
PM Vishwakarma

Standard Operating Procedure for Trainers and Assessors



Version 4: October 2025

In line with the PM Vishwakarma Scheme Guidelines, the Basic and Advance training will only be delivered through experienced and certified resource person (Trainer & Assessor). Eligible Trainers and Assessors with prior experience of training in the relevant trade would undergo ToT/ToA in offline/online mode. The ToT session will provide necessary orientation on the 40 hours of Basic Training on Digital Literacy, Financial Literacy, Marketing & Branding and modern trade relevant tools.

For Advance Training, experience trainers & assessors from Basic trainings, experts and resource person from institutes with prior experience of the trade may be nominated as Trainers only. Separate pool of Assessors will be created for conducting assessments. All trainings will be conducted in residential mode only. The session will focus largely on the 120 hours of Advance training with hands on training on tools.

Please note the pre-requisites as below:

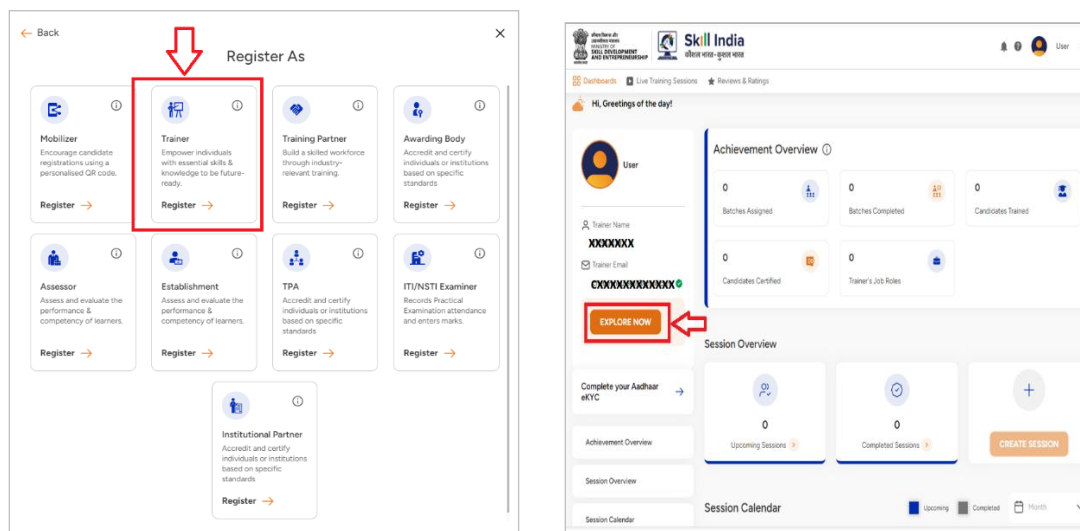
- a. To check the detailed eligibility criteria, visit the National Qualification Register (NQR) website:
 - Please use the link attached: <https://www.nqr.gov.in> :
 - Scroll down to the *PM Vishwakarma Qualifications* section
 - Click on the trade concerned and go through the Model Curriculum (under Supporting documents) to view the eligibility criteria for Trainers & Assessors for your chosen trade
 - The pre-screening maybe done by concerned training center prior to nominating
- b. **Cross-trade nomination** of Trainers will not be accepted unless for sub-trades, i.e. Plaster Mason and Concrete Mason. Proper and complete eligibility documents may be submitted with undertaking from the nominating training centers.
- c. Completion of **Training of Trainer / Training of Assessor session will be mandatory** for appearing for assessment
- d. All certificates will be issued on SIDH, subject to fulfilment of Assessment criteria.
- e. **All Training Partner (TP) ID & details and Training Centre (TC) ID & details** will be required for nominating trainers
- f. The **SPOC details** as filled during nomination will be used for all further purposes of ToT/Toad
- g. **Aadhaar linked to mobile number** of Trainers and Assessors **is mandatory** for registration and nomination
- h. **Undertaking** by the institute on official letterhead

The Step-by-step guide for completing the trainer & assessor nomination process:

1. Registration on Skill India Digital Hub (SIDH) Portal

(<https://www.skillindiadigital.gov.in/home>):

- This is a mandatory step for all nominated individuals
- If you are already registered in SIDH Portal then you need not generate the TR/AR IDs
- Click on “Register” button in **Trainer role** card
- Pop-up will appear having text box, enter the mobile number for the registration as the Trainer
- Fill in the OTP received on registered mobile and email id. Similarly, the Assessor ID can be created by filling in the credentials.
- Once the Trainer submits the OTP, the system will automatically log the user into the application. Now, User shall click on “**Explore Now**” to complete the Trainer/Assessor profile.



