

# User Manual

For

**Employer**

By



JK UT Centre  
National Informatics Centre  
Ministry of Electronics & Information Technology  
Government of India  
NB-12, Civil Secretariat Jammu

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## 1. Project Background

Directorate of Employment J&K works under the administrative control of the Labour and Employment Jammu and Kashmir UT. The Department has career counseling centre located one each at Jammu and Srinagar. All the districts of UT has District Employment counseling Centre headed by Assistant Director Employment. The department perform mainly three types of functions viz. Registration of applicants and their placement, providing vocational guidance to job seekers and collect employment market information data from establishments in the organized sector. The Employment Exchanges acts as a bridge between the employers and job seekers.

### Objectives:

The main objectives of the this project is to provide a common platform to job seekers and employer so that the job seeker can extract the jobs posted by different employers. The main objectives can be summarized as :

- To develop a dynamic portal for the department of Labour and Employment
- To allow the job seeker to find the best available job
- To Provide all the jobs in one place
- To allow the employer to post vacancies online.
- To allow the employer to search for right candidate with right skillset.
- To Allow applicant who is newly appointed in UT Govt to apply for NOC from concerned Employment Officer online.
- Allow all users to submit Grievance/complaint online
- 

## 2. Scope of Work

### a. Description of the work

In present scenario job seekers keep on searching the suitable job and the employer keeps searching the right candidate for their vacancies. The goal of this project is to bring both job seekers and employer together in a common platform where the needs of both the job seekers and employer can be met without any compromise. Moreover the propose of the portal is to provide the job seeker a seamless system for the registration at State as well as Central portal so that they can avail maximum coverage for the purpose of seeking Job. The department will have a full fledge access to the portal and

can have variety of information for analyzing the unemployment scenario in the state. The dissemination of information will be more effective.

### 3. Technical Specication of Application

- The application is developed in ASP.NET, using Bootstrap, JavaScript, JQuery at front end
- In the back end the application is using MS SQL Server.

### 4. About the Portal

The Employment portal will provide the information about online job. The jobseekers will register themselves using the dynamic system on this portal and employers will be able to post their vacancies over this portal. The Department will manage both the registrations and will provide all the requisite help to facilitate both parties. The proposed Job Portal system consists of 3 Modules with following features.

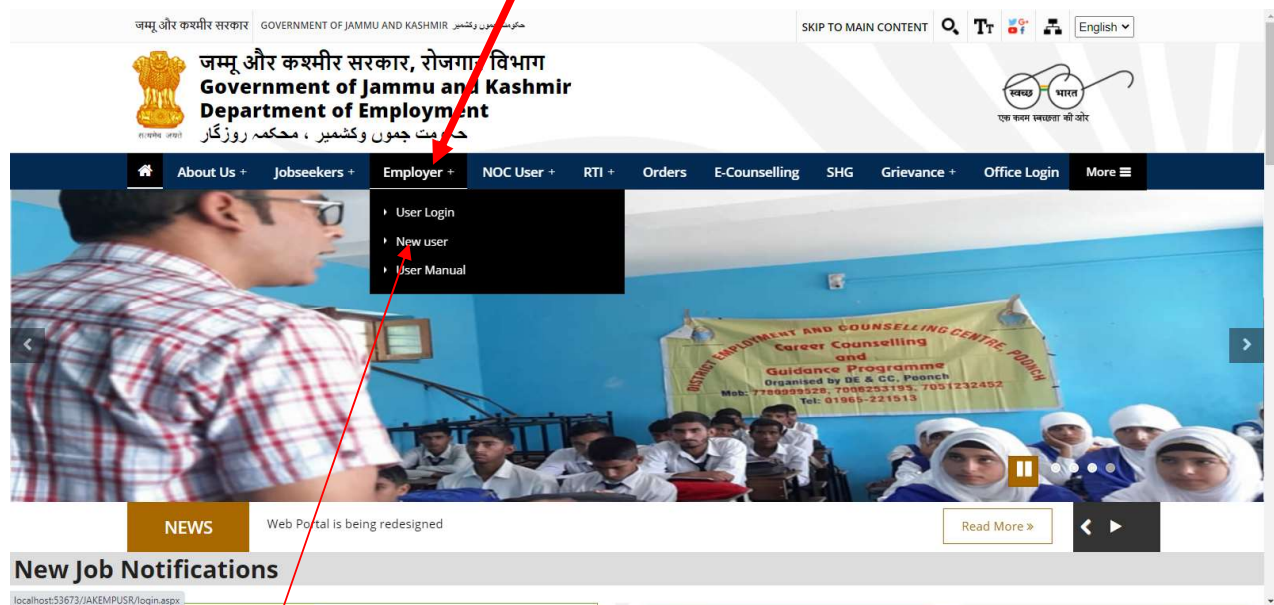
#### a. Employer

- Ability to create and upload company profile
- Post jobs with detailed job Notification
- Quick registration online
- Update profile at anytime
- Search for jobseeker with requisite skillset

#### b. Grievance

- Ability to register Grievance online
- Ability to register software related issues/suggestions
- Online Monitoring of grievance by central Admin
- Online Status of Grievance

1. Brows the url <http://jakemp.nic.in>
2. Find the jobseeker tab in the main menu



3. Select New User if you are first time user
4. Following user registration page will appear

**Create User** \* marked fields are mandatory

Name \*

Username \* Mandatory User Name :

User Type \* Job Seeker

Select District \* --Select--

EmailID \* Email Id : Mandatory

Password \* Password : Mandatory

Retype Password \*

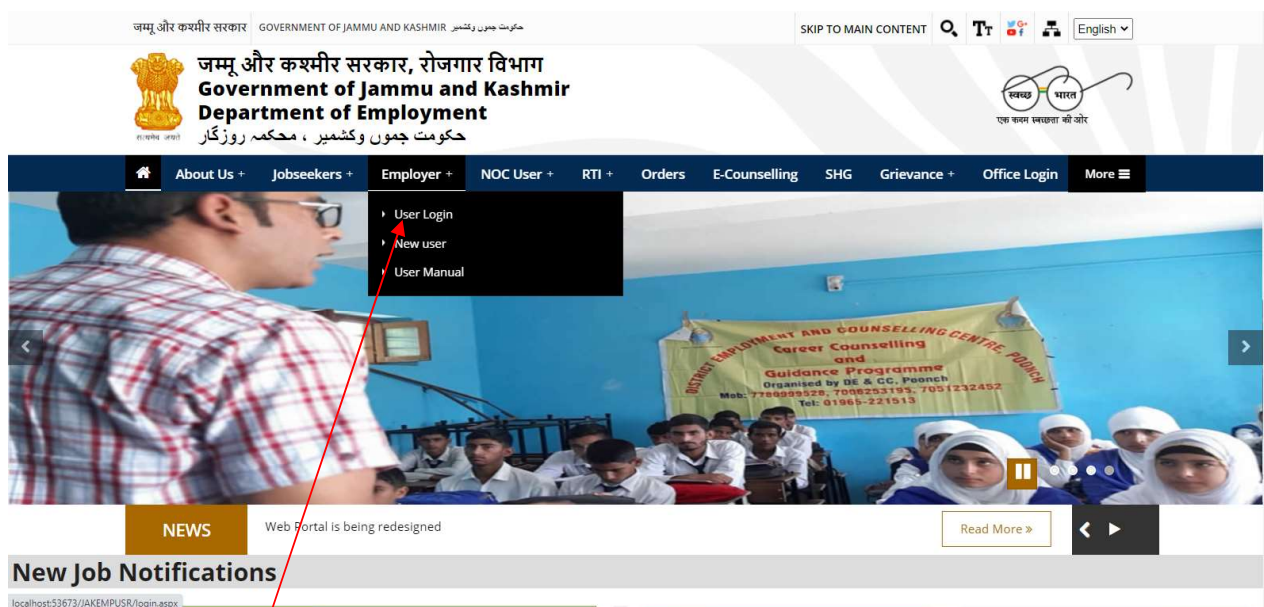
Verification Code \* **YH3NAC**

Enter Verification Code \*

Create User Reset

Home Exit

5. Fill the registration form and ensure that the Email ID is valid and correctly entered. All the future communications will send to this registered Email Address
6. Enter desired user-name and note it down for future use
7. Enter Password of more than 8 Character which should contain atleast one Capital Letter, one Special Character, Numeric Character.
8. Press Create User button after entering verification code
9. User will created then Select Home to Go to Main Page



10. Select User Login from Employer Tab

11. Following login screen will appear

12. Enter the user Name and Password and then Verification code

13. Press Login Button to Login to Registration form

13. Following Registration form will appear. Enter all the details carefully by selecting Land Unit details. Ensure that the District selected in the login registration time should be selected from the combo box and accordingly other unit should also be selected.

