



**Tamil Nadu
e-Governance Agency**



**Tamil Nadu Skill
Development Corporation**

User Manual for Candidate Module

Version No.1.0

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



User Manual – Candidate Module

Contents

1. Introduction	3
2. Candidate Portal	3
2.1 Tamil Nadu Skill Development Corporation Website	3
2.2 Candidate Login	5
2.3 Candidate Self Registration.....	6
2.4 Forgot Username	8
2.5 Forgot Password	9
3. Candidate Home Screen/ Dashboard	10
3.1 Candidate Details	11
3.2 Education and Experience Details.....	12
3.3 Contact Details.....	13
3.4 Bank Details.....	14
3.5 Download Application Form	15
4. Candidate Dashboard – Post submitting the profile.....	16
4.1 Upcoming Course Details.....	16
4.2 View Course Details	18
4.3 Feedback Form.....	18
4.4 Queries.....	19
4.5 Language Change	19
4.6 Change Password	20
5. Help/ FAQ.....	20
6. Logout	21
7. Support.....	21



User Manual – Candidate Module

1. Introduction

Candidate Portal allows people of Tamil Nadu to register for free training offered by Tamil Nadu Skill Development Corporation. After registration, candidate must complete the profile and apply for on-going course.

2. Candidate Portal

2.1 Tamil Nadu Skill Development Corporation Website

Candidate can access candidate portal from Tamil Nadu Skill Development Corporation Website in following 3 ways

1. Click on Register/ Login and select Candidates/ Trainees and user will be navigated to Candidate Portal Login Page

Screen:

The screenshot displays the homepage of the Tamil Nadu Skill Development Corporation (TNSDC) website. The header includes the TNSDC logo, the name in Tamil and English, and a navigation menu with links like Home, About Us, Schemes, Initiatives, Courses, Training Providers, TN-Skill Registry, Notices, Gallery, and Contact Us. A 'Register / Login' button is prominently displayed. Below the header, a large banner features a smiling man and the text 'Are you a Candidate looking to join Skilling'. To the right of the banner is a vertical menu with options: Candidates/Trainees, Training Providers, Training Centers, Employers, SSC/SCVT, Assessment Agencies, and TNSDC Login. Below the banner, four statistics are shown: Registered Candidate (5755052), Training Provider (741), Employers (272), and Skilled Youth (75686). A message states that training courses are only available after registration. The footer contains the TNSDC name, a 'Notice Board' link, and a 'REGISTER/LOGIN' button. A small URL 'c20demoweb1.saas.talismaonline.com/TNSDC/Account/CandidateLogin' is visible in the bottom left corner.



User Manual – Candidate Module

- Click on “Register” against “Are you a Candidate looking to join Skilling Courses?”

Screen:

TAMIL NADU SKILL DEVELOPMENT CORPORATION

Home About Us Schemes Initiatives Courses Training Providers TN-Skill Registry Notices Gallery Contact Us

Register / Login

Are you a Candidate looking to join Skilling Courses?

REGISTER

Registered Candidate: 5755052, Training Provider: 741, Employers: 272, Skilled Youth: 75686

All the Training Providers are instructed to enrol candidates for training courses only after registration in this portal.

TAMIL NADU SKILL DEVELOPMENT CORPORATION

Notice Board

REGISTER/LOGIN

- Click on “Candidates/ Trainees” in “Register/ Login” bar which is available next to “Notice Board”

Screen:

All the Training Providers are instructed to enrol candidates for training courses only after registration in this portal.

TAMIL NADU SKILL DEVELOPMENT CORPORATION

Tamil Nadu Skill Development Corporation was formed with a vision to transform the state into skill hub by skilling the youth to enhance their employability and match the expectations of the Industry. Since 2013 it is functioning as a Corporation under the Labour and Employment Department. TNSDC has been declared as the State Nodal Agency for Skill Development by the Government.

Imparting Employable Skills for harnessing the power of youth towards nation building

OUR MISSION STATEMENT

Notice Board

25 Oct 2019 NSDC Mobile Application inaugurated by Honorable Minister of Labor & Employment

REGISTER/LOGIN

- Candidates/Trainees
- Training Providers
- Training Centers
- Employers
- SSC/SCVT
- Assessment Agencies
- TNSDC Login

SCHEMES

- PMKVY
- SANKALP
- Short Term Skill Training
- Recognition of Prior Learning
- Amma Skill Training and Employability Scheme
- Amma Two Wheeler Repair & Maintenance Training Scheme

OUR INITIATIVES



User Manual – Candidate Module

2.2 Candidate Login

Here candidates can login to Candidate module if they are already registered for free training offered by Tamil Nadu Skill Development Corporation.

