

User Manual

For

Job Seeker

By



JK UT Centre
National Informatics Centre
Ministry of Electronics & Information Technology
Government of India
NB-12, Civil Secretariat Jammu

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1. Project Background

Directorate of Employment J&K works under the administrative control of the Labour and Employment Jammu and Kashmir UT. The Department has career counseling centre located one each at Jammu and Srinagar. All the districts of UT has District Employment counseling Centre headed by Assistant Director Employment. The department perform mainly three types of functions viz. Registration of applicants and their placement, providing vocational guidance to job seekers and collect employment market information data from establishments in the organized sector. The Employment Exchanges acts as a bridge between the employers and job seekers.

Objectives:

The main objectives of the this project is to provide a common platform to job seekers and employer so that the job seeker can extract the jobs posted by different employers. The main objectives can be summarized as :

- To develop a dynamic portal for the department of Labour and Employment
- To allow the job seeker to find the best available job
- To Provide all the jobs in one place
- To allow the employer to post vacancies online.
- To allow the employer to search for right candidate with right skillset.
- To Allow applicant who is newly appointed in UT Govt to apply for NOC from concerned Employment Officer online.
- Allow all users to submit Grievance/complaint online
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2. Scope of Work

a. Description of the work

In present scenario job seekers keep on searching the suitable job and the employer keeps searching the right candidate for their vacancies. The goal of this project is to bring both job seekers and employer together in a common platform where the needs of both the job seekers and employer can be met without any compromise. Moreover the propose of the portal is to provide the job seeker a seamless system for the registration at State as well as Central portal so that they can avail maximum coverage for the purpose of seeking Job. The department will have a full fledge access to the portal and

can have variety of information for analyzing the unemployment scenario in the state. The dissemination of information will be more effective.

3. Technical Specication of Application

- The application is developed in ASP.NET, using Bootstrap, JavaScript, JQuery at front end
- In the back end the application is using MS SQL Server.

4. About the Portal

The Employment portal will provide the information about online job. The jobseekers will register themselves using the dynamic system on this portal and employers will be able to post their vacancies over this portal. The Department will manage both the registrations and will provide all the requisite help to facilitate both parties. The proposed Job Portal system consists of 3 Modules with following features.

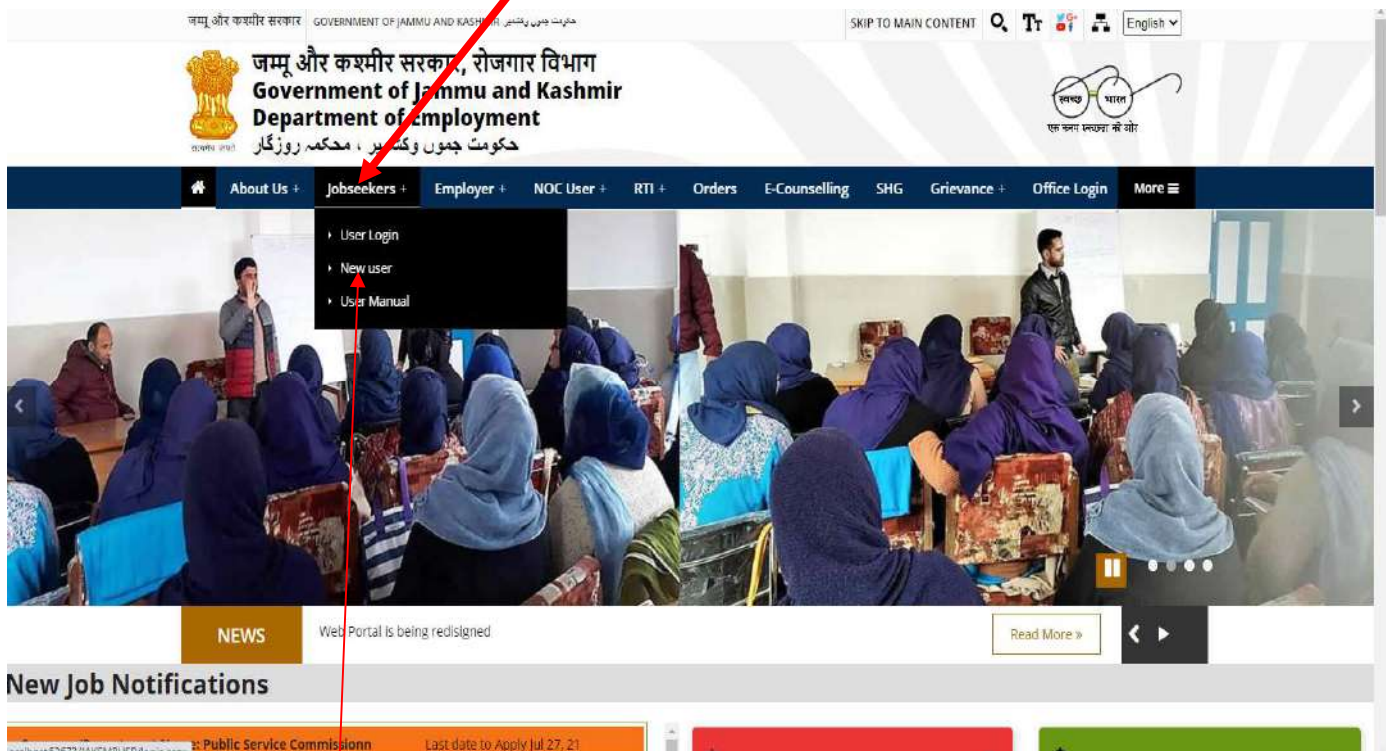
a. Job Seeker Module:

- Ability register online
- Search jobs as per the skillset
- Ability to get employment Card online
- Apply for renewal
- Update Qualification details and Experience online

b. Grievance

- Ability to register Grievance online
- Online Monitoring of grievance by central Admin
- Online Status of Grievance

1. Brows the url <http://jakemp.nic.in>
2. Find the jobseeker tab in the main menu



3. Select New User if you are first time user
4. Following user registration page will appear

Create User *marked fields are mandatory

Name *

Username * Mandatory User Name :

User Type * Job Seeker

Select District * --Select--

Email ID * Email Id : Mandatory

Password * Password : Mandatory

Retype Password *

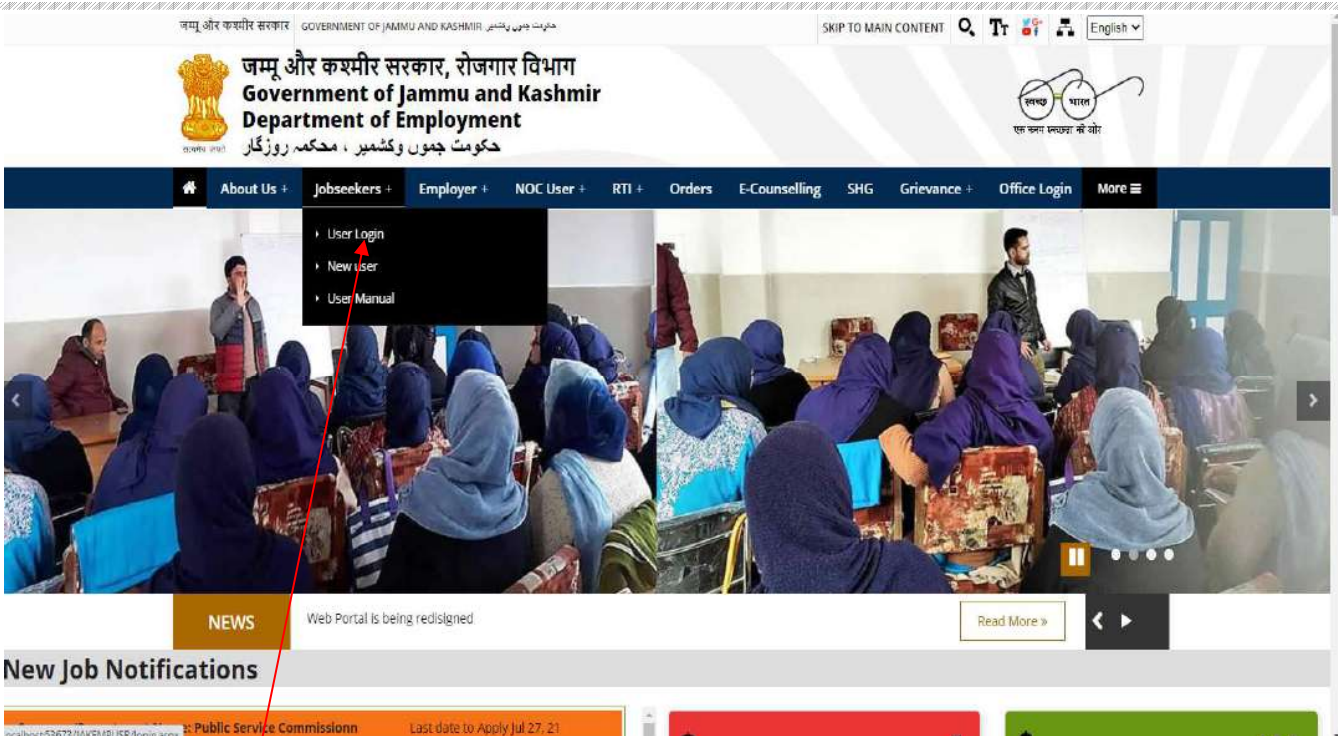
Verification Code * **YHSNAC**

Enter Verification Code *

Create User Reset

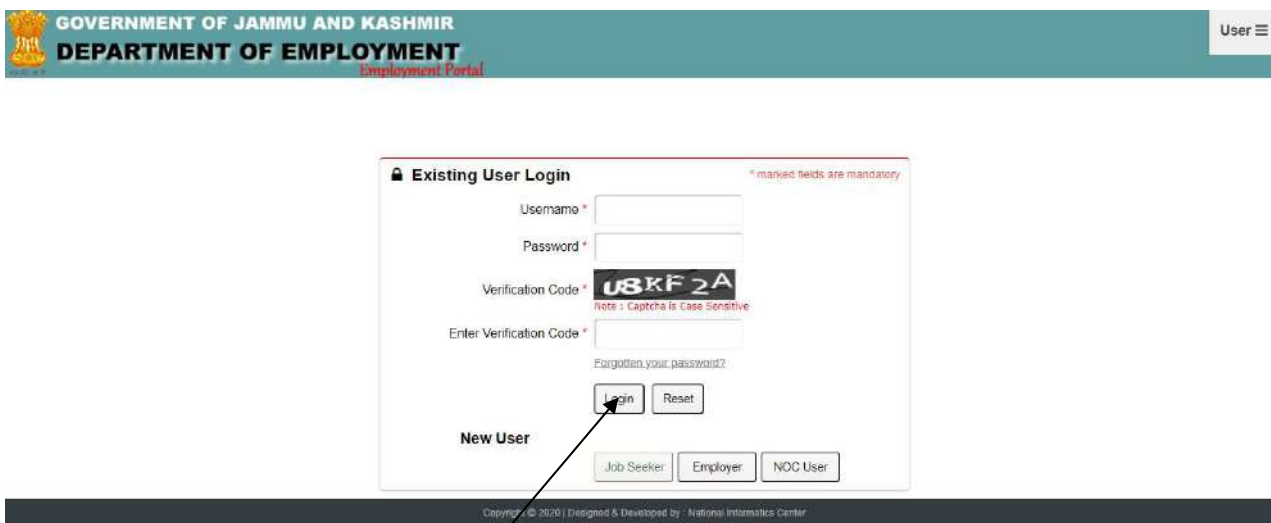
Home Exit

5. Fill the registration form and ensure that the Email ID is valid and correctly entered. All the future communications will send to this registered Email Address
6. Enter desired user-name and note it down for future use
7. Enter Password of more than 8 Character which should contain atleast one Capital Letter, one Special Character, Numeric Character.
8. Press Create User button after entering verification code
9. User will created then Select Home to Go to Main Page



10. Select User Login from Jobseeker Tab

11. Following login screen will appear



12. Enter the user Name and Password and then Verification code

13. Press Login Button to Login to Registration form

13. Following Registration form will appear. Enter all the details carefully by selecting Land Unit details. Ensure that the District selected in the login registration time should be selected from the combo box and accordingly other unit should also be selected.

Registration Form

Applicant Region Details

District: Samba
 Block: GHAGWAL
 Tehsil: Bari Brahmanera
 Constituency: KARNAH

Applicant Personal Details

First Name: VARINDER
 Middle Name: Middle Name
 SurName: Last Name
 Mother's Name: BIMLA
 Father's Name: PARTAP SINGH
 Spouse Name: Spouse Name
 Date of Birth: 22-02-1989
 Contact No: 9419117366
 Email: vspathania@tt.com
 Religion: Hindu
 Gender: Male
 Marital Status: Married
 Income: 200001-500000
 Category: General
 Rural/Urban: Rural
 Postal Address: NATHHWAL
 PIN: 181143

14. Enter Qualification detail by pressing continue button or selecting the option available in left panel. Similarly fill all the trailing forms one after another and press Continue

Add Your Qualifications

Application No: 220066222092

Exam Passed: --Select--
 Passing Year: Year Only
 School / Institute: Your School Name
 Percentage: In Decimal
 Medium Instruction: --Select--
 Board: --Select--
 Grade: --Select--
 Primary Subject: Main Subjects
 Secondary Subject: --Select--

Your Qualification Details

SrNo	Exam Passed	Passing Year	School	Board	Percentage	Medium	Grade	Primary Subject	Action
1	Middle	2019	vfgfgf	JK Board	80	Hindi	Distinction	ghgh	Remove

Continue

Government of Jammu & Kashmir, Department of Employment

Application No: 220066222092

Add Your Skills

Language Known: Hindi | Proficiency: Read | **Add**

S.No	Language	Proficiency	
1	English	Write	Delete
2	Hindi	Write	Delete
3	English	Read	Delete

Add Your Experience

Do you have any Work Experience? Yes No

Name of Employer: | Type Of Job: | Experience Type:

Company Name: | Full Time: | Management:

Date From: | Date To: | Position Held:

DD-MM-YYYY | DD-MM-YYYY | Position:

Nature Of Work: | Last Pay (Rs/Month): | Reason Of Leaving:

Work Nature: | Salary per Month: | Reason:

Save

15. After filling all the forms following Dashboard will appear. The user is required to Check the declaration and Press final Submit. After submitting the application will be forwarded to concerned District Centre who will verify the application and then allot NCO code from DECC login.

Government of Jammu & Kashmir, Department of Employment

Application Status Timeline

Registration [✓] | Qualification [✓] | Experience [✓] | OtherDetails [✓]

Please Note Your Application No for Your Reference :220066222092

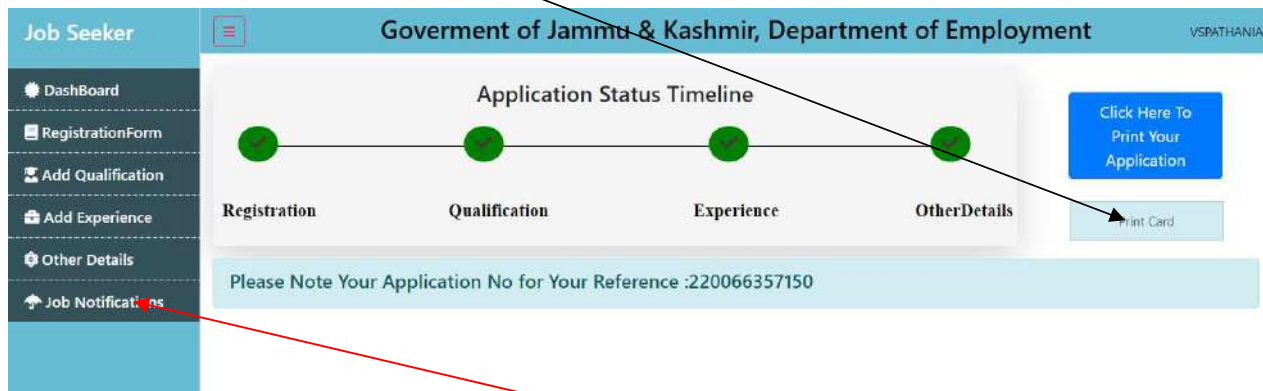
Declaration

Check me

I hereby declare that all the information contained in this Form is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.

Final Submit

16. After processing is completed the Employment Card will be available for downloading in the user account. You will login into their account, following screen will appear in account and he can print the card by selecting Print Card button from the dashboard.



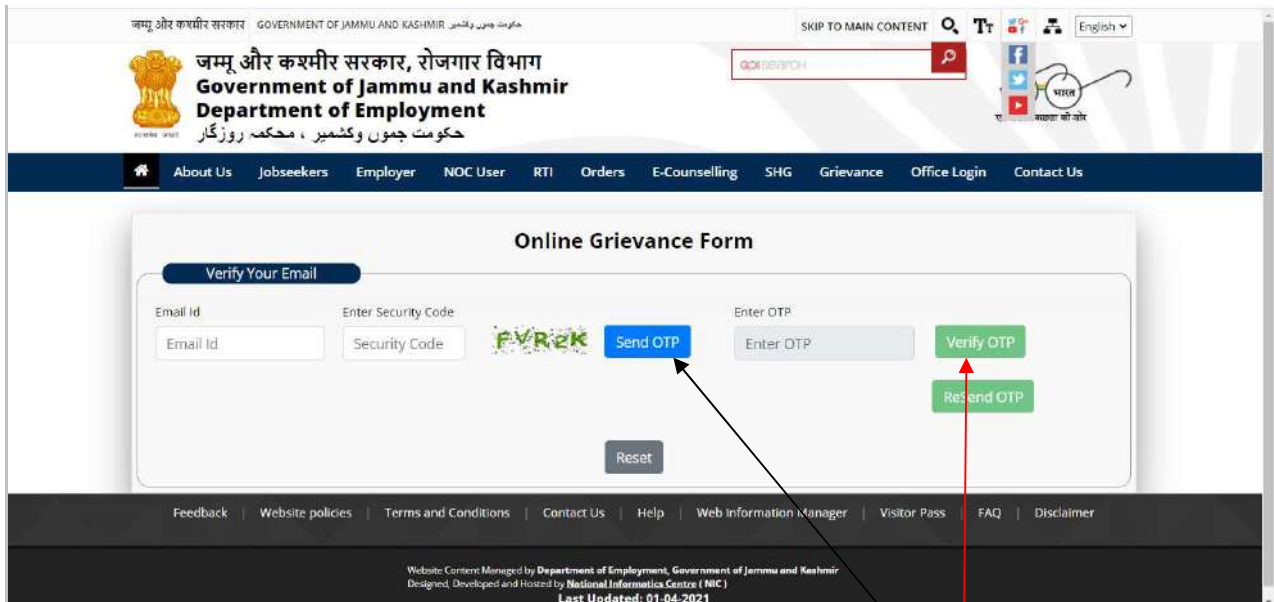
18. The jobseeker is required to check his account regularly for accessing job Notifications posted by various employers by selecting Job Notification option from the Menu panel.

19. After expiry of the Card after 3 years a option for Renewal will be available in the Jobseeker login. He can update the education details and submit the application online for renewal. The renewed Card will be available after the processing by concerned DECC is completed

17. In case of any issue in the application or masters the user can register the Grievance by selecting grievance registration option available at Grievance Tab.

