FOR REGISTRATION-
This is the landing home page of the portal. Jobseeker can register by clicking on “REGISTER NOW” button for registration purpose, the REGISTER NOW button will redirect the jobseeker to the registration page. The jobseeker needs to fill the details as per the registration form.

REGISTRATION PAGE-
This is the registration page, the jobseeker needs to fill all the mandatory fields (*) for completing the registration process.
In the city/village section, jobseeker need to select its city or village from the drop down list.

In the user name section, the jobseeker needs to enter its email id or Unique Identification Number.
REGISTRATION PAGE-

In the password field, the candidate needs to enter the password. This password will be used for login purpose later on, hence candidates need to remember the password. The minimum length of password is 8 characters and it should contain at-least one letter, one number. The password should not contain any special character like (@, *, % etc).

Eg. Xuvlmn12 (√), @Nerlum13 (×)

REGISTRATION PROCEED-

Once all the details are filled by you in the registration form, you will be asked to enter captcha for proceeding to next section. Please enter the captcha as per the text displayed during the registration
FOR JOB ALERT-

For subscribing to job alert, please click on option via SMS or via Email option. The information related to relevant jobs will be SMS/mail to you as per the option selected by you.
To verify your email id and mobile number. You need to enter the OTP received on your respective email id and mobile number.

VERIFICATION OTP-

Once you have filled the OTP related details, you will need to click VERIFY button for completing the verification of your OTP.

SUCCESS REGISTRATION PAGE-
When all the mandatory fields are filled as per the form requirements, post submission of registration form, a confirmation message for Login Id and password creation will be displayed.

**FACILITIES WITH US**

In this section you will be shown the list of facilities that you can use. Please go through it and then fill the information as required.
PROFILE REGISTRATION PAGE-

In the “profile details” section, please fill all the personal details as per the form requirements.

PERSONAL DETAILS TAB-

Once you click on the personal details section as shown in the previous field. A personal details form will be displayed, you need to fill all the details as per the form requirements.
In the domicile field you need to select whether you are MP domicile or not.

AREA OF INTEREST –

In the Area of interest field, please select what type of opportunity you are looking for e.g. Job, Self-Employment or Apprenticeship Training.
EMPLOYMENT STATUS-

In the employment status, please select your employment status as per the dropdown list e.g. Unemployed, Employed or Self-Employed.

DIFFERENTLY ABLED-

If the candidate is Differently abled, then he/she needs to select “Yes” from the dropdown list.

SELECT AREA-
Please select the area from the dropdown list. In case the candidate belongs to Urban(City) area, then he/she needs to select Urban else please select Rural.

SUBMISSION PROCESS-

Once the candidate has filled all the details as per the personal details form, he/she needs to click on the SUBMIT button.
Post personal details form submission, a waiting symbol will be displayed as per the screen below. Wait for a few seconds, till the time the waiting symbol disappears.

Once the personal details are submitted successfully, a submit successfully message will be displayed as per the screen shown below.
SHOW PERSONAL DETAILS-

Once the personal details are submitted successfully, the completion status (as shown on the left section of the screen) will increase.

EDUCATION TAB-
Once you click on the ADD button as per the previous step, an ADD Education form will be displayed. You need to fill all the education related details as per the form requirements.

QUALIFICATION DETAIL-

In the Qualification field, please select your highest qualification based on the dropdown list.
SUBJECT GROUP-
In the subject group field, the candidate need to select the subject with respect to the qualification selected.

COURSE TYPE-
In the course type field, the candidate need to select the course as per the dropdown list i.e. Full time, Part time, Correspondence/Distance Learning.

BOARD/ UNIVERSITY-

In the university/board field, the candidate needs to select from which Board/University he had studied.

YEAR-
In passing out year field, please select the year on which the you have completed your corresponding qualification.

DIVISION-

In the division field, the candidate need to select the grade/division from the dropdown list for the corresponding qualification.
PERCENTAGE-

In the percentage field, you need to enter the percentage scored for the corresponding qualification.

Once all the details are filled in the Add Education form, you need to click on the SUBMIT button.
SHOW EDUCATION DETAIL-

In case the candidates want to add further educational qualification, he need to again click on the ADD button for entering details related to additional qualification.

EXPERIENCE DETAILS TAB-

For filling up the Work Experience related details, you need to click on the Experience details section and fill the details as per your form requirements.
In case the candidate entering details with reference to his current company. Then he/she needs to select “Yes” from the dropdown list, else select “No”.

In the “Started Working from Year” field, candidate needs to select the year from which he/she started working in the corresponding company.
In the “Started working from Month”, the candidate needs to select the exact month from the dropdown list from which he/she started working in the corresponding company.

**SALARY IN CURRENT COMPANY**

In “Salary in Lacs” field, the candidate needs to enter the Annual Salary in Lacs for the corresponding company.
In “Salary in Thousands” field, the candidate needs to enter the Annual Salary in Thousands for the corresponding company.

In “Job Profile” field, the candidate needs to fill his/her job profile description of the corresponding company.
Once all the details are filled in the Add Experience Detail form, you need to click on the SUBMIT button.

EXPERIENCE DETAILS-
Once you have submitted details w.r.t Experience details form, the submitted data fields will now be visible in the Experience details section.
KEY SKILLS-

In the key skills section, you need to enter the skill set e.g. if you are a software engineer you may enter key skill set as Java, C++ etc. Once you have entered your key skills, please click on the submit button for form submission.

CERTIFICATION FORM-
For filling the details w.r.t certification in any training program, the candidate need to fill-up all the required fields as per the Certification form.

CERTIFICATION DURATION –

In the “Duration” field, the candidate needs to select the course duration (in terms of number of months) from the dropdown list.
**SKILL SET**-

In the “Skill Set” field, the candidate needs to select the skill set acquired after completing the corresponding training program.

**SELECT JOB PREFERENCES**-

In the “Select Job Preferences” field, you need to select the job role for which you need to give more priority.
SELECT CERTIFICATION YEAR-

In the “Select Certification Year” field, you need to select the year in which you got certified for the corresponding training program.

FOR SUBMISSION-

Once all the required details are filled as per the Certification form, you need to click on the submit button for submission of details.
**TYPING/STENO DETAILS**

For filling the Typing/Steno details, you need to enter the details as per the “Typing/Steno Details” form.

**LANGUAGE DETAILS**

The candidate will select his/her Language from which he/she has done the typing/steno.
**TYPE-**

If the candidate knows typing then select typing. Otherwise the steno knows if the select steno.

**INSTITUTE-**

Candidate will select its institute from which institute it has completed typing/steno.
**TYPING/STENO YEAR**-

Candidate select your year. In which year has he/she completed typing/steno.

**SUBMITION PROCESS**-

Candidate filled all details and click on submit.
SHOW TYPING/STENO DETAILS-

Show your typing/steno details and show toster in rightside insert successfully.

COMPLETION STATUS-

Fill all the details then show Increase the completion status.
PROFILE PHOTO UPLOAD-

The Candidate wants to upload his/her profile picture then click on camera button or camera symbol then choose the photo and upload your profile picture.
RESUME HEADLINE-
Candidate filled unique headline in this box for impress recruiter by your resume.

FOR SUBMITION RESUME HEADLINE-
After filled the details for RESUME HEADLINE then click on submit button for submition your RESUME HEADLINE.
HOME PAGE-

When candidate filled the details of profile registration then shows the completion status 75% then shows in home page. If candidate want to print his/her Registration card then click on PRINT REGISTRATION CARD button. If the candidate wants to change something in his/her profile or wants to update something, he/she can change his/her profile by click on UPDATE PROFILE BUTTON.

PRINT REGISTRATION-
When candidate click on PRINT REGISTRATION CARD button then show Registration card and print out his card by the help of PRINT Button.

RECOMMENDED JOB-
When candidate click on RECOMMENDED JOB option then shows all job if candidate wants to Apply for a job then apply otherwise want to save.

FOR SEARCH JOB-
Here, the Candidate can do job search by Designation and location. Then click on search job button.

JOBSEEKER LOGIN-

Click on Jobseeker login then open login page enter the login id or password. In this, they will enter the login ID and Password that was given at the time of registration.

