

User Manual

For

No Objection Certificate Applicants

By



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

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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. NOC

- Ability to register and application online.
- Upload requisite document online
- Quick registration online
- Update profile at anytime
- Issue and delivery of NOC online

b. Grievance

- Ability to register Grievance online
- Ability to register software related issues/suggestions
- Online Monitoring of grievance by central Admin
- Online Status of Grievance

1. Brows the url <http://jakemp.nic.in>
2. Find the NOC 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 *

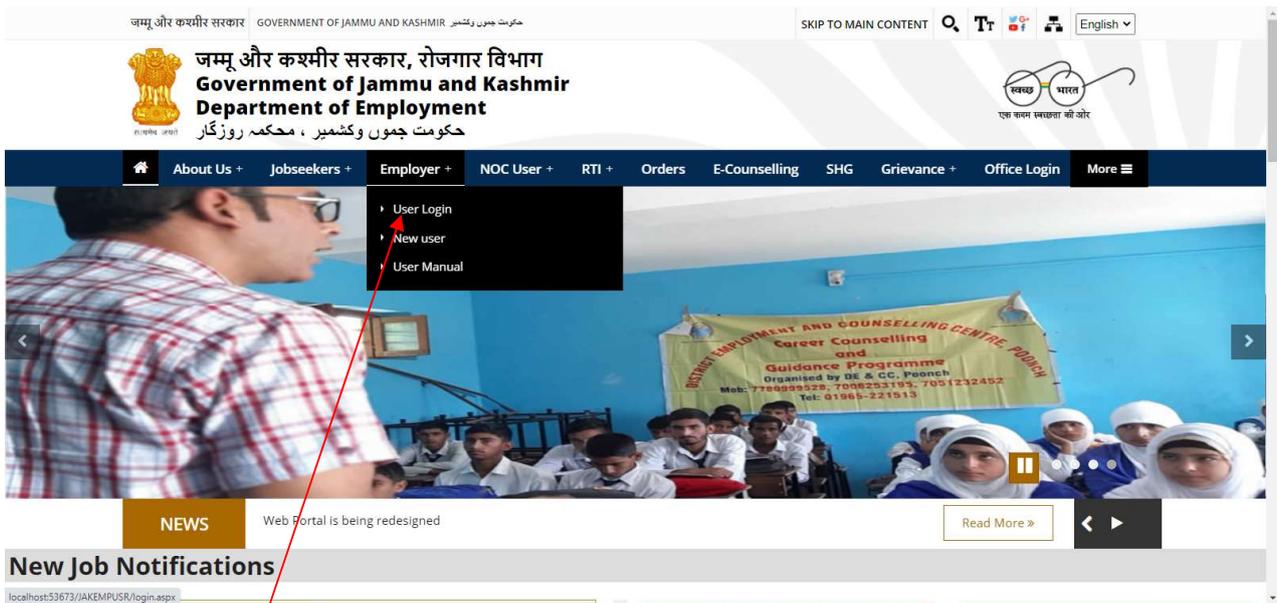
Verification Code * **YHSNAC**

Enter Verification Code *

Create User Reset

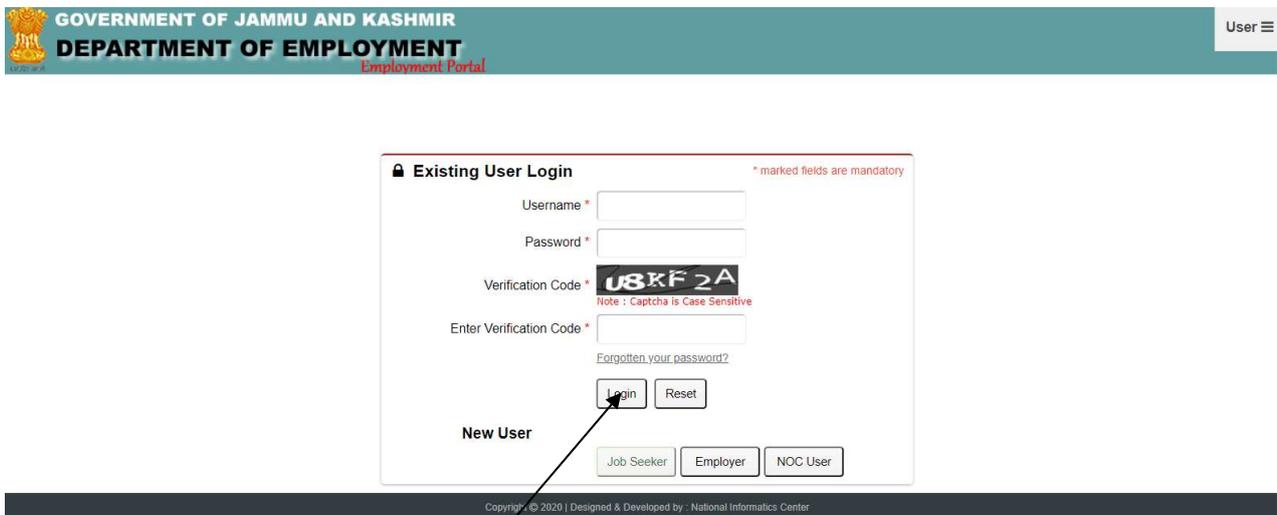
Home Exit

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



10. Select User Login from Employer Tab

11. Following login screen will appear



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.

The screenshot shows a registration form for an NOC user. The form is titled "Government of Jammu & Kashmir, Department of Employment". It includes a sidebar with "Dashboard" and "Apply NOC" options. The main form is divided into several sections:

- Personal Details:** Includes fields for "Service Applied For" (with a dropdown for "NOC By/DICC"), "Name of Applicant", "Date of Birth", "Email Id", "Gender" (Male/Female/TransGender), "Father's Name", and "Mobile No".
- Address Details:** Divided into "CURRENT ADDRESS" and "PERMANENT ADDRESS". Each section has fields for "Address Line 1", "Address Line 2", "Town/City", "District" (dropdown), "State" (dropdown), and "PIN Code". There is a checkbox "I HAVE SAME AS CURRENT ADDRESS" for the permanent address.
- Other Details:** Includes "Registration No.", "Category" (dropdown), "Education Qualification" (dropdown), and "Purpose of NOC" (dropdown).
- NAME OF DEPARTMENT, NAME OF POST, NATURE OF APPOINTMENT, PLACE OF POSTING:** Each section has a dropdown menu and a "YES/NO" checkbox.
- Attachments:** Includes "Selection Test/Exam" and "DOB Certificate" with "Choose File" and "No file chosen" buttons.
- Registration card of DEACC:** Includes a "Choose File" and "No file chosen" button.

 A notification box in the bottom right corner says "ACPI_FM220_Tools FM220 SDK Checking for updates failed".

14. Enter Key person Detail and Work detail Press Continue Submit/Update

The screenshot shows the user's dashboard after successful registration. The dashboard has a sidebar with "Dashboard" and "Apply NOC" options. The main content area contains two notification boxes:

- A green box with the text: "Your NOC Application is sent to the Concerned Officer. Your Application ID is : 1278728476". An arrow points to this box.
- A blue box with the text: "Your NOC Application is Under Process Once Complete You can take Print."

15. After filling all the forms Dashboard will appear. Note down the registration no. for future use.

16. After successful registration of NOC Application the application will be forwarded to concerned issuing authority for processing. As soon as the application is approved the user will receive the NOC in his account which can be printed.

19. Grievance/Complaint registration: In case of any software related problem or general complaint the employer can register the complaint/grievance by selecting Grievance->Register Grievance option from the main menu. Following form will appear, fill up all details and press verify OTP.

Online Grievance Form

Verify Your Email

Email Id:*	Enter Security Code		Enter OTP	
<input type="text" value="sdas@nic.in"/>	<input type="text" value="YAX2K"/>	<input type="button" value="Send OTP"/>	<input type="text" value="5119"/>	<input type="button" value="Verify OTP"/> <input type="button" value="ReSend OTP"/>
<input type="button" value="Reset"/>				

20. After successful verification of OTP following screen will appear to register detailed complaint. Complainant can also upload document in support of his complaint and then submit the form. After the form is successfully submitted, the complaint ID will be generated. The applicant can note down the complaint No. for future use in knowing the status of the complaint and further reference. The complaint will be processed by the Central PMU.

Basic Details

Type of Grievances	Applicant Name:*	Mobile No:*	Email Id:*
<input type="text" value="-Select-"/>	<input type="text" value="Applicant Full Name"/>	<input type="text" value="Mobile No."/>	<input type="text" value="sdas@nic.in"/>

Address Details

Address Line1:*	State/UT	District
<input type="text" value="Address Line 1"/>	<input type="text" value="Jammu and Kashmir"/>	<input type="text" value="--Select--"/>
Pincode: <input type="text" value="Pincode"/>		

Have you earlier lodged the grievance to the above Department on the same subject ? Yes No

Grievance Details

* Please Enter Specific Details about Your Grievance here (max 4000 character limit)

Upload Documents

Upload (Relevant Document) (File size should not be greater than 1MB And must be .pdf) No file chosen

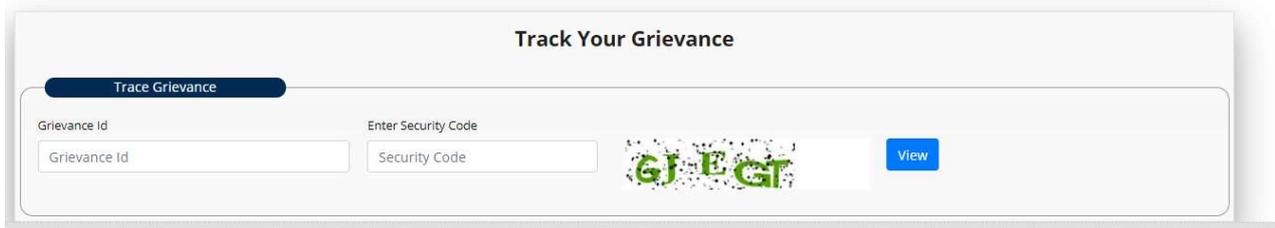
Declaration

Enter Security Code as Shown

<input type="text" value="Enter Captcha Code"/>	
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I/We do hereby declare that the above submitted information is true to the best of my/our knowledge and belief. Any discrepancy/false statement submitted above shall attract the relevant provision of law.

21. Finally the applicant can seek the status of complaint registered by him by selecting Grievance->Status of Grievance. Following screen will appear. Enter the complaint No. and verification code and press View, the status of the complaint will be displayed on the screen.



Track Your Grievance

Trace Grievance

Grievance Id

Enter Security Code

Grievance Id

Security Code

GJ EGT

View

Email ID:

Telephone:

Mobile No:
