





# USER MANUAL CANDIDATE







**ESSCI Job Portal** is specifically designed for electronics & IT hardware sector. It is digital platform to bridge the gap between skilled resource & Industry's demand. It connects jobseekers and recruiters by accurately matching candidate's profile to relevant job opening through an advanced 2-way matching technology.

#### **Benefit For Candidate**

- Career Counseling
- Skill Training Program
- Assured Placement Upon Certificate
- Upskilling Training Program
- Direct Interaction with Industry
- Ample Opportunities Related To Your Skill Set







## **REGISTRATION**

**Step 1:-** Click on Registration under Candidate Tab.

**Step 2:**- Need to provide the following information.

Enter Your Name

Enter Your Father Name

Enter Email id

Enter Mobile Number and click on OTP button for generate the OTP. You will received code on mobile enter that code into OTP box.

Select Gender from drop down

Select Date Of Birth

Select Govt. Id (Aadhaar Or Pan No)

Select Highest Qualification

Select Location (Current & Permanent)

Enter Key Skills & Select Job Profile

Upload Resume

Enter Your password and repeat same password in next box.

Select Fresher/Experience

Write the code in box which show on image

Tick on declaration and T & C

Click on Registration

Enter your first name *	er your first name * Middle Name		Enter your	last name		Enter your Father name *		
Enter your email *		Mobile Number		отр	OTP *			
Select Gender *	~	Your DOB*			Select UID Type *		•	
Select Highest Qualification		ocation	~	Select Permanent Location		~		
Enter Key Skill separated by o		Select Job Profile	•	V Browse.		. No file selected.		
Enter Key Skill separated by c	ommas				Upload Re	sume(Doc,Pdf)		
Enter your password			Enter your	password	again			
Fresher	) Experie	nce	135	۲ <sub>0/0</sub>	refresh	Type Image Text		
I hereby declare that the in particulars of information and								
Agree to our Terms and Condit	ions Click Here							







#### **REGISTRATION**

**Step 3:-** After completed the registration, the candidate received email with link for verify the email address, just click on that and verify the email address.

**Step 5:-** After verify the email address you can access the dashboard with registered email id as user name and password , just go through http://jobportal.esscindia.org/users/login

In case you have not received email just click on **Resend Activation Link** 

#### Your Registration has been completed

Dear Sachin Sangal, Thanks for registration , Your activation link has been sent to your register email. Please check your email and activate your account by click on activation link or Resend activation link Resend Link

R	esend Activation Link	
mail		
Email		
	LogIn	
	Logni	







## <u>LOGIN</u>

Step 1:- Click on Login under Candidate menu.

**Step 2:-** Enter Your email and password and click login.

Click on **Forgot Password** incase you don't remember the password

Email/UserID		
Email/UserID		
Password		
Password		
Remember me		
	Login	







#### DASHBOARD

After Login, candidate can access account. Dashboard has the following quick information.

- Relevant Jobs
- Interview Schedule
- ✤Job Fair
- Notifications

After Login dashboard first complete your profile go to Left hand side menu > Setting then Profile

(	2		🗟 Download User Manual	۵	0
ł	Dashboard	Dashboard		Dash	hboard
	My Resume	RELEVENT JOBS	JOB FAIR		
	Manage Jobs				
	Interview Schedule	NOTIFICATIONS			
	Job Fair	0			
	Notifications				
	Submit Request				
	Setting				
	og Out				







## <u>SETTING – PROFILE -1</u>

Click on Setting then Profile and update the profile first

 Upload Picture just click on browse button and select the picture from computer and then upload it.

🖌 Dashboard	Max Due file						Home / My Profile
🖹 My Resume	My Profile (You can manage your profile here.)						
Manage Jobs							
📔 Job Search	Basic Information						
Interview Schedule	First Name *	Middle Nar	ne	Last Name *		Father Name*	
🏥 Job Fair	Nitesh	Middle N	lame	Kumar		Sant Sharan Ram	
	Email *		Mobile *		Upload Pic	ture *	
Notifications	niteshk599@gmail.com		9045964244		Browse	No file selected.	ESS
🖂 Submit Request	Alternate Mobile		Date of Birth *		Gender*		
😋 Setting	Alternate Mobile		20-11-1987		Male		~
🐣 Profile	Unique Identification(UID) Type:		Unique Identification(UID)	Number*:	Job Role*:		
Change Password	Aadhar Card	~	855288331428		Field Tec	hnician – Computing and	d Peripherals 🗸 🗸







#### **SETTING – PROFILE -2**

Enter your address

- Write address in address line 1
- Select state & city form drop down

 If you permanent address is same as current address then click on check box
 Same as current Address If address differ then fill all the information.

If you have done any training under any Government scheme then upload the certificate scan copy just click on browse button.

Tick Select option after read carefully
 Yes | No, Differently abled | Have you
 ever gone thru police custody or any
 criminal record

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			Current Address	shboard
		Address Line 2:	Address Line 1:	lesume
		Address 2	Noida	
		City:	State*:	e Jobs
~		✓ Noida	Uttar Pradesh	w Schedule
			Permanent Address	
			Same as Current Address	ations
		Address Line 2:	Address Line 1:	Request
		Noida	Noida	quest
		City:	State*:	
~		✓ Noida	Uttar Pradesh	
			Other Information	assword
			Training under govt. scheme	
			Upload Certificate	
			Browse No file selected.	
	nal record O Yes	gone thru police custody or any criminal re		







## <u>SETTING – PROFILE -3</u>

Select Job Preference location if any.
 You can select multiple job locations

If you are Interested in Working
 Abroad (Another Country) then click on
 check box, if not then leave blank

## Fill all the education qualification information

- Select qualification from drop down
- Write college name and university
- Write total marks and obtain marks
- Select state and city (college)
- Select Year of Passing

If you want to add more education then click on Add More Education button and fill data same as above

#### **Click on update**

Note:- All these information will be show on your resume so update your profile carefully.

	oad User Manual	۵	
Dashboard Job Preference Location(Select any three locations)			
My Resume			
Manage Jobs			
Interview Schedule     Education Qualification			
job Fair			
Notifications B.Tech		~	
g Submit Request UP			
<b>Setting</b> 500 499			
Lttar Pradesh V Noida		~	
Change Password Year Of Passing 10-09-2019			8
Log Out	Add More Educ	cation	ľ
Update			







#### **MY RESUME**

All of your created resume will be listed here. You can create maximum 3 resume but at a time only one resume will be activate.

For Activate / Inactivate Resume Activate Resume :- Just click on Inactive (Red button) for activate resume. Inactive Resume :- Just click on Active (Green button) for inactive resume.

View/ Download/ Edit/ Delete Resume

For Edit resume click on pencil icon
For Remove resume click on cross icon

For view resume click on 4 line with dots icon

For download resume click on pdf icon

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Dashboard							Home /	Resum	e
My Resume (A	Il create			resume click on Add New Resur	ne button)				
N Manage Jobs	ote*: You	can create three resu	ime and activate one re	esume at a time					
Interview Schedule							Add New Re	sume	
Job Fair									
Notifications	S.No.	Resume heading	Job Category	Skills	Seen By Employer	Status	Action		
Submit Request	1	DTH Set Top Box Installation &	Communication &	DTH ,Set Top Box,Dish Antenna,Coordinate with	2	Inactive	◙×≣₽		
Setting		Service Technician	Broadcasting	colleagues,Multi Play Sevices	L	mactive		1	
og Out	2	DAS Set Top Box Installation & Service Technician	Communication & Broadcasting	Audio visual,Bit Error rate,Conditional Access System	0	Active	◪ӿ▦◪	)	

#### **Create New Resume**

Click on Add New Resume (Green Button). Then new form will open and need to fill all the information.







- Resume Title :- Select resume title form drop down
- Skills :- Select skills from dropdown ( You can select multiple skills from drop down)
- About Your Self :- Write something about your self.

	2		🖹 Download User Manual	۵	
	Dashboard	Add New Decume	Home / Resume List / Add	New Re	sume
<b>-</b>	My Resume	Add New Resume (Create New Resume Fill all the below information)			
•	Manage Jobs				
Ċ	Interview Schedule	General Information			
	Job Fair	Select Desume Title			
	Notifications	Select Resume Title			
	Submit Request	About Your Self			
	Setting	$\mathbf{B}  \mathbf{I}  \mathbf{S} \mid  \mathbf{I}_{\mathbf{X}} \mid \mathbf{i} = \mathbf{i} =  \mathbf{i} \in \mathbf{i}   \mathbf{E} \mid 9$			
	og Out				







National / Regional Language:-Select language from drop down and tick or leave blank option front of that (Read, Write, Spoken)

If you know more then one language then click on **Add More** (Green Button) and fill information

International Language :- Select language from drop down and tick or leave blank option front of that (Read, Write, Spoken)

If you know more then one language then click on **Add More** (Green Button) and fill information

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Ng Dashboard	National/Regional Language (You can add multiple languages)	
My Resume	······································	
Manage Jobs	Select Language	
	+ Add More	
Notifications	International Language (You can add multiple languages)	
	Select Language	
	+ Add More	







Work Experience :- If you are fresher select Yes. And if you have experience select option No and fill the details.

		🖹 Download User Manual	۵	(
🖀 Dashboard	Work Experience			
My Resume	(If you are fresher select Yes and if you have experience select No and fill the below form detail)			
Manage Jobs	Are You Fresher			
💾 Interview Schedule				
🛗 Job Fair	Add			
Notifications				
Submit Request				
😋 Setting				
Log Out				







If you have experience fill the data

- Organization Name :- Where you are/ was working.
- Organization Location :- Write address where you are / was working
- Select State and city
- Write Your designation
- Select Date From
- If you are currently working then tick on check box currently working and write the notice period (in number)
- If you have left the organization then select Date To.
- If you want to add more experience then click on Add More (Green Button)
- Click on Add and your Resume information will be saved and resume created. You can see resume go to My resume tab

				🖻 Do	wnload User Manua	al L
Work Ex	perience					
	select Yes and if you have experience select No and fill the	e below for	m detail)			
Are You Fresh	er 🔿 Yes 🖲 No					
Organization	Name*					
Organization	Location*	Select State*				
Select City*	•	Rs Salary With this Organization*				Mor
 Position e a	Web Designer*					
r osition, c.g	The Designer					
Date From*	dd-mm-yyyy	Cur	ently Working	Date To*	dd-mm-yyyy	







#### **MANAGE JOBS**

view all relevant jobs based on your active resume. You can details of job just click on view (green button) and apply on that just click on Apply button.	view job detail click on View Job button. Take Action Accept/ Reject request. As you accept job request your interview will schedule by Employer. You can track job status click on Track Job button.
action as your resume shortlisted or seen by Employer under employer action and you can track application click on Track button only for those jobs which shortlisted by Employer	







#### **RELEVANT JOBS**

All relevant jobs listed here as per your active resume .

- View Job :- For more details click on view job (green button)
- Apply :- For Apply job click on Apply (Blue Button)

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poard								Home / Releva
esume	Relevant Job		esume profile.)					
age Jobs								
Relevant Jobs								
bbs Request	Company Name	Job Title	Category Name	Location	Date	Dead Line	View	Apply
pplied Jobs rack Applications	Airtel	DAS Set Top Box Installation &	Communication	Bangalore	10-09-2019	09-11-2019	View Job	Apply
iew Schedule	7 ur cor	Service Technician	& Broadcasting	,Karnataka	10:09 AM	05 11 2015		Арру
air	Technologus Consultancy	DAS Set Top Box Installation &	Communication	Achabbal ,Jammu &	10-09-2019	10-10-2019	View Job	Apply
ications	Pvt Ltd	Service Technician	& Broadcasting	Kashmir	11:09 AM			( ) PPO
t Request								
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#### JOB REQUEST

- All Job Invitation will be show here, which sent by employer to you. For schedule interview you need to accept Job Request click on Accept (Green Color) button.
- You can track job status click on Track Job button.

							🖻 Do	wnload User M	lanual 🗘
									Home / Job Re
			quest						
ge Jobs	22000			t by Employer (Company edule by Employer. You c				n Accept/ Reject n	equest. As you ac
bs Request		S.No.	Company	Job Title	Job Type	Job Category	Action	Track	View Job
			Technologus			Electronics			
		1	Consultancy Pvt Ltd	Thrcugh Hole Assembly Operator	Permanent	Manufacturing System	Accepted	TrackJoo	View Job
			Technologus						
		2	Consultancy Pvt Ltd	Die Bonding Operator	Permanent	Semiconducto <sup>,</sup> & Components	Rejected	TrackJoo	View Job
		3	Technologus Consultancy Pvt	DTH Set Top Box	Permanent	Communication &	Rejected	TrackJoo	View Job
			Ltd	Installation & Serv		Broadcasting	- Cjeetaa		







#### APPLIED JOBS

 You can view & track all applied jobs by you here with employer action.

							🖻 Dowr	load User Mar	nual 🗘	
🖀 Dashboard	Amplia	d John						Ho	ome / Applied	d Job
🖺 My Resume	(All Applied		ow. You can see Empl	oyer actio	n as your resume shortl	isted or seen	by Employer	under employer	action and yo	ou
Manage Jobs	can track ap	oplication click on Tra	ack button only for th	ose jobs v	vhich shortlisted by Emp	oloyer)				
📃 Relevant Jobs	1									
🧮 Jobs Request		er Action : t Employer Action			~	Submit	C			
Applied Jobs										
<b>Q</b> Track Applications										
🗂 Interview Schedule	SNo.	Company	Job Title	Јоb Туре	Job Category	Applied Date	Employer Action	Track Application	View Job	
🛗 Job Fair	1	Technologus Consultancy Pvt Ltd	DAS Set Top Box Installation & Serv	Full Time	Communication & Broadcasting	17 Sep 2019	Pending	Track	View	
Notifications										
🖂 Submit Request										
👷 Setting										
Log Out										







#### **TRACK APPLICATIONS**

Track status all applied jobs here like

- Schedule Interview
- Seen Your application by employer Accept / Reject schedule interview under interview action

<b>9</b>								🖹 Download User Manu	ual 🗘 🤵
🖀 Dashboard	Track A	Applicatior	n					Нс	me / Track Application
		olication status up							
Manage Jobs						4			
🔳 Relevant Jobs	S.Nc.	Company	JobTitle	Јор Туре	Job Category	Request Type	Current Status	Interview Action Accept/Reject	View Job
🗮 Jobs Request	1	Technologus Consultancy	DT-I Set Top Box Installation	Part Time	Communication & Broadcasting	Employer Request	Interview Schedule	Accepted	View Job
Applied Jobs		Pvt Ltd	& Serv						
Q Track Applications	2	Technologus Consultancy Pvt Ltd	Assembly Operator - PLC	Entrepreneur	Industrial Automation	You have applied	Waiting For Interview	Waiting For Action	View Job
🛗 Job Fair	З	Technologus Consultancy Pvt Ltd	Assembly Operator- RAC	PartTime	Consumer Electronics & IT Hardware	You have applied	No Action Found	Interview has been Over	View Job
Notifications		PVILU			Flandware				
🖂 Submit Request									
සුදී Setting									
Log Out									







#### **INTERVIEW SCHEDULE LIST**

- All schedule Interview listed here with interview date, time & venue and round detail.
- View interview history here click on Interview history (green button)

<b>9</b>						P	Download User Man	ual 🗘 🤵
☆ Dashboard	11478						Home / Inter	view Schedule List
🖺 My Resume		rview Schedu						
Manage Jobs								
Mainterview Schedule	S.No.	Company	Job Title	Interview Date	Interview Verue	Round	Interview History	View Job
🛗 Job Fair	1	Technologus Consultancy Pvt Ltd	DTH Set Top Box Installation & Service Technician	2019-05-20 00:0C:00	Noda	Round One Process	Interview History	View Job
Notifications								
🖂 Submit Request								
🚓 Setting								
Log Out								







## JOB FAIR LIST

All Job Fair listed here with Venue Date & Time.

- Filter the result state and city wise.
- For more details click on View button
- For Apply click on Apply button

<u>،</u>								🖻 Download	User Manu	ual 🗘
	-								Hom	ne / Job Fai
		Fair List Fair List below. You	ı can apply	any job fair just	click on Apply b	utton)				
		Select Sector		>	Select State	~	Select City	~	Searc	h
🔳 Job Fair List	S.No	o State	City	Venue	Organiz	er Sector	Date	Last Date For Apply	View	Applied
<ul> <li>Applied Job Fair</li> <li>Notifications</li> </ul>		Chhattisgarh	Raipur	AISECT PMKK Raipur C-2,14/7,Near Govind Sarang		Electronics	25-09-2019	24-09-2019		
		Chnatusgam	Raipur	Parisar, New Rajendra Nagar,Raipur,		& IT	09:30 AM	24-09-2019	View	Apply
				Chattisgarh						







#### **NOTIFICATIONS**

• All Notification will be listed here.

