

## MANAGE PROFILE

### Personal Details:

- ❖ Click “**edit**” button shown in the right side of the page for edit/update personal details.
- 1. Verify **Name, Gender, Mobile Number, Date of birth** showing in this page which will be auto fill as these are the mandatory fields given at the time of registration.
- 2. **MARITAL STATUS:** Choose marital status i.e. Single or Married.
- 3. **FATHER’S NAME AND MOTHER’S NAME:** Fill up father’s name and mother’s name.
- 4. **ALTERNATE EMAIL:** Enter alternate Email other than registered one.
- 5. **CATEGORY:** Choose category from the drop down menu i.e. General/OBC/SC/ST or Others.
- 6. **DOCUMENT TYPE:** Choose the identity documents from the drop-down list like Aadhaar, PAN, Voter ID, UAN etc.
- 7. **DOCUMENT NUMBER:** Enter corresponding Document Number against document types which have been selected.
- 8. **PHYSICALLY CHALLENGED:** Update whether physically challenged or not.
- 9. **RELIGION:** Choose religion from the drop-down list Hindu/Muslim/Christian/Sikh/Jewish/others.
- 10. Click “**update**” button to save personal details after updating all the compulsory information.

Personal Details

First Name

IPSITA

Gender

Select

Date of Birth(dd-mm-yyyy)

18-06-1994

Father's Name

Father's Name

Alternate Email

Document Type

Select Document Type

Physically Challenged

No

Middle Name

Middle Nam

Mobile No

9583398043

Marital Status

Select

Mother's Name

Mother's Name

Category

Select

Document Number

Document Number

Religion

Select

Last Name

SAHU

Update

Close

### Address Details:

- ❖ Click “**edit**” button shown in the right side of the address details page for edit/update permanent & correspondence address details.
- 1. **PERMANENT ADDRESS:** Fill the permanent address details like locality and select country, state, district, city and PIN.

2. **CORRESPONDENCE ADDRESS:** Tick mark on “**My correspondence address is same as permanent address**” box if permanent address and correspondence address is same otherwise fills it individually.
3. Click “**Update**”.

The screenshot shows a web form titled "Address" with a blue header bar. It contains two main sections: "Permanent" and "Correspondence".

**Permanent Section:**

- Address 1:** A text input field containing "berhampur".
- Country:** A dropdown menu with "India" selected.
- District:** A dropdown menu with "GANJAM" selected.
- Pin:** A text input field containing "760004".
- Address 2:** A text input field containing "bbsr".
- State:** A dropdown menu with "ODISHA" selected.
- City:** A text input field containing "berhampur".

**Correspondence Section:**

- A checkbox labeled "My correspondence address is same as permanent address" is checked and circled in green.
- Address 1:** A text input field containing "berhampur".
- Country:** A dropdown menu with "India" selected.
- District:** A dropdown menu with "GANJAM" selected.
- Pin:** A text input field containing "760004".
- Address 2:** A text input field containing "bbsr".
- State:** A dropdown menu with "ODISHA" selected.
- City:** A text input field containing "berhampur".

### Qualification:

- ❖ Click “**Add**” button to fill up qualification details.
  1. **QUALIFICATION:** Select qualification from the dropdown list i.e., Diploma/B-tech/M-Tech etc.
  2. **COURSE / STREAM:** Select corresponding Stream (Ex: - ECE, Mechanical etc).
  3. **IS IT HIGHEST QUALIFICATION?** Choose YES/NO (If you choose Yes then it will highlight in summary)
  4. **BOARD / UNIVERSITY:** Enter your Board/University Name Where you have passed.
  5. **COLLEGE/INSTITUTE:** Enter your college/Institute Name Where you have passed
  6. **YEAR OF PASSING:** Enter Year of Passing.
  7. **TOTAL MARKS/CGPA:** Enter your Total CGPA/Marks
  8. **MARKS SECURED/CGPA:** Enter your secured CGPA/Marks
  9. **% OF MARKS:** Enter percentage of CGPA/Marks (Auto calculation in case of marks).
  10. **UPLOAD YOUR MARK SHEET:** Upload your corresponding mark sheet (*Pdf, File size should not be greater than 100KB*)
  11. Click ‘**Add**’ to save the qualification details.
- ❖ Click “**edit**” button shown in the right side of the qualification details for edit/update qualification details.
- ❖ Click “**delete**” button shown in the right side of the qualification details to delete that

particular record.

- ❖ In case of more than one qualification then click again **Add** button to update it. For example, first add 10<sup>th</sup> then update it. If you wish to add Diploma/+2 then again click on ADD button.

Qualification

Qualification

Select

Course / Stream

Select

Is it highest qualification

Select

Board / University

College/Institute

Year of Passing(yyyy)

Select Year

Marks/CGPA

Select

Total Marks/CGPA

Marks Secured / CGPA

% of Marks

Upload your mark sheet

Upload your Marksheet

Choose file

No Preview Available

File-Type: jpeg, jpg, png

File-Size: 100 KB Max

Add

Close

Qualification										
<div><div>Add</div></div>										
#	Qualification	Course / Stream	Board / University	Institute	Year of Passing	Total Marks/CGPA	Marks/CGPA	Marks(%)	Doc Preview	Action
1	Graduate(Tech)	Electronics and Communication Engineering	bput	nist	2016	10	7.51	78.00	<div>No Preview Available</div>	<div>Edit</div> <div><div></div><div></div></div>
2	MBA/PGDM	Data Analytics	CUTM	CUTM	2019	10	7.30	73.00	<div>No Preview Available</div>	<div>Delete</div>
3	HSC(10th)	Any	HSE	G.S.T.S	2009	600	510.00	85.00	<div>No Preview Available</div>	

### Working History (For Experienced Candidate):

- ❖ Click "**Add**" button shown in the left side of the working history page for update his/her working history details.
  1. **DESIGNATION:** Enter your current/Past Designation.
  2. **COMPANY:** Enter Name of the Company.
  3. **SALARY:** Mention monthly salary in INR.
  4. **CURRENT EMPLOYER:** Choose YES/NO in current employer (If you are currently working in, then select Yes otherwise select NO).
  5. **START DATE/END DATE(dd-mm-yyyy):** Select start date and end date of your working period (End date is disable in case of current employer).
  6. **INDUSTRY TYPE:** Select Industry Type (Ex: - Engineering).
  7. **FUNCTION:** Select Function of the corresponding Industry (Ex: - Application Engineer-I).
  8. **SKILL SET:** Choose Skill set. One can choose multiple skills.
  9. Click '**Add**' to save the working history details.
- ❖ Click "**edit**" button shown in the right side of working history details for edit/update details.
- ❖ Click "**delete**" button shown in the right side of the working history details to delete that particular record.
- ❖ In case of more than one working history experience then click again **Add** button to update it.

Working History

Designation

Company

Start Date(dd-mm-yyyy)

End Date(dd-mm-yyyy)

Salary ( ₹ )

Current Employer

Select

Industry Type

Select

Function

Select

Skill Set

Choose Skill

Add

Close

### Key Skill:

- ❖ Click on **"Add"** button shown in the left side of the key skill page for update key skill details.
  1. **SKILL:** Choose the skill from the drop down list.
  2. **EXPERIENCE IN YEAR/MONTH:** Select skill experience in both year and month (E.g. 3 years 6 month)
  3. **LAST USED MONTH & YEAR:** Select last month and year of your skill utilization.
  4. **LEVEL:** Select level of your skill (EX: -Beginner, Intermediate, Expert)
  5. Click **'Add'** to save the key skill.
- ❖ Click **"edit"** button shown in the right side of key skill details for edit/update details.
- ❖ Click **"delete"** button shown in the right side of key skill details to delete that particular record.
- ❖ In case of more than one skill then click again **Add** button to update it.

Skill
✕

**Skill**

Select Skill ▼

**Experience in Year**

Select ▼

**Last Used Month**

Select ▼

**Level**

Select ▼

**Experience in Month**

Select ▼

**Last Used Year**

Select ▼

Add

Close

### Projects worked on:

- ❖ Click **"Add"** button shown in the left side of the projects worked on page for update project details.
  1. **PROJECT NAME:** Mention title of the Project you have done.
  2. **START DATE/END DATE:** Mention start date and end date of the project.
  3. **DESCRIPTION:** Write something about the project.
  4. Click **'Add'** to save the details.
- ❖ Click **"edit"** button shown in the right side of projects worked on details for edit/update details.
- ❖ Click **"delete"** button shown in the right side of projects worked on details to delete that particular record.
- ❖ In case of more than one project you have done, then click again **Add** button to update it.

Project
✕

**Project Name**

**Start Date(dd-mm-yyyy)**

**End Date(dd-mm-yyyy)**

**Description**

Add

Close

### Training details:

- ❖ Click "**Add**" button shown in the left side of the training details page for update training.
- 1. **TRAINING CENTER:** Choose the training center from the drop down list (if you opt for other then mention the name of the training center).
- 2. **COURSE NAME:** Choose the corresponding course from the drop down list.
- 3. **COURSE DETAILS:** Mention Course Details.
- 4. **HAVE YOU COMPLETED:** Select whether you have completed your training or not.
- 5. **FROM MONTH/YEAR TO MONTH/YEAR:** Mention Month and year of duration of your course.
- 6. Click '**Add**' to save the details.
- ❖ Click "**edit**" button shown in the right side of training details for edit/update details.
- ❖ Click "**delete**" button shown in the right side of training details to delete that particular record.
- ❖ In case of more than one project you have done, then click again **Add** button to update it.

Training
×

**Training Center**  

Select
▼

**Course Name**  

Select Course
▼

**Course Details**

**Have You Completed?**

**From Month(mm)**  

Select
▼

**From Year(yyyy)**  

Select
▼

**To Month(mm)**  

Select
▼

**To Year(yyyy)**  

Select
▼

Add

Close

## Other information

### 1) Areas of Interest:

- ❖ Click on '**areas of interest**' buttons.
- ❖ Choose preferred location, expected salary (Annum), select Industry type and corresponding function.

Areas of Interest
×

**Preferred Location**  

Choose Preferred Location ▼

**Expected salary(Annum)**

**Industry Type**  

Select
▼

**Function**  

Select
▼

Save

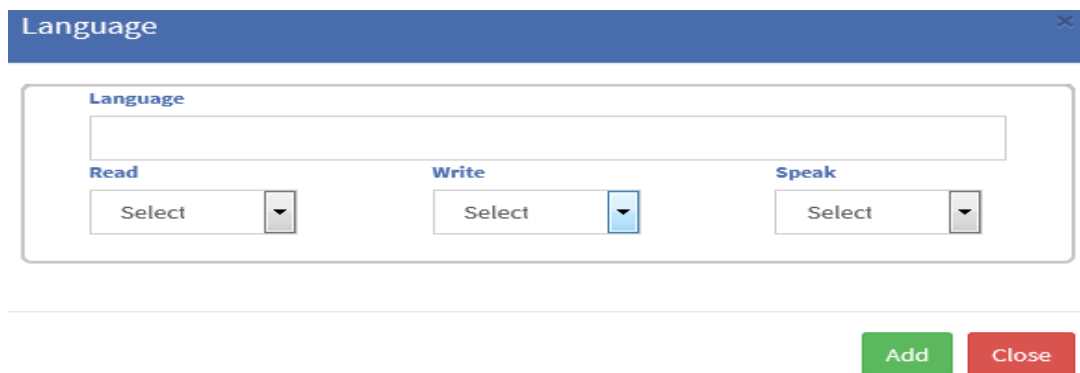
Close

## **Points to remember**

**Summary part can't be changed however some field like Prefer Job Location, Expected Salary (Per Annum), Preferred Industry, Preferred Job Function can be updated by updating the information in Area of Interest.**

### **2) Languages known:**

- ❖ Add the information about the languages known.
  1. Write the languages known.
  2. Choose the status whether read/write/speak.
  3. Click '**Add**' to save the details.
- ❖ Click "**edit**" button shown in the right side of language details for edit/update details.
- ❖ Click "**delete**" button shown in the right side of language details to delete that particular record.
- ❖ In case of more language known, then click again **Add** button to update it.



The screenshot shows a web form titled "Language". It contains a text input field for the language name. Below this, there are three columns labeled "Read", "Write", and "Speak". Each column has a "Select" button and a dropdown arrow. At the bottom right of the form, there are two buttons: "Add" (green) and "Close" (red).

### **3) Upload resumes:**

- ❖ Choose the file to be uploaded with appropriate size (512KB Max) and file format (doc, docx, pdf).
- ❖ Click on the upward arrow to upload.
- ❖ After successful uploading, resume can be viewed by click in the buttons shown 'view resumes'.
- ❖ Resumes not uploaded message will be shown if user has not upload it or unsuccessful in upload.
- ❖ System will generate a resume by collecting information from the candidate's profile information and User can download the system generated resume for his/her future use.



