



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.

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Candidate
It is easy to register as a Candidate Below are the simple steps:

- 1 Register as Candidate
- 2 Complete Candidate Profile
- 3 View and Apply for Upcoming Course
- 4 Training & Assessment
- 5 Certification

New Registration
Enter details to create your account:

Candidates Training Partner **Industry/Employer**

Industry/Employer Name *

Organization Type *

Organization Registration Number

Sector *

Email *

Mobile Number *

PAN *

Pincode *

Address

REGISTER

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.

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Login
Enter credentials to login to your account:

Select User Type
Industry/Employer

Email Address

Password

I'm not a robot reCAPTCHA Privacy - Terms

Forgot Password?

SUBMIT

Don't have an account? **Register Now!**

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.

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Forgot Password
Enter your registered email to get new password on email!

Login User
Candidate

Email Address

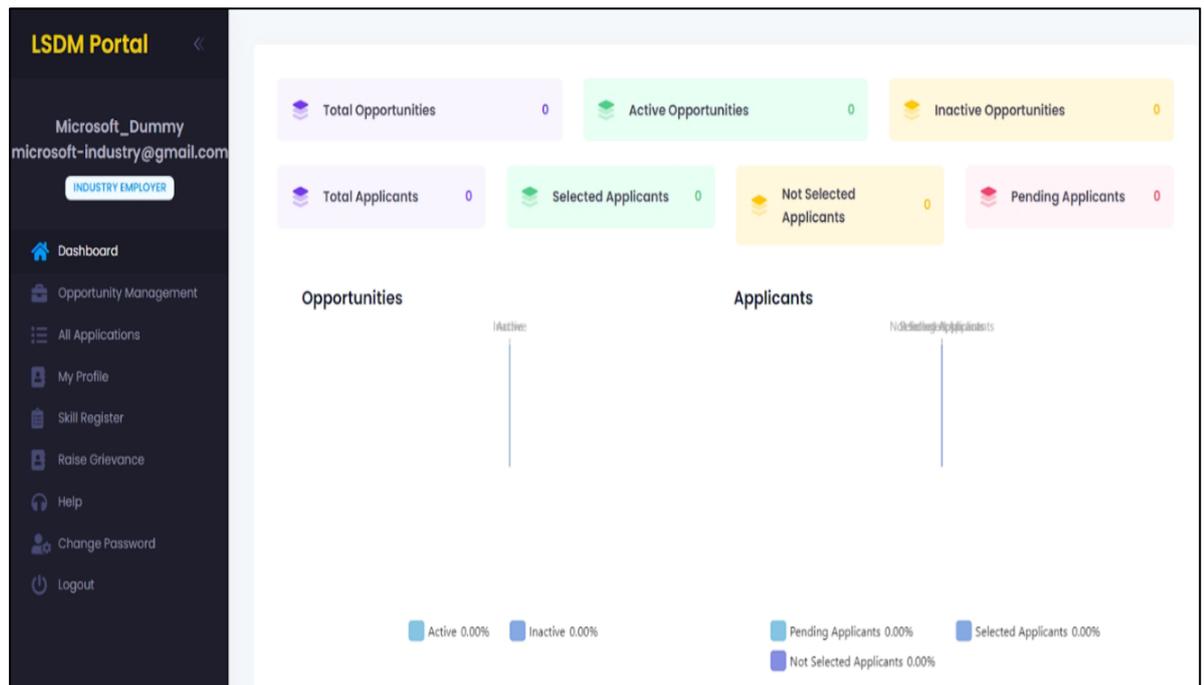
SUBMIT

Already having an account? Take me to **Login**

- **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.

The screenshot shows the 'Add Opportunity' form in the LSDM Portal. The form is divided into several sections:

- Job Role ***: Text input field.
- Eligibility ***: Text input field.
- Type ***: Dropdown menu with '- Select -'.
- Remuneration/Stipend(z) ***: Text input field.
- Location ***: Text input field.
- Job Description Upload * (.pdf .doc .docx)**: File upload area with 'Choose File' and 'No file chosen' buttons.
- Start Date ***: Text input field.
- Selection Process ***: Text input field.
- No Of Openings ***: Text input field.
- Application Deadline**:
 - Date ***: Text input field.
 - Time ***: Text input field.

At the bottom of the form, there are two buttons: a green 'Submit' button and a red 'Cancel' button.

The screenshot shows the 'Manage Opportunities' page in the LSDM Portal. The page features a sidebar on the left with navigation options and a main content area on the right.

Manage Opportunities (with '+ Add' and 'Export Records' buttons)

Show 10 entries (Search:)

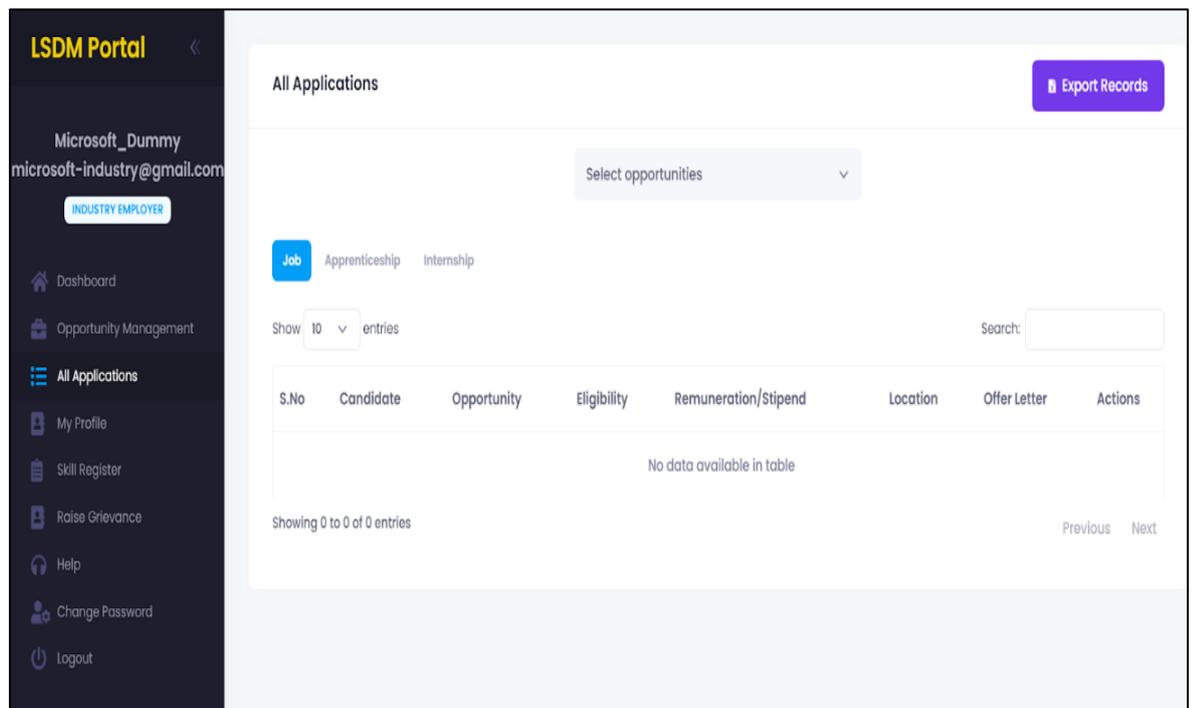
S.No	Job Role	Eligibility	Type	Remuneration Stipend	Location	Deadline	Actions
No data available in table							

Showing 0 to 0 of 0 entries (Previous Next)

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.

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

My Profile

Name	Email	Organization Type	Organization RegNo
Microsoft_Dummy	microsoft-industry@gmail.co	U67190TN2014PTC054869	Registration Private Limited C
Pan No	Pin code	Mobile	Sector
JRLPG5857F	145545	0115246897	IT-ITeS Skill
Address			
2nd Floor, Building No. 2, Tower-A Sector-21, Gurugram, Haryana I.			

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.
 - Select Sector (To sort using sector)
 - 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.

LSDM Portal

Microsoft_Dummy
microsoft-industry@gmail.com

INDUSTRY EMPLOYER

- Dashboard
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Skill Register

Export Records

- Select Sector -
- Select Skill -

Show 10 entries

S.No	Name	Email	Mobile	Alternate Mobile	Aadhar No	District	Block	Actions
1	Abida khanam	afanapari3@gmail.com	9596732022	325955489565	325955489565	Leh	Turtuk	Candidate De
2	Harsh Sharma_Dummy	harsh.sharma@gmail.com	9886467346	984552645544	984552645544	Kargil	Pashkum	Candidate De
3	Rinchen Namgyal	rinchenamgyal735@gmail.com	6006694522	250771362640	250771362640	Leh	Leh	Candidate De
4	Stanzin Chotar	chosmetal666@gmail.com	6006686505	689843413717	689843413717	Leh	Thiksay	Candidate De
5	Stanzin Palmo	Stanzinpalmo05@gmail.com	7051081972	979516649412	979516649412	Leh	Leh	Candidate De
6	Sonam youdon	sonamyoudon177@gmail.com	9622284928	773963705163	773963705163	Leh	Nyoma	Candidate De
7	Tsewang Dolma	tsewangdolma2018@gmail.com	9906349298	405722235383	405722235383	Leh	Leh	Candidate De
8	Tsering Dolkar	kunzesc139@gmail.com	9103360996	519252449715	519252449715	Leh	Leh	Candidate De
9	Nilza Angmo	nilxaa08@gmail.com	7006561538	721544039889	721544039889	Leh	Durbuk	Candidate De
10	Stanzin Kunzang	stanzinkunzang812@gmail.com	9622978281	272498380594	272498380594	Leh	Leh	Candidate De

Showing 1 to 10 of 25 entries

Previous
1
2
3
Next

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.

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

Raise Grievance + Add Export Records

Show 10 entries Search:

S.No	Type	Description	Status	Remark	Attachment
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

LSDM Portal

Microsoft_Dummy
microsoft-industry@gmail.com

INDUSTRY EMPLOYER

Dashboard
Opportunity Management
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My Profile
Skill Register
Raise Grievance
Help
Change Password
Logout

Add Raise Grievance

Type * Description *

Attachment URL 1 * (.pdf .doc .docx)

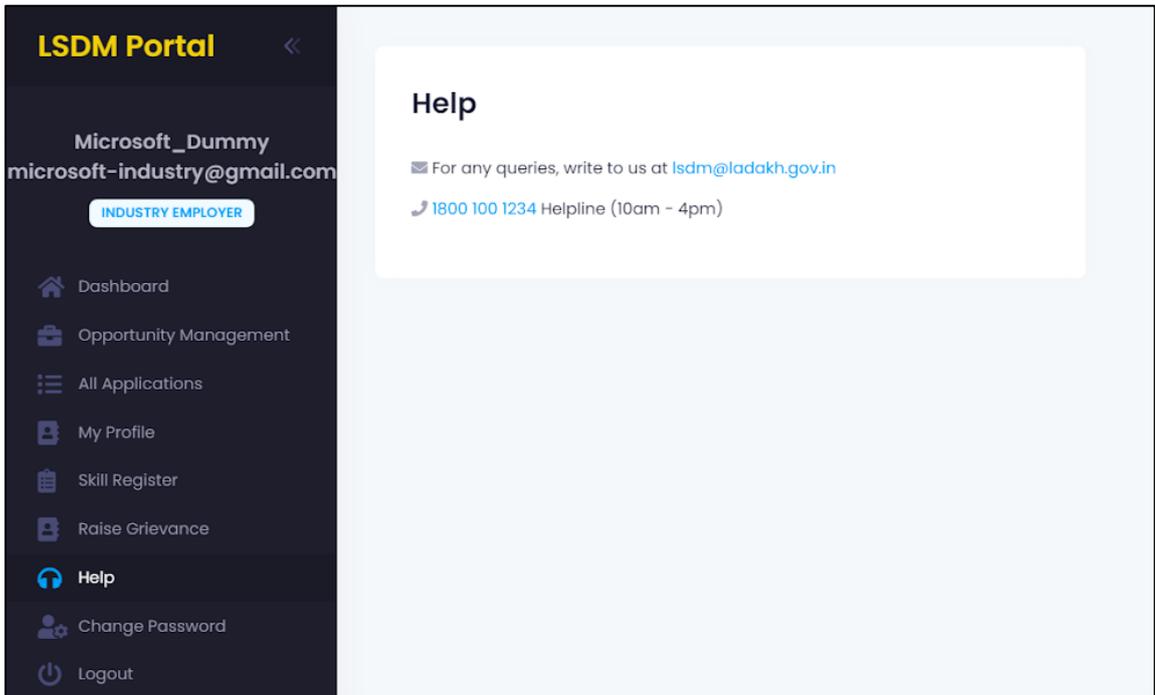
Choose File No file chosen

Submit Cancel

g. Help

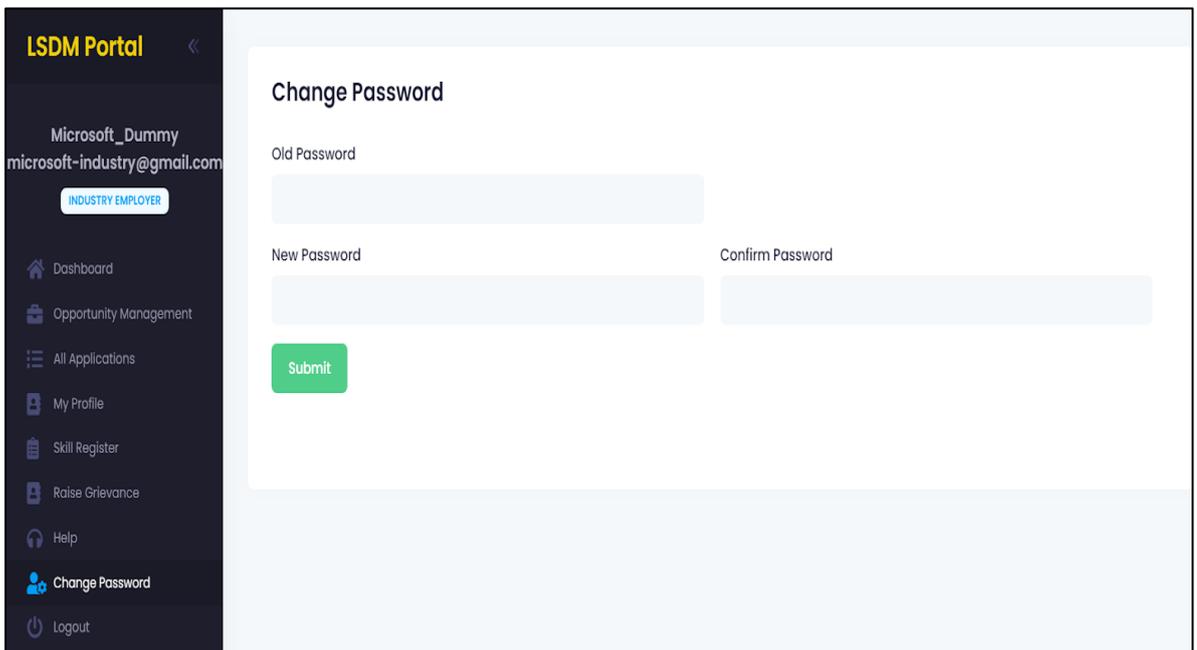
i. Contact details in case of emergency

- 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

