

Skill Awarding Bodies Registration on NAD Portal

The Skill Awarding bodies can register on NAD online by visiting NAD Portal. Registration is a onetime process and involves the following steps:

- i. The authorized person of the Skill awarding body visits following this link on portal - <https://nad.digitallocker.gov.in/login>
- ii. This portal uses the basic information of the authorized person from his/her DigiLocker account. Hence the authorized person needs to have a DigiLocker account as a prerequisite. If the DigiLocker account does not exist, it is created as a part of the registration process. DigiLocker account can be made with Aadhaar eKYC with OTP verification of mobile number, name, date of birth, and gender (without Aadhaar). If the DigiLocker account already exists, the person can log in to his/her account.
- iii. Upon successful login, system asks for basic information about the Skill awarding bodies such as name, address, and website. The authorized person first selects the Skill awarding bodies from a list of NCVET approved A.I.s and Education Boards and then fills in the other details. If the name of your A.I. is missing from the list, please contact us using the contact information provided below and the NCVET Team will help to get your A.I. listed.
- iv. Next, the registration process will ask for the name, designation, mobile, and email of the account owner. The account owner is the authorized individual in a supervisory role in the A.I. and will act as a Nodal officer for National Skill Certificate repository. This individual will be contacted using the details provided for offline verification.
- v. In the next step, the registration process will ask for the name, designation, mobile and email of the authorized person. The authorized person is an individual who operates the NAD Account of the A.I. and performs the tasks such as uploading the award data and publishing it.
- vi. As a final step, NAD provides an agreement (clickwrap) screen which the A.I.s will read and accept. After accepting the agreement, the

- registration application is complete. The user also receives a welcome email with the agreement for his/her record and details required to upload academic records in skill repository.
- vii. The NeGD team will verify the application details by contacting the account owner and the U.G.C. Upon successful verification, your account will be activated. You will receive an email at the email address provided by you. National Skill Certificate Repository (NCVET) – DigiLocker.

Publishing SKILL Certificates on NAD

Format of the Data

One of the primary objectives of this platform is to eliminate delays in the verification of skill certificates due to manual verification. Hence the skill certificates on NAD must be available in a machine-readable format. A.I.s can upload only digitized skill certificates on NAD. Scanned copies of SKILL certificates cannot be uploaded to NAD. In coordination with NSDA has prescribed standard fields and formats for uploading academic records on portal. The data has three main components – the information of the A.I. and the course is undertaken, the information of academic performance, and the student's information. The information of the student is used to link the academic award to the student's DigiLocker account and comprises of following fields:

- i. Name
- ii. Date of birth
- iii. Gender
- iv. Mobile Number
- v. Email Address
- vi. Aadhaar Number
- vii. DigiLocker Id (Option)
- viii. Academic Bank of Credit ID

It is not required that the academic awards are seeded with Aadhaar to be published on skill repository, but Aadhaar seeded academic record can be uniquely mapped to a student and thus increases the confidence of mapping. Publishing academic awards on NAD entails making the awards data available to students through DigiLocker and to the third-party verifiers for verification from portal.

- i. **Uploading the data to skill repository:** The authorized user from an A.I. as created during the registration process has access to the skill repository service by signing in into the NAD Portal. This authorized user uploads the awards data to this repository and publishes the awards for students and verifiers from the NAD Portal.

Academic institutions will perform an initial one-time task of uploading their skill data on NAD. The A.I.s will upload their academic records on NAD regularly - typically at the end of a skill programme or an academic year.

When the data is hosted in NAD, repository, it needs to be uploaded to NAD repository in a Comma Separated Values (CSV) format as specified in Input Template for Academic Records at <https://nad.digitallocker.gov.in/resource-center>

- ii. **Verification of data:** Once the CSV file containing academic records is uploaded, it is pre-processed to identify any errors in the data. The result of the pre-processing is National Skill Certificate Repository (NCVET) - DigiLocker shown to the user along with the corresponding success or error message for every record in the CSV file. The authorized user of the A.I. can correct the errors and upload the CSV file again.
- iii. **Template for skill certificates:** The digital printable certificate provided to students in their DigiLocker account is generated using the standard design templates.

- iv. **Publishing the data:** After successful upload, verification, and template selection, the data can be published on NAD Publishing the awards will make the awards available to students and verifiers. The awards will also be linked to DigiLocker account of the students if the student account is found using the necessary linking fields.
- v. **Correction/Deletion of the data:** A.I.s may need to update/delete certain published skill Certificates due to correction. To correct certain academic awards, A.I.s will upload a CSV file containing the updated data for the records to be corrected. The CSV file format is the same as the one used for uploading the data for the first time. CSV file contains a field against every record to indicate add, update, or delete operation. The value of this field will determine whether a record is added, updated, or deleted from the repository. The process for upload and verification of this CSV file is like the upload and verification required for adding skill Certificates.

For any further Clarifications, you can please contact the team as mentioned below :

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