APPLY AND SAVE JOB-

Useful Web Link
Here from the count of the job that the jobs candidate had applied for and saved, if you click on the applied jobs will show and if you click in the save job will show save jobs.

FOR LOGOUT-
If candidate want to LOGOUT so click the button symbol of profile then the click on LOGOUT.

FORGET PASSWORD-
If the candidate forgot his password he should go to the FORGET PASSWORD and his change the password

BROWSE ALL JOBS-

This is the JOB LISTING PAGE, when candidate search job so click on BROWSE ALL JOB then shows job his required Designation and Location
BROWSE TOP DESIGNATION JOBS-

When candidate click on JOB BY DESIGNATION then show list jobs by top designation and candidate want to search job so he/she can search job by search box.

BROWSE TOP LOCATION JOBS-

When candidate click on JOB BY LOCATION then show list jobs by top location and candidate want to search job so he/she can search job by search box.
PRINT REGISTRATION CARD-
If candidate print his/her Registration card so go to the option of MORE and click on PRINT REGISTRATION CARD.

SHOW APPLIED JOB-
If candidate show his/her applied job then candidate go to home page and click on APPLIED JOB.

JOB DETAILS-
If candidate want to see the details of his job, he can click on applied job and see the details of that job.

RENEW REGISTRATION-

If candidate wants renew his registration then go MORE option then select option RENEW REGISTRATION .open the renew registration tab and click on renew registration before enter the captcha.
SET JOB PREFERENCE-

This is the set job preference of all are. Candidate can be submit here for his preference.

SET JOB PREFERENCE-

If candidate want to submit the set job preference so please click check box then submit button.

UPDATE PROFILE FOR PREFER LOCATION -
When candidate submit job preference area then open this TAB, candidate want to update his/her profile for your prefer location.

**UPDATE PROFILE FOR PREFER SECTOR**

When candidate submit job preference area then open this TAB, candidate want to update his/her profile for your prefer SECTOR.
UPDATE PROFILE FOR PREFER DESIGNATION –

When candidate select job preference location and job preference sector Then candidate want to update your job preference designation and submit your profile.

FOR NOTIFICATION-

If candidate want to notification setting then go to the option of MORE are click the NOTIFICATION SETTING
FOR DO NOT DISTURB-
If candidate want to DO NOT DISTURB service then go to the MORE option and select NOTIFICATION SETTING, then turn ON/OFF Via SMS and Via Email.

EMPLOYER SECTION:-

FOR REGISTRATION-
If employer Registration in this portal so click on REGISTER NOW.
If employer wants to register here so fill all mandatory details.

COMPANY TYPE-
The employer company will select whether its company is PRIVATE or PUBLIC.

OWNERSHIP NAME-
Employer wants to select the name of ownership of company.

SECTOR NAME-

Employer wants to select the sector of company like primary, manufacturing and service.

FOR DESIGNATION-
Employer wants to select your DESIGNATION in this dropdown all designations will be here employer can choose the designation what he wants.

SELECT STATE:

Employer wants to select your STATE in this dropdown all STATE will be here in INDIA employer can choose the STATE what he wants.
SELECT DISTRICT -

Employer wants to select your DISTRICT in this dropdown all district will be here in MADHYA PREEDESH employer can choose the district what he wants.

SELECT CITY -

Employer wants to select your city in this dropdown all cites are here in MP employer can choose the city he wants.
AREA DETAILS-

Employer wants to select Employment exchange in the option of SELECT EMPLOYMENT EXCHANGE.

USER NAME-

If the Employer wants to select user name, select user name if you want to select email id, select email id.
FOR PASSWORD-

Employer wants to fill the password then fill confirm password and fill the captcha shows on your screen, and click submit button for submit this details.

OTP PAGE-

This is OTP page Employer fill the ONE TIME PASSWORD whose get by Email or mobile number, and click VERIFY.
FOR VERIFICATION-
When enter OTP which receive email or mobile number then click on VERIFY for OTP verification, if OTP filled wrong or not receive then click on RESEND OTP so again OTP receive on Email and Mobile number.