EMPLOYER

Dashboard
Registration Form
Post Job Notification
Search Job Seekers

Government of Jammu & Kashmir, Department of Employment
rdd
Registration Form

Employer Details

Employer Name:\* wew
Company Email: vssn@nic.in
Customer Care Email: vssn@nic.in
PAN No: ACSPP0352L

Employer Address

Address1:\* DFSD
Address2: DSF
Website Url: www.bb.com
FAX: 01912456642
Telephone 1: 34355666
Telephone 2: 34345556
State: Jammu and Kashmir
District: Samba
Block: ACHABAL
Tehsil: Ajas
PIN Code: 181188

Key Personal Details

Main Personal Details

Key Personal Details

Main Personal Details

Contact Personal Details

Name:\* sdsfd
Designation: CEO
Phone No: 9146167771
Mobile No:\* 9146167771
Email Id: vvs@nic.in

Work Details

Category of Employer: Central Government
Service Sector: Other
Description of Business: sdsd
Key Sector: Media
Total Employee: 20

Update

14. Enter Key person Detail and Work detail Press Continue Submit/Update

**EMPLOYER**

Government of Jammu & Kashmir, Department of Employment

Posted Jobs

**Thanks for Using this portal**

Welcome you have successfully Registered with this portal. You can now upload any Job Notification and search Jobseeker profile matching your requirement

Whenever you need to, be sure to use margin utilities to keep this portal live and useful

15. After filling all the forms Dashboard will appear.

**EMPLOYER**

Government of Jammu & Kashmir, Department of Employment

Notification

Post Your Job Notification

Employer Registration: 220062633825

Post Name:\*

Post Date:\*

Minimum Qualification:\*

Last Date:\*

Advertisement Date:\*

No of Post:\*

Type of Job:\*

Job location:\*

Upload Document: Choose File No file chosen

Submit

16. After successful registration of Employer he will be able to upload job notifications whenever required. To open for the employer can select "Post Notification" option from the menu and above form will appear. Fill all the details and upload the copy of notification by clicking on "Choose File" button. After pressing the submit button the notification will be uploaded and at the same time start appearing at the home Page under Notification header. One email will also be flashed to group with selected Qualification.

**EMPLOYER**

Government of Jammu & Kashmir, Department of Employment

Search JobSeeker

Search By NCO Code: Physical and Engineering Science Associate Professionals. Search

OR


Search By Upper Qualification: --Select-- Search

18. The jobseeker is required to check his account regularly for accessing job Notifications posted by various employers by selecting Job Notification option from the Menu panel.

19. Grievance/Complaint registration: In case of any software related problem or general complaint the employer can register the complaint/grievance by selecting Grievance->Register Grievance option from the main menu. Following form will appear, fill up all details and press verify OTP.

**Online Grievance Form**

**Verify Your Email**

Email Id:*	Enter Security Code		Enter OTP	
<input type="text" value="sdas@nic.in"/>	<input type="text" value="YAX2K"/>		<input type="text" value="5119"/>	<input type="button" value="Send OTP"/> <input type="button" value="Verify OTP"/> <input type="button" value="ReSend OTP"/>
<input type="button" value="Reset"/>				

20. After successful verification of OTP following screen will appear to register detailed complaint. Complainant can also upload document in support of his complaint and then submit the form. After the form is successfully submitted, the complaint ID will be generated. The applicant can note down the complaint No. for future use in knowing the status of the complaint and further reference. The complaint will be processed by the Central PMU.

**Basic Details**

Type of Grievances --Select--	Applicant Name:*	Mobile No:*	Email Id:*
	<input type="text" value="Applicant Full Name"/>	<input type="text" value="Mobile No."/>	<input type="text" value="sdas@nic.in"/>

**Address Details**

Address Line1:*	State/UT	District
<input type="text" value="Address Line 1"/>	<input type="text" value="Jammu and Kashmir"/>	--Select--
Pincode:	<input type="text" value="Pincode"/>	

Have you earlier lodged the grievance to the above Department on the same subject ? ☐ Yes ☐ No

**Grievance Details**


\* Please Enter Specific Details about Your Grievance here (max 4000 character limit)

**Upload Documents**

Upload (Relevant Document) (File size should not be greater than 1MB And must be .pdf)  No file chosen

**Declaration**

Enter Security Code as Shown



☐ I/We do hereby declare that the above submitted information is true to the best of my/our knowledge and belief. Any discrepancy/false statement submitted above shall attract the relevant provision of law.

21. Finally the applicant can seek the status of complaint registered by him by selecting Grievance->Status of Grievance. Following screen will appear. Enter the complaint No. and verification code and press View, the status of the complaint will be displayed on the screen.

Track Your Grievance


Trace Grievance

Grievance Id

Grievance Id

Enter Security Code

Security Code



View

Email ID:

Telephone:

Mobile No: