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).

About CEJP Collegiate Education Job Portal (CEJP) is an Initiative of State Administration. This website is meant to act as a virtual meeting place for potential employees and employers. Student can register their detu upload necessary documents. Employers will have access to data base which can be customized as per educational qualifications, experience levels and industry verticals. CEJP is meant to act as a bridge between Freshers, educated rural and urban youth, retrenched Employees, Skilled Employees, etc and Job opportunities available in various Industries.		CEJP Collegiate Education Job Portal	
	About CEJP	If State Administration. This website is meant to act as a virtual meeting place	Cor potential employees and employers. Student can register their det
	Collegiate Education Job Portal (CEJP) is an initiative of	cress to data base which can be customized as per-educational qualifications, r	experience levels and industry verticals.
	upload necessary documents. Employers will have ac	ducted nucl and unbase usuch corresponded Employmer. Skilled Employmer	and Job opportunities available in various industries.

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

COMMISSIONERATE OF COLLEGIATE EDUCATION	*			
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Fig-2.2

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Mobile Number	Email	Select ID Proof	Enter Aadhar No
7731072493	nagarjuna1058@gmail.com	Aadhar Card 🗸 🗸	123456789123
Marital Status	Differently Abled	Social Status	
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Address for Communication	Door No.	Street	Locality
Address for Communication Father Name PALA PARASU RAMUDU	Door No.	Street	Locality
Address for Communication Father Name PALA PARASU RAMUDU City/TownWillage	Door No.	Street Postal Code	Locality

Fig-2.4

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Fig-2.5

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Fig-2.6

Cther Qualifications

S.No	Course / Certificate Name	Duration	Name of Institution Studied	Year Of Passing	Marks %(Percentage)/Grade
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2					
3					
4					
5					

Fig-2.7

Add Projects(If Any)

S.No	Skill	Description	From Date	To Date	Location
1					
2					
3					
4					
5					

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						
2						
3						

Fig-2.9

Skill Set

S.No	Skill	Skill Description
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Fig-2.10

Add Achievements/Rewards (If Any)

5.No	Achievement Name	Description	
1			
2			
3			
4			
5			

Fig-2.11

Add Hobbies(If Any)

No	Hobbies Name	Description
1		
2		
3		
4		
5		

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

🥑 Government of Andhra Pradesh 👘		н	CME MY PROFILE SEAF	CHJOBS WELCOME: PINN:BOINA ANKITHA▼
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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).

		HOME MY PROFILE	SEARCH JOBS WELCOME : PINN BOINA ANKI IHA
stest Vacancies	Welcome to CEJF	b	
Profilm Title : SALES ASSOCIATE Company Name : RELIANCE DIGITAL CHIRALA Skill Sets : Communication RASIC KOWLEDGE Cualifications DECREE, Provide R. INTEREST IN ELECTRONIC PRODUCTS :	Total jobs : 7	Applied Jobs: 1	Viewed 0
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	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 COMUNICATIONS	BUSINESS COMUNICATIONS
10	Logistics and supply chain	LOGISTICS AND SUPPLY CHAIN
me		
Res	ume Sodf	Download Resume

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).

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Fig-5.1

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herDetails	lob opening for our retail outlet at Muntha	avari Center - Reliance Dis	zital				
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Fig-5.3





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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).

			HOME	MY PROFILI	E SEARCH JOBS	WELCOME : PINNIBOINA ANKITH	IA T
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Fig-6.1

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lathedules	abc GDC, Mowa (KRSHNA) - 3	0-Apr-3523		Paged On: 160	Preferred Versie L 4/2023 16:49 Status	GDC Mowa (XRISHINA) - 35 Apr 300 11 Submitted - Aprilet Or 25:04/2023 16:0

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).

				HOME	MY PROFILE	SEARCH JOBS	WELCOME : PINNIBOINA A	ANKITHA
itest Vaca	ncies			Welcome to	CEJP			
Position Title Company Name Skill Sets	SALES ASSOCIATE RELIANCE DIGITAL CHIRALA	fications DEGREE,	NO MAKE	Total Jobs :	7 _D	Applied Jobs: 1	Viewed : 0	
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Fig-7.1

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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).

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Fig-8.2

9. Logout: 9.1.

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

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Fig-9.1

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

To Principals of all GDCs and RJDCEs Copy to File

//Attested//

Aer. Logo Officer on Special Duty (IT) [6(2023