GST/PAN UPLOAD-
Here Employer can upload your GST/PAN. click on choose file for upload GST/PAN only photo or PDF upload. then click on submit.
LOGIN PAGE-
Here employer can enter his/her Login ID. The Login ID he/she enter while registering.

PASSWORD-
Here employer can enter his/her Password. The Password he/she enter while registering.
**CAPTCHA-**

Here will enter captcha which is visible on the screen. If the enter wrong captcha then it will show a toaster, then refresh the captcha and again enter correct captcha then click on Login.

**EMPLOYER LOGIN-**

The Employer can also login form here by click on the Employer Login.

**LOGIN PAGE-**
Here the employer will enter Login ID and Password then after enter the captcha, then click on Login. By click on Forgot Password, he/she can also change his/her Password.

DASHBOARD-

The dashboard shows the profile of the employer and shows all Vacancies, like open vacancies, close vacancies, pending vacancies. The Employer can see the vacancies by click on the vacancies.
CLICK VIEW PROFILE-

If the Employer wants to view his/her profile, he/she can view the profile by click on VIEW PROFILE.

View Profile-

By click on the view profile, the employer can open their profile and see in this tab, all the detail of the employer would be shown.
POST VACANCY-

If employer wants to post the vacancy so he/she post here for vacancy and fill all mandatory.

SELECT SECTOR-

If employer wants to post the vacancy here so he/she was select the sector.
SELECT ROLE-
If employer wants to post the vacancy so he/she was select the role of employee who will be needed.

DESIGNATION-
If employer wants to post the vacancy so he/she was select the Designation of employee who will be needed.
**VACANCY TYPE**-

The employer will select the type of the vacancy that the vacancy is full time, part time, permanent, etc.

**PAY/ALLOWANCES**-

Here the employee will enter the salary. Then he/she is a per year salary or per month or per hour he/she will select.
LAST DATE TO APLY VACANCY -

Here the employer will select the last date to apply the vacancy.

DISTRICT -

Here are all the districts of MP. Employer who wants to post job for the district can select the district from here.
GENDER-

Here the employer will select the gender whose vacancy is to be post for the gender. If the vacancy is for Male the Male will be selected, for Female, Female will be selected if for Any/Both so Any/Both will be selected.

ELIGIBILITY CRITERIA-

Here, the employer will enter the criteria of minimum and maximum age. And he/she will select the Month and year, that the vacancy is only eligible for the minimum and maximum age.
QUALIFICATION-

Employer will select the qualification for which he/she posted the vacancy.

INTERVIEW DETAILS-

Here, the Interviewer will enter the Date, Time and place of the interview test and enter the name and number of the person with whom to contact.
PREVIEW-

Enter the captcha and click on PREVIEW.

JOB PREVIEW-

When candidate can preview the job page then show JOB PREVIEW page so candidate can save this details so click on save and if you don't want to save so click on exit.
POST JOB-
If employer wants to post the vacancy now click on POST NOW and wants to POST LATER so click on POST LATER.

DASHBOARD-
If Employer post the job so vanacy shows on DASHBOARD
If the Employer click on the pending vacancy, then the pending vacancy will open and increase the count of open vacancy.

INTERESTED-
Show interested job.

SEARCH CANDIDATE-
If the employer wants to search the candidate in the behalf of the skill, then select the skill and click on SEARCH CANDIDATE, you can search the candidate by click on search candidate.

YEAR-

Here Employer can select year.

SUBMIT PROCESS-
Fill all details for search the candidate the click on SEARCH CANDIDATE. You can also search for candidate in behalf of skill, Qualification, etc..

LIST OF CANDIDATE-

Click on search candidate button, so open the list of candidates, in which we searched the candidates in behalf.
OPEN LIST OF CANDIDATES-

The list of candidates is being shown here. If you want to see the profile of a candidate then click on VIEW PROFILE and see the profile of the candidate.

VIEW PROFILE OF CANDIDATE-

Click on the view profile to show the candidate’s profile here.

CHANGE PASSWORD-
If wants to change his/her password, he/she can change his/her password form here and enter new password then submit so change the password.