Helpdesk email: helpdesk.jobseeker@gmail.com (Any issue may be addressed to this mail ID along with screen shots during any issue with the online operation.)

Help Document:

The online job seekers may registrar their name in their respective Employment Exchanges by using the link 'Online Job Seeker' provided on the web site of "*Directorate of Employment Exchange, Government of Odisha" http:empmissionodisha.gov.in/Exchange*. The candidate should follow these steps:

1-Click on Jobseekers Module in home page

2-Accept the Declaration page

3-Fill up the Select Exchange page

4-Click on Submit Button

5-Fill up the registration in page as per instruction

6-Click on the proceed next step button

7-Fill up the educational qualification page in details

8-Fill up the Experience page

9-Fill up the Language details page

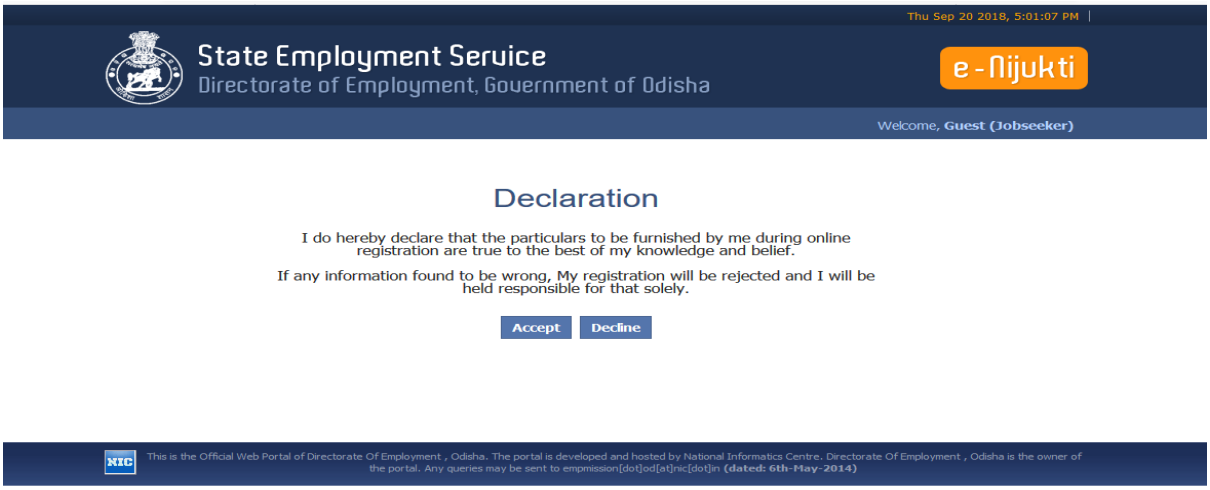
10-Fill up the Additional information page

11-Fill up the Willingness page

Steps for ONLINE REGISTRACTION

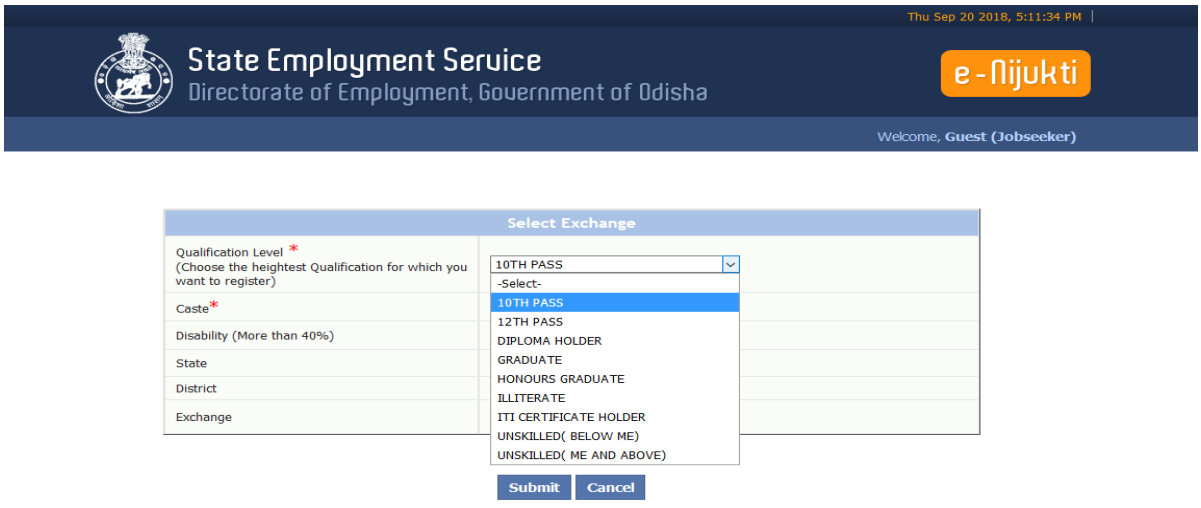
DECLARACTION

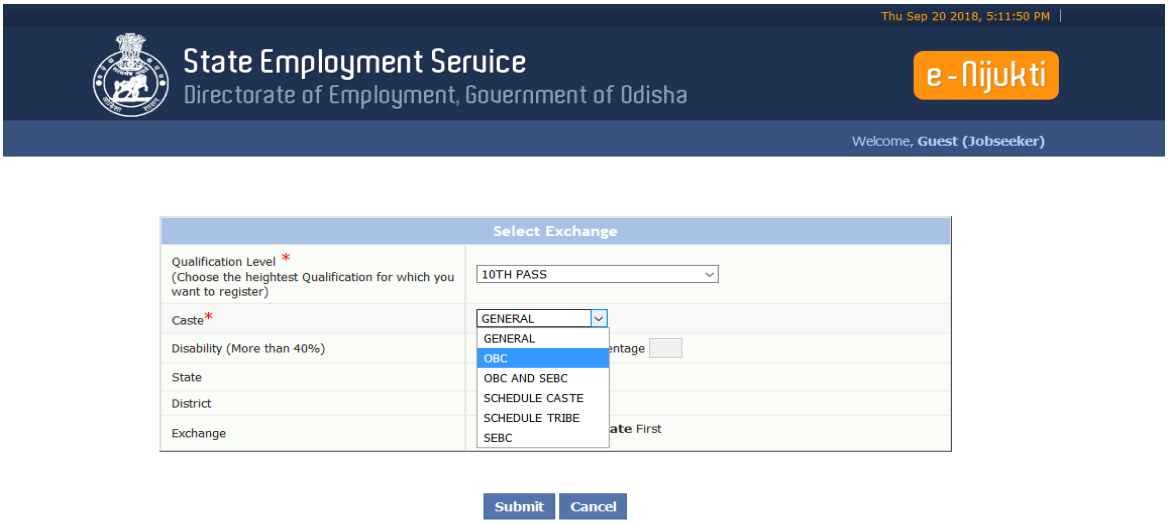
User/Candidates have to click on Accept button on the Declaration page, to proceed next for jobseeker Registration.



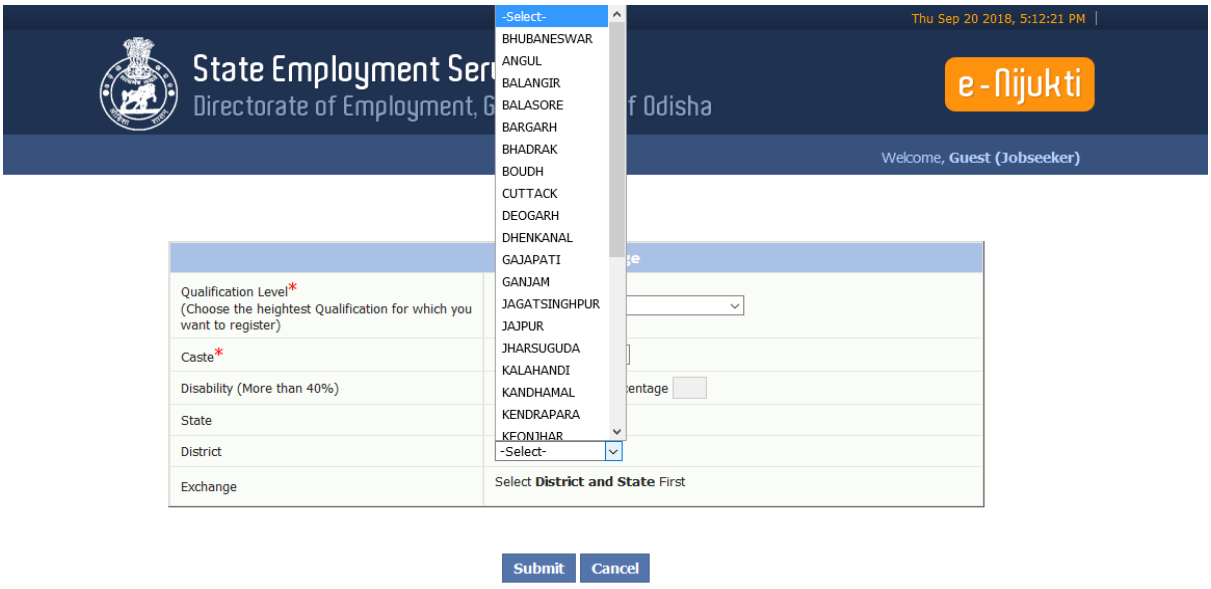
After Accept the Declaraction page fill up the Select Exchange page.

Choose the Qualification level and Caste (it is mandatory)



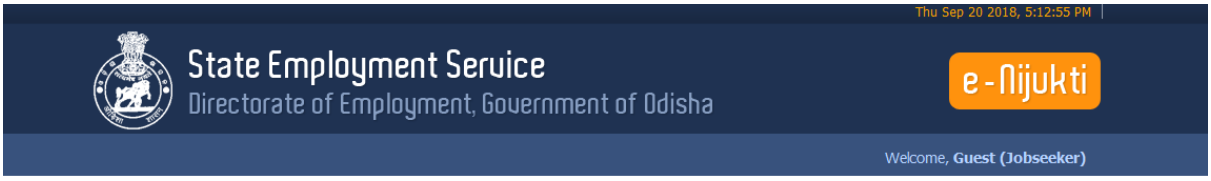


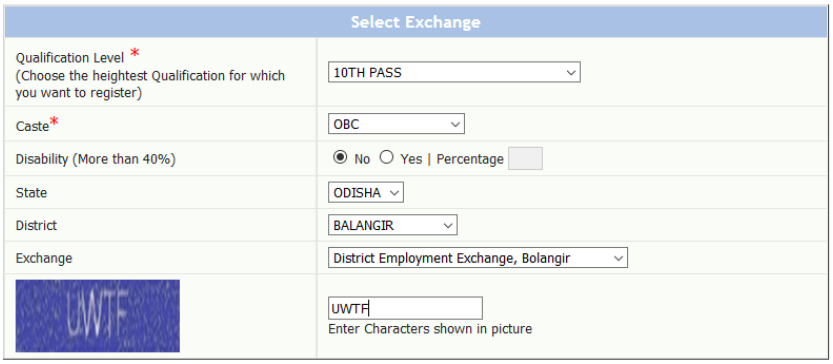
If user is SC/ST/OBC/SEBC then He/She should carry the Caste Certificate near by Employment Exchange office



select the District Options

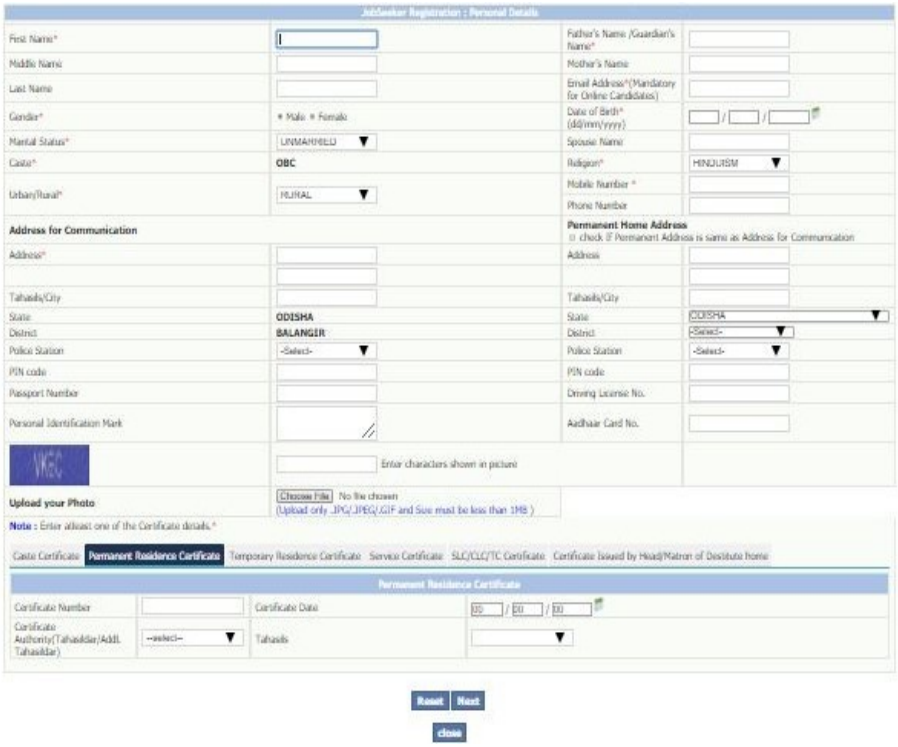
Select the Exchange option as per district





Type the CAPTCHA and Enter the submit button

Fill up the personal details page. Here is First Name, Father Name, DOB, Gender, E-Mail, and Marital Status is compulsory fields



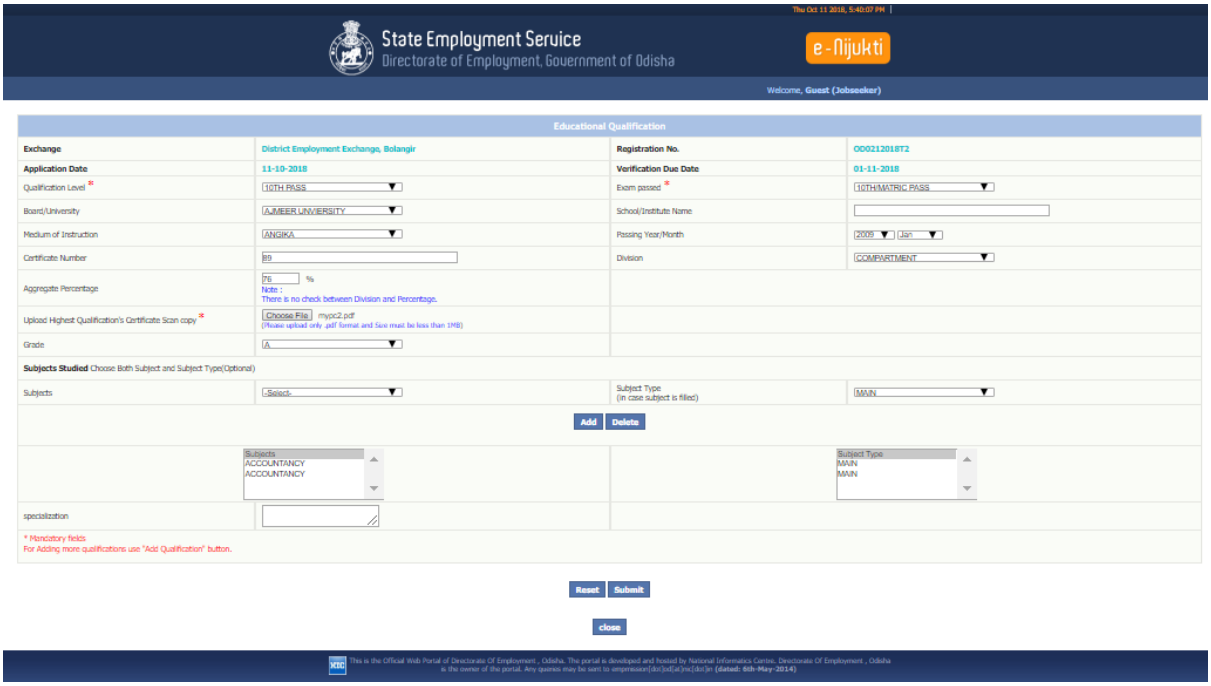
fill up the ADDRESS fields. If the Temporary and Permanant home address is same then click on the CHECK-BOX.

If the user is SC/ST/OBC/SEBC, he/she must fill up the caste Certificate options

click on NEXT button

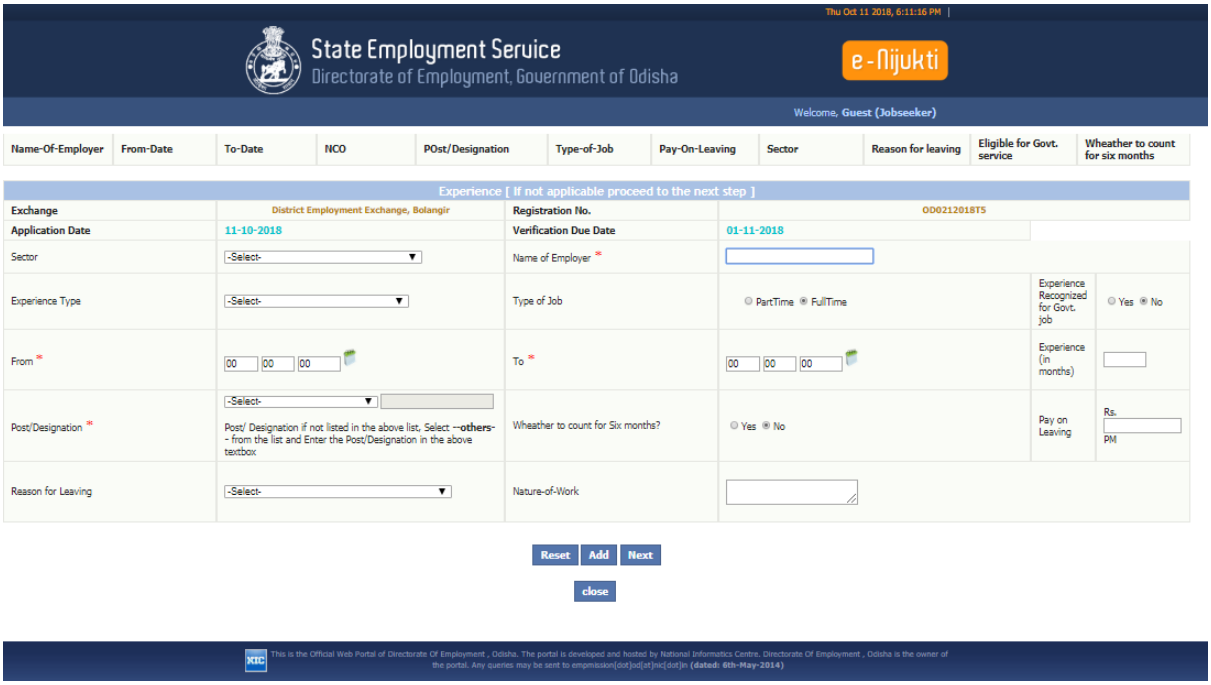
Click on Proceed Next button

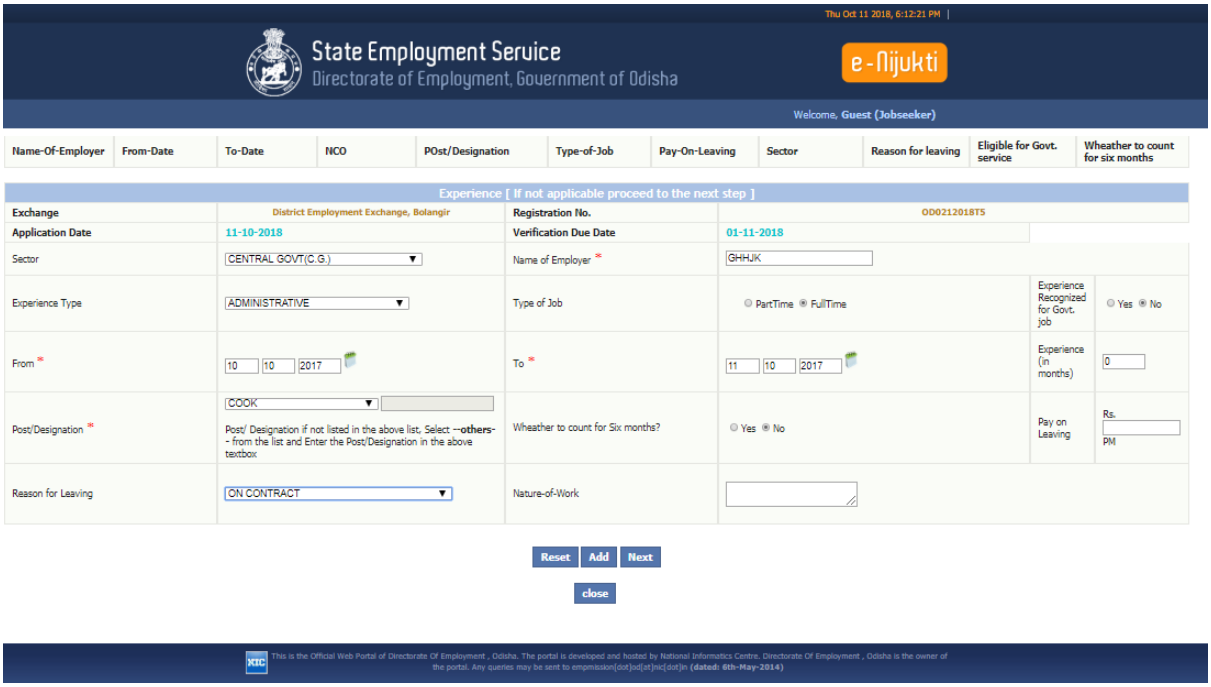
Fill up the Educational qualification page



Click on Submit button

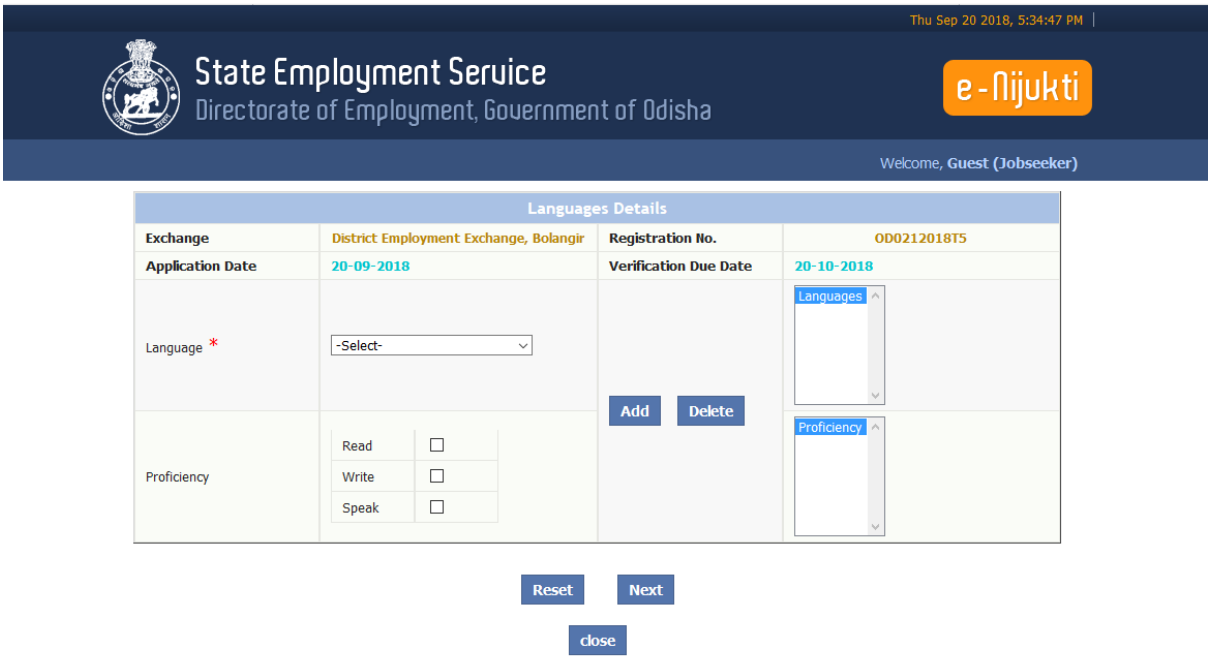
Fill up the Exprience page

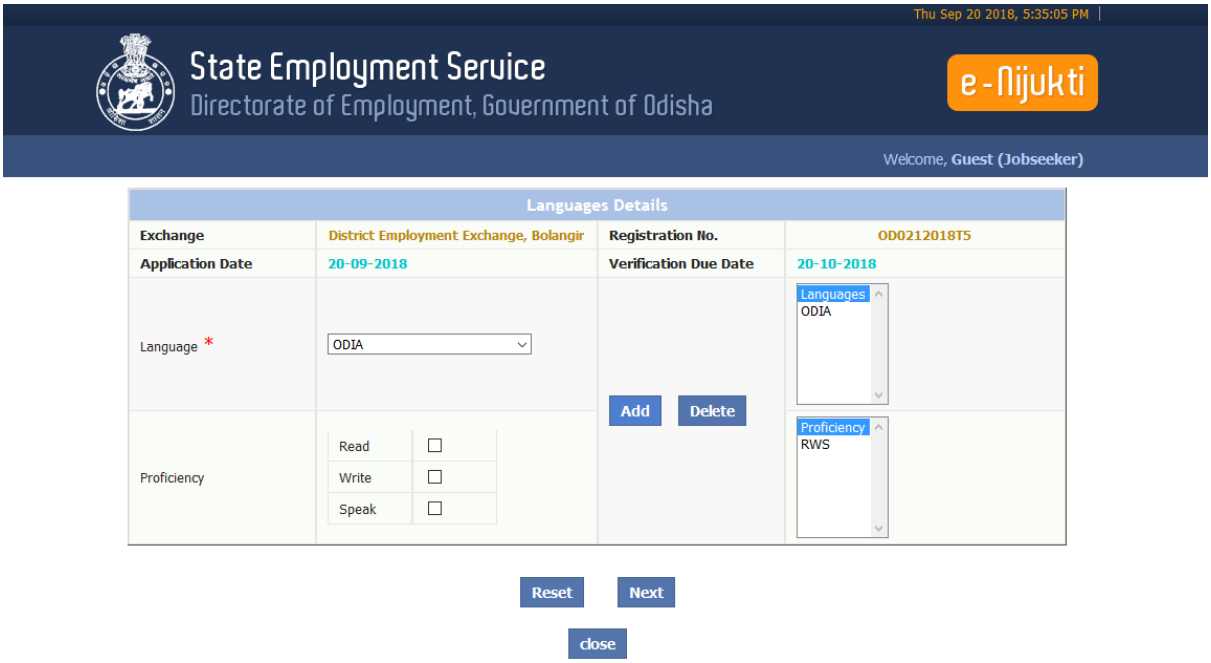




click on Next button

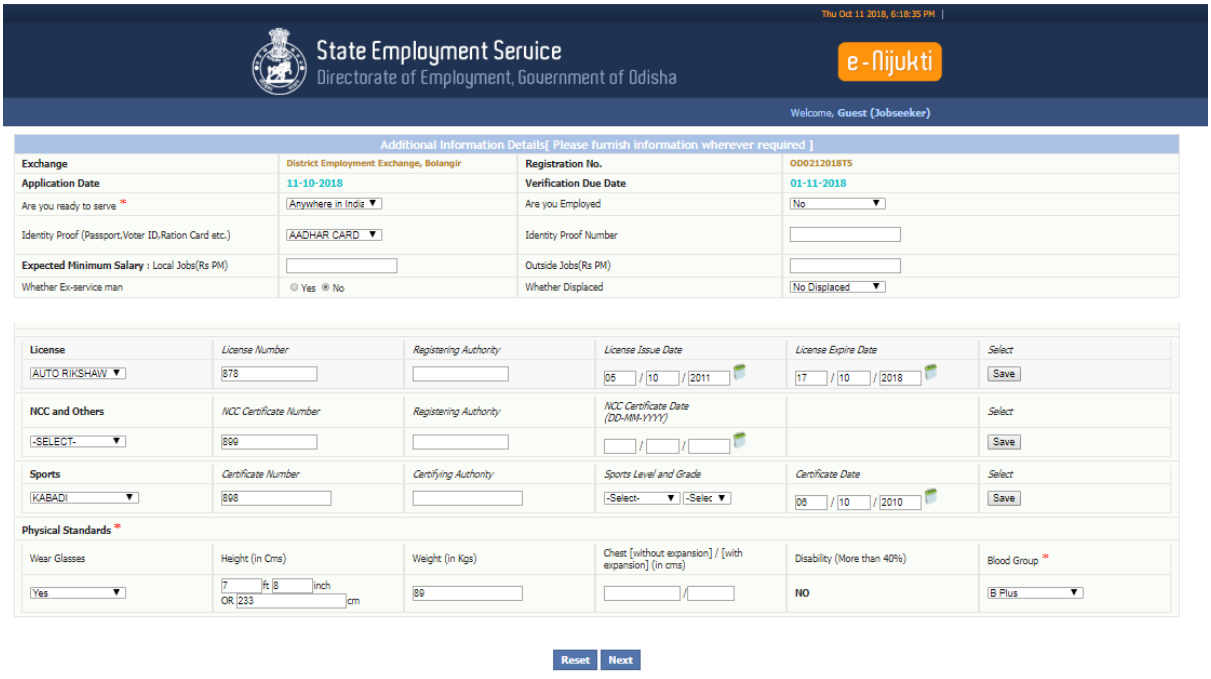
fill up the language details page

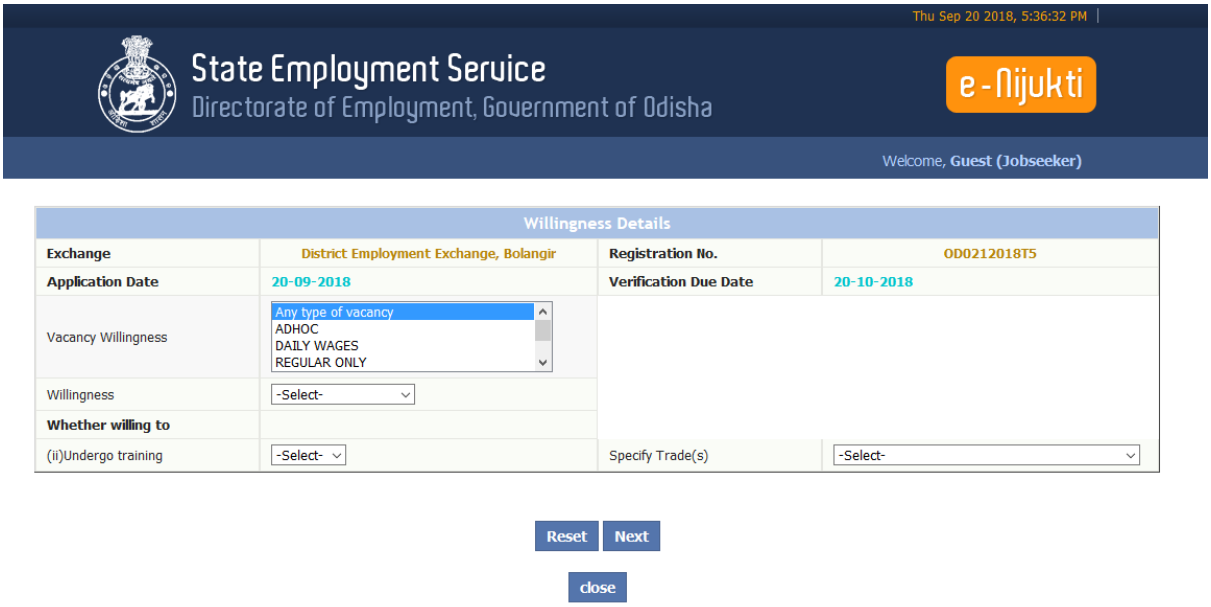




Select the language option and profiency(tick on read,write,speak) option, click on [redacted] option then click on [redacted] button

fill up the Additional information details page

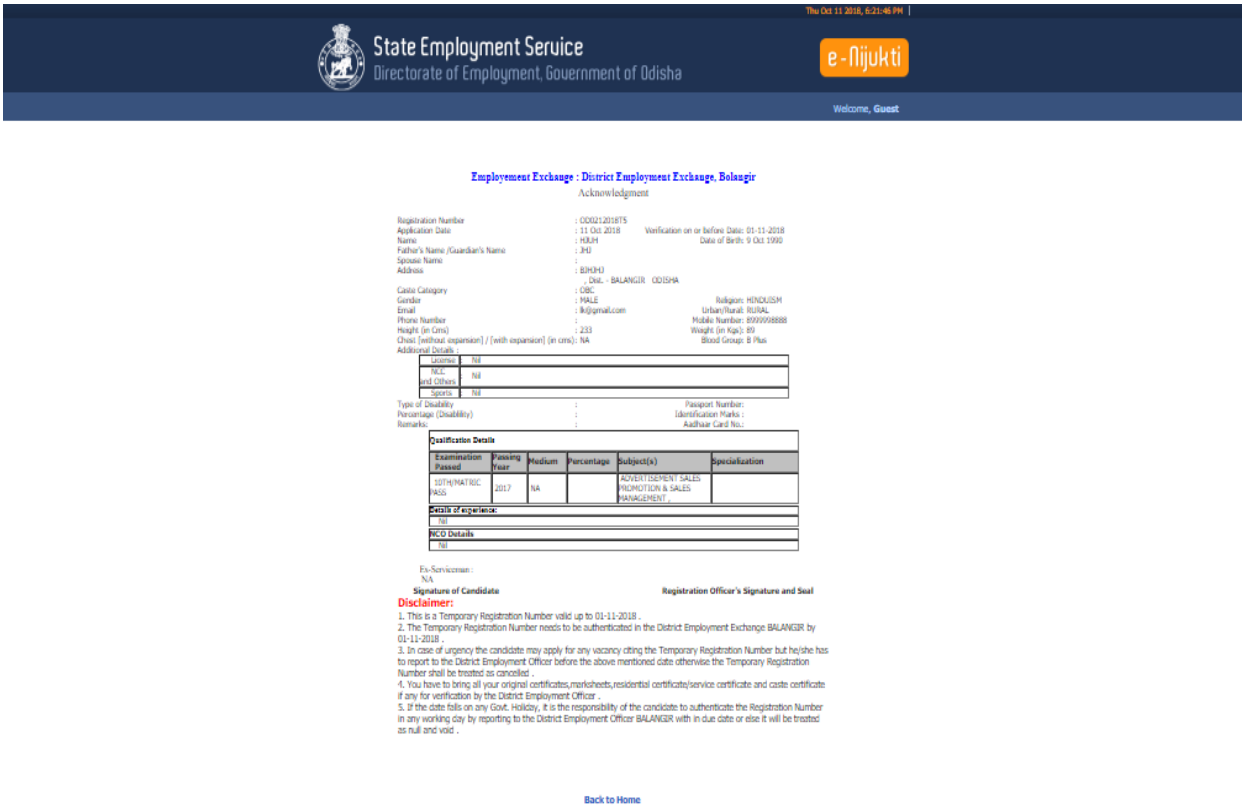




After fill up the vacancy willingness, willingness,

specify trade click on next button

Final Acknowledgement page will appear



General Instructions to online Candidates:

- Once a candidate applies for online Registration in any employment exchange through Kiosk/Internet centre/ common services centre a temporary Registration number will be allocated by the system.
- Acknowledgement is generated once complete the Temporary registration by a Job Seekers/Candidate.
- The generated temporary registration number would automatically show the name of the concerned District Employment Exchange and within the date the candidate has to visit to concern D.E.E for approval of registration otherwise this temporary number will be invalid after the due date.
- This temporary registration number needs to be validated within 20 days from the date of issue. The candidate has to visit the concern district employment Exchange office with the Acknowledgement Note and required original Documents within in due date(including holidays) for issue of X10 by the authority.
- In case of urgency the candidate may apply any vacancy citing of temporary registration number but the candidate has to visit district employment exchange within the due date to validate otherwise the temporary registration number will be cancelled
- If the last date fall on govt holiday it is the responsibility of the candidate to validate it prior to this date on any working day by visiting the District employment exchange or else it will be cancelled.

Note: Helpdesk email: helpdesk.jobseeker@gmail.com (Online candidates may send mails on difficulty along with the error snapshot if any during online application entry issue)