



# **e-EMPLOYMENT EXCHANGE**

## **USER MANUAL FOR EXCHANGE USERS**

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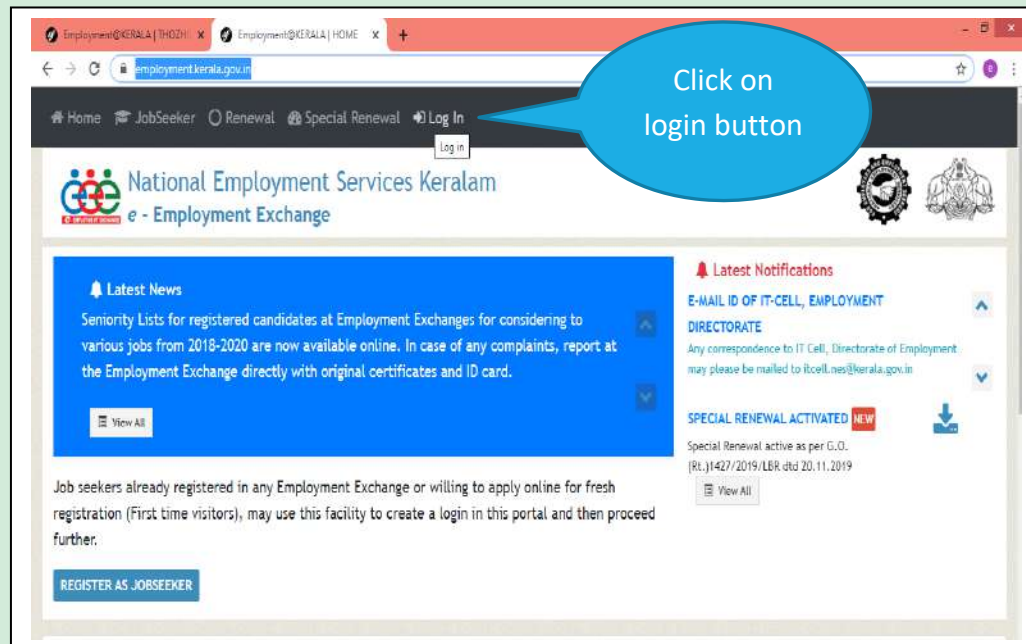
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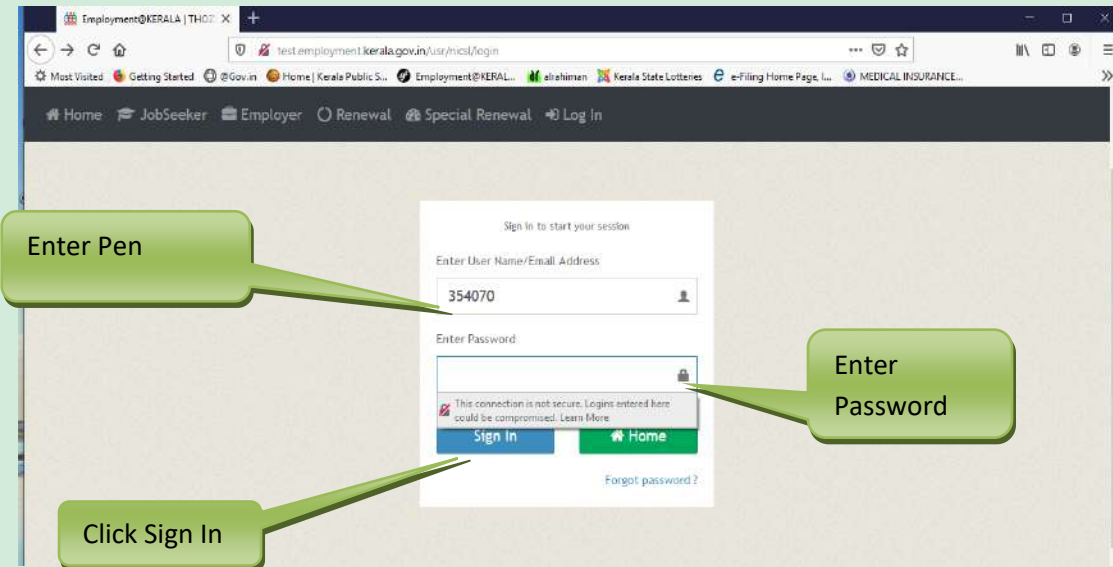
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# I- FRESH CANDIDATE REGISTRATION

## 1. OPERATOR LEVEL

URL to be used: [www.eemployment.kerala.gov.in](http://www.eemployment.kerala.gov.in)

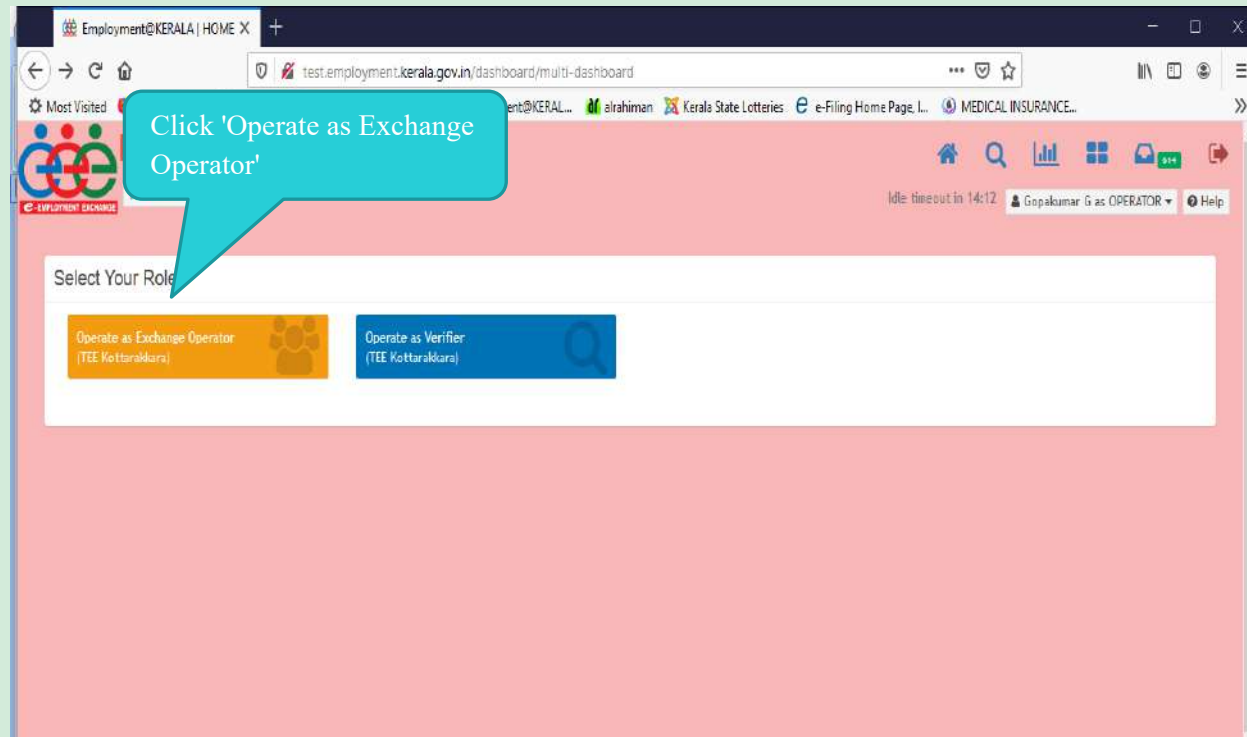




- After login we can see two levels (in case of approver (HC/JEO/EO) there is one more level “approver”)

When a candidate appears first time directly to employment exchange for registration follow these steps

For registration first click on “**Operate as Exchange Operator**”



- Then **dash board** appears. Click on **Fresh candidate registration** under the **process menu**

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/dashboard/operators`. The page title is "Employment@KERALA | HOME X". The dashboard displays the following statistics:

Category	Value
Total Live Registrar	50,975
Total Male Registrants	20,019
Total Female Registrants	32,534
Total Other Registrants	1
Total Data Entered By Me	2,237

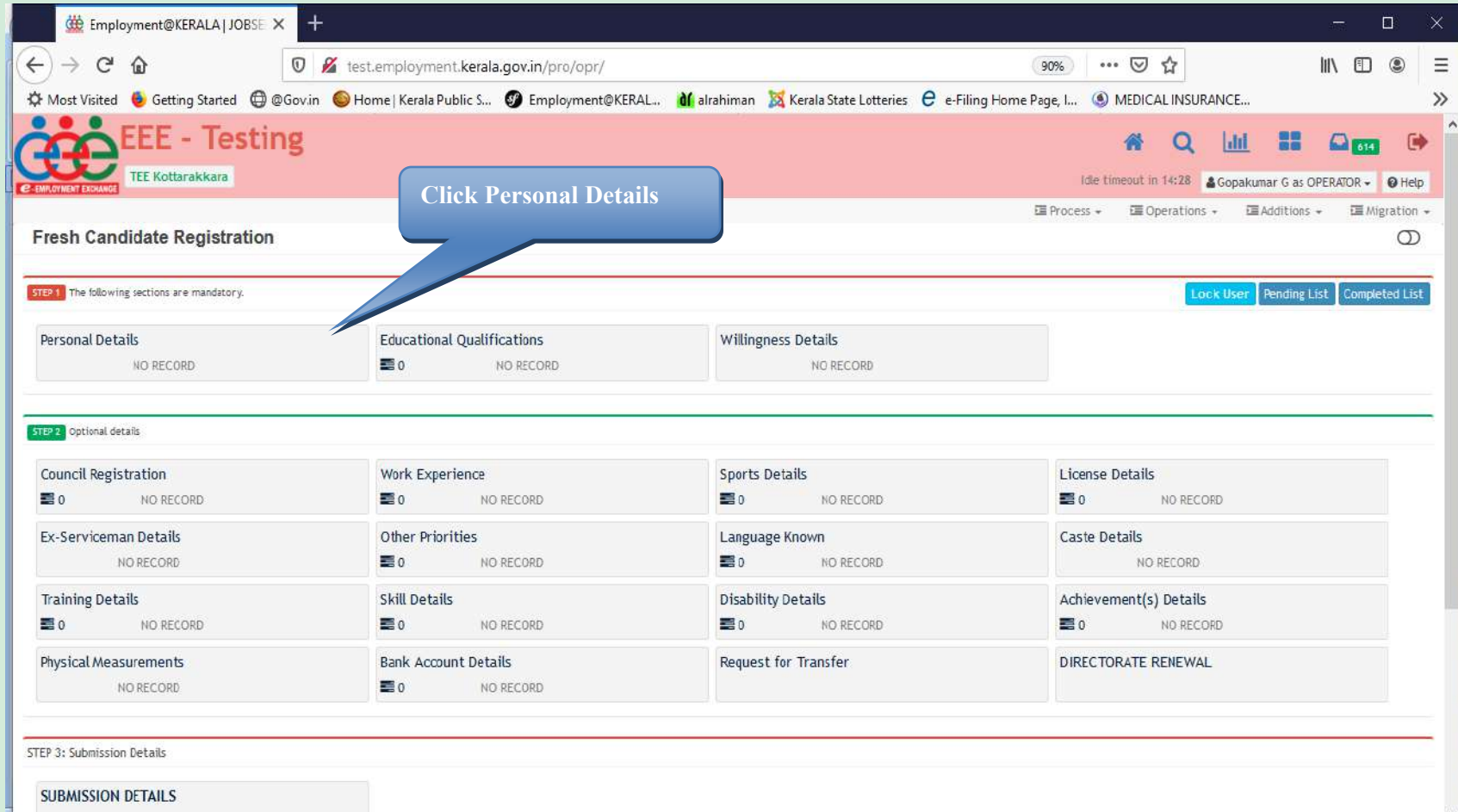
Below the statistics, there are four main menu categories:

- Process**
  - Backlog Data Entry
  - Offline Ex-Service Registration
  - Offline Camp Registration
  - Offline Exchange Down
  - Fresh Candidate Registration
  - Renewal Backlog Entry
  - Renewal of Registration
  - Transfer Request
  - Re-Registration-Other Exchange
  - Add Employer
  - Directorate Renewal Request
  - Request For Change
  - Request For Change Status
  - Quick Entry
  - Quick Entry status
- Operations**
  - View Any JobSeeker
  - Initiate Requisitions
- Additions**
  - Additions
  - Offline Additions
- Migration**
  - Dead Register Search

Click Fresh Candidate Registration

➤ Then the following window appears. In this window we can see three steps.

**Step1:** contains 3 dashboards -Personal details, Educational Qualification & Willingness, which are mandatory



Fill all Columns

\* Asterisk field is mandatory

Click on personal details and fill all the columns carefully. Asterisk marked fields are mandatory. When filling Local body & ward, check whether it is within your jurisdiction. If there is any mistake in the above step when saving personal details an error message appears **“Ward of the Jobseeker is not in your Jurisdiction”**

The screenshot shows a web browser window with the URL [test.employment.kerala.gov.in/pro/opr/](http://test.employment.kerala.gov.in/pro/opr/). The form is divided into two columns of fields. The left column contains: Name \*, Name in Malayalam \*, Gender \*, Date Of Birth \*, Father's Name, Mother's Name, Spouse Name, Guardian's Name \*, Religion \*, Category \*, Caste \*, Marital Status \*, Employment Status \*, and Blood Group. The right column contains: Address \*, Mobile Number, District \*, LocalBody \*, Ward \*, Taluk \*, Village \*, Post Office \*, Address Proof \*, Address Proof Details \*, Address Proof Url (Fetch from DigLocker), Email Address (dcae2294-151e-11ea-afd0-80ct16e657ba4@employment.kerala.gov), Aadhaar No., and Registration Number \* (TEMP-3540703402). Asterisks indicate mandatory fields. At the bottom left, there are 'Save' and 'Close' buttons.

➤ Click **save button** for saving personal details

Employment@KERALA | JOBS: X   \* what is this - Google Search   X   +

test.employment.kerala.gov.in/pro/cpr/   70%   ☆

Most Visited   Getting Started   @Gov.in   Home | Kerala Public S...   Employment@KERAL...   alrahiman   Kerala State Lotteries   e-Filing Home Page, I...   MEDICAL INSURANCE..

### Personal Details Close

Name *	GOPAKUMAR G	Address *	USHA BHAVAN NEELSWARAM PO, KOTTARAKKARA
Name in Malayalam *	ഗോപകുമാർ ജി	Mobile Number	9544020503
Gender *	Male	District *	Kollam
Date Of Birth *	11/05/1977	LocalBody *	Kottarakkara [ Municipality ]
Father's Name	GOPALAKRISHNAN R	Ward *	Neelswaram
Mother's Name	USHA S	Taluk *	Kottarakkara
Spouse's Name		Village *	Kottarakkara
Guardian's Name *	GOPALAKRISHNAN R	Post Office *	Neelswaram S.O
Religion *	HINDU	Pin Code	691506
Category *	Ezhava/Thiyya/Silava	Address Proof *	School/College Certificates
Caste *	EZHAVA THIYAN SHAVAN EZHAVAN	Address Proof Details *	SSLC
Marital Status *	UNMARRIED	Address Proof Url	Fetch from DigLocker
Employment Status *	Unemployed	Email Address *	gopuudt@gmail.com
Blood Group	B+	Aadhaar No.	
		Registration Number *	TEMP-3540703401

Save Close

Click save

## Educational Qualification

Select **Qualification level** (illiterate, Primary, High School, Tenth Level etc...) (Enter qualification from SSLC,PDC,Degree order only)

Click Educational Qualification

Fresh Candidate Registration

Personal Details: NOT LOCKED | Educational Qualifications: NO RECORD | Willingness Details: NO RECORD

STEP 1: Submision Details

SUBMISSION DETAILS

Confirm

Qualification Details - GOPANUNAR G - TEMP-25-40703402 - TEE Kottarakkara | 2510001 - 25

Qualification Level \*

-- Select Qualification Level --

Select Qualification Level

Save Save & Close Close

All your qualifications must be entered before clicking on save & close button while visiting Employment Exchange for verification.

SUPPLY WITHOUT CORRECT CERTIFICATE NUMBER IS INVALID CLAIM OF SENIORITY BEFORE THE DATE OF ISSUE OF CERTIFICATE IS NOT ADMISSIBLE.

PERSONAL DETAILS

Council Registration: NO RECORD | Work Experience: NO RECORD | Sports Details: NO RECORD | License Details: NO RECORD

Ex-Serviceman Details: NO RECORD | Other Priorities: NO RECORD | Language Known: NO RECORD | Caste Details: NO RECORD

Training Details: NO RECORD | Skill Details: NO RECORD | Disability Details: NO RECORD | Achievement(s) Details: NO RECORD

Physical Measurements: NO RECORD | Bank Account Details: NO RECORD | Request for Transfer: NO RECORD | DIRECTORATE RENEWAL

➤ Fill ALL COLUMNS AND CLICK SAVE AND CLOSE BUTTON

Fill all columns \*field mandatory

Qualification Details - GOPAKUMAR G - TEMP-3540703402 - TEE Kottarakkara ( 9310361 - 26 )

Qualification Level *	Qualification *	Medium of Instruction *	Registration Number *
Tenth Level	SSLC-NEW SCHEME	MALAYALAM	000967
Certificate Date *	Board/University *	Year of Pass *	Month of Pass *
01/06/2019	Board of Public Examination Kerala	2019	Mar
Certificate Url	Remarks	<input checked="" type="checkbox"/> Is Recognised	
Fetch from DigLocker			

Save Save & Close Close

All your qualifications must be entered before locking to avoid unnecessary delay while visiting Employment Exchange for notification  
ENTRY WITHOUT CORRECT CERTIFICATE NUMBER IS INVALID. CLAIM OF SENIORITY BEFORE THE DATE OF ISSUANCE IS NOT POSSIBLE.

Click Save

Training Details	Skill Details	Achievement(s) Details
0 NO RECORD	0 NO RECORD	0 NO RECORD
Physical Measurements	Bank Account Details	Request for Transfer
NO RECORD	0 NO RECORD	DIRECTORATE RENEWAL

# WILLINGNESS

Put tick mark in the required willingness options and click save

The screenshot shows the 'Fresh Candidate Registration' page. A callout bubble points to the 'Willingness Details' section, which is currently 'NO RECORD'. The page is divided into three steps: Step 1 (Mandatory sections), Step 2 (Optional details), and Step 3 (Submission Details). Step 1 includes Personal Details, Educational Qualifications, and Willingness Details. Step 2 includes Council Registration, Work Experience, Sports Details, License Details, Ex-Serviceman Details, Other Priorities, Language Known, Caste Details, Training Details, Skill Details, Disability Details, and Achievement(s) Details. Step 3 includes Physical Measurements, Bank Account Details, Request for Transfer, and DIRECTORATE RENEWAL.

The screenshot shows the 'Your Willingness to work in' form. It contains several sections with checkboxes and radio buttons. A callout bubble points to the 'Save' button at the bottom left. The form includes fields for 'Non Availability From Date', 'Reason for Non Availability', and 'Salary Expected'.

Sector(s)	Job Type	Mobility
<input checked="" type="checkbox"/> All Sectors	<input checked="" type="checkbox"/> ANY TYPE OF JOB	<input checked="" type="checkbox"/> Any Where in India
<input type="checkbox"/> State Govt.	<input type="checkbox"/> SELF EMPLOYMENT	<input type="checkbox"/> Abroad also
<input type="checkbox"/> Local/ Self Govt.	<input type="checkbox"/> DAILY WAGES	<input type="checkbox"/> Within Town/District
<input type="checkbox"/> Central Govt.	<input type="checkbox"/> APPRENTICESHIP ACT	<input type="checkbox"/> Within State
<input type="checkbox"/> Quasi State Govt.	<input type="checkbox"/> APPRENTICESHIP ANY	
<input type="checkbox"/> Quasi Central Govt.	<input type="checkbox"/> FULL TIME TEMPORARY	
<input type="checkbox"/> Co-operative (State Govt)	<input type="checkbox"/> FULL TIME REGULAR ONLY	
<input type="checkbox"/> Co-operative (Central Govt)	<input type="checkbox"/> REGULAR	
<input type="checkbox"/> Co-operative Others		
<input type="checkbox"/> Private Act.		
<input type="checkbox"/> Private Non Act.		
<input type="checkbox"/> Armed Forces		
<input type="checkbox"/> Personal Staff		
<input type="checkbox"/> Foreign Service		

## Step 2: optional details

test.employment.kerala.gov.in/pro/bpr/

EEE - Testing  
TEE Kottarakkara

### Fresh Candidate Registration

STEP 1: The following sections are mandatory.

Lock User Pending List Completed List

Personal Details NOT LOCKED	Educational Qualifications 1 NOT LOCKED	Willingness Details NOT LOCKED
--------------------------------	--	-----------------------------------

STEP 2: Optional details

Council Registration 0 NO RECORD	Work Experience 0 NO RECORD	Sports Details 0 NO RECORD	License Details 0 NO RECORD
Ex-Serviceman Details NO RECORD	Other Priorities 0 NO RECORD	Language Known 0 NO RECORD	Caste Details NO RECORD
Training Details 0 NO RECORD	Skill Details 0 NO RECORD	Disability Details 0 NO RECORD	Achievement(s) Details 0 NO RECORD
Physical Measurements NO RECORD	Bank Account Details 0 NO RECORD	Request for Transfer	DIRECTORATE RENEWAL

Enter your bank details

STEP 3: Submission Details

SUBMISSION DETAILS  
0

Confirm

## Step 3: submission details

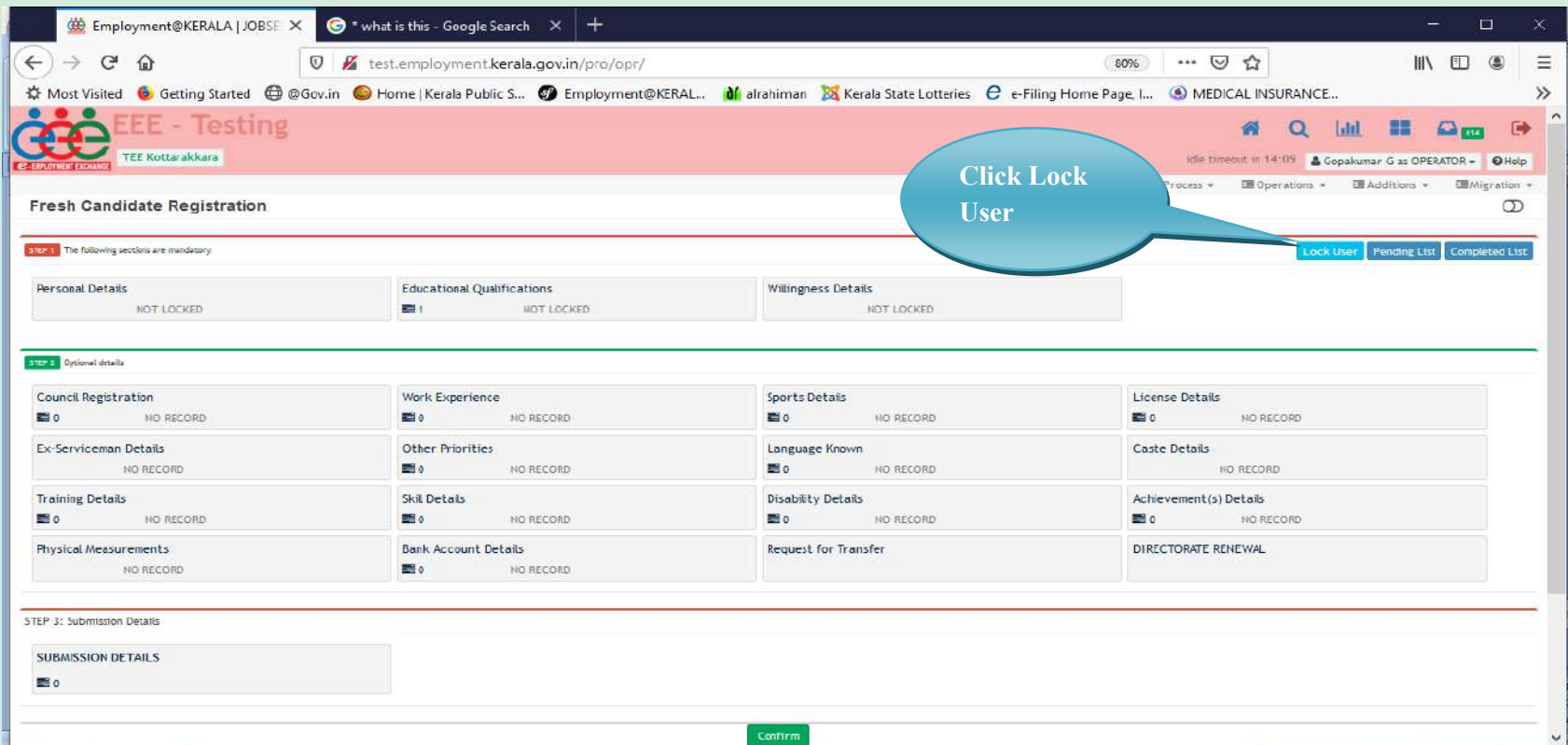
The screenshot displays the 'Fresh Candidate Registration' portal. It is divided into three main steps:

- STEP 1: The following sections are mandatory.** This section includes three mandatory fields: 'Personal Details' (NOT LOCKED), 'Educational Qualifications' (1 record, NOT LOCKED), and 'Willingness Details' (NOT LOCKED). There are buttons for 'Lock User', 'Pending List', and 'Completed List'.
- STEP 2: Optional details.** This section contains 12 optional fields, each with a 'NO RECORD' status: Council Registration, Work Experience, Sports Details, License Details, Ex-Serviceman Details, Other Priorities, Language Known, Caste Details, Training Details, Skill Details, Disability Details, and Achievement(s) Details. There is also a 'Request for Transfer' field and a 'DIRECTORATE RENEWAL' button.
- STEP 3: Submission Details.** This section contains a single field labeled 'SUBMISSION DETAILS' with a '0' record count.

A green 'Confirm' button is located at the bottom center of the page.

➤ Not applicable for fresh candidates

➤ After completing the first two steps click on lock user



The following window appears. Type captcha and click confirm lock

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/pro/opr/`. On the left, there is a table with the following data:

Sl No	Section	Records Entered
1	Personal Details	1 Records
2	Qualification Details	1 Records
3	Willingnesses	1 Records
4	Council Registrations	0 Records
5	Experiences	0 Records
6	Sports	0 Records
7	License Details	0 Records
8	ExService Details	0 Records
9	Priorities	0 Records
10	Languages	0 Records
11	Caste Certificates	0 Records
12	Trainings	0 Records
13	Skillssets	0 Records
14	Disability Details	0 Records
15	Photo Upload	0 Records
16	PHYSICAL DETAILS	0 Records
17	BANK DETAILS	0 Records
18	ACHIEVEMENTS/AWARDS	0 Records
19	Submission Details	0 Records
20	ReadOnlySubmissionDetails	0 Records
21	Request Exchange Transfer	0 Records
22	User Signature	0 Records
23	Directorate Renewal	0 Records
24	Willingness Types	1 Records
25	Willingness Sectors	1 Records
26	Willingness Mobilities	1 Records

On the right side of the page, there is a captcha verification form. The form contains the text "Confirm By Entering the Charactes shown in Image:" followed by a text input field containing the characters "kbr43" and a "Captcha" label. Below the input field is a "Confirm Lock" button. An orange callout bubble points to the input field with the text "Type Captcha". A green callout bubble points to the "Confirm Lock" button with the text "Click Confirm Lock".

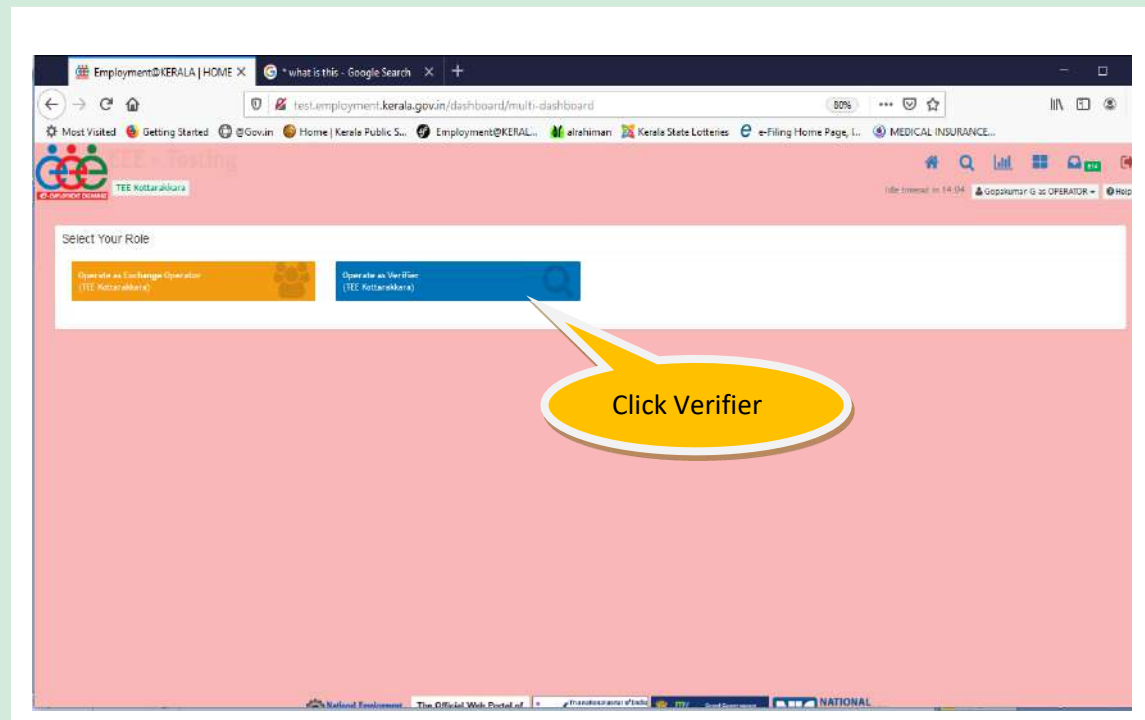
The time "Confirm Lock" button is clicked will be saved as the Seniority of the candidate.

➤ **YOU HAVE SUCCESFULLY COMPLETED OPERATOR LEVEL**

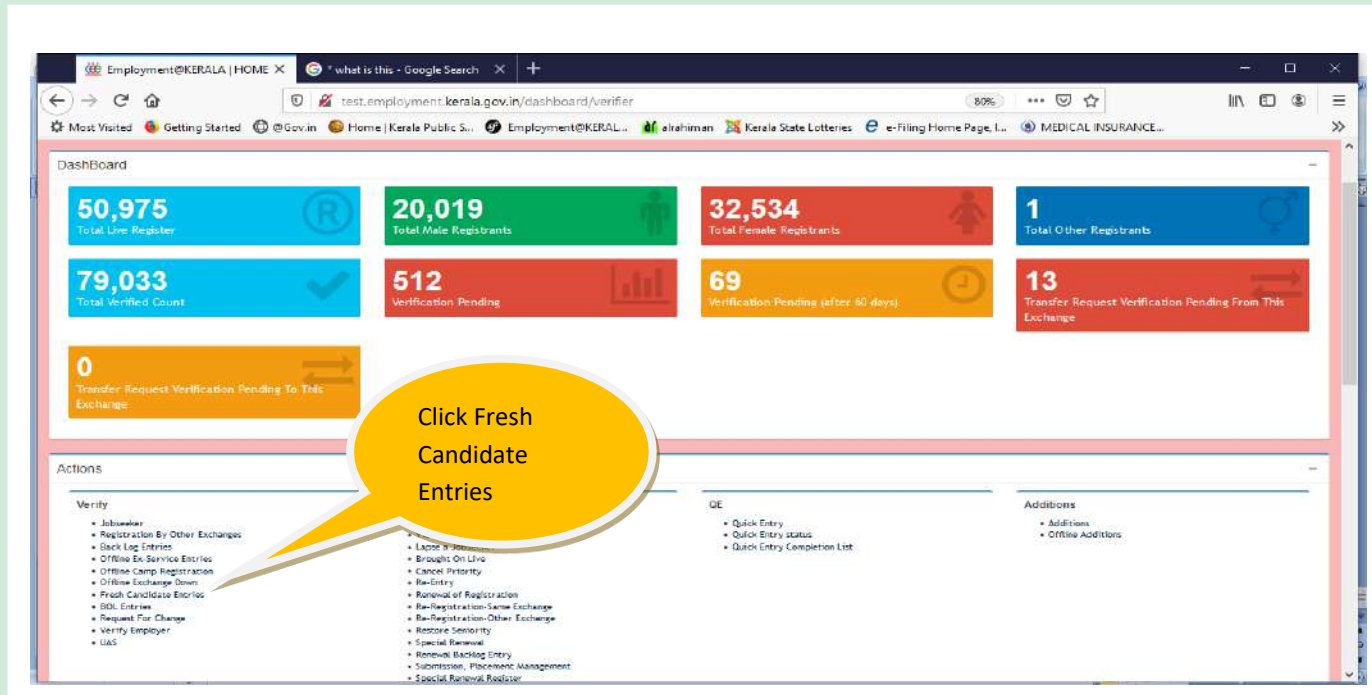
## 2. verifier level

- Operate as verifier
- Verify jobseeker (online registration)

In this level we have to verify all the data entered in **operator level**. Click on **“Operate as Verifier”**



➤ By clicking “**operate as verifier**” following window appears. Click **fresh candidate registration** under **verify** menu.



➤ Then Select **Verify** button given against the name of the Candidate listed

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/ver/fo/operator-entries`. The page title is "List Of JobSeekers". A search bar is present at the top right of the table area. The table contains 21 rows of candidate data. The 21st row, for candidate GOPAKUMAR G, is highlighted in green, and its "Verify" button is also highlighted. A blue speech bubble with the text "Click Verify" points to this button. The footer of the page indicates "Showing page 1/1 of 21 results".

Sl.No.	Registration Number	Candidate Name	Date Of Birth	Registration Date	Actions
1	TEMP-33b45ae40c	TUJI T	18-05-2002	02-12-2019	Verify
2	TEMP-5a21dc11-1	ABHILASH T	10-08-1993	02-12-2019	Verify
3	TEMP-15762873-2	SUNI PHILIP	08-03-1986	02-12-2019	Verify
4	TEMP-0fa1L466-5	VYSAKH A	02-04-2001	02-12-2019	Verify
5	TEMP-7a4e9c31-6	MOHAMMED AHSAN	16-11-2002	02-12-2019	Verify
6	TEMP-40ee9da4-6	KRISHNARAJ R	11-02-2003	02-12-2019	Verify
7	TEMP-6c320ff9-7	PRITTY SARA POHNNACHAN	10-06-2002	02-12-2019	Verify
8	TEMP-6e492265-7	ARUN A	09-09-2002	02-12-2019	Verify
9	TEMP-f6e803d5-7	ASHILIN BABU	13-08-2002	02-12-2019	Verify
10	TEMP-fb867907-8	AL ANAMEN R	27-09-1999	02-12-2019	Verify
11	TEMP-4863999983	SCORIA S	16-02-2003	02-12-2019	Verify
12	TEMP-3540669594	RENJITHA P R	26-01-1997	02-12-2019	Verify
13	TEMP-4863992553	ANITHA MOLE N	12-04-1979	02-12-2019	Verify
14	TEMP-3540666027	PRANAV S PRASAD	10-10-2001	02-12-2019	Verify
15	TEMP-3540665300	ALFIYA NAVAS	29-07-2003	02-12-2019	Verify
16	TEMP-5126728581	VISMAYA VS	01-03-2003	02-12-2019	Verify
17	TEMP-5126729735	RESNA RAJU	12-10-2002	02-12-2019	Verify
18	TEMP-3547711490	SREEKALA S	02-01-2003	02-12-2019	Verify
19	TEMP-3547718954	REVATHY S	23-06-2003	02-12-2019	Verify
20	TEMP-6399152852	YADHIKRISHMAN P	15-10-2003	02-12-2019	Verify
21	TEMP-3540703402	GOPAKUMAR G	11-05-1977	02-12-2019	Verify

- Verify the fields in the dashboards of step 1 and those dashboards filled in step 2

The screenshot shows a web browser window with the URL [employment.kerala.gov.in/reg/dd/](http://employment.kerala.gov.in/reg/dd/). The user is logged in as GOPAKUMAR G. The dashboard is divided into two main sections: 'STEP 1: The following sections are mandatory' and 'STEP 2: Optional details'. In the 'STEP 1' section, there are three cards: 'Personal Details' (NOT LOCKED, 0 ✓, 0 📄), 'Educational Qualifications' (NOT LOCKED, 0 ✓, 0 📄), and 'Willingness Details' (NOT LOCKED, 0 ✓, 0 📄). In the 'STEP 2' section, there are 12 optional detail cards, each with a 'NO RECORD' status and 0 ✓, 0 📄. A green callout bubble with the text 'Click Personal Details' points to the 'Personal Details' card. At the bottom of the 'Request for Transfer' card, there is a text box containing the instruction: 'Enter the details if there is change of residence from the current Exchange jurisdiction.'. The browser's address bar shows several tabs, including 'what is this - Google Search' and 'MEDICAL INSURANCE...'. The browser's top bar shows the user's name 'GOPAKUMAR G' and a 'Data locked for verification' message.

Employment@KERALA | JOBS | \* what is this - Google Search | test.employment.kerala.gov.in/reg/dd/

Personal Details - GOPAKUMAR G - TEMP-3540703402 - TEE Kottarakkara ( 9310361 - 26 )

Name *	GOPAKUMAR G	Address *	USHA BHAVAN NEELESWARAN PO, KOTTARAKKARA
Name In Malayalam *	ഗോപകുമാർ ഗോപാൽ	Mobile Number	9544020503
Gender *	Male	District *	Kollam
Date Of Birth *	11/05/1977	LocalBody *	Kottarakkara [ Municipality ]
Father's Name	GOPALAKRISHNAN R	Ward *	Neeleswaram
Mother's Name	USHA S	Taluk *	Kottarakkara
Spouse' Name		Village *	Kottarakkara
Guardian's Name *	GOPALAKRISHNAN R	Post Office *	Neeleswaram S.O
Religion *	HINDU	Address Proof *	School/College Certificates
Category *	Ezhava/Thiyya/Billava	Address Proof Details	SSLC
Caste *	EZHAVA(AI)ZHAWAN(SHAWAN,EZHAWAN)	Address Proof Url	Fetch from DigLocker
Mental Status *	UNMARRIED	Email Address *	gopudt@gmail.com
Employment Status *	Unemployed	Adhaar No.	
Blood Group	B+	Registration Number *	TEMP-3540703402

Confirmation  
Are you sure ?  
No Yes

Click verify and yes

Save Please Save Before Verify Verify

I have verified the registration details and I am convinced that all the details are correct and accurate.

Confirm

Employment@KERALA | JOBS: X

test.employment.kerala.gov.in/reg/dd/

STEP 1 The following sections are mandatory.

Notes Lock User Overall Verification Print - X1 Print - X1 Detail

Personal Details 1 ✓, 0 📄 NOT LOCKED	Educational Qualifications 0 ✓, 0 📄 1 NOT LOCKED	Willingness Details 0 ✓, 0 📄 NOT LOCKED
--	--	---

STEP 2 Optional details

Council Registration 0 ✓, 0 📄 NO RECORD	Work Experience 0 ✓, 0 📄 NO RECORD	Sports Details 0 ✓, 0 📄 NO RECORD	License Details 0 ✓, 0 📄 NO RECORD
Ex-Serviceman Details 0 ✓, 0 📄 NO RECORD	Other Priorities 0 ✓, 0 📄 NO RECORD	Language Known 0 ✓, 0 📄 NO RECORD	Caste Details 0 ✓, 0 📄 NO RECORD
Training Details 0 ✓, 0 📄 NO RECORD	Skill Details 0 ✓, 0 📄 NO RECORD	Disability Details 0 ✓, 0 📄 NO RECORD	Achievement(s) Details 0 ✓, 0 📄 NO RECORD
Physical Measurements 0 ✓, 0 📄 NO RECORD	Bank Account Details 0 ✓, 0 📄 NO RECORD	Photo Upload 0 ✓, 0 📄 NO RECORD	Signature 0 ✓, 0 📄 NO RECORD
SUBMISSIONS DETAILS 0 ✓, 0 📄	Request for Transfer 0 ✓, 0 📄	DIRECTORATE RENEWAL 0 ✓, 0 📄	

STEP 3 Verify your data and Confirm

NCO Rejection 0 ✓, 0 📄 NO RECORD	NCO Allotment 0 ✓, 0 📄 NO RECORD
--	--

I have verified the registration details and I am convinced that all the details are correct and accurate.

Confirm

➤ Verify all the fields entered

Employment@KERALA | JOBS | \*what is this - Google Search | test.employment.kerala.gov.in/reg/da/

Most Visited Getting Started @Gov.in Home | Kerala Public S... Employment@KERAL... alrahiman Kerale State Lotteries e-Filing Home Page, L... MEDICAL INSURANCE...

**GOPAKUMAR G**  
Data locked for verification  
Link Other Registration

**STEP 1** The following sections are mandatory.

Personal Details 0 ✓, 0 📌 NOT LOCKED Educational Qualifications 1 HIT LOCKED Willingness Details 0 ✓, 0 📌 NOT LOCKED

**STEP 2** Optional details

Council Registration 0 ✓, 0 📌 NO RECORD	Work Experience 0 ✓, 0 📌 NO RECORD	Sports Details 0 ✓, 0 📌 NO RECORD	License Details 0 ✓, 0 📌 NO RECORD
Ex-Serviceman Details 0 ✓, 0 📌 NO RECORD	Other Priorities 0 ✓, 0 📌 NO RECORD	Language Known 0 ✓, 0 📌 NO RECORD	Caste Details 0 ✓, 0 📌 NO RECORD
Training Details 0 ✓, 0 📌 NO RECORD	Skill Details 0 ✓, 0 📌 NO RECORD	Disability Details 0 ✓, 0 📌 NO RECORD	Achievement(s) Details 0 ✓, 0 📌 NO RECORD
Physical Measurements 0 ✓, 0 📌 NO RECORD	Bank Account Details 0 ✓, 0 📌 NO RECORD	Photo Upload 0 ✓, 0 📌 NO RECORD	Signature 0 ✓, 0 📌 NO RECORD

SUBMISSIONS DETAILS 0 ✓, 0 📌 Request for Transfer 0 ✓, 0 📌 DIRECTORATE RENEWAL 0 ✓, 0 📌

Enter the details if there is change of residence from the current Exchange jurisdiction.

**STEP 3** Verify your data and Confirm

NCO Rejection 0 NO RECORD NCO Allotment 0 NO RECORD

I have verified the registration details and I am convinced that all the details are correct and accurate.

Confirm

Click NCO allotment

NCO corresponding to qualification added, can be given by clicking ADD NCO

NCO Allotment - GOPAKUMAR G - TEMP-3540703402 - TEE Kottarakkara ( 9310361 - 26 )

Sl. No.	Qualification Level	Qualification	Specialization Subject	Seniority Date	Action
1	Tenth Level	SSLC-NEW SCHEME	Not Available	02-12-2019	<a href="#">View More</a> <a href="#">Add NCO</a>

Click on Add NCO

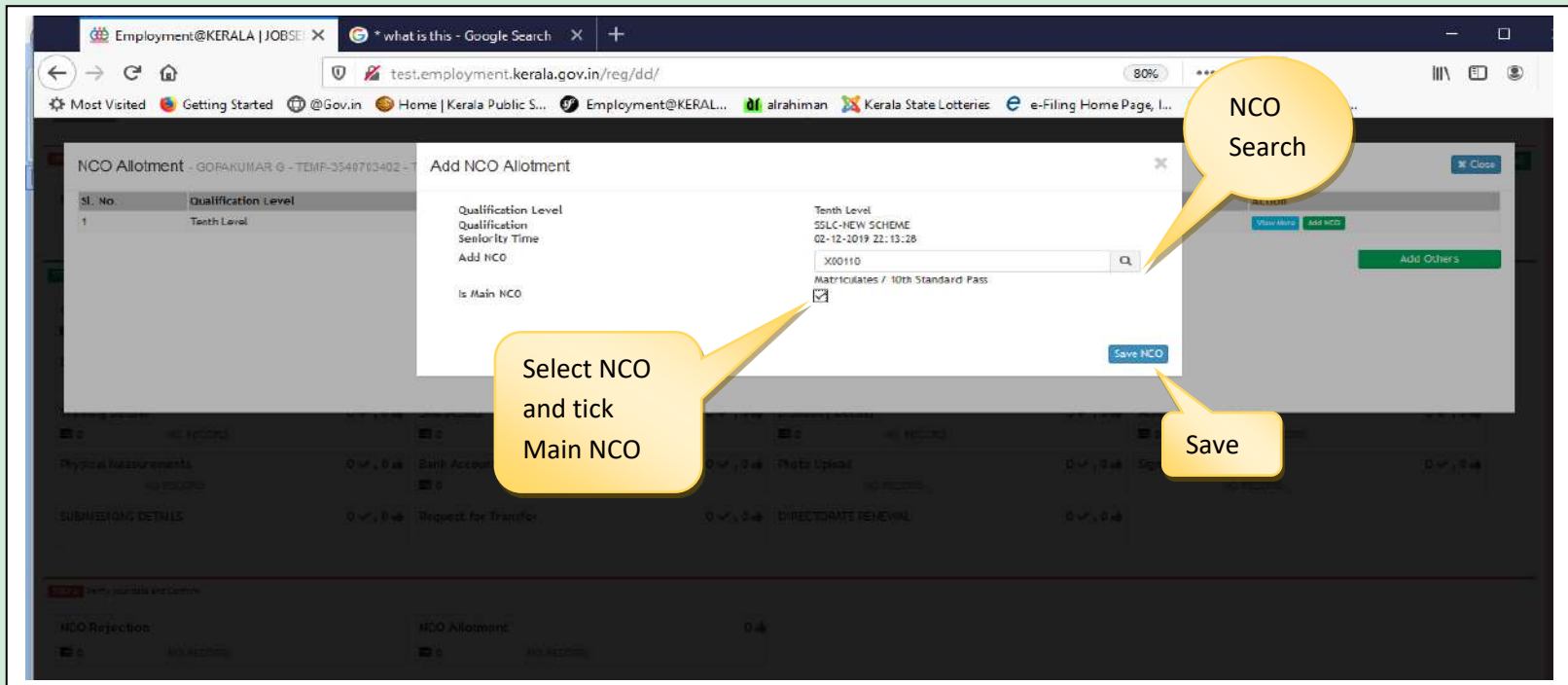
Physical Measurements: 0 ✓, 0 📌  
SUBMISSIONS DETAILS: 0 ✓, 0 📌

Verify your data and Confirm

NCO Rejection: 0 📌  
NCO Allotment: 0 📌

I have verified the registration details and I am convinced that all the details are correct and accurate.

[Confirm](#)



After saving NCO click on overall verification

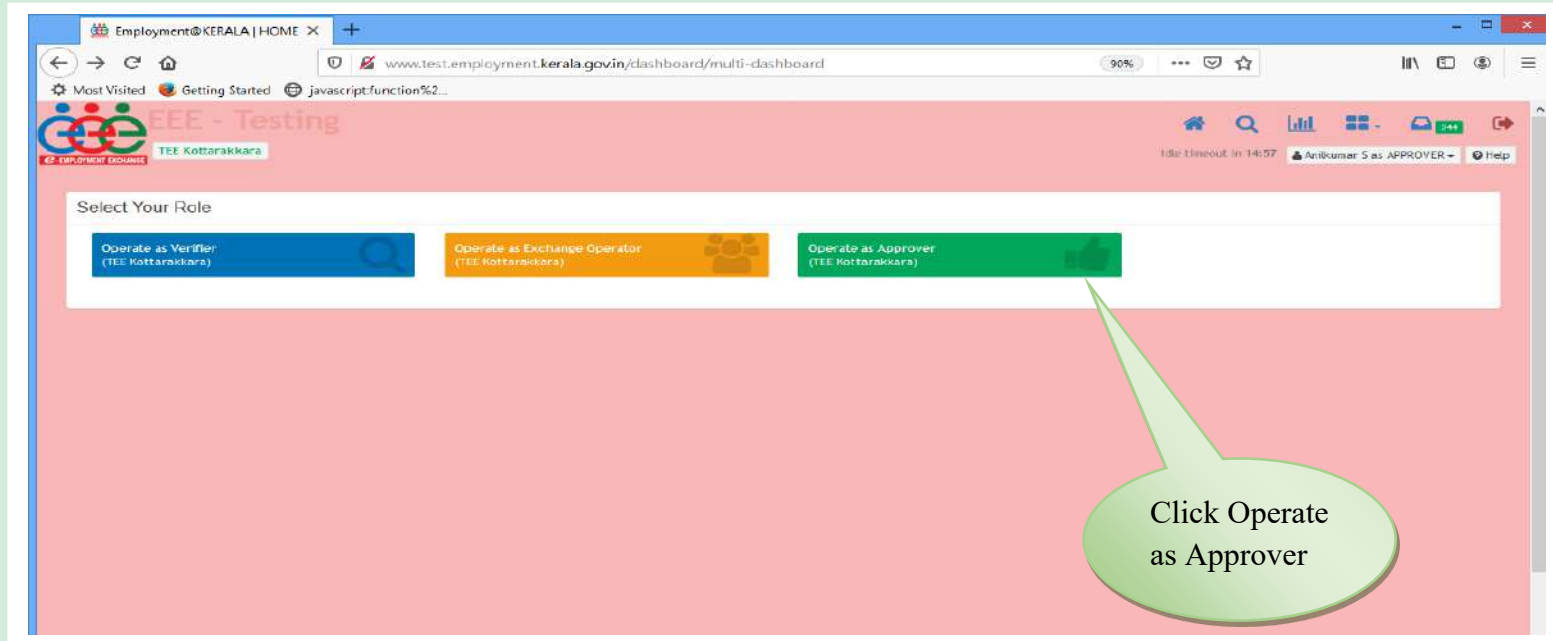
The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/req/dd/`. The page is titled "Employment@KERALA | JOBS" and displays a progress bar for a job application. The progress bar is divided into three steps:

- STEP 1: The following sections are mandatory.** This step is completed, indicated by a green checkmark and the number "1". The sections listed are: Personal Details (NOT LOCKED), Educational Qualifications (1), and Willingness Details (NOT LOCKED).
- STEP 2: Optional details.** This step is currently active. It contains a grid of 16 sections, each with a progress indicator (0/0) and a status of "NO RECORD":
  - Council Registration
  - Work Experience
  - Sports Details
  - License Details
  - Ex-Serviceman Details
  - Other Priorities
  - Language Known
  - Caste Details
  - Training Details
  - Skill Details
  - Disability Details
  - Achievement(s) Details
  - Physical Measurements
  - Bank Account Details
  - Photo Upload
  - Signature
  - SUBMISSIONS DETAILS
  - Request for Transfer
  - DIRECTORATE RENEWAL
- STEP 3: Verify your data and Confirm.** This step is not yet started. It shows "NCO Rejection" and "NCO Allotment" with a progress indicator of 0.

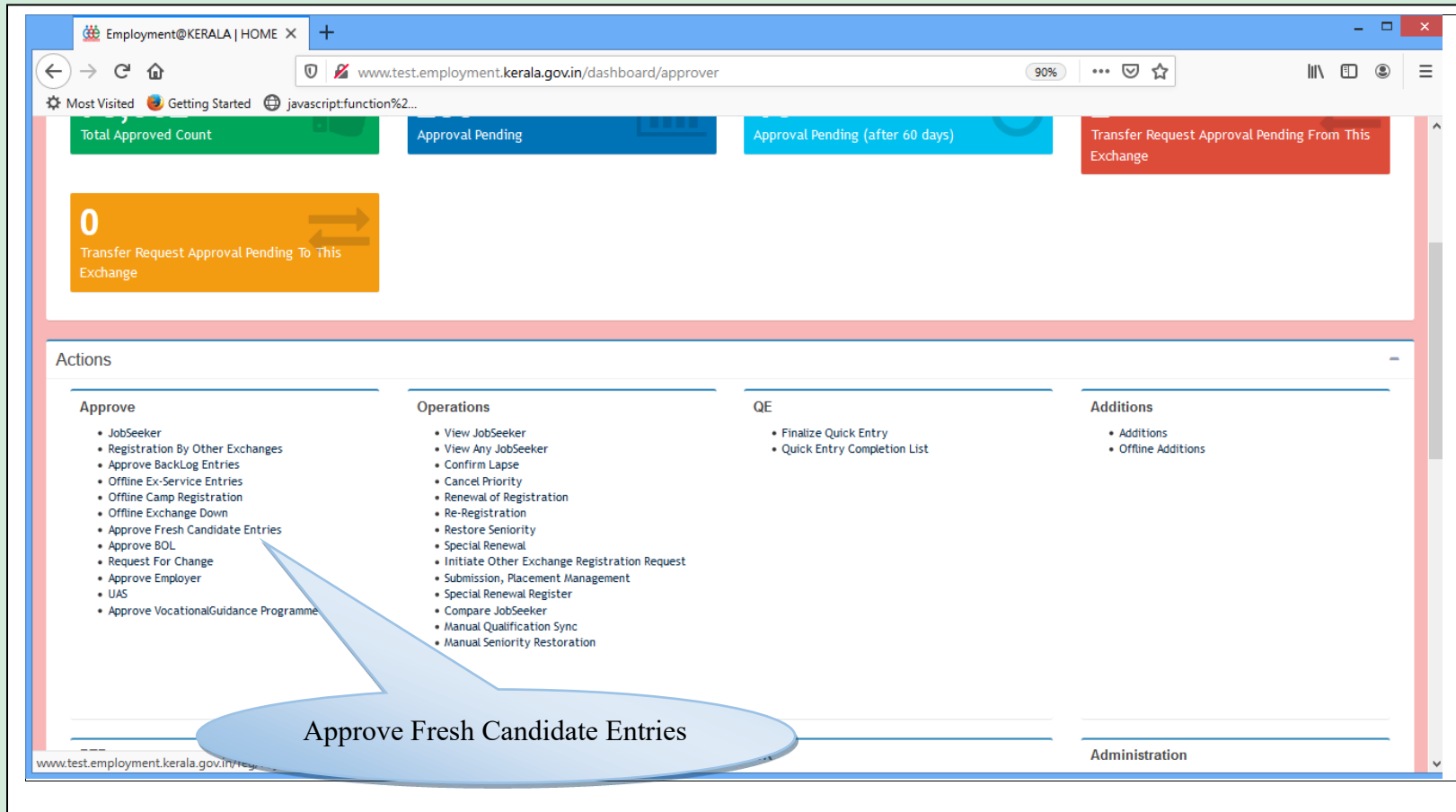
At the top right of the page, there are several buttons: "Notes", "Lock User", "Overall Verification", "Print - XI", and "Print - XI Detail". A blue callout bubble with the text "Click Overall Verification" points to the "Overall Verification" button.

Verification level completed....

### 3. Approver level



➤ Then the dash board appears and click **approve fresh candidate entries**



➤ Then the dash board appears to select the candidate and click **approve**

Select Candidate from list of Job seeker

Click Approve

ID	Name	Date of Birth	Date of Application	Action
21	JAYSON T JAMES	20-05-1991	04-01-2018	Approve
22	SHIBI S	20-05-1986	03-12-2019	Approve
23	ASWIN S G	15-09-1995	07-02-2018	Approve
24	SAJITHAMOL S V	25-05-1985	03-12-2019	Approve
25	TINU THOMAS	15-05-1991	15-03-2018	Approve
26	SNEHA S	20-02-1995	21-03-2018	Approve
27	AJMAL B	11-10-1991	19-04-2018	Approve
28	JUSTIN GEORGE THOMAS	10-11-1995	15-05-2018	Approve
29	PRIYANKA JIHANGIR	01-12-1990	18-05-2018	Approve
30	MINU T LALSON	11-12-1993		Approve
31	ANANDHU R	21-09-2000		Approve
32	ANILA N RAJ	26-12-2001		Approve
33	THAYYIBA S	27-11-2002		Approve
34	JOSEMY JOSE	13-02-2003		Approve
35	SARANYA S SASI	17-03-2003	03-12-2019	Approve
36	SIJO KOSHY	14-02-2003	03-12-2019	Approve
37	ACHU S	24-12-1997	03-12-2019	Approve
38	ARVA JAYAPRAKASH	24-05-2001	03-12-2019	Approve
39	ALUJA R	25-01-2002	03-12-2019	Approve
40	SABIN P	21-05-2002	03-12-2019	Approve
41	JOISE P	23-03-2000	22-06-2018	Approve
42	ABHIRAMI M	23-04-2002	03-12-2019	Approve
43	FATHIMA RASHEEDU	07-03-1997	22-06-2018	Approve
44	LEKSHMI B	27-03-2002	03-12-2019	Approve
45	ANCY KUNJUMON	24-11-2000	03-12-2019	Approve
46	AKHIL B	11-05-2002	03-12-2019	Approve
47	RAHMAN B S	05-09-2002	03-12-2019	Approve
48	SWATHI VISWANATH U	07-09-2002	03-12-2019	Approve
49	SUJITH S	16-01-2003	03-12-2019	Approve
50	JITHIN S	26-07-2002	03-12-2019	Approve

Showing page 1/3 of 104 results

➤ Approve all the fields verified and click **overall approval**

The screenshot shows a web browser window with the URL [www.test.employment.kerala.gov.in/reg/dd/](http://www.test.employment.kerala.gov.in/reg/dd/). The user is logged in as JITHIN S. The page displays a registration form with the following sections:

- Mandatory Fields:** Personal Details (1 ✓, 0 ✗), Educational Qualifications (1 ✓, 0 ✗), Willingness Details (1 ✓, 0 ✗).
- Optional Fields:** Council Registration (0 ✓, 0 ✗), Work Experience (0 ✓, 0 ✗), Sports Details (0 ✓, 0 ✗), License Details (0 ✓, 0 ✗), Ex-Serviceman Details (0 ✓, 0 ✗), Other Priorities (0 ✓, 0 ✗), Language Known (0 ✓, 0 ✗), Caste Details (0 ✓, 0 ✗), Training Details (0 ✓, 0 ✗), Skill Details (0 ✓, 0 ✗), Disability Details (0 ✓, 0 ✗), Achievement(s) Details (0 ✓, 0 ✗), Physical Measurements (0 ✓, 0 ✗), Bank Account Details (0 ✓, 0 ✗), Photo Upload (0 ✓, 0 ✗), Signature (0 ✓, 0 ✗), SUBMISSIONS DETAILS (0 ✓, 0 ✗), Request for Transfer (0 ✓, 0 ✗), and DIRECTORATE RENEWAL (0 ✓, 0 ✗).

A green callout bubble with the text "Click Overall Approval" points to the "Overall Approval" button in the top right corner of the form.

- If the qualification entered is professional level click on **submit to P&E** button otherwise click **NO** button

Overall Approval

Sl no.	Section Name	Total number of records	Number of records approved (is Hold)	Status
1	JobSeeker	1	1	Approved
2	Qualification	2	2	Approved
3	Willingness	1	1	Approved
4	Language	2	2	Approved
5	NoAllocation	2	2	Approved

Enter remarks

Would you like to propose this Job Seeker for P & E exchange?

Click Submit to P&E

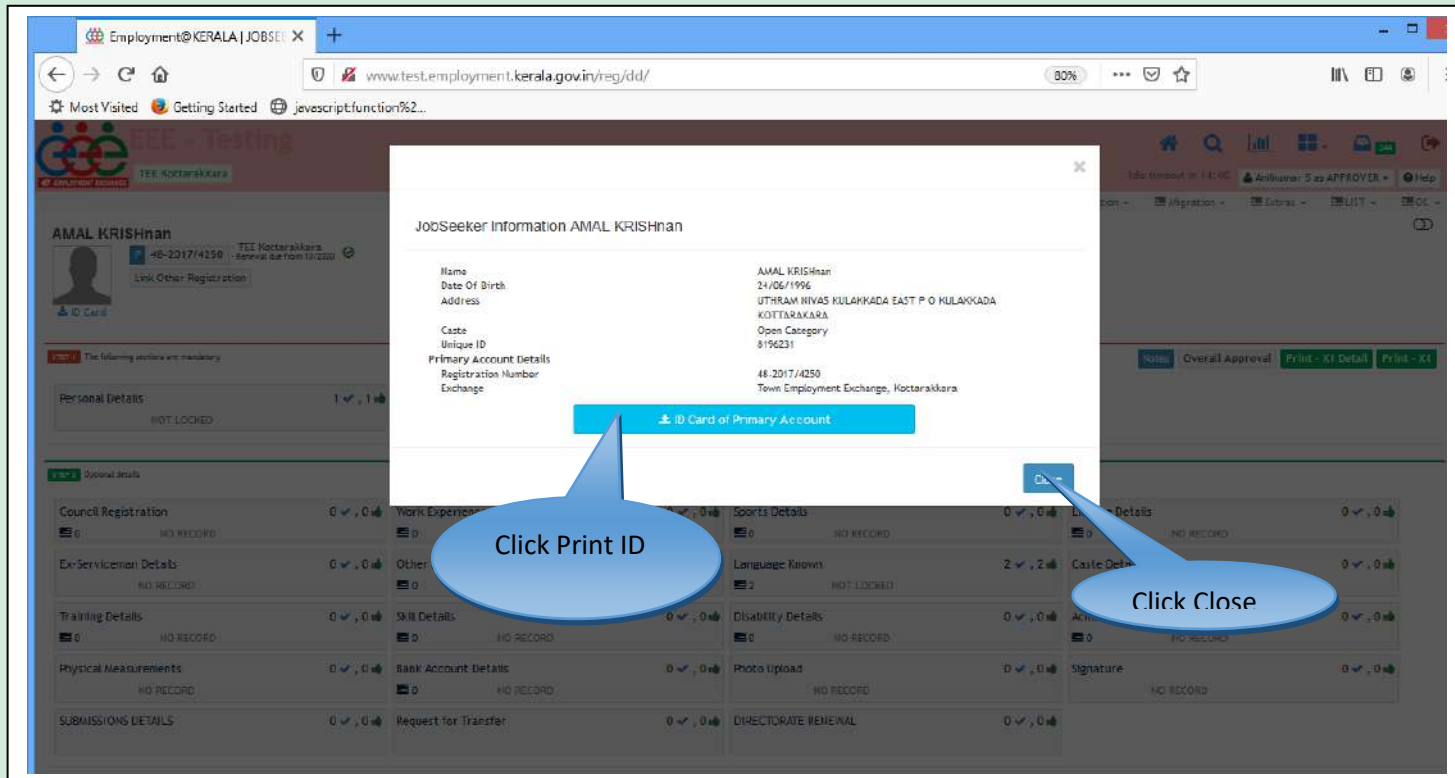
➤ If you click **no** button a box appears are you sure

The screenshot shows a web browser window with the URL [www.test.employment.kerala.gov.in/reg/dd/](http://www.test.employment.kerala.gov.in/reg/dd/). The main content is an 'Overall Approval' dialog box. It contains a table with the following data:

Sl no.	Section Name	Total number of records	Number of records approved (Is Held)	Status
1	JobSeeker	1	1	Approved
2	Qualification	2	2	Approved
3	Willingness	1	1	Approved
4	Language	2	2	Approved
5	Notification	2	2	Approved

Below the table is a text area for 'Enter remarks' and a question: 'Would you like to propose this Job Seeker for P...'. There are two buttons: 'SUBMIT TO P&EE' and 'No'. A confirmation pop-up box is overlaid on the 'No' button, asking 'Confirmation: Are you sure?' with 'No' and 'Yes' options. An orange callout bubble points to the 'Yes' button with the text 'Click Yes'. A blue callout bubble points to the 'No' button with the text 'Click No'.

- Then following window appears and registration number is allotted for the candidate. From here ID card can be downloaded



Fresh registration completed.....

## II- BACKLOG DATA ENTRY

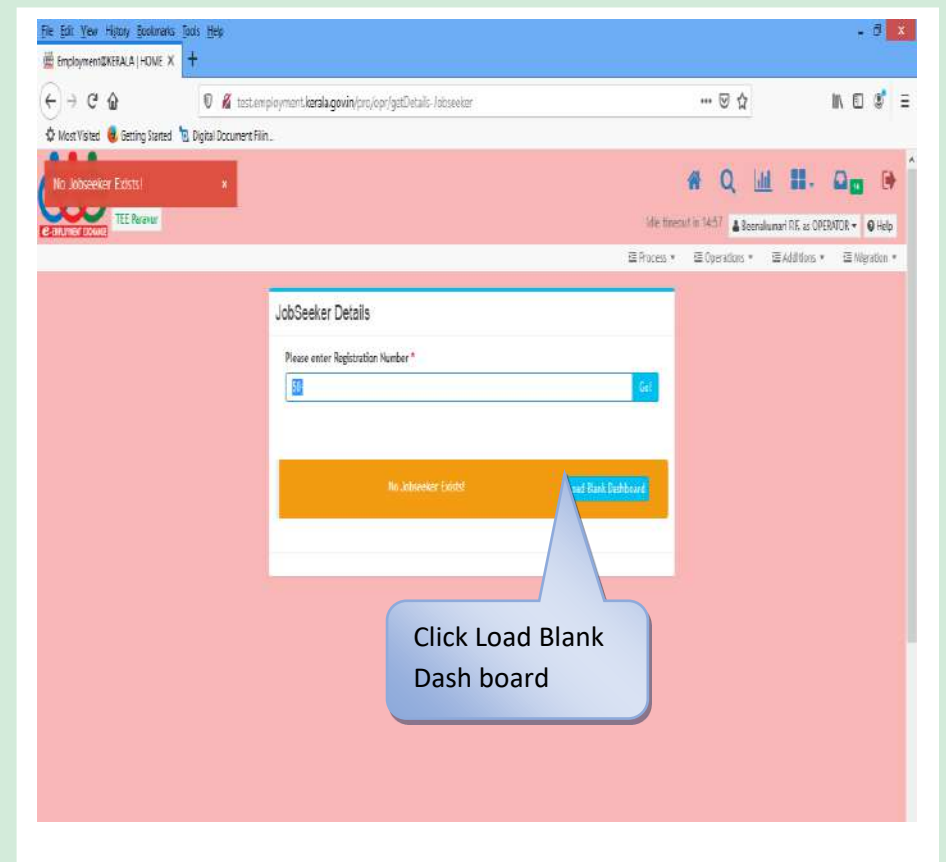
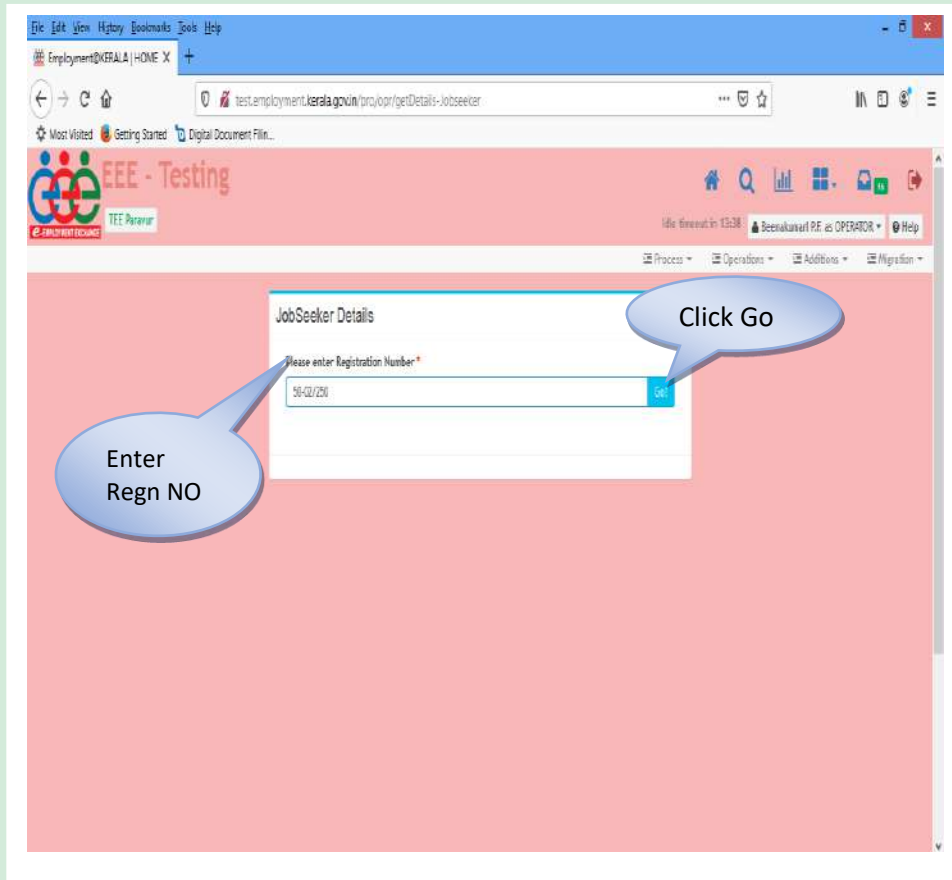
### 1- OPERATOR LEVEL

### OPERATE AS EXCHANGE OPERATOR

- When registration data is not found in the database, to do backlog entry, this option is used.

***Note: carefully check the dead register and ensure that the candidate details are not in the data base***

The screenshot displays the 'DashBoard' for operators. It features four main statistics cards: 'Total Live Register' (28,216), 'Total Male Registrants' (10,689), 'Total Female Registrants' (18,457), and 'Total Other Registrants' (0). Below these is a card for 'Total Data Ent' (4,485). The 'Actions' section is divided into four categories: 'Process', 'Operations', 'Additions', and 'Migration'. The 'Process' category includes 'Backlog Data Entry', 'Offline Ex-Service Registration', 'Offline Camp Registration', 'Offline Exchange Down', 'Fresh Candidate Registration', 'Renewal Backlog Entry', 'Renewal of Registration', 'Transfer Request', 'Re-Registration-Other Exchange', and 'Add Employer'. A blue callout bubble with the text 'Click Backlog Data Entry' points to the 'Backlog Data Entry' option in the 'Process' list.



Fill all The Data as per X1

A screenshot of a web browser displaying a registration form. The form contains various dropdown menus and text input fields. A teal callout bubble points to the 'Seniority Time' field, which is currently empty.

Religion *	HINDU	Block	Mirikara
Category *	Ezhava/Thiyya/Ilava	Post Office	Kottiyam S.O
Caste *	EZHAVA(EZHAVA,SHAWAN,EZHAWAN)	Pin Code	691571
Marital Status *	UNMARRIED	Address Proof *	School/College Certificates
Employment Status *	Unemployed	Address Proof Details *	SSLC
Blood Group	O-	Address Proof Url	Fetch from DigLocker
Email Address *	68d55c7d-155e-11ea-afcd-01c1b657ba4@employment.kerala		
Aadhaar No.			
Registration Number *	58-42/250		
Last Renewed Date *	01/05/2017		
Registration Date *	02/06/2002		
Insert Time *	02-06-2002 12:00 AM		

Here enter the seniority of Main NCO

A screenshot of a 'Qualification Details' form. The form is filled with specific data for a candidate. A teal callout bubble points to the 'Seniority Time' field, which contains the date and time '02-06-2002 12:00 AM'.

Qualification Level *	Teenth Level	Qualification *	SSLC	Medium of instruction *	MALAYALAM	Registration Number *	123
Certificate Date *	01/05/2002	Board/University *	Board of Public Examination Kerala	Year of Pass *	2002	Certificate Number *	33333
Certificate Url	Fetch from DigLocker	Remarks		Is Recognised	<input type="checkbox"/>	Month of Pass *	Mar
						Seniority Time *	02-06-2002 12:00 AM

Enter Seniority date

**Seniority date (highest seniority)**

**Seniority date of that qualification as per X1**

The screenshot shows a web browser window with a form titled "Details added successfully". The form contains several sections:

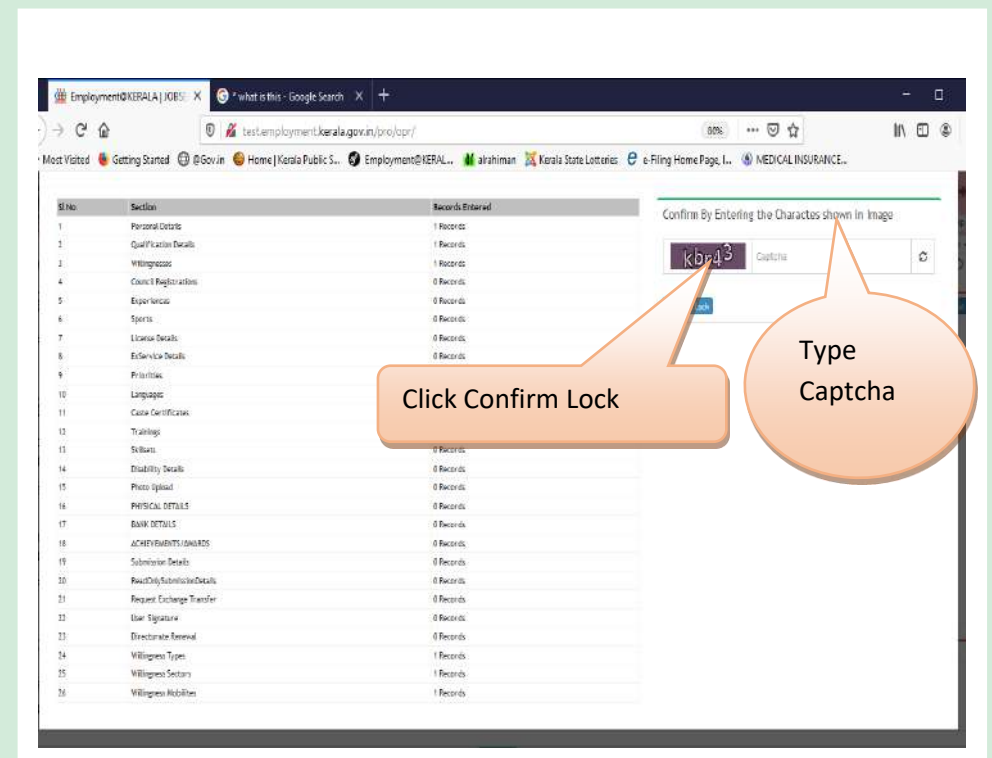
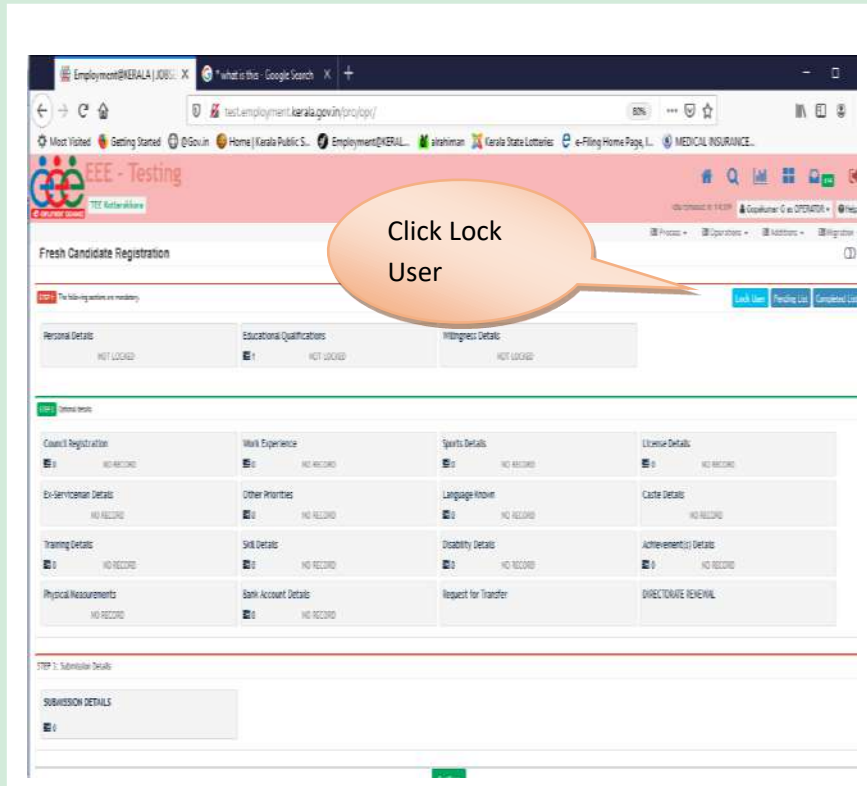
- Employment Type:** A list of checkboxes for various employment types such as SELF EMPLOYMENT, DAILY WAGES, APPRENTICESHIP ACT, APPRENTICESHIP ANY, FULL TIME TEMPORARY, FULL TIME REGULAR ONLY, and REGULAR.
- Location:** A list of checkboxes for locations like Abroad also, Within Town/District, and Within State.
- Non Availability:** Fields for "Non Availability From", "Non Availability To Date", "Salary Expected", and "Insert Time" (pre-filled with 06-02-2002 12:00 AM).
- Reason for Non Availability:** A text input field.
- Buttons:** "Save" and "Close" buttons at the bottom left.

