



## GUIDELINES

This Guideline is “**User Manual for online registration job seeker**” for all the users of “Directorate of Skill Development-cum-Employment, Odisha, Bhubaneswar” Government of Odisha.

**Users of this application are required to follow the prescribed procedures:**

Link for Online Job Seeker Registration: - <https://empmission.odisha.gov.in/Exchange/Entry.jsp>

- 1-Click on “Jobseekers Registration” 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 inform
- 11-Fill up the Willingness page
- 12- Choose NCO & Save

**PRINT X-10 (REGISTRATION CERTIFICATE WILL BE GENERATED) (DIGITALLY SIGNED)**

*NOTE:- As the certificate is auto-generated and digitally signed, the jobseeker is not required to visit the office for physical verification.*

**Renewal of Registration & Deletion of Registration can be done using this Website.**

Jobseeker may contact through this email id - [dsdeojharsuguda@gmail.com](mailto:dsdeojharsuguda@gmail.com) If found any difficulties along with screenshot the error page, if any.

**Helpline No. - 7991004571 (Only on Govt. Working Days between 10:00 A.M.- 05:30 P.M.)**

**For assistance, jobseekers may use the link provided below.**

 YouTube



(Scan here for YouTube Video)

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