

# FUTURE READY SKILLS INITIATIVE

SKILLS FOR A BRIGHTER FUTURE

## USER MANUAL



**Skilled India**  
powered by **KEDMAN**

Disclaimer: Please note that the information provided in this user manual is for informational purposes only. The processes described herein are subject to change without prior notice, as part of a continuous development program to enhance application's features and functionality.

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# 1.0 Introduction

This user manual is designed to provide comprehensive guidance for candidates engaging with the Skill India Digital platform. It serves as a step-by-step reference for navigating the application process and utilizing the platform's features effectively.

**The manual covers the following key areas:**

## 1. Candidate Registration and Enrollment on Skill India Digital

This section details the procedures for registering and enrolling on the Skill India Digital platform. It includes instructions for creating an account, verifying details, and completing the registration process.

## 2. Login

This part outlines the steps required to log in to the Skill India Digital platform, including troubleshooting common login issues and managing login credentials.

## 3. Exploring the Platform

Instructions for navigating the platform, accessing various features, and utilizing available resources are provided in this section.

## 4. Finding Job Opportunities

Guidance on how to search for and apply to job opportunities through the platform is detailed here. It includes tips for filtering job listings and submitting applications.

## 5. Certification

Information on how candidates can earn and access their certifications upon successful completion of courses. This includes details on module completion, assessment requirements, and certificate issuance.

## 6. Help and Support

Resources for obtaining assistance and resolving issues are outlined in this section. It includes information on accessing the FAQ section and contacting support.

Candidates are encouraged to thoroughly review each section of this manual to ensure a complete understanding of the processes involved and to facilitate a smooth and successful experience on the Skill India Digital platform.

# 2.0 Candidate Registration and Enrollment on Skill India Digital

## 2.1 Candidate Registration

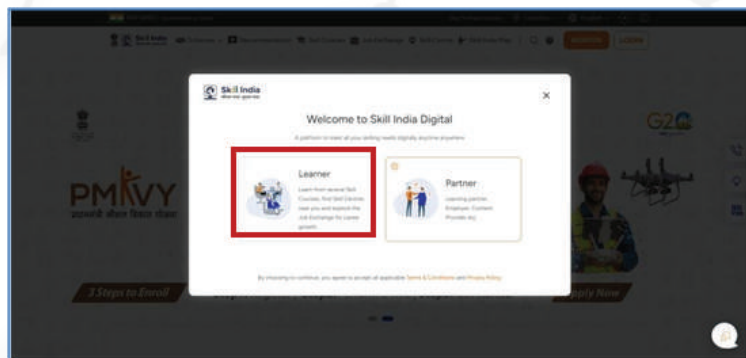
**Step 1:** The candidate will have to visit the Skill India Digital from (<https://www.skillindiadigital.gov.in>) their browser.



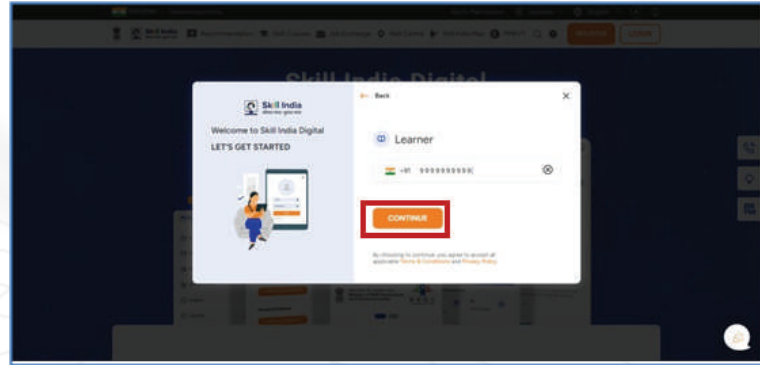
**Step 2 :** Then the user needs to click on the Register button in the top right corner.



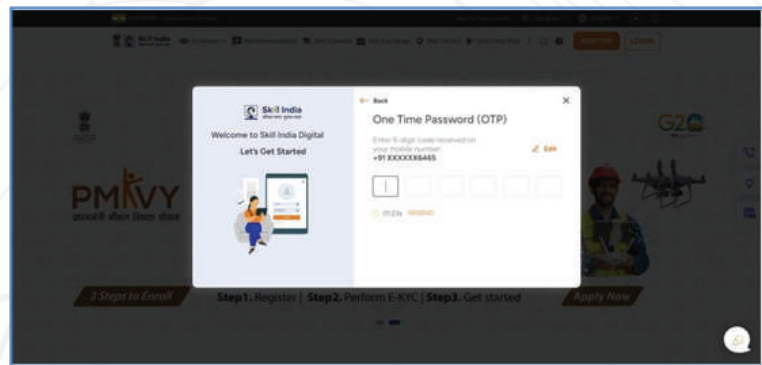
**Step 3 :** The user needs to click on the Learner option as highlighted in the image below.



