

# User Manual

For

**Job Seeker**

By



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

**Note:** No part of this publication may be reproduced in any form, in an electronic retrieval system or otherwise, without the prior written permission of NIC.

**Contributors:**

Activity	Name of contributor	Designation of contributor
Prepared by	Varinder Singh Pathania	Scientist-E
Reviewed by	Sh Suresh Kumar Sh Jit Raj	Scientist-F Scientist-F

## 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 Specification 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.

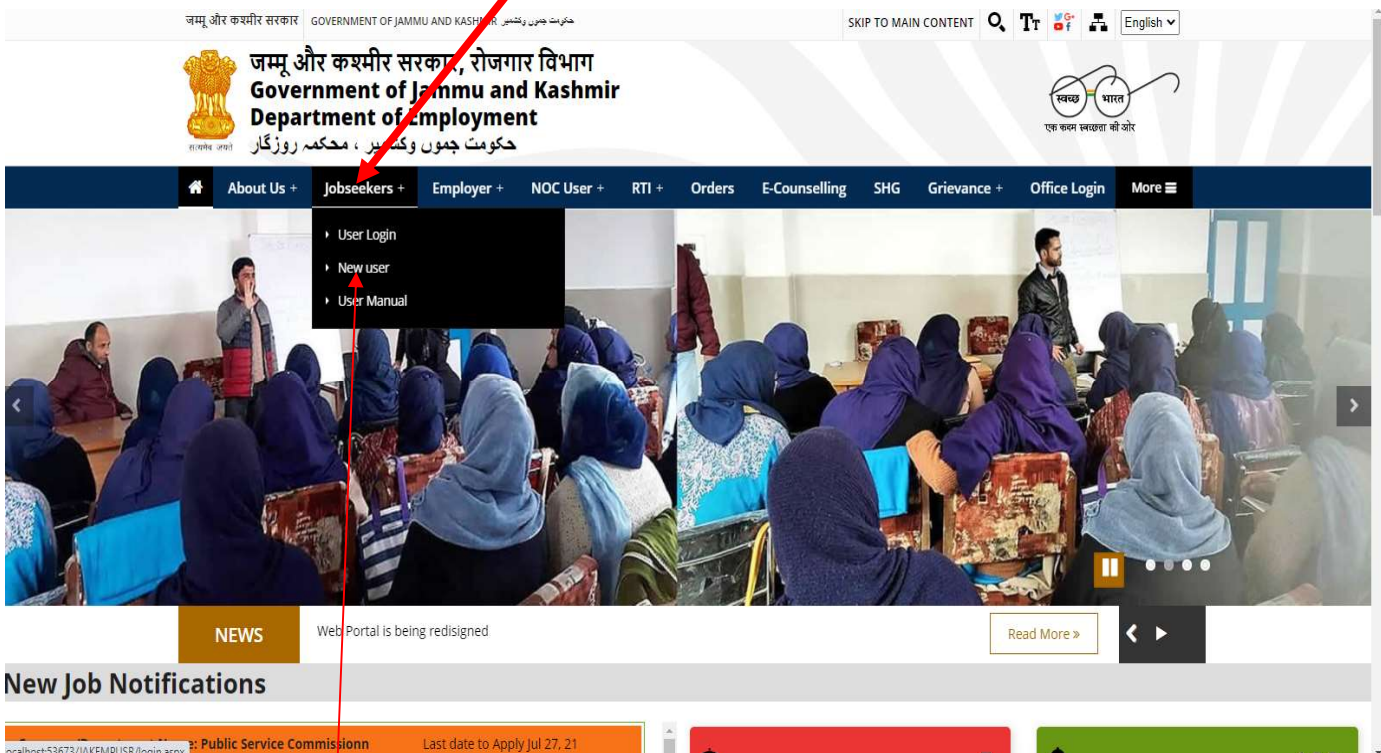
#### a. Job Seeker Module:

- Ability register online
- Search jobs as per the skillset
- Ability to get employment Card online
- Apply for renewal
- Update Qualification details and Experience online

#### b. Grievance

- Ability to register Grievance online
- 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 \* **YHSNAC**

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



NEWS

Web Portal is being redesigned

Read More »

### New Job Notifications



10. Select User Login from Jobseeker Tab

11. Following login screen will appear



**Existing User Login** \* marked fields are mandatory

Username \*

Password \*

Verification Code \*

Note : Captcha is Case Sensitive

Enter Verification Code \*

Forgotten your password?

**New User**

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.

