

USER MANUAL FOR Jobseeker Registration



JOB SEEKER REGISTRATION –User Manual

Document Control

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1. Website Language Selection

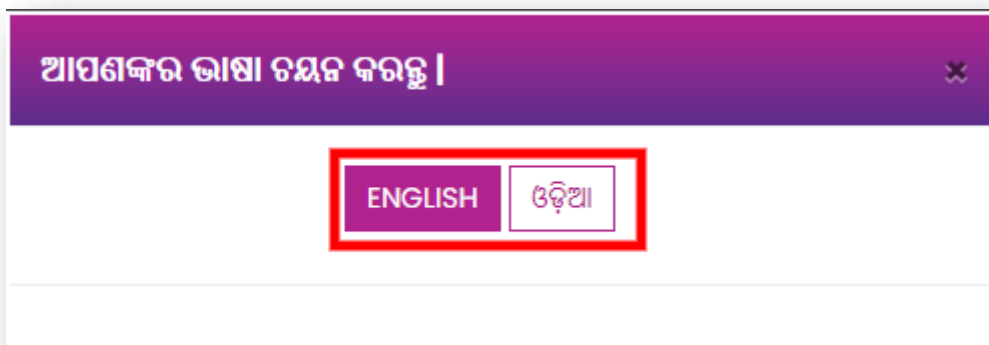


Figure 1: (Way 1): Language selection Pop-up



Figure 2: (Way 2): Home Page selection option

Reference to figure1	
Step1	Enter following URL into the browser https://jobs.skillodisha.gov.in/ - A Pop-up will be displayed
Way 1	In the Pop-Up window, you can select language either English or Odia
Reference to figure2	
Way 2	You can select language either English or Odia
Result	The page will open in the selected language

2. Sign Up Process – Job Seeker

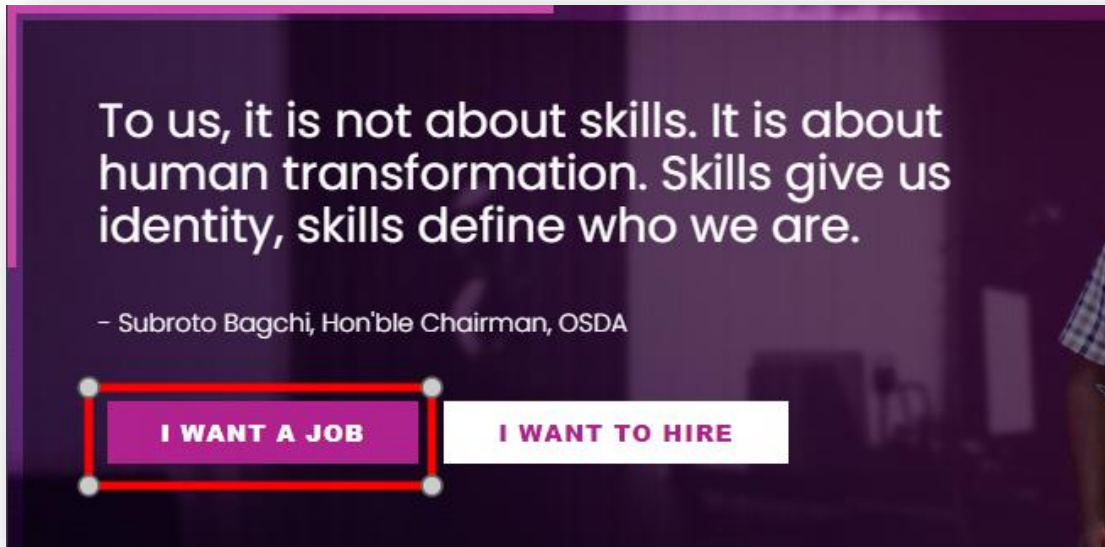


Figure 3: Sign up Process Job Seeker

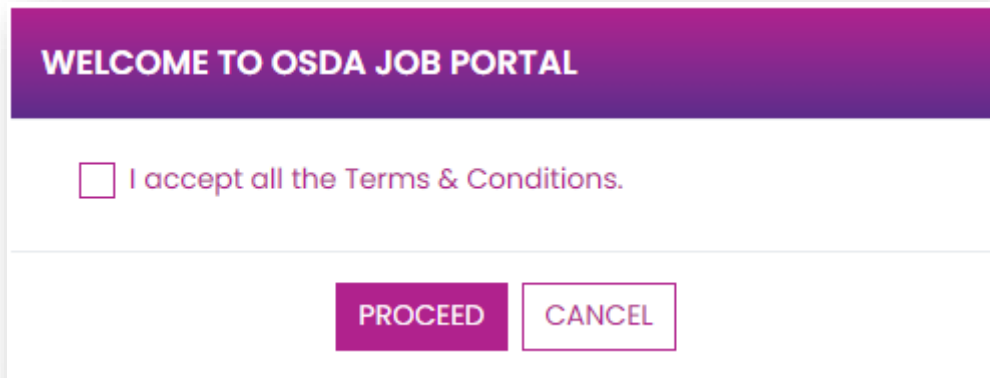


Figure 4: I accept - Terms and Conditions

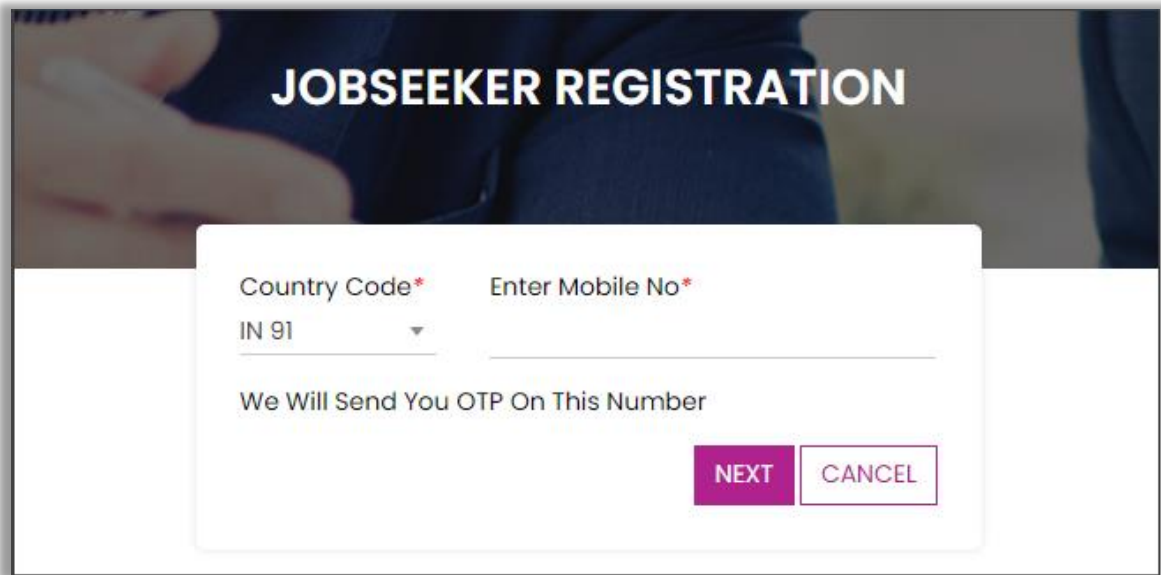


Figure 5: Job Seeker Registration – Enter Mobile No.

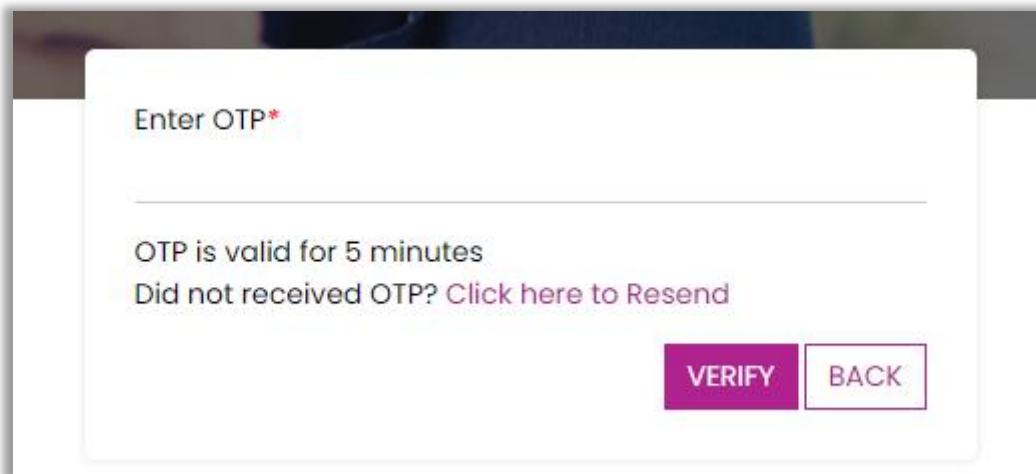


Figure 6: OTP Verification

Reference to figure3, 4, 5 & 6	
Step1	For Jobseeker’s Sign up Process, click on I want a Job
Step2	Click on I accept in the I accept – Terms and Condition dialog box (You can read the Terms on Condition by clicking on “Terms & Conditions”
Step 3	After accepting the Terms & Conditions, user will be redirected to Job Seeker Registration where he need to enter a mobile no
Step4	Click on next – OTP will be sent to entered Mobile no
Step 5	Enter the OTP received on registered mobile no
Result	After successful OTP verification, user will be redirected to Job Seeker Registration step wizard form

3. Job Seeker Step Wizard Registration Form

a. Basic Details

The screenshot shows a registration form with the following fields and sections:

- Basic Details** (Active tab): Full Name *, Email Id
- Area of Interest** (Inactive tab)
- Education Details & Work Experience** (Inactive tab)
- Gender *, Select Gender (dropdown)
- Date Of Birth *, calendar icon
- Address Details** (Section Header)
- Address *
- State *, Select State (dropdown)
- District *, Select District (dropdown)
- Address Type *
 - ULB
 - Gram Panchayat
- Language *
- Language (input field)
- NEXT** and **CANCEL** buttons

Figure 7: Job Seeker Registration Form – Basic Details

Reference to figure 7	
Step1	Enter Basic Details such as Full Name, Email ID, Gender, Date of Birth& address details such as Address, State, District, Address type, language
	Full Name Enter your Full Name here
	Email ID Enter your valid email id here (e.g. abc@gmail.com)
	Gender Enter your gender here
	Date of Birth Enter your Date of Birth here
	Address Enter your complete address here
	State Select State from the given dropdown
	District Select District from the given dropdown
	Address Type You can select one out of two either ULB or Gram Panchayat
	ULB After selecting ULB, enter details such as Quarter no/Plot no, Locality, City
	Quarter No/Plot No Enter your Quarter No/Plot No here
	Locality Enter your Locality here
	City Enter your City here
	Gram Panchayat Enter details such as Block, Gram Panchayat, Village
	Block Select your block from the given dropdown

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			Gram Panchayat	Select your Gram Panchayat from the given dropdown
			Village	Select your village from the given dropdown
	Language	Enter language here		
Step2	Click on Next			
Result	User will be gone to the next step i.e. Area of Interest			



b. Area of Interest

Figure 8: A Job Seeker Registration Form – Area of Interest

Reference to figure 8	
Step1	Select details such as Job category and Sub Category
	Job Category Select the Job Category from the dropdown for which you wish to apply
	Sub Category Select the Sub Category from the dropdown for which you wish to apply
Step 2	Click on Next
	You can also go to the previous Basic Details page by clicking on Previous
Result	Will be redirected to the next step i.e. Education Details and Work Experience

c. Education Details and Work Experience

Figure 9: A Job Seeker Registration Form – Education Details and Work Experience

Reference to figure 9	
Step1	Select Highest Qualification from the given dropdown
Step2	Select either Yes/No for the question “ Do you have any work experience?”
	If Yes Select no of years of experience from the given dropdown & enter the Prior experience details
	If No Move to the next step
	 You can add the Years of Experience & Prior experience details tab if needed
	 You can delete the Years of Experience & Prior experience details tab if not needed
Step3	Select either Yes/No for the question “Done any short term skilling?”
	If Yes Select Skill
	If Other Enter your relevant skill
	If No Move to the Next Step
Step 4	Select either Yes/No for the question “Are you from Odisha?”
Step 5	Enter the given captcha
Step 6	Click on Submit
Result	You will get a pop up mentioning Jobseeker’s registration completed successfully and you will receive welcome email and credentials

4. Login Functionality

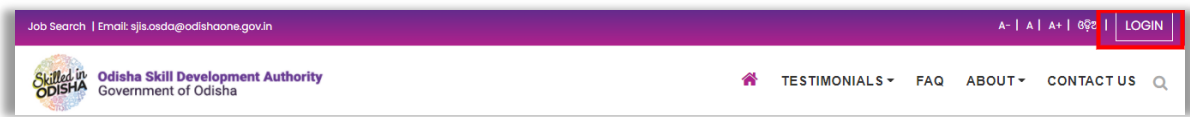


Figure 10: Login Process

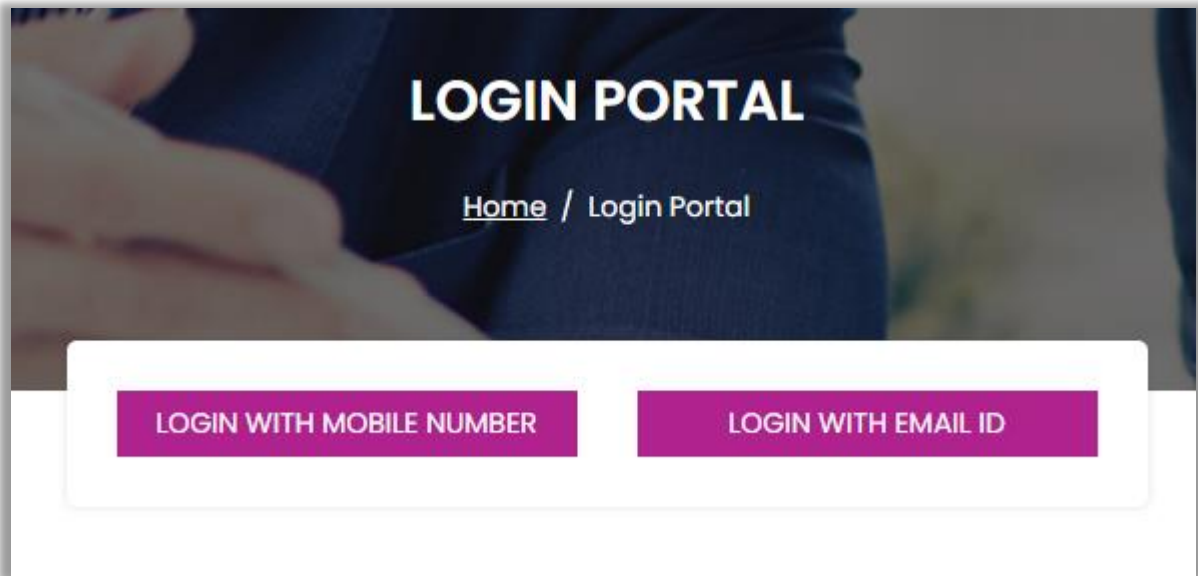


Figure 11: Ways to Login

a) Login Functionality – Way 1 (Mobile Number)

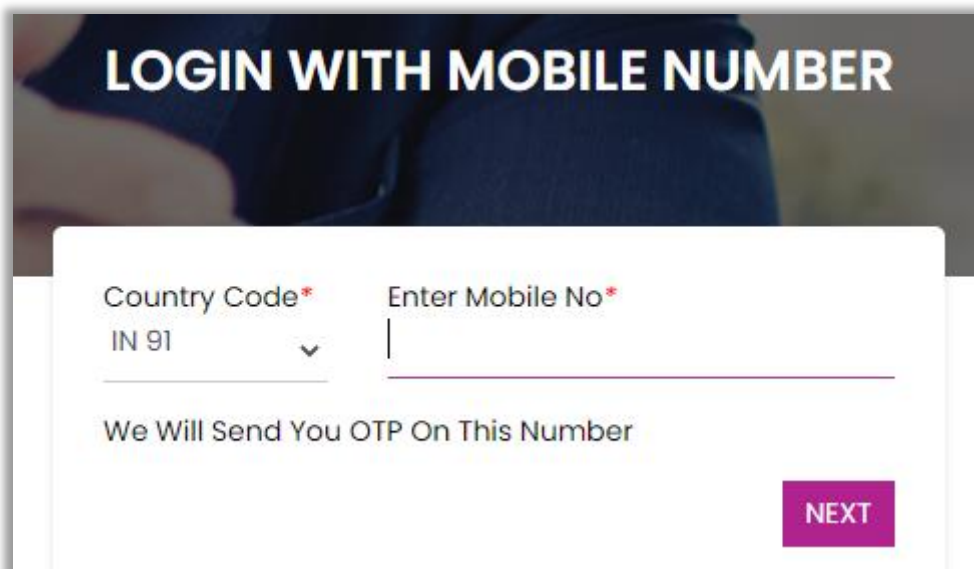


Figure 12: Login using Mobile No. step 1

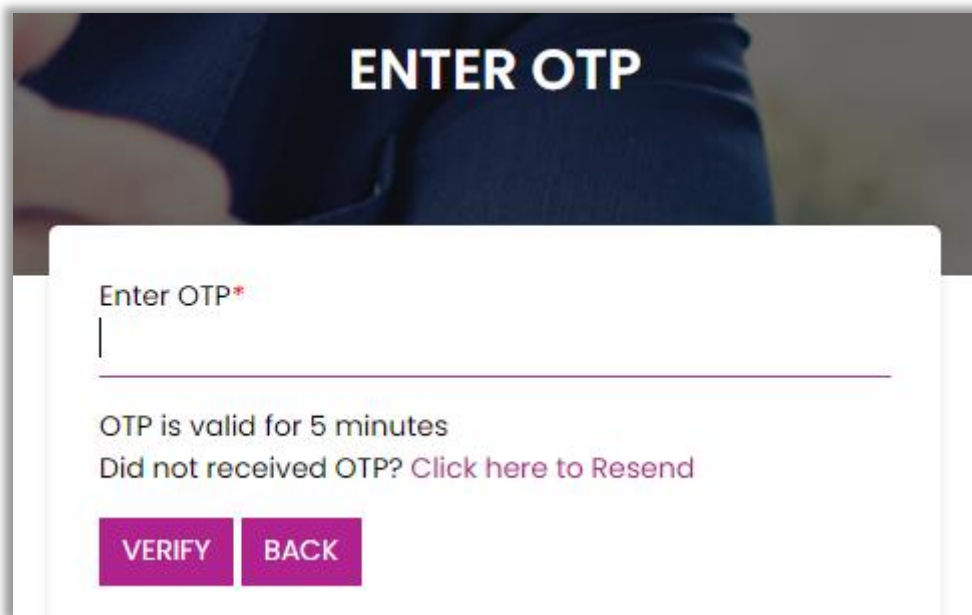


Figure 13: Login using Mobile No. step 2

b) Login Functionality – Way 2 (Email ID)

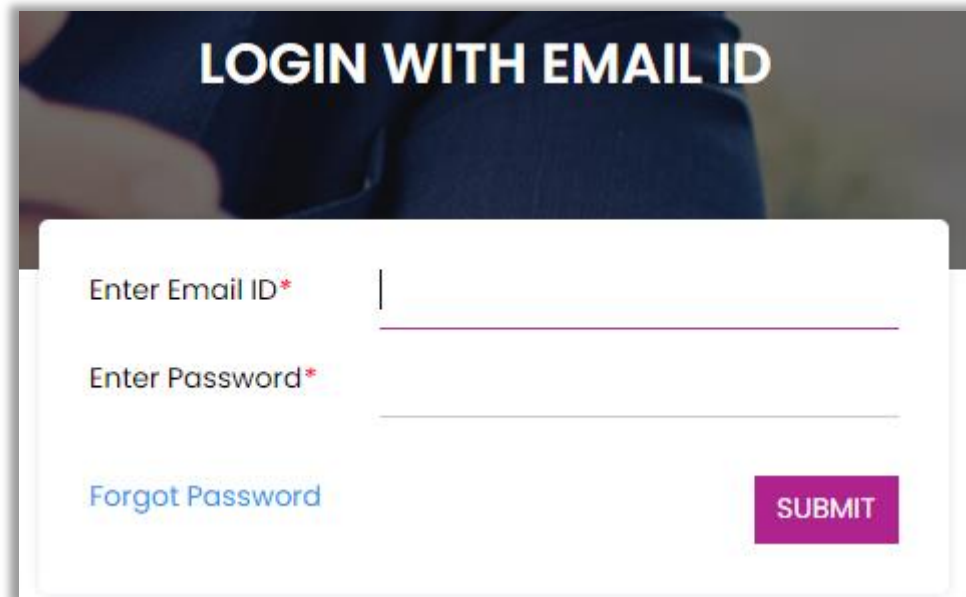


Figure 14: Login using Email ID

Reference to figure 10, 11, 12, 13 & 14	
Step1	Click on “Login”
Step2	Will get two options to Login i.e. Email Based or Mobile OTP based
Step3	If user selects Mobile Based login, Enter Mobile No with which you had registered before and enter the OTP received
Step 4	If user selects Email ID based login, enter the email ID, password which was received to you while signup process.
Note	Jobseeker will be logged in to the portal