Skill India
कौशल भारत-कुशल भारत

ESSCI
Skilling India in Electronics

N·S·D·C
National
Skill Development
Corporation
Transforming the skill landscape

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

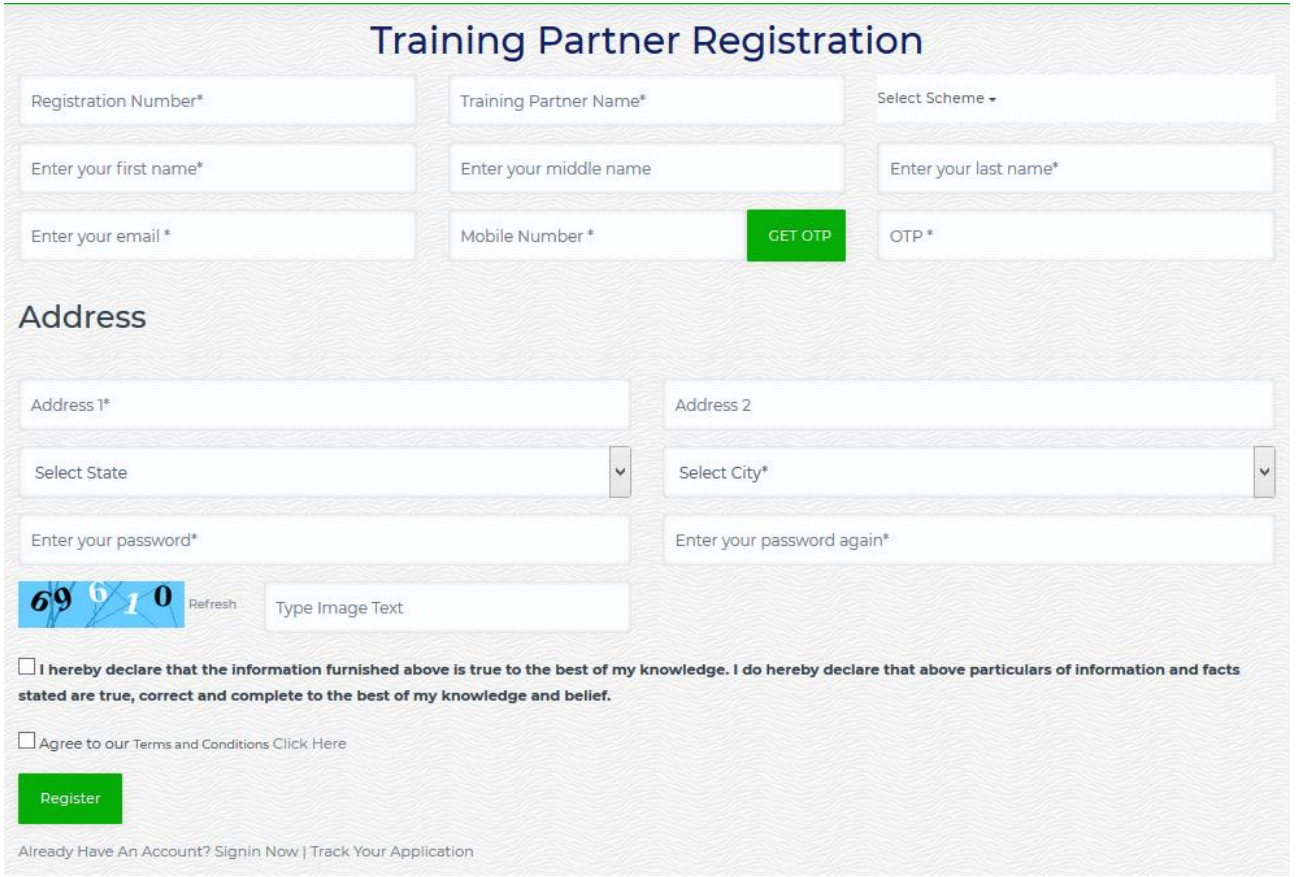
Regular training batches with assured placement – Higher churn-out of batches

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

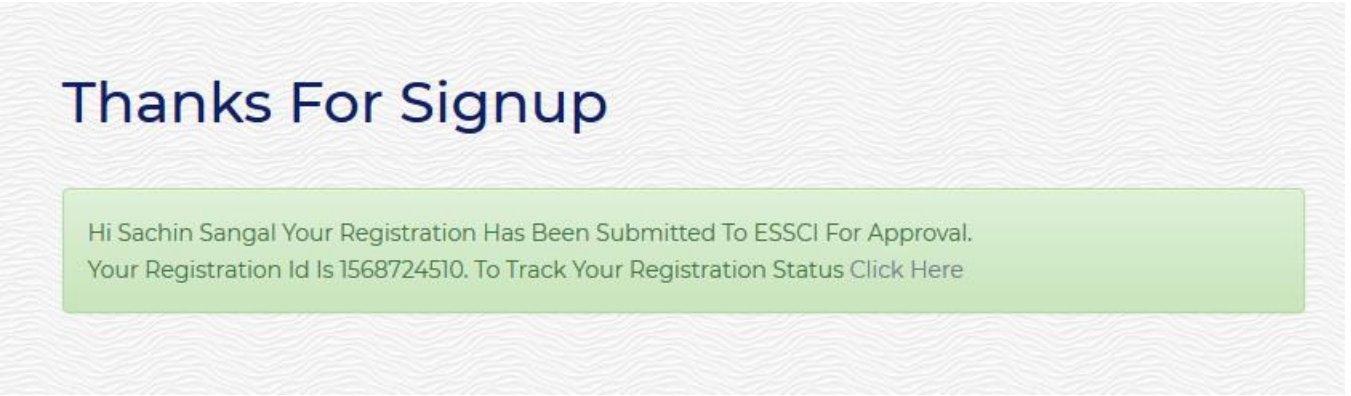


REGISTRATION

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.

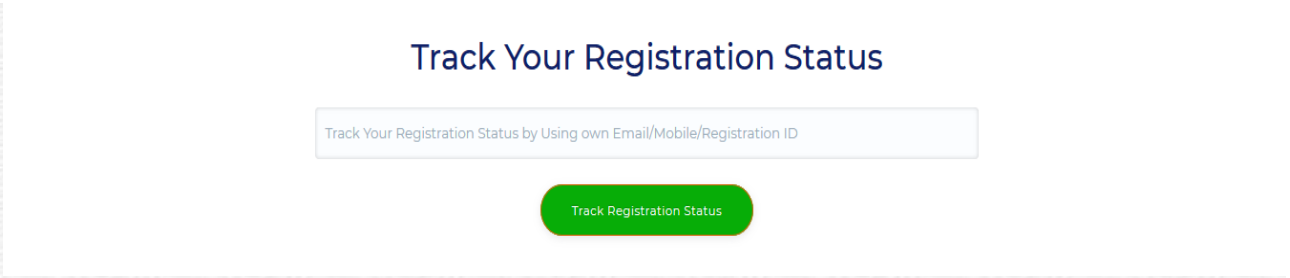
Step 5:- After admin approval tp can access the dashboard with registered email id as user name and password , just go through http://jobportal.essc-india.org/trainingpartner/auth/login



TRACK REGISTRATION STATUS

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

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

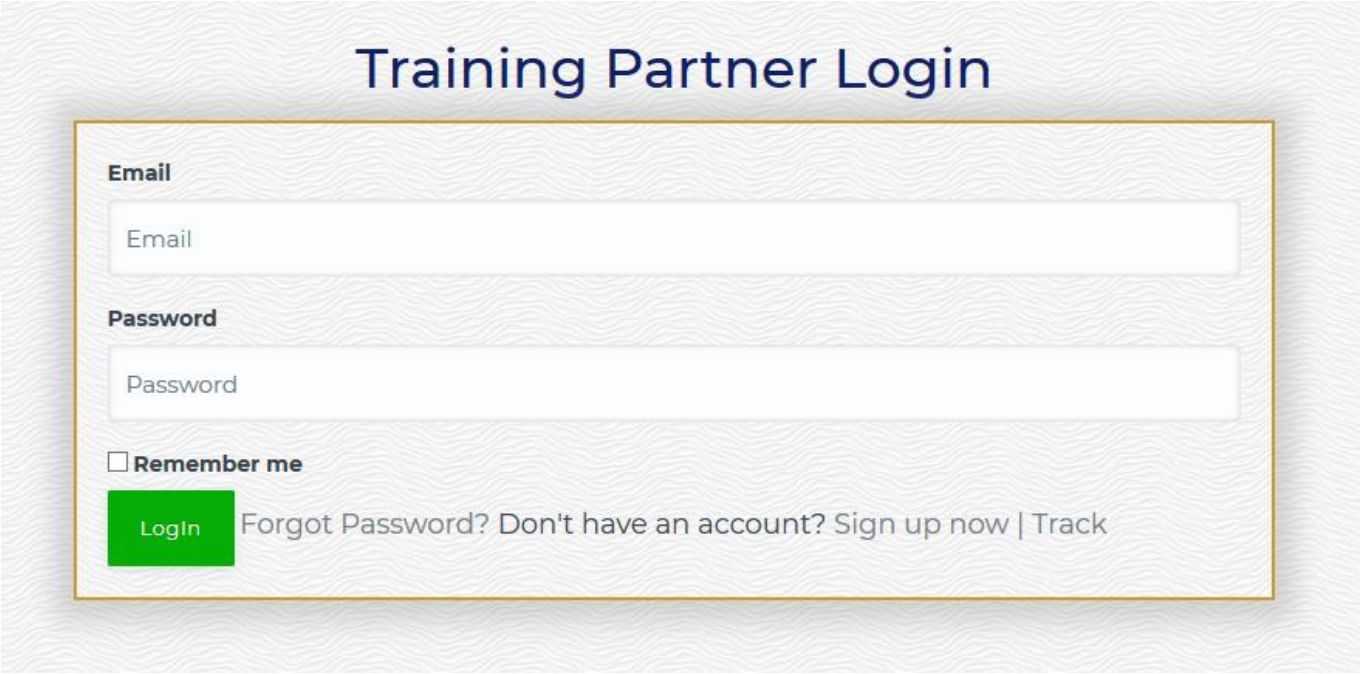


LOGIN

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

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

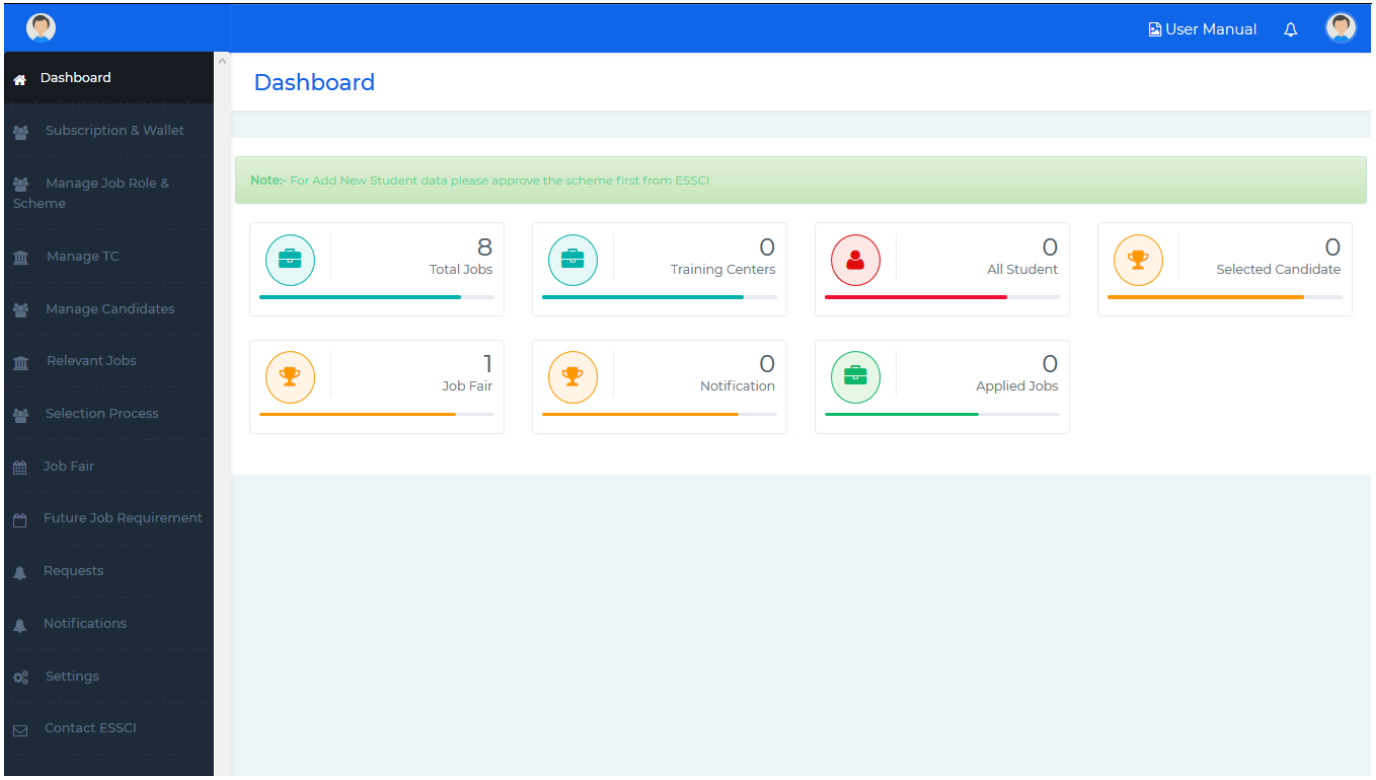
Click on **Forgot Password** incase you don’t remember the password



