



**Tamil Nadu
e-Governance Agency**



**Tamil Nadu Skill
Development Corporation**

User Manual – Sector Skill Councils Portal

Version 1.0

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



User Manual – Sector Skill Councils

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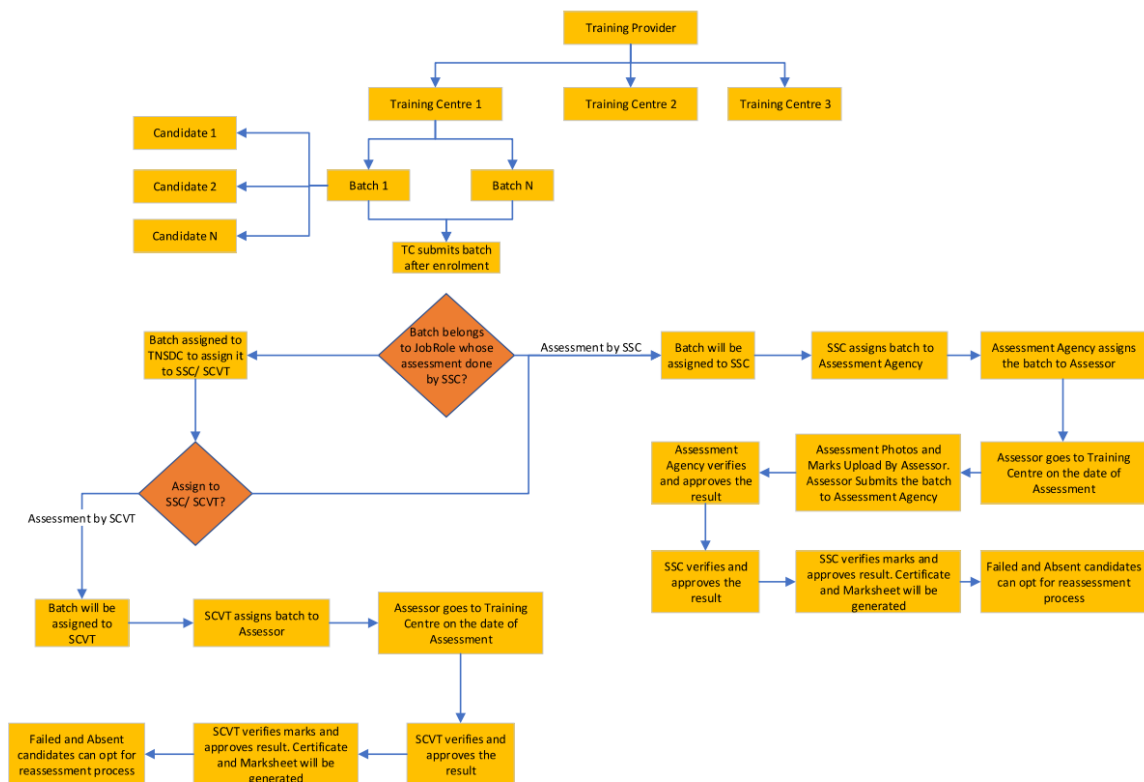


User Manual – Sector Skill Councils

Introduction

This User Manual is the detailed technical documentation for Sector Skill Councils (SSC) Portal users and Assessors, which contains all essential information for the users to make full use of the Portal/Mobile Apps. This manual includes a detailed description of the system functions & capabilities, and step-by-step procedures for system access and use.

System Workflow



Sector Skill Councils Portal

Introduction

Sector Skill Councils (SSC) Portal allows its users to assess and manage all the information related to Assessment Agency, Assessor, batch assessment, results, mark sheets, and certificates for all the assigned batches and the candidates belonging to Tamil Nadu Skill Development Corporation. Below are some highlighted functions SSC user can perform on the SSC Portal –

- Profile Management
- SSC Dashboard for quick view of approved, pending batches, batches assigned to assessment agency and assessor, Reassessment Batches, and other statistics.
- Assessment Agency Management
- Assessor Management
- Batch and Batch Status Management



User Manual – Sector Skill Councils

- Result and Certification Management
- View and Verify Performa Invoice

Note : RPL also follow the same steps and users has to select the RPL dropdown below SSC name to see the RPL related batches/Info.

Website

In order to access the above-mentioned functions, SSC can login to portal through Tamil Nadu Skill Development Corporation website

Screen:



Sector Skill Councils Login

Post clicking the SSC link, system will automatically redirect the SSC users to the SSC Portal Login Screen. Further SSC user can login to the Portal using the login credentials shared by Tamil Nadu Skill Development Corporation to conduct assessment for trained candidates.

Screen:



User Manual – Sector Skill Councils

Details:

Field	Description
Username	Username of SSC shared by TNSDC
Password	SSC user should enter his/her password
Captcha	SSC user to enter captcha details
Forgot Password	SSC user can click on Forgot Password to retrieve the password

Forgot Password

In case of having trouble in login to the system using wrong password, SSC user can click on forgot password link to retrieve password. User must enter the username in order to retrieve the password and system automatically trigger the Temporary Password user's registered mobile number.

Screen:

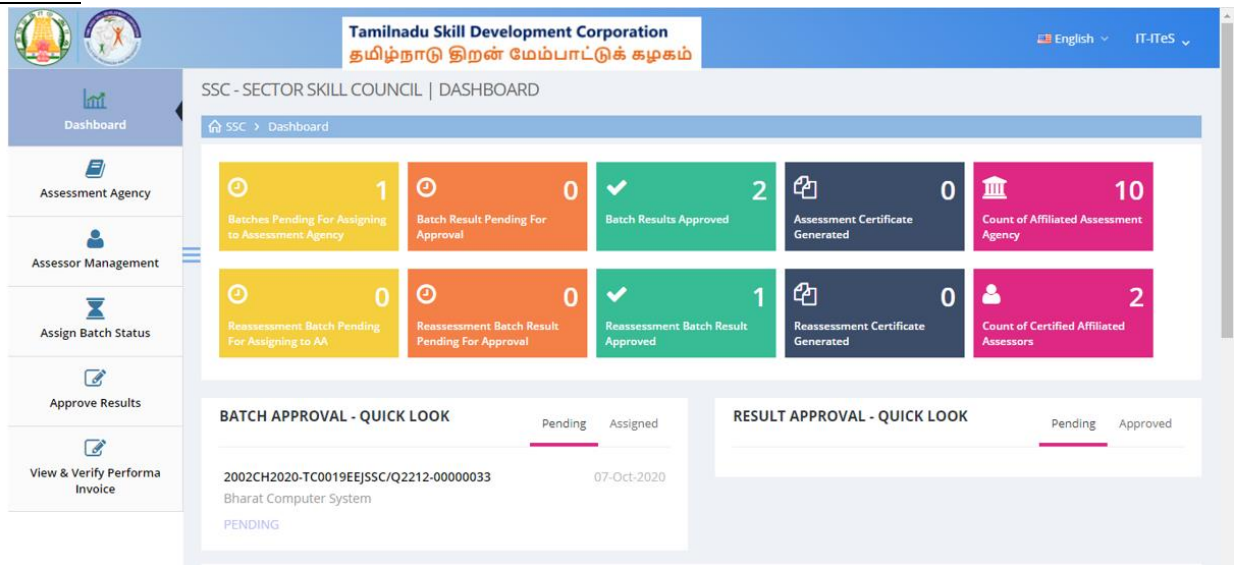


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SSC Dashboard

After Successful Login, System will automatically redirect the user to the dashboard and use can have quick view of statistics

Screen:



SSC Profile View/ Edit

SSC user can view/edit his/her profile by clicking the “My Profile” option under his/her username on right upper corner of the screen

Screens



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English Cindrel Infotech Pvt Ltd

ASSESSMENT AGENCY | DASHBOARD

AssessmentAgency Dashboard

Dashboard

- Manage Assessor
- Assign Batch Status
- Approve Results
- Help

BATCHES ASSIGNED TO ASSESSOR

TILL 30-MAR-2022
0

BATCHES PENDING FOR ASSESSOR ASSIGNMENT

TILL 30-MAR-2022
0

BATCH RESULTS APPROVED

TILL 30-MAR-2022
0

BATCH RESULTS PENDING FOR APPROVAL

TILL 30-MAR-2022
0

REASSESSMENT BATCH RESULT APPROVED

TILL 30-MAR-2022
0

REASSESSMENT BATCH RESULT PENDING FOR APPROVAL

TILL 30-MAR-2022
0

REASSESSMENT BATCH PENDING FOR ASSIGNING TO ASSESSOR

TILL 30-MAR-2022
0

Overall Counts



User Manual – Sector Skill Councils

Dashboard

Assessment Agency

Assessor Management

Assign Batch Status

Approve Results

View & Verify Performance Invoice

SSC - SECTOR SKILL COUNCIL | PROFILE, SSC LOGO AND CHAIRMAN SIGNATURE

SSC > Profile > Certificate Details

SSC PROFILE DETAILS

Sector Name *

Electronics and Hardware

Sector Code *

ELE

Sector Skill Council Name *

Electronic Sector Skill Council of India

DATA REQUIRED FOR INVOICES AND PAYMENTS

☒ Company Incorporation No.(CIN)

☐ Trust Deed No. / Society Registration No. / Partnership Deed No.

Company Incorporation No.(CIN) *

U93000DL2012NPL246447

PAN *

AADCE2471M

TAN *

DELE06743C

Goods and Services Tax No. *

Yes

GST Number *

07AADCE2471M1ZH

GST Upload Attachment *

Choose File

 No file chosen
11_GstDocument_GST Registration Certificate (3 pages).pdf

BANK DETAILS

IFSC Code

KKBK0000175

Bank Name

Kotak Mahindra Bank Limited-Delhi-safdarjung

Bank Account Number

6711669772

Beneficiary Name as in Bank Account *

ELECTRONICS SECTOR SKILLS COUNCIL OF INDIA

Upload Cancelled Cheque:

Choose File

 No file chosen
11_CancelledCheque_Kotak Mahindra Bank-Safdurjung Branch Cancelled Cheques.pdf

ADDRESS DETAILS

Address *

602, 604, 606, 608, ANSAL CHAMBER - II, BHIKAJI CAMA PLACE, NEW Delhi-110066

Pincode

110066

State *

Delhi

District *

SOUTH WEST DELHI

Taluk *

Dwarka

Local Body

N/a

N/a *

Select

Village

Select

Parliamentary Constituency

Select

Assembly Constituency

Select

SINGLE POINT OF CONTACT (OPERATIONS)

Name

Deepak Singh

Gender *

Male

☐ YOB ☒ DOB *

1993/05/13

Aadhaar Number

XXX-XXX-6656

Verify Aadhaar

Designation *

ASSISTANT MANAGER

Mobile Number

9015263197

Generate OTP

Enter OTP

OTP

Email Address *

deepaksingh1351993@gmail.com

SINGLE POINT OF CONTACT (FINANCE)

☐ Same as SPOC Operation

Name

HEMANT KUMAR

Gender *

Male

☐ YOB ☒ DOB *

1988/10/30

Aadhaar Number

XXX-XXX-8756

Verify Aadhaar

Designation *

MANAGER

Mobile Number

9015263197

Generate OTP

Enter OTP

OTP

Email Address *

raj143s@yahoo.com

CEO/COO/MD

Name

ABHILASHA GAUR

Gender *

Female

☐ YOB ☒ DOB *

1900/01/01

Aadhaar Number

XXX-XXX-6196

Verify Aadhaar

Designation *

CHIEF OPERATING OFFICER

Mobile Number

9999634264

Generate OTP

Enter OTP

OTP

Email Address *

gaurabhilasha@yahoo.com

Save Changes

Cancel



User Manual – Sector Skill Councils

Certificate Details

SSC User can also modify logo/ signature/ secretary details using my profile edit options
Screen:

The screenshot shows the 'Tamil Nadu Skill Development Corporation' profile page. The header includes the organization's name in English and Tamil, and a language dropdown set to 'English'. The left sidebar contains navigation links: Dashboard, Assessment Agency, Assessor Management, Assign Batch Status, Approve Results, and View & Verify Performance Invoice. The main content area is titled 'SSC - SECTOR SKILL COUNCIL | PROFILE, SSC LOGO AND CHAIRMAN SIGNATURE'. A breadcrumb trail shows 'SSC > Profile > Certificate Details'. The 'Certificate Details' section is highlighted. It contains three main parts: 'SSC PROFILE DETAILS', 'DATA REQUIRED FOR INVOICES AND PAYMENTS', and 'BANK DETAILS'. 'SSC PROFILE DETAILS' includes fields for Sector Name (Electronics and Hardware), Sector Code (ELE), and Sector Skill Council Name (Electronic Sector Skill Council of India). 'DATA REQUIRED FOR INVOICES AND PAYMENTS' includes fields for Company Incorporation No.(CIN) (U93000DL2012NPL246447), PAN (AADCE2471M), TAN (DELE06743C), Goods and Services Tax No. (Yes), GST Number (07AADCE2471M1ZH), and GST Upload Attachment (11_GstDocument_GST Registration Certificate (3 pages).pdf). 'BANK DETAILS' includes fields for IFSC Code (KKBK0000175), Bank Name (Kotak Mahindra Bank Limited-Delhi-safdarjung), Bank Account Number (6711669772), Beneficiary Name as in Bank Account, and Upload Cancelled Cheque.

On click of “Certificate Details, logo, signature and secretary name can be modified
Screen:

The screenshot shows the 'Tamil Nadu Skill Development Corporation' profile page, specifically the 'DATA FOR CERTIFICATES' section. The header and sidebar are the same as the previous screenshot. The main content area is titled 'SSC - SECTOR SKILL COUNCIL | PROFILE IMPORTANT DETAILS OF THE SSC'. A breadcrumb trail shows 'SSC > Profile > Certificate Details'. The 'DATA FOR CERTIFICATES' section is highlighted. It contains two sub-sections: 'DATA FOR CERTIFICATES' and 'UPDATE CHAIRMAN NAME AND SIGNATURE'. The 'DATA FOR CERTIFICATES' sub-section includes an 'Upload SSC Logo' section with a placeholder image and a 'Select image' button. Below this is an 'Uploaded File Name:' field.



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English Electronics an...

SSC - SECTOR SKILL COUNCIL | PROFILE IMPORTANT DETAILS OF THE SSC

SSC > Profile > Certificate Details

DATA FOR CERTIFICATES UPDATE CHAIRMAN NAME AND SIGNATURE

Chairman Name(as it should appear below the signature):

Upload Chairman Signature Image

Select image

Save Cancel

****Note: Please upload the file in .png format without any background color of Image**

Manage Assessment Agency

SSC user can manage – Register, View and approve the Assessment agency by clicking on Assessment Agency Menu from left menu bar

Screen

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English Electronics a...

ASSESSMENT AGENCY MANAGE ASSESSMENT AGENCY

SSC > Assessment Agency >

Register New Assessment Agency Pending For Approval 0 Approved Assessment Agencies 10

Assessment Agency Name * Assessment Agency SDMS ID * Type of Organisation *

Assessment Agency Name AA30291096 Select

Organisation ID @ Organisation ID

ADDRESS

Address * Pincode * State *

Address Line Pincode Select

District * Taluk * Local Body * Village

Select Select Select Select

Parliamentary Constituency * Assembly Constituency *

Select Select

Register New Assessment Agency

SSC User can add new Assessment Agency by filling the form

Screen



User Manual – Sector Skill Councils

Tamil Nadu Skill Development Corporation

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English

Electronics a...

Dashboard

Assessment Agency

Assessor Management

Assign Batch Status

Approve Results

View & Verify Performance Invoice

ASSESSMENT AGENCY

MANAGE ASSESSMENT AGENCY

SSC > Assessment Agency >

Register New Assessment Agency Pending For Approval 0 Approved Assessment Agencies 10

Assessment Agency Name *

Assessment Agency SDMS ID *

Type of Organisation *

Assessment Agency Name

AA30291096

Select

Organisation ID *

Organisation ID

ADDRESS

Address *

Pincode *

State *

Address Line

Pincode

Select

District *

Taluk *

Local Body *

Village

Select

Select

Select

Select

Parliamentary Constituency *

Assembly Constituency *

Select

Select

SINGLE POINT OF CONTACT (SPOC)

Name *

Gender *

YOB * DOB *

SPOC Name

Select

Date Of Birth

Aadhaar Number *

Aadhaar Verification Status *

Designation *

SPOC AadhaarNum

Not Provided

SPOC Designation

Mobile Number *

Enter OTP *

Mobile OTP Verification Status:

SPOC Mobile Number

Enter Mobile OTP

Not Provided

Email Address *

SPOC Email

CEO/COO/MD

Name *

Gender *

YOB * DOB *

CEOName

Select

Date Of Birth

Aadhaar Number *

Aadhaar Verification Status *

Designation *

CEO Aadhaar Number

Not Provided

CEO Designation

Mobile Number *

Enter OTP *

Mobile OTP Verification Status:

CEO Mobile Number

Enter Mobile OTP

Not Provided

Email Address *

CEO Email

Submit

Cancel

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Details:

Field	Description
Assessment Agency Name	SSC must enter Agency Name
Assessment Agency SDMS ID	System automatically generate SDMS ID
Type of Organization	Type of organization like Partnership, registered public limited company etc.
Organization ID	Organization Id value can be CIN number/Society registration number/Trust deed number/ Proprietorship number/Partnership Deed number/ Entity Registration number based on the type of organization selected. In case of Others, SSC can enter alphanumeric value for specifying others value.



User Manual – Sector Skill Councils

Address Line	SSC need to enter the complete address of Agency in this field
Pincode	SSC must enter valid 6-digit pincode
State	By default, state will have only “Tamil Nadu” option. Assessment Agency must be from Tamil Nadu only.
District	All districts of Tamil Nadu will be displayed, and SSC can select Assessment Agency 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. SSC 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	SSC must select Assessment Agency’s Parliamentary Constituency
Assembly Constituency	SSC must select Agency’s Assembly Constituency
SPOC Name	SSC must enter Agency’s SPOC name as per Aadhaar card
Year of Birth / DOB	SPOC’s year of birth or DOB should be entered as per Aadhaar card
Gender	Gender of the SPOC must be entered
Aadhaar Number	SPOC’s Aadhaar number must be entered
Verify Aadhar Button	This button will be enabled only if SPOC’s Name, 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. <u>Note:</u> 1. After Aadhaar verification, above details will not be allowed to modify. 2. Aadhaar verification is mandatory for SSC to register Agency.
Aadhaar Verification Status	Automatically populated post verification
Designation	SSC need to enter SPOC designation
Mobile Number	SSC Need to enter 10-digit mobile number of Agency SPOC
Generate OTP Button	Post entering the Mobile number, SSC user needs to click on this button in order to generate and verify the mobile number
Enter OTP	SSC user must enter the OTP
Mobile OTP Verification Status:	This field automatically displays the Mobile number verification status
Email Address	SPOC’s email address must be entered here
CEO/COO/MD Name	SSC must enter Agency’s CEO/COO/MD name as per Aadhaar card
Year of Birth / DOB	CEO/COO/MD’s year of birth or DOB should be entered as per Aadhaar card
Gender	Gender of the CEO/COO/MD must be entered



User Manual – Sector Skill Councils

Aadhaar Number	CEO/COO/MD's Aadhaar number must be entered
Verify Aadhar Button	This button will be enabled only if CEO/COO/MD's Name, 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, above details will not be allowed to modify. Aadhaar verification is mandatory for SSC to register Agency.
Aadhaar Verification Status	Automatically populated post verification
Designation	SSC need to enter CEO/COO/MD designation
Mobile Number	SSC Need to enter 10-digit mobile number of Agency's CEO/COO/MD
Generate OTP Button	Post entering the Mobile number, SSC user needs to click on this button in order to generate and verify the mobile number
Enter OTP	SSC user must enter the OTP
Mobile OTP Verification Status:	This field automatically displays the Mobile number verification status
Email Address	CEO/COO/MD's email address must be entered here
Submit	SSC user needs to click on Submit button in order to add new Agency.

Pending for Approval

SSC can view all the registered but pending Assessment Agencies under this tab. Further SSC can take the action (Approve / Reject) by using Action column.

Screen

Approved Assessment Agencies

SSC user can search and view all the approved Assessment Agencies under this tab

Screen – List of approved Assessment Agencies



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Dashboard

Assessment Agency

Assessor Management

Assign Batch Status

Approve Results

View & Verify Performa Invoice

SSC > Assessment Agency > Approved Assessment Agencies

Register New Assessment Agency Pending For Approval 0 Approved Assessment Agencies 10

5 records Search:

AGENCY NAME	TYPE OF ORGANIZATION	ORGANIZATION ID	SPOC NAME	SPOC EMAIL	SPOC MOBILE	STATE	DISTRICT	ACTION
Knowledge Partner Technologies Pvt Ltd						Tamil Nadu	Chennai	View
M/s. Itcot Consultancy And Services Ltd.						Tamil Nadu	Chennai	View
Mercury Institute Of Engineering And Technology Pv						Tamil Nadu	Chennai	View
National Institute Of Fashion Technology (nift)						Tamil Nadu	Chennai	View
Quibus Technologies Private Limited						Tamil Nadu	Chennai	View

Showing 1 to 5 of 10 entries

Screen – View Agency Details

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Dashboard

Assessment Agency

Assessor Management

Assign Batch Status

Approve Results

View & Verify Performa Invoice

ASSESSMENT AGENCY MANAGE ASSESSMENT AGENCIES

SSC > Assessment Agency > View Existing Agencies > View Agency

Agency Details

Agency Name : Knowledge Partner Technologies Pvt Ltd Type of Organisation : Organisation ID :
SPOC Name : SPOC Mobile No : SPOC Email :
CEO Name : CEO Mobile No : CEO Email :
Address :
A1, Nu-tech Narayana Building, No.48, Thirumalai Pillai Road, T. Nagar, Chennai- 600017,
Tamilnadu,Chennai,Tamil Nadu

COUNT OF AFFILIATED SSC 20

COUNT OF ASSESSORS 0

COUNT OF ASSESSORS AVAILABLE FOR SECTOR 0

5 records Search:

SSC NAME	STATUS
Aerospace and Aviation	Approved
Apparel	Approved
Automotive	Approved
Beauty and Wellness	Approved
Construction	Approved

Showing 1 to 5 of 16 entries

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Assessor Management - Search/ Add/ Edit Assessor

Assessment Agency user can search/add or edit the Assessor by using the Assessor Management

Search Assessor

SSC user can search assessor based on Assessor's ID or TOA ID

Screen:



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ASSESSOR MANAGEMENT

SSC > Add New Assessor > Search Assessor By TOA-ID

☐ Search Assessor created by SSC ☐ Search by TOA ID

Enter Assessor TOA- Enter TOA ID / Mobile Number

Search:

ASSESSOR NAME	GENDER	EMAIL ID	MOBILE NUMBER	DISTRICT
No data available in table				

Showing 0 to 0 of 0 entries

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ASSESSOR MANAGEMENT

SSC > Add New Assessor > Search Assessor By TOA-ID

☐ Search Assessor created by SSC ☒ Search by TOA ID

Enter Assessor TOA-ID* Enter TOA ID / Mobile Number

5 records

ACTION	ASSESSOR NAME	GENDER	EMAIL ID	MOBILE NUMBER	DISTRICT
No data available in table					

Showing 0 to 0 of 0 entries

SSC user can link/ delink the assessors by using action button

Add Assessor by SSC

SSC user can add new assessor as shown in the screen below
Screen:



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ASSESSOR MANAGEMENT

SSC > Add New Assessor > Add New Assessor

ASSESSOR INFORMATION

Assessor Name * YOB * ☐ DOB * ☒ Gender * Aadhaar Number *

Email Address * Mobile Number *

ADDRESS DETAILS

Address * Pincode * State *

District * Taluk * Local Body * Village

Parliamentary Constituency * Assembly Constituency *

ADD PREFERRED SECTOR - JOBROLE

Sector * Job Role *

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English SCVT

ASSESSOR MANAGEMENT

SCVT > Add New Assessor > Add New Assessor

ASSESSOR INFORMATION

Assessor Name * Aadhaar Number *

Email Address *

OTHER DETAILS

Email Address Of Superior * Qualification *

Experience in years * Regular

ADDRESS DETAILS

Address * Pincode * State *

Details:

Field	Description
Assessor Name	SSC must enter Assessor's name as per Aadhaar card
Year of Birth / DOV	Assessor's year of birth/DOB should be entered as per Aadhaar card
Gender	Gender of the Assessor must be entered
Aadhaar Number	Assessor's aadhaar number must be entered
Verify Button	This button will be enabled only if Assessor's Name, 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:



User Manual – Sector Skill Councils

	<ol style="list-style-type: none"> After aadhaar verification, above details will not be allowed to modify. Aadhaar verification is mandatory for SSC to register Assessor. SSC will not be allowed to register Assessor more than once using same aadhaar number
Email Address	Assessor's email address must be entered here
Verify Button	<p>This button will be enabled if email address is entered. On Verify click, one time password (OTP) will be sent to mobile number entered, on keying in right OTP, Assessor email address will be verified.</p> <p><u>Note:</u></p> <ol style="list-style-type: none"> After email verification, email address will not be allowed to modify. Email verification is mandatory for Assessor to register. Assessor will not be allowed to register more than once using same mobile number.
Mobile Number	Assessor's mobile number must be entered here
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, Assessor mobile number will be verified.</p> <p><u>Note:</u></p> <ol style="list-style-type: none"> After mobile verification, mobile number will not be allowed to modify. Mobile verification is mandatory for Assessor to register. Assessor will not be allowed to register more than once using same mobile number.
Address Line	SSC need to enter the complete address of Agency in this field
Pincode	SSC must enter Assessor's valid 6-digit pincode
State	By default, state will have only "Tamil Nadu" option. Assessor must be from Tamil Nadu only.
District	All districts of Tamil Nadu will be displayed, and SSC can select Assessor's 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. SSC 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	SSC must select Assessor's Parliamentary Constituency
Assembly Constituency	TC must select Assessor's Assembly Constituency



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Select Preferred Sector	SSC can select preferred sector for assessment based on Assessor's certification/ qualification
Select Preferred JobRole	SSC can select preferred JobRole for assessment based on Assessor's certification/ qualification Note: For only these JobRoles, batches will be allowed to assign
Add Row	SSC user can add multiple Preferred sector and JobRole for any assessor

Add Assessor through registration Link

SSC can enter email id of Assessor's to send self registration link, where Assessors can self register on their own. Details will be sent to SSC for approval.

Screen:

Edit Assessor

SSC can edit Assessor's details except Aadhaar related fields.

Note: TOA assessor can't be edited

Screen:



User Manual – Sector Skill Councils

ASSESSOR MANAGEMENT

ASSESSOR INFORMATION

Assessor Name * Gender * Aadhaar Number *

Email Address * Mobile Number *

OTHER DETAILS

Email Address Of Superior * Designation * Work Place * Qualification *

Experience in years * Experience * Expertise in * Are you a TOA certified ? *

ADDRESS DETAILS

Address * Pincode * State *

District * Taluk * Local Body * Local Body Type *

Village Parliamentary Constituency * Assembly Constituency *

ASSESSOR MANAGEMENT

ASSESSOR INFORMATION

Assessor Name * Gender * Aadhaar Number *

Email Address *

OTHER DETAILS

Email Address Of Superior * Designation * Work Place * Qualification *

Experience in years * Experience * Expertise in * Are you a TOA certified ? *

ADDRESS DETAILS

Address * Pincode * State *

District * Taluk * Local Body * Local Body Type *

Village Parliamentary Constituency * Assembly Constituency *

Assign Batch Status

Here SSC user can view all the batches assigned which are for first time assessment/ reassessment.

Pending for Assigning to Agency

Here SSC user will be able to view all the batches those are not assigned to Agency by SSC.

Screen:



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English IT-ITes

ASSIGN BATCH STATUS

SSC > Assign Batch > Pending For Assigning To AA

Pending For Assigning To AA **1** Batches Assigned To AA **1** Batches Rejected by Agency **0**

5 records Search:

BATCH NAME	TRAINING PARTNER	TRAINING CENTRE	QUALIFICATION PACK	ASSESSMENT DATE	TOTAL CANDIDATES	ACTION
2002CH2020-TC0019EEJSSC/Q2212-00000033	Bharat Computer System	Bharat Computer System	Domestic Data Entry Operator	09-Feb-2021	1	View & Assign Edit

Showing 1 to 1 of 1 entries

[Download Report](#)

First Prev 1 Next Last

View & Assign Batch

SSC user can click on “View & Assign” to assign view batch details and assign the batch to Agency.

Screen:

Tamil Nadu Skill Development Corporation
தமிழ்நாடு திறன் மேம்பாட்டுக் கழகம்

English IT-ITes

ASSIGN BATCH STATUS

SSC > Pending Batches > Assigning Batch

Batch | 2002CH2020-TC0019EEJSSC/Q2212-00000033

Assessment Date : 17-Feb-2021

Qualification Pack : SSC/Q2212 - Domestic Data Entry Operator - 4

Total Candidates : 1

Training Partner SPOC Name: Munnithayee Training Partner SPOC Mobile: 8088126528

Training Centre Name: Bharat Computer System Training Centre SPOC Name: Gothavari Kuzhanthaivel Training Centre SPOC Mobile: 8088126528

Address : reside, 5688, Chennai, Tamil Nadu

ASSESSMENT AGENCY LIST

5 records Search:

AGENCY NAME	SPOC EMAIL	SPOC MOBILE	ACTION
Aer Skills	kishorm@campusgmt.com	NA	Assign
Hb Management And Engineering Consultants Pvt. Ltd.	kishorm@campusgmt.com	NA	Assign
Institute Of Skill Management System	kishorm@campusgmt.com	NA	Assign
Knowledge Partner Technologies Pvt Ltd	kishorm@campusgmt.com	NA	Assign

ASSESSMENT AGENCY LIST

5 records Search:

AGENCY NAME	SPOC EMAIL	SPOC MOBILE	ACTION
Aer Skills	kishorm@campusgmt.com	NA	Assign
Hb Management And Engineering Consultants Pvt. Ltd.	kishorm@campusgmt.com	NA	Assign
Institute Of Skill Management System	kishorm@campusgmt.com	NA	Assign
Knowledge Partner Technologies Pvt Ltd	kishorm@campusgmt.com	NA	Assign
M/s. Itcot Consultancy And Services Ltd.	kishorm@campusgmt.com	NA	Assign

Showing 1 to 5 of 10 entries

First Prev 1 2 Next Last

Are you sure ?
[Yes](#) [No](#)



User Manual – Sector Skill Councils

Tamil Nadu Skill Development Corporation
தமிழ்நாடு திறன் மேம்பாட்டுக் கழகம்

English IT-ITeS

ASSIGN BATCH STATUS

SSC > Pending Batches > Assigning Batch

Batch | 2002CH2020-TC0019EEJSSC/Q2212-00000033

Assessment Date : 17-Feb-2021
Qualification Pack : SSC/Q2212-00000033
Entry Operator - 4
Training Partner SPOC Name : Kuzhanthai
Training Centre Name : Bh...

Total Candidates : 1

Training Centre SPOC Mobile: 8088126528
Address : reside, 5688, Chennai, Tamil Nadu

ASSESSMENT AGENCY

5 records

AGENCY NAME	SPOC EMAIL	SPOC MOBILE	ACTION
Aer Skills	kishorm@campusgmt.com	NA	Assign

Edit

SSC users modify assessment date of the batches assigned to them. Notification will be sent to TP, TC and Assessor.

SSC can edit Assessment/ Reassessment date o SSC can edit assessment/ reassessment Date only if difference between current date and assessment/ reassessment date is 7 days or more.

Screen:

Tamil Nadu Skill Development Corporation
தமிழ்நாடு திறன் மேம்பாட்டுக் கழகம்

English IT-ITeS

ASSIGN BATCH STATUS

SSC > Pending Batches > Assigning Batch

Batch | 2002CH2020-TC0019EEJSSC/Q2212-00000033

Assessment Date : 17-Feb-2021

Qualification Pack : SSC/Q2212-00000033
Entry Operator - 4

Training Partner SPOC Name : Kuzhanthai
Training Centre Name : Bh...

Total Candidates : 1

Training Centre SPOC Mobile: 8088126528
Address : reside, 5688, Chennai, Tamil Nadu

ASSESSMENT AGENCY

5 records

AGENCY NAME	SPOC EMAIL	SPOC MOBILE	ACTION
Aer Skills	kishorm@campusgmt.com	NA	Assign

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User Manual – Sector Skill Councils

← → ↻ c20demoweb1.saas.talismaonline.com/TNSDC_test_Prod_SSC/ApproveBatch/ViewBatchForAssign?batchId=51&Operation=edit

Tamilnadu Skill Development Corporation
தமிழ்நாடு திறன் மேம்பாட்டுக் கழகம்

English IT-ItES

ASSIGN BATCH STATUS

SSC > Pending Batches > Assigning Batch

Batch | 2002CH2020-TC0019EEJSSC/Q2212-00000033

Assessment Date : 17-Feb-2021
Qualification Pack : SSC/Q2212 - Domestic Data Entry Operator - 4
Entry Operator - 4
Training Partner SPOC Name : M/s. Itcot Consultancy And Services Ltd.
Training Centre Name : Bharat Computer System

Total Candidates : 1

Training Centre SPOC Mobile: 8088126528
Address : reside, 5688, Chennai, Tamil Nadu

Success!
Assessment date updated successfully!

OK

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Batches Assigned to Assessor

SSC can view all the batches assigned to Assessor already

Screen:

← → ↻ c20demoweb1.saas.talismaonline.com/TNSDC_test_Prod_SSC/ApproveBatch/BatchesPending

Tamilnadu Skill Development Corporation
தமிழ்நாடு திறன் மேம்பாட்டுக் கழகம்

English IT-ItES

ASSIGN BATCH STATUS

SSC > Assign Batch > Batches Assigned To AA

Pending For Assigning To AA 0 Batches Assigned To AA 2 Batches Rejected by Agency 0

5 records Search:

PARTNER	TRAINING CENTER	QUALIFICATION PACK	ASSESSMENT DATE	ASSESSMENT AGENCY	ASSESSOR NAME	ASSESSMENT STATUS	TOTAL CANDIDATES	ACTION
Computer	Bharat Computer System	Domestic Data Entry Operator	17-Feb-2021	M/s. Itcot Consultancy And Services Ltd.	NA	Batch pending with agency	1	View Edit Reassign

Showing 1 to 1 of 1 entries

First Prev 1 Next Last

View

SSC user can view batch details

Screen:

Batch Information

Batch : 2002CH2020-TC0019EEJSSC/Q2212-00000034 Pending with Assessor for result upload

Assessment Date: 17-Feb-2021
Total Candidates: 1
Training Partner Name: Bharat Computer System
Training Partner SPOC Mobile: 8088126528
Training Center Name: Bharat Computer System reside, 5688, Chennai, Tamil Nadu
Qualification Pack: SSC/Q2212 - Domestic Data Entry Operator - 4
Training Partner SPOC Name: Muthayee
Training Center SPOC Mobile: 8088126528
Training Center SPOC Name: Gothavari Kuzhanchaveli
Assessor: Ranjani Muniraj

Close

ASSIGN BATCH STATUS

Pending For Assigning To Assessor

5 records Search:

BATCH NAME	ASSESSMENT DATE	ASSESSMENT AGENCY	ASSESSOR NAME	ASSESSMENT STATUS	TOTAL CANDIDATES	ACTION	
2002CH2020-TC0019EEJSSC/Q2212-00000034	17-Feb-2021	M/s. Itcot Consultancy And Services Ltd.	NA	Batch pending with agency	1	View Edit Reassign	
2002KA2020-TC000728JAGA/Q2023-00000025	TEST TP TWO	Sugarsame Cultivator	13-Mar-2020	Ganesa Perumal Ranganathan	Pending with Assessor for result upload	1	View Edit Reassign
2002RA2020-TC000728JAGA/Q2023-00000026	PERY	Pery	13-May-2020	Ganesa Perumal Ranganathan	Pending with Assessor for result upload	0	View Edit Reassign

Showing 1 to 3 of 3 entries

First Prev 1 Next Last



User Manual – Sector Skill Councils

Edit

SSC users modify assessment date of the batches assigned to them. Notification will be sent to TP, TC and Assessor

Screen:

BATCH NAME	STATUS	TOTAL CANDIDATES	ACTION
2002CH2020-TC0019EEJSSC/Q2212-00000034	Pending with Assessor for result upload	1	View Edit Reassign
2002KA2020-TC000729AGRI/Q2212-00000028	Pending with Assessor for result upload	1	View Edit
2002RA2020-TC000729AGRI/Q2212-00000028	Pending with Assessor for result upload	0	View Edit

Reassign

Batches can be assigned to different assessors by SSC

Screen:

ASSESSOR NAME	EMAIL ADDRESS	MOBILE NUMBER	ACTION
Jayalakshmi S	kishorini@iit.com	9999999999	View Assign
Bhuvanendran Kuppusamy	sdadad@iitf.com	2890230993	View Assign
Angela Eswari	kish@iit.com	9999999888	View Assign
Ranjani Muniraj	kishorshetty55@gmail.com	9999999977	View Assign

Approve Results

SSC will be able to view assessment/ reassessment batches that are pending for result approval/ approved and download certificates and marksheet



User Manual – Sector Skill Councils

Tamil Nadu Skill Development Corporation
தமிழ்நாடு இறன் மேம்பாட்டுக் கழகம்

English Electronics a...

MANAGE RESULTS

SSC > Approve Results > Results Pending with SSC For Approval

Results Pending with SSC For Approval 0 Results Approved By SSC 60 Results Rejected By SSC 0 Certificate & Marksheet

5 records Search:

BATCH NAME	TRAINING PARTNER	TRAINING CENTRE	QUALIFICATION PACK	ASSESSMENT DATE	ASSESSMENT AGENCY	ASSESSOR NAME	TOTAL CANDIDATE	ACTION
No data available in table								

Showing 0 to 0 of 0 entries First Prev Next Last

Results Pending with SSC For Approval

SSC will be able to view all the batches whose marks are uploaded by Assessor, but results are not verified by SSC user. SSC can approve/ reject the marks uploaded by Assessor. If rejected, batches will be assigned back to Assessor to upload results. If approved, batch will be considered for Certificate and Marksheet generation.

Results Approved by SSC

All the batches whose results are approved by SSC will be displayed here

Screen:

Tamil Nadu Skill Development Corporation
தமிழ்நாடு இறன் மேம்பாட்டுக் கழகம்

English Electronics a...

MANAGE RESULTS

SSC > Approve Results > Results Approved By SSC

Results Pending with SSC For Approval 0 Results Approved By SSC 60 Results Rejected By SSC 0 Certificate & Marksheet

5 records Search:

BATCH NAME	TRAINING PARTNER	TRAINING CENTRE	QUALIFICATION PACK	ASSESSMENT DATE	ASSESSMENT AGENCY	ASSESSOR NAME	TOTAL CANDIDATE	ACTION
2002CH2020-TC002529JELE/Q1501-00000039	Electronics Corporation of India Limited	Electronics Corporation of India Limited	Embedded Software Engineer	08/Apr/2021		Sathish Kumar B	19	Review
2002CH2020-TC002529JELE/Q1501-0000003A	Electronics Corporation of India Limited	Electronics Corporation of India Limited	Embedded Software Engineer	15/Apr/2021		Gomathy Subramanian	21	Review
2002CH2020-TC002533JELE/Q3102-0000003F	Maruthavalli Ammal Industrial School	Maruthavalli Ammal Industrial School	Field Technician - Air Conditioner	11/Feb/2021		Punniyakotty Natarajan	10	Review
2102AR2021-TC004889JELE/Q4601-00000130	SEKAR EDUCATIONAL TRUST	SEKAR EDUCATIONAL TRUST	Field Technician Computing And Peripherals	25/Mar/2022		Harikumar Ramamoorthy	20	Review
2102AR2021-TC004889JELE/Q4601-00000130	FOCUS EDUCATIONAL AND CHARITABLE TRUST FECT	FOCUS EDUCATIONAL AND CHARITABLE TRUST FECT	Field Technician Other Home Appliances	18/Dec/2021		Mayapandi Mokkaayan	30	Review

Showing 1 to 5 of 60 entries First Prev 1 2 3 4 5 ... 12 Next Last

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Review

On click of "Review", batch assessment details will be displayed. SSC user can also view pictures uploaded by Assessor in Assessor App.



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Screen:

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English Electronics a...

Dashboard

Assessment Agency

Assessor Management

Assign Batch Status

Approve Results

View & Verify Performance Invoice

APPROVE RESULTS - REVIEW RESULTS

SSC > Approve Results >

Batch | 2002CH2020-TC002529JLE/Q1501-00000039

Assessment Date : 08-Apr-2021

Results Uploaded Date :08-Apr-2021

Qualification Pack : ELE/Q1501 - Embedded Software Engineer

Total Candidates : 19

Training Partner Name: Electronics Corporation of India Limited

Training Partner SPOC Name : Thirumalai Thandavan

Training Partner SPOC Mobile : 9442213923

Training Center Name: Electronics Corporation of India Limited

Training Center SPOC Name : Thirumalai Thandavan

Training Center SPOC Mobile : 9442213923

TC Address : ECIL-ECIT Training Centre, First Floor Premises No 2 GST Road, Alandur, Chennai, 5692, Chennai, Tamil Nadu

Trainer : BalaChandar K

Assessment Agency Name :

Assessor Name : Sathish Kumar B

PASS COUNT
11

FAIL COUNT
0

NOT APPEARED
0

BATCH ASSESSMENT ASSESSOR UPLOADED PHOTOS

Candidate and Trainer Photo Practical Photo Theory Photo Viva Photo

5 records

Search:

CANDIDATE NAME	ATTENDANCE > 80%	THEORY	PRACTICAL	TOTAL	PERCENTAGE	ACTION
Bharathsundar mohanram (MA2020M-C0026CB)	Yes	146	224	370	92.5	View Score
Elakkiya (TI2020F-C0025C1)	Yes	146	226	372	93	View Score
K Gokul Nath (KA2020M-C0025C2)	Yes	142	209	351	87.75	View Score
Krishnaprasath Mohandass (CU2020M-C0026FD)	Yes	140	200	340	85	View Score
Lokeshwaran Parl (CH2020M-C002701)	Yes	144	220	364	91	View Score

Showing 1 to 5 of 11 entries

First Prev 1 2 3 Next Last

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Results Rejected by SSC

Batches whose result is rejected by SSC will be visible here.

Screen:

25



User Manual – Sector Skill Councils

Tamil Nadu Skill Development Corporation

தமிழ்நாடு இறன் மேம்பாட்டுக் கழகம்

English

Electronics a...

Dashboard

Assessment Agency

Assessor Management

Assign Batch Status

Approve Results

View & Verify Performance Invoice

APPROVE RESULTS - REVIEW RESULTS

SSC > Approve Results >

Batch | 2002CH2020-TC002529JEL/Q1501-00000039

Assessment Date : 08-Apr-2021

Results Uploaded Date :08-Apr-2021

Qualification Pack : ELE/Q1501 - Embedded Software Engineer

Total Candidates : 19

Training Partner Name: Electronics Corporation of India Limited

Training Partner SPOC Name : Thirumalai Thandavan

Training Partner SPOC Mobile : 9442213923

Training Center Name: Electronics Corporation of India Limited

Training Center SPOC Name : Thirumalai Thandavan

Training Center SPOC Mobile : 9442213923

TC Address : ECIL-ECIT Training Centre, First Floor Premises No 2 GST Road, Alandur, Chennai, 5692, Chennai, Tamil Nadu

Trainer : BalaChandar K

Assessment Agency Name :

Assessor Name : Sathish Kumar B

PASS COUNT 11

FAIL COUNT 0

NOT APPEARED 0

BATCH ASSESSMENT ASSESSOR UPLOADED PHOTOS

Candidate and Trainer Photo * 1 Practical Photo * 1 Theory Photo * 1 Viva Photo * 1

5 records Search:

CANDIDATE NAME	ATTENDANCE > 80%	THEORY	PRACTICAL	TOTAL	PERCENTAGE	ACTION
Bharath Sundar Mohanram (MA2020M-C0026CB)	Yes	146	224	370	92.5	View Score
Elakkiya (TI2020F-C0025C1)	Yes	146	226	372	93	View Score
K Gokul Nath (KA2020M-C0025C2)	Yes	142	209	351	87.75	View Score
Krishnaprasath Mohandass (CU2020M-C0026FD)	Yes	140	200	340	85	View Score
Lokeshwaran Pari (CH2020M-C002701)	Yes	144	220	364	91	View Score

Showing 1 to 5 of 11 entries

First Prev 1 2 3 Next Last

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Certificate and Mark sheet

SSC user will be able to download certificate and marksheet against candidates.

Screen:

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English

Electronics a...

Dashboard

Assessment Agency

Assessor Management

Assign Batch Status

Approve Results

View & Verify Performance Invoice

MANAGE RESULTS

SSC > Approve Results > Certificate & Marksheet

Results Pending with SSC For Approval 0

Results Approved By SSC 60

Results Rejected By SSC 0

Certificate & Marksheet

Training Centre District

The Nilgiris

Training Centre ID - Name

Sterling Holidays Resorts limited

Training Provider ID - Name

Select

Sector- Job Role / Trade

Select

Batch Name

Select

Batch Start Date

30/03/2022 - 30/03/2022

Batch End Date

30/03/2022 - 30/03/2022

Search



User Manual – Sector Skill Councils

View & Verify Performa Invoice

SSC user can view/search and verify batch wise invoice by clicking on View & Verify Performa Invoice from left vertical menu

For pass and failed candidates, assessment fee payment invoice payable to SSC will be generated
Note: Assessment fee will be paid by TP only. TNSDC will not pay any assessment fee for reassessment batch

Screen

The screenshot shows the 'VIEW & VERIFY PERFORMA INVOICE' screen. The header includes the Tamil Nadu Skill Development Corporation logo and name in English and Tamil, along with language and sector dropdowns. The left sidebar contains navigation options: Dashboard, Assessment Agency, Assessor Management, Assign Batch Status, Approve Results, and View & Verify Performa Invoice. The main content area displays a message: 'Only Assessment Fee Performa Invoice is Visible for Sector Skill Council'. Below this, there are filters for Financial Year, Training Centre District, Training Centre ID-Name, Sector - JobRole / Trade, Batch Name, and Assessment Date Between. A 'Search' button is present. Below the filters, there are status indicators for Pending Verification (0), Verified (0), and Payment Successful (0). A table with 7 columns (ACTION, FINANCIAL YEAR, TRAINING CENTRE DETAILS, INVOICE TYPE, INVOICE GENERATED DATE, BATCH NAME, BATCH START DATE) is shown, but it contains no data. The footer indicates 'Showing 0 to 0 of 0 entries'.

Assessor Self Registration Portal

Introduction

Assessor self-registration option is available only for Assessor belonging to State Council of Vocation Training (SCVT). SCVT can invite Assessor's or share self registration URL with Assessors. Once Assessor's fills the profile, only after approval by SCVT, Assessor will get login credentials to access Assessor Portal or Assessor App.

Assessor can access self-registration URL -

<https://candidate.tnskill.tn.gov.in/scvt/SelfRegisterAssessor/AddNewAssessor>

Add Assessor by SCVT

SCVT user can add new assessor as shown in the screen below

Screen:



User Manual – Sector Skill Councils

Tamilnadu Skill Development Corporation
தமிழ்நாடு திறன் மேம்பாட்டுக் கழகம்

SCVT ASSESSOR SELF REGISTRATION

Self Assessor Registration > Assessor Registration

ASSESSOR INFORMATION

Assessor Name * Assessor Name as per Aadhaar

☐ YOB * ☒ DOB * Date Of Birth

Gender * Select

Aadhaar Number * Aadhaar Number

Email Address * Assessor Email

Mobile Number * Mobile Number

OTHER DETAILS

Email Address Of Superior * Email ID of Principal of ITI/ Superior

Designation * Designation

Work Place * Work Place

Qualification * Qualification

Experience in years * Experience in years

Experience * Select

Are you a TOA certified ? * Select

ADDRESS DETAILS

Address * Address Line

Pincode * Pincode

State * Tamil Nadu

District * Select

Taluk * Select

Local Body * Select

Village Select

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தமிழ்நாடு திறன் மேம்பாட்டுக் கழகம்

District * Select

Taluk * Select

Local Body * Select

Village Select

Parliamentary Constituency * Select

Assessmbly Constituency * Select

BANK DETAILS

Beneficiary Name as in Bank Account * BENEFICIARY NAME AS IN BANK ACCOUNT

IFSC Code * IFSC CODE

Bank Account Number * BANK ACCOUNT NUMBER

Bank Name Bank Name

ADD PREFERRED SECTOR - JOBROLE

Sector * Select

Job Role * Nothing selected

ADD WORK PREFERENCE - DISTRICT

District * Nothing selected

Details:

Field	Description
Assessor Name	Assessor's name as per Aadhaar card
Year of Birth	Assessor's year of birth should be entered as per Aadhaar card
Gender	Gender of the Assessor must be entered
Aadhaar Number	Assessor's aadhaar number must be entered
Verify Button	This button will be enabled only if Assessor's Name, 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. <u>Note:</u>



User Manual – Sector Skill Councils

	<p>6. After aadhaar verification, above details will not be allowed to modify.</p> <p>7. Aadhaar verification is mandatory for SCVT to register Assessor.</p> <p>8. SCVT will not be allowed to register Assessor more than once using same aadhaar number</p>
Email Address	Assessor's email address must be entered here
Verify Button	<p>This button will be enabled if email address is entered. On Verify click, one time password (OTP) will be sent to mobile number entered, on keying in right OTP, Assessor email address will be verified.</p> <p><u>Note:</u></p> <p>4. After email verification, email address will not be allowed to modify.</p> <p>5. Email verification is mandatory for Assessor to register.</p> <p>6. Assessor will not be allowed to register more than once using same mobile number.</p>
Mobile Number	Assessor's mobile number must be entered here
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, Assessor mobile number will be verified.</p> <p><u>Note:</u></p> <p>4. After mobile verification, mobile number will not be allowed to modify.</p> <p>5. Mobile verification is mandatory for Assessor to register.</p> <p>6. Assessor will not be allowed to register more than once using same mobile number.</p>
Email Address of Superior	Email address of assessor's superior should be entered here.
Designation	Designation of Assessor should be entered
Work Place	Workplace of Assessor
Qualification	Qualification of Assessor
Experience in Years	Experience of Assessor
Experience	Experience as External Expert/ Regular/ Retired
Are you a TOT Certified?	Yes/ No should be selected
Address Line	Assessor's address line entered
Pincode	Assessor's valid 6 digit pincode should be entered
State	By default, state will have only "Tamil Nadu" option. Assessor must be from Tamil Nadu only.
District	All districts of Tamil Nadu will be displayed, and appropriate District can be selected.
Taluk	All Taluk belonging to the District selected will be displayed.



User Manual – Sector Skill Councils

Local Body	Local Body will have dropdown values – Corporation, Municipality, Town Panchayat, Cantonment Board, Village Panchayat Union/ Block. Assessor 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	Assessor’s Parliamentary Constituency should be selected
Assembly Constituency	Assessor’s Assembly Constituency should be selected
Beneficiary Name as in Bank	Assessor’s Beneficiary account name as in Bank should be selected
IFSC Code	Assessor’s IFSC code should be selected
Bank Account Number	Assessor’s Bank account number should be selected
Bank Name	Based on IFSC code, bank name will be automatically displayed
Select Preferred Sector	Assessor can select preferred sector for assessment based on certification/ qualification
Select Preferred JobRole	Assessor can select preferred JobRole for assessment based on certification/ qualification Note: For only these JobRoles, batches will be allowed to assign
Add Preferred District	Select preferred District of Assessor

Assessor Portal & Mobile App

Introduction

Assessor app or portal is for Assessor’s to conduct the assessment of TNSDC schemes. Assessor has first login to Assessor App and on the day of assessment, Assessor should go to training centre location and click on Start Assessment to capture four photographs of Assessment. Marks upload can be either done in Mobile app or portal.

Assessor Mobile App

Assessor can download mobile app from google play store

Login

Assessor can login through assessor mobile app to view all the batches assigned for assessment.

Screen:



User Manual – Sector Skill Councils

Assessor Login

Username [Forgot Username?](#)

Password [Forgot Password?](#)

[LOGIN](#)

Note:

1. If you are SSC affiliated assessor, then Assessor Registration will be done by Sector Skill Council (SSC)
2. If you are SCVT affiliated assessor, then Assessor Registration can be done on your own or State Council of Vocational Training (SCVT) will register you.

Details:

Field	Description
Username	Username of Assessor shared by TNSDC
Password	Assessor user should enter his/her password
Captcha	Assessor user to enter captcha details
Forgot Username	Assessor user can click on Forgot Username to retrieve the password
Forgot Password	Assessor user can click on Forgot Password to retrieve the password

Forgot Username

Assessor can click on forgot username link to retrieve username. Assessor should enter his/ her mobile number provided during registration.

Screen:



User Manual – Sector Skill Councils

Forgot Password

Assessor can click on forgot password link to retrieve password. User must enter the username and mobile number provided during registration. Temporary Password will be sent to Assessor's mobile number.

Screen:

Dashboard

Assessor can view the batch details in below dashboard

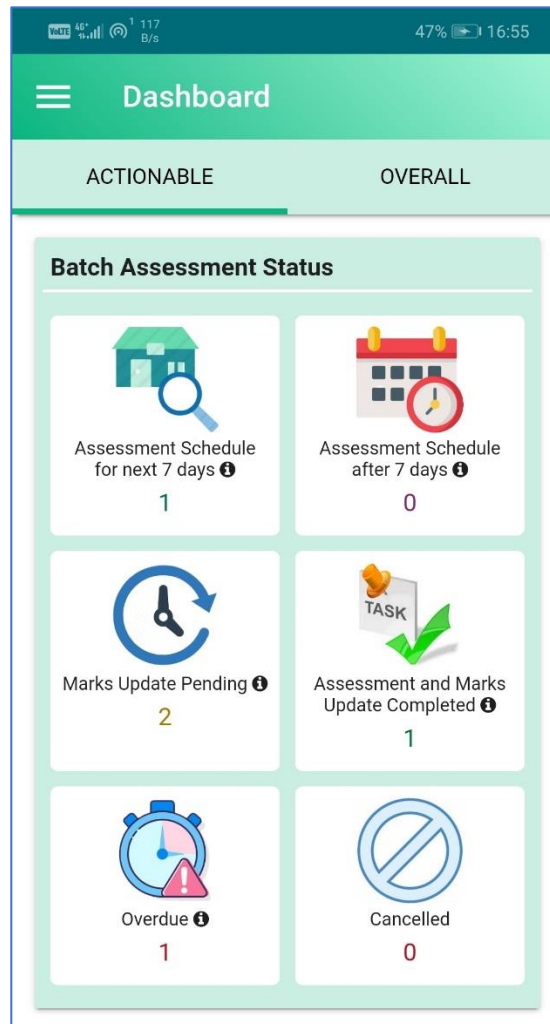
1. Assessment Schedule for next 7 days – Displays all the batches that are assigned to Assessor and Assessment is scheduled in next 7 days
2. Assessment Schedule after 7 days - Displays all the batches that are assigned to Assessor and Assessment is scheduled after 7 days
3. Marks Update Pending - Displays all the batches that are assigned to Assessor whose Assessment Photographs has been captured by Assessor, but marks update is not done.



User Manual – Sector Skill Councils

4. Assessment and Marks Update Completed - Displays all the batches that are assigned to Assessor whose Assessment Photographs has been captured by Assessor and marks update is done by Assessor.
5. Overdue – Displays all the batches whose assessment date is elapsed.
6. Cancelled – Displays all the batches that are cancelled by Assessment Agency/ State Council of Vocational Training.

Screen:

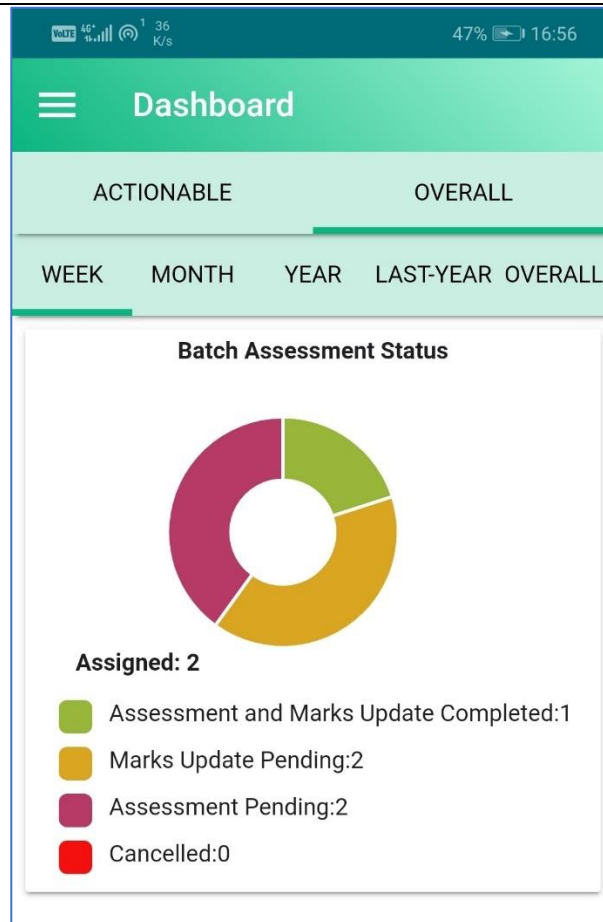


Overall tab displays weekly, monthly, yearly status of assessment

Screen:



User Manual – Sector Skill Councils



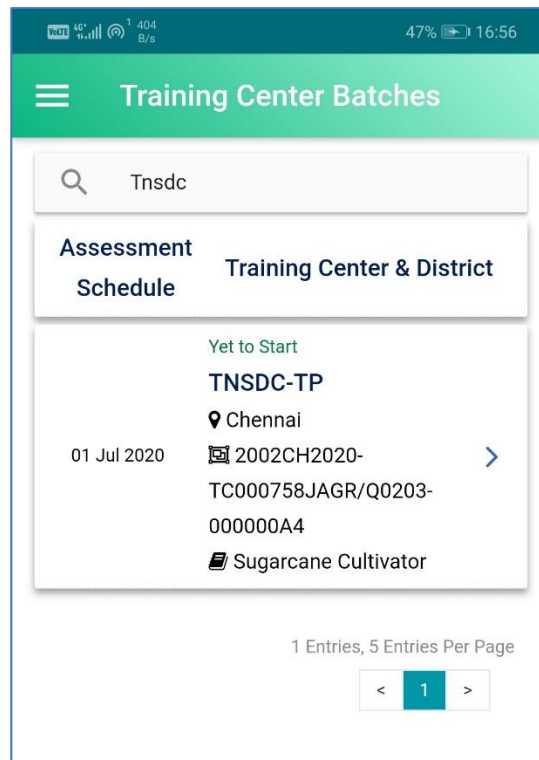


User Manual – Sector Skill Councils

Batches Assigned

All the batches assigned for assessment will be displayed in Assessment Schedule for next 7 days, Assessment Schedule after 7 days, Marks update pending and Overdue batches in dashboard. Assessor can click any of the option to view batch details.

Screen:








User Manual – Sector Skill Councils

Batch Details

TNSDC-TP
Chennai

 **NAVIGATE**



 Main Street, , Chennai, Tamil Nadu
- 534111

View Batch Details ^

Batch Name
2002CH2020-TC000758JAGR/Q0203-000000A6

Start Date
06-Jul-2020



End Date
03-Aug-2020

Full / Part Time
Full Time

Batch Start Time
16:47:00

Batch End Time
00:47:00

Govt. Order No
NA

 **Back**  **Start**

Assessor can click on Start Assessment

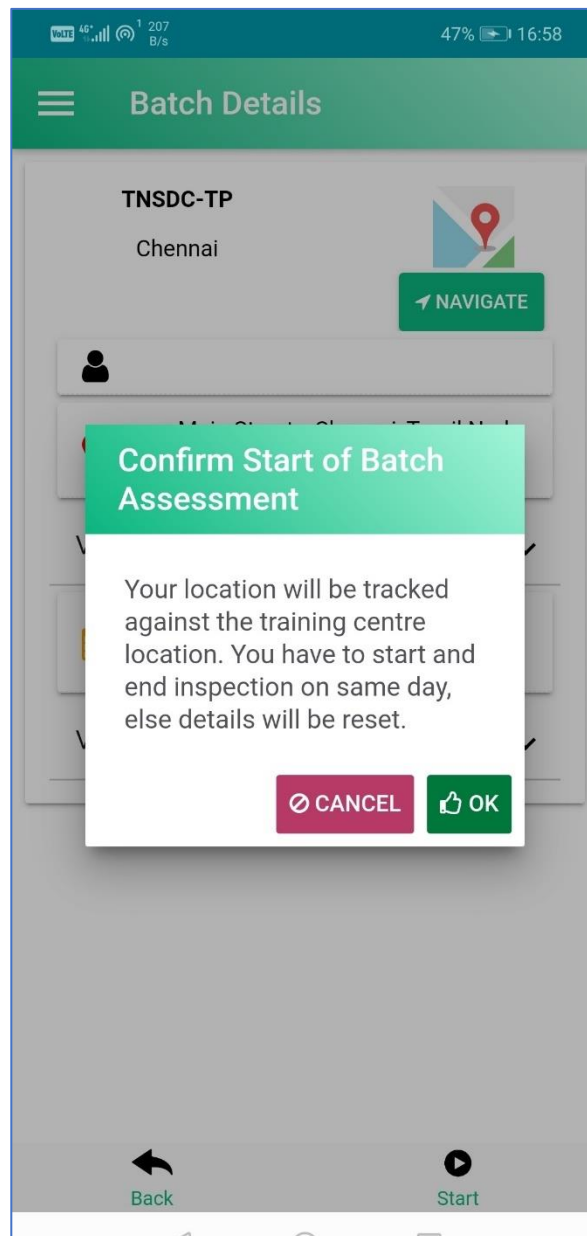


User Manual – Sector Skill Councils

Start Assessment

Assessor should be in training centre location to start the assessment. On click of Start Assessment, Assessor's geo location will be captured

