

USER MANUAL FOR NSDC JobX (Mauritius Employers Onboarding)

Version 1.1

Disclaimer: Please note that the information provided in this user manual is for informational purposes only. The processes described herein are subject to change without prior notice, as part of continuous development program to enhance application's features and functionality.



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1.0 Introduction

This user manual has been designed to provide information on how employers can use NSDC JobX for:

- 1. International Employer Onboarding
- 2. Login
- 3. Manage Jobs
- 4. Manage Applications
- 5. Update Profile

Please go through the manual thoroughly to avoid any issues.



2.0 Mauritius Employer Onboarding

Short Description: This process flow is aimed at international employers.

Context: This feature will help international employers to register on the NSDC JobX platform.

2.1 Registration

Step 1: Please visit URL <u>www.nsdcjobx.com.</u>



Step 2: On the top hand right corner of the screen there is Login section click on **Employer** button as highlighted in the image below.

N-S-D-C	希 Home Employment Type 〜 Servic	es ∼ Overseas Jobs		Login Candidate Employer
	Companyd Job Title / Key Skills / Job ID	Location	Search >	

Step 3: Click on New to NSDC JobX? Register Here button as highlighted below.

Registered User Sign in Here							
Enter Mobile No. / Email ID : *							
Enter Email Id							
	Login with Mobile OTP						
Password: *							
	Enter Password						
		Forgot Password					
ſ	New to NSDC JobX ? Register Here	LOGIN					

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Step 4: In the next screen fill in all the **required details** starting from choosing your country as Mauritius in the form and click on the **Submit** button at the end of the form.

Country*	District*
Mauritius 🗸	Select
Company Name"	Mobile / Phone No
Company Name	97XXXXX58
Contact Person*	Email (UserID)*
Contact Person	abc@xyz.com
Category	Sector
Select 🗸	Select Sector
Type of Business Entity	No. of Employees
Select 🗸	Select
Address*	
Complete Address	
Established Year	Company Logo
2017	Choose File No file chosen
	File Name must not contain special characters(U#@/\t.)
Business Registration Card ^{* (Only .pdf) (max size:500KB)}	Certificate of Incorporation/Regd.*(Only.pdf) I (max size:500KB)
Choose File No file chosen	Choose File No file chosen
File Name must not contain special characters(U#,@\^\$.)	File Name must not contain special characters(1)#(@//tt)
Company Website	
https://www.example.com	
Password*	Re-type Password*

Note:

- Please mention the district where your company is registered.
- Upload your company logo for better visibility.
- Uploading Business Registration Card and Certificate of Incorporation are mandatory.
- The phone number should be within 7 to 8 characters.

Step 5: Once you click on **Submit**, you will receive an OTP on the email id entered by you in the registration form. Enter the **OTP** and click on **Verify and Submit** to verify your email address.



Hill Welcome Back Vitre abs beer Univer Proceeds under weiter wei		n# Home ⊂C	Search Resume → Login 🚔 Post A Job	Employer ●)Login 🕞 Re
	14			
Fmail: 019-1		Verify Your Profile		
Nvesta pathalgmsdicida.org 4 digt 019 Resend 07P Verify and Submit		Email : nivedits.pathak@nsdcindis.org		

Please Note: If you do not receive the OTP, wait for few minutes before clicking on Resend OTP.

Step 7: Enter your job demands in this screen according to the sector and enter the no. of vacancies for each sector.

Demand Aggregation		
Select Sector v	No of vacancies-	Add Submit

Please Note: You can enter job demands for up to 5 sectors.



3.0 Login

Step 1: After successful registration, go to **Login Page** and enter all the required details and click on **Login** button.

•	Empl	oyment Type 🗸	Services ~	Overseas Jol	os	
	en	Ko E	the ol			147 147
		Regist	tered User S	ign in Here		
	Ente	Mobile No. / Emai	I ID : *			
		Enter Email Id				
		Login with Mobile	OTP			
	Pass	word: *				
	•	Enter Password				83
				Forg	ot Password	
	[New to NSDC JobX ? R	egister Here	LO	GIN	
					r I	1274 1274

Step 2: Once you click on Login, on the landing page you will see these options in the top menu.



3.1 Forgot Password

Short Description: This feature would be used if the registered employer has forgotten their password.

Context: In case the employer has forgotten their password they can reset their password using this feature.

Step 1: If you are unable to login through the login credentials or you have forgotten the password then click on **Forgot Password** as highlighted in the image below.

Empl	oyment Type ~	Services ~	Overseas Jobs	
BII		1974 Al	eni X2 (E) 1	
	Regis	tered User S	ign in Here	81
Ente	r Mobile No. / Emai	I ID : *		
	Enter Email Id			
	Login with Mobile	OTP		
Pass	word: *			
	Enter Password			
			Forgot Password	
[New to NSDC JobX ? R	egister Here	LOGIN	l

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Step 2: This will take you to the following screen.

egist	tered Email ID : *
\sim	adc@mail.com
	New to NSDC JobX ? Register Here Back Submit

Step 3: Enter your Registered Email Id in the respective field and click on Submit.

Step 4: The new password would be sent on the registered email id which can be used to login.

Note: You can change your password after logging into your account if required.



4.0 Manage Jobs

4.1 Post A Job

Step 1: Under Manage Jobs click on Post A Job.

N-S-D-C DIGITAL Model Acoust	🏶 Dashboard	Advance Search (Resume)	🚔 Manage Jobs 🗸	🛱 Manage Profile 🗸	🔳 Manage Response 🗸	S My Profile V
Active Job List			Post A Job		Home » Manage	Jobs » Active Job List
		전 모델 무엇이네	Copy A Job			
Active Job List			Active Job List			
			Inactive Jobs			
			Unpublished Jobs			×

Step 2: Fill in all the required details and click on Submit Job button.

		Job Industry Type*		Job Title*	
Select	~	Select Sector	×	Job Title	
OCation [®] (Seperated with comma 3		Functional Area*		Job Type"	
Mauritius		Others	~	Select Job Type	
tequired Profile ' (Repeated with comme J		Trade/Specialization/Branch		Job Vacancies*	
Qualification like : 10th Pass, ITI, Any Gradudate etc.		Specialization like : Computer Science, Data	a Entry Operator,		
Vork Experience (From)		Work Experience (To)		Currency Type	
Minimum Experience Year	~	Maximum Experience Year	Ŷ	Mauritian rupee	
Nonthly Salary :		PWD°			
		Select	~		
ender"		Show Employer Contact			
Select ~		Select	~		
B I ≔ ≔ ⊕ ⊕ ∞ ⊲ ?					
		Upload J	bb Description (On	v. doc / docx / Pdf File) [(max size: 1 MB)	
B I I ∷ :			bb Description (On 9 File No file choses	y .doc / .docx / .Pdf File) (max size: 1 MB)	
teywords-		Choose	e File No file choser		

Note: Once a job is submitted you will have to wait for the admin's approval for the job to be published/active.



4.2 Active Jobs

Step 1: To check the list of active jobs on your profile click on the **Active Jobs** Button under **Manage Jobs**.

N-S-D-C - DIGITAL	*	Dashboard Advance Search (Resum	e) 🔹 Manage Jobs 🗸 🖀 Mana	oge Profile 🗸 🔳 Manage Response 🗸 💄 My Profile 🗸
	Active Job List		Post A Job Active Job List	Home » Manage Jobs » Active Job List
	Active Job List	uman Besources	Inactive Jobs Unpublished Jobs	
		Company Name : sports India Company Name : sports India Solo Type : Educational/Traine Solary 2 - 4 Lakhs P Location : Delh Posted Date : 08 Jun 2023		Cick to Inactive

Step 2: To edit a job click on the **Edit Job** button and make the edits before clicking on the **Submit** button.

Step 3: If you wish to deactivate a particular job posting just click on the **Click to Inactive** button.

4.3 Inactive Jobs

Step 1: Click on **Inactive Jobs** as highlighted in the image below.

Inactive Jobs	Post A Job	S	Home > Manage Jobs > Inactive Jobs
	Active Job Li	t	
Job List	Inactive Jobs		
Graphic Designer	Unpublished	Jobs	
	Company Name : sports India Transfer Jobr Job Type: Government Job Experiment: syntament Job Experiment: syntament Job Require Software developer for sports data related in Posted Date: 06 Jun 2023 Posted Date: 06 Jun 2023		(2 ^e Edit Job ✔ Click to Refresh

Step 2: Edit the Job if required by clicking on the **Edit Job** button.

Step 3: If you wish to reactivate the job click on the **Click to Refresh** button.



4.4 Add Company Details

Short Description: This feature is used to add any new clients.

Context: If the recruiters need to add new clients or companies to their portfolio then they would need to use this feature.

Step 1: Under **Manage Profile** click on **Manage Company** and then click on **Add Client** as highlighted in the image below.

N-S-D-C		# Dashboard	Advance Search (Resume)	🛢 Manage Jobs 🗸	🖨 Manage Profile 🗸	📼 Manage Response 🗸	2 My Profile 🗸
	Search Company Details		Search »				Market Add Client
Compan	y Name : Terrier Security	pany			5.) 900 o casa ar ma		Edit Company
	€ Locat		il, Laudmal, 🚞 Establishment : 2	2020-01-01			

Step 2: After adding client details employer needs to follow a **mobile number verification** as shown in the image below.

Mobile / Phone No :	OTP:*	
	6 digit OTP	
	Resend OTP Submit	

Note: Employer will not be able to post job on behalf of client without mobile number verification.

Advance Search (Resume) Anage Jobs Anage Profile Manage Response My Profile

 Search Company Details
 Search
 Company Name : Terrier Security

 Test Company
 Read More
 Coccition : AT/PO- Paikmal, Laudmal,
 Establishment : 2020-01-01

Step 3: To edit the client/company details click on the **Edit Company** button.



5.0 Manage Applications

Short Description: This feature allows you to manage all the received candidate applications.

Context: This feature can be used to manage all the applications received for all the jobs posted on the portal.

5.1 All Applications Received

Step 1: Click on **Manage Response** and click on **All Applications Received** button to go to the following screen.

II A	pplications Rece	ived										Dar
								Home » I	Manage Res	sponse » All	I Applications	- Net
	Applic	ntion Receiv	ed · Execut	tive / Sr. Execu	utive Hum	an Resou	urces J	obiD	21			
Ð	xport as Excel	JUON NOCEN	CU. LACCU	LIVE / SI. EXCO	auvenann	ankesot	1003,0		£1			
-												
Job I	List:*											
_	List:*	man Resources ,	v Sa	arch		Total	Candidates :	1 Shor	tlisted : 0	Pending: 1	1 Rejected	:0
_		man Resources ,		_		_			_		1 Rejected	:0
_			Current Pre	eferred Qualification	Specialization	Total Current CTC	Candidates : Expected CTC	1 Shor Applied Comp	tlisted : 0 Applied Post	Pending : 1 Applied Date	1 Rejected	:0
_	xecutive / Sr. Executive Hu		Current Pre	eferred Qualification		Current CTC Select	Expected CTC Select	Applied	Applied Post Executive /	Applied	Rejected	:0
Ex	xecutive / Sr. Executive Hu		e Current Pre Location Loc	eferred Qualification		Current CTC Select	Expected CTC	Applied	Applied Post Executive / Sr	Applied	1 Rejected	•

Step 2: Click on the View Profile button to check the profile of applicants.

Step 3: Click on **Download Resume** to download the resumes of the applicants.

Step 4: You will be taken to the Candidate Profile screen as shown in the image below.

Job Detoils			
Position Name - Master Copier			
No of Openings: 15 Salary: 2.5 - 3.1	Lakhs 📾 Esperience : 0 - 4 Years 🛛 Required Qualification : Any Gradu	ate DLocation : Noida	
User Profile Details	& Download Resume	-	p
Candidate Name - XXXX Kumar		Monti Kamar XXXXXXX	Annual Annual Street Street
D Mobile : 95 XXXXXX Z Email : XXXX	24@gmail.com Experience : Maximum Experience Year Years	6297 XXXXXX	Photo
O Key Skills : Sales marketing security data	entry operator (# Highest Qualification : Il.Com	CAREER OBJECT	TVE
Expected Solary: Select Annual CTC Loids Loki Sele	cs Annual CSC Thousands Thousands (Prefer Job Locationis) ; Noida Dethi	EDUCATION	
		Degree/Course	
Status :		Rom	Devia mahaodyalay M.S.P.nbtichand 2017 mema Bipor University Barelity 2017
Shortleat	v	STRENGTHS	
Call Description / Any Remarks :	Mail to Candidate :	PERSONAL DETA	ALS XEDAUXODOXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Call Description / Any Remarks .		1.000	Pradesh Noorpur, Uttar Pradesh, 246734
	1 1 1 12 12 13 14 14 14 14 14 14	Date of Birth Gender	28/0 <mark>XXXXXX</mark> Male
	Dear Candidate.	Nationality Marital Status	Indian Single
	We appreciate your interest in the Master Copier	DECLARATION	
	and acknowledge the receipt of your application.	I hereby declare that	information given above is correct and true.
	After careful review of the application received, we		MEXIXXX

Step 5: After checking the complete profile you can click on **Download Resume** to download the candidates' resume.



5.2 Response List

Step 1: Click on Response List under Manage Response.



Step 2: You can use the filters highlighted in blue in the above image to filter out the exact job responses.

5.3 Shortlisting

Step 1: Once you login into your employer account's dashboard as shown below.

Search Keyword	Select Job Category Search >
Job Title : In Design Op	erator
Company Logo	Company Name (2000) Control Noda, Statey (2 - 4 Lakte C No of Operangle) (5 T Forted On (20 Jan 2022) Verw (2002 August 1302 Verw Aystrong (20 Vertical) (5 Interview Schedule) (5 Other Neurosel (6 Other Neurosel (7))
Job Title : Process Asso	ciato/ Executive
Company Logo	Company Name: XXXXXX Constant: Noda, % Safary: 3 - 4 Lakta A No of Opening(s): 5 Folded On: 28 Jun 2023 Verws:3273 Applied: 243 Verw Applicate Source(): 9 Verws Applicate Source(): 9 Ve
Job Title : Master Copie	¢
Company Logo	Company Hame: XXXXXX Company Hame: XXXXXX Company Hame: XXXXXX Company Hame: XXXXXXX Company Hame: XXXXXXXX Company Hame: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Step 2: Click on View Applications button to see the full list of applicants.

Step 3: On the Response List screen, click on the **respective View Profile** button to see the profile of any candidate as highlighted in the image below.

VIEW PROFILE	1		64	0@gmail.com	28	31/07/2023	10th Pass - (10th Pass)	Proddatur	Andhra Pradesh
VIEW PROFILE	2	rn -	75	@gmail.com	35	28/07/2023	Post Graduate - (Finance)	Hyderabad	Telangana
VIEW PROFILE	3	r n	75	@gmail.com	35	28/07/2023	Post Graduate - (Finance)	Hyderabad	Telangana
VIEW PROFILE	4	it	10	gmail.com	21	26/07/2023	Graduate - (Other)	Noida	Uttar Pradesh
VIEW PROFILE	5	ar	18	@gmail.com	22	26/07/2023	12th Pass - (Science)	Hardoi	Uttar Pradesh
VIEW PROFILE	6	h Deo	59	@yahoo.com	28	26/07/2023	Post Graduate - (Finance)	Lucknow	Uttar Pradesh

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Job Details				
Position Name - Master Copier	Jakhs 🚔 Experience : 0 - 4 Years 🛛 Required Qualification : Any Gradu	ate CLocation : Noida		
User Profile Detoils	A Download Resume	-		
	248gmal.com Experience : Maximum Experience YearYears	Monti Karmar XXXXXXX::248xp 4397 XXXXXX GAREER OBJECTI Good		Applicant Photo
	Arread CTC Treasands Prefer Job (academia) Node Delhi	EDUCATION		
Status :		Degree/Course R.core	Institute/College University/Board Devis mehandyslay MJP rohikhard Inserse Bipsi	Year of Passing 2017
Sbortlist		STRENGTHS		
-		PERSONAL DETAIL	LS	
Call Description / Any Remarks :	Mail to Candidate : $\label{eq:star} \begin{array}{ c c c c c } \hline & & & \\ \hline & & & & \\ \hline & & & & \\ \hline & & & &$	Address Dute of Birth Gender Nationality Mantal Datus OECLARATION	KOCKOCKOCKOCKOCKOCKOCKOCKOCKOCKOCKOCKOCK	GEOX est Unite
	We appreciate your interest in the Master Copier and acknowledge the receipt of your application. After careful review of the application records we are pleased to inform that your profile meats the		formation given above is correct and true.	XXXXXX

Step 4: In the profile details screen, you can see all the details of the candidate.

Step 5: To Download the resume click on the Download Resume button.

Step 6: To check the resume without downloading click on the **maximize button** as highlighted in the image below.

Step 7: Once you have checked the candidate's profile thoroughly, you can mark them as shortlisted by clicking on **Select Status** dropdown, selecting **Shortlist** and then clicking on **Submit Details** button.

Shortist Shortist Shortist Reject Call Again Doth Educational Qualification & Experience Not Match Educational Qualification Match & Experience Not Match Education Qualificational Not Match Update your Resume, Education & Experience Details	li	Select Status	
all D Call Again Both Educational Qualification & Experience Not Match Educational Qualification Match & Experience Not Match Education Qualification INot Match	(
Call Again Both Educational Qualification & Experience Not Match Educational Qualification Match & Experience Not Match Education Qualificational Not Match	all D		
Both Educational Qualification & Experience Not Match Educational Qualification Match & Experience Not Match Education Qualificational Not Match			
Education Qualificational Not Match		Both Educational Qualification & Experience Not Match	
Update your Resume, Education & Experience Details			
		opuate your resume, Education & Experience Details	
			Submit Details

5.4 Scheduling Interviews

Step 1: Click on **Manage Response** dropdown from the header menu and click on **Schedule Interview** as highlighted in the image below.

I-S-D-C DIGITAL-	# Dashboard	Advance Search (Resume)	🛱 Manage Jobs 🗸	🛱 Manage Profile 🗸	📼 Manage Response 🗸 💄 M	1y Profile \sim
All Applications Received				Home	All Application Received	Received
			TOR		Response List	
					Response Report	
					Schedule Interview	
Application Received						
	To Date : 1		Job List :		Update Interview Status	



Step 2: In this screen search for the particular job opportunity by selecting it on the Job List dropdown and in the Response List filter select Shortlist to see the shortlisted candidates.

In Design	Oper	ator , JobID :	58	✓ SHORTLIST		V Total Cand	lidates : 50	Export Excel
andido								
Total Cand	Sno	Screer Name	ned : 0 Mobile No	Hold Interview : 0	A = -	BackOut Intervie Education & Specialization	w:0	Reject Pref. Location
VIEW	1	patel	19	þ@gmaiLcom	22	Graduate - (Mechanical Engineering)	Indore	Indore
VIEW PROFILE	2	Nagadesi	71	@gmail.com	28	Graduate - (Electrical Engineering)	Eluru	Canada
VIEW PROFILE	3	, ar	33	@gmail.com	25	Graduate - (Sociology)	Saharanpur	Saharanpur
VIEW	4	Kaur	18	@gmail.com	23	12th Pass - (Arts)	New Delhi	Delhi .Noida,

Step 3: Once you have finalized the candidate, scroll right, and click on the Schedule Interview button.

ob List : * In Design Operator , Job		nse List : PRTLIST	~ T o	tal Candidates : 50	Export Excel	
Candidate List						
Rejected Interv	view : 0	Selecte	d Offer : 0	Hold Offe	r:0	BackOut Offer : 0
ef. Location	Key Skills	Application Status	Date of Application	Schedule Interview	Interview Status	Offer Status
Indore	C, C++, HTML, CSS, JavaScript, Java	Select Annual CTC Lakhs.Select Annual CTC Thousands Lakh	04/07/2023	SCHEDULE INTERVIEW	UPDATE STATUS	Pending
Canada	UVUX and Native Code Optimisations	Select Annual CTC Lakhs.Select Annual CTC Thousands Lakh	04/07/2023	SCHEDULE INTERVIEW	UPDATE STATUS	Pending
šaharanpur	Communication	2.5.As per Industry Standard Lakh	02/07/2023	SCHEDULE INTERVIEW	UPDATE STATUS	Pending
xethi "Noido.	Strong communication skills Ability to maintain up to data records. Good organizational and multi- tasking skills, Project Management skills, Basic knowledge of Adabe premium pre software	Select Annual CTC Lakhs.As per Industry Standard Lakh	02/07/2023	SCHEDULE INTERVIEW	UPDATE STATUS	Pending

Step 4: This form will come up for scheduling interviews.

Contact Person Name : *	Mobile No:	Email Id : 1		
Contact Person Name		1 igmail	com	
Interview Date : *		Interview Start Tir	ne (24 Hrs.)) : *	
(DD/MM/YYYY)			0	
Interview Mode : *		Interview Link : *		
Online	~	Zoom Meeting, G	oogle Meet Link etc.	
Address : *				
Instructions : *				
Message				

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Step 5: There are two options for interview mode as **Online** and **In Person**.

Step 6: If you select Online, you will have to fill an interview link in the **Interview Link** field as highlighted in the image below.

erview Mode : *		Interview Link : *
Online	~	Zoom Meeting, Google Meet Link etc.

Step 7: If you select In Person, mention interview Venue Address.

	~	
Address : *		
Interview Address		
Instructions : *		
Message		

Step 8: Once you have finished filling out the form, click on Send Interview Details and a mail will be sent to the candidate.

5.5 Interview Status

Step 1: Click on **Manage Response** dropdown from the header menu and click on **Update Interview Status** as highlighted in the image below.

N-S-D-C	# Dashboard	Advance Search (Resume)	🛱 Manage Jobs 🗸	🛱 Manage Profile 🗸	🖾 Manage Response 🐃 💄	My Profile 🗸
All Applications Received				Home	All Application Received	Received
					Response List	
					Response Report	
Application Received					Response Report Schedule Interview	
	To Date : *		Job List :			

Step 2: This will take you to the Candidate list who have been interviewed.

From D	Date : *		To Da	te : *			Job List	:				
03/0	8/2020		03/	08/2023			Selec	t	~	Search E	xport as Excel	
Sno.	Action	Candidate ID	Job ID	Status	Interview Remarks	Interviev	v Status	Offer-Letter Remarks	Offer-Letter St	atus Name	Mobile	
1	UPDATE INTERVIEW	43965	51	SHORTLIST						9	ik 147	
2	UPDATE INTERVIEW	112992	51	SHORTLIST						Samant	.23	
3	UPDATE INTERVIEW	55676	51	SHORTLIST							or 27	pr

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Step 3: Click on **Update Interview** button as highlighted in the image above.

5.5.1 Candidate Selected

Step 1: Click on the Select Status drop-down and click on Selected and click on Update.

ishbo	Update Interview Details			× an
8	Select Status :		Reason :	me
	Selected	~	Selected	~
				Update
	To Date : *		Job List :	
			Select	~

Note: The Reason will automatically be set to selected.

5.5.2 Candidate On-Hold

Step 1: Click on the Select Status drop-down and click on On-Hold.

Update Interview Details			
Select Status :		Reason :	
On Hold	~	Select Reason	~
		Reviewing other candidates also Negotiation is ongoing Others	

Step 2: Select the most appropriate reason and click on **Update**.

Note: If you don't find the appropriate reason in the list then select **Others** and click on Update.

5.5.3 Candidate Not Selected

Step 1: Click on the Select Status drop-down and click on Not Selected.



Step 2: Select the most appropriate reason and click on **Update**.

Note: If you don't find the appropriate reason in the list then select **Others** and click on Update.



6.0 Update Profile

Short Description: This feature helps you manage the employer's profile.

Context: Use this feature to manage your employer profile on NSDC JobX.

Step 1: Click on My Profile in the top menu and click on Update Profile to make the required changes.

Update Employer Profile		Liew Profile
Welcome Again : I		2 Update Profile
Ipdate Details		Demand Aggregation Change Password
ndustry '	Type of Business Entity*	() Logout
IT-ITeS ~	Private Limited	
stablished In *	No. of Employees	
2021	0.10	
Company Logo * (jpg / jpg / jpg)/Size : (Max - 150KB)	Phone	
Choose File No file chosen	9999307595	

Step 2: Make all the changes required and click on Update Profile.

DIGITAL		
Jpdate Employer Profile Welcome Again : I		Home » View Profile » Edit
pdate Details		
ndustry*		Type of Business Entity*
17-1765	*	Private Limited
stablished In*		No. of Employees*
2021		0.10
ompany Logo [*] Ljpg / .jpg /		Phone
Choose File No file chosen		9999307595
ddress "		
123		
tate*		District *
Andhra Pradesh	~	Select
bout Company*		
Good company		

Step 3: If your Job demands change and need to be updated, then click on Demand Aggregation as highlighted in the image below.



5-D-C	shboard Advance Search (Re	esume) 🚔 Manage Jobs 🗸	🛱 Manage Profile 🗸	🗏 Manage Response	e 🗸 💄 My Profile 🗸
Update Your Demand Aggre	gation			& View	Profile
	tabase I			CP Upda	ate Profile
				🖃 Dem	and Aggregation
Demand Aggregation				O Char	nge Password
Sector-	No of vacancies.			() Logo	out
Select Industry	~		Add		
		Su	ıbmit		

Step 4: Make the required changes and click on **Submit**.

Step 3: To change your password click on the **Change Password** button.

N-S-D-C -DGITA -PORTAG	🏶 Dashboard	Advance Search (Resume)	🛢 Manage Jobs 🗸	🛢 Manage Profile 🗸	🔳 Manage R	tesponse \vee 🛛 🏮 My Profile 🗸
Change Password					Home	L View Profile
			2,002 12100			Update Profile Demand Aggregation
Change Password						
Password : *			Confirm Passwor	rd =		Change Password
						() Logout
						Change Password

Step 4: Enter the required password and click on Change Password.

N-S-D-C		# Dashboard	Advance Search (Resume)	🛢 Manage Jobs 🕯	🕯 Manage Profile 🗸	🔳 Manage Response 🗸	S My Profile ~	
	Change Password					Home » View Pri	Lever View Profile	
	A Welcome Again : ashu !						C Update Profile	
							Change Password	
	Change Password						() Lagout	
	Password : *			Confirm I	assword *		Cagoar	

							Change Pasaword	



Thank You



For any queries regarding **NSDC JobX**

Please Contact: 1800 123 9626 | +91 8800055555

or write to us at contact@nsdcjobx.com

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