An orange callout bubble with the text "Enter Seniority" points to the "Insert Time" field. Another orange callout bubble with the text "Save" points to the "Save" button.

The screenshot shows a web browser window with a form titled "Language details added successfully". The form contains the following fields:

- Language Known:** A dropdown menu with the option "Select Language".
- Proficiency:** A dropdown menu with the option "Select Language Proficiency Type".
- Insert Time:** A text input field pre-filled with "12-03-2019 11:12 AM".
- Table:** A table with columns "Sl No", "Language", "Date of Entry", and "Action". It contains one row with "1", "MALAYALAM - Read Write Speak", and "01-06-2002".
- Buttons:** "Save", "Save & Close", and "Close" buttons at the bottom left.

An orange callout bubble with the text "Enter Seniority" points to the "Insert Time" field. Another orange callout bubble with the text "Click Save and Close" points to the "Save & Close" button.



Operator level completed...

## 2. Verifier level

➤ *Verify* all the fields and click *overall verification*

## 3. Approver level

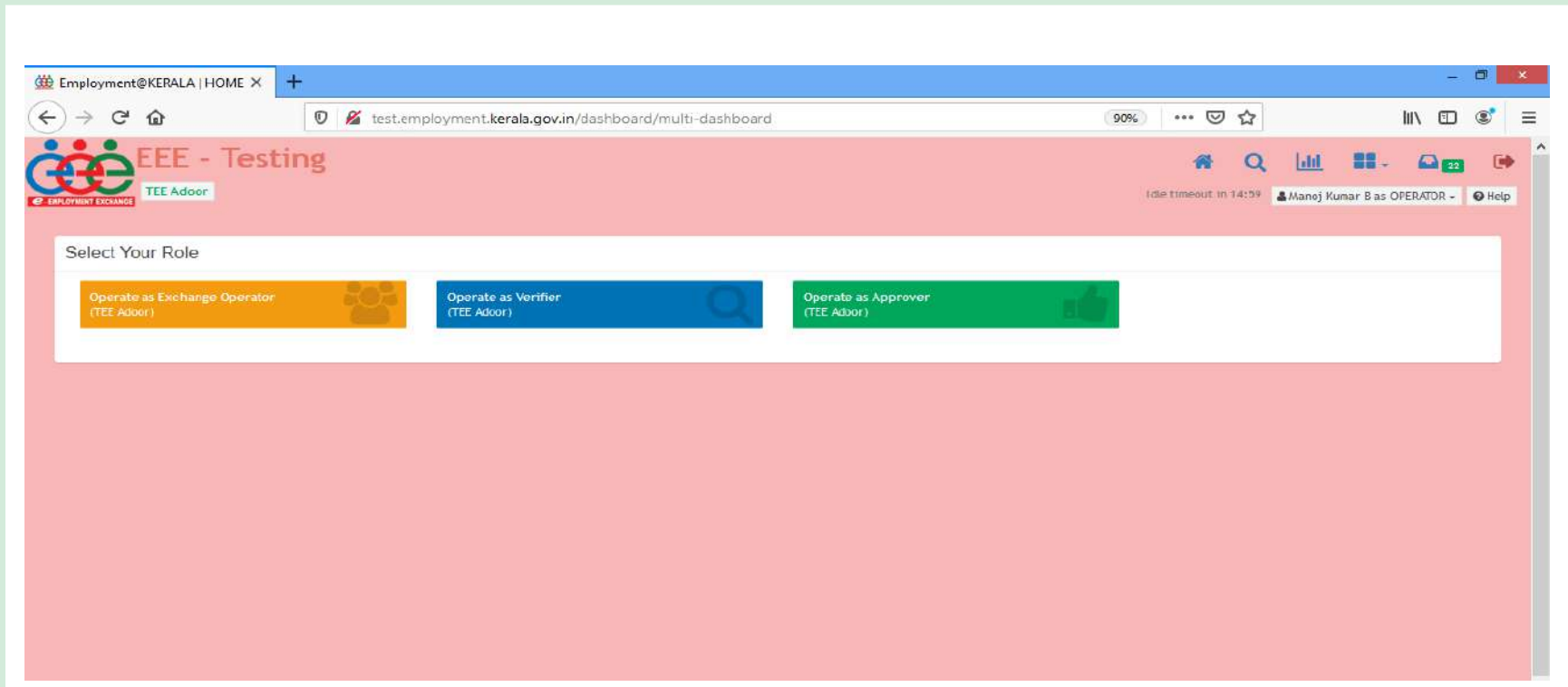
➤ *Approve all* the fields and click *overall Approval*

➤ Please refer [Fresh Registration](#) FOR HELP

# III- Ex-servicemen Registration Process

## 1-OPERATOR LEVEL

### Offline Ex-Service Registration



Employment@KERALA | HOME X +

test.employment.kerala.gov.in/dashboard/operators

90%

Idle timeout in 14:51 | Manoj Kumar B as OPERATOR | Help

### DashBoard

<b>37,835</b> Total Live Register	<b>14,471</b> Total Male Registrants	<b>24,787</b> Total Female Registrants	<b>3</b> Total Other Registrants
<b>6,075</b> Total Data Entered By Me			

### Actions

Process	Operations	Additions	Migration
<ul style="list-style-type: none"><li>Backlog Data Entry</li><li>Offline Ex-Service Registration</li><li>Offline Camp Registration</li><li>Offline Exchange Down</li><li>Fresh Candidate Registration</li><li>Renewal Backlog Entry</li><li>Renewal of Registration</li><li>Transfer Request</li><li>Re-Registration-Other Exchange</li><li>Add Employer</li><li>Directorate Renewal Request</li><li>Request For Change</li></ul>	<ul style="list-style-type: none"><li>View Any JobSeeker</li><li>Initiate Requisitions</li></ul>	<ul style="list-style-type: none"><li>Additions</li><li>Offline Additions</li></ul>	<ul style="list-style-type: none"><li>Dead Register Search</li></ul>

Click Offline Ex-Service Registration

➤ Enter Step 1 mandatory and Step 2 optional details

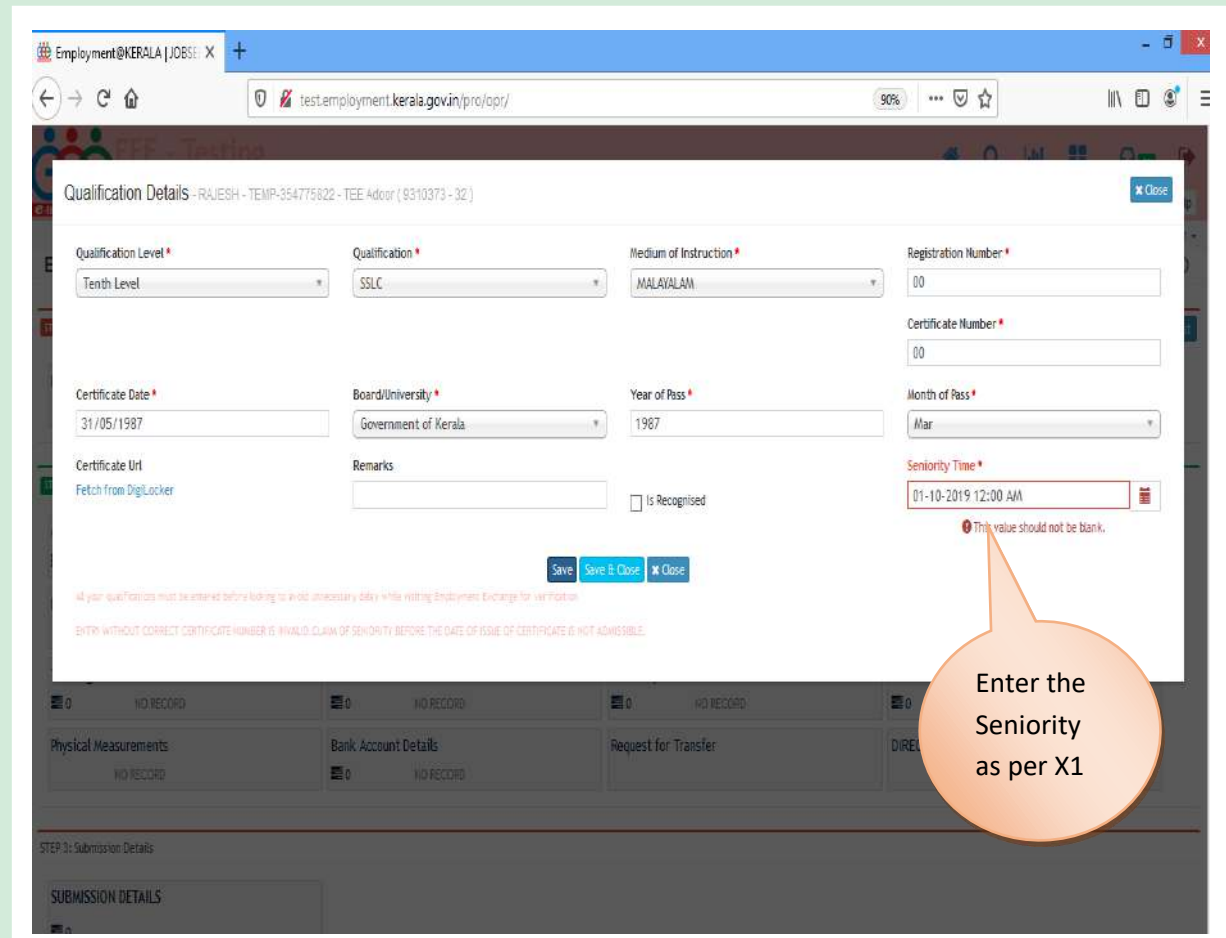
**Note:** date of *registration* – candidate appearing for registration

*Insert time* – seniority date assigned by the zillasainik welfare officer

The screenshot displays the 'Ex-Serviceman Registration' portal. The browser address bar shows 'test.employment.kerala.gov.in/pro/apr/'. The page title is 'EEE - Test' and 'TEE Adoor'. A blue speech bubble with the text 'Click Here' points to the 'Personal Details' section. The page is divided into two main sections: 'STEP 1: The following sections are mandatory.' and 'STEP 2: Optional details'. The 'STEP 1' section includes 'Personal Details', 'Educational Qualifications', and 'Willingness Details', all showing 'NO RECORD'. The 'STEP 2' section includes 'Council Registration', 'Work Experience', 'Sports Details', 'License Details', 'Ex-Serviceman Details', 'Other Priorities', 'Language Known', 'Caste Details', 'Training Details', 'Skill Details', 'Disability Details', 'Achievement(s) Details', 'Physical Measurements', 'Bank Account Details', 'Request for Transfer', and 'DIRECTORATE RENEWAL'. A tooltip over 'Ex-Serviceman Details' states 'Ex-servicemen details are entered by Exchange Officials'. At the bottom, there is a 'STEP 3: Submission Details' section with a 'SUBMISSION DETAILS' box.

➤ Enter the qualification details as per x1 with original certificates

**Note: seniority *time* – seniority date assigned by the zilla sainik welfare officer**



Qualification Details - RAJESH - TEMP-354775822 - TEE Adoor ( 9310373 - 32 )

Qualification Level \* Tenth Level

Qualification \* SSLC

Medium of Instruction \* MALAYALAM

Registration Number \* 00

Certificate Number \* 00

Certificate Date \* 31/05/1987

Board/University \* Government of Kerala

Year of Pass \* 1987

Month of Pass \* Mar

Certificate Url Fetch from DigLocker

Remarks

Is Recognised

Seniority Time \* 01-10-2019 12:00 AM

This value should not be blank.

Save Save & Close Close

All your qualifications must be entered before logging to avoid unnecessary delay while visiting Employment Exchange for verification.

ENTRY WITHOUT CORRECT CERTIFICATE NUMBER IS INVALID. CLAIM OF SENIORITY BEFORE THE DATE OF ISSUE OF CERTIFICATE IS NOT ADMISSIBLE.

Physical Measurements NO RECORD

Bank Account Details NO RECORD

Request for Transfer

DIRE

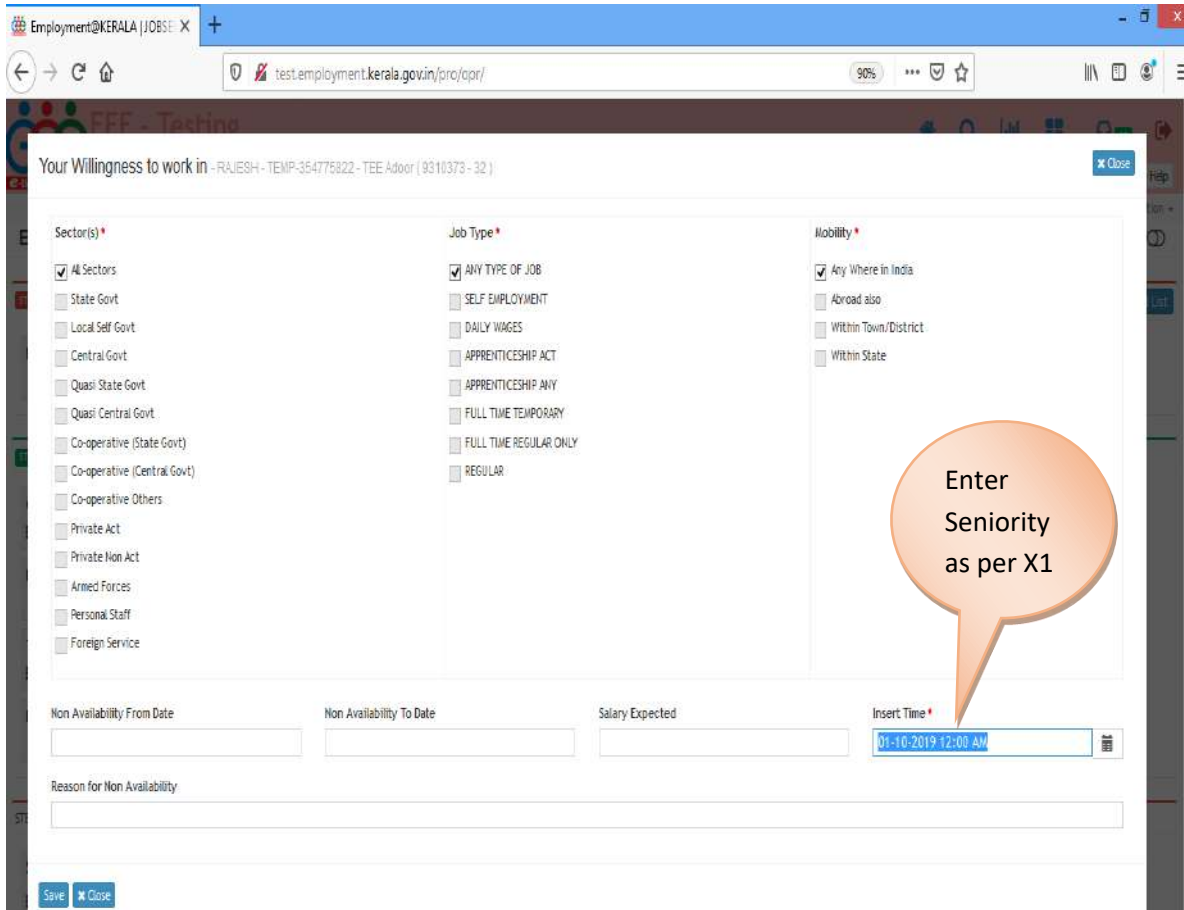
STEP 3: Submission Details

SUBMISSION DETAILS

Enter the Seniority as per X1

➤ Put tick mark in the relevant fields

**Note: seniority *time* – seniority date assigned by the zilla sainik welfare officer**



The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/pro/cpr/`. The page title is "Your Willingness to work in - RAJESH - TEMP-354775822 - TEE Adoor ( 9310373 - 32 )". The form contains three columns of checkboxes:

- Sector(s) \***
  - All Sectors
  - State Govt
  - Local Self Govt
  - Central Govt
  - Quasi State Govt
  - Quasi Central Govt
  - Co-operative (State Govt)
  - Co-operative (Central Govt)
  - Co-operative Others
  - Private Act
  - Private Non Act
  - Armed Forces
  - Personal Staff
  - Foreign Service
- Job Type \***
  - ANY TYPE OF JOB
  - SELF EMPLOYMENT
  - DAILY WAGES
  - APPRENTICESHIP ACT
  - APPRENTICESHIP ANY
  - FULL TIME TEMPORARY
  - FULL TIME REGULAR ONLY
  - REGULAR
- Mobility \***
  - Any Where in India
  - Abroad also
  - Within Town/District
  - Within State

Below these columns are input fields for "Non Availability From Date", "Non Availability To Date", "Salary Expected", and "Insert Time \*". The "Insert Time" field is currently set to "01-10-2019 12:00 AM". A callout bubble points to this field with the text "Enter Seniority as per X1". At the bottom of the form are "Save" and "Close" buttons.

**Note: seniority  
time – seniority  
date assigned by  
the zilla sainik  
welfare officer**

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/pro/cpr/`. The page title is "EEE - Testing" and the user is logged in as "Manoj Kumar B as OPERATOR". The main heading is "Ex-Serviceman Registration".

**STEP 1: The following sections are mandatory.**

- Personal Details: NOT LOCKED
- Educational Qualifications: 2 NOT LOCKED
- Willingness Details: NOT LOCKED

**STEP 2: Optional details.**

Council Registration: 0 NO RECORD	Work Experience: 1 NOT LOCKED	Sports Details: 0 NO RECORD	License Details: 0 NO RECORD
Ex-Serviceman Details: NOT LOCKED	Other Priorities: 0 NO RECORD	Language Known: 0 NO RECORD	Caste Details: NO RECORD
Training Details: 0 NO RECORD	Skill Details: 0 NO RECORD	Disability Details: 0 NO RECORD	Achievement(s) Details: 0 NO RECORD
Physical Measurements: NO RECORD	Banking Details: 0	Request for Transfer	DIRECTORATE RENEWAL

**STEP 3: Submission Details**

SUBMISSION DETAILS: 0

A green callout bubble points to the "Ex-Serviceman Details" section with the text: "Click Ex-Service Details".

## ➤ Enter Service Details with X1 and Discharge Book

Employment@KERALA | JOBSE

test.employment.kerala.gov.in/pro/opr/

Experiences - RAJESH - TEMP-354775822 - TEE Adoor ( 9310373 - 32 )

Sector \*  
ARMED FORCES

Job Type \*  
FULL TIME REGULAR

Mode of Appointment \*  
Others

Employer \*  
INDIAN ARMY

Experience From \*  
01/01/1991

Experience To \*  
30/11/2019

Duration in Days \*  
10561

Scale of Pay \*  
55000-85000

Pay on relieving \*  
75000

Reason for discharge \*  
COMPLETION OF TERM OR PERIOD

Character And Conduct \*  
Exemplary

Designation \*  
INFANTRY SOLDIER

Issuing Authority \*  
INDIAN ARMY

Certificate Number \*  
0009

Certificat Date \*  
28/09/2019

Experience Url  
Fetch from DigiLocker

Insert Time \*  
01-10-2019 12:00 AM

Job Description

Save Save & Close Close

Click Save and Close

National Employment Services (Kerala) The Official Web Portal of GOVT. OF KERALA india.gov.in Government of Kerala National Informatics Centre

Employment Directorate, 4th floor, Thozhi Shivan, Vicks Shivan PO, Thiruvananthapuram, Kerala, India - 694 033  
Phone: +91 471 2301240, +91 471 2301230, Fax: +91 471 2304214, Email: color.emp.in@kerala.gov.in

Employment@KERALA | JOBSE: X +

test.employment.kerala.gov.in/pro/opr/

### Lock User

Sl No	Section	Records Entered
1	Personal Details	1 Records
2	Qualification Details	2 Records
3	Willingnesses	1 Records
4	Council Registrations	0 Records
5	Experiences	1 Records
6	Sports	0 Records
7	License Details	0 Records
8	ExService Details	1 Records
9	Priorities	0 Records
10	Languages	0 Records
11	Caste Certificates	0 Records
12	Trainings	0 Records
13	Skillsets	0 Records
14	Disability Details	0 Records
15	Photo Upload	0 Records
16	PHYSICAL DETAILS	0 Records
17	BANK DETAILS	0 Records
18	ACHIEVEMENTS/ AWARDS	0 Records
19	Submission Details	0 Records
20	ReadOnlySubmissionDetails	0 Records
21	Request Exchange Transfer	0 Records
22	User Signature	0 Records
23	Directorate Renewal	0 Records
24	Willingness Types	1 Records

Confirm By Entering the Charactes shown in Image

9c95y Capcha

Enter Captcha

Confirm Lock

Click Confirm and Lock

Operator level completed.....

## 2. Verifier mode

The screenshot displays the Employment@KERALA portal interface. The browser address bar shows the URL `test.employment.kerala.gov.in/pro/apr/`. The page header includes the logo for 'EEE - Testing' and 'TEE Adoor'. The navigation menu contains various options, with 'Verifier(TEE Adoor)' highlighted by an orange callout bubble that says 'Click here'. Below the navigation, the dashboard shows 'Data Entry In-Progress' and a list of mandatory sections (STEP 1) and optional details (STEP 2). Each section includes a status indicator (0 ✓, 0 🟢) and a 'NO RECORD' message.

STEP 1: The following sections are mandatory.		
Personal Details	0 ✓, 0 🟢	NO RECORD
Educational Qualifications	0 ✓, 0 🟢	NO RECORD
Willingness Details	0 ✓, 0 🟢	NO RECORD

STEP 2: Optional details			
Council Registration	0 ✓, 0 🟢	NO RECORD	0 ✓, 0 🟢
Work Experience	0 ✓, 0 🟢	NO RECORD	0 ✓, 0 🟢
Sports Details	0 ✓, 0 🟢	NO RECORD	0 ✓, 0 🟢
License Details	0 ✓, 0 🟢	NO RECORD	0 ✓, 0 🟢
Ex-Serviceman Details	0 ✓, 0 🟢	NO RECORD	0 ✓, 0 🟢
Other Priorities	0 ✓, 0 🟢	NO RECORD	0 ✓, 0 🟢
Language Known	0 ✓, 0 🟢	NO RECORD	0 ✓, 0 🟢
Caste Details	0 ✓, 0 🟢	NO RECORD	0 ✓, 0 🟢
Training Details	0 ✓, 0 🟢	NO RECORD	0 ✓, 0 🟢
Skill Details	0 ✓, 0 🟢	NO RECORD	0 ✓, 0 🟢
Disability Details	0 ✓, 0 🟢	NO RECORD	0 ✓, 0 🟢
Achievement(s) Details	0 ✓, 0 🟢	NO RECORD	0 ✓, 0 🟢
Physical Measurements	0 ✓, 0 🟢	NO RECORD	0 ✓, 0 🟢
Bank Account Details	0 ✓, 0 🟢	NO RECORD	0 ✓, 0 🟢
Photo Upload	0 ✓, 0 🟢	NO RECORD	0 ✓, 0 🟢
Signature	0 ✓, 0 🟢	NO RECORD	0 ✓, 0 🟢
SUBMISSIONS DETAILS	0 ✓, 0 🟢	NO RECORD	0 ✓, 0 🟢
Request for Transfer	0 ✓, 0 🟢	NO RECORD	0 ✓, 0 🟢
DIRECTORATE RENEWAL	0 ✓, 0 🟢	NO RECORD	0 ✓, 0 🟢

➤ Select candidate from the Offline Ex-service entries

Problem loading page x Employment@KERALA | HOME x

test.employment.kerala.gov.in/reg/ver/OFR-EX/operator-entries

EEE - Testing  
TEE Adoor

Logout timeout in 14:06 MENOJ KUNAR B as VERIFIER Help

Verify Operations OC Additions RTR LC DR Migration Extras Administration LIST OC

List Of JobSeekers

Search here...

Jobseeker  
Registration By Other Exchanges  
Back Log Entries  
Offline Ex-Service Entries  
Offline Camp Registration  
Offline Exchange Down  
Fresh Candidate Entries  
BOL Entries  
Request For Change  
Verify Employer  
LIAS

Sl.No.	Registration Number	Name	Date Of Birth	Registration Date	Actions
1	TEMP-1156d99400		10-05-1972	24-03-2017	Verify
2	TEMP-02bb795c-c		23-04-1975	07-11-2017	Verify
3	TEMP-2c1db39f-4		05-05-1957	18-07-2006	Verify
4	TEMP-57433431-5	LIAS	01-01-1961	14-05-2018	Verify
5	TEMP-957c447f-7		02-01-1992	26-06-2007	Verify
6	TEMP-354775822	RAJESH	31-05-1972	03-12-2019	Verify

Showing page 1/1 of 6 results

test.employment.kerala.gov.in/reg/ver/OFR-EX/operator-entries#

Click Here

- Select the candidate from the list and click verify button

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/ver/OFR-EX/operator-entries`. The page title is "List Of JobSeekers". A search bar is present at the top of the table area. The table contains the following data:

SL.No.	Registration Number	Candidate Name	Date Of Birth	Registration Date	Actions
1	TEMP-315dd99400	SHAJAHAN K S	10-05-1972	24-05-2017	Verify
2	TEMP-02bb75ac-c	RAJESH P R	23-04-1975	07-11-2017	Verify
3	TEMP-2c1db39f-4	JIJU T	05-05-1987	18-07-2006	Verify
4	TEMP-57433431-5	AJAYAKUMAR M S	01-03-1981	14-05-2018	Verify
5	TEMP-957c447f-7	DIVYA V	02-01-1992	26-06-2007	Verify
6	TEMP-354775822	RAJESH	31-05-1972	03-12-2019	Verify

Showing page 1 / 1 of 6 results

A blue callout box with the text "Click here" points to the "Verify" button of the sixth candidate.

## Verify all the data entered in operator level

Personal Details - RAJESH - TEMP-94473522 - TEE Adm ( 51/03/12 )

Name: RAJESH  
Address: RAJESH SHAWAN  
Date of Birth: 31/05/1987  
Gender: Male  
Registration Number: TEMP-94473522

Click Save

Click Verify

Qualification Details - RAJESH - TEMP-94473522 - TEE Adm ( 51/03/12 )

Qualification Level: Tenth Level  
Qualification: SSLC  
Medium of Instruction: MALAYALAM  
Registration Number: 00  
Certificate Date: 31/05/1987  
Board/University: Government of Kerala  
Year of Pass: 1987  
Certificate UPI: Fetch from DigLocker  
Remarks:  is Recognized  
Seniority Time: 03-12-2016 12:05 AM

Sl.No	Qualification	Medium of Instruction	Proficiency	Percentage	Year of Pass	Seniority	Actions
1	SSLC	Malayalam	NA	86	1987	HE	Save Edit Verify
2	Graduation Certificate (E-Service)	English	NA	60	2019	HE	Save Edit Verify

Click Save

Click verify

Click Edit

- Enter all relevant NCOs recorded in the x1.

Note: *Edit seniority date* and change to the seniority as in the X1 issued by the Zilla Sainik Welfare Officer

Employment@KERALA | JOBS: X

test.employment.kerala.gov.in/reg/td/

RAJESH

Your Willingness to work in - RAJESH - TEMP-354775022 - TEE Advar ( 931 0373 - 32 )

Sector(s) \*

- All Sectors
- State Govt.
- Local Self Govt.
- Central Govt.
- Quasi State Govt.
- Quasi Central Govt.
- Co-operative (State Govt)
- Co-operative (Central Govt)
- Co-operative Others
- Private Act.
- Private Non Act.
- Armed Forces
- Personal Staff
- Foreign Service

Job Type \*

- ANY TYPE OF JOB
- SELF EMPLOYMENT
- DAILY WAGES
- APPRENTICESHIP ACT
- APPRENTICESHIP ANY
- FULL TIME TEMPORARY
- FULL TIME REGULAR ONLY
- REGULAR

Mobility \*

- Any Where In India
- Abroad also
- Within Town/District
- Within State

Non Availability From Date

Non Availability To Date

Salary Expected

Insert Time \*

10-01-2019 12:00 AM

Reason for Non Availability

Save \*Please Save Before Verify Verify

Click Here

Check Seniority as per x1

➤ Verify all the fields and click overall verification

OverAll Verification Details

Sl no.	Section Name	Total no. of Records	No. of Records Verified	No. of Records Mark for Deletion	Status
1	JobSeeker	1	1	0	Completed
2	Qualification	2	2	0	Completed
3	Willingness	1	1	0	Completed
4	Experience	1	1	0	Completed
5	Exservice	1	1	0	Completed
6	Language	3	3	0	Completed

Please Enter your Remarks

Click Save

**VERIFIER LEVEL COMPLETED...**

### 3. Approver Level

➤ Approve all the fields verified and click overall approval

➤ Please refer [Fresh Registration](#) FOR HELP

# IV- OFFLINE CAMP REGISTRATION

## 1. OPERATOR LEVEL

- OPERATE AS EXCHANGE OPERATOR
- The process of Offline Camp Registration starts with Operator Mode
- Go to Menu **Process-Offline Camp Registration**.

The screenshot displays the 'Employment@KERALA' dashboard for an operator. The dashboard includes a header with the logo, 'EEE - Testing', and 'DEE Kozhikkod'. The main content area features a 'DashBoard' with four key metrics: 'Total Live Register' (137,821), 'Total Male Registrants' (52,360), 'Total Female' (90,511), and 'Total Data Entered By Me' (142). A 'Process' dropdown menu is open, highlighting 'Offline Camp Registration'. A callout bubble points to this menu item with the text 'Click Offline Camp Registration'. The dashboard also includes an 'Actions' section with sub-sections for 'Process', 'Operations', 'Additions', and 'Migration'.

Process	Operations	Additions	Migration
<ul style="list-style-type: none"><li>Backlog Data Entry</li><li>Offline Ex-Service Registration</li><li>Offline Camp Registration</li><li>Offline Exchange Down</li><li>Fresh Candidate Registration</li><li>Renewal Backlog Entry</li><li>Renewal of Registration</li></ul>	<ul style="list-style-type: none"><li>View Any JobSeeker</li><li>Initiate Requisitions</li></ul>	<ul style="list-style-type: none"><li>Additions</li><li>Offline Advertisements</li></ul>	<ul style="list-style-type: none"><li>Dead Register Search</li></ul>

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/pro/cpr/`. The page title is "Offline Camp Registration". A callout bubble with the text "Click Personal Details" points to the "Personal Details" button in the "STEP 1" section. The "STEP 1" section contains three buttons: "Personal Details", "Educational Qualifications", and "Willingness Details", all showing "NO RECORD". The "STEP 2" section, titled "Optional details", contains a grid of 16 buttons: "Council Registration", "Work Experience", "Sports Details", "License Details", "Ex-Serviceman Details", "Other Priorities", "Language Known", "Caste Details", "Training Details", "Skill Details", "Disability Details", "Achievement(s) Details", "Physical Measurements", "Bank Account Details", "Request for Transfer", and "DIRECTORATE RENEWAL". All buttons in the "STEP 2" section show "NO RECORD".

STEP 1		
Personal Details NO RECORD	Educational Qualifications 0 NO RECORD	Willingness Details NO RECORD

STEP 2 Optional details			
Council Registration 0 NO RECORD	Work Experience 0 NO RECORD	Sports Details 0 NO RECORD	License Details 0 NO RECORD
Ex-Serviceman Details NO RECORD	Other Priorities 0 NO RECORD	Language Known 0 NO RECORD	Caste Details NO RECORD
Training Details 0 NO RECORD	Skill Details 0 NO RECORD	Disability Details 0 NO RECORD	Achievement(s) Details 0 NO RECORD
Physical Measurements NO RECORD	Bank Account Details 0 NO RECORD	Request for Transfer	DIRECTORATE RENEWAL

The screenshot shows a 'Personal Details' form with the following fields:

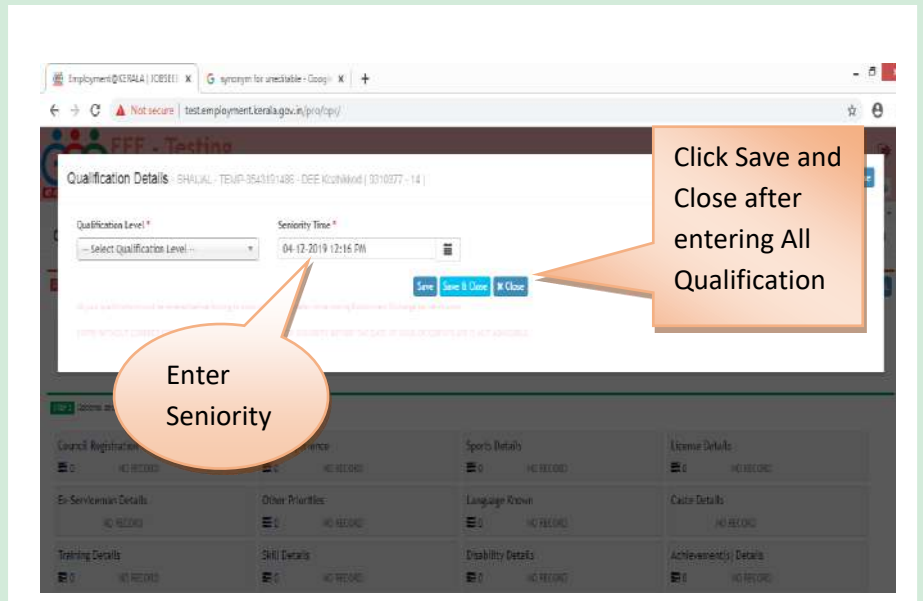
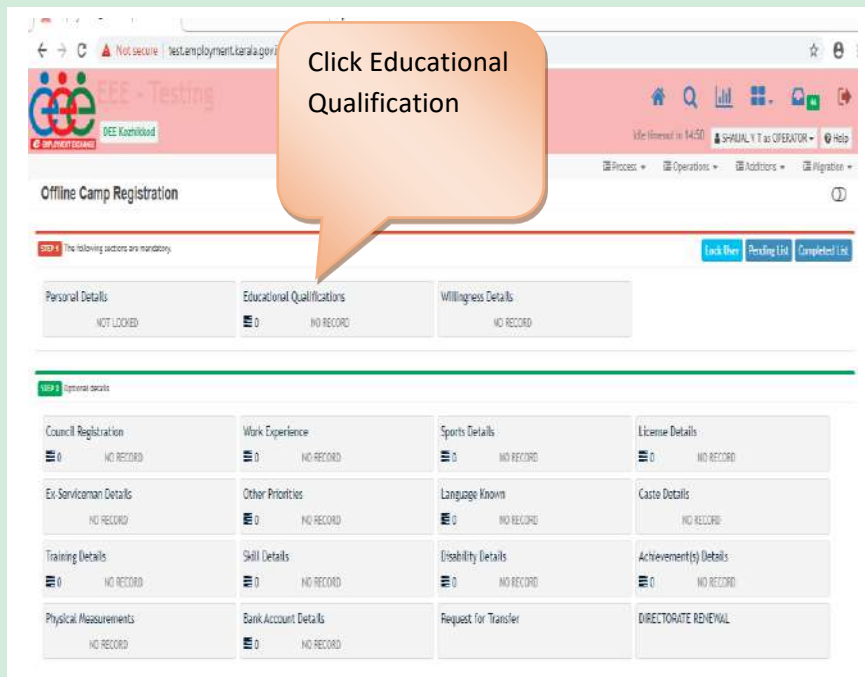
- Name \*
- Name in Malayalam \*
- Gender \* (---Select Gender---
- Date Of Birth \*
- Father's Name
- Mother's Name
- Spouse's Name
- Guardian's Name \*
- Religion \* (---Select Religion---
- Category \* (---Select Caste---
- Caste \* (---Select SubCaste---
- Marital Status \* (---Select Status---
- Employment Status \* (---Select EmploymentStatus---
- Blood Group (---Select BloodGroup---
- Address \*
- Mobile Number
- District \* (---Select District---
- LocalBody \* (---Select Local Body---
- Ward \* (---Select Ward---
- Taluk \* (---Select Taluk---
- Village \* (---Select Village---
- Post Office \* (---Select PostOffice---
- Address Proof \* (---Select AddressProof---
- Address Proof Details \*
- Address Proof Url (Fetch from DigiLocker
- Email Address \* bdb0b6b7-1655-11ea-afd0-80c16e657ba4@employment.kerala
- Aadhaar No.
- Registration Number \* TEMP-3543191685
- Insert Time \* 04-12-2019 10:50 AM

For Help tips to enter Data, please refer [Help for Fresh Registration](#)

**Registration Number** is System generated and uneditable. Please note this for Verification and Approval.

Enter the seniority for the candidate in **Insert Time**.

Click **Save** to save the personal details



Enter Jobseeker's Educational qualifications one by one from lowest to highest. (Please refer [help for fresh registration](#)).

Click **save** after each qualification and **Save & Close** after All Qualifications.

## Enter Willingness Details and Click Save

Click Willingness Details

Offline Camp Registration

The following sections are mandatory.

Personal Details	Educational Qualifications	Willingness Details
NOT LOCKED	1 NOT LOCKED	NO RECORD

optional details

Council Registration	Work Experience	Sports Details	License Details
0 NO RECORD	0 NO RECORD	0 NO RECORD	0 NO RECORD
Ex-Serviceman Details	Other Priorities	Language Known	Caste Details
NO RECORD	0 NO RECORD	0 NO RECORD	NO RECORD
Training Details	Skill Details	Disability Details	Achievement(s) Details
0 NO RECORD	0 NO RECORD	0 NO RECORD	0 NO RECORD
Physical Measurements	Bank Account Details	Request for Transfer	DIRECTORATE RENEWAL
NO RECORD	0 NO RECORD		

TOP 3: Submission Details

Your Willingness to work in: SHARJAH - TENDR-20-43191005 - DEEE Kood

Tick Appropriate fields

Enter Seniority

Click Save

Sections\*

- State Govt
- Local Self Govt
- Central Govt
- Quasi State Govt
- Quasi Central Govt
- Co-operative (State Govt)
- Co-operative (Central Govt)
- Co-operative Others
- Private Act
- Private Non Act
- Armed Forces
- Personnel Staff
- Foreign Service

Non Availability From Date: [ ] Non Availability To Date: [ ] Salary Expected: [ ] Insert Time\*: 12-04-2019 12:34 PM

Reason for Non Availability: [ ]

Please refer [fresh registration](#) for details.

## ➤ Click Lock User

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/pro/opr/`. The page title is "EEE - Testing" and it includes a "UKE Kozhikkod" banner. The main heading is "Offline Camp Registration".

**STEP 1** The following sections are mandatory:

- Personal Details: NOT LOCKED
- Educational Qualifications: 1 NOT LOCKED
- Willingness Details: NOT LOCKED

**STEP 2** Optional details:

Council Registration: 0 NO RECORD	Work Experience: 0 NO RECORD	Sports Details: 0 NO RECORD	Licens: 0
Ex-Serviceman Details: NO RECORD	Other Priorities: 0 NO RECORD	Language Known: 0 NO RECORD	Enter the valid license details u... NO RECORD
Training Details: 0 NO RECORD	Skill Details: 0 NO RECORD	Disability Details: 0 NO RECORD	Achievement(s) Details: 0 NO RECORD
Physical Measurements: NO RECORD	Bank Account Details: 0 NO RECORD	Request for Transfer	DIRECTORATE RENEWAL

Buttons: Lock User, Pending List, Completed List

A green callout bubble with the text "Click Lock User" points to the "Lock User" button.



## Enter Captcha and Click Confirm lock

Lock User Close

Sl No	Section	Records Entered
1	Personal Details	1 Records
2	Qualification Details	1 Records
3	Willingnesses	1 Records
4	Council Registrations	0 Records
5	Experiences	0 Records
6	Sports	0 Records
7	License Details	0 Records
8	ExService Details	0 Records
9	Priorities	0 Records
10	Languages	0 Records
11	Caste Certificates	0 Records
12	Trainings	0 Records
13	Skillsets	0 Records
14	Disability Details	0 Records
15	Photo Upload	0 Records
16	PHYSICAL DETAILS	0 Records
17	BANK DETAILS	0 Records
18	ACHIEVEMENTS/ AWARDS	0 Records
19	Submission Details	0 Records
20	ReadOnlySubmissionDetails	0 Records
21	Request Exchange Transfer	0 Records
22	User Signature	0 Records
23	Directorate Renewal	0 Records
24	Willingness Types	1 Records
25	Willingness Sectors	1 Records
26	Willingness Mobilities	1 Records

Confirm By Entering the Charactes shown in Image

ntpbT Captcha

Confirm Lock

Click Confirm and Lock

Enter Captcha

Operator level process is completed.....

## 2. VERIFIER LEVEL

- Operate as verifier
- Now verify the registration in Verifier mode
- Click **Offline Camp Registration** in **Verify** menu

The screenshot shows the 'EEE - Testing' dashboard in Verifier mode. The dashboard includes a navigation menu on the left with options like 'Verify', 'Operations', 'QE', 'Additions', 'RTR', 'LC', 'DR', 'Alligration', 'Extras', 'Administration', 'LIST', and 'OC'. The main content area displays several statistics:

Category	Value
Total Live	137
Total Male Registrants	52,360
Total Female Registrants	90,514
Total Other Registrants	1
Verification Pending	635
Verification Pending (after 60 days)	1,021
Transfer Request Verification Pending From This Exchange	22
Transfer Request Verification Pending To This Exchange	1

A callout bubble points to the 'Offline Camp Registration' option in the 'Verify' menu, with the text: "Click Offline Camp registration".

You can select the jobseeker from the list.

OR

Search by Name or temporary registration

The screenshot shows a web browser window displaying the 'EEE - Testing' portal. The page title is 'List Of JobSeekers'. A search bar is present at the top of the table area. Below the search bar is a table with the following data:

Sl.No.	Registration Number	Candidate Name	Date Of Birth	Registration Date	Actions
1	TEMP-3543191486	SHAJAL	23-05-1983	04-12-2019	Verify

Below the table, it says 'Showing page 1/1 of 1 results'. A green callout bubble points to the 'Verify' button in the 'Actions' column, with the text 'Click Verify' inside it.

Verify all the fields (please refer verify section in [help for fresh registration](#) for details.)

The screenshot shows the 'EEE - Testing' portal for user SHAIJAL. The user's data is locked for verification. The portal is divided into two main sections: 'STEP 1: The following sections are mandatory' and 'STEP 2: Optional details'. Each section contains a grid of verification items, each with a status indicator (0 ✓, 0 ✗) and a 'NO RECORD' label.

STEP 1: The following sections are mandatory			
Personal Details	0 ✓, 0 ✗	NOT LOCKED	
Educational Qualifications	0 ✓, 0 ✗	1	NOT LOCKED
Willingness Details	0 ✓, 0 ✗		NOT LOCKED

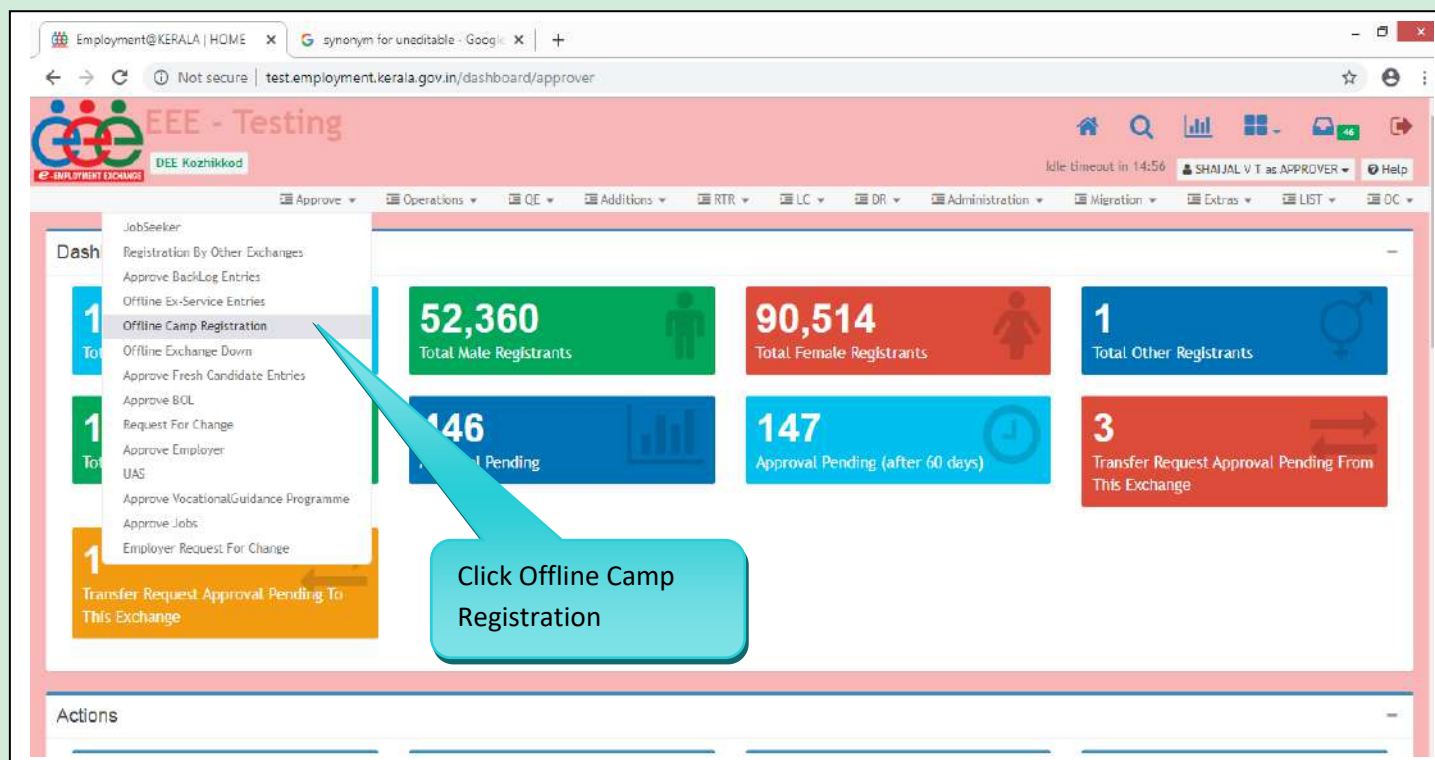
  

STEP 2: Optional details			
Council Registration	0 ✓, 0 ✗	0	NO RECORD
Work Experience	0 ✓, 0 ✗	0	NO RECORD
Sports Details	0 ✓, 0 ✗	0	NO RECORD
License Details	0 ✓, 0 ✗	0	NO RECORD
Ex-Serviceman Details	0 ✓, 0 ✗		NO RECORD
Other Priorities	0 ✓, 0 ✗	0	NO RECORD
Language Known	0 ✓, 0 ✗	0	NO RECORD
Caste Details	0 ✓, 0 ✗		NO RECORD
Training Details	0 ✓, 0 ✗	0	NO RECORD
Skill Details	0 ✓, 0 ✗	0	NO RECORD
Disability Details	0 ✓, 0 ✗	0	NO RECORD
Achievement(s) Details	0 ✓, 0 ✗	0	NO RECORD
Physical Measurements	0 ✓, 0 ✗		NO RECORD
Bank Account Details	0 ✓, 0 ✗	0	NO RECORD
Photo Upload	0 ✓, 0 ✗		NO RECORD
Signature	0 ✓, 0 ✗		NO RECORD

➤ After completing the Overall verification. Login as Approver mode.

### 3. APPROVER LEVEL

- Operate as approver
- Click Offline Camp Registration in Approve menu

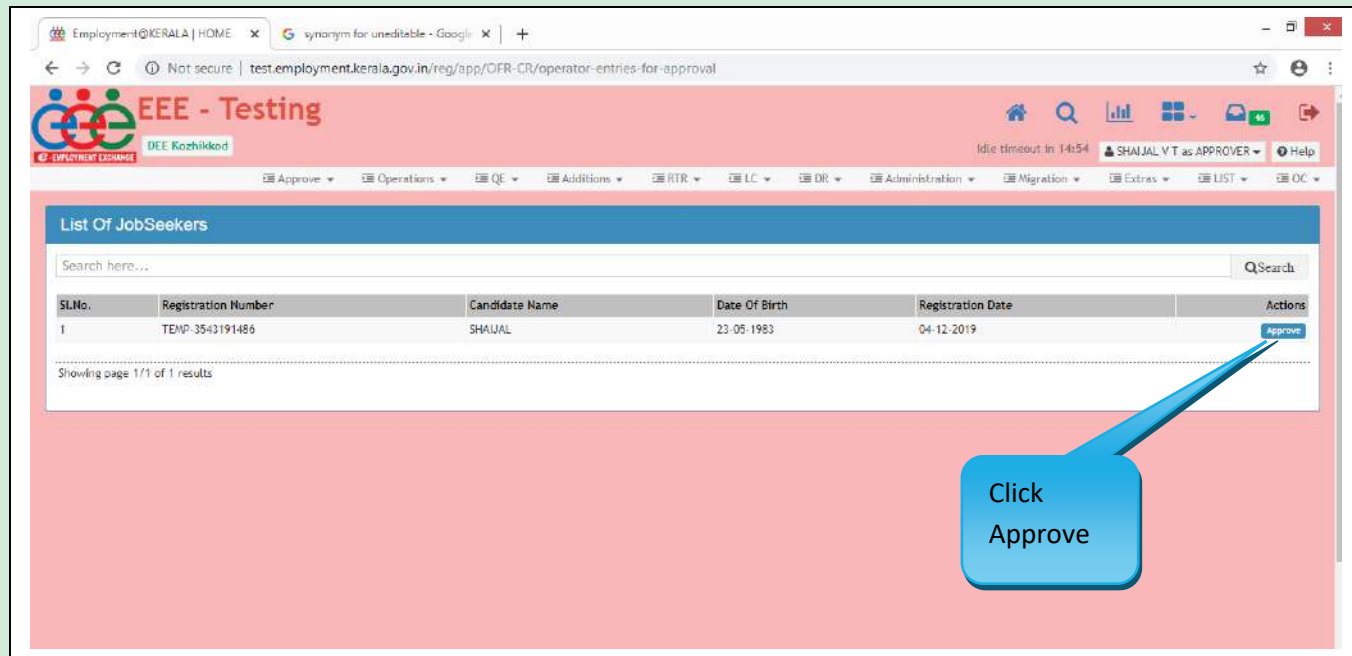


- You can select the jobseeker from the list

You can select the jobseeker from the list.

OR

Search by Name or temporary registration number and click search.



The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/app/OFR-CR/operator-entries-for-approval`. The page title is "EEE - Testing" and it is for "DEE Kozhikod". The user is logged in as "SHAJAL V T as APPROVER". The main content area is titled "List Of JobSeekers" and contains a search bar and a table with the following data:

Sl.No.	Registration Number	Candidate Name	Date Of Birth	Registration Date	Actions
1	TEMP-3543191486	SHAJAL	23-05-1983	04-12-2019	Approve

Below the table, it says "Showing page 1/1 of 1 results". A blue callout box with the text "Click Approve" points to the "Approve" button in the actions column.

## 4. Offline Exchange Down

Another option, "Offline Exchange Down", is normally used to enter data when Exchange is "down" due to any sort of reason and also to enter a transferred registration from other State. This option works similar to "Offline Camp Registration"

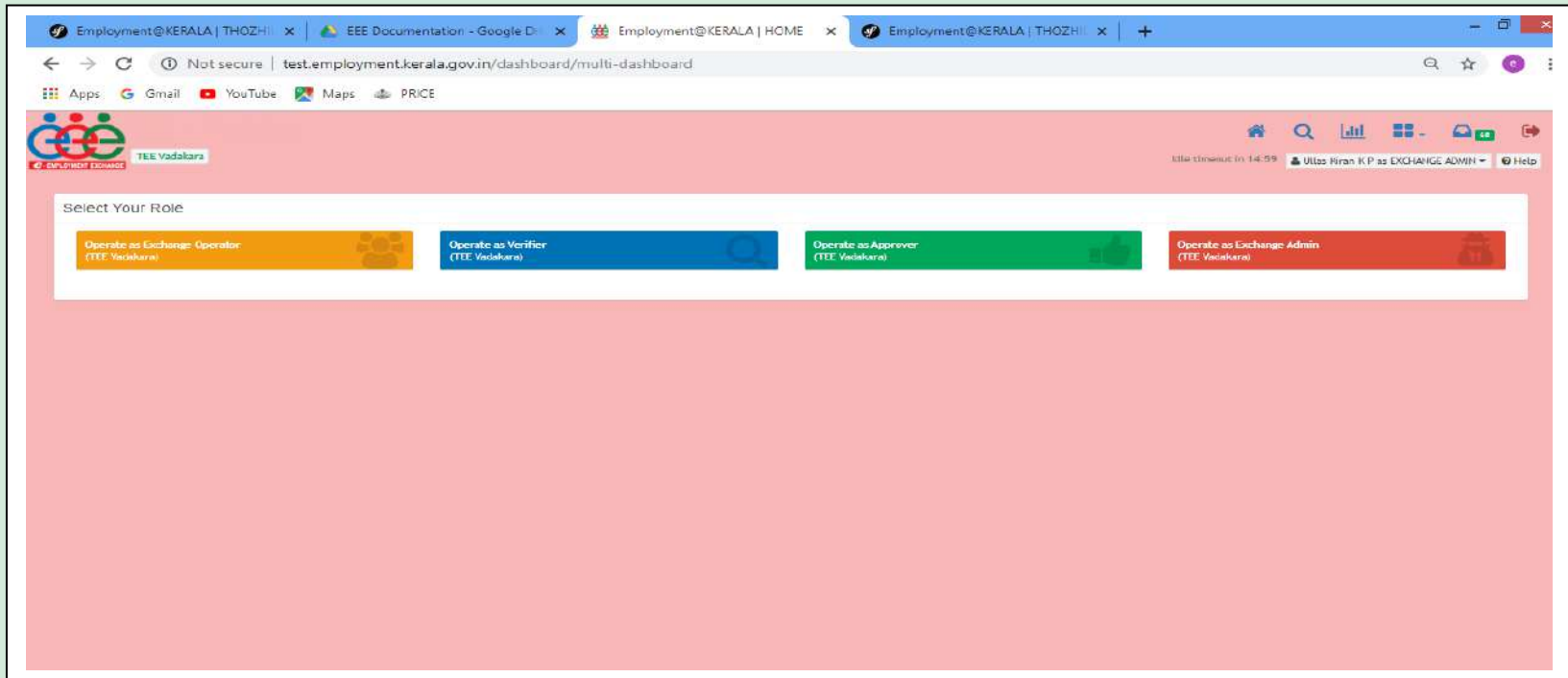
# V- RENEWAL

## 1. Renewal of registration

➤ Visit [www.eemployment.kerala.gov.in](http://www.eemployment.kerala.gov.in)

The screenshot displays the website [employment.kerala.gov.in](http://employment.kerala.gov.in). The navigation menu includes Home, JobSeeker, Renewal, Special Renewal, and Log In. The main header features the logo for National Employment Services Kerala and the e-Employment Exchange, along with the state emblem of Kerala. A blue banner titled "Latest News" contains the text: "Seniority Lists for registered candidates at Employment Exchanges for considering to various jobs from 2018-2020 are now available online. In case of any complaints, report at the Employment Exchange directly with original certificates and ID card." Below this banner, a text block states: "Job seekers already registered in any Employment Exchange or willing to apply online for fresh registration (First time visitors), may use this facility to create a login in this portal and then proceed further." A button labeled "REGISTER AS JOBSEEKER" is positioned below the text. On the right side, a "Latest Notifications" section highlights "SPECIAL RENEWAL ACTIVATED" with a "NEW" tag, followed by the text: "Special Renewal active as per G.O. (Rt.)1427/2019/LBR dtd 20.11.2019". Below this, a section titled "E-MAIL ID OF IT-CELL, EMPLOYMENT DIRECTORATE" provides the email address [itcell.nes@kerala.gov.in](mailto:itcell.nes@kerala.gov.in) and a "View All" button. The footer of the page includes the text "Online Services".

The image shows a web browser window with multiple tabs. The active tab is titled "Employment@KERALA | THOZHI". The address bar shows the URL "employment.kerala.gov.in/ust/nics/login". The browser's toolbar includes icons for Apps, Gmail, YouTube, Maps, and PRICE. The website's navigation menu contains links for Home, JobSeeker, Renewal, Special Renewal, and Log In. The main header features the logo for "National Employment Services Kerala e - Employment Exchange" on the left and two official emblems on the right. The central content area is a white login form with the heading "Sign in to start your session". It contains two input fields: "Enter User Name/Email Address" with a person icon and "Enter Password" with a lock icon. Below the fields are two buttons: a blue "Sign In" button and a green "Home" button with a house icon. A link for "Forgot password?" is located at the bottom of the form.



Renewal can done through  
Operator/Verifier/Approver/Admin Mode

# Operator Mode

# Verifier Mode

The screenshot shows the Operator Mode dashboard with the following statistics:

- Total Live Register: 56,678
- Total Male Registrants: 19,517
- Total Female Registrants: 39,420
- Total Verified Count: 72,335
- Transfer Request Verification Pending In This Exchange: 1

The 'Operations' menu is open, and a blue callout bubble points to the 'Renewal of Registration' option. The callout contains the text: "Click Renewal of Registration from Process menu".

The screenshot shows the Verifier Mode dashboard with the following statistics:

- Total Live Register: 56,678
- Total Male Registrants: 19,517
- Total Female Registrants: 39,420
- Total Verified Count: 72,335
- Registration Pending (after 90 days): 467
- Transfer Request Verification Pending From This Exchange: 6

The 'Operations' menu is open, and a blue callout bubble points to the 'Renewal of Registration' option. The callout contains the text: "Click Renewal of Registration from Operations menu".

# Approver Mode

# Admin Mode

Dashboard

56,678 Total Live Register	19,517 Total Male Registrants	39,420 Total Female Registrants	0 Total Other Registrants
71,898 Total Approved Count	16 Approvals Pending (after 14 days)	2 Transfer Request Approval Pending From This Exchange	

Operations

- View JobSeeker
- View Any JobSeeker
- Confirm Letter
- Cancel Priority
- Renewal of Registration
- Review Security
- Special National
- Interact Other Exchange Apps
- Submission, Placement Management
- Special National Register
- Company JobSeeker
- Manual Qualification Type
- Manual Security Registration

Click Renewal of Registration from Operations menu

Dashboard

56,678 Total Live Register	19,517 Total Male Registrants	39,420 Total Female Registrants	0 Total Other Registrants
72,335 Total Verified Count	71,898 Total Approved Count	3,181 Verifications Pending	115 Approvals Pending
467 Verifications Pending (after 14 days)	16 Approvals Pending (after 14 days)	8 Verifications Online	2 Approvals Online

Operations

- View JobSeeker
- View Any JobSeeker
- Confirm Letter
- Cancel Priority
- Renewal of Registration
- Review Security
- Special National
- Interact Other Exchange Apps
- Submission, Placement Management
- Special National Register
- Company JobSeeker
- Manual Qualification Type
- Manual Security Registration

Click Renewal of Registration from Operations menu

Renewal Of Registration

Please enter Registration Number \*

90-

Click Go

Office Code will be displayed, Enter Register Number after the office

➤ Then short description of candidate is displayed

Renewal Of Registration

Please enter Registration Number \*

90-07/5233 [Go!](#)

Details of Selected Candidate

Candidate Name	: SAJITH P P
Date Of Birth	: 30-05-1987
Gender	: Male
Caste	: Ezhava/Thiyya/Billava
Address	: PUTHIAN PURAYIL [H.O],IYYAMKODE [P.O],NADAPURAM [VIA ]
Registrations (Reg No (Status - New registration number if available))	: 90-07/5233(LIVE )
Caste	: Ezhava/Thiyya/Billava
Renewal Due	: 11-2019
Is Priority	: Yes
Is PH	: Yes

[Go To Dashboard](#) [Renew Jobseeker](#) [View Jobseeker](#)

[Notes](#)

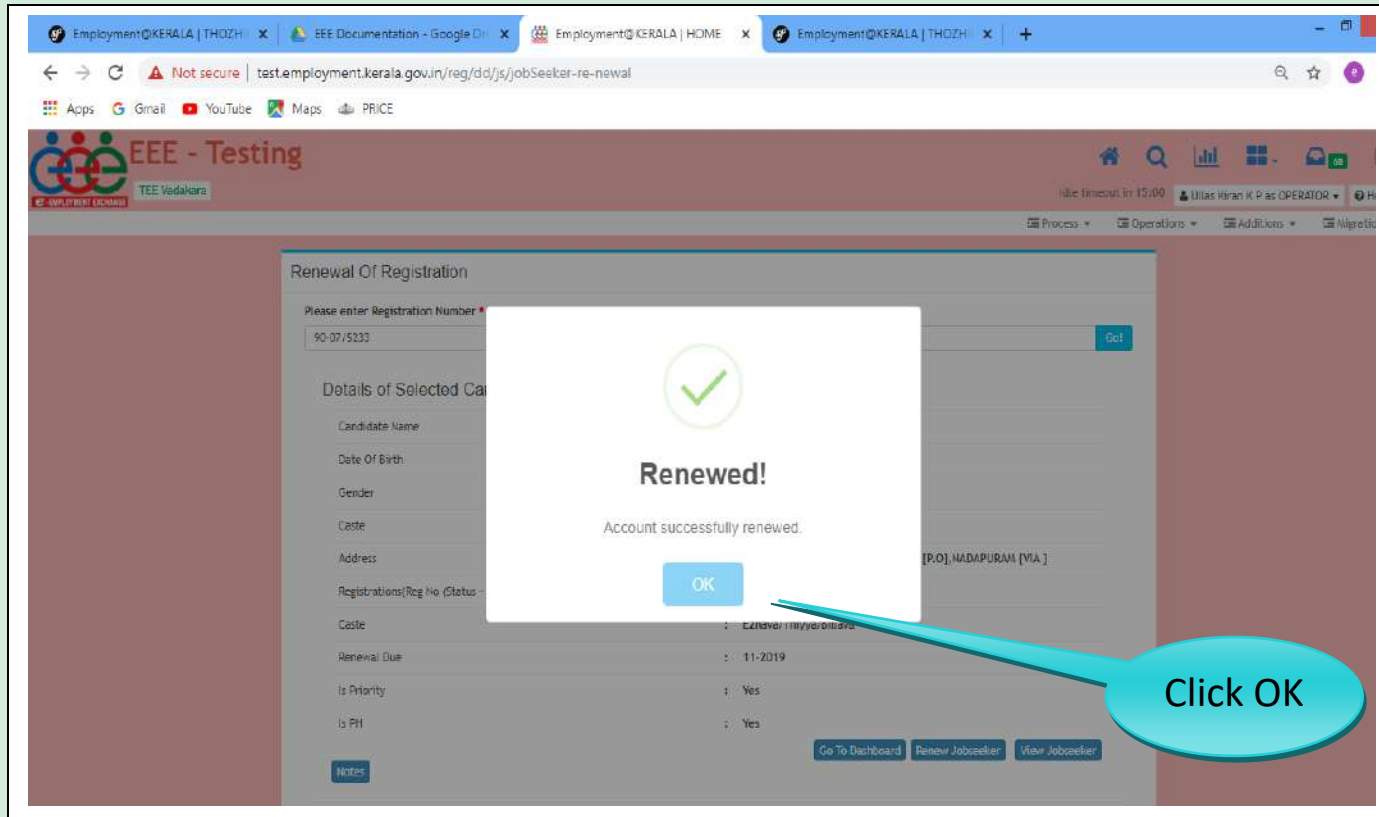
Click Renew Job

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/dd/js/jobSeeker-re-newal`. The page title is "Renewal Of Registration". A confirmation dialog box is displayed in the center, containing an orange warning icon, the text "Are you sure to Re-New?", and the message "Selected JobSeeker will get Re-Newed". Below the message are "Cancel" and "Yes" buttons. A green callout bubble points to the "Yes" button with the text "Click Yes".

Details of Selected Candidate:

Candidate Name	
Date Of Birth	
Gender	
Caste	
Address	[P.O], MADAPURAM [VIA ]
Registrations/Reg No (Status)	
Caste	: Lznava: rnyyarchava
Renewal Due	: 11-2019
Is Priority	: Yes
Is PH	: Yes

Buttons: [Go To Dashboard](#), [Renew Jobseeker](#), [New Jobseeker](#), [Notes](#)



Renewed Registration successfully .....

## 2. RENEWAL BACKLOG ENTRY

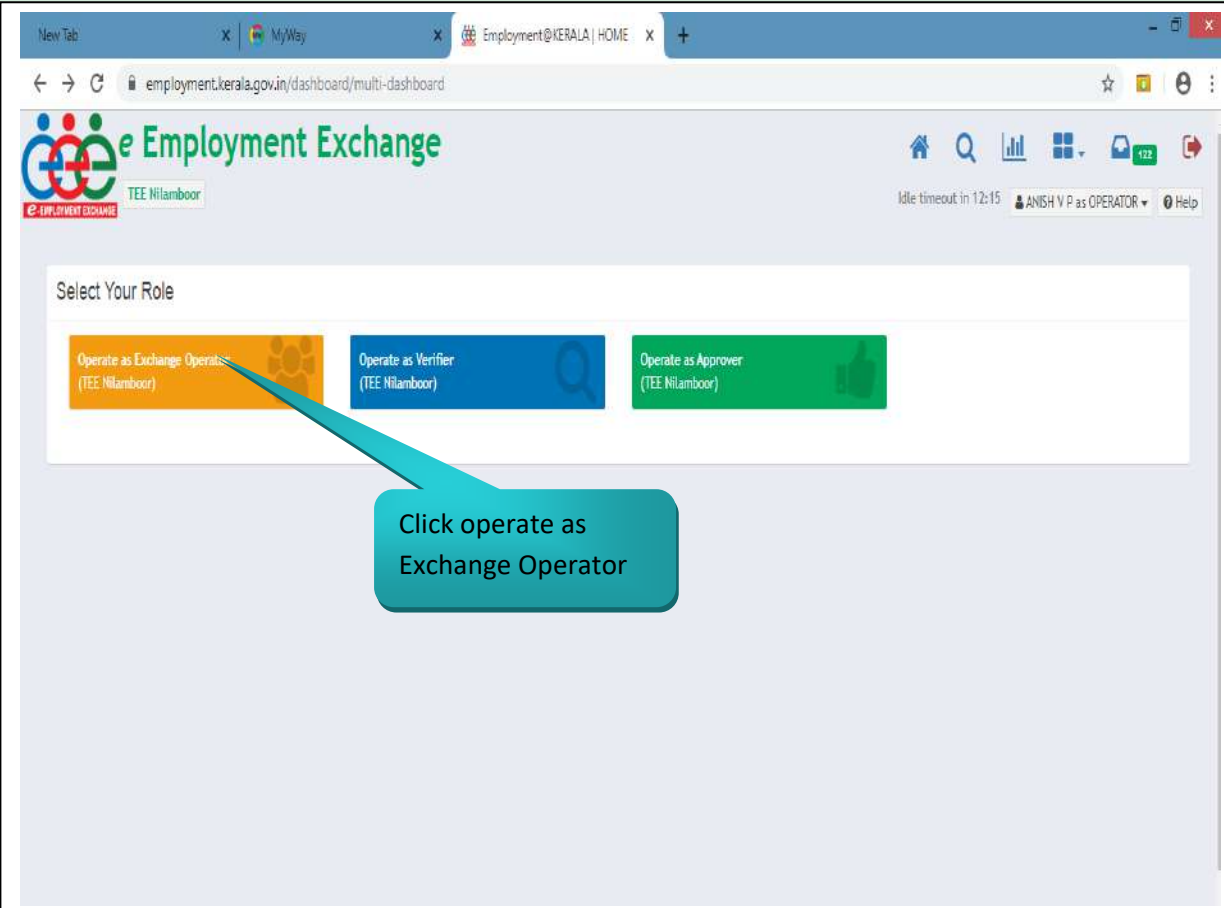
➤ RENEWAL BACKLOG CAN BE DONE IN OPERATOR & VERIFIER LEVEL.

The image shows a web browser window displaying the login page for the National Employment Services Kerala. The browser's address bar shows the URL `employment.kerala.gov.in/usi/nics/login`. The page header includes navigation links for Home, JobSeeker, Renewal, Special Renewal, and Log In. The main header features the logo for National Employment Services Kerala and the text "e - Employment Exchange". The central part of the page contains a login form with the following elements:

- A heading: "Sign in to start your session"
- A text input field labeled "Enter User Name/Email Address" with a user icon on the right. A callout bubble points to this field with the text "Enter User Name".
- A text input field labeled "Enter Password" with a lock icon on the right. A callout bubble points to this field with the text "Enter Password".
- A "Please fill out this field." error message below the user name field.
- A blue "Sign In" button with a right-pointing arrow. A callout bubble points to this button with the text "Click Sign".
- A green "Home" button with a house icon.
- A link for "Forgot password ?" below the Home button.

## (a) OPERATOR LEVEL

Renewal Backlog entry menu is used when the 'last renewed date' & 'next renewal due' in the jobseekers data is incorrect. So while completing backlog data entry, BOL and all other processes please ensure that the Last renewal date entered in the registration is accurate.



The screenshot displays the 'e Employment Exchange' dashboard. The page title is 'e Employment Exchange' and the user is logged in as 'ANISH V P as OPERATOR'. The dashboard features a 'Select Your Role' section with three buttons: 'Operate as Exchange Operator (TEE Nilamboor)' (orange), 'Operate as Verifier (TEE Nilamboor)' (blue), and 'Operate as Approver (TEE Nilamboor)' (green). A callout box with a blue arrow points to the 'Operate as Exchange Operator' button, containing the text 'Click operate as Exchange Operator'.

New Tab x MyWay x Employment@KERALA | HOME x +

employment.kerala.gov.in/dashboard/operators

# e Employment Exchange

TEE Nilambur

Idle timeout in 13:44 ANISH V P as OPERATOR Help

Process Operations Additions Migration

## DashBoard

<b>61,823</b> Total Live Register	<b>23,925</b> Total Male Registrants	<b>39,988</b> Total Female Registrants	<b>0</b> Total Other Registrants
<b>4</b> Total Data Entered By Me			

## Actions

Process	Operations	Additions	Migration
<ul style="list-style-type: none"><li>Backlog Data Entry</li><li>Offline Ex-Service Registration</li><li>Offline Camp Registration</li><li>Offline Exchange Down</li><li>Fresh Candidate Registration</li><li>Renewal Backlog Entry</li><li>Renewal of Registration</li><li>Transfer Request</li><li>Re-Registration-Other Exchange</li></ul>	<ul style="list-style-type: none"><li>View Any JobSeeker</li><li>Initiate Requisitions</li></ul>	<ul style="list-style-type: none"><li>Additions</li><li>Offline Additions</li></ul>	<ul style="list-style-type: none"><li>Dead Register Search</li></ul>

Click Renewal Backlog Entry

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/pro/apr/renewalEntry`. The page header includes the logo for 'EEE - Testing' and 'TEE Nilamboor'. A navigation menu at the top right contains 'Process', 'Operations', 'Additions', and 'Migration'. The main content area features a 'Renewal Backlog Entry' form with the instruction 'Please enter Unique Id/Registration Number/Email/Username \*'. The input field contains '87-' and a 'Go!' button. A callout box points to the input field with the text: 'Type the Reg: No after the Exchange Code (Exchange Code Automatically Displayed) Eg: 87-16/6219'.

Renewal Backlog Entry

Please enter Unique Id/Registration Number/Email/Username \*

87-16/6219

Details of Selected Candidate

Candidate Name	: RENYA M
Date Of Birth	: 11-11-1996
Gender	: Female
Address	: MACHADAN H, MAMANAKKARA, KAMBALAKKALLU PO
Caste	: Muslim
Registrations (Reg No (Status - New registration number if available))	: 87-16/6219(LIVE)
Current Renewal Due	: Oct-2019
Reg. Mode	: Migrated Registration
Is Priority	: No
Is PH	: No
Last Renewal Date	<input type="text"/>
Next Renewal Due	<input type="text"/>

Select the Next Renewal month & year in MM/YYYY format

Type the actual last renewal date in DD/MM/YYYY format

Renewal Backlog Entry

Please enter Unique Id/Registration Number/Email/Username \*

87-16/6219

Details of Selected Candidate

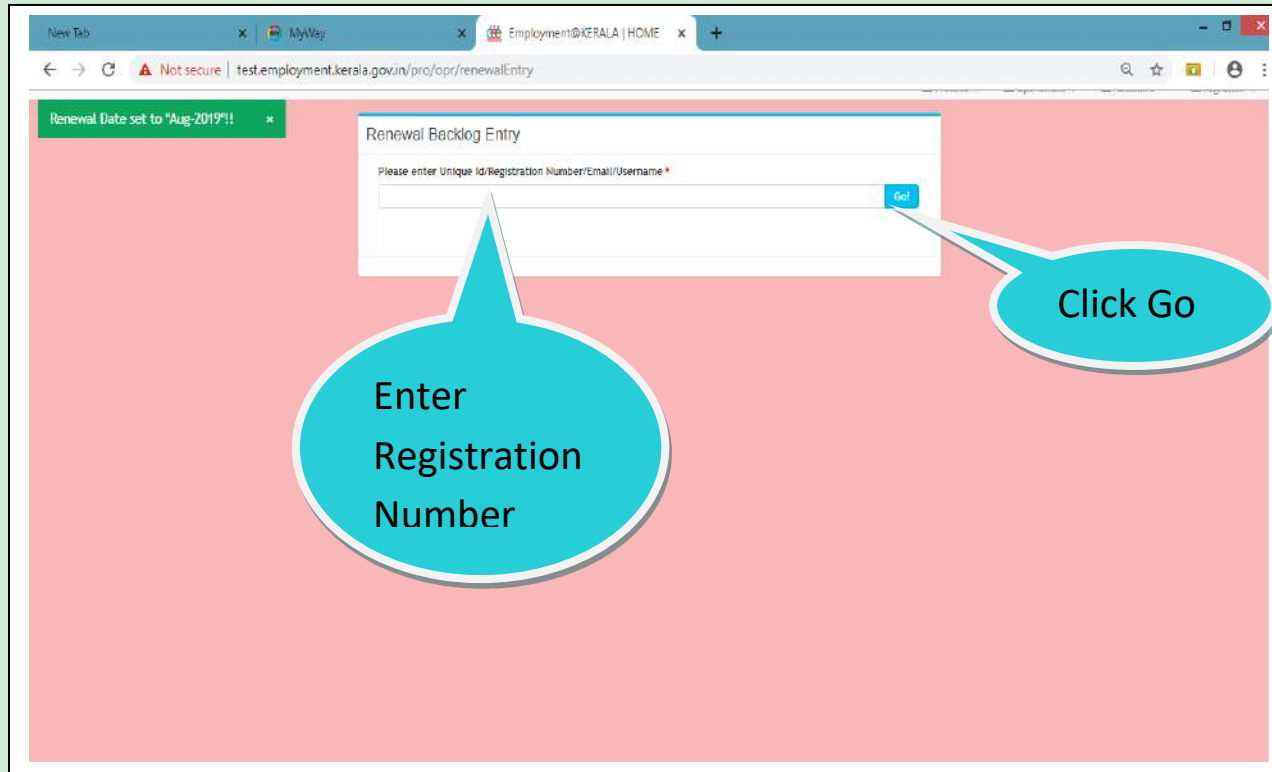
Candidate Name	: REMYA M
Date Of Birth	: 11-11-1996
Gender	: Female
Address	: MACHADAN H/MAMANAKKARA, KAMBALAKKALLU PO
Caste	: Muslim
Registrations(Reg No (Status - New registration number if available))	: 87-16/6219 (LIVE )
Current Renewal Due	: Oct-2019
Reg. Mode	: Migrated Registration
Is Priority	: No
Is PH	: No
Last Renewal Date	: 15-08-2016
Next Renewal Due	

You can view the Registration Details of the candidate

After Confirming the Registration Details of the candidate select the “Set Renewal Due” Option

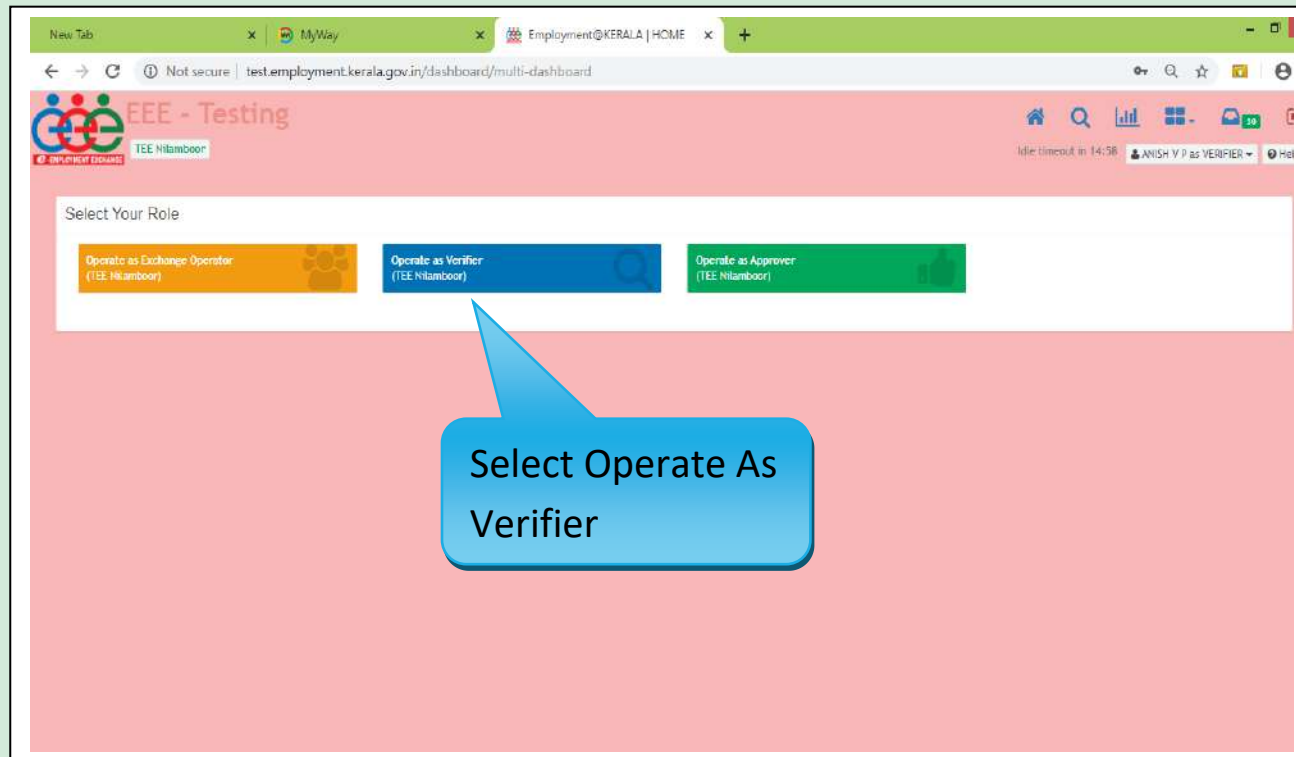
You can go to the Dash Board of the Candidate

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/pro/opi/renewalEntry`. The page displays the "Details of Selected Candidate" for a candidate named REMYA M, born on 11-11-1996, female, residing at MACHADAN. A modal dialog box with a warning icon asks "Are you sure?" and provides "Cancel" and "Yes set it" options. A callout bubble points to the "Yes set it" button with the text "Select the option 'Yes SET it'". The footer contains logos for National Employment Services (Kerala), Govt. of Kerala, India.gov.in, and the National Informatics Centre.



After Successful Completion of the Renewal You Can See The Message “RENEWAL DATE SET TO....”

## (b) VERIFIER LEVEL



The screenshot shows the TEE - Testing dashboard with the following data:

Category	Count
Total Live Register	67,737
Total Verified Count	87,761
Transfer Request Verification Pending to This Exchange	2
Total Female Registrants	43,496
Verification Pending (after 60 days)	433
Total Other Registrants	0
Transfer Request Verification Pending From This Exchange	4

The 'Operations' menu is open, and the 'Renewal Backlog Entry' option is highlighted. A callout box points to this option with the text: "Select Renewal Backlog Entry Menu".

The 'Actions' section at the bottom is organized into four columns:

Verify	Operations	QE	Additions
<ul style="list-style-type: none"> <li>Jobseeker</li> <li>Registration By Other Exchanges</li> <li>Sack Log Entries</li> </ul>	<ul style="list-style-type: none"> <li>View JobSeeker</li> <li>View Any JobSeeker</li> <li>Lapse a JobSeeker</li> <li>Brought On Live</li> <li>Cancel Priority</li> </ul>	<ul style="list-style-type: none"> <li>Quick Entry</li> <li>Quick Entry status</li> <li>Quick Entry Completion List</li> </ul>	<ul style="list-style-type: none"> <li>Additions</li> <li>Offline Additions</li> </ul>

The URL at the bottom of the page is: [www.test.employment.kerala.gov.in/pro/opr/renewalEntry](http://www.test.employment.kerala.gov.in/pro/opr/renewalEntry)

New Tab x MyWay x Employment@KERALA | HOME x +

Not secure | test.employment.kerala.gov.in/pro/opr/renewalEntry

EEE - Testing  
TEE Nilamboor

Idle timeout in 11:23 ANISH V P as VERIFIER Help

verify Operations QC Additions RTR LC DR Migration Extras Administration LIST DC

Renewal Backlog Entry

Please enter Unique Id/Registration Number/Email/Username \*

Go!

Type the Reg. Number After the Exchange Code (Example 87-16/6219,87-10/w1213)

Click GO

New Tab x MyWay x Employment@KERALA | HOME x +

← → ↻ ⚠ Not secure | test.employment.kerala.gov.in/pro/opr/renewalEntry

### Renewal Backlog Entry

Please enter Unique Id/Registration Number/Email/Username\*

87-16/6219

#### Details of Selected Candidate

Candidate Name	:	REMYA M
Date Of Birth	:	11-11-1996
Gender	:	Female
Address	:	WACHADAN H,MAHANAKKARA, KAMBALAKKALLU PO
Caste	:	Muslim
Registrations(Reg No (Status - New registration number if available))	:	87-16/6219(LIVE)
Current Renewal Due	:	Oct-2019
Reg. Mode	:	Migrated Registration
is Priority	:	No
is PH	:	No
Last Renewal Date	:	
Next Renewal Due	:	

Select the Next Renewal month & year in MM/YYYY format

Type the actual last renewal date in DD/MM/YYYY format

Renewal Backlog Entry

Please enter Unique Id/Registration Number/Email/Username \*

87-16/6219

Details of Selected Candidate

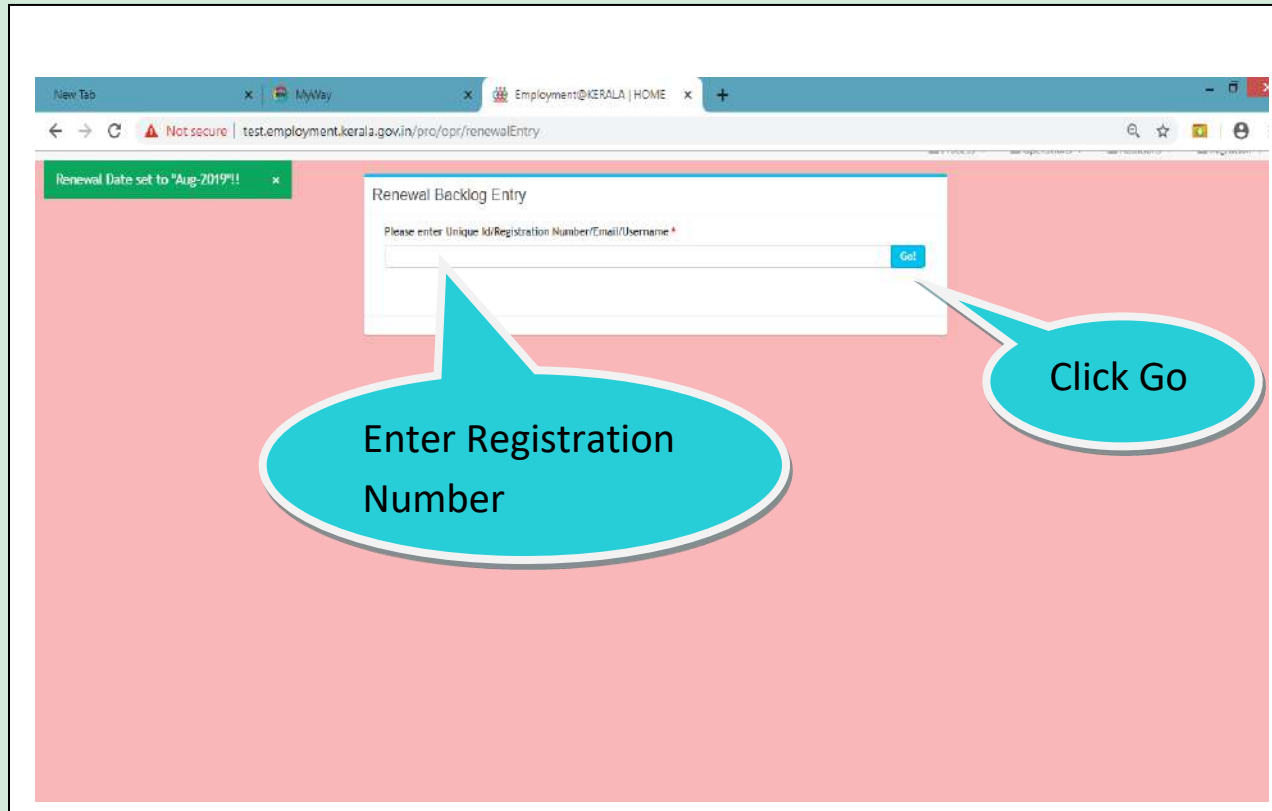
Candidate Name	: REJNYA M
Date Of Birth	: 11-11-1996
Gender	: Female
Address	: MACHADAN H,MAMANAKKARA,KAMBALAKKALLU PO
Caste	: Muslim
Registrations(Reg No (Status - New registration number if available))	: 87-16/6219(LIVE )
Current Renewal Due	: Oct-2019
Reg. Mode	: Migrated Registration
Is Priority	: No
Is PH	: No
Last Renewal Date	: 15-08-2016
Next Renewal Due	

You can view the Registration Details of the candidate

After Confirming the Registration Details of the candidate select the “**Set Renewal Due**” Option

You can go to the Dash Board of the Candidate

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/pro/opr/renewalEntry`. The page displays the "Details of Selected Candidate" for a candidate named REMYA M, born on 11-11-1996, female, residing at MACHADAN. A modal dialog box with a yellow exclamation mark icon asks "Are you sure?" and provides two buttons: "Cancel" and "Yes set it". A teal speech bubble points to the "Yes set it" button with the text "Select the option 'Yes SET it'". The footer contains logos for National Employment Services (Kerala), the Government of Kerala, India.gov.in, and the National Informatics Centre.



After Successful Completion of the Renewal You Can See The Message “RENEWAL DATE SET TO....”

## VI- SPECIAL RENEWAL

### 1. Verifier Level

**Login and go to Operator Dash board  
(Through Operator Dash board user can do only Processing of public special renewal i.e. 'Special Renewal Register'. No option for special renewal)**

The screenshot shows a web browser window with the URL [www.test.employment.kerala.gov.in/usr/nicsl/login](http://www.test.employment.kerala.gov.in/usr/nicsl/login). The page header includes navigation links: Home, JobSeeker, Employer, Renewal, Special Renewal, and Log In. The main content area features the logo for National Employment Services Kerala and the text "e - Employment Exchange - Testing". A login form is displayed with the following fields and callouts:

- Enter Password**: Callout pointing to the "Enter Password" field.
- Enter PEN**: Callout pointing to the "Enter User Name/Email Address" field, which contains the value "354172".
- Click Sign In**: Callout pointing to the "Sign In" button.

The "Sign In" button is blue, and the "Home" button is green. The page also includes a "Sign in to start your session" header for the login form.

The image shows a web browser window displaying the 'Jobseeker Special Renewal' form on the 'e Employment Exchange' website. The browser's address bar shows the URL: [https://www.employment.kerala.gov.in/pub/publicProcess/special\\_renewal\\_process\\_index](https://www.employment.kerala.gov.in/pub/publicProcess/special_renewal_process_index). The form contains the following fields:

- District \***: A dropdown menu with the placeholder text '---Select District---'. A green callout box labeled 'Select District' points to this field.
- Exchange \***: A dropdown menu with the placeholder text 'Select an Option'. A green callout box labeled 'Select Exchange' points to this field.
- LocalBody \***: A dropdown menu with the placeholder text '---Select Local Body-----'. A green callout box labeled 'Select Local body' points to this field.
- Ward \***: A dropdown menu with the placeholder text '---Select Ward-----'. A green callout box labeled 'Select Ward' points to this field.
- Registration Number(Eg. 00/1234, 12/w1223 etc) \***: A text input field with the example text 'Eg. 00/1234, 12/w1223 etc'.
- Gender \***: A dropdown menu with the placeholder text '---Select Gender---'.
- Dob \***: A text input field.
- Mobile Number \***: A text input field.
- Captcha \***: A text input field containing the characters '8yrwy'.

At the bottom right of the form, there are two buttons: 'Reset' and 'Get Details'.

File Edit View History Bookmarks Tools Help  
Employment@KERALA | HOME X  
https://www.employment.kerala.gov.in/pub/publicProcess/special\_renewal\_process\_index  
e Employment Exchange  
Home JobSeeker Employer Log In

### Jobseeker Special Renewal

District \*  
----Select District----

Exchange \*  
Select an Option

LocalBody \*  
----Select Local Body-----

Ward \*  
----Select Ward-----

Registration Number(Eg. 00/1234, 12/w1223 etc) \*  
Eg. 00/1234, 12/w1223 etc

Gender \*  
----Select Gender----

Dob \*  
\_\_\_\_\_

Mobile Number \*  
\_\_\_\_\_

Captcha \* 8vrvwy Renew  
\_\_\_\_\_

Reset Get Details

Enter Registration Number

Enter DOB  
Dd/mm/yyyy

Enter Captcha

Enter Mobile Number

Select Gender

File Edit View History Bookmarks Tools Help

Employment@KERALA | HOME X

https://www.employment.kerala.gov.in/pub/publicProcess/special\_renewal\_process\_index

**e Employment Exchange** Home JobSeeker Employer Log In

### Jobseeker Special Renewal

District *	Exchange *
----Select District----	Select an Option
LocalBody *	Ward *
----Select Local Body-----	----Select Ward-----
Registration Number(Eg. 00/1234, 12/w1223 etc) *	Gender *
Eg. 00/1234, 12/w1223 etc	----Select Gender----
Dob *	Mobile Number *
Captcha * 8vrwy Renew	

Reset Get Details

Click on get details

File Edit View History Bookmarks Tools Help

Employment@KERALA | THOZ X Employment@KERALA | HOME X +

www.test.employment.kerala.gov.in/pub/publicProcess/special\_renewal\_process\_index 70%

### Jobseeker Special Renewal

District \*

Exchange \*

LocalBody \*

Ward \*

Registration Number(Eg. 00/1234, 12/w1233 etc) \*

Gender \*

DoB \*

Mobile Number \*

Capcha \*  [Renew](#)

### Registration Details

Ex Name:	TEETHalipparamba
Reg No:	97-01/846
JobSeeker Name:	JOEIN GEORGE
Renewal Due:	Mar-2019

### Nco Details

NCO	Seniority
300110	02-02-2001 00:00:00
300120	12-02-2004 00:00:00
302210	02-06-2005 00:00:00

[Special Renew](#)

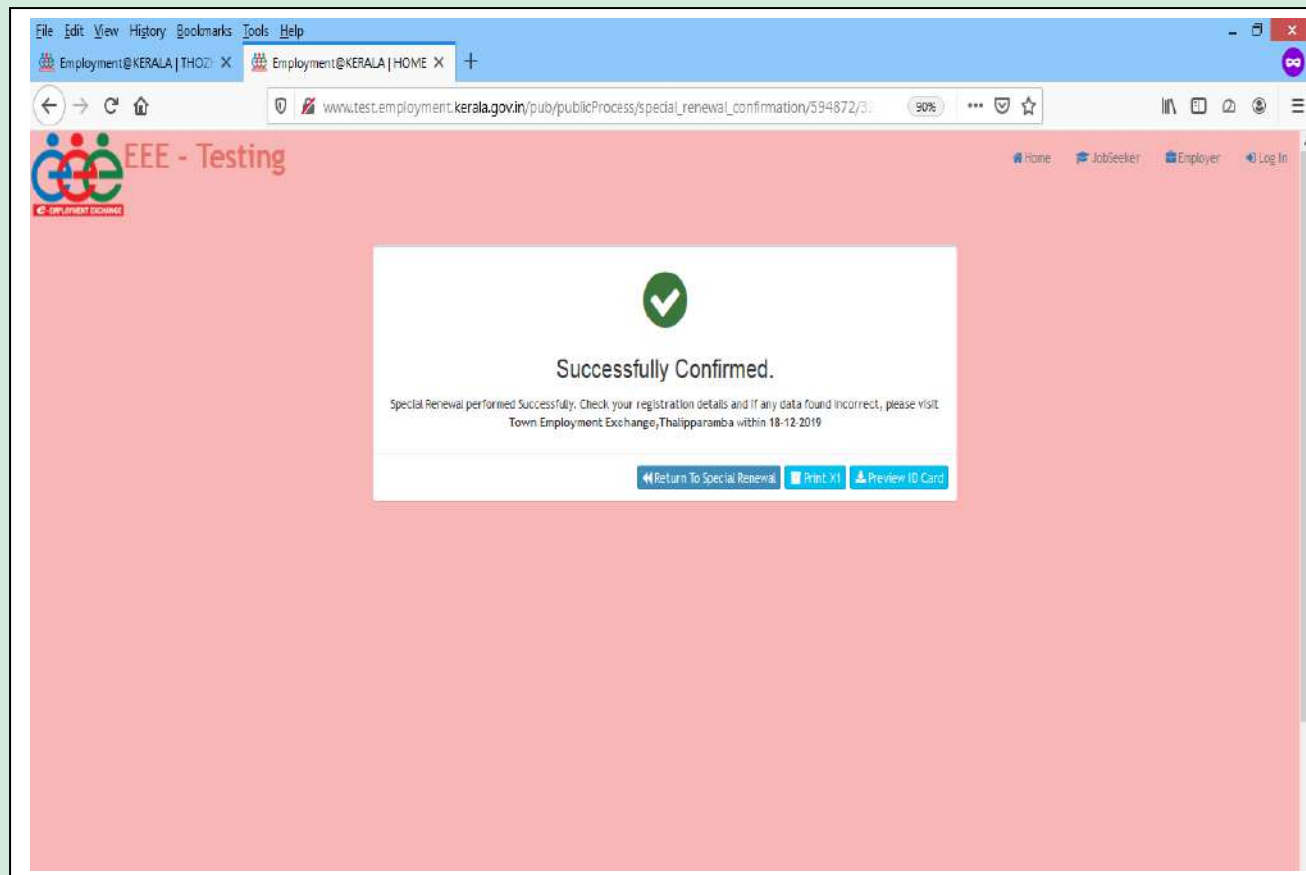
Click on Special Renew

The screenshot shows a web browser window with the URL `www.test.employment.kerala.gov.in/pub/publicProcess/special_renewal_process_index`. The page contains a registration form with the following fields:

- 01/846
- Male
- DOB: 12/05/1985
- Mobile Number: 7907150611
- Captcha: 6sfa6
- 6sfa6

Below the form, there are sections for "Registration Details" and "Nco Details". A modal dialog box is overlaid on the form, asking "Are you sure?" with "Cancel" and "OK" buttons. A callout bubble points to the "OK" button with the text "Click on OK button".

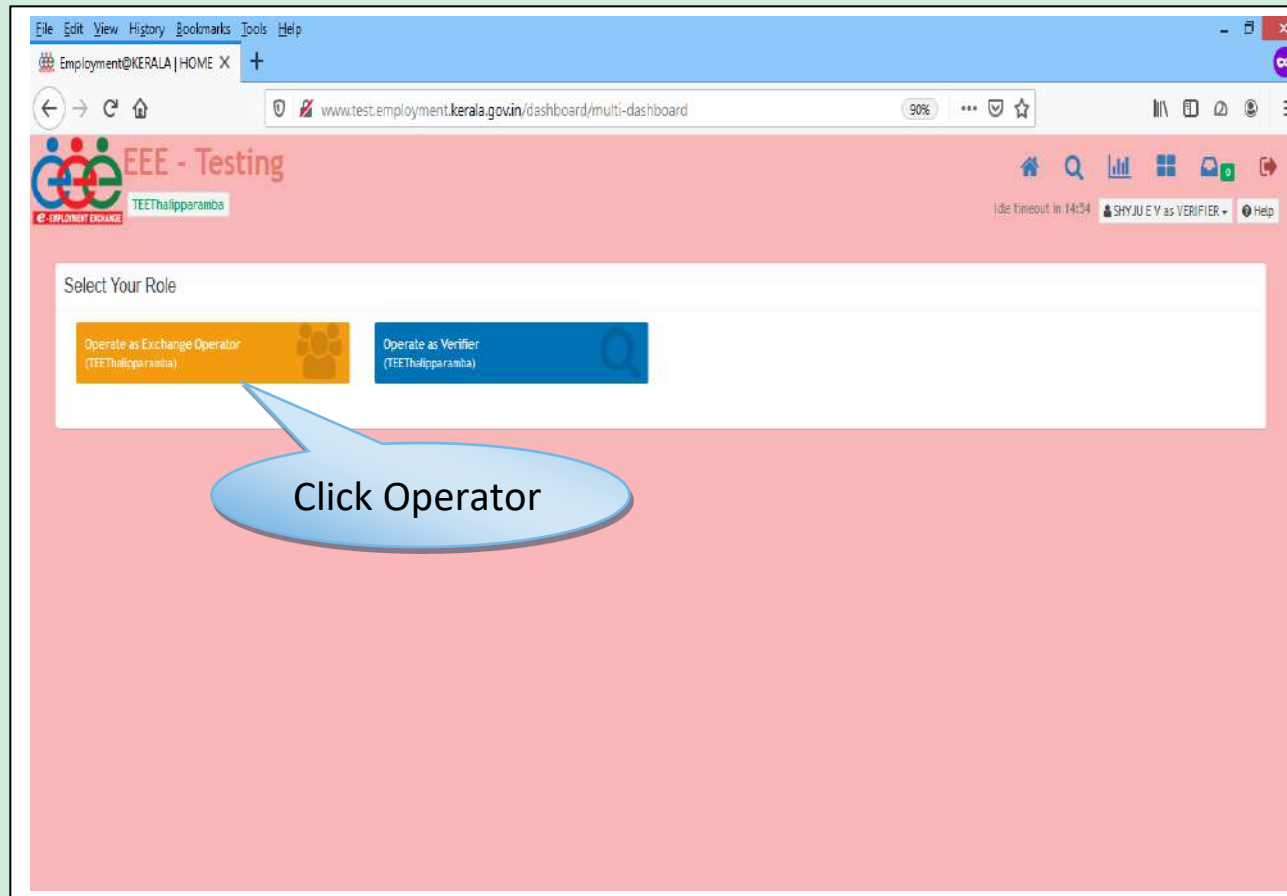
At the bottom of the page, there are logos for National Employment Services (Kerala), The Official Web Portal of GOVT. OF KERALA, india.gov.in, and NATIONAL INFORMATICS CENTRE. The footer text reads: "Employment Directorate, 4th Floor, Thozhil Bhavan, Vikas Bhavan Road, Thiruvananthapuram, Kerala, India - 695 033. Phone: +91 471 2301249, +91 471 2301385, Fax: +91 471 2306246. E-mail: dker.emp.dir@kerala.gov.in."



**NOTE:** Click on “Preview ID card for **View and Print**” “Return to Special Renewal” for continue the process

## 2. Operator Level

### ➤ Special Renewal Register



File Edit View History Bookmarks Tools Help

Employment@KERALA | HOME X

www.test.employment.kerala.gov.in/dashboard/operators

70%

TEET help@operasbi

16:12:47

Process Operations Additions Migration

### DashBoard

<b>56,282</b> Total Live Register	<b>20,606</b> Total Male Registrants	<b>38,692</b> Total Female Registrants	<b>0</b> Total Other Registrants
--------------------------------------	---	---	-------------------------------------

**0**  
Total Data Entered By Me

### Actions

Process	Operations	Additions	Migration
<ul style="list-style-type: none"><li>• Backlog Data Entry</li><li>• Offline Ev-Candidate Registration</li><li>• Offline Camp Registration</li><li>• Offline Exchange Down</li><li>• Fresh Candidate Registration</li><li>• Renewal Swilling Entry</li><li>• Renewal of Registration</li><li>• Transfer Request</li><li>• Re-Registration Other Exchange</li><li>• Add Employer</li><li>• Directorate Renewal Request</li><li>• Request for Change</li><li>• Request for Change Status</li><li>• Quick Entry</li><li>• Quick Entry Status</li><li>• Quick Entry Completion List</li><li>• Seniority List - Appeal Registration</li><li>• Special Renewal Register</li></ul>	<ul style="list-style-type: none"><li>• View Any Job Seeker</li><li>• Intake Requisition</li></ul>	<ul style="list-style-type: none"><li>• Additions</li><li>• Offline Additions</li></ul>	<ul style="list-style-type: none"><li>• Dead Register Search</li></ul>

Click Special Renewal

Windows Taskbar: 16:12 09/12/20

File Edit View History Bookmarks Tools Help  
 Employment@KERALA | THOZ... X Employment@KERALA | HOME X +  
 www.test.employment.kerala.gov.in/pro/crStatus/crRegisteredIndex

EEE - Testing  
 TEETHalipparamba  
 e-EMPLOYMENT EXCHANGE

Verify Operations QE

Special Renewal Status

Enter Reg. No.\App. No.\Name\VM Search

-- Select Filter. -- -- Select Order No. -- Get Result

#-> Serial Number | APP No-> Application Number | App Date-> Application Date | Mob. No-> Mobile Number | CName-> Candidate Name | STS->Status | F->Finalised | P->Pending | IB->Initiated By | O->Office | P->Public

#	App No.	App Date	Name	Reg No.	Mob. No.	Exchange	Renewal Due	CName	Address	SR Date	Remarks	STS	IB	Action
1	594873	03-12-2019	JAYAN P K	97-01/1060	7907150611	TEETHalipparamba	Mar-2022	-	-	03-12-2019	-	P	O	Update Reg No. Verify MFD Done
2	594872	03-12-2019	JOBIN GEORGE	97-01/846	7907150611	TEETHalipparamba	Mar-2022	-	-	03-12-2019	-	P	P	Update Reg No. Verify MFD Done
3	594871	03-12-2019	ARJUN MURALI V V	97-2019/316	8547633144	TEETHalipparamba	Feb-2022	ARJUN MURALI V V	S/O MURALEEDHARAN V V, MANGALAYA, TRICHAMBARAM, TALIPARAMBA, KANNUR 670141	03-12-2019	-	F	-	Completed
4	594869	03-12-2019	SANEESH A K	97-12/1837	7907150611	TEETHalipparamba	Jun-2018	-	-	-	-	P	P	Update Reg No. Verify MFD Done
5	594868	03-12-2019	DEEPAPRABHA PV	97-07/v556	7907150611	TEETHalipparamba	May-2019	-	-	-	-	P	O	Update Reg No. Verify MFD Done
			SAILESH											Update Reg No. Verify

Enter Reg.No/App No/Name and Click On Search Button

Click Search

## NOTE:

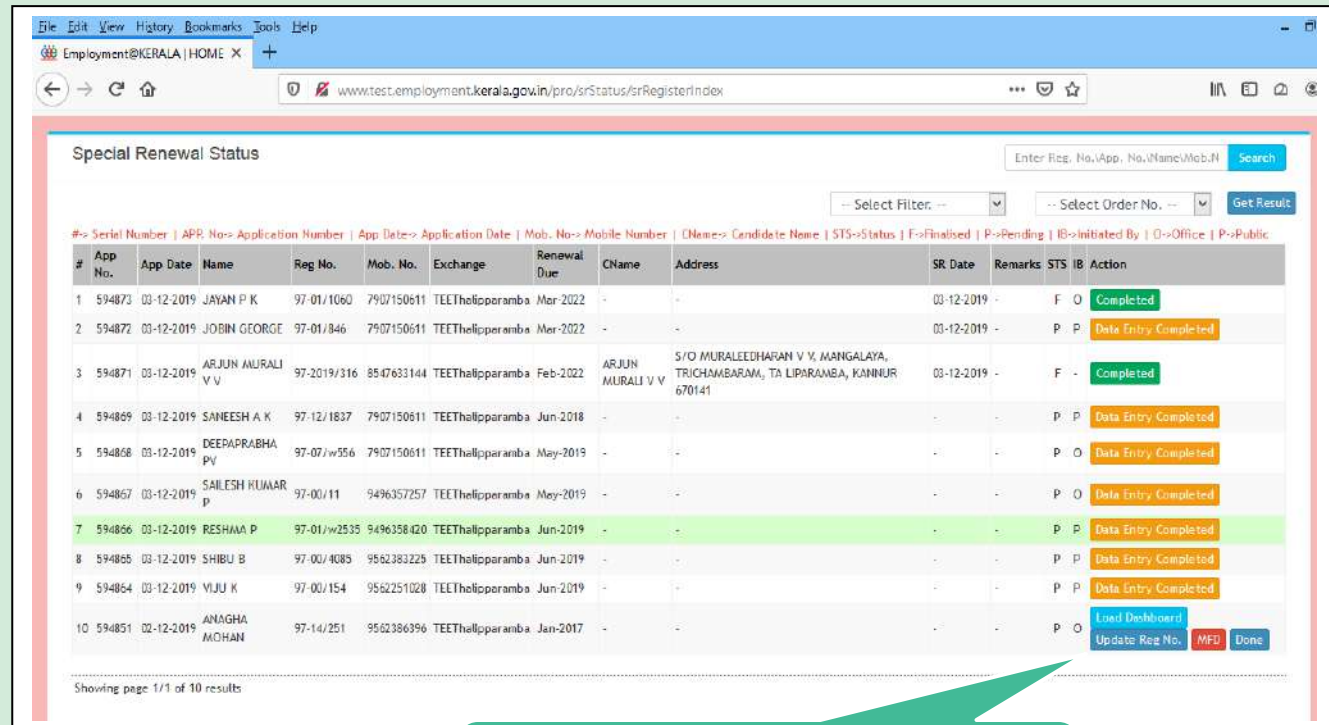
**1) Load Dash board for Data Entry**

**2) Update Reg Number:**

**Use this option to correct the wrongly entered register Number  
(Caution: Check the Reg Number Carefully)**

**3)MFD: Suggestion for deletion if it is necessary**

**4) Done : For completing the process in Operator Level**



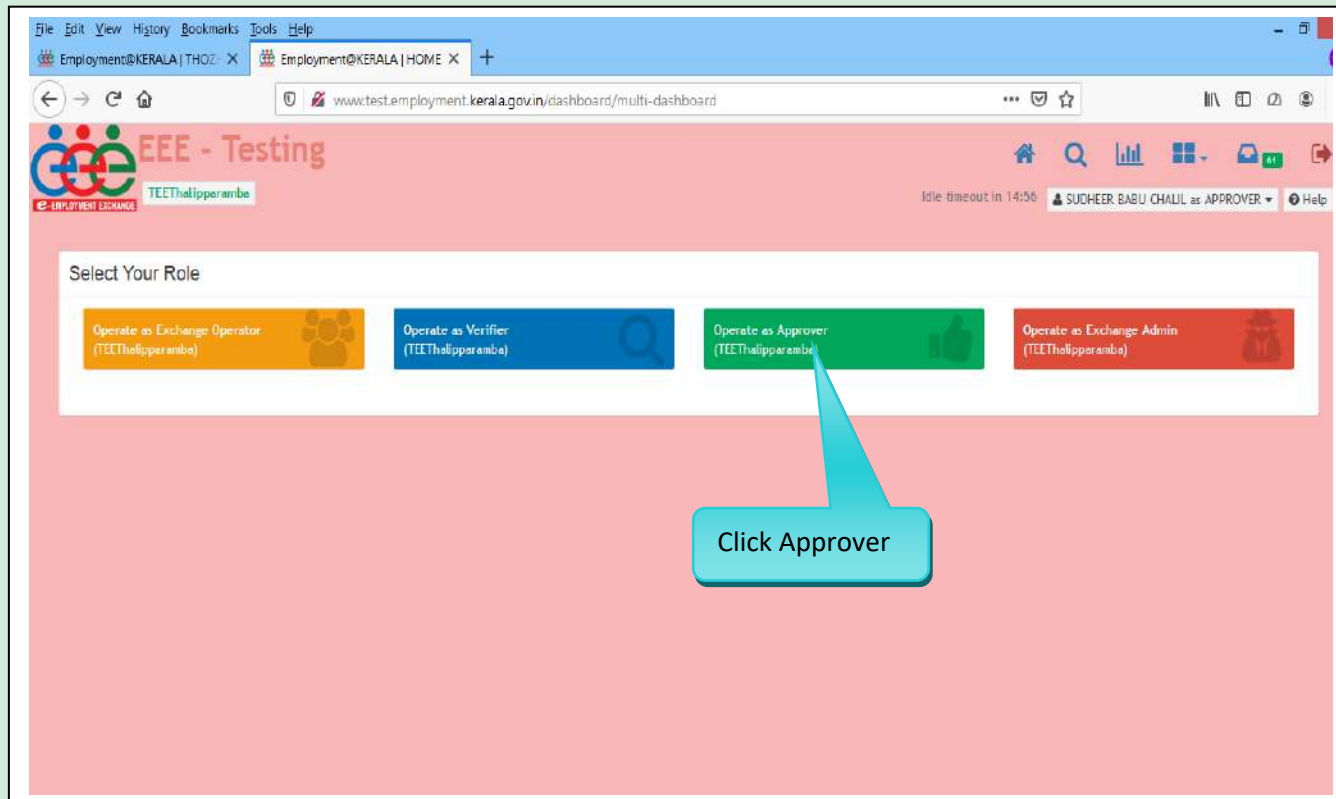
The screenshot shows a web browser window displaying the 'Special Renewal Status' page. The page includes a search bar at the top right and a table of application records. The table has columns for App No., App Date, Name, Reg No., Mob. No., Exchange, Renewal Due, CName, Address, SR Date, Remarks, STS, IB, and Action. The 'Action' column contains buttons for 'Completed', 'Data Entry Completed', 'Load Dashboard', 'Update Reg No.', 'MFD', and 'Done'. A green callout bubble points to the 'Update Reg No.' button in the last row of the table.

#	App No.	App Date	Name	Reg No.	Mob. No.	Exchange	Renewal Due	CName	Address	SR Date	Remarks	STS	IB	Action
1	594873	03-12-2019	JAYAN P K	97-01/1060	7907150611	TEETHalipperamba	Mar-2022	-	-	03-12-2019	-	F	O	Completed
2	594872	03-12-2019	JOBIN GEORGE	97-01/846	7907150611	TEETHalipperamba	Mar-2022	-	-	03-12-2019	-	P	P	Data Entry Completed
3	594871	03-12-2019	ARJUN MURALI V V	97-2019/316	8547633144	TEETHalipperamba	Feb-2022	ARJUN MURALI V V	S/O MURALEEDHARAN V V, MANGALAYA, TRICHAMBARAM, TA LIPARAMBA, KANNUR 670141	03-12-2019	-	F	-	Completed
4	594869	03-12-2019	SANEESH A K	97-12/1837	7907150611	TEETHalipperamba	Jun-2018	-	-	-	-	P	P	Data Entry Completed
5	594868	03-12-2019	DEEPA PRABHA PV	97-07/w556	7907150611	TEETHalipperamba	May-2019	-	-	-	-	P	O	Data Entry Completed
6	594867	03-12-2019	SAI LESH KUMAR P	97-00/11	9496357257	TEETHalipperamba	May-2019	-	-	-	-	P	O	Data Entry Completed
7	594866	03-12-2019	RESHMA P	97-01/w2535	9496358420	TEETHalipperamba	Jun-2019	-	-	-	-	P	P	Data Entry Completed
8	594865	03-12-2019	SHIBU B	97-00/4085	9562383225	TEETHalipperamba	Jun-2019	-	-	-	-	P	P	Data Entry Completed
9	594864	03-12-2019	VIJU K	97-00/154	9562251028	TEETHalipperamba	Jun-2019	-	-	-	-	P	P	Data Entry Completed
10	594851	02-12-2019	ANAGHA MOHAN	97-14/251	9562386396	TEETHalipperamba	Jan-2017	-	-	-	-	P	O	Load Dashboard Update Reg No. MFD Done

Please see the NOTE (Load Dash Board/Update Reg. No/MFD/Done)

### 3. APPROVER LEVEL

➤ Go to Approver Dash Board



The screenshot shows a web browser window with the URL `www.test.employment.kerala.gov.in/dashboard/approver`. The dashboard features several key metrics:

- 110,225** Total Live Register
- 43,003** Total Male Registrants
- 70,026** Total Female Registrants
- 1** Total Other Registrants
- 144,935** Total Approved Count
- 277** Approval Pending
- 80** Approval Pending (after 60 days)
- 12** Transfer Request Approval Pending From This Exchange
- 1** Transfer Request Approval Pending to This Exchange

The 'Actions' section is divided into four columns:

- Approve**
  - JobSeeker
  - Registration By Other Exchanges
  - Approve BackLog Entries
  - Offline Ex-Service Entries
  - Offline Camp Registration
  - Offline Exchange Down
  - Approve Fresh Candidate Entries
  - Approve BCL
  - Request For Change
  - Approve Employer
  - UAS
  - Approve VocationalGuidance Programme
  - Approve ER1
  - Approve ER2
- Operations**
  - View JobSeeker
  - View Any JobSeeker
  - Confirm Lapse
  - Cancel Priority
  - Renewal of Registration
  - Re-Registration
  - Restore Seniority
  - Special Renewal
  - Initiate Other Exchange Registration Request
  - Submission, Placement Management
  - Special Renewal Register
  - Compare JobSeeker
  - Annual Qualification Sync
  - Manual Seniority Restoration
- Additions**
  - Additions
  - Offline Additions
- RTR**
  - Approve Transfer Requests
  - Approve Transfer Ins
  - Approve Transfer Outs
  - Status of Transfer Ins
  - Status of Transfer Outs

A callout box points to the 'Special Renewal Register' item in the 'Operations' column, with the text: "Click Special Renewal Register from operations".

File Edit View History Bookmarks Tools Help  
 Employment@KERALA | HOME X  
 www.test.employment.ker...  
 90%  
 EEE - Testing  
 TEETHalpparamba  
 TEETHalpparamba  
 Approve - O  
 Enter Reg. No./App No./Name/Mob.No Search  
 -- Select Filter, -- -- Select Order No. -- Get Recl  
 # App No. App Date Name Reg No. Mob. No. Exchange Renewal Due CName Address SR Date Remarks STS ID Action  
 1 594873 03-12-2019 JAYAN P K 97-01/1060 7907150611 TEETHalpparamba Mar-2022 - - 03-12-2019 - P O Update Reg No. set SR Approve  
 2 594872 03-12-2019 JOBIN GEORGE 97-01/846 7907150611 TEETHalpparamba Mar-2022 - - 03-12-2019 - P P Not Verified  
 3 594871 03-12-2019 ARJUN MURALI V V 97-2019/316 8547633144 TEETHalpparamba Feb-2022 ARJUN MURALI V V S/O MURALEEDHARAN V V, MANGALAYA, TRICHAMBARAM, TALIPARAMBA, KANNUR 670141 03-12-2019 - F - Completed  
 4 594869 03-12-2019 SANEESH A K 97-12/1837 7907150611 TEETHalpparamba Jun-2018 - - - - P P Not Verified  
 5 594868 03-12-2019 DEEPAPRABHA PV 97-07/vs56 7907150611 TEETHalpparamba May-2019 - - - - P O Not Verified  
 6 594867 03-12-2019 SALESH KUMAR P 97-00/11 9496357257 TEETHalpparamba May-2019 - - - - P O Not Verified  
 7 594866 03-12-2019 RESHMA P 97-01/v2535 9496358420 TEETHalpparamba Jun-2019 - - - - P P Not Verified  
 8 594865 03-12-2019 SHIBU B 97-00/4085 9562383225 TEETHalpparamba Jun-2019 - - - - P P Not Verified  
 9 594864 03-12-2019 VIJU K 97-00/154 9562251028 TEETHalpparamba Jun-2019 - - - - P P Not Verified  
 10 594851 02-12-2019 ANAGHA/MOHAN 97-14/251 9562386396 TEETHalpparamba Jan-2017 - - - - P O No Jobseeker Exist  
 Showing page 1/1 of 10 results

Enter Reg.No/App No/Name and Click on Search Button

Click Search

## **NOTE:**

**1) Update Reg Number:** Use this option to correct the **wrongly** entered register Number

**2) Set SR:** To set the **proper Renewal Due**

**3) Approve:** To **approve** the renewal

**4) Reject:** To **reject** an application

**5) Done:** To **complete** the process

Special Renewal Status

Enter Reg. No./App. No./Uname/Mob.No

-- Select Filter. -- -- Select Order No. -- GET RESULT

#	App No.	App. Date	Name	Reg No.	Mob. No.	Exchange	Renewal Due	CName	Address	SR Date	Remarks	STS	IB	Action
1	16846	12-09-2017	JAYAN P K	97-01/1060		TEETHalipparamba	Mar-2022			12-09-2017		F		Completed
2	594873	03-12-2019	JAYAN P K	97-01/1060	7907150611	TEETHalipparamba	Mar-2022			03-12-2019		P	D	Update Reg No. Set SR Approve Reject Done

Showing page 1/1 of 2 results

Please do the Needful (Set SR/Approve/Reject/Done)

## VII- ADDITION

This option is used to add additional qualification /data of the registered candidate.

### 1. Operator Level

The screenshot displays the 'EEE - Testing' dashboard for an operator. The dashboard includes a header with the logo and navigation menu, and a main content area with a 'DashBoard' section and an 'Actions' section. The 'DashBoard' section shows four statistics: Total Live Register (110,093), Total Male Registrants (43,549), Total Female Registrants (69,919), and Total Other Registrants (1). Below this is a 'Total Data Entered By Me' widget showing 5 entries. The 'Actions' section is divided into four columns: Process, Operations, Additions, and Migration. The 'Additions' column contains two items: 'Additions' and 'Offline Additions'. A callout bubble points to the 'Additions' link with the text 'Click Additions'. Another callout bubble points to the 'Process' menu with the text 'Select Operator'.

Select Operator

Click Additions

DashBoard

- 110,093 Total Live Register
- 43,549 Total Male Registrants
- 69,919 Total Female Registrants
- 1 Total Other Registrants
- 5 Total Data Entered By Me

Actions

- Process**
  - Backlog Data Entry
  - Offline Ex-Service Registration
  - Offline Camp Registration
  - Offline Exchange Down
  - Fresh Candidate Registration
  - Renewal Backlog Entry
  - Renewal of Registration
  - Transfer Request
  - Re-Registration-Other Exchange
  - Add Employer
- Operations**
  - View Any JobSeeker
  - Initiate Requisitions
- Additions**
  - Additions
  - Offline Additions
- Migration**

EEE - Testing  
TTE Heyyattinkara

Idle timeout: 14:31 Anuraj J C as OPERATOR Help

Process Operations Additions Migration OC

Additions

Please enter Registration Number \*

41-16/8219

Enter Register Number

Click Go

EEE - Testing  
TTE Heyyattinkara

Idle timeout: 14:47 Anuraj J C as OPERATOR Help

Process Operations Additions Migration OC

Additions

Please enter Registration Number \*

41-16/8219

Details of Selected Candidate

Candidate Name : SURI SUDHAKARAN

Date Of Birth : 01-09-1989

Gender : Female

Caste : OBC

Address : SODUVAHI, KARAYANUTTOH (P O) HEYYATTINKARA

Registrations(Reg No) (Status - New registration number if available) : 41-16/8219(LIVE)

Is Priority : No

Is PH : No

Notes

Click Go To Dash Board

Click On required dashboards ie,  
Educational qualifications, license details, council registration, Training details etc....

test.employment.kerala.gov.in/reg/dd/

90%

EEE - Testing  
TEE Neyyattinkara

Idle timeout in 13:48 Arunraj J C as OPERATOR

Backlog Data Entry

STEP 1: The following sections are mandatory.

Lock User Pending List Completed List

Personal Details NO RECORD

Educational Qualifications 3 NOT LOCKED

Willingness Details NO RECORD

Enter your existing educational qualifications here in chronological order.

STEP 2: Optional details

Council Registration 0 NO RECORD

Work Experience 0 NO RECORD

Sports Details 0 NO RECORD

License Details 0 NO RECORD

Ex-Serviceman Details NO RECORD

Other Priorities 0 NO RECORD

Language Known 0 NO RECORD

Caste Details NO RECORD

Training Details 0 NO RECORD

Skill Details 0 NO RECORD

Disability Details 0 NO RECORD

Achievement(s) Details 0 NO RECORD

Physical Measurements NO RECORD

Bank Account Details 0 NO RECORD

Request for Transfer

DIRECTORATE RENEWAL

STEP 3: Submission Details

SUBMISSION DETAILS 0

Qualification Details - SUM SUKUMARANI - 41-198219 - TEE Nayathirasa (148498 - 19)

Qualification Level\*

-- Select Qualification Level --

Select Qualification Level

Illiteracy  
Literacy  
Primary Education  
Upper Primary Education  
High School Education  
Tenth Level  
Twelfth Level  
MUTU/NAC

Object	Medium Of Instruction	Proficiency	Year of Pass	Seniority	Actions
MALAYALAM	NA	0	5	04-07-2012	Already Approved   Linked   View More
ENGLISH	NA	75.1	7	04-07-2012	Already Approved   Linked   View More
ON DESIGNING	NA	94.1	2008	04-07-2012	Already Approved   Linked   View More

Other Priorities: NO RECORD  
Language Known: NO RECORD  
Caste Details: NO RECORD  
Training Details: NO RECORD  
Skill Details: NO RECORD  
Disability Details: NO RECORD  
Achievement(s) Details: NO RECORD  
Physical Measurements: NO RECORD  
Bank Account Details: NO RECORD  
Request for Transfer: DIRECTORATE GENERAL

STEP 1: Submission Details  
SUBMISSION DETAILS

Qualification Details - SUM SUKUMARANI - 41-198219 - TEE Nayathirasa (148498 - 19)

Qualification Level\*

-- Select Qualification Level --

High School Education  
Tenth Level  
Twelfth Level  
MUTU/NAC  
Typewriting  
Certificate Course  
Diploma Course  
Graduation  
PG Diploma

Click Required Qualification

Object	Medium Of Instruction	Proficiency	Percentage	Year of Pass	Seniority	Actions
MALAYALAM	NA	0	5	04-07-2012	Already Approved   Linked   View More	
ENGLISH	NA	75.1	7	04-07-2012	Already Approved   Linked   View More	
ON DESIGNING	NA	94.1	2008	04-07-2012	Already Approved   Linked   View More	

Other Priorities: NO RECORD  
Language Known: NO RECORD  
Caste Details: NO RECORD  
Training Details: NO RECORD  
Skill Details: NO RECORD  
Physical Measurements: NO RECORD  
Bank Account Details: NO RECORD

STEP 1: Submission Details  
SUBMISSION DETAILS

# Fill all the mandatory fields and save

Qualification Details - SUM SUNKUMARAN - 41166219 - TEE Meyalankara (1484508 - 19)

Qualification Level \*  
Graduation

Qualification \*  
B.A.

Main Subject \*  
ENGLISH LANGUAGE/LITERATURE

Medium of Instruction \*  
ENGLISH

Mode of Education \*  
Regular

Qualification Result Type \*  
CLASS

Qualification Result Type Value \*  
FIRST

Registration Number \*  
0000

Certificate Number \*  
00000

Certificate Date \*  
30/01/2018

Course Duration in Months \*  
36

Board/University \*  
University of Kerala

Year of Pass \*  
2018

Month of Pass \*  
Mar

Total Percentage \*  
60

Institution Studied

Certificate URL  
Fetch from DigLocker

Remarks

Is Recognised

Specialized Subject(s)

Other Subject(s)

Save Save & Close X Close

Click Save

Qualification Details - SUM SUNKUMARAN - 41166219 - TEE Meyalankara (1484508 - 19)

Save Save & Close X Close

All your qualifications must be reviewed before saving to avoid unnecessary delay while testing Employment Exchange for verification.  
ENTRY WITHOUT CORRECT CERTIFICATE NUMBER IS INVALID. CLAIM OF SENIORITY BEFORE THE DATE OF ISSUE OF CERTIFICATE IS NOT ADMISSIBLE.

S.No	Qualification	Specialisation Subject	Medium Of Instruction	Proficiency	Percentage	Year of Pass	Seniority	Actions
1	SSLC-NEW SCHEME	Not Available	MALAYALAM	NA	0	5	04-07-2012	Already Approved   Locked   View More
2	CBSE-12-TH	Not Available	ENGLISH	NA	79.1	7	04-07-2012	Already Approved   Locked   View More
3	B.A.	ENGLISH LANGUAGE/LITERATURE	ENGLISH	NA	60	2018	26-05-2020	Edit   Remove   New More
4	B.SC.	COSTUME & FASHION DESIGNING	NA	NA	94.1	2008	04-07-2012	Already Approved   Locked   View More

NO RECORD

Training Details

Physical Measurements

Submission Details

SUBMISSION DETAILS

Lock User

Sl No	Section	Records Entered
1	Personal Details	1 Records
2	Qualification Details	4 Records
3	Willingnesses	1 Records
4	Council Registrations	0 Records
5	Experiences	0 Records
6	Sports	0 Records
7	License Details	0 Records
8	ExService Details	0 Records
9	Priorities	0 Records
10	Languages	0 Records
11	Caste Certificates	0 Records
12	Trainings	0 Records
13	Skillsets	0 Records
14	Disability Details	0 Records
15	Photo Upload	0 Records
16	PHYSICAL DETAILS	0 Records
17	BANK DETAILS	0 Records
18	ACHIEVEMENTS/AWARDS	0 Records
19	Submission Details	0 Records
20	ReadOnlySubmissionDetails	0 Records
21	Request Exchange Transfer	0 Records
22	User Signature	0 Records
23	Directorate Renewal	0 Records
24	Willingness Types	1 Records
25	Willingness Sectors	1 Records

Confirm By Entering the Charactes shown in Image

e5w8w e5w8w

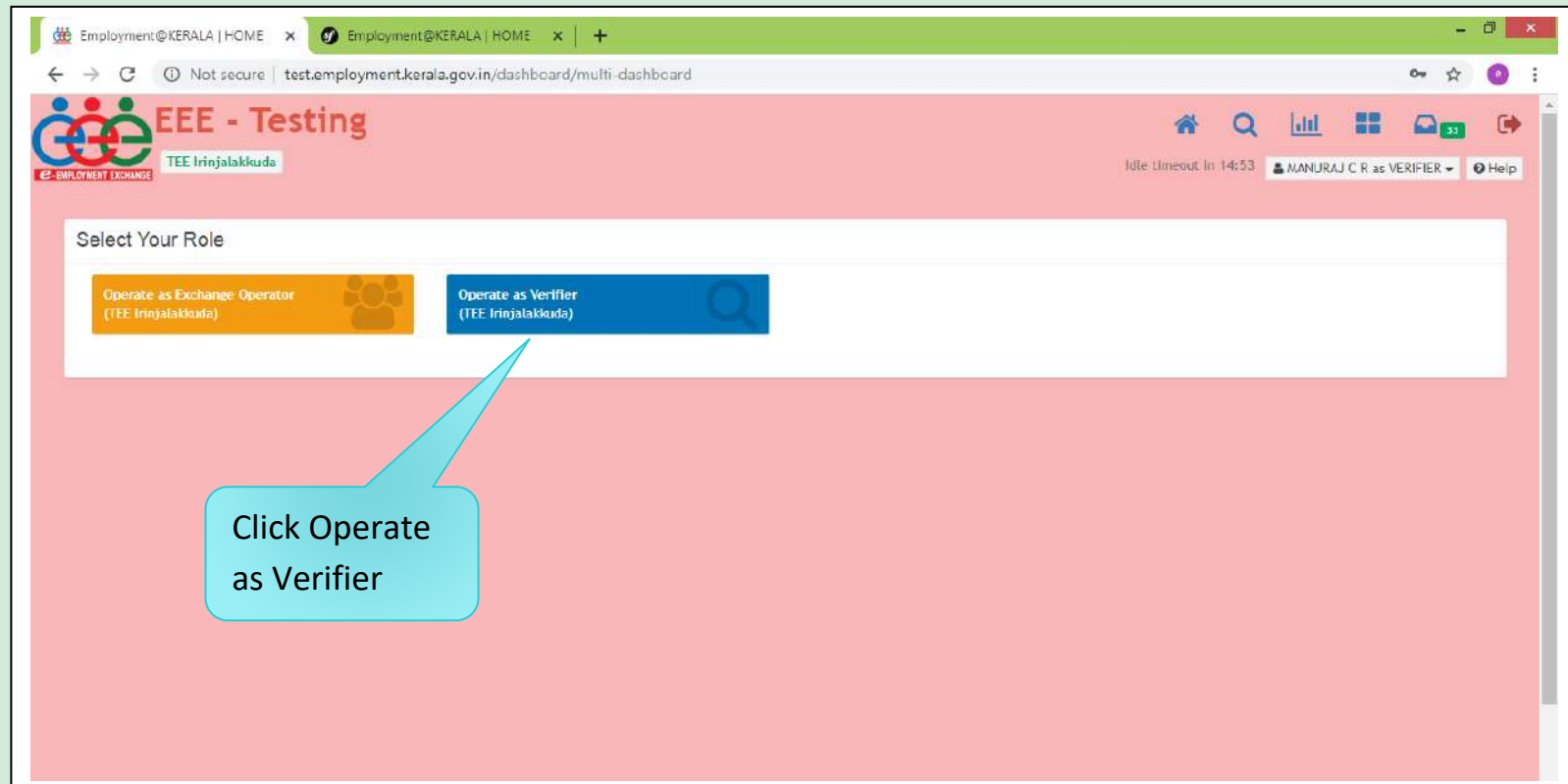
Confirm Lock

Enter Captcha

Click Confirm Lock

## 2. VERIFIER LEVEL

### ADDITION OF QUALIFICATION



Dashboard

49,757 Total Live Register	18,595 Total Male Register	33,355 Total Female Registrants	0 Total Other Registrants
66,624 Total Verified Count	966 Verification Pending	144 Verification Pending (after 60 days)	2 Transfer Request Verification Pending From This Exchange
0 Transfer Request Verification Pending To This Exchange			

Actions

Verify Operations OF Additions

Select Addition

Additions

Please enter Registration Number\*

75-16/2545

Go

Click Go

Enter Register Number After Exchange Code.  
Eg (95/w251,2018/456,12/w45

- Details of selected candidate will be shown, if it is correct then click “Go to Dashboard”

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/pro/view/additions`. The page title is "Additions". A form prompts the user to "Please enter Registration Number \*", with the value "76-16/2545" entered and a "Go!" button. Below this is a section titled "Details of Selected Candidate" containing the following information:

Candidate Name	: JESNA P J
Date Of Birth	: 16-11-1998
Gender	: Female
Caste	: Open Category
Address	: PAYAPPILLY HOUSE, PUTHENCHIRA, PUTHENCHIRA EAST
Registrations(Reg No (Status - New registration number if available))	: 76-16/2545(LIVE )
Is Priority	: No
Is PH	: No

At the bottom of the details section, there are three buttons: "Notes", "Go To Dashboard", and "View Jobseeker". A blue callout bubble points to the "Go To Dashboard" button.

Click To Dash Board

- Enter candidate's local body, ward, mobile number, email id and click update and Go to Dashboard. \* fields are mandatory to proceed.

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/dd/01d68282-048d-11e7-abc8-80c16e657bea/set-local-body`. The page title is "EEE - Testing" and the user is logged in as "MANURAJ C R as VERIFIER". The main content area is titled "Please set your local body" and contains the following text: "Dear JESNA P J, Your Selected District is : Thrissur. Your given address is : PAYAPPILLY HOUSE, PUTHENCHIRA, PUTHENCHIRA EAST. Your local body and ward is not updated. Please select your local body and ward to continue further". Below this text are four input fields: "Local Body \*" with a dropdown menu showing "Alagappanagar [ Panchayat ]", "Ward \*" with a dropdown menu showing "PACHALIPPURAM", "Mobile Number" with the value "9845121311", and "Email Address" with the value "rjesna@gmail.com". At the bottom of the form are two buttons: "Update & Go To Dashboard" and "Update & Go Back".

Click Update it Go to Dash Board

Click On required dashboards ie,  
Educational qualifications, license details, council registration, Training details etc....

The screenshot shows the 'EEE - Testing' portal for user JESNA P J. The user's profile includes a name, verifier and approver remarks, a photo, and an ID card link. A navigation menu at the top lists various system functions. Below the profile, a 'STEP 1' section indicates mandatory fields: Personal Details, Educational Qualifications (with a count of 2), and Willingness Details. A callout bubble with the text 'Click Educational Qualification' points to the 'Educational Qualifications' section. Below this, a text box prompts the user to 'Enter your existing educational qualifications here in chronological order.' The 'STEP 2' section lists optional details: Council Registration, Work Experience, Sports Details, License Details, Ex-Serviceman Details, Other Priorities, Language Known, Caste Details, Training Details, Skill Details, Disability Details, and Achievement(s) Details. Each section shows a count and a status (e.g., 'NO RECORD' or 'NOT LOCKED').

➤ Enter the qualification details which are mandatory (mandatory fields are shown in \*)

The screenshot shows the 'Qualification Details' form with a dropdown menu open for 'Qualification Level \*'. The dropdown menu lists various education levels: Upper Primary Education, High School Education, Tenth Level, Twelfth Level, IT/ITC/IMC, Typewriting, Certificate Course, Diploma Course, Graduation, and B.Tech/B.E. A blue callout bubble points to the 'Graduation' option with the text 'Select Qualification Level'.

The screenshot shows the 'Qualification Details' form with various fields filled out. A blue callout bubble points to the 'Save' button at the bottom with the text 'Click Save'. Another blue callout bubble points to the 'Is Recognised' checkbox with the text 'Tick here if it is govt: Approved course'. The form includes fields for Qualification Level, Qualification, Main Subject, Medium of Instruction, Mode of Education, Qualification Result Type, Qualification Result Type Value, Registration Number, Certificate Number, Certificate Date, Course Duration in Months, Board/University, Year of Pass, Month of Pass, Total Percentage, Institution Studied, Certificate Url, and Remarks.

- If the board/university is not available, select other university option then select required board /university

- Specialized subjects and other subjects can be added and click save button to continue

Sl No	Qualification	Specialization Subject	Medium Of Instruction	Proficiency	Percentage	Year of Pass	Seniority	Actions
1	CO-OP. NEW C/M/US	Not Available	NA	NA	0	14	77.76 3716	<a href="#">View</a> <a href="#">Edit</a>

➤ Here we can see the qualification is added

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/dd/`. The page title is "Qualification Details - JESNA P J - 76-16/2545 - TEE Itinjattakkuda ( 4820204 - 53 )".

At the top, there is a "Qualification Level" dropdown menu with the text "-- Select Qualification Level --". Below it are buttons for "Save", "Save & Close", and "Close". A green "Verified all" button is also present.

A warning message states: "All your qualifications must be entered before logging to avoid unnecessary delay while visiting Employment Exchange for verification." Below this, a note reads: "ENTRY WITHOUT CORRECT CERTIFICATE NUMBER IS INVALID. CLAIM OF SENIORITY BEFORE THE DATE OF ISSUE OF CERTIFICATE IS NOT ADMISSIBLE."

Sl.No	Qualification	Specialisation Subject	Medium Of Instruction	Proficiency	Percentage	Year of Pass	Seniority	Actions
1	SSLC-NEW SCHEME	Not Available	NA	NA	0	14	23-06-2016	Verified View More
2	HSC (Plus 2)	Not Available	NA	NA	0	16	23-06-2016	Verified View More
3	B.COM.	CO-OPERATION [DG]	ENGLISH	NA	70	2019	03-12-2019	Verified View More

Below the table, there is a "STEP 2 Optional details" section with a grid of fields:

- Council Registration: 0 ✓, 0 📄 NO RECORD
- Work Experience: 0 ✓, 0 📄 NO RECORD
- Sports Details: 0 ✓, 0 📄 NO RECORD
- License Details: 0 ✓, 0 📄 NO RECORD
- Ex-Serviceman Details: 0 ✓, 0 📄 NO RECORD
- Other Priorities: 0 ✓, 0 📄 NO RECORD
- Language Known: 0 ✓, 0 📄 3 NOT LOCKED
- Caste Details: 0 ✓, 0 📄 NO RECORD
- Training Details: 0 ✓, 0 📄 NO RECORD
- Skill Details: 0 ✓, 0 📄 NO RECORD
- Disability Details: 0 ✓, 0 📄 NO RECORD
- Achievement(s) Details: 0 ✓, 0 📄 NO RECORD

➤ To provide NCO, click NCO Allotment in dashboard

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/dd/`. The dashboard is divided into three main sections:

- STEP 1: Personal Details** (NO RECORD):
  - Personal Details: 0 ✓, 0 🍌
  - Educational Qualifications: 1 ✓, 0 🍌 (3 NOT LOCKED)
  - Willingness Details: 0 ✓, 0 🍌
- STEP 2: Optional details**
  - Council Registration: 0 ✓, 0 🍌 (0 NO RECORD)
  - Work Experience: 0 ✓, 0 🍌 (0 NO RECORD)
  - Sports Details: 0 ✓, 0 🍌 (0 NO RECORD)
  - License Details: 0 ✓, 0 🍌 (0 NO RECORD)
  - Ex-Serviceman Details: 0 ✓, 0 🍌 (NO RECORD)
  - Other Priorities: 0 ✓, 0 🍌 (0 NO RECORD)
  - Language Known: 0 ✓, 0 🍌 (3 NOT LOCKED)
  - Caste Details: 0 ✓, 0 🍌 (NO RECORD)
  - Training Details: 0 ✓, 0 🍌 (0 NO RECORD)
  - Skill Details: 0 ✓, 0 🍌 (0 NO RECORD)
  - Disability Details: 0 ✓, 0 🍌 (0 NO RECORD)
  - Achievement(s) Details: 0 ✓, 0 🍌 (0 NO RECORD)
  - Physical Measurements: 0 ✓, 0 🍌 (NO RECORD)
  - Bank Account Details: 0 ✓, 0 🍌 (0 NO RECORD)
  - Photo Upload: 0 ✓, 0 🍌 (NO RECORD)
  - Signature: 0 ✓, 0 🍌 (NO RECORD)
  - SUBMISSIONS DETAILS: 0 ✓, 0 🍌
  - Request for Transfer: 0 ✓, 0 🍌
  - DIRECTORATE RENEWAL: 0 ✓, 0 🍌
- STEP 3: Verify your data and Confirm**
  - NCO Rejection: 0 ✓, 0 🍌 (0 NO RECORD)
  - NCO Allotment: 0 ✓, 0 🍌 (2 NOT LOCKED)

A callout box with the text "Click NCO Allotment" points to the "NCO Allotment" button. A tooltip for this button reads "tooltip.NCO ALLOTMENT".

Click Add NCO

NCO Allotment - JESNA P.J - 76-16/2545 - TEE Innjalakkuda ( 4820204 - 53 )

Sl. No.	Qualification Level	Qualification	Specialization Subject	Seniority Date	Action
1	Tenth Level	SSLC-NEW SCHEME	Not Available	23-06-2016	<a href="#">View more</a> <a href="#">Add NCO</a>
2	Twelfth Level	HSC (Plus 2)	Not Available	23-06-2016	<a href="#">View more</a> <a href="#">Add NCO</a>
3	Graduation	B.COM.	CO-OPERATION [DG]	03-12-2019	<a href="#">View more</a> <a href="#">Add NCO</a>

[Add Others](#)

Sl. No.	NCO Name & NCO Code	Seniority Date	Qualification	Is Main NCO	Action
1	Matriculates / 10th Standard Pass - X00110	23-06-2016 00:00:00	-	<a href="#">Set Main NCO</a>	<a href="#">Approved</a>
2	Higher Secondary / Intermediate / Senior Secondary/10+2, Pass - X00120	23-06-2016 00:00:00	-	<a href="#">Main NCO</a>	<a href="#">Approved</a>

NO RECORD

NOT LOCKED

I have verified the registration details and I am convinced that all the details are correct and accurate.

Confirm

National Employment Services (Kerala) The Official Web Portal of GOVT. OF KERALA

Employment Directorate, 6th Floor, Thozhil Bhavan, P.O. Box 471, 220011, Thiruvananthapuram, Kerala

Click add NCO button attached with recently added qualification

Employment@KERALA | JOBSEE x Employment@KERALA | HOME x +

test.employment.kerala.gov.in/reg/dd/

### NCO Allotment - JESNA P.J - 76-16/2645 - TEE Inijalakkuda ( 4820204 - 53 ) Close

Sl. No.	Qualification Level	Qualification	Specialization Subject	Seniority Date	Action
1	Tenth Level	SSLC-NEW SCHEME	Not Available	23-06-2016	<a href="#">View more</a> <a href="#">Add NCO</a>
2	Twelfth Level	HSC (Plus 2)	Not Available	23-06-2016	<a href="#">View more</a> <a href="#">Add NCO</a>
3	Graduation	B.COM.	CO-OPERATION [DG]	03-12-2019	<a href="#">View more</a> <a href="#">Add NCO</a>

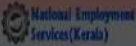
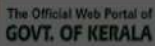



[Add Others](#)

Sl. No.	NCO Name & NCO Code	Seniority Date	Qualification	Is Main NCO	Action
1	Matriculates / 10th Standard Pass - X00110	23-06-2016 00:00:00	-	<a href="#">Set Main NCO</a>	<a href="#">Approved</a>
2	Higher Secondary / Intermediate / Senior Secondary/10+2 Pass - X00120	23-06-2016 00:00:00	-	<a href="#">Main NCO</a>	<a href="#">Approved</a>

0 NO RECORD 2 NOT LOCKED

I have verified the registration details and I am convinced that all the details are correct and accurate.

[Confirm](#)

Employment Directorate, 8th Floor, Thodil Shivan, Vikas Bhavan P.O., Thiruvananthapuram, Kerala, India - 695 033  
 Phone: +91 471 2201249, +91 471 2201269, Fax: +91 471 2206246, E-mail: ddas@emp.in@kerala.gov.in

Search NCO here

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/dd/`. The page title is "NCO Allotment - JESNA P.J - 76-19/2015". The main content area is titled "Add NCO Allotment" and contains a form with the following fields:

- Qualification Level: Graduation
- Qualification: B.COM.
- Seniority Time: 01-12-2019 11:20:05
- Add NCO:
- Is Main NCO:

Below the form is a "Save NCO" button. To the right of the form is an "Action" panel with buttons for "View More" and "Add NCO" (repeated three times), and an "Add Others" button. Below the "Add NCO" form is a table with the following data:

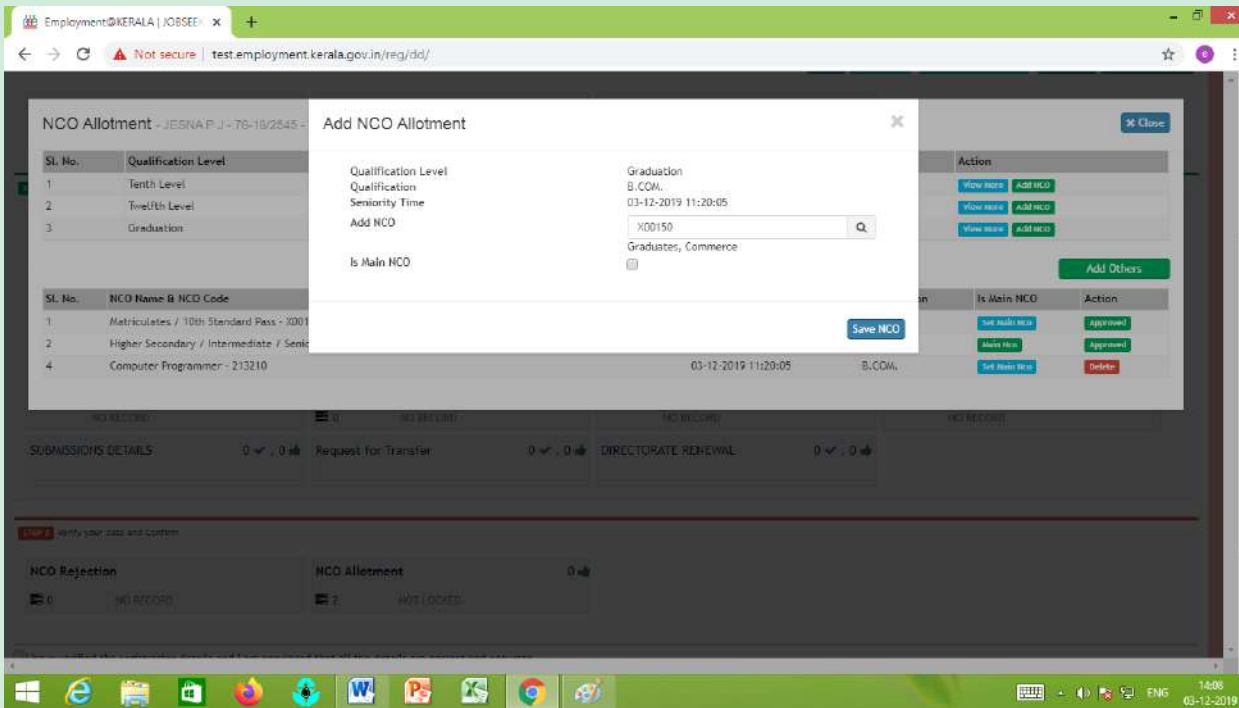
Sl. No.	NCO Name & NCO Code	Is Main NCO	Action
1	Matriculates / 10th Standard Pass - X001	<input type="checkbox"/>	<input type="button" value="View More NCO"/> <input type="button" value="Approved"/>
2	Higher Secondary / Intermediate / Senior Secondary/10+2 Pass - X00120	<input type="checkbox"/>	<input type="button" value="View More NCO"/> <input type="button" value="Main NCO"/> <input type="button" value="Approved"/>

At the bottom of the page, there is a footer with logos for "National Informatics Centre", "GOVT. OF KERALA", and "india.gov.in".

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/dd/`. The main page is titled "NCO Allotment - JESNA P.J - 76-162545 - T". A "Search NCOs" modal is open, displaying a search bar with the text "EXECUTI" and a list of results:

- Executive Officials, Union Government - 112130
- Executive Official, State Government - 112220** (highlighted)
- Administrative and Executive Officials, Quasi Government (Central) - 112310
- Administrative & Executive Officials, Quasi - 112320
- Administrative and Executive Officials, Local Bodies - 112410
- Administrative and Executive Officials, Government and Local Bodies, Other - 112990
- Working Proprietors, Directors and Related Executives in Transport and Communication, Other - 121590

A speech bubble with the text "Select proper NCO" points to the search results. The background interface includes a table with columns "Sl. No." and "Qualification Level", and an "Action" column with buttons like "View more" and "Add NCO".



➤ After saving the NCO the following page will be displayed

Employment@KERALA | JOSSEE: x

test.employment.kerala.gov.in/reg/dd/

**JESNA P J**  
Approver Remarks : Migration Data  
76-16/2545 - TEE Irinjalkkuda  
Renewal due from 06/2019  
Link Other Registration  
ID Card

**STEP 1** The following sections are mandatory.

Notes Lock User **Overall Verification** Print - X1 Print - X1 Detail

Personal Details NO RECORD	0 ✓, 0 📈	Educational Qualifications 3 NOT LOCKED	1 ✓, 0 📈	Willingness Details NO RECORD	0 ✓, 0 📈
-------------------------------	----------	--	----------	----------------------------------	----------

**STEP 2** Optional details

Council Registration NO RECORD	0 ✓, 0 📈	Work Experience NO RECORD	0 ✓, 0 📈	Sports Details NO RECORD	0 ✓, 0 📈	License Details NO RECORD	0 ✓, 0 📈
Ex-Serviceman Details NO RECORD	0 ✓, 0 📈	Other Priorities NO RECORD	0 ✓, 0 📈	Language Known 3 NOT LOCKED	0 ✓, 0 📈	Caste Details NO RECORD	0 ✓, 0 📈
Training Details NO RECORD	0 ✓, 0 📈	Skill Details NO RECORD	0 ✓, 0 📈	Disability Details NO RECORD	0 ✓, 0 📈	Achievement(s) Details NO RECORD	0 ✓, 0 📈
Physical Measurements NO RECORD	0 ✓, 0 📈	Bank Account Details NO RECORD	0 ✓, 0 📈	Photo Upload NO RECORD	0 ✓, 0 📈	Signature NO RECORD	0 ✓, 0 📈
SUBMISSIONS DETAILS NO RECORD	0 ✓, 0 📈	Request for Transfer NO RECORD	0 ✓, 0 📈	DIRECTORATE RENEWAL NO RECORD	0 ✓, 0 📈		

Windows taskbar: 14:10 03-12-2019

Click overall verification for completion of addition process

Click save to complete the process...

← → ↻ Not secure | test.employment.kerala.gov.in/reg/dd/

JESNA P J  
Approver Remarks Migration Data

**OverAll Verification Details** ✖ Close

Sl no.	Section Name	Total no. of Records	No. of Records Verified	No. of Records Mark for Deletion	Status
1	JobSeeker	1	1	0	Completed
2	Qualification	3	3	0	Completed
3	Willingness	1	1	0	Completed
4	Language	3	3	0	Completed

Please Enter your remarks

✔ Save

Click save to complete the process..

Council Registration	0 ✔, 0 🚩	Work Experience	0 ✔, 0 🚩	Sports Details	0 ✔, 0 🚩	License Details	0 ✔, 0 🚩
NO RECORD	NO RECORD	NO RECORD	NO RECORD	NO RECORD	NO RECORD	NO RECORD	NO RECORD
Ex-Serviceman Details	0 ✔, 0 🚩	Other Priorities	0 ✔, 0 🚩	Language Known	0 ✔, 0 🚩	Caste Details	0 ✔, 0 🚩
NO RECORD	NO RECORD	NO RECORD	NO RECORD	3 NOT LOCKED	NO RECORD	NO RECORD	NO RECORD
Training Details	0 ✔, 0 🚩	Skill Details	0 ✔, 0 🚩	Disability Details	0 ✔, 0 🚩	Achievement(s) Details	0 ✔, 0 🚩
NO RECORD	NO RECORD	NO RECORD	NO RECORD	NO RECORD	NO RECORD	NO RECORD	NO RECORD
Physical Measurements	0 ✔, 0 🚩	Bank Account Details	0 ✔, 0 🚩	Photo Upload	0 ✔, 0 🚩	Signature	0 ✔, 0 🚩
NO RECORD	NO RECORD	NO RECORD	NO RECORD	NO RECORD	NO RECORD	NO RECORD	NO RECORD
SUBMISSIONS DETAILS	0 ✔, 0 🚩	Request for Transfer	0 ✔, 0 🚩	DIRECTORATE RENEWAL	0 ✔, 0 🚩		

Role of verifier in addition process is completed here.....

### 3. APPROVER LEVEL

#### ➤ ADDITION OF QUALIFICATION –

The screenshot shows the user interface of the EEE - Testing portal. The user is SUMI SUKUMARAN, an Approver. The page displays a progress bar for 'STEP 1' (Mandatory sections) and 'STEP 2' (Optional details). The 'Overall Approval' button is highlighted, and a callout bubble points to it with the text 'SELECT APPROVER MODE'.

Section	Count	Status
Personal Details	0	NO RECORD
Educational Qualifications	1	NOT LOCKED
Willingness Details	0	NO RECORD
Council Registration	0	NO RECORD
Work Experience	0	NO RECORD
Sports Details	0	NO RECORD
License Details	0	NO RECORD
Ex-Serviceman Details	0	NO RECORD
Other Priorities	0	NO RECORD
Language Known	0	NO RECORD
Caste Details	0	NO RECORD
Training Details	0	NO RECORD
Skill Details	0	NO RECORD
Disability Details	0	NO RECORD
Achievement(s) Details	0	NO RECORD
Physical Measurements	0	NO RECORD
Bank Account Details	0	NO RECORD
Photo Upload	0	NO RECORD
Signature	0	NO RECORD
SUBMISSIONS DETAILS	0	NO RECORD
Request for Transfer	0	NO RECORD
DIRECTORATE RENEWAL	0	NO RECORD

Qualification Details - SUM SUKUMARAN - 41-186219 - TEE Neyyattinkara ( 5484508 - 19 )

Qualification Level \*  
 -- Select Qualification Level --

Save Save & Close Close

All your submissions made under the following ID are associated with this profile. You may update the details by clicking on the relevant details below.

DATE OF BIRTH MUST BE CORRECT. GENDER IS MALE OR FEMALE. CLASS OF MEDIUM IS EITHER THE MEDIUM OF INSTRUCTION OR THE MEDIUM OF INSTRUCTION WITH ADDITIONAL

Sl.No	Qualification	Specialisation Subject	Medium Of Instruction	Proficiency	Percentage	Year of Pass	Seniority	Actions
1	SSLC-NEW SCHEME	Not Available	MALAYALAM	NA	0	5	04-07-2012	Approved View More
2	CBSE-12-TH	Not Available	ENGLISH	NA	79.1	7	04-07-2012	Approved View More
3	B.A.	ENGLISH LANGUAGE & LITERATURE	ENGLISH	NA	60	2018	26-05-2020	Verified Edit Remove Approve View More Report & Approve Hold
4	B.Sc.	COSTUME & FASHION DESIGNING	NA	NA	94.1	2008	04-07-2012	Approved View More

Optional Details

Council Registration	0 ✓, 0 🚩	Work Experience	0 ✓, 0 🚩	Sports Details	0 ✓, 0 🚩	License Details	0 ✓, 0 🚩
Ex-Serviceman Details	0 ✓, 0 🚩	Other Priorities	0 ✓, 0 🚩	Language Known	0 ✓, 0 🚩	Caste Details	0 ✓, 0 🚩
Training Details	0 ✓, 0 🚩	Skill Details	0 ✓, 0 🚩	Disability Details	0 ✓, 0 🚩	Achievement(s) Details	0 ✓, 0 🚩
Physical Measurements	0 ✓, 0 🚩	Bank Account Details	0 ✓, 0 🚩	Photo Upload	0 ✓, 0 🚩	Signature	0 ✓, 0 🚩
SUBMISSIONS DETAILS	0 ✓, 0 🚩	Request for Transfer	0 ✓, 0 🚩	DIRECTORATE RENEWAL	0 ✓, 0 🚩		

test.employment.kerala.gov.in/reg/ddf

Certificate Date \* 30/01/2018 Course Duration in Months \* 36 Board/University \* University of Kerala Certificate Number \* 00000 Year of Pass \* 2018 Month of Pass \* Mar

Total Percentage \* 60 Institution Studied Certificate Uri Fetch from DigLocker Remarks

Is Recognised

Specialized Subject(s)

Other Subject(s)

Save Save & Close X Close

All your qualifications must be entered before locking to avoid unnecessary delay while visiting Employment Exchange for verification.

ENTRY WITHOUT CORRECT CERTIFICATE NUMBER IS INVALID. CLAIM OF SENIORITY BEFORE THE DATE OF ISSUE OF CERTIFICATE IS NOT ADMISSIBLE.

Sl.No	Qualification	Specialisation Subject	Medium Of Instruction	Proficiency	Percentage	Year of Pass	Seniority	Actions
1	SSLC-NEW SCHEME	Not Available	MALAYALAM	NA	0	5	04-07-2012	Approved View More
2	CBSE-12-TH	Not Available	ENGLISH	NA	79.1	7	04-07-2012	Approved View More
3	B.A.	ENGLISH LANGUAGE&LITERATURE	ENGLISH	NA	60	2018	26-05-2020	Verified Edit Revoke Approve View More Reset & Approve Roll
4	B.SC.	COSTUME & FASHION DESIGNING	NA	NA	94.1	2008	04-07-2012	Approved View More

SUBMISSIONS DETAILS 0 0 Request for Transfer 0 0 DIRECTORATE RENEWAL 0 0

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/cdi/`. A modal dialog box titled "Approve Qualification" is open, displaying the following details:

- Qualification Level: Graduation
- Mode of Education: Regular
- Qualification: B.A.
- Main Subject: ENGLISH LANGUAGE LITERATURE
- Medium of Instruction: ENGLISH
- Qualification Result Type: CLASS
- Qualification Result Type Value: FIRST
- Board/University: University of Kerala
- Total Percentage: 60
- Registration Number: 0000
- Certificate Number: 00000
- Certificate Date: 20-01-2018
- Month of Pass: March
- Year of Pass: 2018
- Seniority Time: 26-09-2020
- Course Duration in Months: 36
- Recognised Y/N: Yes

At the bottom of the dialog are "Approve" and "Cancel" buttons. Below the dialog, a table lists qualifications with columns: S.No, Qualification, Specialisation Subject, Medium Of Inst, Proficiency, Percentage, Year of Pass, Seniority, and Actions.

S.No	Qualification	Specialisation Subject	Medium Of Inst	Proficiency	Percentage	Year of Pass	Seniority	Actions
1	SSLC-NEW SCHEME	Not Available	MALAYALAM	NA	0	5	04-07-2012	Approve View Mark
2	COSE-12-TH	Not Available	ENGLISH	NA	79.1	7	04-07-2012	Approve View Mark
3	B.A.	ENGLISH LANGUAGE LITERATURE	ENGLISH	NA	60	2018	26-09-2020	View Mark Edit Approve Renew View Renew View Approve Hold
4	B.S.C.	COSTUME & FASHION DESIGNING	NA		94.1	2008	04-07-2012	Approve View Mark

Click on approve button

test.employment.kerala.gov.in/reg/dd/

Certificate Number \*  
00000

Certificate Date \*  
30/01/2018

Course Duration in Months \*  
36

Board/University \*  
University of Kerala

Year of Pass \*  
2018

Month of Pass \*  
Mar

Total Percentage \*  
60

Institution Studied

Certificate Url  
Fetch from DigLocker

Remarks

Is Recognised

Specialized Subject(s)

Other Subject(s)

Save Save & Close X Close

All your qualifications must be entered before logging to avoid unnecessary delay while visiting Employment Exchange for verification.

ENTRY WITHOUT CORRECT CERTIFICATE NUMBER IS INVALID. CLAIM OF SENIORITY BEFORE THE DATE OF ISSUE OF CERTIFICATE IS NOT ADMISSIBLE.

Sl.No	Qualification	Specialisation Subject	Medium Of Instruction	Proficiency	Percentage	Year of Pass	Seniority	Actions
1	SSLC-NEW SCHEME	Not Available	MALAYALAM	NA	0	5	04-07-2012	Approved View More
2	CBSE-12-TH	Not Available	ENGLISH	NA	79.1	7	04-07-2012	Approved View More
3	B.A	ENGLISH LANGUAGE&LITERATURE	ENGLISH	NA	60	2018	26-05-2020	Approved View More Return to Applicant Hold
4	B.SC.	COSTUME & FASHION DESIGNING	NA	NA	94.1	2008	04-07-2012	Approved View More

test.employment.kerala.gov.in/reg/dd/

### NCO Allotment - SLIMI SLIKUMARAN1 - 41-10/0210 - TEE Neyyattinkara ( 1484508 - 10 )

Sl. No.	Qualification Level	Qualification	Specialization Subject	Seniority Date	Action
1	Tenth Level	SSLC-NEW SCHEME	Not Available	04-07-2012	<a href="#">View More</a> <a href="#">Add NCO</a>
2	Twelfth Level	CBSE-12-TH	Not Available	04-07-2012	<a href="#">View More</a> <a href="#">Add NCO</a>
3	Graduation	B.A	ENGLISH LANGUAGE/LITERATURE	26-05-2020	<a href="#">View More</a> <a href="#">Add NCO</a>
4	Graduation	B.SC.	COSTUME & FASHION DESIGNING	04-07-2012	<a href="#">View More</a> <a href="#">Add NCO</a>

[Approve all](#)
[Add Others](#)

Sl. No.	NCO Name & NCO Code	Seniority Date	Qualification	Is Plain NCO	Action
1	Fashion Designer - 347140	04-07-2012 00:00:00	-	<a href="#">Set Mark/Pass</a>	<a href="#">Approve</a>
2	Designer (Garment) - 743510	04-07-2012 00:00:00	-	<a href="#">Set Mark/Pass</a>	<a href="#">Approve</a>
3	Matriculates / 10th Standard Pass - X00110	04-07-2012 00:00:00	-	<a href="#">Set Mark/Pass</a>	<a href="#">Approve</a>
4	Higher Secondary / Intermediate / Senior Secondary/10+2 Pass - X00120	04-07-2012 00:00:00	-	<a href="#">Set Mark/Pass</a>	<a href="#">Approve</a>
5	Graduates, Science - X00140	04-07-2012 00:00:00	-	<a href="#">Set Mark/Pass</a>	<a href="#">Approve</a>
6	Graduates, Arts - X00130	26-05-2020 15:58:55	B.A	<a href="#">Set Mark/Pass</a>	<a href="#">Approve</a> <a href="#">Delete</a>

SUBMISSIONS DETAILS: 0 ✓, 0 🚫 Request for Transfer: 0 ✓, 0 🚫 DIRECTORATE RENEWAL: 0 ✓, 0 🚫

STEP 3 Verify your data and confirm

NCO Rejection: 0 NO RECORD

NCO Allotment: 6 NOT LOCKED

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/dd/`. A green notification box at the top left displays the message "approved successfully". Below it, a table titled "NCO Allotment" is visible. The table has columns for Sl. No., Qualification Level, Qualification, Specialization Subject, Seniority Date, and Action. The first four rows of the table are as follows:

Sl. No.	Qualification Level	Qualification	Specialization Subject	Seniority Date	Action
1	Tent	SSLC-NEW SCHEME	Not Available	04-07-2012	<a href="#">View More</a> <a href="#">Add NCO</a>
2	Twent	CBSE-12-TH	Not Available	04-07-2012	<a href="#">View More</a> <a href="#">Add NCO</a>
3	Grad	B.A	ENGLISH LANGUAGE&LITERATURE	26-05-2020	<a href="#">View More</a> <a href="#">Add NCO</a>
4	Grad	B.SC...	COSTUME & FASHION DESIGNING	04-07-2012	<a href="#">View More</a> <a href="#">Add NCO</a>

Below the first table, there are buttons for "Approval" and "Add Others". A second table is partially visible below, with columns for Sl. No., NCO Name, Seniority Date, Qualification, Is Main NCO, and Action. The first row of this second table is highlighted in green:

Sl. No.	NCO Name	Seniority Date	Qualification	Is Main NCO	Action
1	Fashion	04-07-2012 00:00:00	-	<a href="#">Set Main NCO</a>	<a href="#">Approved</a>

A light blue callout bubble points to the "approved successfully" message with the text: "After approving all the fields 'Approve Successfully' message is displayed".

Overall Approval

Sl no.	Section Name	Total number of records	Number of records approved (If Held)	Status
1	Jobseeker	1	1	Approved
2	Qualification	4	4	Approved
3	Willingness	1	1	Approved
4	NoAttnment	6	5	Approved

Enter remarks

Would you like to propose this Job Seeker for P & E exchange?

SUBMIT TO P&E No

If professional qualification is added we can submit it to P&E

## VIII- Offline Addition

➤ If when there is no internet connection or power supply this mode is used.

### 1. Operator Level

Employment@KERALA | HOME X  
www.test.employment.kerala.gov.in/dashboard/operators

EEE - Testing  
TEE Neyyattinkara

Idle timeout in 14:40 Arumaraj J C as OPERATOR Help

Process Operations Additions Migration OC

**Dashboard**

- 110,093 Total Live Register
- 43,549 Total Male Registrants
- 69,919 Total Female Registrants
- 1 Total Other Registrants
- 5 Total Data Entered By Me

**Actions**

- Process**
  - Backlog Data Entry
  - Offline Ex-Service Registration
  - Offline Camp Registration
  - Offline Exchange Down
  - Fresh Candidate Registration
  - Renewal Backlog Entry
  - Renewal of Registration
  - Transfer Request
  - Re-Registration-Other Exchange
- Operations**
  - View Any JobSeeker
  - Initiate Requisitions
- Additions**
  - Additions
  - Offline Additions
- Migration**
  - Dead Register Search

Click Offline Addition

#1 Antivirus in 2020!  
Protect Your Files and System!  
www.4shared.com

Employment@KERALA | HOME X

www.test.employment.kerala.gov.in/pro/view/offline-additions

EEE - Testing  
TEE Noyyattinkara

Idle timeout in 14:48 Arumaraj J C as OPERATOR Help

Process Operations Additions Migration OC

### Additions

Please enter Registration Number \*

41-16/356

#### Details of Selected Candidate

Candidate Name	: SHANAVAS S
Date Of Birth	: 20-09-1995
Gender	: Male
Caste	: Muslim
Address	: THAZHE VEETTU VILAKAM,VIZHINJAM,
Registrations(Reg No (Status - New registration number if available)	: 41-16/356(LIVE )
Is Priority	: No
Is PH	: No

#1 Antivirus in 2020! Protect Your Files and System! www.4shared.com

Enter Registration Number and Go

Employment@KERALA | JOBS | X

www.tes.temployment.kerala.gov.in/reg/d/d/

Qualification Details - SHANAVAS S - 41-160366 - TEE Neyyattinkara ( 1481554 - 19 )

Qualification Level \*  
 -- Select Qualification Level --

Seniority Time \*  
 28-05-2020 08:19 PM

Save Save & Close X Close

All your qualifications must be entered before locking to avoid unnecessary delay while filling Employment Details for the position.  
 ENTRY WITHOUT CORRECT CERTIFICATE NUMBER IS HIVAL TO CLAIM OF SENIORITY BEFORE THE DATE OF ISSUE OF CERTIFICATE IS NOT ADMISSIBLE.

Sl.No	Qualification	Specialisation Subject	Medium Of Instruction	Proficiency	Percentage	Year of Pass	Seniority	Actions
1	SSLC-NEW SCHEME	Not Available	MALAYALAM	NA	0	12	29-03-2016	Already approved Lockout view more
2	HSC (Plus 2)	COMMERCE (S)	ENGLISH	NA	Nil	2018	16-04-2019	Already approved Lockout view more

NO RECORD

Ex-Serviceman Details

Other Priorities

Language Known

Caste Details

Training Details

Skill Details

Disability Details

Achievement(s) Details

Physical Measurements

Bank Account Details

Request for Transfer

DIRECTORATE RENEWAL

STEP 3: Submission Details

Enter Qualification level and Seniority Time

All Other process is same as in the Addition module

## 2. Verifier level

Click Offline addition verify all the fields and click overall verification-process of all other field is same as in addition module

## 2. Approver level

Click Offline addition Approve all the fields and click overall Approval all other field is same as in addition module

## IX- TRANSFER OF REGISTRATION

### 1. Operator Level

#### INITIATE TRANSFER REQUEST

Steps to be followed for Transfer of Registration in from other Exchange. Firstly we have to **initiate** transfer request.

To initiate transfer request take the following steps

- Open Browser Fire Fox. Then Type Employment online web site address in **'Address Bar'**

Type [www.eemploment.kerala.gov.in](http://www.eemploment.kerala.gov.in)

➤ Log in to **EEE** site.

The image shows a browser window displaying the login page for the National Employment Services Keralam (EEE) website. The browser's address bar shows the URL `test.employment.kerala.gov.in/usr/nics/login`. The page header includes navigation links for Home, JobSeeker, Employer, Renewal, Special Renewal, and Log In. The main header features the logo for National Employment Services Keralam and the text "e - Employment Exchange - Testing".

The login form is titled "Sign in to start your session" and contains the following fields and elements:

- An input field for "Enter User Name/Email Address" containing the text "354482". A callout bubble points to this field with the text "Type your PFN".
- An input field for "Enter Password" containing five dots. A callout bubble points to this field with the text "Type Your Password".
- A security warning: "This connection is not secure. Logins entered here could be compromised. Learn More".
- Two buttons: a blue "Sign in" button and a green "Home" button.
- A link for "Forgot password?".

A callout bubble points to the "Sign in" button with the text "Click here to sign in".



## Select Operator Level

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/dashboard/multi-dashboard`. The page title is "EEE - Testing" and the logo is "e-Employment Exchange TEE Chavakkadu". The user is logged in as "Abdul Majeed E S as OPERATOR". The "Select Your Role" section contains four buttons:

- Operate as Exchange Operator (TEE Chavakkadu)
- Operate as Verifier (TEE Chavakkadu)
- Operate as Approver (TEE Chavakkadu)
- Operate as Exchange Admin (TEE Chavakkadu)

A callout bubble labeled "Select Operator Menu" points to the "Operate as Exchange Operator" button.

## ➤ Open Process Menu

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/dashboard/operators`. At the top, there is a notification bar indicating "1,300 Total Data Entered By Me". Below this is a section titled "Actions" which contains a grid of menu items categorized into four columns: Process, Operations, Additions, and Migration.

Process	Operations	Additions	Migration
<ul style="list-style-type: none"><li>• Backlog Data Entry</li><li>• Offline Ex-Service Registration</li><li>• Offline Camp Registration</li><li>• Offline Exchange Down</li><li>• Fresh Candidate Registration</li><li>• Renewal Backlog Entry</li><li>• Renewal of Registration</li><li>• Transfer Request</li><li>• Re-Registration-Other Exchange</li><li>• Add Employer</li><li>• Directorate Renewal Request</li><li>• Request For Change</li><li>• Request For Change Status</li><li>• Quick Entry</li><li>• Quick Entry status</li><li>• Quick Entry Completion List</li><li>• Seniority List - Appeal Registration</li><li>• Special Renewal Register</li></ul>	<ul style="list-style-type: none"><li>• View Any JobSeeker</li><li>• Initiate Requisitions</li></ul>	<ul style="list-style-type: none"><li>• Additions</li><li>• Offline Additions</li></ul>	<ul style="list-style-type: none"><li>• Dead Register Search</li></ul>

A red callout bubble points to the "Transfer Request" item in the Process column, with the text "Click Transfer Request" inside it.

➤ Select **The District** of the existing registration, then **Office** and then **type Registration number** in the given box. Then click **'Go'** The window opened now will be as follows:

Employment@KERALA | HOME X

test.employment.kerala.gov.in/pro/opr/transferRequest

Thrissur

Select Exchange \*

Town Employment Exchange, Irinjalkkuda

Please enter Unique Id/Registration Number/Email/Username \*

76-2017/2745

Go!

Select office

Select district of existing registration

Click here

Enter Reg. NO

Details of Selected Candidate

Candidate Name	: AISWARYA P C
Date Of Birth	: 05-03-2000
Gender	: Female
Address	: PUTHUKKATTIL HOUSE, THRAVANKAD PULLUR, THRISSUR, 6 80683
Caste	: Viswakarmas
Registrations(Reg No (Status - New registration number if available)	: -
Current Renewal Due	: Jun-2020
Reg. Mode	: Fresh Candidate
Is Priority	: No
Is PH	: No

View Jobseeker Initiate Transfer Request

Then click on **'Initiate transfer request'**

6. In this MENU, fill the new details from the application.

Existing Details	
Candidate Name	: AISWARYA P C
Registration No.	: 76-2017/2745
Dob	: 05-03-2000
Exchange	: Town Employment Exchange, Irinjalakkuda
Address	: PUTHUKKATTIL HOUSE, THRAVANKAD PULLUR, THRISSUR, 6 80683
District	: Thrissur
LocalBody	: Muriyad
Ward	: THURAVANKADU

- Select new taluk, local body, village post office and ward
- Select new address proof
- Type new address
- Type address proof details
- Click save

Initiate Transfer Request Process is complete and the window will be closed...

## 2. VERIFIER LEVEL

### VERIFICATION OF TRANSFER REQUEST

- Change the Level from Operator to **Verifier** Level, if you are assigned. Or log in to EEE site and select **Verifier** Level.

The screenshot displays the EEE - Testing dashboard for TEE Chavakkadu. The dashboard includes a navigation bar with the EEE logo and the text 'EMPLOYMENT EXCHANGE TEE Chavakkadu'. The main content area is titled 'DashBoard' and features four large colored boxes representing registration statistics: 30,186 Total Live Register (blue), 9,798 Total Male Registrants (green), 22,247 Total Female Registrants (red), and 0 Total Other Registrants (dark blue). Below these is an orange box showing 1,388 Total Data Entered By Me. The 'Actions' section is divided into four columns: Process, Operations, Additions, and Migration. The Process column lists various registration and renewal actions. The Operations column includes 'View Any JobSeeker' and 'Initiate Requisitions'. The Additions column lists 'Additions' and 'Offline Additions'. The Migration column lists 'Dead Register Search'. A dropdown menu is open in the top right corner, showing the current role 'Operator(TEE Chavakkadu)' and the selected role 'Verifier(TEE Chavakkadu)'. A blue speech bubble with the text 'Select verifier' points to the 'Verifier' option in the dropdown. The browser address bar shows the URL 'test.employment.kerala.gov.in/dashboard/operators'.

Process	Operations	Additions	Migration
<ul style="list-style-type: none"><li>Backlog Data Entry</li><li>Offline Ex-Service Registration</li><li>Offline Camp Registration</li><li>Offline Exchange Down</li><li>Fresh Candidate Registration</li><li>Renewal Backlog Entry</li><li>Renewal of Registration</li><li>Transfer Request</li></ul>	<ul style="list-style-type: none"><li>View Any JobSeeker</li><li>Initiate Requisitions</li></ul>	<ul style="list-style-type: none"><li>Additions</li><li>Offline Additions</li></ul>	<ul style="list-style-type: none"><li>Dead Register Search</li></ul>

- Select 'Verify Transfer Request' from RTR menu

The screenshot shows the 'EEE - Testing' dashboard for 'TEE Chavakkadu'. The user is logged in as 'Abdul Majeed E S as VERIFIER'. The dashboard features several key metrics:

Metric	Value
Total Live Register	30,186
Total Male Registrants	9,798
Total Female Registrants	22,247
Total Other Registrants	0
Total Verified Count	39,526
Verification Pending	1,657
Verification Pending (after 60 days)	278
Transfer Request Verification Pending From This Exchange	7
Transfer Request Verification Pending To This Exchange	0

The 'RTR' menu is highlighted, and a callout box points to the 'Verify Transfer Request' option. The dashboard also includes an 'Actions' section with links for 'Verify', 'Operations', 'QE', and 'Additions'.

3. The Next Window will appear. From this window, Click 'Process' Button against the concerned applicant from the list, if there are more applicants to be verified. You can also view the details of applicant by clicking 'view' button.

Verify Transfer Requests

Sl.no.	Candidate Name	Reg no.	DOB	Old Exchange	Address	Ward	Reg Status	Action
1	ARJUN HARIDASAN	75-2017/2515	12-09-2001	Town Employment Exchange, Irinjakkuda	Valapad House Valapad PO	VALAPPAD CENTER	Live	<a href="#">View</a> <a href="#">Process</a>

Showing page 1/1 of 1 results

4. The new window will be opened. Verify all details, edit- if required and write remarks in the column given and click 'save & verify is ok' button.

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/rrt/viewTransfer`. The page title is "Transfer JobSeeker". The form contains the following fields:

- Destination Address: Valapad House Valapad PO
- Destination District: Thrissur
- Destination Taluk: Chavakkad
- Destination LocalBody: Valappad [ Panchayat ]
- Destination Village: Valapad
- Destination Ward: VALAPPAD CENTER
- Destination Post Office Name: Valapad S.O
- Destination Block: Thalikulam
- Address Proof Document: Fetch from DigiLocker, Your new Exchange : Town Employment Exchange, Chavakkadu
- Address Proof: Ration Card
- Address Proof Details: 46545656
- Remarks: (empty text area)

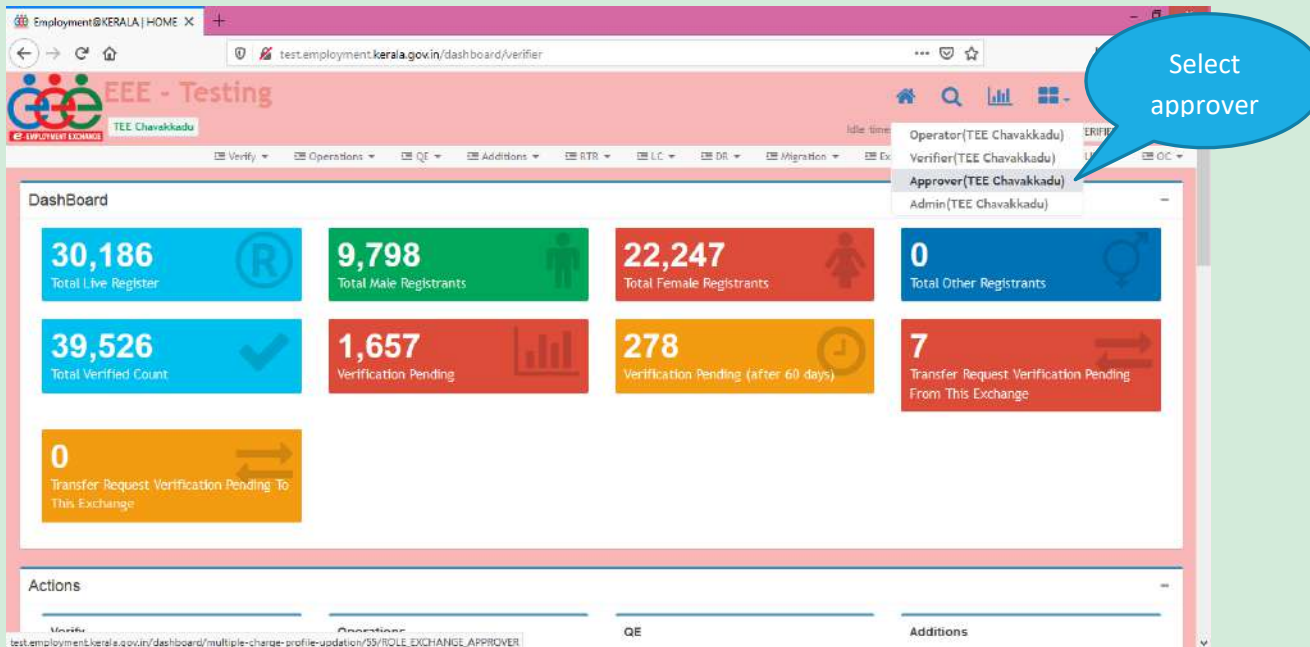
A blue callout bubble with the text "Click here" points to the "Save & Verify Is Ok" button at the bottom left of the form.

Verify process is now completed.....

### 3. APPROVAL LEVEL

#### APPROVAL OF TRANSFER REQUEST

- Change the Level from VERIFIER to **APPROVER** Level, if you have assigned. Or log in to the online site and select **APPROVER** Level



➤ Select 'Approve Transfer Request' from 'RTR' Menu

The screenshot shows the Employment@KERALA dashboard for an approver. The browser address bar is `test.employment.kerala.gov.in/dashboard/approver`. The dashboard header includes the logo, 'EEE - Testing', 'TEE Chavakkadu', and the user 'Abdul Majeed E S as APPROVER'. The navigation menu includes 'Approve', 'Operations', 'QE', 'Additions', 'RTR', 'LC', 'Migration', 'Extras', 'LIST', and 'OC'. The 'RTR' menu is expanded, showing options: 'Approve Transfer Requests', 'Approve Transfer Ins', 'Approve Transfer Outs', 'Status of Transfer Ins', and 'Status of Transfer Outs'. A blue callout bubble with the text 'Click here' points to the 'Approve Transfer Requests' option. The dashboard contains several metrics:

Metric	Value
Total Live Register	30,186
Total Male Registrants	9,798
Total Female Registrants	22,247
Total Other Registrants	0
Total Approved Count	39,356
Approval Pending	160
Approval Pending (after 60 days)	79
Transfer Request Approval Pending From This Exchange	0
Transfer Request Approval Pending To This Exchange	0

The 'Actions' section at the bottom shows 'Approve' as the selected action, with a URL `test.employment.kerala.gov.in/reg/rrt/viewTransfer` visible.

- The Next Window will appear. From this window click 'Process' Button of the concerned applicant from the list, if there are more applicants to be Approved. You can also view the details of applicant clicking 'view' button.

Approve Transfer Requests

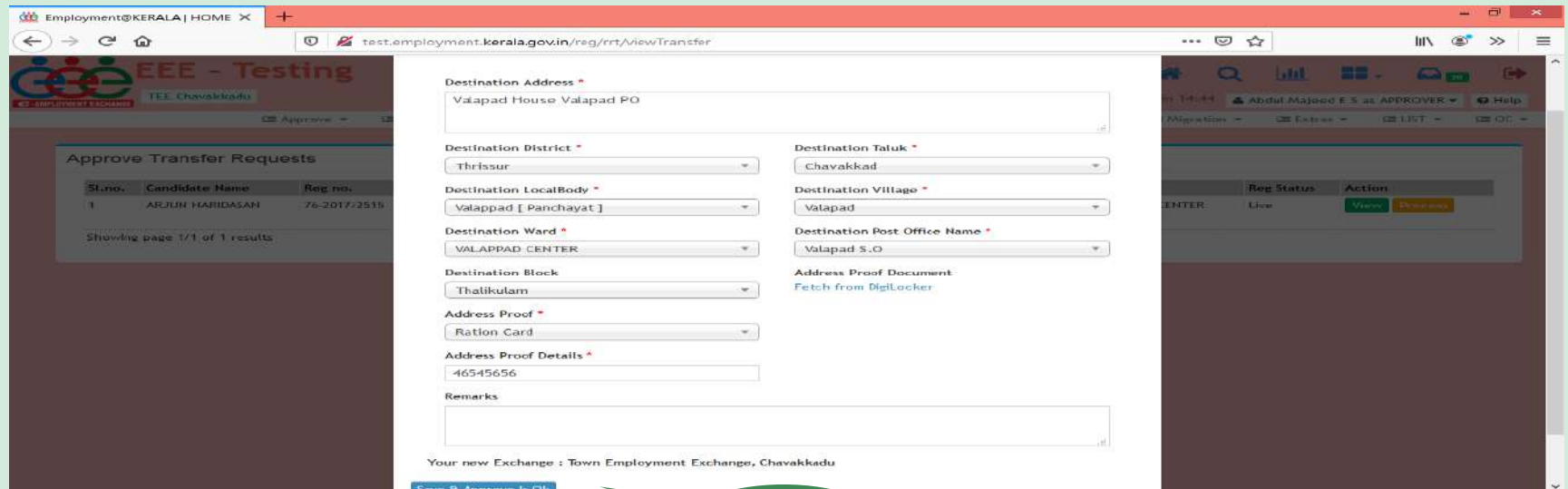
Sl.no.	Candidate Name	Reg no.	DOB	Old Exchange	Address	Ward	Reg Status	Action
1	ARJUN HARIDASAH	76-2017/2515	12-09-2001	Town Employment Exchange, Irinjalkkuda	Valapad House Valapad PO	VALAPPAD CENTER	Live	<a href="#">View</a> <a href="#">Process</a>

Showing page 1/1 of 1 results

Click here view details

Select process

- The new window will be opened. Compare all details, edit- if required and write remarks in the column given and click 'save & Approve is ok' button.



Process of Transfer Request is now complete.....

## 4. FORWARD TRANSFER REQUEST

- Change the Level from APPROVER Level to **ADMIN** Level, if you have assigned. Or **log in** to the online site and select **ADMIN** Level

The screenshot shows the Employment@KERALA dashboard. The user is logged in as 'Operator(TEE Chavakkadu)' with the role 'ADMIN'. A dropdown menu is open, showing the following options: 'Operator(TEE Chavakkadu)', 'Verifier(TEE Chavakkadu)', 'Approver(TEE Chavakkadu)', and 'Admin(TEE Chavakkadu)'. A blue callout bubble points to the 'Admin(TEE Chavakkadu)' option with the text 'Select Admin'.

Category	Count
Total Live Register	30,186
Total Male Regstrants	9,798
Total Female Regstrants	22,247
Total Other Regstrants	0
Total Verified Count	39,526
Total Approved Count	39,356
Verification Pending	1,657
Approval Pending	160
Verification Pending (after 60 days)	278
Approval Pending (after 60 days)	79
Verifiers Online	3
Approvers Online	2
Transfer Request Verification Pending From This Exchange	7
Transfer Request Verification Pending To This Exchange	0
Transfer Request Approval Pending From This Exchange	0
Transfer Request Approval Pending To This Exchange	0

➤ Select 'Forward Transfer Request' from 'RTR' Menu

The screenshot shows the 'EEE - Testing' dashboard for 'TEE Chavakkadu'. The user is logged in as 'Abdul Majeed E S as EXCHANGE ADMIN'. The dashboard features a navigation menu with 'RTR' selected, and a callout box pointing to the 'Forward Transfer Requests' option. The dashboard includes several key metrics:

Metric	Value
Total Live Register	30,186
Total Male Registrants	9,798
Total Female Registrants	0
Total Other Registrants	0
Total Verified Count	39,526
Total Approved Count	39,356
Verification Pending	1,657
Approval Pending	160
Verification Pending (after 60 days)	278
Approval Pending (after 60 days)	79
Verifiers Online	3
Approvers Online	2
Transfer Request Verification Pending From This Exchange	7
Transfer Request Verification Pending To This Exchange	0
Transfer Request Approval Pending From This Exchange	0
Transfer Request Approval Pending To This Exchange	0

- The Next Window will appear. From this window Click 'Process' Button of the concerned applicant from the list, if there are more applicants to be approved. You can also view the details of applicant clicking 'view' button.

Forward Transfer Requests

Sl.no.	Candidate Name	Reg no.	DOB	Old Exchange	Address	Ward	Reg Status	Action
1	ARJUN HARIDASAN	76-2017/2515	12-09-2001	Town Employment Exchange, Irinjalkuda	Valaped House, Valapad PO	VALAPPAD CENTER	Live	<a href="#">View</a> <a href="#">Process</a>

Showing page 1/1 of 1 results

- The new window will be opened. Compare all details, edit if required and write remarks in the column given and click 'Forward' button. If details are incorrect it can be rejected clicking 'Reject' button.

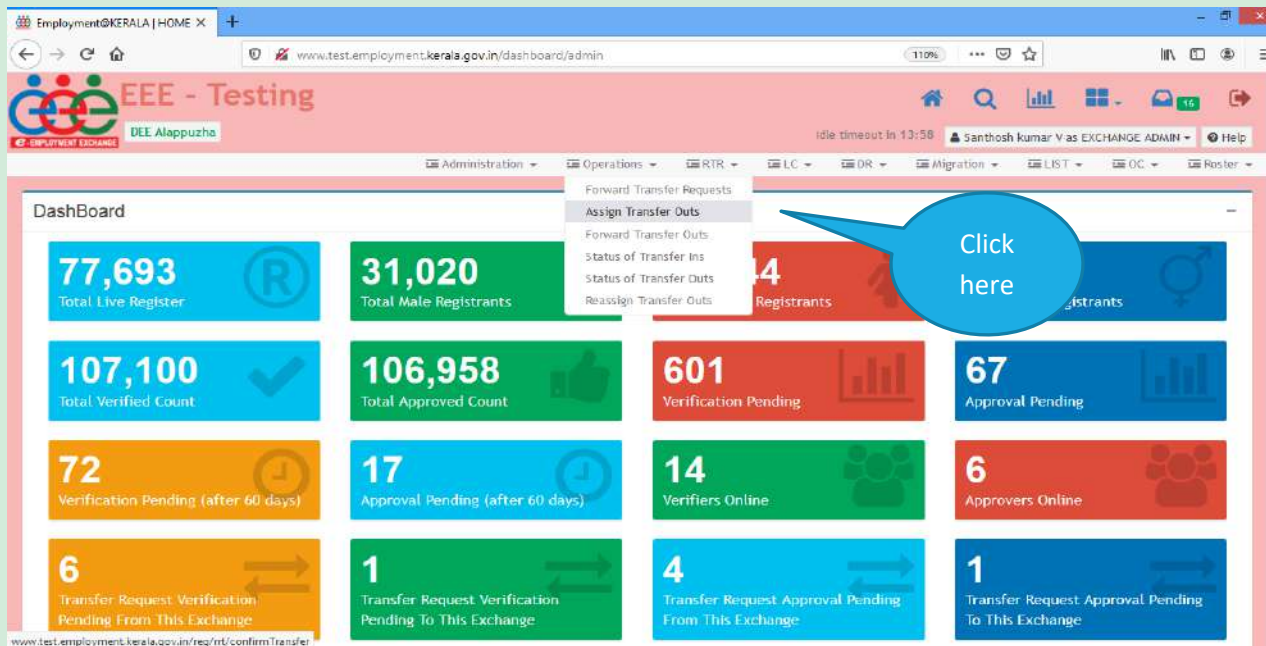
Click here if incorrect

Click here if correct

Forward process of Transfer Request is now completed.....

## 5. PROCESS OF TRANSFER OUT

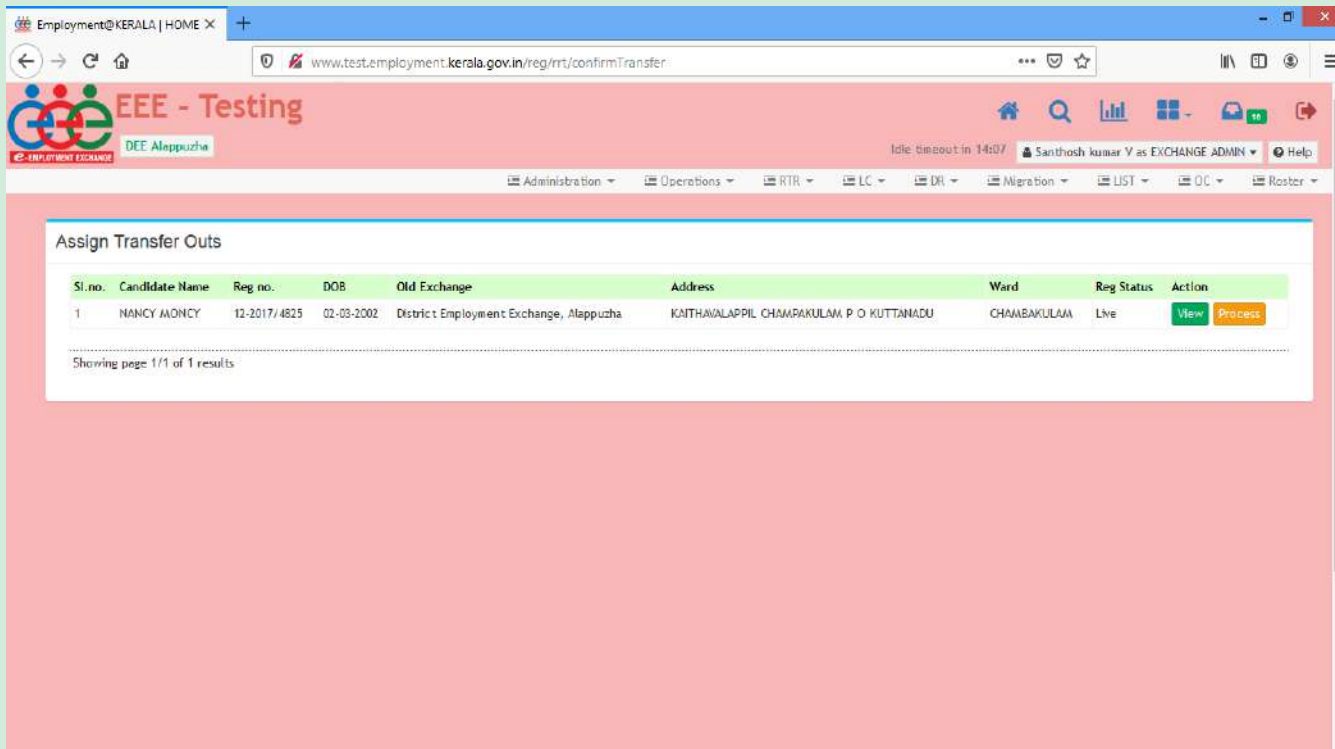
After the Transfer request is forwarded from Destination Exchange Admin, the Admin of Source Exchange will receive this request in **Assign Transfer Out** option in **RTR** menu



The screenshot displays the 'EEE - Testing' dashboard for an 'EXCHANGE ADMIN'. The 'RTR' menu is open, and the 'Assign Transfer Outs' option is highlighted. A blue callout bubble points to this option with the text 'Click here'. The dashboard includes various metrics such as Total Live Register (77,693), Total Male Registrants (31,020), Total Verified Count (107,100), and Total Approved Count (106,958).

Metric	Value
Total Live Register	77,693
Total Male Registrants	31,020
Total Verified Count	107,100
Total Approved Count	106,958
Verification Pending	601
Approval Pending	67
Verification Pending (after 60 days)	72
Approval Pending (after 60 days)	17
Verifiers Online	14
Approvers Online	6
Transfer Request Verification Pending From This Exchange	6
Transfer Request Verification Pending To This Exchange	1
Transfer Request Approval Pending From This Exchange	4
Transfer Request Approval Pending To This Exchange	1

Click on the **Process** button of the concerned job seeker from the displayed list



➤ The following screen will appear. Select the concerned section and click on **Assign** Button

CHAMPAKULAM P O  
KUTTANADU

Destination District \*  
Alappuzha

Destination Taluk \*  
Kuttanad

Destination LocalBody \*  
Champakkulam [ Panchayat ]

Destination Village \*  
Champakulam

Destination Ward \*  
CHAMBAKULAM

Destination Post Office Name \*  
Champakulam S.O

Destination Block  
Champakkulam

Address Proof \*  
Ration Card

Address Proof Document  
Fetch from DigLocker

Address Proof Details \*  
1812581235

Remarks

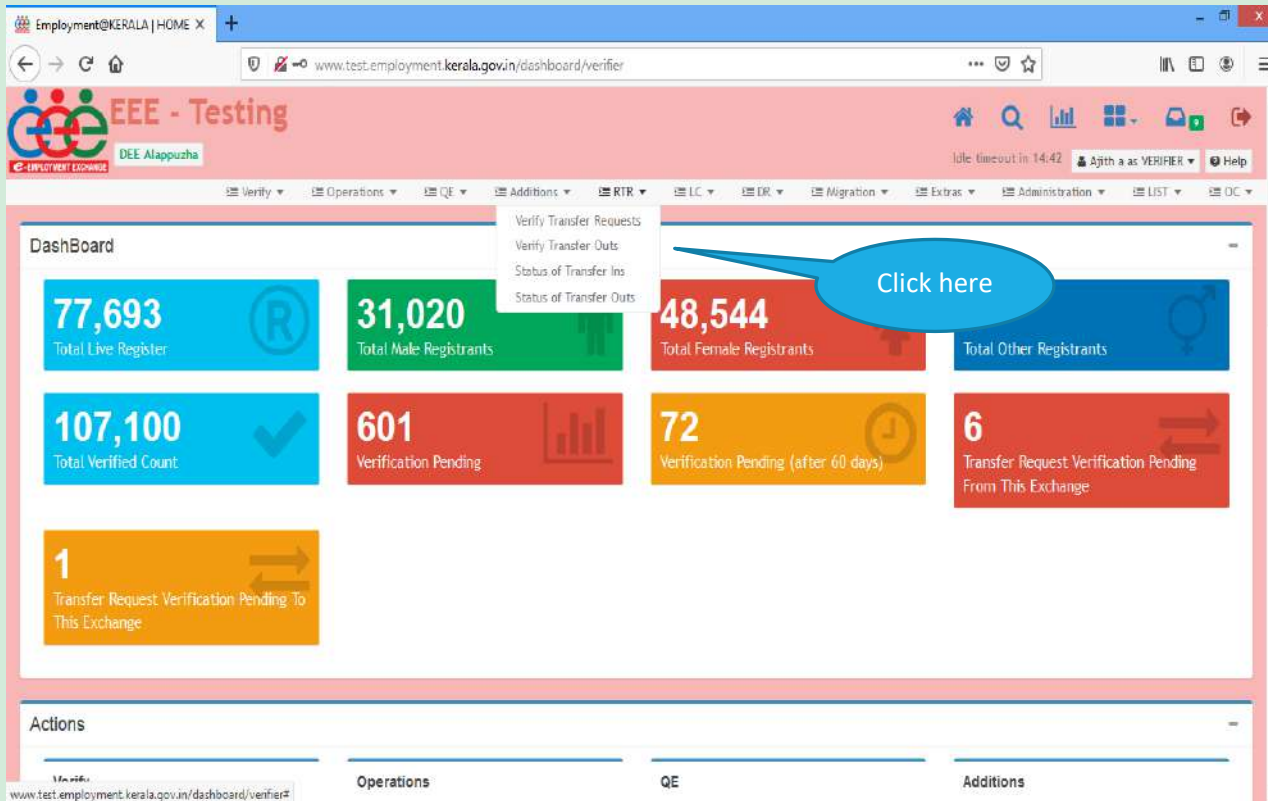
Assign To \*  
Ajith a

Your new Exchange : Town Employment Exchange, Kuttanad

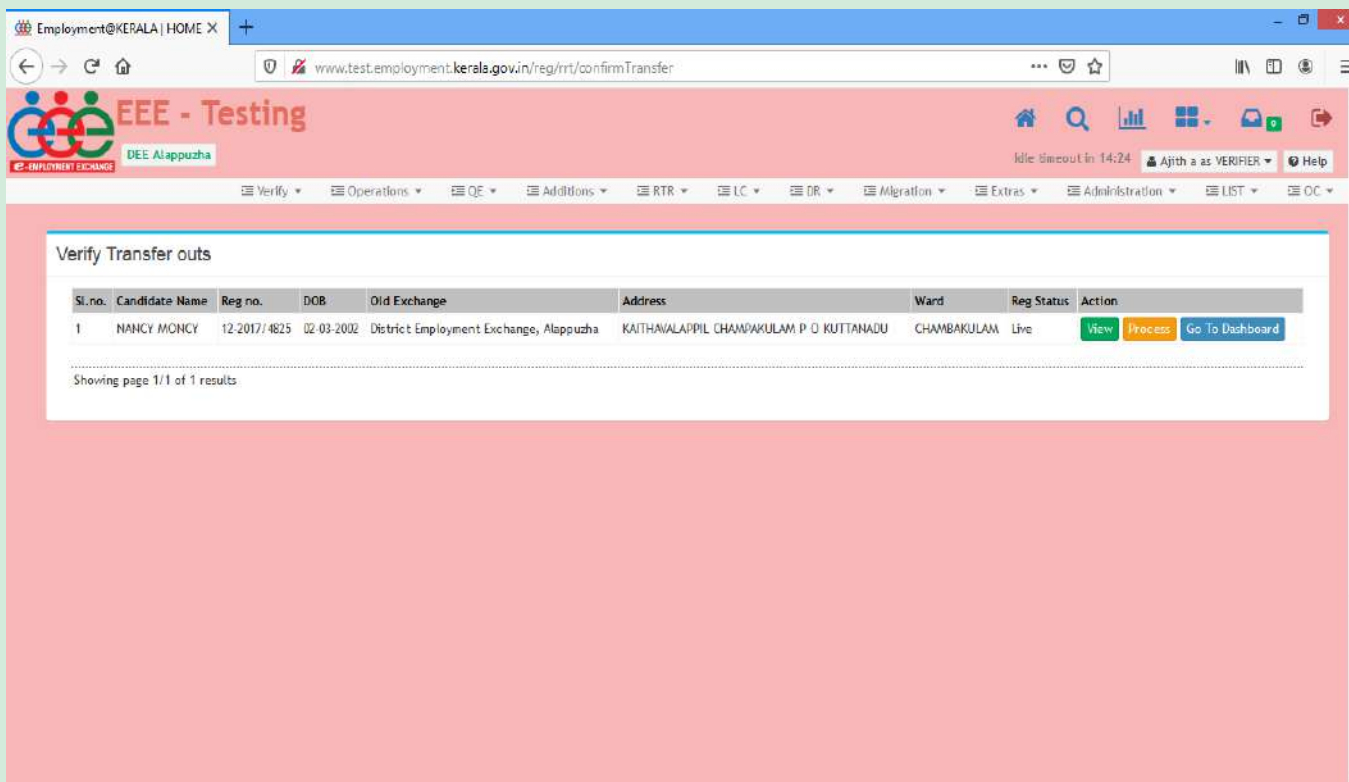
**Assign**

➤ Now the applicant is available in verifier level...

➤ In verifier level select verify Transfer Out from RTR menu



- After checking the details of candidates as per X1, if editing is necessary, click **Go To Dashboard** button and after correction click on **Process** button



- Verify the details of the jobseeker and click on **verify** button

The screenshot shows a web browser window with the URL [www.test.employment.kerala.gov.in/reg/rrt/confirmTransfer](http://www.test.employment.kerala.gov.in/reg/rrt/confirmTransfer). The page title is "Transfer JobSeeker". The form contains the following fields:

- Destination Address \***: KAITHAVALAPPIL, CHAMPAKULAM P O, KUTTANADU
- Destination District \***: Alappuzha
- Destination Taluk \***: Kuttanad
- Destination LocalBody \***: Champakkulam [ Panchayat ]
- Destination Village \***: Champakulam
- Destination Ward \***: CHAMBAKULAM
- Destination Post Office Name \***: Champakulam S.O
- Destination Block**: Champakkulam
- Address Proof \***: Ration Card
- Address Proof Document**: Fetch from DigLocker, Your new Exchange : Town Employment Exchange, Kuttanad
- Address Proof Details \***: 1812581235
- Remarks**: (Empty text area)

A blue callout bubble with the text "Click here" points to the "Verify" button at the bottom left of the form.

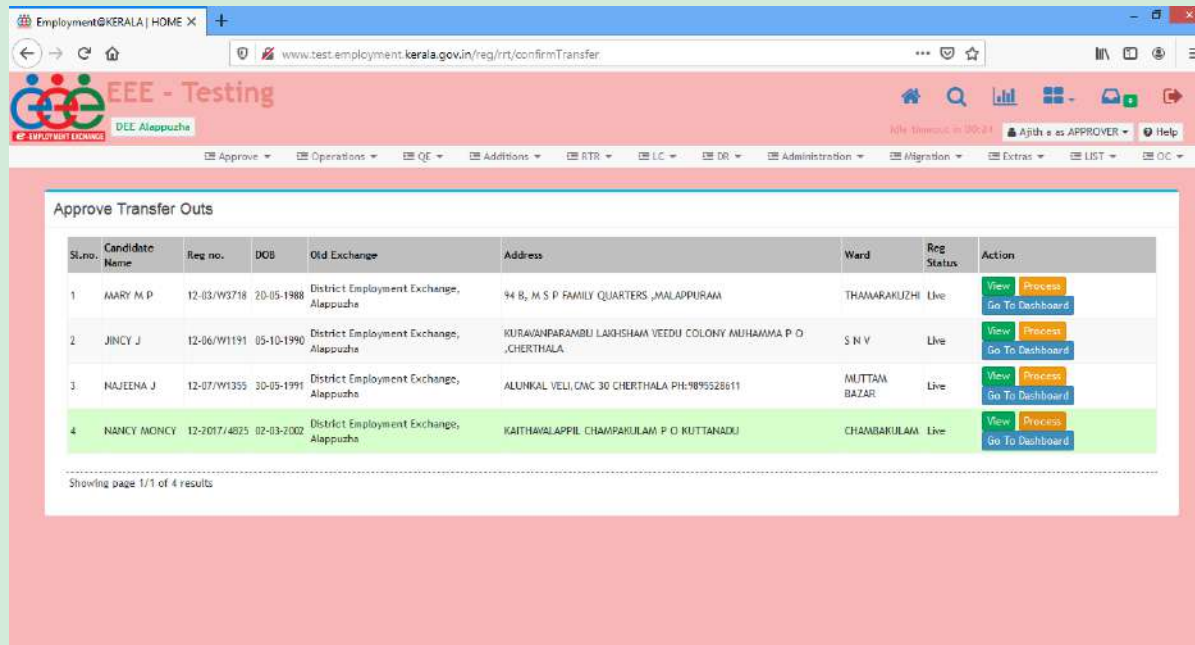
- In Approver level click on Approve Transfer Outs from RTR menu

The screenshot shows the 'EEE - Testing' dashboard for an Approver user. The dashboard includes several key metrics:

- Total Live Register: 77,693
- Total Male Registrants: 31,020
- Total Female Registrants: 10,374
- Total Other Registrants: 1
- Total Approved Count: 106,958
- Approval Pending: 67
- Approval Pending (after 60 days): 17
- Transfer Request Approval Pending From This Exchange: 4
- Transfer Request Approval Pending To This Exchange: 1

The 'RTR' menu is open, showing options: Approve Transfer Requests, Approve Transfer Ins, Approve Transfer Outs, Status of Transfer Ins, and Status of Transfer Outs. A blue callout bubble points to the 'Approve Transfer Outs' option with the text 'Click here'.

- Click on the **Process** button of the concerned job seeker from the displayed list



- After clicking **Process** button, details of jobseeker, to be transferred, is displayed
- Click the **Approve** button. If the details given are not correct, it can be rejected

The screenshot shows the 'Approve Transfer Outs' interface on the Employment@KERALA portal. On the left, a table lists candidates for transfer. The main area contains a form for providing destination details and address proof. The 'Approve' button is highlighted in green.

Sl.no.	Candidate Name	Reg no.	DOB
1	MARY M P.	12-03/W3718	20-05-1988
2	JINCY J	12-06/W1191	05-10-1990
3	NAJEENA J	12-07/W1355	30-05-1991
4	NANCY MONCY	12-2017/4825	02-03-2002

Showing page 1/1 of 4 results

**Destination Address \***  
 KATTHAVALAPPIL  
 CHAMPAKULAM P O  
 KUTTANADU

**Destination District \*** Alappuzha

**Destination Taluk \*** Kuttanad

**Destination LocalBody \*** Champakkulam [ Panchayat ]

**Destination Village \*** Champakulam

**Destination Ward \*** CHAMBAKULAM

**Destination Post Office Name \*** Champakulam S.O

**Destination Block** Champakkulam

**Address Proof \*** Ration Card

**Address Proof Document**  
[Fetch from DigLocker](#)

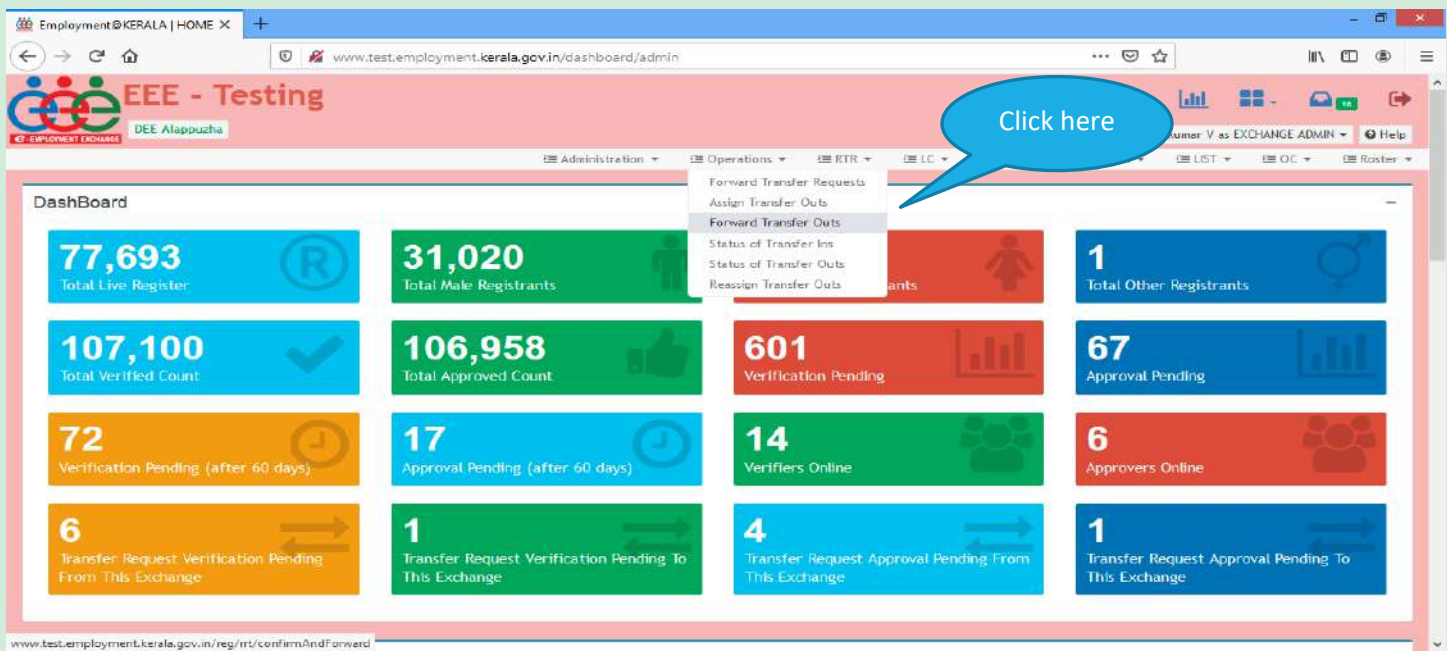
**Address Proof Details \***  
 1812581235

**Remarks**

Your new Exchange : Town Employment Exchange, Kuttanad

**Approve** **Reject** **verified**

➤ In Admin Level click **Forward Transfer Outs** From **RTR** menu



- Click on the **Process** button of the concerned job seeker from the displayed list

The screenshot shows a web browser window with the URL [www.test.employment.kerala.gov.in/reg/rvt/confirmAndForward](http://www.test.employment.kerala.gov.in/reg/rvt/confirmAndForward). The page displays a table of job seekers with the following columns: S.No, Name, Registration No., Date of Birth, District, Office Name, Address, Status, and Action. The 'Process' button is highlighted in green for the selected row.

S.No	Name	Registration No.	Date of Birth	District	Office Name	Address	Status	Action
11	SHINY V A	12-01/W2150	20-03-1983	District Employment Exchange, Alappuzha	KRISHNALAYAM PATHIYOOR PO	PATHIYOOR WEST	Live	<a href="#">View</a> <a href="#">Process</a>
12	SAJANA RAJA	12-05/W3716	04-04-1989	District Employment Exchange, Alappuzha	SARVARI MANZIL THURUVOOR P O CHERTHALA PH:7293971048	OFFICE WARD	Live	<a href="#">View</a> <a href="#">Process</a>
13	SELI C	12-94/W4329	28-04-1976	District Employment Exchange, Alappuzha	THEKKEPARAMBIL VALIYALIN CHODU KUMARANALLOOR PO KOTTAYAM 686016	KUMARANALLOOR T	Live	<a href="#">View</a> <a href="#">Process</a>
14	AMBIY A P	12-07/W3980	18-04-1991	District Employment Exchange, Alappuzha	KUNNATHUVELY S N PURAM P O CHERTHALA PH:9961316250	KOOTTUVELY	Live	<a href="#">View</a> <a href="#">Process</a>
15	ANEESHA MOL A	12-09/W2214	27-03-1993	District Employment Exchange, Alappuzha	KTTUPALLICHIRA KAINAKARY P O ALAPPUZHA	KUPPAPPURAM	Live	<a href="#">View</a> <a href="#">Process</a>
16	TRESIYAMMA GEORGE K	12-98/W1511	23-06-1979	District Employment Exchange, Alappuzha	PUTHAN VEEDU KUTTAMANGALAM P O KAINAKARY	KUTTAMANGALAM W	Live	<a href="#">View</a> <a href="#">Process</a>
17	SREEJAMOL S	12-99/W4589	22-05-1982	District Employment Exchange, Alappuzha	MANALODICHIRA, KUTTAMANGALAM P O KAINAKARY	KUTTAMANGALAM W	Live	<a href="#">View</a> <a href="#">Process</a>
18	NANCY MONCY	12-2017/4825	02-03-2002	District Employment Exchange, Alappuzha	KAITHALAPPIL CHAMPARULAM P O KUTTANADU	CHAMBAKULAM	Live	<a href="#">View</a> <a href="#">Process</a>

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National Employment Services (Kerala) The Official Web Portal of GOVT. OF KERALA india.gov.in The national portal of India MYS GOV Great Governance with Your Partnership NMC NATIONAL INFORMATICS CENTRE

Employment Directorate, 8th Floor, Thezhil Bhavan, Vilas Bhavan P.O., Thiruvananthapuram, Kerala, India - 695 033  
Phone: +91 471 2301249, +91 471 2301389, Fax: +91 471 2304246, E-mail: [doer.emp.ltr@kerala.gov.in](mailto:doer.emp.ltr@kerala.gov.in),  
All rights reserved © Employment Directorate. Copyrights, Developed & Maintained by NIC Kerala State Centre,  
GO GREEN 569 Version: 5.3.0-903

- If the details are correct, click on **Confirm & Forward** button

CHAMPAKULAM P O  
KUTTANADU

Destination District \*  
Alappuzha

Destination LocalBody \*  
Champakulam [ Panchayat ]

Destination Ward \*  
CHAMBAKULAM

Destination Block  
Champakulam

Address Proof \*  
Ration Card

Address Proof Details \*  
1812581235

Remarks

Destination Taluk \*  
Kuttanad

Destination Village \*  
Champakulam

Destination Post Office Name \*  
Champakulam S.O

Address Proof Document  
Fetch from DigiLocker

Your new Exchange : Town Employment Exchange, Kuttanad

**Confirm & Forward** **Reject**

Click here

Forwarded successfully!

Forward Transfer Outs

Sl.no.	Candidate Name	Reg no.	DOB	Old Exchange	Address	Ward	Reg Status	Action
1	SHINY V A	12-01/W2150	20-03-1983	District Employment Exchange, Alappuzha	KRISHNALAYAM PATHIYOOR PO	PATHIYOOR WEST	Live	<a href="#">View</a> <a href="#">Process</a>
2	SELVI C	12-94/W4329	28-04-1976	District Employment Exchange, Alappuzha	THEKKEPARAMBIL VALIYALIN CHODU KUMARANALLOOR PO KOTTAYAM 686016	KUMARANALLOOR T	Live	<a href="#">View</a> <a href="#">Process</a>
3	AMBILY A P	12-07/W3980	18-04-1991	District Employment Exchange, Alappuzha	KUNNATHUVELY S N PURAM P O CHERTHALA PH:9961316250	KOOTTUVELY	Live	<a href="#">View</a> <a href="#">Process</a>
4	ANEESHA MOL A	12-09/W2214	27-03-1993	District Employment Exchange, Alappuzha	KTTUPALLICHIRA KAINAKARY P O ALAPPUZHA	KUPPAPPURAM	Live	<a href="#">View</a> <a href="#">Process</a>
5	TRESIYAMMA GEORGE K	12-98/W1511	23-06-1979	District Employment Exchange, Alappuzha	PUTHAN VEEDU KUTTAMANGALAM P O KAINAKARY	KUTTAMANGALAM W	Live	<a href="#">View</a> <a href="#">Process</a>

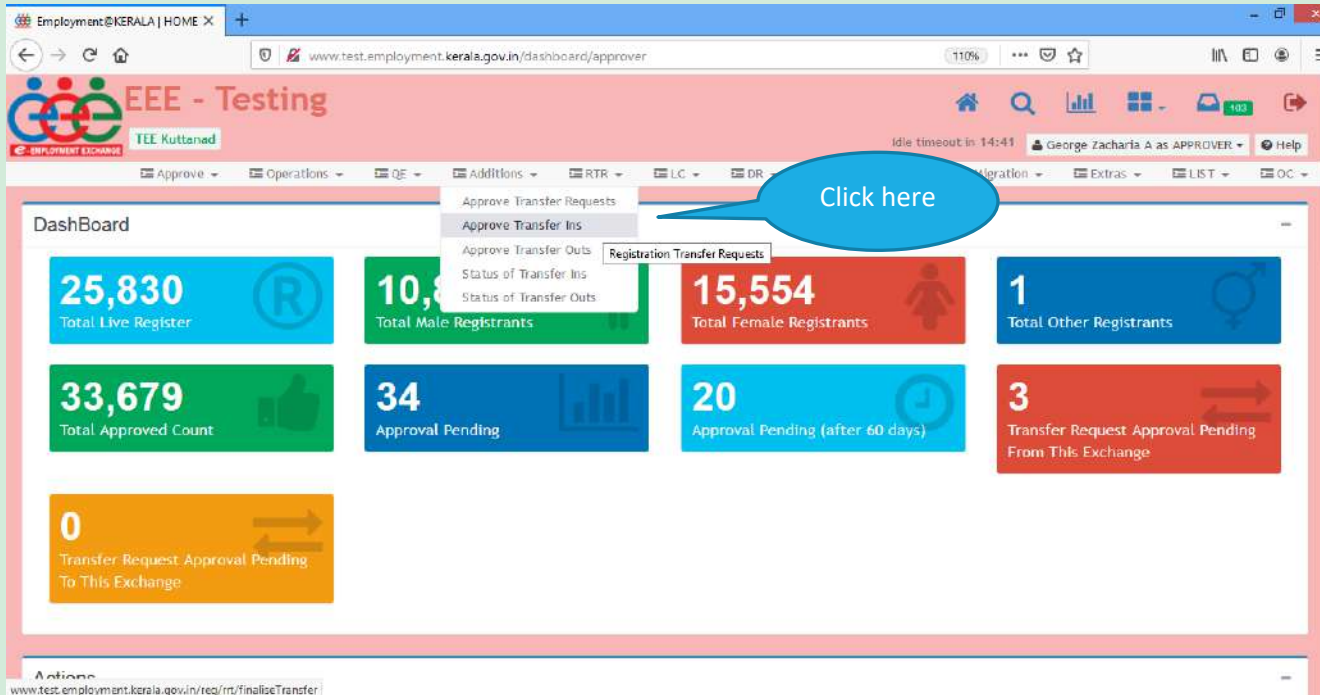
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It means that the process is completed

## 6. Process of Transfer INS

- In Approver level Click on Approve Transfer Ins from RTR menu



- Click on the **Process** button of the concerned job seeker from the displayed list

The screenshot shows a web browser window with the URL [www.test.employment.kerala.gov.in/reg/rnt/finaliseTransfer](http://www.test.employment.kerala.gov.in/reg/rnt/finaliseTransfer). The page title is "Approve Transfer Ins". It features a table with the following columns: Sl.no., Candidate Name, Reg no., DOB, Old Exchange, Address, Ward, Reg Status, and Action. The table contains three rows of data. The third row is highlighted in green, and a blue callout bubble points to its "Process" button.

Sl.no.	Candidate Name	Reg no.	DOB	Old Exchange	Address	Ward	Reg Status	Action
11	SUNIMOL P S	12-92/W2115	16-04-1977	District Employment Exchange, Alappuzha	PUTHEN PARAMBU P ADAHARAM THAKAZHY-688562	PADAHARAM	Live	<a href="#">View</a> <a href="#">Process</a>
12	SYAMALA T K	61-95/W4430	17-03-1977	Town Employment Exchange, Chengannur	MARATHUSSERY KAVALAM P O KUNNUMMA	KAVALAM WARD	Live	<a href="#">View</a> <a href="#">Process</a>
13	SREEJAMOL S	12-99/W4589	22-05-1982	District Employment Exchange, Alappuzha	MANALODICHIRA, KUTTAMANGALAM P O KAINAKARY	KUTTAMANGALAM W	Live	<a href="#">View</a> <a href="#">Process</a>

Showing page 2/2 of 13 results

Page#  Go << < 1 > >>

Click here

- Details of the Transferred Jobseeker will be displayed .If the details are correct click on **Finalize** Button or it can be rejected clicking **Reject** Button

The screenshot displays the 'Approve Transfer Ins' interface. On the left, a table lists candidates:

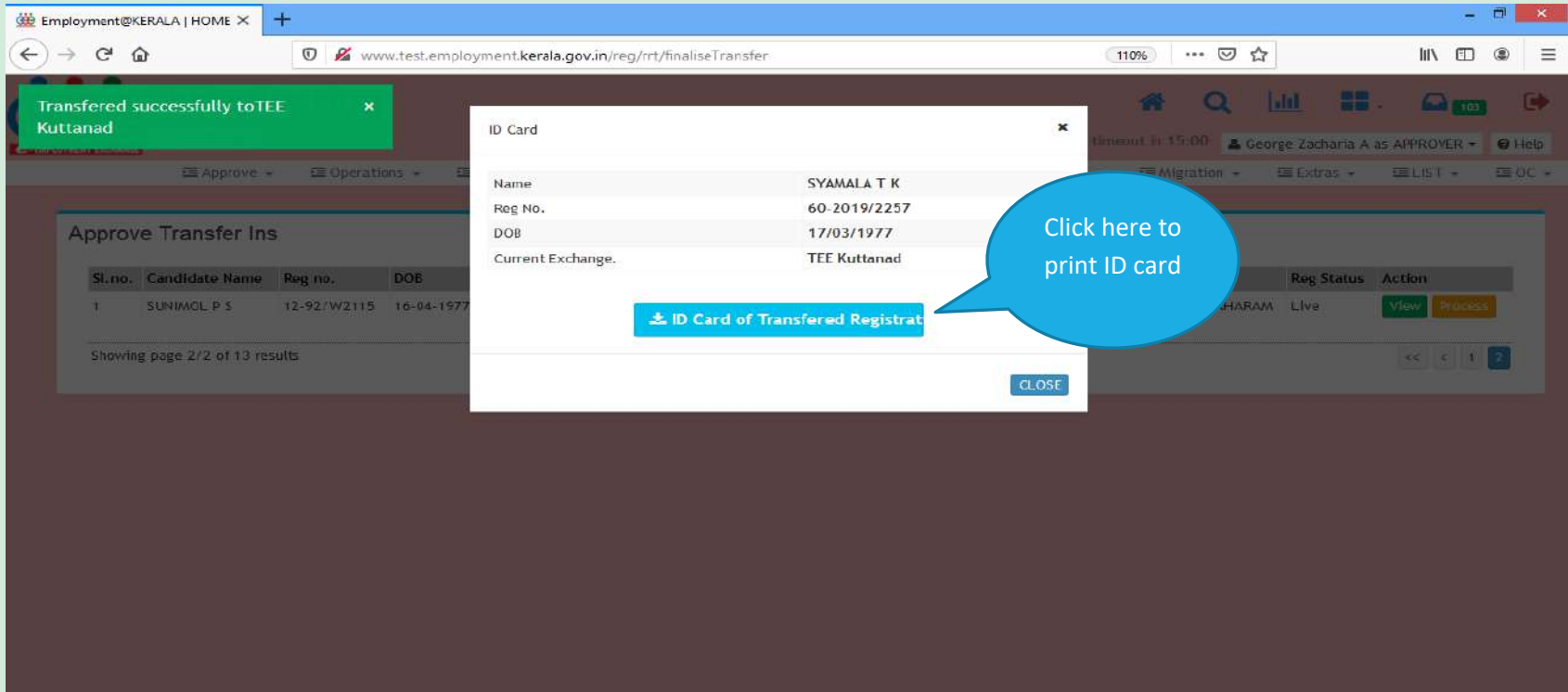
Sl.no.	Candidate Name	Reg no.	DC
11	SUNIMOL P S	12-92/W2115	10
12	SYAMALA T K	61-95/W4430	17
13	SREEJAMOL S	12-99/W4589	22

The main form contains the following fields:

- Destination District: Alappuzha
- Destination Taluk: Kuttanad
- Destination LocalBody: Kainakary [ Panchayat ]
- Destination Village: Kainakary
- Destination Ward: KUTTAMANGALAM W
- Destination Post Office Name: Kuttamangalam B.O
- Destination Block: ---Select Block-----
- Address Proof: Ration Card
- Address Proof Details: 1419011671
- Remarks: (Empty text area)

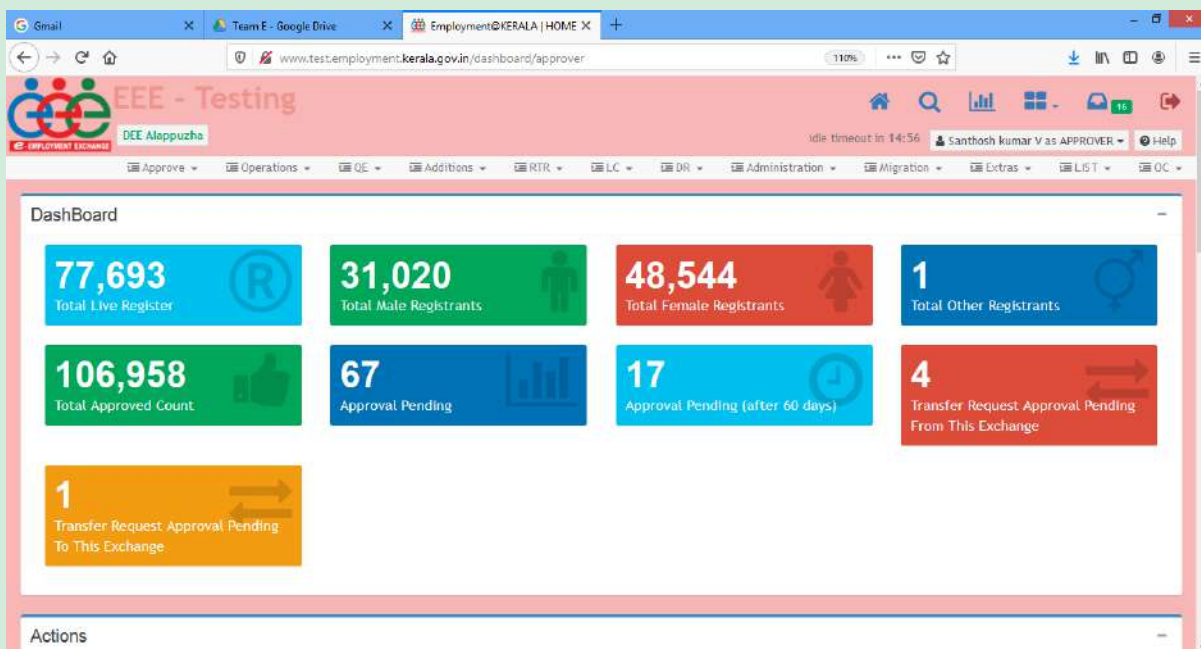
At the bottom, the text reads: "Your new Exchange : Town Employment Exchange, Kuttanad". Below this are buttons for "Finalise", "Reject", "Is Confirmed", and "Approved".

- The Process is completed, New Registration number will be displayed and can print ID card

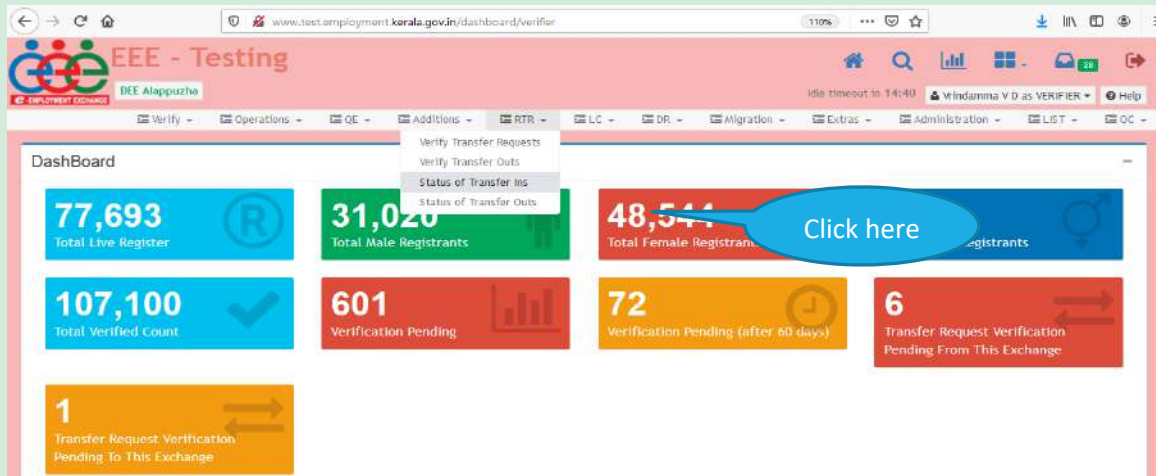


## 7. Status of Registration Transfer Request

- We can see Pending Level of **Transfer IN** and **OUT** in any level except Operator level as in the following figure



➤ Click on **Status of Transfer In** in **RTR** menu



➤ We can see the progress of Status of Transfer Ins

The screenshot shows the 'Status Of Transfer Ins' table. The table has columns for Candidate Name, Old Regno., Current Regno., DOB, Confirmed, New Exchange, Request Received, Request Approved, Request Forwarded, Old Exchange, Verified, Approved, Confirm B Forward, Transferred, Rejected, and Action. The first row is highlighted in green and shows 'SHAHANAS S' with a status of 'Approved By : Sajeev M'.

#	Candidate Name	Old Regno.	Current Regno.	DOB	Confirmed	New Exchange	Request Received	Request Approved	Request Forwarded	Old Exchange	Verified	Approved	Confirm B Forward	Transferred	Rejected	Action
201	SHAHANAS S	12-08/W3812	12-08/W3812	30-11-1990	05-08-2019	TEE Kuttanad	06-08-2019	06-08-2019	06-08-2019	DEE Alappuzha	-	Approved By : Sajeev M	-	-	-	View
202	TRESIYAMMA GEORGE K	12-98/W1511	12-98/W1511	23-06-1979	05-08-2019	TEE Kuttanad	06-08-2019	06-08-2019	06-08-2019	DEE Alappuzha	09-08-2019	16-08-2019	-	-	-	View
203	SREEJANGL S	12-99/W4589	60-2019/2256	22-05-1982	05-08-2019	TEE Kuttanad	06-08-2019	06-08-2019	06-08-2019	DEE Alappuzha	08-08-2019	16-08-2019	03-12-2019	03-12-2019	-	View
204	BIGI JOSEPH	62-06/W2860	62-06/W2860	22-12-1987	05-08-2019	TEE Kuttanad	06-08-2019	06-08-2019	06-08-2019	TEE Changanassery	-	-	-	-	-	View
205	BINDHU B	57-01/W5156	57-01/W5156	01-03-1978	05-08-2019	TEE Kuttanad	06-08-2019	06-08-2019	06-08-2019	TEE Kayamkulam	-	-	-	-	-	View
206	SAJITHA P P	57-04/W1696	57-04/W1696	02-05-1988	05-08-2019	TEE Kuttanad	06-08-2019	06-08-2019	06-08-2019	TEE Kayamkulam	-	-	-	-	-	View
207	NANCY MONCY	12-2017/4825	66-2019/2255	02-03-2002	03-12-2019	TEE Kuttanad	03-12-2019	03-12-2019	03-12-2019	DEE Alappuzha	03-12-2019	03-12-2019	03-12-2019	03-12-2019	-	View

Showing page 5/5 of 207 results

➤ Click on **Status of Transfer Outs** in **RTR menu**

The screenshot shows a web browser window with the URL [www.test.employment.kerala.gov.in/reg/rtt/listOutgoingRequest](http://www.test.employment.kerala.gov.in/reg/rtt/listOutgoingRequest). The page title is 'Status Of Transfer Outs'. A navigation menu at the top includes 'Approve', 'Operations', 'QE', 'Additions', 'RTR', 'LC', 'Migration', 'Extras', and 'LIST'. The 'RTR' menu is open, showing options: 'Approve Transfer Requests', 'Approve Transfer Ins', 'Approve Transfer Outs', 'Status of Transfer Ins', and 'Status of Transfer Outs'. A blue callout bubble with the text 'Click here' points to the 'Status of Transfer Outs' option. Below the menu is a table with columns: #, Candidate Name, Old Regno., Current Regno., DOB, Con, Request Received, Request Approved, Request Forwarded, Old Exchange, Verified, Approved, Confirm & Forward, Transferred, Rejected, and Action. The table contains 8 rows of data for various candidates.

#	Candidate Name	Old Regno.	Current Regno.	DOB	Con	Request Received	Request Approved	Request Forwarded	Old Exchange	Verified	Approved	Confirm & Forward	Transferred	Rejected	Action
1	MANJU K	-	65-2017/307	26-05-1979	15-03-2017	15-03-2017	15-03-2017	16-03-2017	TEE Kuttanad	23-03-2017	23-03-2017	17-05-2017	19-05-2017	-	View
2	SHEEBA P S	-	62-2017/268	25-05-1970	16-03-2017	16-03-2017	16-03-2017	16-03-2017	TEE Kuttanad	23-03-2017	23-03-2017	30-03-2017	18-04-2017	-	View
3	MOLIKUTTY P	-	62-2017/269	28-05-1969	16-03-2017	16-03-2017	16-03-2017	16-03-2017	TEE Kuttanad	23-03-2017	23-03-2017	30-03-2017	18-04-2017	-	View
4	JASMIN K JAYAPRAKASH	-	12-2017/500	14-01-1990	24-03-2017	24-03-2017	24-03-2017	24-03-2017	TEE Kuttanad	31-03-2017	31-03-2017	31-03-2017	18-04-2017	-	View
5	MARIAMMA LUICE	-	12-2017/5751	03-05-1983	29-03-2017	29-03-2017	29-03-2017	29-03-2017	TEE Kuttanad	21-07-2017	24-07-2017	17-08-2017	31-08-2017	-	View
6	SUMA K D	-	14-2017/5639	01-06-1972	30-03-2017	30-03-2017	30-03-2017	03-04-2017	TEE Kuttanad	16-05-2017	16-05-2017	17-05-2017	19-09-2017	-	View
7	AKHILA RAJAN	-	63-2017/416	04-12-1993	30-03-2017	30-03-2017	30-03-2017	30-03-2017	TEE Kuttanad	31-03-2017	31-03-2017	17-05-2017	23-05-2017	-	View
8	SINDHU P S	-	60-96/W697	25-05-1979	30-03-2017	30-03-2017	30-03-2017	30-03-2017	TEE Kuttanad	31-03-2017	31-03-2017	17-05-2017	-	-	View
	JESSYMOL	-	65-2017/6055	24-05-1984	31-03-2017	31-03-2017	31-03-2017	31-03-2017	TEE Kuttanad	16-05-2017	16-05-2017	17-05-2017	14-06-2017	-	View

➤ We can see the progress of Status of Transfer Outs

EEE - Testing  
DEE Alappuzha

Santhosh kumar V as APPROVER

### Status Of Transfer Outs

#	Candidate Name	Old Regno.	Current Regno.	DOB	Confirmed	New Exchange	Request Received	Request Approved	Request Forwarded	Old Exchange	Verified	Approved	Confirm & Forward	Transferred	Rejected	Action
401	KAVITHA G	12-99/W4021	12-99/W4021	18-01-1979	17-08-2019	TEE Cherthala	17-08-2019	-	-	DEE Alappuzha	-	-	-	-	-	<a href="#">View</a>
402	BINDHUMOL J H	12-96/W3380	12-96/W3380	05-03-1976	17-08-2019	TEE Cherthala	17-08-2019	-	-	DEE Alappuzha	-	-	-	-	-	<a href="#">View</a>
403	NANCY MDNCY	12-2017/4825	60-2019/2255	02-03-2002	03-12-2019	TEE Kuttanad	03-12-2019	03-12-2019	03-12-2019	DEE Alappuzha	03-12-2019	03-12-2019	03-12-2019	03-12-2019	-	<a href="#">View</a>

Showing page 9/9 of 403 results

Click here

# X- RE-REGISTRATION

## 1. SAME EXCHANGE

This document shows how to do a Re-Registration of a lapsed Registration in the same exchange.

- First of all login as verifier

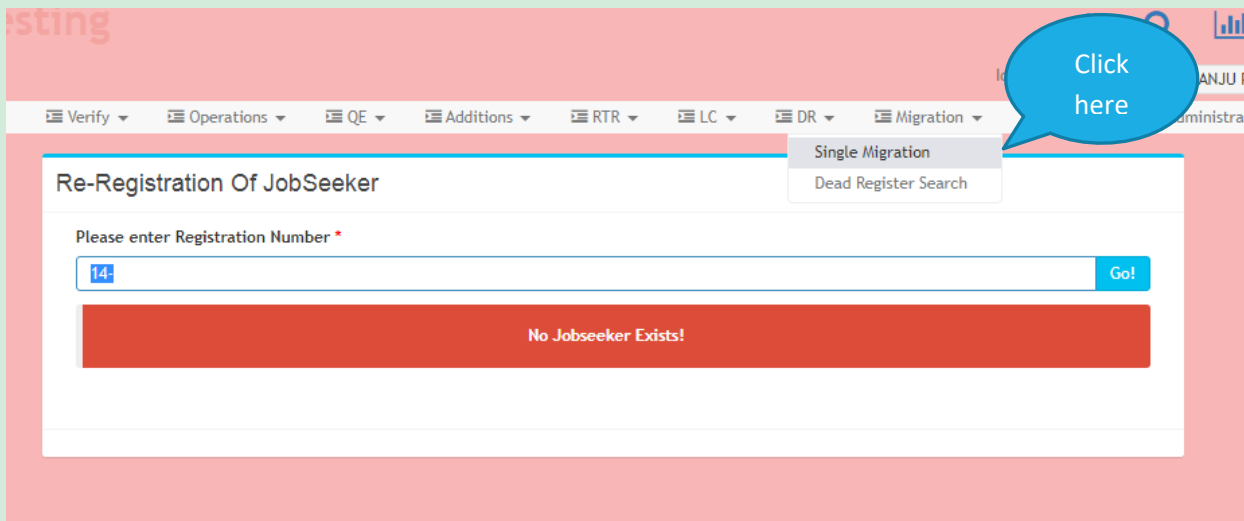
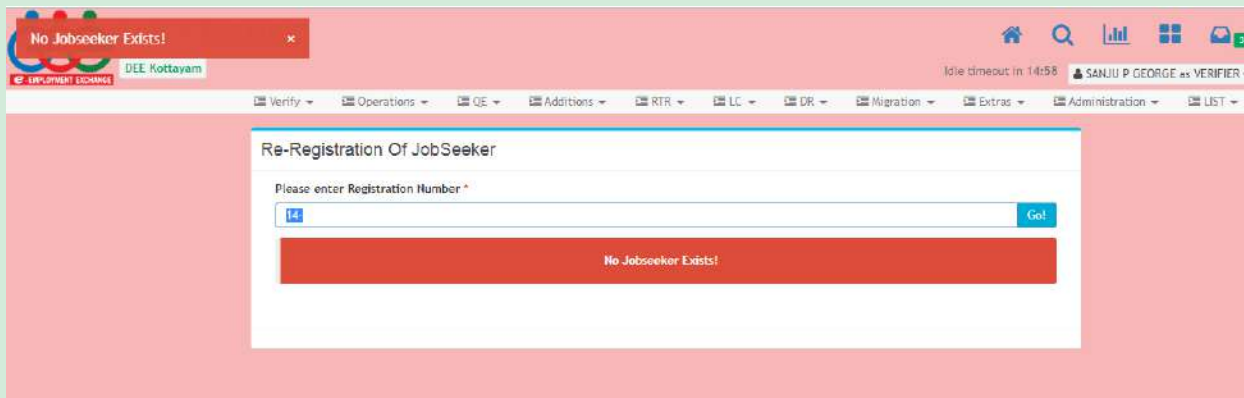


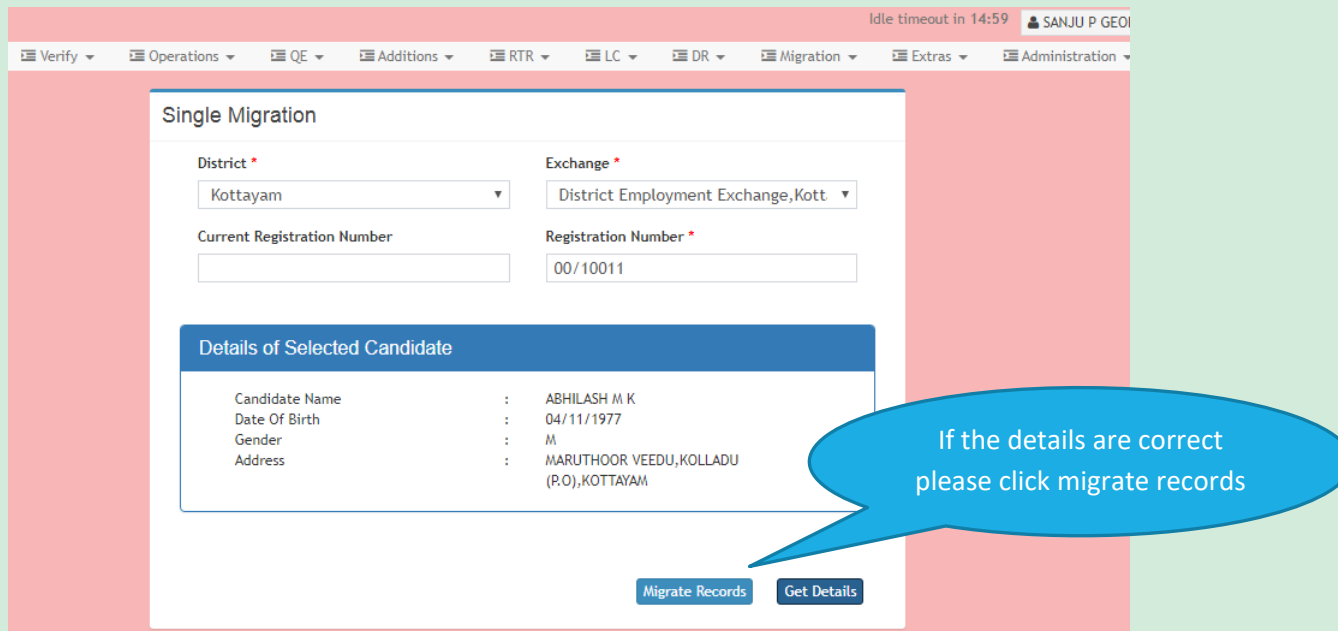
The screenshot shows the 'EEE - Testing' dashboard for 'DEE Kottayam'. The top navigation bar includes 'Verify', 'Operations', 'QE', 'Additions', 'RTR', 'LC', 'DR', 'Migration', 'Extras', 'Administration', 'LIST', and 'OC'. The 'Operations' menu is expanded, showing options like 'View JobSeeker', 'View Any JobSeeker', 'Lapse a JobSeeker', 'Brought On Live', 'Cancel Priority', 'Re-Entry', 'Renewal of Registration', 'Re-Registration Same Exchange', 'Re-Registration-Other Exchange', 'Restore Seniority', 'Special Renewal', 'Renewal Backlog Entry', 'Submission, Placement Management', 'Special Renewal Register', 'Compare JobSeeker', 'Manual Seniority Restoration', and 'Revive Temporary Registration'. A blue callout bubble points to 'Re-Registration Same Exchange' with the text: 'Select Re-registration same exchange option from the operation'. The dashboard features several key metrics: '72,065 Total Live Register', '95,029 Total Verified Count', '0 Transfer Request Verification Pending From This Exchange', '20 Registrants', '4 Pending', '243 Verification Pending (after 60 days)', '1 Total Other Registrants', and '2 Transfer Request Verification Pending From This Exchange'.

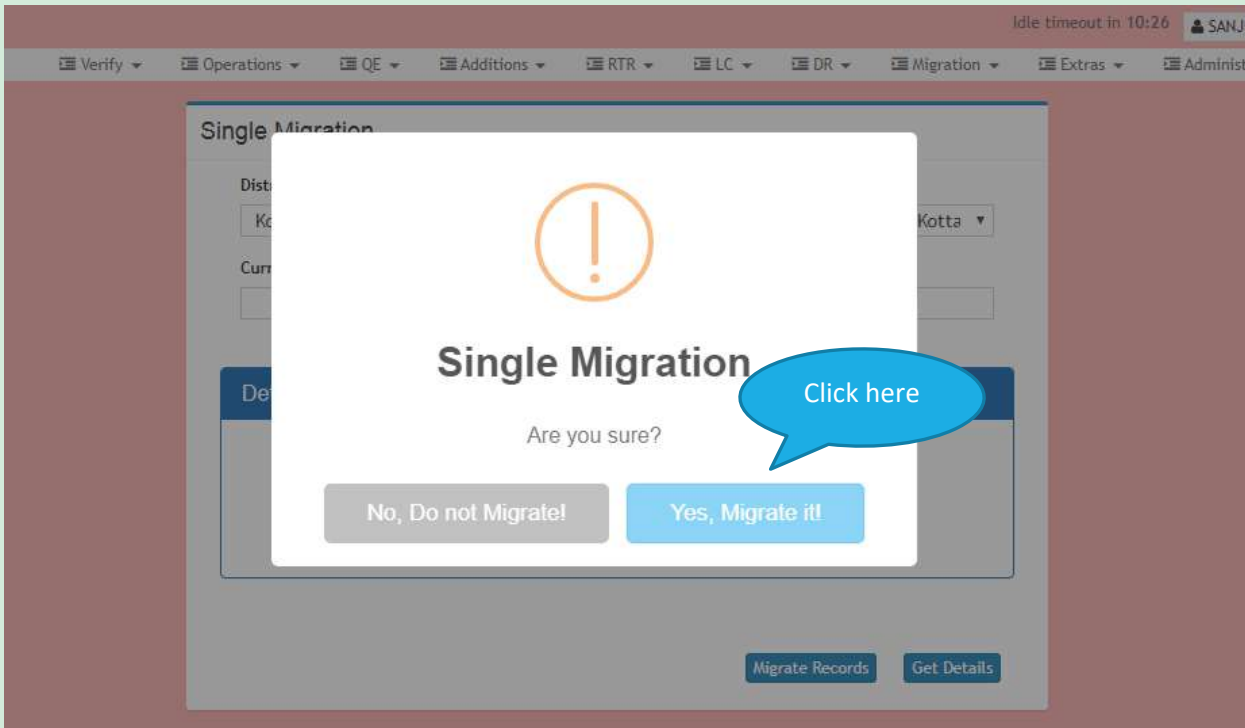
The screenshot shows the 'Re-Registration Of JobSeeker' form. The form title is 'Re-Registration Of JobSeeker'. Below the title, there is a label 'Please enter Registration Number \*' and an input field containing the text '14-00/66'. A blue callout bubble points to the input field with the text: 'Enter the lapsed registration number'. A 'Go!' button is located to the right of the input field. The background shows the same dashboard navigation as the previous screenshot.

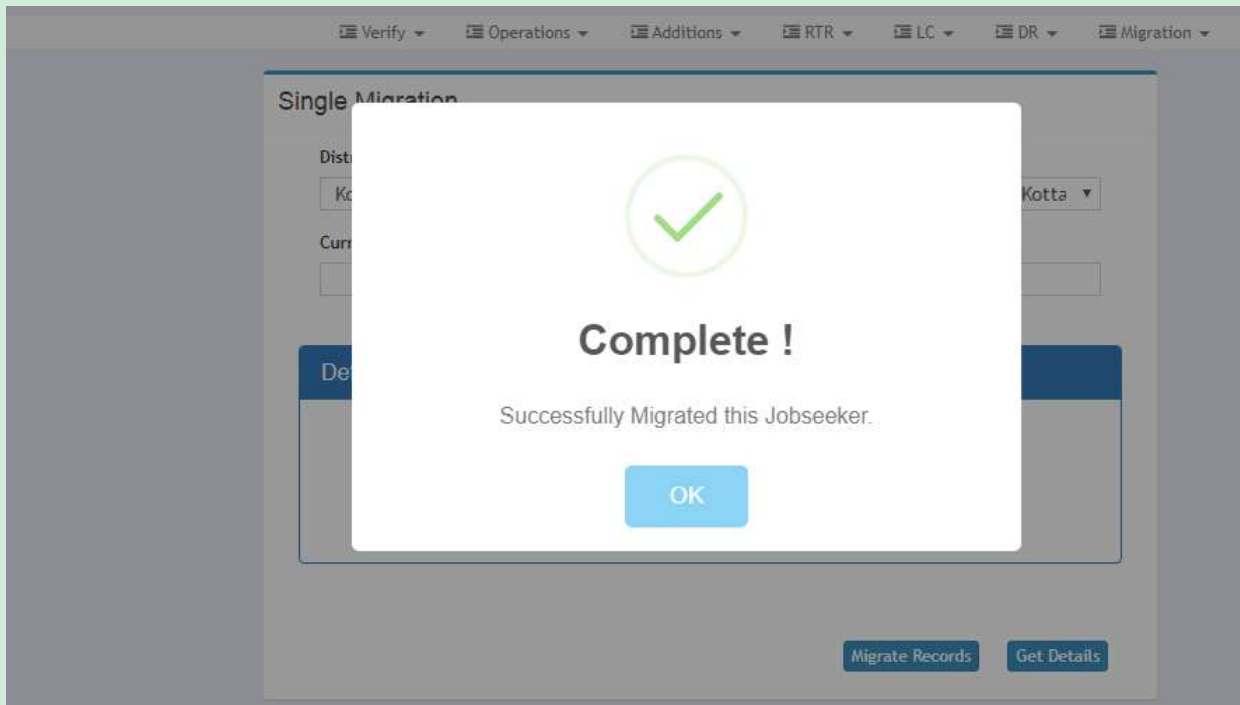
## Note

Sometimes there will be a message that “No Jobseeker Exists” while the record is found in the dead Register. In that case we have to do single migration from migration menu.









### **Note**

Migration process is complete. Then select Re-registration same exchange option from the Operations Menu and enter the lapsed registration number in the given box.

You will get the details of the lapsed candidate below

## ➤ Re-registration

**EE - Testing**

EE Kottayam

Operator(DEE Kottayam)  
Verifier(DEE Kottayam)  
Approver(DEE Kottayam)  
Admin(DEE Kottayam)

Re-Registration Of JobSeeker

Please enter Registration Number \*

14-00/66 [Go!](#)

**Details of Selected Candidate**

Candidate Name	: RAJESH RAJ
Date Of Birth	: 12-11-1981
Gender	: Male
Caste	: Scheduled Castes
Address	: KUTTICKAL THOPPIL (H),KUZHIMATTOM (P.O),KOTTAYAM
Registrations(Reg No (Status - New registration number if available)	: 14-00/66(LAPSED )
Registration No	: 14-00/66
Is Priority	: No
Is PH	: No

[Go To Dashboard](#) [Re-Register Jobseeker](#) [View Jobseeker](#)

gov.in/dashboard/multiple-charge-profile-updation/8/ROLE\_EXCHANGE\_OPERATOR

Click here

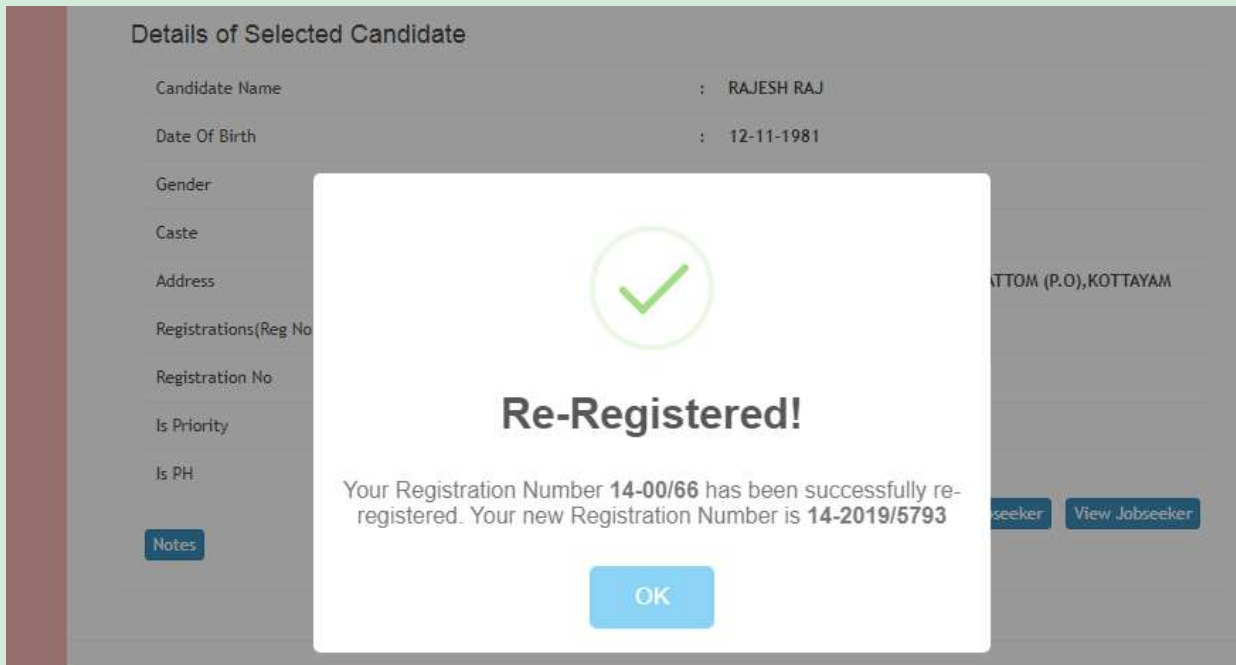
The image shows a web application interface with a modal window titled "Re-Registration". The modal contains two input fields: "Letter Number \*" with the value "B1/00/66/2019" and "Date \*" with the value "03/12/2019". Below the fields are two buttons: "Yes" (highlighted in blue) and "No". The background shows a partially visible form with fields like "Candidate", "Date", "Gender", "Cast", "Address", "Registration", "Registration", "Is Priority", and "Is PH". At the bottom of the background form are buttons for "Go To Dashboard", "Re-Register Jobseeker", and "View Jobseeker".

Enter the letter number and date of application submitted by the candidate

On Clicking YES, the following message is shown

The image shows a web application interface with a 'Re-Registration' modal form. The form contains two input fields: 'Letter Number \*' with the value 'B1/00/66/2019' and 'Date \*' with the value '03/12/2019'. Below the form are 'Yes' and 'No' buttons. A confirmation dialog box is open, asking 'Finalise With Current Date?' with 'Yes' and 'No' buttons. A blue callout bubble points to the 'Yes' button in the dialog, containing the text 'Click yes'. The background shows a blurred sidebar with labels like 'Details', 'Cancel', 'Date', 'Gender', 'Cast', 'Address', 'Registration', 'Registration', 'Is Priority', and 'Is PH', and a main area with a 'Go To Dashboard' button and a 'Notes' section.

- Your re-registration process is complete. Please note new register number for verification and approval



Kindly remember to do the following in order to complete re- registration. Go to the 'Jobseeker' option from the 'Verify' menu. Enter the new registration number. Add and modify the details if necessary, and verify the record. Then, login as approver. Select 'Jobseeker' option from the 'Approve' menu and approve the record.

### Approver Level.

- Login as approver. Select 'Jobseeker' option from the 'Approve' menu and approve the record.

## 2. RE-REGISTRATION-OTHER EXCHANGE (TRANSFER OF LAPSED REGISTRATION-LAPSE CERTIFICATE)

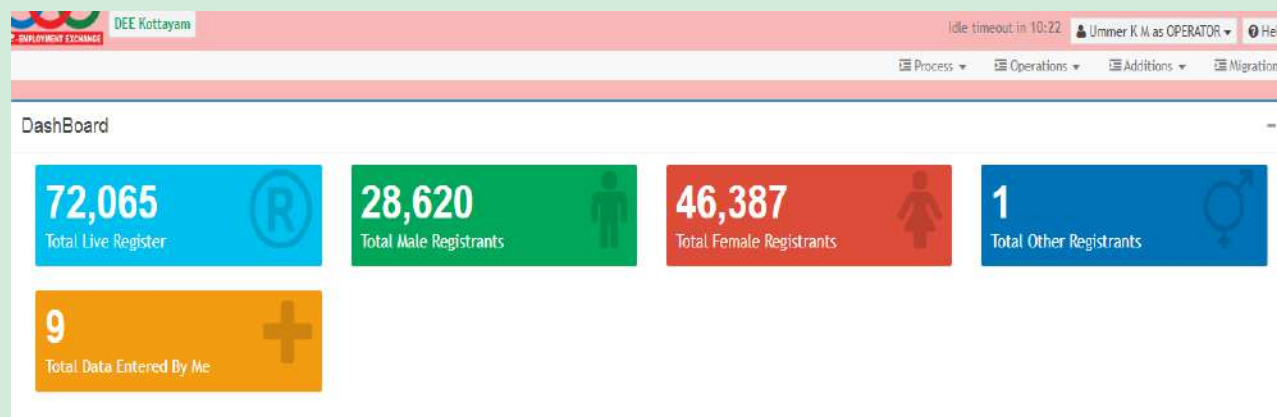
### Note

This document shows how to do a Re-Registration of a lapsed Registration in another exchange. The case of 're-registration other exchange' arises when a candidate wishes to re-register at new employment exchange since he/she has shifted his/her residence to a new place and produces proof for the same.

### DESTINATION EXCHANGE

#### (a) Operator Level

- first of all, login as operator



Idle timeout in 08:03 Ummer K M as OPERATOR Help

Process Operations Additions Migration

- Backlog Data Entry
- Offline Ex-Service Registration
- Offline Camp Registration
- Offline Exchange Down
- Fresh Candidate Registration
- Renewal Backlog Entry
- Renewal of Registration
- Transfer Request
- Re-Registration-Other Exchange**
- Add Employer
- Directorate Renewal Request
- Request For Change
- Request For Change Status
- Quick Entry
- Quick Entry status
- Quick Entry Completion List
- Seniority List - Appeal Registration
- Special Renewal Register

**1**  
Total Other Registrants

**Migration**

- Dead Register Search

Select re-registration other exchange option from the process menu

Idle timeout in

Process Op

### Re-Registration Other Exchange

Select District \*

Kottayam

Select Exchange \*

Town Employment Exchange, Kanjirappally

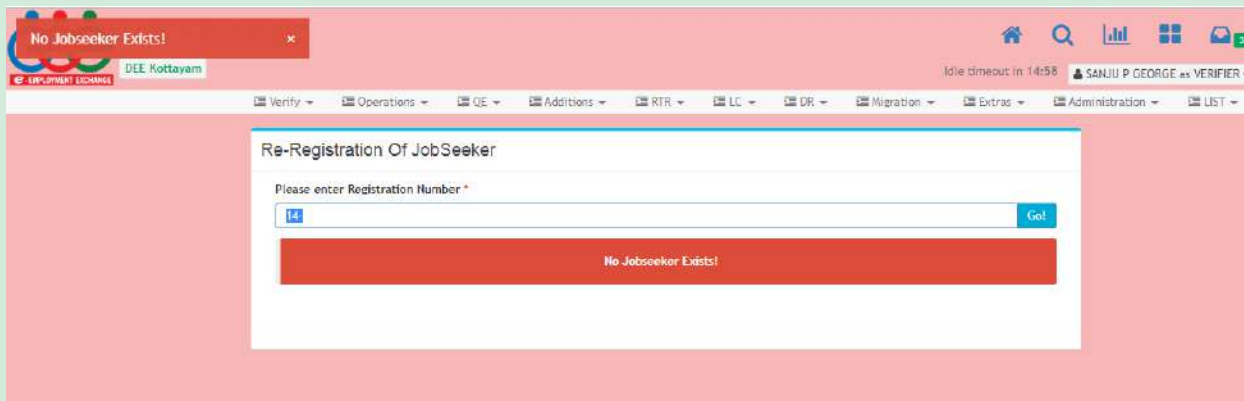
Please enter Unique Id/Registration Number/Email/Username \*

65-00/581

Go!

Please select district employment exchange from the dropdown box below. Enter lapsed registration number in the third box

Click go



## Note

Sometimes there will be a message that **"No Jobseeker Exists"** for two reasons

1. No record in data base. In that case please inform the concerned employment exchange to enter the details of the candidate in 'EEE" and lapse the same.
2. If the record is found in the Archives please do the single migration process as shown below.

Idle timeout in 14:59 SANJU P GEORGE as

Verify Operations QE Additions RTR LC DR Migration Extras Administration

### Single Migration

District \*

Exchange \*

Current Registration Number

Registration Number \*

[Get Details](#)

Click here

## Single Migration

District *	Kottayam	Exchange *	District Employment Exchange, Kott
Current Registration Number		Registration Number *	00/10011

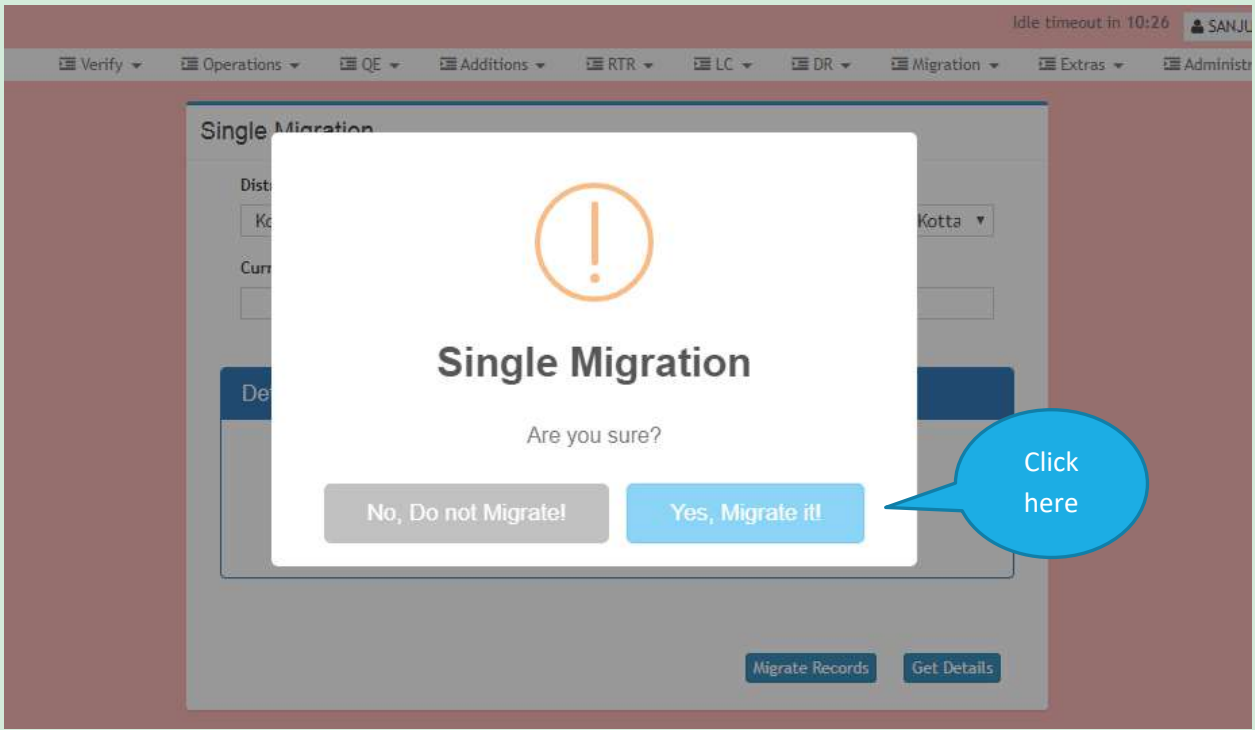
## Details of Selected Candidate

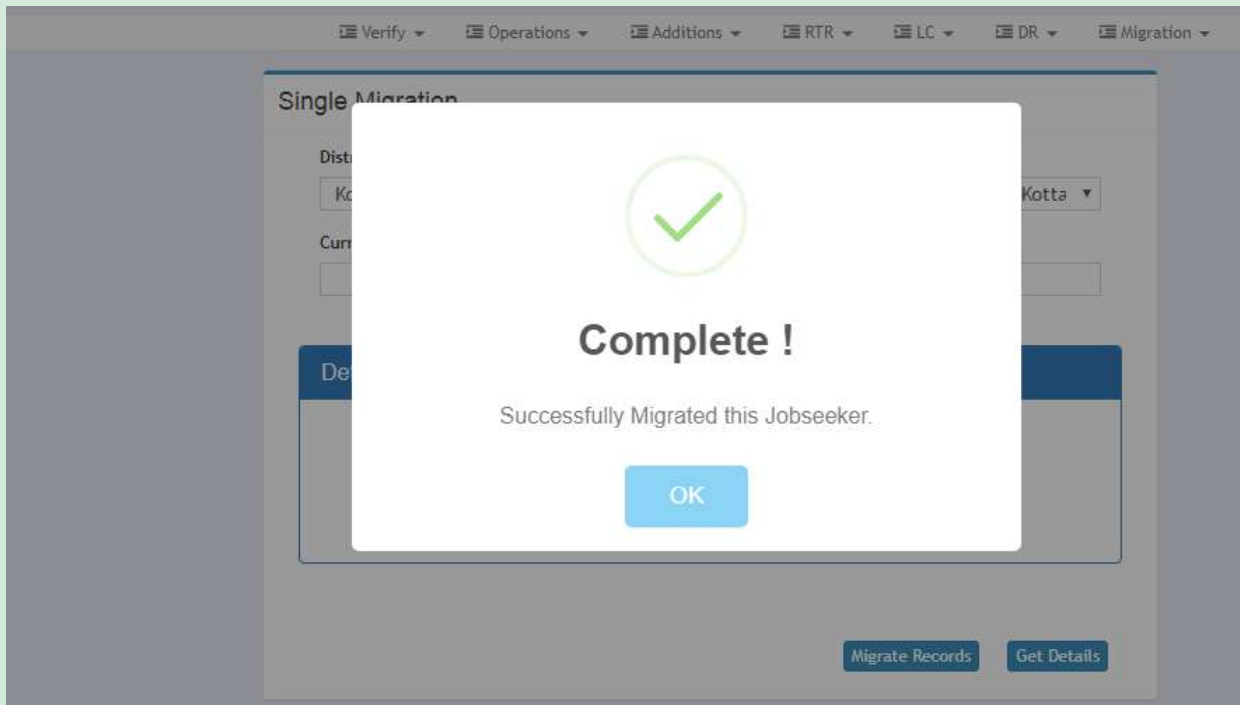
Candidate Name	:	ABHILASH M K
Date Of Birth	:	04/11/1977
Gender	:	M
Address	:	MARUTHOOR VEEDU, KOLLADU (P.O), KOTTAYAM

Migrate Records

Get Details

If the details are correct  
please click migrate records  
button





### **Note**

Migration process is complete. Then select **Re-registration other exchange** option from the **Operations** Menu and enter the lapsed registration number in the given box.

You will get the details of the lapsed candidate below

[Go!](#)

### Details of Selected Candidate

Candidate Name	:	VINOD V T
Date Of Birth	:	08-02-1974
Gender	:	Male
Address	:	VAIPATHEKAMURYIL (H),CHIRACKADAVU EAST (PO),KOTTAY AM
Caste	:	Scheduled Castes
Registrations(Reg No (Status - New registration number if available)	:	-
Current Renewal Due	:	Apr-2018
Reg. Mode	:	Migrated Registration
Is Priority	:	No
Is PH	:	No

[View Jobseeker](#) [Initiate Lapse Certificate](#)

If found correct, click initiate lapse certificate button

➤ Please fill all the fields as shown below from the application submitted by the candidate.

Lapse Certificate Save Close

Destination Address *	Destination District *	Destination LocalBody *	Destination Ward *
<input type="text" value="New Address"/> Kottayam p o kottayam	<input type="text" value="Kottayam"/>	<input type="text" value="Kottayam [ Municipality ]"/>	<input type="text" value="TEMPLE WARD"/>
	Destination Taluk	Destination Village	Destination Post Office Name
	<input type="text" value="Kottayam"/>	<input type="text" value="Muttambalam"/>	<input type="text" value="Muttambalam S.O"/>
	Address Proof *	Address Proof Details *	Address Proof Document
	<input type="text" value="Ration Card"/>	<input type="text" value="123456789"/>	<a href="#">Fetch from DigiLocker</a>

Your new Exchange : District Employment Exchange,Kottayam

Existing Details

Candidate Name	:	VINOD V T
Registration No.	:	65-00/581
Dob	:	08-02-1974
Exchange	:	Town Employment Exchange, Kanjirappally
Address	:	VAIPATHEKAMURYIL (J),CHIRACKADAVU EAST (PO),KOTTAY AM
District	:	Kottayam
LocalBody	:	-
Ward	:	-

Requests

⚠ No Requests Found

Save Close

Click save

You will get a message as **"Lapse Certificate Added Successfully"**.

**Operator Level** process is completed. Now login as **Verifier Level**.

## (b) Verifier level

The screenshot displays the Employment@KERALA portal interface. The browser address bar shows the URL `test.employment.kerala.gov.in/reg/lc/viewTransfer`. The page header includes the logo, 'DEE Kottayam', and user information: 'Idle timeout In 12:42' and 'Ummer K.M as VERIFIER'. A navigation menu is visible with options like 'Verify', 'Operations', 'QE', 'Additions', 'RTR', 'LC', 'DR', 'Migration', 'Extras', 'Administration', 'LIST', and 'DC'. The 'LC' menu is expanded, showing 'Verify Lapse Certificate Request' as the selected option. Below the menu, a table titled 'Verify Lapse Certificate Requests' contains one entry:

Sl.no.	Candidate Name	Reg no.	DOB	Old Exchange	New Address	Ward	Reg Status	Action
1	VINOD V T	65-00/581	08-02-1974	Town Employment Exchange, Kanjirappally		TEMPLE WARD	Lapsed	Process

Below the table, it says 'Showing page 1/1 of 1 results'. A blue callout bubble points to the 'Verify Lapse Certificate Request' menu item with the text: 'Select verify lapse certificate request option from LC menu'.

Details of the requested candidate will be shown here

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/c/viewTransfer`. The page header includes the logo for 'EEE - Testing' and 'DIE Kottayam'. A navigation menu is visible with items like 'Verify', 'Operations', 'QE', 'Additions', 'RTR', 'LC', 'DR', 'Migration', 'Extras', 'Administration', 'LIST', and 'DC'. The main content area is titled 'Verify Lapse Certificate Requests' and contains a table with the following data:

Sl.no.	Candidate Name	Reg no.	DOB	Old Exchange	Address	Ward	Reg Status	Action
1	VINOD V T	65-00/581	08-02-1974	Town Employment Exchange, Karjirappally	New Address Kottayam p o kottayam	TEMPLE WARD	Lapsed	<a href="#">Process</a>

Below the table, it says 'Showing page 1/1 of 1 results'. A blue callout bubble with the text 'Click here' points to the 'Process' button in the 'Action' column of the first row.

Employment@KERALA | HOME x +

test.employment.kerala.gov.in/reg/lc/viewTransfer

### EEE - Testing

DEE Kottayam

#### Verify Lapse Certificate Requests

Sl.no.	Candidate Name	Reg no.
1	VINOD V T	65-00/581

Showing page 1/1 of 1 results

#### Lapse Certificate

Destination Address \*  
New Address  
Kottayam p o

Destination District \*  
Kottayam

Destination Taluk \*  
Kottayam

Destination LocalBody \*  
Kottayam [ Municipality ]

Destination Village \*  
Muttambalam

Destination Ward \*  
TEMPLE WARD

Destination Post Office Name \*  
Muttambalam S.O

Address Proof \*  
Ration Card

Address Proof Document  
Fetch from DigiLocker

Address Proof Details \*  
123456789

Remarks

Your new Exchange : District Employment Exchange, Kottayam

Save & Verify Is Ok

Ward	Reg Status	Action
TEMPLE WARD	Lapsed	Process

Verify the details and enter remarks

Click save & verify is ok

verified is ok successfully!Next the Approver should Approve the request

This message will be displayed

### Verify Lapse Certificate Requests

Sl.no.	Candidate Name	Reg no.	DOB	Old Exchange	Address	Ward	Reg Status	Action
No more items to list.								

Showing page 1/1 of 1 results

Verifier Level process is completed...

## (c) Approver level

The screenshot displays the 'Approver' level dashboard for the Employment@KERALA system. The dashboard includes several key metrics and a menu for 'Approve Lapse Certificate Request'.

**Dashboard Metrics:**

- Total Live Register: 72,065
- Total Male Registrants: 28,620
- Total Female Registrants: 37
- Total Other Registrants: 1
- Total Approved Count: 94,589
- Approval Pending: 272
- Approval Pending (after 60 days): 75
- Transfer Request Approval Pending From This Exchange: 5
- Transfer Request Approval Pending To This Exchange: 0

**Menu Options (under 'Approve Lapse Certificate Request'):**

- Approve Lapse Certificate Request
- Approve Lapse Certificate Ins
- Approve Lapse Certificate Outs
- Status of Lapse Certificate Ins
- Status of Lapse Certificate Outs

**Actions:**

- Approve: test.employment.kerala.gov.in/reg/lc/viewTransfer
- Operations: View Job Seeker
- QE: Finalize Quick Entry
- Additions: Additions

**System Information:**

- Browser: Chrome
- OS: Windows
- Time: 15:52
- Date: 03-12-2019

Details of the requester  
candidate will be shown here

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/lc/viewTransfer`. The page title is "EEE - Testing" and it includes a navigation menu with options like "Approve", "Operations", "QE", "Additions", "RTR", "LC", "DR", "Administration", "Migration", "Extras", "LIST", and "OC". The main content area is titled "Approve Lapse Certificate Requests" and contains a table with the following data:

Sl.No.	Candidate Name	Reg no.	DOB	Old Exchange	Address	Ward	Reg Status	Action
1	VINOD V T	65-00/581	08-02-1974	Town Employment Exchange, Kanjirappally	New Address Kottayam p o kottayam	TEMPLE WARD	Lapsed	Process

Below the table, it says "Showing page 1/1 of 1 results". A blue callout bubble points to the "Process" button in the table.

Click  
here

Employment@KERALA | HOME x +

Not secure | test.employment.kerala.gov.in/reg/lc/viewTransfer

### EEE - Testing

DEE Kottayam

#### Lapse Certificate

Destination Address \*  
New Address  
Kottayam p o

Destination District \*  
Kottayam

Destination Taluk \*  
Kottayam

Destination LocalBody \*  
Kottayam [ Municipality ]

Destination Village \*  
Muttambalam

Destination Ward \*  
TEMPLE WARD

Destination Post Office Name \*  
Muttambalam S.O

Address Proof \*  
Ration Card

Address Proof Document  
Fetch from DigLocker

Address Proof Details \*  
123456789

Remarks

Your new Exchange : District Employment Exchange,Kottayam

Save & Approve & Ok

S.No.	Candidate Name	Reg no.
1	VINOD Y T	65-00/581

Showing page 1/1 of 1 results

Ward	Reg Status	Action
TEMPLE WARD	Lapsed	Process

Enter remarks

Click save & approve is ok

Approved is ok successfully!

This message will be displayed

### Approve Lapse Certificate Requests

Sl.no.	Candidate Name	Reg no.	DOB	Old Exchange	Address	Ward	Reg Status	Action
No more items to list.								

Showing page 1/1 of 1 results.

Approver Level process is completed.....

## (d) Admin level

The screenshot shows the 'EEE - Testing' Admin Dashboard. The dashboard features a grid of 16 summary cards and a navigation menu. A callout bubble points to the 'Forward Lapse Certificate Request' option in the menu.

**Dashboard Summary:**

Category	Value
Total Live Register	72,065
Total Male Registrants	28,620
Total Female Registrants	1
Total Other Registrants	1
Total Verified Count	95,029
Total Approved Count	94,589
Verification Pending	2,164
Approval Pending	272
Verification Pending (after 60 days)	243
Approval Pending (after 60 days)	75
Verifiers Online	13
Approvers Online	7
Transfer Request Verification Pending From This Exchange	2
Transfer Request Verification Pending To This Exchange	0
Transfer Request Approval Pending From This Exchange	5
Transfer Request Approval Pending To This Exchange	0

**Navigation Menu:**

- Forward Lapse Certificate Request
- Assign Lapse Certificate Outs
- Forward Lapse Certificate Outs
- Status of Lapse Certificate Ins
- Status of Lapse Certificate Outs

Employment@KERALA | HOME x +

Not secure | test.employment.kerala.gov.in/reg/ic/viewTransfer

EEE - Testing  
DEE Kottayam

Idle timeout in 15:00 Ummer K M as EXCHANGE ADMIN Help

Administration Operations RTR LC DR Migration LIST OC Roster

### Forward Lapse Certificate Requests

Sl.no.	Candidate Name	Reg no.	DOB	Old Exchange	Address	Ward	Reg Status	Action
1	VINOD V T	65-00/581	08-02-1974	Town Employment Exchange, Kanjirappally	New Address Kottayam p o kottayam	TEMPLE WARD	Lapsed	<a href="#">Process</a>

Showing page 1/1 of 1 results

Click here

Employment@KERALA | HOME x +

Not secure | test.employment.kerala.gov.in/reg/lc/viewTransfer

### Forward Lapse Certificate Requests

Sl.no.	Candidate Name	Reg no.
1	VINOD V T	65-00/581

Showing page 1/1 of 1 results

#### Lapse Certificate

Destination Address \*  
New Address  
Kottayam p o

Destination District \*  
Kottayam

Destination Taluk \*  
Kottayam

Destination LocalBody \*  
Kottayam [ Municipality ]

Destination Village \*  
Muttambalam

Destination Ward \*  
TEMPLE WARD

Destination Post Office Name \*  
Muttambalam S.O

Address Proof \*  
Ration Card

Address Proof Document  
Fetch from DigLocker

Address Proof Details \*  
123456789

Remarks

Your new Exchange : District Employment Exchange, Kottayam

Reject Forward Approved is Ok

Check the details  
enter remarks

Click forward  
button

Employment@KERALA | HOME x +

Not secure | test.employment.kerala.gov.in/reg/lc/viewTransfer

Is Forwarded successfully! Next the source exchange admin must assign the request to a verifier

This message will be displayed

Idle timeout in 15:00 Ummer KM as EXCHANGE ADMIN Help

Administration Operations RTR LC DR Migration LIST OC Roster

### Forward Lapse Certificate Requests

Sl.no.	Candidate Name	Reg no.	DOB	Old Exchange	Address	Ward	Reg Status	Action
No more items to list.								

Showing page 1/1 of 1 results

## **Note**

The initiation at destination employment exchange is complete. Please inform the source employment exchange immediately in order to do a speedy transfer of the requested candidate.

**Process to be done at the source employment exchange follows.....**

# SOURCE EXCHANGE

## (e) Admin level

The screenshot shows the 'Administration' menu with the 'LC' (Lapse Certificate) option expanded. A blue callout bubble points to the 'Assign Lapse Certificate Outs' option. The dashboard displays various statistics for registrants and verification status.

Category	Value
Total Live Register	32,718
Total Male Registrants	13,081
Total Female Registrants	0
Total Other Registrants	0
Total Verified Count	42,185
Total Approved Count	42,021
Verification Pending	1,179
Approval Pending	144
Verification Pending (after 60 days)	103
Approval Pending (after 60 days)	21
Verifiers Online	5
Approvers Online	1
Transfer Request Verification Pending From This Exchange	8
Transfer Request Verification Pending To This Exchange	0
Transfer Request Approval Pending From This Exchange	3
Transfer Request Approval Pending To This Exchange	0

Employment@KERALA | HOME x +

Not secure | test.employment.kerala.gov.in/reg/lc/confirmTransfer

TEE Kanjirappally

Idle timeout in 14:58 | DILIP KUNJAR R as EXCHANGE ADMIN | Help

Administration | Operations | RTR | LC | DR | Migration | LIST | DC | Roster

### Assign Lapse Certificate Outs

Sl.no.	Candidate Name	Reg no.	DOB	Old Exchange	Address	Ward	Reg Status	Action
1	VINOD V T	65-00/581	08-02-1974	Town Employment Exchange, Kanjirappally	New Address Kottayam p o kottayam	TEMPLE WARD	Lapsed	<a href="#">Process</a>

Showing page 1/1 of 1 results

Click here

Employment@KERALA | HOME x +

test.employment.kerala.gov.in/reg/lc/confirmTransfer

TEE Manjerappally

### Assign Lapse Certificate Outs

S.No.	Candidate Name	Reg no.
1	VH00 V T	65-00/581

Showing page 1/1 of 1 results

#### Lapse Certificate

Destination Address \*  
New Address  
Kottayam p o

Destination District \*  
Kottayam

Destination Taluk \*  
Kottayam

Destination LocalBody \*  
Kottayam [ Municipality ]

Destination Village \*  
Muttambalam

Destination Ward \*  
TEMPLE WARD

Destination Post Office Name \*  
Muttambalam S.O

Address Proof \*  
Ration Card

Address Proof Document  
[Fetch from DigLocker](#)

Address Proof Details \*  
123456789

Remarks

Assign To \*  
Select an Option

Your new Exchange : District Employment Exchange,Kottayam

**Assign**

Ward	Reg Status	Action
TEMPLE WARD	Lapsed	<b>Process</b>

Select assign to option to forward the request to the concerned section clerk

Employment@KERALA | HOME x +

Not secure | test.employment.kerala.gov.in/reg/lc/confirmTransfer

### EEE - Testing

TEE Kanjirappally

#### Assign Lapse Certificate Outs

Sl.no.	Candidate Name	Reg no.
1	VINDU V T	65-06/581

Showing page 1/1 of 1 results

**Destination Address \***  
New Address  
Kottayam p o

**Destination District \*** Kottayam **Destination Taluk \*** Kottayam

**Destination LocalBody \*** Kottayam [ Municipality ] **Destination Village \*** Muttambalam

**Destination Ward \*** TEMPLE WARD **Destination Post Office Name \*** Muttambalam S.O

**Address Proof \*** Ration Card **Address Proof Document** Fetch from DigiLocker

**Address Proof Details \***  
123456789

**Remarks**

**Assign To \***  
SHEETAL ANJANA R

Your new Exchange : District Employment Exchange,Kottayam

**Assign** Click assign

Ward	Reg Status	Action
TEMPLE WARD	Lapsed	Process

The screenshot shows a web browser window with the URL `test.employment.kerala.g`. A green notification box at the top left says "Assigned successfully!". A blue speech bubble points to the notification with the text "This message will be displayed". The page title is "Assign Lapse Certificate Outs". Below the title is a table with the following columns: Sl.no., Candidate Name, Reg no., DOB, Old Exchange, Address, Ward, Reg Status, and Action. The table is empty, and a message "No more items to list" is displayed in an orange box. The footer of the table area says "Showing page 1/1 of 1 results". The top navigation bar includes links for Administration, Operations, RTR, LC, DR, Migration, LIST, OC, and Roster. The user is logged in as "DILIP KUMAR R as EXCHANGE ADMIN" with an idle timeout of 15:00.

**Admin Level** process is completed. Now login as **Verifier Level** of assigned section clerk

## (f) Verifier level

The screenshot displays the Employment@KERALA Verifier Dashboard. The dashboard includes a navigation menu at the top with options like Verify, Operations, QE, Additions, RTR, LC, DR, Migration, Extras, Administration, LIST, and OC. The main content area is titled 'Dashboard' and features several key performance indicators (KPIs) in colored boxes:

- Total Live Register: 32,718
- Total Male Registrants: 13,081
- Total Female Registrants: 20,124
- Total Verified Count: 42,185
- Verification Pending: 1,179
- Verification Pending (after 60 days): 103
- Transfer Request Verification Pending From This Exchange: 8
- Transfer Request Verification Pending To This Exchange: 0

A dropdown menu is open over the 'LC' menu item, showing the following options:

- Verify Lapse Certificate Request
- Verify Lapse Certificate Out (highlighted)
- Status of Lapse Certificate Ins
- Status of Lapse Certificate Outs

A blue callout bubble points to the 'Verify Lapse Certificate Out' option with the text: "Select verify lapse certificate out option from the LC menu".

At the bottom, the 'Actions' section is divided into four columns:

- Verify**
  - Jobseeker
  - Registration By Other Exchanges
  - Back Log Entries
  - Offline Pvc/online Entries
- Operations**
  - View JobSeeker
  - View Any JobSeeker
  - Lapse a JobSeeker
  - Brought On Live
  - Cancel Status
- QE**
  - Quick Entry
  - Quick Entry status
  - Quick Entry Completion List
- Additions**
  - Additions
  - Offline Additions

Employment@KERALA | HOME x +

Not secure | test.employment.kerala.gov.in/reg/lc/confirmTransfer

EEE - Testing  
TEE Kanjirappally

Idle timeout in 13:31 SHEETAL ANJANAR as VERIFIER Help

Verify Operators QE Additions RTR LC DR Migration Extras Administration LIST OC

### Verify Lapse Certificate outs

Sl.no.	Candidate Name	Reg no.	DOB	Old Exchange	Address	Ward	Reg Status	Action
1	VINOD V T	65-001581	08-02-1974	Town Employment Exchange, Kanjirappally	New Address Kottayam p o kottayam	TEMPLE WARD	Lapsed	Process

Showing page 1/1 of 1 results

Click here

Employment@KERALA | HOME x +

Not secure | test.employment.kerala.gov.in/reg/lc/confirm Transfer

### EEE - Testing

TEE Rashtreeya

#### Venty Lapse Certificate-outs

Sl.no.	Candidate Name	Reg.no.
1	VINOD V T	05-00/581

Showing page 1/1 of 1 results

#### Lapse Certificate

Destination Address \*

New Address  
Kottayam p o

Destination District \*  
Kottayam

Destination Taluk \*  
Kottayam

Destination LocalBody \*  
Kottayam [ Municipality ]

Destination Ward \*  
TEMPLE WARD

Destination Village \*  
Muttambalam

Destination Post Office Name \*  
Muttambalam 5.O

Address Proof \*  
Ration Card

Address Proof Document  
Fetch from DigLocker

Address Proof Details \*  
123456789

Remarks

Your new Exchange : District Employment Exchange, Kottayam

Verify

Ward	Reg Status	Action
TEMPLE WARD	Lapsed	Process

Check the details enter

Click verify button

Employment@KERALA | HOME x +

Not secure | test.employment.kerala.gov.in/reg/te/confirm/Transfer

Verified successfully! Next the Approver approve the request!

This message will be displayed

Idle timeout in 15:00 SHEETAL ANJANA R as VERIFIER Help

Verify Operations QE Additions RTR LC DR Migration Extras Administration LIST OC

### Verify Lapse Certificate outs

Sl.no.	Candidate Name	Reg no.	DOB	Old Exchange	Address	Ward	Reg Status	Action
No more items to list.								

Showing page 1/1 of 1 results

Verifier level process is completed.....

## (g) Approver level

The screenshot shows the Employment@KERALA dashboard for an Approver. The dashboard includes a navigation menu with options like Approve, Operations, QE, Additions, RTR, and LC. A callout bubble highlights the 'Approve Lapse Certificate Outs' option in the LC menu. The dashboard displays several key metrics:

Metric	Value
Total Live Register	32,718
Total Male Registrants	13,081
Total Female Registrants	0
Total Other Registrants	0
Total Approved Count	42,021
Approval Pending	144
Approval Pending (after 60 days)	21
Transfer Request Approval Pending From This Exchange	3
Transfer Request Approval Pending To This Exchange	0

The Actions section is divided into four categories:

- Approve**
  - JobSeeker
  - Registration By Other Exchanges
  - Approve BackLog Entries
  - Offline Ex-Gratia Entries
- Operations**
  - View JobSeeker
  - View Any JobSeeker
  - Confirm Lapse
  - Cancel Priority
  - Renewal of Registration
- QE**
  - Finalize Quick Entry
  - Quick Entry Completion List
- Additions**
  - Additions
  - Offline Additions

Employment@KERALA | HOME x +

test.employment.kerala.gov.in/reg/lc/confirmTransfer

EEE - Testing  
TEE Kanjirappally

Approve Operations QE Additions RTR LC DR Administration Migration

### Approve Lapse Certificate Outs

Sl.no.	Candidate Name	Reg no.	DOB	Old Exchange	Address	Ward	Reg Status	Action
1	VINDO V T	65-00/581	08-02-1974	Town Employment Exchange, Kanjirappally	New Address Kottayam p o kottayam	TEMPLE WARD	Lapsed	<a href="#">Process</a> <a href="#">View</a> <a href="#">Go To Dashboard</a>

Showing page 1/1 of 1 results

Go to dash board option is used for making addition/deletion/alteration to the record

The button is to approve the lapse

View option is used for previewing the details of the candidate

Employment@KERALA | HOME x +

Not secure | test.employment.kerala.gov.in/reg/lc/confirmTransfer

### EEE - Testing

TEE, Kaniyappally

#### Approve Lapse Certificate Outs

Sl.no.	Candidate Name	Reg no.	DOB
1	VIKOD V T	65-00/581	08-02-1

Showing page 1/1 of 1 results

#### Lapse Certificate

Destination Address \*  
New Address  
Kottayam p o

Destination District \*  
Kottayam

Destination Taluk \*  
Kottayam

Destination LocalBody \*  
Kottayam [ Municipality ]

Destination Village \*  
Muttambalam

Destination Ward \*  
TEMPLE WARD

Destination Post Office Name \*  
Muttambalam S.O

Address Proof \*  
Ration Card

Address Proof Document  
[Fetch from DigLocker](#)

Address Proof Details \*  
123456789

Remarks

Your new Exchange : District Employment Exchange,Kottayam

[Approve](#) [Reject](#) [Verified](#)

Click approve button

The screenshot shows a web browser window with the URL `test.employment.kerala.g`. A green notification box at the top left says "Approved Successfully". A blue callout bubble points to the notification area with the text "This message will be displayed". The main content area is titled "Approve Lapse Certificate Outs" and contains a table with the following columns: S.No., Candidate Name, Reg no., DOB, Old Exchange, Address, Ward, Reg Status, and Action. The table is currently empty, displaying "No more items to list." Below the table, it says "Showing page 1/1 of 1 results". The top navigation bar includes various menu items like Approve, Operations, QE, Additions, RTR, LC, DR, Administration, Migration, Extras, LIST, and OC. The user is logged in as "DILIP KUNAR R as APPROVER" with an idle timeout of 15:00.

**Approver Level** process is completed. Now login as **Admin Level**

## (h) Admin level

The screenshot displays the Admin Dashboard for Employment@KERALA. The dashboard features a grid of 16 summary cards and a navigation menu. A dropdown menu is open under the 'LC' menu item, with 'Forward Lapse Certificate Outs' highlighted. A blue callout bubble points to this option with the text: 'Select forwarded lapse certificate outs option from the LC menu'.

Dashboard Summary:

Category	Value
Total Live Register	32,718
Total Male Registrants	13,081
Total Female Registrants	20,700
Total Other Registrants	0
Total Verified Count	42,185
Total Approved Count	42,021
Verification Pending	1,179
Approval Pending	144
Verification Pending (after 60 days)	103
Approval Pending (after 60 days)	21
Verifiers Online	5
Approvers Online	1
Transfer Request Verification Pending From This Exchange	8
Transfer Request Verification Pending To This Exchange	0
Transfer Request Approval Pending From This Exchange	3
Transfer Request Approval Pending To This Exchange	0

Navigation Menu: Administration, Operations, RTR, LC, DR, LIST, OC, Roster

Actions

Employment@KERALA | HOME x +

test.employment.kerala.gov.in/reg/lc/confirmAndForward

EEE - Testing  
TEE Kanjirappally

Idle timeout in 15:00 DILIP KUNAR R as EXCHANGE ADMIN Help

Administration Operations RTR LC DR Migration LIST OC Roster

### Forward Transfer Outs

Sl.no.	Candidate Name	Reg no.	DOB	Old Exchange	Address	Ward	Reg Status	Action
1	VINOD V T	65-00/581	08-02-1974	Town Employment Exchange, Kanjirappally	New Address Kottayam p o kottayam	TEMPLE WARD	Lapsed	<a href="#">Process</a>

Showing page 1/1 of 1 results

Click here

Employment@KERALA | HOME

test.employment.kerala.gov.in/reg/lc/confirmAndForward

### EEE - Testing

TEE Kalyanapally

#### Forward Transfer Outs

Slno	Candidate Name	Reg no.
1	VINOD P T	66-00/751

Showing page 1/1 of 1 results

#### Lapse Certificate

Destination Address \*  
New Address: Kottayam p o

Destination District \*  
Kottayam

Destination LocalBody \*  
Kottayam [ Municipality ]

Destination Ward \*  
TEMPLE WARD

Address Proof \*  
Ration Card

Address Proof Details \*  
123456789

Remarks

Your new Exchange : District Employment Exchange,Kottayam

[Confirm & Forward](#) [Reject](#)

Check the details and enter remarks

## Note

Click confirm & forward button to forward the registration to the destination employment exchange. Click reject button to reject the lapse certificate application if there is a due reason.

The screenshot shows a web browser window with the URL 'test.employment.kerala'. A green notification box at the top left says 'Forwarded successfully!'. A blue callout bubble points to this message with the text 'This message will be displayed'. The main content area is titled 'Forward Transfer Outs' and contains a table with the following columns: Sl.no., Candidate Name, Reg no., DOB, Old Exchange, Address, Ward, Reg Status, and Action. The table is currently empty, displaying 'No more items to list'. Below the table, it says 'Showing page 1/1 of 1 results'. The top navigation bar includes links for Administration, Operations, RTR, LC, DR, Migration, LIST, OC, and Roster. The user is identified as 'DILIP KUMAR R as EXCHANGE ADMIN'.

### **Note**

The process at source employment exchange is complete. Please inform the destination employment exchange immediately to check the status.

Employment@KERALA | HOME x +

Not secure | test.employment.kerala.gov.in/reg/lc/listIncomingRequest

EEE - Testing  
DEE Kottayam

Approve Operations QE Additions RTR LC Administration Migration Extras LIST OC

Check the status lapse certificate ins from LC menu

Approve Lapse Certificate Request  
Approve Lapse Certificate Ins  
Approve Lapse Certificate Outs  
Status of Lapse Certificate Ins

### Status Of Lapse Certificate Ins

Sl.no.	Candidate Name	Reg no.	DOB	Confirmed	New Exchange	Request Received	Request	Change	Verified	Approved	Confirm & Forward	Transferred	Rejected	New Reg No.
21	LJJI CYRIAC	64-99/w3594	10-11-1983	Yes	DEE Kottayam	Yes	Yes	Yes	Yes	Yes	Yes	Yes	-	14-2019/939
22	SETHUBHA V	62-90/w5970	05-05-1970	Yes	DEE Kottayam	Yes	Yes	Yes	Yes	Yes	Yes	Yes	-	14-2019/5592
23	NISHA K	20-08/383	29-05-1989	Yes	DEE Kottayam	Yes	Yes	Yes	Yes	Yes	Yes	Yes	-	14-2019/5674
24	GEETHA SREEDHARAN	58-87/w109	08-04-1964	Yes	DEE Kottayam	Yes	Yes	Yes	Yes	Yes	Yes	Yes	-	14-2019/4855
25	VIJAYAN C V	65-00/4403	02-01-1979	Yes	DEE Kottayam	Yes	Yes	Yes	Yes	Yes	Yes	Yes	-	14-2019/5791
26	VINOD V T	65-00/581	08-02-1974	Yes	DEE Kottayam	Yes	Yes	Yes	Yes	Yes	Yes	No	-	

Showing page 3/3 of 26 results

Page# Go

<< < 1 2 3

Process to be done at the destination employment exchange.....

# DESTINATION EXCHANGE

## (i) Approver level

➤ Login as exchange approver

The screenshot shows the 'Employment@KERALA' dashboard for an approver. The browser address bar indicates the URL is `test.employment.kerala.gov.in/dashboard/approver`. The dashboard features a navigation menu with options like Approve, Operations, QE, Additions, RTR, LC, and DR. A dropdown menu is open under the 'LC' option, with 'Approve Lapse Certificate Ins' selected. A blue callout bubble points to this menu item with the text: "Select approve lapse certificate ins option from the LC menu".

**Dashboard Statistics:**

Category	Value
Total Live Register	72,065
Total Male Registrants	28,620
Total Female Registrants	1
Total Other Registrants	1
Total Approved Count	94,589
Approval Pending	272
Approval Pending (after 60 days)	75
Transfer Request Approval Pending From This Exchange	5
Transfer Request Approval Pending To This Exchange	0

**Actions:**

- Approve**
  - JobSeeker
  - Registration By Other Exchanges
  - Approve BackLog Entries
  - Offline Ex-Service Entries
- Operations**
  - View JobSeeker
  - View Any JobSeeker
  - Confirm Lapse
  - Cancel Priority
  - Summary of Registrations
- QE**
  - Finalize Quick Entry
  - Quick Entry Completion List
- Additions**
  - Additions
  - Offline Additions

Employment@KERALA | HOME x +

Not secure | test.employment.kerala.gov.in/reg/lc/finaliseTransfer

EEE - Testing  
DEE Kottayam

Idle timeout in 14:59 | Ummer K M as APPROVER | Help

Approve Operations CE Additions RTR LC DR Administration Migration Extras LIST OC

### Approve Lapse Certificate Ins

Sl.no.	Candidate Name	Reg no.	DOB	Old Exchange	Address	Ward	Reg Status	Action
1	WINOD V T	65-00/581	08-02-1974	Town Employment Exchange, Kanjirappally	New Address Kottayam p o kottayam	TEMPLE WARD	Lapsed	<a href="#">Process</a>

Showing page 1/1 of 1 results

Click here

Employment@KERALA | HOME x +

Not secure | test.employment.kerala.gov.in/reg/lc/finaliseTransfer

### EEE - Testing

DEE Kottayam

#### Approve Lapse Certificate Ins

Sl.no.	Candidate Name	Reg no.
1	VINOD V T	65-00/561

Showing page 1/1 of 1 results

#### Lapse Certificate

Destination Address \*  
New Address  
Kottayam p o

Destination District \*  
Kottayam

Destination Taluk \*  
Kottayam

Destination LocalBody \*  
Kottayam [ Municipality ]

Destination Village \*  
Muttambalam

Destination Ward \*  
TEMPLE WARD

Destination Post Office Name \*  
Muttambalam S.O

Address Proof \*  
Ration Card

Address Proof Document  
Fetch from DigiLocker

Address Proof Details \*  
123456789

Remarks

Your new Exchange : District Employment Exchange,Kottayam

Finalise & ReRegister Reject Is Confirmed Approved

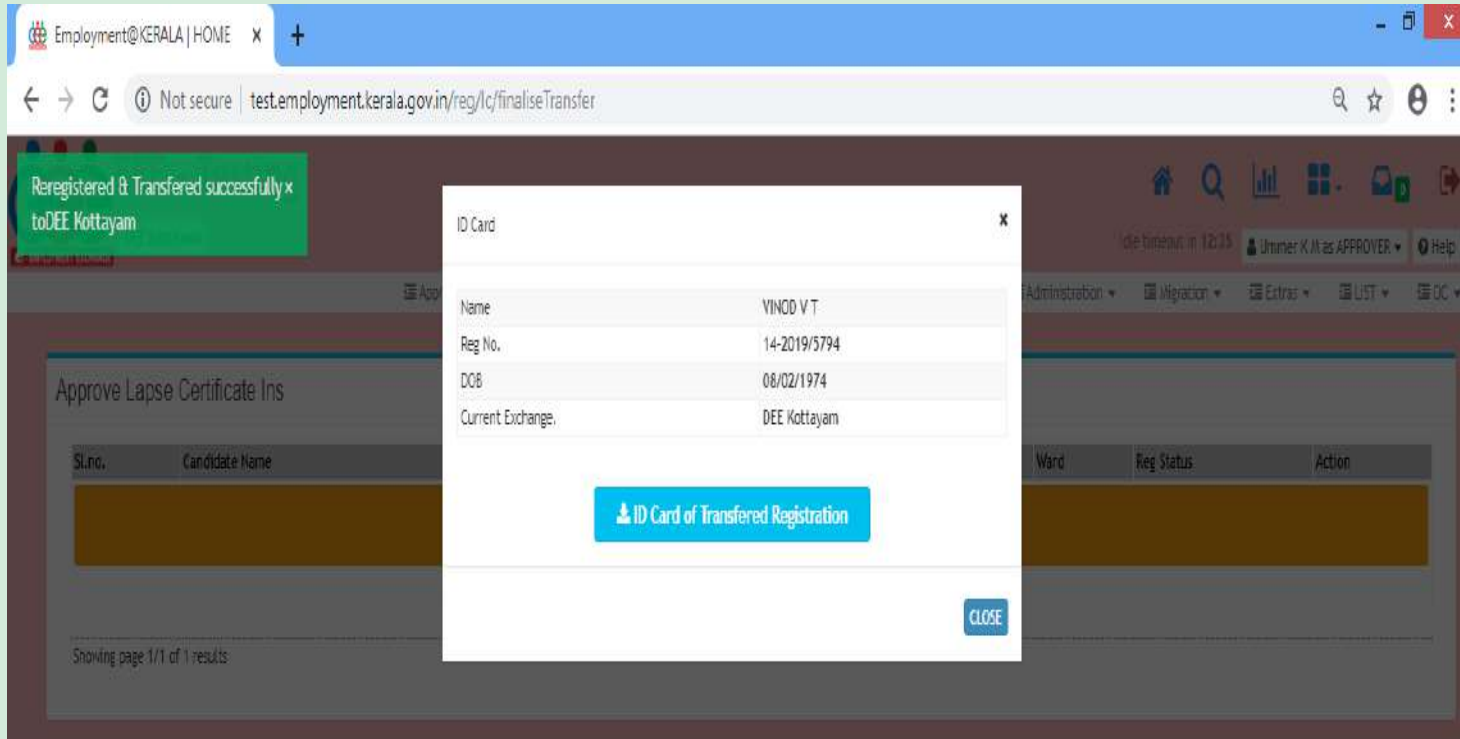
Idle timeout in 15:00 | Ummer K.M as APPROVER | Help

Ward	Reg Status	Action
TEMPLE WARD	Lapsed	Process

Click finalize & re-register

Check the details and enter the remarks

➤ The applicant re-registered in the destination employment exchange



Please note the new registration number and click ID card of transferred registration button to generate X10B

New X10B will be displayed below

**IDENTITY CARD**  
**NATIONAL EMPLOYMENT SERVICES (KERALA)**  
**District Employment Exchange, Kottayam**  
Civil Station, Kottayam District, Pin. 686001  
Phone No: 0481-256041, Email: deektm.emp.lhr@kerala.gov.in

**Name Of Registrant** VINOD V T  
**Registration No.** 14-2019/5794  
**Renewal Due** 12/2022  
**Renewed Date.** -  
**Date of Birth** 08/02/1974  
**Religion** HINDU  
**Caste** Scheduled Castes  
**PH** No  
**Ex-Service** No

Signature of the Registrant      **Signature of the Officer**

SI No.	Priority	NCO	Seniority
NA	NA	X00210	04-12-2019 11:10:41

New Address  
**Address:** Kottayam p o ko  
ttayam  
Kottayam

for details: [www.employment.kerala.gov.in](http://www.employment.kerala.gov.in)  
04-12-2019 11:15:07

Employment@KERALA | HOME x +

Not secure | test.employment.kerala.gov.in/reg/lc/listIncomingRequest

**EEE - Testing**  
DEE Kottayam

Idle timeout in 14:54 Ummer K. M. as APPROVER Help

Approve Operations QE Additions RTR LC DR Administration Migration Extras LIST OC

### Status Of Lapse Certificate Ins

Sl.no.	Candidate Name	Reg no.	DOB	Confirmed	New Exchange	Request Received	Request Approved	Request Forwarded	Old Exchange	Verified	Approved	Confirm & Forward	Transferred	Rejected	New Reg No.
21	LUJI CYRIAC	64-99/w03594	10-11-1983	Yes	DEE Kottayam	Yes	Yes	Yes	TEE Pala	Yes	Yes	Yes	Yes	-	14-2019/939
22	SETHUBHAI V	62-90/w5970	05-05-1970	Yes	DEE Kottayam	Yes	Yes	Yes	TEE Changarassery	Yes	Yes	Yes	Yes	-	14-2019/5592
23	NISHA K	20-08/383	29-05-1989	Yes	DEE Kottayam	Yes	Yes	Yes	DEE Kozhikkod	Yes	Yes	Yes	Yes	-	14-2019/5674
24	GEETHA SREEDHARAN	58-87/w109	08-04-1964	Yes	DEE Kottayam	Yes	Yes	Yes	TEE Cherthala	Yes	Yes	Yes	Yes	-	14-2019/4855
25	VIJAYAN C V	65-00/4403	02-01-1979	Yes	DEE Kottayam	Yes	Yes	Yes	TEE Kanjirappally	Yes	Yes	Yes	Yes	-	14-2019/5791
26	VINOD Y T	65-00/581	08-02-1974	Yes	DEE Kottayam	Yes	Yes	Yes	TEE Kanjirappally	Yes	Yes	Yes	Yes	-	14-2019/5794

Showing page 3/3 of 26 results

Page#  Go

<< < 1 2 3

### Note

The section clerk must regularly check the status of the applications as shown above. With the generation of X10B the process of re-registration other exchange is complete.

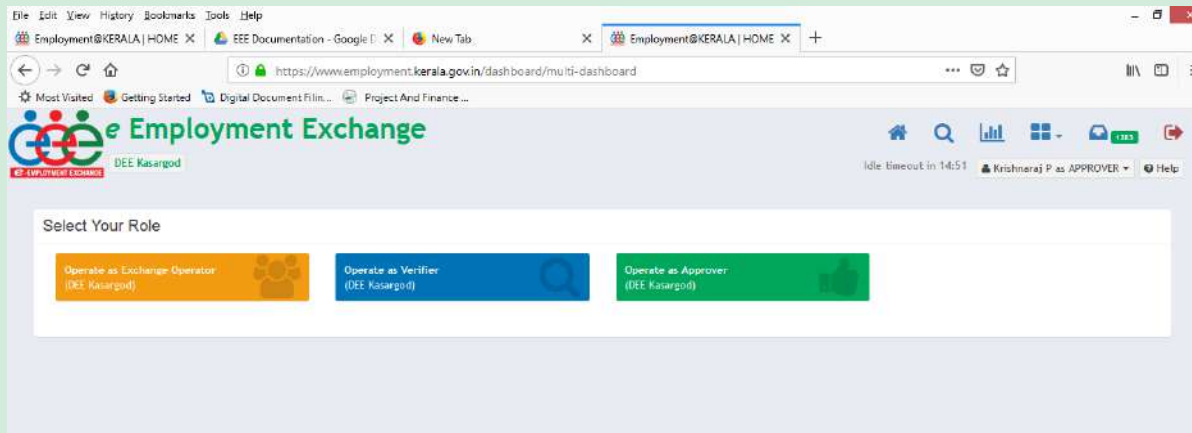
## XI- DIRECTORATE RENEWAL

*(This is a special type of renewal. It is done for the candidate who has not renewed his/her registration because of illness or natural calamity or arrest under preventive detention or armed conflict with other country or service internal disturbances. The necessary documents must be produced by the candidate for this purpose)*

This option is used at the employment exchange where the candidate is registered.

(If the registration number does not exist in dead register, do single migrations. If data is not present anywhere, Backlog data entry to be done and then lapse to start this renewal process.)

### 1. Operator level



The screenshot shows the Employment@KERALA dashboard with the following statistics:

- Total Live Register: 26,791
- Total Male Registrants: 10,721
- Total Female Registrants: 18,136
- Total Other Registrants: 1
- Total Data Entered By Me: 2

The Actions section is divided into four categories:

- Process**
  - Backlog Data Entry
  - Offline Ex-Service Registration
  - Offline Camp Registration
  - Offline Exchange Down
  - Fresh Candidate Registration
  - Renewal Backlog Entry
  - Renewal of Registration
  - Transfer Request
  - Re-Registration-Other Exchange
  - Add Employer
  - Directorate Renewal Request
  - Request For Change
  - Request For Change Status
  - Seniority List - Appeal Registration
  - Special Renewal Register
- Operations**
  - View Any JobSeeker
  - Initiate Requisitions
- Additions**
  - Additions
  - Offline Additions
- Migration**
  - Dead Register Search

A callout bubble points to "Directorate Renewal Request" in the Process list with the text: "Click directorate renewal request".

The screenshot shows a web browser window with the URL <https://www.employment.kerala.gov.in/prs/opr/directorateRenewalRequest>. The page title is "Directorate Renewal Requests". Below the title, there is a form with the instruction "Please enter Unique Id/Registration Number/Email/Username \*". The form contains a single text input field with a blue border and a "Go!" button to its right. A blue callout bubble with a white border points to the input field, containing the text "Enter lapsed registration number followed by the code". The browser's address bar shows the URL, and the page header includes the "Employment Exchange" logo and navigation links like "Process", "Operations", "Additions", and "Migration".

File Edit View History Bookmarks Tools Help

Employment@KERALA | THOZ... X EEE Documentation - Google... X New Tab... X Employment@KERALA | HOME X +

https://www.employment.kerala.gov.in/pro/opr/directorateRenewalRequest

Most Visited Getting Started Digital Document Filin... Project And Finance...

### Directorate Renewal Requests

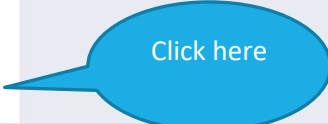
Please enter Unique Id/Registration Number/Email/Username ^

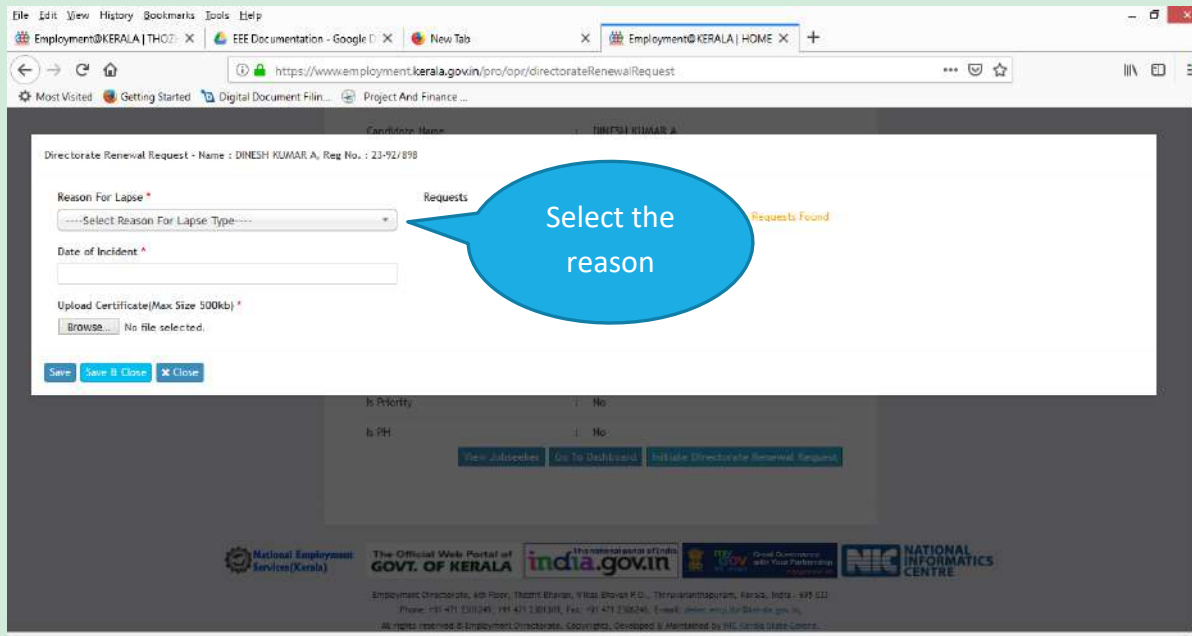
23-92/898 [Go!](#)

#### Details of Selected Candidate

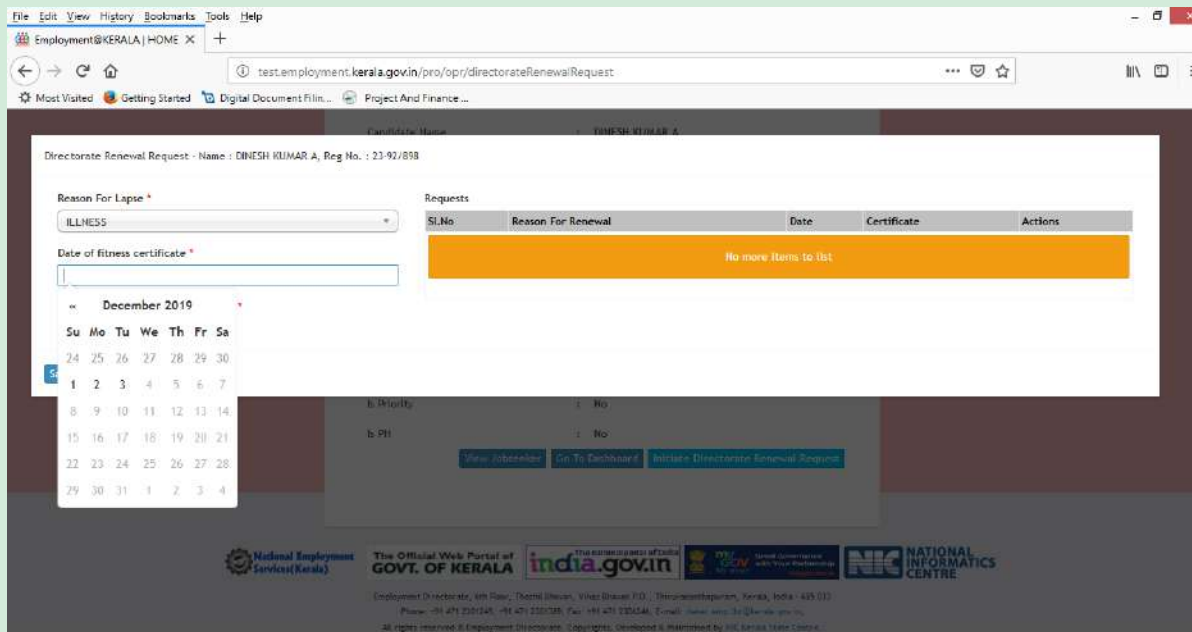
Candidate Name	: DINESH KUMAR A
Date Of Birth	: 07-07-1976
Gender	: Male
Address	: MADHAVI NILAYAM,VELLAI HOUSE BEDADKA P O,CHENGALA VIA KASARAGODD
Caste	: Open Category
Registrations(Reg No (Status - New registration number if available)	: 23-92/898(LAFSED )
Current Renewal Due	: Aug-2018
Reg. Mode	: Migrated Registration
Is Priority	: No
Is PH	: No

[View Jobseeker](#) [Go To Dashboard](#) [Initiate Directorate Renewal Request](#)



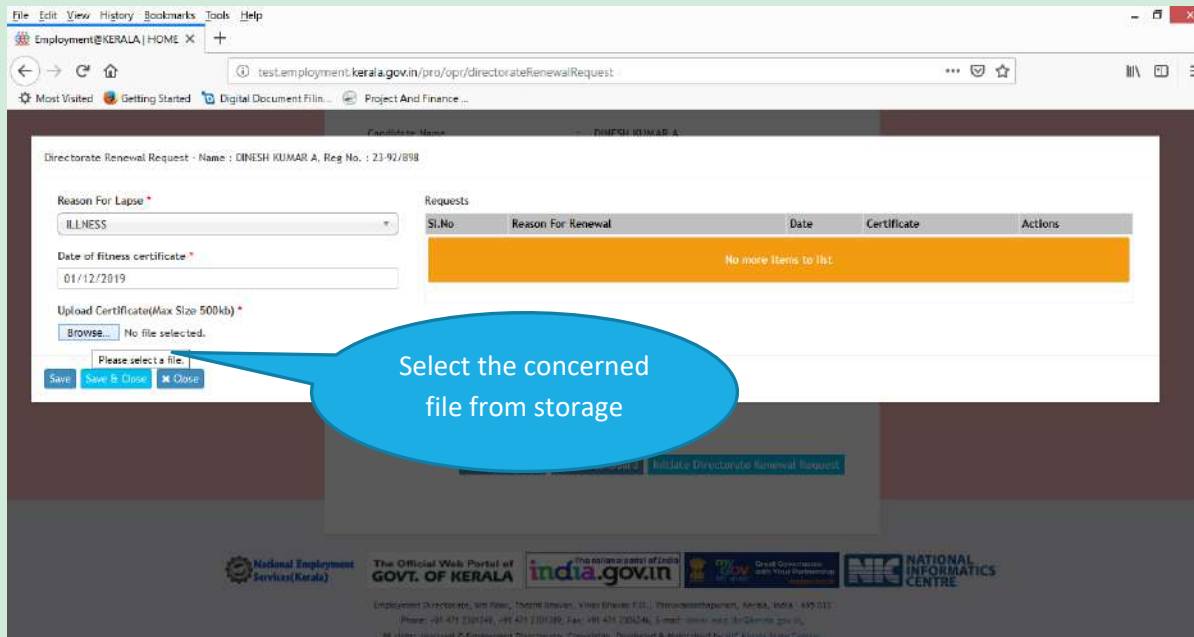


- If the reason is illness, fitness certificate also required (*both certificates are to be in a single file*). Certificate date must be within 6months.



Type the certificate date (dd/mm/yy) or select from the given calendar

- Then browse and select the documents already stored in the system. The file must be in pdf format and below 500kb



After uploading click on **save and close** button

Details of Selected Candidate

Directorate Renewal - RAJU - 23-12/111 - DEE Kasargod ( 9310369 - 17 )

Reason For Lapse \*  
---Select Reason For Lapse Type---

Date of Incident \*  
[ ]

Upload Certificate(Max Size 500kb) \*  
Browse [ ] No file selected.

Save Save & Close Close

Sl.No	Reason For Renewal	Date	Certificate	Actions
1	National Calambies	01-01-2019	View	Remove Lock

Click on lock

National Employment Services(Kerala) The Official Web Portal of GOVT. OF KERALA india.gov.in NIC NATIONAL INFORMATICS CENTRE

➤ Then confirmed successfully message appeared

Operator level is completed....

## 2. Verifier level

The screenshot shows the Employment@KERALA dashboard in verifier mode. The user is logged in as 'Krishnaraj P as VERIFIER'. The dashboard displays various statistics and pending requests. A blue callout bubble highlights the 'Renewal Requests' menu item, with the text: 'Select the DR option in verifier mode and select the renewal request'.

Category	Value
Total Live Register	28,707
Total Male Registrants	11,408
Total Female Registrants	19,249
Total Other Registrants	1
Total Verified Count	39,090
Verification Pending	1,116
Verification Pending (after 60 days)	247
Transfer Request Verification Pending From This Exchange	1
Transfer Request Verification Pending To This Exchange	1

Directorate Renewal Requests

Sl.No.	Reg No.	Candidate Name	DOB	Exchange	Address	Renewal Month	Action
1	23-92/898	DINESH KUMAR A	07-07-1976	District Employment Exchange, Kasargod	MADHAVI NILAYAM,VELLAJ HOUSE BEDACKA P O,CHENGALA VIA KASARAGOD	Aug-2018	Process

Showing page 1/1 of 1 results

Click here

Directorate Renewal

Reason For Lapse \*  
ILLNESS

Date of Incident \*  
01/12/2019

Upload Certificate(Max Size 500kb)  
Browse... No file selected. View Uploaded Certificate

Verifier Remarks

Save & Verify MFD Close

Verify the details if ok click here, otherwise click on MFD

Verifier option is completed...

### 3. Approver level

The screenshot shows the 'Dashboard' for an approver at the Employment@KERALA portal. The dashboard includes several key metrics:

Metric	Value
Total Live Register	28,707
Total Male Registrants	11,408
Total Female Registrants	19,249
Total Other Registrants	1
Total Approved Count	38,813
Approval Pending	194
Approval Pending (after 60 days)	53
Transfer Request Approval Pending From This Exchange	1
Transfer Request Approval Pending To This Exchange	1

The 'DR' menu item in the top navigation bar is highlighted, and a blue callout bubble contains the instruction: "Select the DR option in approver mode and select the Renewal request".

File Edit View History Bookmarks Tools Help  
Employment@KERALA HOME X  
test.employment.kerala.gov.in/reg/rdy/viewRequests  
Most Visited Getting Started Digital Document Filin... Project And Finance...  
EEE - Testing  
DEE Kasargod  
Idle timeout in 14:44 Krishnaraj P as APPROVER Help  
Approve Operations QE Additions RTR LC DR Administration Migration Extras LGT OC

### Directorate Renewal Requests

Sl.no.	Reg No.	Candidate Name	DOB	Exchange	Address	Renewal Month	Action
1	23-92/898	DINESH KLIMAR A	07-07-1976	District Employment Exchange, Kasargod	MADHAVI NILAYAM,VELLAJ HOUSE BEDAKKA P O,CHENGALA VIA KASARAGOD	Aug-2018	Process

Showing page 1/1 of 1 results

Click here

Verify and approve the details, if ok click here otherwise click on MFD

S.No.	Reg No.	Candidate Name	DOB
1	21-92/850	DINESH KUMAR A	07-07-1988

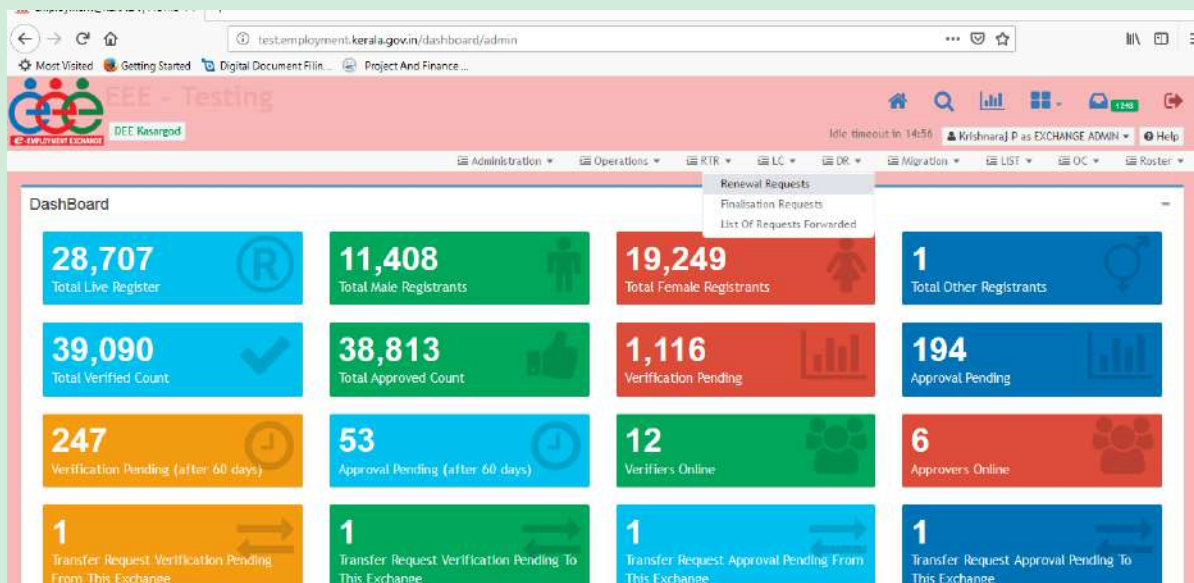
- Approver level is completed.
- The application is automatically forwarded to the finalizing authority (Admin).

## 4. Admin level

- If the last renewal date is within 1 year, the concerned local Employment officer can finalize this application.
- If the date is between 1 year and 3 year the concerned Dist. employment officer can finalize this application.
- If the date is between 3 to 5 year the concerned RDD can finalize this application.
- If the date is above 5 year, Employment Director finalizes this application

### In Admin mode:

- The admin of the office click on DR option and select renewal requests



Directorate Renewal Requests

Sl.No.	Reg No.	Candidate Name	DOB	Exchange	Address	Renewal Month	Action
1	23-92/898	DINESH KUMAR A	07-07-1976	District Employment Exchange, Kasargod	MAADHAVI NILAYAM,VELLAI HOUSE BEDADRA P O,CHENGALA VIA KASARGOD	Aug-2018	Process

Showing page 1/1 of 1 results

Click here

Directorate Renewal

Reason For Lapse \*  
ILLNESS

Date of Incident \*  
01/12/2019

Upload Certificate(Max Size 500kb)  
Browse... No file selected. View Uploaded Certificate

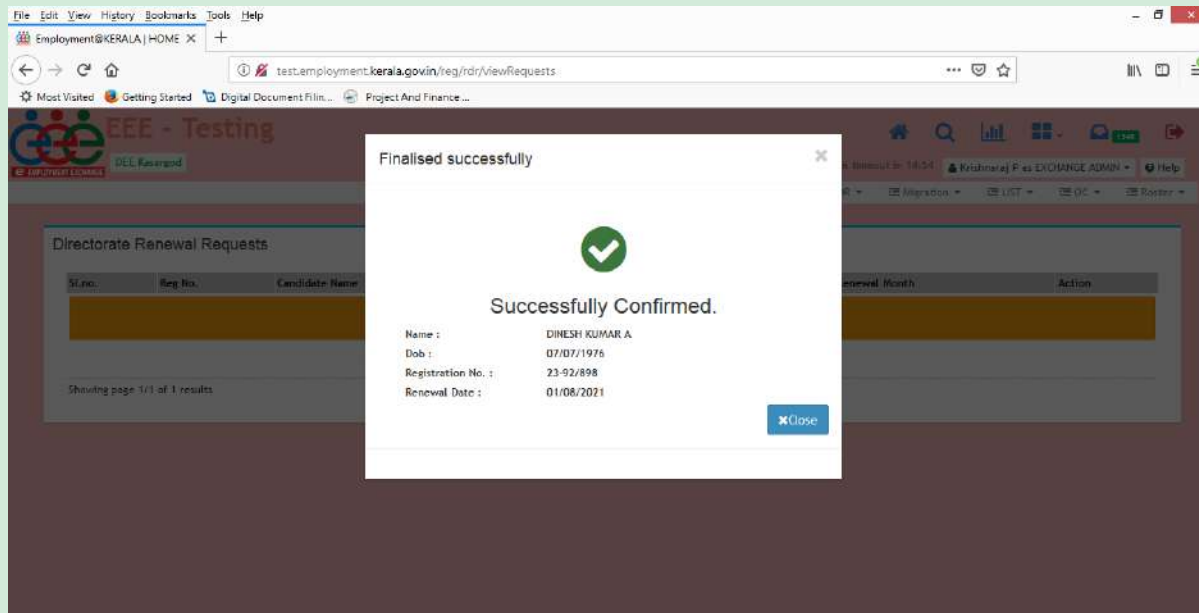
Last Renewal Date : 01-08-2018

Confirmation Remarks

Confirm & Finalize Reject Close

Check all details and click here

➤ The success message is appeared



❖ Process is over.....

❖ If the application forwarded from lower office the admin may do the following steps

File Edit View History Bookmarks Tools Help  
 Employment@KERALA | HOME X  
 test.employment.kerala.gov.in/dashboard/admin  
 Most Visited Getting Started Digital Document Fil... Project And Finance...  
 EEE - Testing  
 DEE Kasargod  
 Administration Operations RTR LC DR  
 LIST OC Roster  
 Renewal Requests  
 Finalisation Requests  
 List Of Requests Forwarded

**Dashboard**

<b>28,707</b> Total Live Register	<b>11,408</b> Total Male Registrants	<b>19,249</b> Total Female Registrants	<b>1</b> Total Other Registrants
<b>39,090</b> Total Verified Count	<b>38,813</b> Total Approved Count	<b>1,116</b> Verification Pending	<b>194</b> Approval Pending
<b>247</b> Verification Pending (after 60 days)	<b>53</b> Approval Pending (after 60 days)	<b>12</b> Verifiers Online	<b>6</b> Approvers Online
<b>1</b> Transfer Request Verification Pending From This Exchange	<b>1</b> Transfer Request Verification Pending To This Exchange	<b>1</b> Transfer Request Approval Pending From This Exchange	<b>1</b> Transfer Request Approval Pending To This Exchange

test.employment.kerala.gov.in/reg/dtr/viewFinalisationRequests

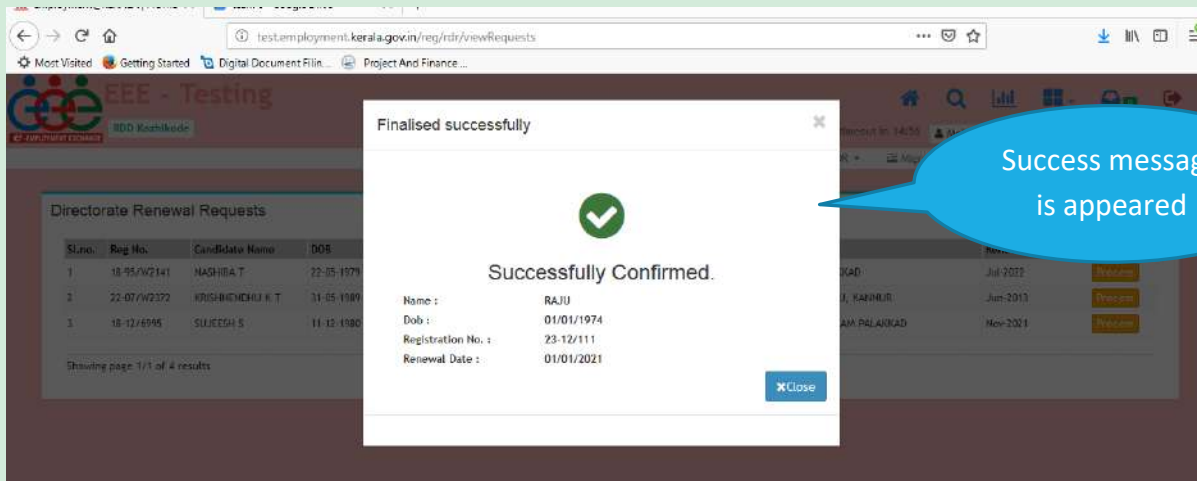
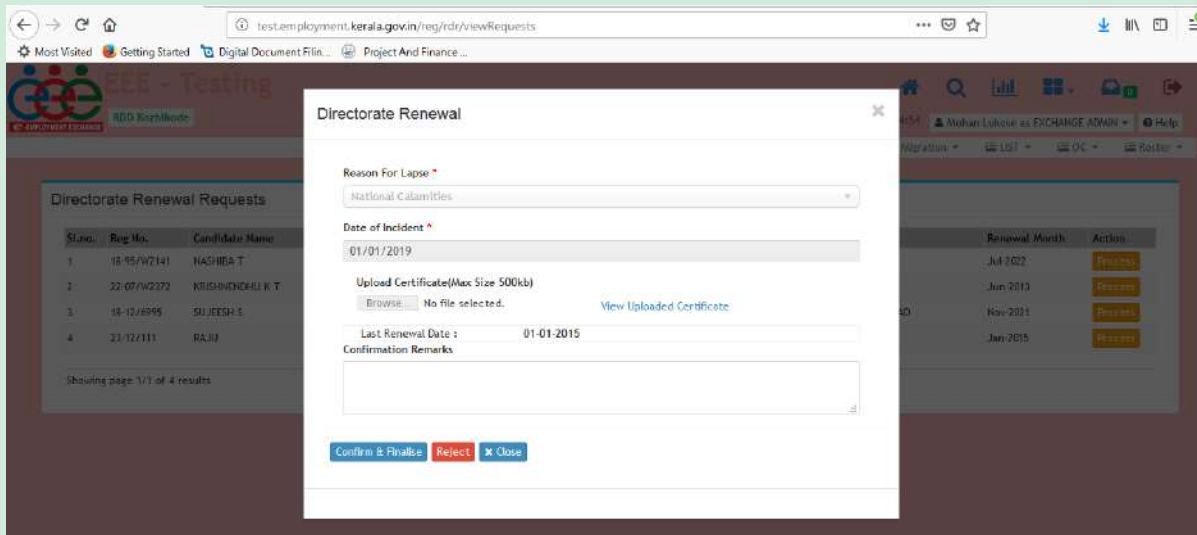
Click on finalization request of DR option

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/rdr/viewRequests`. The page title is "EEE - Testing" and it includes a navigation menu with options like Administration, Operations, RTR, LC, DR, Migration, LIST, OC, and Roster. The main content area is titled "Directorate Renewal Requests" and contains a table with the following data:

Sl.No.	Reg No.	Candidate Name	DOB.	Exchange	Address	Renewal Month	Action
1	18-95/W2141	NASHIRA T	22-05-1979	District Employment Exchange, Palakkad	SHAMSUJ MANZIL DAM ROAD WALAYAR PALAKKAD	Jul-2022	Process
2	22-07/W2372	KRISHNENDHU K T	31-05-1989	District Employment Exchange, Kannur	VAYALIL HOUSE, PADANNAPALAM, PO CHALADU, KANNUR	Jun-2013	Process
3	18-12/6595	SUJEEESH S	11-12-1980	District Employment Exchange, Palakkad	GOKULAM INDUSTRIAL ESTATE PUDUPARIYARAM PALAKKAD	Nov-2021	Process
4	23-12/111	RAJU	01-01-1974	District Employment Exchange, Kasargod	dwaaz	Jan-2015	Process

Showing page 1/1 of 4 results

Click on process button of required candidate



Process completed....

## XII- REQUEST FOR CHANGE

(Note: This is used to correct the personal information of a candidate.)

1. Website address of online employment portal is: [www.eemployment.kerala.gov.in](http://www.eemployment.kerala.gov.in)
2. Web browser to be chosen (Preferably) Mozilla Firefox.
3. Go to operator dashboard.
4. Click on Request for change button from 'Process' menu

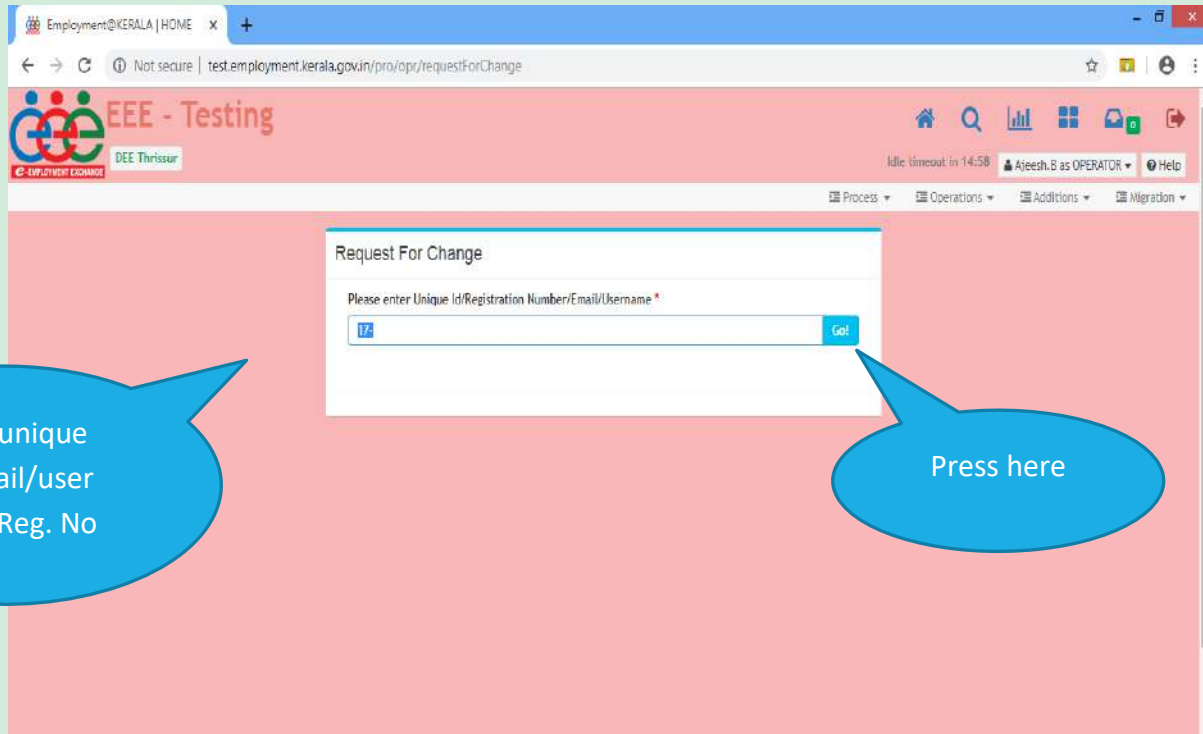
### 1. Operator Level

Not secure | test.eemployment.kerala.gov.in/dashboard/operators

78,145 Total Live Register	29,090 Total Male Registrants	53,353 Total Female Registrants	0 Total Other Registrants
4,168 Total Data Entered By Me			

Actions

Process	Operations	Additions	Migration
<ul style="list-style-type: none"><li>Backlog Data Entry</li><li>Offline Ex-Service Registration</li><li>Offline Camp Registration</li><li>Offline Exchange Down</li><li>Fresh Candidate Registration</li><li>Renewal Backlog Entry</li><li>Renewal of Registration</li><li>Transfer Request</li><li>Re-Registration-Other Exchange</li><li>Add Employer</li><li>Directorate Renewal Request</li><li>Request For Change</li><li>Request For Change Status</li><li>Quick Entry</li><li>Quick Entry status</li><li>Quick Entry Completion List</li><li>Seniority List - Appeal Registration</li><li>Special Renewal Register</li></ul>	<ul style="list-style-type: none"><li>View Any JobSeeker</li><li>Initiate Requisitions</li></ul>	<ul style="list-style-type: none"><li>Additions</li><li>Offline Additions</li></ul>	<ul style="list-style-type: none"><li>Dead Register Search</li></ul>



Employment@KERALA | HOME x +

Not secure | test.employment.kerala.gov.in/pro/opr/requestForChange

Idle timeout in 13:18 | Ajeesh.B as OPERATOR | Help

### Request For Change

Please enter Unique Id/Registration Number/Email/Username \*

17-2019/555

#### Details of Selected Candidate

Candidate Name	: SOJAN P T
Date Of Birth	: 26-06-1992
Gender	: Male
Address	: PLAMKKANMANGOLA HOUSE, ARIMBUR PO, THRISSUR 680420
Caste	: Open Category
Registrations(Reg No (Status - New registration number if available))	: 17-2019/555(LIVE )
Current Renewal Due	: Mar-2022
Reg. Mode	: Re-Registration
Is Priority	: No
Is PH	: No

Press initiate request for change button

➤ The page will displayed like this:

The screenshot shows a web browser window with the URL 'test.employment.kerala.gov.in/pro/opr/requestForChange'. The form is titled 'SUJAN P I' and contains the following fields:

Field Name	Value
Name *	SUJAN P I
Name in Malayalam *	സുജൻ പി ടി
Gender *	Male
Father's Name	
Mother's Name	
Spouse's Name	
Guardian's Name *	TITUS P J
Religion *	CHRISTIAN
Category *	Open Category
Caste *	NA
Date Of Birth *	26/06/1992
Marital Status *	NA
Address *	PLAMKANDAMOOLA HOUSE, ARIMBUR PO, THRISSUR 680620
Mobile Number *	9946895620
Email Address *	sojantitus@gmail.com
Post Office *	Arampur S.O
Address Proof *	School/College Certificates
Address Proof Details *	sslc
Address Proof Url	Fetch from DigLocker
Aadhaar No.	

At the bottom of the form, there are buttons for 'Save and Lock', 'Save', and 'Close'.

Correct the field in which you need to change the details. Also enter all mandatory field.

Actions in operator dashboard is completed.

-----  
**Go to verifier mode.....**

## 2. Verifier Level

Click request for change in verify menu

EEE - Testing  
DEE Thrissur

Verify Operations QE Additions RTR LC DR Migration Extras Administration LIST OC

Jobseeker

- Registration By Other Exchanges
- Back Log Entries
- Offline Ex-Service Entries
- Offline Camp Registration
- Offline Exchange Down
- Fresh Candidate Entries
- BDL Entries
- Request For Change**
- Verify Employer
- UAS
- Verify Jobs
- Employer Request For Change

JobSeeker Details

Please enter Unique ID/Email/User Name/Registration Number \*

17-

- The screen will be displayed as follows : **Select candidate from the list**

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/pro/optr/requestForChangeStatus`. The page title is "Request For Change" and it features a "Pending List" table. The table has 5 rows of data, each with a "Verify" button in the "Action" column. Below the table, it says "Showing page 1/1 of 5 results".

Sl.No	Reg No	Job Seeker Name	Exchange	Address	Action
1	17-2019/555	SOJAN P T	DEE Thirissur	PLAMKKANDANoola HOUSE,ARIWILUR PO,THIRISSUR 680620	Verify
2	17-93/W2553	AMBILY M B	DEE Thirissur	MADATHIPARAIKIL HOUSE,CHOTTUPARA P O,JI G KAVU THIRISSUR	Verify
3	17-10/W1735	ASWATHI RAJAGOPAL	DEE Thirissur	PONNENBHARA HOUSE,PUZHAKKAL P O,THIRISSUR	Verify
4	17-90/W7455	SHEENA K V	DEE Thirissur	KURUVEETIL HOUSE,KUTTUR P O,THIRISSUR	Verify
5	79-2018/190	SINI IGNATIUS P	DEE Thirissur	CHALISSERY HOUSE , ERUMAPETTY - PIST , THIRISSUR - DIST , KERALA - 680584 .	Verify

The screen will be displayed as follows:

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/pro/opt/requestForChangeStatus`. The form contains the following fields:

- Name in Malayalam:
- Gender:
- Father's Name:
- Mother's Name:
- Spouse's Name:
- Guardian's Name:
- Religion:
- Open Category:
- Caste:
- Marital Status:
- Address:
- Mobile Number:
- Email Address:
- Post Office:
- Address Proof:
- Address Proof Details:
- Address Proof Url:
- Aadhaar No.:

A confirmation dialog box is displayed in the foreground with the text "Confirmation" and "Are you sure?". It has two buttons: "No" and "Yes".

Press "yes" button in verify menu

Actions in verifier dashboard is completed.

Go to Approver dashboard

### 3. Approver Level

Select request for change in approve menu

The screenshot shows the 'Approver' dashboard for the Employment Testing system. The dashboard includes a navigation menu, a 'Dash' section with various approval tasks, and a 'Actions' section. The 'Dash' section contains several cards with statistics:

Category	Value	Description
Total Male Registrants	29,090	Registrants
Total Female Registrants	53,353	Registrants
Total Other Registrants	0	Registrants
Approval Pending	234	Approval Pending
Approval Pending (after 60 days)	45	Approval Pending (after 60 days)
Transfer Request Approval Pending From This Exchange	1	Transfer Request Approval Pending From This Exchange

The 'Approve' menu is open, showing the following options:

- Registration By Other Exchanges
- Approve Backlog Entries
- Offline Ex-Service Entries
- Offline Camp Registration
- Offline Exchange Down
- Approve Fresh Candidate Entries
- Approve BOL
- Request For Change** (highlighted)
- Approve Employer
- UAS
- Approve Vocational/Guidance Programme
- Approve Jobs
- Employer Request For Change
- Transfer Request Approval Pending To This Exchange

Select candidate from the list

Request For Change

---Select List---

Pending List

Sl.No	Reg No	Job Seeker Name	Exchange	Address	Action
1	17-2019/555	SOJAN P T	DEE Thrissur	PLAIKKANDAMOOLA HOUSE,ARIAMBUR PO,THRISSUR 060620	Approve
2	17-2019/2054	ASWIN M B	DEE Thrissur	MOORKANIKKARA HOUSE, NELLIKKAD PO, RAWAYAMPURAM THRISSUR	Approve
3	17-97/W486	RUIJ P V	DEE Thrissur	PUNNAKULLI HOSE,MANALUR (P O),THRISOOR	Approve
4	17-04/W5755	ANJU ANAND	DEE Thrissur	W/O AS SETHUNATH,AKKARAKARAN HOUSE MAMBULLYPO KANDASSANKADAWU	Approve
5	17-03/W1653	RAJITHA P C	DEE Thrissur	PULINKUZHAY HOUSE,OLLUR PO,GRAMODDHARANAM ROAD	Approve
6	17-07/W6647	ANCY SUNNY	DEE Thrissur	CHUNGAN HOUSE,KACHERY (PO),THRISSUR	Approve
7	17-16/2424	MILANO JAMES	DEE Thrissur	THOTTAA HOUSE,KALATHOSE,OLLUKKARA P O	Approve
8	17-93/W1097	PREEJA C V	DEE Thrissur	CHAKAMADATHIL HOUSE,CHOOLISSERY P O,THRISSUR	Approve
9	17-01/W7225	GINTU DAVIES	DEE Thrissur	KANJIRATHINGAL HOUSE,POOIVANCHIRA,CHUVANNAMANNUR P O	Approve
10	17-00/W8446	PRIVA P P	DEE Thrissur	PUZHAMPALLATH HOUSE,ERAVIMANGALAM P O,THRISSUR	Approve
11	17-89/W7163	ROSY C A	DEE Thrissur	CHEMMANNUR HOUSE,MULANGUNNATHUKAVU P O,THRISSUR	Approve
12	17-16/5924	BINIMOL P B	DEE Thrissur	PUTHUR HOUSE,PULLAZHI P O,NADAKKUMURI	Approve
13	17-95/W3457	SUBHADRA M K	DEE Thrissur	MARATHYALAPPIL HOUSE,URAIKAN P O,THRISSUR	Approve
14	17-89/W4105	RADHA P N	DEE Thrissur	PORUTHUKARAN HOUSE,MYLPADAM, THRISSUR	Approve

Employment@KERALA | HOME x

Not secure | test.employment.kerala.gov.in/pro/opr/requestForChangeStatus

നാമം: തിട്ടുസ് എസ്

Name in Malayalam \* തിട്ടുസ് എസ്

Gender \* Male

Father's Name

Mother's Name

Spouse's Name

Guardian's Name \* TITUS P J

Religion \* CHRISTIAN

Open Category

Category \* Open Category

Caste \* NA

Marital Status \* UNMARRIED

Address \* PLAMKANDAMOOLA HOUSE, ARIMBUR PO, THRISSUR 680620

Mobile Number \* 9946895620

Email Address \* sojantitus@gmail.com

Post Office \* Arimpur S.O

Address Proof \* School/College Certificates

Address Proof Details \* sslc

Address Proof Uri [Fetch from DigLocker](#)

Aadhaar No.

Approve

Confirmation

Are you sure?

No Yes

verified

Press yes button in approve menu

➤ Message will be displayed as approved successfully.

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/pro/opt/requestForChangeStatus`. A green notification banner at the top left reads "Approved Successfully". The main content area is titled "Request For Change" and contains a "Pending List" table. The table has columns for Sl.No, Reg No, Job Seeker Name, Exchange, Address, and Action. There are 14 rows of data, each with an "Approve" button in the Action column.

Sl.No	Reg No	Job Seeker Name	Exchange	Address	Action
1	17-2019/2054	ASWIN M B	DEE Thirissur	MOORKANIKKARA HOUSE, HELLIKAD PO, RANAVARAPURAM THRISSUR	Approve
2	17-97/W486	RUI P V	DEE Thirissur	PUNNAPULLI HOSE,MANALUR (P O),THRISSUR	Approve
3	17-04/W5755	ANU ANAND	DEE Thirissur	W/O AS SETHUNATH,AKKARAKARAN HOUSE MANBULLY,PO KANDASSANKADAVU	Approve
4	17-03/W1653	RAJITHA P C	DEE Thirissur	PULINKUZHAY HOUSE,OLLUR PO,GRAM/ODDHARANNA ROAD	Approve
5	17-07/W6647	ANCY SUNNY	DEE Thirissur	CHUINGAN HOUSE,KACHERY (P O),THRISSUR	Approve
6	17-16/2424	MILANO JAMES	DEE Thirissur	THOTTAA HOUSE,KALATHOSE,OLLUKKARA P O	Approve
7	17-93/W1097	PREEJA C V	DEE Thirissur	CHAKAMADATHIL HOUSE,CHOOJISSERY P O,THRISSUR	Approve
8	17-01/W7225	GINTU DAVIES	DEE Thirissur	KAKKIRATHINGAL HOUSE,POOVANCHIRA,CHUVANNAMANNU P O	Approve
9	17-00/W8446	PRIYA P P	DEE Thirissur	PUZHAMPELLATH HOUSE,ERAVIMANGALAM P O,THRISSUR	Approve
10	17-89/W7163	ROSY C A	DEE Thirissur	CHEWANNUR HOUSE,MULANGUNNATHUKAVU P O,THRISSUR	Approve
11	17-16/5924	BINIMOL P B	DEE Thirissur	PUTHUR HOUSE,PULLAZHI P O,VADAKKUMURI	Approve
12	17-95/W3497	SUBHADRA M K	DEE Thirissur	MARATHYVALAPPIL HOUSE,URAKAM P O,THRISSUR	Approve
13	17-89/W4105	RADHA P N	DEE Thirissur	PORUTHUKARAN HOUSE,MYLIPADAM,THRISSUR	Approve
14	17-87/3988	DAVIS E A	DEE Thirissur	EDAKALATHUR HOUSE,MANAKODY P O,KOZHAKUMPURAM THRISSUR	Approve

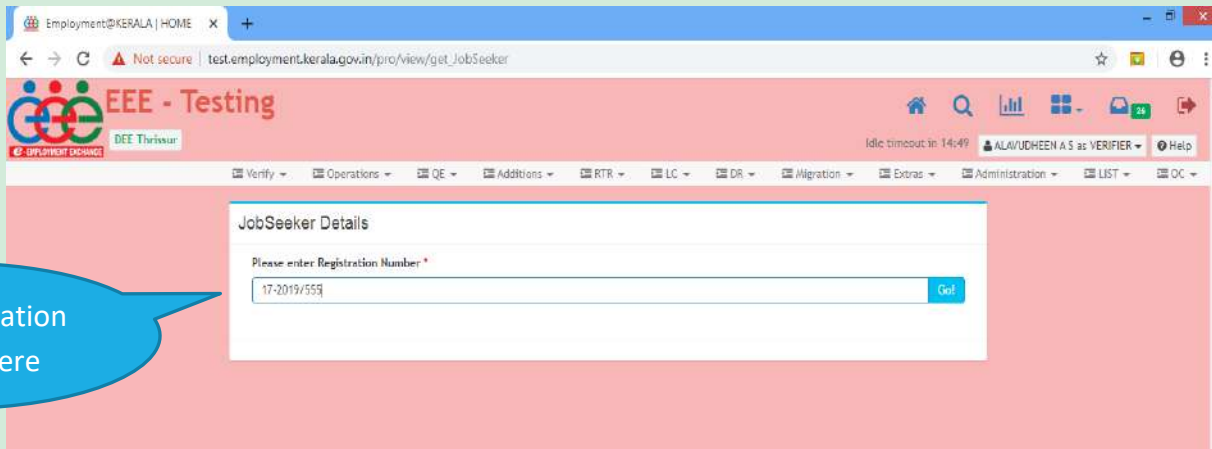
Process Completed.....

## XIII- VIEW JOBSEEKER

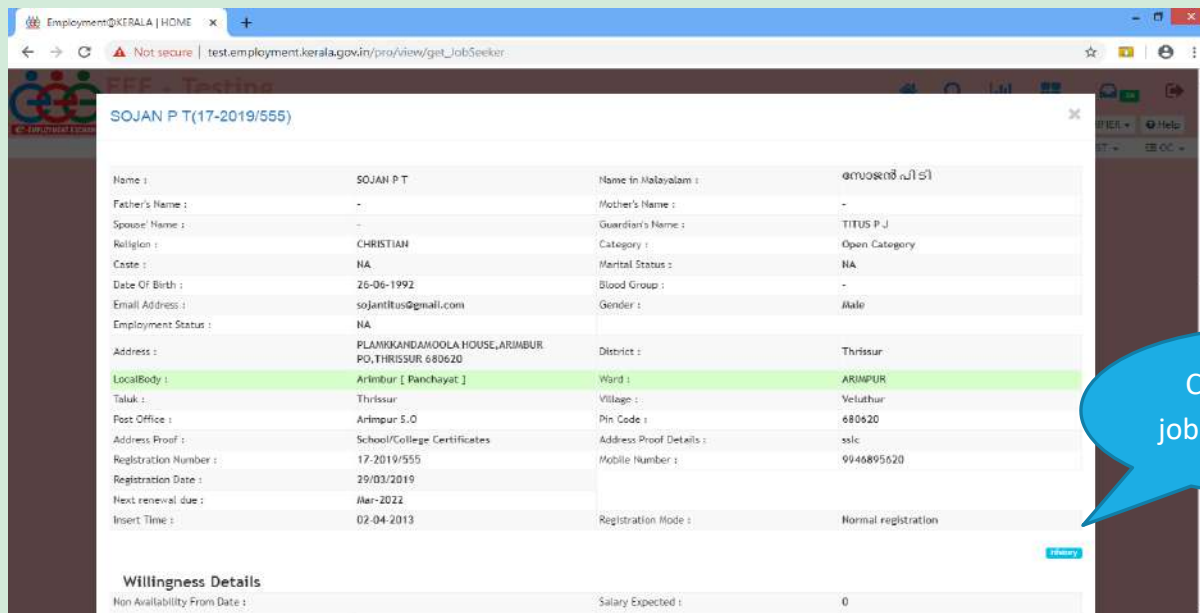
(Note: This is used to find any jobseeker in the Exchange.)

1. Login and Go to **verifier/approver/admin** dashboard.
2. Click on **view job seeker** button from 'verify' menu.

The screenshot displays the Employment@KERALA dashboard for a verifier. The browser address bar shows the URL: test.employment.kerala.gov.in/dashboard/verifier. The dashboard features a navigation menu with options like Verify, Operations, QE, Additions, RTR, LC, DR, Migration, Extras, Administration, LIST, and OC. A 'View Job Seeker' dropdown menu is open, listing actions such as View Any Job Seeker, Lapse a Job Seeker, Brought On Line, Cancel Priority, Re-Entry, Renewal of Registration, Re-Registration Same Exchange, Re-Registration Other Exchange, Restore Seniority, Special Renewal, Renewal Backlog Entry, Submission, Placement Management, Special Renewal Register, Compare Job Seeker, Manual Seniority Restoration, and Revive Temporary Registration. The main dashboard area contains several statistics cards: Total Live Register (78,145), Total Verified Count (146,149), Transfer Request Verification Pending (4), Registrants (90), Total Female Registrants (53,353), Verification Pending (after 60 days) (424), and Transfer Request Verification Pending From This Exchange (17). The bottom of the dashboard has an 'Actions' section with buttons for Verify, Operations, QE, and Additions.



Type Registration Number here



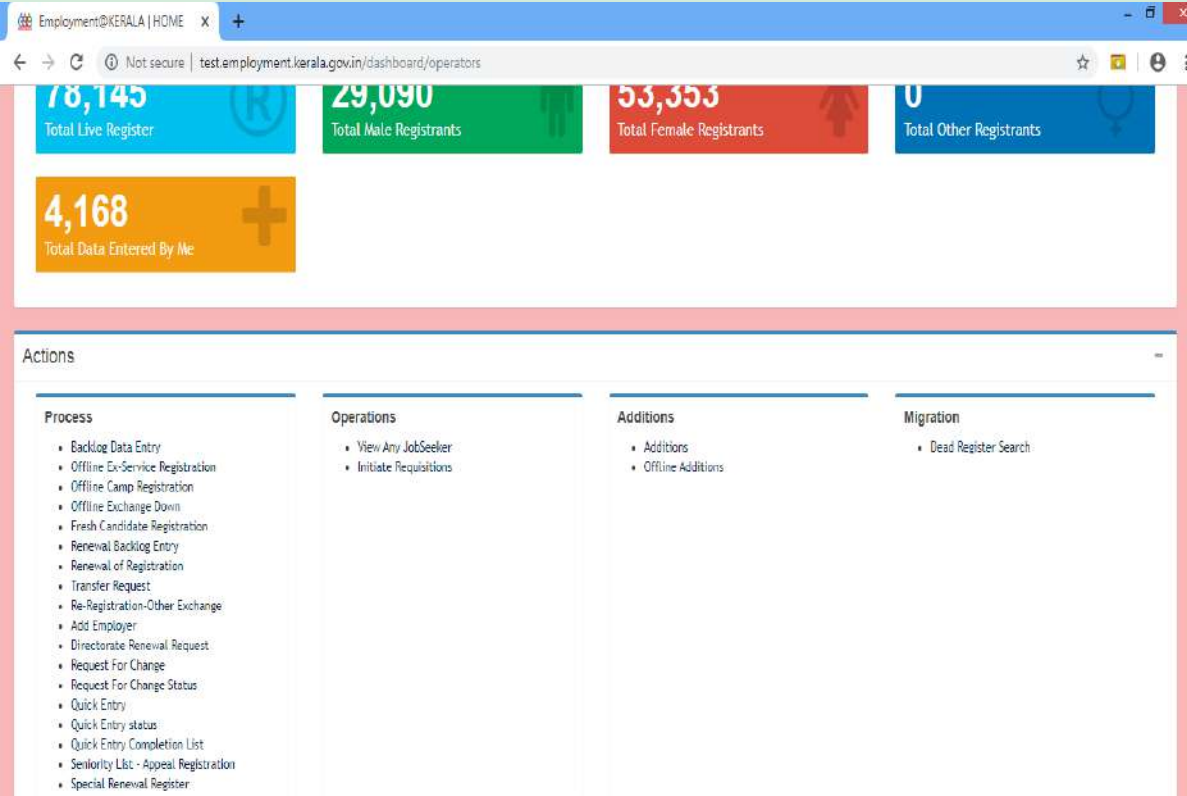
Click on view jobseeker button

Completed the process.....

## XIV- VIEW ANY JOBSEEKER

(Note: It is used to find any jobseeker in any Exchange.)

1. Login and Go to 'operations' in operator/verifier/Approver/Admin dashboard.
2. Click on 'view any job seeker' button from 'operations' menu.



The screenshot displays the Employment@KERALA dashboard. At the top, there are four colored boxes showing registration statistics: Total Live Register (78,145), Total Male Registrants (29,090), Total Female Registrants (53,353), and Total Other Registrants (0). Below these is an orange box showing Total Data Entered By Me (4,168). The main section is titled 'Actions' and contains four columns of menu items: Process, Operations, Additions, and Migration. The 'Operations' column includes the 'View Any JobSeeker' option.

Process	Operations	Additions	Migration
<ul style="list-style-type: none"><li>Backlog Data Entry</li><li>Offline Ex-Service Registration</li><li>Offline Camp Registration</li><li>Offline Exchange Down</li><li>Fresh Candidate Registration</li><li>Renewal Backlog Entry</li><li>Renewal of Registration</li><li>Transfer Request</li><li>Re-Registration-Other Exchange</li><li>Add Employer</li><li>Directorate Renewal Request</li><li>Request For Change</li><li>Request For Change Status</li><li>Quick Entry</li><li>Quick Entry status</li><li>Quick Entry Completion List</li><li>Seniority List - Appeal Registration</li><li>Special Renewal Register</li></ul>	<ul style="list-style-type: none"><li>View Any JobSeeker</li><li>Initiate Requisitions</li></ul>	<ul style="list-style-type: none"><li>Additions</li><li>Offline Additions</li></ul>	<ul style="list-style-type: none"><li>Dead Register Search</li></ul>

The image shows a browser window with the URL `test.employment.kerala.gov.in/pro/view/`. The page header includes the logo for 'EEE - Testing' and 'DEE Thirssur'. The main content area is titled 'JobSeeker Viewer' and contains a form with the following fields:

- Select District \***: A dropdown menu with 'Thirssur' selected. A blue callout bubble points to this field with the text 'Select district'.
- Select Exchange \***: A dropdown menu with 'District Employment Exchange, Thirssur' selected. A blue callout bubble points to this field with the text 'Select exchange'.
- Please enter Unique Id/Registration Number/Email/Username \***: A text input field containing '17-2019/555'. A blue callout bubble points to this field with the text 'Type Reg. No'.

JobSeeker Viewer

Select District \*  
Thirissur

Select Exchange \*  
District Employment Exchange, Thirissur

Please enter Unique Id/Registration Number/Email/Username \*  
17-2019/555

Go!

Sl.No	Registration No	Locked Status	Lapsed Status	Re-registered Status	Action
1	17-2019/555	Locked	-	-	View Log

SOJAN P T(17-2019/555)

Name :	SOJAN P T	Name in Malayalam :	സോജൻ പി എസ്
Father's Name :	-	Mother's Name :	-
Spouse' Name :	-	Guardian's Name :	TITUS P J
Religion :	CHRISTIAN	Category :	Open Category
Caste :	NA	Marital Status :	NA
Date Of Birth :	26-06-1992	Blood Group :	-
Email Address :	sojanpjtus@gmail.com	Gender :	Male
Employment Status :	NA		
Address :	PLAMKANDAMOOLA HOUSE,ARIMBUR PO,THIRISSUR, 680620	District :	Thirissur
LocalBody :	Arimbur [ Panchayat ]	Ward :	ARIMPUR
Taluk :	Thirissur	Village :	Veluthur
Post Office :	Arimpur S.O	Pin Code :	680620
Address Proof :	School/College Certificates	Address Proof Details :	sslc
Registration Number :	17-2019/555	Mobile Number :	9946895620
Registration Date :	29/03/2019		
Next renewal due :	Mar-2022		
Insert Time :	02-04-2013	Registration Mode :	Normal registration

Completed the process.....

## xv-DEAD REGISTER

Dead Register is an archive, where lapsed Registrant's records from Thozhil software (Old version of "EEE") are kept. It can be operated as a search option when the candidates approach Employment exchange for Special Renewal, Lapse certificate etc.

➤ Website address of online employment portal is : [www.eemployment.kerala.gov.in](http://www.eemployment.kerala.gov.in)

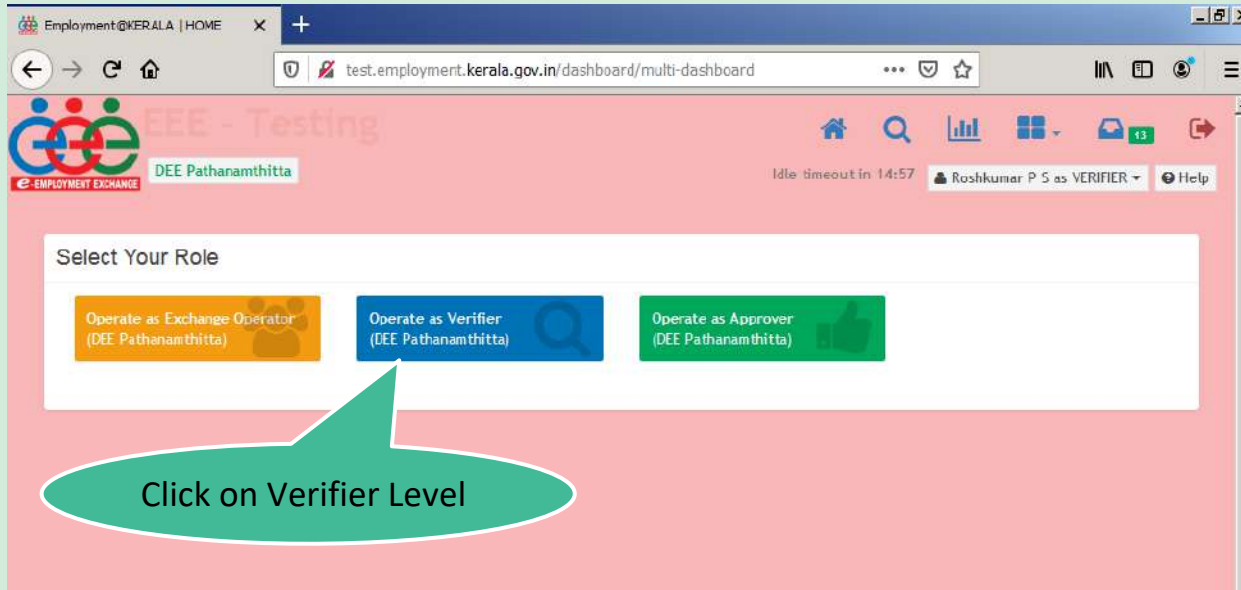
The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/usr/nicsl/login`. The page header includes navigation links: Home, JobSeeker, Employer, Renewal, Special Renewal, and Log In. The main heading is "National Employment Services Keralam - Employment Exchange - Testing". The login form is titled "Sign in to start your session" and contains the following fields and buttons:

- Enter User Name/Email Address:** A text input field containing the value "354744". A callout bubble points to this field with the text "Enter user ID".
- Enter Password:** A password input field with masked characters "•••••". A callout bubble points to this field with the text "Enter password".
- Sign In:** A blue button.
- Home:** A green button with a house icon.
- Forgot password?:** A link below the buttons.

A security warning is displayed below the password field: "This connection is not secure. Logins entered here could be compromised. Learn More". A callout bubble points to the "Sign In" button with the text "Click here".

**Dead Register** option can be availed at Verifier Level & Approver Level.

Hence, first login as Verifier level.



Employment@KERALA | HOME x +

test.employment.kerala.gov.in/dashboard/verifier

EEE - Testing  
DEE Pathanamthitta  
Idle timeout in 14:49 Roshkumar P S as VERIFIER Help

Verify Operations QE Additions RTR LC DR Migration Extras Administration  
LIST OC

DashBoard

35,876 Total Live Register	13,929 Total Male Registrants	0 Total Other Registrants
47,386 Total Verified Count	574 Verification Pending	85 Verification Pending (after 60 days)
0 Transfer Request Verification Pending To This Exchange	2 Transfer Request Verification Pending From This Exchange	

Click on Migration

My Drive - Google Drive | Employment@KERALA | HOME | <https://www.employment.kerala.gov.in/dashboard/verifier>

## Employment Exchange

DEE Pathanamthitta

Idle timeout in 14:54 | Roshkumar P S as VERIFIER | Help

Verify | Operations | QE | Additions | RTR | LC | DR | Migration | Extras | Administration | LIST

Single Migration | Dead Register Search

### DashBoard

<b>33,035</b> Total Live Register	<b>12,868</b> Total Male Registrants	<b>22,094</b> Total Female Registrants	<b>0</b> Total Other Registrants
<b>47,894</b> Total Verified Count	<b>603</b> Verification Pending	<b>165</b> Verification Pending (after 60 days)	<b>5</b> Transfer Request Verification Pending From This Exchange
<b>0</b> Transfer Request Verification Pending To This Exchange			

### Actions

Verify	Operations	QE	Additions
<ul style="list-style-type: none"> <li>Jobseeker</li> <li>Registration By Other Exchanges</li> <li>Back Log Entries</li> <li>Offline Ex-Service Entries</li> <li>Offline Camp Registration</li> <li>Offline Exchange Down</li> <li>Fresh Candidate Entries</li> <li>BOL Entries</li> </ul>	<ul style="list-style-type: none"> <li>View JobSeeker</li> <li>View Any JobSeeker</li> <li>Lapse a JobSeeker</li> <li>Brought On Live</li> <li>Cancel Priority</li> <li>Re-Entry</li> <li>Renewal of Registration</li> <li>Re-Registration-Same Exchange</li> <li>Re-Registration-Other Exchange</li> </ul>	<ul style="list-style-type: none"> <li>Quick Entry</li> <li>Quick Entry status</li> <li>Quick Entry Completion List</li> </ul>	<ul style="list-style-type: none"> <li>Additions</li> <li>Offline Additions</li> </ul>

<https://www.employment.kerala.gov.in/ren/drs/>



My Drive - Google Drive    Employment@KERALA | HOME

https://www.employment.kerala.gov.in/reg/drs/    80%

# Employment Exchange

DEE Pathanamthitta    Idle timeout in 14:53    Roshkumar P S as VERIFIER    Help

Verify    Operations    QE    Additions    RTR    LC    DR    Migration    Extras    Administration    LIST

## Dead Register Search

**District \***  
--Select District--  
--Select District--  
Thiruvananthapuram  
Kollam  
Pathanamthitta  
Alappuzha  
Kottayam  
Idukki  
Ernakulam  
Thrissur  
Palakkad  
Malappuram  
Kozhikode  
Wayanad  
Kannur  
Kasargod

**Exchange \***  
--Select Exchange--

**Registration Number**

**Dob**

The screenshot shows a web browser window with the URL <https://www.employment.kerala.gov.in/reg/drs/>. The page title is "Employment Exchange" and the user is logged in as "Roshkumar P S as VERIFIER". The main content area is titled "Dead Register Search" and contains a form with the following fields:

- District \***: Pathanamthitta
- Exchange \***: A dropdown menu is open, showing the following options:
  - Select Exchange----
  - Select Exchange----
  - Professional & Executive Employment Exchange, Thiruvananthapuram
  - District Employment Exchange, Pathanamthitta** (highlighted)
  - Town Employment Exchange, Thiruvalla
  - Town Employment Exchange, Adoor
  - Town Employment Exchange, Ranni
  - Town Employment Exchange, Mallappally
- Registration Number**: An empty text input field.
- Candidate Name**: An empty text input field.

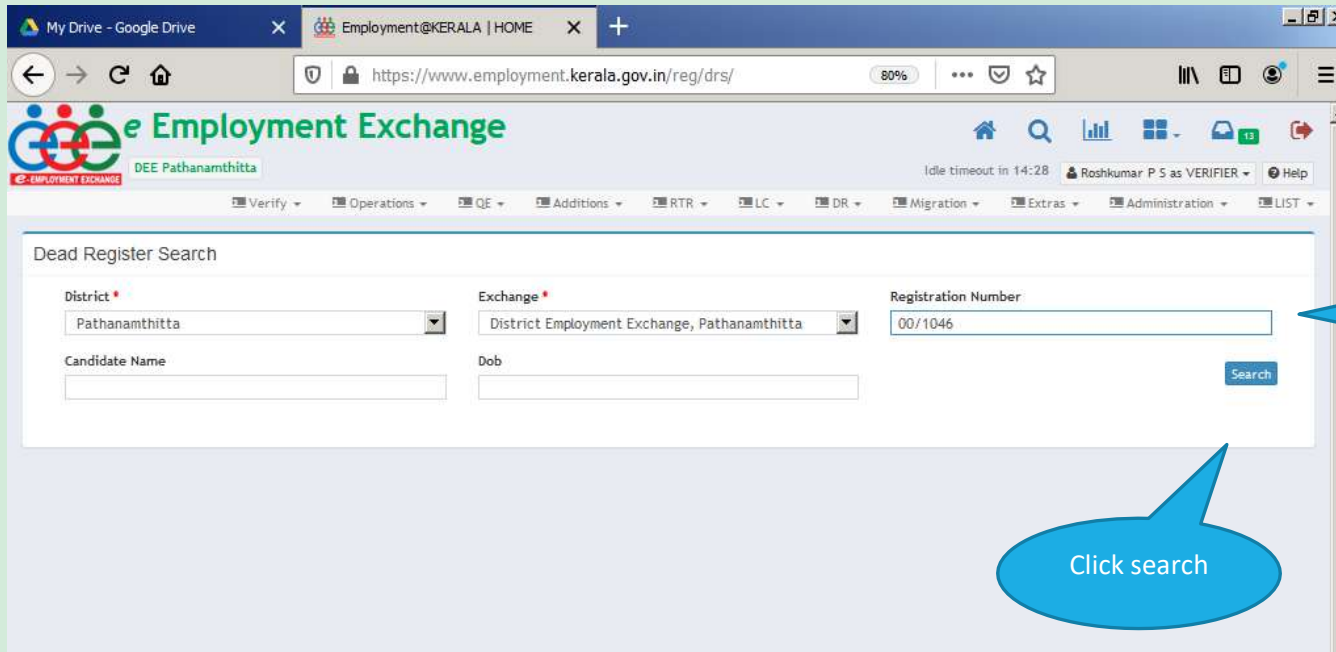
A blue callout bubble with the text "Select exchange" points to the "District Employment Exchange, Pathanamthitta" option in the dropdown menu. A "Search" button is located to the right of the Registration Number field.

The screenshot shows the Employment Exchange web portal. The page title is "Dead Register Search". The search criteria are set to District: Pathanamthitta and Exchange: District Employment Exchange, Pathanamthitta. The Registration Number field is empty. The Search button is highlighted in green. The results table lists 19 candidates with their details.

Sl No.	Candidate Name	DOB	Registration No.	Gender	Address	Renewal Due
1	SUJITH N NAIR	1979-11-25 00:00:00	00/1018	M	PUTHEN VEETIL, MALAKKARA P O, EDAYARANMULA	05/2015
2	SUMESH KUMAR S	1982-05-30 00:00:00	00/1025	M	MUTHUMARATHIL HOUSE, CHURULIKODU P O,	06/2012
3	SATHEESH V	1973-05-14 00:00:00	00/1046	M	VADAKKUVASHATHU VEEDU, THONNIYAMALA P O, NARANGANAM	06/2015
4	NOUSHAD K P	1970-05-30 00:00:00	00/1052	M	ALANKARATHU THEKKUMURI, KULASEKHARAPATHY,	03/2009
5	JASSAR ARAF B	1983-05-25 00:00:00	00/1083	M	ALANKARATHU PUTHEN VEEDU, KULASEKHARAPATHI,	06/2015
6	SANTHOSH KUMAR S	1983-05-03 00:00:00	00/1106	M	NEDUMURUPPEL, MALLASSERY P O, LAKOOR	06/2015
7	DEEPU VIJAYAN	1984-03-23 00:00:00	00/1136	M	VEETIL VADAKKETHIL, VELLAPPARA P O, KONNI	06/2015
8	DILEEP E V	1983-05-28 00:00:00	00/1139	M	EDAMURIYIL HOUSE, CHURULICODE P O, P T A CHURULICODE	06/2012
9	SHYLESH V K	1985-05-24 00:00:00	00/1162	M	VEEMPATTU HOUSE, VALLICODE P O, PATHANAMTHITTA	06/2009
10	RANJISH PG	1984-05-18 00:00:00	00/1196	M	KAINATHARAYIL HOUSE, KOZHENCHERRY,	06/2015
11	SHEMEER SHERVANI	1985-05-08 00:00:00	00/1197	M	SUMSYA MANZIL, KUZHIPURAYIDOM, KUMBAZHA P O	06/2012
12	MANOJKUMAR K G	1985-05-20 00:00:00	00/1218	M	KARIMUTTATHU VEEDU, NARANGANAM, NARANGANAM P O	06/2012
13	SUJITH S	1982-08-07 00:00:00	00/1283	M	PUTHUPARAMPIL HOUSE, KOKKATHODU P O,	06/2015
14	RAJEESH K G	1977-05-10 00:00:00	00/1285	M	KUZHIPARAMPIL, PARIYARAM P O, ELANTHOOR	06/2009
15	PRAMOD V S	1982-03-09 00:00:00	00/1292	M	VALAKOT HOUSE, VALLICODE P O,	06/2015
16	ARUN KUMAR S	1985-03-01 00:00:00	00/1329	M	ARUN NIVAS, ELAKOLLOOR P O, KONNI	06/2015
17	SURESH K VIJAYAN	1982-05-14 00:00:00	00/1374	M	KUTTIYIL HOUSE, PARIYARAM P O, ELANTHOOR	06/2015
18	SAJU AK	1976-04-05 00:00:00	00/14	M	KANIARATHU MELETHIL, PANANGADU, KAIPPUZHA	01/2015
19	NISHAD L	1985-05-14 00:00:00	00/1415	M	NISHA BHAVANAM, ELIYARACKAL, KONNI P O	06/2015

If we click **Search** Button without entering the Registration Number we can see the whole Lapsed Registrant's list (List of Lapsed in Thozhil Software).

➤ If you know the Registration number use following method



By using **candidate name/ DOB** we can also perform **search** option.

The screenshot shows a web browser window with the URL <https://www.employment.kerala.gov.in/reg/drs/>. The page title is "e Employment Exchange" and the user is logged in as "Roshkumar P S as VERIFIER". The page displays a "Dead Register Search" form with the following fields filled: District: Pathanamthitta, Exchange: District Employment Exchange, Pathanamthitta, Registration Number: 00/1046. Below the form, a table shows the search results:

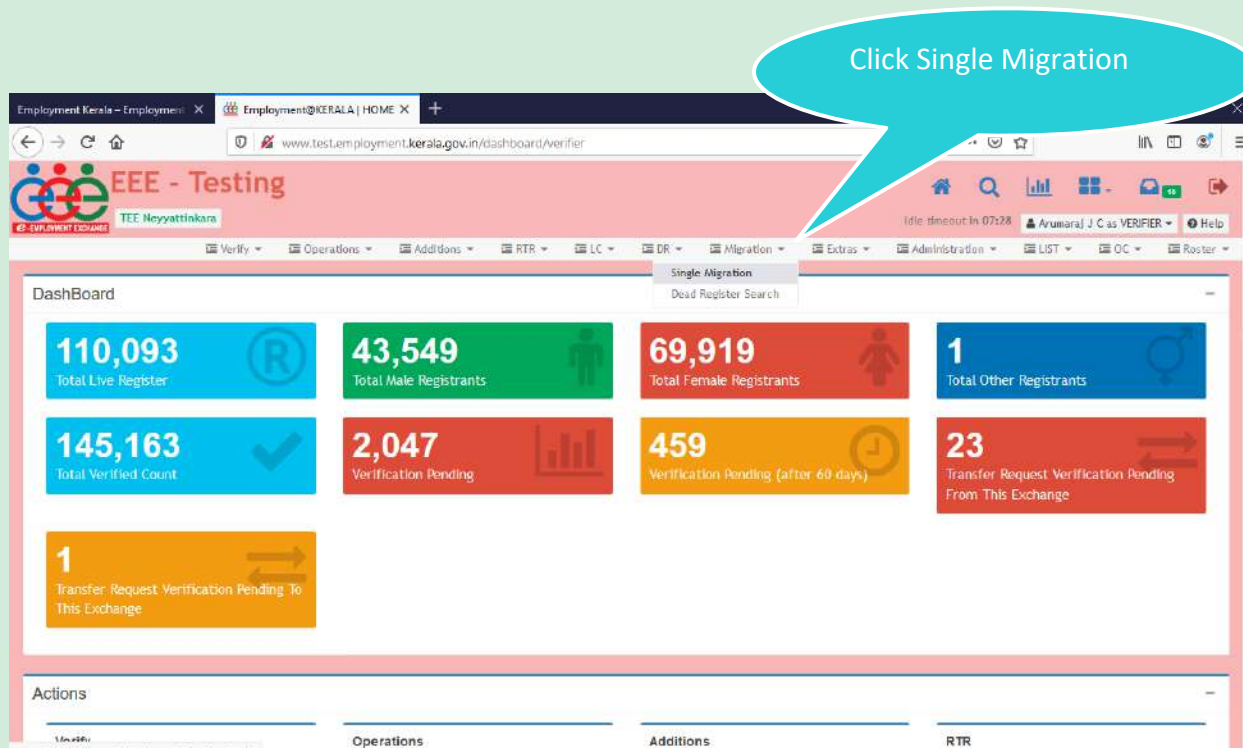
Sl No.	Candidate Name	DOB	Registration No.	Gender	Address	Renewal Due
1	SATHEESH V	1973-05-14 00:00:00	00/1046	M	VADAKKUVASHATHU VEEDU, THONNIYAMALA P O, NARANGANAM	06/2015

Showing page 1/1 of 1 results

- Now you can see the lapsed details of Registrant.
- **Dead Register Search** task has been completed.

## XVI- SINGLE MIGRATION

Single migration present in Verifier Role. Single migration is in migration menu.



The screenshot displays the Employment@KERALA dashboard for a Verifier role. The dashboard includes a navigation menu with options like Verify, Operations, Additions, RTR, LC, DR, Migration, Extras, Administration, LIST, OC, and Roster. The 'Migration' menu is expanded, showing 'Single Migration' and 'Dead Register Search'. A callout bubble points to the 'Single Migration' option with the text 'Click Single Migration'. The dashboard also features several data cards:

Category	Value	Description
Total Live Register	110,093	
Total Male Registrants	43,549	
Total Female Registrants	69,919	
Total Other Registrants	1	
Total Verified Count	145,163	
Verification Pending	2,047	
Verification Pending (after 60 days)	459	
Transfer Request Verification Pending From This Exchange	23	
Transfer Request Verification Pending To This Exchange	1	

At the bottom, there is an 'Actions' section with buttons for 'Verify', 'Operations', 'Additions', and 'RTR'.

Idle timeout in 14:59 SANJU P GEORGE as

Verify Operations QE Additions RTR LC DR Migration Extras Administration

### Single Migration

District *	Exchange *
<input type="text" value="--Select District--"/>	<input type="text" value="--Select Exchange--"/>
Current Registration Number	Registration Number *
<input type="text"/>	<input type="text"/>

[Get Details](#)

Click here

### Single Migration

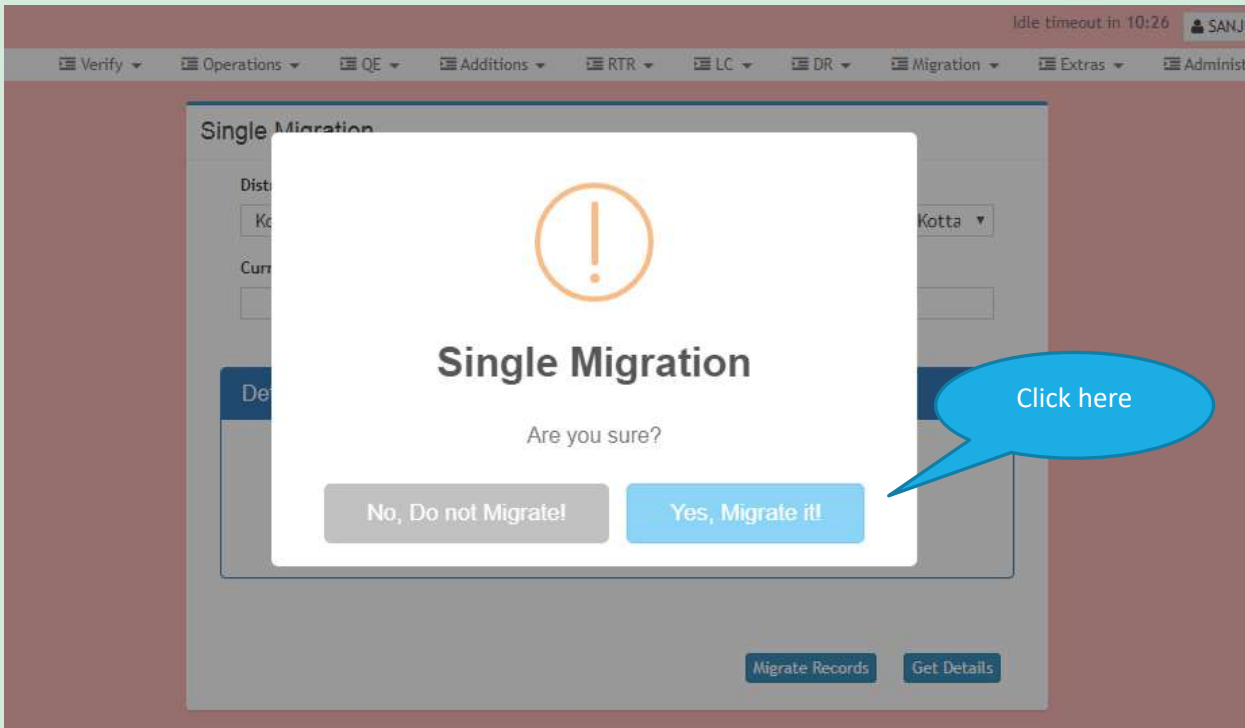
<b>District *</b>	<b>Exchange *</b>
<input type="text" value="Kottayam"/>	<input type="text" value="District Employment Exchange, Kott."/>
<b>Current Registration Number</b>	<b>Registration Number *</b>
<input type="text"/>	<input type="text" value="00/10011"/>

#### Details of Selected Candidate

Candidate Name	:	ABHILASH M K
Date Of Birth	:	04/11/1977
Gender	:	M
Address	:	MARUTHOOR VEEDU, KOLLADU (P.O), KOTTAYAM

[Migrate Records](#)[Get Details](#)

If the details are correct please click migrate records button



## xvii-BROUGHT ON LIVE (BOL)

- The process of Brought on Live (BOL) starts with Verifier Mode

### 1. Verifier Level

Employment@KERALA | HOME x EEE Documentation - Google Dr... x Employment@KERALA | HOME x +

Not secure | test.employment.kerala.gov.in/dashboard/verifier

EEE - Testing  
DEE Kozhikkod

Idle timeout in 14:39 SHAJAL V T as VERIFIER Help

Verify Operations QE Additions RTR LC DR Migration Extras Administration LIST OC

#### DashBoard

<b>137,821</b> Total Live Register	<b>52,360</b> Total Male Registrants	<b>90,514</b> Total Female Registrants	<b>1</b> Total Other Registrants
<b>180,482</b> Total Verified Count	<b>6,635</b> Verification Pending	<b>1,021</b> Verification Pending (after 60 days)	<b>22</b> Transfer Request Verification Pending From This Exchange
<b>1</b> Transfer Request Verification Pending To This Exchange			

Employment@KERALA | HOME x EEE Documentation - Google Dr... Employment@KERALA | HOME x +

Not secure | test.employment.kerala.gov.in/dashboard/verifier

### EEE - Testing

DEE Kozhikkod

Idle timeout in 00:22 SHAJAL V T as VERIFIER Help

- Verify
- Operations
- QE
- RTR
- LC
- DR
- Migration
- Extras
- Administration
- LIST
- OC

#### Dashboard

- 137,821 Total Live Register
- 180,482 Total Verified Count
- 1 Transfer Request Verific This Exchange

- View JobSeeker
- View Any JobSeeker
- Lapse a JobSeeker
- Brought On Live**
- Cancel Priority
- Re-Entry
- Renewal of Registration
- Re-Registration-Same Exchange
- Re-Registration-Other Exchange
- Restore Seniority
- Special Renewal
- Renewal Backlog Entry
- Submission, Placement Management
- Special Renewal Register
- Compare JobSeeker
- Manual Seniority Restoration
- Revive Temporary Registration

- 60 Registrants
- 90,514 Total Female Registrants
- 1 Total Other Registrants
- 5 Pending
- 1,021 Verification Pending (after 60 days)
- 22 Transfer Request Verification Pending From This Exchange

Click BOL

Not secure | test.employment.kerala.gov.in/pro/bol/index

### EEE - Testing

DEE Kozhikkod

Idle timeout in 14:51 SHAJAL V T as VERIFIER Help

- Verify
- Operations
- QE
- Additions
- RTR
- LC
- DR
- Migration
- Extras
- Administration
- LIST
- OC

#### Brought To Live

Please enter Registration Number \*

20-

Enter job seekers registration number

Click go

The screenshot displays the 'Brought To Live' section of the EEE - Testing application. At the top, there is a search bar with the text 'Please enter Registration Number' and a 'Get' button. Below this, a search button labeled 'Search JobSeekers' is visible. The main content area is titled 'Details of Selected Candidate' and contains the following information:

Candidate Name	: SUDHEESH C R
Date Of Birth	: 21-03-1993
Gender	: Male
Caste	: Scheduled Tribes
Address	: CHELLIATTU , POOVARANTHODE , KOODARANJU , KOZHIKOD E - 673604
Registrations(Reg No (Status - New registration number if available))	: 20-2018/456(LAPSED )
Is Priority	: No
is PH	: No

At the bottom of the candidate details, there are three buttons: 'Go To Dashboard', 'Set BOL', and 'View Jobseeker'. A 'Notes' button is also present on the left side of the details section.

You can search the job seeker using search parameters

You can view job seeker

Click set BOL

You can go to job seekers dashboard

You can add notes, if any

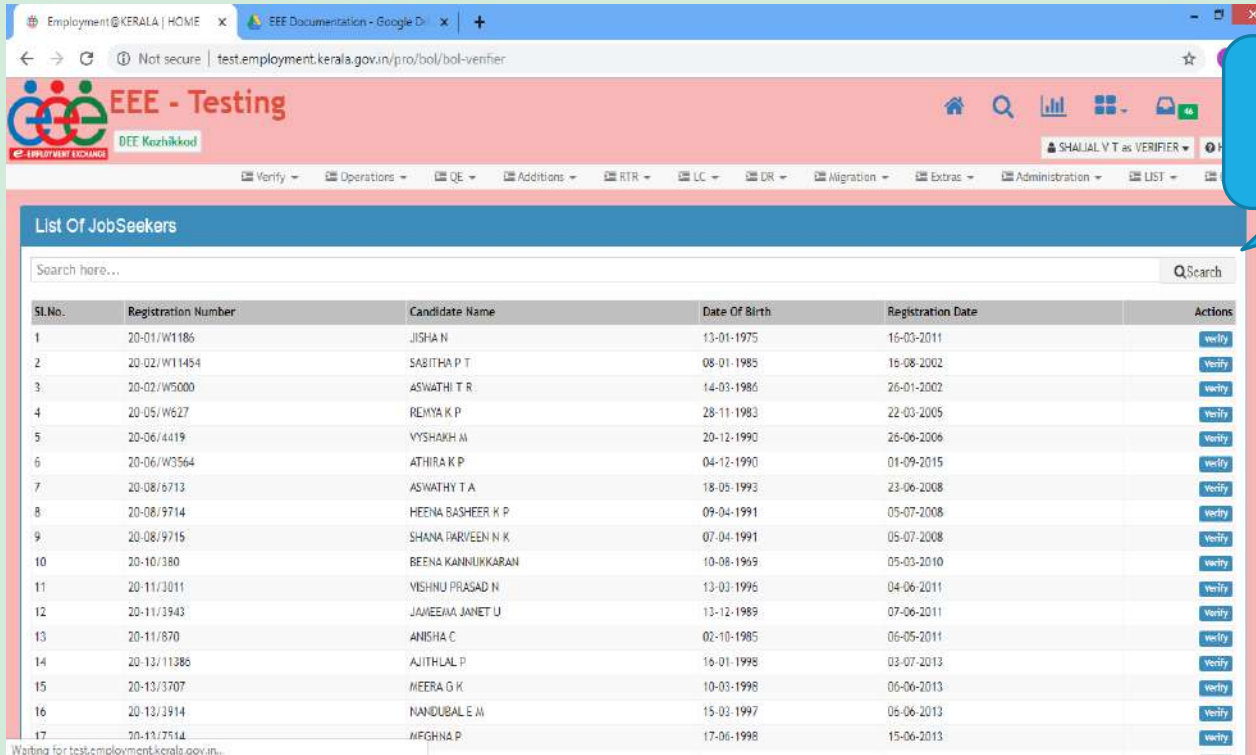
The screenshot shows a web browser window with the following elements:

- Browser Title:** Wink - [unnamed1 \*]
- Address Bar:** test.employment.kerala.gov.in/pro/bol/bol-verifier
- Message:** A green notification box at the top left says "BOL Applied".
- Form:** A form titled "Please enter Registration Number \*" with a text input field containing "20-2018/456" and a "Go!" button. A "Search JobSeekers" button is also present.
- Table:** A table titled "Details of Selected Candidate" with the following data:

Candidate Name	: SUDHEESH C R
Date Of Birth	: 21-03-1993
Gender	: Male
Caste	: Scheduled Tribes
Address	: CHELLIATTU , POOVARANTHODE , KODARANJI , KOZHIKOD E - 673604
Registrations(Reg No (Status - New registration number if available)	: 20-2018/456(LAPSED )
Is Priority	: No

BOL applied message will show

## Verify BOL



The screenshot displays the 'List Of Job Seekers' page on the EEE - Testing portal. At the top, there is a search bar labeled 'Search here...' and a 'Q Search' button. Below the search bar is a table with the following columns: SL.No., Registration Number, Candidate Name, Date Of Birth, Registration Date, and Actions. The table contains 17 rows of data, each with a 'Verify' button in the Actions column. A blue speech bubble points to the search bar with the text: 'Enter job seekers register number in "search here" and click search'.

SL.No.	Registration Number	Candidate Name	Date Of Birth	Registration Date	Actions
1	20-01/W1186	JISHA N	13-01-1975	16-03-2011	Verify
2	20-02/W11454	SABITHA P T	08-01-1985	16-08-2002	Verify
3	20-02/W5000	ASWATHI T R	14-03-1986	26-01-2002	Verify
4	20-05/W627	REMYA K P	28-11-1983	22-03-2005	Verify
5	20-06/4419	VYSHAKH M	20-12-1990	26-06-2006	Verify
6	20-06/W3564	ATHIRA K P	04-12-1990	01-09-2015	Verify
7	20-08/6713	ASWATHY T A	18-05-1993	23-06-2008	Verify
8	20-08/9714	HEENA BASHEER K P	09-04-1991	05-07-2008	Verify
9	20-08/9715	SHANA FARVEEN N K	07-04-1991	05-07-2008	Verify
10	20-10/380	BEENA KANNIUKARAN	10-08-1969	05-03-2010	Verify
11	20-11/3011	VISHNU PRASAD N	13-03-1995	04-06-2011	Verify
12	20-11/3943	JAMEEVA JANET U	13-12-1989	07-06-2011	Verify
13	20-11/670	ANISHA C	02-10-1985	06-05-2011	Verify
14	20-13/11386	AJITHLAL P	16-01-1998	03-07-2013	Verify
15	20-13/3707	MEERA G K	10-03-1998	06-06-2013	Verify
16	20-13/3914	NANDUBALE M	15-03-1997	06-06-2013	Verify
17	20-13/7514	MFGHNA P	17-06-1998	15-06-2013	Verify

Employment@KERALA | HOME x Team 8 - Google Drive x how to move objects in word - C x +

Not secure | test.employment.kerala.gov.in/pro/bol/bol-verifier

EEE - Testing  
DDE Kozhikkod

Idle timeout in 14:49 SHAJAL V T as VERIFIER Help

Verify Operations QE Additions RTR LC DR Migration Extras Administration LIST OC

### List Of JobSeekers

20-2018/456

Sl.No.	Registration Number	Candidate Name	Registration Date	Actions
1	20-2018/456	SUDHEESH C R	20-02-2018	<input type="button" value="Verify"/>

Showing page 1/1 of 1 results

Click verify

Employment@KERALA | JOBSSEE | Team B - Google Drive | how to move objects in word - 1 | +

test.employment.kerala.gov.in/reg/dd/

**SUDHEESH C R**  
 Data locked for verification  
[Link Other Registration](#)

**STEP 1** The following sections are mandatory.

Notes | Lock User | Overall Verification | Print - X1 | Print - X1 Detail

Personal Details	3 ✓, 3 🍌	Educational Qualifications	6 ✓, 6 🍌	Willingness Details	3 ✓, 3 🍌
------------------	----------	----------------------------	----------	---------------------	----------

**STEP 2** Optional details

Council Registration	0 ✓, 0 🍌	Work Experience	0 ✓, 0 🍌	Sports Details	0 ✓, 0 🍌	License Details	0 ✓, 0 🍌
Ex-Serviceman Details	0 ✓, 0 🍌	Other Priorities	0 ✓, 0 🍌	Language Known	0 ✓, 0 🍌	Waste Details	0 ✓, 0 🍌
Training Details	0 ✓, 0 🍌	Skill Details	0 ✓, 0 🍌	Disability Details	0 ✓, 0 🍌	Achievement(s) Details	0 ✓, 0 🍌
Physical Measurements	0 ✓, 0 🍌	Bank Account Details	0 ✓, 0 🍌	Photo Upload	0 ✓, 0 🍌	Signature	0 ✓, 0 🍌
SUBMISSIONS DETAILS	0 ✓, 0 🍌	Request for Transfer	0 ✓, 0 🍌	DIRECTORATE RENEWAL	0 ✓, 0 🍌		

Verify each mandatory fields and click overall verification

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/dd/`. A modal window titled "OverAll Verification Details" is open, displaying a table with the following data:

Sl no.	Section Name	Total no. of Records	No. of Records Verified	No. of Records Mark for Deletion	Status
1	JobSeeker	1	1	0	Completed
2	Qualification	2	2	0	Completed
3	Willingness	1	1	0	Completed

Below the table is a text area labeled "Please Enter your Remarks" and a "Save" button. A blue callout bubble points to the "Save" button with the text "Click save".

Below the modal, the "Optional details" section is visible, showing various categories like Council Registration, Work Experience, Sports Details, License Details, Ex-Serviceman Details, Other Priorities, Language Known, Caste Details, Training Details, Skill Details, Disability Details, Achievement(s) Details, Physical Measurements, Bank Account Details, Photo Upload, and Signature, all with "0" records.

Processes in Verifier mode is completed.....

## 2. Approver LEVEL

The screenshot displays the 'EEE - Testing' dashboard for an Approver user. The dashboard includes a navigation menu on the left, a main content area with statistics, and an 'Actions' section at the bottom.

**Navigation Menu:**

- JobSeeker
  - Registration By Other Exchanges
  - Approve BackLog Entries
  - Offline Ex-Service Entries
  - Offline Camp Registration
  - Offline Exchange Devn
  - Approve Fresh Candidate Entries
  - Approve BOL**
  - Request For Change
  - Approve Employer
  - UAS
  - Approve Vocational Guidance Programme
  - Approve Jobs
  - Employer Request For Change
- Transfer Request Approval Pending To This Exchange

**Statistics:**

- Total Registrants: 52,300
- Total Female Registrants: 90,514
- Total Other Registrants: 1
- Approval Pending: 446
- Approval Pending (after 60 days): 147
- Transfer Request Approval Pending From This Exchange: 3

**Actions:**

- Approve
  - test.employment.kerala.gov.in/pro/bol/bol-approver
- Operations
  - View Job Seeker
- QE
  - Realize Quick Entry
- Additions
  - Additions

A blue callout bubble with the text "Click approve BOL" points to the "Approve BOL" option in the navigation menu.

Employment@KERALA | HOME x EEE Documentation - Google Di x +

Not secure | test.employment.kerala.gov.in/pro/bol/bol-verifier

**EEE - Testing**  
DDE Kozhikkod

SHAJALAL Y T as VERIFIER Help

Verify Operations QE Additions RTR LC DR Migration Extras Administration LIST OC

### List Of JobSeekers

Search here...

Sl.No.	Registration Number	Candidate Name	Date Of Birth	Registration Date	Actions
1	20-01/W1186	JISHA N	13-01-1975	16-03-2011	<input type="button" value="Verify"/>
2	20-02/W11454	SABITHA P T	08-01-1985	16-08-2002	<input type="button" value="Verify"/>
3	20-02/W5000	ASWATHI T R	14-03-1986	26-01-2002	<input type="button" value="Verify"/>
4	20-05/W627	REJMYA K P	28-11-1983	22-03-2005	<input type="button" value="Verify"/>
5	20-06/4419	VYSHAKH M	20-12-1990	26-06-2006	<input type="button" value="Verify"/>
6	20-06/W3564	ATHIRA K P	04-12-1990	01-09-2015	<input type="button" value="Verify"/>
7	20-08/6713	ASWATHY T A	18-05-1993	23-06-2008	<input type="button" value="Verify"/>
8	20-08/9714	HEENA DASHIEER K P	09-04-1991	05-07-2008	<input type="button" value="Verify"/>
9	20-08/9715	SHANA PARVEEN N K	07-04-1991	05-07-2008	<input type="button" value="Verify"/>
10	20-10/380	BEENA KANNUKKARAN	10-08-1969	05-03-2010	<input type="button" value="Verify"/>
11	20-11/3011	VISHNU PRASAD N	13-03-1996	04-06-2011	<input type="button" value="Verify"/>
12	20-11/3543	JAMEEMA JANET U	13-12-1989	07-06-2011	<input type="button" value="Verify"/>
13	20-11/870	ANISHA C	02-10-1985	06-05-2011	<input type="button" value="Verify"/>
14	20-13/11386	AJITHLAL P	16-01-1998	03-07-2013	<input type="button" value="Verify"/>
15	20-13/3707	MEERA G K	10-03-1998	06-06-2013	<input type="button" value="Verify"/>
16	20-13/3914	NANDUBAL E M	15-03-1997	06-06-2013	<input type="button" value="Verify"/>
17	20-13/7514	MFGHINA P	17-06-1998	15-06-2013	<input type="button" value="Verify"/>

Waiting for test.employment.kerala.gov.in...

Enter job seekers registration number in "search here" and click search

Employment@KERALA | HOME x Team B - Google Drive x how to move objects in word - G x +

test.employment.kerala.gov.in/pro/bol/bol-approver

EEE - Testing  
DEE Kozhikkod  
Idle timeout in 14:56 SHAIJAL V T as APPROVER Help

Approve Operations QE Additions RTR LC DR Administration Migration Extras LIST OC

### List Of JobSeekers

20-2018/456

Sl.No.	Registration Number	Candidate Name	Registration Date	Actions
1	20-2018/456	SUDHEESH C R	20-02-2018	<input type="button" value="Approve"/>

Showing page 1/1 of 1 results.

Click approve

Employment@KERALA | JOBSEE | Team B - Google Drive | how to move objects in word - C X

test.employment.kerala.gov.in/reg/dd/

**SUDHEESH C R**  
 Data verified for Approval  
 Link Other Registration

**STEP 1** The following sections are mandatory.

Notes Overall Approval Print - X1 Detail Print - X1

Personal Details	5 ✓, 4 🍀	Educational Qualifications	10 ✓, 8 🍀	Willingness Details	5 ✓, 4 🍀
0	NOT VERIFIED	2			

**STEP 2** Optional details

Council Registration	0 ✓, 0 🍀	Work Experience	0 ✓, 0 🍀	Sports Details	0 ✓, 0 🍀	License Details	0 ✓, 0 🍀
0	NO RECORD	0	NO RECORD	0	NO RECORD	0	NO RECORD
Ex-Serviceman Details	0 ✓, 0 🍀	Other Priorities	0 ✓, 0 🍀	Language Known	0 ✓, 0 🍀	Caste Details	0 ✓, 0 🍀
0	NO RECORD	0	NO RECORD	0	NO RECORD	0	NO RECORD
Training Details	0 ✓, 0 🍀	Skill Details	0 ✓, 0 🍀	Disability Details	0 ✓, 0 🍀	Achievement(s) Details	0 ✓, 0 🍀
0	NO RECORD	0	NO RECORD	0	NO RECORD	0	NO RECORD
Physical Measurements	0 ✓, 0 🍀	Bank Account Details	0 ✓, 0 🍀	Photo Upload	0 ✓, 0 🍀	Signature	0 ✓, 0 🍀
0	NO RECORD	0	NO RECORD	0	NO RECORD	0	NO RECORD
SUBMISSIONS DETAILS	0 ✓, 0 🍀	Request for Transfer	0 ✓, 0 🍀	DIRECTORATE RENEWAL	0 ✓, 0 🍀		

Approve each mandatory fields and click overall approval

Employment@KERALA | JOBSEEKER x Team B - Google Drive x how to move objects in word - C x

test.employment.kerala.gov.in/reg/dd/

### Overall Approval

Sl no.	Section Name	Total number of records	Number of records approved (Is Held)	Status
1	JobSeeker	1	1	Approved
2	Qualification	2	2	Approved
3	Willingness	1	1	Approved
4	NcoAllotment	2	2	Approved

Enter remarks

Would you like to propose this Job Seeker for P & E exchange?

0 NO RECORD

Ex-Serviceman Details 0 ✓, 0 📌 NO RECORD

Other Priorities 0 ✓, 0 📌 NO RECORD

Language Known 0 ✓, 0 📌 NO RECORD

Caste Details 0 ✓, 0 📌 NO RECORD

Training Details 0 ✓, 0 📌 NO RECORD

Skill Details 0 ✓, 0 📌 NO RECORD

Disability Details 0 ✓, 0 📌 NO RECORD

Achievement(s) Details 0 ✓, 0 📌 NO RECORD

Physical Measurements 0 ✓, 0 📌 NO RECORD

Bank Account Details 0 ✓, 0 📌 NO RECORD

Photo Upload 0 ✓, 0 📌 NO RECORD

Signature 0 ✓, 0 📌 NO RECORD

SUBMISSIONS DETAILS 0 ✓, 0 📌

Request for Transfer 0 ✓, 0 📌

DIRECTORATE RENEVAL 0 ✓, 0 📌

Click NO

Employment@KERALA | JOBSEEK | Team B - Google Drive | how to move objects in word -

test.employment.kerala.gov.in/reg/dd/

### Overall Approval

Sl no.	Section Name	Total number of records	Number of records approved (Is Held)	Status
1	JobSeeker	1	1	Approved
2	Qualification	2	2	Approved
3	Willingness	1	1	Approved
4	NoaAllotment	2	2	Approved

Enter remarks

Confirmation  
Are you sure ?

No Yes

Would you like to propose this Job exchange?

SUBMIT TO P&EE No

NO RECORD	NO RECORD	NO RECORD	NO RECORD
Ex-Serviceman Details 0 ✓, 0 📌 NO RECORD	Other Priorities 0 ✓, 0 📌 NO RECORD	Language Known 0 ✓, 0 📌 NO RECORD	Caste Details 0 ✓, 0 📌 NO RECORD
Training Details 0 ✓, 0 📌 NO RECORD	Skill Details 0 ✓, 0 📌 NO RECORD	Disability Details 0 ✓, 0 📌 NO RECORD	Achievement(s) Details 0 ✓, 0 📌 NO RECORD
Physical Measurements 0 ✓, 0 📌 NO RECORD	Bank Account Details 0 ✓, 0 📌 NO RECORD	Photo Upload 0 ✓, 0 📌 NO RECORD	Signature 0 ✓, 0 📌 NO RECORD
SUBMISSIONS DETAILS 0 ✓, 0 📌	Request for Transfer 0 ✓, 0 📌	DIRECTORATE RENEWAL 0 ✓, 0 📌	

Click yes

Employment@KERALA | JOBSEEKER | Team 8 - Google Drive | How to move objects in word - |

test.employment.kerala.gov.in/reg/dd/

### EEE - Testing

DEE Kozhikkod

Approve

#### SUDHEESH C R

Data verified for Approval  
Link Other Registration

STEP 1 The following sections are mandatory.

Personal Details 5 ✓, 0 ✗

STEP 2 Optional details

Council Registration	0 ✓, 0 ✗	NO RECORD
Ex-Serviceman Details	0 ✓, 0 ✗	NO RECORD
Training Details	0 ✓, 0 ✗	NO RECORD
Physical Measurements	0 ✓, 0 ✗	
Other Priorities	0 ✓, 0 ✗	NO RECORD
Skill Details	0 ✓, 0 ✗	NO RECORD
Bank Account Details	0 ✓, 0 ✗	
Language Known	0 ✓, 0 ✗	NO RECORD
Disability Details	0 ✓, 0 ✗	NO RECORD
Photo Upload	0 ✓, 0 ✗	
Caste Details	0 ✓, 0 ✗	NO RECORD
Achievement(s) Details	0 ✓, 0 ✗	NO RECORD
Signature	0 ✓, 0 ✗	

#### Approve Qualification

JobSeeker Information SUDHEESH C R

Name	SUDHEESH C R
Date Of Birth	21/03/1993
Address	CHELLIATTU, POOVARANTHODE, KOODARANJIL, KOZHIKKODE - 673604
Caste	Scheduled Tribes
Unique ID	B354283
Primary Account Details	
Registration Number	Z0-2018/456
Exchange	District Employment Exchange, Kozhikkod

[ID Card of Primary Account](#)

Close

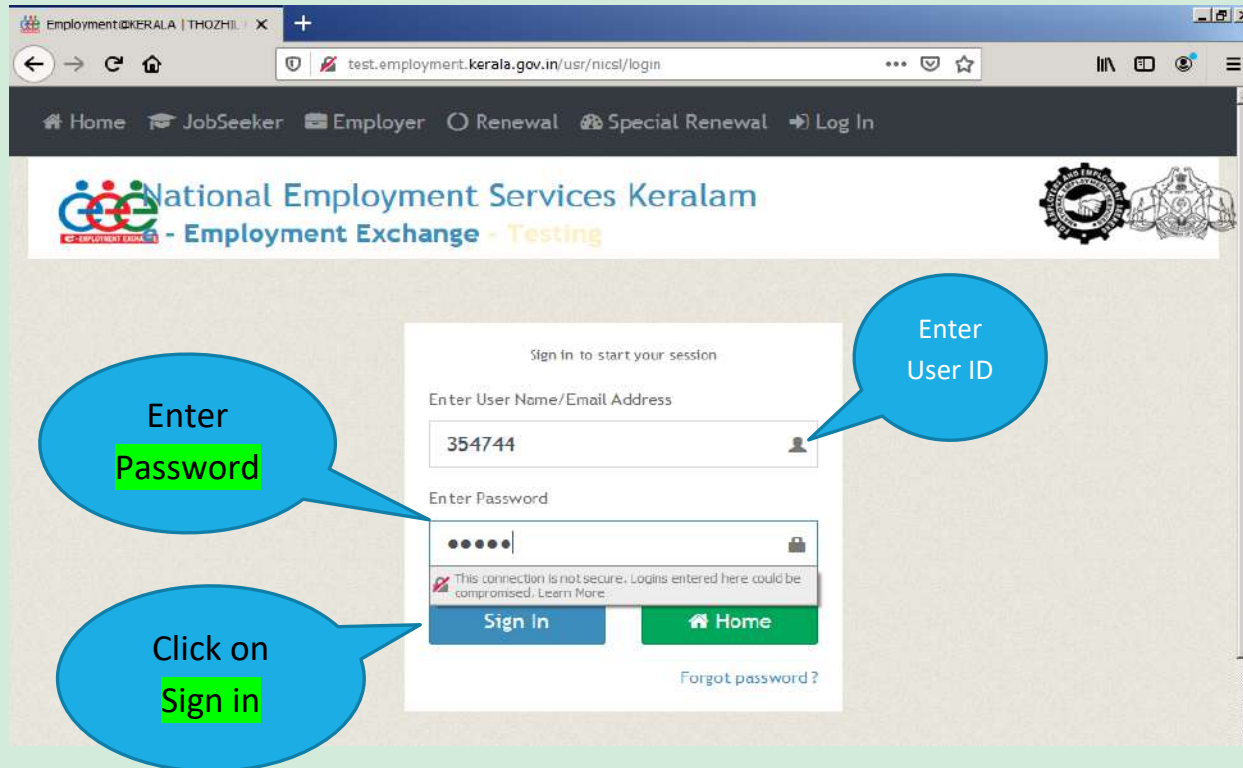
SHAJJAL V T as APPROVER

Overall Approval Print - X1 Detail Print - X1

BOL done, you can download the ID card

## XVIII- LAPSE α JOBSEEKER

Website address of online employment portal is: [www.eemployment.kerala.gov.in](http://www.eemployment.kerala.gov.in)



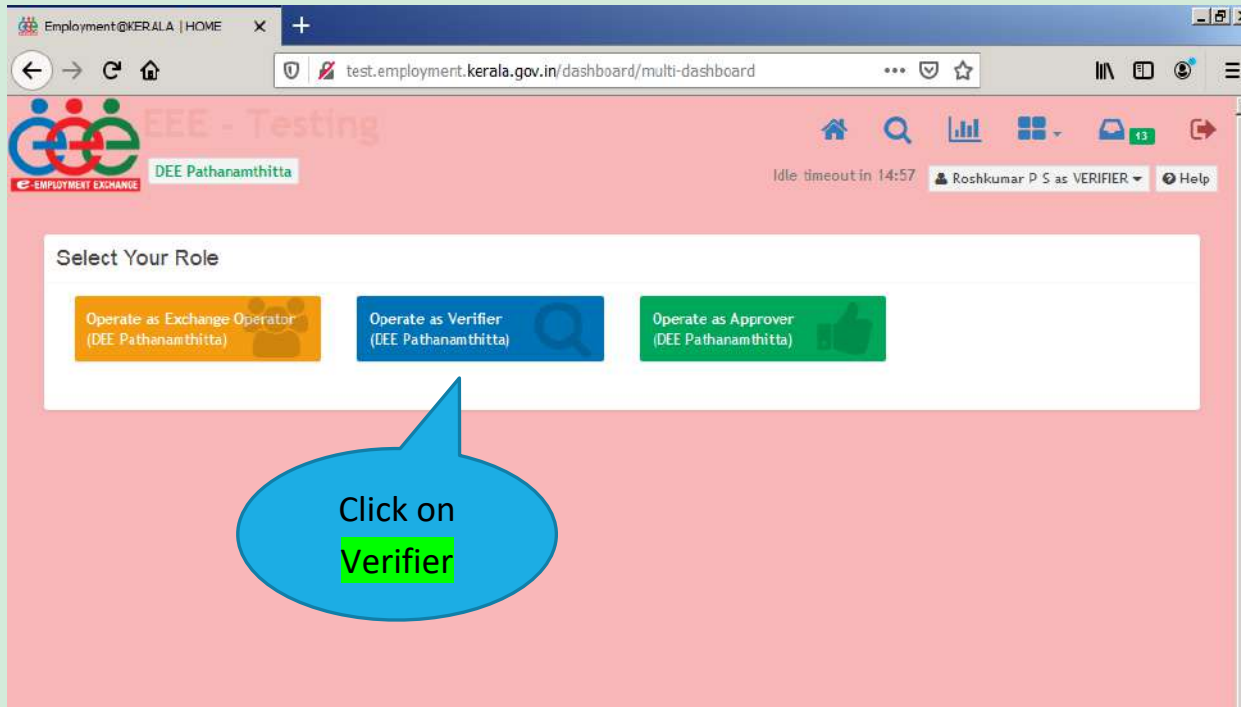
The screenshot shows the login page of the National Employment Services Keralam - Employment Exchange - Testing. The page title is "Sign in to start your session". The form contains the following fields and elements:

- Enter User Name/Email Address:** A text input field containing the value "354744". A callout bubble points to this field with the text "Enter User ID".
- Enter Password:** A password input field with masked characters "•••••". A callout bubble points to this field with the text "Enter Password".
- Sign In:** A blue button.
- Home:** A green button with a home icon.
- Forgot password?:** A link below the buttons.

At the top of the page, there is a navigation bar with links for Home, JobSeeker, Employer, Renewal, Special Renewal, and Log In. The page also features the logo of National Employment Services Keralam and the state emblem of Kerala.

- **Lapse a Jobseker** function is done through Verifier and Approver level only.
- Hence first login as Verifier

# 1. Verifier level



The screenshot shows the Employment@KERALA portal dashboard. At the top, there is a navigation menu with the following items: Verify, Operations, QE, Additions, RTR, LC, DR, Migration, Extras, and Administration. Below the menu is a 'Dashboard' section with several data cards:

Category	Value	Description
Total Live Register	35,876	Registered
Total Male Registrants	13,929	Male
Total Female Registrants	23,747	Female
Total Other Registrants	0	Other
Total Verified Count	47,386	Verified
Verification Pending	574	Pending
Verification Pending (after 60 days)	85	Pending (after 60 days)
Transfer Request Verification Pending From This Exchange	2	Transfer Request
Transfer Request Verification Pending To This Exchange	0	Transfer Request

A blue callout bubble with the text "Click on Operations" points to the "Operations" menu item in the top navigation bar.

Employment@KERALA | HOME

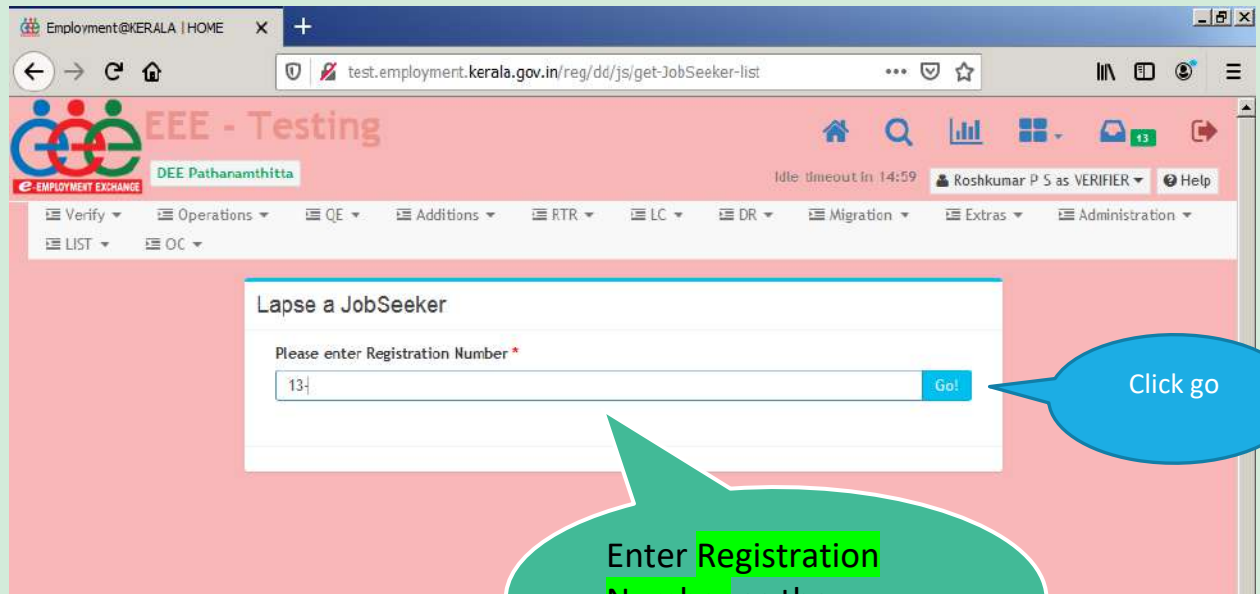
EEE - TE DEE Pathanamthitta

Idle timeout in 14:54 Roshkumar P S as VERIFIER

Verify Operations Additions RTR LC DR Migration Extras Administration

- View JobSeeker
- View Any JobSeeker
- Lapse a JobSeeker**
- Brought On Live
- Cancel Priority
- Re-Entry
- Renewal of Registration
- Re-Registration-Same Exchange
- Re-Registration-Other Exchange
- Restore Seniority
- Special Renewal
- Renewal Backlog Entry
- Submission, Placement Management
- Special Renewal Register
- Compare JobSeeker
- Manual Seniority Restoration
- Revive Temporary Registration
- Transfer Request
- Verification Pending To This Exchange

13,929 Total Male Registrants	23,747 Total Female Registrants	0 Total Other Registrants
574 Verification Pending	85 Verification Pending (after 60 days)	2 Transfer Request Verification Pending From This Exchange



➤ Now you can see the details of the Registrant

Employment@KERALA | HOME

test.employment.kerala.gov.in/reg/dd/js/get-JobSeeker-list

### Lapse a JobSeeker

Please enter Registration Number \*

13-02/w2189 [Go!](#)

#### Details of Selected Candidate

Candidate Name	: RINTU RAJU
Date Of Birth	: 29-11-1986
Gender	: Female
Caste	: Open Category
Address	: KAPPIL HOUSE,VELLAPPARA P O,KONNI
Registrations(Reg No (Status - New registration number if available)	: 13-02/W2189(LIVE )
Last renewed date	: 18/01/2016
Renewal Due	: 01-2019
Is Priority	: No
Is PH	: No

[Go To Dashboard](#) [Lapse JobSeeker](#) [View Jobseeker](#)

[Notes](#)

➤ After confirming the details of the Registrant, Click on the **Lapse jobseeker** button

➤ Now you can see the window- **Lapse a Person**

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/dd/js/get-JobSeeker-list`. A modal window titled "Lapse a Person" is open. It contains a table with the following data:

Jobseeker Id	133559	Name	RINTU RAJU
Registration Number	13-02/W2189	Email Address	
Username	-	Exchange	District Employment Exchange, Pathanamthitta

Below the table, there is a "Reason for Lapse" dropdown menu with the text "---- Select Reason ----" and a "Remark" text input field. A "Lapse" button is located at the bottom right of the form. The status "Is PH : No" is visible at the bottom of the modal.

This screenshot is similar to the one above, but the "Reason for Lapse" dropdown menu is open, showing a list of options:

- Select Reason ----
- Select Reason ----
- PH not responded to office letter
- Punishment Lapse
- Re-entry after 90 days
- Normal lapse

The "Normal lapse" option is highlighted in blue. The "Lapse" button is still visible at the bottom right.

Select the suitable Reason, as per the rule

Note: In “EEE “NORMAL LAPSE occur at the last date of midnight of each month automatically. But FORCE LAPSE is done during the following occasions.

Sl.	Reason for Lapse	Description
1	PH not responded to office letter	Normally intimation letter forwarded to PH candidate for renewal. If the PH candidates have not reported after issuing the X43 & Regd: letter, LAPSE done through this option
2	Punishment Lapse	When the Rules (NESM) are violated by candidate LAPSE done through this option.
3	Re – entry after 90 days	If a candidate reports for RE-entry after 90 days from the date of discharge & he/she wants to Re-Register without seniority, LAPSE done through this option.
4	Normal Lapse	If the lapsed candidate’s details is not available in the database on the various occasions like SR, Lapse certificate issue etc... After Backlog Entry LAPSE done through this option.

Lapse a Person Close

Jobseeker Id	133559	Name	RINTU RAJU
Registration Number	13-02/W2189	Email Address	
Username	-	Exchange	District Employment Exchange, Pathanamthitta

Reason for Lapse \* Remark

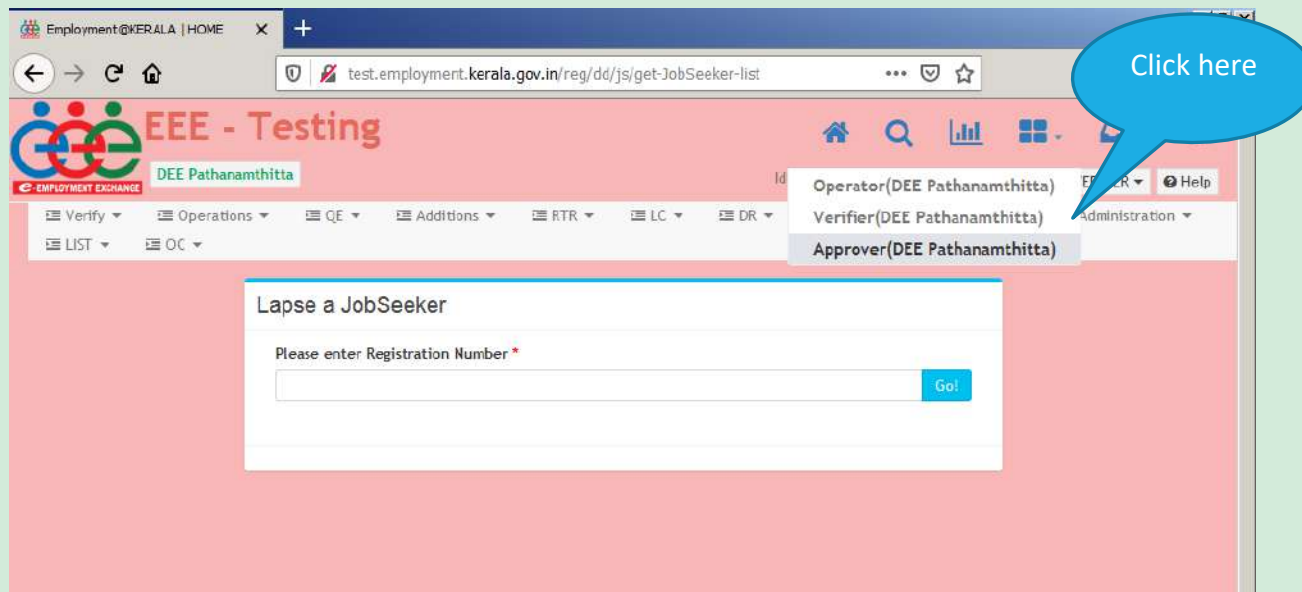
Normal lapse

Lapse

- After selecting the reason click on the **Lapse** Button
- **Verifier level** functions are completed now
- Now actions in **Approver level** (If you are assigned as Approver)

Otherwise you may approach any Approver in your office for completing the task

### 3.Approver level



Employment@KERALA | HOME

EEE - Testing  
DCE Pathanamthitta

Operations

Click on Operations & Select Confirm lapse Option

13,929 Total Male Registrants

23,747 Total Female Registrants

0 Total Other Registrants

305 Approval Pending

37 Approval Pending (after 60 days)

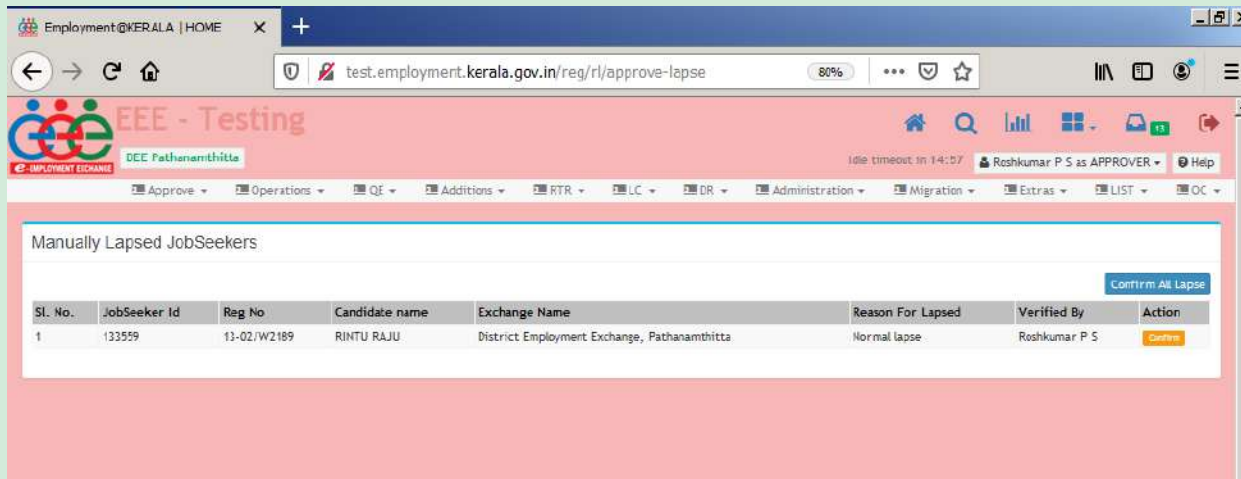
1 Transfer Request Approval Pending From This Exchange

Transfer Request Approval Pending To This Exchange

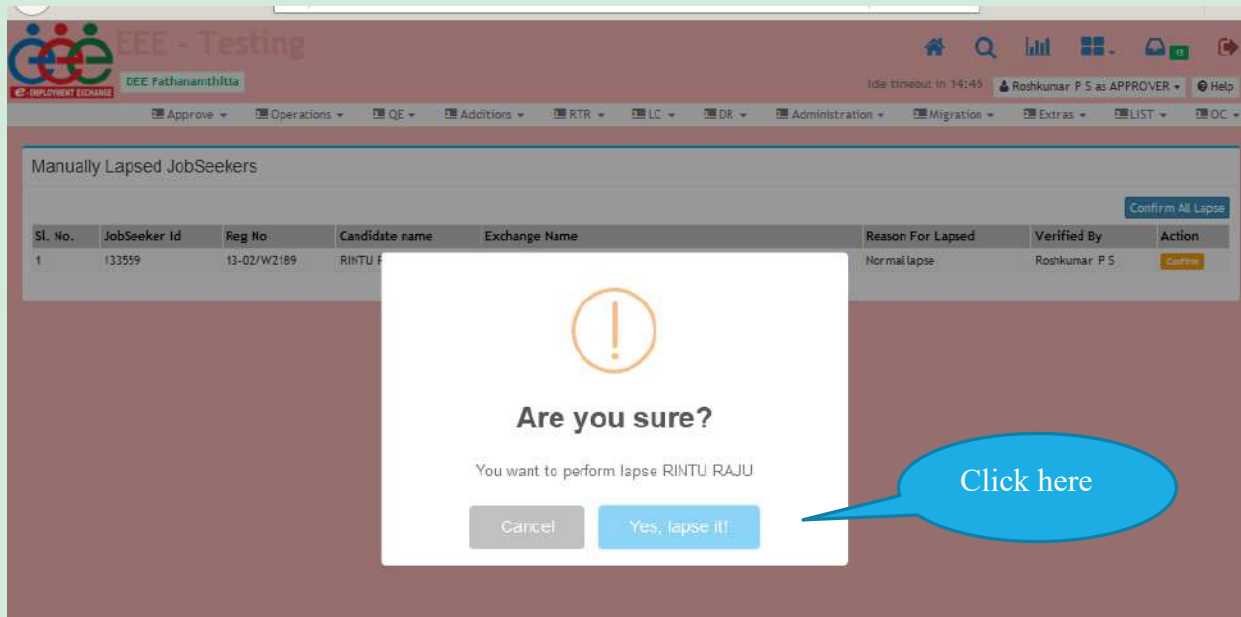
ACTIONS

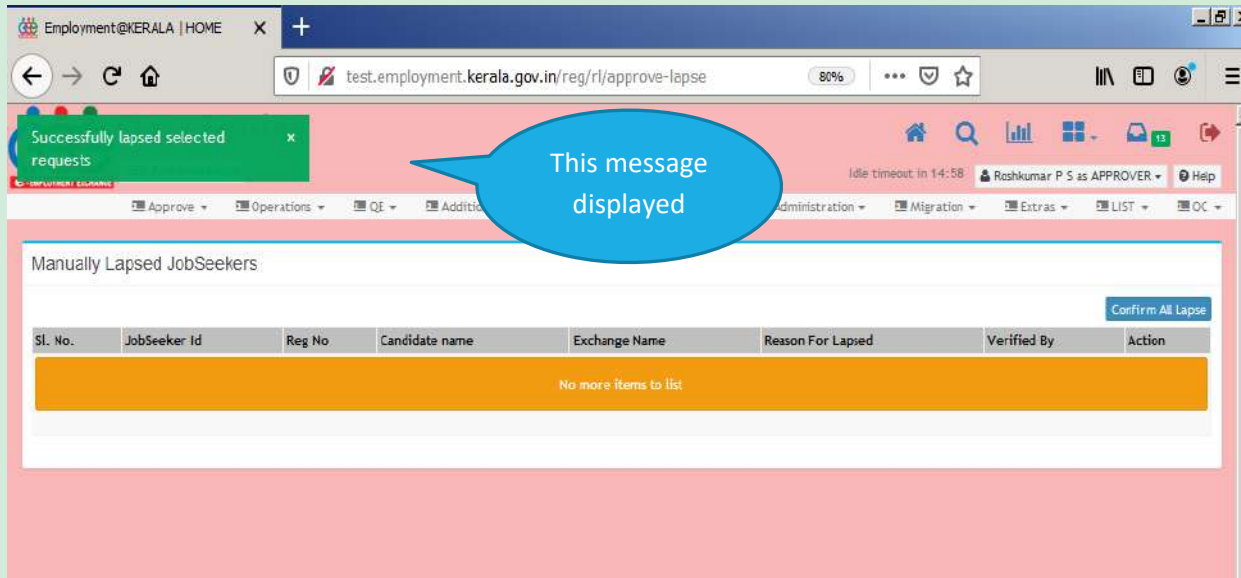
Approve	Operations	QE	Additions
<ul style="list-style-type: none"><li>JobSeeker</li><li>Registration By Other Exchanges</li><li>Approve BackLog Entries</li><li>Offline Ex-Service Entries</li><li>Offline Camp Registration</li><li>Offline Exchange Down</li><li>Approve Fresh Candidate Entries</li><li>Approve BOL</li></ul>	<ul style="list-style-type: none"><li>View JobSeeker</li><li>View Any JobSeeker</li><li>Confirm Lapse</li><li>Cancel Priority</li><li>Renewal of Registration</li><li>Re-Registration</li><li>Restore Seniority</li><li>Special Renewal</li><li>Initiate Other Exchange Registration</li></ul>	<ul style="list-style-type: none"><li>Finalize Quick Entry</li><li>Quick Entry Completion List</li></ul>	<ul style="list-style-type: none"><li>Additions</li><li>Offline Additions</li></ul>

test:employment.kerala.nov.in/ken/rl/approve-lapse



➤ After verifying the details of the Registrant click on **Confirm** Button





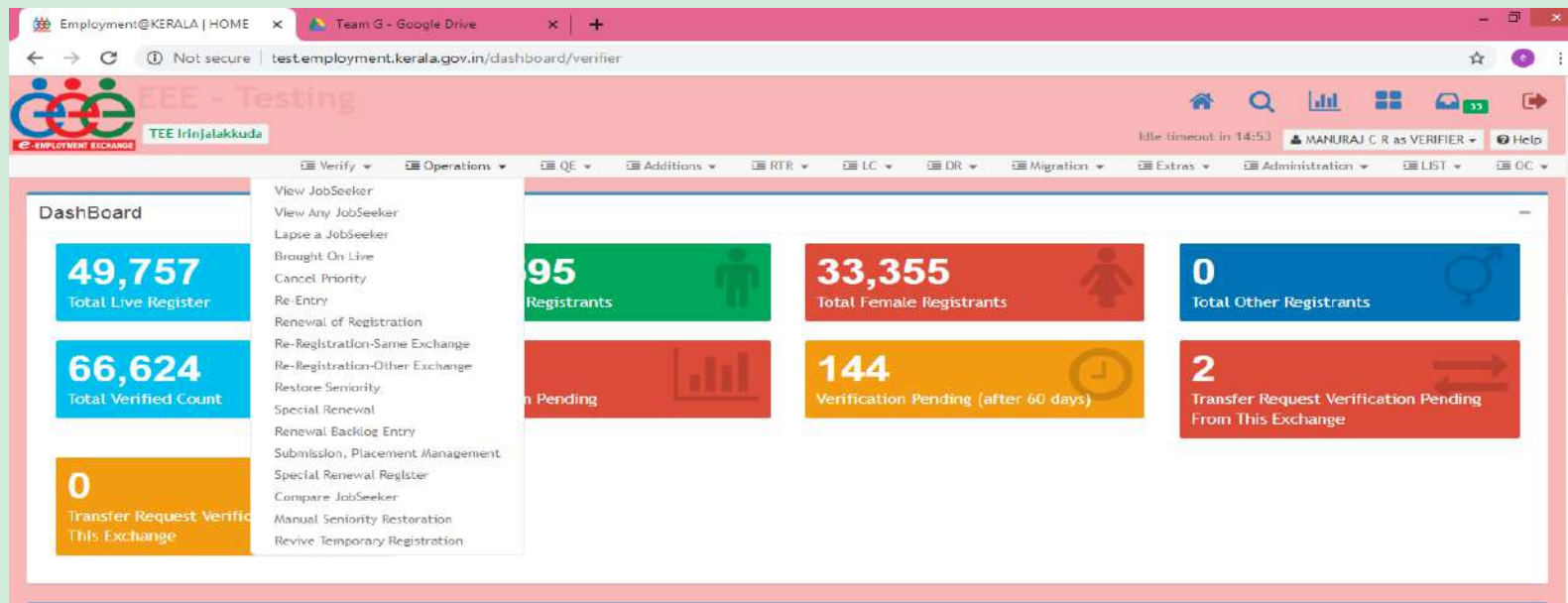
➤ Lapse a Jobseeker task has been completed.....

## XIX- CANCEL PRIORITY OF A CANDIDATE

Cancel priority is used to cancel priority of a candidate (E.g. When a wife of late priority or legally divorced priority candidate got remarried, or priority is given by mistake). This function is not available in operator mode.

Go to verifier mode and select cancel priority option from operations menu

### 1. Verifier level



The screenshot shows the Employment@KERALA dashboard in verifier mode. The dashboard displays several key statistics:

- Total Live Register: 49,757
- Total Verified Count: 66,624
- Total Live Registrants: 95
- Total Female Registrants: 33,355
- Total Other Registrants: 0
- Verification Pending (after 60 days): 144
- Transfer Request Verification Pending From This Exchange: 2

The 'Operations' menu is open, showing the following options:

- View JobSeeker
- View Any JobSeeker
- Lapse a JobSeeker
- Brought On Live
- Cancel Priority
- Re-Entry
- Renewal of Registration
- Re-Registration-Same Exchange
- Re-Registration-Other Exchange
- Restore Seniority
- Special Renewal
- Renewal Backlog Entry
- Submission, Placement Management
- Special Renewal Register
- Compare JobSeeker
- Manual Seniority Restoration
- Revive Temporary Registration

➤ Following page will be displayed. Enter the registration number and click the Go button

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/rcpr/`. The page header includes the logo for 'EEE - Testing' and 'TEE Irinjalakkuda'. A navigation menu contains items like 'Verify', 'Operations', 'QE', 'Additions', 'RTR', 'LC', 'DR', 'Migration', 'Extras', 'Administration', 'LIST', and 'OC'. The main content area features a 'Cancel Priority' form with the instruction 'Please enter Registration Number \*'. The input field contains the text '76-00/w699'. To the right of the input field is a blue 'Go!' button, and further right is a larger blue button labeled 'Search JobSeekers'. A blue speech bubble on the left side of the form contains the text 'Enter candidates register number here'.

➤ Candidates details will be shown as below then click 'Check Priorities' button

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/rcpr/`. The page header includes the logo for 'EEE - Testing' and 'TEE Irinjilakkuda'. A navigation menu contains various options like 'Verify', 'Operations', 'QE', 'Additions', 'RTR', 'LC', 'DR', 'Migration', 'Extras', 'Administration', 'LIST', and 'OC'. The main content area is titled 'Cancel Priority' and features a search bar with the text 'Please enter Registration Number'. The search bar contains the value '76-01/W11'. Below the search bar, there are two buttons: 'Go!' and 'Search JobSeekers'. The 'Details of Selected Candidate' section displays the following information:

Candidate Name	: SUBI M U
Date Of Birth	: 06-04-1973
Gender	: Female
Caste	: Scheduled Castes
Address	: NAMBILIPURATH HOUSE , P O KARALAM
Registrations(Reg No (Status - New registration number if available)	: 76-01/W11(LIVE )
Is Priority	: Yes
Is PH	: No

At the bottom of the details section, there are three buttons: 'Go To Dashboard', 'Check Priorities', and 'View Jobseeker'. A 'Notes' button is also present at the bottom left of the details area.

➤ Candidate's priorities will be shown at the bottom of the page. Then click the cancel button

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/rcpr/`. The page displays candidate details for SUBI M U, including Date Of Birth (06-04-1973), Gender (Female), Caste (Scheduled Castes), Address (NAMBILIPURATH HOUSE, P O KARALAM), Registrations (76-01/W11(LIVE)), Is Priority (Yes), and Is PH (No). Below the details are buttons for 'Go To Dashboard', 'Check Priorities', and 'View Jobseeker', along with a 'Notes' section.

Sl.No	Priority	Certificate Number	Certificate Date	Certificate Authority	Actions
1	LEGALLY DIVORCED WOMAN	OP1150/01	31-12-2011		<a href="#">View More</a> <a href="#">Cancel</a>

Click cancel

➤ Enter the reason for cancelling the priority and click **Verify** button

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/rcpr/`. The page displays a candidate profile form with fields for Candidate Name, Date Of Birth, Gender, Caste, Address, Registrations (Reg No /Status), Is Priority, and Is PH. A modal window is open over the form, titled "Enter Remark", with a text input field containing "Remarried". A blue callout bubble points to the input field with the text "Enter the reason here". The modal also has "Close" and "Verify" buttons. Below the form, there are buttons for "Go To Dashboard", "Check Priorities", and "View Jobseeker". At the bottom, a table lists candidates with columns for Sl.No, Priority, Certificate Number, Certificate Date, Certificate Authority, and Actions.

Sl.No	Priority	Certificate Number	Certificate Date	Certificate Authority	Actions
1	LEGALLY DIVORCED WOMAN	CP1150/01	31-12-2011		<a href="#">View More</a> <a href="#">Cancel</a>

- Priority will be cancelled and there will be a 'Cancelled' indication

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/rcpr/`. The main content area displays candidate details for RAMANI P K, including Date Of Birth (25-06-1963), Gender (Female), Caste (OBC), and Address (PERUMPARAMBIL HOUSE, P O MUPLYIAM, VELLARAMPADAM). The 'Registrations(Reg No (Status - New registration number if available))' field is highlighted in green and shows '76-17/48(LIVE)'. Below this, 'Is Priority' and 'Is PH' are both set to 'Yes'. There are buttons for 'Go To Dashboard', 'Check Priorities', 'View Jobseeker', and 'Notes'.

Sl.No	Priority	Certificate Number	Certificate Date	Certificate Authority	Actions
1	UNMARRIED WOMAN ABOVE 35 YEARS				Cancelled

- The role of verifier is completed here. This is followed by approver by completing cancel priority

## 2. Approver level: cancel priority from operations

## **XX -SUBMISSION, PLACEMENT, MANAGEMENT**

Hyperlink “<http://www.eemployment.kerala.gov.in/reg/rts/list-all-submissions>” \t”-blank”

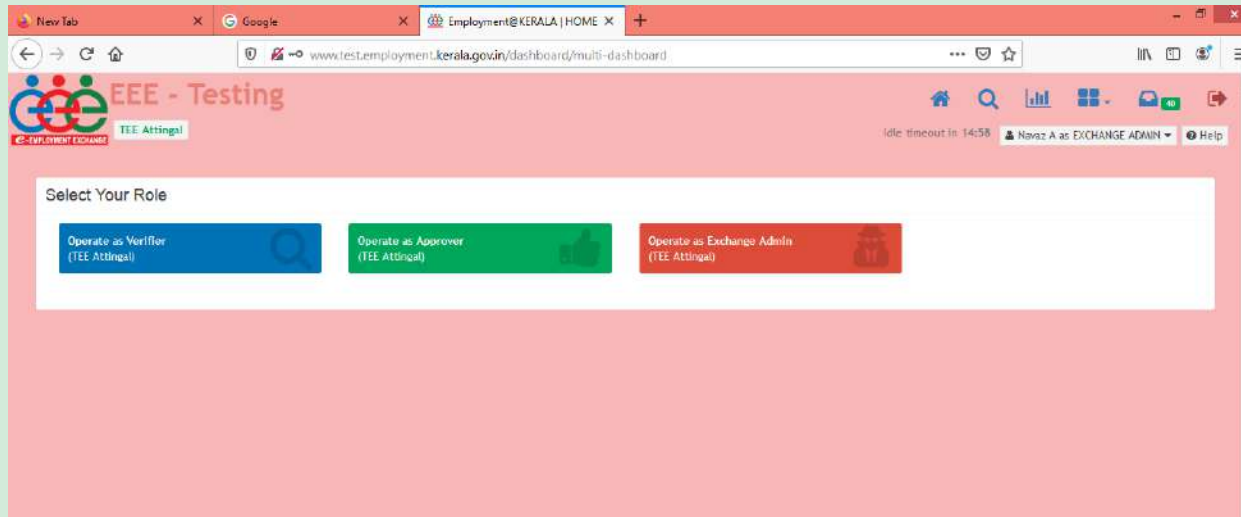
Submission placement management

### **1. SUBMISSION**

Submission entry is done after selection process is completed and X-80 send to the vacancy exchange / send to the employer

Submission entry process can be done in VERIFIER level as well as in APPROVER Level. No approval is needed if it is done in VERIFIER Level

## ❖ Verifier/ approver level



submission - rakhil6598@gmail.com | Employment@KERALA | HOME | www.tes.t Employment.kerala.gov.in/dashboard/verifier

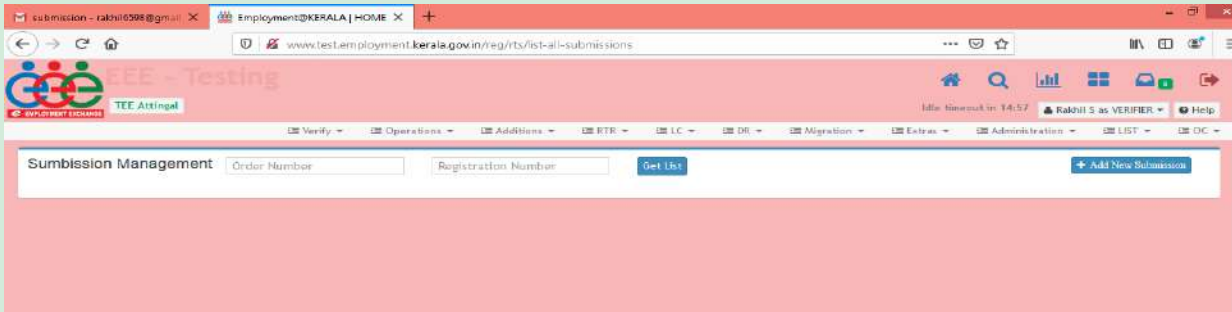
0  
Transfer Request Verification Pending To This Exchange

### Actions

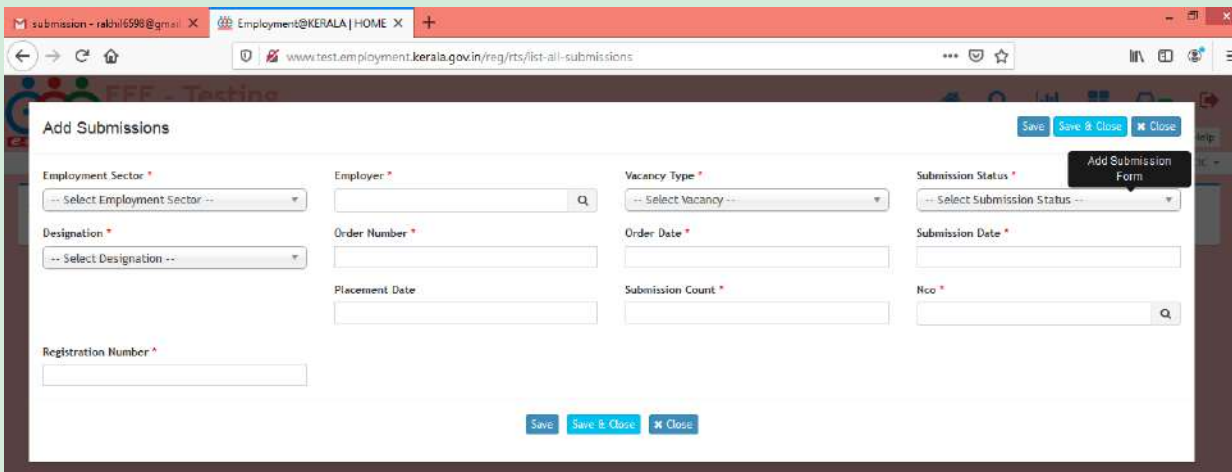
<b>Verify</b> <ul style="list-style-type: none"><li>• Jobseeker</li><li>• Registration By Other Exchanges</li><li>• Back Log Entries</li><li>• Offline Ex-Service Entries</li><li>• Offline Camp Registration</li><li>• Offline Exchange Down</li><li>• Fresh Candidate Entries</li><li>• BOL Entries</li><li>• Request For Change</li><li>• Verify Employer</li><li>• UAS</li></ul>	<b>Operations</b> <ul style="list-style-type: none"><li>• View JobSeeker</li><li>• View Any JobSeeker</li><li>• Lapse a JobSeeker</li><li>• Brought On Live</li><li>• Cancel Priority</li><li>• Re-Entry</li><li>• Renewal of Registration</li><li>• Re-Registration-Same Exchange</li><li>• Re-Registration-Other Exchange</li><li>• Restore Seniority</li><li>• Special Renewal</li><li>• Renewal Backlog Entry</li><li>• Submission, Placement Management</li><li>• Special Renewal Register</li><li>• Compare JobSeeker</li><li>• Manual Seniority Restoration</li><li>• Revive Temporary Registration</li></ul>	<b>Additions</b> <ul style="list-style-type: none"><li>• Additions</li><li>• Offline Additions</li></ul>	<b>RTR</b> <ul style="list-style-type: none"><li>• Verify Transfer Requests</li><li>• Verify Transfer Outs</li><li>• Status of Transfer Ins</li><li>• Status of Transfer Outs</li></ul>
<b>LC</b> <ul style="list-style-type: none"><li>• Verify Lapse Certificate Request</li></ul>	<b>DR</b> <ul style="list-style-type: none"><li>• Renewal Requests</li><li>• List Of Requests Forwarded</li></ul>	<b>Migration</b> <ul style="list-style-type: none"><li>• Single Migration</li><li>• Dead Register Search</li></ul>	<b>Extras</b> <ul style="list-style-type: none"><li>• Self Employment Scheme</li><li>• PH Lapse notice</li></ul>

Click here

➤ On clicking the “[Submission, Placement Management](#)” the following screen will Display



➤ For adding new submission click “Add New Submission” Then the following screen will be displayed



1. Select “Employment Sector” on the drop down menu

The screenshot shows a web browser window with the URL [www.test.employment.kerala.gov.in/reg/rti/list-all-submissions](http://www.test.employment.kerala.gov.in/reg/rti/list-all-submissions). The page title is "Add Submissions". The form contains the following fields:

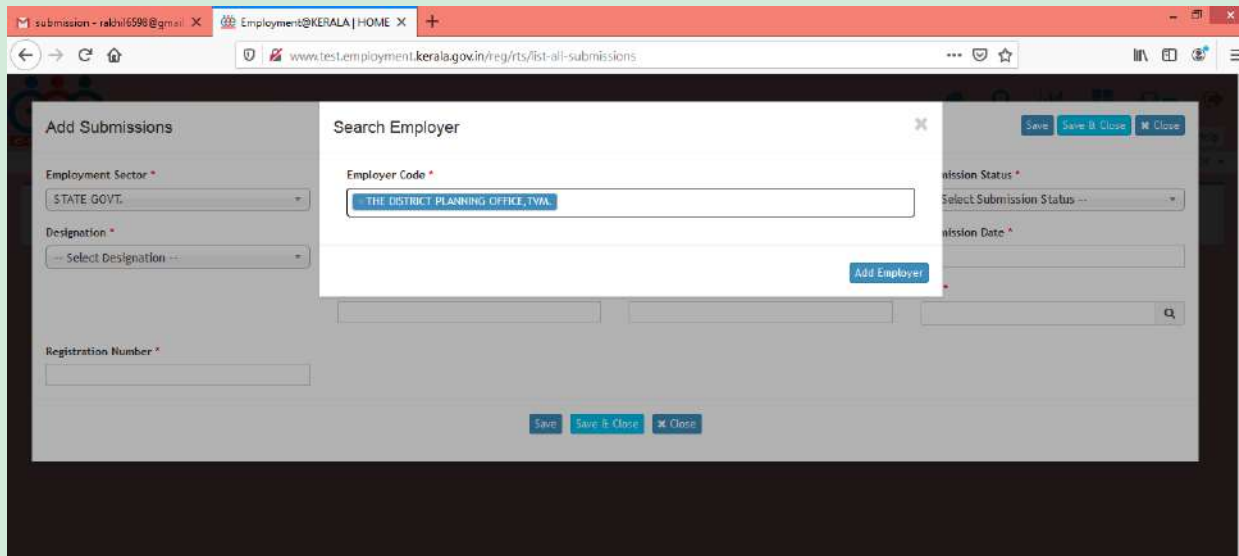
- Employment Sector \***: A dropdown menu with a search icon. The menu is open, showing options: "-- Select Employment Sector --", "ERROR", "CO-OPERATIVE(OTHERS)", "CENTRAL GOVT.", "STATE GOVT." (highlighted), "ARMED FORCES", "PVT - ACT", "PVT - NON ACT", "QUASI STATE GOVT.", and "FBRIGN SERVICE".
- Employer \***: A text input field with a search icon.
- Vacancy Type \***: A dropdown menu with "-- Select Vacancy --".
- Submission Status \***: A dropdown menu with "-- Select Submission Status --".
- Order Number \***: A text input field.
- Order Date \***: A text input field.
- Submission Date \***: A text input field.
- Placement Date**: A text input field.
- Submission Count \***: A text input field.
- Nco \***: A text input field with a search icon.

Buttons at the bottom of the form include "Save", "Save & Close", and "Close".

**Note**

- Select the employment sector as mentioned in the X 16 / Requisition Form ( State Govt./ Quasi state Govt. / central Govt. /Quasi Central Govt. / Local Body / Pvt Act / Co – Operative ( State Govt. ) Etc.

2. Select the Employer and click “Add Employer”



**Note**

- *If there is no employer in the drop down menu , please sent the details of the employer to the directorate of employment for adding the employer to this menu*

3. Please select the “Vacancy Type” from the drop down menu

The screenshot shows a web browser window with the URL [www.test.employment.kerala.gov.in/reg/fts/list-all-submissions](http://www.test.employment.kerala.gov.in/reg/fts/list-all-submissions). The page displays a form titled "Add Submissions" with several input fields and a dropdown menu. The "Vacancy Type" dropdown menu is open, showing a list of options: PART TIME REGULAR, ED TEMPORARY, DAILY WAGES, HOURLY, PART TIME TEMPORARY, FULL TIME REGULAR, PVT FULL TIME TEMPORARY, FULL TIME TEMPORARY (highlighted in blue), and TRAINING. Other fields include "Employment Sector" (STATE GOVT.), "Employer" (AGW), "Designation" (--- Select Designation ---), "Order Number", "Placement Date", "Registration Number", "Submission Status" (--- Select Submission Status ---), "Submission Date", and "Nco".

- *Select the Vacancy type from the drop down menu as given in the requisition form or X-16*

4. Select the submission status from the drop down menu ( Normally select “ **SUBMITTED TO THE EMPLOYER** ”

The screenshot shows a web browser window with the URL [www.test.employment.kerala.gov.in/reg/rts/list-all-submissions](http://www.test.employment.kerala.gov.in/reg/rts/list-all-submissions). The page title is "Add Submissions". The form contains the following fields and options:

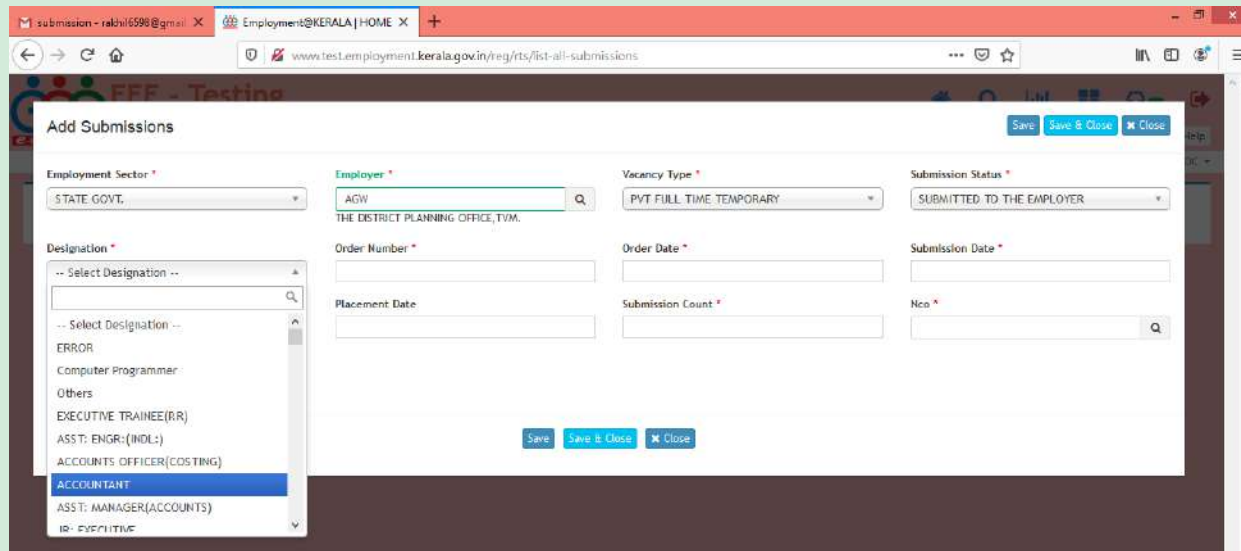
- Employment Sector \***: STATE GOVT.
- Employer \***: AGW, THE DISTRICT PLANNING OFFICE, TVM.
- Vacancy Type \***: PVT FULL TIME TEMPORARY
- Designation \***: -- Select Designation --
- Order Number \***: [Empty text box]
- Order Date \***: [Empty text box]
- Placement Date**: [Empty text box]
- Submission Count \***: [Empty text box]
- Registration Number \***: [Empty text box]

The **Submission Status \*** dropdown menu is open, displaying the following options:

- SUBMITTED TO THE EMPLOYER (highlighted)
- RDG AT EE
- SELECTED BY EMPLOYER-RE-ENTRY
- FTR-FAILED TO REPORT TO EE
- RNS BY EE
- WRONG SUBMISSION
- CANCELLED
- WRONG PLACEMENT
- PRODUCED NON-JOINING DUTY CERTIFICATE

Buttons at the bottom of the form include "Save", "Save & Close", and "Close".