				🗟 Download User I	Manual 🗘
Dashboard					Home / Notific
dv Resume		cations	& ESSCI listed below)		
Aanage Jobs					
Interview Schedule	#	From	Subject	Notification	Date & time
ob Fair	1	Infopower Technologies Limited	New Job has been post by Infopower Technologies Limited	Infopower Technologies Limited has posted a new job PCB Assembly Operator, To Apply click Here	2019-09-15 17:03:17
Notifications Submit Request	2	Sahasra Electronics Pvt. Ltd.	New Job has been post by Sahasra Electronics Pvt. Ltd.	Sahasra Electronics Pvt. Ltd. has posted a new job Cutting, Crimping and Connector Assembly Operator, To Apply click Here	2019-09-15 16:58:51
Setting	3	Sahasra Electronics Pvt. Ltd.	New Job has been post by Sahasra Electronics Pvt. Ltd.	Sahasra Electronics Pvt. Ltd. has posted a new job Incoming QC Technician, To Apply click Here	2019-09-15 16:43:57
g Out	4	Airtel	New Job has been post by Airtel	Airtel has posted a new job DAS Set Top Box Installation & Service Technician, To Apply click Here	2019-09-10 22:29:50
	5	Technologus Consultancy Pvt Ltd	New Job has been post by Technologus Consultancy Pvt Ltd	Technologus Consultancy Pvt Ltd has posted a new job DAS Set Top Box Installation & Service Technician, To Apply click Here	2019-09-10 21:43:32
	6	Technologus Consultancy Pvt Ltd	New Job has been post by Technologus Consultancy Pvt Ltd	Technologus Consultancy Pvt Ltd has posted a new job DTH Set Top Box Installation & Service Technician, To Apply Click Here	2019-09-10 17:43:55







#### **SUBMIT REQUEST - CAREER COUNSELING**

#### Career Counseling

If you need counseling for career, just submit the request. ESSCI will contact with you after submit a request.

🖀 Dashboard	Home / Submit Request For Career Counseling
🖺 My Resume	Submit Request For Career Counseling (You can submit request For Career Counseling To ESSCI fill the below form)
🖿 Manage Jobs	
Minterview Schedule	
🛗 Job Fair	Submit Request For Career Counseling
Notifications	Message
🖸 Submit Request	Message here
😤 Career Counselling	
Placement Assistance	
🛢 Skill Training	
Contact ESSCI	
🚓 Setting	
Log Out	Send Message







#### **SUBMIT REQUEST - PLACEMENT ASSISTANCE**

#### **Placement Assistance**

0

 If you need placement assistance, just submit the request. ESSCI will contact with you after submit a request.

	🖆 Download User Manual 🗘 !
🖀 Dashboard	Home / Submit Request For Placement Service
🖺 My Resume	Submit Request For Placement Service (You can submit request For Placement Service To ESSCI fill the below form)
🖿 Manage Jobs	
M Interview Schedule	Submit Dequest For Discoment Service
🋗 Job Fair	Submit Request For Placement Service
Notifications	Message
🖸 Submit Request	Message here
🞓 Career Counselling	
Placement Assistance	
🛢 Skill Training	
Contact ESSCI	A
¢\$ Setting	
Log Out	Send Message







#### **SUBMIT REQUEST – SKILL TRAINING**

#### **Skill Training**

If you need skill training, just submit the request. ESSCI will contact with you after submit a request.

	🗟 Download User Manual 🗘 !
<ul> <li>Dashboard</li> <li>My Resume</li> </ul>	Home / Submit Request For Skill Training
Manage Jobs	(You can submit request For Skill Training To ESSCI fill the below form)
💾 Interview Schedule	Submit Request For Skill Training
<ul> <li>Dob Fair</li> <li>Notifications</li> </ul>	Message
Submit Request	Message here
<ul> <li>Career Counselling</li> <li>Placement Assistance</li> </ul>	
Skill Training Contact ESSCI	
¢å Setting	а.
Log Out	Send Message







## **SUBMIT REQUEST - CONTACT ESSCI**

#### **Contact ESSCI**

- Write Subject
- Write Message
- Click on Send Message
- Message send to ESSCI

	🖻 Download User Manual 🗘	
🖀 Dashboard	Contact To ESSCI	
🔓 My Resume	(You can contact ESSCI fill the below form)	
Manage Jobs		
	Contact ESSCI	
Notifications	Subject	
	Message Message here	
Contact ESSCI		
	a.	
	Send Message	