

USER MANUAL

TRAINING PARTNER

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 Training Partner

Regular training batches with assured placement – Higher churn-out of batches

REGISTRATION

Step 1:- Click on Registration under Training Partner Tab.

Step 2:- Need to provide the following information.


- ❖ Registration Number
- ❖ Training Partner Name
- ❖ Select schemes from drop down (You can select multiple schemes)
- ❖ Enter Email, Ph. No), Phone no should be validate through OTP
- ❖ Write Address and select state and city through dropdown
- ❖ Enter Password
- ❖ Tick on declaration and T & C
- ❖ Click on Registration

Training Partner Registration

Registration Number*	Training Partner Name*	Select Scheme ▾
Enter your first name*	Enter your middle name	Enter your last name*
Enter your email *	Mobile Number *	<input type="button" value="GET OTP"/>
Enter your OTP *		

Address

Address 1*	Address 2
Select State ▾	Select City* ▾
Enter your password*	Enter your password again*

 Refresh

I hereby declare that the information furnished above is true to the best of my knowledge. I do hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

Agree to our Terms and Conditions [Click Here](#)

[Already Have An Account? Signin Now](#) | [Track Your Application](#)

REGISTRATION

Step 3:- After completed the registration, the TP can see the Tracking ID which can be used for future reference to check the status of Registration.

Step 4:- Received email with link for verify the email address, just click on that and verify the email address. And wait for admin approval.

Step 5:- After admin approval tp can access the dashboard with registered email id as user name and password , just go through <http://jobportal.essc-india.org/trainingpartner/auth/login>

Thanks For Signup

Hi Sachin Sangal Your Registration Has Been Submitted To ESSCI For Approval.
Your Registration Id Is 1568724510. To Track Your Registration Status Click Here

TRACK REGISTRATION STATUS

Step 1:- Click on Track Registration Status on login/ registration page.

Step 2:- Enter Your email/ mobile number/ registration id

Track Your Registration Status

Track Your Registration Status by Using own Email/Mobile/Registration ID

Track Registration Status

LOGIN

Step 1:- Click on Login under Training Partner menu.

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

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

Training Partner Login

Email

Password

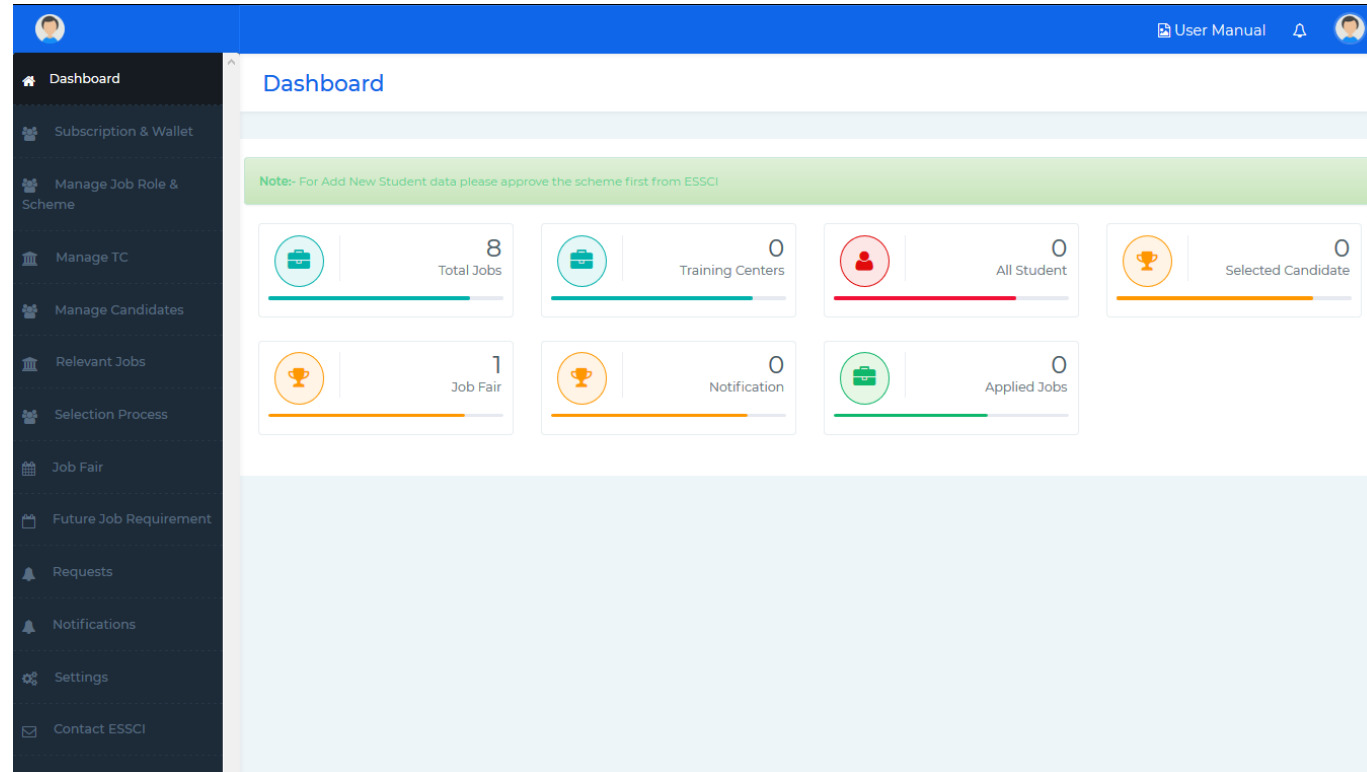
Remember me

[Login](#) [Forgot Password?](#) [Don't have an account? Sign up now](#) | [Track](#)

DASHBOARD

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

- ❖ Total Jobs
- ❖ Training Centers
- ❖ All Candidates
- ❖ Selected Candidates
- ❖ Job Fair
- ❖ Notifications
- ❖ Applied Jobs

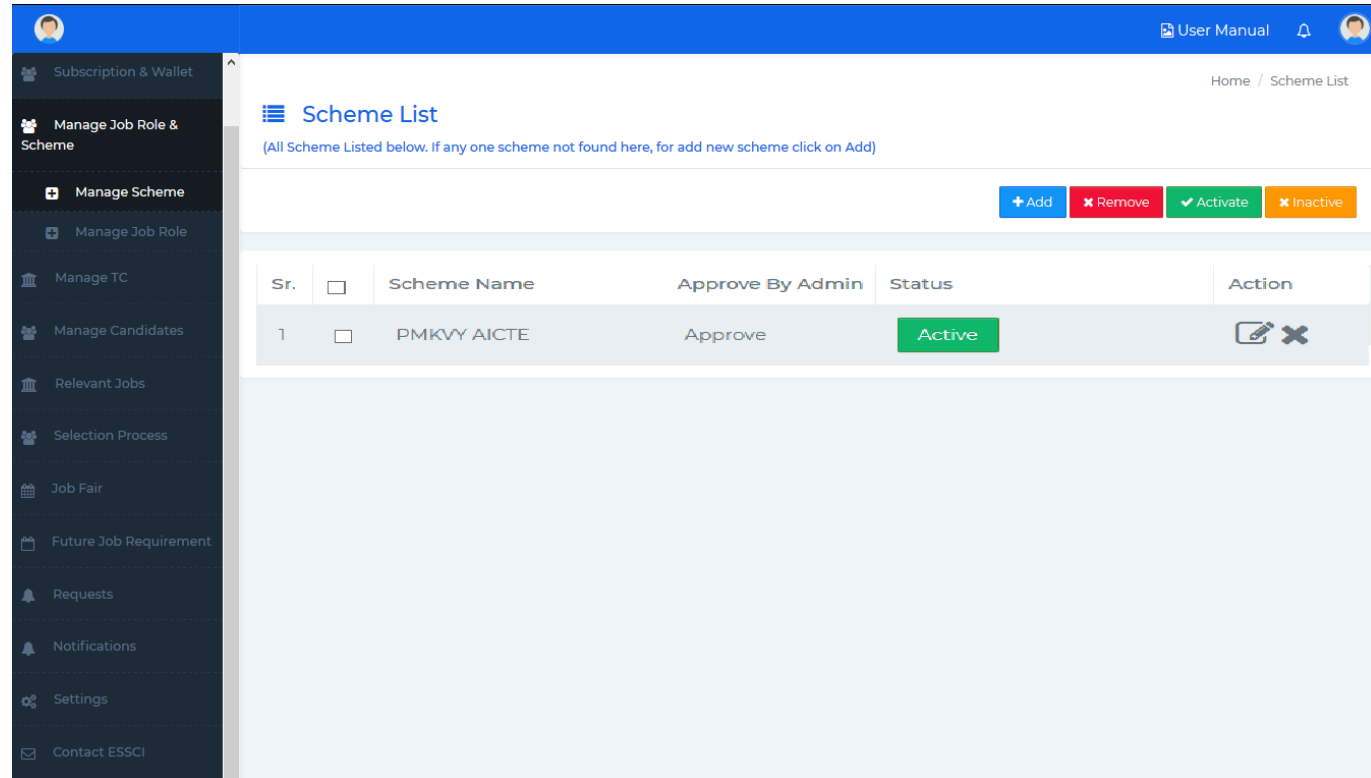


MANAGE SCHEMES



Before add the candidates & Training Center first approve the schemes from ESSCI.

Add Scheme for admin Approval

- ❖ Click on Add button
- ❖ Select Scheme from dropdown
- ❖ If scheme not listed in dropdown, tick on below and write the scheme name
- ❖ Click on Add/Update Scheme
- ❖ Scheme will be sent to ESSCI for approval



The screenshot shows the 'Scheme List' page in the application. The sidebar on the left contains the following menu items: Subscription & Wallet, Manage Job Role & Scheme, Manage Scheme (highlighted), Manage Job Role, Manage TC, Manage Candidates, Relevant Jobs, Selection Process, Job Fair, Future Job Requirement, Requests, Notifications, Settings, and Contact ESSCI. The main content area has a blue header with 'User Manual' and a notification bell. Below the header, the page title is 'Scheme List' and the breadcrumb is 'Home / Scheme List'. A message states: '(All Scheme Listed below. If any one scheme not found here, for add new scheme click on Add)'. At the top right of the table, there are four buttons: '+ Add' (blue), 'Remove' (red), 'Activate' (green), and 'Inactive' (orange). The table has the following structure:

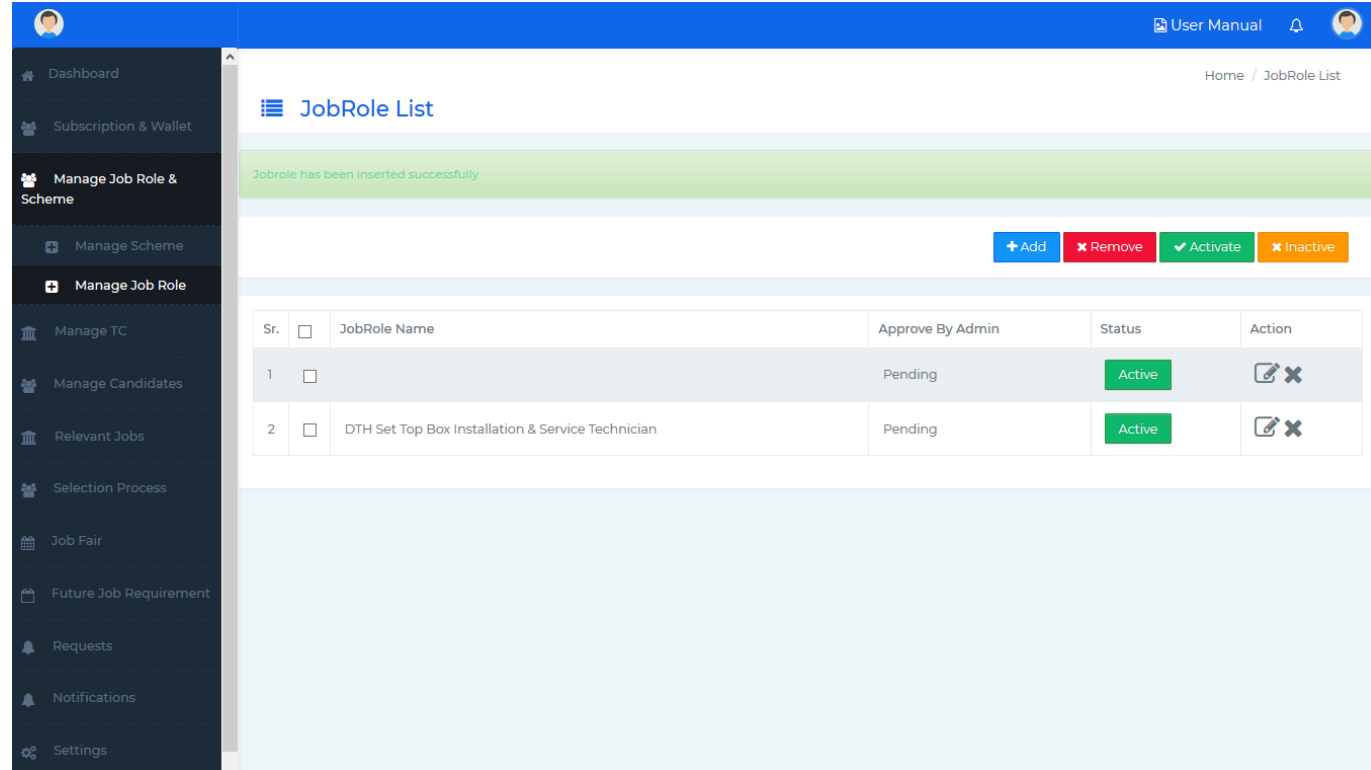
Sr.	<input type="checkbox"/>	Scheme Name	Approve By Admin	Status	Action
1	<input type="checkbox"/>	PMKVY AICTE	Approve	Active	 

MANAGE JOB ROLES

Before add the candidates & Training Center first approve the job role from ESSCI.

Add job role for admin Approval

- ❖ Click on Add button
- ❖ Select job role from dropdown
- ❖ If job role not listed in dropdown, tick on below and write the job role name
- ❖ Click on Add/Update Job role
- ❖ Job Role will be sent to ESSCI for approval



Dashboard

Subscription & Wallet

Manage Job Role & Scheme

Manage Scheme

Manage Job Role

Manage TC

Manage Candidates

Relevant Jobs

Selection Process

Job Fair

Future Job Requirement

Requests

Notifications

Settings

User Manual

Home / JobRole List

JobRole List

Jobrole has been inserted successfully

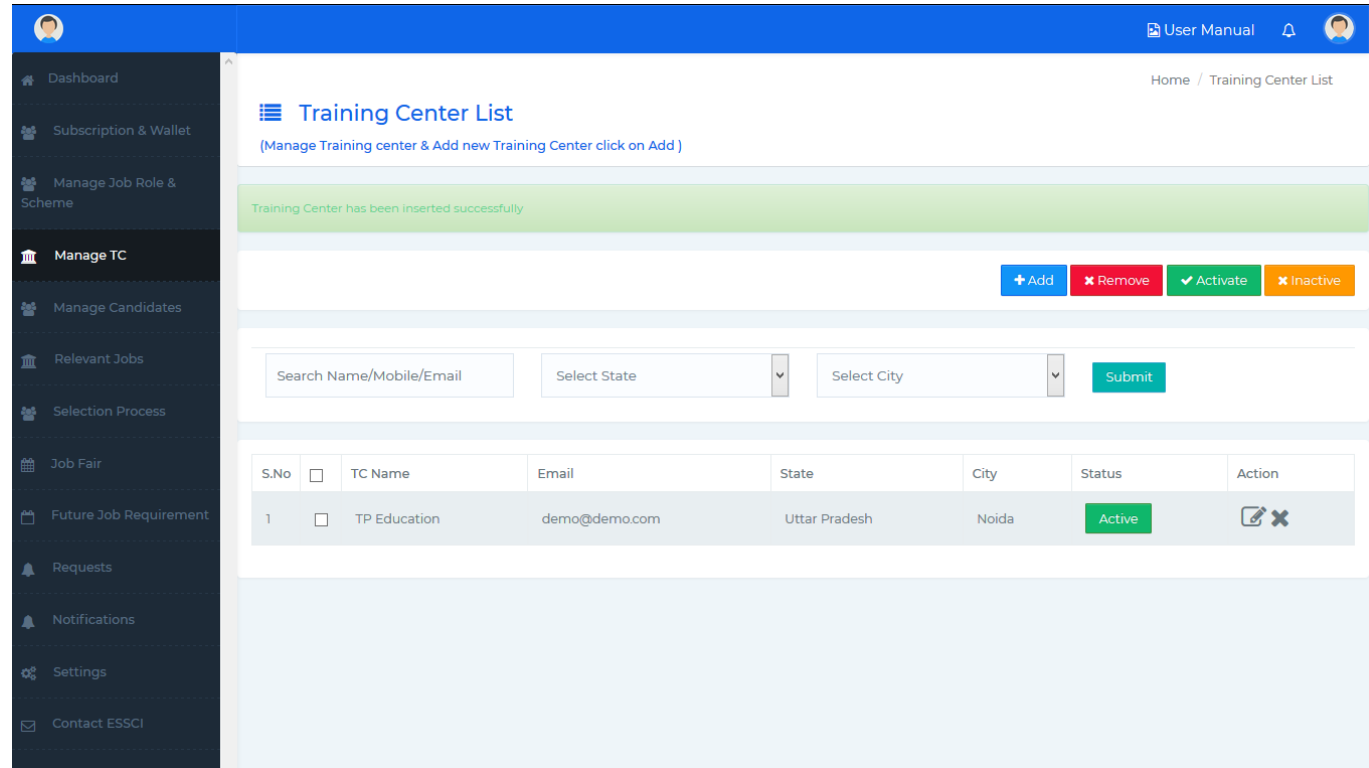
+ Add ✖ Remove ✔ Activate ✖ Inactive

Sr.	<input type="checkbox"/>	JobRole Name	Approve By Admin	Status	Action
1	<input type="checkbox"/>		Pending	Active	
2	<input type="checkbox"/>	DTH Set Top Box Installation & Service Technician	Pending	Active	



MANAGE TRAINING CENTERS

All Training Center list here.

For Add New Training Center click on Add button



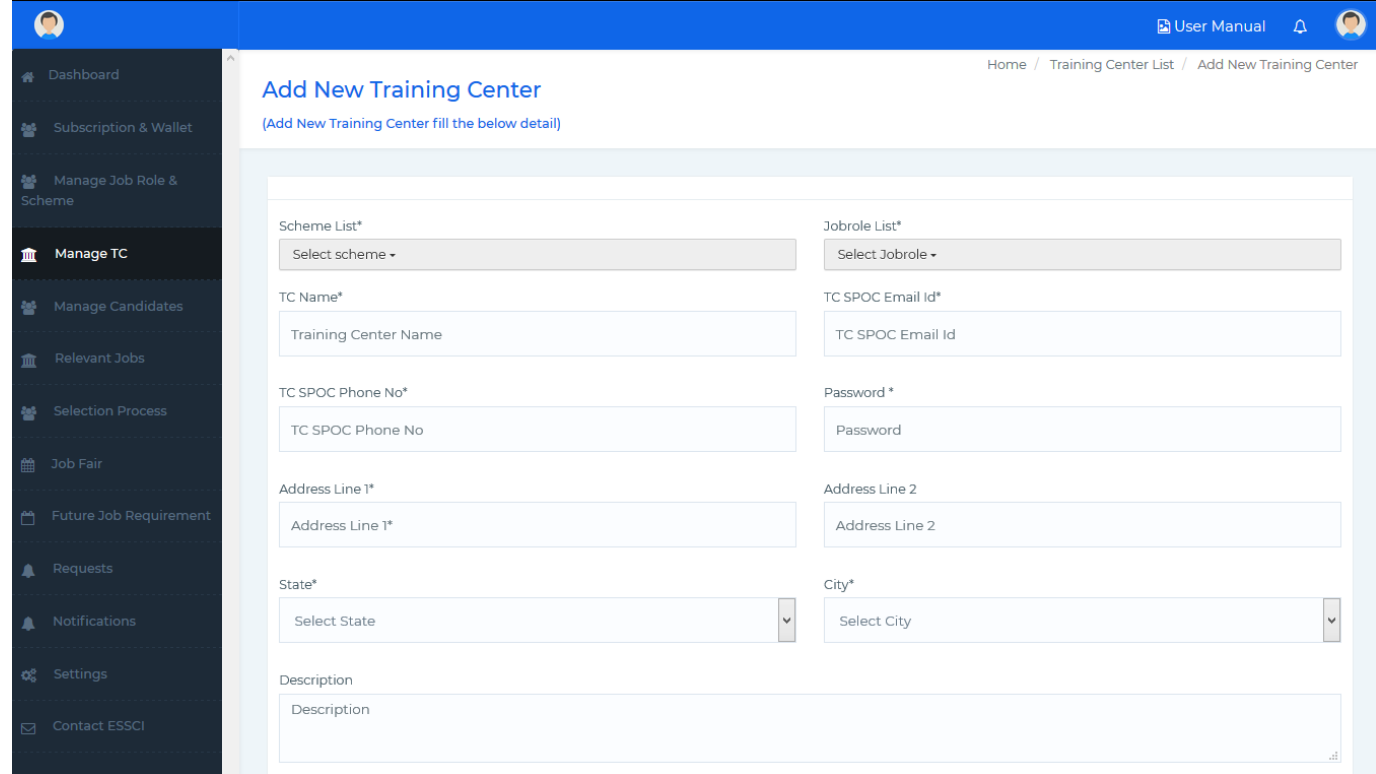
The screenshot shows a web application interface for managing training centers. On the left is a dark sidebar with navigation options: Dashboard, Subscription & Wallet, Manage Job Role & Scheme, **Manage TC** (highlighted), Manage Candidates, Relevant Jobs, Selection Process, Job Fair, Future Job Requirement, Requests, Notifications, Settings, and Contact ESSCI. The main content area has a blue header with 'User Manual' and a user profile icon. Below the header, the page title is 'Training Center List' with a subtitle '(Manage Training center & Add new Training Center click on Add)'. A green success message states 'Training Center has been inserted successfully'. Below this are four action buttons: '+ Add' (blue), 'x Remove' (red), 'v Activate' (green), and 'x Inactive' (orange). A search section contains a text input for 'Search Name/Mobile/Email', two dropdown menus for 'Select State' and 'Select City', and a 'Submit' button. At the bottom is a table with the following data:

S.No	<input type="checkbox"/>	TC Name	Email	State	City	Status	Action
1	<input type="checkbox"/>	TP Education	demo@demo.com	Uttar Pradesh	Noida	Active	 

MANAGE TRAINING CENTER – ADD NEW

Add New Training Center fill all the details

- ❖ Select Schemes (Multiple selection option available)
- ❖ Select Job Role (Multiple selection option available)
- ❖ Write TC name
- ❖ Write TC SPOC Email, phone
- ❖ Write Password for access
- ❖ Write Address
- ❖ Select state and city from dropdown
- ❖ Click on Submit
- ❖ New TC will be added and show in TC list



The screenshot shows a web application interface for adding a new training center. On the left is a dark sidebar menu with options: Dashboard, Subscription & Wallet, Manage Job Role & Scheme, **Manage TC** (highlighted), Manage Candidates, Relevant Jobs, Selection Process, Job Fair, Future Job Requirement, Requests, Notifications, Settings, and Contact ESSCI. The main content area has a blue header with 'Add New Training Center' and a sub-header '(Add New Training Center fill the below detail)'. The form fields are arranged in two columns:

- Scheme List***: Select scheme -
- Jobrole List***: Select Jobrole -
- TC Name***: Training Center Name
- TC SPOC Email Id***: TC SPOC Email Id
- TC SPOC Phone No***: TC SPOC Phone No
- Password ***: Password
- Address Line 1***: Address Line 1*
- Address Line 2**: Address Line 2
- State***: Select State (dropdown)
- City***: Select City (dropdown)
- Description**: Description

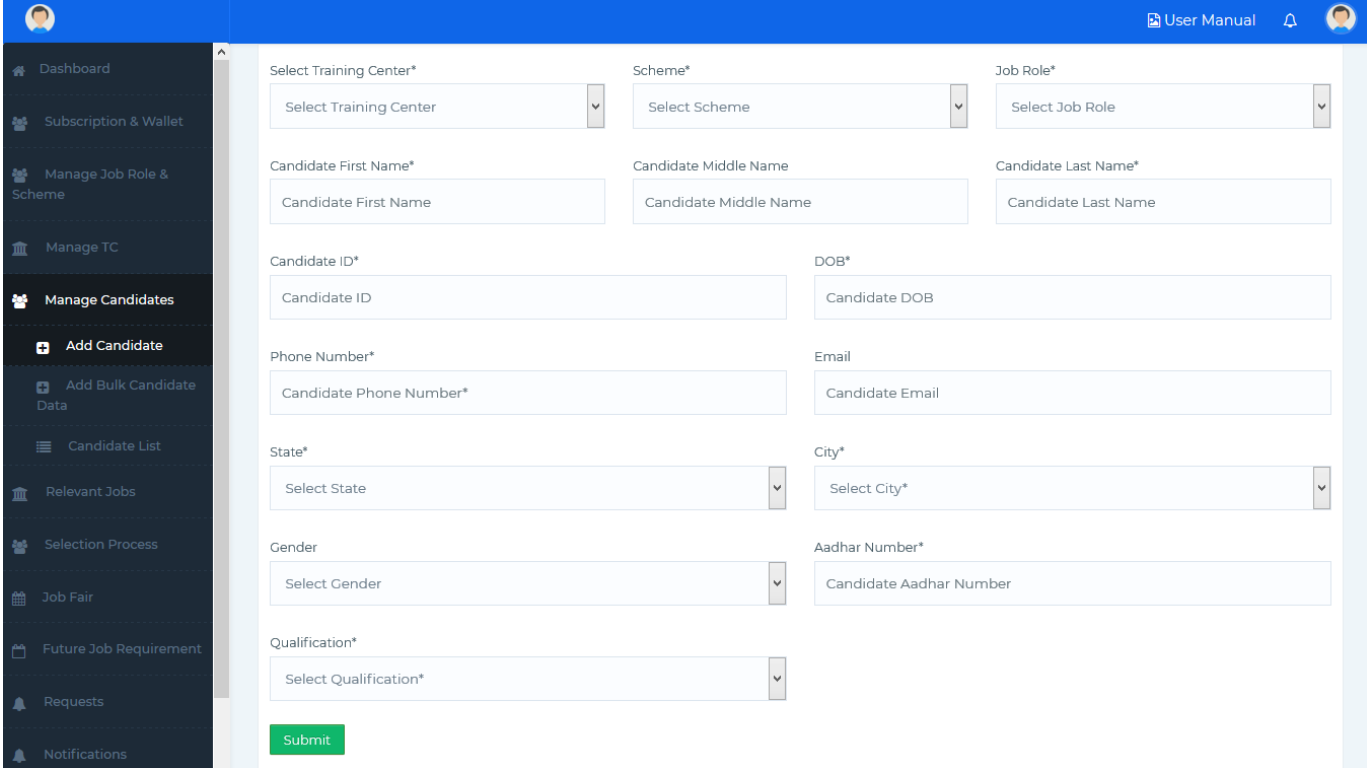
At the top right of the page, there is a 'User Manual' link and a user profile icon. The breadcrumb trail at the top right reads: Home / Training Center List / Add New Training Center.