Screen:

The screenshot displays the 'Candidate Login' interface. On the left, there is a login form with fields for 'User Name' and 'Password', both with 'Forgot' links. Below these is a captcha image and a 'RETYPE THE ABOVE CAPTCHA CODE' field. A 'Remember me' checkbox and a 'Sign' button are at the bottom. On the right, a 'Do you want to register as a Candidate?' section provides a 'Click Here To Register' button and a list of five steps: 01 Register as Candidate, 02 Complete Candidate Profile, 03 View and Apply for Upcoming Course, 04 Training & Assessment, and 05 Certification.

Details:

Field	Description
Username	Candidate's Username or Login ID
Password	Candidate's Password
Forgot Username?	Candidate can click on "Forgot Username?" link, if he/ she wants to recover username
Forgot Password?	Candidate can click on "Forgot Password?" link, if he/ she wants to receive temporary password
Click Here to Register	Candidate can click on "Click Here to Register" if he/ she is new to Tamil Nadu Skilling
Sign In	On "Sign In" click, system will check if candidate credentials entered are valid or not, if valid, candidate will be navigated to home screen of Candidate module.



User Manual – Candidate Module

2.3 Candidate Self Registration

Candidate can click on “Click Here to Register” from Login Screen of module if he/ she is new to Tamil Nadu Skilling. He/ she will be navigated to “New Candidate Registration” page.

Screen:

Details:

Field	Description
Candidate Name as per Aadhaar	Candidate must enter his name as per Aadhaar card
Date of Birth	If aadhaar card has “Date of Birth” then same details should be entered here. Candidate age should be between 18 to 45 years.
Year of Birth	If aadhaar card has “Year of Birth” then same details should be entered here. Candidate age should be between 18 to 45 years.
Gender	Gender of the candidate must be entered
Aadhaar Number	Candidate must enter aadhaar number
Verify Button	This button will be enabled only if Candidate Name, Date of Birth or Year of Birth, Gender and Aadhaar Number is entered. Only if all the details entered according to the aadhaar, then only aadhaar verification will be successful. Note: <ol style="list-style-type: none"> After aadhaar verification, these details will not be allowed to modify. Aadhaar verification is mandatory for candidate to register. Candidate will not be allowed to register more than once using same aadhaar number
Primary Mobile Number	Candidate must enter his Mobile Number
Verify Button	This button will be enabled if mobile number is entered. On Verify click,



User Manual – Candidate Module

	<p>one time password (OTP) will be sent to mobile number entered, on keying in right OTP, candidate mobile number will be verified.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. After mobile verification, mobile number will not be allowed to modify. 2. Mobile verification is mandatory for candidate to register. 3. Candidate will not be allowed to register more than once using same mobile number.
Secondary Mobile	Candidate can enter secondary mobile in case if he has any.
Email	Candidate can enter email id if he has any
Address	Candidate must enter his address line only
Pincode	Candidate must enter valid 6 digit pincode
State	By default, state will have only “Tamil Nadu” option. Candidate must be from Tamil Nadu only.
District	All districts of Tamil Nadu will be displayed, and candidate can select his district.
Taluk	All Taluk belonging to the District selected will be displayed.
Local Body	Local Body will have dropdown values – Corporation, Municipality, Town Panchayat, Cantonment Board, Village Panchayat Union/ Block. Candidate can select appropriate name.
Village/ Town/ City	Village/ Town/ City should be selected only if “Local Body” selected is “Village Panchayat Union/ Block”
Parliamentary Constituency	Candidate must select his Parliamentary Constituency
Assembly Constituency	Candidate must select his Assembly Constituency

- On “Register” click, candidate will be registered successfully, and candidate will receive username and temporary password through SMS to his registered mobile to login to candidate module to complete the profile.
- If candidate has provided his email id, then login credentials will be sent to email also.
- Candidate will be forced to change the password when trying to login using temporary password.



User Manual – Candidate Module

2.4 Forgot Username

Candidate can click on “Forgot Username” to retrieve his username.

Screen:

Details:

Field	Description
Date of Birth	If candidate has registered with “Date of Birth” then same details should be entered here.
Year of Birth	If candidate has registered with “Year of Birth” then same details should be entered here.
Primary Mobile Number	Candidate must enter his Mobile Number entered during registration
Verify Button	<p>This button will be enabled if mobile number is entered. On Verify click, one time password (OTP) will be sent to mobile number entered, on keying in right OTP, candidate mobile number will be verified.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. After mobile verification, mobile number will not be allowed to modify. 2. Mobile verification is mandatory for candidate to retrieve username.

On Submit click, Candidate will receive his username through SMS to his registered mobile. If candidate has provided his email id during registration, then username will be sent to email also.



User Manual – Candidate Module

2.5 Forgot Password

Candidate can click on “Forgot Password” to receive temporary password.

Screen:

Details:

Field	Description
Username	Candidate should enter the username which he received during registration
Primary Mobile Number	Candidate must enter his Mobile Number entered during registration
Verify Button	<p>This button will be enabled if mobile number is entered. On Verify click, one time password (OTP) will be sent to mobile number entered, on keying in right OTP, candidate mobile number will be verified.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. After mobile verification, mobile number will not be allowed to modify. 2. Mobile verification is mandatory for candidate to receive temporary password.

- On Submit click, Candidate will receive his temporary password through SMS to his registered mobile.
- If candidate has provided his email id during registration, then username will be sent to email also.
- Candidate will be forced to change the password when trying to login using temporary password.



User Manual – Candidate Module

3. Candidate Home Screen/ Dashboard

Once candidate enters valid login credentials, he/ she will be logged in successfully to candidate module and navigated to home screen and will be able to see his dashboard.

Screen:

➤ Candidate must first complete his/ her profile by clicking on candidate process menus.



User Manual – Candidate Module

3.1 Candidate Details

Candidate must fill all the details in “Step 1-Candidate Details”

Screen:

Details:

Field	Description
Date of Registration	Candidate registered date will be displayed in the system
Candidate Name as per Aadhaar	Candidate Name entered will be displayed here. Candidate will not be allowed to edit the details as aadhaar is already verified
Date of Birth	Date of Birth if entered will be displayed here. Candidate will not be allowed to edit the details as aadhaar is already verified
Year of Birth	Year of Birth if entered will be displayed here. Candidate will not be allowed to edit the details as aadhaar is already verified
Gender	Gender entered will be displayed here. Candidate will not be allowed to edit the details as aadhaar is already verified
Aadhaar Number	Masked aadhaar number will be displayed
Candidate Photo	Candidate can upload his photograph. Note: Same photo will be displayed in certificate generated.
Religion	Candidate can select his/ her religion
Category	Candidate can select his/ her caste category
Are you Differently Abled?	Candidate can check the checkbox if he/ she is differently abled
Type	Candidate can select differently abled type
Percentage	Candidate can enter differently abled percentage
Certificate ID	Candidate can enter differently abled certificate ID
Certificate/ UDID	Candidate can upload differently abled certificate

- On “Save” click, step 1 details will be saved successfully.
- On “Next” click, Candidate will be navigated to step 2.



User Manual – Candidate Module

3.2 Education and Experience Details

Candidate must fill all the details in “Step 2-Education and Experience Details”

Screen:

Details:

Field	Description
Education Details	Below are the education details
Education Qualification	Candidate must enter education qualification
Degree	Candidate must enter his degree details
Trade/ Subject/ Group	Candidate must enter his trade/ subject/ group
Education Board	Candidate must enter his education board
Year of Passing	Candidate must enter his year of passing
Education Qualification	Candidate must upload his education qualification certificate/ transfer certificate/ etc.
Experience Details	Below are the experience details (only last 3 experience details will be allowed)
Previous Experience	Only if previous experience is checked, then candidate experience details will be allowed to select
Sector	Candidate can select sector in which he has experience
JobRole	Candidate can select jobrole in which he has experience
Designation	Candidate can enter his designation
Current Job	Candidate can select if it is his/ her current job or not
Job Start Date/ Job End Date	Candidate can select job start and end date. Note: If candidate has checked “Current Job” checkbox, then end date will not be allowed to select
Job Nature	Candidate can select nature of the job
Organization Name	Candidate can enter organization name



User Manual – Candidate Module

- On “Save” click, step 2 details will be saved successfully.
- On “Next” click, Candidate will be navigated to step 3.
- On “Previous” click, Candidate will be navigated to step 2.

3.3 Contact Details

Candidate must fill all the details in “Step 3-Contact Details”

Screen:

Details:

Field	Description
Parent Type	Candidate must select parent type
Parent Name	Candidate must enter parent name
Primary Mobile Number	Candidate primary mobile number entered during registration will be displayed and it will be non-editable
Secondary Mobile Number	Candidate secondary mobile number can be entered
Landline Number	Candidate landline number can be entered
Email	Candidate email id can be entered
Address	Candidate address entered during registration will be displayed and will be non-editable
Pincode	Candidate pincode entered during registration will be displayed and will be non-editable
State	Candidate State selected during registration will be displayed and will be non-editable
District	Candidate District selected during registration will be displayed and will be non-editable
Taluk	Candidate Taluk selected during registration will be displayed and will be non-editable
Local Body	Candidate Local Body selected during registration will be displayed and



User Manual – Candidate Module

	will be non-editable
Village/ Town/ City	Candidate Village/ Town/ City selected during registration will be displayed and will be non-editable
Parliamentary Constituency	Candidate Parliamentary Constituency selected during registration will be displayed and will be non-editable
Assembly Constituency	Candidate Assembly Constituency selected during registration will be displayed and will be non-editable

- On “Save” click, step 3 details will be saved successfully.
- On “Next” click, Candidate will be navigated to step 4.
- On “Previous” click, Candidate will be navigated to step 3.

3.4 Bank Details

Candidate must fill all the details in “Step 4-Bank Details”

Screen:

Details:

Field	Description
IFSC Code	Candidate must enter his IFSC code
Don't know IFSC Code?	Candidate can search IFSC code if he doesn't know
Bank Name	Based on valid IFSC code entered, automatically bank name will be displayed
Branch Name	Based on valid IFSC code entered, automatically branch name will be displayed
Bank Account Number	Candidate must enter his bank account number
Beneficiary Name as in Bank	Candidate must enter his beneficiary name as in bank
Declaration	Candidate can read all the instructions and check the checkbox

- On “Save” click, step 4 details will be saved successfully.
- On “Previous” click, candidate will be navigated to step 3.



User Manual – Candidate Module

- On “Submit” click, candidate details will be submitted to TNSDC successfully and he/she will not be allowed to modify the details. Candidate will be able to download their application form.

3.5 Download Application Form

Candidate will be able to download their application form once he/ she submits the profile

Screen:

Tamilnadu Skill Development Corporation தமிழ்நாடு திறன் மேம்பாட்டுக் கழகம்		CANDIDATE APPLICATION FORM					
CANDIDATE DETAILS							
DATE OF REGISTRATION	20-January-2020	CANDIDATE ID	SA2020F-C000708				
CANDIDATE NAME AS PER AADHAAR	Sandhya						
GENDER	Female	DATE OF BIRTH	1997				
RELIGION	Buddhism	CATEGORY	OC				
DIFFERENTLY ABLED DETAILS							
ARE YOU DIFFERENTLY ABLED	No	TYPE	-NA-				
OTHER TYPE	-NA-	PERCENTAGE	-NA-				
CERTIFICATE ID	-NA-						
EDUCATION AND EXPERIENCE DETAILS							
EDUCATION DETAILS							
EDUCATION QUALIFICATION	Graduate	OTHER QUALIFICATION	-NA-				
EDUCATION BOARD	1c	TRADE/SUBJECT/GROUP					
	YEAR OF PASSING	2001					
EXPERIENCE DETAILS (LAST 3 EXPERIENCE ONLY)							
SECTOR	JOB ROLE	OTHER JOB ROLE	DESIGNATION	CURRENT JOB	JOB START DATE	JOB END DATE	JOB NATURE
Apparel	Metal Inert Gas/Metal Active Gas/Gas Metal		sd	-NA-	31-January-2016	21-January-2019	Technical



User Manual – Candidate Module

4. Candidate Dashboard – Post submitting the profile

Candidate will be able to see more dashboard options in home screen post submitting the profile

Screen:

4.1 Upcoming Course Details

Candidate can view and apply upcoming course details through “Upcoming Course Details” menu

Screen:



User Manual – Candidate Module

Candidate can view upcoming course details in “Upcoming Course Details” page.

Screen:

The screenshot displays the 'Upcoming Course Details' page. At the top, there are navigation links for Dashboard, Candidate Process, Help / FAQ, and the Tamil Nadu Skill Development Corporation logo. The page title is 'Candidate Process / விண்ணப்பத்தார் செயல்முறை'. Below the title, there are filters for Training Centre, District, Sector, Job Role / Trade, and Application Status. A 'Search' button is present. Below the filters, there are status cards for Applied (0), Pending For Approval (0), Approved (0), Rejected (0), Auto Rejected (0), and Balance (2). A table below shows the list of upcoming courses with columns for Action, Training Centre, District, Sector, Job Role/Trade, Applied Date, Application Status, and Action Taken Date.

Action	Training Centre	District	Sector	Job Role/Trade	Applied Date	Application Status	Action Taken Date
	TNSDC	THANJAVUR	Apparel	Inline Checker	-	-	-
	TNSDC	THANJAVUR	Apparel	Inline Checker	-	-	-

Details:

Field	Description
Training Centre	Candidate can search upcoming batches based on Training Centre
District	Candidate can search upcoming batches based on District
Sector	Candidate can search upcoming batches based on Sector
JobRole/ Trade	Candidate can search upcoming batches based on JobRole/ Trade
Application Status	Candidate can search upcoming batches based on Application Status if he/ she has applied for any courses
Search Button	On Search click, all the upcoming courses will be displayed based on search criteria
View Button	Candidate can click on “View” to view the details of batch
Apply Button	Candidate can click on “Apply” to apply for batch

Note: Candidate can apply for maximum 5 batches only



User Manual – Candidate Module

4.2 View Course Details

On “View” click, View Course Details page will be displayed where candidate view details of batch and apply for a course

Screen:

Note:

- After candidate applies for any batch, Training Centre must view and validate all the candidate details and approve their application for a batch.
- Training Centre can approve or reject the candidate application, accordingly application status will be “Approved” or “Rejected”
- If batch is cancelled or batch is full then application status will be “Auto-Rejected”

4.3 Feedback Form

After the training is completed, candidate will be able to view feedback form where he/ she can provide feedback about training

Screen:



User Manual – Candidate Module

4.4 Queries

If candidate has any queries, then he/ she can raise queries to TNSDC. If TNSDC responds for candidate's query, then he/she can view the same.

Screen:

Dashboard Candidate Process Help / FAQ Tamilnadu Skill Development Corporation தமிழ் நாடு திறன் மேம்பாட்டுக்கழகம் Language HI, Sandhiya

Candidate Process / விண்ணப்பத்தார் செயல்முறை Queries

Queries

Raise a Query / ஒரு வினாவை எழுப்புங்கள்

Type here if you have any query...உங்களிடம் ஏதேனும் கேள்வி இருந்தால் இங்கே தட்டச்சு செய்யவும்.

Submit

Show 0 entries Search:

Query ID வினவல் ஐடி	Query Raised கேள்வி எழுப்பப்பட்டது	Query Raised On வினவல் எழுப்பப்பட்டது	Response Received பதில் பெறப்பட்டது	Response Received On பதில் பெறப்பட்டது
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

4.5 Language Change

Candidate can change language preference to English or Tamil. By default, English is displayed.

Screen:

Dashboard Candidate Process Help / FAQ Tamilnadu Skill Development Corporation தமிழ் நாடு திறன் மேம்பாட்டுக்கழகம் Language HI, Sandhiya

Candidate Process / விண்ணப்பத்தார் செயல்முறை Queries

Queries

Raise a Query / ஒரு வினாவை எழுப்புங்கள்

Type here if you have any query...உங்களிடம் ஏதேனும் கேள்வி இருந்தால் இங்கே தட்டச்சு செய்யவும்.

Submit

Show 0 entries Search:

Query ID வினவல் ஐடி	Query Raised கேள்வி எழுப்பப்பட்டது	Query Raised On வினவல் எழுப்பப்பட்டது	Response Received பதில் பெறப்பட்டது	Response Received On பதில் பெறப்பட்டது
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

English
Tamil



User Manual – Candidate Module

4.6 Change Password

Candidate can change password.

Screen:

Details:

Field	Description
Current Password	Candidate must enter current password
New Password	Candidate new password should have minimum 8 characters and maximum of 15 characters with 1 Capital Alphabet, 1 Small Alphabet, 1 Number and 1 Special Character, e.g. Password@123
Confirm Password	Confirm password should be same as that of New Password.

5. Help/ FAQ

Candidate can click on Help/ FAQ to access user manual, training video and frequently asked questions.

- **User Manual:** Latest user manual can be downloaded from here.
- **Training Video:** Latest training video can be viewed by Candidate.
- **FAQ:** Frequently asked questions can be viewed by Candidate.



User Manual – Candidate Module

Screen:

6. Logout

Candidate can click on logout. He/ she will be logged out and navigated to TNSDC website.

7. Support

Please feel free to contact us:

Email id : support@tnsdc.in

Contact number : 044-22500107

Monday to Friday exclude Government holidays

(Timing 10.00 AM To 5.45 PM)