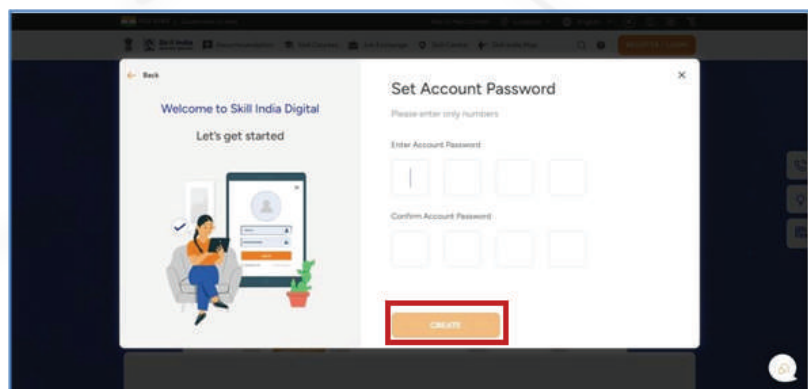
**Step 4 :** In the next screen the user needs to enter the 10-digit Mobile Number from which they want to register on Skill India Digital and click on CONTINUE button.



**Step 5 :** Once the mobile number is entered, an OTP will be sent to the same number.



**Step 6 :** "The user will then be prompted to set an account password by entering a desired 4-digit password (numbers), confirming it in the next field, and clicking on the CREATE button."



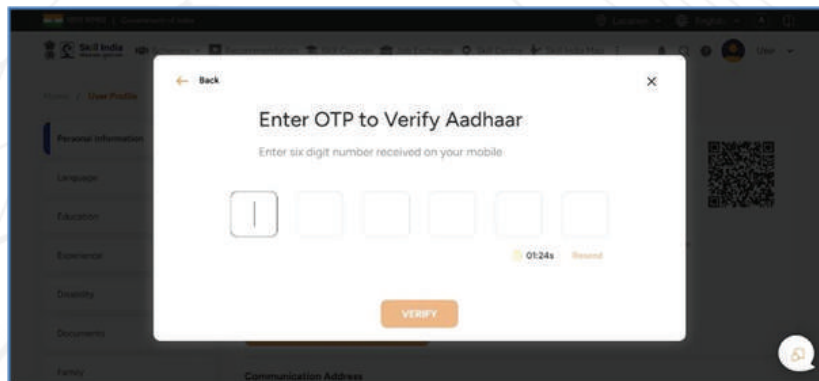
**Step 7 :** Once the user is registered, they will be asked to do the e-KYC. The user will have to enter their Aadhaar Card details for e-KYC.



The screenshot shows a mobile application interface for Skill India. The main screen is titled "Please Provide Your Aadhaar Number". Below the title, it says "Enter your 12-digit Aadhaar number to start your skilling journey with Skill India Digital". There is a text input field with the placeholder "Enter your Aadhaar number" and an eye icon. Below the input field, there is a consent checkbox with the text "I understand that my Aadhaar number, photograph and demographic information, as unmodified under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (18 of 2016) and regulations framed there under, is being collected by the Government of India for the following Purpose:". The checkbox is currently unchecked. At the bottom of the screen, there is an orange button.

**Note:** Mark the check box before submitting the details

**Step 8 :** OTP will be triggered to the Aadhaar linked mobile number. Enter the OTP sent to the Mobile Number.

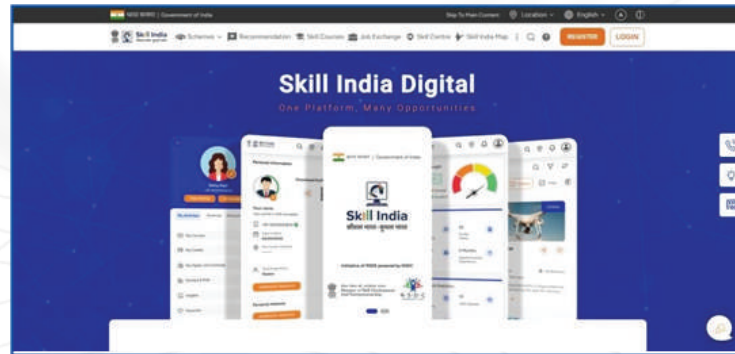


The screenshot shows the "Enter OTP to Verify Aadhaar" screen in the Skill India app. The screen prompts the user to "Enter six digit number received on your mobile". There are six input boxes for the OTP, with the first one containing a vertical bar. To the right of the input boxes, there is a QR code and a timer showing "01:24s" with a "Resend" button. At the bottom of the screen, there is an orange "VERIFY" button. The background shows a dark sidebar with various menu items.

**Note:** After OTP verification, the user can begin exploring courses through their dashboard

## 2.2 Candidate Login

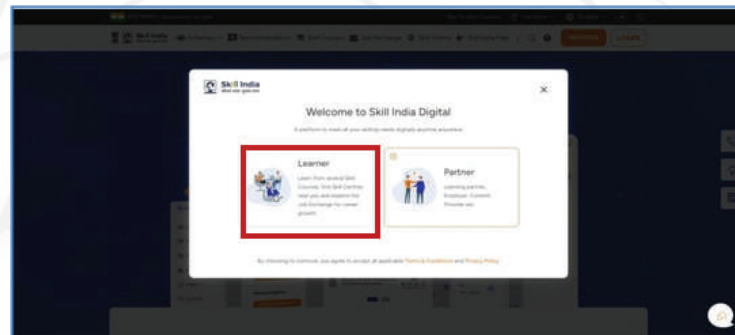
**Step 1 :** To log in, the user must visit the Skill India Digital platform.



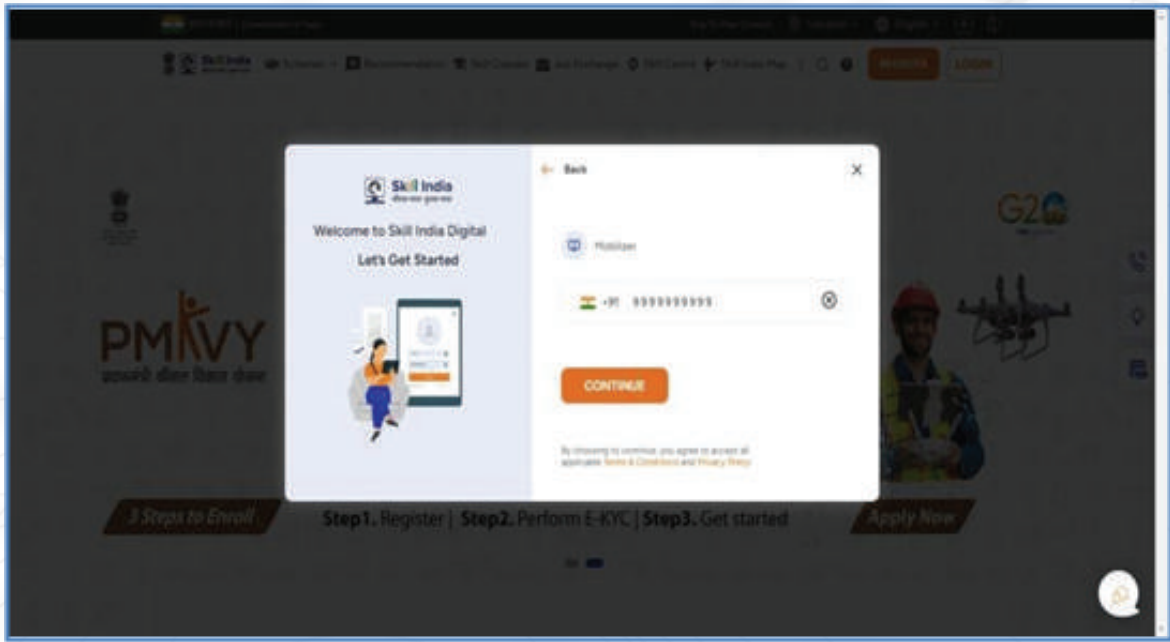
**Step 2 :** They will have to click on the LOGIN button in the top right corner.



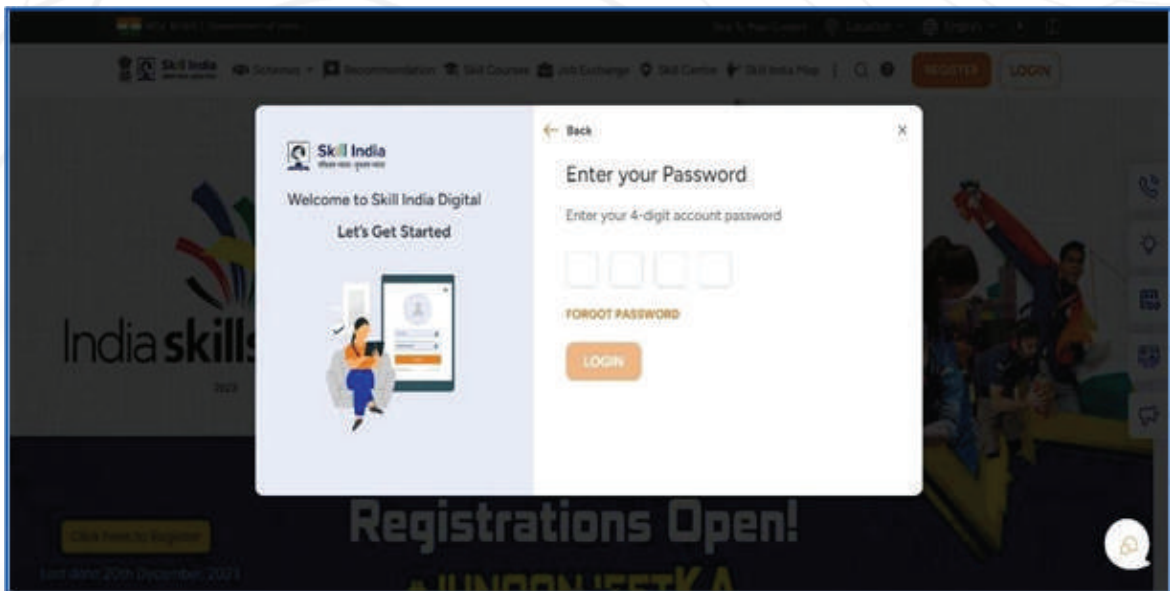
**Step 3 :** Select **Learner** option as highlighted in the image below.



