

## Guideline to the Candidates for Online Registration

---

Helpdesk email: [helpdesk.jobseeker@gmail.com](mailto: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 REGISTRATION

#### DECLARATION

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

# Guideline to the Candidates for Online Registration

Thu Sep 20 2018, 5:01:07 PM |

 **State Employment Service**  
Directorate of Employment, Government of Odisha

**e - Nijukti**

Welcome, Guest (Jobseeker)

## Declaration

I do hereby declare that the particulars to be furnished by me during online registration are true to the best of my knowledge and belief.  
If any information found to be wrong, My registration will be rejected and I will be held responsible for that solely.

 This is the Official Web Portal of Directorate Of Employment , Odisha. The portal is developed and hosted by National Informatics Centre, Directorate Of Employment , Odisha is the owner of the portal. Any queries may be sent to [emission\[dot\]od\[at\]nic\[dot\]in](mailto:emission[dot]od[at]nic[dot]in) (dated: 6th-May-2014)

After **Accept** the Declaration page fill up the **Select Exchange** page.

Choose the Qualification level and Caste (it is mandatory)

Thu Sep 20 2018, 5:11:34 PM |

 **State Employment Service**  
Directorate of Employment, Government of Odisha

**e - Nijukti**

Welcome, Guest (Jobseeker)

Select Exchange	
Qualification Level * (Choose the heighest Qualification for which you want to register)	10TH PASS
Caste *	-Select-
Disability (More than 40%)	10 TH PASS
State	12 TH PASS
District	DIPLOMA HOLDER
Exchange	GRADUATE
	HONOURS GRADUATE
	ILLITERATE
	ITI CERTIFICATE HOLDER
	UNSKILLED( BELOW ME)
	UNSKILLED( ME AND ABOVE)
	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

# Guideline to the Candidates for Online Registration

Thu Sep 20 2016, 5:11:50 PM |



**State Employment Service**  
Directorate of Employment, Government of Odisha

**e - Nijukti**

Welcome, Guest (Jobseeker)

Select Exchange	
Qualification Level* (Choose the highest Qualification for which you want to register)	10TH PASS
Caste*	GENERAL
Disability (More than 40%)	percentage
State	
District	
Exchange	State First

Submit Cancel

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

Thu Sep 20 2016, 5:12:21 PM |



**State Employment Service**  
Directorate of Employment, Government of Odisha

**e - Nijukti**

Welcome, Guest (Jobseeker)

Select Exchange	
Qualification Level* (Choose the highest Qualification for which you want to register)	
Caste*	
Disability (More than 40%)	percentage
State	
District	
Exchange	Select District and State First

- Select-
- BHUBANESWAR
- ANGUL
- BALANGIR
- BALASORE
- BARGARH
- BHADRAK
- BOUDH
- CUTTACK
- DEOGARH
- DHENKANAL
- GAJAPATI
- GANJAM
- JAGATSINGHPUR
- JAJPUR
- JHARSUGUDA
- KALAHANDI
- KANDHAMAL
- KENDRAPARA
- KEONJHAR
- Select-

Submit Cancel

select the District Options

Select the Exchange option as per district

# Guideline to the Candidates for Online Registration

Thu Sep 20 2018, 5:12:55 PM



**State Employment Service**  
Directorate of Employment, Government of Odisha

**e-Nijukti**

Welcome, Guest (Jobseeker)

Select Exchange	
Qualification Level* (Choose the highest Qualification for which you want to register)	10TH PASS
Caste*	OBC
Disability (More than 40%)	<input checked="" type="radio"/> No <input type="radio"/> Yes   Percentage <input type="text"/>
State	ODISHA
District	BALANGIR
Exchange	District Employment Exchange, Bolangir
	UWTF Enter Characters shown in picture

