

---

# **USER MANUAL**

---

## **TP Registration**

## List of Figure

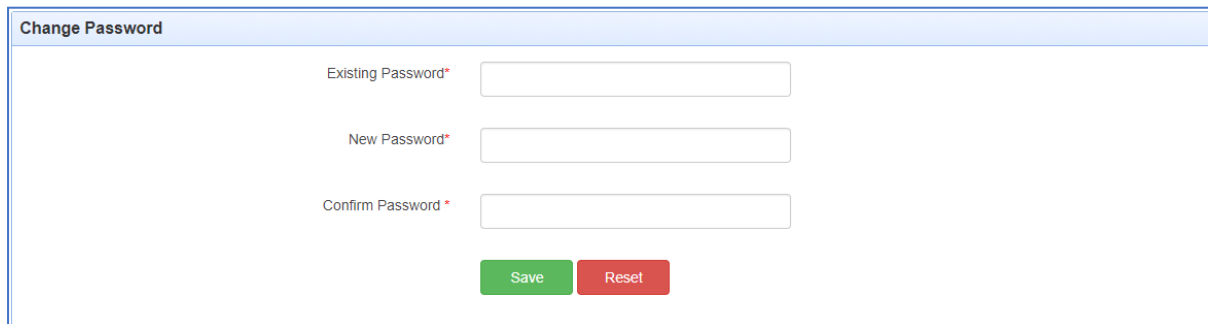
Figure 1 Change password window .....	3
Figure 2 TP Registration - General details tab .....	3
Figure 3 TP Registration - Contact details tab.....	4
Figure 4 TP Registration - Financial details tab.....	5
Figure 5 TP Registration - Address details tab .....	6
Figure 6 TP Registration – Acceptance of Declaration & final submission tab.....	7
Figure 7 TC registration form filled by TP .....	8

## Process

Step 1: Open [http://smart.nsdcindia.org/TP\\_Registration.aspx](http://smart.nsdcindia.org/TP_Registration.aspx) in browser (Chrome).

Step 2: Login with the TP login credentials sent to Email ID provided during registration.

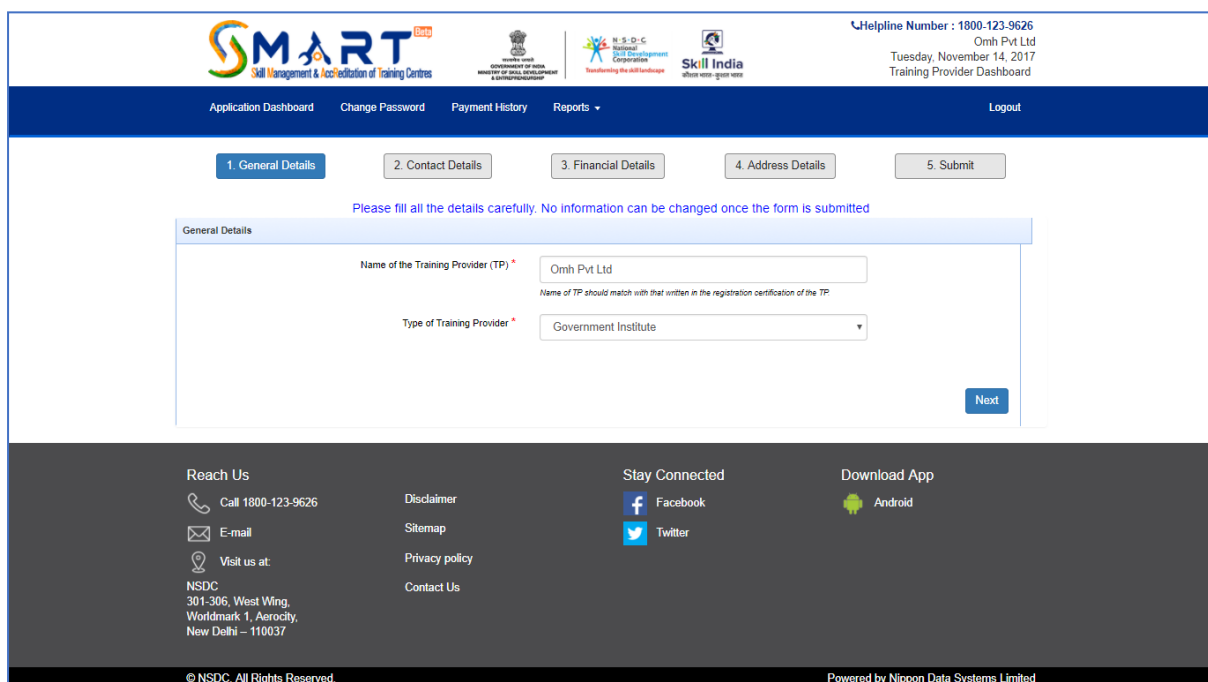
Step 3: System generated password needs to be changed as soon as you login on SMART.



The 'Change Password' window contains three input fields: 'Existing Password\*', 'New Password\*', and 'Confirm Password\*'. Below the fields are two buttons: 'Save' (green) and 'Reset' (red).

Figure 1 Change password window


Step 4: Filling of TP registration form






The screenshot shows the 'TP Registration - General details tab' in the SMART application. The page header includes the SMART logo, NSDC logo, and Skill India logo. The navigation menu includes 'Application Dashboard', 'Change Password', 'Payment History', 'Reports', and 'Logout'. The main content area has five tabs: '1. General Details', '2. Contact Details', '3. Financial Details', '4. Address Details', and '5. Submit'. The 'General Details' tab is active, showing a form with the following fields: 'Name of the Training Provider (TP)\*' (text input with value 'Omnh Pvt Ltd'), 'Type of Training Provider\*' (dropdown menu with value 'Government Institute'), and a 'Next' button. A message above the form states: 'Please fill all the details carefully. No information can be changed once the form is submitted'. The footer contains contact information, social media links, and a disclaimer.

Figure 2 TP Registration - General details tab

Step 5: Click on “Contact Details” button.



Helpline Number : 1800-123-9626  
abc  
Wednesday, November 15, 2017  
Training Provider Dashboard

Application Dashboard
Change Password
Payment History
Reports
Logout

1. General Details
2. Contact Details
3. Financial Details
4. Address Details
5. Submit

Please fill all the details carefully. No information can be changed once the form is submitted

Contact Person Details

Name of CEO / MD / Head \*

Email of CEO / MD / Head \*

Mobile No. of CEO / MD / Head \*

Designation of CEO / MD / Head \*

Gender of CEO / MD / Head \*

Name of the Authorized Signatory \*  Same as above as CEO / MD / Head

Email ID of the Authorized Signatory \*

Mobile Number of Authorized Signatory \*

Designation of Authorized Signatory \*

Gender of Authorized Signatory \*

Name of the Single Point of Contact (SPOC) \*  Same as above as Auth Signatory

Email ID of SPOC \*  Validate

Mobile number of SPOC \*  Validate


Designation of SPOC \*


Gender of SPOC \*


Landline No. of the TP

Prev
Next

**Reach Us**

 Call 1800-123-9626

 E-mail

 Visit us at:

NSDC  
301-306, West Wing,  
Worldmark 1, Aerocity,  
New Delhi – 110037


**Disclaimer**


[Sitemap](#)

[Privacy policy](#)


[Contact Us](#)

**Stay Connected**

 [Facebook](#)

 [Twitter](#)

**Download App**

 [Android](#)

© NSDC. All Rights Reserved. Powered by Nippon Data Systems Limited

Figure 3 TP Registration - Contact details tab

Step 6: Click on “Financial Details” button.



SMART Skill Management & Accreditation of Training Centres

Ministry of Skill Development & Entrepreneurship

N.S.D.C. National Skill Development Corporation

Skill India

Helpline Number : 1800-123-9626

abc  
Wednesday, November 15, 2017  
Training Provider Dashboard

Application Dashboard Change Password Payment History Reports Logout

1. General Details 2. Contact Details 3. Financial Details 4. Address Details 5. Submit

Please fill all the details carefully. No information can be changed once the form is submitted

Financial

Year of Incorporation \* --Select Year of Incorporation--

Certificate of Incorporation \* Choose File | No file chosen View  
Please upload the specified document. Allowed File Type :JPG | JPEG | PNG | GIF | BMP | PDF. Allowed File Size 5MB Max.

Permanent Account Number (PAN) of the TP\* (Eg. ABCDR1222J)

PAN Proof \* Choose File | No file chosen View  
Please upload the specified document. Allowed File Type :JPG | JPEG | PNG | GIF | BMP | PDF. Allowed File Size 5MB Max.

Prev Next

Reach Us  
Call 1800-123-9626  
E-mail  
Visit us at:  
NSDC  
301-306, West Wing,  
Worldmark 1, Aerocity,  
New Delhi – 110037

Disclaimer  
Sitemap  
Privacy policy  
Contact Us

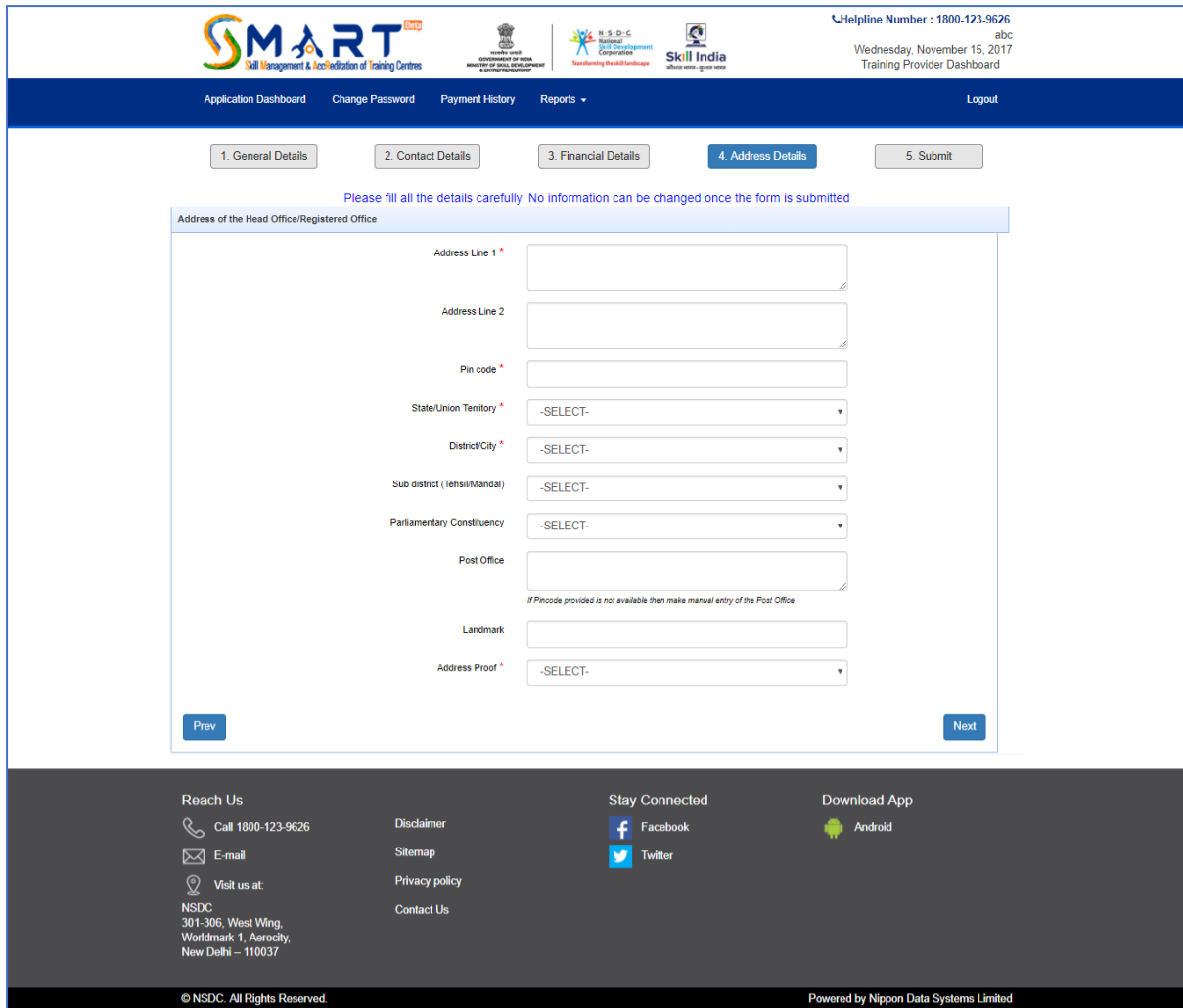
Stay Connected  
Facebook  
Twitter

Download App  
Android

© NSDC. All Rights Reserved. Powered by Nippon Data Systems Limited

Figure 4 TP Registration - Financial details tab

Step 7: Click on “Address Details” button.



SMART Skill Management & Accreditation of Training Centres

Ministry of Skill Development & Entrepreneurship

N.S.D.C. National Skill Development Corporation Transforming the Skill Landscape

Skill India

Helpline Number : 1800-123-9626  
abc  
Wednesday, November 15, 2017  
Training Provider Dashboard

Application Dashboard Change Password Payment History Reports Logout

1. General Details 2. Contact Details 3. Financial Details 4. Address Details 5. Submit

Please fill all the details carefully. No information can be changed once the form is submitted

Address of the Head Office/Registered Office

Address Line 1 \*

Address Line 2 \*

Pin code \*

State/Union Territory \* -SELECT-

District/City \* -SELECT-

Sub district (Tehsil/Mandal) -SELECT-

Parliamentary Constituency -SELECT-

Post Office \*

If Pincode provided is not available then make manual entry of the Post Office

Landmark

Address Proof \* -SELECT-

Prev Next

Reach Us  
Call 1800-123-9626  
E-mail  
Visit us at:  
NSDC  
301-306, West Wing  
Worldmark 1, Aerocity,  
New Delhi – 110037

Disclaimer  
Sitemap  
Privacy policy  
Contact Us

Stay Connected  
Facebook  
Twitter

Download App  
Android

© NSDC. All Rights Reserved. Powered by Nippon Data Systems Limited

Figure 5 TP Registration - Address details tab

Step 8: Click on “Submit” button.