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

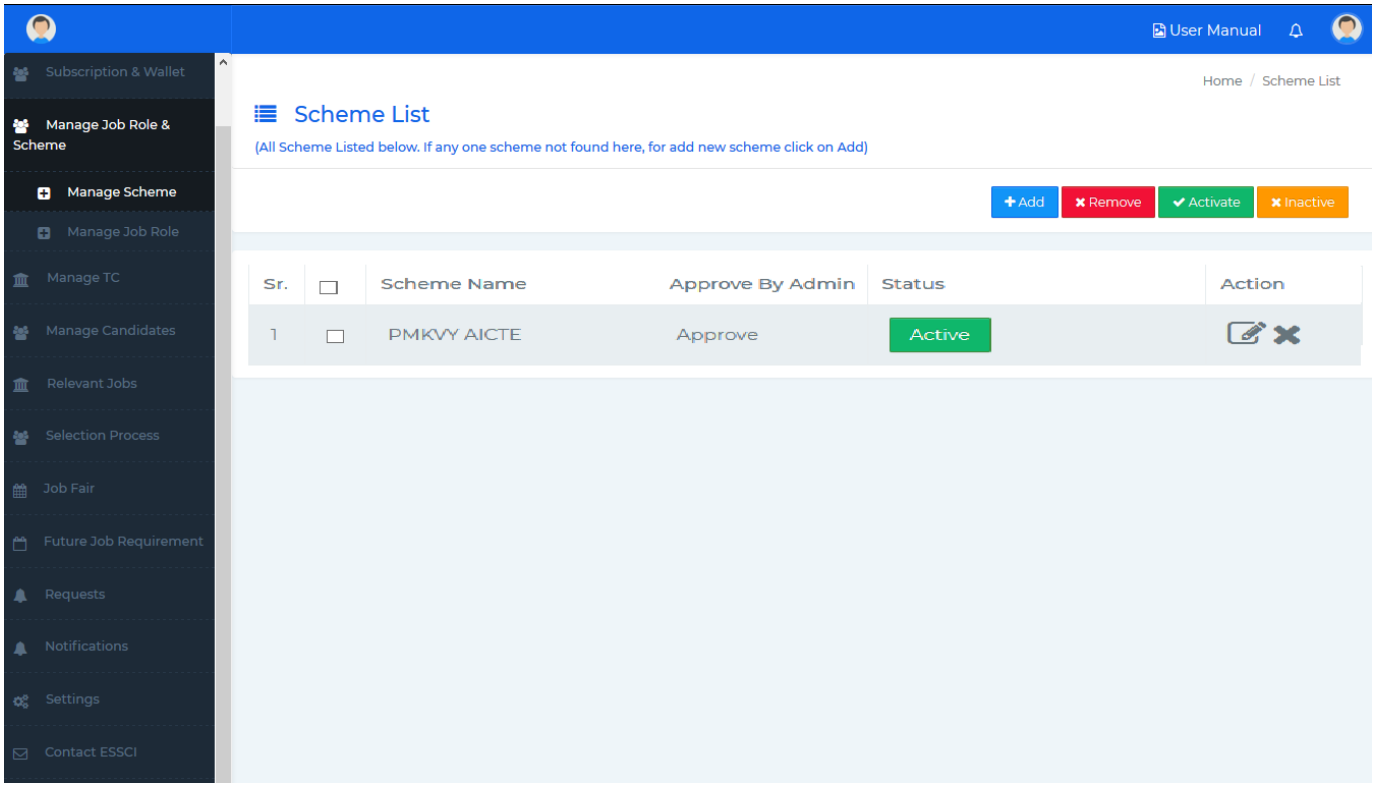


MANAGE SCHEMES

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

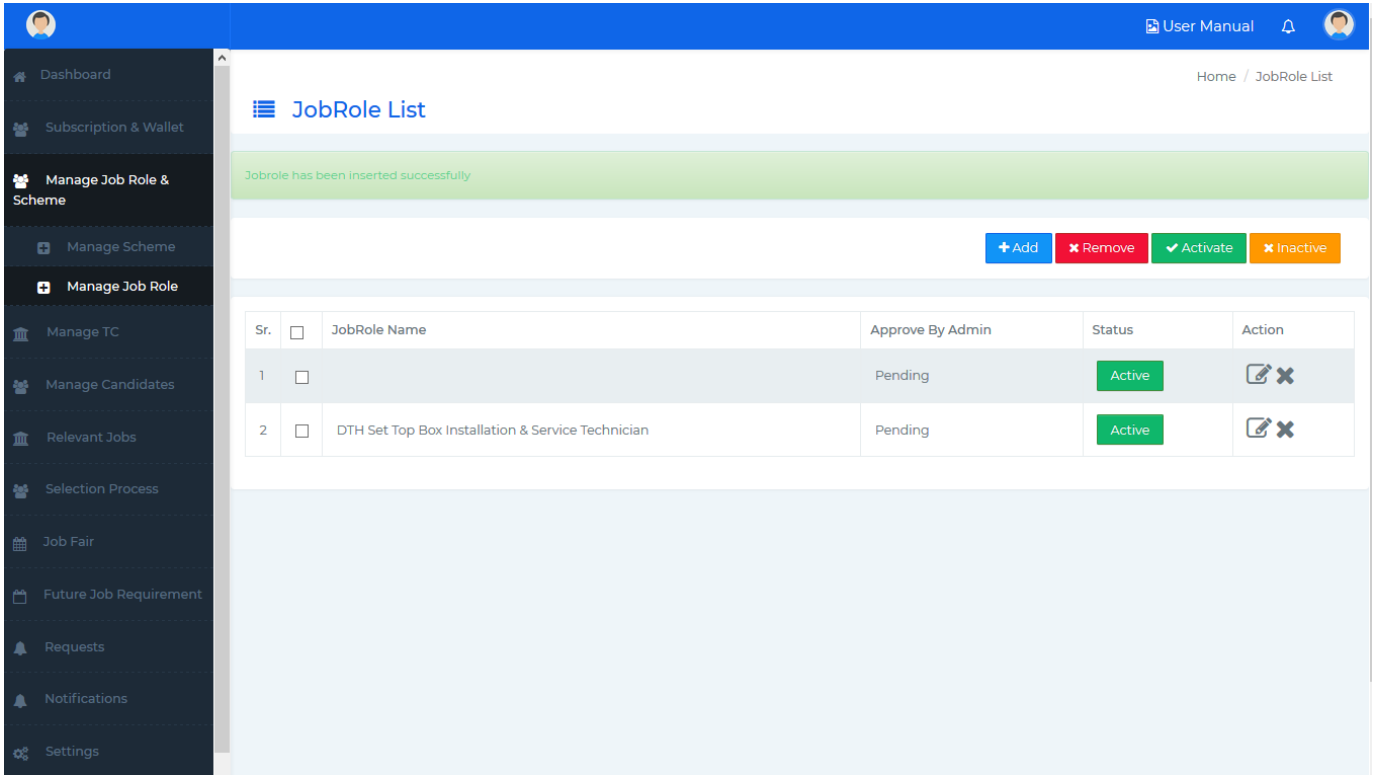


MANAGE JOB ROLES

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

Add job role for admin Approval

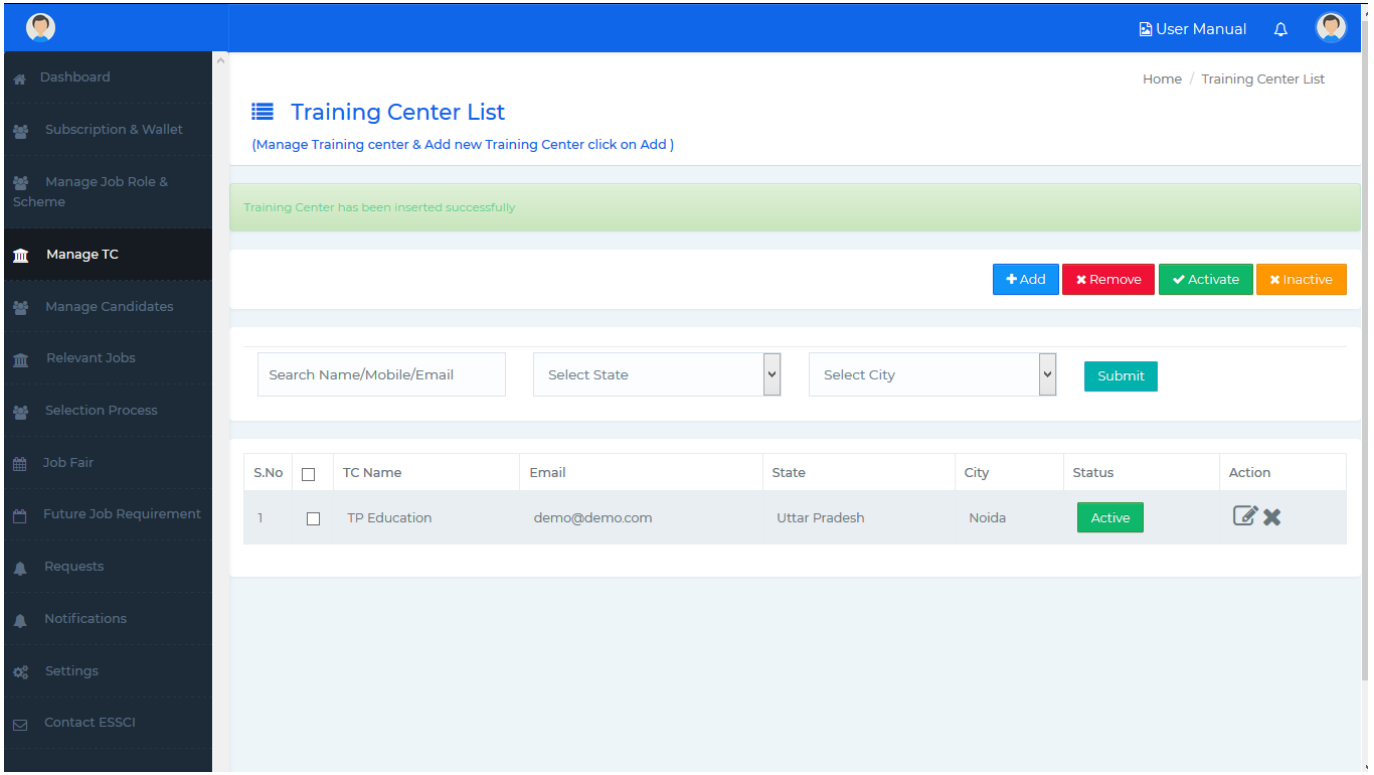
- Click on Add button
- Select job role from dropdown
- If job role not listed in dropdown, tick on below and write the job role name
- Click on Add/Update Job role
- Job Role will be sent to ESSCI for approval



MANAGE TRAINING CENTERS

All Training Center list here.

