

DISTRICT EMPLOYMENT EXCHANGE, KALAHANDI, BHAWANIPATNA

At-Kalimandir Pada, Po- Bhawanipatna, Dist-Kalahandi, Pin-766001

Letter No 710 /DEEx, Kld.

Date - 9th November 2018

To,

All Block Development Officer,
Kalahandi District

Sub. :- Regarding Online Registration of Candidates in the Employment Exchanges for e-Nijukti Portal extending facilities to CSC/Internet centers etc.

Ref. :- Letter No. - 6443 dt-01.10.2018 of Director of Employment and C.E.O. OSDA, Odisha, Bhubaneswar addressed to the State Informatics Officer, Odisha Bhubaneswar.

Sir,

In inviting a kind reference to the subject cited above, it is to inform you that the Online Module of registration in Employment Exchanges can be made available for public use w.e.ef.-01.11.2018.

In this context, I am to enclose herewith the Letter No. - 6443 dt-01.10.2018 of the Director of Employment and C.E.O. OSDA, Odisha, Bhubaneswar & detail guidelines to the candidates for Online Registration.

Hence, you are therefore requested to take necessary action for wide publicity in Panchyat Level for general information of the public, so that the unemployed youth can get maximum benefit.

Yours faithfully,

[Signature]
I/c District Employment Officer,
Kalahandi, Bhawanipatna

Memo No 711 /DEEx, Kld.

Date - 9th November 2018

Copy submitted to: -

1. The Collector, Kalahandi for favour of kind information & necessary action.
2. The Director of Employment and C.E.O. OSDA, Odisha, Bhubaneswar for favour of kind information, with reference to the Directorate Memo No. - 6444 dt-01.10.2018 addressed to all concerned.
3. The Dist. Informatics Officer, NIC, Kalahandi for favour of kind information.

[Signature]
I/c District Employment Officer,
Kalahandi, Bhawanipatna

[Signature]

DIRECTORATE OF EMPLOYMENT &
ODISHA SKILL DEVELOPMENT AUTHORITY (OSDA), BHUBANESWAR
NIYOJAN BHAWAN, UNIT III, KHARVEL NAGAR.
E-MAIL: emp.osda 2018@gmail.com, dirosesms@gmail.com

Tele fax-0674-2391320

Ex(S)- XII-17/2016-17/ 6443 /DE Dated BBSR the 1.10.18

To

State Informatics Officer,
Odisha, Bhubaneswar.

Sub: Online registration of candidates in Employment Exchanges for e-Nijukti Portal-
extending facilities to CSC/Internet Centres etc.

Sir,

With reference to the e-mail dated 15.09.2018 you are permitted to roll out the
on-line Registration module on the official web site of our department. Further the link
may be made available in the web site for public use.

All DEOs may be extended necessary support for smooth roll-out of the project.
In this connection relevant guidelines are enclosed for reference.

Yours faithfully,



Director of Employment &
CEO, OSDA, Odisha.

Memo No 6444 Dated

1.10.18

Copy to all RADEs/DEOs for information & necessary action. They are instructed
to follow the guidelines scrupulously while registering candidates through on-line.



Director of Employment &
CEO, OSDA, Odisha.

Guidelines for extending on-line registration facilities to General Public in internet centres/kiosks/Common Service Centres or places having inter-net facilities.

- Once a candidate applies for on-line registration in Employment Exchange through internet centres/kiosks/Common Service Centre or in any place having internet facilities, a **Temporary Registration Number** will be generated.
- This temporary registration number needs to be validated **within 20 days of issue of this temporary number**. The candidate has to visit the concerned District Employment Exchange with the required documents in original within the due date to validate the same. The generated temporary registration number would automatically show the name of the concerned District Employment Exchange and date by which the candidate has to visit the D.E.E. for authentication of the temporary registration number.
- In case of urgency, the candidate may apply for any vacancy citing the temporary registration number, but the applicant has to visit the District Employment Exchange within the due date to validate the same otherwise the temporary registration number will be treated as cancelled after the due date.
- If the last date falls on Govt. Holidays, it is the responsibility of the candidate to validate it prior to this date on any working day by visiting the concerned District Employment Exchange or else it will be treated as null & void.

Guideline to the Candidates for Online Registration

Helpdesk email: helpdesk.jobseeker@gmail.com (Any issue may be addressed to this mail ID along with screen shots during any issue with the online operation.)

Help Document:

The online job seekers may registrar their name in their respective Employment Exchanges by using the link ‘**Online Job Seeker**’ provided on the web site of “*Directorate of Employment Exchange, Government of Odisha*” <http://empmissionodisha.gov.in/Exchange>. The candidate should follow these steps:

- 1-Click on Jobseekers Module in home page
- 2-Accept the Declaration page
- 3-Fill up the Select Exchange page
- 4-Click on Submit Button
- 5-Fill up the registration in page as per instruction
- 6-Click on the proceed next step button
- 7-Fill up the educational qualification page in details
- 8-Fill up the Experience page
- 9-Fill up the Language details page
- 10-Fill up the Additional information page
- 11-Fill up the Willingness page


Steps for ONLINE REGISTRATION

DECLARATION

User/Candidates have to click on **Accept** button on the Declaration page, to proceed next for jobseeker Registration.

Guideline to the Candidates for Online Registration

Thu Sep 20 2018, 5:01:07 PM |


 **State Employment Service**
Directorate of Employment, Government of Odisha

e - Nijukti

Welcome, Guest (Jobseeker)

Declaration


I do hereby declare that the particulars to be furnished by me during online registration are true to the best of my knowledge and belief.
If any information found to be wrong, My registration will be rejected and I will be held responsible for that solely.

 This is the Official Web Portal of Directorate Of Employment , Odisha. The portal is developed and hosted by National Informatics Centre, Directorate Of Employment , Odisha is the owner of the portal. Any queries may be sent to [emission\[dot\]od\[at\]nic\[dot\]in](mailto:emission[dot]od[at]nic[dot]in) (dated: 6th-May-2014)

After **Accept** the Declaration page fill up the **Select Exchange** page.

Choose the Qualification level and Caste (it is mandatory)

Thu Sep 20 2018, 5:11:34 PM |

 **State Employment Service**
Directorate of Employment, Government of Odisha


e - Nijukti

Welcome, Guest (Jobseeker)

Select Exchange	
Qualification Level * (Choose the heighest Qualification for which you want to register)	10TH PASS
Caste *	-Select-
Disability (More than 40%)	10 TH PASS
State	12 TH PASS
District	DIPLOMA HOLDER
Exchange	GRADUATE
	HONOURS GRADUATE
	ILLITERATE
	ITI CERTIFICATE HOLDER
	UNSKILLED(BELOW ME)
	UNSKILLED(ME AND ABOVE)
	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

Guideline to the Candidates for Online Registration

Thu Sep 20 2016, 5:11:50 PM |



State Employment Service
Directorate of Employment, Government of Odisha

e - Nijukti


Welcome, Guest (Jobseeker)

Select Exchange	
Qualification Level* (Choose the heighest Qualification for which you want to register)	10TH PASS
Caste*	GENERAL
Disability (More than 40%)	percentage
State	
District	
Exchange	State First

Submit Cancel

If user is SC/ST/OBC/SEBC then He/She should carry the Caste Certificate near by Employment Exchange office

Thu Sep 20 2016, 5:12:21 PM |



State Employment Service
Directorate of Employment, Government of Odisha

e - Nijukti

Welcome, Guest (Jobseeker)

Select Exchange	
Qualification Level* (Choose the heighest Qualification for which you want to register)	
Caste*	
Disability (More than 40%)	percentage
State	
District	
Exchange	Select District and State First

- Select-
- BHUBANESWAR
- ANGUL
- BALANGIR
- BALASORE
- BARGARH
- BHADRAK
- BOUDH
- CUTTACK
- DEOGARH
- DHENKANAL
- GAJAPATI
- GANJAM
- JAGATSINGHPUR
- JAJPUR
- JHARSUGUDA
- KALAHANDI
- KANDHAMAL
- KENDRAPARA
- KEONJHAR
- Select-


Submit Cancel

select the District Options

Select the Exchange option as per district

Guideline to the Candidates for Online Registration


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State Employment Service
Directorate of Employment, Government of Odisha


e-Nijukti

Welcome, Guest (Jobseeker)

Select Exchange	
Qualification Level* (Choose the highest Qualification for which you want to register)	10TH PASS
Caste*	OBC
Disability (More than 40%)	<input checked="" type="radio"/> No <input type="radio"/> Yes Percentage <input type="text"/>
State	ODISHA
District	BALANGIR
Exchange	District Employment Exchange, Bolangir
	UWTF Enter Characters shown in picture

Type the **CAPTCHA** and Enter the **submit** button

Fill up the **personal details** page. Here is **First Name, Father Name, DOB, Gender, E-Mail, and Marital Status** is compulsory fields

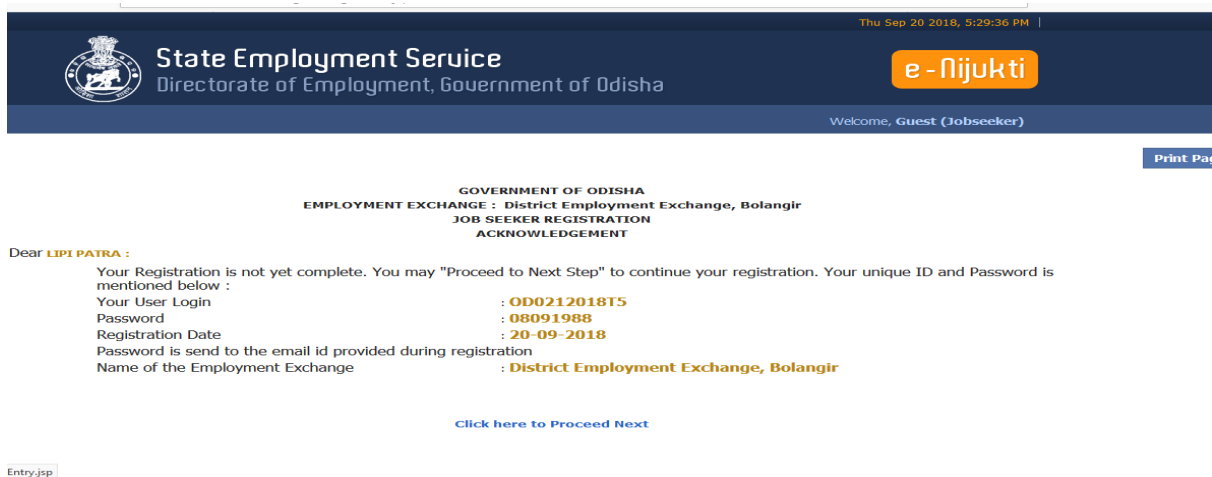
Jobseeker Registration : Personal Details			
First Name*	<input type="text"/>	Father's Name (Guardian's Name)*	<input type="text"/>
Middle Name	<input type="text"/>	Mother's Name	<input type="text"/>
Last Name	<input type="text"/>	Email Address*(Mandatory for Online Candidates)	<input type="text"/>
Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female	Date of Birth* (dd/mm/yyyy)	<input type="text"/>
Marital Status*	UNMARRIED	Spouse Name	<input type="text"/>
Caste*	OBC	Religion*	HINDUISM
Urban/Rural*	RURAL	Mobile Number *	<input type="text"/>
		Phone Number	<input type="text"/>
Address for Communication		Permanent Home Address <input type="checkbox"/> check if Permanent Address is same as Address for Communication	
Address*	<input type="text"/>	Address	<input type="text"/>
Taluk/City	<input type="text"/>	Taluk/City	<input type="text"/>
State	ODISHA	State	ODISHA
District	BALANGIR	District	--Select--
Police Station	--Select--	Police Station	--Select--
PIN code	<input type="text"/>	PIN code	<input type="text"/>
Passport Number	<input type="text"/>	Driving License No.	<input type="text"/>
Personal Identification Mark	<input type="text"/>	Aadhar Card No.	<input type="text"/>
	Enter characters shown in picture		
Upload your Photo	<input type="button" value="Choose File"/> No file chosen <small>(Upload only .JPG/.JPEG/.GIF and Size must be less than 1MB)</small>		
Note: Enter atleast one of the Certificate details.*			
Caste Certificate: Permanent Residence Certificate Temporary Residence Certificate Service Certificate - SLC/CLC/TC Certificate Certificate issued by Head/Matron of Destitute home			
Permanent Residence Certificate			
Certificate Number	<input type="text"/>	Certificate Date	DD / MM / YY
Certificate Authority (Talukdar/Adl. Talukdar)	--select--	Taluk	--select--
<input type="button" value="Reset"/> <input type="button" value="Next"/> <input type="button" value="Close"/>			

Guideline to the Candidates for Online Registration

fill up the ADDRESS fields. If the Temporary and Permanent home address is same then click on the CHECK-BOX.

If the user is SC/ST/OBC/SEBC, he/she must fill up the caste Certificate options

click on NEXT button



The screenshot shows the header of the State Employment Service website, including the logo, the text "State Employment Service Directorate of Employment, Government of Odisha", the "e-Nijukti" logo, and the date "Thu Sep 20 2018, 5:29:36 PM". Below the header, the text reads "Welcome, Guest (Jobseeker)" and "Print Page". The main content area displays the following information:

GOVERNMENT OF ODISHA
EMPLOYMENT EXCHANGE : District Employment Exchange, Bolangir
JOB SEEKER REGISTRATION
ACKNOWLEDGEMENT

Dear LIPI PATRA :

Your Registration is not yet complete. You may "Proceed to Next Step" to continue your registration. Your unique ID and Password is mentioned below :

Your User Login	: OD0212018T5
Password	: 08091988
Registration Date	: 20-09-2018
Password is send to the email id provided during registration	
Name of the Employment Exchange	: District Employment Exchange, Bolangir

[Click here to Proceed Next](#)

Entry.jsp

Click on Proceed Next button

Fill up the Educational qualification page

Guideline to the Candidates for Online Registration

State Employment Service
Directorate of Employment, Government of Odisha

Thu Oct 11 2018, 5:40:07 PM | e-Nijukti

Welcome, Guest (Jobseeker)

Educational Qualification

Exchange: District Employment Exchange, Bolangir

Application Date: 11-10-2018

Qualification Level: 10TH PASS

Board/University: ALMIBERUNIVERSITY

Medium of Instruction: ANGIKA

Certificate Number: 89

Aggregate Percentage: 76 %

Upload Highest Qualification's Certificate Scan copy: [Choose File] mypc2.pdf

Grade: A

Subjects Studied: ACCOUNTANCY

Subject Type: MAN

Submit

Click on **Submit** button

Fill up the **Expreience** page

State Employment Service
Directorate of Employment, Government of Odisha

Thu Oct 11 2018, 6:11:56 PM | e-Nijukti


Welcome, Guest (Jobseeker)

Name-Of-Employer	From-Date	To-Date	NCO	Post/Designation	Type-of-Job	Pay-On-Leaving	Sector	Reason for leaving	Eligible for Govt. service	Wheather to count for six months
Experience [If not applicable proceed to the next step]										
Exchange	District Employment Exchange, Bolangir			Registration No.	000212018T5					
Application Date	11-10-2018			Verification Due Date	01-11-2018					
Sector	-Select-			Name of Employer *						
Experience Type	-Select-			Type of Job	<input type="radio"/> PartTime <input checked="" type="radio"/> FullTime			Experience Recognized for Govt. job	<input type="radio"/> Yes <input checked="" type="radio"/> No	
From *	00 00 00			To *	00 00 00			Experience (in months)		
Post/Designation *	-Select-			Wheather to count for six months?	<input type="radio"/> Yes <input checked="" type="radio"/> No			Pay on Leaving	Rs. PM	
Reason for Leaving	-Select-			Nature-of-Work						


Submit

Guideline to the Candidates for Online Registration

Thu Oct 11 2018, 6:12:21 PM



State Employment Service
 Directorate of Employment, Government of Odisha



Welcome, Guest (Jobseeker)

Name-Of-Employer	From-Date	To-Date	NCO	Post/Designation	Type-of-Job	Pay-On-Leaving	Sector	Reason for leaving	Eligible for Govt. service	Whether to count for six months
Experience [If not applicable proceed to the next step]										
Exchange	District Employment Exchange, Bolangir			Registration No.	OD0212018T5					
Application Date	11-10-2018			Verification Due Date	01-11-2018					
Sector	CENTRAL GOVT.(C.G.)			Name of Employer *	GH+JK					
Experience Type	ADMINISTRATIVE			Type of Job	<input type="radio"/> PartTime <input checked="" type="radio"/> FullTime		Experience Recognized for Govt. job	<input type="radio"/> Yes <input checked="" type="radio"/> No		
From *	10	10	2017	To *	11	10	2017	Experience (in months)	0	
Post/Designation *	COOK			Whether to count for Six months?	<input type="radio"/> Yes <input checked="" type="radio"/> No		Pay on Leaving	Rs. _____ PM		
Reason for Leaving	ON CONTRACT			Nature-of-Work						

Reset Add Next


close

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click on **Next** button

fill up the **language** details page

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State Employment Service
 Directorate of Employment, Government of Odisha



Welcome, Guest (Jobseeker)

Languages Details					
Exchange	District Employment Exchange, Bolangir		Registration No.	OD0212018T5	
Application Date	20-09-2018		Verification Due Date	20-10-2018	
Language *	-Select-		<input type="button" value="Add"/> <input type="button" value="Delete"/>	<div style="border: 1px solid #ccc; padding: 5px;"> Languages </div>	
Proficiency	Read <input type="checkbox"/> Write <input type="checkbox"/> Speak <input type="checkbox"/>			<div style="border: 1px solid #ccc; padding: 5px;"> Proficiency </div>	

Reset Next

close


Guideline to the Candidates for Online Registration

Thu Sep 20 2018, 5:35:05 PM |



State Employment Service

Directorate of Employment, Government of Odisha




Welcome, Guest (Jobseeker)

Languages Details								
Exchange	District Employment Exchange, Bolangir	Registration No.	OD0212018T5					
Application Date	20-09-2018	Verification Due Date	20-10-2018					
Language *	<input type="text" value="ODIA"/>	<input type="button" value="Add"/> <input type="button" value="Delete"/>	<div style="border: 1px solid #ccc; padding: 2px;"> Languages ODIA </div>					
Proficiency	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Read</td> <td style="width: 50%;"><input type="checkbox"/></td> </tr> <tr> <td>Write</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Speak</td> <td><input type="checkbox"/></td> </tr> </table>		Read	<input type="checkbox"/>	Write	<input type="checkbox"/>	Speak	<input type="checkbox"/>
Read	<input type="checkbox"/>							
Write	<input type="checkbox"/>							
Speak	<input type="checkbox"/>							

Select the language option and proficiency(tick on read,write,speak) option, click on option then click on button


fill up the Additional information details page

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State Employment Service

Directorate of Employment, Government of Odisha



Welcome, Guest (Jobseeker)

Additional Information Details[Please furnish information wherever required]			
Exchange	District Employment Exchange, Bolangir	Registration No.	OD0212018T5
Application Date	11-10-2018	Verification Due Date	01-11-2018
Are you ready to serve *	Anywhere in India	Are you Employed	No
Identity Proof (Passport,Voter ID,Ration Card etc.)	AADHAR CARD	Identity Proof Number	<input type="text"/>
Expected Minimum Salary : Local Jobs(Rs PM)	<input type="text"/>	Outside Jobs(Rs PM)	<input type="text"/>
Whether Ex-service man	<input type="radio"/> Yes <input checked="" type="radio"/> No	Whether Displaced	No Displaced

License	License Number	Registering Authority	License Issue Date	License Expire Date	Select
AUTORIKSHAW	<input type="text" value="878"/>	<input type="text"/>	05 / 10 / 2011	17 / 10 / 2018	<input type="button" value="Save"/>
NCC and Others	NCC Certificate Number	Registering Authority	NCC Certificate Date (DD-MM-YYYY)		Select
-SELECT-	<input type="text" value="899"/>	<input type="text"/>	/ /		<input type="button" value="Save"/>
Sports	Certificate Number	Certifying Authority	Sports Level and Grade	Certificate Date	Select
KABADI	<input type="text" value="898"/>	<input type="text"/>	-Select- -Select-	08 / 10 / 2010	<input type="button" value="Save"/>
Physical Standards *					
Wear Glasses	Height (In Cms)	Weight (In Kgs)	Chest [without expansion] / [with expansion] (in cms)	Disability (More than 40%)	Blood Group *
Yes	7 8 inch OR 233 cm	89	/	NO	B Plus

General Instructions to online Candidates:

- Once a candidate applies for online Registration in any employment exchange through Kiosk/Internet centre/ common services centre a temporary Registration number will be allocated by the system.
- Acknowledgement is generated once complete the Temporary registration by a Job Seekers/Candidate.
- The generated temporary registration number would automatically show the name of the concerned District Employment Exchange and within the date the candidate has to visit to concern D.E.E for approval of registration otherwise this temporary number will be invalid after the due date.
- This temporary registration number **needs to be validated within 20 days from the date of issue**. The candidate has to visit the concern district employment Exchange office with the Acknowledgement Note and required original Documents within in due date(including holidays) for issue of X10 by the authority.
- In case of urgency the candidate may apply any vacancy citing of temporary registration number but the candidate has to visit district employment exchange within the due date to validate otherwise the temporary registration number will be cancelled
- If the last date fall on govt holiday it is the responsibility of the candidate to validate it prior to this date on any working day by visiting the District employment exchange or else it will be cancelled.

Note: Helpdesk email: helpdesk.jobseeker@gmail.com (Online candidates may send mails on difficulty along with the error snapshot if any during online application entry issue)