Screen:



Note: If assessment date is future date, then assessor cannot start assessment



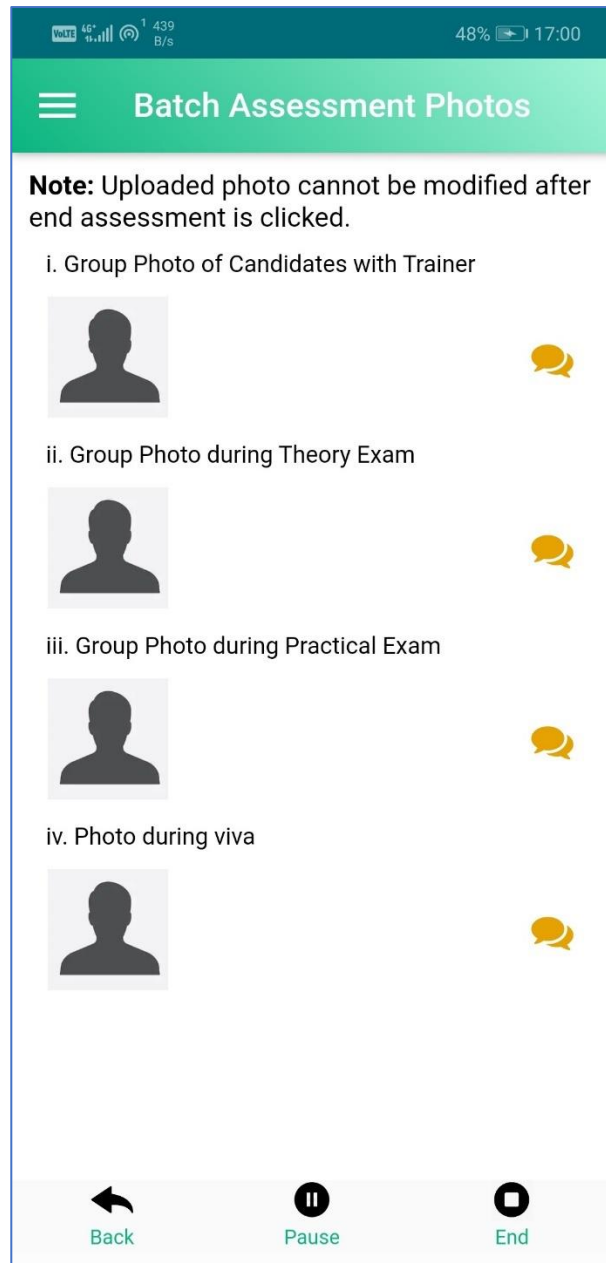
User Manual – Sector Skill Councils

Assessment Photos Capture

Assessor should capture photos of training centre.

Note: Only photo capture feature is available, and Assessor cannot upload photos from gallery.

Screen:



Pause Assessment

Assessor should be in training centre location to pause the Assessment.

Resume Assessment

Assessor should be training centre location to resume the Assessment.

End Assessment

Assessor should be training centre location to end the Assessment. Once assessment is ended, assessor will not be allowed to modify photos.



User Manual – Sector Skill Councils


Update Marks


Assessor can update the marks once photos are captured. Assessor can update marks either in TC location or offline. Assessment marks can be updated in Assessor app or Assessor portal.


Screen:

Batch Details

TNSDC-TP
Chennai

 **NAVIGATE**



 Main Street, , Chennai, Tamil Nadu
- 534111

View Batch Details ^

Batch Name
2002CH2020-TC000758JAGR/Q0203-000000A4

Start Date
06-Jul-2020



End Date
03-Aug-2020

Full / Part Time
Full Time

Batch Start Time
16:47:00

Batch End Time
00:47:00

Govt. Order No
NA

 **Back**  **Update Marks**



User Manual – Sector Skill Councils

First candidate's attendance should be captured. It can be done only for candidates who are eligible for assessment.

Note:

1. Candidate whose attendance is greater than or equal to 80% are eligible for assessment
2. Candidates with attendance less than 80% or dropout candidates are not eligible for assessment.

Candidate Marks Update

Eligible for Assessments - 1
i.e. Attendance >= 70%

Present - 1 **Absent - 0**

Attendance	Candidate	Status
	S Rohith Rao AR2020M-C0007CA XXXX-XXXX-1111 Percentage - 0	

Not Eligible for Assessments - 0
i.e. Attendance < 70% or Dropout

Back **Save Attendance** **Submit**

On click of arrow mark, Assessor will be allowed to update Assessment marks NOS wise.



User Manual – Sector Skill Councils

- Assessor can click on Reset to clear all the marks
- Assessor can use Previous/ Next to navigate to different candidates
- Assessor can click on 'Save' to save marks entered
- Assessor can click on 'Candidate List' to view all the candidates.

48%

17:05

Marks Update

S Rohith Rao - AR2020M-C0007CA

Total - NA / 600

Percentage - NA

NOS / Course Details ⓘ	Theory Marks	Practical Marks
1. Integrated Pest And Disease Management In Field Crops Core NOS	<input type="text"/> / 45	<input type="text"/> / 45
2. Irrigation Management For Field Crops Non-Core NOS	<input type="text"/> / 30	<input type="text"/> / 30
3. Curb Weed In Field Crops Non-Core NOS	<input type="text"/> / 30	<input type="text"/> / 30
4. Macro And Micro Nutrient Management For Field Crops Core NOS	<input type="text"/> / 45	<input type="text"/> / 45
5. Basic Farm Management Core NOS	<input type="text"/> / 16	<input type="text"/> / 14
6. Assimilating Market Information Core NOS	<input type="text"/> / 14	<input type="text"/> / 16
7. Manage Harvest And Post Harvest In Sugarcane Cultivation Core NOS	<input type="text"/> / 45	<input type="text"/> / 45
8. Manage Ratoon In Sugarcane Cultivation Non-Core NOS	<input type="text"/> / 15	<input type="text"/> / 15
9. Maintain Health & Safety At The Workplace Non-Core NOS	<input type="text"/> / 15	<input type="text"/> / 15
10. Prepare And Plant Setts Non-Core NOS	<input type="text"/> / 30	<input type="text"/> / 30

Reset

Previous

Save

Next

Candidate List



User Manual – Sector Skill Councils

View Cancelled Batch

Assessor can view all the batches that cancelled by Assessment Agency/ State Council of Vocational Training.

Screen:

TNSDC-TP
Chennai

NAVIGATE

Main Street, , Chennai, Tamil Nadu
- 534111

View Batch Details

Batch Name
2002CH2020-TC000758JAGR/Q0203-000000A6

Start Date
06-Jul-2020

End Date
03-Aug-2020

Full / Part Time
Full Time

Batch Start Time
16:47:00

Batch End Time
00:47:00

Govt. Order No
NA

Back

Assessor Portal



Assessor can access Assessor Portal from TNSDC website.

Option 1:

Click on Assessor under 'Register/ Login' dropdown option.



User Manual – Sector Skill Councils

**தமிழ்நாடு திறன் மேம்பாட்டுக் கழகம்**
TAMIL NADU SKILL DEVELOPMENT CORPORATION

Home About Us Schemes Initiatives Courses Training Partners TN-Skill Registry Notices Gallery TNSkills-2020 Contact Us

Register / Login

Are you a Training Partner interested in Government Scheme based on Skill Development?

Training Partner
300+

Sector
20+

Job Role
250+

Skilled Youth
750,000+

Register / Login

Candidates/Trainees

Training Partners

Training Centers

SSC / SCVT

Assessment Agency / Assessor


TNSDC Login

TNSDC NRT Login

Without any discrepancies on or before 9th December 2020 at 5.45 PM | Training Partner should complete the TC creation process without any discrepancies on or before 31st December 2020

Option 2:

Click on Assessor under 'Register/ Login' option.

**TAMIL NADU SKILL DEVELOPMENT CORPORATION**

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Register / Login

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

01 Dec 2020 Eol- Training Partner should complete the TP registration process without any discrepancies on or before 9th December 2020 at 5.45 PM

01 Dec 2020 Training Partner should complete the TC creation process without any discrepancies on or before 31st December 2020.

REGISTER/LOGIN

Candidates/Trainees

Training Partners

Training Centers

Employers

SSC / SCVT

Assessment Agency / Assessor

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



User Manual – Sector Skill Councils

Assessor Login

Assessor can login to Assessor Portal based on login credentials received from TNSDC

Screen:

Note:

3. If you are SSC affiliated assessor, then Assessor Registration will be done by Sector Skill Council (SSC)
4. If you are SCVT affiliated assessor, then Assessor Registration can be done on your own or State Council of Vocational Training (SCVT) will register you.

Details:

Field	Description
Username	Username of Assessor shared by TNSDC
Password	Assessor user should enter his/her password
Captcha	Assessor user to enter captcha details
Forgot Username	Assessor user can click on Forgot Username to retrieve the password
Forgot Password	Assessor user can click on Forgot Password to retrieve the password



User Manual – Sector Skill Councils

Forgot Username

Assessor can click on forgot username link to retrieve username. Assessor should enter his/ her email id.

Screen:

Forgot Password

Assessor can click on forgot password link to retrieve password. User must enter the username. Temporary Password will be sent to Assessor's mobile number.

Screen:



User Manual – Sector Skill Councils

Assessor Dashboard

Soon after Assessor logs in, he/ she will be navigated to dashboard screen.

Screen:

Assessor Profile

Assessor can view their profile details by clicking on their name on top right corner and click on 'My Profile'

Screen:

Note: Assessor profile details can be modified by SSC/ SCVT only.



User Manual – Sector Skill Councils

Assessment Data Update

Assessor can view all the batches that Pending for Assessment and Assessment Completed
Screen:

The screenshot shows the 'ASSESSMENT DATA UPDATE' interface. The header includes the Tamil Nadu Skill Development Corporation logo and name in English and Tamil. The left sidebar has 'Dashboard' and 'Assessment Data Update' options. The main content area has a 'Batch :' dropdown menu with 'Assessment Data Entry Completed' selected. Below it is a table with columns: BATCH NAME, JOBROLE, JOBROLE CODE, SCHEME, and CANDIDATES COUNT.

BATCH NAME	JOBROLE	JOBROLE CODE	SCHEME	CANDIDATES COUNT
2002TH2020-TC0019F1JASC/Q3501-0000003D	Sugarcane Cultivator(Level-4)	AGR/Q0203	Short Term Training	1
2002TH2020-TC0019F1JASC/Q3501-0000003D	Cnc Operator / Machining Technician L3(Level-3)	ASC/Q3501	Short Term Training	1
2002TH2020-TC0019F1JASC/Q3501-00000040	Cnc Operator / Machining Technician L3(Level-3)	ASC/Q3501	Short Term Training	1

Pending Assessment Batches

Assessor can view all the batches whose assessment is not yet done.

Screen:

The screenshot shows the 'ASSESSMENT DATA UPDATE' interface. The header is the same as the previous screen. The left sidebar is the same. The main content area has a 'Batch :' dropdown menu with 'Pending Assessment Batches' selected. Below it is a table with columns: BATCH NAME, JOBROLE, JOBROLE CODE, SCHEME, and CANDIDATES COUNT.

BATCH NAME	JOBROLE	JOBROLE CODE	SCHEME	CANDIDATES COUNT
2002ER2020-TC001A16JAGR/Q4301-00000043	Broiler Farm Supervisor(Level-5)	AGR/Q4301	Short Term Training	3

Below the table is a button labeled 'UPDATE ASSESSMENT RESULT'.



User Manual – Sector Skill Councils

Note: Assessor cannot update the marks before assessment date and before uploading Assessment photo in Assessor App. It will throw below error

Screen:

The screenshot shows the 'ASSESSMENT DATA UPDATE' screen. A modal dialog box displays the following error message:

You can not assess 2002CH2020-TC0019EEJSSC/Q2212-00000033 before assessment date 18-Feb-2021

The background table shows the following data:

BATCH	JOBROLE CODE	SCHEME	CANDIDATES COUNT
2002CH2020-TC0019EEJSSC/Q2212-00000033	SSC/Q2212	Short Term Training	1
2002CH2020-TC0019EEJSSC/Q2212-00000033	SSC/Q2212	Short Term Training	1

Update Assessment Details

Assessor can update assessment details of candidates only if Assessor has captured photographs in Assessor App. Assessor can update NOS wise marks against candidates.

Note:

- Candidate whose attendance is greater than or equal to 80% are eligible for assessment
- Candidates with attendance less than 80% or dropout candidates are not eligible for assessment.

Screen:

The screenshot shows the 'UPLOAD CANDIDATE MARKS' screen. It displays the following information:

BATCH : 2002CH2020-TC0019EEJSSC/Q2212-00000033 JOBROLE : Domestic Data Entry Operator SCHEME : Short Term Training
ASSESSMENT DATE : 08/Oct/2020

Training Center : Bharat Computer System TC SPOC : Gothavari Kuzhanthaivel Address : reside,5688,Chennai,Tamil Nadu

Candidate Name	Attendance	Aadhaar Number	Attendance > 80%	Core		Non Core		Total	Percentage		
				SSC/N3022 Undertake Data ...	SSC/N9001 Manage Your W...	SSC/N9003 Maintain A Healt...					
B Anusuya CO2020F-C00143E	Present	XXXX XXXX 9824	Yes	Theory (35.00)	Practical (85.00)	Theory (12.00)	Practical (28.00)	Theory (10.00)	Practical (30.00)	50.00	25.00

Buttons: Back, Save, Submit

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User Manual – Sector Skill Councils

← → ↻ c20demoweb1.saas.talismaonline.com/TNSDC_test_prod_Assessor/UpdateCandMarkDetails/UpdateCandMarkDetails?CentreID=5&BatchName=2002CH2020-TC0... ☆ ⓘ ⚙

Tamilnadu Skill Development Corporation
தமிழ் நாடு திறன் மேம்பாட்டுக்கழகம்

English Assessor

Dashboard

Assessment Data Update

UPLOAD CANDIDATE MARKS

Home > Upload Candidate Marks

Eligible for Assessments 0 Not Eligible for Assessments 1

BATCH : 2002CH2020-TC0019EEJSSC/Q2212-00000033 JOBROLE : Domestic Data Entry Operator SCHEME : Short Term Training
ASSESSMENT DATE : 08/Oct/2020

Candidate Name	Aadhaar Number	Reason
B Anusuya 202020F-C00143E	XXXX XXXX 9824	Attendance < 70%

← → ↻ c20demoweb1.saas.talismaonline.com/TNSDC_test_prod_Assessor/UpdateCandMarkDetails/UpdateCandMarkDetails?CentreID=5&BatchName=2002CH2020-TC0... ☆ ⓘ ⚙

Tamilnadu Skill Development Corporation
தமிழ் நாடு திறன் மேம்பாட்டுக்கழகம்

English Assessor

Dashboard

Assessment Data Update

UPLOAD CANDIDATE MARKS

Home > Upload Candidate Marks

Eligible for Assessments 1 Not Eligible for Assessments 0

BATCH : 2002CH2020-TC0019EEJSSC/Q2212-00000033 JOBROLE : Domestic Data Entry Operator SCHEME : Short Term Training
ASSESSMENT DATE : 08/Oct/2020

Training Center : Bharat Comput...

Alert

Are you sure you want to submit!

OK Cancel

Address : reside,5688,Chennai,Tamil Nadu

Non Core

SSCN

← → ↻ c20demoweb1.saas.talismaonline.com/TNSDC_test_prod_Assessor/UpdateCandMarkDetails/UpdateCandMarkDetails ☆ ⓘ ⚙

Tamilnadu Skill Development Corporation
தமிழ் நாடு திறன் மேம்பாட்டுக்கழகம்

English Assessor

Dashboard

Assessment Data Update

UPLOAD CANDIDATE MARKS

Home > Upload Candidate Marks

Eligible for Assessments 1 Not Eligible for Assessments 0

BATCH : 2002CH2020-TC0019EEJSSC/Q2212-00000033 JOBROLE : Domestic Data Entry Operator SCHEME : Short Term Training
ASSESSMENT DATE : 08/Oct/2020

Training Center : Bharat Comput...

Alert

Data has been submitted to your Assessment Agency for verification!

OK

Address : reside,5688,Chennai,Tamil Nadu

Non Core

SSCN9001 Manage Your W...	SSCN9003 Maintain A Heal...	Total	Percentage								
				Theory (35.00)	Practical (05.00)	Theory (12.00)	Practical (28.00)	Theory (10.00)	Practical (30.00)		
B Anusuya 202020F-C00143E	Present	XXXX XXXX 9824	Yes	35.00	3.00	3.00	3.00	3.00	3.00	50.00	25.00

Note:

1. Once batch is submitted by Assessor, it will be sent to Assessment Agency or State Council of Vocational Training for verification
2. If assessment details are rejected by Assessment Agency or State Council of Vocational Training, then Assessor will be able to update Assessment marks.

Assessment Completed

Once batch is submitted by Assessor, such batches will be visible in Assessment Completed tab.



User Manual – Sector Skill Councils

Screen:

Tamilnadu Skill Development Corporation
தமிழ்நாடு திறன் மேம்பாட்டுக் கழகம்

English Assessor

ASSESSMENT DATA UPDATE

Home > Assessment Data Update

Batch :
Assessment Data Entry Completer

BATCH NAME	JOBROLE	JOBROLE CODE	SCHEME	CANDIDATES CO
2002KA2020-TC000729JAGR/Q0203-0000001D	Sugarcane Cultivator(Level-4)	AGR/Q0203	Short Term Training	1
2002TH2020-TC0019F1JASC/Q3501-0000003D	Cnc Operator / Machining Technician L3(Level-3)	ASC/Q3501	Short Term Training	1
2002TH2020-TC0019F1JASC/Q3501-00000040	Cnc Operator / Machining Technician L3(Level-3)	ASC/Q3501	Short Term Training	1

Change Password

Assessor can change password using Change Password option

Screen:

Tamilnadu Skill Development Corporation
தமிழ்நாடு திறன் மேம்பாட்டுக் கழகம்

English Assessor

CHANGE PASSWORD

Home > Change Password

Batch :
Assessment Data Entry Completer

BATCH NAME	JOBROLE	JOBROLE CODE	SCHEME	CANDIDATES CO
2002KA2020-TC000729JAGR/Q0203-0000001D	Sugarcane Cultivator(Level-4)	AGR/Q0203	Short Term Training	1
2002TH2020-TC0019F1JASC/Q3501-0000003D	Cnc Operator / Machining Technician L3(Level-3)	ASC/Q3501	Short Term Training	1
2002TH2020-TC0019F1JASC/Q3501-00000040	Cnc Operator / Machining Technician L3(Level-3)	ASC/Q3501	Short Term Training	1

My Profile
Change password
Log Out

Tamilnadu Skill Development Corporation
தமிழ்நாடு திறன் மேம்பாட்டுக் கழகம்

English Assessor

CHANGE PASSWORD

Home > Change Password

Password field should contain Minimum 8 Characters with at least one Lowercase, one Uppercase and one Number.

Old Password
New Password
Confirm Password

Update Cancel



User Manual – Sector Skill Councils

Logout

Assessor can logout from portal using logout option.

Screen:



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)