



## **Key Features of TNSKILL Registry**

### **1. Simple Registration & Login**

- Register using Company / Industry details with admin approval process.
- Multiple login methods: Email/Password, Mobile/Password, OTP (Email / Mobile).

### **2. AI-Powered Search for Skilled Professionals**

- Text Search: Enter skills/requirements directly.
- Voice Search: Search in English or Tamil with microphone support.
- Manual Search: Apply filters such as Branch, District, Year of Passing, College Type, Gender, Placement Status, etc.

### **3. Detailed Candidate Profiles**

- View Name, Skills, Qualifications, Experience, Resume, Certification details, Location, Current Status, and more.
- Apply filters in real time (Gender, District, College Type, etc.) for refined results.

### **4. Shortlisting & Invites**

- Shortlist multiple candidates.
- Send interview invites via Email, WhatsApp, or SMS.
- Candidates can Accept or Reject invitations.

### **5. Invite & Offer Management**

- Track all invites with status (Accepted / Rejected / Pending).
- Individual Actions: Give Offer / Reject via dropdown.
- Bulk Actions: Select multiple candidates for bulk rejection or offer issue with validity dates.
- Track Offer Acceptance Status under the Offer Menu.

### **6. Posts & Polls**

- Create and send Posts, Polls, or both to targeted groups of skilled professionals.
- Add description, expiry date, and attachments/images.

- Publish after Admin Approval.
- View responses and engagement directly from the dashboard.

## TNSkill Registry Manual

### Industry / Company /Employer Registration and Login

#### **Step 1:**

Open your browser, enter **naanmudhalvan.tn.gov.in** in the address bar, and click on **TNSkill Registry** Button (as highlighted in the image below).

The screenshot shows the homepage of the Naan Mudhalvan Upskilling Platform. At the top, there is a navigation bar with links for TNSDC Recruitment, TNSkill Registry (highlighted with a red box and an arrow), TNSkills, and other options like Home, About Us, Mentors, Offerings, Skill Offerings, EOI, Apprenticeship, Media, Service Desk, and Dashboard. Below the navigation bar, there is a banner featuring two portraits of men, one on the left and one on the right, with a quote in Tamil in between. The main content area has four statistics: 41.5 Lakh+ Certifications Issued, 2200+ Institutions, 500+ Courses, and 200+ Partners. The overall theme is dark with orange and white accents.

#### **Step 2:**

Click on “**Register**” button (as highlighted in the image below).

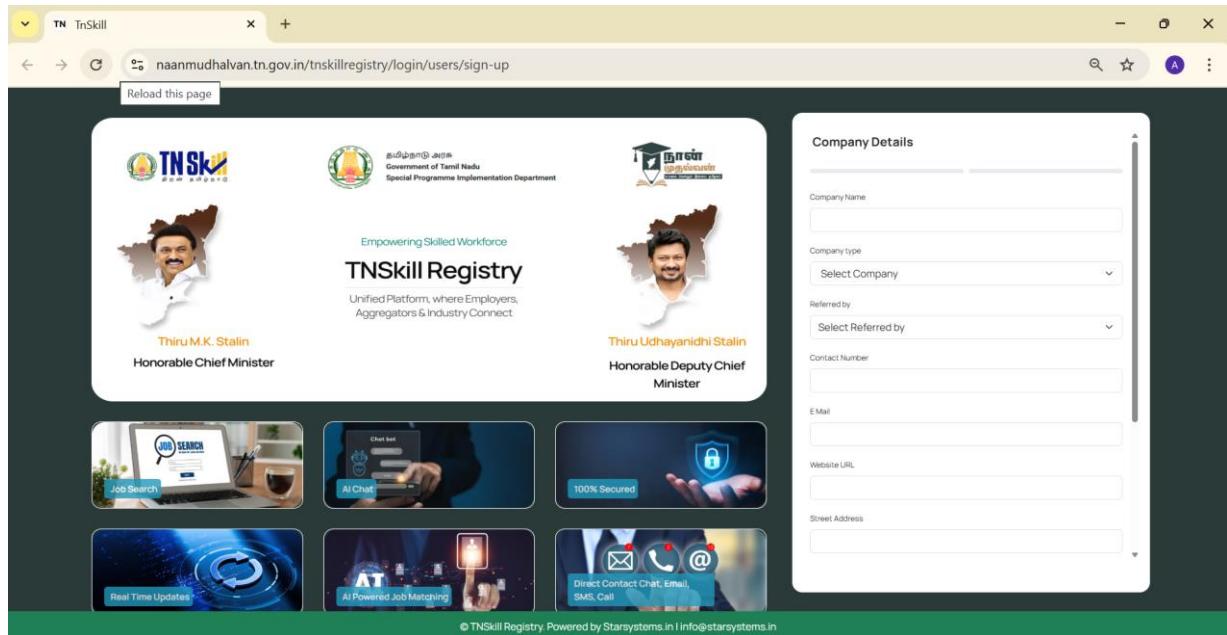
The screenshot shows the TNSkill Registry page. At the top, there is a banner with the text "Empowering Skilled Workforce" and "TNSkill Registry" followed by the subtitle "Unified Platform, where Employers, Aggregators & Industry Connect". Below the banner, there is a section titled "Strengthening Tamil Nadu's Workforce Ecosystem" with a sub-note about the comprehensive database of skilled professionals. The page then displays five categories of certified skilled professionals with their respective counts: Engineering Graduates (3,08,489), Arts & Science Graduates (10,20,360), Diploma Holders (1,17,801), ITI Holders (70,048), and Short Term Skilling (1,78,032). At the bottom, there is a call-to-action bar with the text "To view and connect with skilled professionals, employers/industries are requested to Login or Register" (with "Register" highlighted with a red box and an arrow). Below this, there is a section titled "Initiative Goals" with three bullet points: "In a strategic move to enhance employment opportunities, TNSkill Registry accessible to industry and employers.", "By aligning training and upskilling programs with industry demands, the initiative ensures the development of a sustainable and future-ready workforce.", and "Enable businesses, industries, and job platforms to seamlessly connect with skilled candidates, driving economic growth and reducing unemployment." There is also a graphic of a target with an arrow in the bottom left corner.

### **Step 3:**

Enter your **Company / Industry details / Employer** such as:

- Company Name
- Company Type
- Referred By (By default, you can select **TNSDC**.  
If you were referred by other departments such as **Guidance TN, MSME, SIPCOT, DISH, Employment, TIDCO, Startup TN, Labour, ELCOT, CII, NASSCOM, FICCI, or ITEF**, select the appropriate option.)
- Contact Email
- Mobile Number
- Website URL
- Address, City, State
- Total No. of Employees Onboard
- Annual Turnover

Then, click on the **Continue** button. (as highlighted in the image below).



