#### National Informatics Centre

Ministry of Communication and Information Technology

Department of Information Technology,

Government of India



NOTE—Jobseeker may contact through this mail id <a href="https://example.com">Helpdesk.jobseeker@gmail.com</a>. If found any difficulties along with screenshot the error page, if any.

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# GUIDELINES FOR USER MANNUAL OF ONLINE JOBSEEKER REGISTRACTION

#### **GUIDELINES**

This Guideline is "User Manual for online registraction job seeker" for all the users of "Directorate of Employment Exchange" Government of Odisha. Users of this application are should follow --

- 1-Click on Jobseekers Module in home page
  - 2-Accept the Declaration page
  - 3-Fill up the Select Exchange page
  - 4-Click on Submit Button
- 5-Fill up the registration in page as per instruction
  - 6-Click on the proceed next step button
- 7-Fill up the educational qualification page in details
  - 8-Fill up the Experience page
  - 9-Fill up the Language details page
  - 10-Fill up the Additional information

page

11-Fill up the Willingness page

#### **ONLINE REGISTRACTION STEPS**

#### **DECLARACTION**

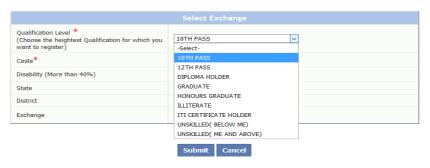
User/Candidates click on Accept the Declaration page after click on jobseeker Registraction.



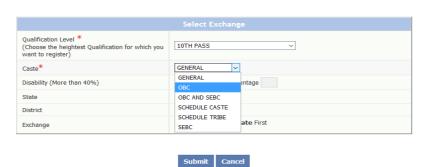
## After Accept the Declaraction page fill up the Select Exchange page.

Choose the Qualification level and Caste (it is mandatory)

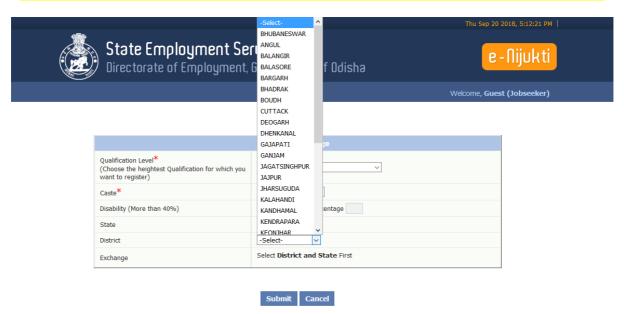








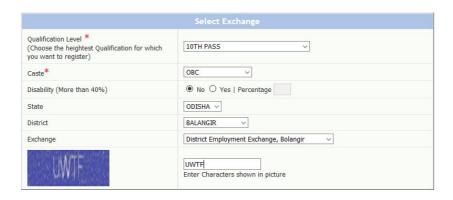
If user is SC/ST/OBC/SEBC then He/She should carry the Caste Certificate near by Employment Exchange office



select the District Options

Select the Exchange option as per district

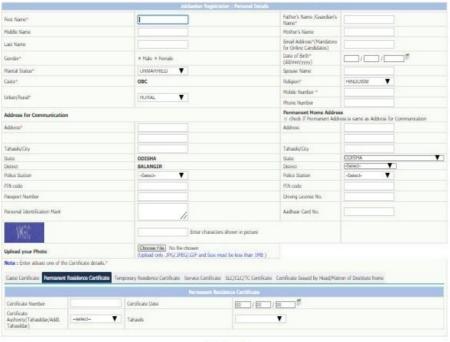




Submit Cancel

Type the **CAPTCHA** and Click the **submit** button

Fill up the personal details page. Here is First Name, Father Name, DOB, Gender, E-Mail, and Marital Status is compulsory fields