MANAGE CANDIDATES – ADD NEW CANDIDATE

Add New Candidate, TP fill all the details.

- ❖ Select Training Center from dropdown
- ❖ Select Scheme from dropdown
- ❖ Select Job Role from dropdown
- ❖ Fill Candidate details - Name, ID, Date of Birth, Phone number, Email Id, state & city, Gender, Aadhar Number, Qualification
- ❖ Click on Submit
- ❖ New Candidate will be added and show in Candidate list

There are bulk candidates data upload feature available. Click on **Manage Candidates > Add Bulk Candidates Data**



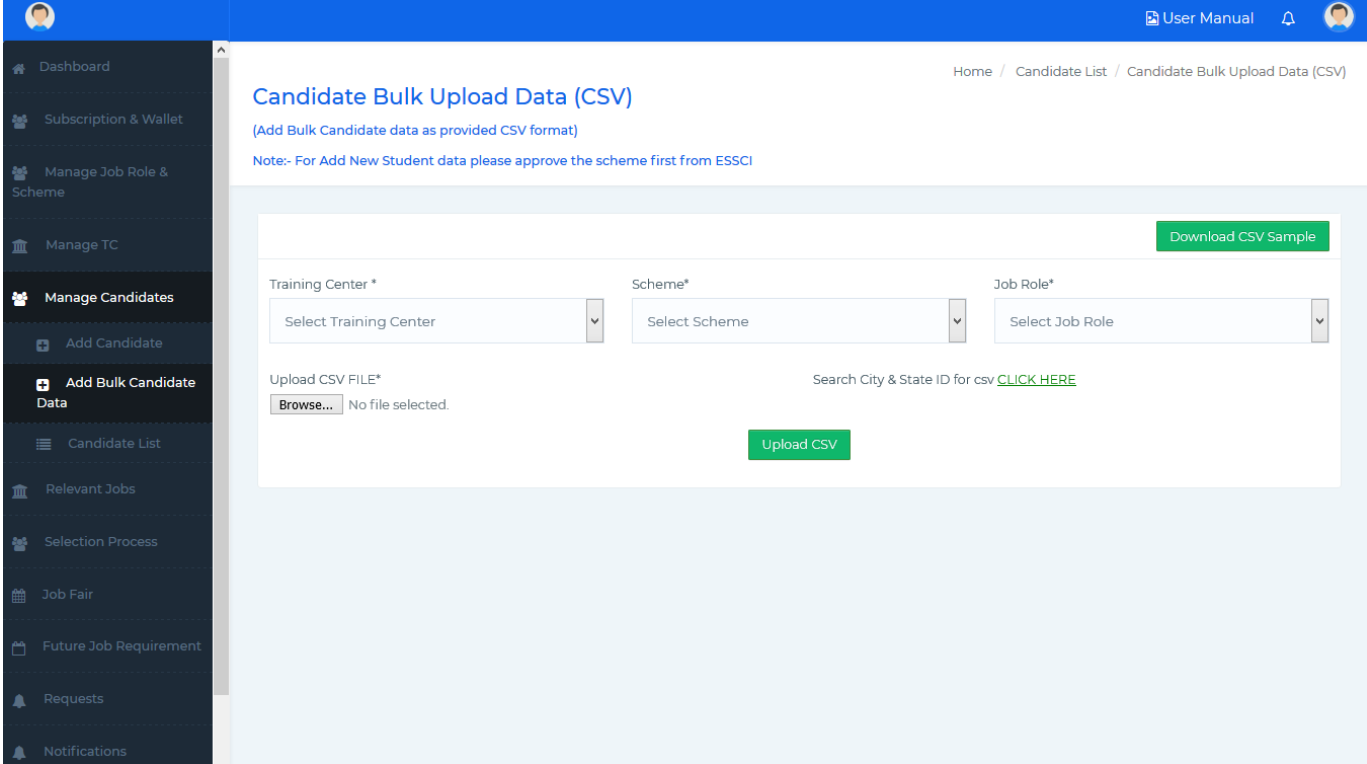
MANAGE CANDIDATES – ADD BULK CANDIDATE DATA

Add Bulk Candidates data through CSV

Follow the below process.

- ❖ Download CSV Sample file
- ❖ Put all student data in CSV file
- ❖ In CSV there are State & City Column need to put code number there. Get those code just click on **Search City & State ID for CSV CLICK HERE**
- ❖ Select Training Center from dropdown
- ❖ Select Scheme from dropdown
- ❖ Select Job Role from dropdown
- ❖ Upload CSV File click on **Browse button**
- ❖ Click on Upload CSV
- ❖ All New Candidates will be added and show in Candidate list

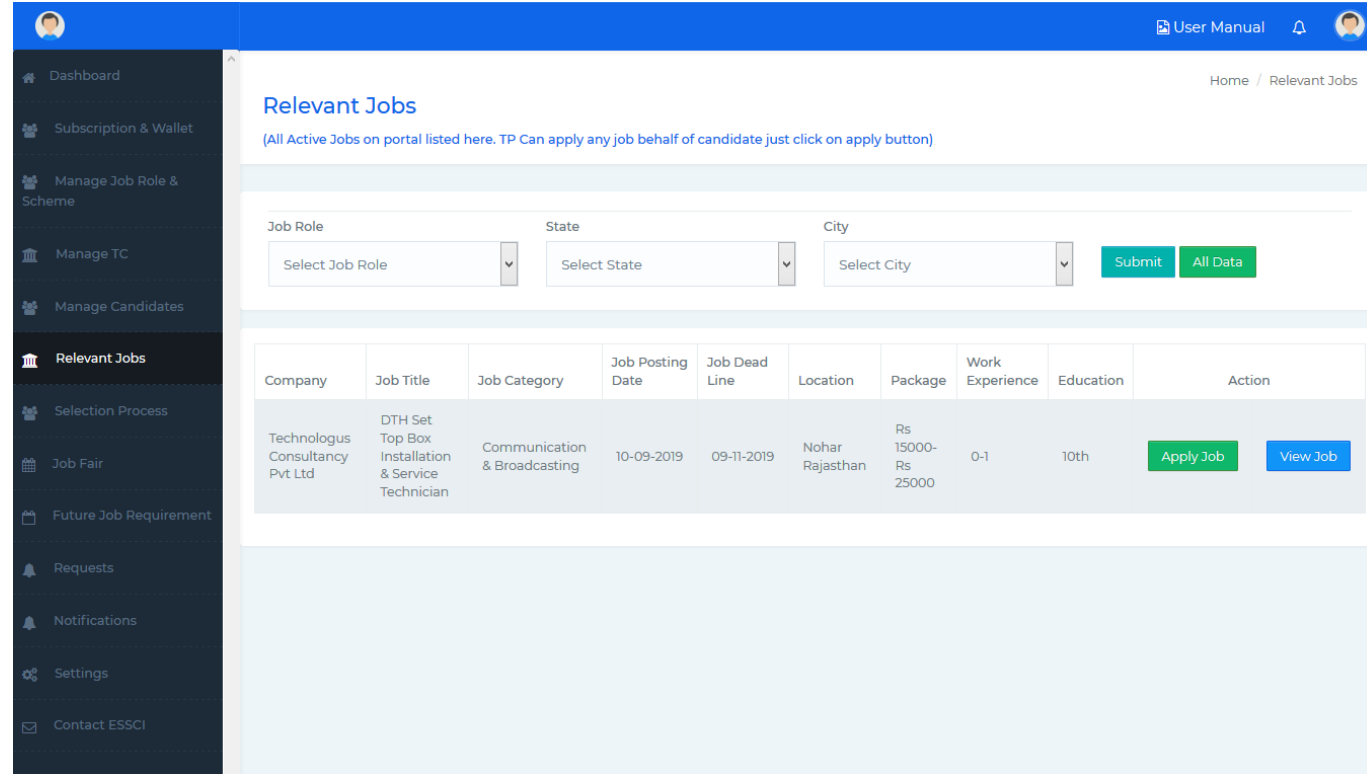
Note :- All candidates record should be unique.



The screenshot shows the 'Candidate Bulk Upload Data (CSV)' page in a web application. The page has a blue header with 'User Manual' and a notification bell. The breadcrumb trail is 'Home / Candidate List / Candidate Bulk Upload Data (CSV)'. The main heading is 'Candidate Bulk Upload Data (CSV)' with a sub-heading '(Add Bulk Candidate data as provided CSV format)'. A note states: 'Note:- For Add New Student data please approve the scheme first from ESSCI'. There are three dropdown menus for 'Training Center *', 'Scheme*', and 'Job Role*'. A 'Download CSV Sample' button is in the top right. Below the dropdowns is a section for 'Upload CSV FILE*' with a 'Browse...' button and the text 'No file selected.'. A 'Search City & State ID for csv' link is provided. An 'Upload CSV' button is at the bottom right. A dark sidebar on the left contains navigation options: Dashboard, Subscription & Wallet, Manage Job Role & Scheme, Manage TC, Manage Candidates (with sub-options 'Add Candidate' and 'Add Bulk Candidate Data'), Candidate List, Relevant Jobs, Selection Process, Job Fair, Future Job Requirement, Requests, and Notifications.

RELEVANT JOBS

All relevant jobs as per TP job roles show here. TP can apply on any job behalf of candidate just click on Apply Job button.



Relevant Jobs

(All Active Jobs on portal listed here. TP Can apply any job behalf of candidate just click on apply button)

Job Role: State: City:

Company	Job Title	Job Category	Job Posting Date	Job Dead Line	Location	Package	Work Experience	Education	Action
Technogus Consultancy Pvt Ltd	DTH Set Top Box Installation & Service Technician	Communication & Broadcasting	10-09-2019	09-11-2019	Nohar Rajasthan	Rs 15000- Rs 25000	0-1	10th	<input type="button" value="Apply Job"/> <input type="button" value="View Job"/>

RELEVANT JOBS- APPLY JOB

TP can apply on job on behalf of candidates.

- ❖ Click on apply button on relevant job screen.
- ❖ Select candidates from below job detail list click on check box
- ❖ Click on Apply Button

User Manual

Home / Relevant Jobs / Candidate List

Apply Jobs

(TP can Apply on any job behalf of Candidate, just select candidates name and click on apply button)

Company Name	Job Title	Job Category	Job Date	Job Dead Line	Package	Location	Work Experience	Qualification
Technologus Consultancy Pvt Ltd	DTH Set Top Box Installation & Service Technician	Communication & Broadcasting	10-09-2019	09-11-2019	Nohar Rajasthan	Rs 15000- Rs 25000	0-1	10th

Apply

	TP Name	TC Name	Name	Email	Mobile	Status	ID	Action
<input type="checkbox"/>	sunil kumar yadav	TP Education	Rajeev Kumar	rajeev@tpeducation.com	8888888888	ACTIVE	116	Apply

SELECTION PROCESS

1. Employer Job Request

Candidates Jobs Request listed here which sent by Employer (Company). Can view job details click on View Job button, View Candidate response Accept/ Reject the request.

2. Candidate Applied Jobs

Candidates, all Applied jobs listed under this section. View Employer action as resume shortlisted or seen under employer action and, track application click on Track button.

3. Track Application

All Job Application status update here.

4. Selected/Rejected Candidates

Selected and rejected candidates list display here.