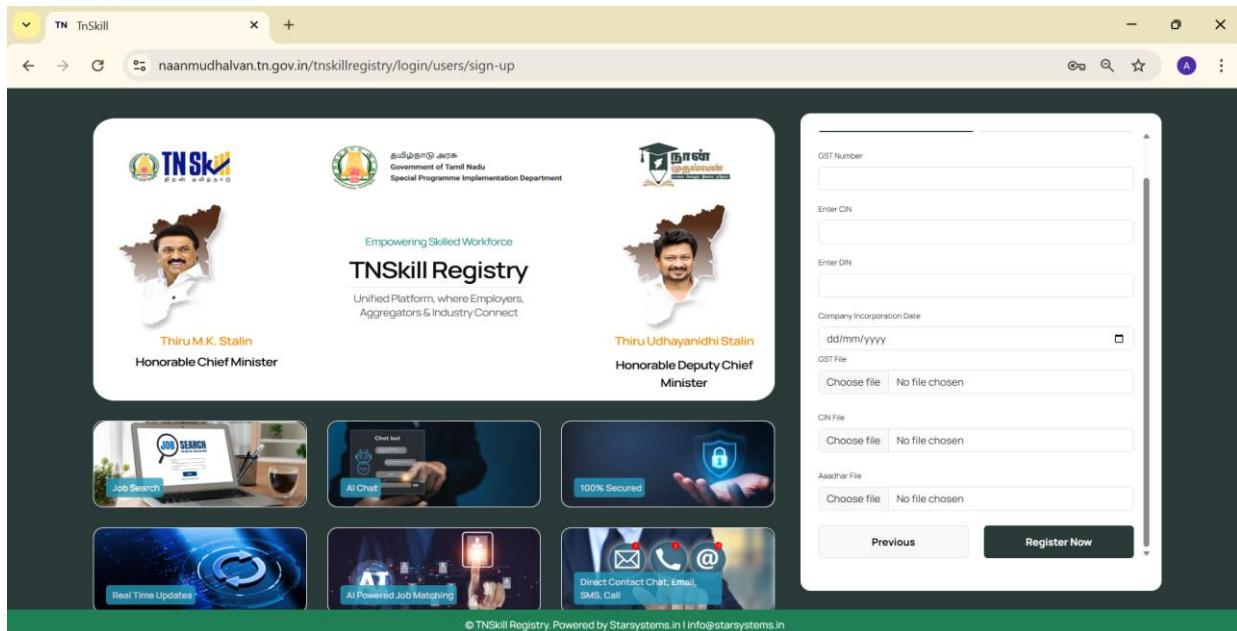
### **Step 4:**

Enter and update the following details (as applicable to your company type):

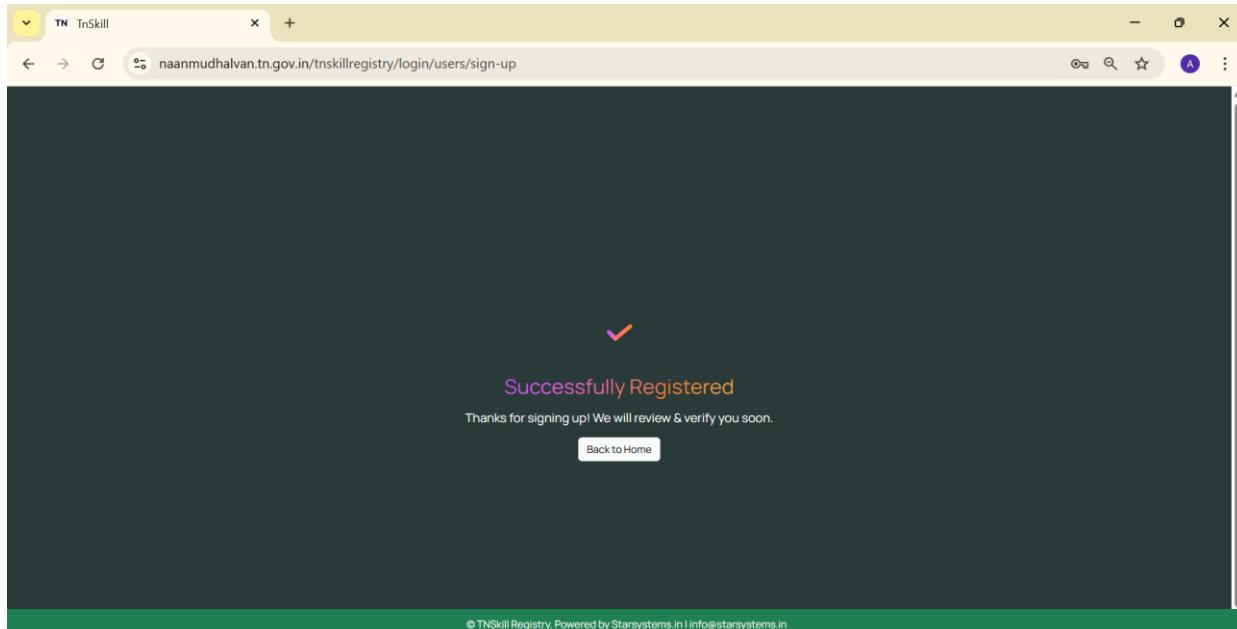
- GST Number
- CIN Number
- DIN Number
- Company Incorporation Date

- Upload GST File
- Upload CIN File
- Upload Aadhaar File (if applicable)

Then click on the **Register** button to complete the registration. (as highlighted in the image below).

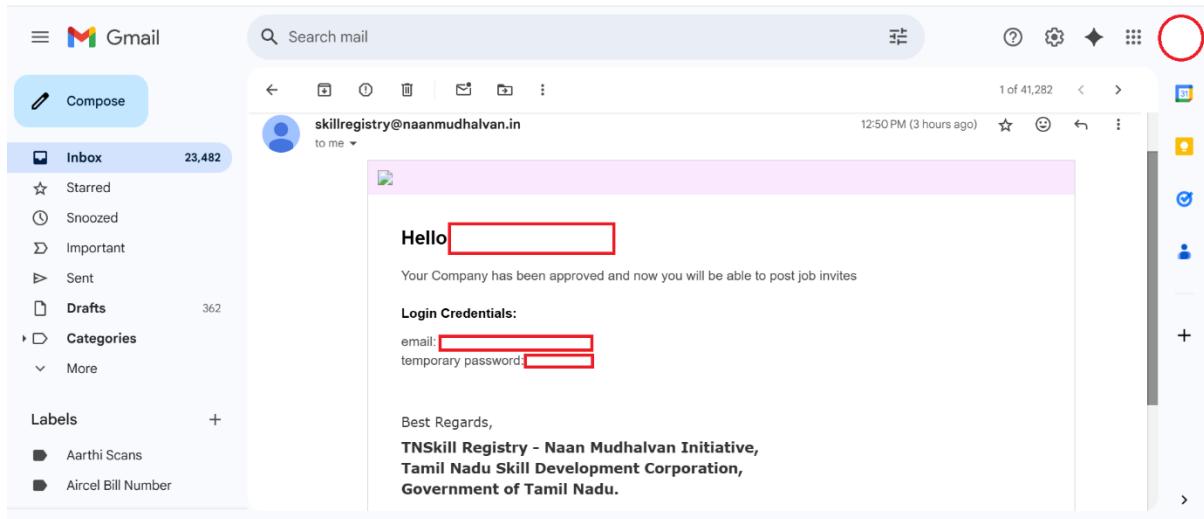


On successful registration, a “**Successfully Registered**” message will appear (as shown in the image below), and you will also receive an **acknowledgement email** at your registered email address.



#### **Step 5:**

Your registration application will be sent to the **admin for further approval**. Once approved, you will receive your **login credentials (Email ID and Password)** at your registered email address. (as highlighted in the image below).



## Step 6 :

Registered and approved industries/companies can log in using any of the following methods:

- **Email ID + Password**
- **Mobile Number + Password**
- **Email ID + Email OTP**
- **Phone Number + Mobile OTP**

## **How to connect with skilled professionals**

### **Step 1:**

Registered and approved Industries/Companies / Employers can log in using any of the following methods:

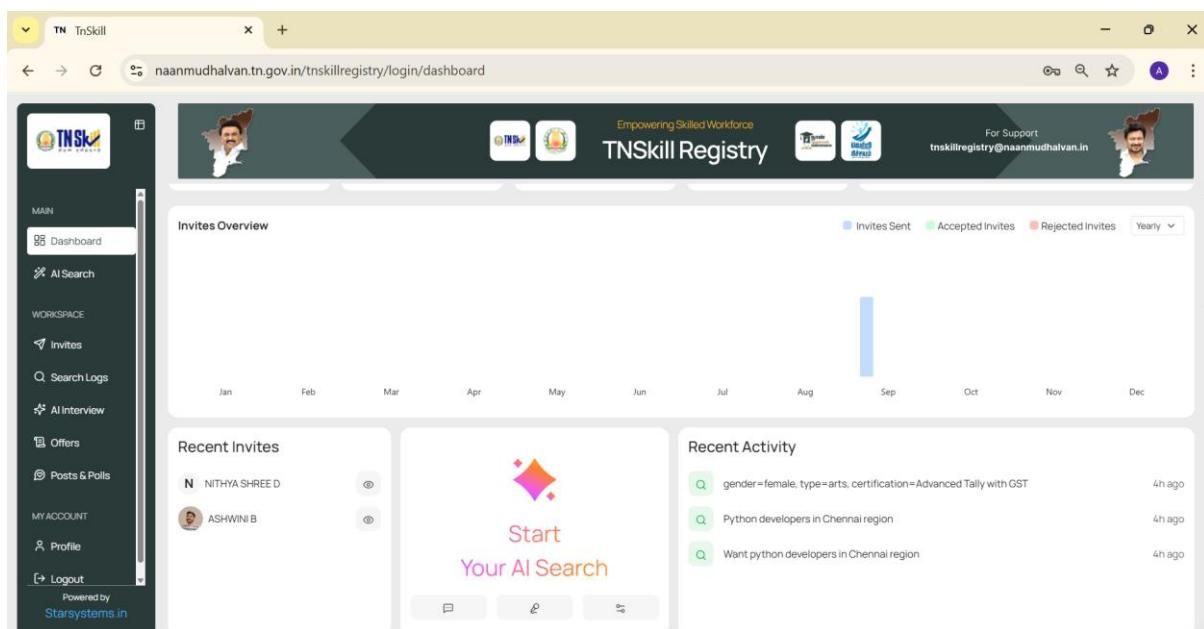
- **Email ID + Password**
- **Mobile Number + Password**
- **Email ID + Email OTP**
- **Phone Number + Mobile OTP**

### **Step 2:**

**Login to your Company/Industry / Employer TNSkill Registry account.**

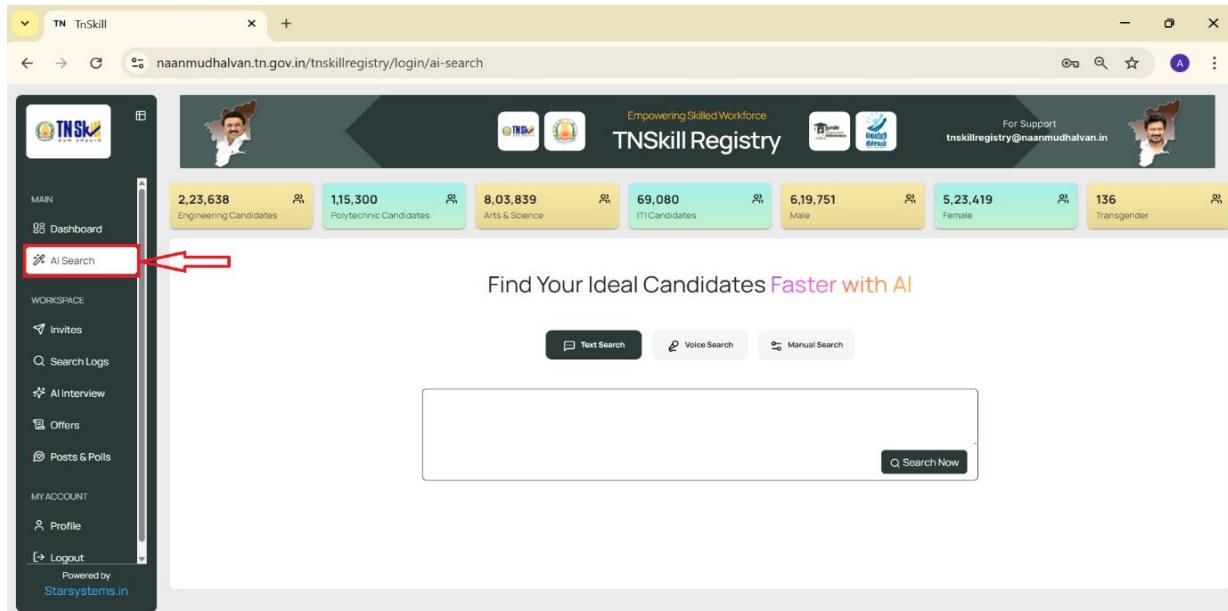
On successful login, you will be redirected to the **Company Dashboard**, where you can view:

- **Eligible Candidates (based on your searches)**
- **Invites Sent and Rejected**
- **Recent Searches**



### Step 3:

Click on the **AI Search menu** (as highlighted in the image below).