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

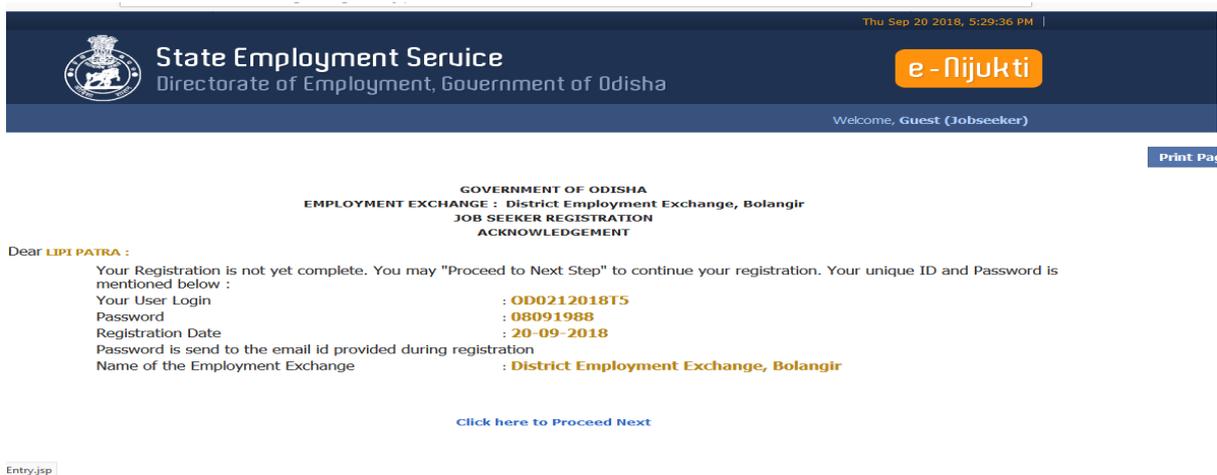
Jobseeker Registration : Personal Details			
First Name*	<input type="text"/>	Father's Name (Guardian's Name)*	<input type="text"/>
Middle Name	<input type="text"/>	Mother's Name	<input type="text"/>
Last Name	<input type="text"/>	Email Address*(Mandatory for Online Candidates)	<input type="text"/>
Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female	Date of Birth* (dd/mm/yyyy)	<input type="text"/>
Marital Status*	UNMARRIED	Spouse Name	<input type="text"/>
Caste*	OBC	Religion*	HINDUISM
Urban/Rural*	RURAL	Mobile Number *	<input type="text"/>
		Phone Number	<input type="text"/>
<b>Address for Communication</b>		<b>Permanent Home Address</b> <input type="checkbox"/> check if Permanent Address is same as Address for Communication	
Address*	<input type="text"/>	Address	<input type="text"/>
Taluk/City	<input type="text"/>	Taluk/City	<input type="text"/>
State	ODISHA	State	ODISHA
District	BALANGIR	District	--Select--
Police Station	--Select--	Police Station	--Select--
PIN code	<input type="text"/>	PIN code	<input type="text"/>
Passport Number	<input type="text"/>	Driving License No.	<input type="text"/>
Personal Identification Mark	<input type="text"/>	Aadhar Card No.	<input type="text"/>
	<input type="text"/>	Enter characters shown in picture	
<b>Upload your Photo</b>	<input type="button" value="Choose File"/> No file chosen (Upload only .JPG, JPEG, GIF and Size must be less than 1MB)		
<b>Note :</b> Enter atleast one of the Certificate details.*			
Caste Certificate: <b>Permanent Residence Certificate</b> Temporary Residence Certificate Service Certificate - SLC/CLC/TC Certificate Certificate issued by Head/Matron of Domicile home			
<b>Permanent Residence Certificate</b>			
Certificate Number	<input type="text"/>	Certificate Date	<input type="text"/>
Certificate Authority (Talukdar/Adil Talukdar)	--select--	Taluk	<input type="text"/>

## Guideline to the Candidates for Online Registration

fill up the ADDRESS fields. If the Temporary and Permanent 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



The screenshot shows the State Employment Service website interface. At the top, there is a header with the logo of the Government of Odisha, the text "State Employment Service Directorate of Employment, Government of Odisha", and the "e-Nijukti" logo. The date and time "Thu Sep 20 2018, 5:29:36 PM" are displayed in the top right corner. Below the header, there is a navigation bar with "Welcome, Guest (Jobseeker)" and a "Print Page" button. The main content area displays the following text:

GOVERNMENT OF ODISHA  
EMPLOYMENT EXCHANGE : District Employment Exchange, Bolangir  
JOB SEEKER REGISTRATION  
ACKNOWLEDGEMENT

Dear LIPI PATRA :

Your Registration is not yet complete. You may "Proceed to Next Step" to continue your registration. Your unique ID and Password is mentioned below :

Your User Login	: OD0212018T5
Password	: 08091988
Registration Date	: 20-09-2018
Password is send to the email id provided during registration	
Name of the Employment Exchange	: District Employment Exchange, Bolangir

[Click here to Proceed Next](#)

Entry.jsp

Click on Proceed Next button

Fill up the Educational qualification page

# Guideline to the Candidates for Online Registration

**State Employment Service**  
Directorate of Employment, Government of Odisha

Thu Oct 11 2018, 5:40:07 PM | e-Nijukti

Welcome, Guest (Jobseeker)

**Educational Qualification**

Exchange: District Employment Exchange, Bolangir

Application Date: 11-10-2018

Qualification Level: 10TH PASS

Board/University: ALMIBER UNIVERSITY

Medium of Instruction: ANGIKA

Certificate Number: 89

Aggregate Percentage: 76 %

Upload Highest Qualification's Certificate Scan copy: [Choose File] mypc2.pdf

Grade: A

Subjects Studied: ACCOUNTANCY

Subject Type: MAN

**Submit**

Click on **Submit** button

Fill up the **Expreience** page

**State Employment Service**  
Directorate of Employment, Government of Odisha

Thu Oct 11 2018, 6:11:56 PM | e-Nijukti

Welcome, Guest (Jobseeker)