## fill up the ADDRESS fields. If the Temporary and Permanant home address is same then click on the CHECK-BOX.

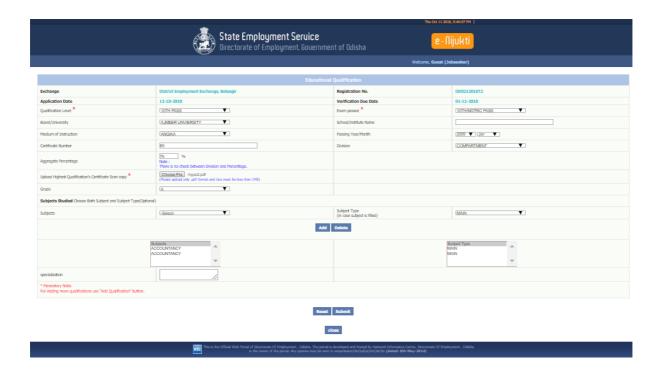
If the user is SC/ST/OBC/SEBC, he/she must fill up the caste Certificate options

click on **NEXT** button



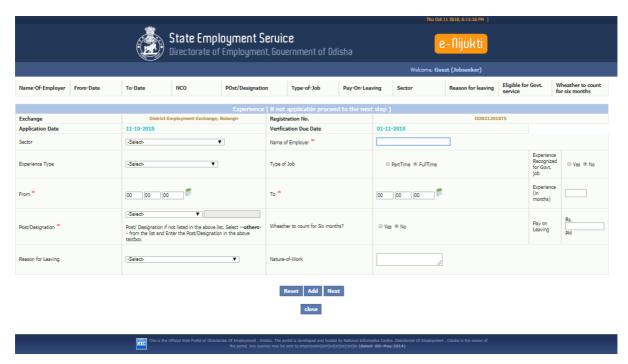
Click on **Proceed Next** button

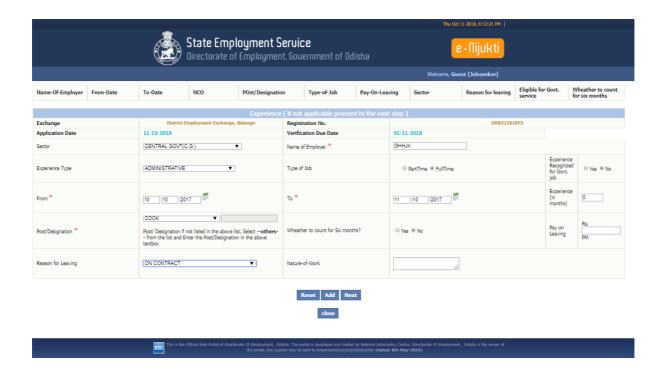
Fill up the **Educational qualification** page



#### Click on **Submit** button

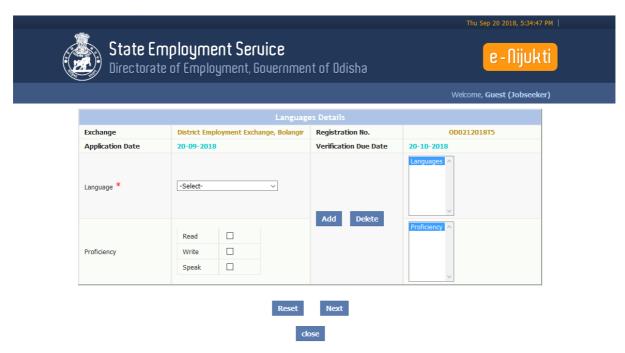
#### Fill up the **Exprience** page

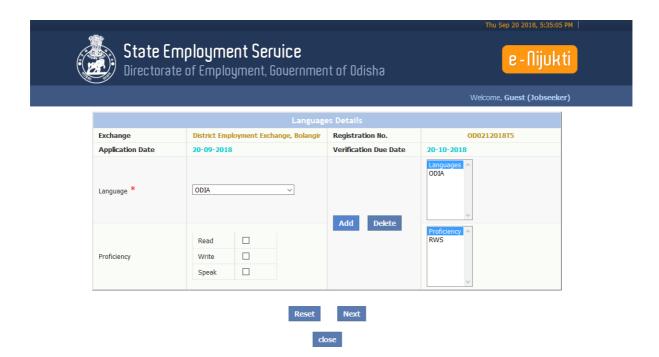




#### click on Next button

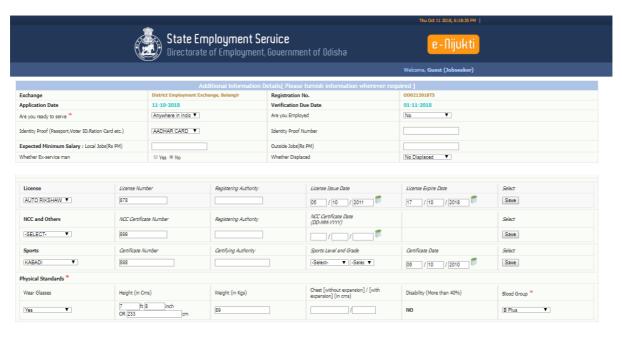
#### fill up the language details page





Select the language option and profiency(tick on read,write,speak) option, click on add option then click on next button

fill up the **Additional information** details page



Reset Next



### After fill up the willingness details page click on next button

#### Final Acknowledgement page will appear





#### Important Points\_

- Once a candidate applies for online Registration in employment exchange through internet center/ common services center a temporary number will be generated
- ➤ This temporary registraction number needs to be validated within 20 days of issue of this temporary number. The candidate has to visit the concern district employment office with required document in original within in due date to validate the same
- ➤ The generated temporary registraction number would automatically show the name of the concerned district employment exchange and date by which candidate has to visit to D.E.E for authentication of the temporary registraction number
- ➤ In case of urgency the candidate may apply any vacancy citing of temporary registration number but the candidate has to visit district employment exchange within the due date to validate otherwise the temporary registraction number will be cancelled
- ➤ If the last date fall on govt holiday it is the responsibility of the candidate to validate it prior to this date on any working day by visiting the District employment exchange or else it will be cancelled.

## Guideline for Employment Exchange Officers

NOTE—Jobseeker may contact through this mail id <a href="https://example.com">Helpdesk.jobseeker@gmail.com</a>. If found any difficulties along with screenshot the error page, if any.

- Employment officers first choose the for official use only options then click on employment officers column.
- login the user ID and password then click on submit button



### After select Registraction column, Click on verification of registraction



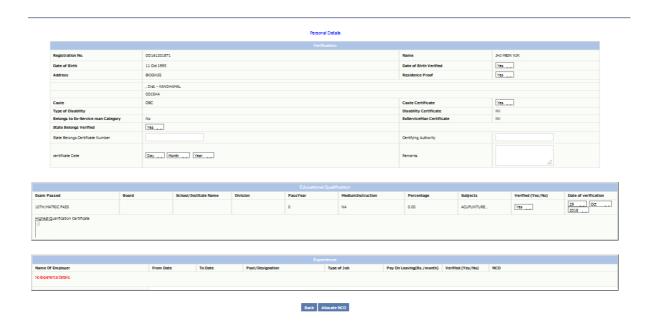


Back to Menu

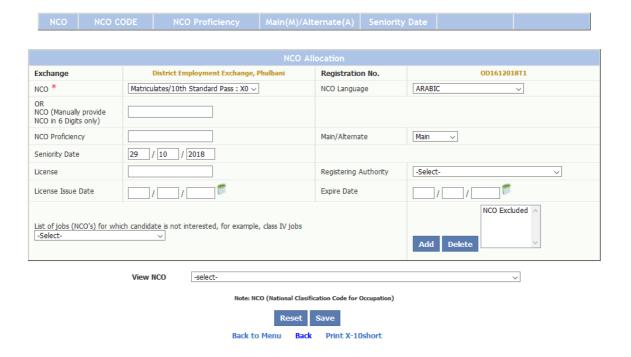
#### Give the Temporary Registraction Number And Click the SUBMIT button

Verification of Registration	
Enter Your Registration Number:	OD181 2018 T4
Submit	

Back to Menu



#### Click on Allocate NCO button



- Click on save option
- Print the X-10 Short

