



# Registration on Skill India Portal

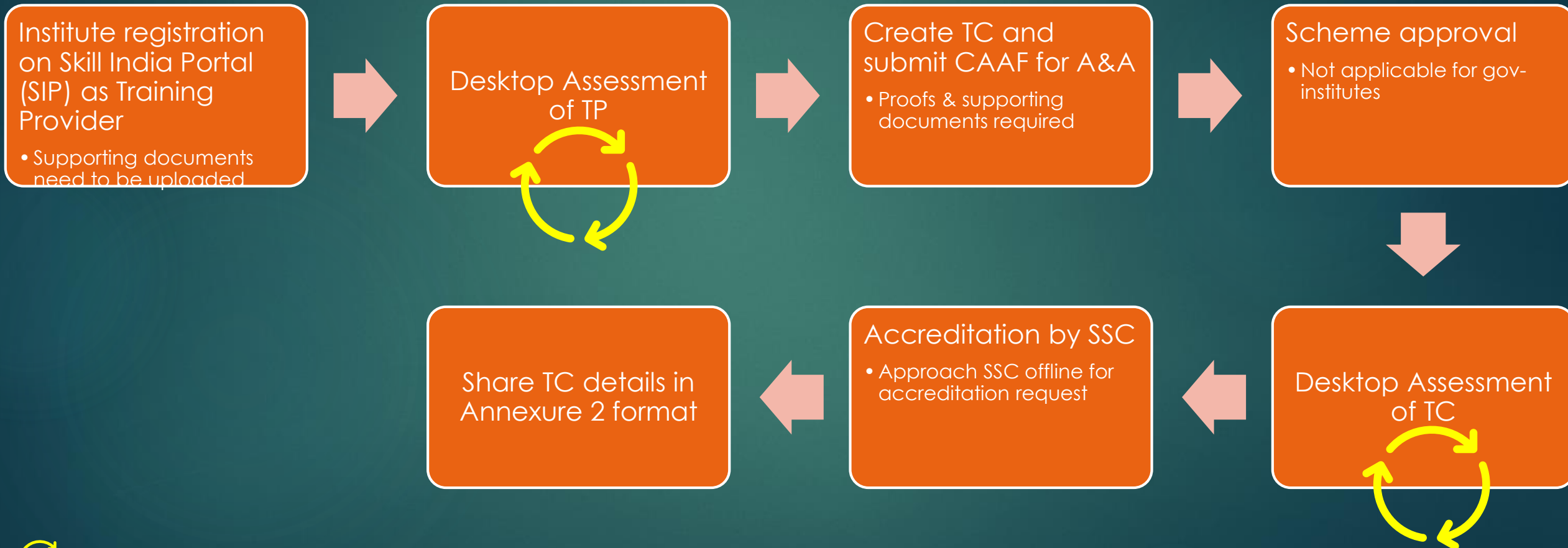
FOR GOVERNMENT INSTITUTES

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# Process Flow

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: during Desktop Assessment, TP/TC profile may be sent back for revision

# Exceptions for Government-Institutes

- ▶ Government Institutes are exempted from paying fees for Centre accreditation and affiliation
- ▶ Government Institutes are also exempted from Physical Inspection
- ▶ Basis institute's application (TP Registration) and TC accreditation through an endorsement letter from Gazetted Officer



# Readiness prior to registration

- ▶ Identify correct SPOC
- ▶ Go through specifications checklists before CAAF registration
- ▶ Keep scans/soft-copies of proofs before starting registration
- ▶ SPOC mobile & email should be unique for each TP
- ▶ All OTP & communications would be sent to SPOC e-mail ID and mobile-number
- ▶ Checking Specifications for Equipment Details, Trainer Qualifications and Lad Details (also available at <https://skillindia.nsdcindia.org/knowledge-bank>)
- ▶ Manual for Training Provider Registration ([https://nsdcpdfdocuments.s3-ap-south-1.amazonaws.com/documents/SMART/TP\\_Registration.pdf](https://nsdcpdfdocuments.s3-ap-south-1.amazonaws.com/documents/SMART/TP_Registration.pdf))
- ▶ Manual for Training Center Registration ([https://nsdcpdfdocuments.s3-ap-south-1.amazonaws.com/documents/SMART/T\\_C\\_Registration.pdf](https://nsdcpdfdocuments.s3-ap-south-1.amazonaws.com/documents/SMART/T_C_Registration.pdf))

# Registration as Training Provider

THIS SECTION DESCRIBES PROCESS OF REGISTERING THE INSTITUTE AS TRAINING PROVIDER ON SKILL INDIA PORTAL (SIP)

# Training Provider Registration

- ▶ Go to <https://skillindia.nsdcindia.org/>
- ▶ Click register (top-right of the page)
- ▶ Select Training Provider as user group
- ▶ Enter Name of SPoC (Single Point of Contact)
- ▶ Enter SPOC email address
- ▶ Enter SPOC Mobile number
- ▶ Read and agree with Terms and Conditions
- ▶ Click on captcha checkbox (I'm not robot)
- ▶ Click register

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Training Provider ▼


Name of SPOC

Name should be as per your Aadhaar

Email Address

Mobile Number

I Agree the [Terms and Conditions](#).

I'm not a robot.  reCAPTCHA  
[Privacy](#) · [Terms](#)

Register

# TP registration (continued..)

- ▶ Enter OTP sent to SPOC email & mobile
- ▶ Click Verify & Save button
- ▶ Training Partner Username and Password would be sent to SPOC email address
- ▶ Click Login link on Skill India Portal and login with TP Username and Password
- ▶ Update your TP password

skillindia.nsdcindia.org/login

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**Skill India**  
कौशल भारत - कुशल भारत

Enter your Username

Password

Show

*\*Username and Password are case sensitive.*

[Forgot Password ?](#)

Login



# TP registration Form

- ▶ Organization name would be displayed
- ▶ Select “Government Organization” as Type of Organization
- ▶ Upload COI proof
- ▶ Enter Landline number, website address, Institute Head details, Authorized Signatory details

## Training Partner Registration Form

Organization info:

Name of the Organization: \*

Type of the Organization: \*

COI Certificate: \*

Landline Number:

Website:

**TRAINING PARTNER DETAILS**

- Name of Organization
- Type of Organization
- Year of Establishment
- Landline Number
- Website
- Name of CEO/MD/Head
- Email of CEO/MD/Head
- Mobile No. of CEO/MD/Head
- Name of Authorized Signatory
- Email ID of Authorized Signatory
- Mobile No. of Authorized Signatory

**ADDRESS**

- Address Lines
- Landmark
- Pincode

# TP registration Form

- ▶ Organization name would be displayed
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Previous



District: \*

Tehsil/Mandal/Block:

City/Town/Village:

Geo Location:

Parliamentary Constituency:

Address Proof: \*

Communication Address Same as Permanent Address:

Size upto 5 mb  
jpg, png, jpeg, pdf

Upload

- Select Address Proof Type
- Bank Statement
- Electricity Bill(Not Older than 2 Months)
- GST Registration
- Incorporation Certificate
- Provident Fund Registration Certificate
- Registration Certificate
- Rent Agreement + Telephone/Electricity Bill
- Telephone Bill(BSNL/MTNL Only)

# TP registration Form (continued..)

- ▶ Enter Permanent & Communication Address
- ▶ Upload valid proofs (file size upto 5 Mb)
- ▶ Financial details & Year-wise Turnover details
- ▶ Read and Agree Declaration
- ▶ Select **A&A** as Approval Process
- ▶ Submit

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### Financial Year wise Turnover Details and Chartered Accountant Certificates :

Year of Establishment:	2009	
Financial Year 2018 - 2019 : * ( In INR )	<input type="text" value="Enter Annual Turnover"/>	Upload Financial Documents <input type="button" value="Browse"/> File size upto 5 mb (only jpg, png, jpeg, pdf) <input type="button" value="Upload"/>
<small>In FY 2018 - 2019 return is not audited, Please upload the provision statement</small>		
Financial Year 2017 - 2018 : * ( In INR )	<input type="text" value="Enter Annual Turnover"/>	Upload Financial Documents <input type="button" value="Browse"/> File size upto 5 mb (only jpg, png, jpeg, pdf) <input type="button" value="Upload"/>
Financial Year 2016 - 2017 * ( In INR )	<input type="text" value="Enter Annual Turnover"/>	Upload Financial Documents <input type="button" value="Browse"/> File size upto 5 mb (only jpg, png, jpeg, pdf) <input type="button" value="Upload"/>

Note : You should provide the CA Certificate for Annual Turnover which needs to be on a letter head, stamped and signed with date by CA mentioning his/her CA Membership Number and Firm Registration Number. No other documents will be accepted.

#### Process Details:

Approval Process: \*  A&A  Non-A&A

# TP Dashboard: post DA approval

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Skill Development Management System



- Dashboard
- Other - Rozgar Mela
- Reports
- Candidate Marksheet

## Centre Accreditation and Affiliation (A&A Process)

Here you can add and view all the Training centres under the Centre Accreditation & Affiliation Process

Deemed Ready



**Add a Training Centre**

Create Training Centre



**View Training Centres**

My All Centres



**My Profile**

View My profile

## My Schemes/Programs

Here you can add & view all the Schemes you have applied for and track its status.



**My Scheme/Program**

Add Scheme/Program



**Monitoring Batches**

View All batches With Show Cause Notice

# Annexure 1 and 2

- ▶ In case of non-availability of required documents (e.g. Certificate of incorporation etc.) holding department in state has to issue a letter as per the prescribed format in **Annexure 1**
- ▶ After TC completes the CAAF filling process on Skill India Portal, the TC will share an endorsement letter as per **Annexure 2** format, duly signed and sealed by Gazetted Officer from the Holding department with NSDC through sending email to [smartrecommendations@nsdcindia.org](mailto:smartrecommendations@nsdcindia.org)
- ▶ Formats of both Annexures can be referred from document link of this page



# Abbreviations

SPOC	Single Point of Contact
CAAF	Center Accreditation Application Form
A&A	Accreditation & Affiliation
COI	Certificate of Incorporation
OTP	One Time Password
TP	Training Provider
TC	Training Center
SIP	Skill India Portal