- To complete the profile, all sections under this form has to be completed. The **100% completion** of profile is required in order to receive **final ‘Certification’**.

Trainer Registration Form
Please provide details for Trainer Registration

SAVE AS DRAFT

Personal Details Address Details Education & Work Details Declaration

* Mobile number of Applicant
Enter Mobile number of Applicant

* Email address of Applicant
XXXXXXXXXXXXXXXXXXXX

Applicant Address
Enter complete Address of the Applicant

Nearby Landmark
Enter the nearby Landmark to the above mention

* Pincode
Enter the pincode

* Country
India

* State/Union Territory/Region
Select State/Union Territory/Region

* District/ City
Select District

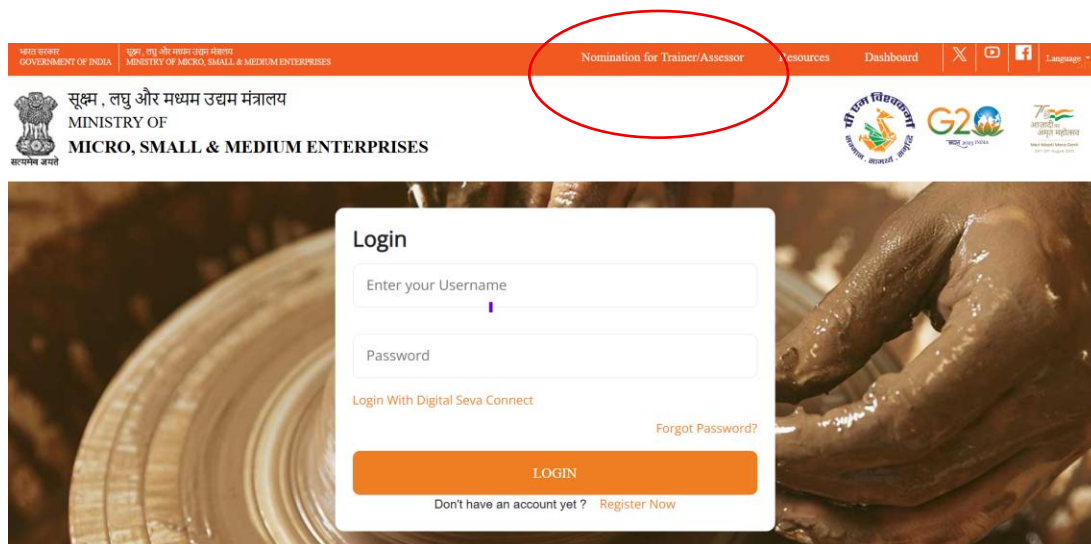
Tehsil/ Mandal
Select Tehsil/ Mandal

Parliamentary Constituency
Select Parliamentary Constituency

BACK NEXT

2. Nominate the trainer through PM Vishwakarma Trainer and Assessor nomination form:

- A. Visit to <https://portals.pmvishwakarma.gov.in/login> and navigate to the **Nomination for Trainers/Assessors** tab on the header section



The screenshot shows the PM Vishwakarma portal login page. The header is orange with the text 'GOVERNMENT OF INDIA' and 'MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES'. The 'Nomination for Trainer/Assessor' tab is highlighted with a red circle. The login form is white and contains the following elements:

- Header: Login
- Username field: Enter your Username
- Password field: Password
- Link: Login With Digital Seva Connect
- Link: Forgot Password?
- Login button: LOGIN
- Footer: Don't have an account yet? Register Now

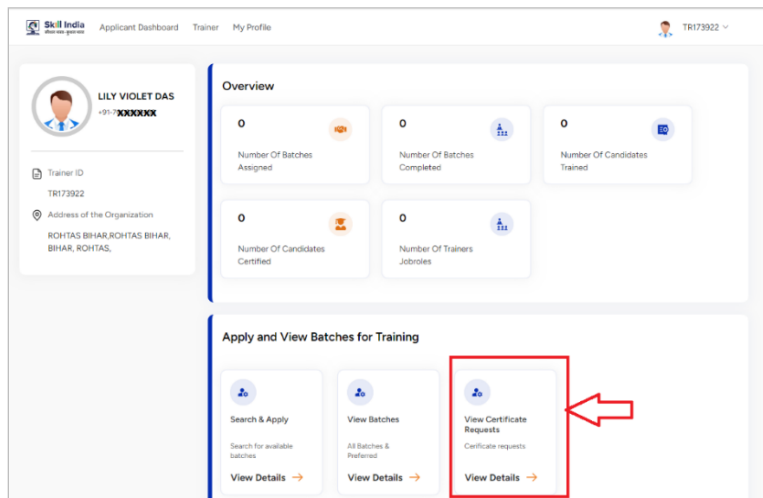
B. Choose the category: Basic/Advance

- a. **Basic Skill Training** → Three options will appear to choose. Individuals with experience of training maybe nominated as trainer and with assessment as Assessor. Individuals with prior experience in both fields may be nominate under 'Both' Category
- Trainer → Individual being nominated as trainer.
 - Assessor → Individual being nominated as assessor.
 - Both → Individual being nominated as both trainer & assessor as per compliance of eligibility criteria
- b. **Advance** → Two options will appear to choose: Under PM Vishwakarma Advance skilling, every individual will be provided with Single certification only. Thus, Training centers may nominate trainers only. Assessment Agencies shall nominate trainers with due eligibility.
- Trainer: Individual being nominated as trainer from TC
 - Assessor: Individual being nominated as assessor from AA
- C. Enter institute details and SPOC (Single Point of Contact) details. – Please enter Spock detail of project team who would be coordinating for the scheme. The same credentials will be used for communication of further ToT/toad processes
- D. Fill in the **details of Trainers/Assessors** as applicable
- E. **Upload** required eligibility documents
- F. **Click Submit** to complete the nomination process
- G. A text message will be triggered to nominated Trainer/Assessor with '**Nomination ID**'

3. Aligning for Training of Trainer batch:

- Institutes to pre-orient their trainers and assessors on the need, relevance, and process for completing certifying as Trainer and Assessor.
- Respond to the phone calls on registered number for aligning for upcoming ToT batch and keep track of mails marked to them and Spock
- SSC align the nominated trainers in their upcoming batches. Requirement of vernacular batches will be catered separately.
- Every trainer needs to mandatorily attend the **complete duration of training in order to appear for assessment**. It is the **responsibility of the TC** to ensure complete attendance.
- Appear and qualify in **the Assessment conducted**.
- Raise the certificate generation request on SID portal through TR ID/AR ID Login. Steps are shared in screenshot below:

- Trainer profile - View Certification Request



- Select **Add Basic Certification** and fill in the required information. For Certification of Basic or Advance Skill Training the selection will be made under 'Basic Certification' only.

Skill India
Applicant Dashboard Trainer My Profile TR173922

Home / Certification

Certification

ADD BASIC CERTIFICATION ADD ADVANCED CERTIFICATION

Pending Certificate Requests Approved Certificate Requests Rejected Certificate Requests

Sector
Select Sector

User Type
Select User Type

Certificate Type
Select Certificate Type

Job Role
Select JobRole

State
Select State

RESET APPLY

Sector Skill Council	Batch Type	Batch Mode	Job Role	Certification ID	Certificate Type	Submitted On	Status	Action
PwD	Training of Master Trainer	Online	Assistant Hair Dresser & Stylist (PWD/BWS/Q0201) - v3.0	N/A	masterTrainer	07/01/2025	PENDING	-
Aerospace and Aviation	Training of Master Trainer	Online	Aerospace CNC Machinist (AAS/Q1001-SI001) - v2.0	N/A	masterTrainer	07/01/2025	PENDING	-
Cross Sectoral	Training of Master Trainer	Online	Safety Inspector (OSHE) (SSD/VSQ/G0104) - v1.0	N/A	masterTrainer	06/12/2024	PENDING	-
Information Technology	Training of	Online	Cyber Security Assistant	N/A	masterTrainer	08/10/2024	PENDING	-

- Information marked as Mandatory is only required.

Skill India
Applicant Dashboard Trainer My Profile

Add Existing Certification

Enter all the details of Add Existing Certification

Certification Info

*Sector
Select Sector

*Job Role (QP Code)
Select Job Role

*Country
India

*State
Select State

*Training Model
Select Training Model

*Batch Mode
Select Batch Mode

*District
Select District

Certificate ID
Certificate Id

Domain Percentage
Domain Percentage

Certificate Issued On
Select Date

Platform Percentage
Platform Percentage

Supporting Document
Click here to Upload Or Drop your files here
only jpg, png, jpeg, pdf (File size upto 5 mb)

Remarks to SSC
Enter Remarks to SSC

Disclaimer: *
I/ We hereby confirm that the information provided above is true to the best of my/ our knowledge.
☐ I Agree

CANCEL SUBMIT

- Pls choose Sector and Trade name correctly while applying for the certification
- The Certificate will be generated once request is approved by the Awarding Body.

- The **Download Certificate** can be used to get the system generated certificates. There are no offline/hard copy of certificates issued.
- For any follow-up please reach out to: tottoa@nsdcindia.org / prerna1@nsdcindia.org



Never share your credentials with anyone. If you do share your credentials, you will be solely responsible.

OK