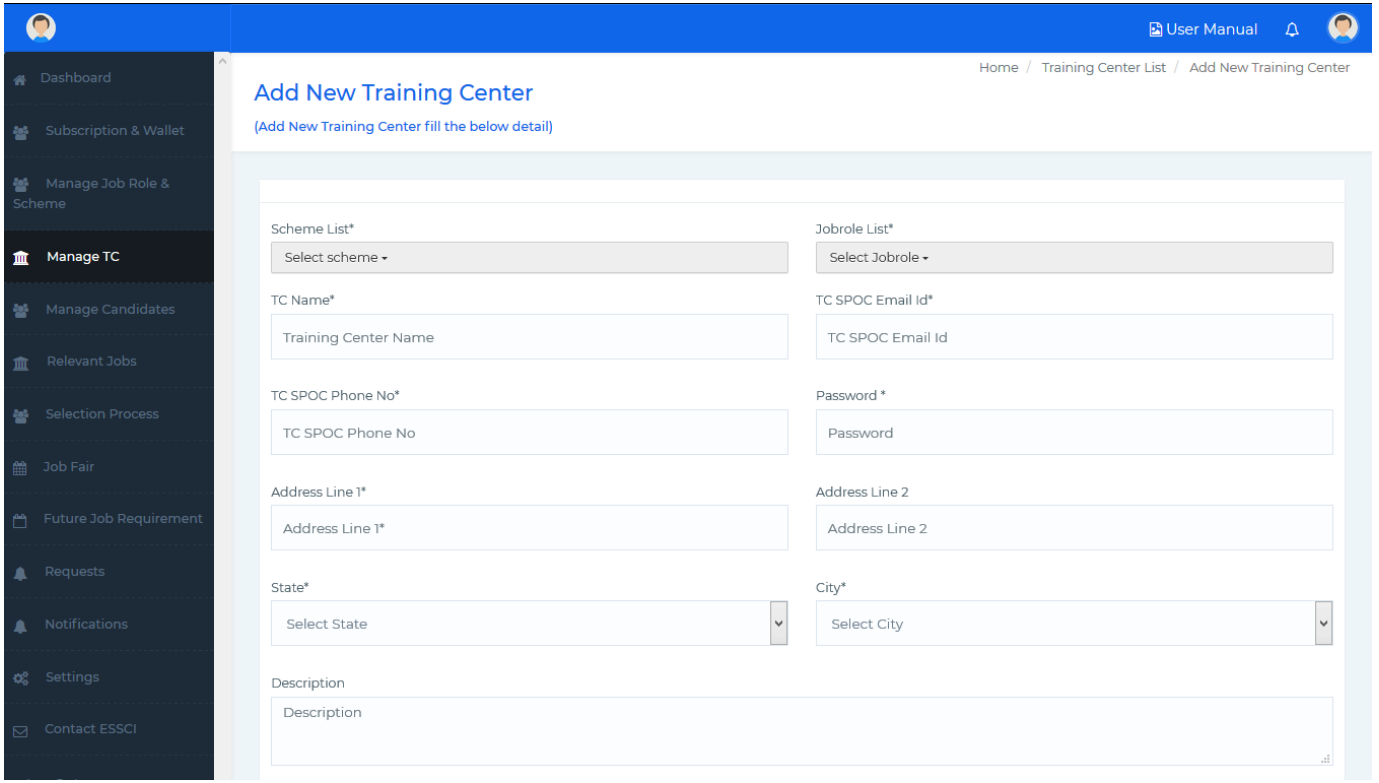
For Add New Training Center click on Add button



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

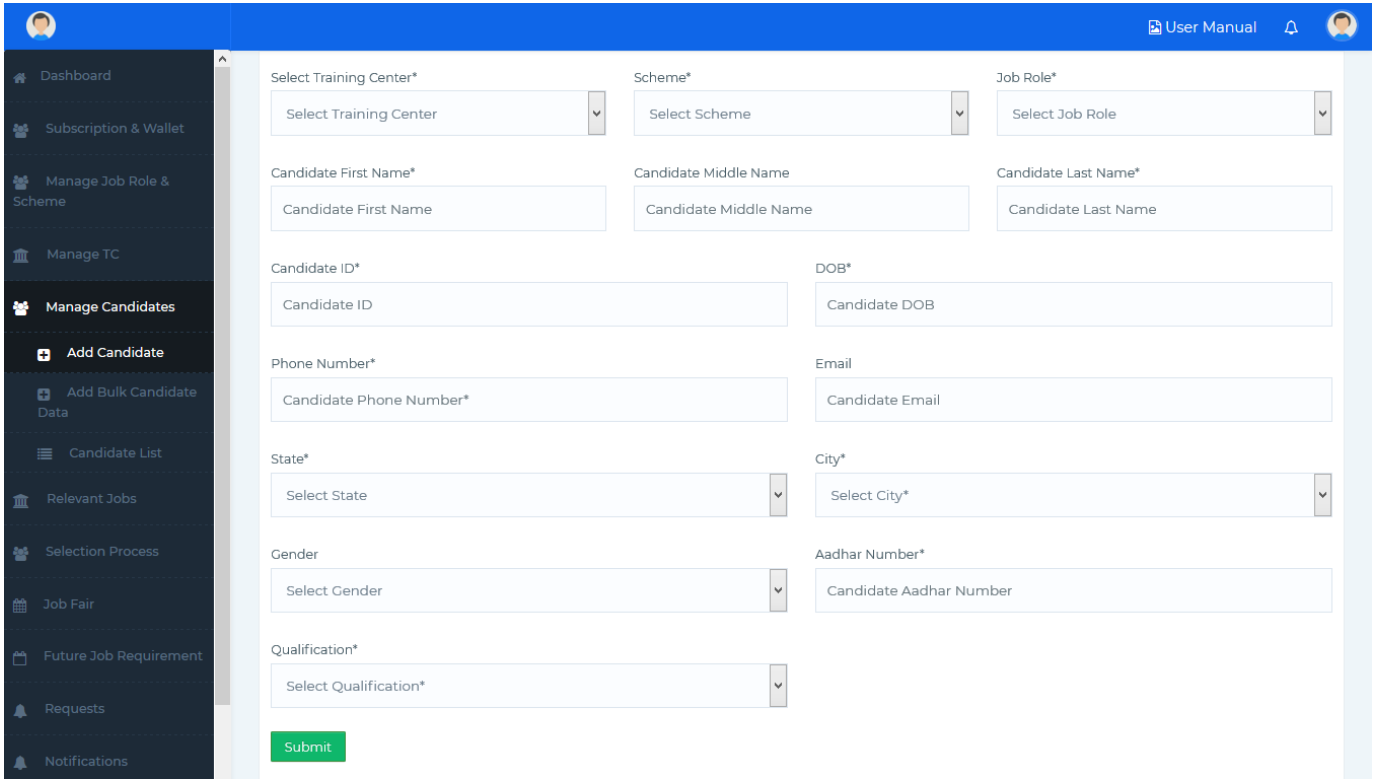


MANAGE CANDIDATES – ADD NEW CANDIDATE

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**



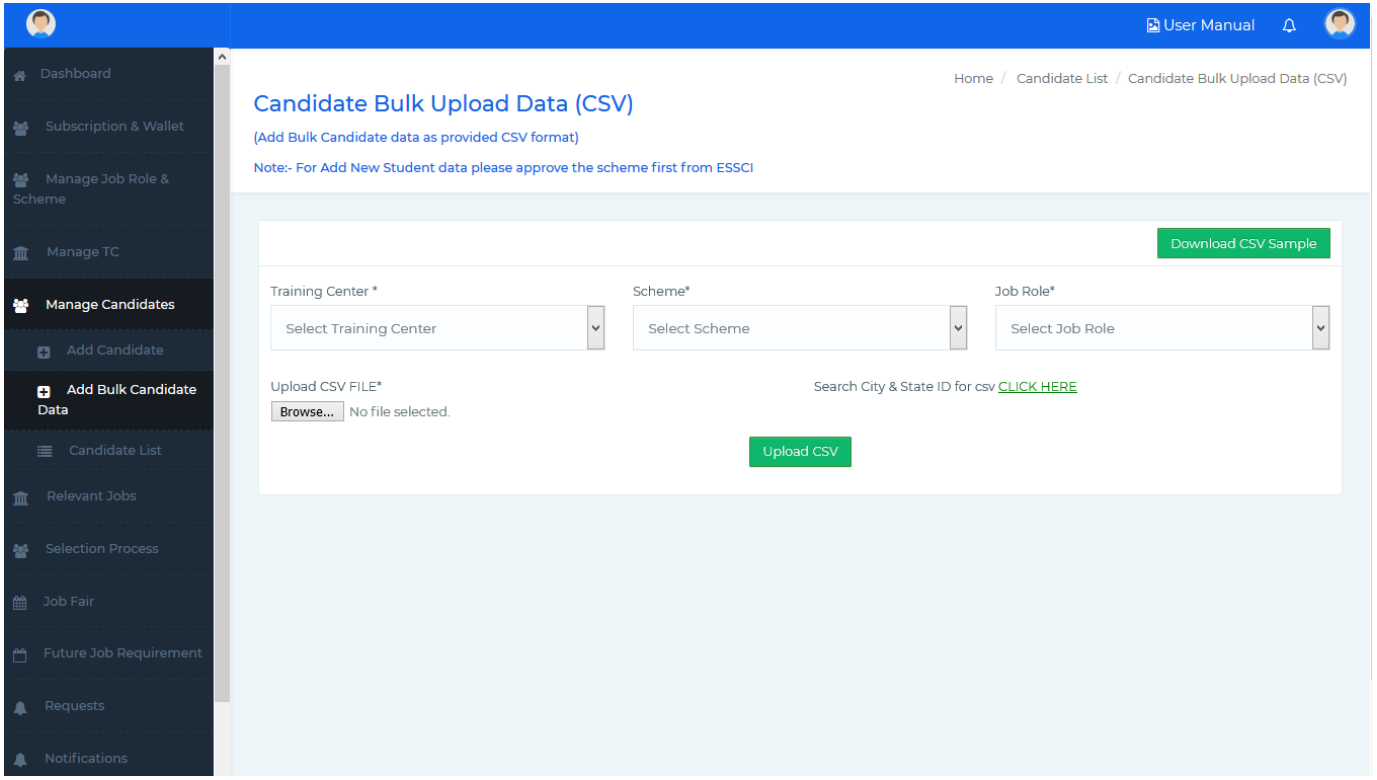
MANAGE CANDIDATES – ADD BULK CANDIDATE DATA

Add Bulk Candidates data through CSV

Follow the below process.

