Ladakh Skill Development Mission

User Manual for Industry Module

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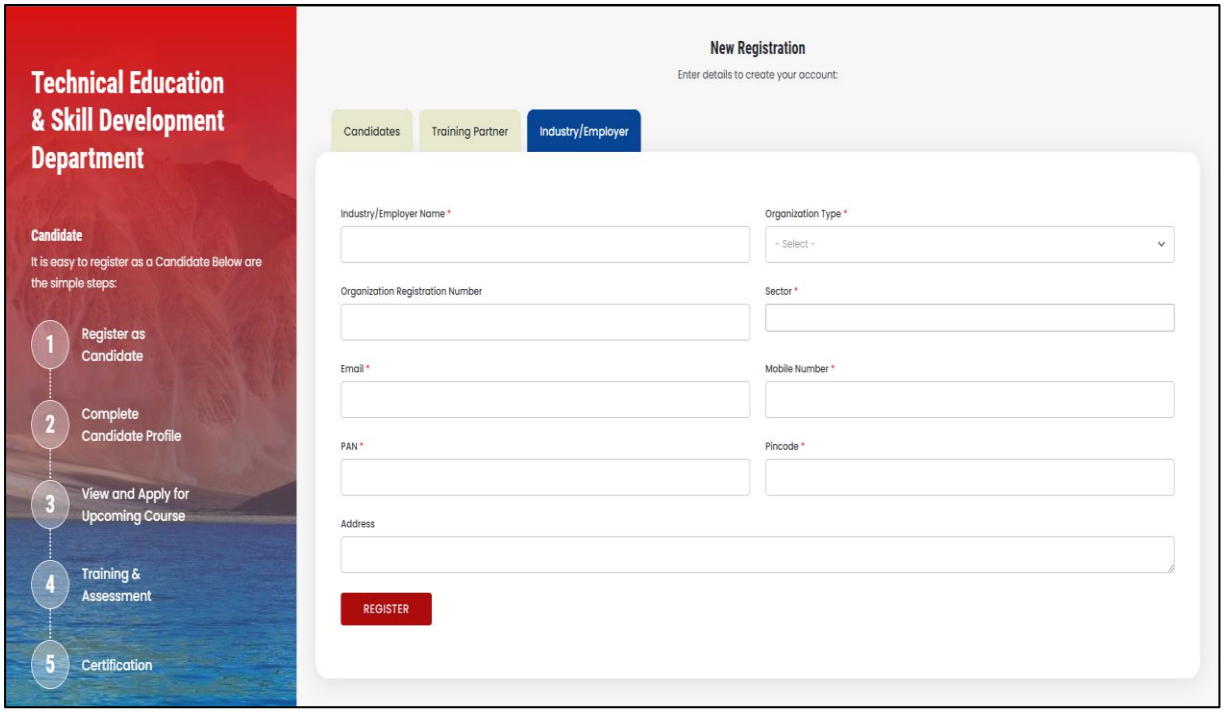
Introduction

- Industry/Employer Portal allows different organisations to register for providing various opportunities to students on Ladakh Skill Development Mission. They can post jobs, internships and apprenticeships for students.

Industry/ Employer Portal

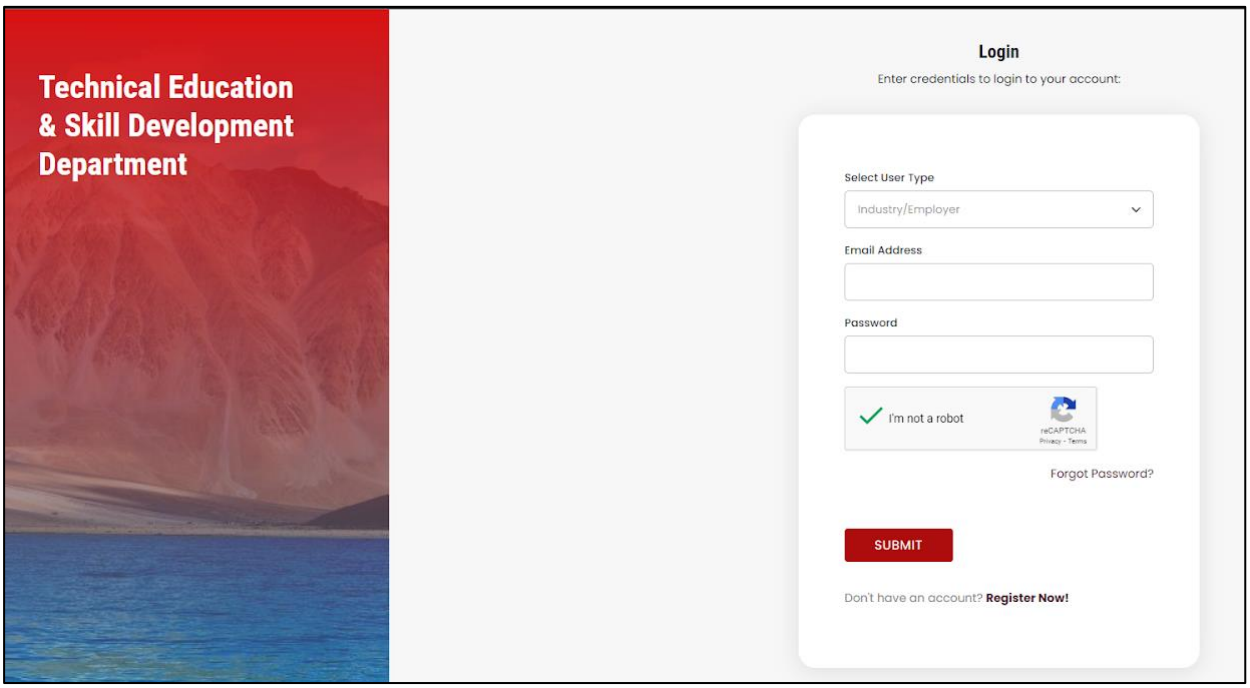
a. Register Process

- Here Industry/Employer can register for Ladakh Skill Development Mission to post opportunities.
- Some Mandatory Fields:
    i. Industry/Employer Name
    ii. Select Organisation Type from drop down menu
    iii. Organisation Registration Number
    iv. Sector
    v. Email
    vi. Mobile Number
    vii. PAN Number
    viii. Pin code
    ix. Address
- After registering, your initial password would be mailed to your email address.



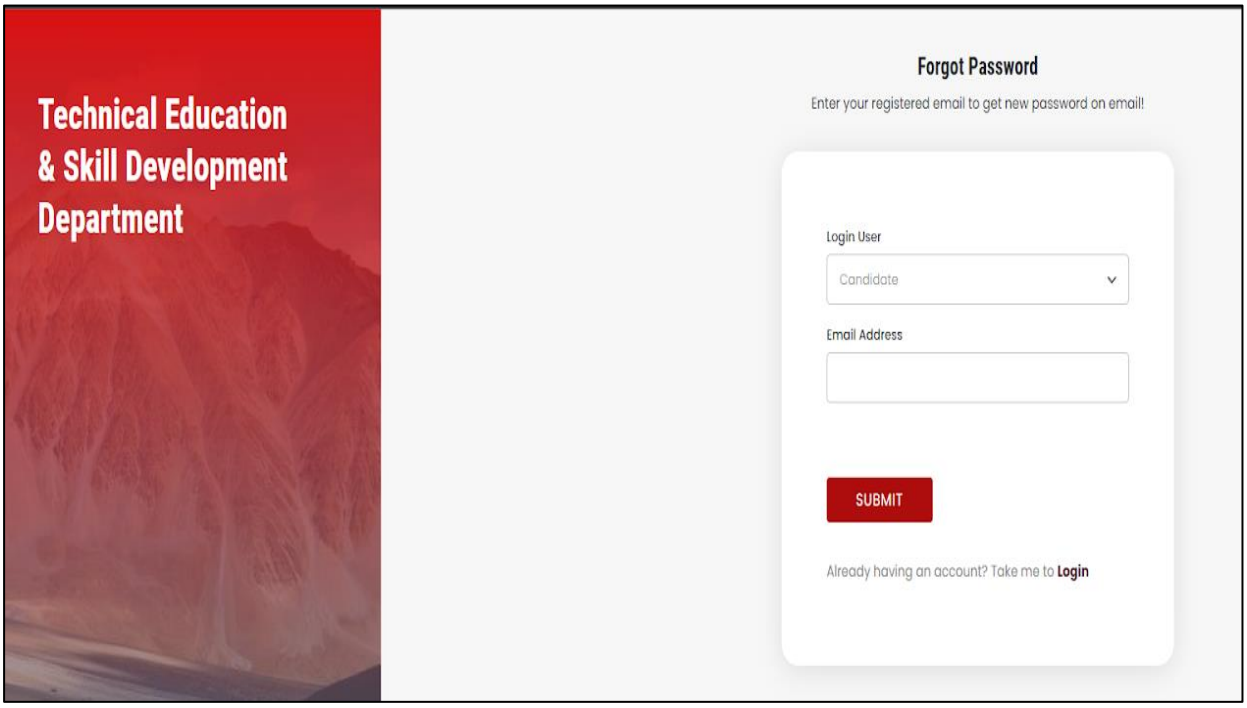
b. Login Process

- Once registered, use the password mailed to registered email address to login.
- Select Industry/Employer from “Select User Type”
- You are also required to fill the captcha.



c. Forgot Password

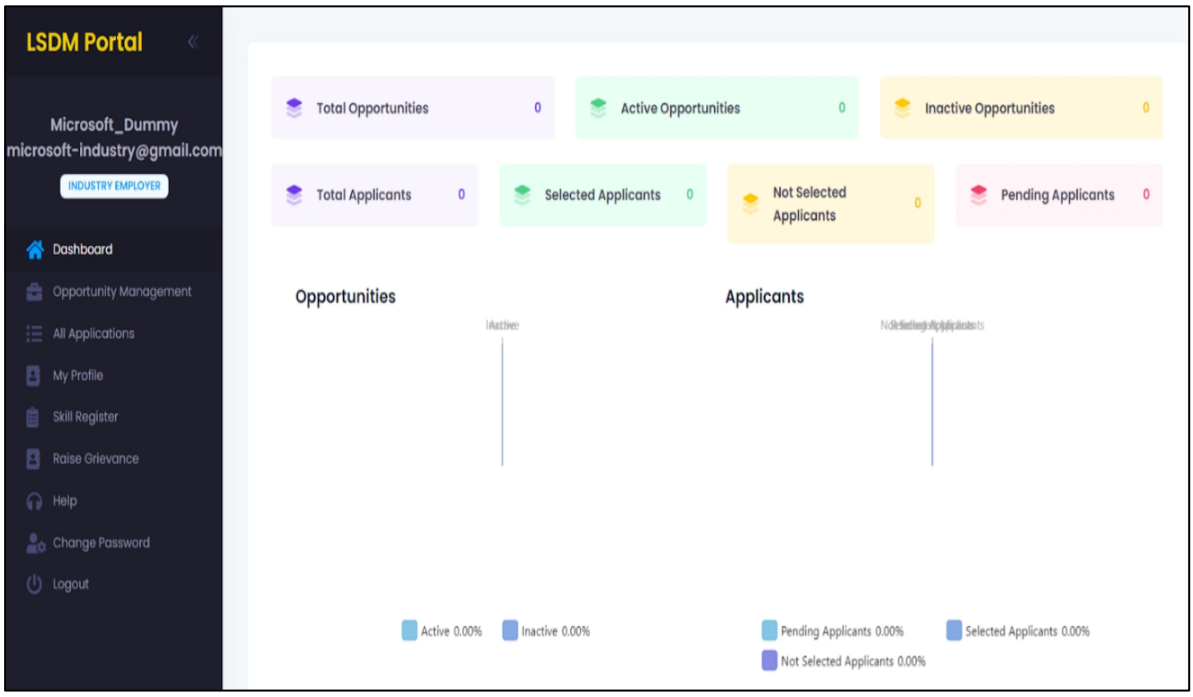
- You can change your password in case you forgot it.
- Enter your registered email address. A link would be mailed to you.
- Click on that link to further reset your password.



Industry/ Employer After Login

a. Industry/ Employer Dashboard

- After login, you will be redirected to your dashboard.
- Here you can view the following details:
    i. Navigation Bar: For deep diving into the platform
    ii. You can view stats regarding opportunities posted by you and how many applications have been received.
    iii. There are also graphs which show the data in a more interactive manner.

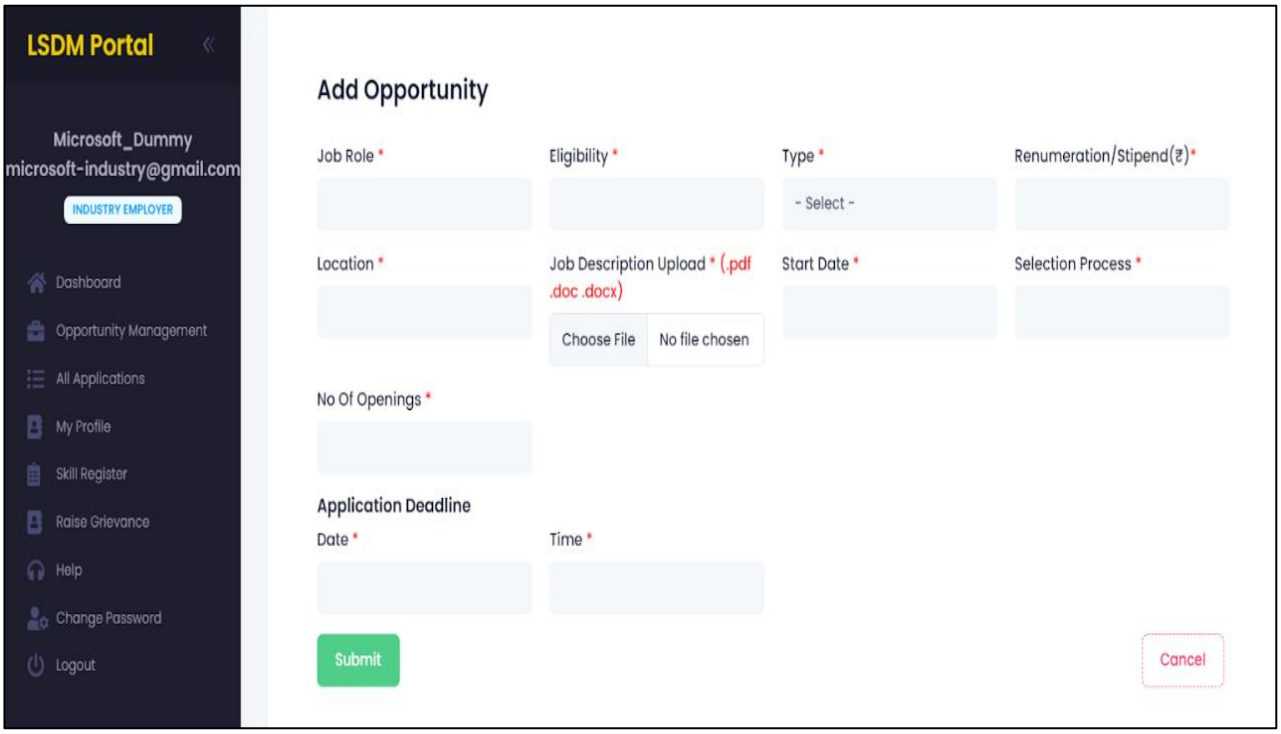


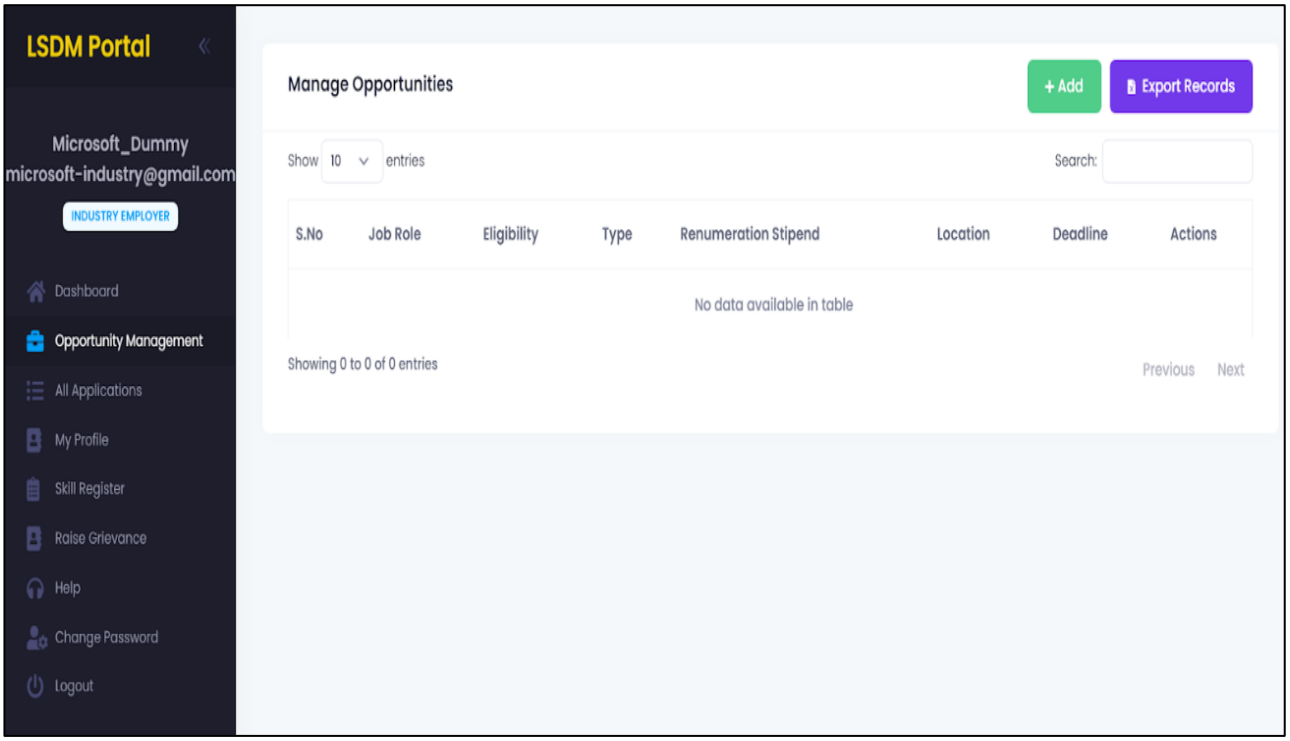
b. Opportunity Management

- This sections presents you with an interface to add or manage new opportunities.
- For adding new opportunities click on the “Add” button.
    a) These are following details that are required to add new opportunity:
        1. Job Role
        2. Eligibility
        3. Remuneration/Stipend
        4. Location
        5. Job Description Upload (Document format: pdf/doc/docx)
        6. Start Date
        7. Selection Process

8. No of Openings
9. Application Deadline / Time

- After adding opportunity you can manage it. You can edit the details later or even add some new things with updated documentation and all.
- There is also an “Export Records” button to export the data into a much more readable format like excel document.

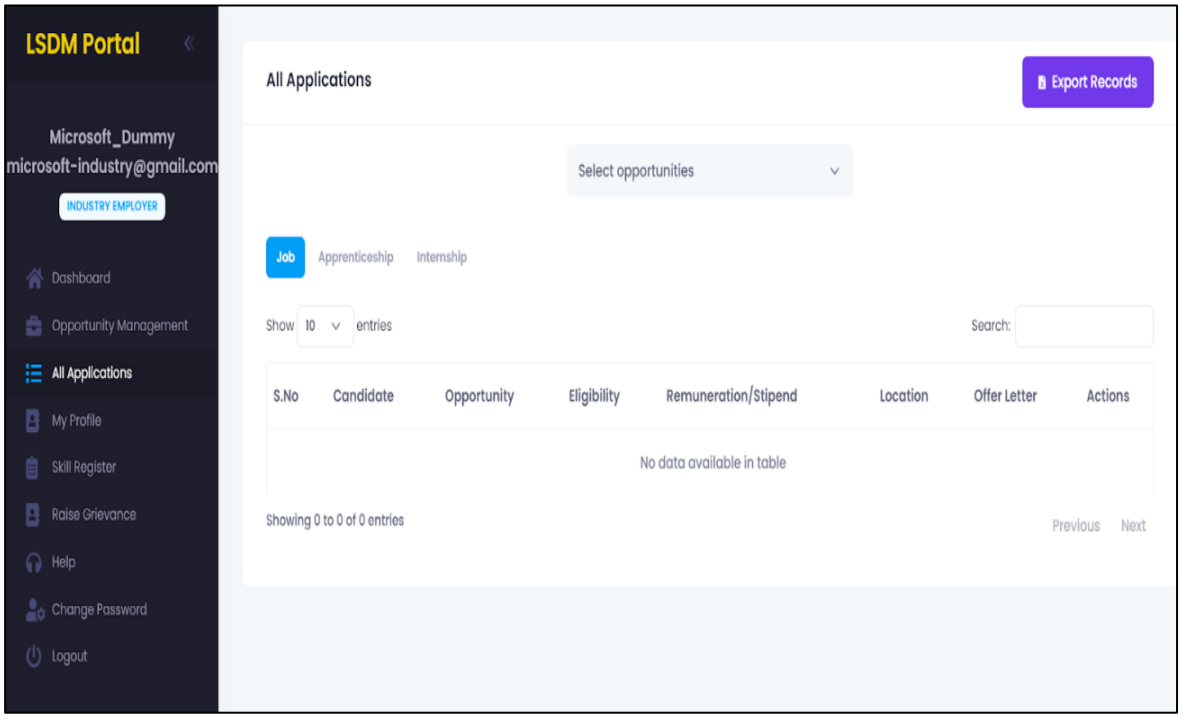




c. All Applications

i. All applications of students for various Jobs, Internships or Apprenticeships

- Student applying for different opportunities such as jobs, internships or apprenticeships would be shown here.
- It's the duty of the Industry/Employer to either accept or reject the application of the student.
- This makes the process more streamline and gives more independent control to the organisation itself to select which student suits best for their reputed organisation.



