Process manual CSC Gramin Naukri Portal

About CSC Gramin Naukri portal

Hiring blue collar employees such as drivers, delivery staff, maids, cooks, peons, office boys, housekeepers, carpenters, plumbers etc. is one of the most daunting tasks. Employers belonging to the informal sector such as shops, salons, beauty parlours, food joints, clinics, freelancers, self-employed individuals, start-ups and other small and medium scale businesses have always felt a huge gap to connect with blue-collar job seekers. The traditional solutions Middlemen or Placement Agencies are costly, complex and proven to be ineffective.

CSC's Gramin Naukri Portal is a Digital platform to bridge the gap between job seekers and Job Providers. Now job search or hiring-related to the blue-collar sector become simple, smart and much cheaper than ever through 3.75 lakh CSCs across the country.

Our vision is to transform the employment process for the youth in Gramin Bharat.

All Common Service Centres would act as Gramin Naukri Kendras:

- Gramin Naukri Kendras shall facilitate Job Seekers by registering them and posting their biodata on Gramin Naukri Portal. VLEs will also support job seekers for matching relevant jobs and facilitate online interviews at CSCs.
- Gramin Naukri Kendras shall facilitate Industries/MSMEs in getting skilled manpower through Gramin Naukri Portal.

Out of the 1.3 Billion Indians, more than 450 million are working in the informal economy and aspiring to move to formal jobs. A good percentage of these are migrants from different parts of the country, typically from the villages in North and North East, who migrate to tier-1 cities in search of a better life. They work as security guards, delivery staff, drivers, retail staff, carpenters, plumbers, housekeeping, factory workers, and construction workers.

Our digital platform, aimed at the semi-formal and informal sector, helps to get them skilled and employed through CSCs. CSC's Naukri portal will be providing them with a better life in terms of better opportunities, better skills, better employers, and much more in their locality itself. The webbased online solution will facilitate job seekers to apply for jobs and appear for the interviews with the support of CSC VLEs.



Welcome to home page of Gramin Naukri Portal, at home page there is four tabs & two buttons

There are two options for login

- 1. Option 1: CSC Connect: signup through VLE
- 2. Option 2: Login: direct signup for job seeker and job provider

Process manual for Job Seeker

Option 2: Steps of Signup through CSC Connect: through VLE

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Step 2: Click on New registration under Add job seeker/provider tab, VLE will redirect to signup page where he can add job seeker or provider.

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Step 6: After successful verification, fill the registration form and click on "Register" button

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Step 7: After Registration, user will received user id and password and then click on Login button:

User id: registered email id, password: mobile number

Option 2: Steps for Direct Login:

Step 1: Click on login button:

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Step 7: After Registration, user will received user id and password and then click on Login button:



User id: registered email id, password: mobile number

After Registration Process:

Step 8: Enter Username, password, Select User Type – Job Seeker and click on Login button:



Step 9: After login update the Personal Details:

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Step 12: Complete the Employment details

Step 13: Fill Desirable Employment Details

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Step 14: Write the brief description in Cover letter

Step 15: Click on Resume print and take the printout of resume.

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Process manual for Job Provider

Option 1: Steps of Signup through CSC Connect: through VLE

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Step 1: VLE will login via CSC Connect and landed over VLE Dashboard.

Step 2: Click on New registration under Add job seeker/provider tab, VLE will redirect to signup page where he can add job seeker or provider.

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Step 3: Select User Type – Job Provider:

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Step 4: Enter mobile number and click on "Send OTP"

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Step 5: Enter the OTP and click on "Verify OTP"

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Step 6: After successful verification, fill the registration form and click on "Register" button

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Step 7: After Registration, user will received user id and password and then click on Login button:





After Registration Process

Step 8: Enter Username, password, Select User Type – Job Provider and click on Login button:

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Step 9: After login: Click on "Post a Job":

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Step 10: Fill the Job Details and Click on Post New Job:

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Step 11: Job Provider can see the Jobs in Job List tab:

User has to provide unique mobile for the registration.

Option 2: Steps for Direct Login:

Step 1: Click on login button:



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Step 3: Select User Type – Job Provider:

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Step 4: Enter mobile number and click on "Send OTP"

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Step 5: Enter the OTP and click on "Verify OTP"

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Step 6: After successful verification, fill the registration form and click on "Register" button

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Step 7: After Registration, user will received user id and password and then click on Login button:





Step 8: Enter Username, password, Select User Type – Job Provider and click on Login button:

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Step 9: After login: Click on "Post a Job":

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Step 10: Fill the Job Details and Click on Post New Job:

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Step 11: Job Provider can see the Jobs in Job List tab:

User has to provide unique mobile for the registration.

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• VLE can view the Jobs posted by Job Provider by clicking on View button against each Job provider:

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• Job provider can filter job seeker as per his requirement according to education, skills, state and district. Click on 'search' for candidates

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• Click on view selected candidate for candidates are assigned for the job.

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• View selected candidates

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	Laxita Vyas	laxita@gmail.com	9582470856	Post Graduate	Yes	5	Kaithuni Pole Kota S.O , KOTA		not defined	View
	Mohit	subhodh@cscegovindia.com	9871230717	Graduate	Yes	4	Housing Complex Loni Road SO , EAST DELHI	NORTH	not defined	View
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