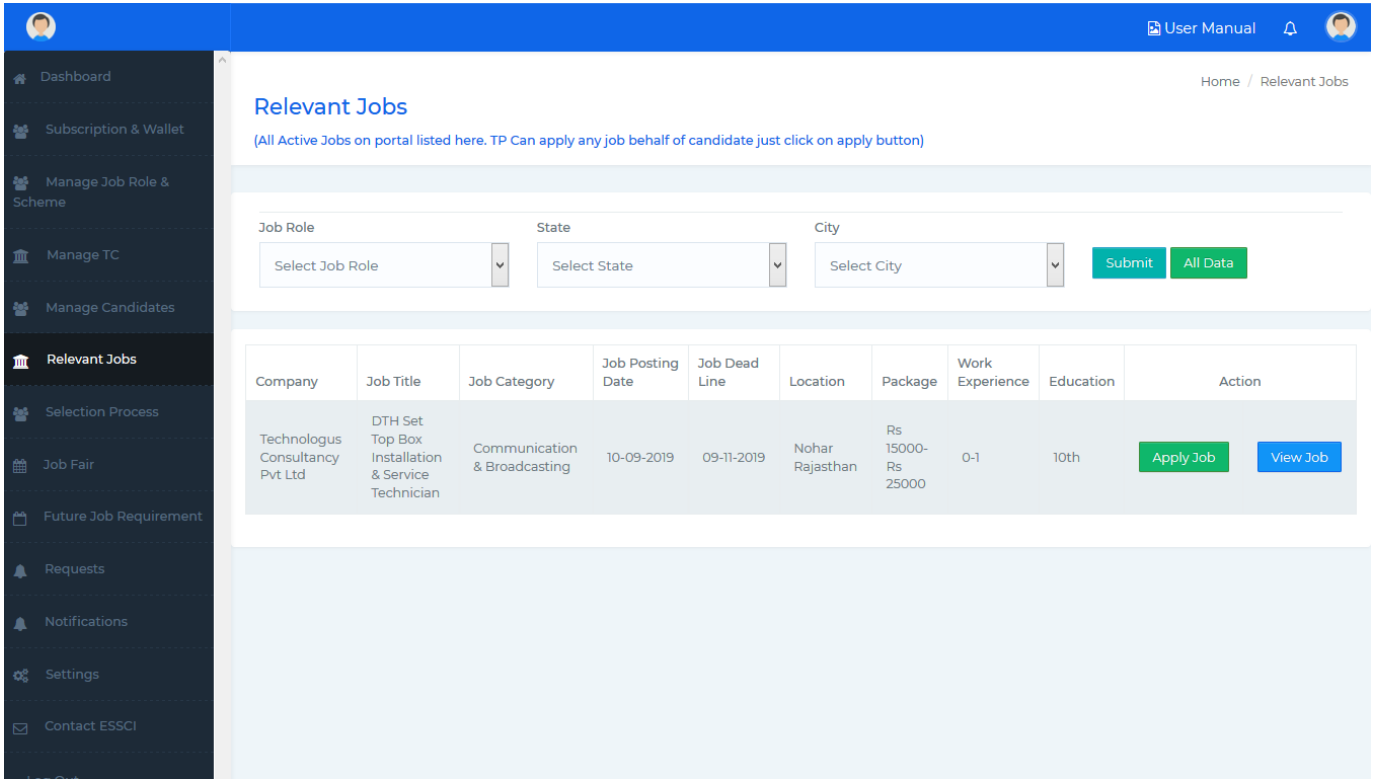
- ❖ Download CSV Sample file
- ❖ Put all student data in CSV file
- ❖ In CSV there are State & City Colum need to put code number there. Get those code just click on **Search City & State ID for CSV CLICK HERE**
- ❖ Select Training Center from dropdown
- ❖ Select Scheme from dropdown
- ❖ Select Job Role 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.



RELEVANT JOBS

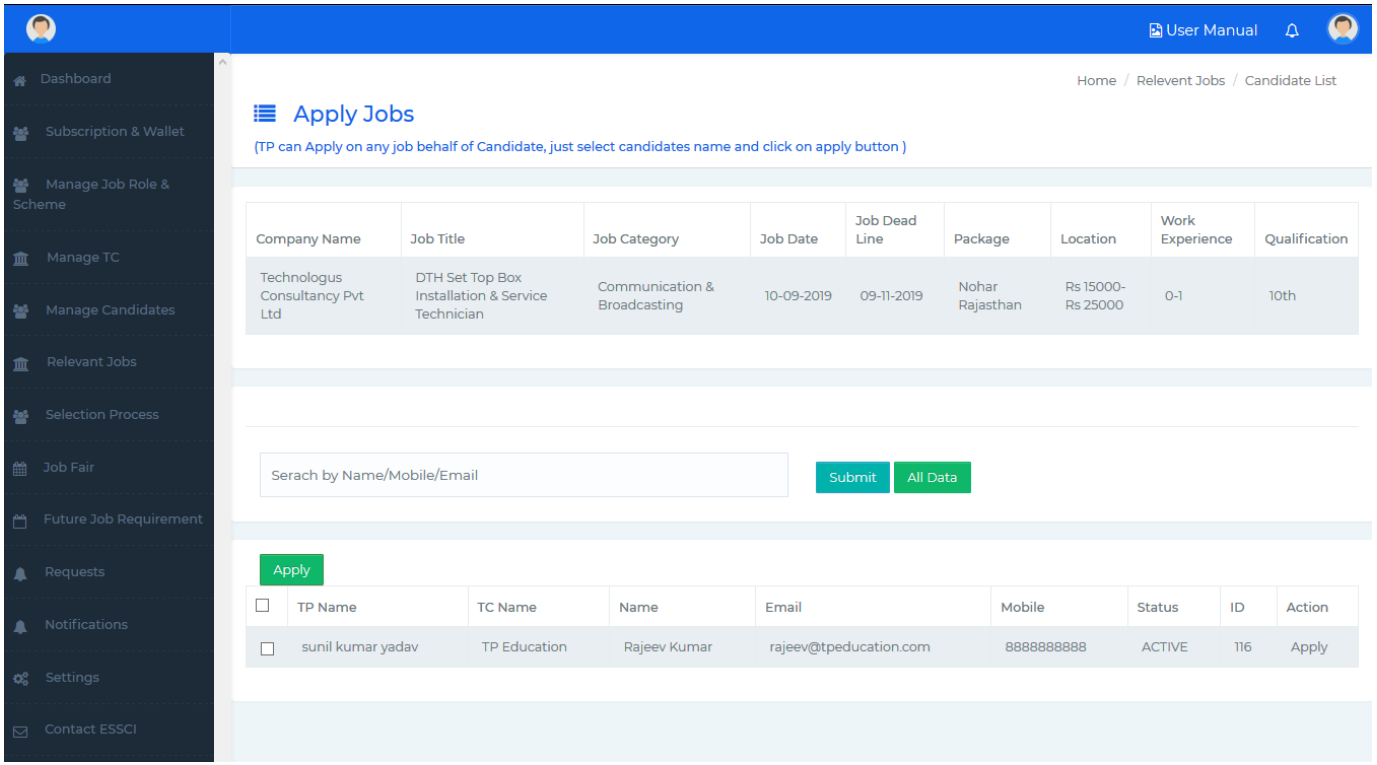
All relevant jobs as per TP job roles show here. TP can apply on any job behalf of candidate just click on Apply Job button.



RELEVANT JOBS- 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



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.

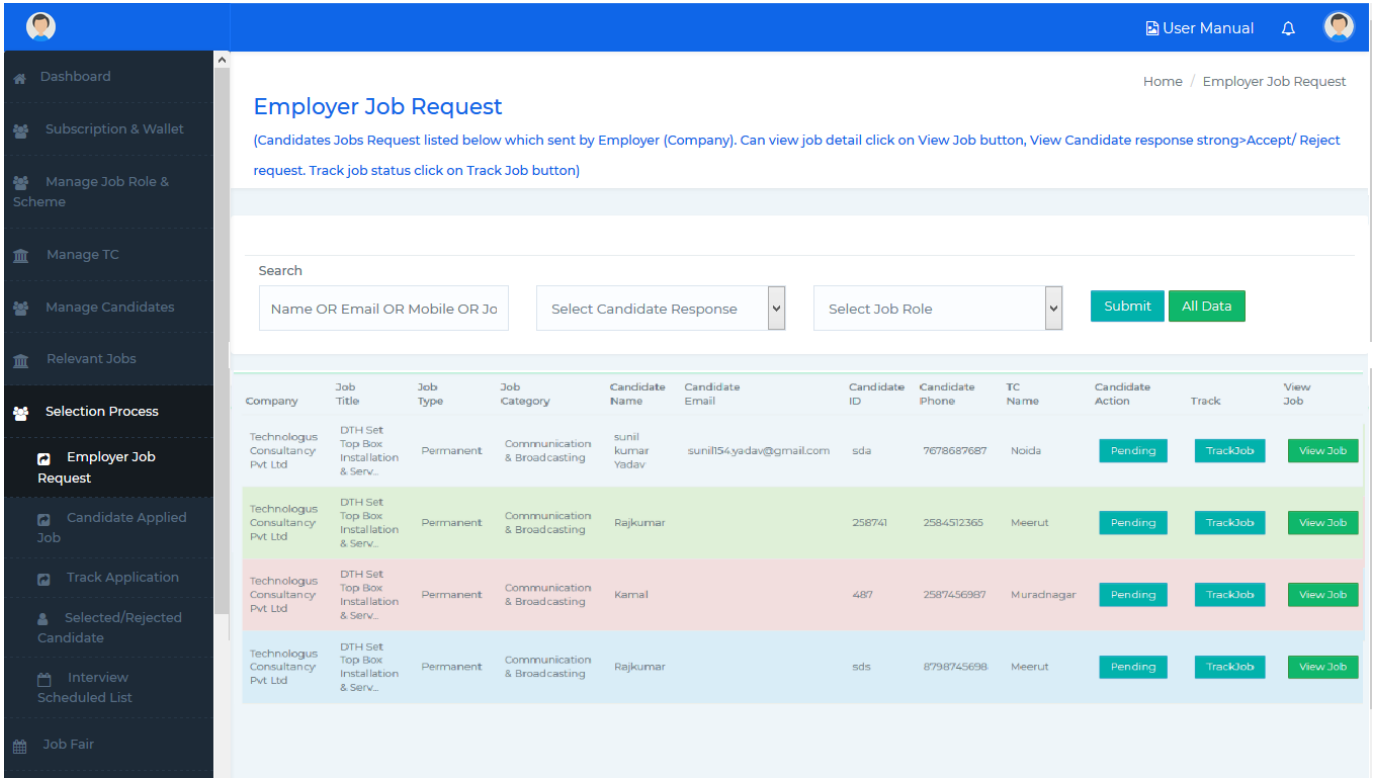
5. Interview Schedule

All upcoming schedule interview listed here.

SELECTION PROCESS - EMPLOYER JOB REQUEST

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

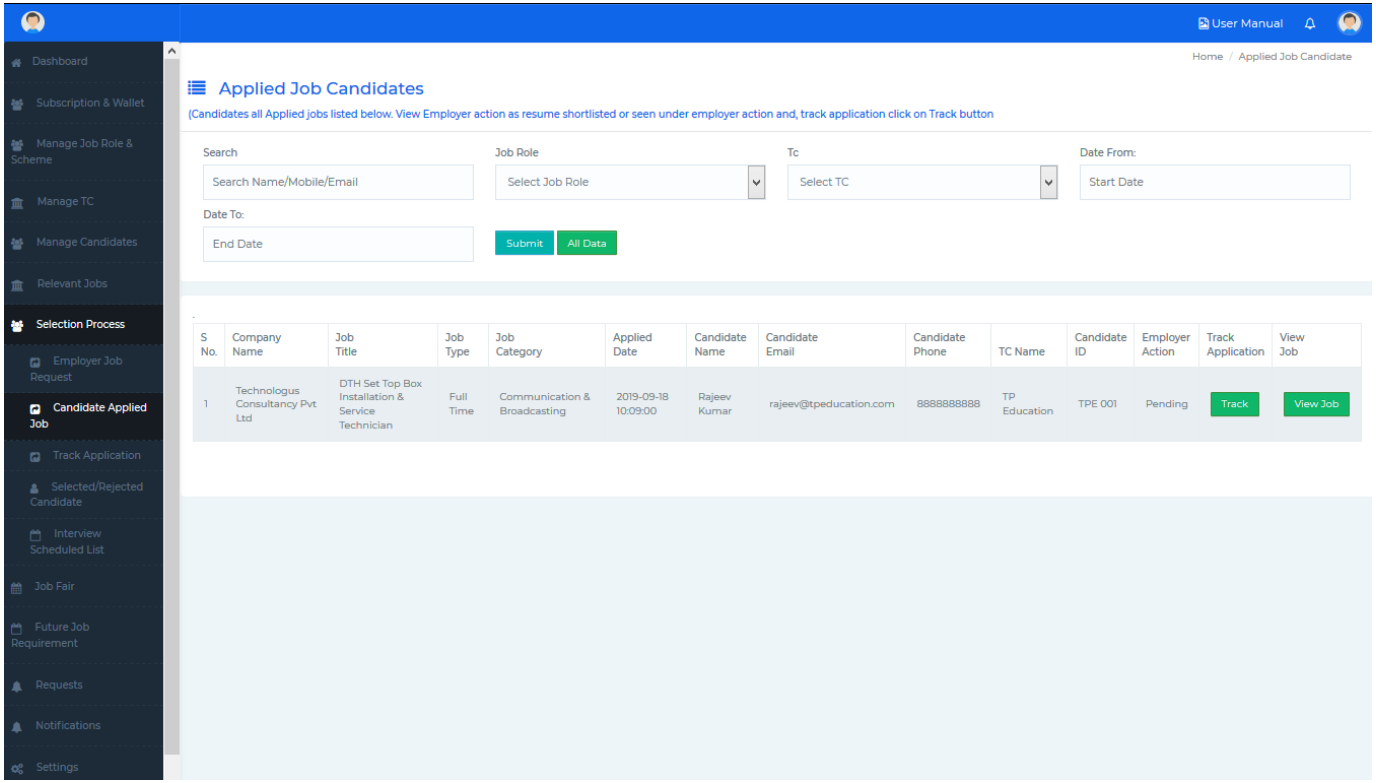
- View job details click on View Job button
- View Candidate response (Accept / Reject/ Pending) under candidate action column
- Track job status click on Track Job button



SELECTION PROCESS – CANDIDATE APPLIED JOBS

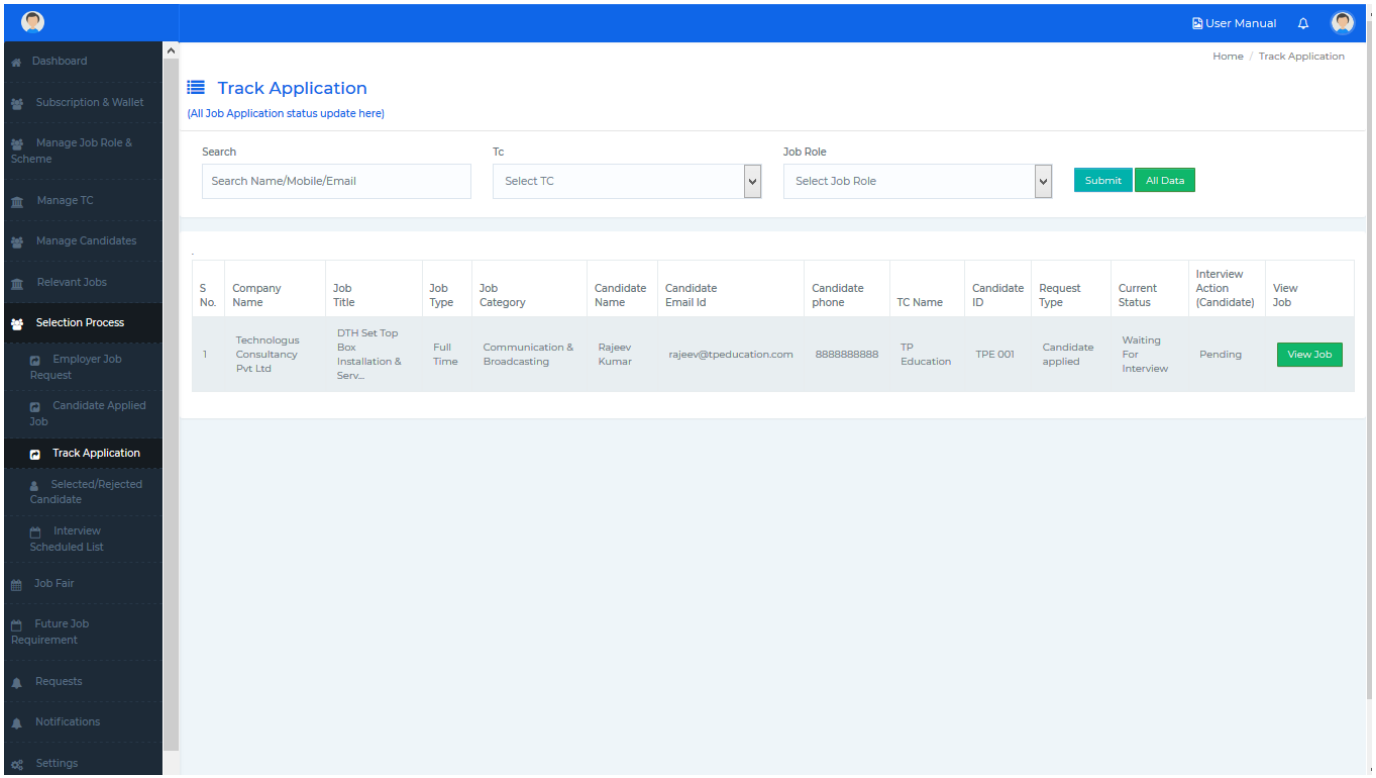
All Applied jobs by candidates listed here with candidates name, candidate email, candidate phone number candidates id, & TC name.

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



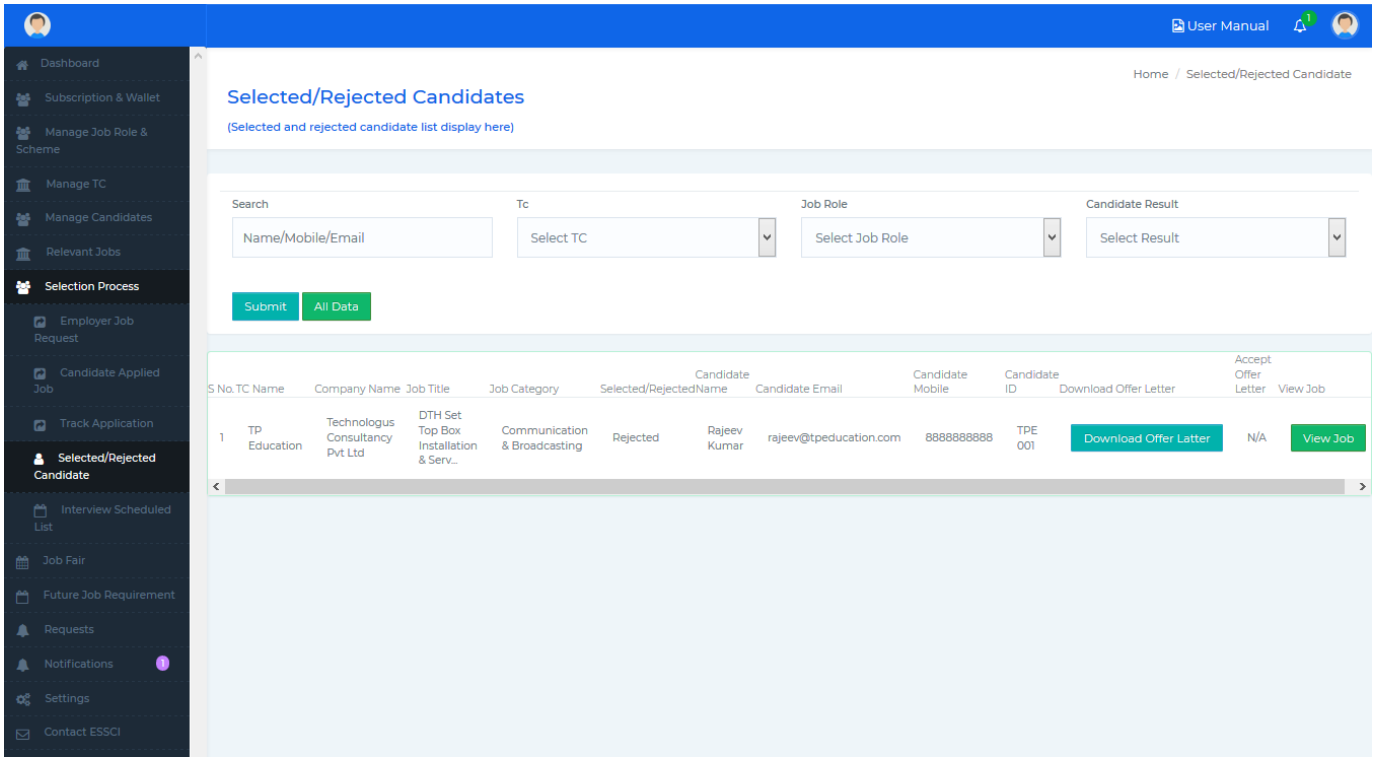
SELECTION PROCESS – TRACK APPLICATION

All job application status update here with candidate details.



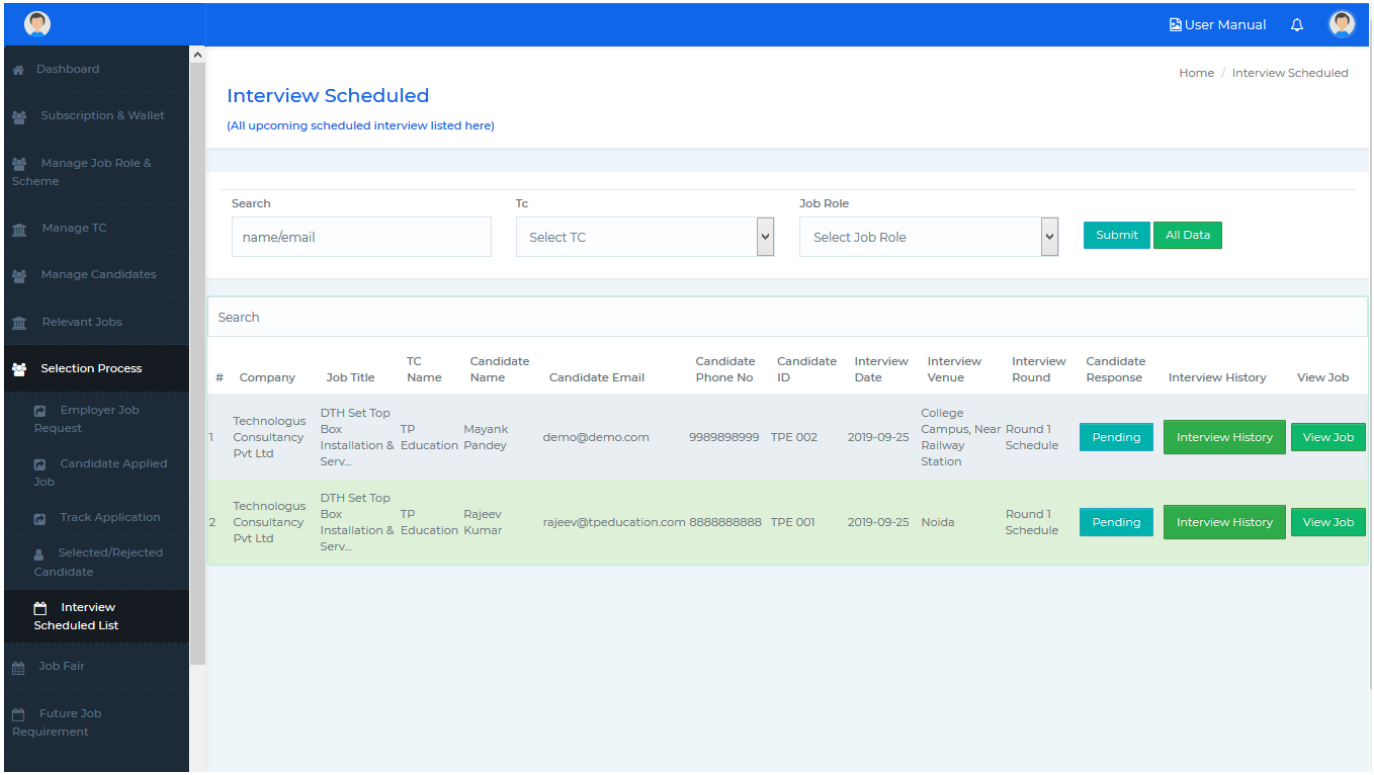
SELECTED/ REJECTED CANDIDATES

- 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.



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.



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

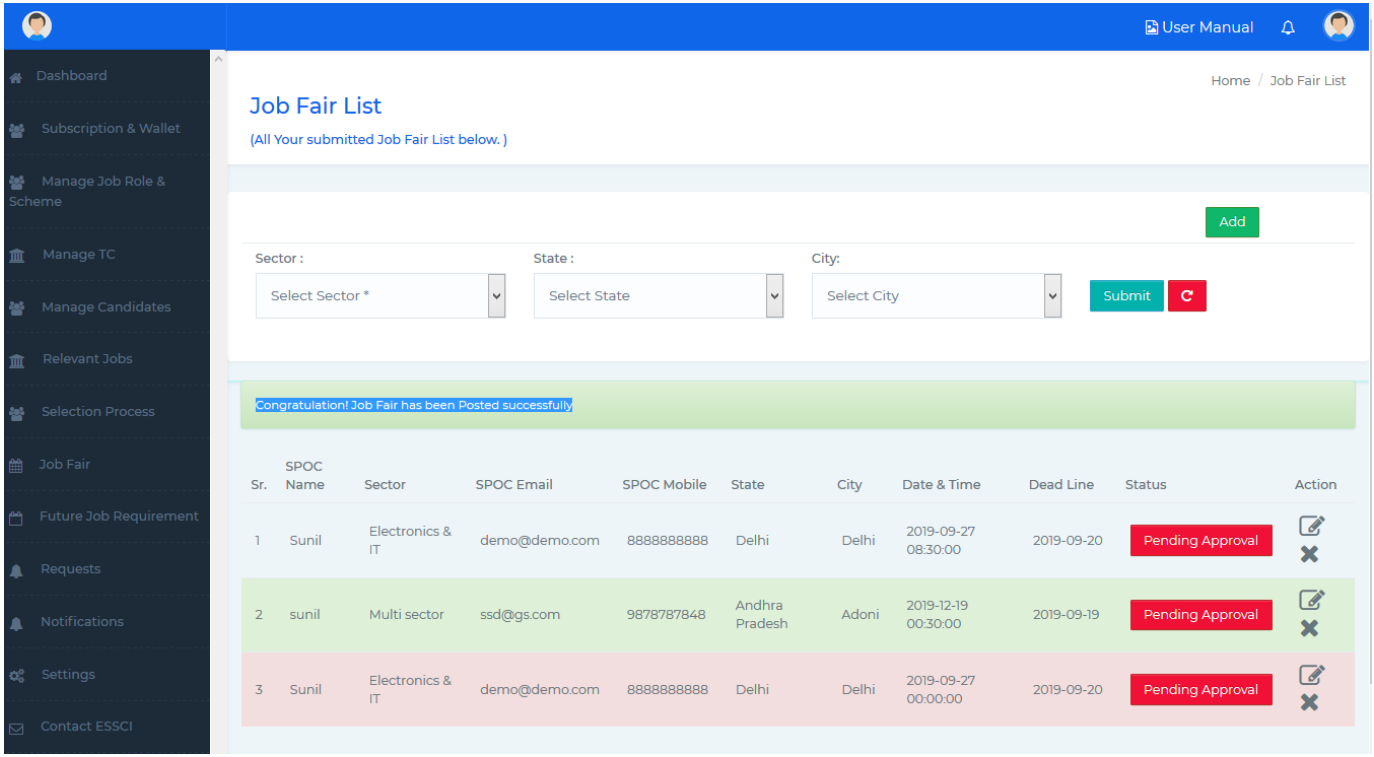
All job fair listing here and TP can apply as per interest.

4. Applied Job Fair

All applied job fair submitted request by you listed here.

JOB FAIR – MY JOB FAIR LIST

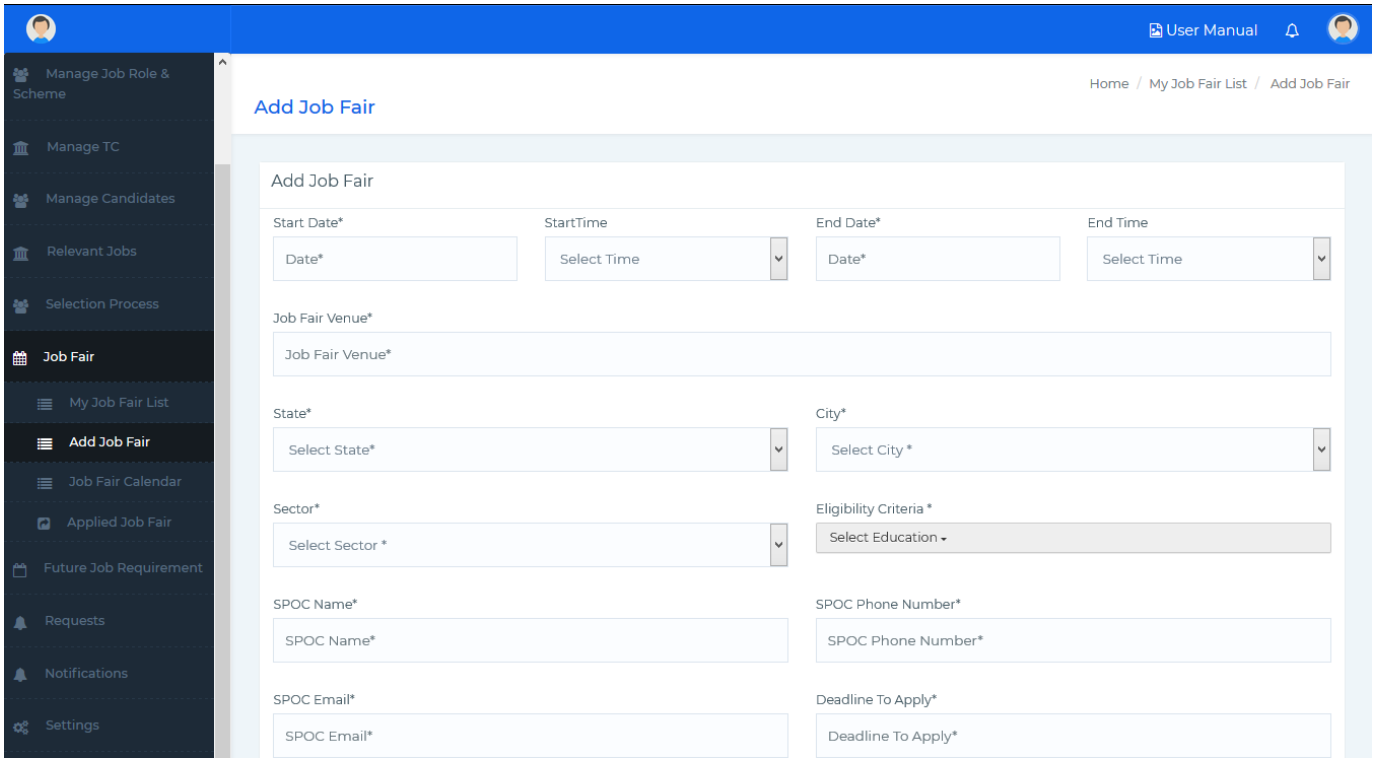
- All of your submitted job fair list here with status of Approval.



JOB FAIR – ADD JOB FAIR -1

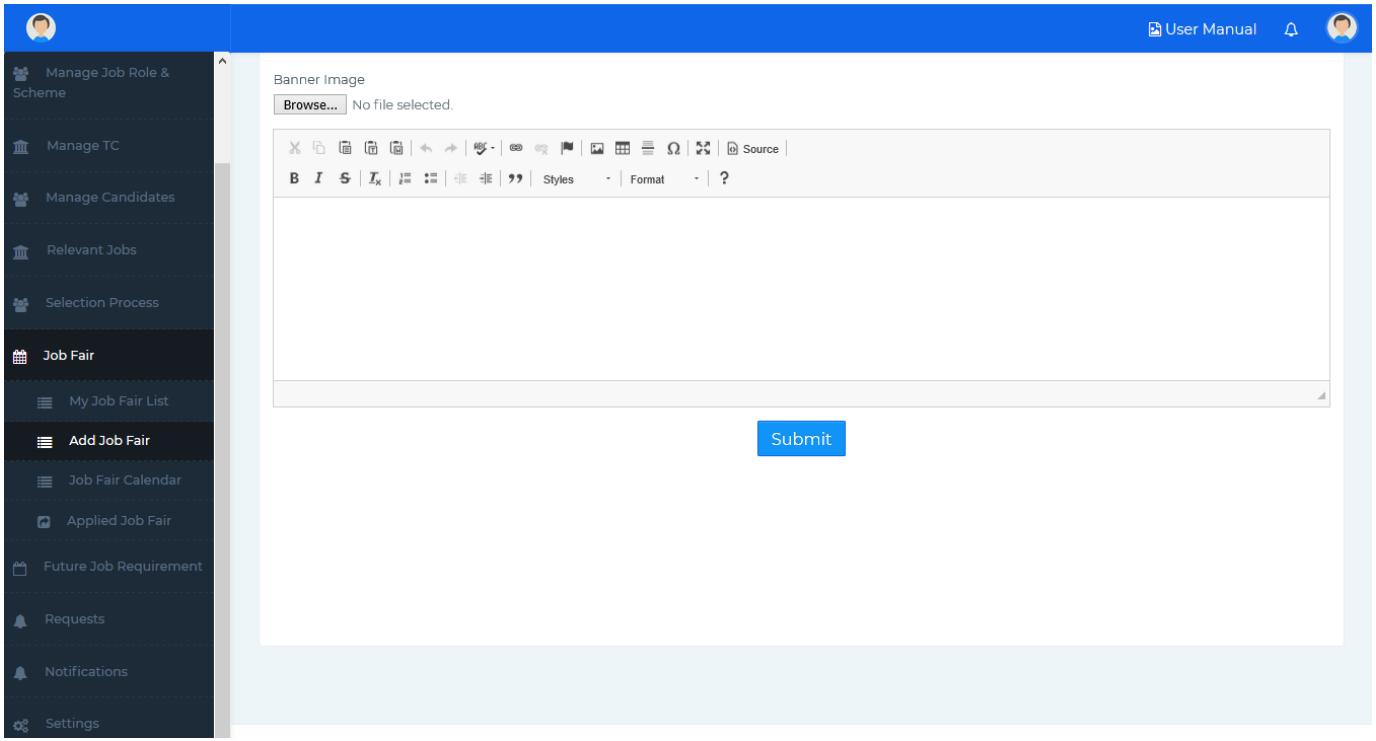
For add new job fair fill all the below listed details

- 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



JOB FAIR – ADD JOB FAIR -2

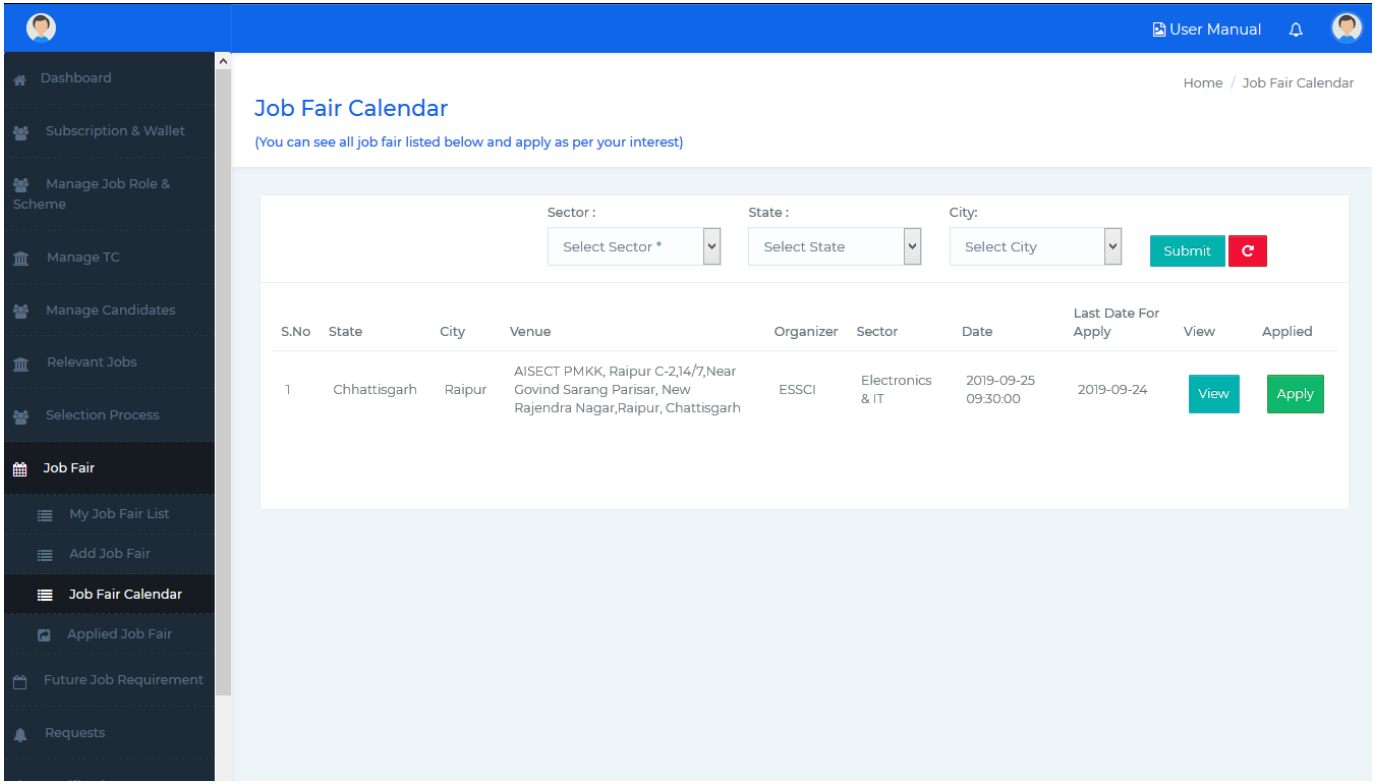
- Upload banner image if available click on browse button
- Write description or other detail which you want to share
- Click on submit button
- After submit, the add new job fair request send to ESSCI for approval. After approval your fair listing will be live on ESSCI Job Portal



JOB FAIR – JOB FAIR CALENDAR

All Job Fair listed here with venue & date , Time.

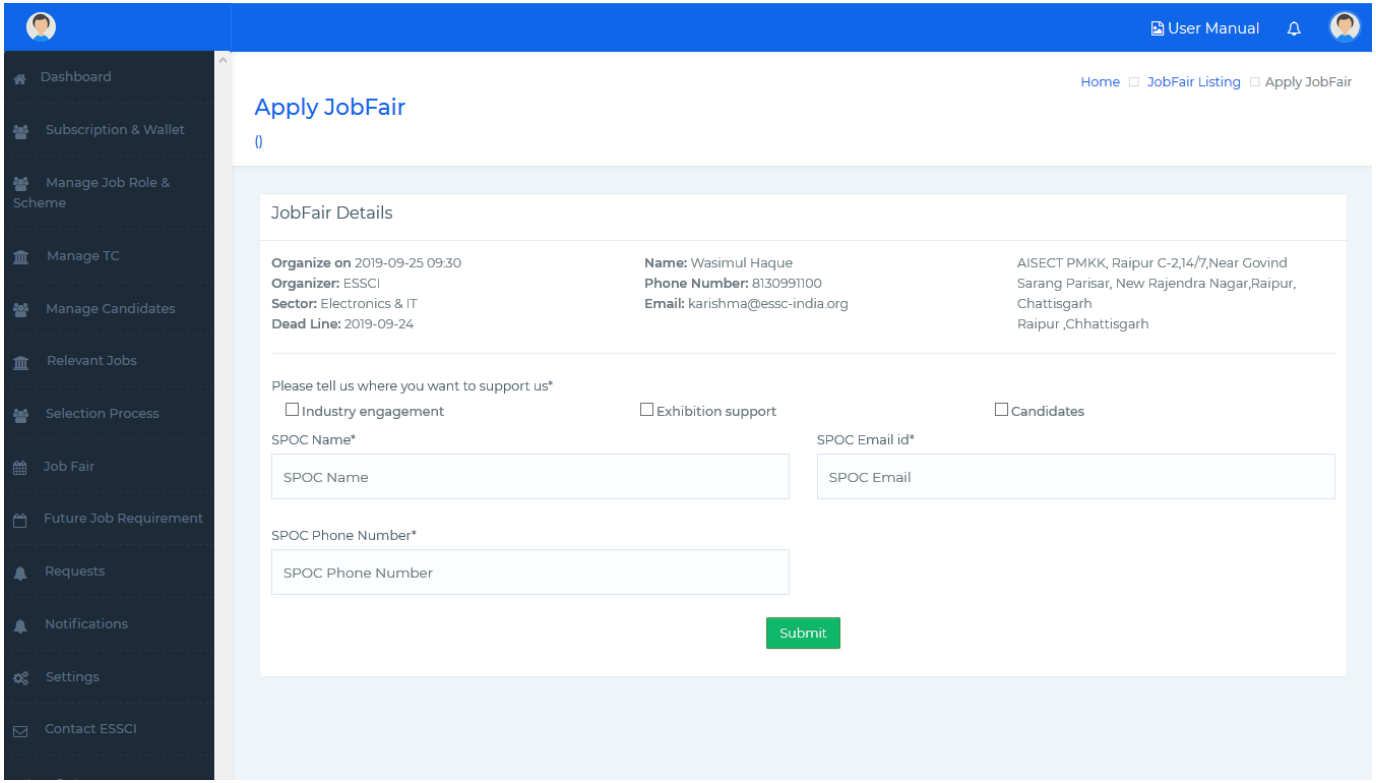
- Filter the result state and city wise.
- For more details click on View button
- For Apply click on apply button



JOB FAIR – JOB FAIR APPLY

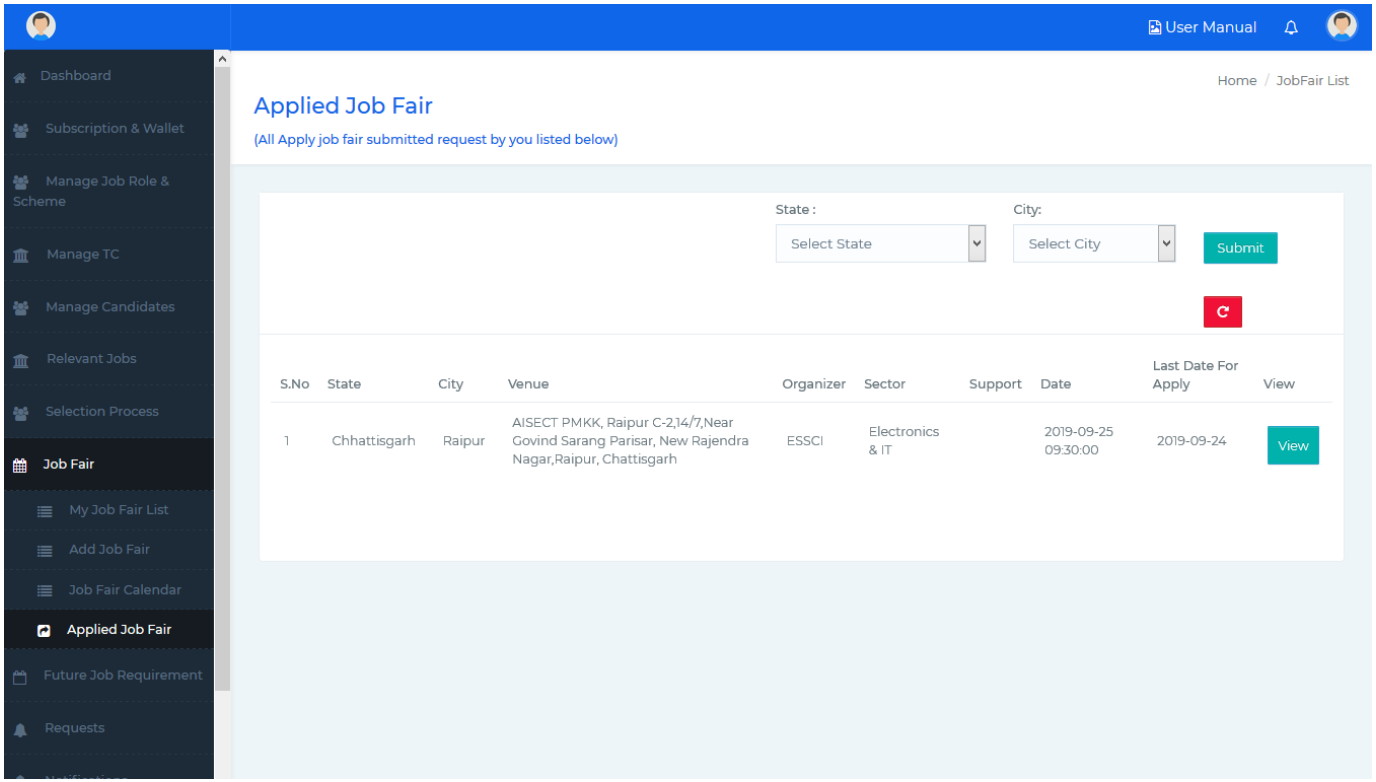
Apply on Job Fair just click on Apply button.

- ❖ 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



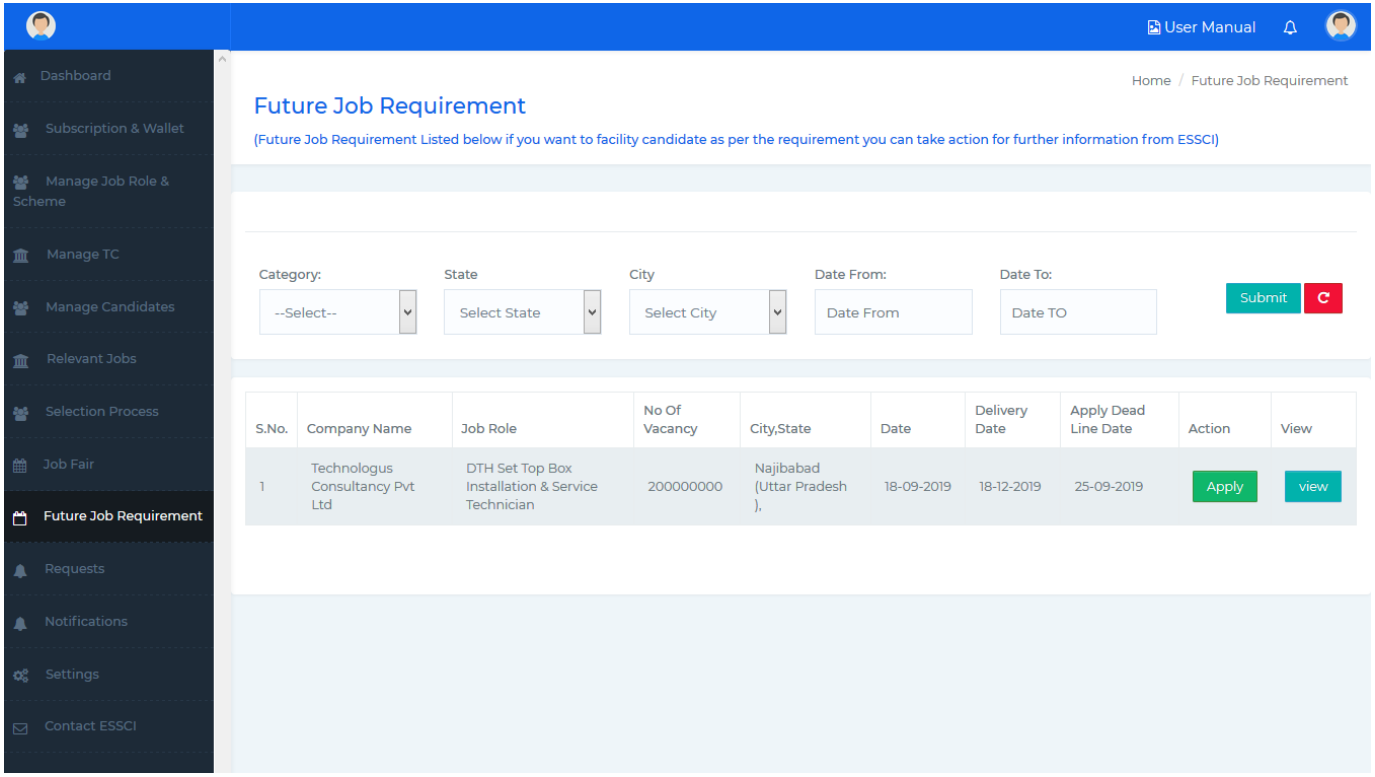
JOB FAIR – APPLIED JOB FAIR

All Applied Job Fair list display here.



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

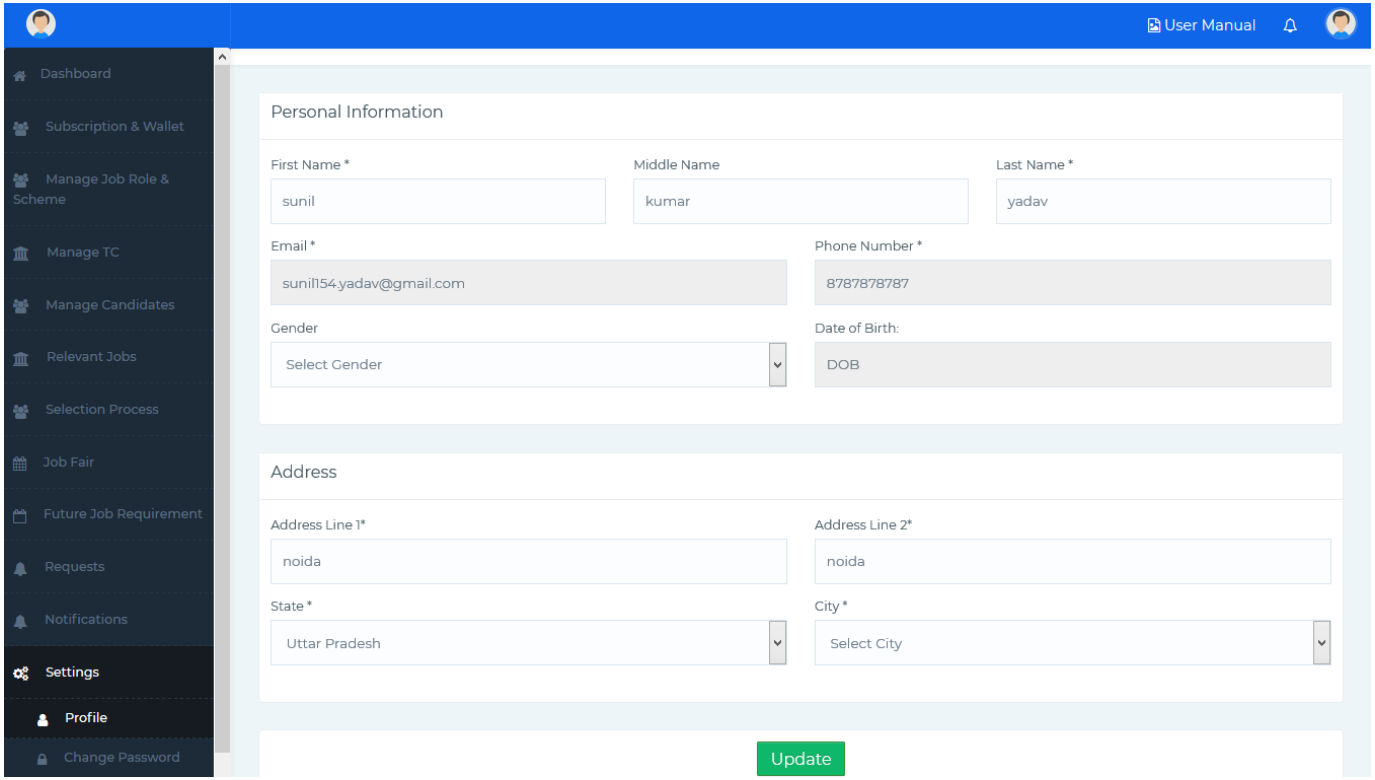


NOTIFICATIONS

- All notification will be listed here.

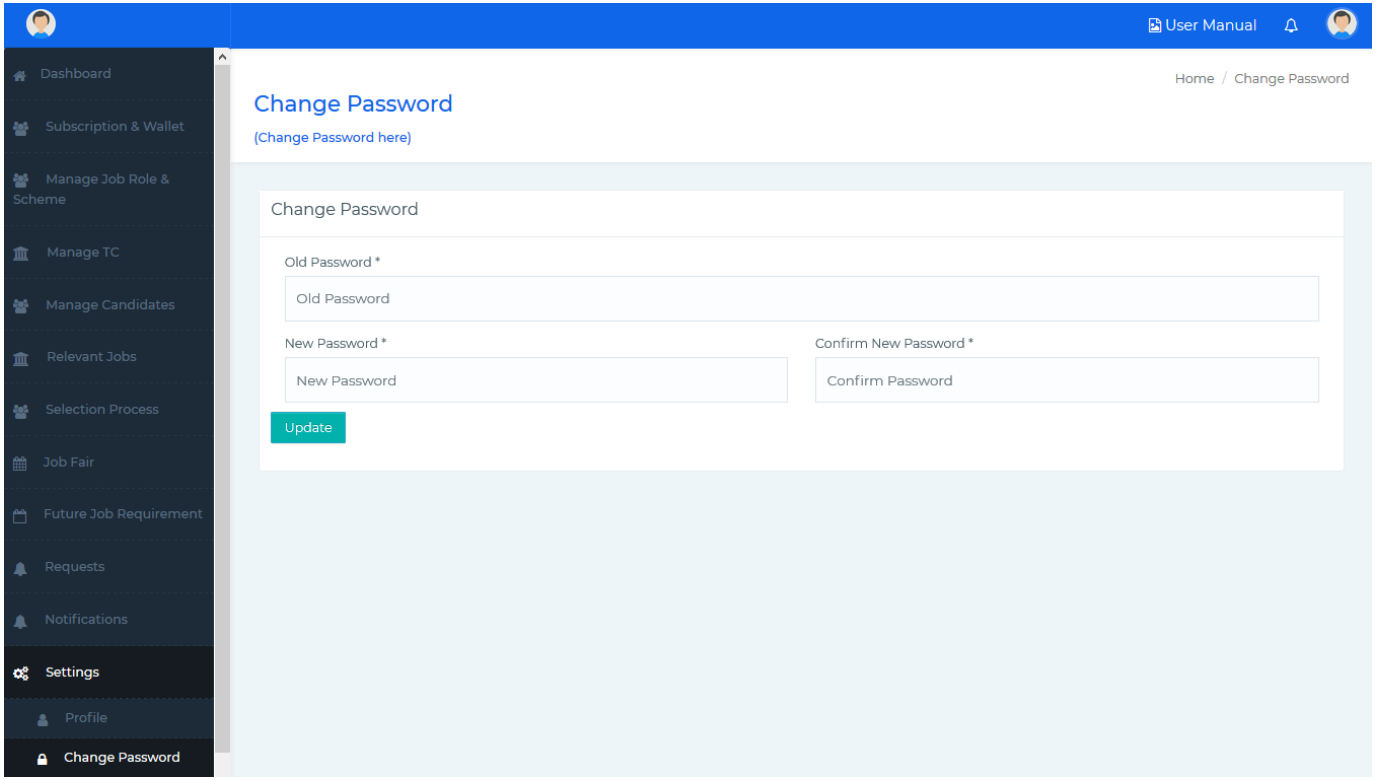
SETTINGS- PROFILE

Manage Profile here

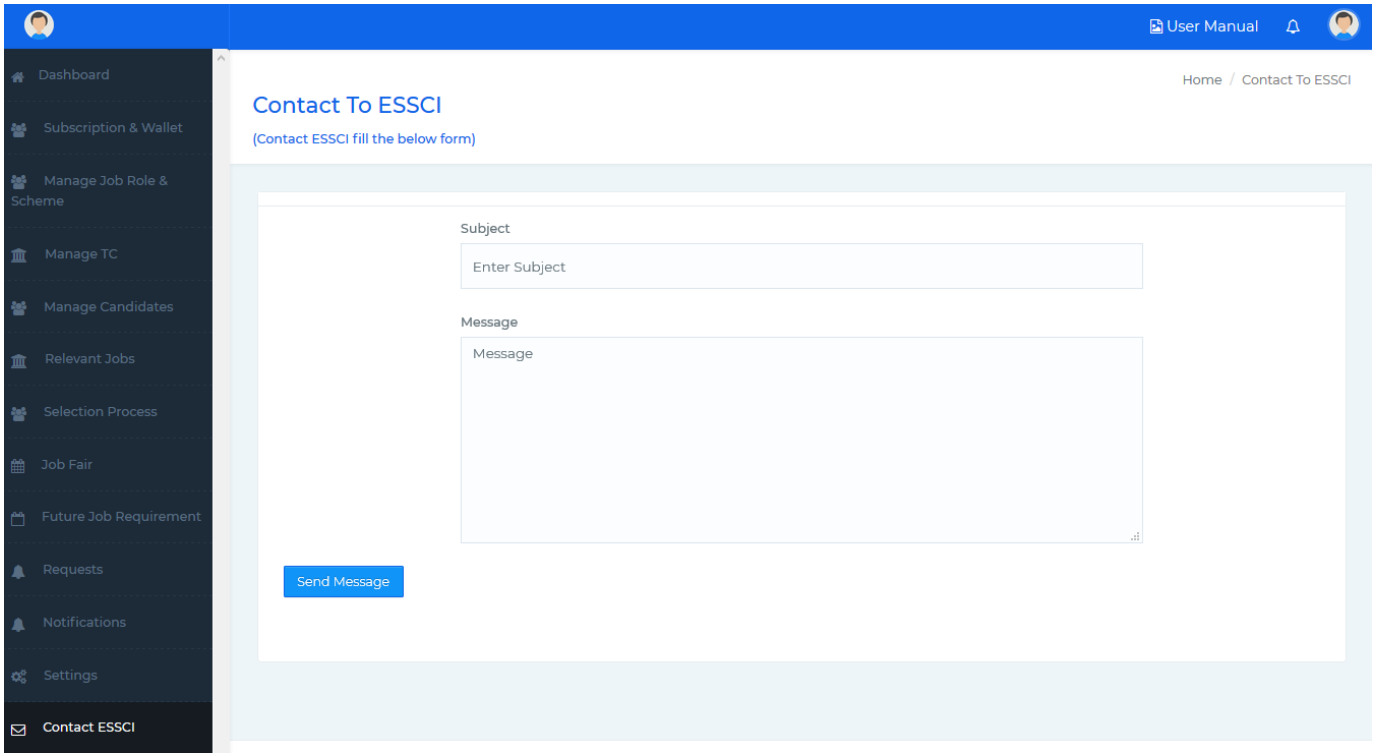


SETTINGS- CHANGE PASSWORD

Change Password here



CONTACT ESSCI

Contact ESSCI

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