**Registration Form**

**Applicant Region Details**

District :\* Samba  
 Block :\* GHAGWAL  
 Tehsil :\* Bari Brahmana  
 Constituency :\* KARNAH

**Applicant Personal Details**

First Name :\* VARINDER  
 Middle Name : Middle Name  
 SurName : Last Name  
 Mother's Name :\* BIMLA  
 Father's Name :\* PARTAP SINGH  
 Souse Name : Spouse Name  
 Date of Birth : 22-02-1969  
 Contact No :\* 9419117366  
 Email : vspathania@tt.com  
 Religion : Hindu  
 Gender :\* Male  
 Marital Status : Married  
 Income : 200001-500000  
 Category :\* General  
 Rural/Urban : Rural  
 Postal Address : NATHWAL  
 PIN : 181143

14. Enter Qualification detail by pressing continue button or selecting the option available in left panel. Similarly fill all the trailing forms one after another and press Continue

**Add Your Qualification**

Application No 220066222092

Exam Passed --Select--  
 Passing Year Year Only  
 School / Institute Your School Name  
 Percentage In Decimal  
 Medium Instruction --Select--  
 Board --Select--  
 Grade --Select--  
 Primary Subject Main Subjects  
 Secondary Subject

**Your Qualification Details**

SrNo	Exam Passed	Passing Year	School	Board	Percentage	Medium	Grade	Primary Subject	Action
1	Middle	2019	vfgrgf	JK Board	80	Hindi	Distinction	ghgh	Remove

Continue



Job Seeker
Government of Jammu & Kashmir, Department of Employment
JTEST33

Application No: 220066222092

Language Known

Proficiency

**Your Skills**

SrNo	Language	Proficiency	
1	English	Write	<input type="button" value="Delete"/>
2	Hindi	Write	<input type="button" value="Delete"/>
3	English	Read	<input type="button" value="Delete"/>

Do you have any WorkExperience?  Yes  No

Name of Employer

Type Of Job

Experience Type

Date From

Date To

Position Held

Nature Of Work

Last Pay (Rs/Month)

Reason Of Leaving

15. After filling all the forms following Dashboard will appear. The user is required to Check the declaration and Press final Submit. After submitting the application will be forwarded to concerned District Centre who will verify the application and then allot NCO code from DECC login.

Job Seeker
Government of Jammu & Kashmir, Department of Employment
JTEST33

**Application Status Timeline**

Please Note Your Application No for Your Reference :220066222092

**Declaration**

Check me

I hereby declare that all the information contained in this Form is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.

16. After processing is completed the Employment Card will be available for downloading in the user account. You will login into their account, following screen will appear in account and he can print the card by selecting Print Card button from the dashboard.

The screenshot displays the 'Job Seeker' dashboard for the 'Government of Jammu & Kashmir, Department of Employment'. The user is logged in as 'VSPATHANIA'. The main content area features an 'Application Status Timeline' with four stages: 'Registration', 'Qualification', 'Experience', and 'OtherDetails', each marked with a green circle. To the right of the timeline is a blue button labeled 'Click Here To Print Your Application' and a light blue button labeled 'Print Card'. Below the timeline, a light blue banner displays the application number: 'Please Note Your Application No for Your Reference :220066357150'. The left sidebar contains a menu with options: 'DashBoard', 'RegistrationForm', 'Add Qualification', 'Add Experience', 'Other Details', and 'Job Notifications'.

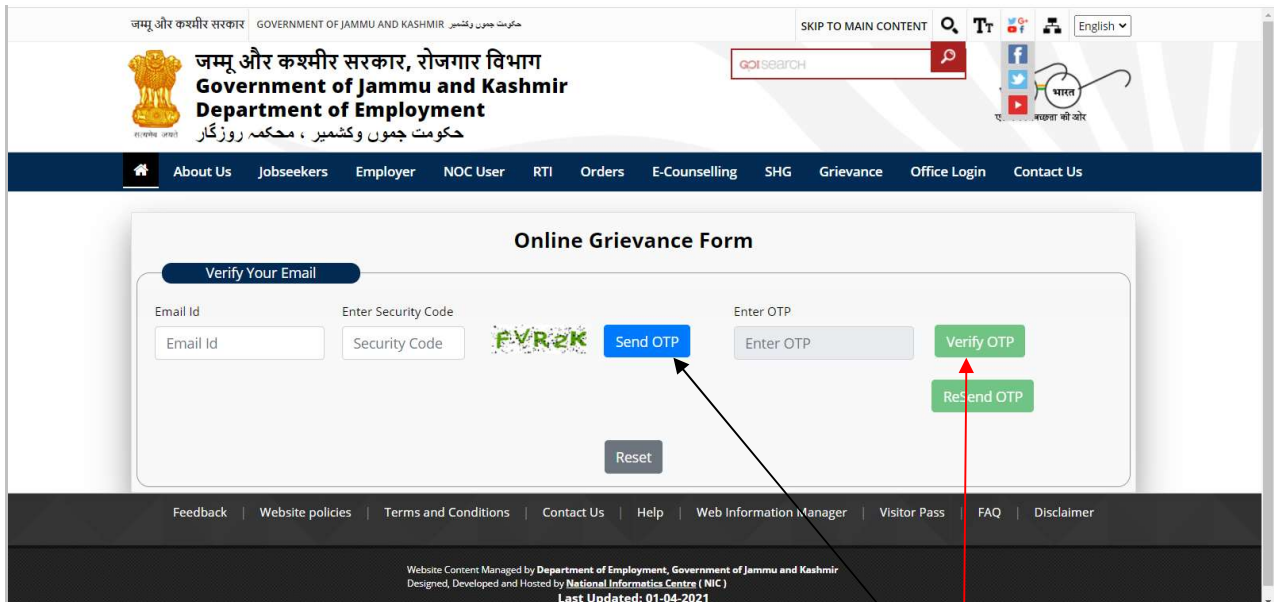
18. The jobseeker is required to check his account regularly for accessing job Notifications posted by various employers by selecting Job Notification option from the Menu panel.

19. After expiry of the Card after 3 years a option for Renewal will be available in the Jobseeker login. He can update the education details and submit the application online for renewal. The renewed Card will be available after the processing by concerned DECC is completed

17. In case of any issue in the application or masters the user can register the Grievance by selecting grievance registration option available at Grievance Tab.



18. After clicking on Grievance Registration option following Registration for will appear

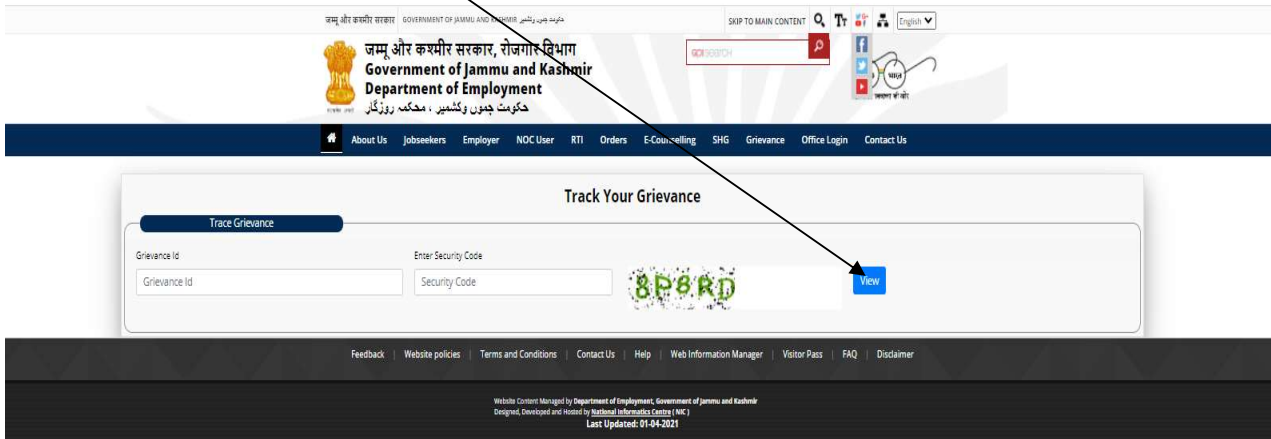


19. Enter Valid Email address and security code and then press **Send OTP** button. An OTP will be sent to your registered Email address, enter the OTP and press **verify OTP** button. Following Data Entry screen will appear.

20. Fill Up the Grievance and then Enter Security code and Check Declaration and press Submit button. The complain will be registered and forwarded to central admin for processing. The user can check the status of complain by pressing Status of Grievance option available under Grievance tab. User is required to note down the Grievan registration No. for use in knowing the status of the complaint



21. After pressing Status button following Status form will appear. Enter Grievance ID and Security Code and Press **View** button. The status of the grievance will popup.



Email ID:

Telephone:

Mobile No: