

# USER MANUAL FOR CEJP STUDENT REGISTRATION, RESUME AND APPLYING FOR JOB

## Execution Process:

### **Basic Operations:**

1. Home Page
2. Student Registrations
3. Student Account Dashboard.
4. Resume Download
5. Applying for the Job
6. View Applied Jobs
7. Search Jobs
8. Change Password
9. Logout

### **Procedure:**

#### **1. Home Page:**

- 1.1. Enter CEJP Website URL in the web browser. (Fig-1.1).



**Fig-1.1**

#### **2. Student Registration:**

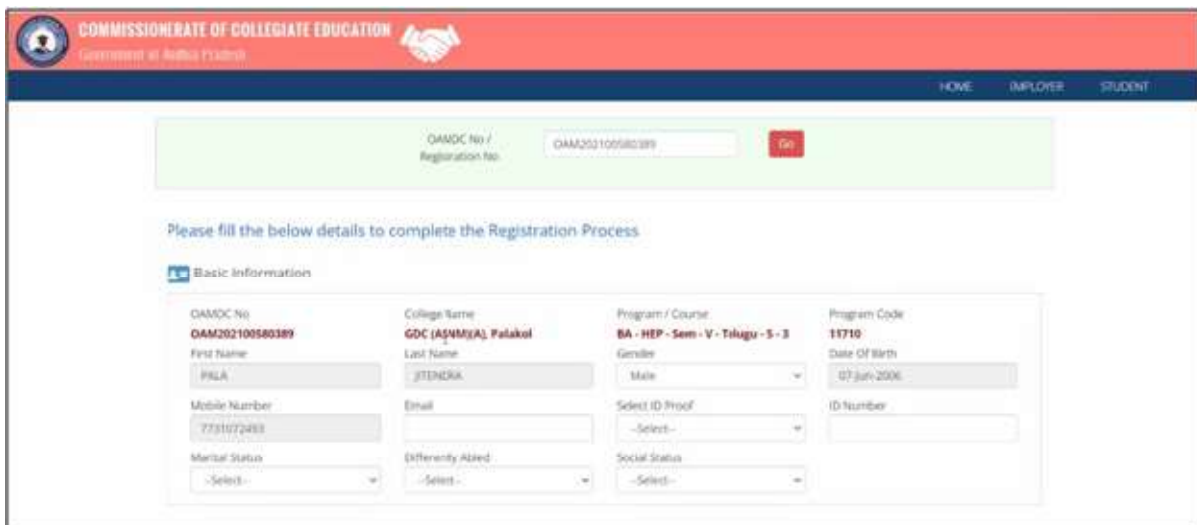
1. On Home Page Click the **Student Registration** Button (Fig-2.1).
2. Enter OAMDC Id and Click **Go** button (Fig-2.2).
3. Fill the mandatory details of the following sections in the Student Registration Form:
  - 3.1. Basic Information (Fig-2.3).
  - 3.2. Address for Communication (Fig-2.4).
  - 3.3. Educational Qualifications (Fig-2.5 and Fig-2.6).
  - 3.4. Other Qualifications (Fig-2.7).
  - 3.5. Add Projects (If Any) (Fig-2.8).
  - 3.6. Work Experience (If Any) (Last Three) (Fig-2.9).
  - 3.7. Skill Set (Fig-2.10).
  - 3.8. Add Achievements/Rewards (If Any) (Fig-2.11).
  - 3.9. Add Hobbies (If Any) (Fig-2.12)
4. For Reset the Form Click **Reset** Button or for completion of registration after fill the mandatory details Click **Register** Button (Fig-2.12).



Fig-2.1



Fig-2.2



**Fig-2.3**

OAMDC No <b>OAM202100580389</b>	College Name <b>GDC (ASNMJA), Falakol</b>	Program / Course <b>BA - HEP - Sem - V - Telugu - 5 - 3</b>	Program Code <b>11710</b>
First Name PALA	Last Name JITENDRA	Gender Male	Date Of Birth 07-Jun-2006
Mobile Number 7731072493	Email nagarjuna1058@gmail.com	Select ID Proof Aadhar Card	Enter Aadhar No 123456789123
Marital Status UnMarried	Differently Abled --Select--	Social Status General	

**Address for Communication**

Father Name PALA PARASU RAMUDU	Door No. 224	Street	Locality
City/Town/Village	State ANDHRA PRADESH	Postal Code	

**Fig-2.4**

**Address for Communication**

Father Name PALA PARASU RAMUDU	Door No. 224	Street Post Office Lane	Locality Gandhi Nagar
City/Town/Village Dingle	State ANDHRA PRADESH	Postal Code 523220	

**Educational Qualifications**

S.No	Education Qualification	School/College Name	Program Name/ Specialization	Year Of Passing	Marks %/Percentage/Grade
1	10th				
2	--Select Qualification--				
3	--Select Qualification--				
4	--Select Qualification--				
5	--Select Qualification--				

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**Fig-2.5**

**Educational Qualifications**


S.No	Education Qualification	School/College Name	Program Name/ Specialization	Year Of Passing	Marks %/Percentage/Grade
1	10th				
2	--Select Qualification--				
3	--Select Qualification--				
4	--Select Qualification--				
5	--Select Qualification--				

**Other Qualifications**

S.No	Course / Certificate Name	Duration	Name of Institution Studied	Year Of Passing	Marks %/Percentage/Grade
1					

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**Fig-2.6**

 Other Qualifications

S.No	Course / Certificate Name	Duration	Name of Institution Studied	Year Of Passing	Marks %(Percentage)/Grade
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Fig-2.7**

 Add Projects(If Any)

S.No	Skill	Description	From Date	To Date	Location
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Fig-2.8**

 Work Experience if any (Last Three)

S.No	Organisation Name	Designation	Take Home Salary	From Date	To Date	Period of Experience
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Fig-2.9**

 Skill Set


S.No	Skill	Skill Description
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>

**Fig-2.10**

 Add Achievements/Rewards (If Any)

S.No	Achievement Name	Description
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>

**Fig-2.11**

 Add Hobbies(If Any)

S.No	Hobbies Name	Description
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>

[Reset](#) [Register](#)

**Fig-2.12**

### 3. Student Account Dashboard

- 3.1. On the Home Page Click the **Student Login** Button (Fig-3.1).
- 3.2. Enter Student Login Credentials and Click **Sign in** Button (Fig-3.2).
  - 3.2.1. **Username:** Numerical Part of the Student OAMDC Id.
  - 3.2.2. **Password:** 123123.
- 3.3. The **Student Account Dashboard** Page will be displayed (Fig-3.3).



**Fig-3.1**

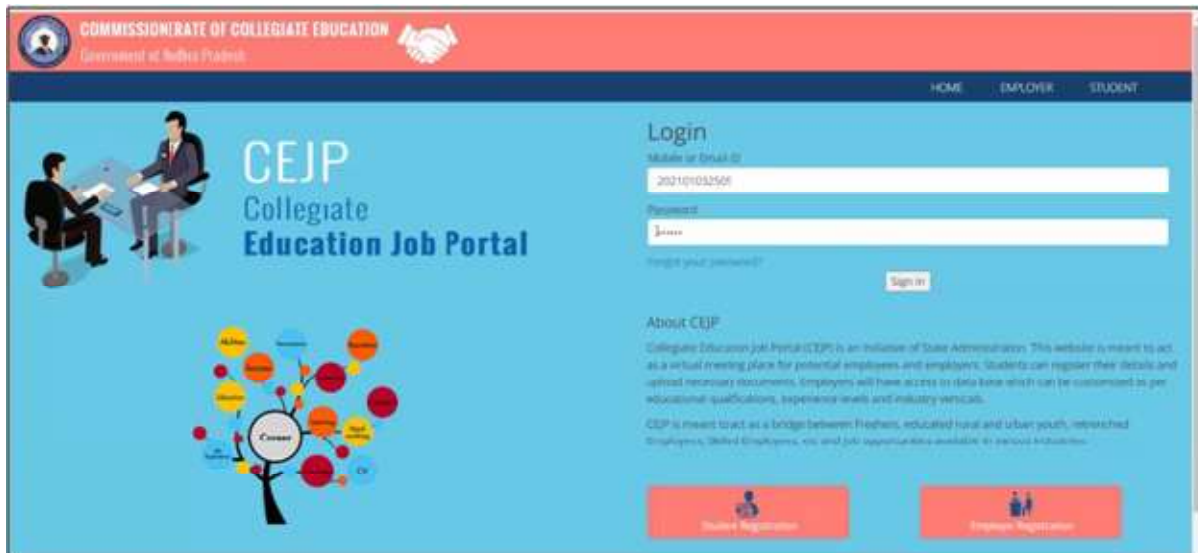


Fig-3.2

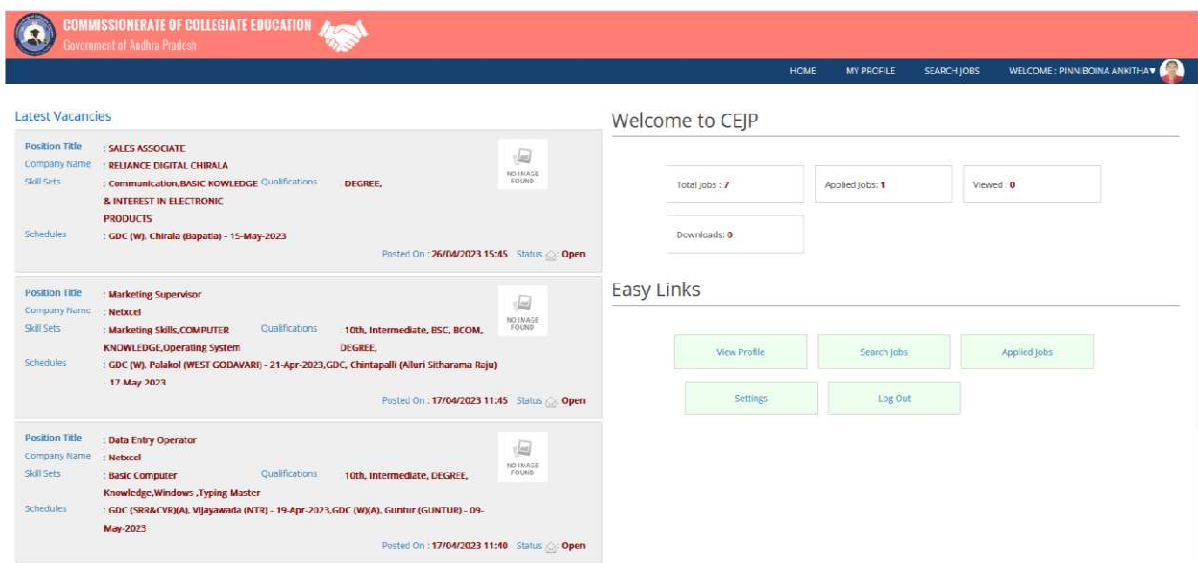


Fig-3.3

#### 4. Resume Download:

- 4.1. On Student Account Dashboard Click the **View Profile** menu (Fig-4.1).
- 4.2. For Edit Profile, In **View Profile** Page Click Edit Profile Button (Fig-4.2).
- 4.3. On **View Profile** Page Click **Download Resume** Button (Fig-4.3).

COMMISSIONERATE OF COLLEGIATE EDUCATION  
Government of Andhra Pradesh

HOME MY PROFILE SEARCH JOBS WELCOME: PINNIBOINA ANKITHA

### Latest Vacancies

**Position Title :** SALES ASSOCIATE  
**Company Name :** RELIANCE DIGITAL CHIRALA  
**Skill Sets :** Communication,BASIC KNOWLEDGE Qualifications DEGREE.  
**Schedules :** GDC (W), Chirala (@apatia) - 15-May-2023  
 Posted On : 26/04/2023 15:45 Status **Open**

**Position Title :** Marketing Supervisor  
**Company Name :** Netxcel  
**Skill Sets :** Marketing Skills,COMPUTER Qualifications 10th, Intermediate, BSC, BCOM, KNOWLEDGE,Operating System DEGREE.  
**Schedules :** GDC (W), Palakol (WEST GODAVARI) - 21-Apr-2023,GDC, Chintapalli (Alluri Sitharama Raju) - 11-May-2023  
 Posted On : 17/04/2023 11:45 Status **Open**

**Position Title :** Data Entry Operator  
**Company Name :** Mahvrel  
**Skill Sets :** Basic Computer Qualifications 10th, Intermediate, DEGREE,  
 Knowledge:Windows ,Typing Master  
**Schedules :** GDC (SRK&CYRMA), Vijayawada (NTK) - 19-Apr-2023,GDC, (WPA), Guntur (GUNTUR) - 09-May-2023  
 Posted On : 17/04/2023 11:40 Status **Open**

### Welcome to CEJP

Total Jobs : 7    Applied Jobs: 1    Viewed : 0  
 Downloads: 0

### Easy Links

[View Profile](#)   [Search Jobs](#)   [Applied Jobs](#)  
[Settings](#)   [Log Out](#)

Fig-4.1

COMMISSIONERATE OF COLLEGIATE EDUCATION  
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HOME MY PROFILE SEARCH JOBS WELCOME: PINNIBOINA ANKITHA

### View Profile

[Edit Profile](#)

#### Basic Information

Registration No	5182305 / 13445 / 252004	CAV/DC No	SUAM/20210 / U32309	College Name	GDC (W), Chirala
Zone Name	ZONE-3	District Name	Daparla	Program Code	30061
Program	B.Com	Specialization	COMPUTER APPLICATIONS	Semester	5
Medium	English	Year	3	Gender	Female
Course Name	B.Com - COMPUTER APPLICATIONS - Gen - V - English - K - 3	Last Name	ANKITHA	Email	<a href="#">Change Pic</a> <a href="#">Browse</a> No file selected.
First Name	PINNIBOINA	Mobile Number	<del>XXXXXXXXXX</del>		
Date Of Birth	01-01-2003	Priority Category			
Marital Status	UnMarried	Your ID Proof Number	XXXXXXXX77		

#### Address for Communication:

Father Name	NAGA MUSALAIAH	Door No.	5-33	Street	pinniboinavaripalem east
Localitz	pinniboinavaripalem east	CITY/TOWN/Village	pinniboinavaripalem east	State	ANDHRA PRADESH
Postal Code	522101				

#### Educational Qualifications

S.No	Education Qualification	School/College Name	Programme Name/ Specialization	Year Of Passing	Marks % (Percentage)/Grade
1	10th	JAWAHAR NAVODAYA VIDYALAYA, MADDIRALA	CBSC	28/05/2018	63.66
2	Intermediate	JAWAHAR NAVODAYA VIDYALAYA, MADDIRALA	CPC	13/02/2020	66.34
3	BCOM	SA.GDC,W.CHIRALA	COMPUTER APPLICATIONS	16/02/2023	60

Fig-4.2

S.No	Skill	Description
1	Basic MS Office application	Basic MS Office application
2	HTML	HTML
3	Basic c,c++	Basic c,c++
4	Hvpe	HVPE
5	ICT	ICT
6	ANELITICAL SKILLS	ANELITICAL SKILLS
7	Environmental education	ENVIRONMENTAL EDUCATION
8	INSURENCE AND PROMOTIONS	INSURENCE AND PROMOTIONS
9	BUSINESS COMMUNICATIONS	BUSINESS COMMUNICATIONS
10	Logistics and supply chain	LOGISTICS AND SUPPLY CHAIN

#### Resume

Resume: [Resume\\_S.pdf](#)   [Download Resume](#)  
 Last modified on: 17/05/2023 12:02

Fig-4.3



## 5. Applying for the Job:

- 5.1. On Student Account Dashboard for Current Job Vacancies See in Latest Vacancies (Fig-5.1).
- 5.2. To view the Vacancies Description in detail click **Open** (Fig-5.2).
- 5.3. On Vacancies Description Page Select the Venue from **Venue List** (Fig-5.3).
- 5.4. To apply the job click **Apply Now** button (Fig-5.4).
- 5.5. Status of Applied Jobs updated On Student Account Dashboard (Fig-5.5).

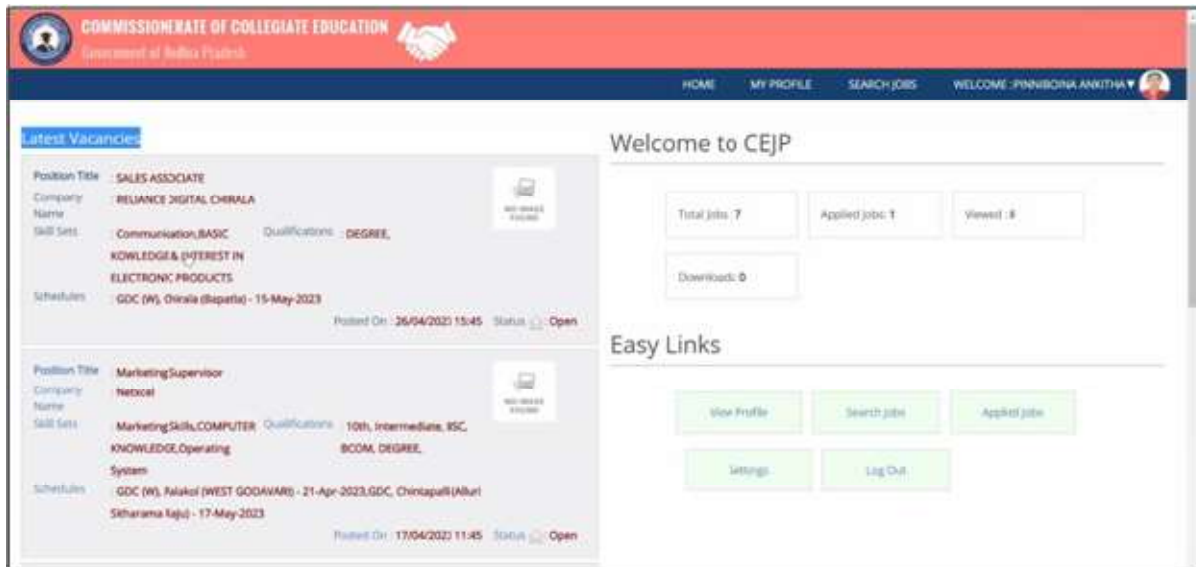


Fig-5.1

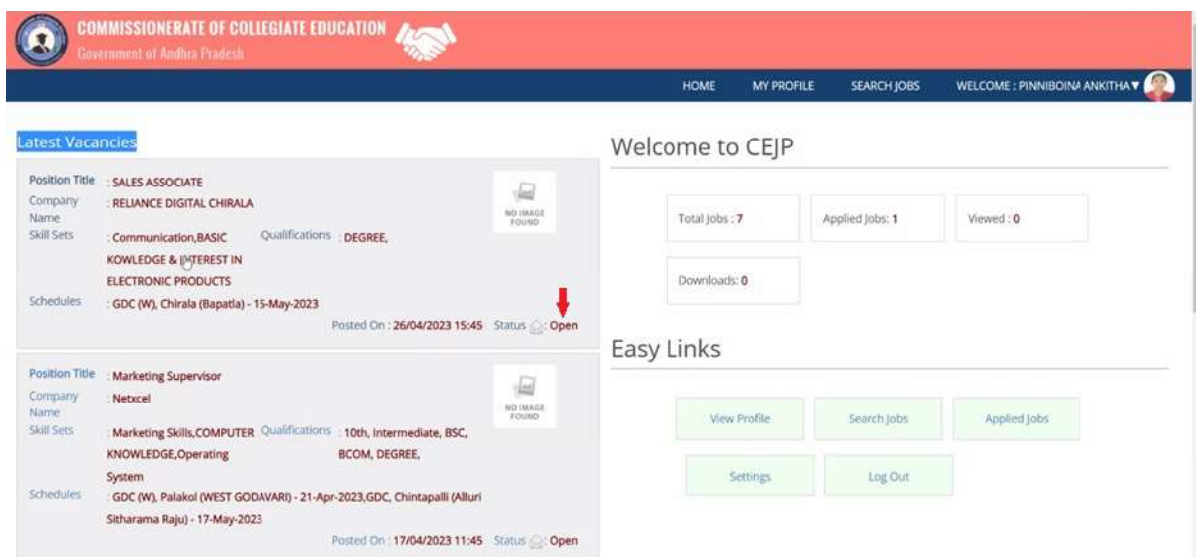



Fig-5.2


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[HOME](#) [MY PROFILE](#) [SEARCH JOBS](#) WELCOME : PINNIBOINA ANKITHA

### SALES ASSOCIATE

Position Title : SALES ASSOCIATE  
 Organisation Name : RELIANCE DIGITAL CHIRALA  
 Skill Sets : Communication,BASIC KNOWLEDGE & INTEREST IN ELECTRONIC PRODUCTS Qualifications : DEGREE,  
 No.of Positions : 3 Salary : 12000  
 Job Description : SALES ASSOCIATE FOR RELIANCE DIGITAL  
 Other-Details : Job opening for our retail outlet at Munthavari Center - Reliance Digital  
 Schedules : GDC (W), Chirala (Bapatla) - 15-May-2023  
 Contact Details:  
 Person Name : VENU KADIYAM Mobile No : 8688817742 Email-ID : venu.kadiyam@ril.com  
 Organisation Details:  
 Address : RELIANCE RETAIL LTD SY NO 303/1 WARD NO 19 MUNTHAVARI CENTER CHIRALA AP  
 Posted On : 26/04/2023 15:45 Status : Open Not Applied  
 Venue List :

[Apply Now](#)

**Fig-5.3**


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 Government of Andhra Pradesh


[HOME](#) [MY PROFILE](#) [SEARCH JOBS](#) WELCOME : PINNIBOINA ANKITHA

### SALES ASSOCIATE

Position Title : SALES ASSOCIATE  
 Organisation Name : RELIANCE DIGITAL CHIRALA  
 Skill Sets : Communication,BASIC KNOWLEDGE & INTEREST IN ELECTRONIC PRODUCTS Qualifications : DEGREE,  
 No.of Positions : 3 Salary : 12000  
 Job Description : SALES ASSOCIATE FOR RELIANCE DIGITAL  
 Other-Details : Job opening for our retail outlet at Munthavari Center - Reliance Digital  
 Schedules : GDC (W), Chirala (Bapatla) - 15-May-2023  
 Contact Details:  
 Person Name : VENU KADIYAM Mobile No : 8688817742 Email-ID : venu.kadiyam@ril.com  
 Organisation Details:  
 Address : RELIANCE RETAIL LTD SY NO 303/1 WARD NO 19 MUNTHAVARI CENTER CHIRALA AP  
 Posted On : 26/04/2023 15:45 Status : Open Not Applied  
 Venue List :

[Apply Now](#)

**Fig-5.4**


**COMMISSIONERATE OF COLLEGIATE EDUCATION**  
 Government of Andhra Pradesh

[HOME](#) [MY PROFILE](#) [SEARCH JOBS](#) WELCOME : PINNIBOINA ANKITHA

#### Latest Vacancies

Position Title : SALES ASSOCIATE  
 Company Name : RELIANCE DIGITAL CHIRALA  
 Skill Sets : Communication,BASIC KNOWLEDGE & INTEREST IN ELECTRONIC PRODUCTS Qualifications : DEGREE,  
 Schedules : GDC (W), Chirala (Bapatla) - 15-May-2023  
 Posted On : 26/04/2023 15:45 Status : Open

Position Title : Marketing Supervisor  
 Company Name : Netxcel  
 Skill Sets : Marketing Skills,COMPUTER KNOWLEDGE,Operating System Qualifications : 10th, Intermediate, BSC, BCOM, DEGREE,  
 Schedules : GDC (W), Palakol (WEST GODAVARI) - 21-Apr-2023,GDC, Chintapalli (Alluri Sitharama Raju) - 17-May-2023  
 Posted On : 17/04/2023 11:45 Status : Open

#### Welcome to CEJP

Total Jobs : 7  
 Applied Jobs : 1  
 Viewed : 0  
 Downloads : 0

#### Easy Links

[View Profile](#) [Search jobs](#) [Applied jobs](#)  
[Settings](#) [Log Out](#)

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**Fig-5.5**

## 6. View Applied Jobs:

- 6.1. On Student Account Dashboard Click **Applied Jobs** (Fig-6.1).
- 6.2. List of Applied jobs with applications status and application applied date will be displayed (Fig-6.2).

The screenshot shows the CEJP dashboard. At the top, there is a header with the logo of the Commissionerate of Collegiate Education, Government of Andhra Pradesh, and navigation links: HOME, MY PROFILE, SEARCH JOBS, and WELCOME: PINNIBOINA ANKITHA. Below the header, there are two sections: 'Latest Vacancies' and 'Welcome to CEJP'. The 'Latest Vacancies' section displays two job listings. The first listing is for a SALES ASSOCIATE position at RELIANCE DIGITAL-CHIRALA, with a status of 'Open' and a posted date of 26/04/2023 15:45. The second listing is for a Marketing Supervisor position at Netxcel, with a status of 'Open' and a posted date of 17/04/2023 11:45. The 'Welcome to CEJP' section shows statistics: Total Jobs: 7, Applied Jobs: 1, Viewed: 0, and Downloads: 0. Below this, there are 'Easy Links' for View Profile, Search jobs, Applied Jobs (highlighted with a red arrow), Settings, and Log Out.

Fig-6.1

The screenshot shows the 'Applied Jobs' section of the CEJP dashboard. It displays a table with one record. The record details are as follows:

Position Title	computer operator				
Organization Name	ABC Organization				
Skill Sets	Typing speed				
Qualifications	BSC				
Job-Description	Data entry				
Other-Details	abc				
Contact-Details:					
Person Name	XYZ	MobileNo	6302954716	Email-ID	webbedarsi@gmail.com
Address	abc				
Schedules	GDC, Movva (KRISHNA) - 30-Apr-2023				
Preferred Venue Location	GDC, Movva (KRISHNA) - 30-Apr-2023				
Posted On	16/04/2023 16:49	Status	Submitted	Applied On	26/04/2023 16:28

Fig-6.2

## 7. Search Jobs:

- 7.1. On the Student Account Dashboard Click **Search Jobs** (Fig-7.1).
- 7.2. Latest Vacancy Positions with the Filters will be displayed (Fig-7.2).

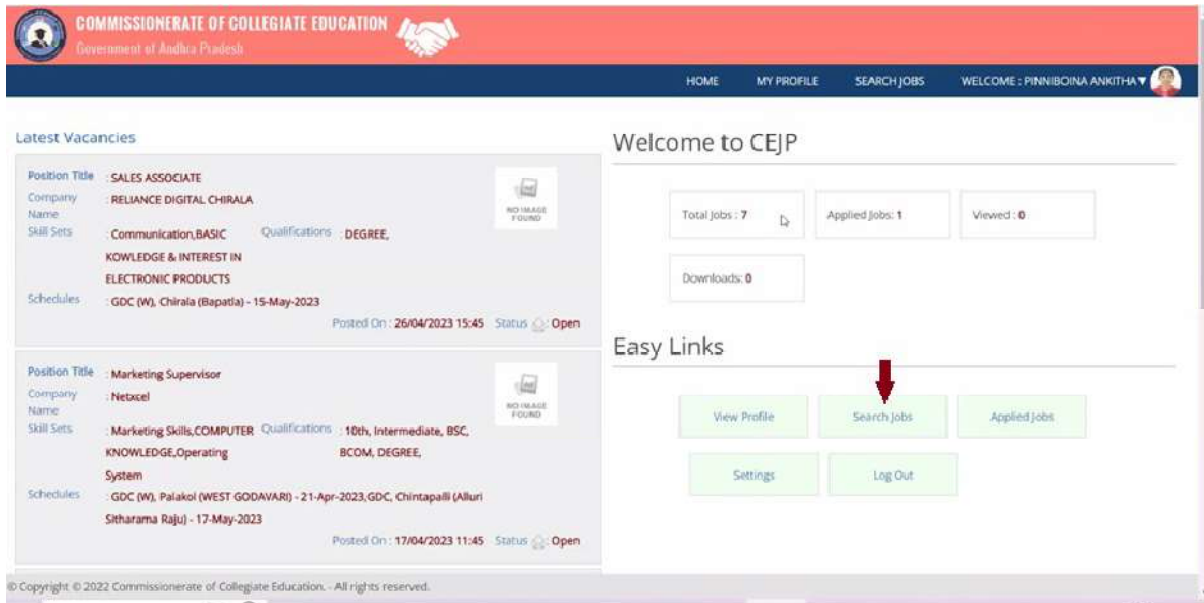


Fig-7.1

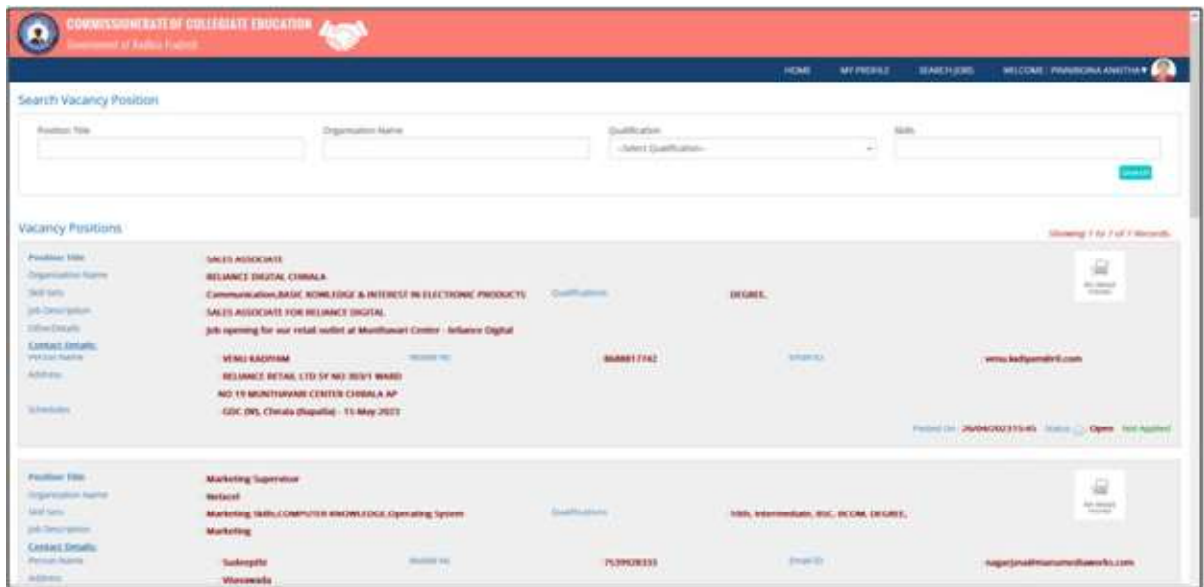


Fig-7.2

## 8. Change Password:

- 8.1. On the Student Account Menu Click **Account Settings** (Fig-8.1).
- 8.2. Change Password Form displayed, fill all fields and click the **Update Password** button (Fig-8.2).

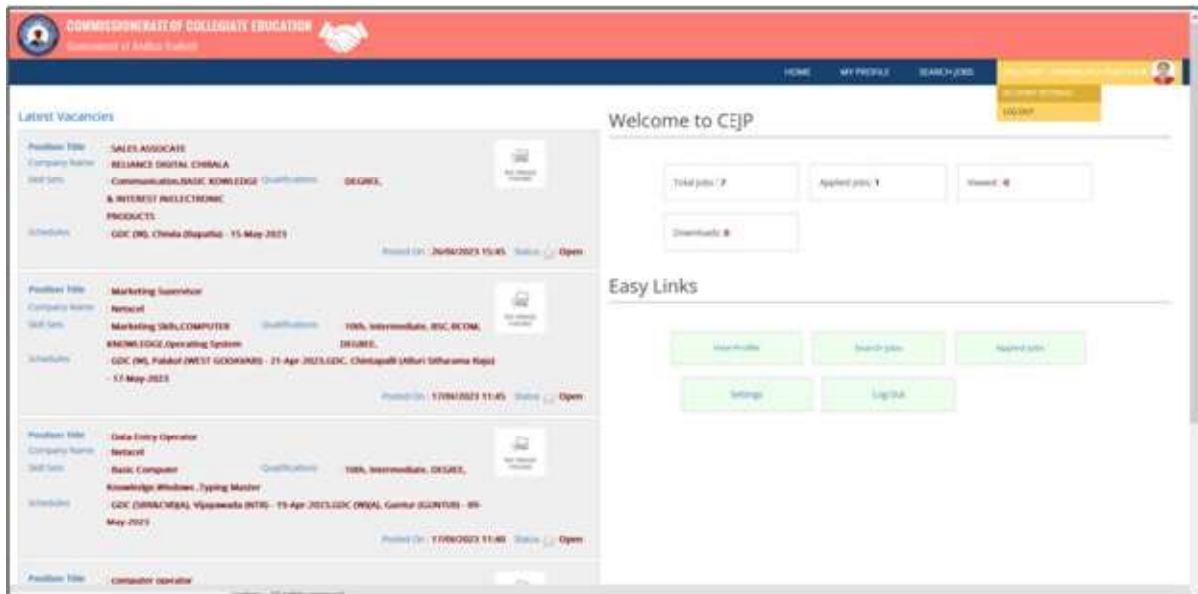


Fig-8.1

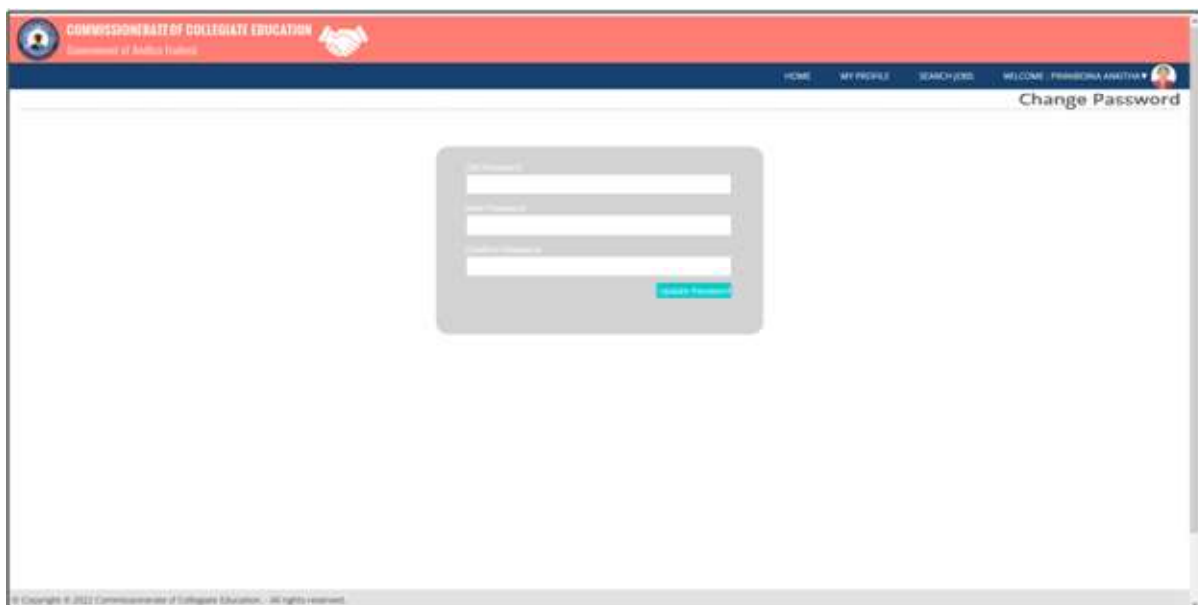
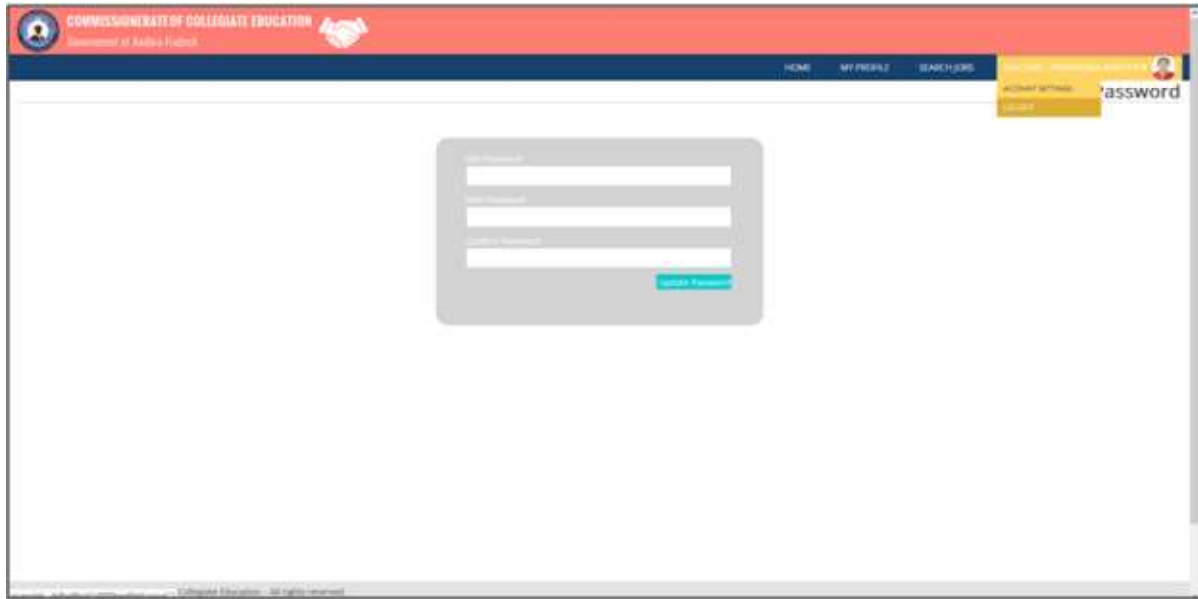


Fig-8.2

## 9. Logout:

- 9.1. On the Student Account Menu Click the **Logout** (Fig-9).



**Fig-9.1**

**Sd/- Dr. Pola Bhaskar, IAS  
Commissioner of Collegiate Education**

**To**  
Principals of all GDCs and RJDCEs  
Copy to File

**//Attested//**

*Sec. [Signature]*  
**Officer on Special Duty (IT)** 1/6/2023