NSR Registration Process

Website

https://nationalskillsregistry.com

Use **Aadhaar XML KYC** or **Video KYC** process for completing your NSR registration since the same can be completed online itself using only Internet facility and you do not need to travel anywhere. NSR registration process is completed when you receive your 12 digit ITPIN Professional Identification Number (**ITPIN**) from NSR system and you login and download your NSR Electronic Card using the **Request for - Generate NSR e-Card** option from your ITPIN based login on NSR site. Provide your ITPIN to your company HR**.**

Write to us at nsr@nsdl.co.in for any assistance.

Important: NSR registration requirements

- Use Google Chrome browser for NSR registration
- Use Windows computer (laptop or desktop) or Mobile Phone with Android OS.
- Do not use Apple (MAC) computers or iPhone mobiles since certain applications may not work on such devices.
- Ensure **Cookies are allowed** on your Chrome browser before you start NSR registration process. For this **click on the three dots in top right corner**, go to **Settings – Privacy and Security** and **Cookies and other site data** to **Allow** cookies for your browser. Delete all cookies and temp files also in your browser.

NASSCOM® NSR Credible Data, Credible People NSDL Database Management Limited

ABOUT US | KNOW NSR | KNOWLEDGE PROFESSIONALS | COMPANIES | NSR I

NASSCOM®

NSR CREDIBLE DATA, CREDIBLE PEOPLE

Click on "**Register Now**" link to start

FOR KNOWLEDGE PROFESSIONALS | FOR COMPANIES

NEW USER?

Register Now

Complete your Registration

Registration explained

POS Contact Details

ALREADY REGISTERED

Access your Profile

Forgot ITPIN/Login ID/Password

EBC Verification

NSR Tour

Query/Grievance

Quick Links

NISM Certification

NSR seeks to develop a unique and trusted fact-sheet of information about the registered professionals. Your fact-sheet will have your personal, educational and experience information. You can choose to share this information with a NSR subscriber company through the system. Such company and your present employer company will have access to your details and can get the details verified by a background verification agency or view the details of already available verification reports and can upload the details of verifications conducted by them. The verification agency will verify the details claimed by you and will post the verification results against your profile. The information entered by you and verification results on such information can be viewed by your present employer company and companies authorised by you.

1. You can create only one NSR profile for you, any subsequent profile if created by you will be marked by NSR as a duplicate profile.

2. Please ensure that you enter only correct and accurate information on your profile so that verification results are positive.

3. Information once verified cannot be edited or deleted and will become permanent.

Registration is a two step process

STEP I: Create your profile on NSR website

STEP II: Registering finger prints data through a Point of Service (POS)

STEP I: Create your profile on NSR website.

- The data will be collected in three sections viz, Section 1 (Personal Details), Section 2 (Qualification Details) & Section 3 (Employment Details).
- You will be requiring the following while registration and filling the section 1 of registration.
    - Passport Number (if any).
    - Permanent Account Number (if any).
    - Details of Qualifications, year of passing, name of the board/university, and roll numbers.
    - Details of past & present employment (if any).
- At the end of first section you will be required to set up your Login Id, and two passwords (Login & Transaction). You need to remember these to use NSR.
- Once you set up the password, system will provide an 'Acknowledgement Number'. Please record & remember this acknowledgement number. You will need the Acknowledgement number and login password to complete your profile, if you decide to complete it later. You can break the session after completing this first section.
- After successfully completing all the 3 sections the system will ask for payment of registration fee viz. The NSR fee includes registration fee of ₹ 300, first year annual maintenance fee ₹ 100 and applicable tax. (Tax will be applicable as per present address mentioned by you during NSR registration process).
- Method of payment: You may pay the fees online using Credit card at the end of web-registration; or in Cash or Demand draft to Point of Service (POS)
- After selecting the payment option as Payment to POS or making the payment online, system will generate your acknowledgement form. Please print the form. You need to affix a recent passport size photograph, sign this and submit to POS to complete your registration.

STEP II : Registering finger prints data through a Point of Service (POS)

- Visit POS within 50 days from generation of acknowledgement number. Link to the list of POS centers is available on home-page of NSR website.
- Do not forget to carry along with you the following

  a) Photo identity for yourself (List of Documents)

  b) Acknowledgement form - please paste your recent photograph on it.
- POS will scan your fingerprints, signature and photograph.
- Pay fee of ₹ 400 + Applicable tax to the POS (if not paid online).

