

# Tamil Nadu Skill Development Corporation

## NM Finishing School Scheme

User Manual for the Placement Module

**Training Partner**



**TNSK**  
திறன் தமிழ்நாடு

**Version No. 1.0**

This is the initial version of the user manual. Based on the changes to the software,  
The manual will be updated accordingly.

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## 1. Introduction

The **TN Skill (formerly Tamil Nadu Skill Development Corporation)** is the nodal agency for the Skill Training Department in Tamil Nadu, is empaneling leading industries, associations, and government institutions to ensure that industry-relevant skill training is provided to the unemployed youth of the state. This strategic collaboration aims to bridge the gap between the industry's needs and the skills of job seekers, creating a skilled workforce ready to meet market demands and boosting employment opportunities across various sectors in Tamil Nadu.

The TN Skill platform, developed by TNSDC, facilitates skill development for candidates across Tamil Nadu. As part of the lifecycle of Skill training, the Placement Module has been introduced to manage and verify the placement data of certified candidates. This user manual provides a step-by-step guide for both Training Partners (TPs) and Candidates on how to use the Placement Module.

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### 1.1 Payment Disbursement Structure

The TN Skill platform follows a performance-based, tranche-linked payment model to incentivize actual employment outcomes. Training Partners (TPs) receive payments based on the timely upload of placement details for certified candidates. The overall 90-day placement window is now divided into two 45-day phases:

**First 45 Days:** From the **certification generation date**.

**Second 45 Days:** Follows immediately after the first phase.

Placement entries uploaded within each 45-day period will be evaluated separately for Tranche eligibility.

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## 1.2 Third Tranche – 40% Payment Based on 60% Placement

### First 45 Days – Initial Placement Evaluation

If 60% or more of certified candidates have their placement uploaded within the first 45 days, the system will generate a third tranche invoice on a pro-rata basis (i.e., only for placed candidates).

If 80% or more of placements are uploaded within this phase, then full 40% of the final payment is released for all certified candidates, irrespective of individual placement status.

If less than 60% is achieved, no payment is triggered at this stage, and the remaining candidates are considered for the second 45-day evaluation.

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## 1.2 Third Tranche – 40% Payment Based on 60% Placement

### Second 45 Days – Initial Placement Evaluation

If a 60% placement was not achieved in the first 45 days, the system checks if the combined total (first + second phase) meets 60% or 80% after 90 days.

#### Payment is then released based on:

Exactly 60% to 79%: Pro-rata payment for placed candidates only.

80% or more: Full 40% payment for all certified candidates.

Important: Placement data must still be uploaded within the 90-day window from the certification date to be eligible for payment.

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## 1.3 Placement Milestone Logic Table

Case	Placement % in First 45 Days	Placement % in the Second 45 Days	Payment Released
A	60%	-	40% of payment on a pro-rata basis for placed candidates
B	80%	-	Full 40% payment for <b>all certified candidates</b>

Case	Placement % in First 45 Days	Placement % in the Second 45 Days	Payment Released
C	65%	8% (total 73%)	Payment for <b>only the 8%</b> in the second phase, as 80% has not been achieved
D	65%	15% (total 80%)	Full 40% payment for <b>all certified candidates</b>
E	50%	30% (total 80%)	Full 40% payment after 90 days for <b>all certified candidates</b>

Time Period	Placement % Uploaded	Invoice Generated	Payment Coverage
First 45 Days	≥ 60% and < 80%	Immediately	Pro-rata for placed candidates
First 45 Days	≥ 80%	Immediately	Full 40% for all certified candidates
Second 45 Days	Total ≥ 60% and < 80%	After 90 Days	Pro-rata for placed candidates
Second 45 Days	Total ≥ 80%	After 90 Days	Full 40% for all certified candidates

## 2. Training Partner Workflow – Placement Module

This section provides a structured guide for Training Partners (TPs) to upload placement data for certified candidates on the TN Skill platform. It covers login, employer management, placement uploads, approval flow, and invoice generation.