Name-Of-Employer	From-Date	To-Date	NCO	Post/Designation	Type-of-Job	Pay-On-Leaving	Sector	Reason for leaving	Eligible for Govt. service	Wheather to count for six months
Experience [ If not applicable proceed to the next step ]										
Exchange: District Employment Exchange, Bolangir	Application Date: 11-10-2018	Registration No. OD021201BT5								
Sector: -Select-	Experience Type: -Select-	Type of Job: PartTime FullTime	Name of Employer: [Text Box]	Experience Recognized for Govt. job: Yes No						
From: 00 00 00	To: 00 00 00	Experience (in months): [Text Box]	Post/Designation: -Select-	Wheather to count for Six months? Yes No	Pay on Leaving: Rs. [Text Box]					
Reason for Leaving: -Select-	Nature-of-Work: [Text Box]									

**Submit**

# Guideline to the Candidates for Online Registration

Thu Oct 11 2018, 6:12:21 PM



**State Employment Service**  
 Directorate of Employment, Government of Odisha



Welcome, Guest (Jobseeker)

Name-Of-Employer	From-Date	To-Date	NCO	Post/Designation	Type-of-Job	Pay-On-Leaving	Sector	Reason for leaving	Eligible for Govt. service	Whether to count for six months
Experience [ If not applicable proceed to the next step ]										
Exchange	District Employment Exchange, Bolangir			Registration No.	OD0212018T5					
Application Date	11-10-2018			Verification Due Date	01-11-2018					
Sector	CENTRAL GOVT.(C.G.)			Name of Employer *	GH+JK					
Experience Type	ADMINISTRATIVE			Type of Job	<input type="radio"/> PartTime <input checked="" type="radio"/> FullTime		Experience Recognized for Govt. job	<input type="radio"/> Yes <input checked="" type="radio"/> No		
From *	10	10	2017	To *	11	10	2017	Experience (in months)	0	
Post/Designation *	COOK			Whether to count for Six months?	<input type="radio"/> Yes <input checked="" type="radio"/> No		Pay on Leaving	Rs. _____ PM		
Reason for Leaving	ON CONTRACT			Nature-of-Work						

Reset Add Next

close

This is the Official Web Portal of Directorate Of Employment , Odisha. The portal is developed and hosted by National Informatics Centre, Directorate Of Employment , Odisha is the owner of the portal. Any queries may be sent to empmission[dot]od[dot]in[at]nic[dot]in (dated: 08-May-2014)

click on **Next** button

fill up the **language** details page

Thu Sep 20 2018, 5:34:47 PM



**State Employment Service**  
 Directorate of Employment, Government of Odisha



Welcome, Guest (Jobseeker)

Languages Details					
Exchange	District Employment Exchange, Bolangir		Registration No.	OD0212018T5	
Application Date	20-09-2018		Verification Due Date	20-10-2018	
Language *	-Select-		<input type="button" value="Add"/> <input type="button" value="Delete"/>	<div style="border: 1px solid #ccc; padding: 5px;">                 Languages             </div>	
Proficiency	Read <input type="checkbox"/> Write <input type="checkbox"/> Speak <input type="checkbox"/>			<div style="border: 1px solid #ccc; padding: 5px;">                 Proficiency             </div>	

Reset Next

close

# Guideline to the Candidates for Online Registration

Thu Sep 20 2018, 5:35:05 PM |



## State Employment Service

Directorate of Employment, Government of Odisha



Welcome, Guest (Jobseeker)

Languages Details								
Exchange	District Employment Exchange, Bolangir	Registration No.	OD0212018T5					
Application Date	20-09-2018	Verification Due Date	20-10-2018					
Language *	<input type="text" value="ODIA"/>	<input type="button" value="Add"/> <input type="button" value="Delete"/>	<div style="border: 1px solid #ccc; padding: 2px;">             Languages              ODIA           </div>					
Proficiency	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Read</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Write</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Speak</td> <td><input type="checkbox"/></td> </tr> </table>		Read	<input type="checkbox"/>	Write	<input type="checkbox"/>	Speak	<input type="checkbox"/>
Read	<input type="checkbox"/>							
Write	<input type="checkbox"/>							
Speak	<input type="checkbox"/>							

Select the language option and proficiency(tick on read,write,speak) option, click on   option then click on   button

fill up the Additional information details page

Thu Oct 11 2018, 6:18:35 PM |



## State Employment Service

Directorate of Employment, Government of Odisha



Welcome, Guest (Jobseeker)

Additional Information Details[ Please furnish information wherever required ]			
Exchange	District Employment Exchange, Bolangir	Registration No.	OD0212018T5
Application Date	11-10-2018	Verification Due Date	01-11-2018
Are you ready to serve *	Anywhere in India	Are you Employed	No
Identity Proof (Passport,Voter ID,Ration Card etc.)	AADHAR CARD	Identity Proof Number	<input type="text"/>
Expected Minimum Salary : Local Jobs(Rs PM)	<input type="text"/>	Outside Jobs(Rs PM)	<input type="text"/>
Whether Ex-service man	<input type="radio"/> Yes <input checked="" type="radio"/> No	Whether Displaced	No Displaced

License	License Number	Registering Authority	License Issue Date	License Expire Date	Select
AUTORIKSHAW	<input type="text" value="878"/>	<input type="text"/>	05 / 10 / 2011	17 / 10 / 2018	<input type="button" value="Save"/>
NCC and Others	NCC Certificate Number	Registering Authority	NCC Certificate Date (DD-MM-YYYY)		Select
-SELECT-	<input type="text" value="899"/>	<input type="text"/>	/ /		<input type="button" value="Save"/>
Sports	Certificate Number	Certifying Authority	Sports Level and Grade	Certificate Date	Select
KABADI	<input type="text" value="898"/>	<input type="text"/>	-Select- -Select-	08 / 10 / 2010	<input type="button" value="Save"/>
<b>Physical Standards *</b>					
Wear Glasses	Height (In Cms)	Weight (In Kgs)	Chest [without expansion] / [with expansion] (in cms)	Disability (More than 40%)	Blood Group *
Yes	7 <input type="text" value=""/> 8 <input type="text" value=""/> inch OR 233 <input type="text" value=""/> cm	89	/ /	NO	B Plus

# Guideline to the Candidates for Online Registration



**State Employment Service**  
 Directorate of Employment, Government of Odisha

Thu Sep 20 2018, 5:36:32 PM  
  
Welcome, Guest (Jobseeker)

Willingness Details			
Exchange	District Employment Exchange, Bolangir	Registration No.	OD0212018T5
Application Date	20-09-2018	Verification Due Date	20-10-2018
Vacancy Willingness	<div style="border: 1px solid black; padding: 2px;">                     Any type of vacancy                      ADHOC                      DAILY WAGES                      REGULAR ONLY                 </div>		
Willingness	-Select-		
Whether willing to			
(ii) Undergo training	-Select-	Specify Trade(s)	-Select-

Reset
Next  
close

After fill up the vacancy willingness, willingness,  
 specify trade click on next button  
 Final Acknowledgement page will appear



**State Employment Service**  
 Directorate of Employment, Government of Odisha

Thu Oct 11 2018, 6:21:46 PM  
  
Welcome, Guest

**Employment Exchange : District Employment Exchange, Bolangir**

Acknowledgment

Registration Number : OD0212018T5 Application Date : 11 Oct 2018 Name : HJH Father's Name /Guardian's Name : JH Surname Name : Address : BHKH Caste Category : OBC - BALANGIR ODISHA Gender : MALE Religion : HINDUISM Email : h.j@gmail.com Urban/Rural : RURAL Phone Number : Mobile Number : 899998888 Height (in Cms) : 213 Weight (in Kgs) : 89 Chest (without expansion) / (with expansion) (in cms) : NA Blood Group : B Pos.	Verification on or before Date: 01-11-2018 Date of Birth: 0 Oct 1990
--	---

Additional Details

Gender	NA
Religion	NA
and Others	NA
Special	NA

Type of Disability :  
 Percentage (Disability) :  
 Remarks :

Examination Passed	Ranking	Medium	Percentage	Subject(s)	Specialization
10TH/MATRIC	2017	NA		ADVERTISMENT SALES PROMOTION & SALES MANAGEMENT	

Detail of experience:  
 No. of Details:  
 NA

Ex-Serviceman :  
 NA

Signature of Candidate \_\_\_\_\_ Registration Officer's Signature and Seal \_\_\_\_\_

**Disclaimer:**

- This is a Temporary Registration Number valid up to 01-11-2018.
- The Temporary Registration Number needs to be authenticated in the District Employment Exchange BALANGIR by 01-11-2018.
- In case of urgency the candidate may apply for any vacancy citing the Temporary Registration Number but he/she has to report to the District Employment Officer before the above mentioned date otherwise the Temporary Registration Number shall be treated as cancelled.
- You have to bring all your original certificates, mark sheets, residential certificate/service certificate and caste certificate if any for verification by the District Employment Officer.
- If the date falls on any Govt. Holiday, it is the responsibility of the candidate to authenticate the Registration Number in any working day by reporting to the District Employment Officer BALANGIR with in due date or else it will be treated as null and void.

[Back to Home](#)

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