



DISTRICT EMPLOYMENT EXCHANGE, JAJPUR

At-Sundarpur, Po-Kamagarh, Dist- Jajpur

Ph- 06728-222659

E-mail ID- dee_jajpur @yahoo.co.in



Letter No-⁵⁴⁵...../ DEEx, Jajpur, Dated-^{31/10/18}.....

To

The District Informatic Officer
Jajpur

Sub:-

Online Registration of Candidates in Employment Exchanges for e-Nijukti portal extending facilities to CSC/ Internet Centres etc.

Sir,

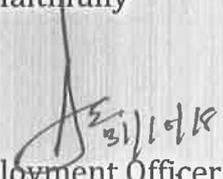
With reference to the Subject cited above, it is to inform you that the On-line Module of Registration in Employment Exchanges can be made available for public use with effect from 01.11.2018.

In this context, I am to enclose herewith the letter no-6774, dt-12.10.2018 of Director of Employment & CEO, OSDA, Odisha and guideline to the candidates for On-line Registration.

You are therefore requested to upload the guidelines for registration of candidates in the district website for wide publicity.

Yours faithfully

Encl:-Guidelines copy


District Employment Officer
Jajpur.

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



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.



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

Choose the Qualification level and Caste (it is mandatory)



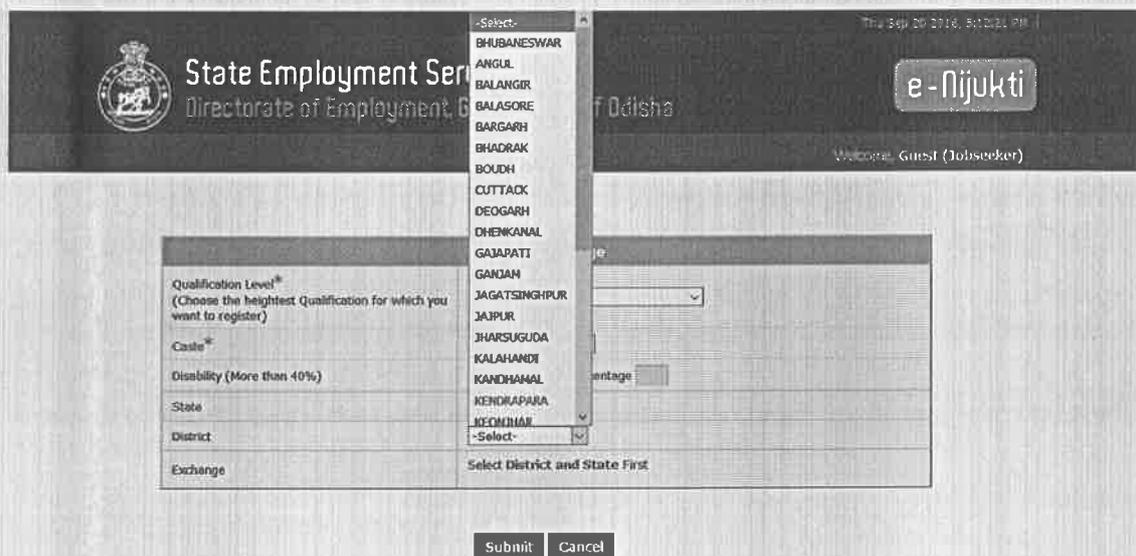
Select Exchange

Qualification Level * (Choose the highest Qualification for which you want to register)	10TH PASS -Select- 10TH PASS 12TH PASS DIPLOMA HOLDER GRADUATE HONOURS GRADUATE ILLITERATE ITI CERTIFICATE HOLDER UNSKILLED(BELOW ME) UNSKILLED(ME AND ABOVE)
Caste *	
Disability (More than 40%)	
State	
District	
Exchange	

Guideline to the Candidates for Online Registration



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



select the District Options

Select the Exchange option as per district

Guideline to the Candidates for Online Registration



State Employment Service
Directorate of Employment, Government of Odisha

Thu, 06/11/2015, 3:52:53 PM

e-Nijukti

Welcome, Guest (Jobseeker)

Select Exchange	
Qualification Level * (Choose the heighest 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
State	ODISHA
District	BALANGIR
Exchange	District Employment Exchange, Balangir
	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

First Name*	<input type="text"/>	Father's Name (Father's Surname)	<input type="text"/>
Middle Name	<input type="text"/>	Mother's Name	<input type="text"/>
Last Name	<input type="text"/>	Annual Address (Mandatory for Online Candidates)	<input type="text"/>
Gender*	<input 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*	HINDU
Urban/Rural*	RURAL	Mobile Number*	<input type="text"/>
Address for Communication		Permanent Home Address (* Check if Permanent Address is same as Address for Communication)	
Address*	<input type="text"/>	Address	<input type="text"/>
Taluk/Upa	<input type="text"/>	Taluk/City	<input type="text"/>
State	ODISHA	State	ODISHA
District	BALANGIR	District	Balangir
Police Station	Sakali	Police Station	Sakali
Pin Code	<input type="text"/>	Pin Code	<input type="text"/>
Religion	<input type="text"/>	Emergency Contact No.	<input type="text"/>
Personal Identification Photo	<input type="text"/>	Account Card No.	<input type="text"/>
	UWTF Enter Characters shown in picture		
Upload your Photo	<input type="text"/>		
Note: Enter about you if the Applicant details			
Date Card No. <input type="text"/> Permanent Address Card No. <input type="text"/> Service Card No. <input type="text"/> Date of Birth <input type="text"/> Certificate Issued by Head Office of District Office			
Certificate Number	<input type="text"/>	Certificate Date	<input type="text"/>
District	Balangir	Taluk	Sakali
Police Station	<input type="text"/>		

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 and the text "State Employment Service, Directorate of Employment, Government of Odisha". It also features the "e-Nijukti" logo and a "Print Page" button. The main content area displays the following information:

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

Dear EMPLOYEE :

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	: ODO212018T5
Password	: 08091988
Registration Date	: 28-09-2018
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/ep

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

Exchange: District Employment Exchange, Bhubaneswar

Application Date: 14-09-2018

Qualification used: [Select]

Post/Designation: [Select]

Registration No.: 00001201815

Verification Due Date: 31-11-2018

Name of Employer: [Text]

Type of Job: PartTime FullTime

Pay on Leaving: [Text]

Sector: [Select]

Reason for leaving: [Select]

Eligible for Govt. service: Yes No

Whether to court for six months: Yes No

Buttons: Add, Delete, Reset, Submit

Click on **Submit** button

Fill up the **Expreience** page

State Employment Service
Directorate of Employment, Government of Odisha

Exchange: District Employment Exchange, Bhubaneswar

Application Date: 11-11-2018

Verification Due Date: 31-11-2018

Name of Employer: [Text]

Type of Job: PartTime FullTime

Pay on Leaving: [Text]

Sector: [Select]

Reason for leaving: [Select]

Eligible for Govt. service: Yes No

Whether to court for six months: Yes No

Buttons: Reset, Add, Delete, Submit

Guideline to the Candidates for Online Registration

State Employment Service
Directorate of Employment, Government of Odisha

Exchange: District Employment Exchange, Bolangir
Registration No.: 00021201075

Name-Of-Employer	From-Date	To-Date	NCO	Post/Designation	Type-of-Job	Pay-Or-Leaving	Sector	Reason for leaving	Eligible for Govt. service	Whether to count for six months
	21-10-2018									
Application Date	21-10-2018				Verification Due Date	01-11-2018				
Sector	CENTRAL GOVT. B.				Name of Employer	G.P.S.K.				
Experience Type	ADMINISTRATIVE				Type of Job	PartTime & FullTime		Experience Required for Govt. Job	<input type="checkbox"/> Part <input type="checkbox"/> Full	
From *	10	10	2017		To *	11	10	2017	Experience (in months)	0
Post/Designation *	BOOK				Whether to count for Six months?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Pay on Leaving	Rs. 00	
Reason for leaving	ON CONTRACT				Reason of Work					

Buttons: Reset, Add, Next, close

click on **Next** button

fill up the **language details** page

State Employment Service
Directorate of Employment, Government of Odisha

Exchange: District Employment Exchange, Bolangir
Registration No.: 00021201075

Exchange	District Employment Exchange, Bolangir	Registration No.	00021201075
Application Date	20-09-2018	Verification Due Date	29-10-2018
Language *	-Select-	<input type="button" value="Add"/> <input type="button" value="Delete"/>	
Proficiency	Read <input type="checkbox"/> Write <input type="checkbox"/> Speak <input type="checkbox"/>	<input type="button" value="Reset"/> <input type="button" value="Next"/>	

Buttons: Reset, Next, close

Guideline to the Candidates for Online Registration

Fri, Sep 20 2018, 5:05:05 AM



State Employment Service

Directorate of Employment, Government of Odisha



Welcome Guest (Jobseeker)

Languages Details

Exchange	District Employment Exchange, Bolangir	Registration No.	OD021201RT5
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; font-size: x-small;"> Languages ODIA </div>
Proficiency	Read <input type="checkbox"/> Write <input type="checkbox"/> Speak <input type="checkbox"/>		<div style="border: 1px solid #ccc; padding: 2px; font-size: x-small;"> Proficiency RWS </div>

Select the language option and proficiency(tick on read,write,speak) option, click on **Next** option then click on **close** button fill up the **Additional information details** page

Thu, Sep 13 2018, 4:08:25 AM



State Employment Service

Directorate of Employment, Government of Odisha



Welcome Guest (Jobseeker)

Additional Information Details (Please fill up information wherever required)

Exchange	District Employment Exchange, Bolangir	Registration No.	OD021201RT5
Application Date	11-10-2018	Verification Due Date	01-11-2018
Are you ready to serve **	<input type="text" value="Available to serve"/>	Are you Employed	<input type="text" value="No"/>
Identity Proof (Ration Card/ Voter ID/ Ration Card etc.)	<input type="text" value="RATION CARD"/>	Identity Proof Number	<input type="text"/>
Expected Minimum Salary (Local Job/In PH)	<input type="text"/>	Outside Job/In PH	<input type="text"/>
Whether Ex-employee	<input type="text" value="No"/>	Whether Displaced	<input type="text" value="Not Displaced"/>

Licenses	License Number	Registering Authority	License Issue Date	License Expire Date	Select
<input type="text" value="AUTO RISKWAY"/>	<input type="text" value="318"/>	<input type="text"/>	05 / / 2011	07 / / 2018	<input type="button" value="Save"/>
NOC and Others	NOC Certificate Number	Registering Authority	NOC Certificate Date (DD-MM-YYYY)		Select
<input type="text" value="ELECT."/>	<input type="text" value="899"/>	<input type="text"/>	/ /		<input type="button" value="Save"/>
Sports	Certificate Number	Granting Authority	Sports level and Grade	Certificate Date	Select
<input type="text" value="BASAK"/>	<input type="text" value="899"/>	<input type="text"/>	Select / Select	06 / / 2010	<input type="button" value="Save"/>

Physical Standards *					
Visual Status	Height (in Cm)	Weight (in Kgs)	Chest (without expansion) / (with expansion) (in cm)	Disability (More than 40%)	Blood Group **
<input type="text" value="Yes"/>	0 / / 0000 cm	00	/ /	NO	B Plus

Guideline to the Candidates for Online Registration



State Employment Service
Directorate of Employment, Government of Odisha

Thu Sep 20 2018, 3:36:32 PM

e-Nijukti

Welcome, Guest (Jobseeker)

Willingness Details			
Exchange	District Employment Exchange, Bolangir	Registration No.	00021201875
Application Date	20-09-2018	Verification Due Date	20-10-2018
Vacancy Willingness	<div style="border: 1px solid black; padding: 2px;"> All types of vacancy ADHOC DAILY WAGES REGULAR ONLY </div>		
Willingness	-Select-		
Whether willing to			
(i) Undergo training	-Select-	Specify Trade(s)	-Select-

Reset Next

close

After fill up the vacancy willingness, willingness,
specify trade click on next button
Final Acknowledgement page will appear



State Employment Service
Directorate of Employment, Government of Odisha

Thu Sep 20 2018, 3:44:46 PM

e-Nijukti

Welcome, Guest

Employment Exchange - District Employment Exchange, Bolangir

Acknowledgement

Registration Number	00021201875	Verification Due Date	20-10-2018
Application Date	20-09-2018	Registration No.	00021201875
Name	XXXX	State of Birth	XXXX
Father's Name, As per last name	XXXX		
Gender	XXXX		
Address	XXXX - XXXXXXX - XXXXXXX		
Category	XXXX		
Grade	XXXX	Sub-Grade	XXXX
Post	XXXX	Sub-Post	XXXX
Place Number	XXXX	Post Number	XXXX
Height (in CM)	XXXX	Weight (in Kg)	XXXX
Class (Leave suspension) (with suspension) (in cm), M	XXXX		
Admission Status	XXXX		
Age	XXXX		
Sex	XXXX		
and other	XXXX		
Age	XXXX		
Type of Disability	XXXX	Support Number	XXXX
Percentage (Disability)	XXXX	Identification Mark	XXXX
Remarks	XXXX		

Registration No.	Category	Grade	Sub-Grade	Sub-Post	Post Number
00021201875	XXXX	XXXX	XXXX	XXXX	XXXX

To: Candidate
 Signature of Candidate _____
 Signature of Candidate _____
 Signature of Candidate _____

Registrar Officer's Signature and Seal

 Registrar Officer's Signature and Seal

Back to Home

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)