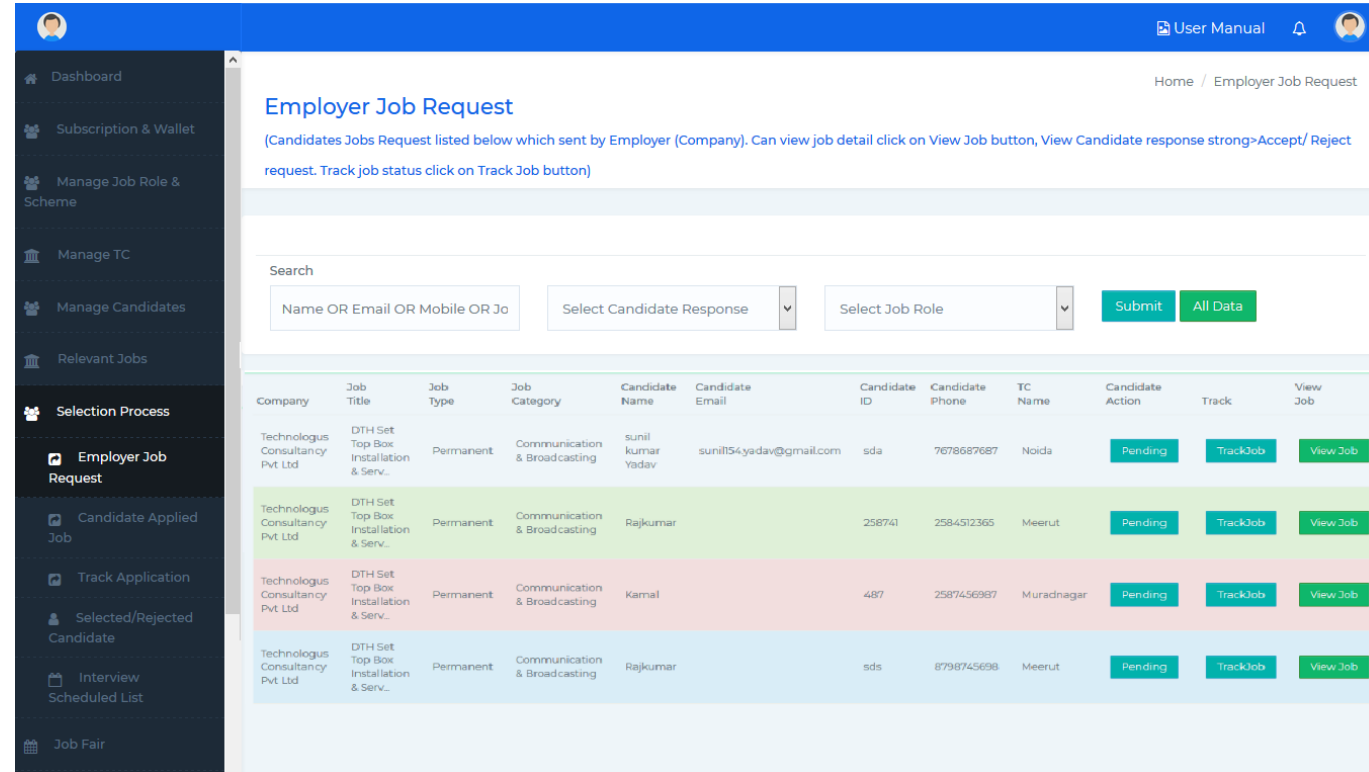
5. Interview Schedule

All upcoming schedule interview listed here.

SELECTION PROCESS - EMPLOYER JOB REQUEST

All Jobs Request for candidates listed here which sent by Employer (Company).

- ❖ View job details click on View Job button
- ❖ View Candidate response (Accept / Reject/ Pending) under candidate action column
- ❖ Track job status click on Track Job button



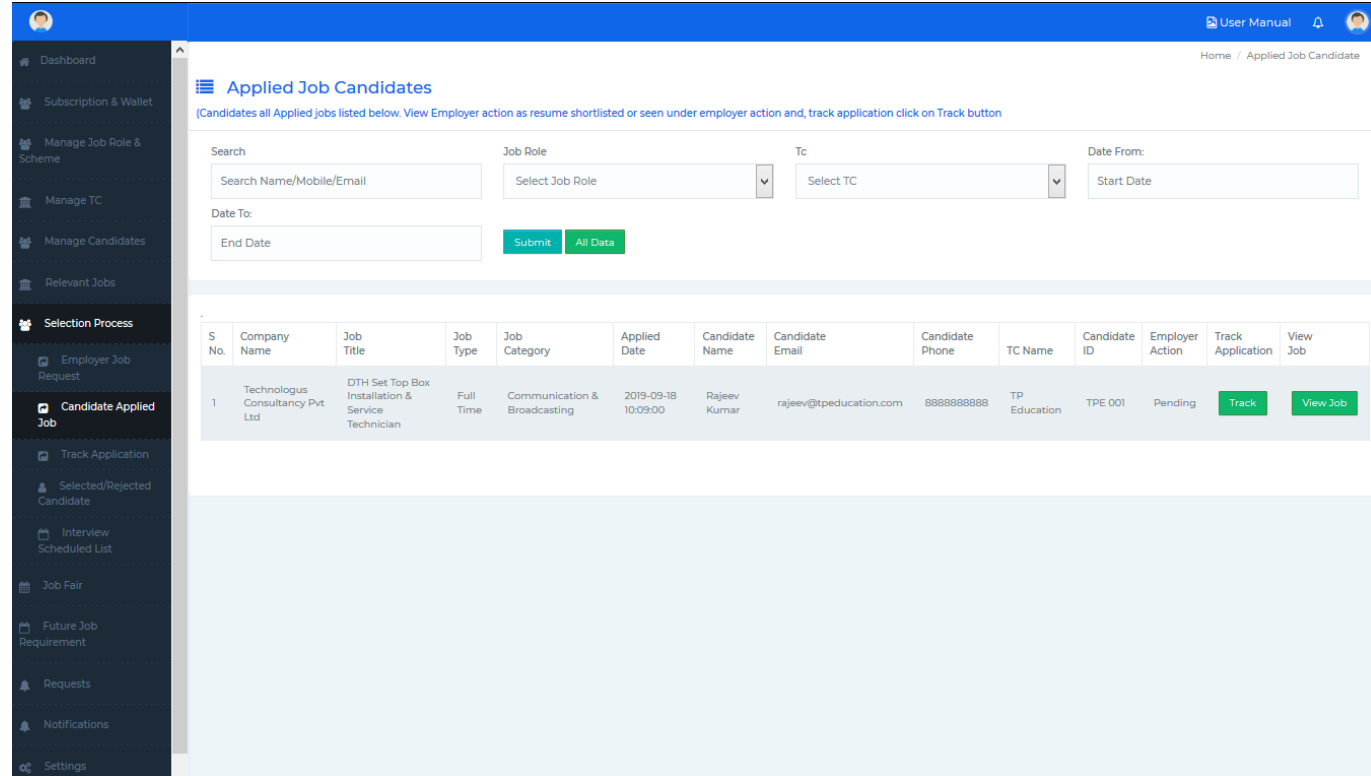
The screenshot shows the 'Employer Job Request' dashboard. The sidebar menu includes: Dashboard, Subscription & Wallet, Manage Job Role & Scheme, Manage TC, Manage Candidates, Relevant Jobs, Selection Process, Employer Job Request, Candidate Applied Job, Track Application, Selected/Rejected Candidate, Interview Scheduled List, and Job Fair. The main content area displays a table of job requests with the following data:

Company	Job Title	Job Type	Job Category	Candidate Name	Candidate Email	Candidate ID	Candidate Phone	TC Name	Candidate Action	Track	View Job
Technogus Consultancy Pvt Ltd	DTH Set Top Box Installation & Serv...	Permanent	Communication & Broadcasting	sunil kumar Yadav	sunil54.yadav@gmail.com	sda	76786687687	Noida	Pending	TrackJob	View Job
Technogus Consultancy Pvt Ltd	DTH Set Top Box Installation & Serv...	Permanent	Communication & Broadcasting	Rajkumar		258741	2584512365	Meerut	Pending	TrackJob	View Job
Technogus Consultancy Pvt Ltd	DTH Set Top Box Installation & Serv...	Permanent	Communication & Broadcasting	Kamal		487	2587456987	Muradnagar	Pending	TrackJob	View Job
Technogus Consultancy Pvt Ltd	DTH Set Top Box Installation & Serv...	Permanent	Communication & Broadcasting	Rajkumar		sds	8798745698	Meerut	Pending	TrackJob	View Job

SELECTION PROCESS – CANDIDATE APPLIED JOBS

All Applied jobs by candidates listed here with candidates name, candidate email, candidate phone number candidates id, & TC name.

- ❖ View job details click on View Job button
- ❖ Track job status click on Track Job button



Applied Job Candidates
(Candidates all Applied jobs listed below. View Employer action as resume shortlisted or seen under employer action and, track application click on Track button)

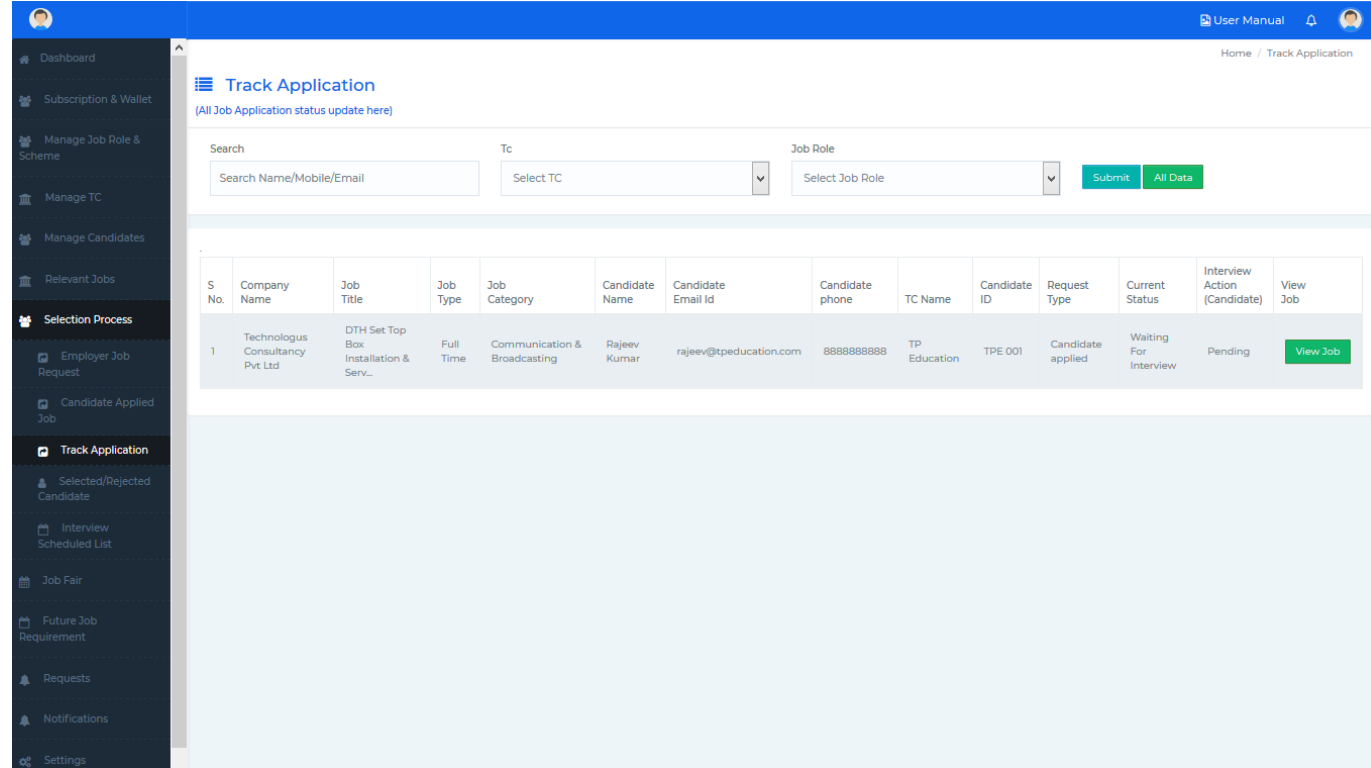
Search: Search Name/Mobile/Email | Job Role: Select Job Role | Tc: Select TC | Date From: Start Date

Date To: End Date | Submit | All Data

S No.	Company Name	Job Title	Job Type	Job Category	Applied Date	Candidate Name	Candidate Email	Candidate Phone	TC Name	Candidate ID	Employer Action	Track Application	View Job
1	Technologus Consultancy Pvt Ltd	DTH Set Top Box Installation & Service Technician	Full Time	Communication & Broadcasting	2019-09-18 10:09:00	Rajeev Kumar	rajeev@tpeeducation.com	8888888888	TP Education	TPE 001	Pending	Track	View Job

SELECTION PROCESS – TRACK APPLICATION

All job application status update here with candidate details.



The screenshot displays the 'Track Application' page in a web application. The left sidebar contains a navigation menu with the following items: Dashboard, Subscription & Wallet, Manage Job Role & Scheme, Manage TC, Manage Candidates, Relevant Jobs, Selection Process (highlighted), Employer Job Request, Candidate Applied Job, Track Application (highlighted), Selected/Rejected Candidate, Interview Scheduled List, Job Fair, Future Job Requirement, Requests, Notifications, and Settings.