d. My Profile

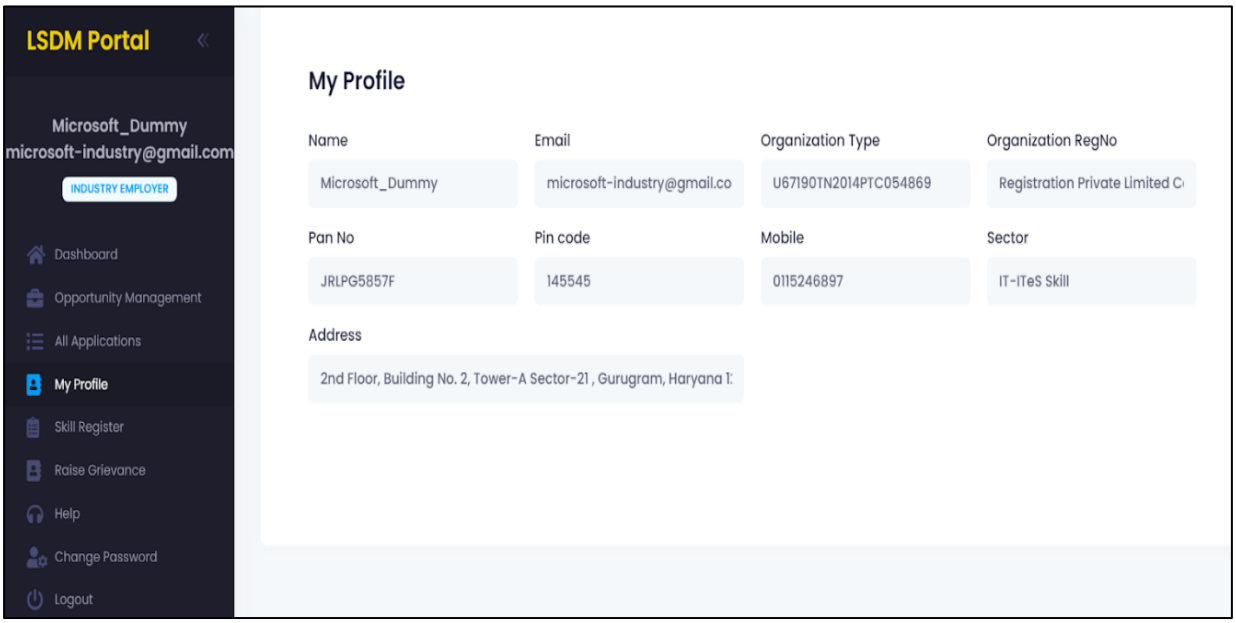
- Here you can update your personal details which you entered during registration.

i. Organisation Details

- Following details can be updated:
    a. Name of the organisation
    b. Organisation Type
    c. Organisation RegNo
    d. Pan Number
    e. Address of the organisation

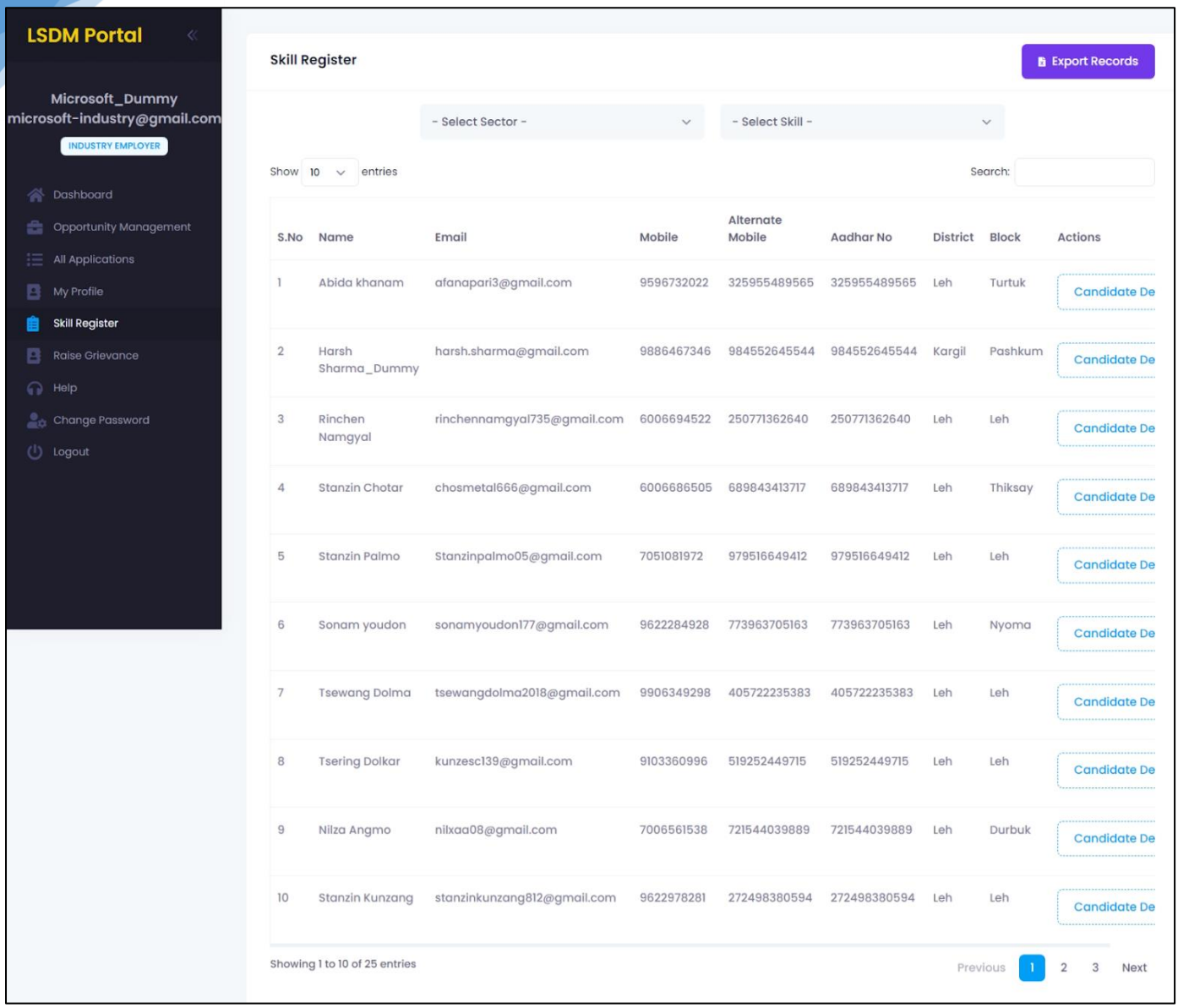
f. Mobile number

- Once done the details must be saved using the submit button.
- This section is provided to change some important details about the organisation in case needed.



e. Skill Register

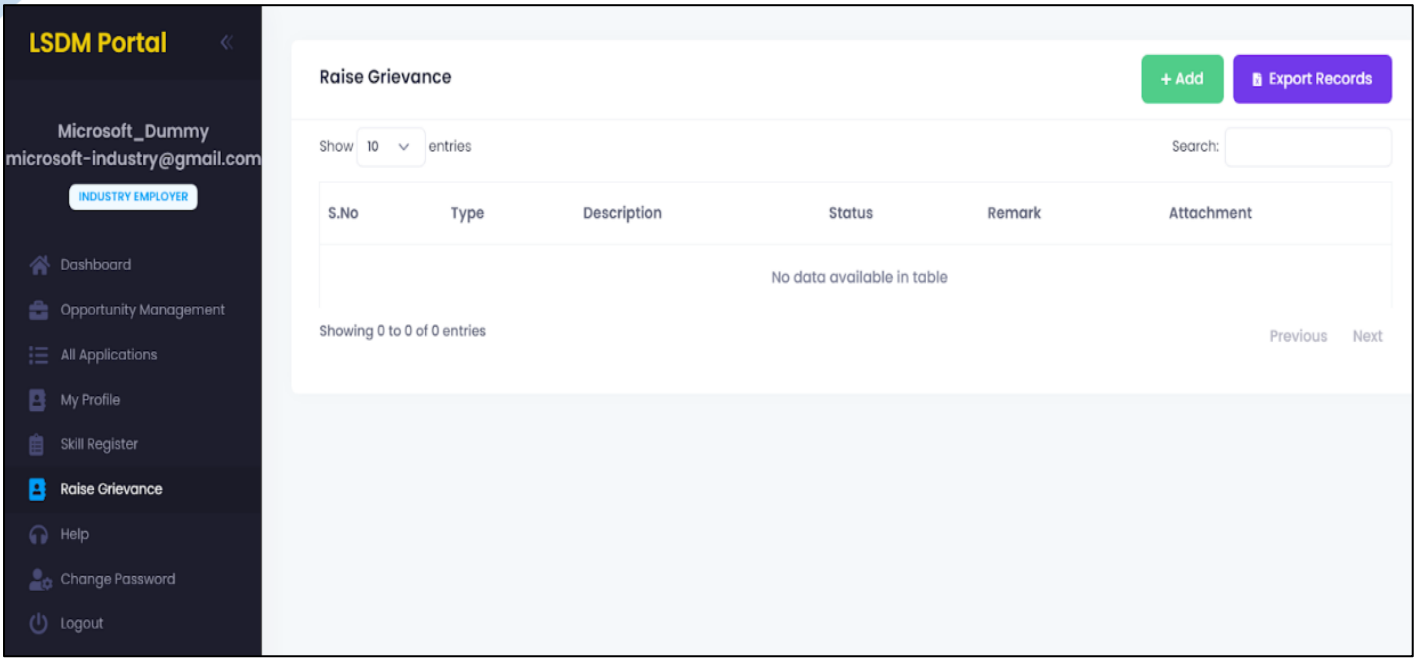
- Records of student registered for any skill would be shown here.
- There are 2 drop down menu as well to make the search much more easy and active.
  i. Select Sector (To sort using sector)
  ii. Select Skill (To sort using skill)
- You can also select the no of records to be shown. By Default: 25 entries are shown.
- There is also an “Export Records” button to export the data into a much more readable format like excel document.

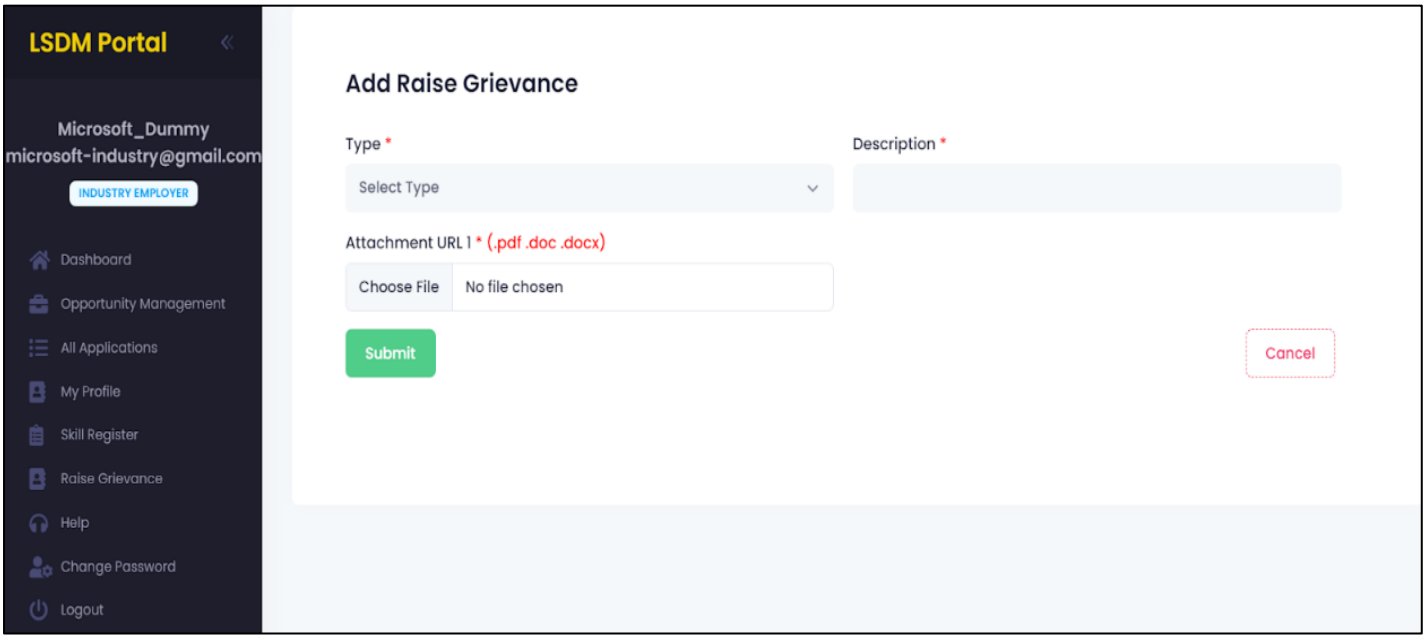


f. Raise Grievances

i. Raise any Query

- Any query related to the portal, or if there's any issue regarding application or dead functionality; would be cleared here.
- You can raise any query and also check the status of response from here.
- This tab is specially designed to make the platform more independent and easier to use.

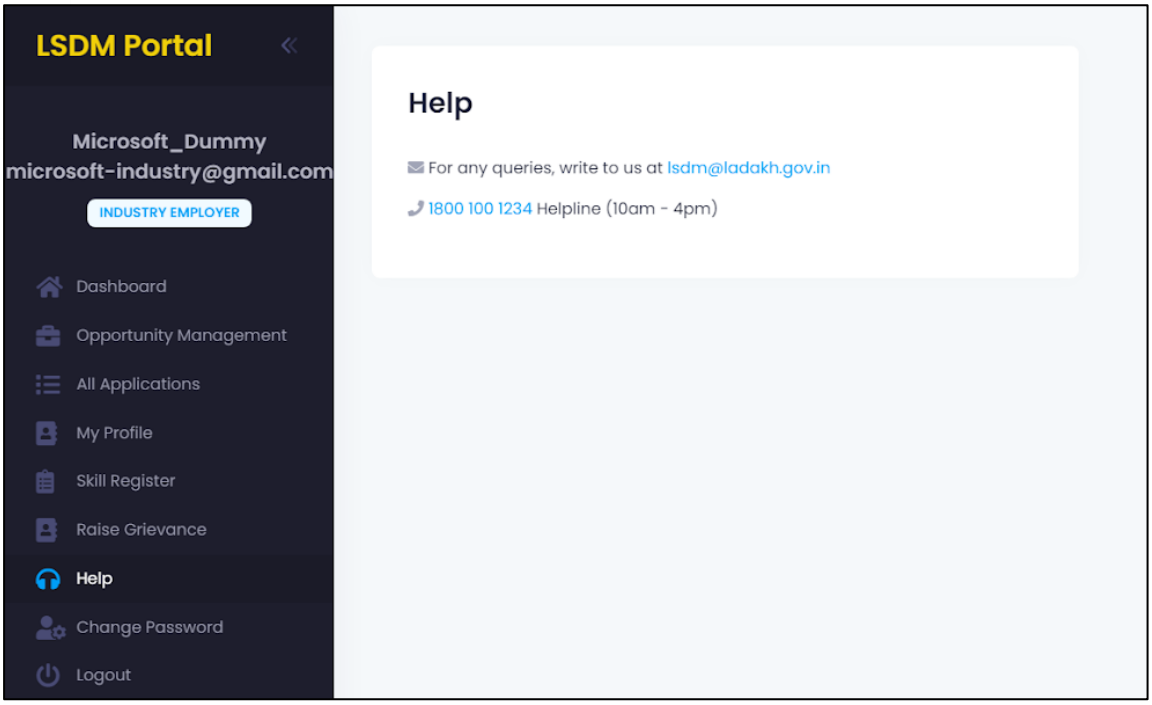




g. Help

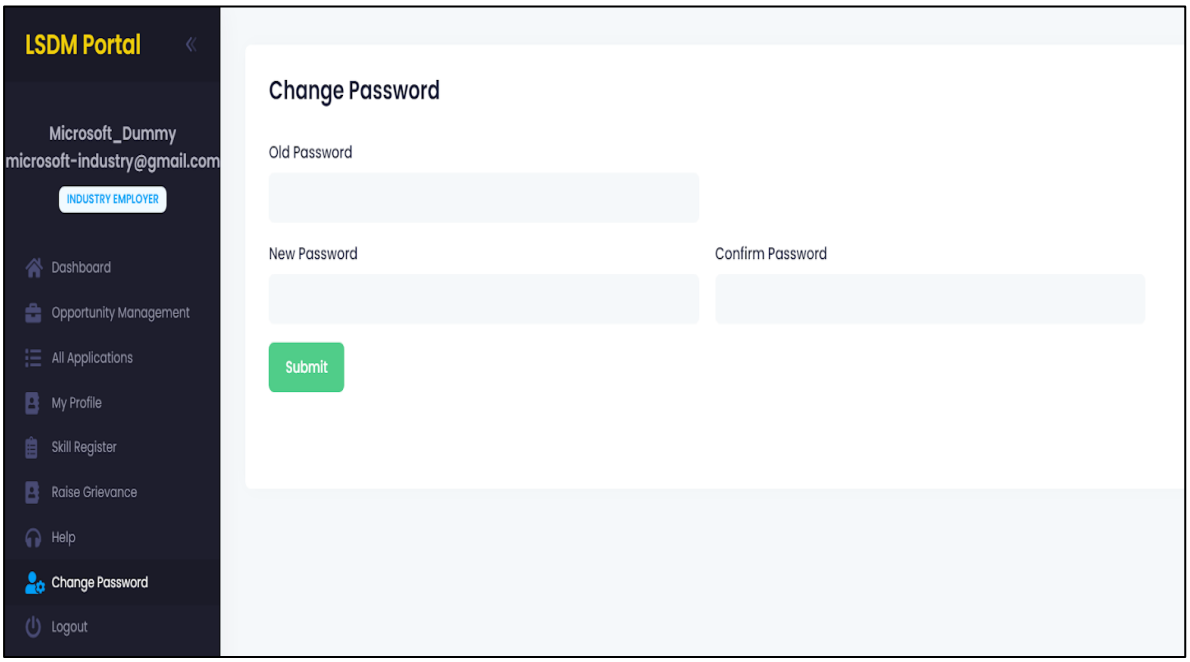
i. Contact details in case of emergency

- If there is any problem related to the platform. You can contact the respected team from Ladakh Skill Development Mission to help solve your issue at earliest.
- Contact details of the people from the organisation is provided.

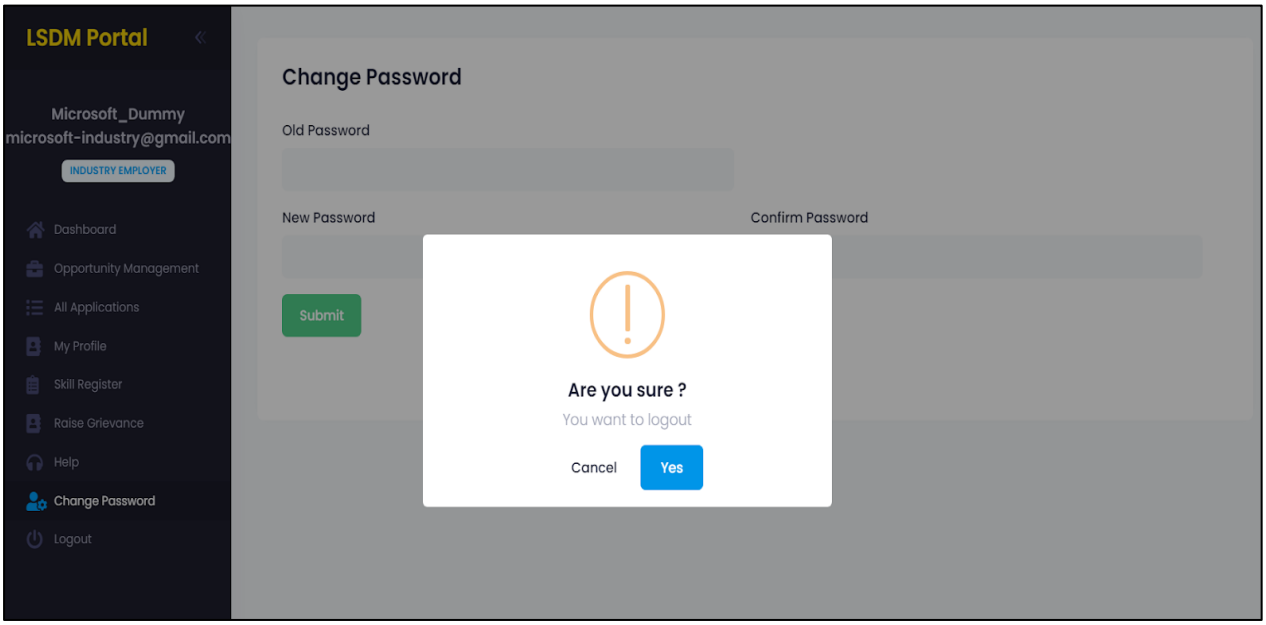


h. Change Password

i. Change your default password



i. Logout


LSDM Portal
Microsoft_Dummy
microsoft-industry@gmail.com
INDUSTRY EMPLOYER
Dashboard
Opportunity Management
All Applications
My Profile
Skill Register
Raise Grievance
Help
Change Password
Logout
Change Password
Old Password
New Password
Confirm Password
Submit
Are you sure ?
You want to logout
Cancel
Yes