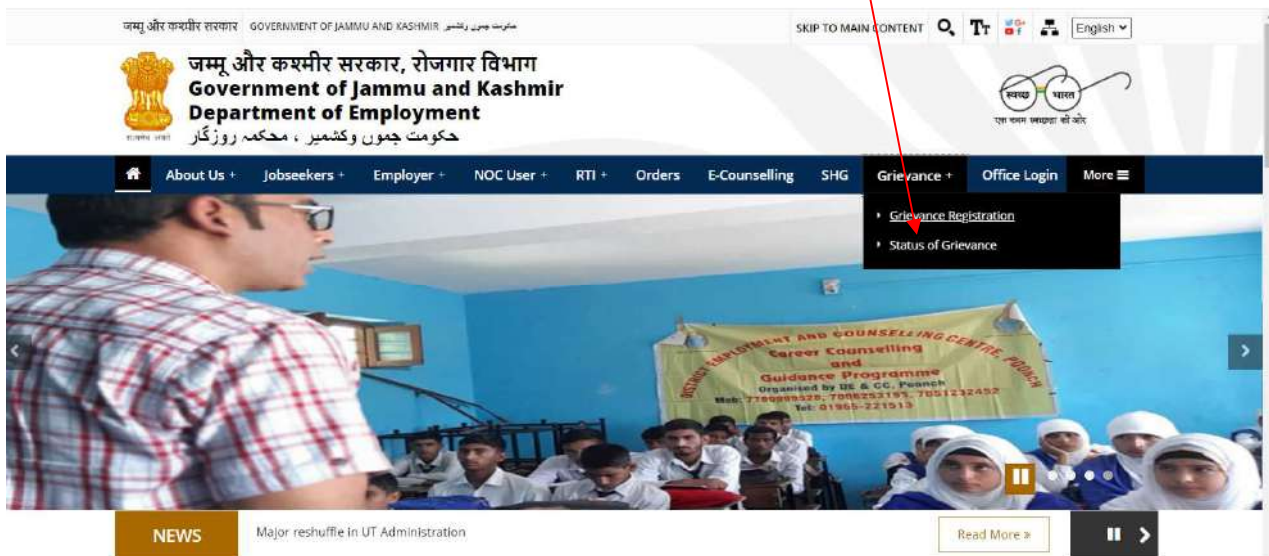


18. After clicking on Grievance Registration option following Registration for will appear

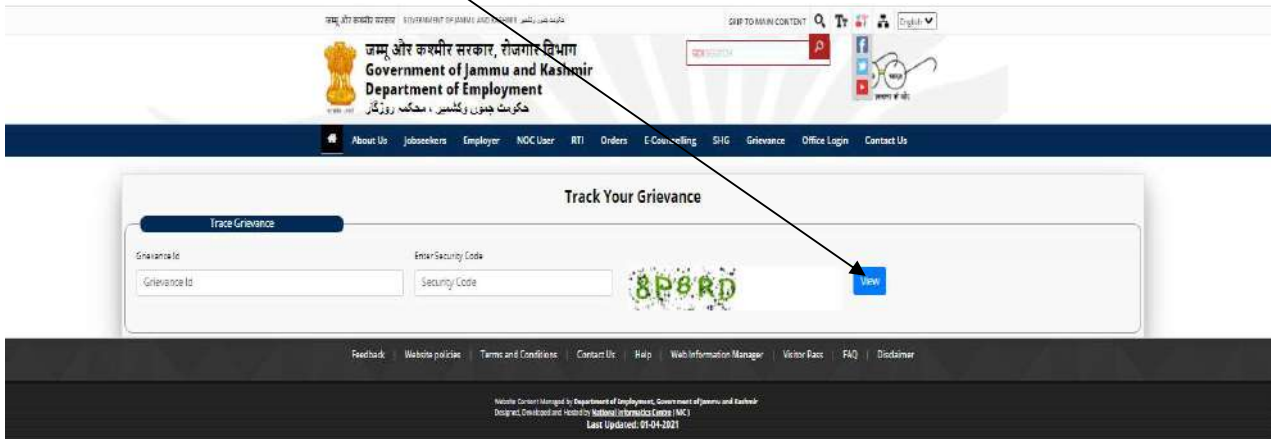


19. Enter Valid Email address and security code and then press **Send OTP** button. An OTP will be sent to your registered Email address, enter the OTP and press **verify OTP** button. Following Data Entry screen will appear.

20. Fill Up the Grievance and then Enter Security code and Check Declaration and press Submit button. The complain will be registered and forwarded to central admin for processing. The user can check the status of complain by pressing Status of Grievance option available under Grievance tab. User is required to note down the Grievan registration No. for use in knowing the status of the complaint



21. After pressing Status button following Status form will appear. Enter Grievance ID and Security Code and Press **View** button. The status of the grievance will popup.



Email ID:

Telephone:

Mobile No: