Training Centre Name:** Input field to specify the name of the training center
- **Address:** Input field for the detailed address of the center
- **Nearby Landmark:** Optional field for a recognizable nearby landmark
- **Pin Code:** Input the postal code of the training center's location
- **State/Union Territory:** Dropdown to select the state or union territory where the center is located
- **District:** Dropdown to select the district
- **Tehsil/Mandal/Block:** Dropdown to specify the sub-district or block
- **City/Village/Town:** Dropdown to indicate the specific city, village, or town
- **Parliamentary Constituency:** Dropdown to select the constituency related to the location
- **Address Proof:** Dropdown to choose the type of address proof to be submitted
- **Upload Document:** File upload section for supporting documents.
 - Allowed file formats: .jpg, .jpeg, .png, .pdf.

- Maximum file size: 5 MB.
- b. Click on the Next button after entering the above details for **A&A center**.

0%

Add a Training Centre

Enter all the details of Add Training Center

●
Training Centre
Info

○
Single Point of
Contact Info

Training Centre Info

***Process type:**
▼

Accreditation & Affiliation

***Training Centre type:**
▼

Select Training Centre Type

***Training Partner Name**

SAMEER

***Training Centre Name**

Enter Training Centre Name

***Address:**

Enter Address

***Nearby Landmark**

Enter Nearby Landmark

***State/ Union Territory**
▼

Select State/ Union Territory

Tehsil/Mandal/Block:
▼

Select Tehsil/Mandal/Block

***Parliamentary Constituency**
▼

Select City/Village/Town

***Address Proof:**
▼

Select Address Proof

*** Upload Document**

↑
Click here to Upload Or
Drop your files here

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

***Pin code**

Enter Pincode

***District**
▼

Select District

City/Village/Town:
▼

Select City/Village/Town

NEXT

- c. Next step is for capturing **“Single Point of Contact Info”** it ensures that a verified and accountable contact person (SPOC) is associated with the training center. It also

provides important disclaimers regarding scheme eligibility. The Name of SPOC, Email Address and Mobile no. are needed to be entered into this page.

Add a Training Centre
Enter all the details of Add Training center

75% Completed

Training Centre Info

Single Point of Contact Info

Single Point of contact info

*Name of the SPOC
Enter name of the SPOC

*Email Address
Enter Email Address

*Mobile Number
Enter Number

GENERATE OTP

Please note that the Accreditation and Affiliation awarded to a training centre does not make it auto eligible for targets under any scheme like PMKVY etc. To know more about getting targets, check the website of the respective scheme in which you wish to apply.

☐ I Understand the terms and conditions

BACK SUBMIT

- d. Click on the Generate OTP button, and an OTP will be shared on the entered mobile no.
- e. Enter the mobile no. and click on the consent check box with text **“I Understand the terms and conditions”** . Click on submit for adding training centre.

One Time Password Verification

*Enter Mobile one Time Password

*Enter Email one Time Password

CANCEL VERIFY

*Name of the SPOC
Sarala

*Email Address
XXXXXXXXXXXXXXXXXX

*Mobile Number
XXXXXX

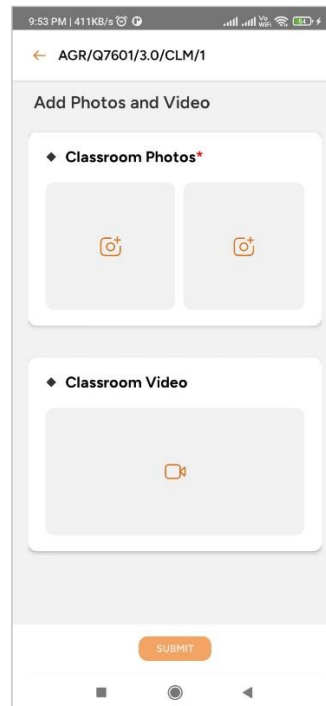
GENERATE OTP

Please note that the Accreditation and Affiliation awarded to a training centre does not make it auto eligible for targets under any scheme like PMKVY etc. To know more about getting targets, check the website of the respective scheme in which you wish to apply.

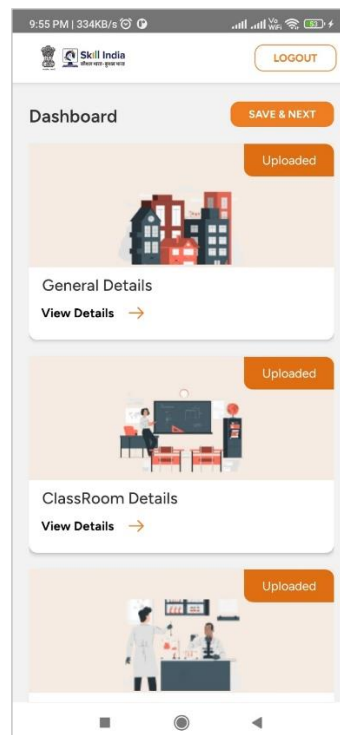
☐ I Understand the terms and conditions

BACK SUBMIT

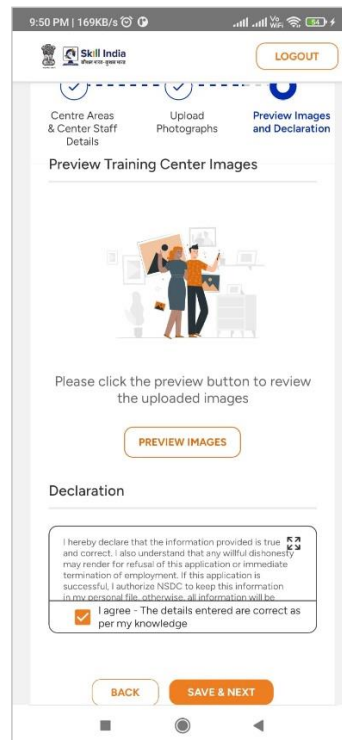
- f. Now the SPOC will receive Geo-tagged link to Physically verify the Training Center
- g. After clicking on the link through mobile an application will open as shown below:



- h. Click on the camera icons to upload the classroom Photos and shoot the classroom video
- i. Once uploaded the dashboard will appear with the status as **uploaded** or **not uploaded** as shown below:



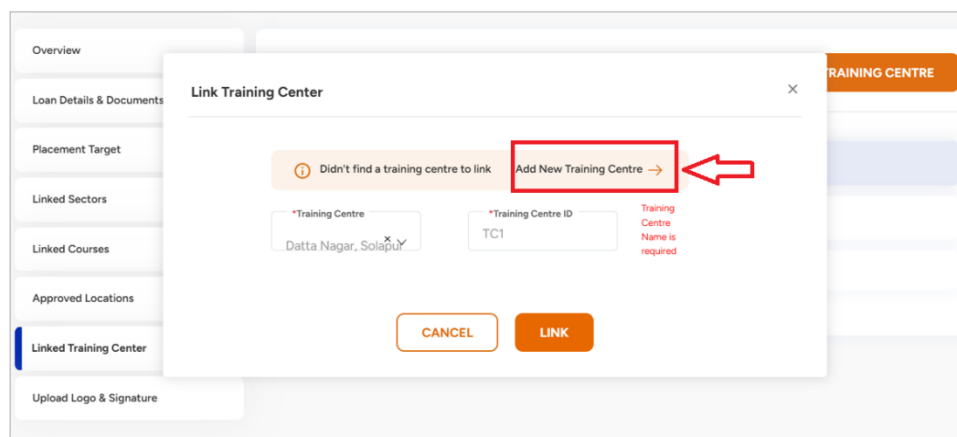
- j. After uploading the images Preview images option appears along with the declaration, select the declaration and then click on **Save and Next** button as shown below:



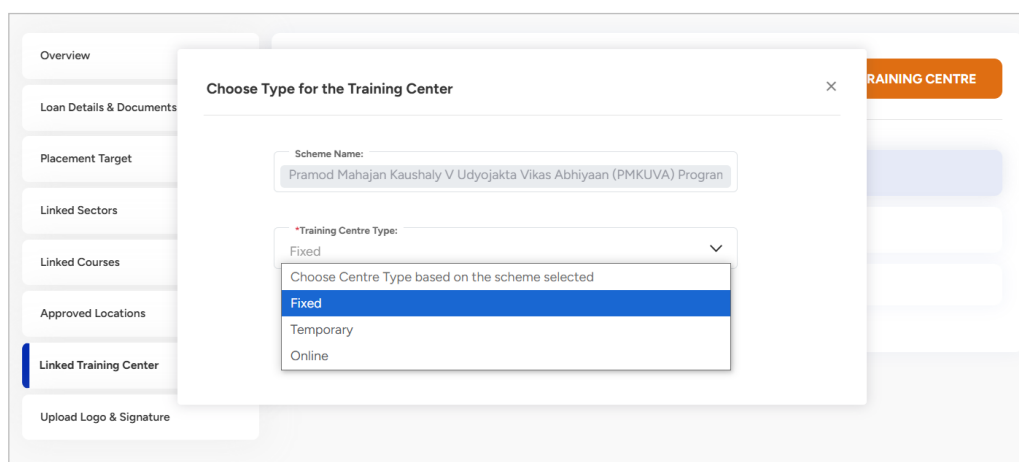
- k. Now, when all photos are uploaded, then user needs to re-login into web-application and submit the CAAF.

7.2 Non-Affiliation and Accreditation (Process Type):

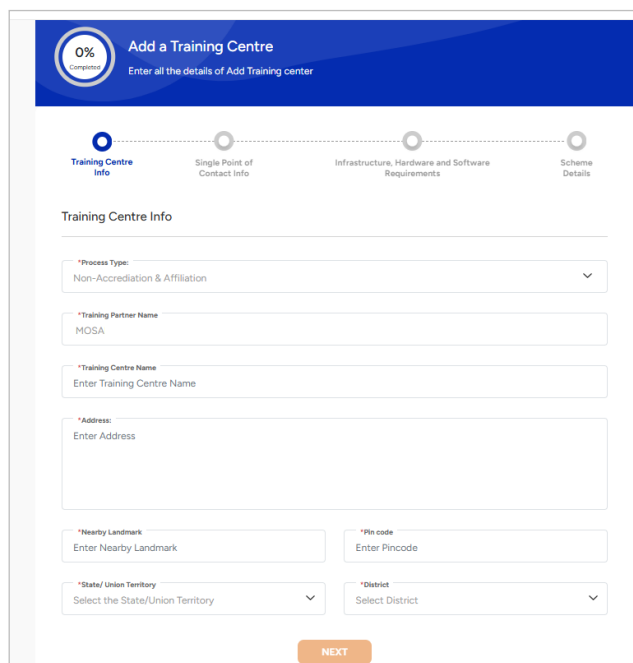
- a. Now, when user selects respective scheme under link training centre for the Process type as Non-A&A a new window appears for adding the training centre information, the image for the same is as follows:



- b. After clicking on the **"Add New Training Centre"** tab a new page appears in which scheme is pre-selected, and user need to select the Training Centre type and then press **"Save and Continue"**, the screen for the same is as follows:



- c. Progress bar includes four stages:
- Training Centre Info
 - Single Point of Contact Info
 - Infrastructure, Hardware, and Software Requirements
 - Scheme Details
- d. Training Centre comprises of form to register a new training centre under a specific training partner. The elements of the page are as follows:
- **Process Type (Dropdown):** Currently selected as "**Non-Accreditation & Affiliation**". This defines the type of process for which the centre is being registered.
 - **Training Partner Name:** Indicating the organization managing the training centre.
 - **Training Centre Name:** A required field to enter the name of the training centre.
 - **Address:** A required text box to provide the full address of the training centre.
 - **Nearby Landmark:** Optional field to specify a landmark near the training centre to help with easy identification.
 - **Pin Code:** Required field to enter the postal code for accurate location mapping.
 - **State/Union Territory (Dropdown):** Allows selection of the state or union territory where the centre is located.
 - **District (Dropdown):** Selection of the corresponding district based on the chosen state.
- e. After submitting all the details press "**NEXT**" button after which user will move to the next step: "**Single Point of Contact Info**". However, the button may remain inactive until all mandatory fields (marked with *) are filled.



- f. This section collects details of the person who will be the primary contact for the Training Centre.
- **Name of the SPOC (Required):** A mandatory field to enter the full name of the Single Point of Contact.
 - **Email Address (Required):** A mandatory field to input the SPOC's email address for official communication.
 - **Mobile Number (Required):** A required field to enter the SPOC's mobile number.
 - **Generate OTP Button:** Likely to verify the mobile number by sending a One-Time Password (OTP) after the number is entered.
 - After submitting all the details press **"NEXT"** button after which user will move to the next step: **"Information Hardware and Software Requirements"**. However, the button may remain inactive until all mandatory fields (marked with *) are filled.

g. The "Infrastructure, Hardware, and Software Requirements" section of the "Add a Training Centre" form comprises of following information.

- **Infrastructure Requirements**

- **Centre Area (min. 1000 sq ft):** Field to enter the total area of the training center. Minimum requirement is 1000 square feet.
- **Training Room (min. 200 sq ft):** Field to enter the size of the training room. Minimum requirement is 200 square feet.
- **Availability of Waiting Area (Y/N):** Dropdown to select whether a waiting area is available.
- **Drinking Water Facility (Y/N):** Dropdown to confirm the availability of drinking water.
- **Availability of Washroom (Y/N):** Dropdown to confirm if washrooms are available.

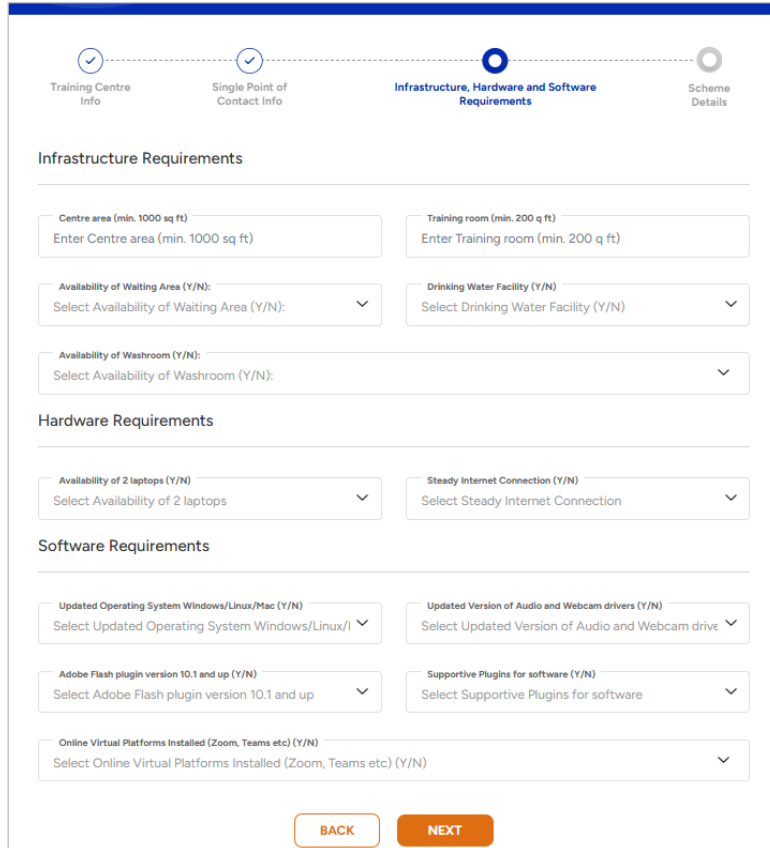
- **Hardware Requirements**

- **Availability of 2 Laptops (Y/N):** Dropdown to indicate if at least two laptops are available at the training center.
- **Steady Internet Connection (Y/N):** Dropdown to confirm the availability of a stable internet connection, essential for online learning and assessments.

- **Software Requirements**

- **Updated Operating System (Windows/Linux/Mac) (Y/N):** Dropdown to confirm if systems have updated operating systems installed.
- **Updated Version of Audio and Webcam Drivers (Y/N):**
- Dropdown to confirm whether audio and webcam drivers are updated, ensuring compatibility for online sessions.

- **Adobe Flash Plugin (version 10.1 and up) (Y/N):** Dropdown to confirm the availability of Adobe Flash plugins (if required).
 - **Supportive Plugins for Software (Y/N):** Dropdown to indicate if additional plugins required for specific software are installed.
 - **Online Virtual Platforms Installed (Zoom, Teams, etc.) (Y/N):** Dropdown to confirm the installation of virtual platforms like Zoom, Microsoft Teams, etc., which are essential for virtual training sessions.
- h. After submitting all the details press **“NEXT”** button after which user will move to the next step: **"Scheme Details"**.



The screenshot shows a web form titled 'Infrastructure, Hardware and Software Requirements'. At the top, there is a progress bar with four steps: 'Training Centre Info', 'Single Point of Contact Info', 'Infrastructure, Hardware and Software Requirements' (which is the current step and highlighted with a blue circle), and 'Scheme Details'. Below the progress bar, the form is organized into three main sections:

- Infrastructure Requirements:**
 - Centre area (min. 1000 sq ft): Enter Centre area (min. 1000 sq ft)
 - Training room (min. 200 sq ft): Enter Training room (min. 200 sq ft)
 - Availability of Waiting Area (Y/N): Select Availability of Waiting Area (Y/N):
 - Drinking Water Facility (Y/N): Select Drinking Water Facility (Y/N):
 - Availability of Washroom (Y/N): Select Availability of Washroom (Y/N):
- Hardware Requirements:**
 - Availability of 2 laptops (Y/N): Select Availability of 2 laptops
 - Steady Internet Connection (Y/N): Select Steady Internet Connection
- Software Requirements:**
 - Updated Operating System Windows/Linux/Mac (Y/N): Select Updated Operating System Windows/Linux/Mac
 - Updated Version of Audio and Webcam drivers (Y/N): Select Updated Version of Audio and Webcam drivers
 - Adobe Flash plugin version 10.1 and up (Y/N): Select Adobe Flash plugin version 10.1 and up
 - Supportive Plugins for software (Y/N): Select Supportive Plugins for software
 - Online Virtual Platforms Installed (Zoom, Teams etc) (Y/N): Select Online Virtual Platforms Installed (Zoom, Teams etc) (Y/N)

At the bottom of the form, there are two buttons: 'BACK' and 'NEXT'.

- i. The new page appears for submission of **“Scheme Details”** as shown below:
- **Scheme Name (Required):** Dropdown menu to select the main scheme under which the training center will operate
 - **Sub Scheme Name (Required):** Dropdown to select the relevant sub-scheme associated with the main scheme
 - **Job Role Name (Required):** Dropdown to choose specific job roles that the training center will offer training for

90%
Completed

Add a Training Centre

Enter all the details of Add Training center

✓
Training Centre
Info

✓
Single Point of
Contact Info

✓
Infrastructure, Hardware and Software
Requirements

○
Scheme
Details

Scheme Details:

*Scheme Name:

Select Scheme Name

*Sub Scheme Name

Select Sub Scheme Name

*Job Role Name:

Select

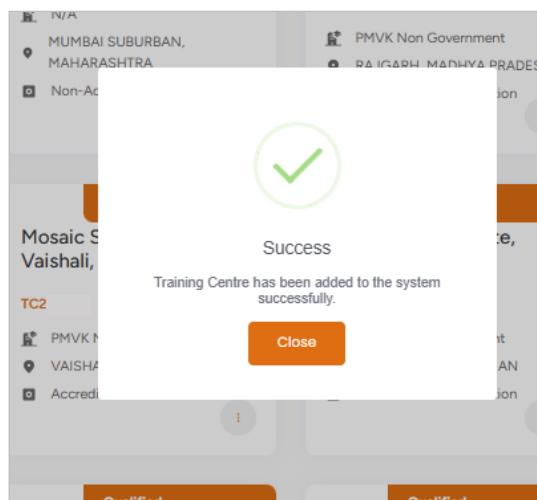
Please note that the training centre created is not eligible to run the scheme until approved by respective scheme PMU. For further details, please contact your respective business PMU.

☐ I Understand the terms and conditions

BACK

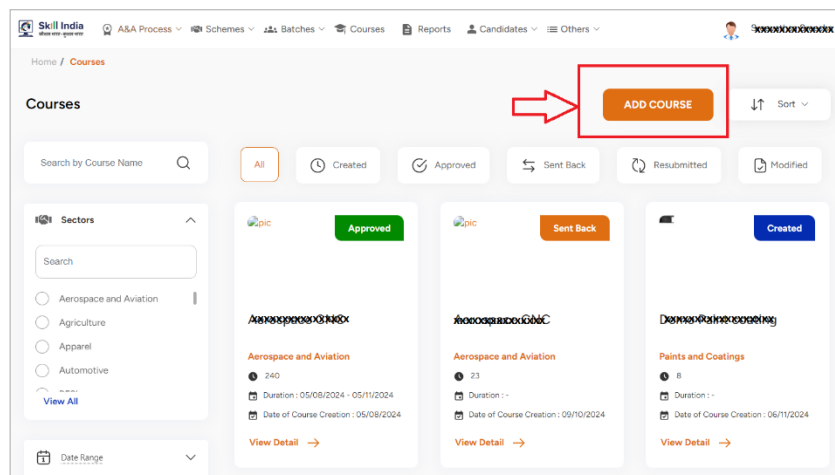
SUBMIT

- j. Now, click on the **“Submit”** button and after successful submission a **“Success”** message appears. As shown below:



8 Create Course

Click on the "Add Course" button as shown below:



A progress bar at the top shows the percentage completion and three steps in the process:

- a. **Schemes & Programs:** This section requires users to fill in the following details:
 - **Schemes/Programs:** A dropdown menu where the user selects the overarching scheme or program.
 - **Sub Scheme Name:** A dropdown for choosing a specific sub-scheme under the selected scheme.
 - **Project:** A field to specify the project number associated with the selected Scheme. Enter the above details and click on “**Next**” button.

The screenshot shows the 'Add Course' form with a progress bar at the top indicating 0% completion. The form is divided into three sections: 'Schemes & Programs', 'Course Details Info', and 'Course Parameters'. The 'Schemes & Programs' section contains three dropdown menus: 'Schemes/Programs' (with 'XXXXXX' selected), 'Sub Scheme Name' (with 'XXXXXXXXXXXXXX' selected), and 'Project' (with 'XXXX' selected). A 'NEXT' button is located at the bottom right of the form.

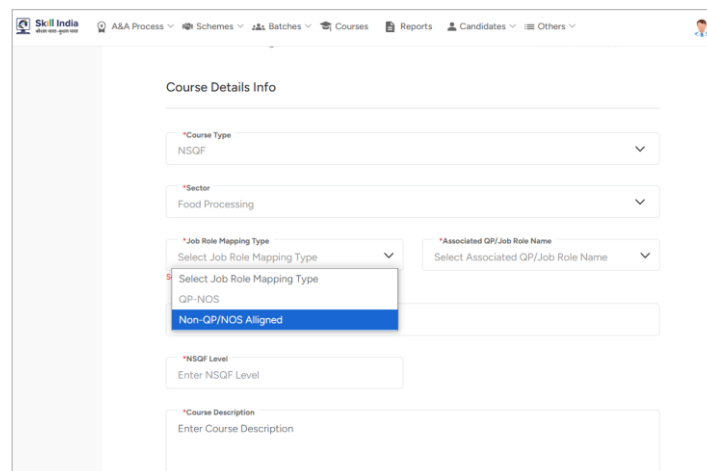
- b. **Course Details Info:** This section requires users to fill in the following details:
 - **Course Type:** Dropdown to select the type of course
 - **Sector:** Dropdown to specify the industry sector the course belongs to

- **Job Role Mapping Type:** Dropdown to choose how the course is mapped to a job role
- **Associated QP/Job Role Name:** Dropdown listing job roles and their codes. The selected job role is:
 - **Retail Cashier**
 - **Code: RAS/Q0102**
 - **Version: 3.0**
- **Course Name:** Text field for the course name. The entered value is Retail Cashier
- **NSQF Level:** Text field for the course's qualification level under NSQF
- **Course Description:** Text area to describe the course
- **Upload Course Photo:** Section for uploading a visual representation of the course

Enter the above details and click on “Next” button.

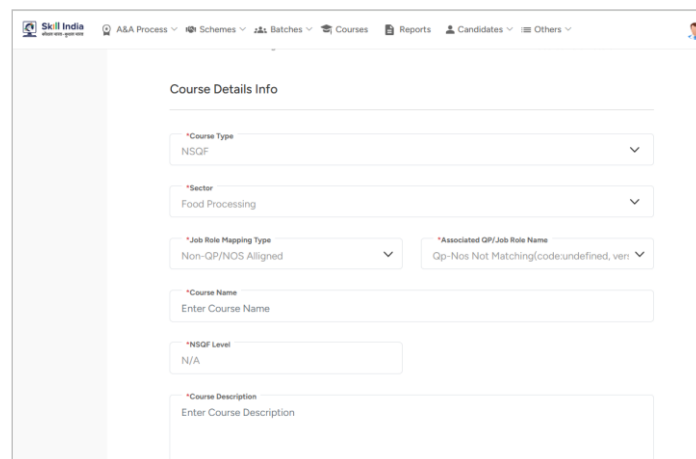
Note: For Non-NSQF course creation select course type : NSQF

Select Job role Mapping type: Non-QP/NOS Aligned as shown below:



The screenshot shows the 'Course Details Info' form in the Skill India system. The 'Job Role Mapping Type' dropdown menu is open, showing options: 'Select Job Role Mapping Type', 'QP-NOS', and 'Non-QP/NOS Aligned'. The 'Non-QP/NOS Aligned' option is highlighted. Other fields include 'Course Type' (NSQF), 'Sector' (Food Processing), 'Associated QP/Job Role Name' (Select Associated QP/Job Role Name), 'NSQF Level' (Enter NSQF Level), and 'Course Description' (Enter Course Description).

Select Associated QP: Qp-Nos Not Matching



The screenshot shows the 'Course Details Info' form in the Skill India system. The 'Associated QP/Job Role Name' dropdown menu is open, showing the option: 'Qp-Nos Not Matching(code:undefined, ver'. Other fields include 'Course Type' (NSQF), 'Sector' (Food Processing), 'Job Role Mapping Type' (Non-QP/NOS Aligned), 'Course Name' (Enter Course Name), 'NSQF Level' (N/A), and 'Course Description' (Enter Course Description).

c. Course Parameters: This section requires users to fill in the following details:

- **Name of Certificate Issued:** Text field to specify the name of the certificate that will be issued upon course completion.
- **Minimum Age:** Dropdown to select the minimum age required for enrolling in the course.
- **Minimum Education Required:** Dropdown to specify the minimum educational qualification required for the course.
- **Course Duration (in Hours):** Text field to enter the total duration of the course in hours.
- **No. of Hours Per Day:** Text field to specify the number of hours per day a student is expected to dedicate to the course.
- **Course Fee:** Text field to enter the fee for the course.
- **Grading Preferences:** Dropdown to select the grading system or preferences for evaluating the students.
- **Course Validity:** This option is disabled and non-mandatory.

- **Download Template:** This option allows user to download the pre-defined template of undertaking is to be downloaded.

Upload Undertaking Documents:

Upload Stamp paper with Self Declaration: *

Appointment Receipt HIMABINDU.pdf

Download Template

File size upto 3 mb

(Allowed formats pdf, jpeg, png, jpg, xlsx)

Upload ✓

- The updated filled template shall be print and submitted on the requisite value of **stamp paper** of the concerned state, image for the template is shown below:

Undertaking-cum-Declaration on behalf of _____

I, _____, _____ and authorised signatory and acting on behalf of _____, a company registered under the Companies Act, 1956 or 2013 or a Society registered under the Societies Registration Act, 1860 or Trust registered under the Indian Trust Act, 1882 and having its registered / corporate office at _____ ("Training Partner" / "We" / "Our" / "Us"), do hereby state, confirm, assure, declare and irrevocably undertake that:

a) Training Partner has signed an agreement dated _____ ("Agreement") with National Skill Development Corporation ("NSDC"), a company, registered under the Companies Act, 1956 having its registered office at Kaushal Bhawan, 5th-6th Floors, New Moti Bagh, New Delhi – 110023, India for approving the Training Partner as an approved training partner of NSDC on such terms and conditions as mentioned in the Agreement.

b) All the courses under the following sectors covered/added in the Project Proposal as approved by NSDC, has been aligned with the relevant Qualification Packs ("QP") / National Occupation Standards ("NOS"):

S. No.	Name of Course	Job role /QP code	Name of Project/ under which the course will be delivered*	Sector	Course duration in hours
1.					
2.					
3.					

*Project- NSDC Market Led Program like: Fee Based, Corporate, CSR Training and State Skill Mission & School Projects

c) The Model curriculum as available for the above said courses on the NSDC website has been adopted.

d) The selected Qualification Pack, with all the mentioned National Occupational Standards (NOSs) are getting completely and correctly covered in all the above said courses conducted by Us, and the duration of the courses are as per the "Training Duration & Common Norms" available on the NSDC website.

e) The above said courses shall be approved by NSDC on Skill India Portal for one (1) year only. An undertaking shall be uploaded on Skill India Portal and courses shall be submitted by Us to NSDC again for approval before they are expired.

The capitalized terms used in this Undertaking-cum-Declaration shall have the meaning ascribed to them under the Agreement and that this undertaking shall be binding on the Training Partner at all times.

For _____

Name: _____

Designation: _____

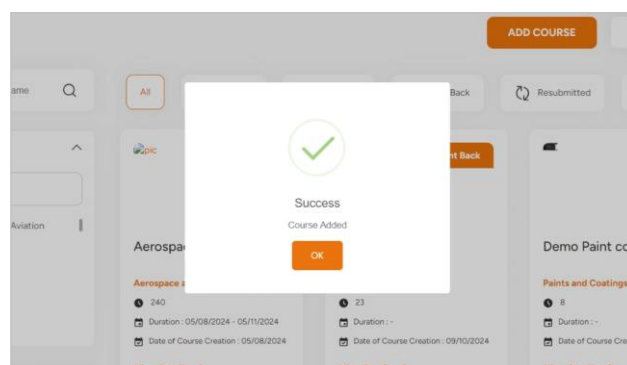
Date: _____

- **Upload Undertaking Documents (File Upload Section):**
 - Allows uploading of required documents, like a stamp paper with a self-declaration as described above.
 - The interface includes a drag-and-drop or click-to-upload option.
 - Supported formats: PDF, PNG, JPG, JPEG (with a size limit of up to 3MB)

- Enter all the details and click on **Submit** button to create the course.

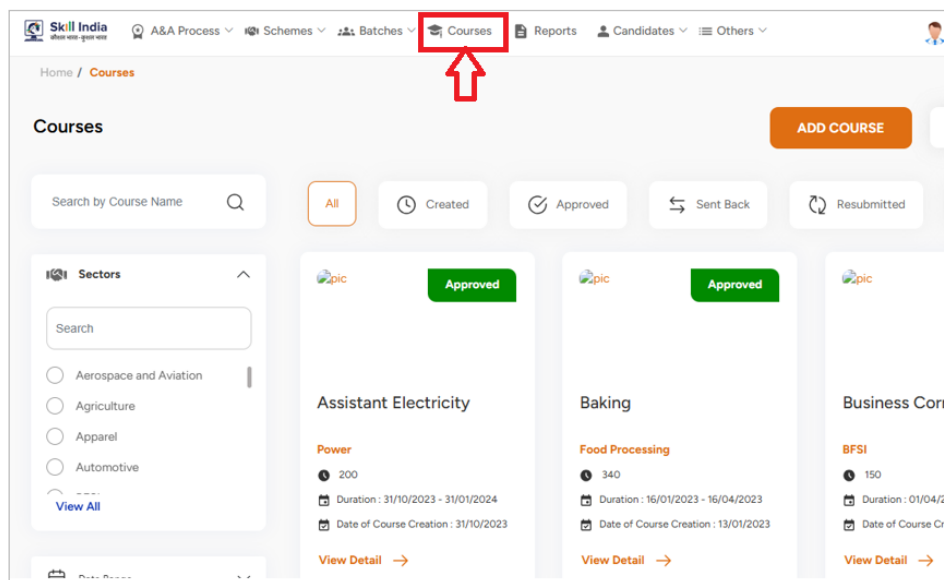


- d. On successful entry of the information Success pop up message will appear as shown below:

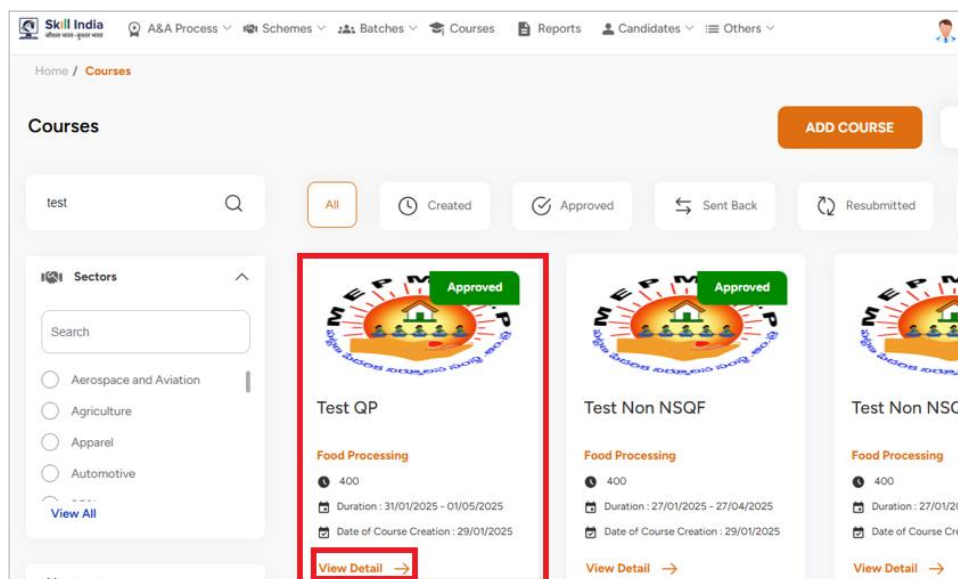


9 Update Course

This section is designed to manage and view various courses offered under different skill development programs. To access this section, click on the **"Courses"** tab located in the top navigation bar as shown in the image below:



- Click on the View details option for updating the course details as shown in image below:



- b. Now particular course details will appear as shown below, click on the update course button as shown below:

The screenshot shows the 'Test QP' page for 'Food Processing'. The page includes a header with navigation links (A&A Process, Schemes, Batches, Courses, Reports, Candidates, Others) and a user profile icon. The main content area features a large graphic of a hand holding a sun with a house inside, surrounded by the text 'मे', 'आ', 'का', 'श', 'म' and 'कौशल' in Hindi. To the right, the course details are listed: 'Test QP', 'Food Processing', '400', '₹ 500', and a 'Test QP READ MORE' link. Below this, the 'UPDATE COURSE' button is highlighted with a red box and an arrow. The bottom section, titled 'Course details', contains a table with the following information:

Name	GP Code (Version)	Course ID	NSQF Level
Test QP	N/A (undefined)	FeeSchCor_59166	N/A
Associated GP/JobRole	Start Date	End Date	Date of Approval
Gp-Nos Not Matching	31/01/2025	01/05/2025	31/01/2025

- c. The course details will appear in edit mode as shown below for all the three subsections

- **Schemes & Programs** (current step, highlighted in blue):
 - Schemes/Programs
 - Sub Scheme Name
 - Project ID
- **Course Details Info**
- **Course Parameters**

The screenshot shows the 'Add Course' form in edit mode. The progress bar at the top indicates 0% completion. The form is divided into three subsections: 'Schemes & Programs' (highlighted in blue), 'Course Details Info', and 'Course Parameters'. The 'Schemes & Programs' subsection contains three dropdown menus: '*Schemes/Programs' (selected: NON-PMKVY), '*Sub Scheme Name' (selected: Pramod Mahajan Kaushaly V Udyojakta Vikas Abhiyaan (PMKUVA)), and '*Project' (selected: 340). A 'NEXT' button is located at the bottom right of the form.

d. In Course Details info sub-section, the field changes into edit mode, the fields are as follows:

- **Course Type**
- **Sector**
- **Job Role Mapping Type**
- **Associated QP/Job Role Name**
- **Course Name**
- **NSQF Level**
- **Course Description**
- **Upload Course Photo**

e. After updating the field values click on the **Next** button:

Add Course
Enter All the details of Add Course

75% Completed

Schemes & Programs | **Course Details Info** | Course Parameters

Course Details Info

*Course Type
Select Course Type

*Sector
Select Sector

*Job Role Mapping Type
Select Job Role Mapping Type

*Associated QP/Job Role Name
Select Associated QP/Job Role Name

*Course Name
Enter Course Name

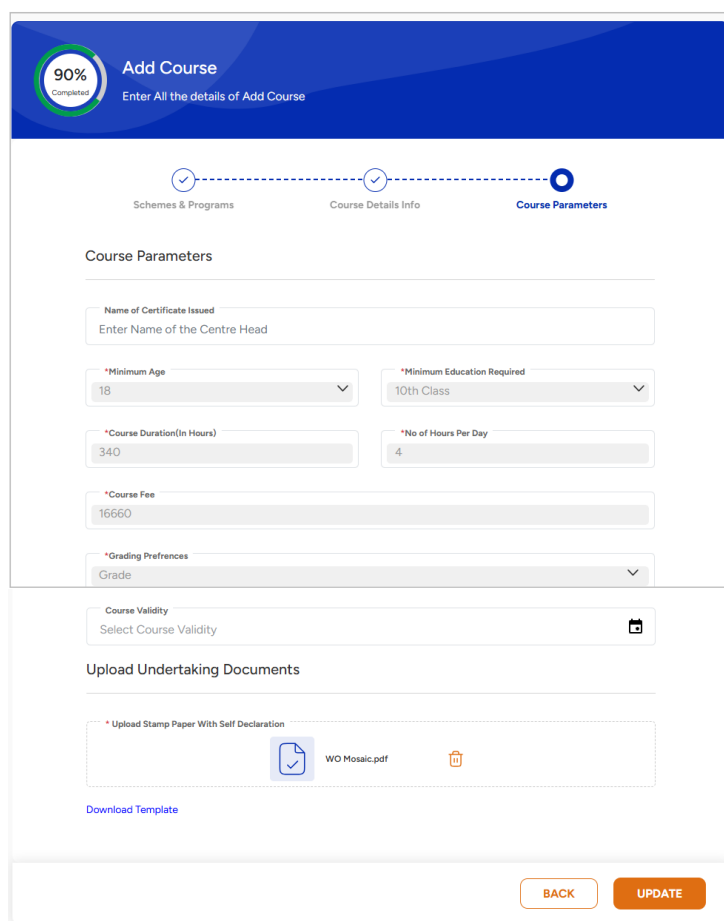
*NSQF Level
N/A

*Course Description
Enter Course Description

*Upload Course Photo
Click here to Upload Or
Drop your files here
Allowed formats jpeg, png, jpg (File size upto 1 mb)

BACK **NEXT**

- f. In Course parameters sub-section, the field changes into edit mode, the fields are as follows:
- **Name of Certificate Issued**
 - **Minimum Age**
 - **Minimum Education Required**
 - **Course Duration (In Hours)**
 - **Number of Hours Per Day**
 - **Course Fee**
 - **Grading Preferences**
- g. After updating the values in the fields click in the **“Update”** button as shown in the image below:
- **Course Validity:** A date picker is in **disabled** mode for Training Partner user.
 - **Upload Undertaking Documents:** This section requires the upload of specific legal documents as proof of compliance.
 - **Download Template:** A link labelled "Download Template" allows users to download a pre-formatted template for the self-declaration, ensuring the document meets the required standards.



Add Course
Enter All the details of Add Course

90% Completed

Schemes & Programs Course Details Info **Course Parameters**

Course Parameters

Name of Certificate Issued
Enter Name of the Centre Head

*Minimum Age
18

*Minimum Education Required
10th Class

*Course Duration(In Hours)
340

*No of Hours Per Day
4

*Course Fee
16660

*Grading Preferences
Grade

Course Validity
Select Course Validity

Upload Undertaking Documents

* Upload Stamp Paper With Self Declaration

WO Mosaic.pdf

Download Template

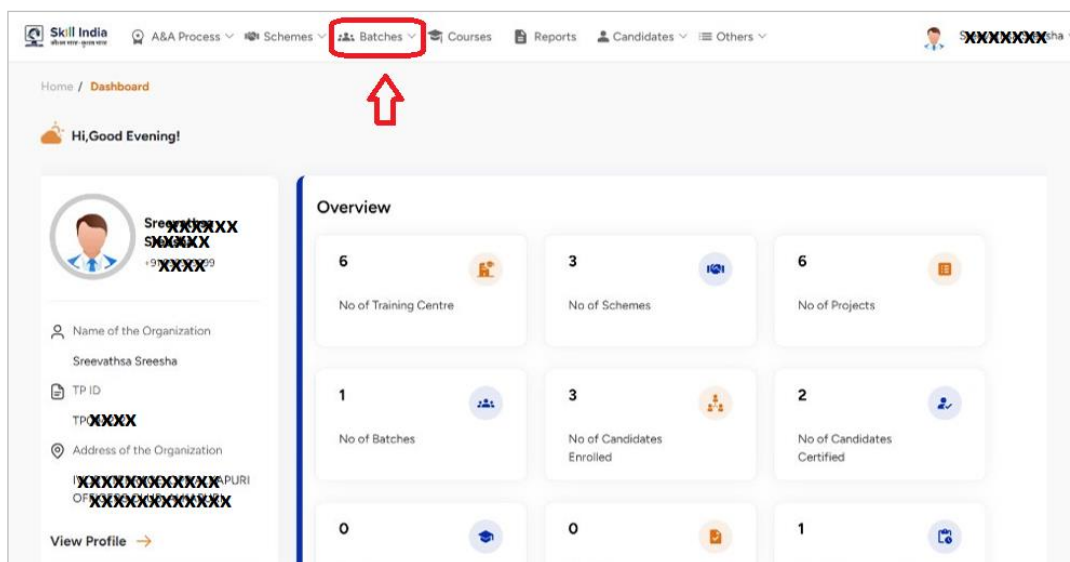
BACK UPDATE

- h. After updating the values in the in the course parameters click on the **Update** button.

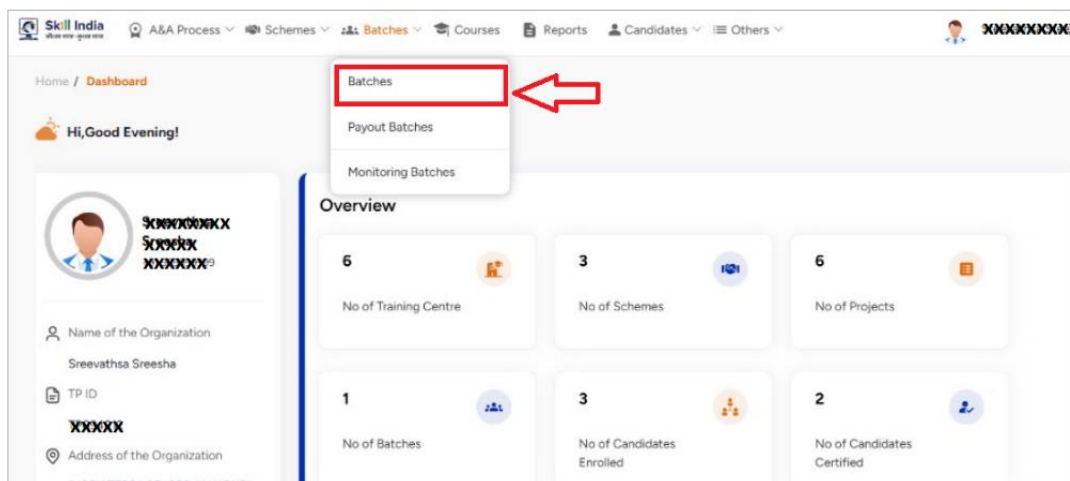
10 Batch Creation

This batch creation process is for NSDC Academy and other schemes:

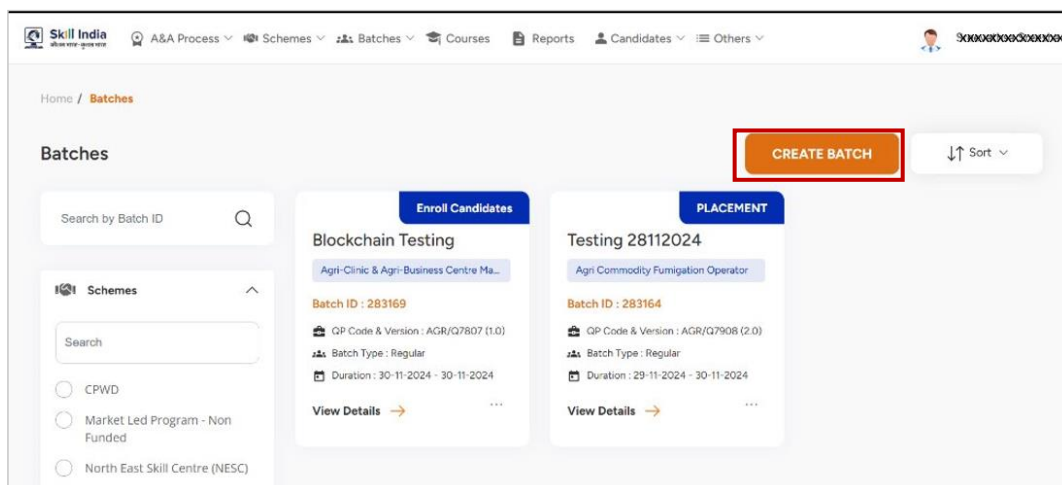
- On the main screen after logging in as a Training Partner, select the **Batches** tab at the top of the screen. This will open a page for navigating or managing batches, as shown in the image below.



- Click the '**Batches**' option in the as shown below:



- A new page with the details of batches, along with their current stages (**e.g., Enroll Candidates, Placement, etc.**), will appear under the TP login. This page contains the "**Create Batch**" button, which allows the TP user to create a new batch for training candidates, as shown in the image below.



d. After the click a new batch creation window pops up, with five sections:

- **Schemes & Programs**
- **Course Details & Training Details**
- **Batch Details & Trainer Details**
- **Assessment Details**
- **Fee Details**

e. In **Schemes & Programs** section select the scheme, project, and training centre under which the batch will operate and click on “Next” button as shown below:

f. In **Course Details & Training Details** section comprises of:

- **Course Details Section**
 - **Course Name:** Dropdown to select the specific course
 - **Sector Name:** Dropdown to choose the related industry sector for the course
 - **Associated QP (Job Role):** Displays the QP code linked to the course

- **NSQF Level:** Specifies the National Skills Qualification Framework (NSQF) level for the course

- **Training Details:**

- **Sr No:** Serial number for each batch slot
- **Start Time:** Time when the batch starts
- **End Time:** Time when the batch ends
- **Action:** Option to delete the batch slot if necessary, using the trash icon
- **Add Button:** Allows adding more batch slots

After submitting the Course and Training Details click on “Next” or “Back” as shown below:

g. In **Batch Details & Trainer Details** section two sub-sections are there:

- Batch Details comprises Batch Name, Batch Start Date and End Date, Specify the start date and end date, Working Days, Batch Type and Sector Skilling Category as shown in the image below:

50%
Completed

Batch Creation

To create a batch, please fill out the form

Schemes & Programs
Course Details & Training Details
Batch Details & Trainer Details
Assessment Details
Fee Details

Batch Details

*Batch Name

VTC001

*Batch Start Date

07/12/2024

1 working days to complete

*Batch End Date

06/02/2025

*Batch Type

Regular

*Sector Skilling Category

Corporate Paid - Up skilled

- Trainer Details comprises of Trainer Name that are mapped with the TP account, Email Address, Mobile Number and Notification, after entering the details click on “Next”

Trainer Details

Unable to find a trainer to link? Click on the 'Add New Trainer' button to proceed [Add New Trainer →](#)

Trainer Name

Trainer Name

Email Address

Enter Email Address

Mobile Number

Enter Mobile Number

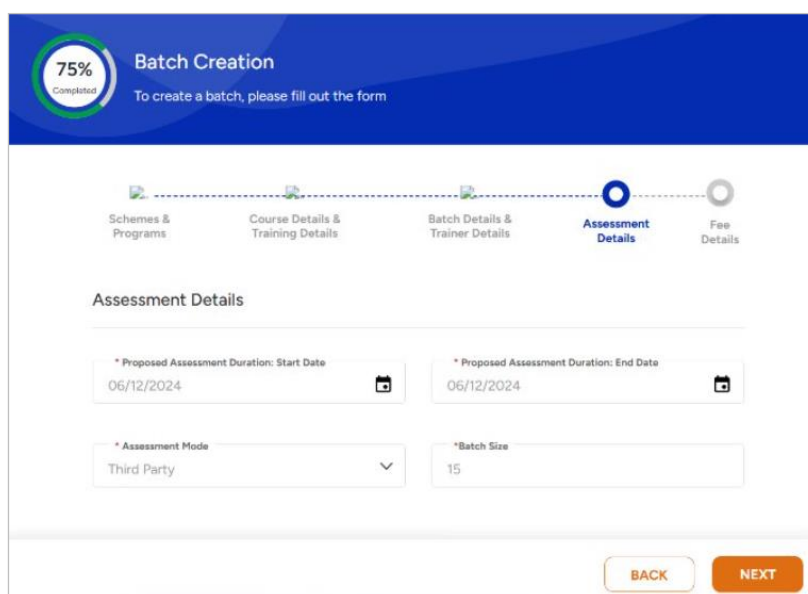
BACK

NEXT

h. In **Assessment Details** section comprises of following fields:

- Proposed Assessment Duration:**
 - Start Date:** The date the assessment is scheduled to begin
 - End Date:** The date the assessment is scheduled to end

- **Assessment Mode:** Dropdown to select the mode of assessment comprises of three options i.e.
 - **Self:** Training Partner will be doing the assessment
 - **Third Party:** Third party Assessment Agency will conduct the assessment
 - **SSC:** Skill Sector Council will be doing the assessment. Assessment mode SSC is applicable for the NSQF-aligned QPs only
 - **Batch Size:** Specifies the number of participants in the batch
- After submitting the details click on “Next”



Batch Creation
75% Completed
To create a batch, please fill out the form

Schemes & Programs | Course Details & Training Details | Batch Details & Trainer Details | **Assessment Details** | Fee Details

Assessment Details

* Proposed Assessment Duration: Start Date
06/12/2024

* Proposed Assessment Duration: End Date
06/12/2024

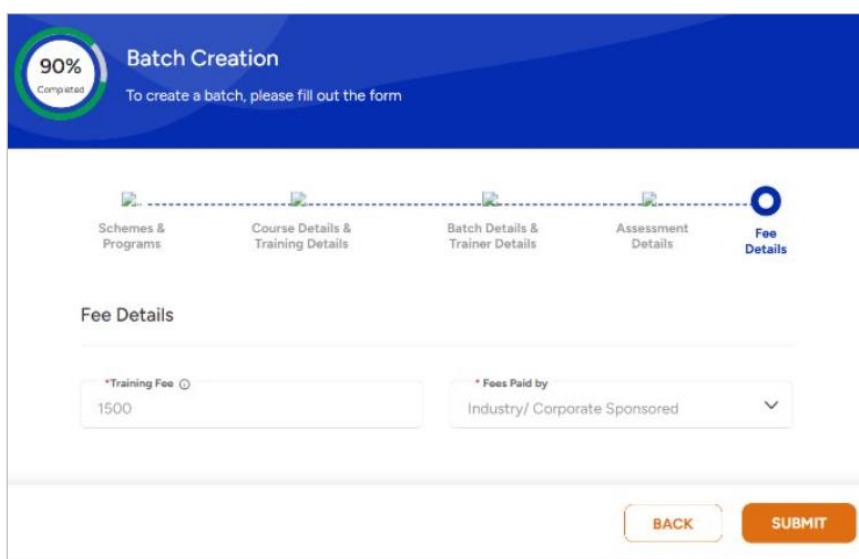
* Assessment Mode
Third Party

* Batch Size
15

BACK NEXT

i. In **Fee Details** section

- **Training Fee:** Input the fee amount per participant (in INR)
- **Fees Paid By:** Dropdown to specify that who will be paying the training fee.



Batch Creation
90% Completed
To create a batch, please fill out the form

Schemes & Programs | Course Details & Training Details | Batch Details & Trainer Details | Assessment Details | **Fee Details**

Fee Details

* Training Fee
1500

* Fees Paid by
Industry/ Corporate Sponsored

BACK SUBMIT

- j. After adding the complete data for all the sections i.e. **Schemes & Programs, Course Details & Training Details, Batch Details & Trainer Details, Assessment Details** and **Fee**

Details. Pop-up message appears for confirming the creation of Batch, now click on “**Yes Create Batch**” as shown below:

The screenshot shows the 'Batch Creation' form with a 90% completion indicator. A confirmation pop-up is displayed in the center with a green checkmark and the text 'Are you sure you want to submit?'. Below the text are two buttons: 'Yes Create Batch' (orange) and 'CANCEL' (white with orange border). The background form shows fields for 'Schemes & Programs', 'Fee Details' (with a training fee of 1500), and a dropdown menu for 'Industry/Corporate Sponsored'. At the bottom of the form are 'BACK' and 'SUBMIT' buttons.

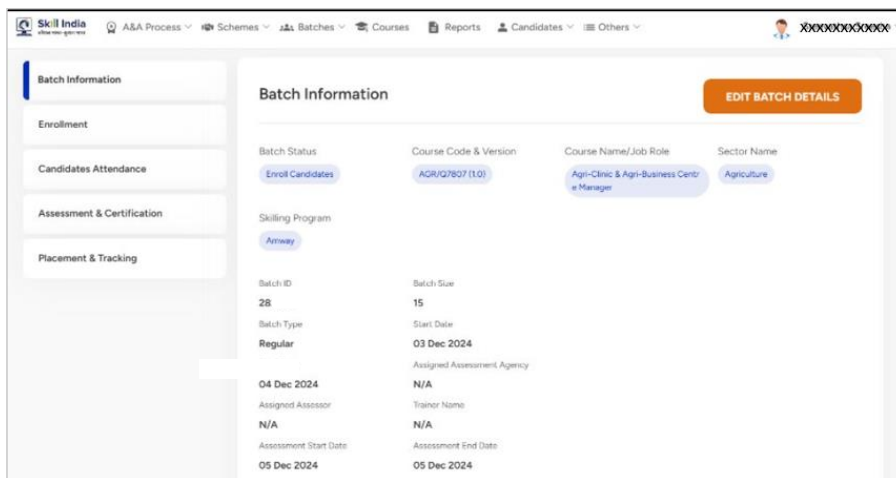
- k. Now a Confirmation Message "Batch has been successfully created into the system" generates with the allotted system generated **Batch ID** as shown below:

This screenshot shows the same 'Batch Creation' form, but the confirmation pop-up now displays a green checkmark and the message 'Batch has been successfully created into the system'. The pop-up has two buttons: 'Enroll Candidate' (orange) and 'CANCEL' (white with orange border). The background form remains the same, showing the 'Fee Details' and 'SUBMIT' button.

- l. Click on “**Enroll Candidate button**” as shown in image above and proceed further for next section.

11 Edit Batch Details

- a. This option enables user to edit the **Batch Information**, after batch ID is created. Click on the “**Edit Batch Details**” button as shown in the below screen:



The screenshot shows the 'Batch Information' page in the Skill India portal. On the left is a sidebar with navigation links: Batch Information, Enrollment, Candidates Attendance, Assessment & Certification, and Placement & Tracking. The main content area is titled 'Batch Information' and contains a table of batch details. An orange button labeled 'EDIT BATCH DETAILS' is located in the top right corner of the main content area.

Batch Status	Course Code & Version	Course Name/Job Role	Sector Name
Enroll Candidates	AGR/Q7807 (1.0)	Agri-Clinic & Agri-Business Centre Manager	Agriculture

Skiing Program	
Amway	

Batch ID	Batch Size
28	15
Batch Type	Start Date
Regular	03 Dec 2024
04 Dec 2024	Assigned Assessment Agency
Assigned Assessor	Trainer Name
N/A	N/A
Assessment Start Date	Assessment End Date
05 Dec 2024	05 Dec 2024

Note: The batch details cannot be edited after submitting to SSC.

- b. After entering the data re-submit the information.

12 Candidate Enrolment

- The Candidate Enrolment process user need to download the template for the candidate details and fill the candidate details in that.
- Afterwards, the filled downloaded file will be **uploaded containing candidate details** as shown in the image below:

The screenshot shows the 'Enrollment' tab in the candidate enrolment system. On the left is a sidebar with navigation options: Batch Information, Enrollment (selected), Candidates Attendance, Assessment & Certification, and Placement & Tracking. The main content area is titled 'Enrollment' and contains several controls. At the top, there are two buttons: 'Candidate Interest' and 'Candidate List'. Below these is a large orange button labeled 'UPLOAD CANDIDATE SHEET', which is highlighted with a red rectangular box and a red arrow pointing to it from the right. Further down, there is a 'Select Registration Type' dropdown menu, followed by 'APPLY' and 'RESET' buttons. Below that is a search bar labeled 'Search by Candidate ID' with a magnifying glass icon and a 'Sort' dropdown menu. At the bottom, it shows 'All Selected (0)' and two buttons: 'DOWNLOAD CANDIDATES' and 'ENROLL'.

- Now, a new page appears comprising Batch ID, Stage Select (here is “**Enrollment Details**”) and Upload document option to browse and upload the filled file with candidate details.
- Click on “**Submit**” button to upload the Candidate details as shown below:

The screenshot shows a modal window titled 'Upload Batch Details' overlaid on the main interface. The modal contains the following fields and controls:

- A text input field for '*Batch ID:' with the value '27XXXX'.
- A dropdown menu for '*Select Stage:' with 'Enrollment Details' selected.
- An 'Upload Document' section with a 'Choose File' button, a 'Browse' button, and the text 'No file chosen'.
- A note below the upload section: '(only .xls, .xlsx)'.
- At the bottom of the modal are two buttons: 'CLOSE' and 'SUBMIT'.

 In the background, a table of candidate details is visible, showing columns for selection status, candidate ID, name, gender, state, and phone number, with an 'ENROLL' button for each row.

- e. After successfully uploading the Candidate Details select the Registration Type as the **“General Registration”**

- f. This **Enrollment** section having the **Candidate List** tab provides options to manage and enroll the candidates into batches. Its fields include **Candidate ID, Name, Gender, State, Mobile,** and **Action** as shown in image below.

- **Candidate Interest:** This list comprises of registered candidates who have shown interest for that specific batch under the certain skilling program (**eKYC Schemes**).
- **Candidate list:** This list comprises of the registered candidates approved by the training partner for further enrollment. (**Non-eKYC Scheme**)

Candidate ID	Candidate Name	Gender	State	Mobile	Action
☐ CAN_1XXXXX6	DKUBHI	Male	UTTAR PRADESH	+91 XXXXXX	ENROLL

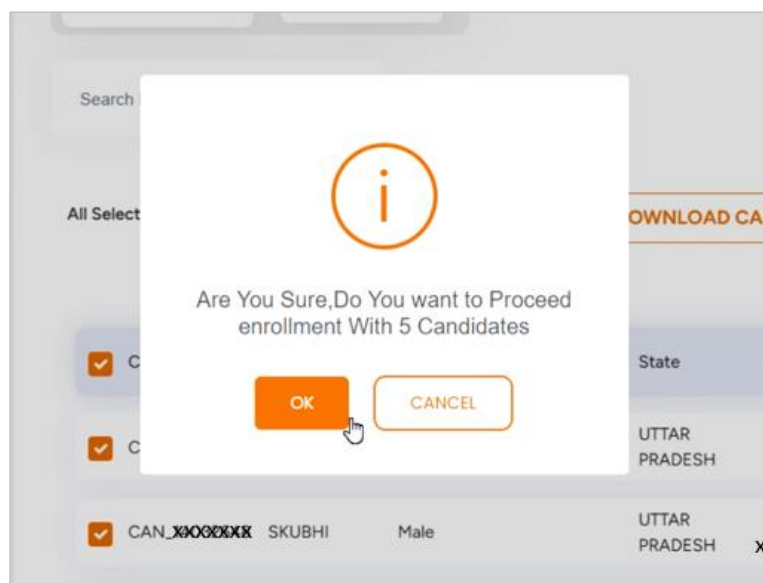
- g. Select the candidates to be enrolled by clicking the checkboxes as shown below in the screen.

All Selected (5)

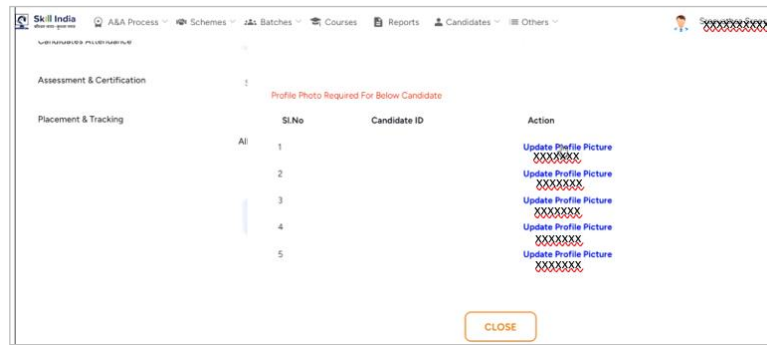
[DOWNLOAD CANDIDATES](#) [ENROLL](#)

☒	Candidate ID	Candidate Name	Gender	State	Mobile	Action
☒	CAN_XXXXXXXXXX	DKUBHI	Male	UTTAR PRADESH	+91 XXXXXXXX	ENROLL
☒	CAN_XXXXXXXXXX	SKUBHI	Male	UTTAR PRADESH	+91 XXXXXXXX	ENROLL
☒	CAN_XXXXXXXXXX	TKUBHI	Male	UTTAR PRADESH	+91 XXXXXXXX	ENROLL
☒	CAN_XXXXXXXXXX	GKUBHI	Male	UTTAR PRADESH	+91 XXXXXXXX	ENROLL

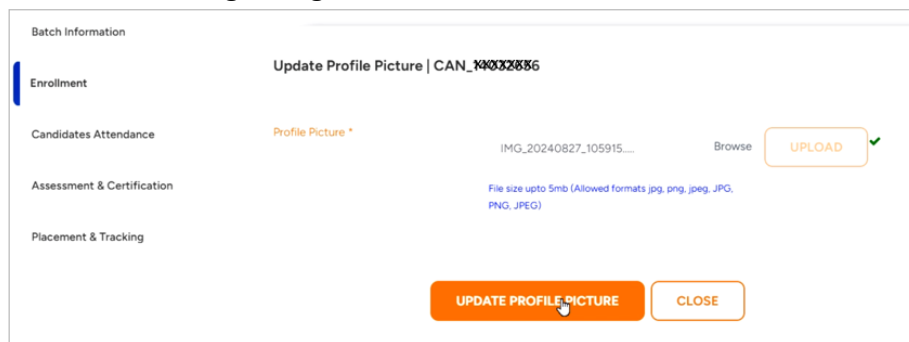
- h. After selecting the candidates click on the **"Enroll"** button a pop-up message will appear showing the message **"Are you sure Do you want to Proceed Enrolment with Candidates"**, as shown in the image below.



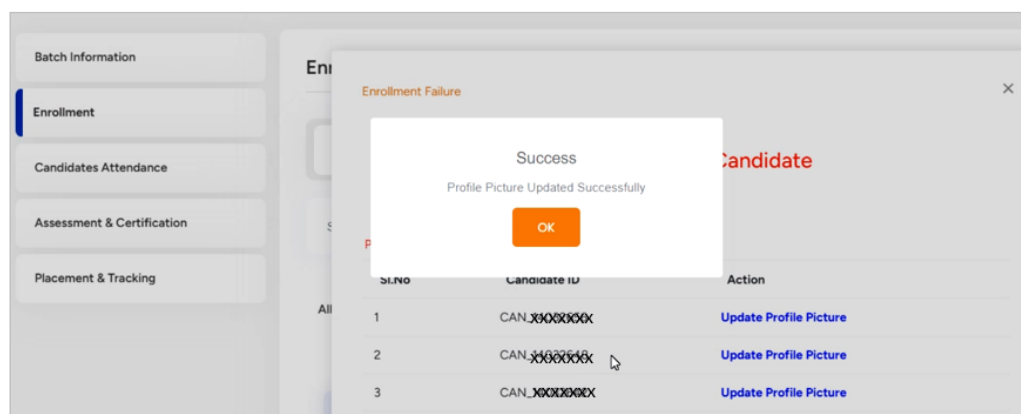
- i. For each candidate listed, click on the **"Update Profile Picture"** link in the **Action** column. Open an interface or prompt allowing you to upload the required profile photo for the selected candidate. This option will appear for Bulk upload (Non-eKYC schemes).



- j. Click on the **"Browse"** button to locate and select the appropriate profile picture file from your computer. Ensure the file meets the requirements:
- **Allowed formats:** .jpg, .png, .jpeg.
 - **Maximum file size:** Up to 5 MB.
 - **Verify the Upload:** Once the file is selected, click the **"Upload"** button, a green checkmark indicates successful upload.
 - **Confirm the Update:** Click the **"UPDATE PROFILE PICTURE"** button to save the profile picture for the candidate.
 - **Close the Window:** If you don't want to proceed, click the **"CLOSE"** button to exit the interface without making changes.



- k. A pop-up message appears with the text **"Success: Profile Picture Updated Successfully"**. Click **"OK"** to close the pop-up and return to the candidate list.
- **Verify Update:** Ensure the updated profile picture is reflected in the system.
 - **Update Other Candidates:** Repeat the process for other candidates listed, if required.

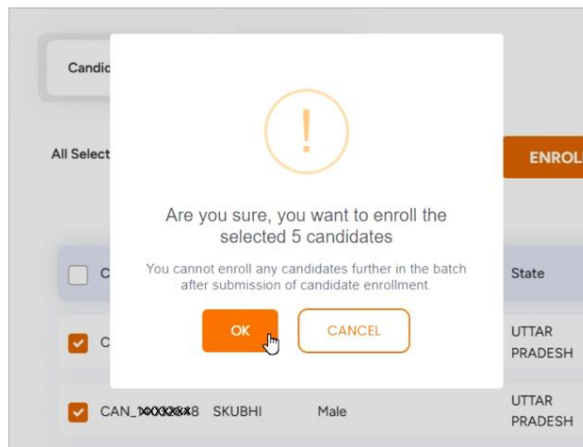


- I. **Continue Enrolment:** Once all required updates are complete, proceed with the enrolment process. The Candidates are selected using checkboxes. In this case, 5 candidates are selected (**All Selected (5)**). Click on "**SUBMIT TO ENROLL CANDIDATES**" button at the top that allows you to enroll all selected candidates in one action.

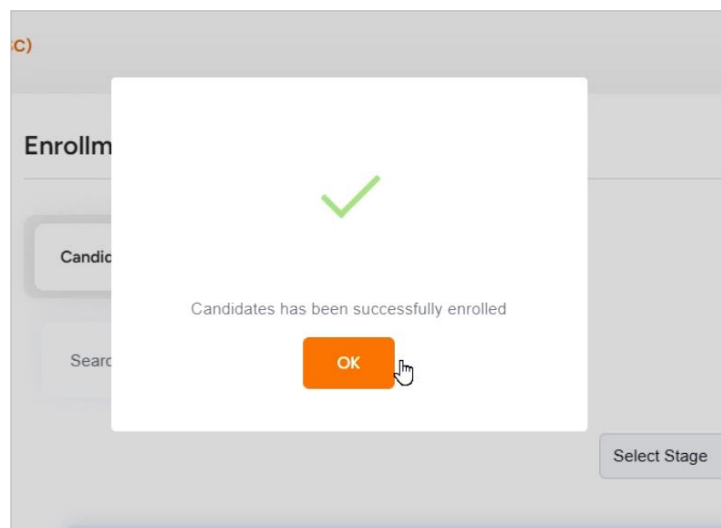
The screenshot shows the 'Candidate List' tab in the Skill India portal. The 'All Selected (5)' status is displayed, and the 'SUBMIT TO ENROLL CANDIDATES' button is highlighted. Below the buttons, a table lists the selected candidates with their details and an 'ENROLL' button for each.

☐	Candidate ID	Candidate Name	Gender	State	Mobile	Action
☒	CAN_XXXXXX	DKUBHI	Male	UTTAR PRADESH	+91 XXXXXXXX	ENROLL
☒	CAN_XXXXXX	SKUBHI	Male	UTTAR PRADESH	+91 XXXXXXXX	ENROLL
☒	CAN_XXXXXX	TKUBHI	Male	UTTAR	+91	ENROLL

- m. Confirmation pop-up message triggered after clicking the **"SUBMIT TO ENROLL CANDIDATES"** button. It warns that **no additional candidates can be enrolled** in the batch after this submission. Click **"OK"**.



- n. Pop up will appear indicating **"Candidates have been successfully enrolled."** Click **"OK"**



13 Candidate Attendance

- Select "**Candidate Training Attendance**" in the Candidate Attendance section, this option gets enabled 7 days prior to **Batch-End date**.
- Upload Button** enables uploading attendance data in bulk, possibly via an Excel sheet or another supported format.

Search by Candidate ID 🔍

Select Stage
Select Stage
Candidate Training Attendance

UPLOAD

Candidate ID	Candidate Name	Gender	Mobile	Action
CAN_1XXXXXX	YKUBHI	Male	+91XXXXXXX	⋮
CAN_XXXXXX	GKUBHI	Male	+91XXXXXXX	⋮
CAN_XXXXXX	TKUBHI	Male	+91XXXXXXX	⋮
CAN_XXXXXX	SKUBHI	Male	+91XXXXXXX	⋮

- The **Upload Attendance** interface for the selected batch with details like **Batch ID**, **Select Stage (Indicates the current stage)** as shown below in image, Next steps are as follows:
 - Download Template:** If required, click **Download Template** to get the pre-defined format for attendance entry.
 - Prepare Attendance File:** Fill in the attendance details in the downloaded template.

Upload Batch Details ✕

Batch ID: 2831

Select Stage: ATTENDANCE

Upload Document 📎

Click here to Upload Or
Drop your files here

Allowed formats pdf, jpeg, png, jpg, xlsx (File size upto 3 mb)

Download Template

No file chosen

CLOSE **SUBMIT**

- d. **Upload Attendance:** Click the upload area or drag the file into the box to upload the prepared attendance file as shown below:
- **Submit:** Once the file is uploaded, click **SUBMIT** to save the attendance details to the system.
 - **Close:** If you don't want to proceed, click **CLOSE** to exit the screen without making changes.

- e. Then a success message at the top reads: **"Candidate Attendance uploaded successfully"**. This indicates that the system has processed and saved the uploaded attendance file.

Candidate ID	Candidate Name	Gender	Mobile	Action
CAN_140	YKUBHI	Male	+91 8989	

14 Assessment & Certification

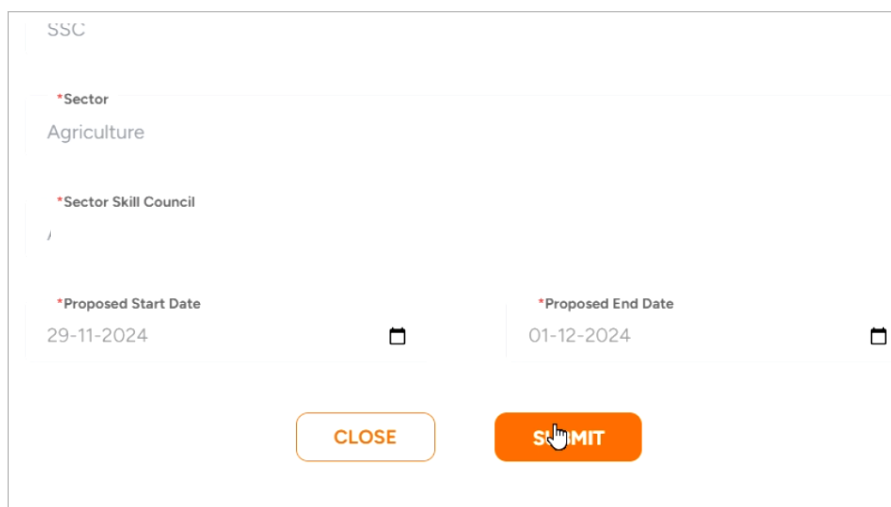
Assessment and Certification interface allows administrators to proceed with the assessment process for enrolled candidates. This interface comprises of **Candidate ID, Candidate Name, Gender, Mobile** and **"SUBMIT FOR ASSESSMENT"** button availed for transition of selected candidates to the assessment stage.

a. The steps of the Assessment are as follows:

- **Verify Candidates:** Ensure the displayed candidates are ready for the assessment stage.
- **Click "SUBMIT FOR ASSESSMENT":** Initiates the assessment process for the listed candidates.
- **Proceed with Assessment:** After submission, the candidates will be marked as ready for assessment in the system.

b. On clicking **"Submit for Assessment" (for batches Assessment mode SSC)** button a window will appear with details like:

- **Sector Details:**
 - **Sector:** Indicates the training sector
 - **Sector Skill Council:** Specifies the governing council for the sector
- **Proposed Dates:**
 - **Proposed Start Date:** The date when the assessment process is expected to begin.
 - **Proposed End Date:** The date by which the assessment process should conclude
- **Action Buttons:**
 - **SUBMIT:** Confirms the details and sends the request for assessment.
 - **CLOSE:** Cancels the action and exits the interface.



SSC

*Sector
Agriculture

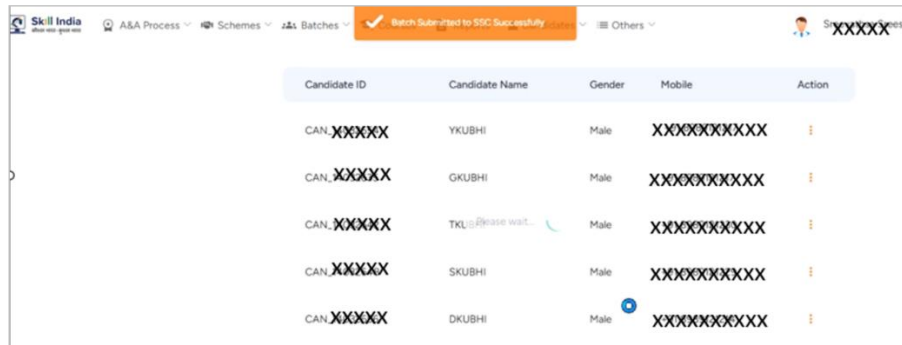
*Sector Skill Council
↓

*Proposed Start Date
29-11-2024

*Proposed End Date
01-12-2024

CLOSE SUBMIT

- c. A message at the top reads: **"Batch Submitted to SSC Successfully"**, indicating the batch has been forwarded to the SSC for assessment. The SSC will process the request and provide further updates regarding the assessment.



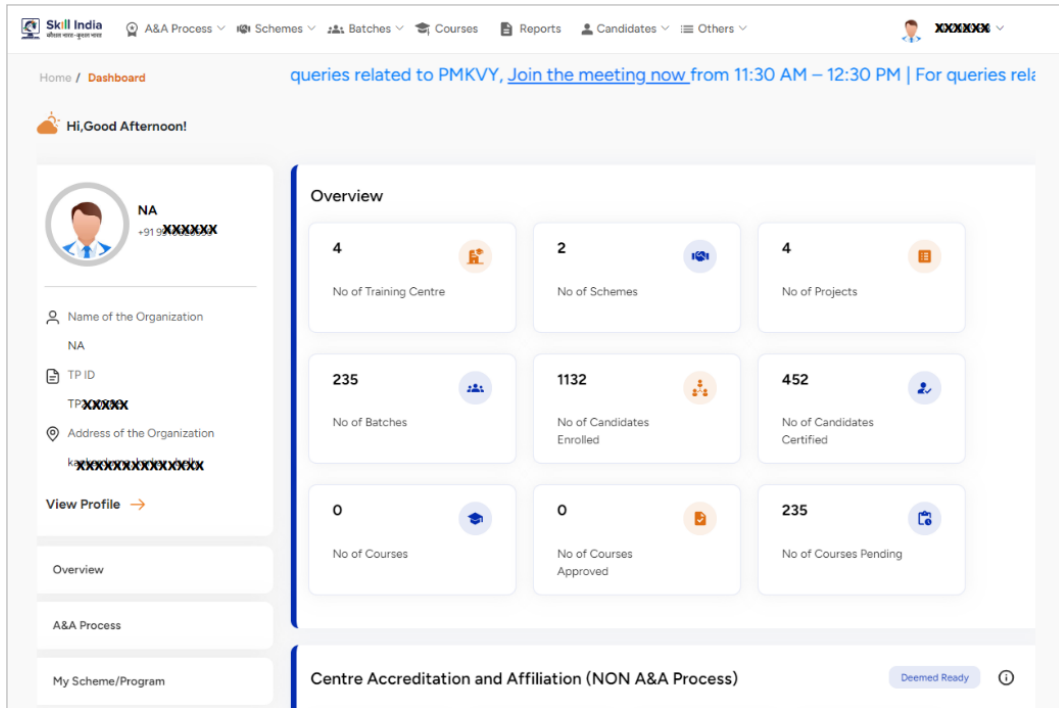
The screenshot shows the Skill India portal interface. At the top, a navigation bar includes the Skill India logo, a search icon, and dropdown menus for 'A&A Process', 'Schemes', 'Batches', and 'Others'. A prominent orange banner at the top center displays the message 'Batch Submitted to SSC Successfully'. Below this, a table lists candidate details. The table has five columns: Candidate ID, Candidate Name, Gender, Mobile, and Action. Five rows of candidate data are visible, each with a unique ID, name, gender (all Male), and a masked mobile number. An 'Action' column with a vertical ellipsis icon is present for each row. The user profile 'SXXXXXXXXX' is visible in the top right corner.

Candidate ID	Candidate Name	Gender	Mobile	Action
CAN_XXXXX	YKUBHI	Male	XXXXXXXXXX	
CAN_XXXXX	GKUBHI	Male	XXXXXXXXXX	
CAN_XXXXX	TKLUBHI	Male	XXXXXXXXXX	
CAN_XXXXX	SKUBHI	Male	XXXXXXXXXX	
CAN_XXXXX	DKUBHI	Male	XXXXXXXXXX	

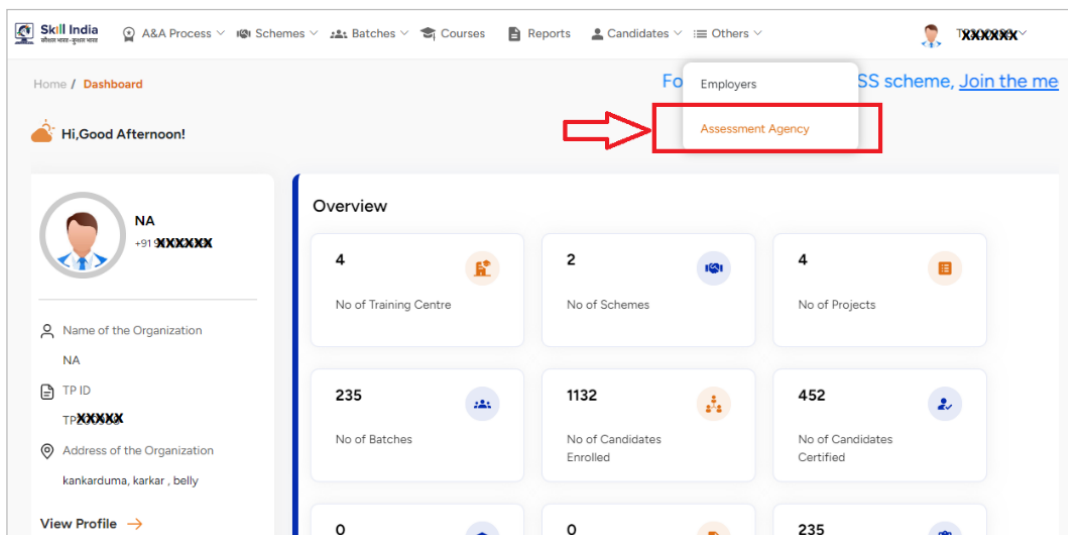
15 Add Assessment Agency

In case the assessment mode is Self/ Third-party assessment, the training partner will add the assessment agency, and the flow is as follows:

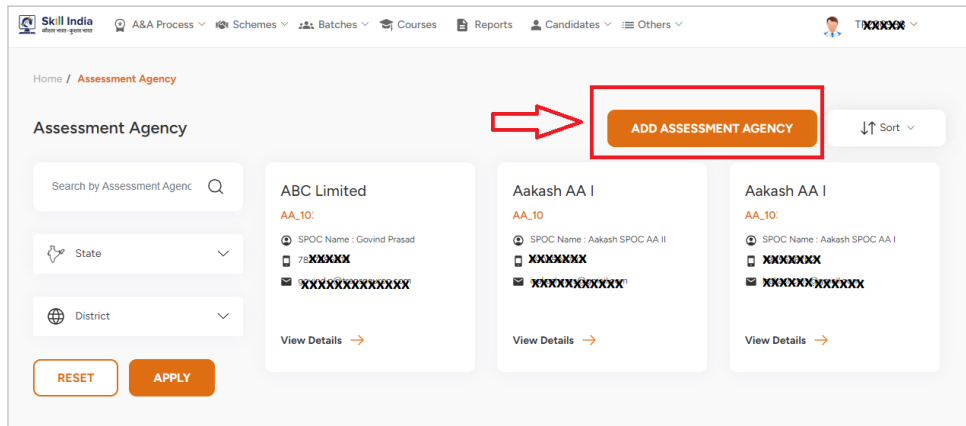
- Now to add Assessment Agency get to the home page as shown below:



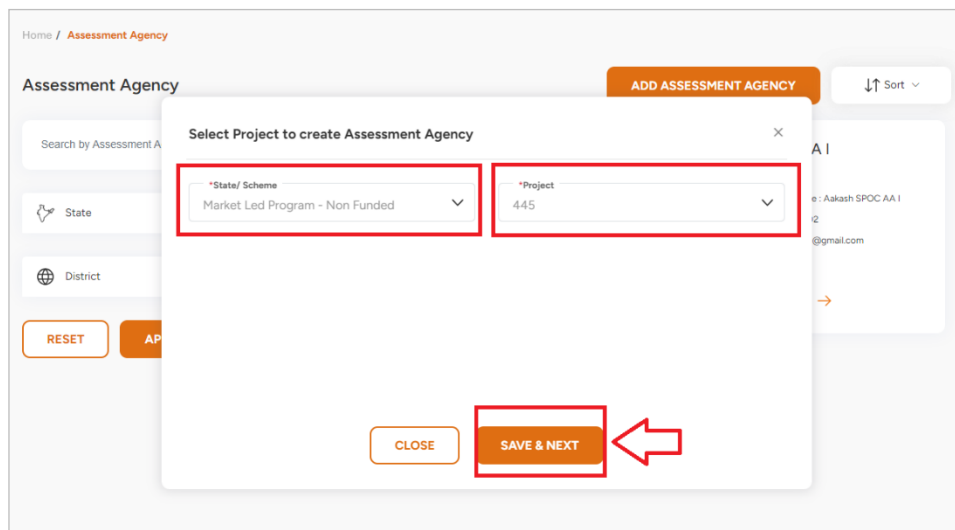
- To add Assessment Agency, go to “**Others**” tab on the top of the page and select the “**Assessment Agency**” option as shown below:



- c. The listing page will appear comprising the details of **“Assessment Agency”**, click on the **“Add Assessment Agency”** button as shown below in the image:



- d. A pop-up will appear in that select the State/Scheme, then select the project to create the Assessment Agency and then click on **“Save & Next”** as shown in the image below:



- e. A new page will appear to add the Assessment Agency, the process is divided into three sections i.e., **Assessment Agency Information, Assessment Agency Address and SPOC details of Assessment Agency.**
- f. In the first section Assessment Agency following parameters are:
 - **Assessment Agency Name:** Text input to enter the full name of the agency (mandatory field).
 - **Establishment Start Date:** A date picker for selecting the start date of the agency's establishment.
 - **Establishment End Date:** A date picker for selecting the end date of the agency's establishment (mandatory field).
 - **Supporting Documents:**
 - File upload section to upload supporting documents.
 - Accepts formats: PDF, JPEG, PNG, JPG, DOCX, XLSX (file size up to 5 MB).
 - Click on the **“Next”** button to proceed further.

0%
Completed

Add Assessment Agency

Enter all the details of Add Assessment Agency

Assessment Agency Info

Assessment Agency Address

SPOC details of Assessment Agency

Assessment Agency Info

* Assessment Agency Name
Enter full name

* Establishment Start Date
Select Start Date

* Establishment End Date
Select End Date

* Supporting Documents:

Click here to Upload Or
Drop your files here

Allowed formats pdf, jpeg, png, jpg, docx, xlsx (File size upto 5 mb)

NEXT

TRAINING PARTNER USER MANUAL

59

g. In the second section Assessment Agency following parameters are:

- **Address:** A multiline text field to enter the agency's full address (mandatory).
- **Nearby Landmark:** Text input to specify a recognizable landmark near the agency's location (mandatory).
- **Pin code:** Text input for entering the postal code (mandatory).
- **State / Union Territory:** Dropdown menu to select the state or union territory where the agency is located (mandatory).
- **District:** Dropdown menu dependent on the state/UT selection to choose the district (mandatory).
- **Tehsil/Mandal/Block:** Dropdown menu to select the tehsil, mandal, or block (likely auto-populated based on the district).
- **Parliamentary Constituency:** Dropdown menu for selecting the corresponding parliamentary constituency.
- **Geo Location:** Text field to enter geo-coordinates for precise location mapping (mandatory).

65%
Completed

Add Assessment Agency

Enter all the details of Add Assessment Agency

✓

Assessment Agency Info

●

Assessment Agency Address

○

SPOC details of Assessment Agency

Assessment Agency Address:

*Address:
Enter Address

*Nearby Landmark:
Enter Nearby Landmark

*Pincode:
Enter Pincode

*State / Union Territory
Select State / Union Territory

*District:
Select District

Tehsil/Mandal/Block:
Select Tehsil/Mandal/Block

Parliamentary Constituency:
Select Parliamentary Constituency

*Geo Location
Enter Geo Location

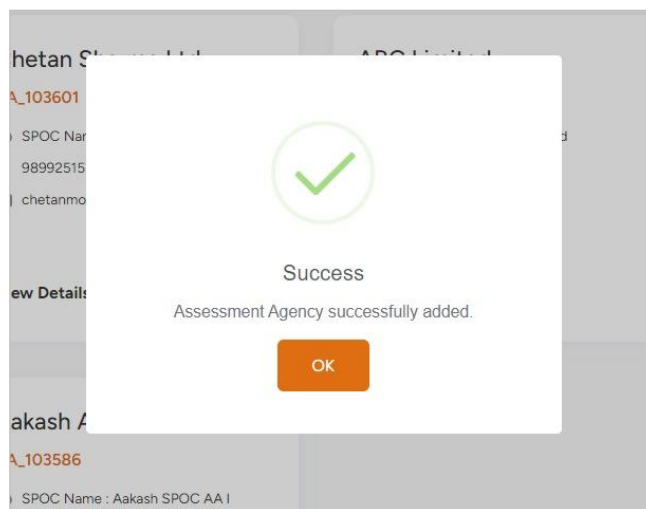
BACK

NEXT

h. In the third section Assessment Agency following parameters are:

- **First Name:** A text field to enter the first name of the SPOC (mandatory).
- **Last Name:** A text field to enter the last name of the SPOC (mandatory).
- **Email Address:** A text field to input the SPOC's email address for communication (mandatory).
- **Mobile Number:** A text field to enter the SPOC's mobile contact number (mandatory).

i. After submission of all the details click on the submit button and the Assessment Agency will be added successfully, as shown in the below image

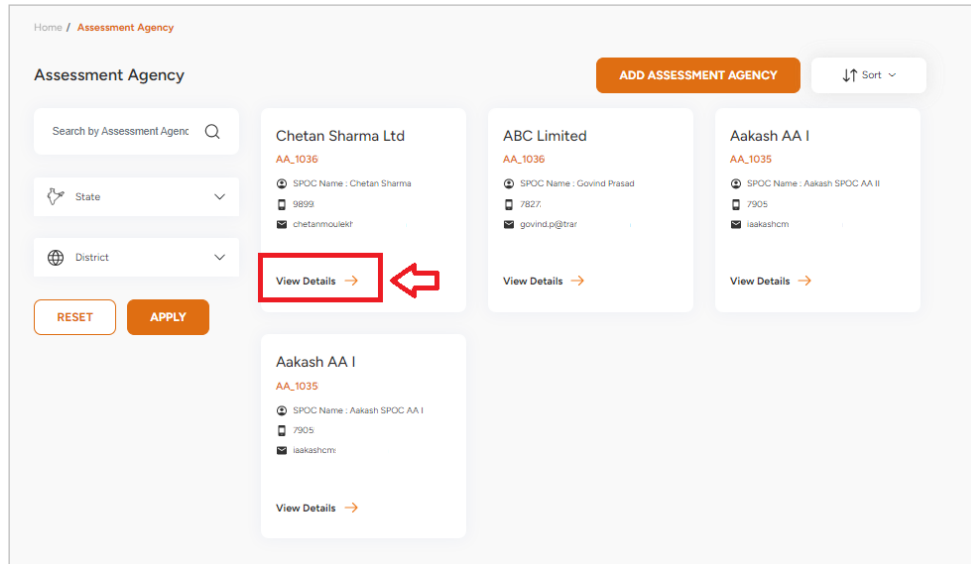


j. Further, Assessment Agency will do the assessment.

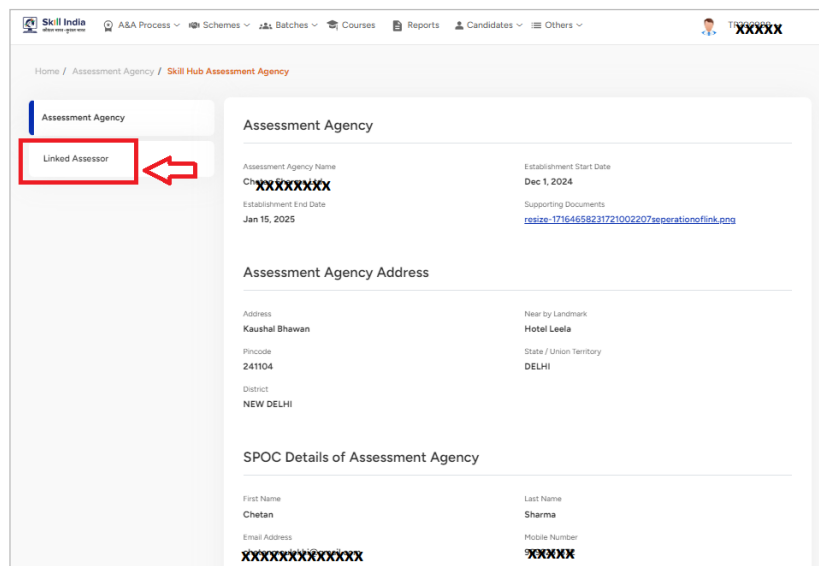
16 Add Assessor

In the assessment mode, third-party and self-assessment, the training partner will link assessor with the assessment agency, and the flow is as follow:

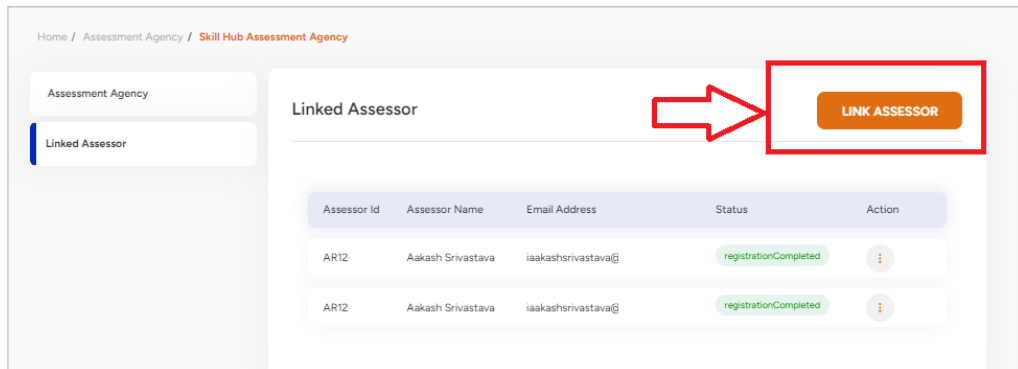
- Assessors need to register as an Assessor on SIDH.
- The assessment agency will be adding the assessor, in the home screen click on the **View Details** option as shown below:



- Now, a new page will appear and that click on the link Assessor option as shown below:



d. Click on the link Assessor option as shown below:



e. A new page will appear with the field:

- **Enter Assessor SIP ID:** This field requires the unique SIP ID of the assessor to be entered.
- **Name of the Assessor:** Displays the name of the assessor.
- **Assessment Agency Aligned:** A dropdown menu to select the assessment agency with which the assessor is aligned.
- **Validity Start Date:** A calendar selector to choose the start date for the assessor's validity.
- **Validity End Date:** A calendar selector to choose the end date for the assessor's validity.
- **Upload Supporting Documents:** Allows the user to upload supporting files, such as proof of association, certificates, or other relevant documents. Accepted file formats include PDF, JPEG, JPG, DOCX, XLSX, with a maximum file size of 3 MB.

Link an Assessor

* Enter Assessor SIP ID:
Enter Assessor ID

* Name of the Assessor:
N/A

* Assessment Agency Aligned:
Select Assessment Agency Aligned

* Validity Start Date
Select From Date:

* Validity End Date
Select To Date:

* Upload Supporting Documents:
Click here to Upload Or
Drop your files here
Allowed formats pdf, jpeg, png, jpg, docx, xlsx (File size upto 3 mb)

CANCEL GENERATE OTP

- f. After uploading the certificate click on the **“Generate OTP”** button as shown in the screen below:

Link an Assessor

✓ CertificateOfCompletion.pdf file uploaded successfully

* Enter Assessor SIP ID:
AR12

* Name of the Assessor:
Aakash Srivastava

* Assessment Agency Aligned:
Chetan Sharma Ltd - (AA_103601)

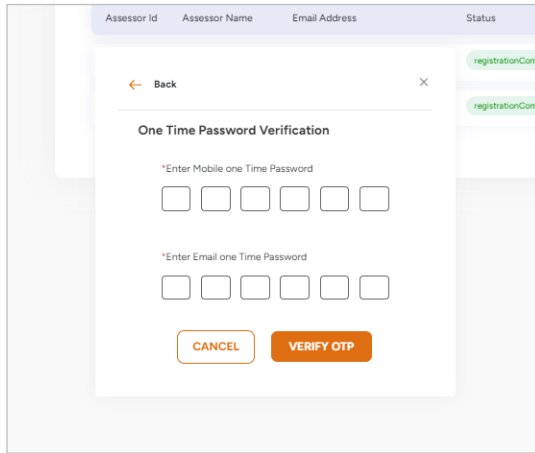
* Validity Start Date
19/12/2024

* Validity End Date
27/12/2024

* Upload Supporting Documents:
CertificateOfCompletion.pdf

CANCEL GENERATE OTP

- g. Enter the OTP received on Mobile and Email registered previously as shown below in the screen below



h. After submission of OTP the Assessor will be linked successfully.

17 Batch Submission for Assessment mode Self/Third party

The system allows **batch submission in different modes**, in case of the **Self-Assessment Mode** and **Third-Party Assessment Mode** the Batch submission is done through following screen:

Candidate ID	Candidate Name	Guardian Name	State	Candidate Attendance Percentage	Status	Action
CAN_XXXXXX	MAHESH CHOUDHARY	SHAMBHU CHOUDHARY	RAJASTHAN	76	Completed	
CAN_XXXXXX	CHANDRA SHEKHAR SAIN	SATYANARAYAN SAIN	RAJASTHAN	82	Completed	
CAN_XXXXXX	SAGAR JANGID	NANDLAL JANGID	RAJASTHAN	80	Completed	
CAN_XXXXXX	MANISH KUMAR BAIRWA	RAJESH KUMAR BAIRWA	RAJASTHAN	80	Completed	

a. Click on the Submit for Assessment as shown in the image above, it comprises of candidate list table with following columns:

- **Candidate ID**
- **Candidate Name**
- **Guardian Name**
- **State**
- **Candidate Attendance Percentage**
- **Status**
- **Action Menu (Three Dots)**

On clicking “**Submit for Assessment**” option a pop-up appears with following details:

Upload Batch Details

*Batch ID: XXXXXX

*Select Stage: ATTENDANCE

*Assessment Agency: Assessment Agency Name
Assessment Agency is required

*Assessor: Select Assessor
Assessor is required

*Proposed Start Date: 25-10-2023

*Proposed End Date: 25-10-2023

CLOSE **SUBMIT**

Scan the QR Code to download the **Skill India Digital Hub App**



If you face any issues, please visit
<https://support.nsdcindia.org/portal/en/newticket>