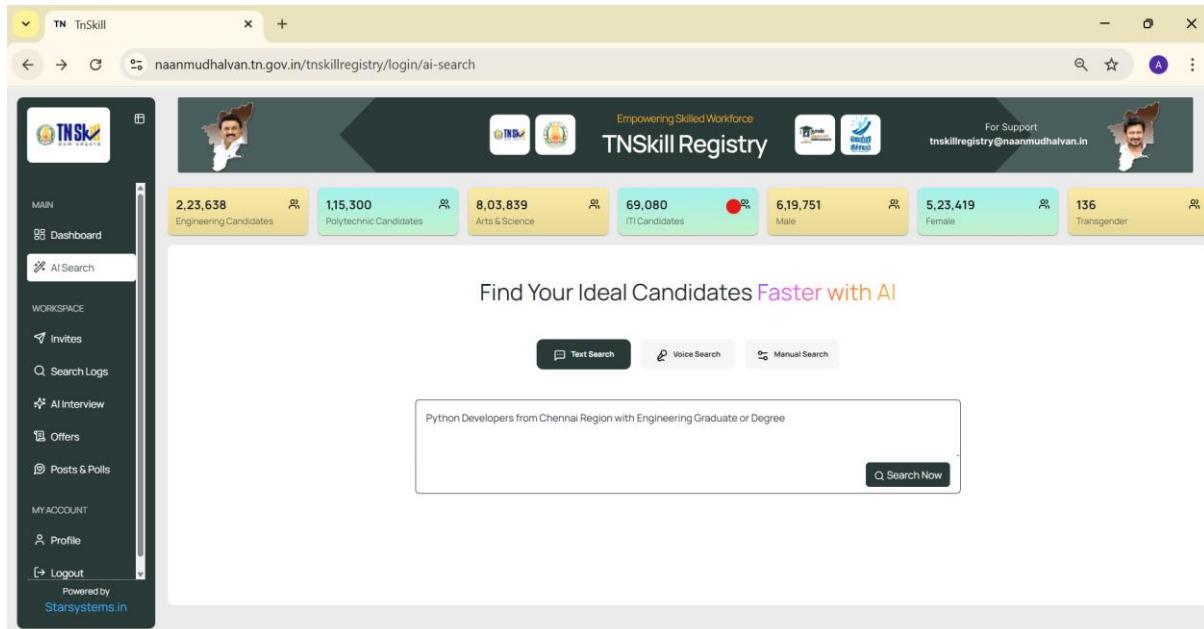


The Industry/Company /Employer can search for suitable skilled professionals using:

- **Text AI Search**
- **Voice AI Search**
- **Manual Search**

#### Text AI Search

Click on the **Text Search button**, enter your requirement (**for example: "Python Developers from Chennai Region with Engineering Graduate or Degree"**), and then click on the **Search Now button** (as highlighted in the image below).



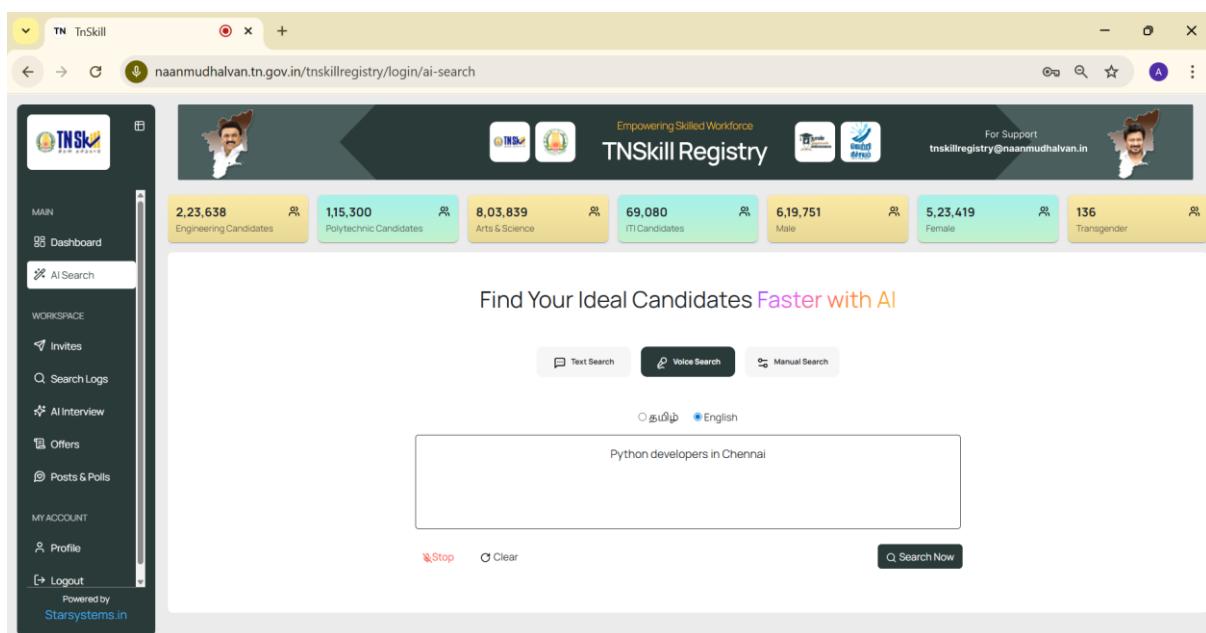
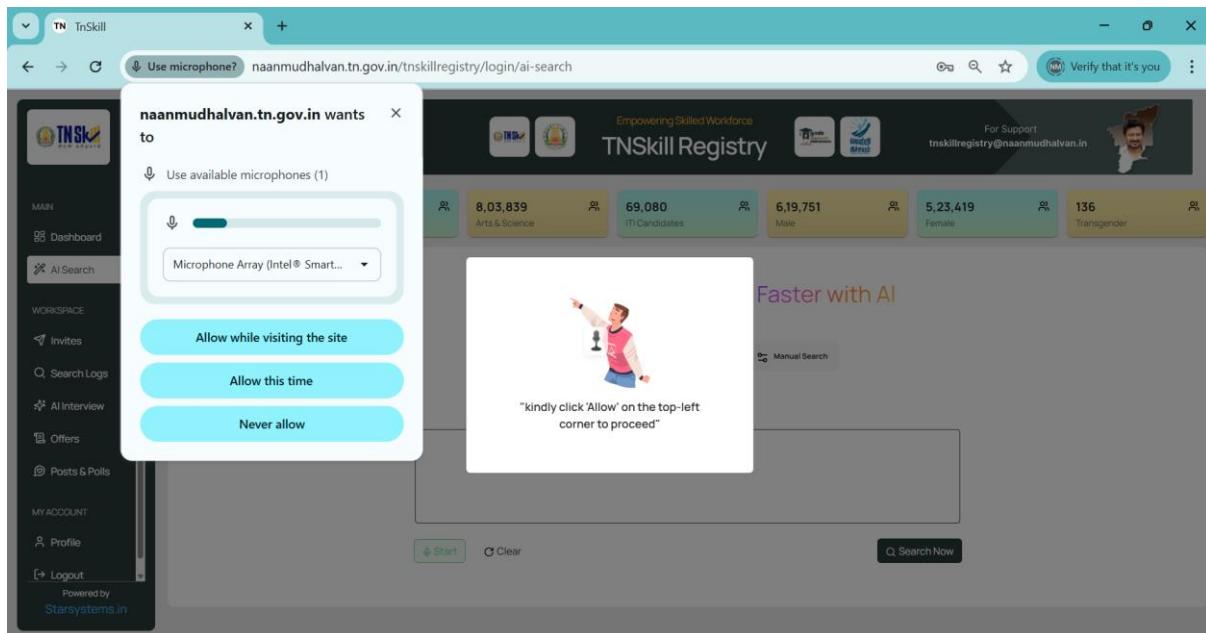
Once you click on **Search Now**, a list of eligible skilled professionals matching your requirements will be displayed.

The screenshot shows the TN Skill Registry AI Search interface. At the top, there's a navigation bar with the TN Skill logo, a search bar containing the URL 'naanmudhalvan.tn.gov.in/tnskillregistry/login/ai-search/116/candidates?searchtype=1', and a user profile icon. Below the navigation bar, the main title 'TNSkill Registry' is displayed along with the tagline 'Empowering Skilled Workforce'. On the right side, there's a 'For Support' link and an email address 'tnskillregistry@naanmudhalvan.in'. The main content area is titled 'Suggested Candidates' and features a sidebar with various filters: Gender (Female, Male, Transgender), Passout Year (2022-2023, 2023-2024, 2024-2025), College Type (Search, Arts, Engineering, ITI, Polytechnic), and Physically Challenged (Search District). The main list displays four suggested candidates: NITHYA SHREE D (B.Sc Mathematics), ASHWINI B (B.Sc Electronics And Communication Science), NANDHINI I (B.Sc Electronics And Communication Science), and PRIYA M (B.Sc Electronics And Communication Science). Each candidate card includes a photo, name, degree, location (Chennai), passout year (2023-2024), certificate count (3+), and buttons for 'Fresher / Open to Work', 'View Portfolio', 'View Profile', and 'Shortlist'. To the right of the list, a box shows '0 Profile Shortlisted' and a 'Send Invite' button.

## Voice AI Search

- Click on **Voice Search Button**. A pop-up will appear asking for microphone access.
- Select your **microphone device** (if multiple are available).
- Click **Allow while visiting the site (recommended)** or **Allow this time**.
- Once access is granted, speak your requirement (**e.g., "Python Developers from Chennai Region with Engineering Graduate"**).
- The system will capture your input, then click on the **Search Now button** (as highlighted in the image below).
- **Note: Voice Search can be used in Tamil or English.**

The screenshot shows the TN Skill Registry AI Search interface with a microphone access pop-up. The pop-up has a microphone icon at the top, followed by the text 'To proceed voice search, please allow access to your microphone.' and a 'Use Microphone' button. In the background, the main interface shows a sidebar with 'MAIN' and 'AI Search' selected. The main area displays various statistics: 2,23,638 Engineering Candidates, 1,15,300 Polytechnic Candidates, 8,03,839 Arts & Science, 69,080 ITI Candidates, 6,19,751 Male, 5,23,419 Female, and 136 Transgender. There are also buttons for 'Start', 'Clear', and 'Search Now'.



**Start, Stop, and Clear options** are also available for initiating a new voice search, stopping the voice search while it is in progress, and clearing the dialog box.

Once you click on **Search Now**, a list of eligible skilled professionals matching your requirements will be displayed.

The screenshot shows the TNSkill Registry AI Search interface. At the top, there's a header with the TN Skill logo, a search bar containing 'naanmudhalvan.tn.gov.in/tnskillregistry/login/ai-search/116/candidates?searchtype=1', and a user profile icon. Below the header, the page title is 'Suggested Candidates'. On the left, there's a 'Filter' sidebar with sections for Gender (Female, Male, Transgender), Passout Year (2022-2023, 2023-2024, 2024-2025), College Type (Search, Arts, Engineering, ITI, Polytechnic), and Physically Challenged (District, Search District). The main area displays four suggested candidates with their names, profiles, and status (Fresher / Open to Work). A sidebar on the right shows a summary: 'Profile Shortlisted 0' with a 'Send Invite' button.

## Manual Search

Click the **Manual Search button**, select filters such as **College Type, Certification, Gender, Placement Status, District/Location, Year of Passing, Branch, College Name, etc.**, according to your requirements, and then click the **Search Now button** (highlighted in the image below).

The screenshot shows the TNSkill Registry AI Search interface with the 'Manual Search' button highlighted. The left sidebar includes 'Dashboard', 'AI Search' (which is currently selected), 'Invites', 'Search Logs', 'AI Interview', 'Offers', 'Posts & Polls', 'Profile', and 'Logout'. The main area has a search bar with 'Text Search', 'Voice Search', and 'Manual Search' (highlighted). Below it is a 'Candidate Info' section with dropdown filters for Placement Status (All), Certification (Ai And Green Skills), College Type (All), Gender (All), District/Location (Coimbatore), Year of Passed Out (All), Branch (All), and College Name (All). At the bottom is a large 'Search Now' button.

Once you click on **Search Now**, a list of eligible skilled professionals matching your requirements will be displayed.

The screenshot shows the TN Skill Registry website interface. At the top, there's a header with the TN Skill logo, a search bar containing the URL 'naanmudhalvan.tn.gov.in/tnskillregistry/login/ai-search/116/candidates?searchtype=1', and various navigation icons. Below the header, there's a banner with the text 'Empowering Skilled Workforce' and the 'TNSkill Registry' logo. On the right side of the banner, there's a contact email 'tnskillregistry@naanmudhalvan.in' and a small profile picture. The main content area is titled 'Suggested Candidates'. It features a filter sidebar on the left with options for Gender (Female, Male, Transgender), Passout Year (2022-2023, 2023-2024, 2024-2025), College Type (Search, Arts, Engineering, ITI, Polytechnic), and District (Search District). The main list displays four candidate profiles: NITHYA SHREE D (B.Sc Mathematics, Fresher / Open to Work, View Portfolio, View Profile, Shortlist), ASHWINI B (B.Sc Electronics And Communication Science, Fresher / Open to Work, View Portfolio, View Profile, Shortlist), NANDHINI I (B.Sc Electronics And Communication Science, Fresher / Open to Work, View Portfolio, View Profile, Shortlist), and PRIYAM (B.Sc Electronics And Communication Science, Fresher / Open to Work, View Portfolio, View Profile, Shortlist). A sidebar on the right shows a summary: 'Profile Shortlisted 0' and a button 'Send Invite'.

