



Tamil Nadu
e-Governance Agency



Tamil Nadu Skill
Development Corporation

User Manual for Placement Portal – Training Centre

Version No.0.1

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



User Manual – Placement Module

Contents

1. Introduction	3
2. Placement Module - Training Centre portal	3
2.1 Tamil Nadu Skill Development Corporation Website	3
2.2 Training Centre Login	4
2.3 TC Home Screen/ Dashboard/Menu	5
2.4 Placement officer creation.....	6
2.5 Placement Verification.....	7
2.5.1 Pending for approval.....	7
2.5.2 Approved.....	12
2.6 Rejected Candidate List.....	13
3. Support.....	13



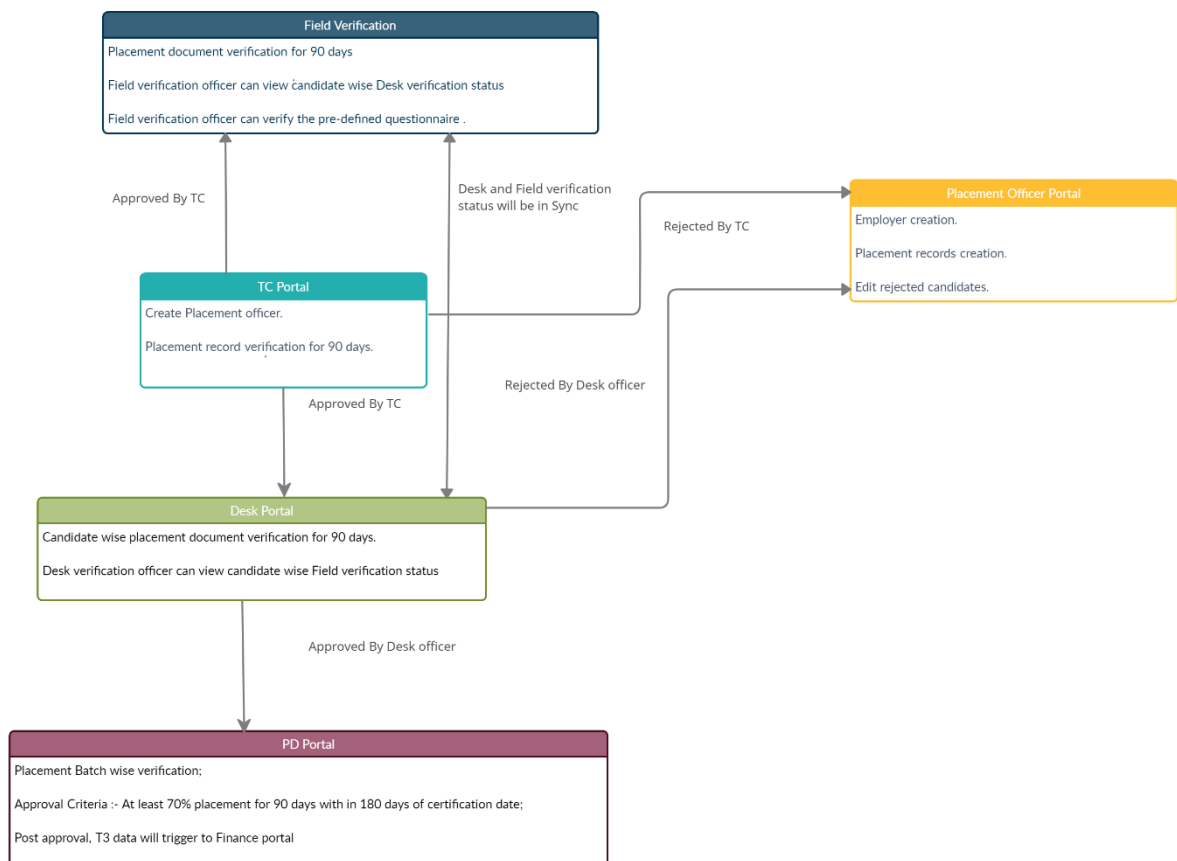
User Manual – Placement Module

1. Introduction

Placement module allows TC to create Placement officer and document verification of the candidate uploaded by the placement officer.

Post creation of placement officer, user will be eligible to upload month wise placement document from his login and eligible record will go for the verification at Training centre portal. Training centre user can approve and reject the placement record and can also check the rejected records under his login.

Placement Portal Workflow



2. Placement Module - Training Centre portal

Training Centre can access TC module from Tamil Nadu Skill Development Corporation by following below steps

2.1 Tamil Nadu Skill Development Corporation Website

1. Click on Register/ Login and select Training Centres and user will be navigated to TC module Login Page



User Manual – Placement Module

Screen

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

2.2 Training Centre Login

Here Training Centre can login to TC module of Tamil Nadu Skill Development Corporation.

Screen:



User Manual – Placement Module



Training Centre Login
பயிற்சி வழங்குநர் உள்நுழைவு

User Name / பயனர்பெயர்

Forgot Username ? / பயனர்பெயரை மீட்க ?

Forgot Password ? / கடவுச்சொல்லை மீட்க ?



Enter Captcha / கேப்ட்சாவை உள்ளிடவும்

☐ Remember me / என்னை நினைவில் வைப்புகள்

Login / உள்நுழை

Training Centre Process

STEP 01

Register/ Search Candidate

Training Centre can register new candidates and search already registered or enrolled candidates.

STEP 02

Create Batch

Training Centre can create batches against the Job Roles he is empanelled for, only if target is allocated.

STEP 03

Enrol/ Reject Candidate

Training Centre can view candidate application and enrol/ reject the candidate.

STEP 04

Training & Assessment
பயிற்சி மற்றும் மதிப்பீடு

Once you apply for a course, you can take training and you will be assessed.

நீங்கள் ஒரு படிப்பைத் தொடங்கிய பிறகு, நீங்கள் பயிற்சி எடுக்கப்படும்.

STEP 05

Certification
சான்றிதழ்

You will be certified from TNSDC

நீங்கள் TNSDC-லிருந்து சான்றிதழ் பெறுவீர்கள்

STEP 05

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Details:

Field	Description
Username	Training Centre's Username or Login ID
Password	Training Centre's Password
Forgot Username?	Training Centre can click on "Forgot Username?" link, if TC Single Point of Contact (SPOC) wants to recover username
Forgot Password?	Training Centre can click on "Forgot Password?" link, if TC SPOC wants to receive temporary password
Sign In	On "Sign In" click, system will check if Training Centre's credentials entered are valid or not, if valid, TC will be navigated to home screen of TC module.

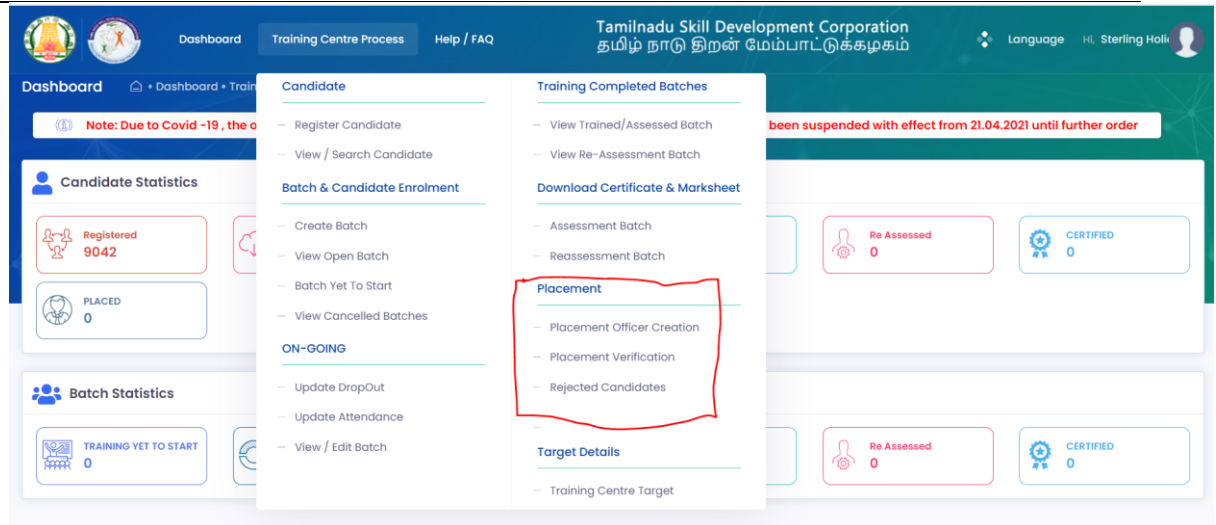
2.3 TC Home Screen/ Dashboard/Menu

Once TC SPOC enters valid login credentials, he/ she will be logged in successfully to TC module and navigated to home screen and will be able to see his dashboard along with placement menu as shown in below screen.

Screen



User Manual – Placement Module



Placement officer can perform below tasks

1. Create placement officer
2. Placement document verification
3. Rejected Candidates

2.4 Placement officer creation

Training centre need to fill up the below mentioned field in order to create placement officer for training centre

Field	Description
Name	Placement officer full name
Gender	Placement officer gender
Email ID	Placement officer Email id (note :- this will be the primary email and will be used for all the placement related communications.)
Email ID Verification	On clicking on Verify button a 4 digit OTP will be triggered to entered email id and user need to verify the same to proceed further.
Primary Mobile Number	Placement officer phone number (note :- this will be the primary phone and will be used for all the placement related communications.)



User Manual – Placement Module

Primary Mobile Verification	On clicking on Verify button a 4 digit OTP will be triggered to entered phone number and user need to verify the same to proceed further.
Submit	On clicking on submit button placement officer credentials will be trigger to registered email and phone number.

2.5 Placement Verification

- Training centre can view all the pending and approved batches list and can also filter the batch using below mentioned filtered criteria's.

1. Sector
2. Job Role
3. Batch name
4. Assessment from and Assessment to date

Note: Training Centre should verify the Placement Details of candidate before 7th of every month.

2.5.1 Pending for approval

Once placement officer clicks on “Pending for approval” batches he/she can view all the batches under training centre as shown in above screen.

Field	Description
Sector	Sector list of training sector
Job role	Once selecting the sector mapped Job role will be listed in Job role list



User Manual – Placement Module

Batch Name	List of batch name will be listed in the batch name list as per above sector and job role selection.
Assessment from & Assessment To	Date range of assessment of batches
Search	Search button will filter all the batches as per above mentioned fields.

Note :- By default on the page load all the batches will display where at least one placement record is pending for the approval. And none of above mentioned filter field is mandatory to select or proceed further.

Batch List :- As visible in above screen batch list will contain all the filtered field along with some extra information

Details

Field	Description
Action	By clicking on action button user will be able to see list of candidate placement details enrolled under the batch along with placement status.
Batch name	Auto generated Batch name
Sector	Sector name of the batch
Jobrole	Jobrole name of the batch
Assessment from and To date	Assessment from and To date of the batch
Pending for approval	Total records pending for approval at TC level under a batch
Total placed	Total placed candidates under batch
Placed percentage	Total placement percentage of the batch – (Total placed/Total certified *100)

Action Button – Candidate placement details



User Manual – Placement Module

Candidate Placement Details

Show 5 entries

Search:

CANDIDATE NAME	Centre Candidate ID	GENDER	DOB/YOB	PLACEMENT STATUS
Sivasangaran	AR2021M-C002E85	Male	2002	Yes
Chandru sakthivel	CH2021M-C002DBC	Male	2001	No
Dineshkumar v	CH2021M-C002E08	Male	2000	Yes
Karthikeyan p	CO2021M-C002DC3	Male	1999	No
Chandru n	CO2021M-C002DD9	Male	2001	No

Showing 1 to 5 of 25 entries

1 2 3 4 5

Showing 1 to 1 of 1 entries

Batch List (Pending for approval Count – year/Month wise) :- In order to approval the pending record user have to click on the **“Batch name”**. Post clicking below year and month wise list will be visible

Batch List (Pending for approval Count – year/Month wise)

Action	Batch Name	Sector	Job Role	Assessment Date	Pending for Approval	Total Placed	Placed Percentage
	2102TH2020-TC00252AJTHC/Q3006-00000055	Tourism & Hospitality	Multi-Cuisine Cook	11/11/2020	3	7	28

Showing 1 to 1 of 1 entries

Batch List (Pending for Approval Count – Year / Month Wise)

2020 +

2021 +

Post clicking on year



User Manual – Placement Module

Action	Batch Name	Sector	Job Role	Assessment Date	Pending for Approval	Total Placed	Placed Percentage
	2102TH2020-TC00252AJTHC/Q3006-00000055	Tourism & Hospitality	Multi-Cuisine Cook	11/11/2020	3	7	28

Showing 1 to 1 of 1 entries

Batch List (Pending for Approval Count - Year / Month Wise)

2020

January	February	March	April	May	June	July	August	September	October	November	December
0	0	0	0	0	0	0	0	0	0	1	0

2021

January	February	March	April	May	June	July	August	September	October	November	December
1	1	1	0	0	0	0	0	0	0	0	0

Note:- Only month having any pendency will have positive count else rest of the month will have 0 as mentioned in above image.

In order to proceed further user, have to click on the very first month where count is not "0". For example, in the above case it is on November 2020. Post clicking on the month user will directly redirect to the list of candidates pending in particular month (in above case it is 1)

Candidate Employment List pending for approval

		Dashboard	Training Centre Process	Help / FAQ	Tamilnadu Skill Development Corporation தமிழ்நாடு திறன் மேம்பாட்டுக் கழகம்	Language	Hi, Sterling Holi
Placement							
Candidate Employment List Pending for Approval							
Show 5 entries							
Search:							
Action	Photo	Candidate ID	Candidate Name	Gender	Mobile	Email	
		V1202IM-C002D15	Santhoshkumar	Male	9964187577	poojasr@anthology.com	
Showing 1 to 1 of 1 entries							

Details

Field	Description
Action	By clicking on action button user will be able to see the complete placement details of the candidate.
Photo	Candidate Photo
Candidate ID	System generated candidate unique ID



User Manual – Placement Module

Candidate Name	Candidate Name
Gender	Candidate Gender
Mobile	Candidate Mobile
Email	Candidate Email ID
Approve	Button to approval multiple candidates in a single go. Note (User have to open each and every record once for candidate approval)

Candidate Employment details :- Post clicking on Action button or clicking on candidate id user will be able to view complete candidate employment details along with referenced documents.

screen

Candidate ID: V022M-C02205

Candidate Employment Details

Employment Type: Wage Employment
 Designation: TL
 Company Name: TNS
 From: 1/12/2020
 To: 1/12/2020
 Salary: 10000
 Min Wage: 0
 Placed above min wage: Select

Candidate Employed Status

Number of days employed in the month: 10
 Candidate placed for minimum days in the month: 0
 Has the candidate been placed for minimum days in the month?: Yes

Candidate Continuous Employment Details

Continuous employment days: 10
 Minimum Continuous days candidate has to be placed: 90
 Has the candidate been placed for continuous 90 days?: No

Candidate Document Details

Action: Appointment letter issued by the employer
 Document Type: Select
 Documents uploaded are correct: Select

Salary Slip issued by the employer: Select

Salary payment proof (NET details, bank account statement, postbook entries etc.): Select

Important Note: All records / placement days added before assessment / reassessment date will not be accounted in 90 days continuous placement days count.

Disclaimer: The data captured and approved by TC is correct and best to the knowledge. Discrepancy found at any level of validation will lead to select action.

Submit

Details

Field	Description
Employment Type	Type of employment Wage, Self or apprenticeship
Designation	Designation of the candidate in case of wage and apprenticeship
Company Name	Name of company in case of wage and apprenticeship
OR Nature of Employment	Or Nature of employment in case of Self employed
From	Record from date
To	Record To date
Salary	Monthly salary
Min wage	Minimum wage as per state, city, sector, job role in case of wage and apprenticeship



User Manual – Placement Module

Placed above minimum wage	Yes/No – user have to select yes or no as per minimum wage
Number of days employed in a month	Total days served in a month (Todate -fromdate)
Candidate placed for minimum days in a month	Total days candidate has to serve in a month
Has the candidate been placed for minimum days in a month	Yes/No – auto calculated comparison of above two fields
Continuous employment days	Total employment days from joining to pending record
Minimum continuous days candidate has to be placed	Total continuous days candidate has to serve for T3
Has the candidate been placed for continuous 90 days	Yes/No – auto calculated comparison of above two fields
Document type	Type of document as per employment type Wage and apprenticeship: - 1 st record – Appointment letter along with salary slip and salary proof document. 2 nd , 3 rd , and future record - salary slip and salary proof document. Self employed:- 1 st record - Self declaration letter along with income proof 2 nd , 3 rd , and future record – Income proof
Document updated are corrected	Yes/No against all the document uploaded for placement verification
Action	To view and download the record click on action button
Submit	To verify the record click on submit button

Note:- In order to approve the record all the “Yes/No” dropdown of candidate verification should be “Yes” else record will got rejected and placement officer have to validate the record with in the 10 days window for re-verification.

2.5.2 Approved



User Manual – Placement Module

Approved process of candidate verification is completely same as “Pending for approval” the only difference is use can only view the candidate list those are approved previously under a batch by training centre.

2.6 Rejected Candidate List

Training centre can also view all the rejected candidates list under his/her login

Screen

The screenshot displays the 'Rejected Candidate List' interface. At the top, there's a navigation bar with 'Dashboard', 'Training Centre Process', and 'Help / FAQ'. The main header shows 'Tamilnadu Skill Development Corporation' in English and Tamil. Below this, the 'Placement' module is selected, leading to 'Placement Verification' and then 'Rejected Candidate List'. The interface includes a search bar and a table with the following data:

Candidate ID	Candidate Name	Gender	Mobile	Email	Rejected By	Rejected Date
T1202IM-C002E06	Viknesh thalyalnathan	Male	9964187577	poojasr@anthology.com	Sterling Holidays Resorts limited	6/8/2021

At the bottom, it indicates 'Showing 1 to 1 of 1 entries'.

Details

Field	Description
Candidate ID	System generated candidate unique ID
Candidate Name	Candidate Name
Gender	Candidate Gender
Mobile	Candidate Mobile
Email	Candidate Email ID
Rejected By	Rejected by field shows either the name of training centre of the desk officer
Rejected Date	Rejected date will shows the date of rejection

3. Support

Please feel free to contact us:

Email ID	support@tnsdc.in
Contact number	044-22500107



User Manual – Placement Module

Timing	Monday to Friday exclude Government holidays (Timing 10.00 AM to 5.45 PM)
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Thank you!