**Step 4 :** Enter the 10-digit Mobile Number and press CONTINUE Button.



**Step 5 :** Enter your 4-digit password to login.



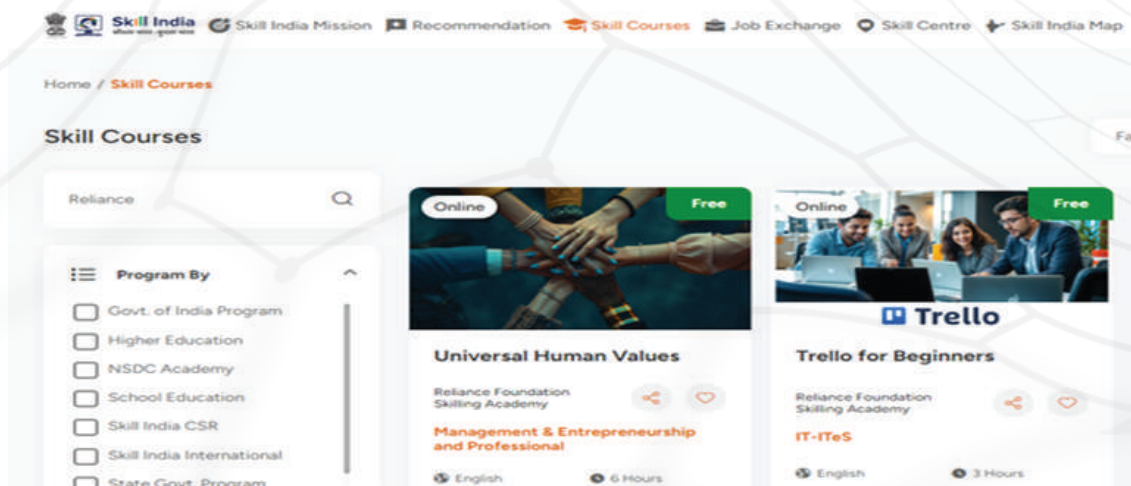


**Step 6 :** Once the user is logged in they will land onto the dashboard.

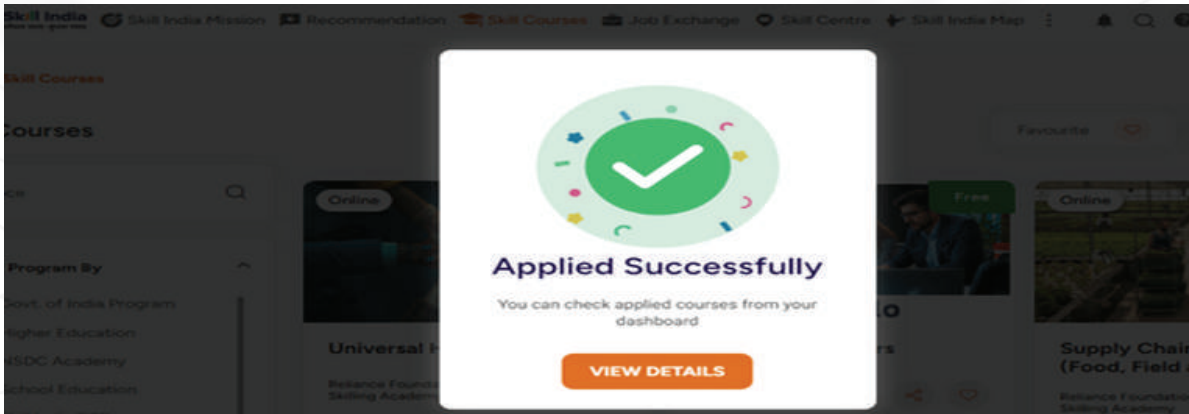
**Step 7 :** Go to the Skill India Mission website: Select "View All Programs": From the main menu, click on "View All Programs" to see the available courses.



**Step 8 :** Search for "Reliance Foundation": Use the search bar to type "Reliance" and find relevant courses. A message will appear confirming that you've successfully applied for the course.

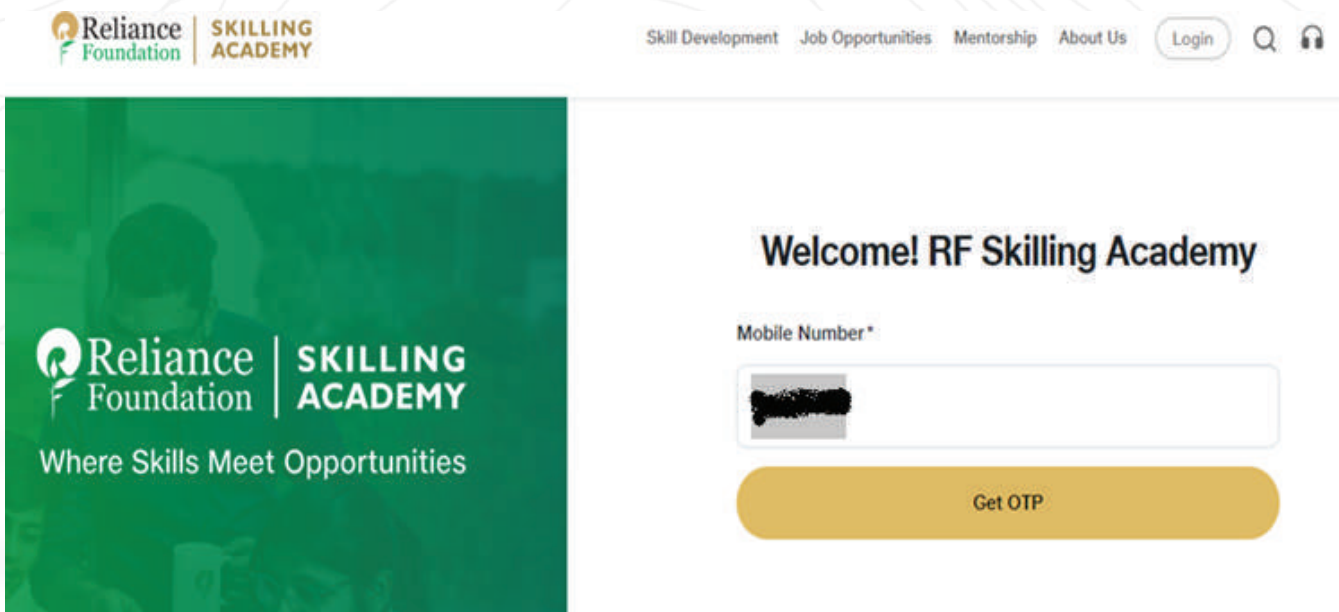


**Step 9 :** Course Application Confirmation: A message will confirm that you have successfully applied for the courses.

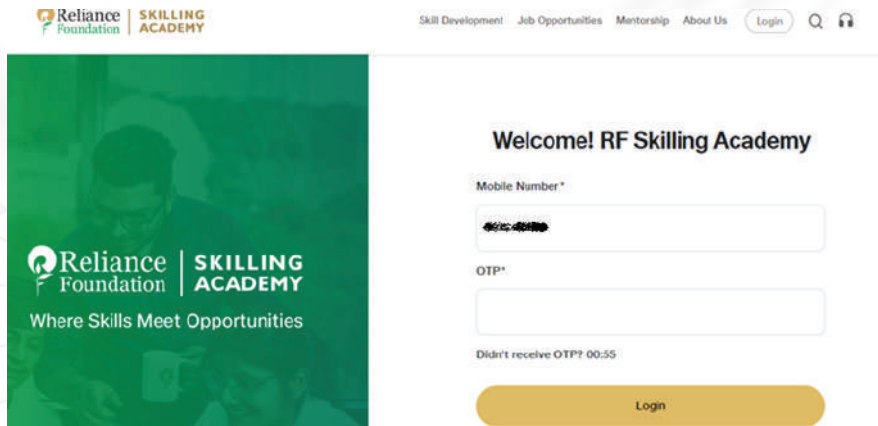


## 3.0 Exploring the Platform

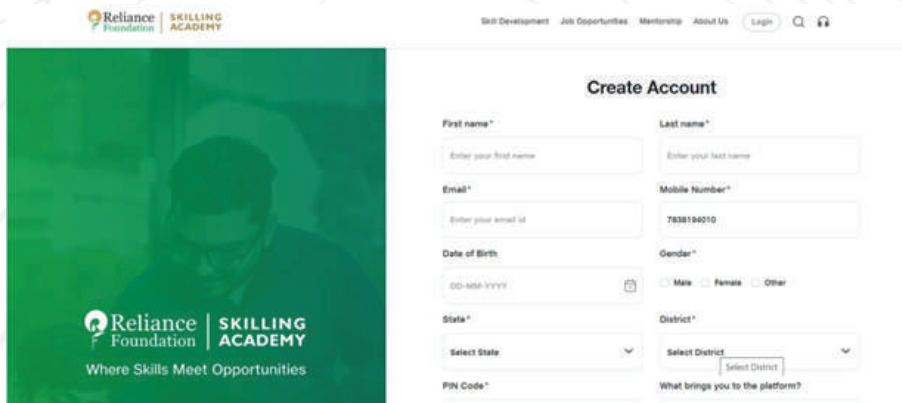
**Step 1 :** Reliance Foundation Portal Opens: The reliance foundation portal will automatically open, showing your mobile number registered with SIDH portal.



**Step 2 : OTP Received:** An OTP will be sent to your registered mobile number, Input the OTP, and the course screen will open.



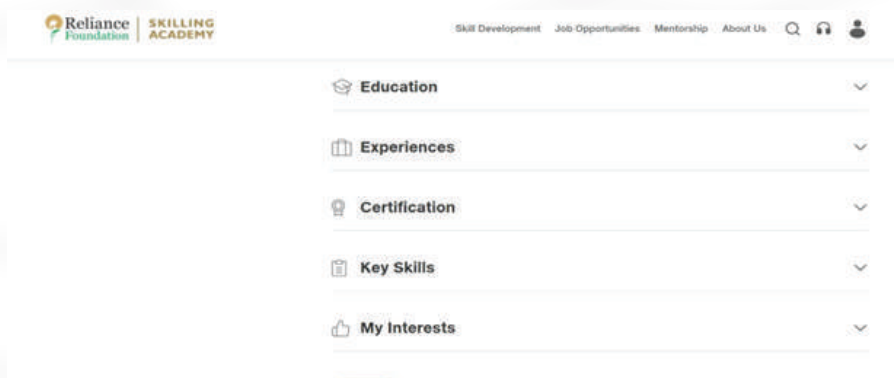
**Step 3 :** Fill in the required information, including your full name, email address, phone number, and other details.



