

National Skills Registry (NSR) tour for Subscriber Companies

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

Join NSR: For guidance on joining process and related details please visit following link:
<https://www.nationalskillsregistry.com/nsr-for-you.htm>

Accessing NSR as a corporate user: Subscriber companies can identify such officials of the company who needs to access NSR as a corporate user. These could generally be officials involved in functions such as Employee relations, Background Checks, Recruitments etc. The users could be located anywhere and can access NSR based on their user ID and Digital Signature Certificate (DSC). **All users are required to obtain and use DSC to access NSR system. For details on process for obtaining DSC please contact adityas@nsdl.co.in** . For companies there are two types of user roles i.e. Admin User and Functional User.

Admin User is primarily a user administrator on NSR system who is enabled to create Functional users for the company, issue role privileges to users and suspend/delete such users. Admin User can be registered by sending duly authorized Admin User creation Form to NDML. Click here to download Admin User creation Form.

Functional Users: All functions on the system are performed by Functional users. Functional User can be created on NSR system by the Admin User.

Details of functionality and features available to NSR Subscriber Companies are explained below to help develop a better understanding on using NSR.

Log-in page for Corporate Users:
<https://nationalskillsregistry.com/nasscom/pageflows/usermgmt/UserMgmtTransactionsController.jspf>

Functions Available: Some of the important functions available to Subscriber companies are mentioned below and explained in detail later in this tour:

Details	Admin Users	Functional Users
Number of Users	Maximum 3	No restriction
Functions and Privileges		
<i>User Management: Create and Manage Users</i> on	Yes	This function is not available to a functional

<p>behalf of the company to access and use NSR.</p> <p>These could be users for different branches, verticals or functions or as may be required.</p>	<p>Administrator can also assign roles to the users being created. The roles available for assignment are described in this document.</p> <p>This also includes right to assign NSR roles to users, modify user details, suspend a user or re-activate a suspended user or permanently delete a user.</p>	<p>user.</p>
<p><i>View / Search details of Registered Professionals and Employees :</i></p> <p>Details of Registered Professionals / employees available on NSR along-with verification comments can be seen / downloaded.</p>	<p>This function is not available to an Admin user.</p>	<p>Yes</p> <p>Employees' details can be seen till the time employee is working with the organization. There is no cost.</p> <p>Other professionals: Access to such Registered Professionals information is allowed who have authorized the organization to view his/her details. Such authorization by registered professionals is valid for a period of 60 days. Cost is Rs. 300 plus applicable Service Tax for each professional profile.</p>
<p><i>Download profiles of registered professionals and employees:</i> This facility allows the users to download the profiles of registered professionals in XML file formats. This can be used for porting to HR database or showcasing to clients etc.</p>	<p>This function is not available to an Admin user.</p> <p>However when users request for downloading details of KPs or employees, details are provided to users only on confirmation by Administrator.</p>	<p>Yes</p> <p>Requires confirmation by Admin User.</p> <p>Access and costing rules as are applicable to view details will be applicable.</p>
<p><i>Set-up Verification Requests:</i> This facility allows the users to set-up a</p>	<p>This function is not available to an Admin user.</p>	<p>Yes</p> <p>Access and costing rules as</p>

<p>background verification request on NSR system for the registered professionals.</p> <p>Verification agency can be selected by the users from the list of empanelled agencies. Details to be verified can also be marked.</p> <p>Charges for verification will be as agreed between verification agency and the company and will be directly payable to verification agency.</p>		<p>are applicable to view details (as above) will be applicable.</p> <p>Users can also review the verification results as they are reported on NSR by verification agency.</p>
<p>Linking of employees :</p> <p>When employees of a company register for NSR they will mention name of the company as present employer and details of employee ID, date of joining and designation etc.</p> <p>Functional Users of the company will be able to view details of these employees. Users can confirm the Present employment details as claimed by the employee and link such employee to the company.</p>	<p>This function is not available to an Admin user.</p>	<p>Yes</p> <p>This can be done by file upload as well as by on – screen confirmation.</p>
<p>Update existing Background Checking Reports: In case of employees if they have already been background checked they need not be verified again.</p> <p>Existing background check information can be recorded on NSR by the company</p>	<p>This function is not available to an Admin user.</p>	<p>Yes</p>

using this function.		
Details of litigation comments if any against employees: If the company has taken any action against an employee such as filing a police FIR or court case details of such public domain record can be updated by the company against employee record.	Yes	This function is not available to a functional user.
Confirmation of employee relieving date: Relieving date entered by the employee against his/her present employment can be confirmed by the employer company using this feature.	This function is not available to an Admin user.	Yes
Upload employee relieving date: Subscriber company can upload relieving date (if any) for its exiting employees.	This function is not available to an Admin user.	Yes File upload as well as on the screen update mode is available.
MIS Reports	Yes – about Users Activity on NSR, EBC Performance in respect of cases referred to by it, Usage of Advance amount submitted to NSR	No

Important screens for the Company Users and their features

Important screens for users are listed below:

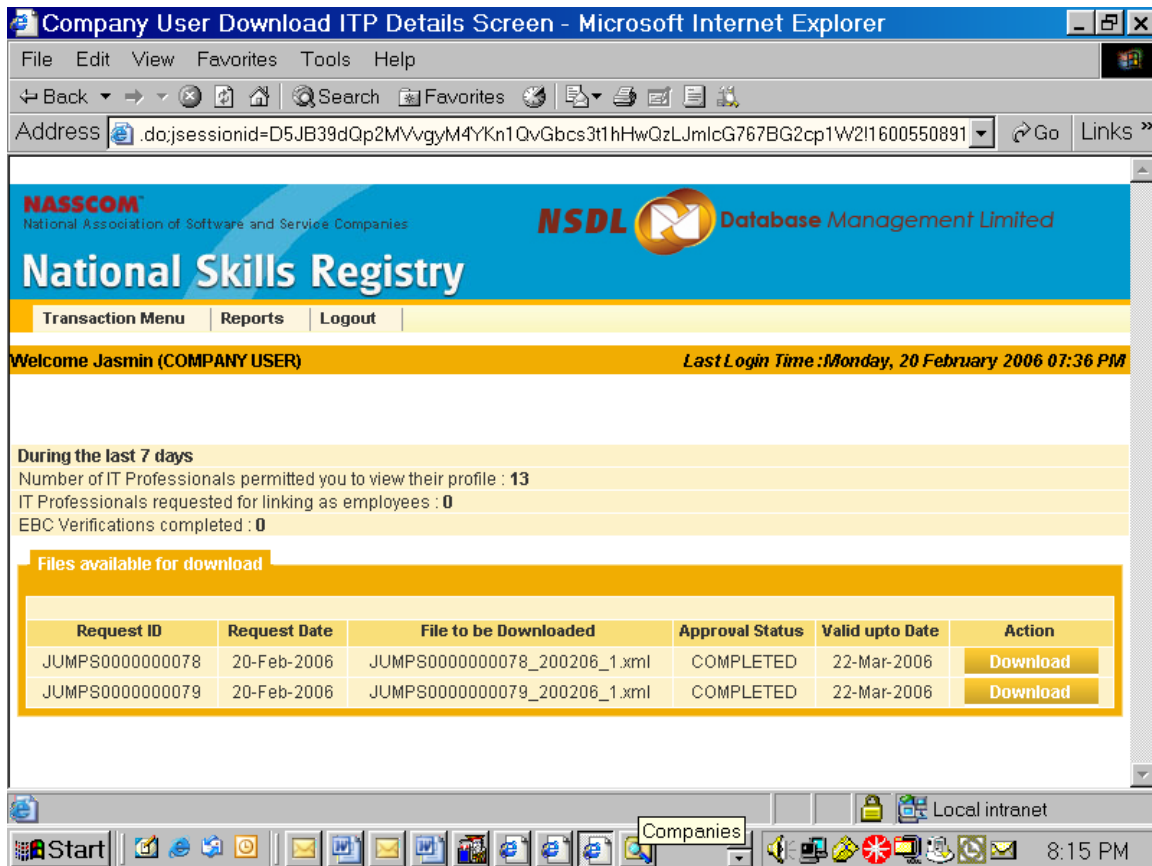
Welcome Screen on log-in for Functional Users:

Screen indicates :

- User Name
- User Group
- Last Log-in Time

Details of activity during the last 7 days

- Number of Knowledge Professionals (KP) permitted you to view their profile
- Knowledge Professionals requested for linking as employees
- EBC Verifications completed
- Details of files available for download by the user, if any.

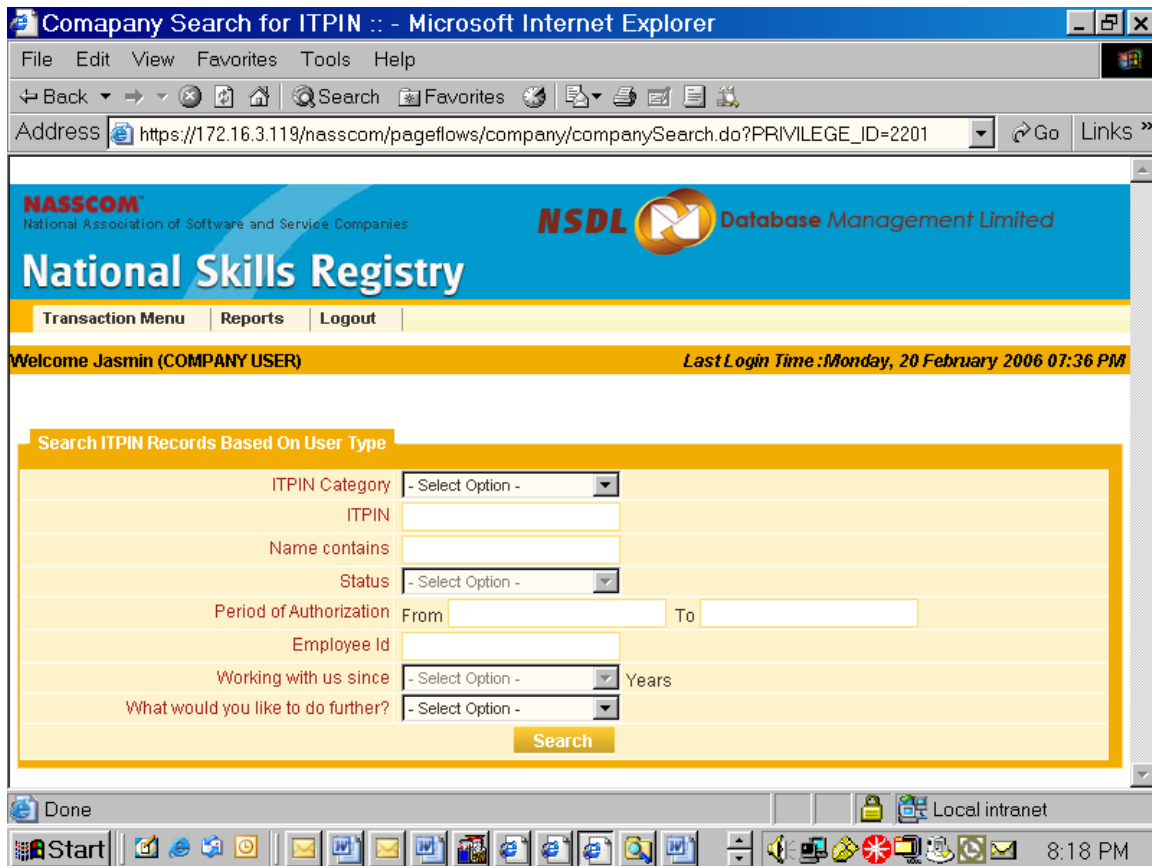


Search for Knowledge Professionals Screen

This is a very important screen as from this single screen most of the work-flow for company user can be managed.

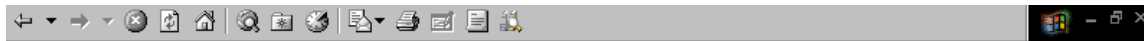
Company user can search for registered professionals who are its employees or who have authorized the company to view their NSR profile. User can search professionals on the basis of verification status i.e. Verified/Not Verified or already been viewed or not viewed etc. Search can also be done based on name of the professional or ITPIN.

The screen has a feature whereby user can decide what it would like to do with the search results i.e. view profiles, request download, set-up verification requests.



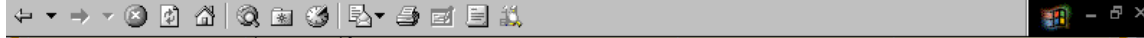
View profile of Knowledge Professionals

- Company user can view photo and details of the KP.
- It can see verification status of each detail i.e. verified / not verified / pending for verification
- User can view the date of verification, name of verifying agency, and verification results in a standard format
- History of addresses changed by KP, employments and qualifications can be seen.
- If employer has confirmed employment status , that can also be seen.



View ITP details

PERSONAL INFORMATION			
ITP Photo			
		Verification Result (Click for details)	
Name	Miss Poonam Vishwanath Mhadgut		
Nationality	Indian		
Gender	Female		
Date of Birth	22-Oct-1980	Verified	22-FEB-2006, TRUE, CROSS CHECKED WITH BIRTH CERTIFICATE by Kenya with remarks : Show all Remarks
Father's Name	Mr. Vishwanath Mhadgut	Verified	22-FEB-2006, TRUE, CROSS CHECKED WITH PASSPORT by Kenya with remarks : Show all Remarks
Present Address	23, Sagar Vaibhav Ashok Nagar Mulund West Mumbai - 400080 MAHARASHTRA, INDIA	Verified	22-FEB-2006, NOT TRUE, VERIFIED BY PERSONAL VISIT by Kenya with remarks : No such address exists. Show all Remarks
Immediately Previous Address	7/8 "Siddivinayak" Co-op Hsg Soc Mulund Goregoan Link Road Mulund West Mumbai - 400080 MAHARASHTRA, INDIA	Verified Previous Address History	22-FEB-2006, TRUE, CROSS CHECKED WITH RATION CARD by Kenya with remarks : Show all Remarks
Permanent Address	23, Sagar Vaibhav Ashok Nagar Mulund West Mumbai - 400080 MAHARASHTRA, INDIA	Verified Permanent Address History	22-FEB-2006, TRUE, CROSS CHECKED WITH PASSPORT by Kenya with remarks : Show all Remarks
Residence Telephone	01 22 25650200		



Passport Number	PARIS4565K		
Place of Issue	New Mumbai	Verified	22-FEB-2006, NOT TRUE, CROSS CHECKED WITH PASSPORT by Kenya with remarks : His passport number as per his passport is FARIS3621M. Show all Remarks
Date of Expiry	07-Mar-2015		
Permanent Account Number	PANIS4545L	Verified	22-FEB-2006, NOT TRUE, CROSS CHECKED WITH PAN CARD by Kenya with remarks : The PAN on the card does not match with the PAN entered in the profile. Show all Remarks

Qualification details

ACADEMIC QUALIFICATION						
Qualification	Course	Board/University	Roll Number (as appearing on the Certificate)	Year of Passing	Verification Result (Click for details)	
Graduation Degree	commerce	Jadavpur Univ. - Calcutta	stk14354	2001	Verified	22-FEB-2006, TRUE, VERIFIED WITH COLLEGE by Kenya with remarks : Show all Remarks
						22-FEB-2006, NOT TRUE, CROSS

HSC		Madhya Pradesh Board of Secondary Education	dfdsf5454	1998	Verified	22-FEB-2006, NOT TRUE, CROSS CHECKED WITH BOARD CERTIFICATE by Kenya with remarks : He has failed. Show all Remarks
SSC		Punjab School Education Board	fg245	1996	Verified	22-FEB-2006, TRUE, CROSS CHECKED WITH BOARD CERTIFICATE by Kenya with remarks : Show all Remarks

Present Employment details			
		Verification Result (Click for details)	
Company's Name	Ram Informatics Ltd.	Confirmed by Employer Verified	22-FEB-2006, TRUE, VERIFIED WITH EMPLOYER by Kenya with remarks : Show all Remarks
Employee Code	sdfasdf		
Joined In	Jan-1985	Joined As	bvp
Present Designation	sldjf		
Address	asdfasdf asdfadf - 789456 NAGALAND, INDIA		
Telephone	68132-53432-3543515-46516		

Previous Employment details			
		Verification Result (Click for details)	
Company's Name	National Securities depository Ltd	Verified	22-FEB-2006, COULD NOT BE VERIFIED, --- --- by Kenya with remarks : His Previous Employer cannot be traced for conducting verification. Show all Remarks
Employee Code	P023		
Joined In	Jan-2000	Joined As	Junior Officer
Relieved In		Relieved As	Officer
Address	4th Floor, Trade World, Kamala Mills		

Set-Up Verification request

If a functional user wants to set-up a verification request for a profile, it can use this screen. Important features are:

- **Summary of pending requests:** If any verification is already in process on such profile, the status can be seen on this link. This will reduce the need for multiple verifications on the same person.
- **Verification Status:** Against each data field, existing verification status is reflected, so that if some field is already verified company user is informed and it may set-up verification for not verified fields.
- **Select EBC:** Company User can select the fields which are to be verified and than select the EBC who should conduct the verification.
- **Remarks:** This is a communication channel with EBC, company user while requesting verification can write some comments such as “Urgent Verification” etc for EBC.

Summary of Pending Requests

PERSONAL INFORMATION

		Verification Status	EBC CHECK
ITPIN	791000004010		
NAME	chandanam rajesh		
PREVIOUS NAME	-		
NATIONALITY	Indian		
GENDER	Male		
DATE OF BIRTH	4 March 1931	Not Verified	<input type="checkbox"/>
FATHER'S NAME	deepalid	Not Verified	<input type="checkbox"/>
SPOUSE NAME	-		
RESIDENCE PHONE NO	91-22-249942511-0		
OFFICE PHONE NO	91-22-4575748-4258		
MOBILE NO	-		
EMAIL ID	swapnilm@nsdl.co.in		

ADDRESS DETAILS

Address Type	Address	City	State	Country	PIN Code	Verification Status	EBC CHECK
Present Address	house noraod streetarea	city	KARNATAKA	INDIA	424142	Not Verified	<input type="checkbox"/>
Permanent Address	house noraod streetarea	city	KARNATAKA	INDIA	424142	Not Verified	<input type="checkbox"/>

PRESENT EMPLOYMENT DETAILS

Employer	Employee code	Address	Joined In	Joined as	Designation	Verification Status	EBC CHECK
Vinciti Networks Pvt Ltd	sdfasdf	adsfasdf adsfasdf - 789455 PONDICHERRY, INDIA Ph.No: 65465-6431-654634-65434	Jan-1967	dsikjf	Present Designation: Isdjk	Not Verified	<input type="checkbox"/>

PREVIOUS EMPLOYMENT DETAILS

Employer	Employee code	Address	Joined In	Joined as	Designation	Relieved In	Relieved as	Verification Status	EBC CHECK
WNS Global Services (P) Ltd	sdfasdf	lower parel mumbai - 456789 MAHARASHTRA, INDIA Ph.No: 91-65432-654531564-56132	Jan-2000	vp	svp	-	svp	Not Verified	<input type="checkbox"/>
Avaya GlobalConnect Ltd	k36543	mulund mumbai - 456987 MAHARASHTRA, INDIA Ph.No: 91-65432-654321321-65432	Jan-2000	vp	svp	-	svp	Not Verified	<input type="checkbox"/>

Verification Comments

EBC Company	- Select Option -
Comments (if any)	

Linking of Employees

When employees register for NSR or when they change their NSR profile for new employment details, details of their employment are reflected as “Not Verified” and the details are presented to the employer company (as claimed by the professional) for confirmation. Company users can use this screen to confirm / reject linking of such professionals.

This facility is available in file upload as well as on the screen confirmation mode.

The screenshot shows the NSR interface with the following elements:

- Header:** NASSCOM National Association of Software and Service Companies, NSDL Database Management Limited.
- Navigation:** Transaction Menu, Reports, Logout.
- User Info:** Welcome Jasmin (COMPANY USER), Last Login Time: Monday, 20 February 2006 07:36 PM.
- Search Form:** Search For ITPIN with fields for Employee Code, ITPIN, and Name contains, plus a search button.
- Table:** A table with columns: ITPIN, Name, Employee Code, Joined In, Present Designation, Verification Status, Confirm Action, and Select. It lists four employees with 'Not verified' status.
- Buttons:** Check All, UnCheck All, and a Confirm employment status button.

ITPIN	Name	Employee Code	Joined In	Present Designation	Verification Status	Confirm Action	Select
781000003982	pankaj shrivastav	asdfasdf	Jan-2000	lkdsj	Not verified	ACCEPT	<input checked="" type="checkbox"/>
791000004010	chandanam rajesh	sdfgasdf	Jan-2000	dlkjf	Not verified	REJECT	<input checked="" type="checkbox"/>
811000004285	sameer shriodkar	dfsdf	Jan-2000	dlkj	Not verified	---SELECT---	<input type="checkbox"/>
821000004369	sybol titus	sdfasfd	Feb-1999	lkdjf	Not verified	---SELECT---	<input type="checkbox"/>

Background Verification

Using this feature the Company user can enter verification results for already verified Employees for who verification reports issued by NSR empanelled background checkers are available:

Search For ITPIN

ITPIN :

Employee Code :

Name contains :

Search Results

ITPIN	Name	Employee Code	Joined In	Designation	Verification Status	Action
801000103012	Kavita Satish Rane	GE4501	Sep-1985	Executive	Not Verified	<input type="button" value="Verify"/>

No of Pages : 1

On clicking on the Verify button the various sections of the profile will be displayed in the form of hyperlinks. On click to a particular link the details of that particular section will be displayed.

Welcome Sanjay Prasad (COMPANY USER) Last Login Time : Tuesday, 27

Select the field for Background Verification

ITPIN 801000103012 Name Kavita Satish Rane

[Personal Details](#)
[Address Details](#)
[Passport Details](#)
[Academic Details](#)
[Professional Course Details](#)
[Technical Qualification Details](#)
[Employment Details](#)

On click to personal details the following fields will be displayed

Verification Date

Verification Date

PERSONAL INFORMATION

Field Value	Verification Status	Verification Method
ITPIN: 801000103012 NAME: Kavita Satish Rane PREVIOUS NAME: - NATIONALITY: Indian GENDER: Male		
DATE OF BIRTH: 26 April 1949	Not Verified	<input type="text" value="- Select Option -"/>
FATHER'S NAME: efewfew	Not Verified	<input type="text" value="- Select Option -"/>
SPOUSE NAME: - RESIDENCE PHONE NO: 91-22-5645556-0 OFFICE PHONE NO: 91-55-54665454-4561 MOBILE NO: 9198451266 EMAIL ID: adityas@nsdl.co.in		
PERMANENT ACCOUNT NUMBER: RTPOP5456K	Not Verified	<input type="text" value="- Select Option -"/>

Select EBC

EBC Company

On the right side of the screen there will be check boxes using which the fields which are supposed to be verified can be selected.

Verification Method	Verification Result	Remarks	EBC CHECK
<input type="text"/>	<input type="text" value="- Select Option -"/>		<input checked="" type="checkbox"/>
<input type="text"/>	<input type="text" value="- Select Option -"/>		<input checked="" type="checkbox"/>

Verification Method	Verification Result	Remarks	EBC CHECK
<input type="text"/>	<input type="text" value="- Select Option -"/>		<input checked="" type="checkbox"/>

Confirmation of D-Linking (Relieving)

If an employee leaves the organization and enters his/her relieving date on the NSR system the company user can confirm the relieving date using this feature. The remark **“Relieving Confirmed by Employer”** along with the date on which the confirmation was made will appear in the profile.

Search For ITPIN

Employee Id :