#### Step 4:

You can view Skilled professional details such as:

- Candidate Name
- Skills & Qualifications
- Location
- Experience
- Naan Mudhalvan Certification Details
- Resume
- Current Status
- Profile
- Year of Passing
- District, etc.

To further **shortlist candidates**, you can use the **filters** in the left pane, such as:

- Gender
- Year of Passing
- College Type
- District, etc.

The screenshot shows the 'Suggested Candidates' section of the TNSkill Registry. On the left, there is a filter sidebar with options for Gender (Female, Male, Transgender), Passout Year (2022-2023, 2023-2024, 2024-2025), College Type (Arts, Engineering, ITI, Polytechnic), and District (Search). The main area displays four candidate profiles:

- N NITHYA SHREE D B.Sc Mathematics (Fresher / Open to Work, View Portfolio, View Profile, Shortlist)
- A ASHWINI B B.Sc Electronics And Communication Science (Fresher / Open to Work, View Portfolio, View Profile, Shortlist)
- N NANDHINI I B.Sc Electronics And Communication Science (Fresher / Open to Work, View Portfolio, View Profile, Shortlist)
- P PRIYA M B.Sc Electronics And Communication Science (Fresher / Open to Work, View Portfolio, View Profile, Shortlist)

The right side of the screen shows a summary: "Profile Shortlisted 0" with a "Send Invite" button.

## Step 5:

You can shortlist multiple candidates by clicking the **Shortlist button**. Once candidates are shortlisted, the **shortlisted count** along with the **Send Invite button** will be enabled in the right pane, as highlighted in the image below.

This screenshot shows the same 'Suggested Candidates' section after one candidate has been shortlisted. The profile of N NITHYA SHREE D now has a green 'Shortlisted' button instead of a grey one. The right pane now displays a count of 1 for shortlisted profiles and the 'Send Invite' button is now active (highlighted with a red box and arrow).

## Step 6:

Click on the **Send Invite button** and enter the **interview details** such as **Interview Date, Subject, and Message**. Select **the preferred mode of communication (Email, WhatsApp, or SMS)** and then click **Send Invite** to send the invitation to the shortlisted skilled resources.

**Send Interview Invite**

1 Total Shortlisted Candidates

Shortlisted candidates (1)

N NITHYA SHREE D

**Invite Details**

Interview Date: dd/mm/yyyy

Subject:

Message:

Platform:

- Mail
- Whatsapp
- SMS

**Send Invite**

Based on your invitation, the skilled professionals will have the option to **Accept or Reject the invite**. Their **response and the invitation status** will be available under the Invites Menu.

### Step 7:

Click on the **Invites Menu**. All the invites sent to skilled professionals will be listed here. The results will be displayed as highlighted in the image below.

**Invites**

Your Interview is scheduled on 28/09/2029  
19-09-2025 | 1 candidates

**MAIN**

- Dashboard
- AI Search

**WORKSPACE**

- Invites
- Search Logs
- AI Interview
- Offers
- Posts & Polls

**MY ACCOUNT**

- Profile
- Logout

Powered by Starsystems.in

### Step 8:

Click on the **view candidates** to view all the invitations you have sent to skilled professionals. The list will display candidate details such as **Name, Contact Number, Email, Course, Offer Status, and Invite Status**.

You can filter the invites by **All Candidates, Accepted, Rejected, or Pending**. Additionally, you can use options like **Send Reminder or Bulk Status Change** to manage invitations efficiently. The list will be shown as highlighted in the image above.

The screenshot shows the TN Skill Registry Candidates page. On the left, there's a sidebar with options like Dashboard, AI Search, Invites (which is selected), and Offers. The main content area displays a message about a scheduled interview and a table of candidates. The table has columns for Candidate Name, Contact Number, Email, Course, Offer (dropdown menu), and Invite Status (green button). A red box highlights the dropdown menu in the Offer column for the first candidate, and another red box highlights the 'Send Reminder' button at the top right.

Candidate Name	Contact Number	Email	Course	Offer	Invite Status
NITHYA SHREE D	*****327	*****jan@gmail.com	Microsoft Office Fundamentals	Pending	Pending

### Step 9:

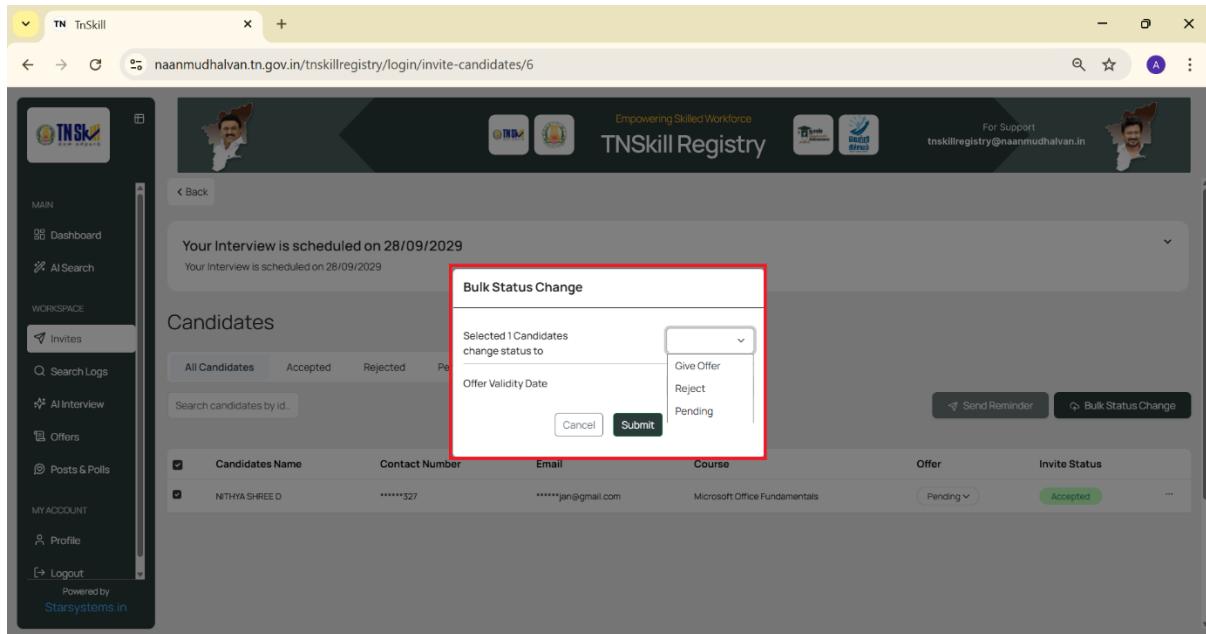
For **individual candidates** who have **accepted** the invitation, you can either **Give an Offer** or **Reject** the skilled professional. To do this, click on the **dropdown in the Offer column** next to that candidate's details, as highlighted in the image below.