Resume

Ipsita sahu Resume.pdf

Choose file

File-Type: doc,docx,pdf

File-Size: 512 KB Max

Uploaded

View Resume

System Generate Resume

#### 4) Reference:

- ❖ Click on **"Add"** button shown in the left side of the reference page for adding reference person's name.
  - 1.Mention the name of the persons with designation, name, email id and contact details.
  - 2.Click on **"Save"**.
- ❖ For multiple reference names click on **"Add"** button again to update 2<sup>nd</sup> reference persons information.

Reference

Add

Designation	Name	Email	Contact Details
asd	dsfs	sadas@gh.com	1234567891
xyz	sp	Dp@gmail.com	964213453464
MADHUSMITA	JK.MOHAPATRA	ZZZ@MAIL.COM	111111111111
cv	vvv	vvv@HMAIL.COM	323

Showing 1 to 4 of 4 entries

Save

Close

## JOBS SEARCH

- ❖ Click on jobs search button shown in the left side of the login page in order to view the current vacancies matching with profile.
- ❖ User has an option to search the current vacancies based on following parameters.
  - Skills (choose skills)
  - Recruiters (choose recruiter)
  - Location (type in the box, it will auto fill)
  - Experience (minimum to maximum in years)
  - Salary (minimum to maximum per annum in rupees)

The screenshot shows a web application interface for job searching. On the left is a dark blue sidebar with navigation buttons: Dashboard, Manage Profile, Jobs Search (highlighted), Manage Jobs, Manage Recruiter, and Feedback. The main area has a search filter bar at the top with fields for Select Skill, Enter Location, Min Experience, Max Experience, Select Recruiter, Min Salary, and Max Salary, followed by a Search button. Below the filters, a section titled "Jobs matching with your Profile:" displays a list of job cards. Each card includes the job title, company name, location, experience range, key skills, job description, and salary range. A "Chat With Us" button is located at the bottom right.

Job Title	Company	Location	Experience	Key Skills	Job Description	Salary Range	Posted
Graphic Designer	BHAARATHI DIGITAL PRINTERS	MAYILADUTHURAI	3-20 yrs	ADOBE PHOTOSHOP, ADOBE ILLUSTRATOR, ADOBE IN DESIGN, COREL		₹ 100,000-150,000 P.A.	20 days ago
Graphic Designer	CINEDOT ENTERTAINMENT	JABALPUR	0-5 yrs	ADOBE PHOTOSHOP, ADOBE ILLUSTRATOR, ADOBE IN DESIGN, COREL	Proven graphic designing experience Possession of creative	₹ 50,000-150,000 P.A.	21 days ago
Conventional Machine Operator	Ferro Metals	MUMBAI	0-3 yrs	JIGS AND FIXTURE etc	Candidate should have basic know how to measure with mea	₹ 100,000-150,000 P.A.	0 days ago
Technician	Viketa Electronics	ANKLESHWAR	1-2 yrs	AUTO CAD etc	CNC Punching		
Jr. Engineer	INNOMET ADVANCED MATERIALS PVT LTD	HYDERABAD	1-2 yrs	AUTO CAD etc			
CNC Machine Operator	MAP SOLUTIONS	PUNE	0-3 yrs	MASTER CAM etc	Machine operator		

- ❖ Suppose a jobseeker is notified about latest job vacancy of a company called "ASHU COMPANY". He/she needs to type the organization name in the box of "Select Recruiter" and then click on the **Search**.

This screenshot shows the same interface as the previous one, but with the "Select Recruiter" dropdown menu open. The user has typed "ASHU" in the search box, and the dropdown list shows "ASHU COMPANY" as the selected option. The "Search Job" button is visible next to the filter fields.

- ❖ Now the jobseeker is able to see all the latest job vacancies posted by ASHU COMPANY

The screenshot shows a job search interface for ASHU COMPANY. The search bar at the top includes filters for Skill, Location, Min Experience, Max Experience, Min Salary, and Max Salary. Below the search bar, there are six job listings for ASHU COMPANY, each with a title, location, experience requirement, key skills, job description, salary, and a date posted. A blue arrow points to the 'Machine Operator' job listing.

Job Title	Location	Experience	Key Skills	Job Description	Salary	Date Posted
Programmer	ROHTAK	2-3 yrs	INDUSTRIAL MANAGEMENT etc	SALES BOYS FOR CUTTING TOOLS KNOWLEDGE OF INSERTS	₹ 150,000-200,000 P.A	24 days ago
Machine Operator	ROHTAK	1-2 yrs	CNC PROGRAMMING etc		₹ 200,000-250,000 P.A	14 days ago
CNC Programmer & Operator	ROHTAK	1-2 yrs	INDUSTRIAL MANAGEMENT etc		₹ 300,000-350,000 P.A	9 days ago
CNC Programmer & Operator	ROHTAK	1-7 yrs	CNC PROGRAMMING etc	cnc operator job		
CNC Machine Operator	BADDI	1-2 yrs	CNC PROGRAMMING etc	CNC OPERATOR		
LATHE MACHINE OPERATOR	ROHTAK	1-2 yrs	INDUSTRIAL MANAGEMENT etc			

- ❖ Jobseeker has to click on the job shown in which he/she is interested, then he/she can view the job details i.e.

- Company name
- Job post name
- Experience
- Location
- Salary
- Job Description
- Industry
- Functional Area
- Role
- Key skills
- Education
- Company Profile

**MSME SAMPARK**  
GOVT. OF INDIA  
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES

Hello, ipsita sahu  
Online

- Dashboard
- Manage Profile
- Jobs Search
- Manage Jobs
- Manage Recruiter
- Feedback

Jobs

Home > Jobs

### Programmer

ASHU COMPANY  
2-3 yrs ROHTAK

₹ 150,000-200,000 P.A. 24 days ago

<b>Job Description</b> <b>Salary</b> <b>Industry</b> <b>Functional Area</b> <b>Role</b> <b>Keyskills</b> <b>Education</b> <b>Company Profile</b>	SALES BOYS FOR CUTTING TOOLS KNOWLEDGE OF INSERTS ₹ 150,000-200,000 P.A by Recruiter Servicing Customer Service Assistant INDUSTRIAL MANAGEMENT ASHU COMPANY
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[Apply](#)

- ❖ Jobseeker has to click on apply button as shown in screen if he/she wish to apply for that job.
- ❖ Jobseeker can able to see other job post(overall latest job vacancies) as well.
- ❖ Scroll down to the bottom of the page to move on to next page.

### Other Jobs:

<b>SALES EXECUTIVE</b> PRAVIN TIMBER WORKS 5-6 yrs SANAND Key Skills: SALES & MARKETING etc Job Description: MARKETING OF WOODEN PACKAGING PRODUCTS FOR THE LOCAL AS WELL ₹ 150,000-200,000 P.A. 10 days ago	<b>CNC Machine Operator</b> ASHU COMPANY 1-2 yrs ROHTAK Key Skills: CNC PROGRAMMING etc Job Description: ₹ 200,000-250,000 P.A. 14 days ago	<b>Engineer</b> PROMINENT 0-10 yrs KOZHIKODE Key Skills: BASIC ELECTRONICS etc Job Description: ₹ 150,000-200,000 P.A. 17 days ago
<b>SALES EXECUTIVE</b> NAGAL ENTERPRISE 0-5 yrs HODAL Key Skills: SALES & MARKETING etc Job Description: SALES ₹ 150,000-200,000 P.A. 10 days ago	<b>Conventional Machine Operator</b> IRRILINK IRRIGATION EQUIPMENTS fresher SANAND Key Skills: PRODUCTION TECHNOLOGY etc Job Description: Not Mentioned 22 days ago	<b>CNC Programmer &amp; Operator</b> ASHU COMPANY 1-2 yrs ROHTAK Key Skills: INDUSTRIAL MANAGEMENT etc Job Description: ₹ 200,000-250,000 P.A. 9 days ago
<b>Accountant</b> IRRILINK IRRIGATION EQUIPMENTS 5-7 yrs SANAND Key Skills: ACCOUNTS,TALLY etc Job Description:	<b>VMC Operator</b> IRRILINK IRRIGATION EQUIPMENTS 0-2 yrs SANAND Key Skills: CNC PROGRAMMING etc Job Description:	<b>DET</b> IRRILINK IRRIGATION EQUIPMENTS 3-6 yrs SANAND Key Skills: ENGINEERING DRAWING etc Job Description:

Chat With Us

## MANAGE JOBS

- ❖ Click on manage job buttons shown in the left side of the login page to know the status of the applied jobs.
- ❖ There are two columns in the manage jobs page i.e.

1. Interview for jobs
2. Jobs offered by recruiters

### 1. Interview for jobs:

- Jobseeker can view the list of recruiters who have called him/her for interviews.
- He/she can view the recruiters name, email id, job name, and interview date and have an option to acknowledge the interview scheduled.

Manage Jobs

Home > Manage Jobs

Interview For Jobs Job Offered BY Recruiters

Show 10 entries Search:

Sl No.	Recruiters Name	Email Id	Job Name	Interview Date	Details	Action
1	SILICON TECH LAB PVT. LTD	sridhar.mantry@silicontechlab.com	Accountant	2020-08-06	<a href="#">Recruiter Detail</a> <a href="#">Job Detail</a>	<a href="#">Confirm Interview</a>

Previous 1 Next

### 2. Jobs offered by recruiters:

- Jobseeker can view the list of recruiters who have offered the job to him/her after the interview.
- He/she can view the recruiters name, email id, job name, interview date, joining date, recruiter details and job details have an option to accept the job offered by recruiter.



Hello, ipsita sahu

Online

Dashboard

Manage Profile

Jobs Search

Manage Jobs

Manage Recruiter

Feedback

## Manage Jobs

Home > Manage Jobs

Interview For Jobs

Job Offered BY Recruiters

Show 10 entries

Search:

Sl No.	Recruiters Name	Email Id	Job Name	Interview Date	Joining Date	Details	Action
1	SILICON TECH LAB PVT. LTD	sridhar.mantry@silicontechlab.com	Accountant	2020-07-01	2020-08-01	<a href="#">Recruiter Detail</a> <a href="#">Job Detail</a>	<a href="#">Accept Offer?</a>
2	SILICON TECH LAB PVT. LTD	sridhar.mantry@silicontechlab.com	Software Engineer	2020-06-18	2020-07-01	<a href="#">Recruiter Detail</a> <a href="#">Job Detail</a>	<a href="#">Offer Accepted</a>

Previous 1 Next

## MANAGE RECRUITERS

- ❖ Click '**Manage Recruiters**' button shown in the left side of the login page to view all the registered recruiters and to share the resume with them.
- ❖ After click the manage recruiters button,a table with following data will display.
  - Recruiter name
  - Email id
  - Address
  - Contact Number
  - Recruiters type
  - Visibility
  - Resume
  - View
- ❖ Click the '**View**' button to see the recruiter's profile.
- ❖ A new window will pop up containing information such as organization details, address, SPOC (single point of contact details) etc.
- ❖ Recruiter can be blocked from viewing the profile information by the use of '**Visibility**' button.
- ❖ For this, click the visibility button shown against those particular recruiters buttonThen the color of that button will change from green to orange
  - Green color: indicates unblocked recruiter
  - Orange color: indicates blocked recruiter
- ❖ Click the Visibility button to unblock that recruiter again.
- ❖ Click the '**Send Resume**' button shown in the list to send/share the resume directly to recruiter shown in the list.
- ❖ The shared resume can be withdrawn by click on that same button.

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Online

Dashboard  
Manage Profile  
Jobs Search  
Manage Jobs  
Manage Recruiter  
Feedback

Manage Recruiter

Recruiters

Show 10 entries

Search:

Sl No.	Recruiters Name	Email Id	Address	Contact No.	Recruiters type	Visibility	Resume	View
1	EDUSOLS TECHNOLOGIES PVT LTD	suresh.nayak@silicontechlab.com	DLF Cyber City,Bhubaneswar	916742973271	SERVICES			
2	ASHADEEP PLACEMENT AGENCY	ashadeepplacement@gmail.com		9850295739				
3	NUTAN DESIGN MART PVT. LTD.	hr.ndmpl@gmail.com	Madhufalan, Dabok	9413400076				
4	Copper Curves	coppercurves@yahoo.com					Please unblock Organisation to apply resume.	
5	VIRAJ PROFILES LTD	priyaranjan.kumar@viraj.com	Plot No G-34, Viraj Profiles Ltd., Tarapur MIDC, Boisar, Near Mumbai, Maharashtra-401501	9049991305	ENGINEERING			
6	ACCUMAX LAB DEVICES PVT.LTD	career@accumaximum.com	228/1/4, Dantali Industrial Estate, Gota-Vadsar Road,Dantali,Tal:Kalol	9924474433	DESIGN			
7	RUDRA MAGNETS LLP	rm@rudramagnets.com	625, BADAM ROAD, SRI CITY	04023096262	ENGINEERING			
8	INDO GERMAN TOOL ROOM AHMEDABAD	info@igtrahd.com	Plot no. 5003, GIDC Vatva, Mehmedabad Road	9099041986	SERVICES			

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