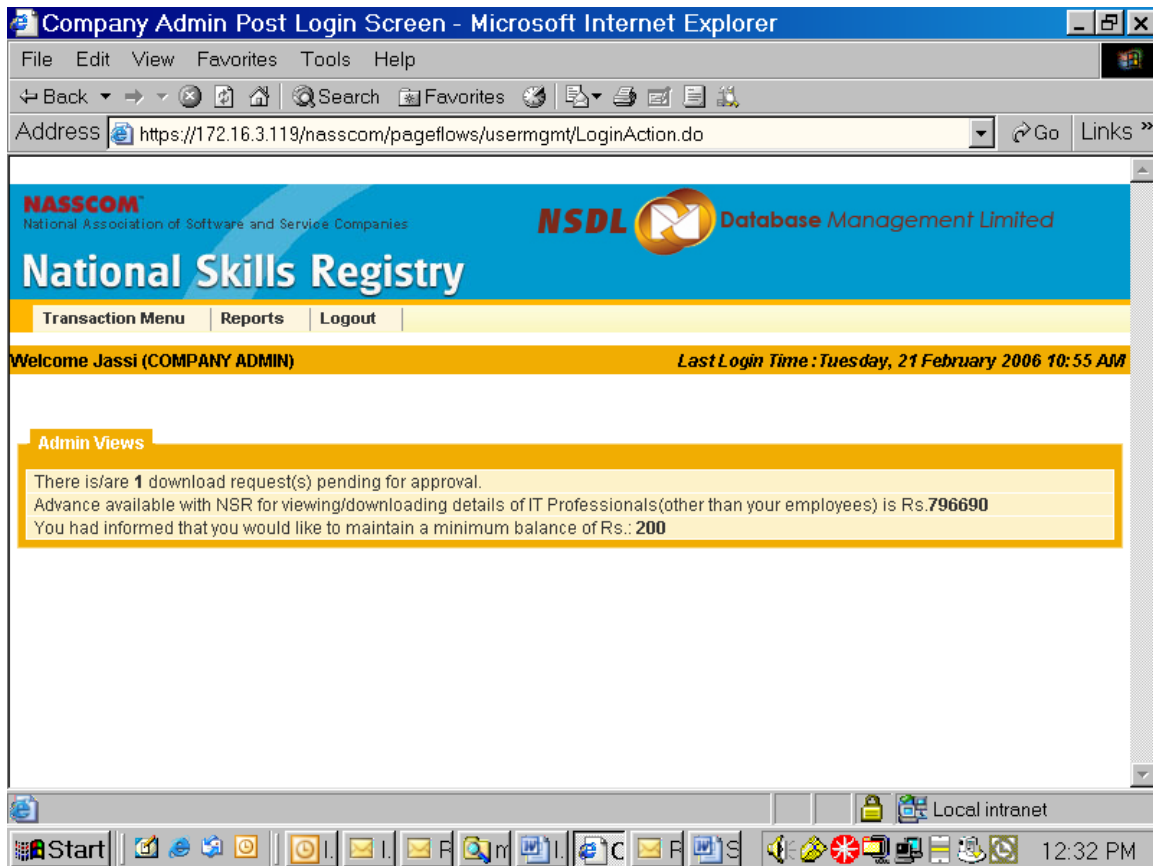
ITPIN :

Name contains :

ITPIN	Name of ITP	Employee Code	Joined In	Designation	Date of Relieving	Verification Status	Sele
91000102960	Thimmappa Raghav Gowda	GEO123	Mar-2005	Executive	Jun-2005	Verified	<input type="checkbox"/>

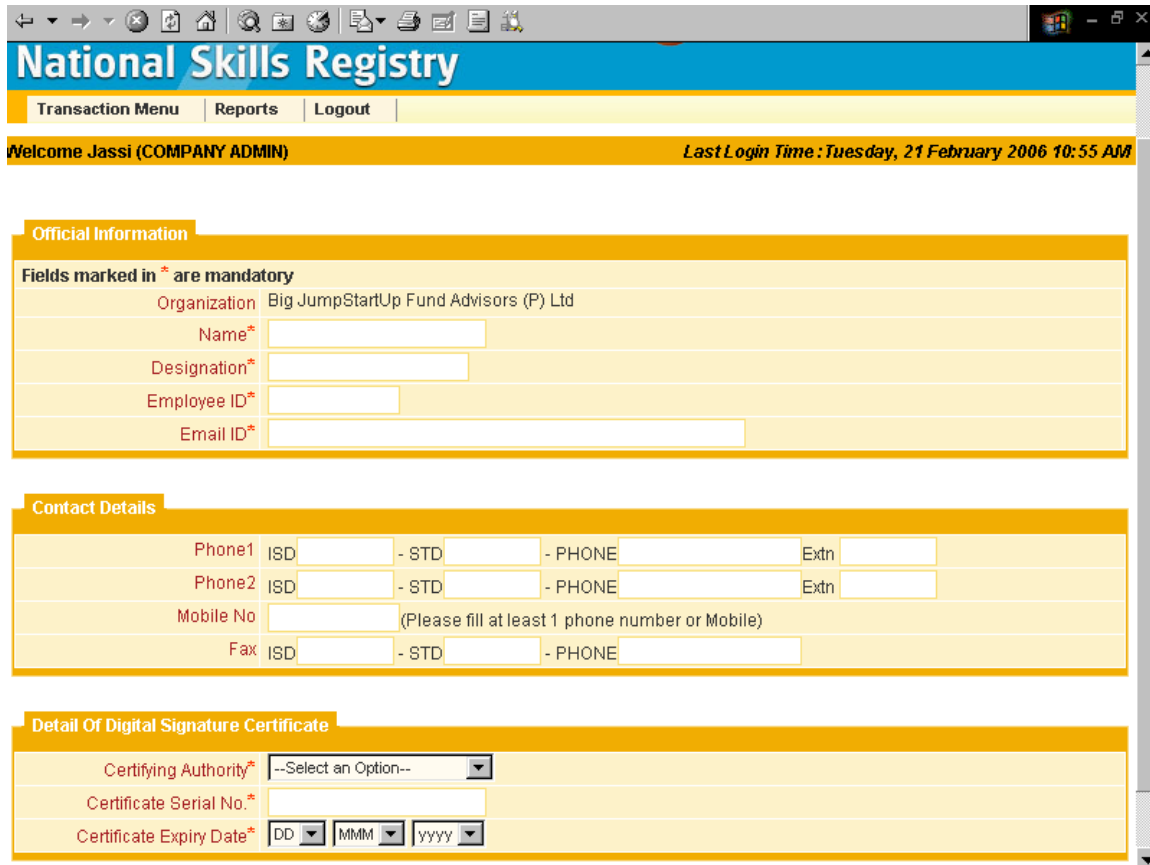
Welcome / log-in screen for Company Admin User