Helpline Number : 1800-123-9626  
abc  
Wednesday, November 15, 2017  
Training Provider Dashboard

Application Dashboard
Change Password
Payment History
Reports ▾
Logout

1. General Details

2. Contact Details

3. Financial Details

4. Address Details

5. Submit

Please fill all the details carefully. No information can be changed once the form is submitted

**Declaration**

The applicant entity registering as Training Provider shall ensure the veracity of the information being provided through this form. It is attested by the applicant entity that the applicant entity has never been blacklisted or suspended by the Government of India, or any State Government or by any of its agencies, be it affiliated or autonomous. In case the information given here is found to be incorrect / misrepresented or misleading in any respect, National Skill Development Corporation (NSDC) shall have the right to initiate appropriate legal proceedings against the applicant entity and its director(s)/ proprietor(s)/ partners/ members of Managing Committee / officers. In such case, the applicant entity agrees to indemnify NSDC and its directors /officers for the same.

Further, NSDC shall have the authority to suspend or blacklist the applicant entity from participating in Accreditation, Affiliation, Continuous Monitoring and any other process. It is also agreed that the information about the suspension/ blacklisting would be made public and provided to all the Ministries implementing the Skill Development Schemes along with other relevant stakeholders.



Above captcha word is case sensitive.

Enter Text

Prev
Submit
Close

**Reach Us**

 Call 1800-123-9626

 E-mail

 Visit us at:

NSDC  
301-306, West Wing,  
Worldmark 1, Aerocity,  
New Delhi – 110037

**Stay Connected**

 Facebook

 Twitter


**Download App**




 Android

© NSDC. All Rights Reserved.
Powered by Nippon Data Systems Limited

Figure 6 TP Registration – Acceptance of Declaration & final submission tab

Step 9: Once registration form is submitted successfully, TP will be assigned to Desktop Agency for DA. If TP got Deemed Ready status, then TP will be able to register new TCs under him by clicking on “Create New TC” tab provided on the TP Dashboard.



Helpline Number : 1800-123-9626  
Omh Pvt Ltd  
Tuesday, November 14, 2017  
Training Provider Dashboard

Application Dashboard
Change Password
Payment History
Reports
Logout

### Training Centre Details

Parent Training Provider Name \*

Scheme \*

Training Centre Name \*

Name of Centre SPOC(Single point of contact) \*

Landline Number of Centre SPOC(Single point of contact)

Mobile Number of Centre SPOC(Single point of contact) \*  Validate

Email ID of Centre SPOC(Single point of contact) \*  Validate

Address Line 1\*

Address Line 2

Street Name:

Landmark

PinCode: \*

State/Union Territory \*  Saturation Index 0-25% for HIMACHAL PRADESH

District \*

Parliamentary Constituency: \*

Sub district (Tehsil/City)

Post Office

Name of Centre Head\*

Contact Number of Centre Head\*

Email Address of Centre Head\*

Address Proof\*

Please upload the specified document.

Amazon pdf
View

Allowed File Type :JPG | JPEF | PNG | GIF | BMP | PDF

The Training Provider shall ensure that Training Centre(s) under it , provide(s) correct and accurate information through the Centre Accreditation Application Form and through all stages of the accreditation , affiliation , continuous monitoring or any other process. The Training Provider shall be vicariously liable for the actions of and/or any damage caused by its Training Centre and/or its Training Centre's employees. In such case, a Training Provider shall indemnify NSDC and its directors / officers or any such appropriate authority that suffers such loss. In case the information given here is found to be incorrect/misrepresented or misleading, National Skill Development Corporation (NSDC) shall have the right to initiate appropriate legal proceedings against the Training Provider, Training Centre and their directors/officers/employees. NSDC shall also have the authority to suspend or blacklist the Training Provider and / or Training Centre from participating in this Accreditation, Affiliation, Continuous Monitoring and any other process. It is also agreed that the information about the suspension/ blacklisting would be made public and provided to all the Ministries implementing the Skill Development Schemes along with other relevant stakeholders.

Save

**Reach Us**

Call 1800-123-9626

E-mail

Visit us at:

NSDC  
301-306, West Wing,  
Worldmark 1, Aerocity,  
New Delhi – 110037

**Disclaimer**

**Sitemap**

**Privacy policy**

**Contact Us**

**Stay Connected**

Facebook

Twitter

**Download App**

Android

© NSDC. All Rights Reserved.
Powered by Nippon Data Systems Limited

Figure 7 TC registration form filled by TP