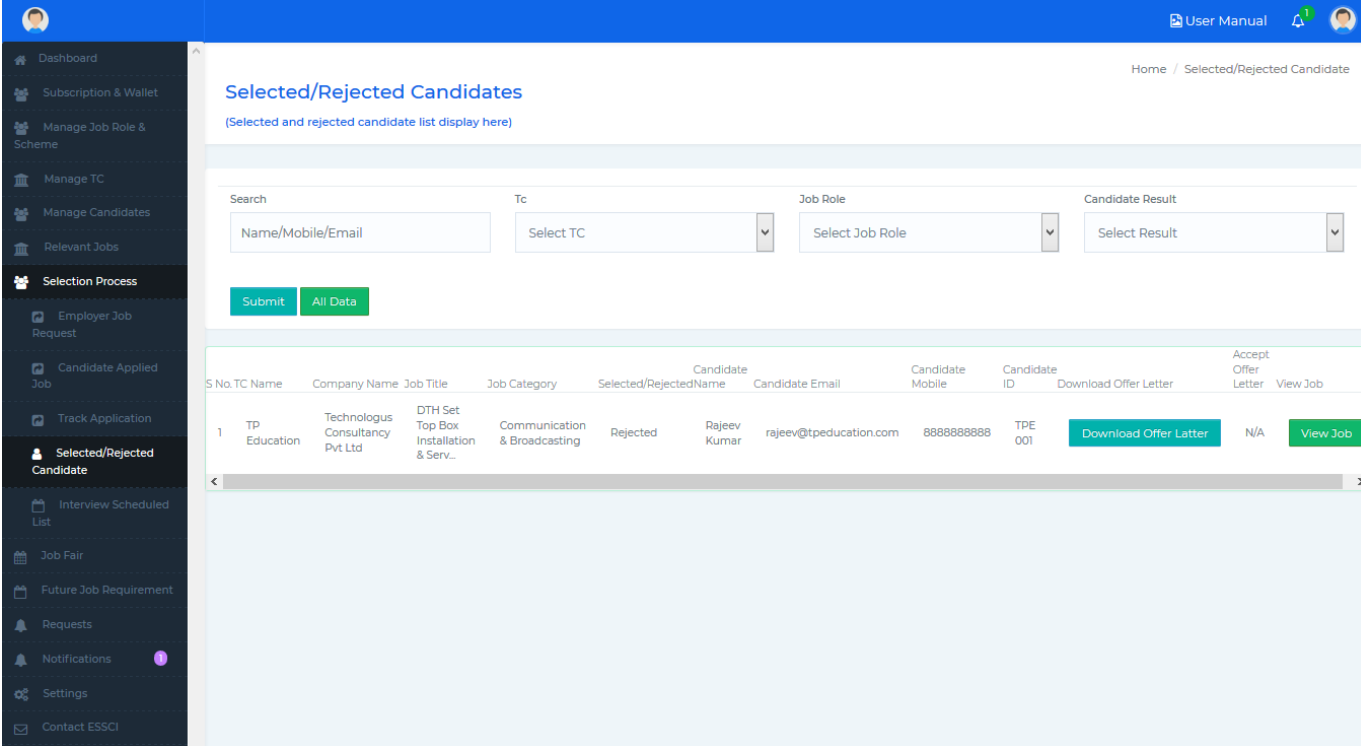
The main content area is titled 'Track Application' and includes a sub-header '(All Job Application status update here)'. Below this is a search and filter section with a search input field labeled 'Search Name/Mobile/Email', a dropdown menu for 'Tc' (currently showing 'Select TC'), and another dropdown menu for 'Job Role' (currently showing 'Select Job Role'). There are 'Submit' and 'All Data' buttons to the right of these filters.

Below the filters is a table listing job applications. The table has the following columns: S No., Company Name, Job Title, Job Type, Job Category, Candidate Name, Candidate Email Id, Candidate phone, TC Name, Candidate ID, Request Type, Current Status, Interview Action (Candidate), and View Job. A single application is listed with the following details:

S No.	Company Name	Job Title	Job Type	Job Category	Candidate Name	Candidate Email Id	Candidate phone	TC Name	Candidate ID	Request Type	Current Status	Interview Action (Candidate)	View Job
1	Technologus Consultancy Pvt Ltd	DTH Set Top Box Installation & Serv...	Full Time	Communication & Broadcasting	Rajeev Kumar	rajeev@tpeducation.com	8888888888	TP Education	TPE 001	Candidate applied	Waiting For Interview	Pending	View Job

SELECTED/ REJECTED CANDIDATES

- ❖ Selected and rejected candidates list display here with candidate accept offer letter status.
- ❖ TP can download offer letter click on Download Offer letter button
- ❖ Filter result as per selected and rejected candidate status.



The screenshot shows the 'Selected/Rejected Candidates' page in a web application. The page has a blue header with 'User Manual' and a notification icon. The main content area is titled 'Selected/Rejected Candidates' and includes a sub-header '(Selected and rejected candidate list display here)'. Below this is a search and filter section with the following fields:

- Search:** Name/Mobile/Email
- Tc:** Select TC
- Job Role:** Select Job Role
- Candidate Result:** Select Result

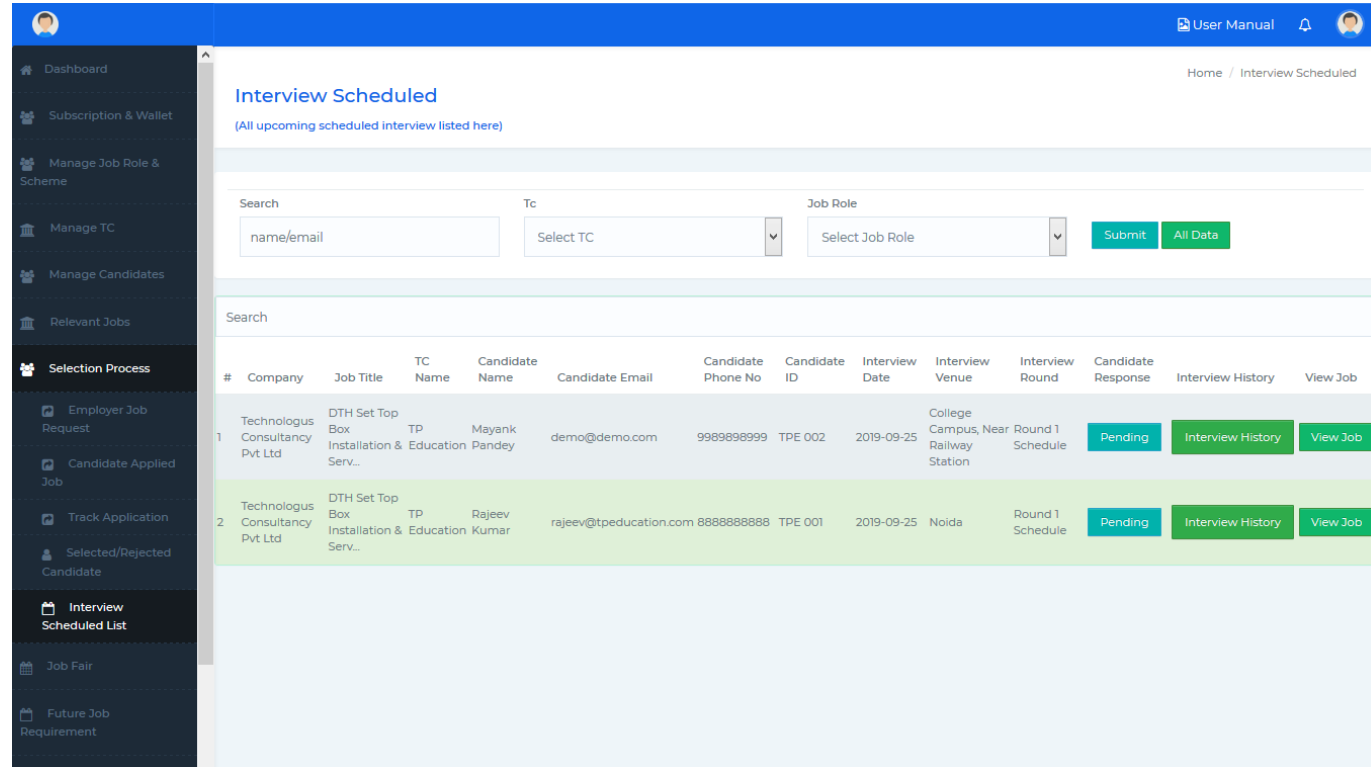
There are 'Submit' and 'All Data' buttons below the search filters. The main data is presented in a table with the following columns:

S No.	TC Name	Company Name	Job Title	Job Category	Selected/Rejected	Candidate Name	Candidate Email	Candidate Mobile	Candidate ID	Download Offer Letter	Accept Offer Letter	View Job
1	TP Education	Technologus Consultancy Pvt Ltd	DTH Set Top Box Installation & Serv...	Communication & Broadcasting	Rejected	Rajeev Kumar	rajeev@tpeducation.com	8888888888	TPE 001	Download Offer Letter	N/A	View Job

The sidebar menu on the left includes options like Dashboard, Subscription & Wallet, Manage Job Role & Scheme, Manage TC, Manage Candidates, Relevant Jobs, Selection Process, Employer Job Request, Candidate Applied Job, Track Application, Selected/Rejected Candidate (highlighted), Interview Scheduled List, Job Fair, Future Job Requirement, Requests, Notifications, Settings, and Contact ESSCI.

INTERVIEW SCHEDULE LIST

- ❖ All upcoming schedule interview listed here with interview venue, date, time, interview round and candidate response & interview history.
- ❖ Filter result as per TC, Job role, and candidate name.



The screenshot shows a web application interface for viewing scheduled interviews. On the left is a dark sidebar with navigation options: Dashboard, Subscription & Wallet, Manage Job Role & Scheme, Manage TC, Manage Candidates, Relevant Jobs, Selection Process (highlighted), Employer Job Request, Candidate Applied Job, Track Application, Selected/Rejected Candidate, Interview Scheduled List (highlighted), Job Fair, and Future Job Requirement. The main content area is titled "Interview Scheduled" and includes a breadcrumb "Home / Interview Scheduled". Below the title is a sub-header "(All upcoming scheduled interview listed here)". A search and filter section contains a text input for "Search" (with "name/email" placeholder), a dropdown for "Tc" (with "Select TC" selected), and another dropdown for "Job Role" (with "Select Job Role" selected). There are "Submit" and "All Data" buttons. Below this is a table with columns: #, Company, Job Title, TC Name, Candidate Name, Candidate Email, Candidate Phone No, Candidate ID, Interview Date, Interview Venue, Interview Round, Candidate Response, Interview History, and View Job. Two rows of data are visible, both with a "Pending" status.

#	Company	Job Title	TC Name	Candidate Name	Candidate Email	Candidate Phone No	Candidate ID	Interview Date	Interview Venue	Interview Round	Candidate Response	Interview History	View Job
1	Technologus Consultancy Pvt Ltd	DTH Set Top Box Installation & Serv...	TP Education	Mayank Pandey	demo@demo.com	9989898999	TPE 002	2019-09-25	College Campus, Near Railway Station	Round 1 Schedule	Pending	Interview History	View Job
2	Technologus Consultancy Pvt Ltd	DTH Set Top Box Installation & Serv...	TP Education	Rajeev Kumar	rajeev@tpeducation.com	8888888888	TPE 001	2019-09-25	Noida	Round 1 Schedule	Pending	Interview History	View Job

JOB FAIR

1. My Job Fair List

All Job Fair list submitted by you under this section with the status of approval/pending.

2. Add Job Fair

Add New job fair filled all detail. After submitting the form request send to ESSCI for approval. After approval, your job fair listing will appear on ESSCI job portal.

3. Job Fair Calendar

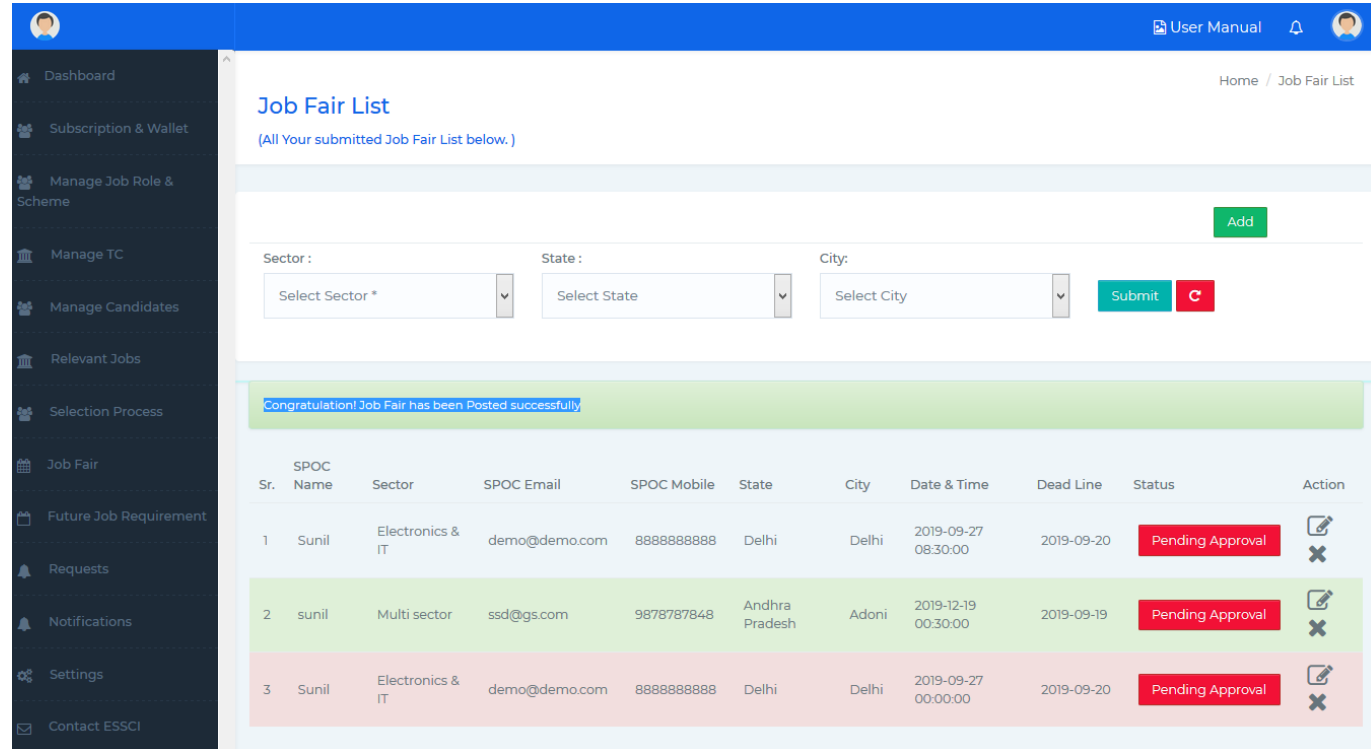
All job fair listing here and TP can apply as per interest.

4. Applied Job Fair







All applied job fair submitted request by you listed here.

JOB FAIR – MY JOB FAIR LIST

- ❖ All of your submitted job fair list here with status of Approval.



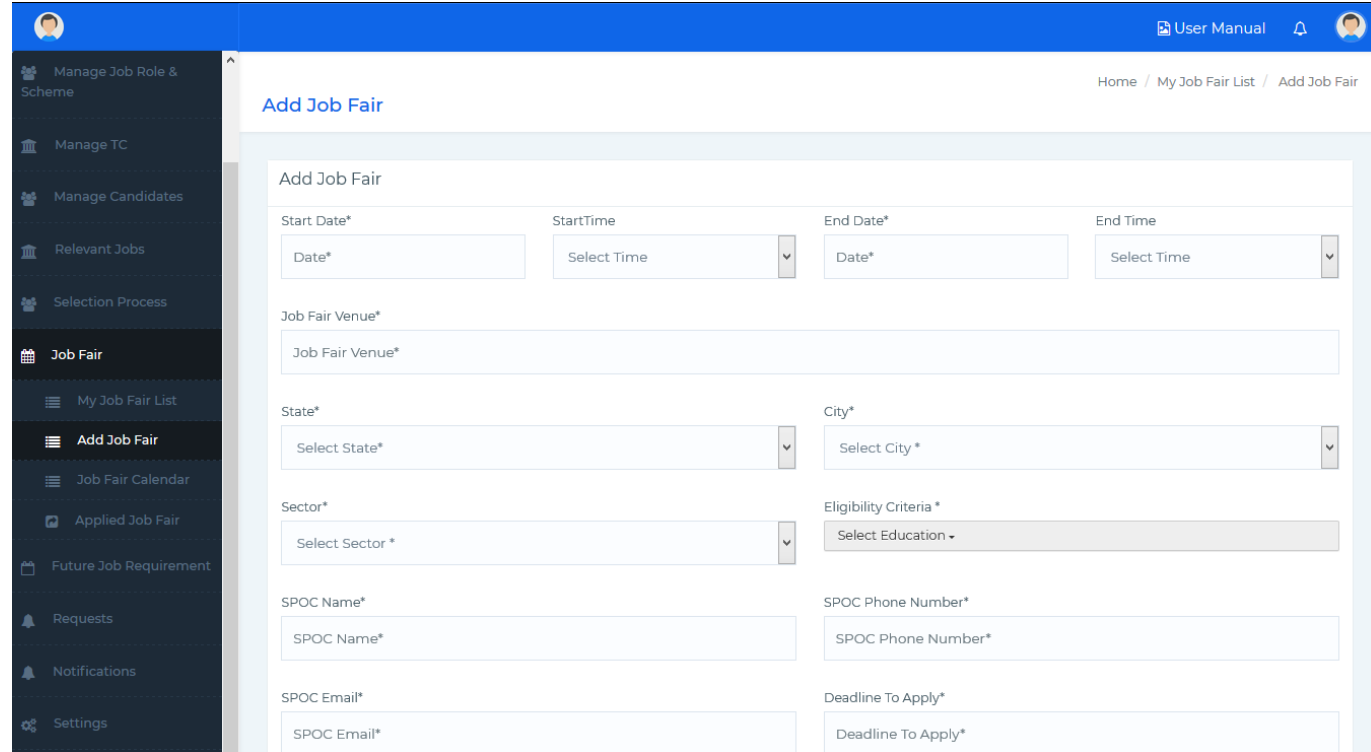
The screenshot shows a web application interface for managing job fair lists. On the left is a dark sidebar with navigation options: Dashboard, Subscription & Wallet, Manage Job Role & Scheme, Manage TC, Manage Candidates, Relevant Jobs, Selection Process, Job Fair, Future Job Requirement, Requests, Notifications, Settings, and Contact ESSCI. The main content area has a blue header with 'User Manual' and a notification bell. Below the header, the page title is 'Job Fair List' with a breadcrumb 'Home / Job Fair List'. A sub-header reads '(All Your submitted Job Fair List below.)'. There is a green 'Add' button. Below that is a form with three dropdown menus for 'Sector', 'State', and 'City', and a 'Submit' button with a red 'C' icon. A green success message states 'Congratulation! Job Fair has been Posted successfully'. Below this is a table with columns: Sr., SPOC Name, Sector, SPOC Email, SPOC Mobile, State, City, Date & Time, Dead Line, Status, and Action. The table contains three entries, all with a 'Pending Approval' status and an 'X' icon in the Action column.

Sr.	SPOC Name	Sector	SPOC Email	SPOC Mobile	State	City	Date & Time	Dead Line	Status	Action
1	Sunil	Electronics & IT	demo@demo.com	8888888888	Delhi	Delhi	2019-09-27 08:30:00	2019-09-20	Pending Approval	 
2	sunil	Multi sector	ssd@gs.com	9878787848	Andhra Pradesh	Adoni	2019-12-19 00:30:00	2019-09-19	Pending Approval	 
3	Sunil	Electronics & IT	demo@demo.com	8888888888	Delhi	Delhi	2019-09-27 00:00:00	2019-09-20	Pending Approval	 

JOB FAIR – ADD JOB FAIR -1

For add new job fair fill all the below listed details

- ❖ Fill Start Date & Time for Job fair
- ❖ Fill End Date & Time for job fair
- ❖ Write Job Fair Venue
- ❖ Select state & city from dropdown
- ❖ Select Sector
- ❖ Select Eligibility (Multiple selection available)
- ❖ Fill SPOC Details (Name, Phone Number, Email)
- ❖ Fill Deadline to Apply for attend the job fair

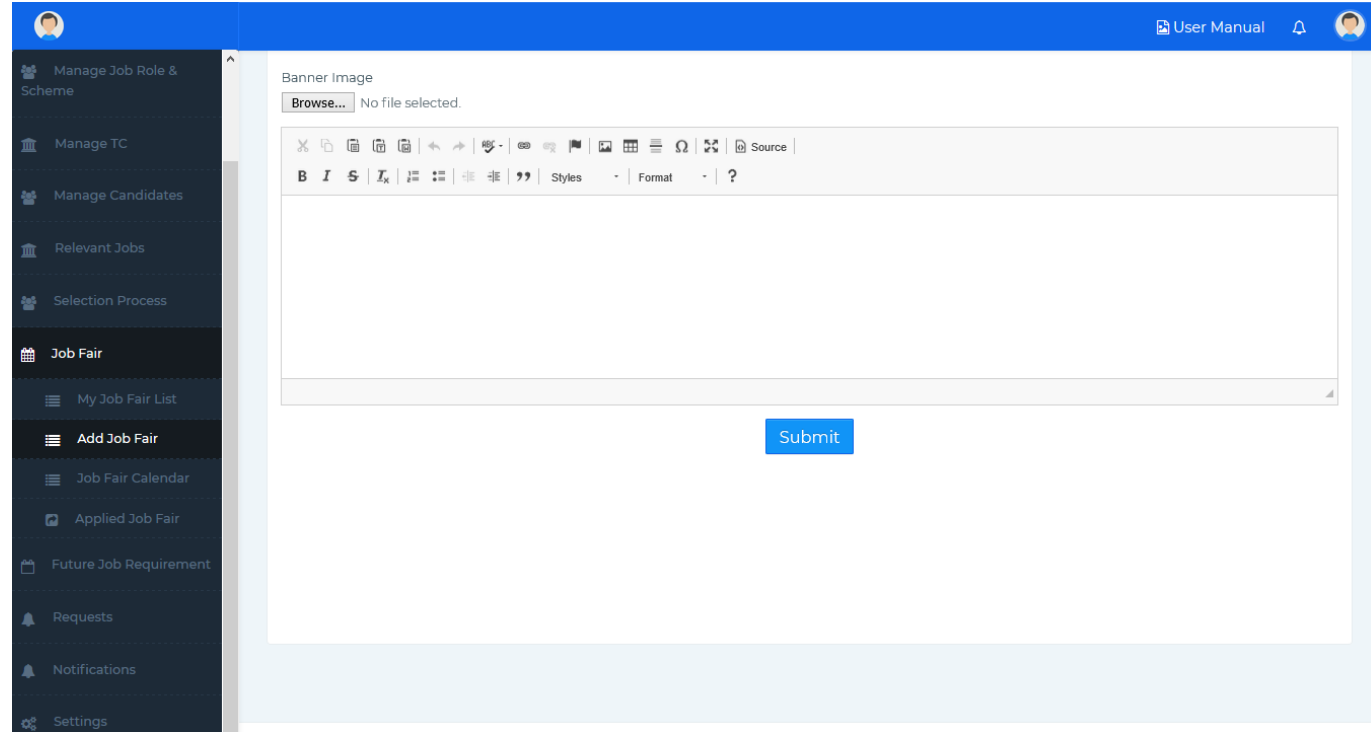


The screenshot shows a web application interface for adding a job fair. The page has a blue header with a user manual icon and a user profile icon. A dark sidebar on the left contains a menu with options like 'Manage Job Role & Scheme', 'Manage TC', 'Manage Candidates', 'Relevant Jobs', 'Selection Process', 'Job Fair', 'My Job Fair List', 'Add Job Fair', 'Job Fair Calendar', 'Applied Job Fair', 'Future Job Requirement', 'Requests', 'Notifications', and 'Settings'. The main content area is titled 'Add Job Fair' and contains a form with the following fields:

- Start Date***: A text input field for the date.
- StartTime**: A dropdown menu for selecting the start time.
- End Date***: A text input field for the date.
- End Time**: A dropdown menu for selecting the end time.
- Job Fair Venue***: A text input field for the venue name.
- State***: A dropdown menu for selecting the state.
- City***: A dropdown menu for selecting the city.
- Sector***: A dropdown menu for selecting the sector.
- Eligibility Criteria ***: A dropdown menu for selecting education levels.
- SPOC Name***: A text input field for the SPOC name.
- SPOC Phone Number***: A text input field for the SPOC phone number.
- SPOC Email***: A text input field for the SPOC email.
- Deadline To Apply***: A text input field for the application deadline.

JOB FAIR – ADD JOB FAIR -2

- ❖ Upload banner image if available click on browse button
- ❖ Write description or other detail which you want to share
- ❖ Click on submit button
- ❖ After submit, the add new job fair request send to ESSCI for approval. After approval your fair listing will be live on ESSCI Job Portal

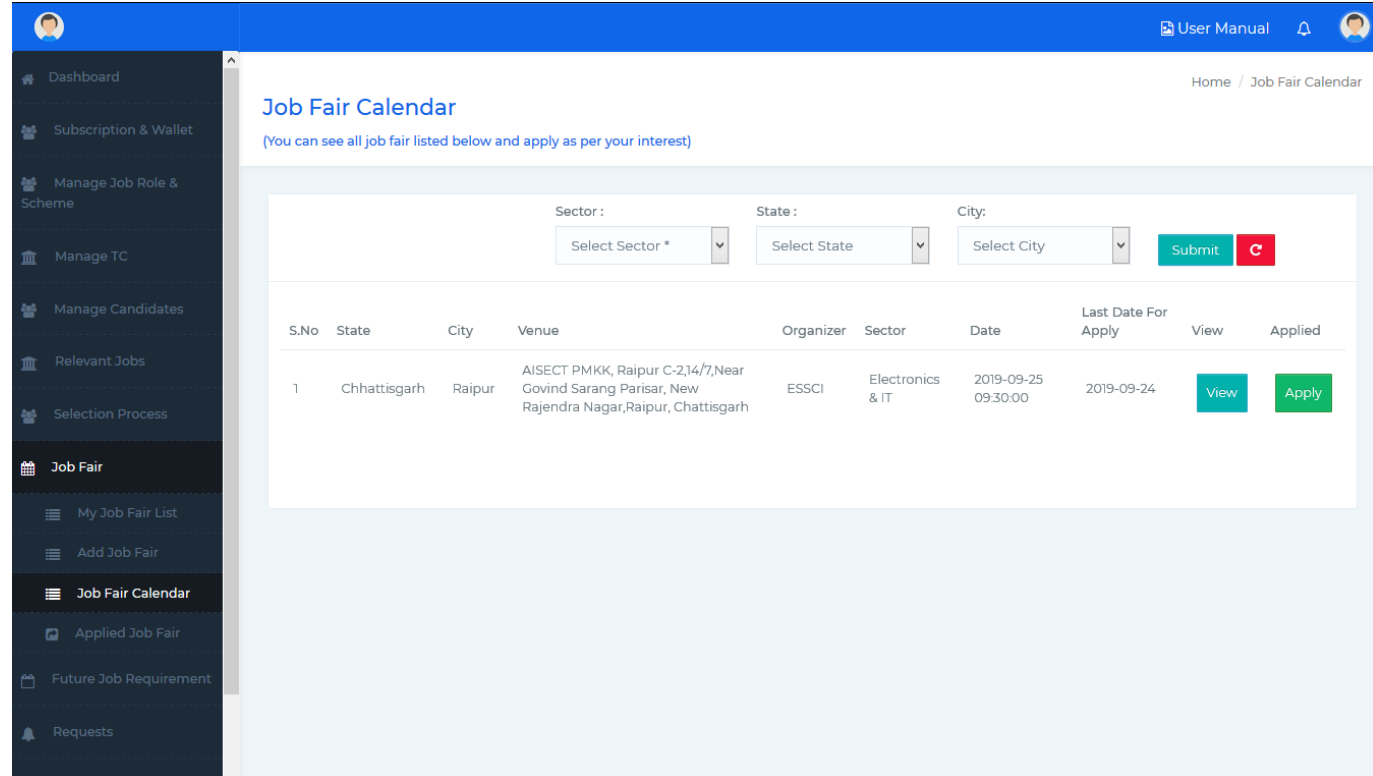


The screenshot shows the 'Add Job Fair' form interface. The top navigation bar is blue and contains a user profile icon, 'User Manual', and a notification bell. The left sidebar is dark blue and lists various menu items, with 'Job Fair' and 'Add Job Fair' highlighted. The main content area is white and titled 'Banner Image'. It includes a 'Browse...' button, a text area with 'No file selected.', a rich text editor toolbar with options like Bold, Italic, Underline, and Bulleted List, and a 'Submit' button at the bottom right.

