



Tamil Nadu e-Governance Agency

Tamil Nadu Skill

Development Corporation

Version No.1.0

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





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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.

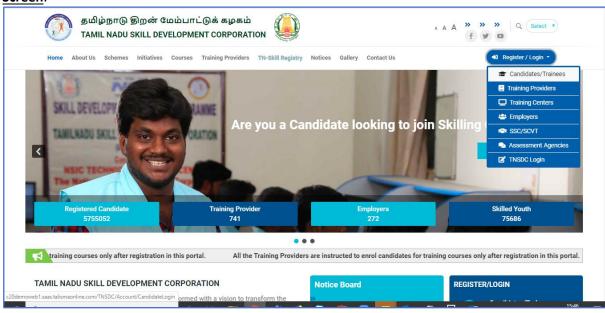
2. Candidate Portal

2.1 Tamil Nadu Skill Development Corporation Website

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

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

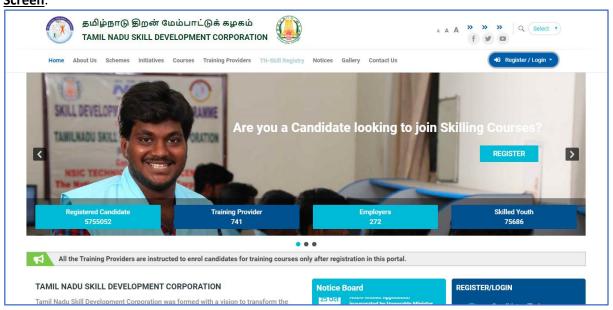
Screen:





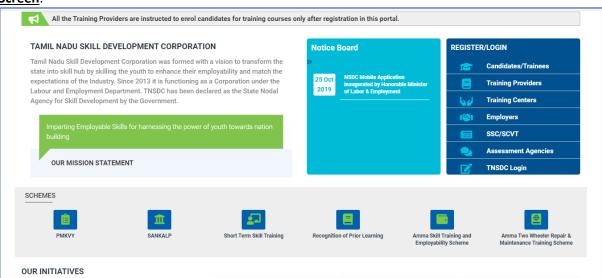


2. Click on "Register" against "Are you a Candidate looking to join Skilling Courses? **Screen**:



3. Click on "Candidates/ Trainees" in "Register/ Login" bar which is available next to "Notice Board"

Screen:



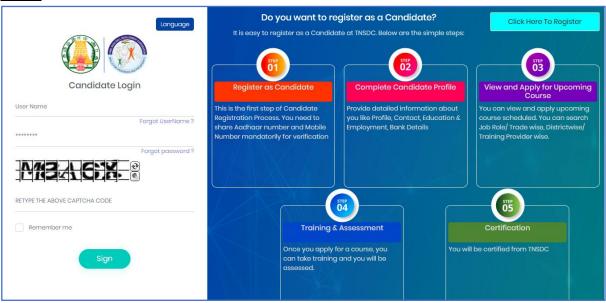




2.2 Candidate Login

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

Screen:



<u>Field</u>	<u>Description</u>
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.

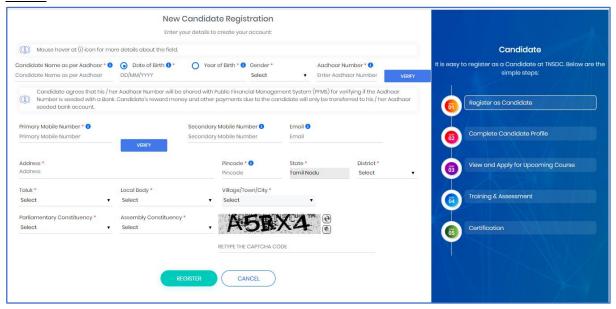




2.3 Candidate Self Registration

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:

