National Skills Registry (NSR) tour for Registered Professionals

This tour is intended to give a view of the NSR system to the registered professionals and indicate various functions available and how these can be utilized.

Register for NSR: For guidance on registration process and related queries please visit following links: https://www.nationalskillsregistry.com/checklist.htm

How to access your NSR profile: Please visit following links for details on accessing your NSR profile or for forgotten ITPIN, Log-in ID and Passwords: https://nationalskillsregistry.com/nasscom/pageflows/itp/itpTransactions/ItpTransactionsController.jpf

How to use your NSR profile

Details of functionality and features available to NSR registered professionals are explained below to help them develop a better understanding on using NSR.

Welcome Screen

When you log-in to your NSR profile following information is presented on the log-in page:

Your Name as recorded on NSR
Your Last Log-in Date
Date of validity of your NSR Annual Fee

NSR Menu Options: Following menu options will be available and can be used; these are explained in detail later in this tour (These functions (except for renewal registration) can be availed by such registered professionals whose NSR Annual Fee validity date has not yet passed i.e. NSR Annual Fee is still valid):

Main Menu Option	Sub Options	Details of the Function	Applicable Fee	Transaction Password Required
My Profile	View Profile	View Your Profile as presently registered on NSR along with your photo, EBC reports (if any) and employer confirmations (if any)	Nil	No
	Add New Qualification	Add any qualification not appearing on your profile – either newly acquired or missed-out during registration	Nil	Yes
	Change in Current Designation	Update any changes to your current designation at your present employer company	Nil	Yes
	Change in Employment	Enter relieving date for your last employment and add your new employment to your profile	Nil	Yes
	Change in Permanent Address	In case you have moved to a different permanent address record the same using this function	Nil	Yes
	Change in Present Address	In case you have moved to a different present address record the same using this function	Nil	Yes
	Correct errors	In case you observe any	Nil	Yes

	in Data	mistakes in your profile data the same can be corrected using this option. Only Not Verified Data can be corrected. This option can also be used for adding any previous employment not entered earlier.		
Change My	Login Password	You can register your new log-in password here.	Nil	No
	Transaction Password	You can register your new transaction password here.	Nil	Yes
Reques t For	EBC Verification	Set-up a request for verification of your profile. View the status of pending verification requests.	Verificati on charges will be payable to the assigned empanell ed backgrou nd checker.	No
	Lost KP Card	Request for issuance of a Duplicate NSR card	Rs. 100 + applicabl e taxes.	No
	Permit Companies	Authorise Companies to view your NSR profile along-with verification reports	Nil	No
	Renewal Registration	Pay annual fee for renewal of your NSR registration – Online Payment or POS registration	Rs. 100 + Applicabl e taxes	No

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	Reset Transaction Password	Set-up a new transaction password request if old password is forgotten	Rs. 25 + Applicabl e taxes	No
	Card Delivery Status	Check the details of your NSR card dispatch date	Nil	No
Log-out				

Some of the important functions are explained below:

My Profile: View Profile: This is your profile which is hosted on NSR the industry's information reference portal. Your profile includes following details:

- Details registered by you during the registration process or updates thereafter,
- Employment details confirmation by your employer companies (if any) and
- Background checks reports uploaded by empanelled background checkers / your employer company.

The details shown here include the data as registered by you, verification status of your data (Not Verified/Pending for Verification/Verified) and Verification results / present employer confirmations.

Based on your authorization companies' view your profile and background checkers conduct the verification. Therefore it is important to keep this profile update and ensure accuracy.

Using this feature, you can view your profile as registered on NSR on a periodic basis and check for any updations/corrections required. You can also view your profile on occasions like change in address, designation, employment, additional qualification etc.

My Profile: Add new qualification: You can update your profile with new qualifications, certifications and courses done by you or done earlier but missed-out from entering while registering your profile. The system will present the complete page for entering the desired qualification.

You need to be careful to ensure that you add only such qualifications which are not already appearing in your profile else the same information will appear twice

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and look confusing. Also ensure that you have already completed the qualification before adding the same.

My Profile: Change in Designation: In case your designation with your present employer company is changed you can update the same on NSR e.g. if with your present employer company XYZ your current designation is "Assistant Manager" and you are promoted as a "Manager", you can post this on your NSR profile.

Designation change can be updated only for present employer companies. Designation change can be done even after your present employment details have been subjected to background verification / employer confirmation. System will show your present employer company name, your employee code and present designation as available on the system. You can enter your new designation and the date from which it became effective.

My Profile: Change in Employment: In case you registered as a fresher i.e. presently not employed person you can use this function to add your first employment.

In case you have already registered your present employment details on NSR, you can use this function to add your relieving date from your last employment and add your new employment date. This is very important as it will enable your next employer company to access your NSR profile and will also disable the access of previous employer company.

My Profile: Change in Permanent / Present Address: These functions can be used to update your new permanent / present address in case of any change. The new address can be entered using this feature and such address appears on your NSR profile. NSR also keeps track of your previous addresses by maintaining such addresses in the history records and can be referred.

In case the address on your NSR profile has not changed but it requires only a correction use the feature for "Correction in Data".

My Profile: Correct errors in Data: This function allows you to correct any errors that you have made in registering your profile data. You can view the profile using "View Profile" and correct (if required) using this function. It may be noted that **only "Not Verified" information can be corrected**.

Using this feature you can also enter information which you have **previously not entered information** such as PAN, Passport details etc or complete any incomplete information e.g. you have entered your address but missed-out on some important land-mark or say building name, same can be updated here. Another example you have mentioned your qualification but could not provide roll-number at the time of registration same can be entered using this option.

You can also enter your **previous employment experiences if missed earlier** using this function.

