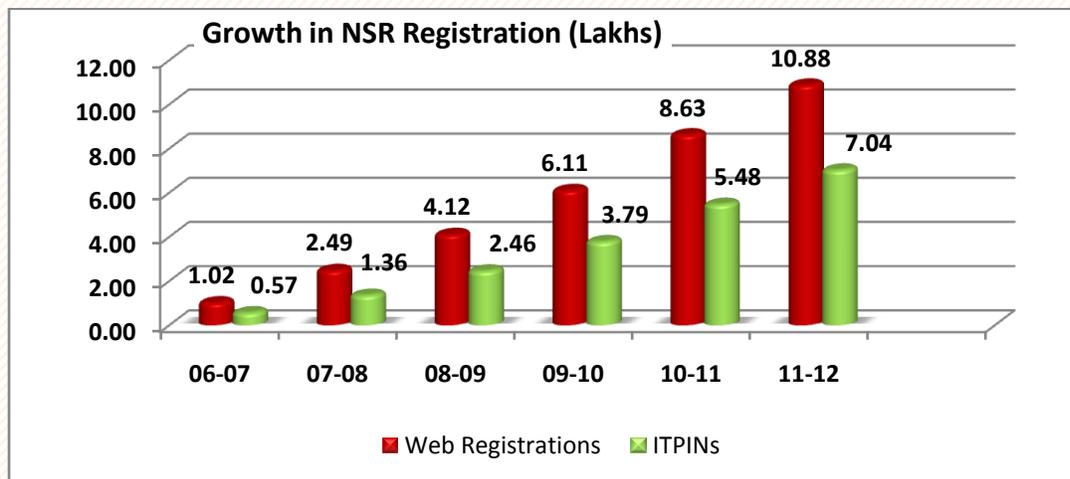


**Dear Member,**

*Congratulations on being a member of National Skills Registry (NSR) – an industry initiative for creation of unique life-time profile with background check details for each person working in the industry. Please find below the latest updates:*

- *More than 11.76 lakh Knowledge Professionals in the IT/ITeS & BFSI industry have registered their profiles on NSR website and more than 7.60 lakh professionals have completed their registration by submitting the biometrics.*
- *In Quarter April 2012 to June 2012, 48,513 professionals got biometric registered. This is the highest number of registrations in comparison to corresponding quarters for previous years.*
- *118 leading IT / ITeS companies have joined NSR. [Click here](#) for the complete list.*
- *Over 1,22,000 profiles are verified or have their employer confirmation.*
- *More than 2,51,000 Knowledge Professionals have authorised participating companies to view their profile.*
- *Robert Bosch Engineering and Business Solutions Limited has commenced NSR registration for its new recruits.*
- *New POS centres have been opened in Ludhiana, Salem, Trichy and Visakhapatnam to facilitate biometric registrations. This takes the total POS setups to 95 across 25 cities. [Click here](#) for complete list.*



## **FREQUENTLY ASKED QUESTIONS:**

### **Q. I have forgotten my login details, how do I retrieve the same?**

**Ans:** Kindly [Click here](#) to login to your NSR profile. You can use the link of “Forgot Login Id” and “Forgot Login or Transaction Password” links to retrieve your login credentials. You can also [Click here](#) to view the “**Profile Access Guidance manual**” detailing operation of your NSR account.

### **Q. How do I renew my NSR profile?**

**Ans:** On successful login to your profile, the welcome page will indicate the validity period of your profile. Click on the link “**Renewal Registration**” or “**Request for – Renewal Registration**” and select the number of years for which you wish to pay the annual fees. You can choose to make online payment and renew your account instantaneously. Alternatively you can click on Payment to POS link and generate bill, take print of the same and make payment at nearest Point of Service (POS) office. Your account will be renewed after upload of the transaction by POS.

### **Q. How do I view my profile details?**

**Ans:** Kindly login to your profile .Visit the menu option “**My Profile – View Profile**” and view your complete information. Ensure that the details in your profile are correct and complete. If any correction/addition is required you can use the relevant menu options to update the same. Refer to the Profile Access Guidance manual if you have any queries or write to [nsr@nsdl.co.in](mailto:nsr@nsdl.co.in) .

### **Q. How do I edit my profile information?**

**Ans:** If any details in your profile require rectification, you need to use the option “**My Profile – Correct Errors in data**” and make the required corrections in your profile information and save the same. Only information which is not verified or which is not yet submitted for verification can be rectified. If any additions are to be made to your profile details then use the relevant menu options like **Add New Qualification, Change in employment, Change in Present address** etc.

For addition of previous employment records, use the menu option “**My Profile – Correct Errors in data**” and navigate to the employment details section by clicking on Modify & Continue button at the bottom of the demographic and education information page. Using the “**Add Previous Company**” button at the bottom of the employment details section enter the details of your missing previous employments and click on update to save the same. You will need to use your transaction password for operating these features.

### **Q. How do I get my profile verified?**

**Ans:** Visit the menu option “**Request for – EBC Verification**” and select the fields in your profile to be verified and submit. Your request will be allocated to any of the 17 Empanelled Background Checkers on NSR and you are required to make payment and submit documents to the EBC prior to verification. Once verified, the information cannot be changed and verification results will be permanently recorded on your profile. Verification will ensure credibility of your profile information.

**Email: [nsr@nsdl.co.in](mailto:nsr@nsdl.co.in)**

**Call us on : 022-2499 4242 or 022-2499 4200 (Extn : 4025)**