



**Tamil Nadu  
e-Governance Agency**



**Tamil Nadu Skill  
Development Corporation**

## FAQ – Training Centre Portal

Updated Date – 25-2-2021

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



## User Manual – Candidate Module

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### Frequently Asked Questions

1. Who can become a Training Centre?  
Answer: Please refer guidelines to become Training Partner/ Centre from TNSDC website - <https://www.tnskill.tn.gov.in/guidelines/>
2. How to contact TNSDC for any support  
Answer: Please feel free to contact TNSDC on – 044-22500107 (**Time 10.00 AM to 05.45 PM – Monday to Friday excluding Government Holidays**), Support Email- [support@tnsdc.in](mailto:support@tnsdc.in)
3. How will I get Training Centre Login?  
Answer: Training Centre will get logins only after target is approved by TNSDC
4. Where can I find user manuals of Training Centre portal  
Answer: All the user manuals are available in Training Centre portal and you can view after logging in. You can also download user manual from TNSDC website - <https://www.tnskill.tn.gov.in/user-manuals/>
5. What should be the Training Centre Name?  
Answer: It should be same as that of Training Partner Name.
6. Is resetting password mandatory during first login?  
Answer: Yes
7. Can I share my password with other?  
Answer: Strictly no. If you share your credentials with others, then TNSDC is not responsible for any issues.
8. Where do I receive login credentials?  
Answer: Training Centre will get logins only after target is approved by TNSDC. Login credentials will be sent to Training Centre authorized SPOC's email id and mobile number.
9. How will I retrieve my username, if it is forgotten?  
Answer: Please use Forgot Username, option in training centre login screen.  
<https://trainingcentre.tnskill.tn.gov.in/TrainingCentrePortal/Login/CandidateRecoverUserName>
10. How will I retrieve my password, if it is forgotten?  
Answer: Please use Forgot Password, option in training centre login screen.  
<https://trainingcentre.tnskill.tn.gov.in/TrainingCentrePortal/Login/CandidateRecoverPassword>



## User Manual – Candidate Module

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11. Will there be any surprise inspection for my training centre?

Answer: TNSDC might decide to conduct surprise inspection anytime when batches are on-going. If they find anything fraudulent, then they might decide to cancel your batches or suspend your training centre.

12. When will I get payment for my batches?

Answer: Your Training Provider will get payment for your batches. Please refer guidelines to know about payment details from TNSDC website - <https://www.tnskill.tn.gov.in/guidelines/>

13. Can I register candidate?

Answer: Yes, Training Centre can register candidates and complete the profile. But aadhaar verification and mobile verification of candidate is mandatory. Please upload valid photo of candidate as the same will be generated in training completion certificate and marksheet. Training centre must complete all the steps of candidate registration

14. What are the next steps after Training Centre registers candidates?

Answer: Candidate will get login credentials to access TNSDC Candidate portal - <https://candidate.tnskill.tn.gov.in/Candidate/Account/CandidateLogin>. Candidates can view upcoming courses and apply for batches

15. Can training centre modify candidate details?

Answer: Yes, but one time password will be sent to candidate to take confirmation from him/ her about the profile edit.

16. How to create batch?

Answer: Training Centre can create batches for the JobRoles if target is available using “Create Batch” menu.

17. What is Batch Start Date, End Date and Assessment Date?

Answer: Training Centre can date when batch starts, ends and date when assessment needs to be done. For a batch start time and end time should also be keyed in. Based on batch dates and time, TNSDC will conduct inspection

18. Can Trainer take trainings more than 8 hours?

Answer: No. Trainer can be part of two part time batches or one full time batch.

19. Will there be any penalty if I do not create batch on time?

Answer: Yes, you need to start a batch within 30 days of target approval date or previous batch end date. If you can create more than one batch simultaneously, then you need to create those many batches before 30 days of target approval date. 30 target or “30 multiplied number of parallel batches that you can run” will be reduced if you do not start batch on time.



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20. What is “last date to enrol”?

Answer: You need to enrol all the candidates before “last date to enrol” and submit the batches for TNSDC, else batch will be marked as auto-cancelled and candidates will be marked as auto-rejected.

21. How many candidates do I need to enrol?

Answer: You need to enrol atleast minimum batch size candidates and not beyond maximum batch size

22. How do I select Boarding & Lodging facility for candidate?

Answer: If your Training Centre has Boarding & Lodging facility, then candidate apply for this facility when applying for the batch. Training Centre can decide to select “Boarding & Lodging” – yes/no option for the candidate during enrolment.

23. When can I dropout my candidate?

Answer: You can mark candidate as dropout when the batch training is on-going. You will not get dropped out candidate targets.

24. When should I update the candidate’s attendance?

Answer: Until AEBAS device is not in place, you need to update candidate’s attendance on daily basis. TNSDC’s approval is mandatory

25. What is the eligibility for candidates to be part of assessment?

Answer: candidates should have minimum 80% of attendance to be eligible for assessment.

26. Can failed or not appeared candidates for assessment apply for reassessment?

Answer: Yes, training centre can select candidates who failed/ not appeared for reassessment

27. When can I download candidate’s certificate and marksheet?

Answer: Training centre can view/ download certificate and marksheet only after Sector Skill Council (SSC) or State Council of Vocational Training (SCVT) approves the result.

28. What is the validity for the target that is allocated by TNSDC?

Answer: Allocated target is applicable only till 31-March of the current financial year. All the unutilized targets will be revoked from training centre.