This screenshot is similar to the previous one but shows the candidate's status as 'Accepted' instead of 'Pending'. The red box highlights the dropdown menu in the 'Offer' column for the first candidate, which now shows 'Accepted' as the selected option.

Candidate Name	Contact Number	Email	Course	Offer	Invite Status
NITHYA SHREE D	*****327	*****jan@gmail.com	Microsoft Office Fundamentals	Accepted	Accepted

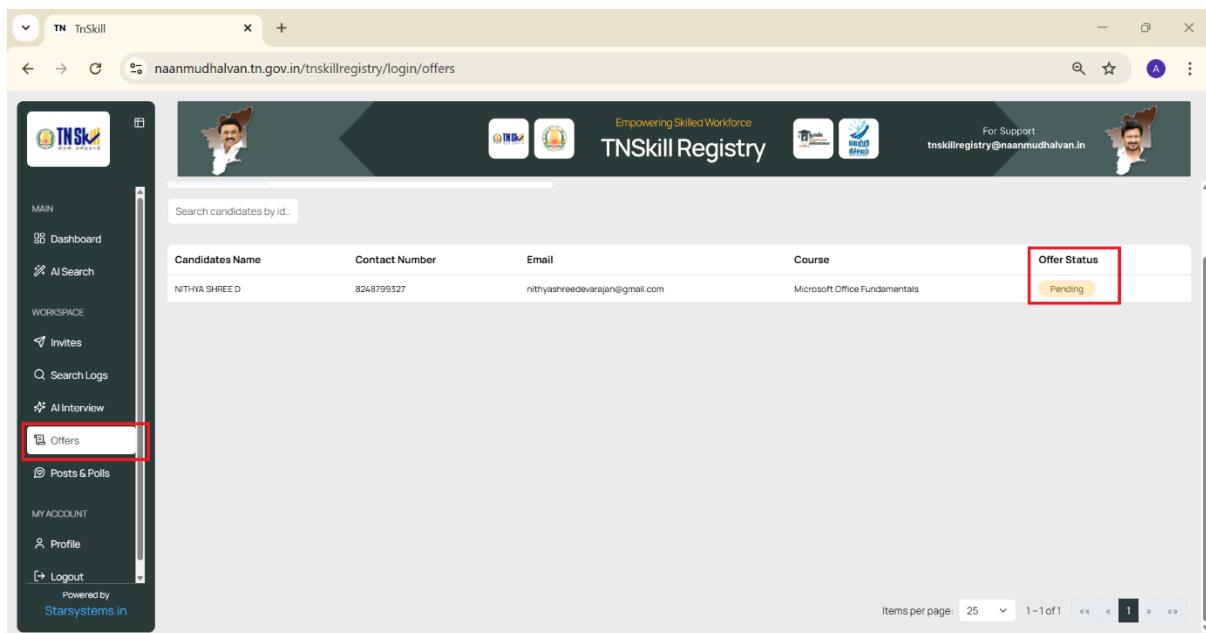
For **bulk rejection** or to **issue offer letters** to multiple **approved candidates**, first select the "**Select All**" checkbox. Then, click on the **Bulk Status Change** button to update the status of all selected candidates in one action.

In the **Bulk Status Change** window, you can choose **Give Offer** and set the **Offer Validity Date**. Finally, click the **Submit** button to apply the changes and send the updated status to the candidates.



## Step 10:

To view the **offers given to candidates**, click on the **Offer Menu** in the **left panel**, as highlighted in the image below. Here, you can also track the **Offer Acceptance Status** of each candidate.

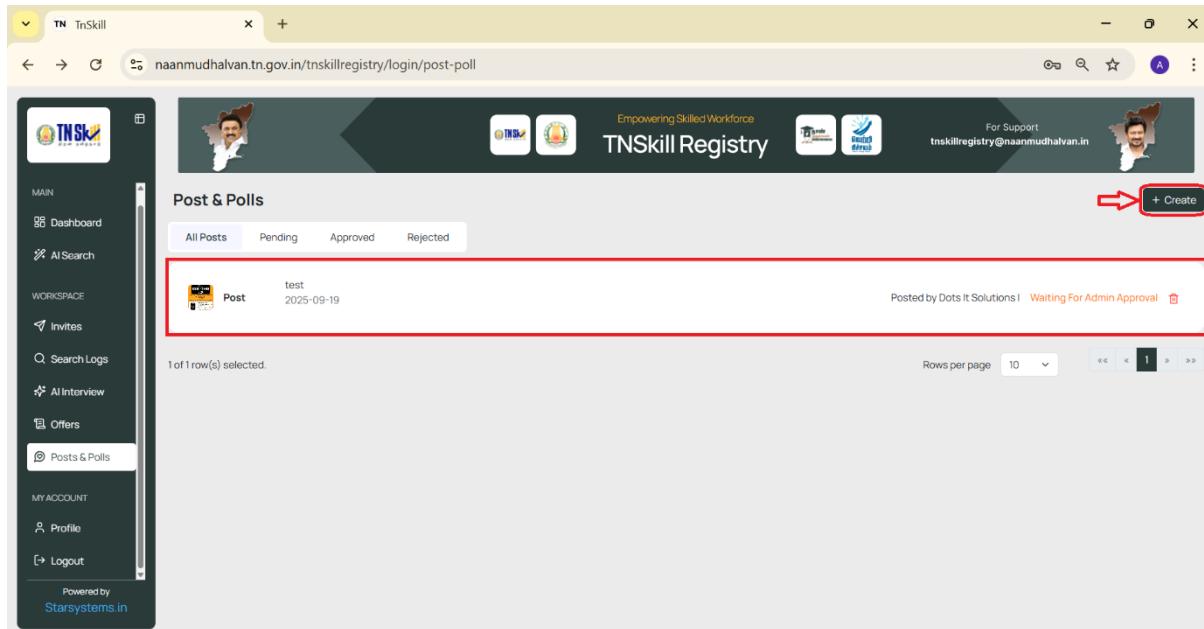


## **How to send the Post / Poll to the skilled professionals**

### **Step 1:**

To send a **Post & Poll** to skilled professionals, click on the **Posts & Polls Menu** in the left panel. On clicking the menu, the list of **Posts & Polls** submitted by you will be displayed along with their **Admin Approval Status**, as highlighted in the image below.

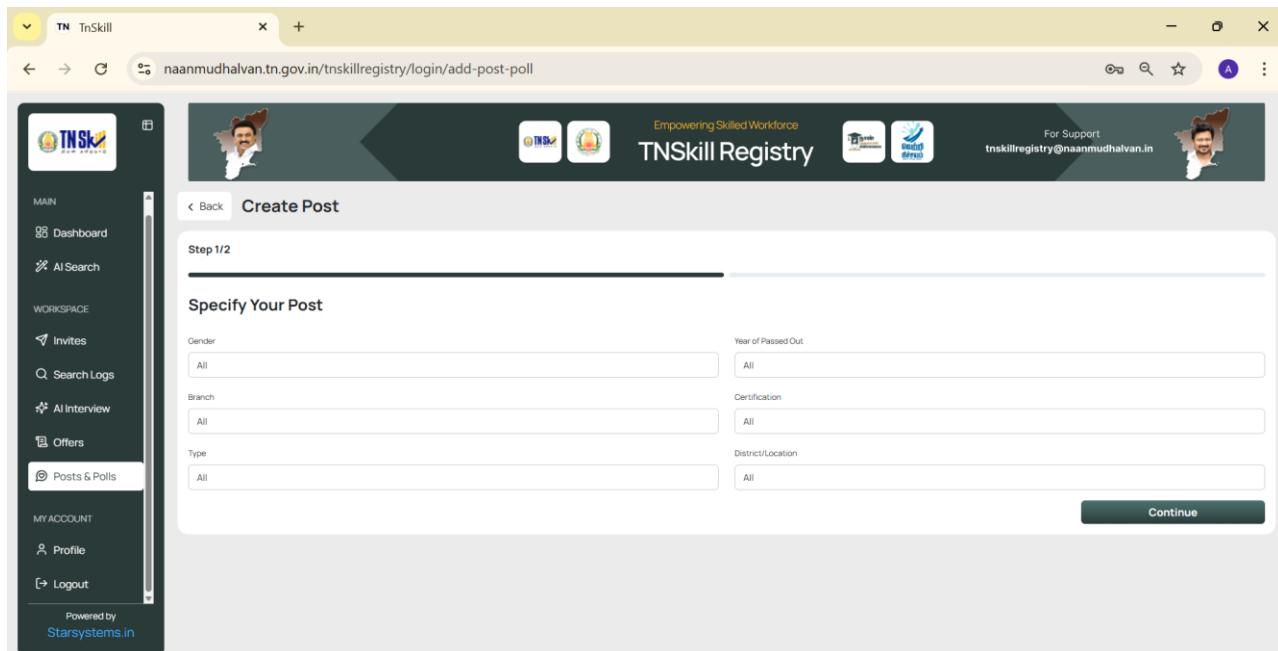
To create a new **Post / Poll**, click on the **Create** button at the top-right corner, as highlighted in the image below.



The screenshot shows the TN TrSkill dashboard. The left sidebar has a 'Posts & Polls' option selected. The main content area displays a table titled 'Post & Polls' with one row: 'Post test 2025-09-19'. A red box highlights the 'Waiting For Admin Approval' status. In the top right, a red arrow points to the '+ Create' button.

### **Step 2:**

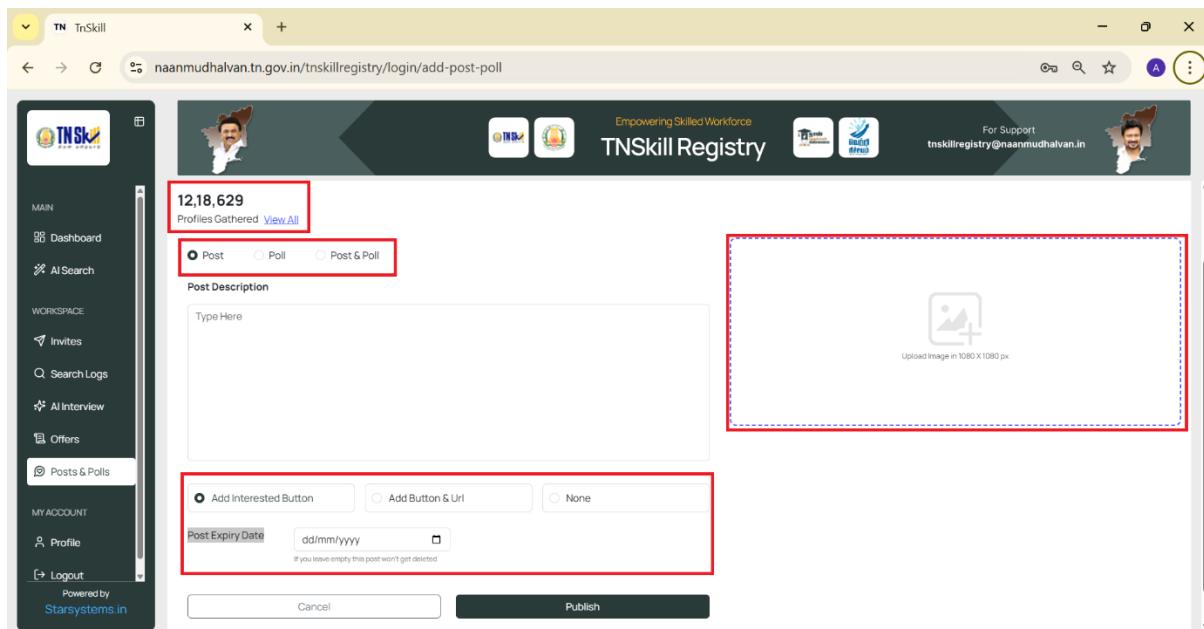
Search for the skilled professionals to whom you want to send the **Post / Poll** by applying the appropriate **filters** (such as **Branch, District, Year of Passing, College Type, etc.**). After selecting the target group, click on the **Continue** button to proceed.



The screenshot shows the 'Create Post' form. It's 'Step 1/2'. The 'Specify Your Post' section contains several dropdown filters: 'Gender' (All), 'Branch' (All), 'Type' (All), 'Year of Passed Out' (All), 'Certification' (All), and 'District/Location' (All). A red arrow points to the 'Continue' button at the bottom right.

### Step 3:

- If you want to send **only a Post**, click on the **Post** option button.
- If you want to send **only a Poll**, select the **Poll** option button.
- If you want to send **both a Post and a Poll** at the same time, select the **Post & Poll** option. as highlighted in the image below.



Enter the **Post / Poll Description**, set the **Expiry Date**, and upload an **image** or add any other option if required. Finally, click on the **Publish** button to send your Post / Poll for **Admin Approval** from the portal administrator.

Once the **Administrator approves** your **Post / Poll**, it will be published and made available on the **dashboards of the selected skilled professionals**.

For Support : [tnskillregistry@naanmudhalvan.in](mailto:tnskillregistry@naanmudhalvan.in)

**TNSkill Registry - Naan Mudhalvan Initiative,  
Tamil Nadu Skill Development Corporation,  
Government of Tamil Nadu.**