- If the company users wish to download data for employees / non employees same needs to be confirmed by the admin user as an additional security check. Information about such requests is displayed on the log-in page to the admin user for confirmation.
- Details of the amount available with NSR for the company to allow viewing non-employee KP is also reflected. Details of minimum balance, if any, that company would like to maintain is also informed for information purpose.



Create Users on behalf of the company

Using this screen company admin can create users on behalf of the company and assign them functions as detailed on user screens above.



The screenshot shows a web browser window displaying the National Skills Registry interface. The browser's address bar is empty, and the window title is "National Skills Registry". The page has a blue header with the site name and a yellow navigation bar with "Transaction Menu", "Reports", and "Logout" links. Below the navigation bar, a yellow banner displays "Welcome Jassi (COMPANY ADMIN)" and "Last Login Time : Tuesday, 21 February 2006 10:55 AM".

The main content area is divided into three sections:

- Official Information:** A form with a yellow header. It includes a note "Fields marked in * are mandatory". The "Organization" field is pre-filled with "Big JumpStartUp Fund Advisors (P) Ltd". Other fields include "Name*", "Designation*", "Employee ID*", and "Email ID*", each with an empty input box.
- Contact Details:** A form with a yellow header. It includes fields for "Phone1", "Phone2", "Mobile No", and "Fax". Each field is split into "ISD", "STD", "PHONE", and "Extn" sub-fields. A note below the "Mobile No" field says "(Please fill at least 1 phone number or Mobile)".
- Detail Of Digital Signature Certificate:** A form with a yellow header. It includes a dropdown for "Certifying Authority*" (currently showing "--Select an Option--"), a text input for "Certificate Serial No.*", and a date selector for "Certificate Expiry Date*" with dropdowns for "DD", "MMM", and "yyyy".

Transaction Menu | Reports | Logout

Welcome Jassi (COMPANY ADMIN) Last Login Time : Tuesday, 21 February 2006 10:55 AM

Privilege list for COMPANY USER

List of Permitted Transactions

Edit Rights List
<input type="checkbox"/> Search for ITP Profiles
<input type="checkbox"/> View ITP Profile
<input type="checkbox"/> Download of ITP Information
<input type="checkbox"/> ITP Verification Request
<input type="checkbox"/> Linking Of employees
<input type="checkbox"/> Background Verification Comments
<input type="checkbox"/> Pay AMC for Employees
<input type="checkbox"/> Reset Password of Linked ITP
<input type="checkbox"/> Update Profile
<input type="checkbox"/> Upload File To Link Employees
<input type="checkbox"/> Upload File To Download ITP Information
<input type="checkbox"/> MIS_REPORTS