Click on "**Submit**" button

Terms & Conditions governing your registration and usage of the system (Please read)

◉ **I Agree** ○ **I Disagree**

Submit

NSR Registration Requested By

This is an important field. Please notify to the system the details of the company that has suggested you to reg y which has issued you Based on your sel ation is complete. It car

Select **only** "**My Present Employer**" option and select **exl Service.com** company in drop down and enter your **correct** employee code as specified in email sent by NSR

My Future Employer and Registering at my own is not to be selected

In case you have not been advised by any company to register you may choose the option "Registering at my own"

- **My Present Employer** exl Service.com India Pvt Ltd **Emp Id** EMP1605000977

  (Use this option, if you have already joined the company and have an employee id)

- **My Future Employer** SELECT OPTION **Reference No**

  (If you have been issued Offer letter by a company e.g. IBM, Cognizant, Infosys and asked to complete NSR Registration, use this option – **Enter Reference no only if provided, else leave it blank**)

- **Registering at my own**

  (To be used only if no company has asked you to register and you are registering at your own)

Personal information

Given Name (First Name)* Mr. Abhijit

Middle Name Sudhakar

Last Name* Thombare

Previous Name (if any)

Gender* ☒ Male ☐ Female Date of Birth* MMM DD YYYY

Mothers Maiden Name* Shalini

Fathers Full Name* Sudhakar Thombare

Spouses Name Mrs.

Nationality* ◉ Indian ○ Other

Present Address

House No./Apartment name / Block No. *: C103, Ratnasagar

Road / Street / Lane: 3rd Road

Area:

City: Mumbai

State: Select State

If outside India:

Country: India

Pin / Zip Code: 400013

Immediately Previous Address

Did you stay at your present address for less than one year? ◉ No ○ Yes

House No./Apartment name / Block No. *

Road / Street / Lane

Area

City

State Select State If outside India:

Country India

Pin / Zip Code

Permanent Address

Is your Permanent Address and present address same? ○ No ◉ Yes

House No./Apartment name / Block No. * C103, Ratnasagar

Road / Street / Lane 3rd Road

Area

City Mumbai

State Select State If outside India:

Country India

Pin / Zip Code 400013

Other Personal Information

Telephone *	Resi . Country Code (ISD)- State Code (STD)- Phone-
	Office Country Code (ISD)- State Code (STD)- Phone-
	Country Code (ISD) Mobile - 9819914212 Send OTP Resend OTP
	Enter OTP Verify
E – mail ID *	abhijit@gmail.com Verify
Passport Number	
Place of Issue	Date of Expiry MMM DD YYYY
Permanent Account Number (PAN)*	

Click on **Send OTP** button enter the OTP sent to your mobile number and click **Verify** to Confirm

Click on **Verify** button and then login to your email id mailbox and click on the link sent by NSR to confirm. Click on "**Verify**" button only once

PAN is to be compulsorily entered

(In case you do not have PAN, then kindly click on following link for obtaining PAN using your Aadhaar.)

Password Information

Authentication

Please create your login credentials. Kindly remember the same for future access to the site

Hint Question for resetting password *	Select
Answer to the hint question *	Movie
Login ID *	abhijitt

Login Id can be your **name** if it is between 6 to 8 characters long

Password Rules: Password length must be minimum 8 characters. Password should be alphanumeric with mix of capital and small letters and numbers and must always start with an alphabet

Login Password *	********	Confirm Login Password *	********

Important : Please remember your Login Id and Login Password for future access.

Word Verification 748168

*Type the characters that you see in the picture above and then click on "**Save & Continue**" button

Save & Continue | Save & Exit | Exit

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Qualification Details

Fields marked in * are compulsory

Welcome *Abhijit Thombare*, Your Acknowledgment Number is 108452336S. Please Note the same

(Your registration is not yet complete, NSR will generate acknowledge form after you complete all required fields including fee payment mode.)

Academic Qualification

Please note down your Acknowledgement Number

		* (If your Board/University is not listed in drop down select others option to enter your Board/University)	Roll Number (as appearing on the certificate)	Year of passing *
SSC		--Select--		Year
HSC		--Select--		Year
--Select--	B. E.	--Select--		Year
--Select--		--Select--		Year

Add More Academic Qualification

Non Mandatory section: If you have all your education details readily available, you can fill up this section now, or you can leave this page completely blank for now and click on "**Save & Continue**" to fill it later.

If the University of your Academic qualification is not available in the Board/University drop down use the option "OTHER" in the drop down. A pop up box will appear and you can type the actual University name as displayed below. Ensure that the pop up blocker is disabled in your Internet Explorer browser. To disable the same go to Tools menu – Pop up blocker – Turn off pop up blocker.

Non Mandatory Section: You can fill up your educational details page later. Click on "**Save & Continue**" and submit this page to go to employment details page.

Professional Qualification

Non Mandatory Section: You can fill up your educational details page later.
Click on "**Save & Continue**" and submit this page to go to employment details page.

Professional Body *	Course *		Number	passing / completion *	ship Number (if any)
				Year	
				Year	

Add More Professional Qualification

Technical Qualification

Examples are MCSE, IBM, ORACLE certification

Name of Course *	Board/ University/ Institute *	Place of Board/ University/ Institute *	Roll Number (as appearing on the certificate)	Year of passing / completion *
				Year
				Year

Add More Technical Qualification

Save & Continue | Save & Exit | Exit

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Employment Details **Fields marked in * are compulsory**

Welcome *Abhijit Thombare*, Your Acknowledgment Number is 123456789Y. Please Note the same

(Your registration is not yet complete, NSR will generate acknowledge form after you complete all required fields including fee payment mode.)

Current Employer Details

Presently Employed *	(•) Yes ( ) No
Present Employer Name *	exl Service.com India Pvt Ltd — Click for selecting employer company
Employee Code	EMP1605000977
Address *	A 18
	Sector 59
City *	Noida
State *	Uttar Pradesh — If outside India
Country *	India
Pin Code *	201301
Telephone *	ISD 91 STD 120 Phone - 6774630 Extn
Joined in *	Month Year
Joined as *	CCA
Present Designation *	CCA — Effective From: Month Year

Specify **exl Service.com India Pvt Ltd** as your present employer company and **enter your correct employee code** without any special characters or spaces.

Submit & View

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National Skills Registry

NSDL Database Management Limited

VIEW ITP REGISTRATION DETAILS

Welcome *Abhijit Thombare*, Your Acknowledgment Number is 100063640O. Please Note the same

(Your registration is not yet complete, NSR will generate acknowledge form after you complete all required fields including fee payment mode.)

Personal Information

Name	Mr Abhijit Sudhakar Thombare
Nationality	Indian
Gender	Male
Date of Birth	29-May-1982
Mother's Maiden Name	Sunita
Father's Name	Mr. Sudhakar Thombare
Present Address	C103,Ratnasagar, 3rd Road, Babasaheb Ambedkar Marg, Pune - 415136 MAHARASHTRA, INDIA
Immediately Previous Address	
Permanent Address	12, Sagar Apartments, Lokmanya Tilak Road, Pune - 405161, MAHARASHTRA, INDIA
Residence Telephone	91-20-25615131
E-mail ID	abhijitt@gmail.com

Qualification Details

ACADEMIC QUALIFICATIONS

Qualification	Qualification & College Name	Board/University	Roll Number (as appearing on the Certificate)
Graduation Degree	BE - K. J. Somaiya Institute of Mgmt	Univ. of Mumbai - Mumbai	42515151
HSC		Maharashtra State Board of Secondary and Higher Secondary Education	BO451515
SSC		Maharashtra State Board of Secondary and Higher Secondary Education	BO123456

Present Employment Details

Company's Name	ABC Software Pvt Ltd		
Employee Code	325123		
Joined In	Jan-2015	Joined As	Project Lead
Present Designation	Project Lead (Effective from Jan-2015)		
Address	11, Jupiter Chambers Solitaire Knowledge Park Okkiyam, Thuraipakkam Chennai - 567889 TAMILNADU , INDIA		
Telephone	91-44-57575767		

Click Authenticate button to continue the process.
Payment will not be required by the system.