Your name, date of birth, gender and mother's maiden name cannot be corrected using this feature. Please refer to FAQ on common problems for procedure to correct the same.

Request For: EBC Verification: In case you intend to get your NSR profile details background verified by an NSR empanelled background checker (EBC) this function can be used. You can review your profile and initiate a background check. You have an option to request background check for your complete profile or part of the profile. A **Baseline Verification Package** has been provided which covers common industry requirements. The cost of conducting verification will need to be paid by you directly to the background checking company. You are requested to read through details of verification processes and cost involved available at the following link: https://www.nationalskillsregistry.com/background-verification.htm

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NSR system will allocate an EBC to handle your request. Such EBC will get in touch with you to collect the necessary documents and fee for processing the request. EBC will post the verification results against your profile on completion of verification process. You can also view the verification results for your profile and if desired share the same with companies of your choice.

Request For: Lost NSR KP's Card: In case you have lost your NSR card and intend to obtain a duplicate card the same can be done using this option. You can specify the address at which the card should be sent. The fee for issuing a duplicate card and sending the same is Rs. 100 (+ applicable taxes) and can be paid either online using your credit/debit card or can be paid in cash to a NSR Point of Service Center.

Request for: Permit Companies: You can permit NSR subscriber companies to view your NSR profile along-with background check reports if any. This may be done if any company has requested you to permit such company to view your profile or at your own if you are interested in showing your profile to any company.

You can also specify the period (maximum 60 days) for which such company can access your profile. During such period company will be able to view/download your profile and also order a background check on your profile if required by such company.

Using this feature you can also ascertain if the company permitted by you has viewed your profile or not.
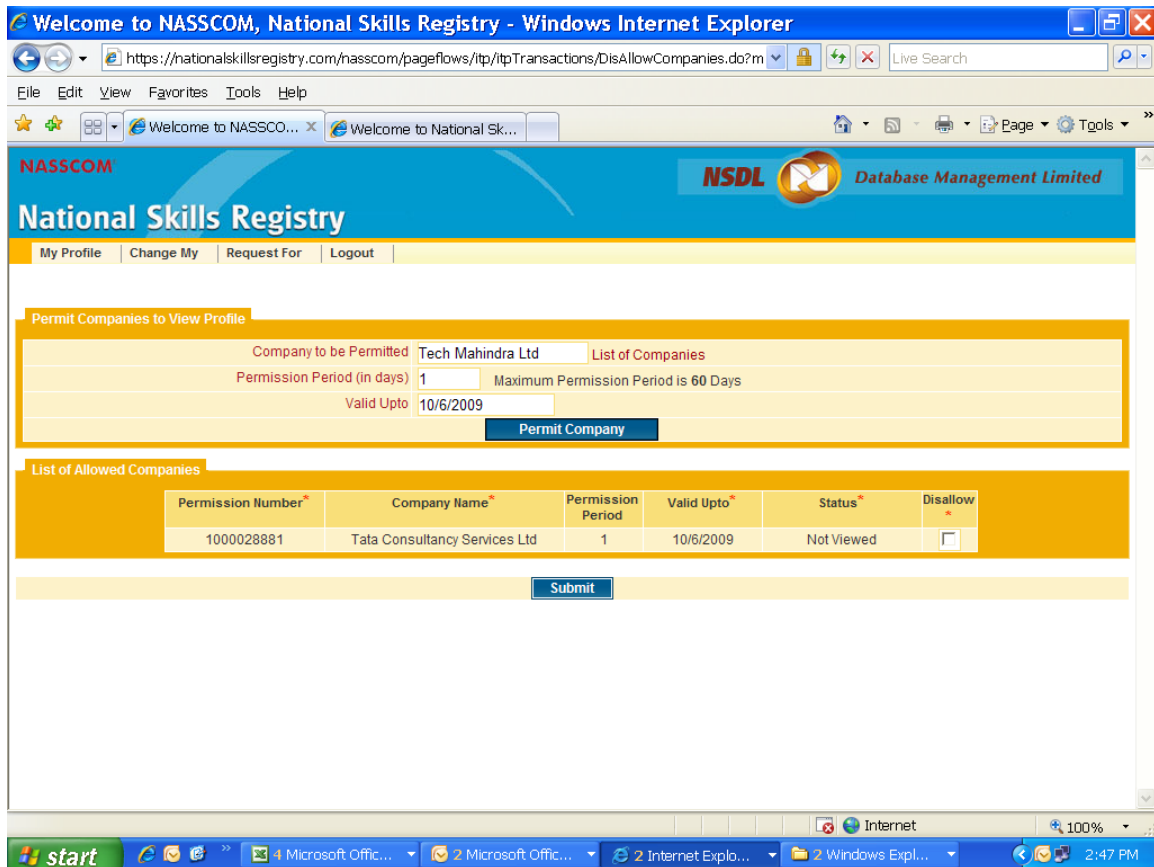
Request for: Renewal Registration: In case you're NSR Annual Fee has already expired or is about to expire you need to pay the annual fee to continue to use your NSR profile and remain an active member of this industry reference database. The fee is Rs. 100 plus applicable service tax for one year. The fee can be paid either online using your credit/debit card or can be paid in cash to a NSR Point of Service Center. You also have an option of paying the fee in advance for multiple years so that you do not have to pay the fee every year.

If an **online payment** is made successfully, validity of annual usage fee for your profile is extended **immediately**. In case you select to make a payment by cheque/DD/cash to POS center, you can select the number of years for which you want to make the payment and select the mode of payment as **"Payment to POS"**. System will generate a bill for you indicating the amount to be paid. You can take a print of the bill and send it to the POS office along-with your cheque/DD (to be drawn in favour of the POS entity chosen by you). POS will process the bill and the validity period will get updated on the system.

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