**Step 4 :** After logging in, click on Profile on the top panel. Here, you can:

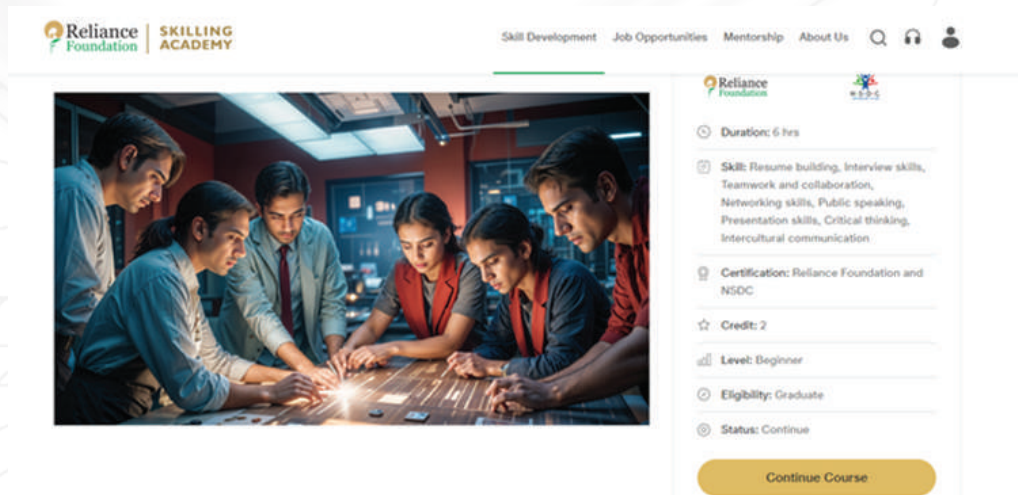
- View and Edit Profile: Update your personal information, add a profile picture, and complete your educational background, HEI name and work experience.

**\*The Education field is mandatory to complete.**



## Step 5 : Start Learning

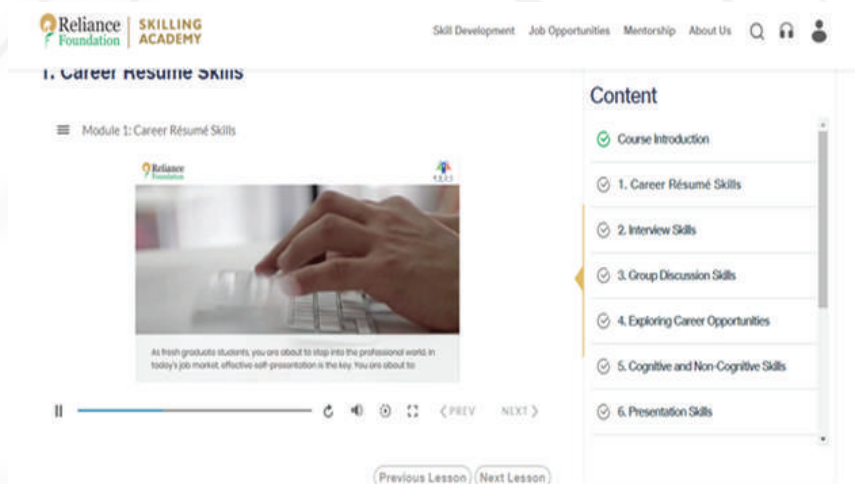
- Once enrolled, you can start learning immediately. Course materials: videos, reading resources, quizzes and an overall assessment.



The screenshot shows the course page for 'Career Résumé Skills' on the Reliance Foundation SKILLING ACADEMY platform. The page features a header with navigation links (Skill Development, Job Opportunities, Mentorship, About Us) and a search icon. Below the header is a large image of a group of students in a classroom setting. To the right of the image is a sidebar with course details: Duration: 6 Hrs, Skill: Resume building, Interview skills, Teamwork and collaboration, Networking skills, Public speaking, Presentation skills, Critical thinking, Intercultural communication, Certification: Reliance Foundation and NSDC, Credit: 2, Level: Beginner, Eligibility: Graduate, Status: Continue, and a 'Continue Course' button.

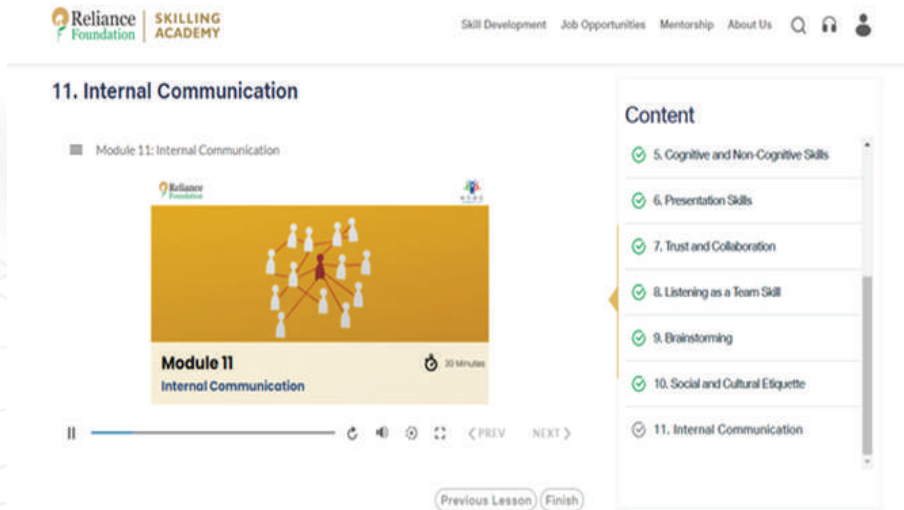
## Step 6 : Complete Each Module: Work through each module, one by one.

- All modules in a course are mandatory to complete. Once you complete a module, only then the next module will be unlocked.
- Passing percentage for all course assessments is 70%. Certificate will only be generated if your score is 70 % or above.
- You will be able to retake the assessment if the score is below 70%.



The screenshot shows the course page for 'Career Résumé Skills' on the Reliance Foundation SKILLING ACADEMY platform. The page features a header with navigation links (Skill Development, Job Opportunities, Mentorship, About Us) and a search icon. Below the header is a large image of a person's hands typing on a keyboard. To the right of the image is a sidebar with course details: Duration: 6 Hrs, Skill: Resume building, Interview skills, Teamwork and collaboration, Networking skills, Public speaking, Presentation skills, Critical thinking, Intercultural communication, Certification: Reliance Foundation and NSDC, Credit: 2, Level: Beginner, Eligibility: Graduate, Status: Continue, and a 'Continue Course' button. Below the image is a video player with a progress bar and controls. At the bottom of the page are 'Previous Lesson' and 'Next Lesson' buttons.

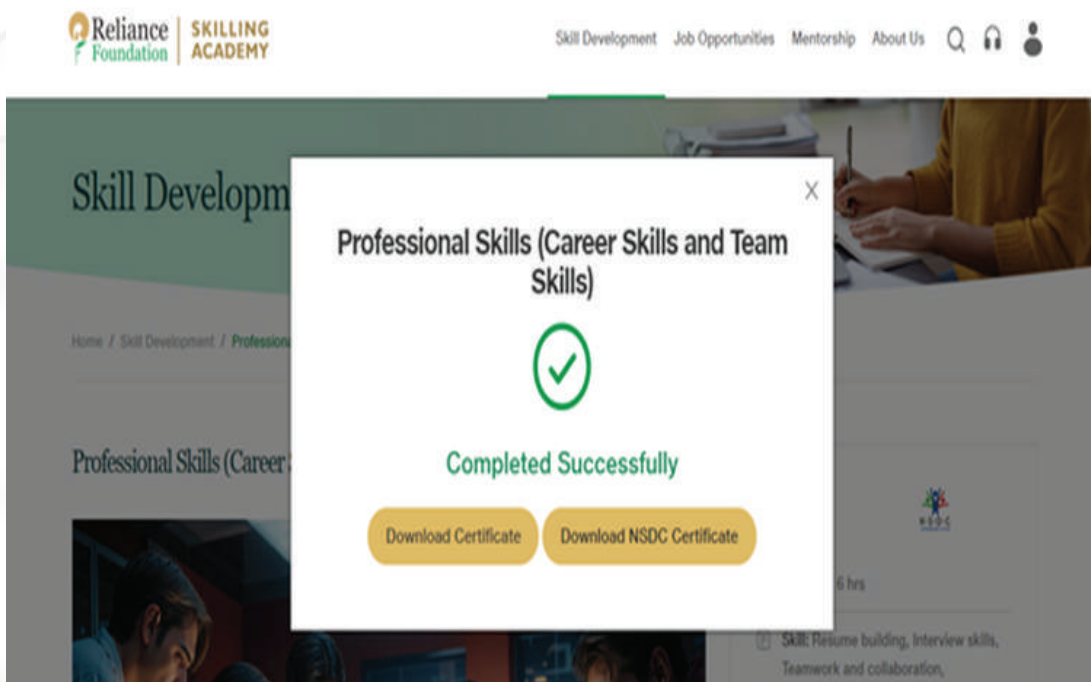
**Step 7 : Finish the Course :** After completing all modules, click the "Finish" button.



## Step 8 : Certifications

After successfully completing a course:

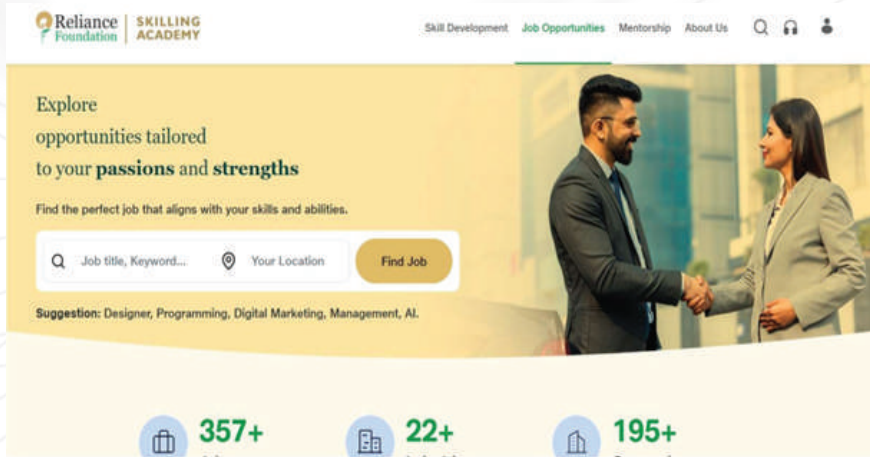
- Your certificate will be automatically generated once your course is completed and your assessment score is 70% or above.
- To download the National Skills Development Corporation (NSDC) certificate, click on "Download NSDC Certificate." You will be redirected to the Skill India Digital Portal. If you are already a registered user, you can download the certificate immediately. If not, you will need to register on the portal before downloading your certificate.



# 4.0 Finding Job Opportunities.

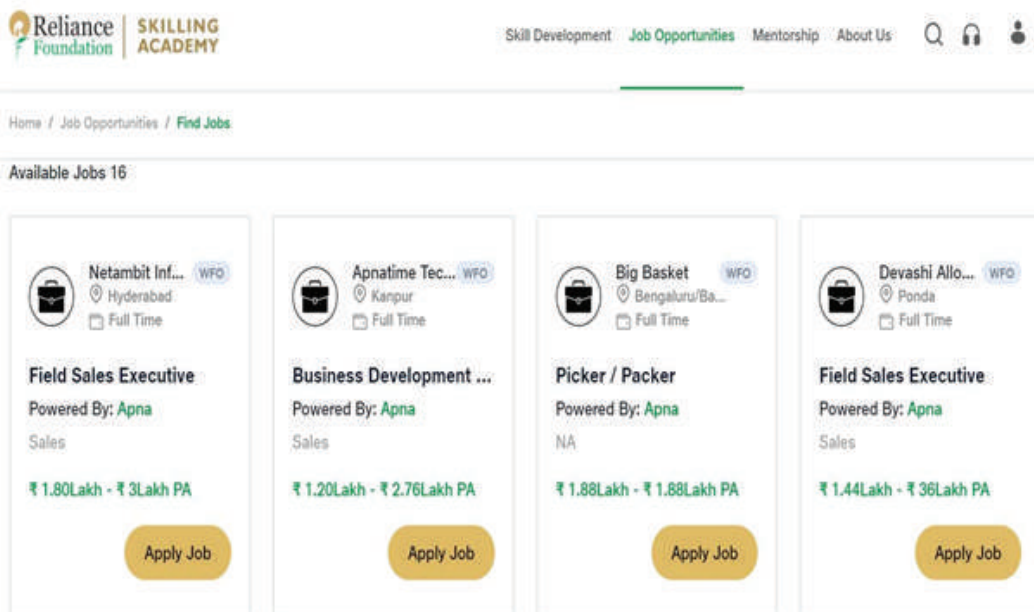
## Step 1 : Visit the Job Portal

- From your top panel, navigate to the "Job Opportunities" section.



## Step 2 : Browse Job Listings

- Search for job opportunities based on your qualifications, skills, and location. Filter jobs by industry, job type or experience level.



## Step 3 : Apply for Jobs

- Click on a job listing to view details and requirements. If you meet the criteria, click the "Apply Now" button to submit your application directly through the platform.

The screenshot shows a job listing for a Business Development Executive (BDE) position. The page header includes the Reliance Foundation Skilling Academy logo and navigation links for Skill Development, Job Opportunities, Mentorship, and About Us. The job title is "Business Development Executive (BDE)" with a "WFO" tag. The job ID is 323, and it is powered by Apna. The location is Kanpur, with a salary range of ₹ 1.20Lakh - ₹ 2.76Lakh PA and 1 day remaining. A "View Applied Jobs" link is visible in the top right. A prominent yellow "Apply Job" button is present. The application deadline is 19 September, 2024. The job description states it is a full-time field sales role requiring local area knowledge and willingness to travel. The responsibilities include product presentation and daily meetings with new clients. A "Job Overview" box on the right indicates the job was posted on 06 September, 2024, and expires on 19 September, 2024.

## 2. Mentorship Program

### Step 1 : Visit the Mentorship Section

- On the top panel, click on the "Mentorship" tab or visit the dedicated section and register as a mentee. Stay tuned to choose and connect with experts from industries.

The screenshot shows the Mentorship Program landing page. The header includes the Reliance Foundation Skilling Academy logo and navigation links for Skill Development, Job Opportunities, Mentorship, and About Us. The main content area features two columns: "Mentee" and "Mentor". The "Mentee" section includes an illustration of a person at a desk, the text "Gain insights and guidance from experienced professionals", and a yellow "Enrol as a Mentee" button. The "Mentor" section includes an illustration of a person at a desk, the text "Share expertise and inspire the next generation", and a yellow "Enrol as a Mentor" button. The background is a light green office setting with a desk, chair, and plant. At the bottom, there is a yellow banner with the text "About the Mentorship Programme".

# Help and Support

If you encounter any issues or have questions, you can:

- Visit the FAQ section under the Help tab for common queries.
- Contact us by emailing us at [rfskilling.academy@reliancefoundation.org](mailto:rfskilling.academy@reliancefoundation.org)

## Best Practices for Candidates

- **Keep Your Profile Updated:** Regularly update your skills, resume, and certifications to increase your chances of being noticed by employers.
- **Complete Courses:** Make sure to finish the courses you enroll in and collect certificates to demonstrate your proficiency in various skills.
- **Be Active:** Regularly check the job portal for new opportunities and engage in networking events to enhance your employment prospects.