Modify

Authenticate yourself and make payment

Select KYC Option

Welcome Abhijit Thombare, Your Acknowledgement Number is **108452336S** Please note the same

Select Mode of Registration	
◉	Aadhaar XML KYC.
○	Video KYC.

REGISTER USING YOUR AADHAAR

This is the quickest and easiest way to register.

Visit UIDAI Website to generate your Aadhaar Record (View Demo)

*Mobile Number must be linked with Aadhar.

d Aadhaar Paperless Offline e-KYC Click here. If you already have Aadhaar Paperless Offline e-KYC go to step 2.

Select & Upload the Aadhaar Paperless Offline e-KYC file saved on your computer. Please ensure that the zip file is uploaded.

AADHAAR PAPERLESS OFFLINE E-KYC * [ ] Browse...

ENTER FILE PASSWORD * [ ]

☐ I willingly submit my Aadhaar record and give an electronic consent and authorization to NSDL Database Management Limited.

Details of consent provided for Aadhaar Paperless Offline e-KYC to create NSR profile, please read

SUBMIT

For downloading your Aadhaar XML zip file click on this link and get redirected to UIDAI website.

Click here to view the instructions for download of Aadhaar zip file from UIDAI website

Browse the zip file which you downloaded for UIDAI website.

Password will be the 4 digit number which you had setup on UIDAI website for downloading your zip file.

Tick this box

Download Aadhaar XML Zip file from UIDAI website

Home - Unique Identification Au

https://resident.uidai.gov.in/offline-kyc

My Aadhaar | About UIDAI | Ecosystem | Media & Resources | Contact & Support

My Aadhaar > Aadhaar Services > Aadhaar Paperless Offline e-kyc (Beta)

Aadhaar Paperless Offline e-KYC

Aadhaar Paperless Offline e-KYC is a secure and shareable document which can be used by any Aadhaar holder for offline verification of identification.

After entering Aadhaar/VID, create a Share Code of 4-characters. A ZIP file containing the Resident's Paperless Offline eKYC will be password protected using the same Share Code. The file will be downloaded into the Resident's device/desktop.

To avail the service the resident will have to share the ZIP file, the Share Code and registered mobile number with the service provider.

Enter your 12 digit Aadhaar number or 16 digit Virtual ID to begin.

Aadhaar Number | Virtual ID

Aadhaar Number *

12 Digit UID (1234/1234/1234)

Enter Security Code *

Type the character you see in the picture.

l 6 0 i q

Send OTP | Or | Enter TOTP

Click on "**Proceed for Payment**" button. System will not ask for payment. To clarify <u>you do not need to make any payment</u> if you have selected **exl Service.com India Pvt Ltd** as present employer company and entered your **employee code** correctly.

If your mobile number is not linked to Aadhaar you can choose Video KYC option

Your computer needs to be have access to camera and audio

Note:
Video KYC option is to be used only if you have not completed Aadhaar XML KYC. If you have already done Aadhaar XML KYC then Video KYC is not required for you.

Upload your Address proof, Colour photo and PAN card scan jpg images

Welcome *Abhijit Singh*, Your Acknowledgement Number is100175546Q Please Note the same.

Personal Details

Name	Abhijit Singh
Date of Birth	07-May-1980
Gender	Male
PAN	JDRST5657O
Present Address	12,Satchidanand Apartments, B Wing,Mahatma Gandhi Road,Sector 58 Noida-201310,UTTAR PRADESH
Permanent Address	12,Satchidanand Apartments, B Wing,Mahatma Gandhi Road,Sector 58 Noida-201310,UTTAR PRADESH

Upload your passport size colour photo and colour PAN card scan jpg image

Upload Identity Documents

Note : Good quality image which is clearly visible. File should be jpg with less than 1 mb size

Upload Passport Size Colour Photo

Browse

Upload PAN card Colour scan image *

Browse

Upload Address proof Documents

Note : Address proof document in your name to be considered valid.

Select address proof type, enter proof number and upload name and address side

t Address Proof Type *: Voter_Identity_Card

Address Proof Number *: S5675764

Upload Address Proof Scan Image *: Browse

Voter Id.pdf

The photo, PAN image and Address proof image uploaded needs to belong to you only. The uploaded images must be scanned properly and must be of good quality to ensure that the details are clearly and completely visible. The PAN card image needs to match to your Identity details and PAN. The address proof image needs to match to your Present or your Permanent address. The address proof image uploaded needs to display your Name and your complete address. If the images uploaded are found to be incorrect, of poor quality or do not match with your entered information, then your registration is liable to be rejected.