JOB FAIR – JOB FAIR CALENDAR

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



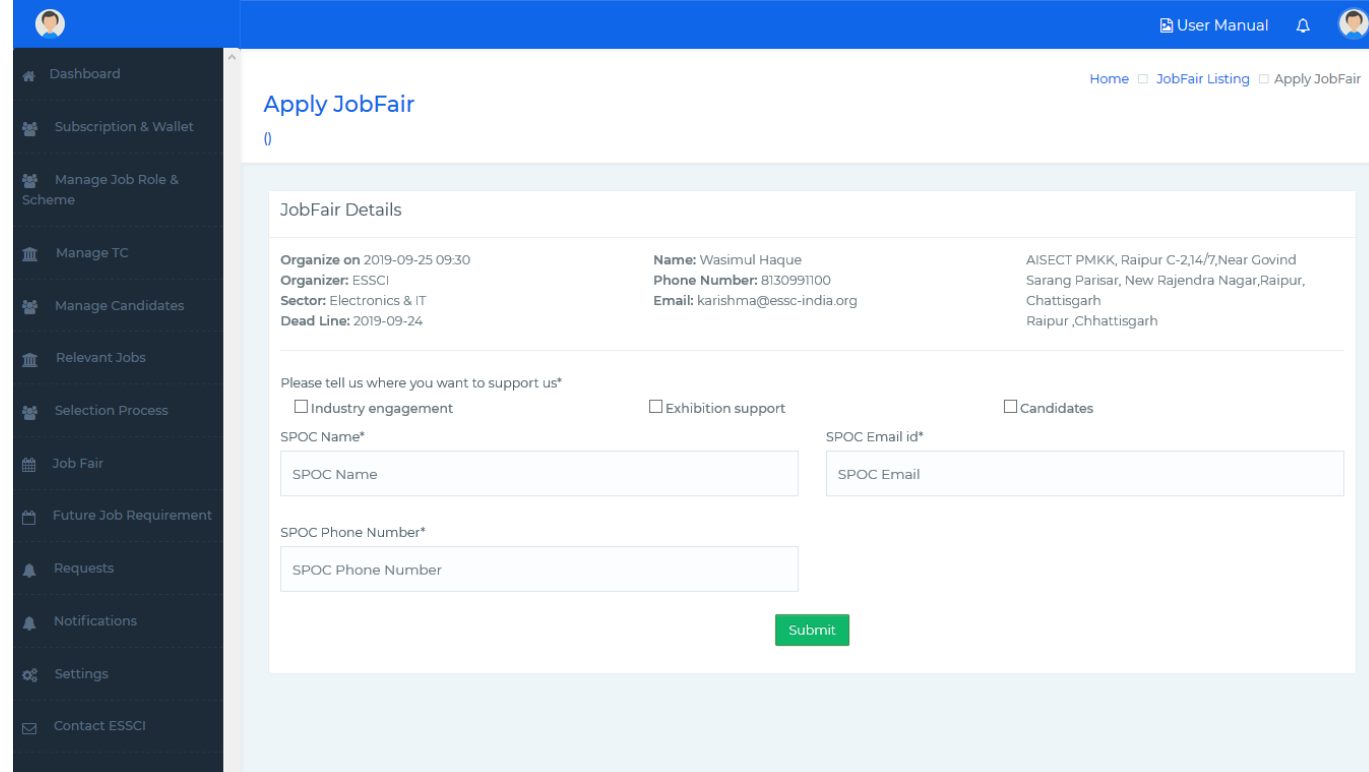
The screenshot shows a web application interface for the Job Fair Calendar. On the left is a dark sidebar menu with options: Dashboard, Subscription & Wallet, Manage Job Role & Scheme, Manage TC, Manage Candidates, Relevant Jobs, Selection Process, Job Fair (highlighted), My Job Fair List, Add Job Fair, Job Fair Calendar (highlighted), Applied Job Fair, Future Job Requirement, and Requests. The main content area has a blue header with 'User Manual' and a user profile icon. Below the header, the page title is 'Job Fair Calendar' with a subtitle '(You can see all job fair listed below and apply as per your interest)'. There are three dropdown filters for 'Sector', 'State', and 'City', each with a 'Submit' button and a red 'C' icon. Below the filters is a table with the following data:

S.No	State	City	Venue	Organizer	Sector	Date	Last Date For Apply	View	Applied
1	Chhattisgarh	Raipur	AISECT PMKK, Raipur C-2,14/7,Near Govind Sarang Parisar, New Rajendra Nagar,Raipur, Chattisgarh	ESSCI	Electronics & IT	2019-09-25 09:30:00	2019-09-24	View	Apply

JOB FAIR – JOB FAIR APPLY

Apply on Job Fair just click on Apply button.

- ❖ Tick the option where you want to support us.
- ❖ Fill all the information SPOC name, email, contact number
- ❖ Click on Submit
- ❖ Your request will be send to ESSCI

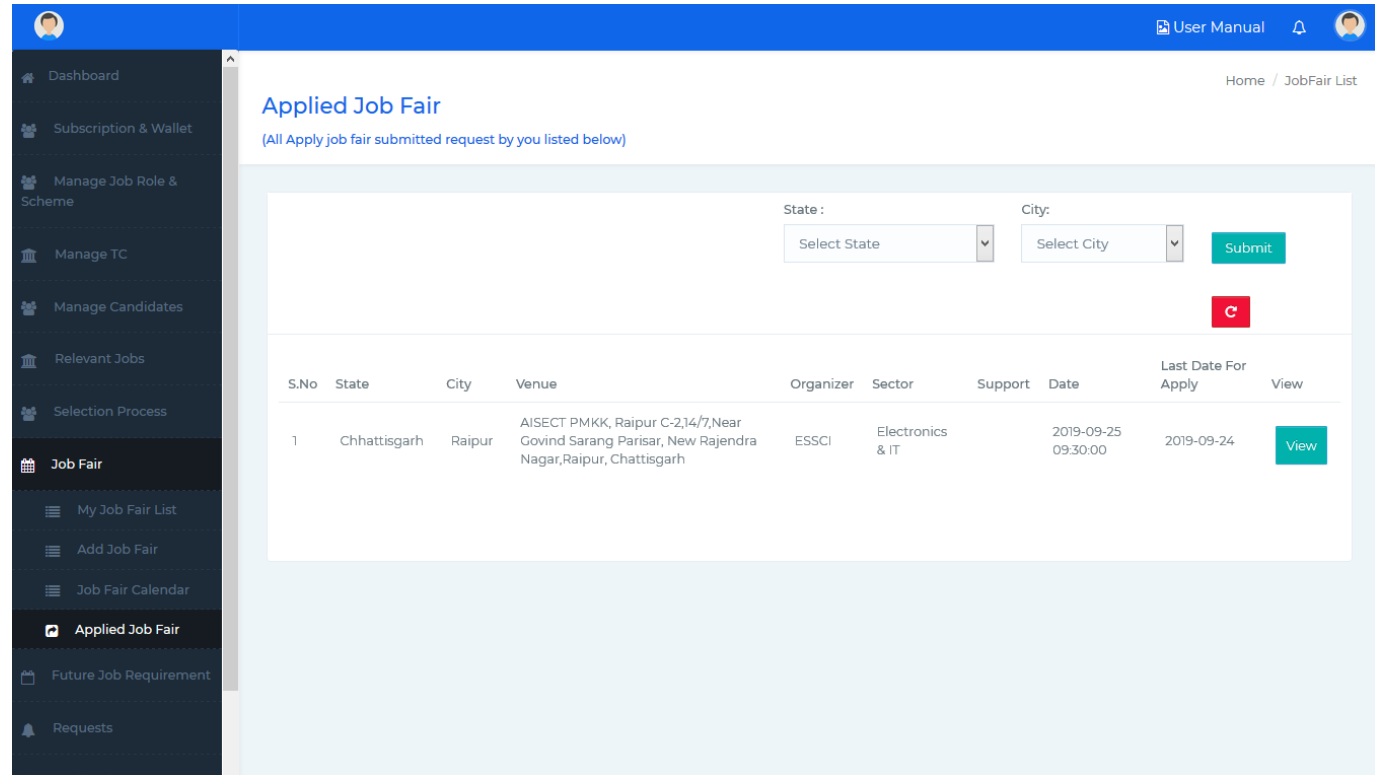


The screenshot shows the 'Apply JobFair' form in the ESSCI portal. The form is titled 'Apply JobFair' and has a count of '0'. The form is divided into several sections:

- JobFair Details:** This section contains the following information:
 - Organize on:** 2019-09-25 09:30
 - Organizer:** ESSCI
 - Sector:** Electronics & IT
 - Dead Line:** 2019-09-24
 - Name:** Wasimul Haque
 - Phone Number:** 8130991100
 - Email:** karishma@essc-india.org
 - Address:** AISECT PMKK, Raipur C-2,14/7, Near Govind Sarang Parisar, New Rajendra Nagar, Raipur, Chattisgarh, Raipur, Chhattisgarh
- Support Options:** A section titled 'Please tell us where you want to support us*' with three checkboxes:
 - Industry engagement
 - Exhibition support
 - Candidates
- SPOC Information:** Two input fields for 'SPOC Name*' and 'SPOC Email id*'. The 'SPOC Name*' field contains the text 'SPOC Name' and the 'SPOC Email id*' field contains the text 'SPOC Email'.
- Phone Number:** An input field for 'SPOC Phone Number*' containing the text 'SPOC Phone Number'.
- Submit:** A green 'Submit' button at the bottom right of the form.

JOB FAIR – APPLIED JOB FAIR

All Applied Job Fair list display here.



Applied Job Fair

(All Apply job fair submitted request by you listed below)

State : City:

S.No	State	City	Venue	Organizer	Sector	Support	Date	Last Date For Apply	View
1	Chhattisgarh	Raipur	AISECT PMKK, Raipur C-2,14/7,Near Govind Sarang Parisar, New Rajendra Nagar,Raipur, Chattisgarh	ESSCI	Electronics & IT		2019-09-25 09:30:00	2019-09-24	<input type="button" value="View"/>

FUTURE JOB REQUIREMENT

Future Job Requirement listed here if you want to facility candidate as per the requirement you can take action for further information from ESSCI

User Manual 🔔 👤

Home / Future Job Requirement

Future Job Requirement

(Future Job Requirement Listed below if you want to facility candidate as per the requirement you can take action for further information from ESSCI)

Category:

State

City

Date From:

Date To:

S.No.	Company Name	Job Role	No Of Vacancy	City,State	Date	Delivery Date	Apply Dead Line Date	Action	View
1	Technologus Consultancy Pvt Ltd	DTH Set Top Box Installation & Service Technician	200000000	Najibabad (Uttar Pradesh),	18-09-2019	18-12-2019	25-09-2019	<input type="button" value="Apply"/>	<input type="button" value="view"/>

- 👤 Dashboard
- 💰 Subscription & Wallet
- 👤 Manage Job Role & Scheme
- 🏠 Manage TC
- 👤 Manage Candidates
- 📅 Relevant Jobs
- 👤 Selection Process
- 📅 Job Fair
- 📅 Future Job Requirement
- 🔔 Requests
- 🔔 Notifications
- ⚙️ Settings
- ✉️ Contact ESSCI

NOTIFICATIONS

❖ All notification will be listed here.

User Manual

Home / Notifications

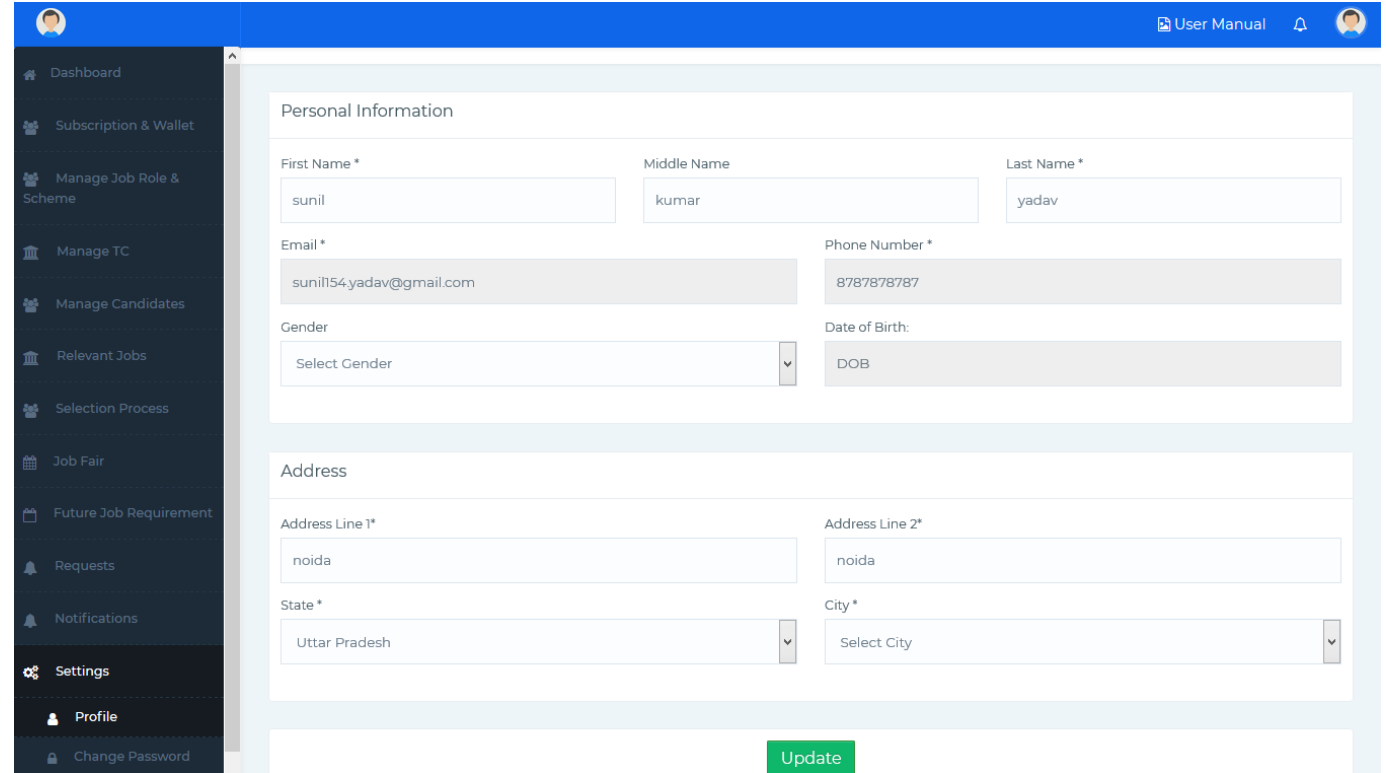
Notifications

(All Notification sent by Employer & ESSCI listed below)

#	From	Subject	Notification	Date & time
1	Technologus Consultancy Pvt Ltd	Technologus Consultancy Pvt Ltd has been Schedule Interview Of Mayank Pandey	Technologus Consultancy Pvt Ltd has scheduled interview of Mayank Pandey On 2019-09-25 16:04:00 Company Name:Technologus Consultancy Pvt Ltd Venue:College Campus, Near Railway Station Round:Round One	2019-09-18 12:15:32
2		Technologus Consultancy Pvt Ltd shortlisted resume of Mayank Pandey	Technologus Consultancy Pvt Ltd has shortlisted Mayank Pandey resume for DTH Set Top Box Installation & Service Technician	2019-09-18 12:13:32
3	Technologus Consultancy Pvt Ltd	Technologus Consultancy Pvt Ltd has been Schedule Interview Of Rajeev Kumar	Technologus Consultancy Pvt Ltd has scheduled interview of Rajeev Kumar On 2019-09-25 13:01:00 Company Name:Technologus Consultancy Pvt Ltd Venue:Noida Round:Round One	2019-09-18 12:07:07
4	Technologus Consultancy Pvt Ltd	Sorry You are not selected for the position of DTH Set Top Box Installation & Service Technician	Rajeev Kumar has been REJECTED by Technologus Consultancy Pvt Ltd as position DTH Set Top Box Installation & Service Technician	2019-09-18 10:50:02
5		Technologus Consultancy Pvt Ltd shortlisted resume of Rajeev Kumar	Technologus Consultancy Pvt Ltd has shortlisted Rajeev Kumar resume for DTH Set Top Box Installation & Service Technician	2019-09-18 10:45:18

SETTINGS- PROFILE

Manage Profile here



Personal Information

First Name *	Middle Name	Last Name *
sunil	kumar	yadav
Email *	Phone Number *	
sunil154.yadav@gmail.com	8787878787	
Gender	Date of Birth:	
Select Gender	DOB	

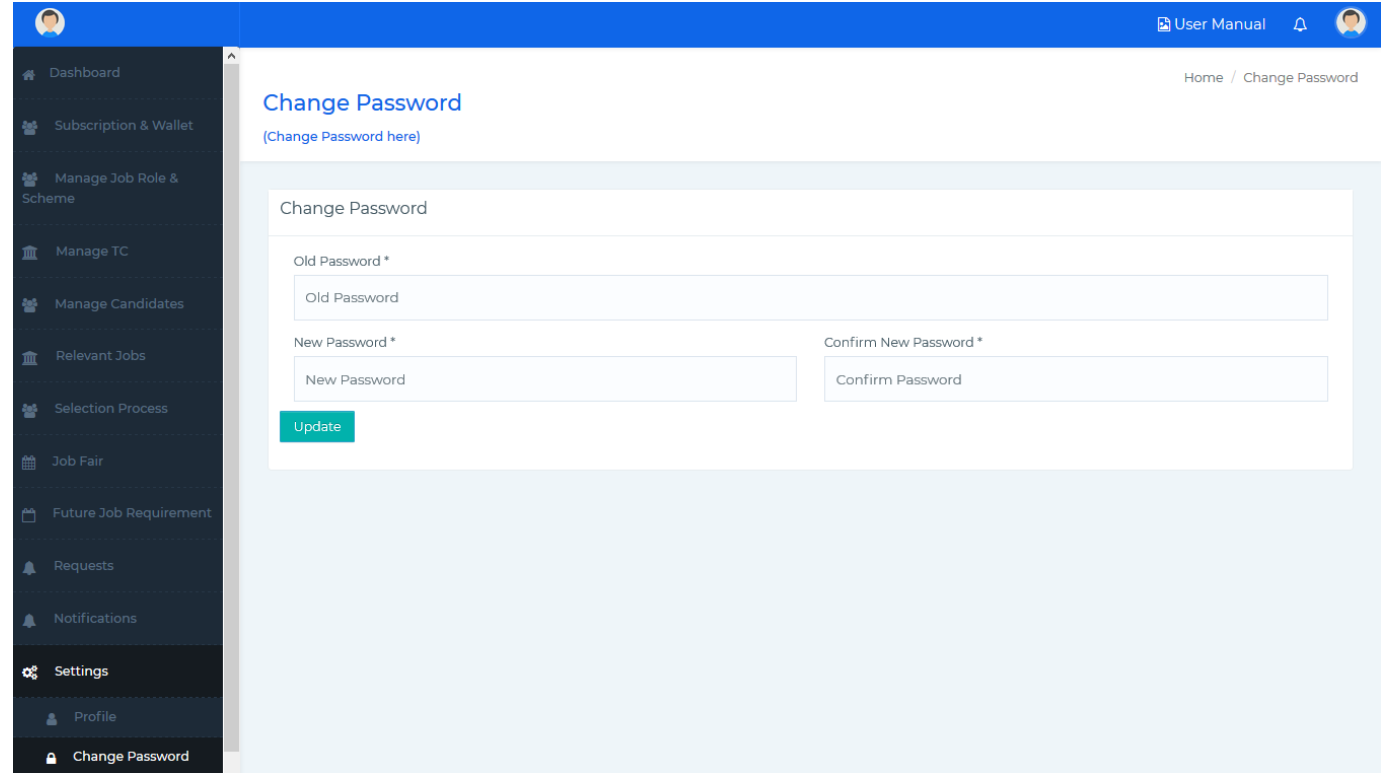
Address

Address Line 1*	Address Line 2*
noida	noida
State *	City *
Uttar Pradesh	Select City

[Update](#)

SETTINGS- CHANGE PASSWORD

Change Password here



The screenshot shows a web application interface for changing a password. On the left is a dark sidebar with a list of menu items: Dashboard, Subscription & Wallet, Manage Job Role & Scheme, Manage TC, Manage Candidates, Relevant Jobs, Selection Process, Job Fair, Future Job Requirement, Requests, Notifications, Settings (highlighted), Profile, and Change Password. The main content area has a blue header with 'User Manual' and a user profile icon. Below the header, the page title is 'Change Password' with a sub-link '(Change Password here)'. The breadcrumb trail is 'Home / Change Password'. The form itself is titled 'Change Password' and contains three input fields: 'Old Password *', 'New Password *', and 'Confirm New Password *'. Each field has a corresponding label and a text input box. Below the input fields is a green 'Update' button.

Change Password

(Change Password here)

Change Password

Old Password *

Old Password

New Password *

New Password

Confirm New Password *

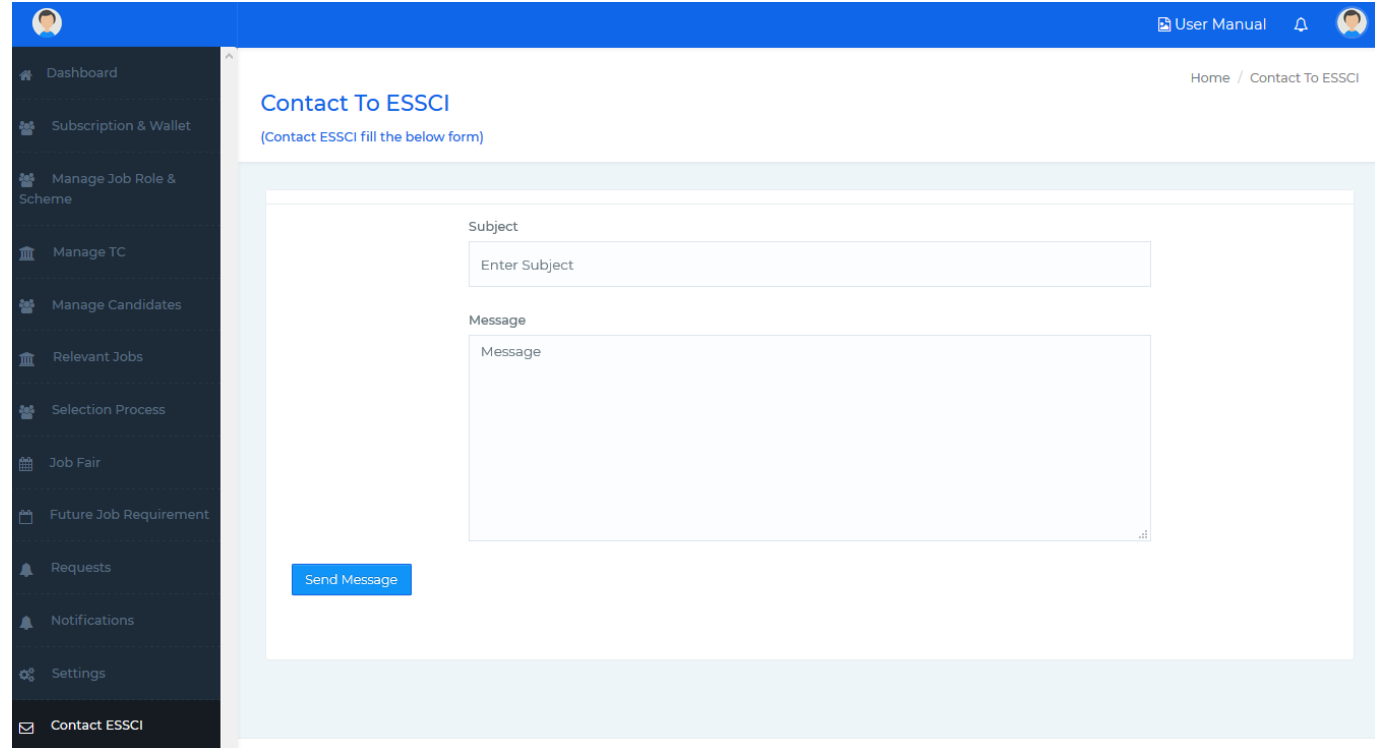
Confirm Password

Update

CONTACT ESSCI

Contact ESSCI

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



The screenshot shows a web application interface for contacting ESSCI. On the left is a dark sidebar with a navigation menu. The main content area is titled 'Contact To ESSCI' and contains a form with two text input fields: 'Subject' (with placeholder text 'Enter Subject') and 'Message' (with placeholder text 'Message'). A blue 'Send Message' button is located below the form. The top of the page has a blue header with a user profile icon, a 'User Manual' link, and a notification bell. The breadcrumb trail shows 'Home / Contact To ESSCI'.

Dashboard

Subscription & Wallet

Manage Job Role & Scheme

Manage TC

Manage Candidates

Relevant Jobs

Selection Process

Job Fair

Future Job Requirement

Requests

Notifications

Settings

Contact ESSCI

User Manual

Home / Contact To ESSCI

Contact To ESSCI

(Contact ESSCI fill the below form)

Subject

Enter Subject

Message

Message

Send Message