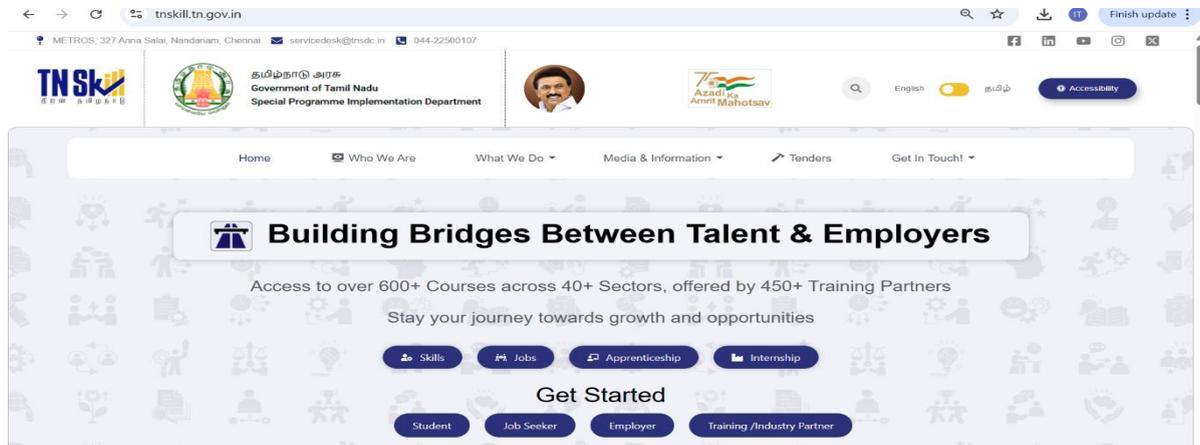
### 2.1 Platform Access and Navigation

#### Login

- Visit: <https://tnskill.tn.gov.in/> and click the **Training Partner / Industry Partner** button.

Screen:

## User Manual – Placement module



or

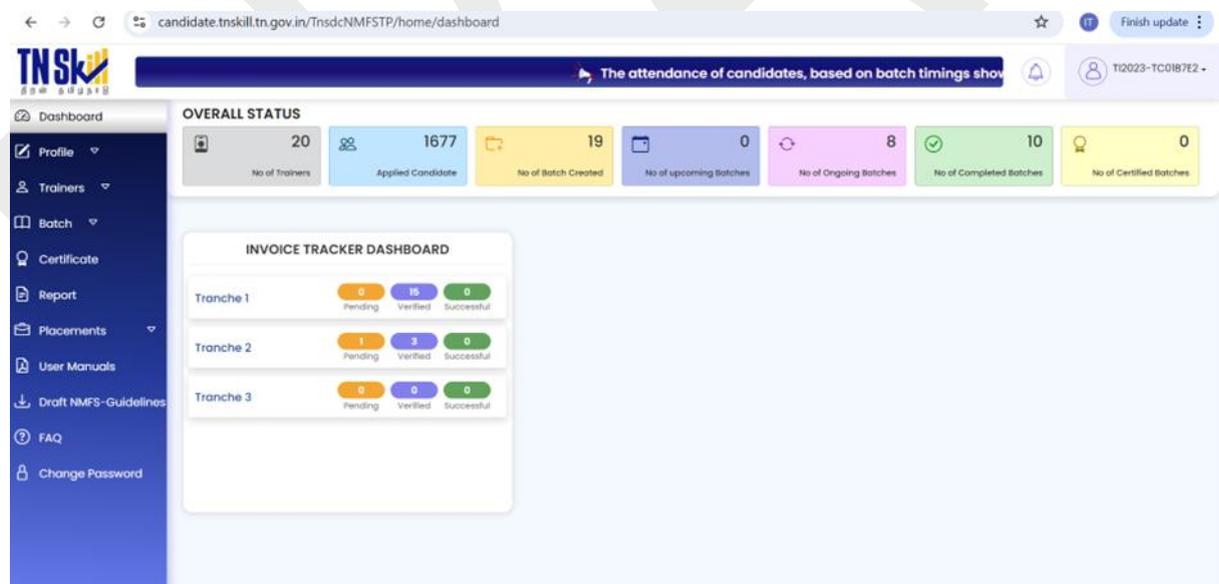
### Login

- Visit: <https://candidate.tnskill.tn.gov.in/TnsdcNMFSTP/login>
- Enter your TP credentials and log in.

### Navigate to the Placement Section

- Go to: **Placement Menu**

### Screen:



## 2.1 Employer Management (Pre-requisite for Linking Placement)

To avoid repetitive data entry, TPs should pre-register employers.

- Click on the “Add Employer” tab.

Screen:

The screenshot shows the TNSK dashboard. At the top, there is a notification: "Candidate fingerprints is up to date in the UIDAI database before starting batches. If it is not updated, attendance will not be all". The user's profile is shown as "T12023-TC0187E2". The dashboard includes a sidebar with navigation options: Profile, Trainers, Batch, Certificate, Report, Placements (Add Employer Data, Certification / Placement), User Manuals, Draft NMFS-Guidelines, FAQ, and Change Password. The main content area features an "OVERALL STATUS" section with seven cards: No of Trainers (20), Applied Candidate (1677), No of Batch Created (19), No of upcoming Batches (0), No of Ongoing Batches (8), No of Completed Batches (10), and No of Certified Batches (0). Below this is an "INVOICE TRACKER DASHBOARD" with three tranches. Tranche 1 shows 0 Pending, 15 Verified, and 0 Successful. Tranche 2 shows 1 Pending, 3 Verified, and 0 Successful. Tranche 3 shows 0 Pending, 0 Verified, and 0 Successful.

- Enter details such as:
  - Company Name
  - Contact Person
  - Contact Number
  - Email and Address

Screen:

The screenshot shows the "Add Employer Data" form in the TNSK dashboard. The form is titled "Employment Details" and "Add Employer Data". It contains several input fields: "Name of the Organization\*" (Organization Name), "Type of the Organization\*" (dropdown menu), "Contact Person\*" (Contact Person Name), "Organization Website\*" (Organization Website), "Contact Email\*" (Contact Email), "Contact Number\*" (Contact Number), "PinCode\*" (Pincode), "Address" (Address), "State\*" (dropdown menu), "District\*" (dropdown menu), "ESIC Number\*" (ESIC Number), "PF Number:" (Office Code...), "Est ID..." (Est ID...), "Ext. if any..." (Ext. if any...), and "Member ID..." (Member ID...). A "SUBMIT" button is located at the bottom right of the form.

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- Save the employer profile.  
Once added, these employers can be linked during placement uploads.

### Click Certification / Placement menu

Screen:

The screenshot shows the TNSK dashboard. At the top, there is a notification: "Candidate fingerprints is up to date in the UIDAI database before starting batches. If it is not updated, attendance will not be allowed." The user's profile is shown as T12023-TC0187E2. The dashboard includes a sidebar with navigation options: Dashboard, Profile, Trainers, Batch, Certificate, Report, Placements, Add Employer Data, Certification / Placement, User Manuals, Draft NMFS-Guidelines, FAQ, and Change Password. The main content area features an "OVERALL STATUS" section with seven cards: No of Trainers (20), Applied Candidate (1677), No of Batch Created (19), No of upcoming Batches (0), No of Ongoing Batches (8), No of Completed Batches (10), and No of Certified Batches (0). Below this is an "INVOICE TRACKER DASHBOARD" with three tranches. Each tranche has three status indicators: Pending (orange), Verified (purple), and Successful (green).

Tranche	Pending	Verified	Successful
Tranche 1	0	15	0
Tranche 2	1	3	0
Tranche 3	0	0	0

Click the batch detail that needs to upload the placement details

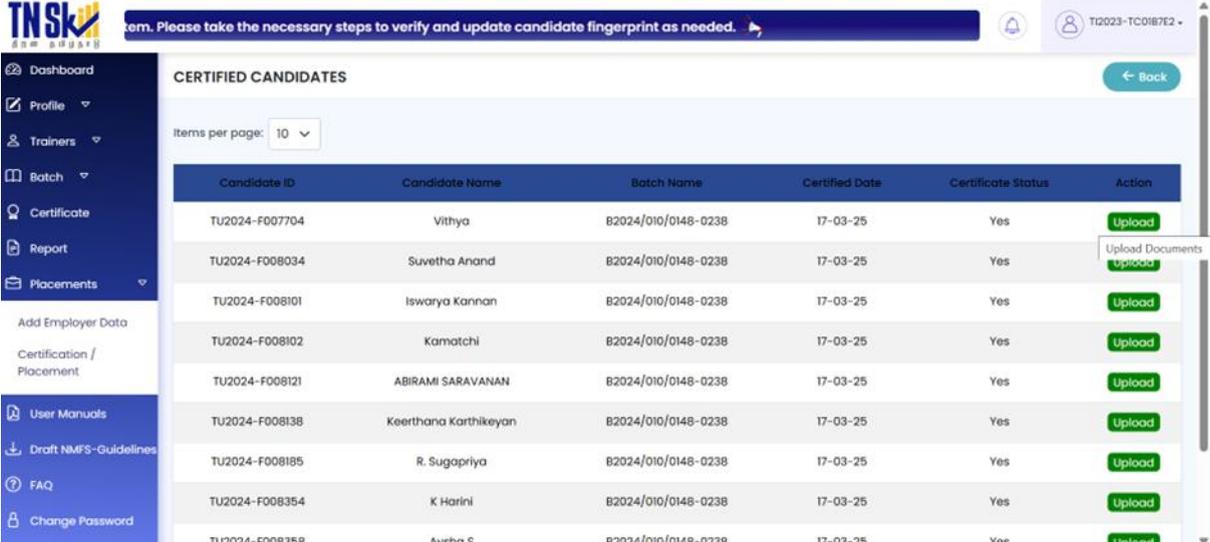
Screen:

The screenshot shows the TNSK dashboard with the "CERTIFIED BATCHES" section active. A notification at the top states: "Candidates login and logout times. Important Notification: TP must ensure that candidate fingerprints is up to date in the UIDAI database." The user's profile is T12023-TC0187E2. The sidebar navigation is the same as in the previous screenshot. The main content area shows a table of certified batches with columns for Batch Name, Certificate Generation Date, Date Of Issuance, Certificate Status, and Action. The table contains four rows of data. Below the table, there are "Previous" and "Next" navigation buttons.

Batch Name	Certificate Generation Date	Date Of Issuance	Certificate Status	Action
B2024/010/0148-0238	17-03-25	17-03-25	YES	
B2024/010/0150-0303	07-04-25	07-04-25	YES	
B2025/010/3656-0870	11-04-25	11-04-25	YES	
B2025/010/3656-0833	11-04-25	11-04-25	YES	

Use the upload option for each candidate

Screen:



The screenshot shows the TNSK portal interface. At the top, there is a notification banner: "tem. Please take the necessary steps to verify and update candidate fingerprint as needed." The main content area is titled "CERTIFIED CANDIDATES" and includes a "Back" button and a dropdown for "Items per page" set to 10. Below this is a table with the following columns: Candidate ID, Candidate Name, Batch Name, Certified Date, Certificate Status, and Action. Each row in the table has a green "Upload" button in the Action column. A tooltip "Upload Documents" is visible over one of the buttons. The left sidebar contains navigation options: Dashboard, Profile, Trainers, Batch, Certificate, Report, Placements, Add Employer Data, Certification / Placement, User Manuals, Draft NMFS-Guidelines, FAQ, and Change Password.

Candidate ID	Candidate Name	Batch Name	Certified Date	Certificate Status	Action
TU2024-F007704	Vithya	B2024/010/0148-0238	17-03-25	Yes	Upload
TU2024-F008034	Suvetha Anand	B2024/010/0148-0238	17-03-25	Yes	Upload
TU2024-F008101	Iswarya Kannan	B2024/010/0148-0238	17-03-25	Yes	Upload
TU2024-F008102	Kamatchi	B2024/010/0148-0238	17-03-25	Yes	Upload
TU2024-F008121	ABIRAMI SARAVANAN	B2024/010/0148-0238	17-03-25	Yes	Upload
TU2024-F008138	Keerthana Karthikeyan	B2024/010/0148-0238	17-03-25	Yes	Upload
TU2024-F008185	R. Sugapriya	B2024/010/0148-0238	17-03-25	Yes	Upload
TU2024-F008354	K Harini	B2024/010/0148-0238	17-03-25	Yes	Upload
TU2024-F00835R	Avsha S	B2024/010/0148-0238	17-03-25	Yes	Upload

## 2.2 Uploading Placement Details

To add placement information for a certified candidate:

1. Click on the candidate's name in the certified batch list.
2. A **Placement Entry Window** will open.
3. Fill in the required details based on the type of employment:

### A. Wage Employment / Apprenticeship

- **Type of Employment:** Select Wage Employment or Apprenticeship
- **Employer Name:** Choose from the pre-added employer list
- **Designation:** Enter job title
- **Salary per Month:** Enter gross salary
- **Joining Date:** Provide the date of joining
- **Upload Documents:**
  - Appointment Letter
  - Recent Payslip

### B. Self-Employment

- **Type of Employment:** Select Self-Employment

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- **Designation:** Enter business/trade name
- **Monthly Income:** Enter average income
- **Start Date:** Enter the date of commencement
- **Upload Documents:**
  - Trade License or Business Registration
  - Proof of Business Activity (optional)

**Note:** Self-employment entries do not require employer name selection.

4. Click **Submit** to save the placement data.

**Screen:**

The screenshot shows the 'PLACEMENT UPLOAD' interface. At the top, there is a notification banner: 'candidates, based on batch timings shown in the TP login, will be final. AEBAS attendance is not considered, as it only captures ca'. The user's profile 'T2023-TC0187E2' is visible in the top right. The left sidebar contains navigation options: Dashboard, Profile, Trainers, Batch, Certificate, Report, Placements, Add Employer Data, Certification / Placement, User Manuals, Draft NMFS-Guidelines, FAQ, and Change Password. The main form area is titled 'UPLOAD PAYSIP' and includes the following fields: 'Employer Name' (with a dropdown 'Select Employer Name'), 'Year' (with a dropdown 'Select year'), 'Month' (with a dropdown 'Select Month'), 'Employment Type' (with a dropdown 'Select Employment Typ'), and 'Date Of Joining' (with a date picker 'dd-mm-yyyy'). Below these are 'Designation' (with a text input 'Enter Your Designation'), 'Salary for Month' (with a text input 'Enter Your Salary for Month'), 'Offer Letter or Trade License (if self-employed)' (with a file upload button 'Choose File' and 'No file chosen'), and 'Payslip File' (with a file upload button 'Choose File' and 'No file chosen'). A 'No file chosen' label is also present at the bottom right. At the bottom of the form, there is an 'ADD PAYSIP' button and a 'Submit' button.

### 2.3 Approval Workflow

Once placement data is submitted:

- The candidate will receive a notification and can:
  - **Approve** the placement,
  - **Reject** it with remarks, or
  - **Upload their placement details** if TP has not done so.
- If the candidate **approves**, the placement is forwarded to the **TNSDC verification team** for review and final approval.
- If the candidate **rejects** the placement, the **TP can re-upload the placement details**

against the same candidate with corrected or updated information.

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## 2.4 Tranche Eligibility and Invoice Generation

### Third Tranche – 40% Payment (Based on First 45 Days)

If 60% or more certified candidates are placed and placement details are uploaded within the first 45 days from the certification date. Invoice is generated immediately upon reaching this milestone. Payment is made on a pro-rata basis, only for the placed candidates.

If 80% or more candidates are placed within this period, full 40% payment is released for all certified candidates, regardless of individual placement status.

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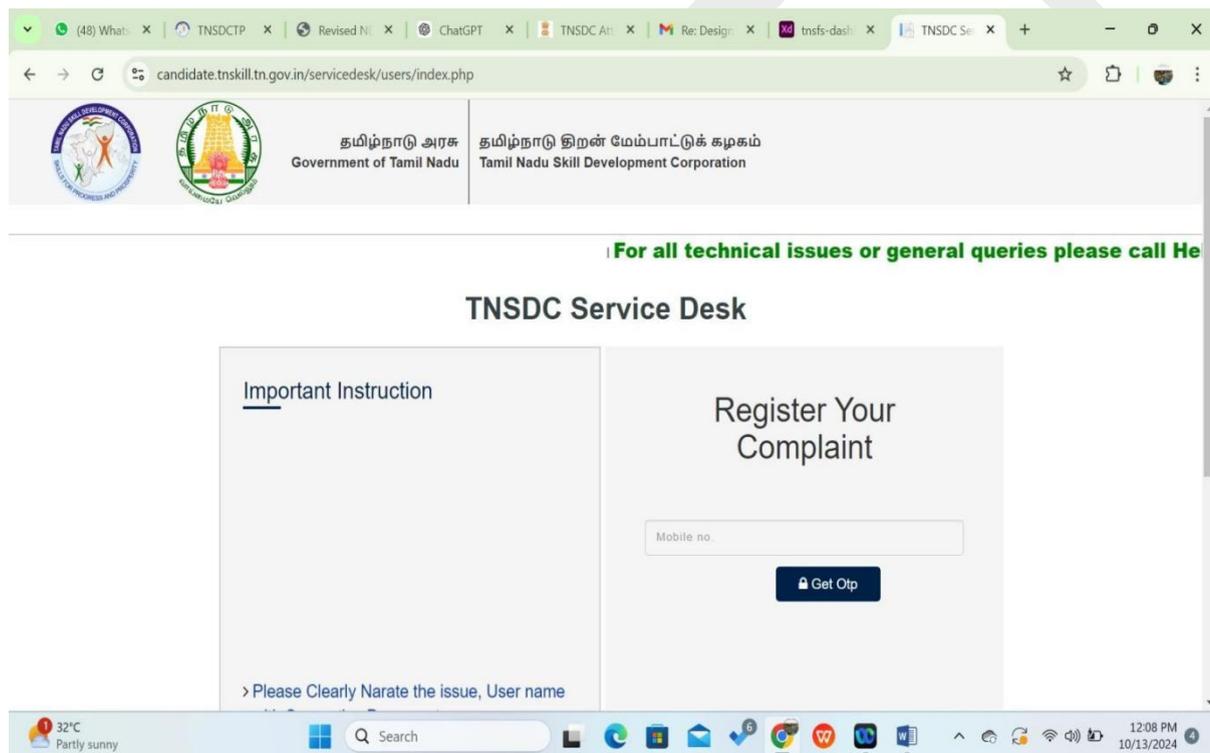
### Final Tranche – Remaining 40% Payment (Based on Second 45 Days)

- Applicable if the 60% or 80% placement milestones were not achieved in the first 45 days.
  - The system evaluates placements uploaded during the second 45-day period (i.e., up to Day 90).
  - If combined placement reaches 60% to 79%, payment is released pro-rata for the newly placed candidates only.
  - If 80% or more placement is achieved across both phases, full 40% payment is made for all certified candidates.
  - Invoice is generated after the 90-day window closes.
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### 3. Support

For support or grievances, the Department / District officer can submit service tickets through the TN SKILL helpdesk available in the portal. The helpdesk team will promptly address technical issues and operational queries. For guidance on raising tickets, please visit the **Helpdesk** section on the portal at the provided URL <https://candidate.tnskill.tn.gov.in/servicedesk/users/index.php>

Screen:



Monday to Friday, excluding Government holidays  
(Timing 10.00 AM to 5.45 PM)

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