

Apprenticeship-Cum-Job Fair (ACJF)

User Manual

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1. Introduction

Welcome to Apprenticeship-Cum-Job Fair (ACJF) Portal, an advanced online platform developed by BOPT(ER) under the Ministry of Education, Government of India. This portal connects students, establishments, and boards to streamline job opportunities, especially for final-year students, freshly passed-out graduates, and diploma holders in engineering and non-engineering disciplines.

Purpose of the Platform

The main goal of Apprenticeship-Cum-Job Fair (ACJF) Portal is to provide job seekers with direct access to various opportunities by engaging with companies and establishments, offering services like:

- Job Fairs
- Job Posting by establishments
- Panel creation for quick hiring processes

2. System Overview

Apprenticeship-Cum-Job Fair (ACJF) Portal includes three primary stakeholders:

1. Students: Final-year students and recent graduates.
2. Establishments: Companies and organizations looking to hire fresh talent.
3. Boards: Responsible for overseeing the apprenticeships and job services.

Key Services:

- Job Fair: Facilitates job fairs, allowing students to apply for various companies and participate in recruitment drives.
- Post Job: Establishments post job openings, and students can apply directly.
- Panel Creation: Establishments create panels based on specific criteria, where students matching the criteria are displayed.

3. User Registration

3.1 For Students

1. Go to the Apprenticeship-Cum-Job Fair (ACJF) Portal homepage and click on "Student Registration."
2. Fill in personal details, educational qualifications, and contact information.
3. Submit required documents (resume, mark sheets, etc.).
4. Complete your profile for eligibility to participate in job fairs and other opportunities.

3.2 For Establishments

1. Click on "Establishment Registration" on the portal homepage.
2. Provide company details, contact information, and upload required documentation (such as registration certificates).
3. Once verified, the establishment will have access to post jobs, participate in job fairs, and create hiring panels.

3.3 For Boards

1. Visit the Apprenticeship-Cum-Job Fair (ACJF) portal and click on "Board Registration."
2. Fill in the necessary information about the board.
3. Boards will be able to monitor and manage jobs, students, and establishments through their dashboard.

4. Job Fair Process

For Students:

1. After registration, students can see the list of upcoming job fairs under the "Job Fair" section.
2. Browse participating companies and their job offerings.
3. Apply to companies by submitting your profile and required documents.
4. After applying, keep track of interview schedules through the dashboard.

For Establishments:

1. Establishments can register for job fairs via the "Job Fair Registration" section.
2. Once registered, create job postings specific to the job fair.
3. Review and shortlist student applications through the dashboard.

5. Post Job Process

For Establishments:

1. Navigate to the "Post Job" section.
2. Fill in the job title, description, qualifications required, and other relevant details.
3. Once posted, the job will be visible to registered students.
4. Review the applications and schedule interviews through the dashboard.

For Students:

1. Check the "Jobs" section regularly for new job postings.
2. Apply to jobs that match your qualifications and career goals by submitting your profile.
3. Track your application status from the "My Applications" section in the dashboard.

6. Panel Creation Process

For Establishments:

1. Select the "Panel Creation" option in your dashboard.
2. Define the panel creation criteria (e.g., qualifications, experience).
3. The system will automatically generate a list of students who meet the criteria.

4. Review the panel and contact the students for further assessment or interviews.

7. Dashboard Features

- Student Dashboard: View and apply for jobs and job fairs. Track application status and interview schedules. Access notifications from establishments and boards.
- Establishment Dashboard: Post jobs and manage job fairs. Create panels and review student applications. Track applicant progress and interview schedules.
- Board Dashboard: Monitor the activities of students and establishments. Manage job fair registrations and approvals. Oversee job postings and panel creation.

8. Notifications

Each user will receive notifications in their dashboard for:

- New job postings.
- Job fair announcements.
- Application and interview updates.
- Panel selections.

Ensure that your contact details are up to date to receive important alerts.