Details.		
<u>Field</u>	<u>Description</u>	
Candidate Name as	Candidate must enter his name as per Aadhaar card	
per Aadhaar		
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:	
	 After aadhaar verification, these details will not be allowed to modify. 	
	2. Aadhaar verification is mandatory for candidate to register.	
	3. Candidate will not be allowed to register more than once using	
	same aadhaar number	
Primary Mobile	Candidate must enter his Mobile Number	
Number		
Verify Button	This button will be enabled if mobile number is entered. On Verify click,	

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r Manual – Candidate Module		
	one time password (OTP) will be sent to mobile number entered, on	
	keying in right OTP, candidate mobile number will be verified.	
	Note:	
	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	Candidate must select his Parliamentary Constituency	
Constituency		
Assembly	Candidate must select his Assembly Constituency	
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.

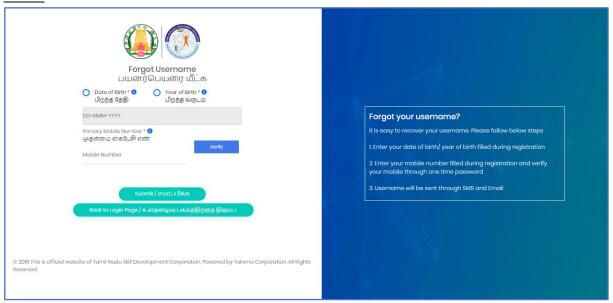




2.4 Forgot Username

Candidate can click on "Forgot Username" to retrieve his username.

Screen:



Details:

<u>Field</u>	<u>Description</u>
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	Candidate must enter his Mobile Number entered during registration
Number	
Verify Button	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.
	Note:
	After mobile verification, mobile number will not be allowed to
	modify.
	2. Mobile verification is mandatory for candidate to retrieve
	username.

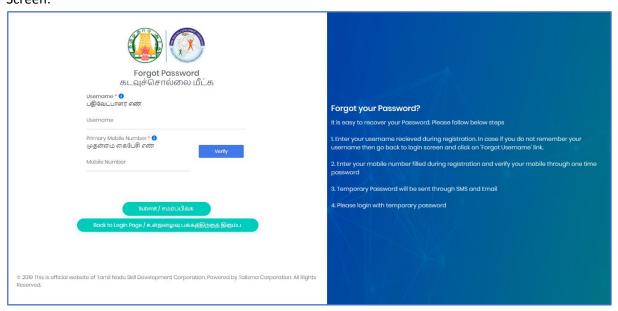
On Submit click, Candidate will receive his username through SMS to his registered mobile. If candidate has provided his email id during registration, then username will be sent to email also.





2.5 Forgot Password

Candidate can click on "Forgot Password" to receive temporary password. Screen:



<u>Field</u>	<u>Description</u>
Username	Candidate should enter the username which he received during
	registration
Primary Mobile	Candidate must enter his Mobile Number entered during registration
Number	
Verify Button	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.
	Note:
	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.

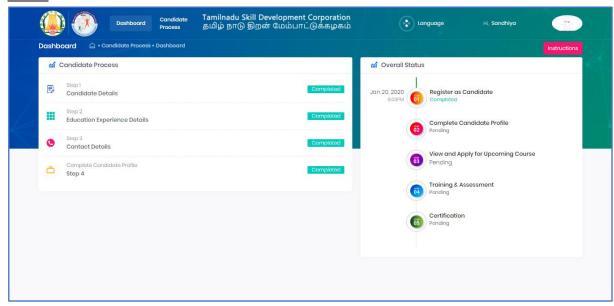




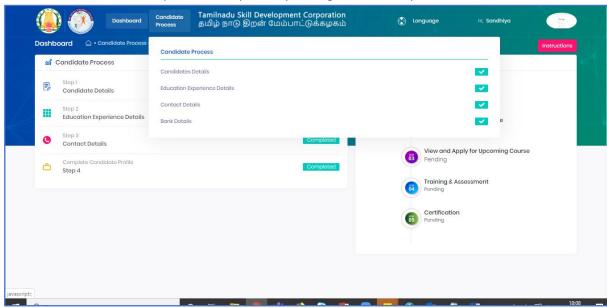
3. Candidate Home Screen/ Dashboard

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.



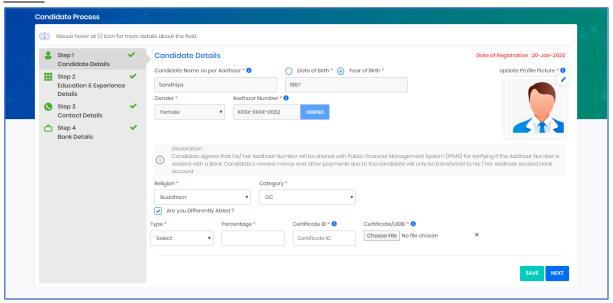




3.1 Candidate Details

Candidate must fill all the details in "Step 1-Candidate Details"

Screen:



<u>Field</u>	<u>Description</u>
Date of Registration	Candidate registered date will be displayed in the system
Candidate Name as	Candidate Name entered will be displayed here. Candidate will not be
per Aadhaar	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	Candidate can check the checkbox if he/ she is differently abled
Abled?	
Туре	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.

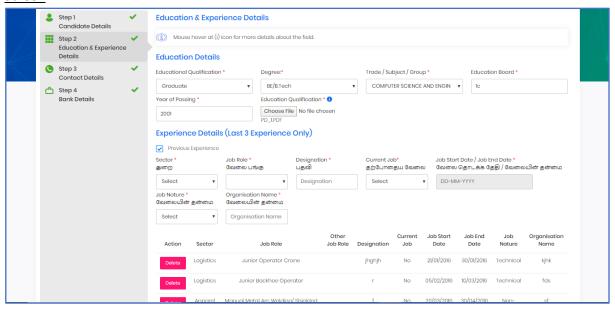




3.2 Education and Experience Details

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

Screen:



<u>Details</u> :		
<u>Field</u>	<u>Description</u>	
Education Details	Below are the education details	
Education	Candidate must enter education qualification	
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	Candidate must upload his education qualification certificate/ transfer	
Qualification	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	Candidate can select job start and end date.	
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	



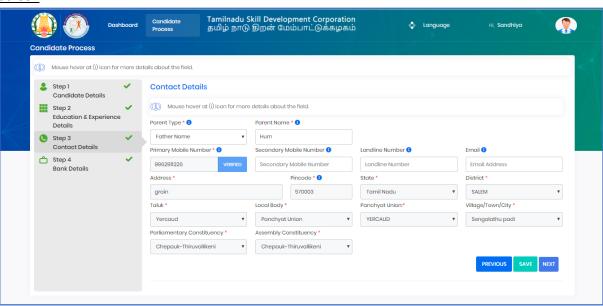


- On "Save" click, step 2 details will be saved successfully.
- On "Next" click, Candidate will be navigated to step 3.
- > On "Previous" click, Candidate will be navigated to step 2.

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	Candidate primary mobile number entered during registration will be
Number	displayed and it will be non-editable
Secondary Mobile	Candidate secondary mobile number can be entered
Number	
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

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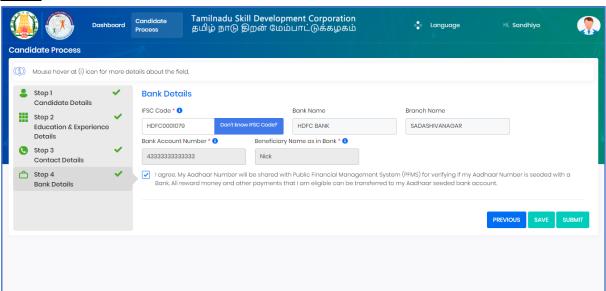
	will be non-editable
Village/ Town/ City	Candidate Village/ Town/ City selected during registration will be
	displayed and will be non-editable
Parliamentary	Candidate Parliamentary Constituency selected during registration will be
Constituency	displayed and will be non-editable
Assembly	Candidate Assembly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



<u>Field</u>	<u>Description</u>
IFSC Code	Candidate must enter his IFSC code
Don't know IFSC	Candidate can search IFSC code if he doesn't know
Code?	
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	Candidate must enter his beneficiary name as in bank
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.

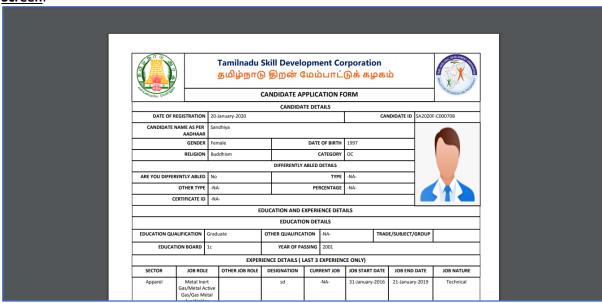




On "Submit" click, candidate details will be submitted to TNSDC successfully and he/she will not be allowed to modify the details. Candidate will be able to download their application form.

3.5 Download Application Form

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



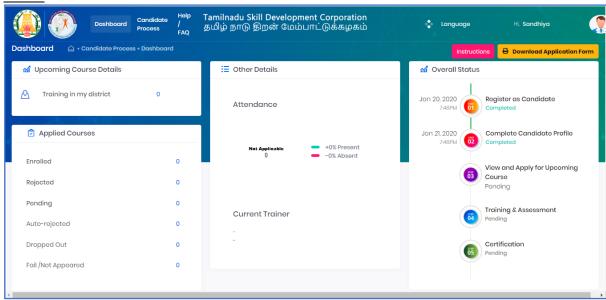




4. Candidate Dashboard – Post submitting the profile

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

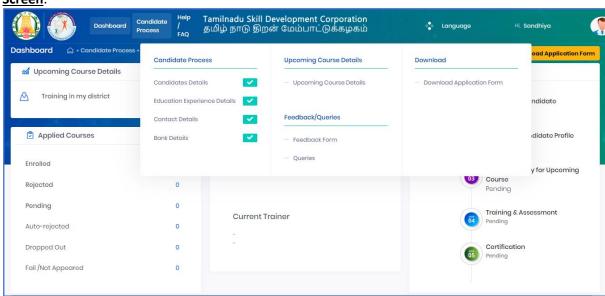
Screen:



4.1 Upcoming Course Details

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

Screen:

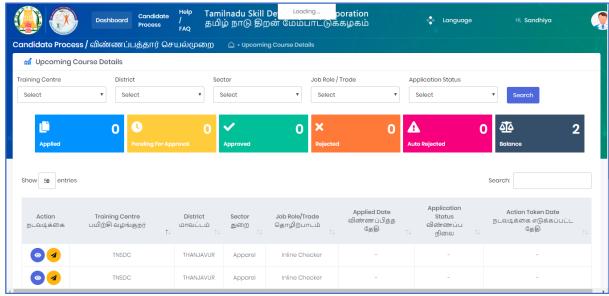






Candidate can view upcoming course details in "Upcoming Course Details" page.

Screen:



Details:

<u>Field</u>	<u>Description</u>
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

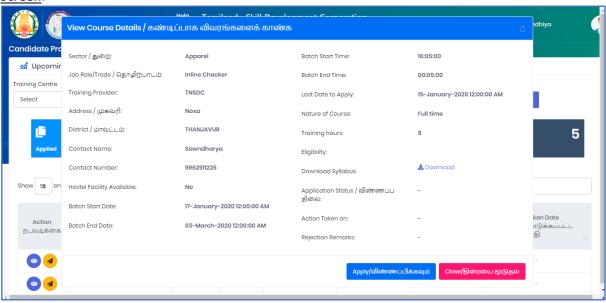




4.2 View Course Details

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

Screen:



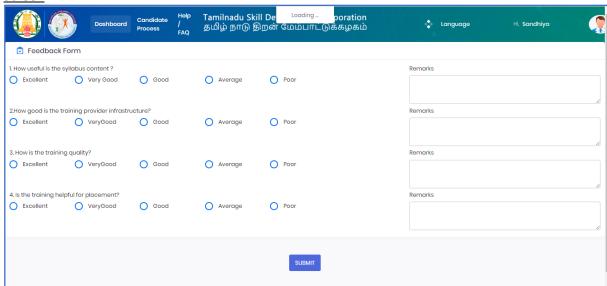
Note:

- 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:



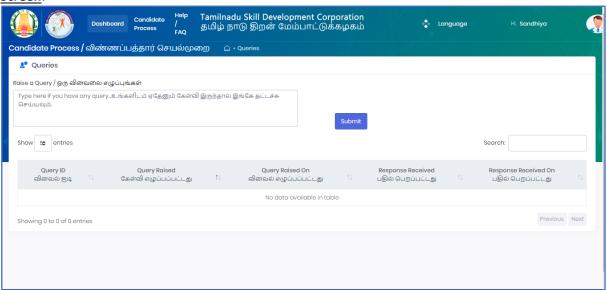




4.4 Queries

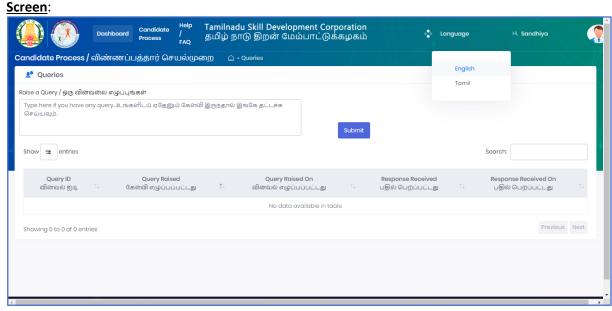
If candidate has any queries, then he/ she can raise queries to TNSDC. If TNSDC responds for candidate's query, then he/she can view the same.

Screen:



4.5 Language Change

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



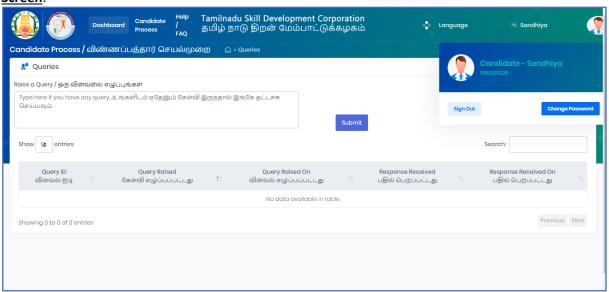


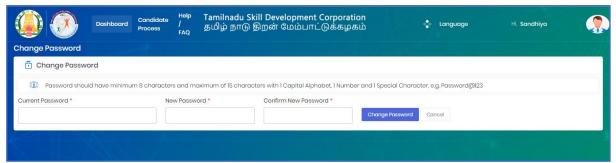


4.6 Change Password

Candidate can change password.

Screen:





Details:

<u>Field</u>	<u>Description</u>
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

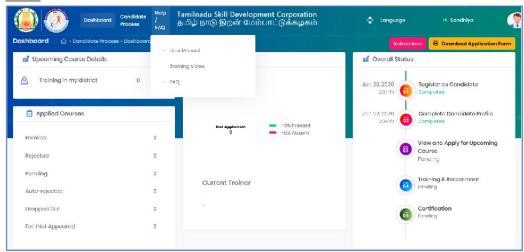
Candidate can click on Help/ FAQ to access user manual, training video and frequently asked questions.

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



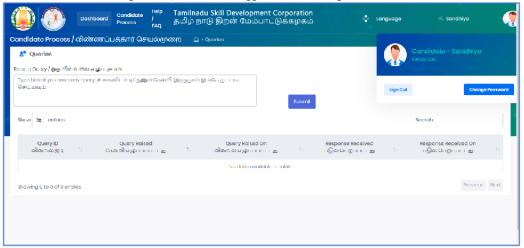


Screen:



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)