(Good quality image which is clearly visible ,pdf or jpg of less than 5 mb size, scan both sides)

Proceed for Video KYC

Video KYC page

Video Based Identification Process

Click here to activate camera

Dear Abhijit Singh

Welcome to Video Based Identification Process, you can now complete your KYC.

How to use?

- Video KYC process requires access to your camera and audio for facilitating this process.
- Video KYC needs to be done at a well-lighted and quiet place where in your face is clearly visible and your voice is audible.

Once the camera is started read out the following

- My name is Abhijit Singh and I am completing the Video KYC for my National Skills Registry profile creation.
- My Date of Birth is (specify the Day, Month, Year)
- The Code seen on my screen is 5097

To Start | To Record

To Play | To Stop

Video KYC page

Video Based Identification Process

Dear Abhijit Singh

Welcome to Video Based Identification Process, you can now complete your KYC.

How to use?

- Video KYC process requires access to your camera and audio for facilitating this process.
- Video KYC needs to be done at a well-lighted and quiet place where in your face is clearly visible and your voice is audible.

Once the camera is started read out the following

- My name is **Abhijit Singh** and I am completing the Video KYC for my **National Skills Registry** profile creation.
- My Date of Birth is (specify the Day, Month, Year)
- The Code seen on my screen is **5097**

Click on this round button to Start recording

To Start

To Record

To Play

To Stop

Video KYC page

Video Based Identification Process

Dear Abhijit Singh

Welcome to Video Based Identification Process, you can now complete your KYC.

How to use?

- Video KYC process requires access to your camera and audio for facilitating this process.
- Video KYC needs to be done at a well-lighted and quiet place where in your face is clearly visible and your voice is audible.

Once the camera is started read out the following

- My name is **Abhijit Singh** and I am completing the Video KYC for my **National Skills Registry** profile creation.
- My Date of Birth is (specify the Day, Month, Year)
- The Code seen on my screen is **5097**

After stating Name, Date of Birth and the code seen on the screen click on this **square** button to stop.

To Start

To Record

To Play

To Stop

Video KYC page

Welcome to Video Based Identification Process, you can now complete your KYC.

How to use?

- Video KYC process requires access to your camera and audio for facilitating this process.
- Video KYC needs to be done at a well-lighted and quiet place where in your face is clearly visible and your voice is audible.

Once the camera is started read out the following

- My name is **Abhijit Singh** and I am completing the Video KYC for my **National Skills Registry** profile creation.
- My Date of Birth is (specify the Day, Month, Year)
- The Code seen on my screen is **5097**

To Start

To Record

To Play

To Stop

Click on "**Submit Video KYC**" to proceed to next page

SUBMIT VIDEO KYC

NSR Registration is Completed

NSR registration completed successfully. Your IT Professional Identification Number (ITPIN) will be sent to your NSR profile email id soon. Your Acknowledgement Number is _____.

Kindly write email to nsr@nsdl.co.in specifying your Acknowledgement Number if your ITPIN generation email / sms is not received by you in the next few days.

How to continue your NSR registration in case you have left it incomplete!

If you wish to take a break in the NSR registration process and complete it later, then note down your Acknowledgement number and visit the "**Complete your registration**" link on NSR homepage and enter your Acknowledgement Number and Login Password to continue the process and complete the same.

Post Registration process

1) NSR registration process is complete once you finish the **Aadhaar XML KYC process** or **Video KYC process**. This is a completely online process and you do not need to travel anywhere.
2) **Your final unique 12 digit** IT Professional Identification Number (**ITPIN**) will be sent to you by SMS / Email in a few days. ITPIN is to be provided to your Company HR.
3) Go to "**Already Registered, Access your profile**" link on NSR site https://www.nationalskillsregistry.com and access your profile using your **ITPIN** and your login credentials to check your details.
4) You can go to "**Request for – Generate NSR e-Card**" feature in your ITPIN based login and download your NSR electronic card. The same can be provided to your company HR as proof of you having completed your entire NSR registration process.
5) Write to nsr@nsdl.co.in for any queries or assistance required.

Thank You