5. select the “**Designation**” from the drop down menu



**Note**

- *If there is no designation as per X 16 in the drop down menu , please sent the details to the directorate of employment exchange for adding the Designation to this menu*

## 6. Enter the Order Card Number.

The screenshot shows a web browser window with the URL [www.test.employment.kerala.gov.in/eg/rti/list-all-submissions](http://www.test.employment.kerala.gov.in/eg/rti/list-all-submissions). The page displays a form titled "Add Submissions" with the following fields:

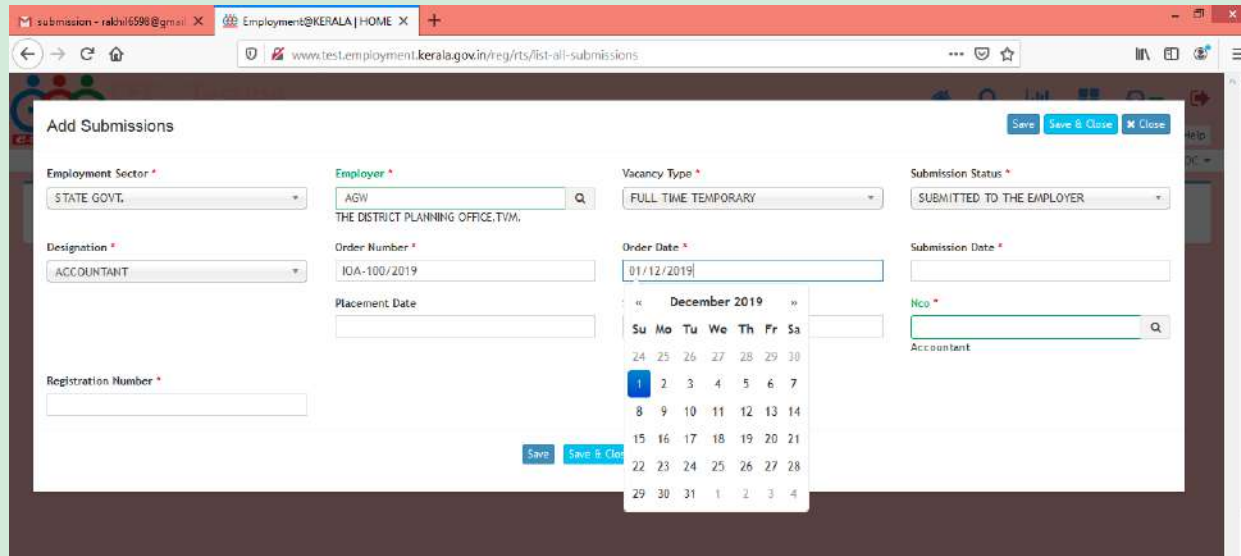
- Employment Sector \***: STATE GOVT. (dropdown)
- Employer \***: AGW (text input), THE DISTRICT PLANNING OFFICE, T.V.M. (text input)
- Vacancy Type \***: PVT FULL TIME TEMPORARY (dropdown)
- Submission Status \***: SUBMITTED TO THE EMPLOYER (dropdown)
- Designation \***: ACCOUNTANT (dropdown)
- Order Number \***: 10A-100/2019 (text input)
- Order Date \***: (text input)
- Submission Date \***: (text input)
- Registration Number \***: (text input)
- Placement Date**: (text input)
- Submission Count \***: (text input)
- Nco \***: (text input)

Buttons at the top right: Save, Save & Close, Close. Buttons at the bottom: Save, Save & Close, Close.

### **Note**

- *The order Card Number must be in the unique format as per the direction from the employment directorate ( for Example 10-2024/326/O )*

7. Enter the order card date (DD/MM/YYYY) i.e. the date of creation of Order Card Number



## 8. Enter the “Submission Date” (DD/MM/YYYY)

The screenshot shows a web browser window with the URL [www.test.employment.kerala.gov.in/reg/rti/list-all-submissions](http://www.test.employment.kerala.gov.in/reg/rti/list-all-submissions). The page title is "Add Submissions". The form contains the following fields:

Employment Sector *	Employer *	Vacancy Type *	Submission Status *
STATE GOVT.	AGW THE DISTRICT PLANNING OFFICE, T.V.M.	FULL TIME TEMPORARY	SUBMITTED TO THE EMPLOYER
Designation *	Order Number *	Order Date *	Submission Date *
ACCOUNTANT	IOA-100/2019	01/12/2019	01/12/2019
Registration Number *	Placement Date	Submission Count *	Nco *

Buttons: Save, Save & Close, Close

### **Note**

- *The Submission date the date in which the selection is made by the selection officer ( HC/JEO/JS/PO)*
- *In the case of PSI is needed, the submission date is the date of submitting the Provisional X2A*

9. Placement date will enter at the time of receiving the placement details received from the Employer or Vacancy Exchange

The screenshot shows a web browser window with the URL [www.test.employment.kerala.gov.in/reg/rtts/list-all-submissions](http://www.test.employment.kerala.gov.in/reg/rtts/list-all-submissions). The page title is "Add Submissions". The form contains the following fields:

Employment Sector *	Employer *	Vacancy Type *	Submission Status *
STATE GOVT.	AGW THE DISTRICT PLANNING OFFICE, T/M.	FULL TIME TEMPORARY	SUBMITTED TO THE EMPLOYER
Designation *	Order Number *	Order Date *	Submission Date *
ACCOUNTANT	IOA-100/2019	01/12/2019	01/12/2019
Registration Number *	Placement Date	Submission Count *	Nco *

Buttons: Save, Save & Close, Close (top right); Save, Save & Close, Close (bottom center).

10. Enter the “Submission count” here ( Example 1/2/3 )

The screenshot shows a web browser window with the URL [www.testEmployment.kerala.gov.in/reg/rti/list-all-submissions](http://www.testEmployment.kerala.gov.in/reg/rti/list-all-submissions). The page title is "Add Submissions". The form contains the following fields:

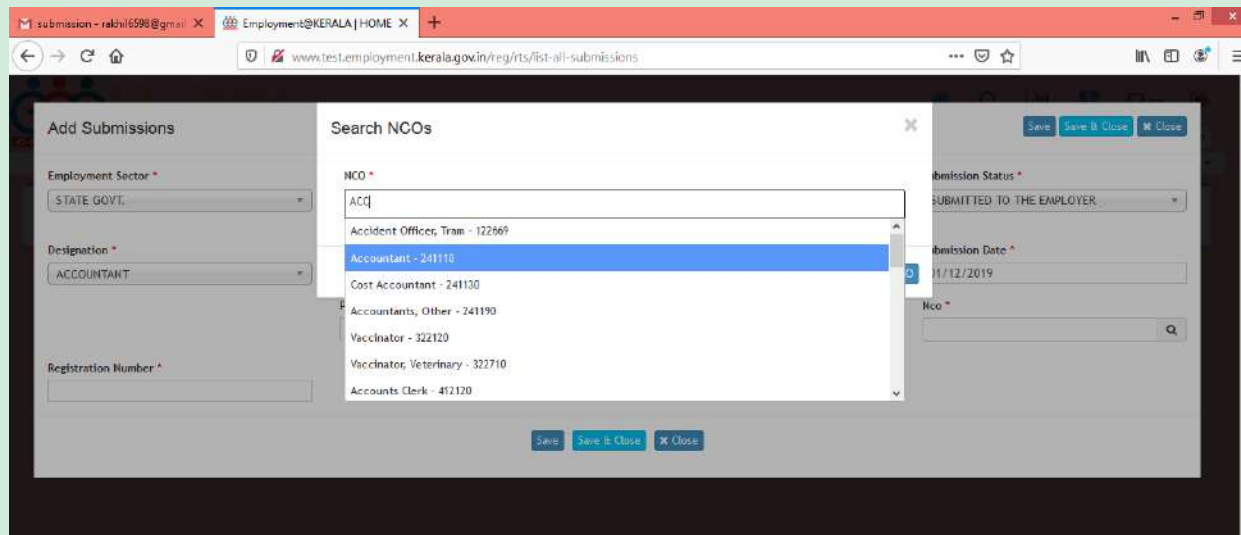
- Employment Sector: STATE GOVT.
- Employer: AGW THE DISTRICT PLANNING OFFICE, T/M.
- Vacancy Type: FULL TIME TEMPORARY
- Submission Status: SUBMITTED TO THE EMPLOYER
- Designation: ACCOUNTANT
- Order Number: IOA-100/2019
- Order Date: 01/12/2019
- Submission Date: 01/12/2019
- Placement Date: (empty)
- Submission Count: 1
- Registration Number: (empty)

Buttons at the bottom of the form include "Save", "Save & Close", and "Close". A tooltip "Please fill out this field." is visible over the Submission Count field.

### Note

- For Vacancy Exchange the submission count is always “1” Because In Vacancy Exchange order card will created at the time of booking and there an Order Card for each open and each community But in TEE, Order card will be created on after the selection & their only one order card
- If one candidate is submitted to open and their community, submission count will be 2

## 11. Click the search button and select the NCO Number



### Note

- *NCO Number is enter as shown in the X-16*

12. Enter the registration number of selected candidates with exchange code (i.e. 43-2019/123 or 43-01/w1234 or 43-01/w1234p ....)

The screenshot shows a web browser window with the URL [www.test.employment.kerala.gov.in/reg/fts/list-all-submissions](http://www.test.employment.kerala.gov.in/reg/fts/list-all-submissions). The page title is "Add Submissions". The form contains the following fields and values:

Employment Sector *	Employer *	Vacancy Type *	Submission Status *
STATE GOVT.	AGW THE DISTRICT PLANNING OFFICE, T/V/M.	FULL TIME TEMPORARY	SUBMITTED TO THE EMPLOYER
Designation *	Order Number *	Order Date *	Submission Date *
ACCOUNTANT	10A-100/2019	01/12/2019	01/12/2019
Registration Number *	Placement Date	Submission Count *	Neo *
		1	241110 Accountant

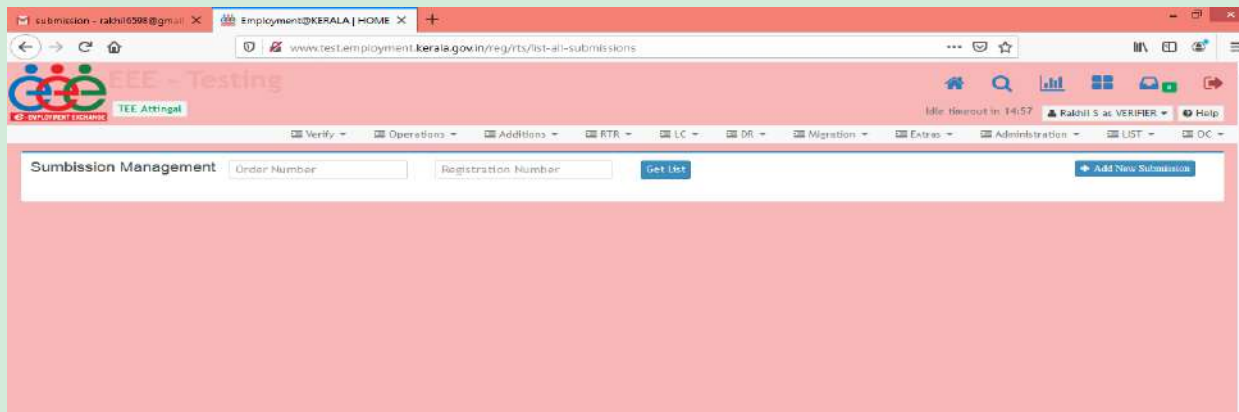
Below the Registration Number field, the name "SHINI S" is displayed. The form has "Save", "Save & Close", and "Close" buttons at the top right and bottom center.

- When enter the Registration Number , The name of the candidate is display below the Registration Number then click “ Save”
- After complete the addition of the selected jobseekers Registration Number as per X2A click “Close” Button

Completed the process.....

## 2. ADD SUBMISSION ENTRY USING CLONE OPTION

- Clone option is used to copy a submission entry details one jobseeker to another i.e. to add a jobseeker to the existing Order Card
- On clicking the “[Submission, Placement Management](#)” the following screen will Display



Enter the Order Card Number and click “**Get List**” then the list of jobseekers in that Order Card will display

Enter order card number

Submission Management 2019/220

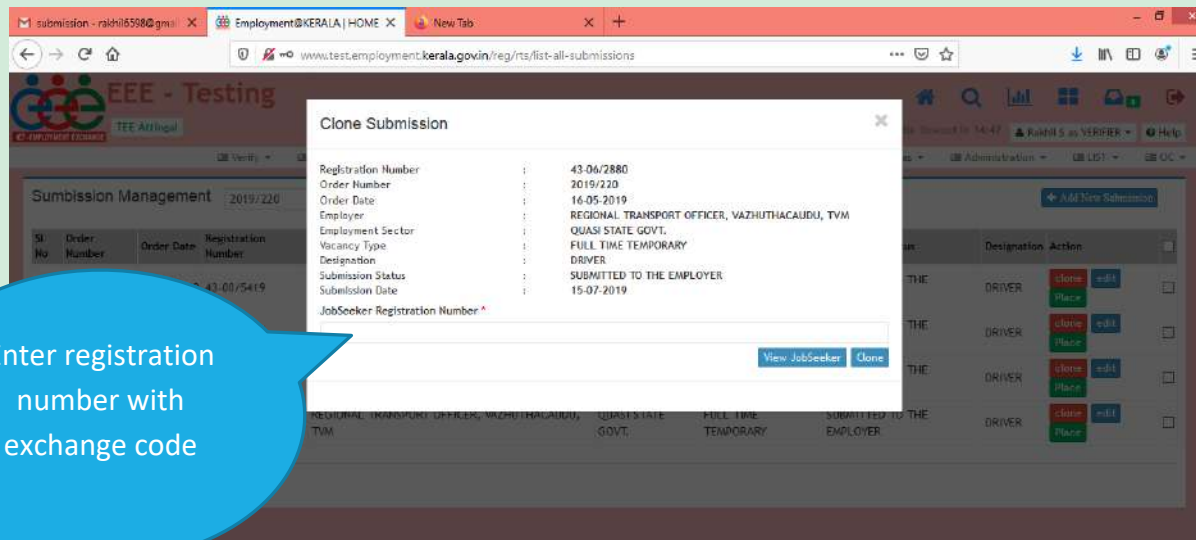
Registration Number

Sl No	Order Number	Order Date	Registration Number	Employer	Employment Sector	Vacancy Type	Submission Status	Designation	Action
1	2019/220	16-05-2019	43-00/5419	REGIONAL TRANSPORT OFFICER, VAZHUTHACAUDU, TVM	STATE GOVT.	DAILY WAGES	SUBMITTED TO THE EMPLOYER	DRIVER	<input type="button" value="clone"/> <input type="button" value="edit"/>
2	2019/220	16-05-2019	43-12/4812	REGIONAL TRANSPORT OFFICER, VAZHUTHACAUDU, TVM	STATE GOVT.	DAILY WAGES	SUBMITTED TO THE EMPLOYER	DRIVER	<input type="button" value="clone"/> <input type="button" value="edit"/>
3	2019/220	16-05-2019	43-99/6344	REGIONAL TRANSPORT OFFICER, VAZHUTHACAUDU, TVM	QUASI STATE GOVT.	FULL TIME TEMPORARY	SUBMITTED TO THE EMPLOYER	DRIVER	<input type="button" value="clone"/> <input type="button" value="edit"/>
4	2019/220	16-05-2019	43-06/2880	REGIONAL TRANSPORT OFFICER, VAZHUTHACAUDU, TVM	QUASI STATE GOVT.	FULL TIME TEMPORARY	SUBMITTED TO THE EMPLOYER	DRIVER	<input type="button" value="clone"/> <input type="button" value="edit"/>

Showing page 1/1 of 4 results

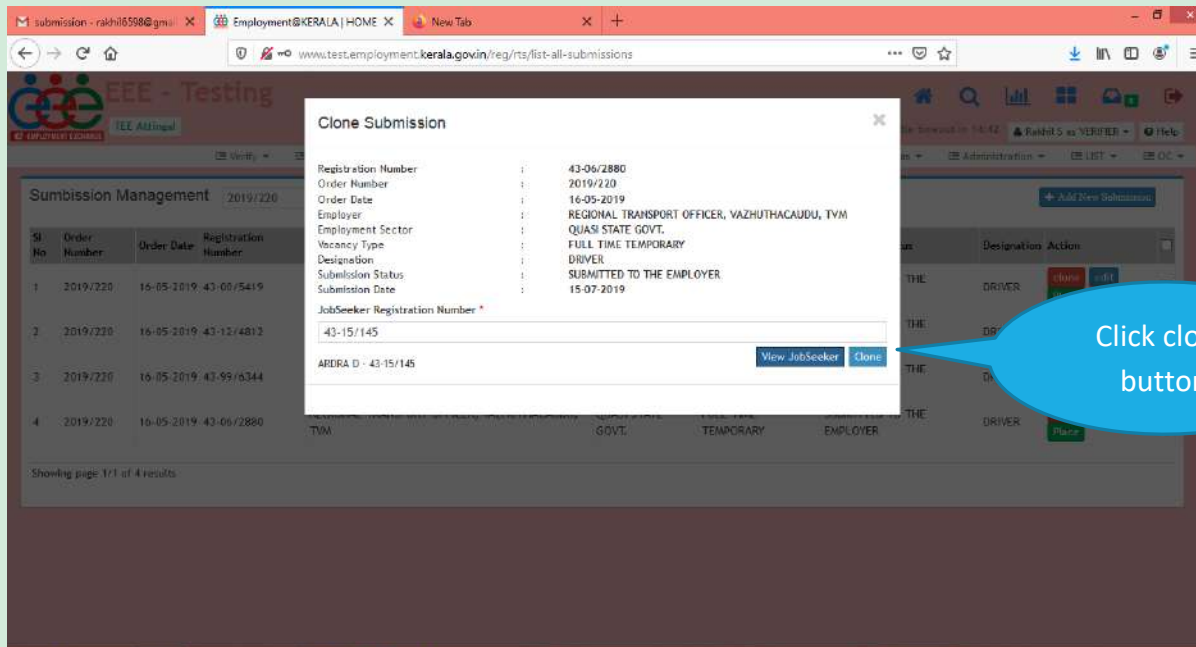
Click the  
"Clone"  
button

➤ Then the following screen will be displayed



After entering the Registration Number with Exchange code

- Click “View Jobseeker” then the Name of the job seeker will displayed below the Registration Number
- Then click on “Clone” button



- On clicking the “Clone” Button the Submission entry is added to the jobseeker as shown in the image shown below

Submission Management 2019/220

St No	Order Number	Order Date	Registration Number	Employer	Employment Sector	Vacancy Type	Submission Status	Designation	Action
1	2019/220	16-05-2019	43-00/5419	REGIONAL TRANSPORT OFFICER, VAZHUTHACAUDU, TVM	STATE GOVT.	DAILY WAGES	SUBMITTED TO THE EMPLOYER	DRIVER	clone Place edit
2	2019/220	16-05-2019	43-12/4812	REGIONAL TRANSPORT OFFICER, VAZHUTHACAUDU, TVM	STATE GOVT.	DAILY WAGES	SUBMITTED TO THE EMPLOYER	DRIVER	clone Place edit
3	2019/220	16-05-2019	43-99/6344	REGIONAL TRANSPORT OFFICER, VAZHUTHACAUDU, TVM	QUASI STATE GOVT.	FULL TIME TEMPORARY	SUBMITTED TO THE EMPLOYER	DRIVER	clone Place edit
4	2019/220	16-05-2019	43-06/2880	REGIONAL TRANSPORT OFFICER, VAZHUTHACAUDU, TVM	QUASI STATE GOVT.	FULL TIME TEMPORARY	SUBMITTED TO THE EMPLOYER	DRIVER	clone Place edit
5	2019/220	16-05-2019	43-15/146	REGIONAL TRANSPORT OFFICER, VAZHUTHACAUDU, TVM	QUASI STATE GOVT.	FULL TIME TEMPORARY	SUBMITTED TO THE EMPLOYER	DRIVER	clone Place edit

Showing page 1/1 of 5 results.

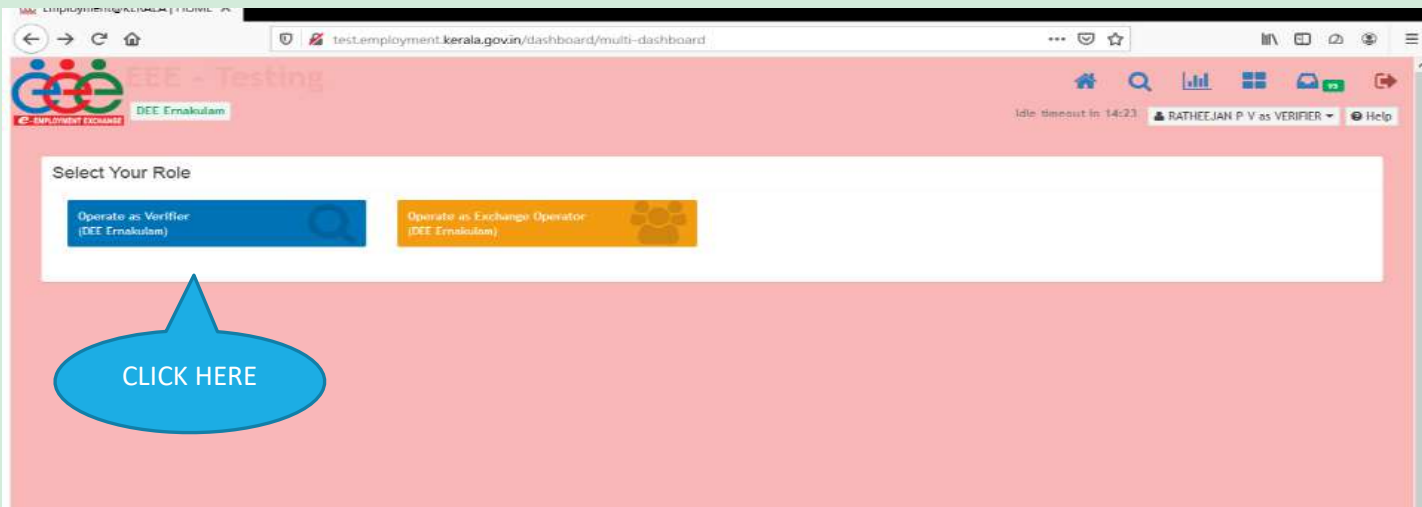
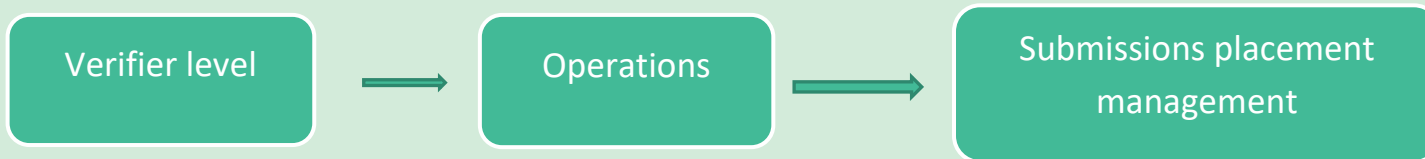
Completed the process.....

### 3. PLACEMENT

The Placement Process can be done in “Verifier Level or Approver Level. No Approval is needed, if it is done in verifier level.

Placement is taken after receiving result of selection from the Employer or from the Vacancy Exchange(X17)

- To perform the placement Process, the following steps are to be done.

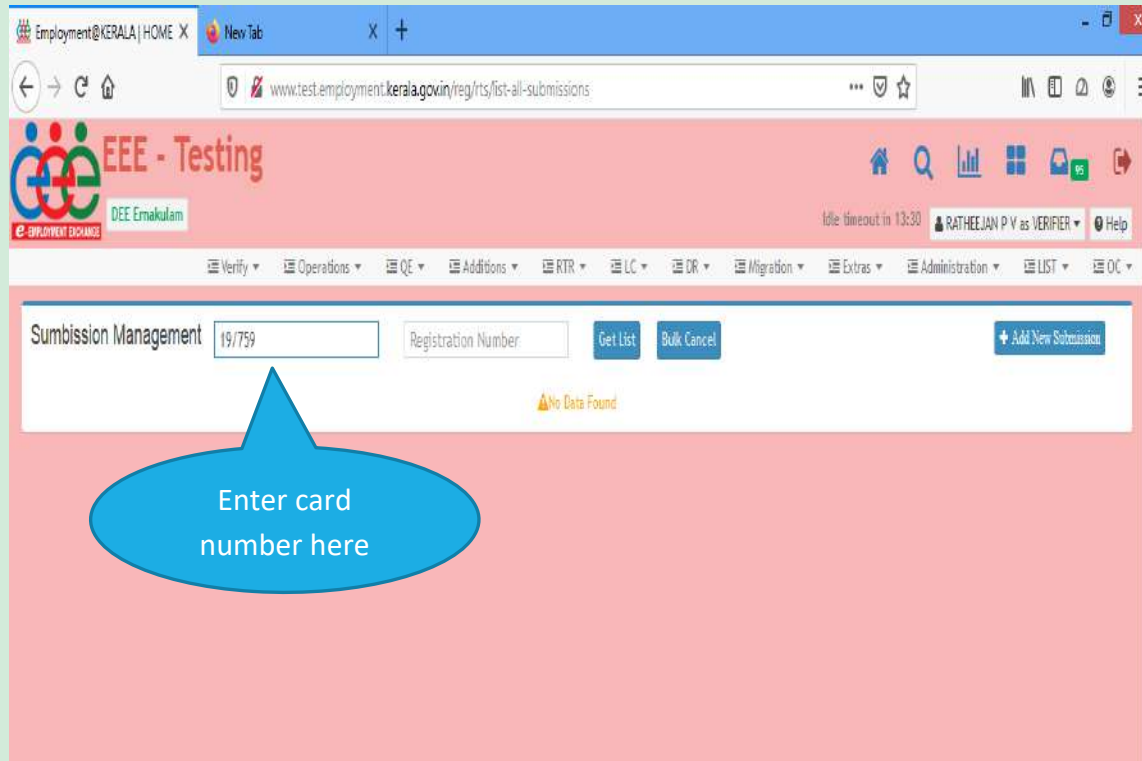


1 .Click the **“Submission Placement Management”** menu from verifier - Operations - submission Placement Management

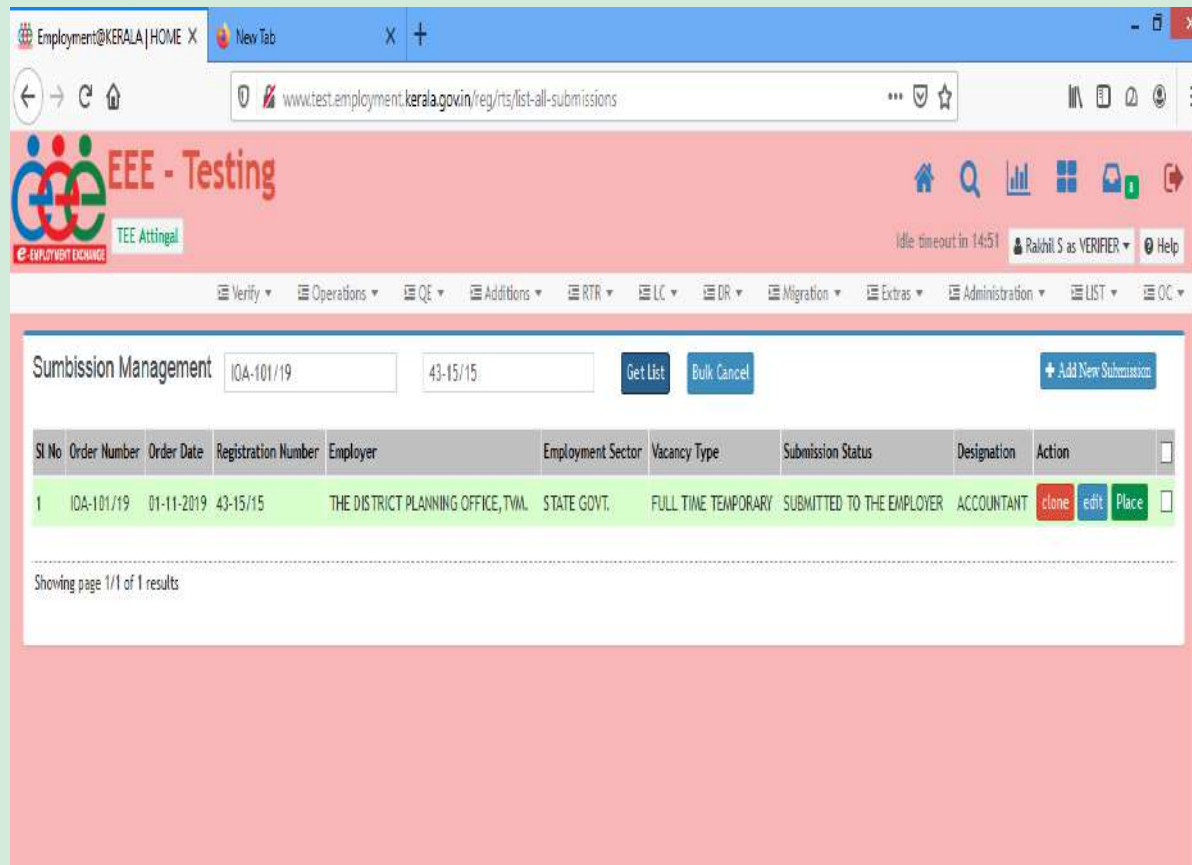
The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/dashboard/verifier`. The page header includes the logo for 'EEE - Testing' and 'DEF Emakulam'. The user is logged in as 'RATHEEJAN P V as VERIFIER'. A navigation menu is open, showing options like 'Verify', 'Operations', 'QE', 'Additions', 'RTR', 'LC', 'DR', 'Migration', 'Extras', 'Administration', 'LIST', and 'OC'. The 'Operations' menu is expanded, displaying a list of actions including 'View JobSeeker', 'View Any JobSeeker', 'Lapse a JobSeeker', 'Brought On Live', 'Cancel Priority', 'Re-Entry', 'Renewal of Registration', 'Re-Registration-Same Exchange', 'Re-Registration-Other Exchange', 'Restore Seniority', 'Special Renewal', 'Renewal Backlog Entry', 'Submission, Placement Management', 'Special Renewal Register', 'Compare JobSeeker', 'Manual Seniority Restoration', and 'Revive Temporary Registration'. The 'Submission, Placement Management' option is highlighted. The dashboard itself features several key metrics: 'Total Live Register' (28,992), 'Total Female Registrants' (19,080), 'Total Other Registrants' (0), 'Total Verified Count' (41,107), 'Verification Pending (after 60 days)' (130), and 'Transfer Request Verification Pending From This Exchange' (8). The bottom of the page shows a section for 'Actions' with tabs for 'Members', 'Operations', 'QE', and 'Additions'.

➤ Then the following screen will be displayed.

2. Enter the *Order Card Number* and *Registration Number*, then click the button "get list"



3. Then the jobseekers details will display on the screen
- Click the “place” button



The screenshot shows a web browser window with the URL [www.test.employment.kerala.gov.in/reg/its/list-all-submissions](http://www.test.employment.kerala.gov.in/reg/its/list-all-submissions). The page header includes the logo for 'EEE - Testing' and 'TEE Attingal'. A navigation menu contains various options like Verify, Operations, QE, Additions, RTR, LC, DR, Migration, Extras, Administration, LIST, and OC. The main content area is titled 'Submission Management' and features two input fields for registration numbers (104-101/19 and 43-15/15), buttons for 'Get List' and 'Bulk Cancel', and an 'Add New Submission' button. Below this is a table with the following data:

Sl No	Order Number	Order Date	Registration Number	Employer	Employment Sector	Vacancy Type	Submission Status	Designation	Action
1	IDA-101/19	01-11-2019	43-15/15	THE DISTRICT PLANNING OFFICE, TWA.	STATE GOVT.	FULL TIME TEMPORARY	SUBMITTED TO THE EMPLOYER	ACCOUNTANT	<a href="#">clone</a> <a href="#">edit</a> <a href="#">Place</a>

Showing page 1/1 of 1 results

4. Then the following screen will be displayed

- Change the submission status to **selected** Option from the dropdown menu.

The screenshot shows the 'Submission Details' page for user ATHIRA G RAJU. The page includes a form on the left and a table on the right. The form fields are: Employment Sector (STATE GOVT.), Employer (AGW), Vacancy Type (FULL TIME TEMPORARY), Submission Status (dropdown menu with 'SELECTED' highlighted), Submission Date (01/11/2019), and Placement Date (empty). The table on the right has the following data:

Sl No	Order Number	Submission Date	Employer Type	Employer Name	Vacancy Type	Designation	Nco	Submission Status	Placement Date	Submission Count
1	IOA-18/19	01-11-2019	STATE GOVT.	THE DISTRICT PLANNING OFFICE, TVM.	FULL TIME TEMPORARY	ACCOUNTANT	Accountant	SUBMITTED TO THE EMPLOYER	01-12-2019	2

5. Enter the placement date. (DD/MM/YYYY)

The screenshot shows a web browser window with the URL [www.test.employment.kerala.gov.in/reg/fts/list-all-submissions](http://www.test.employment.kerala.gov.in/reg/fts/list-all-submissions). The page displays a form with the following fields:

- Employer: AGW
- Vacancy Type: FULL TIME TEMPORARY
- Submission Status: SELECTED
- Designation: ACCOUNTANT
- Order Number: IDA-101/19
- Order Date: 01/11/2019
- Submission Date: 01/11/2019
- Placement Date: (empty field)
- Submission Count: 2
- Hco: 241110

The form is displayed in a table-like structure with the following data:

Order Number	Order Date	Submission Date	Submission Count	Hco
IDA-101/19	01/11/2019	01/11/2019	2	241110

6. click **save** and **close**

The screenshot shows a web browser window with the address bar displaying `www.test.employment.kerala.gov.in/reg/its/list-all-submissions`. The form contains the following fields:

- Submission Status: FULL TIME TEMPORARY (dropdown)
- Submission Status\*: SUBMITTED TO THE EMPLOYER (dropdown)
- Designation: ACCOUNTANT (dropdown)
- Order Number: IOA-101/19 (text input)
- Order Date: 01/11/2019 (text input)
- Submission Date: 01/11/2019 (text input)
- Placement Date: (empty text input)
- Submission Count: 2 (text input)
- Nco: 241110 (text input with search icon)

At the bottom of the form, there are three buttons: **Save**, **Save & Close**, and **Close**.

- Then the submission status of the respective jobseeker will be changed to “selected”

The screenshot shows a web browser window with the URL [www.test.employment.kerala.gov.in/reg/rts/list-all-submissions](http://www.test.employment.kerala.gov.in/reg/rts/list-all-submissions). The page title is "Submission Management". There is a search bar with "IOA-101/19" and a "Registration Number" field. Below the search bar is a table with the following data:

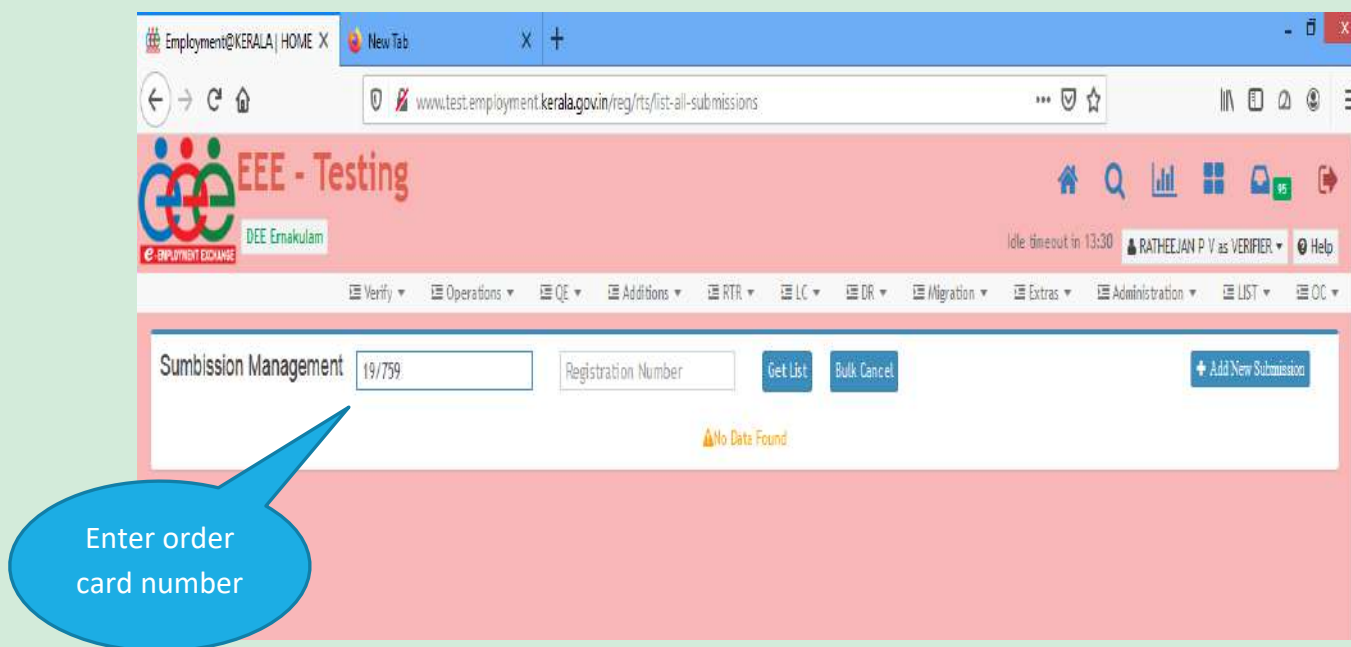
Sl No	Order Number	Order Date	Registration Number	Employer	Employment Sector	Vacancy Type	Submission Status	Designation	Action	
1	IOA-101/19	01-11-2019	43-15/15	THE DISTRICT PLANNING OFFICE, TVM.	STATE GOVT.	FULL TIME TEMPORARY	CANCELLED	ACCOUNTANT	<a href="#">clone</a> <a href="#">edit</a> <a href="#">Place</a>	<input type="checkbox"/>
2	IOA-101/19	01-11-2019	43-02/W10	THE DISTRICT PLANNING OFFICE, TVM.	STATE GOVT.	FULL TIME TEMPORARY	SELECTED	ACCOUNTANT	<a href="#">clone</a> <a href="#">Place</a>	<input type="checkbox"/>

Showing page 1/1 of 2 results

## 4. Cancel the Submission Entry

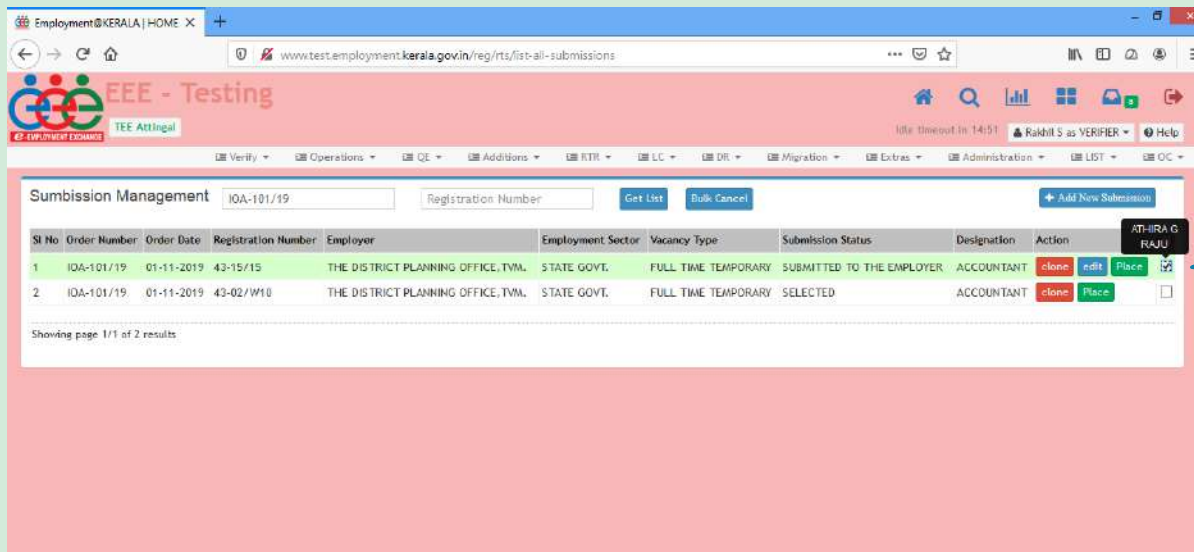
- The submission entries are cancelled for various reasons such as wrong selection, when the employer cancels the vacancy, if the vacancy exchange returned the list due to various reason etc.
- For cancelling the submission entries, the following steps are to be done.

1. Click the submission placement management menu from verifier **- Operations - submission Placement Management**
2. Enter the order card no. and click get list



3. Then the following screen will be displayed.

- The screen contains the list of jobseekers submitted as per the order card entered.
- For cancelling the submission entry, make tick mark on the box on the right side of the respective jobseeker.



Note:-For cancelling multiple number of “Submissions “Please mark all the jobseekers.

4. When clicking the menu 'bulk cancel' the following screen will display.

- Then enter the reason for cancelling the submission on the remarks column

Submission Management 10A-101/19 Registration Number Get List Bulk Cancel Add New Submission

Confirm Cancel

Sl No	Order Number	Order Date	Registration Number	Employer	Employment Sector	Vacancy Type	Submission Status	Designation
1	10A-101/19	01-11-2019	43-15/15	THE DISTRICT PLANNING OFFICE,TVM.	STATE GOVT.	FULL TIME TEMPORARY	SUBMITTED TO THE EMPLOYER	ACCOUNTANT

Remarks:

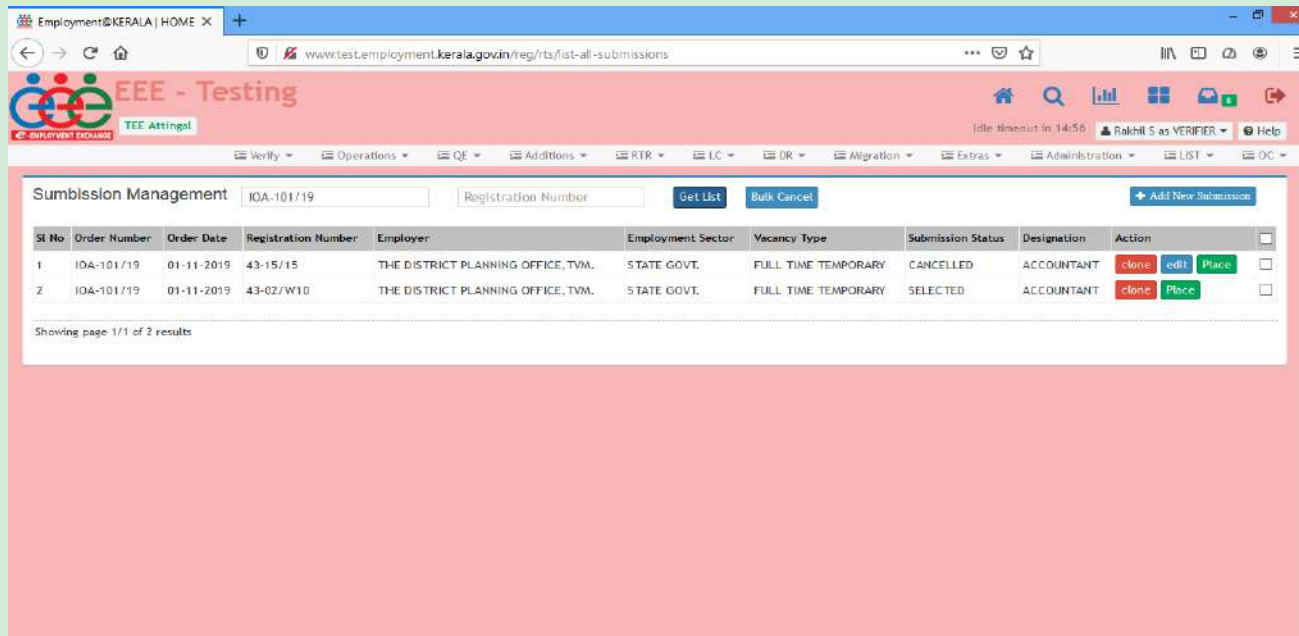
Please fill out this field.

confirm cancel

Enter the reason

Click "confirm"

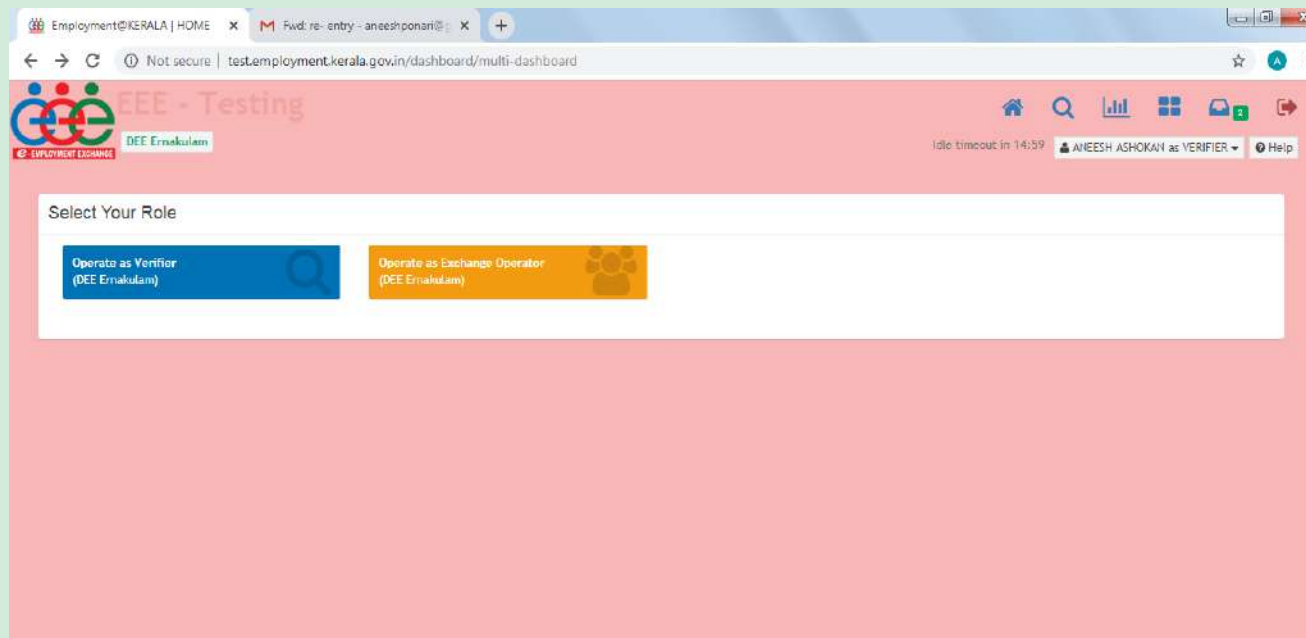
- When clicking the confirm menu. The submission status will be changed to “Cancelled”



# XXI- Re- Entry procedure

Re-entry is made when a candidate produces the discharge certificate from the employer on getting a job sponsored from Employment Exchange. It should be in a prescribed format and Re-entry is made only after getting permission from the officer. These steps are following for Re-entry

## 1. Verifier Level



The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/dashboard/verifier`. The page title is "EEE - Testing" and it includes a logo for "DEE Ernakulam". The user is logged in as "ANEESH ASHOKAN as VERIFIER". A navigation menu is open, showing options like "Verify", "Operations", "QE", "Additions", "RTR", "LC", "DR", "Migration", "Extras", "Administration", "LIST", and "OC". The "Verify" dropdown menu is expanded, listing various actions such as "View JobSeeker", "View Any JobSeeker", "Lapse a JobSeeker", "Brought On Live", "Cancel Priority", "Re-Entry", "Renewal of Registration", "Re-Registration-Same Exchange", "Re-Registration-Other Exchange", "Restore Seniority", "Special Renewal", "Renewal Backlog Entry", "Submission, Placement Management", "Special Renewal Register", "Compare JobSeeker", "Manual Seniority Restoration", and "Revive Temporary Registration". A blue callout bubble with the text "Click re-entry in verify option" points to the "Re-Entry" option in the menu.

Category	Count
Total Registered	38,992
Total Verified Count	41,107
Transfer Request Verifi To This Exchange	0
Registrants	94
Total Female Registrants	19,080
Total Other Registrants	0
Verification Pending (after 60 days)	130
Transfer Request Verification Pending From This Exchange	8

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/dd/js/jobSeeker-re-entry`. The page header includes the logo for 'EEE - Testing' and 'DEE Ernakulam'. A navigation menu contains items like 'Verify', 'Operations', 'QE', 'Additions', 'STR', 'LC', 'DR', 'Migration', 'Extras', 'Administration', 'LUST', and 'OC'. The main content area features a 'Re-Entry' form with the prompt 'Please enter Registration Number \*'. A text input field contains '16-' and a 'Go!' button. Below the form, a red error message states: 'You are not authorized for the Re-Entry of Jobseeker entered'.

Enter registration number and click Go

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Not secure | test.employment.kerala.gov.in/reg/dd/js/jobSeeker-re-entry

EEE - Testing  
DEE Ernakulam

Idle timeout in 14:34 ANEESH ASHOKAN as VERIFIER Help

Verify Operations QE Additions RTR LC DR Migration Extras Administration LIST DC

### Re-Entry

Please enter Registration Number \*

16-02/w7922 [Go!](#)

#### Details of Selected Candidate

Candidate Name	: SHYMOL T A
Date Of Birth	: 18-05-1983
Gender	: Female
Caste	: Muslim
Address	: KALAPPURACKAL (H),KOLLAMKUDY,THRIKKAKARA (P.O),
Registrations(Reg No (Status - New registration number if available))	: 16-02/W7922(LIVE )
Is Priority	: No
Is PH	: No

[Go To Dashboard](#) [Show Submission Details](#) [View Jobseeker](#)

[Notes](#)

Click show submission details

Employment@KERALA | HOME

test.employment.kerala.gov.in/reg/dd/fs/jobSeeker-re-entry#submissions

Caste : Muslim

Address : KALAPPURACKAL (H),KOLLAMKUDY,THRIKKAKARA (P.O),

Registrations(Reg No (Status - New registration number if available)) : 16-02/W7922(LIVE)

Is Priority : No

Is FH : No

Go To Dashboard Show Submission Details View Jobseeker

Notes

Submission Details of SHYMOLTA Add New Submission

Sl. No.	Employment Sector	Employer	Submission Status	Order No.	Action
1	LOCAL BODIES	OTHERS(LB)	SELECTED	17/165	view Place Re-Entry
2	STATE GOVT.	OTHERS(LB)	-	16/705	view
3	QUASI STATE GOVT.	OTHERS(SG)	SUBMITTED TO THE EMPLOYER	C2-485/05	view Edit Place
4	LOCAL BODIES	MUNICIPAL SECRETARY, THIRIPUNITHURA	CANCELLED	17/775	view Edit Place
5	LOCAL BODIES	OTHERS(LB)	CANCELLED	18/50	view Edit Place
6	LOCAL BODIES	MUNICIPAL SECRETARY, ALUVA	SUBMITTED TO THE EMPLOYER	18/257	view Edit Place
7	LOCAL BODIES	MUNICIPAL SECRETARY, ALUVA	CANCELLED	18/257	view Edit Place
8	LOCAL BODIES	MUNICIPAL SECRETARY, THIRIPUNITHURA	SUBMITTED TO THE EMPLOYER	V1-18/595	view Edit Place

Click re-entry

➤ Note- Fill all mandatory fields which are indicated with **Red star**

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test.employment.kerala.gov.in/reg/dd/fs/jobSeeker-re-entry#submissions

Experiences - SHYMBOLA - 16-02/W7922 - DEE Emakulam ( 5343796 - 10 ) Close

Sector *	Job Type *	Mode of Appointment *	Employer *
LOCAL BODIES	FULL TIME TEMPORARY	--Select--	PTV
Experience From *	Experience To *	Duration in Days *	Scale of Pay *
			eg: 1000-2000
Pay on relieving *	Reason for discharge *	Character And Conduct *	Designation *
	--Select--	--Select--	HEALTH INSPECTOR
Issuing Authority *	Certificate Number *	Certificate Date *	Experience Url
Entry Date *	Job Description		

Is DGES Applicable?

Do not Re-Register

Re-Register

Is Experience to be considered as 180 days?

Save Save & Close Close

## Select sector of vacancy

- Select Sector of vacancy as per notified such as SG SGQ, CG .CQG. LBS. PVT

Experiences - SHYMOLTA - 16-02/W7922 - DEE Ennakulam ( 5343796 - 10 )

Sector \* LOCAL BODIES

Job Type \* FULL TIME TEMPORARY

Mode of Appointment \* --Select--

Employer \* PTV

Experience From \*

Experience To \*

Duration in Days \*

Scale of Pay \* eg: 1000-2000

Pay on relieving \*

Reason for discharge \* --Select--

Character And Conduct \* --Select--

Designation \* HEALTH INSPECTOR

Issuing Authority \*

Certificate Number \*

Certificate Date \*

Experience Uri

Entry Date \*

Job Description

Is DGES Applicable?

Do not Re-Register

Re-Register

Is Experience to be considered as 180 days?

Save Save & Close Close

**\*Select Nature of vacancy**

Employment@KESALA | HOME x +

test.employment.kerala.gov.in/reg/dd/jfs/jobSeeker-re-entry#submissions

Experiences - SHYMOLTA - 16-02/17922 - DEE Ernakulam ( 5343796 - 10 ) Close

Sector *	Job Type *	Mode of Appointment *	Employer *
LOCAL BODIES	FULL TIME TEMPORARY	--Select--	PTY
Experience From *	Experience To *	Duration in Days *	Scale of Pay *
			eg: 1000-2000
Pay on relieving *	Reason for discharge *	Character And Conduct *	Designation *
	--Select--	--Select--	HEALTH INSPECTOR
Issuing Authority *	Certificate Number *	Certificat Date *	Experience Url
Entry Date *	Job Description		

Is DGES Applicable?  
 Donot Re-Register  
 Re-Register  
 Is Experience to be considered as 180 days?

Save Save & Close Close

- **Fill Mode of appointment**
- **Note-** Mode of appointment should be filled as Employment

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/dd/js/jobSeeker-re-entry/#submissions`. The page title is "Experiences - SHYMOLTA - 16-02/17/2022 - DEE Ernakulam ( 5343796 - 10 )". The form contains the following fields:

- Sector \***: LOCAL BODIES (dropdown)
- Job Type \***: FULL TIME TEMPORARY (dropdown)
- Mode of Appointment \***: --Select-- (dropdown)
- Employer \***: PTV (text input with search icon)
- Experience From \***: (text input)
- Experience To \***: (text input)
- Duration in Days \***: (text input)
- Scale of Pay \***: eg: 1000-2000 (text input)
- Pay on releasing \***: (text input)
- Reason for discharge \***: --Select-- (dropdown)
- Character And Conduct \***: --Select-- (dropdown)
- Designation \***: HEALTH INSPECTOR (dropdown)
- Issuing Authority \***: (text input)
- Certificate Number \***: (text input)
- Certificate Date \***: (text input)
- Experience Uri**: (text input)
- Entry Date \***: (text input)
- Job Description**: (text input)

At the bottom, there are three buttons: "Save", "Save & Close", and "Close". There are also three radio buttons for additional options:

- Is DGES Applicable?
- Donot Re-Register
- Re-Register
- Is Experience to be considered as 180 days?

## Select Employer

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← → ↻ Not secure | test.employment.kerala.gov.in/reg/dd/js/jobSeeker-re-entry#submissions ☆ ⚙

Experiences - SHYMOLTA - 16-02/W7922 - DEE Ernakulam ( 5343796 - 10 ) Close

Sector *	Job Type *	Mode of Appointment *	Employer *
LOCAL BODIES	FULL TIME TEMPORARY	--Select--	PTY
Experience From *	Experience To *	Duration in Days *	Scale of Pay *
			eg: 1000-2000
Pay on relieving *	Reason for discharge *	Character And Conduct *	Designation *
	--Select--	--Select--	HEALTH INSPECTOR
Issuing Authority *	Certificate Number *	Certificate Date *	Experience Url
Entry Date *	Job Description		

Is DGES Applicable?  
 Do not Re-Register  
 Re-Register  
 Is Experience to be considered as 180 days?

Save Save & Close Close

➤ Fill the experience from date & to date in dd/mm/yy format

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/dd/fs/jobSeeker-re-entry#submissions`. The page title is "Experiences - SHYMOLTA - 16-02/W7922 - DEE Ernakulam ( 5343796 - 10 )". The form contains the following fields:

- Sector \***: LOCAL BODIES (dropdown)
- Job Type \***: FULL TIME TEMPORARY (dropdown)
- Mode of Appointment \***: --Select-- (dropdown)
- Employer \***: PTV (text input with search icon)
- Experience From \***: (text input)
- Experience To \***: (text input)
- Duration in Days \***: (text input)
- Scale of Pay \***: eg: 1000-2000 (text input)
- Pay on releaving \***: (text input)
- Reason for discharge \***: --Select-- (dropdown)
- Character And Conduct \***: --Select-- (dropdown)
- Designation \***: HEALTH INSPECTOR (dropdown)
- Issuing Authority \***: (text input)
- Certificate Number \***: (text input)
- Certificate Date \***: (text input)
- Experience URI**: (text input)
- Entry Date \***: (text input)
- Job Description**: (text input)

At the bottom, there are four radio buttons:

- Is DGES Applicable?
- Donot Re-Register
- Re-Register
- Is Experience to be considered as 180 days?

At the bottom right, there are three buttons: "Save", "Save & Close", and "Close".

➤ Fill duration, scale of pay and pay on relieving

Fill scale of pay or Daily wages as per notification

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/dd/js/jobSeeker-re-entry#submissions`. The page title is "Experiences - SHYMOLTA - 16-02/W7922 - DEE Emakulam ( 5343796 - 10 )". The form includes the following fields:

- Sector \***: LOCAL BODIES
- Job Type \***: FULL TIME TEMPORARY
- Mode of Appointment \***: --Select--
- Employer \***: PTV
- Experience From \***: [Empty text box]
- Experience To \***: [Empty text box]
- Duration in Days \***: [Empty text box]
- Scale of Pay \***: eg: 1000-2000
- Pay on relieving \***: [Empty text box]
- Reason for discharge \***: --Select--
- Character And Conduct \***: --Select--
- Designation \***: HEALTH INSPECTOR
- Issuing Authority \***: [Empty text box]
- Certificate Number \***: [Empty text box]
- Certificate Date \***: [Empty text box]
- Experience Uri**: [Empty text box]
- Entry Date \***: [Empty text box]
- Job Description**: [Empty text box]

At the bottom, there are four radio buttons for additional options:

- Is DGES Applicable?
- Donot Re-Register
- Re-Register
- Is Experience to be considered as 180 days?

Buttons at the bottom: Save, Save & Close, Close.

- Reason for discharge and character should be filled
- Fill nature of conduct of candidate

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test.employment.kerala.gov.in/reg/dd/fjs/jobSeeker-re-entry#submissions

Experiences - SHYMOLTA - 16-02/W7922 - DEE Emakulam ( 5343796 - 10 ) Close

Sector *	Job Type *	Mode of Appointment *	Employer *
LOCAL BODIES	FULL TIME TEMPORARY	--Select--	PTY
Experience From *	Experience To *	Duration in Days *	Scale of Pay *
			eg: 1000-2000
Pay on releasing *	Reason for discharge *	Character And Conduct *	Designation *
	--Select--	--Select--	HEALTH INSPECTOR
Issuing Authority *	Certificate Number *	Certificate Date *	Experience Uri
Entry Date *	Job Description		

Is DGES Applicable?  
 Donot Re-Register  
 Re-Register  
 Is Experience to be considered as 180 days?

Save Save & Close Close

- Fill the designation
- Fill the reason for discharge
- Fill designation, issuing certificate authority name, certificate number and date

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/dd/jss/jobSeeker-re-entry#submissions`. The page title is "Experiences - SHYMOLTA - 16-02/W7922 - DEE Emakulam ( 5343796 - 10 )". The form includes the following fields:

- Sector \***: LOCAL BODIES
- Job Type \***: FULL TIME TEMPORARY
- Mode of Appointment \***: --Select--
- Employer \***: PTV
- Experience From \***: (empty)
- Experience To \***: (empty)
- Duration in Days \***: (empty)
- Scale of Pay \***: eg: 1000-2000
- Pay on relieving \***: (empty)
- Reason for discharge \***: --Select--
- Character And Conduct \***: --Select--
- Designation \***: HEALTH INSPECTOR
- Issuing Authority \***: (empty)
- Certificate Number \***: (empty)
- Certificate Date \***: (empty)
- Experience Uri**: (empty)
- Entry Date \***: (empty)
- Job Description**: (empty)

At the bottom, there are radio buttons for "Is DGES Applicable?", "Donot Re-Register" (selected), "Re-Register", and "Is Experience to be considered as 180 days?". Action buttons "Save", "Save & Close", and "Close" are located at the bottom right.

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test.employment.kerala.gov.in/reg/dd/js/jobSeeker-re-entry#submissions

Experiences - SHYMOLTA - 16-02/W7922 - DEE Emakulam ( 6343796 - 10 )

Sector \* LOCAL BODIES

Job Type \* FULL TIME TEMPORARY

Mode of Appointment \* --Select--

Employer \* PTV

Experience From \*

Experience To \*

Duration in Days \*

Scale of Pay \* eg: 1000-2000

Pay on relieving \*

Reason for discharge \* --Select--

Character And Conduct \* --Select--

Designation \* HEALTH INSPECTOR

Issuing Authority \*

Certificate Number \*

Certificate Date \*

Experience Uri

Entry Date \*

Job Description

Is DGES Applicable?

Donot Re-Register

Re-Register

Is Experience to be considered as 180 days?

Save Save & Close Close

If DGES applicable please click here

Fill entry date

Click save

Re-entry process finished at verifier mode...

**2. Approver Level:** Approve the Re-entry

## XXII-COMPARE JOBSEEKER

- Compare jobseeker is used to check whether a candidate has multiple registrations in same exchange. To compare a jobseeker go to verifier mode and select compare jobseeker option from operations menu. This function is not available in operator level.

The screenshot displays the EEE - Testing dashboard for a verifier user. The dashboard includes a navigation menu with options like Verify, Operations, QE, Additions, RTR, LC, DR, Migration, Extras, Administration, LUST, and OC. The main content area features several key metrics:

- 49,757** Total Live Register
- 66,624** Total Verified Count
- 0** Transfer Request Verification Pending From This Exchange
- 95** Registrants
- 33,355** Total Female Registrants
- 144** Verification Pending (after 60 days)
- 2** Transfer Request Verification Pending From This Exchange

The 'Operations' menu is open, showing various actions. The 'Compare JobSeeker' option is highlighted with a blue callout bubble that says 'Click here'.

➤ Enter registration number and click **get list** button



➤ Here we can see the multiple registration details of the same candidate in a single page

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/reg/dd/js/unique-jobSeeker-details`. The page header includes the logo for 'EEE - Testing' and 'TEE Irinjalkkuda'. A navigation menu contains various options like 'Verify', 'Operations', 'QE', 'Additions', 'RTR', 'LC', 'DR', 'Migration', 'Extras', 'Administration', 'LIST', and 'OC'. The main content area is titled 'Compare JobSeeker' and shows a search input with '76-2019/36' and a 'Get List' button. Below this, a message states '76-10/2954 is Lapsed'. The 'Personal Details' section for 'PRAGUL RAJ - 76-10/2954 - TEE Irinjalkkuda ( 8919208 - 53 )' is displayed in a table format.

Personal Details - PRAGUL RAJ - 76-10/2954 - TEE Irinjalkkuda ( 8919208 - 53 )			
Name :	PRAGUL RAJ	Name In Malayalam :	
Father's Name :	-	Mother's Name :	-
Spouse' Name :	-	Guardian's Name :	VENU A K
Religion :	HINDU	Category :	Ezhava/Thiyya/Billava
Caste :	EZHAVA (IZHAVAN, ISHAVAN, EZHAVAN)	Marital Status :	NA
Date Of Birth :	24-05-1995	Blood Group :	-
Email Address :		Gender :	Male
Employment Status :	NA	District :	Thrissur
Address :	AYYANCHIRA HOUSE, NELLAYI P O,	Ward :	NELLAYI
LocalBody :	Parappookkara [ Panchayat ]	Village :	
Taluk :		Pin Code :	0
Post Office :	NA	Address Proof Details :	
Address Proof :	Not Available	Mobile Number :	9539237090
Registration Number :	76-10/2954		
Registration Date :	14/06/2010		

New Tab x Employment@KERALA | HOME x +

Not secure | test.employment.kerala.gov.in/reg/dd/js/unique-jobSeeker-details

**Personal Details** - PRAGUL RAJ a v - 76-2019/36 - TEE Irinjalkkuda ( 8919208 - 53 )

Name :	PRAGUL RAJ a v	Name in Malayalam :	പ്രഗുൽ രാജ് എ വി
Father's Name :	-	Mother's Name :	-
Spouse' Name :	-	Guardian's Name :	VENU A K
Religion :	HINDU	Category :	Ezhava/Thiyya/Billava
Caste :	EZHAVA (IZHAVAN, ISHAVAN, EZHAVAN)	Marital Status :	UNMARRIED
Date Of Birth :	24-05-1995	Blood Group :	-
Email Address :	pragulraj777@gmail.com	Gender :	Male
Employment Status :	Unemployed		
Address :	AYYANCHIRA HOUSE, NELLAYI P O, 680305	District :	Thrissur
LocalBody :	Parappookkara [ Panchayat ]	Ward :	NELLAYI
Taluk :	Mukundapuram	Village :	Nellayi
Post Office :	Nellayi-thrissur S.O	Pin Code :	680305
Address Proof :	School/College Certificates	Address Proof Details :	K 219737
Registration Number :	76-2019/36	Mobile Number :	9539237090
Registration Date :	17/01/2019		
Next renewal due :	Jan-2022		
Insert Time :	11-11-2012	Registration Mode :	Normal registration

[History](#)

[Verified](#)

## XXIII-RESTORE THE SENIORITY OF A CANDIDATE

- This option works only when Special Renewal is active.
- The process starts with verifier level and end with approving the process by an approver

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https://www.employment.kerala.gov.in/usc/nicsl/login

Home JobSeeker Renewal Special Renewal Log In

**National Employment Services Kerala**  
e - Employment Exchange

Sign in to start your session

Enter User Name/Email Address  
354202

Enter Password  
.....

Sign In Home

Forgot password?

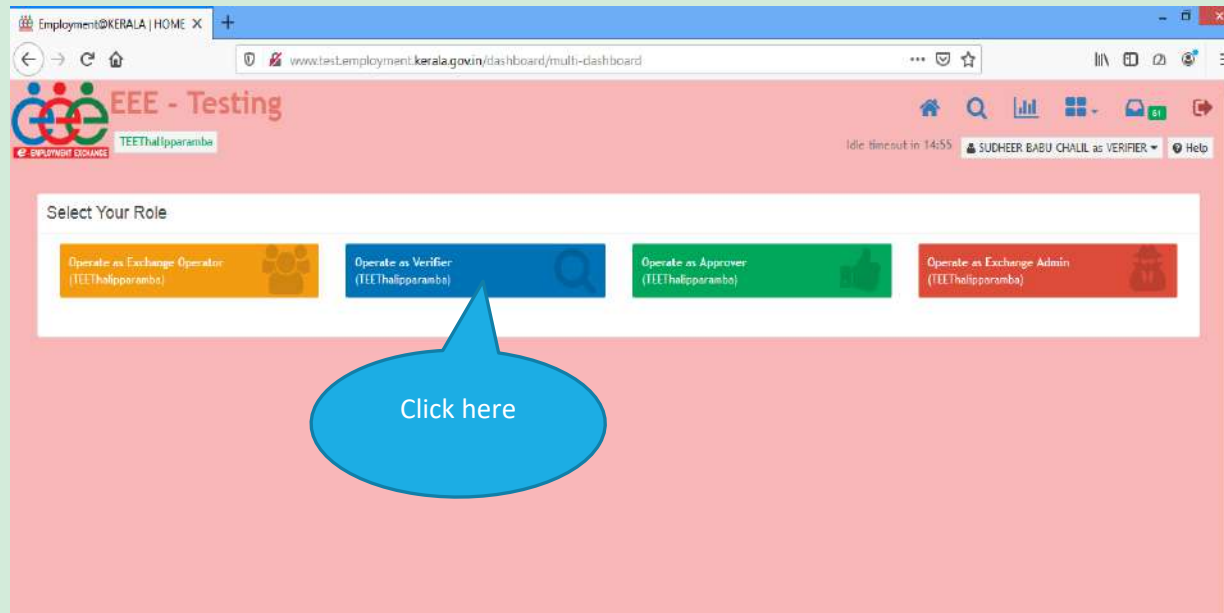
Enter PEN number as login ID

Enter password

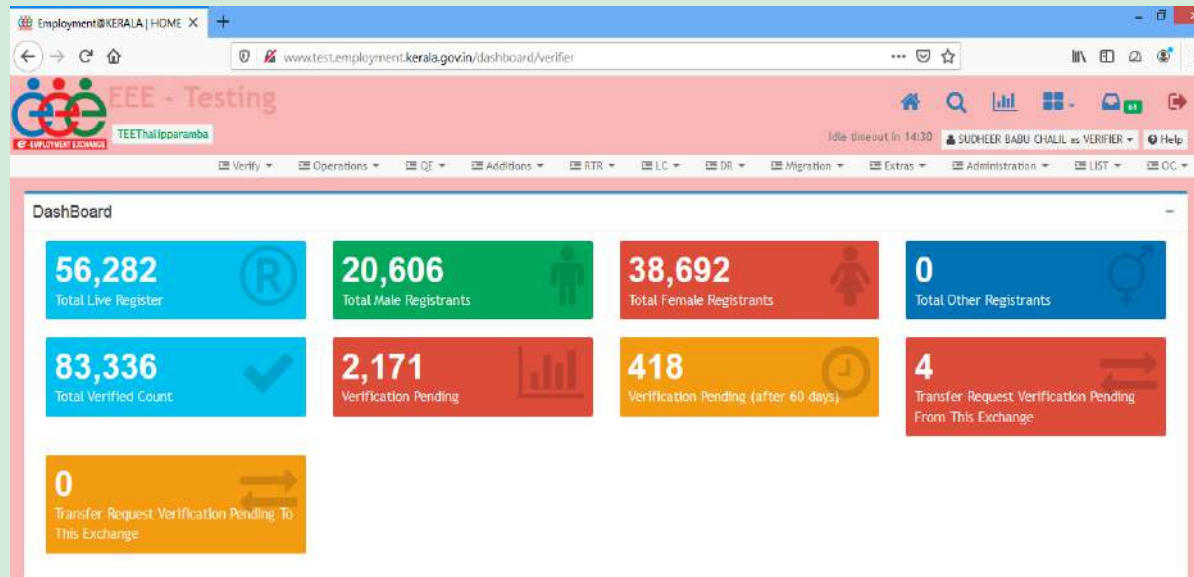
Click here

# 1. Verifier level

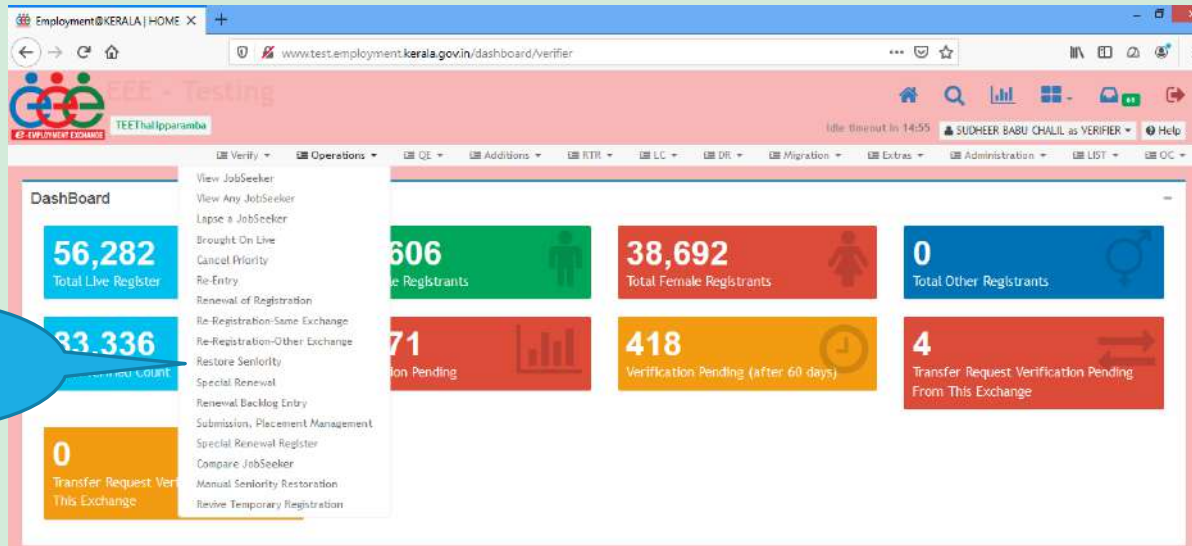
- Select **Verifier** Level



➤ Then click **OPERATIONS**



➤ select **RESTORE SENIORITY**



- Type **Re-registered number** after Exchange code then click **Go**

Type Re-registered number here after exchange code (eg: for male 97-2019/316, for female 97-08/w316)

The screenshot shows a web browser window with the URL [www.test.employment.kerala.gov.in/reg/dd.js/jobSeeker-restore-seniority](http://www.test.employment.kerala.gov.in/reg/dd.js/jobSeeker-restore-seniority). The page title is "EEE - Testing". The main content area is a white box titled "Restore Seniority" with a red border. Inside this box, there is a label "Please enter Registration Number \*" and a text input field containing "97-2019/316". To the right of the input field is a blue "Go" button. A blue callout bubble on the left side of the page contains the text: "Type Re-registered number here after exchange code (eg: for male 97-2019/316, for female 97-08/w316)".

- Verify the candidate name and details shown in there if the data correct then click **RESTORE SENIORITY OF JOBSEEKR**

The screenshot shows a web browser window with the URL [www.test.employment.kerala.gov.in/reg/dd/js/jobSeeker-restore-seniority](http://www.test.employment.kerala.gov.in/reg/dd/js/jobSeeker-restore-seniority). The page title is "Restore Seniority".

**Restore Seniority**

Please enter Registration Number \*

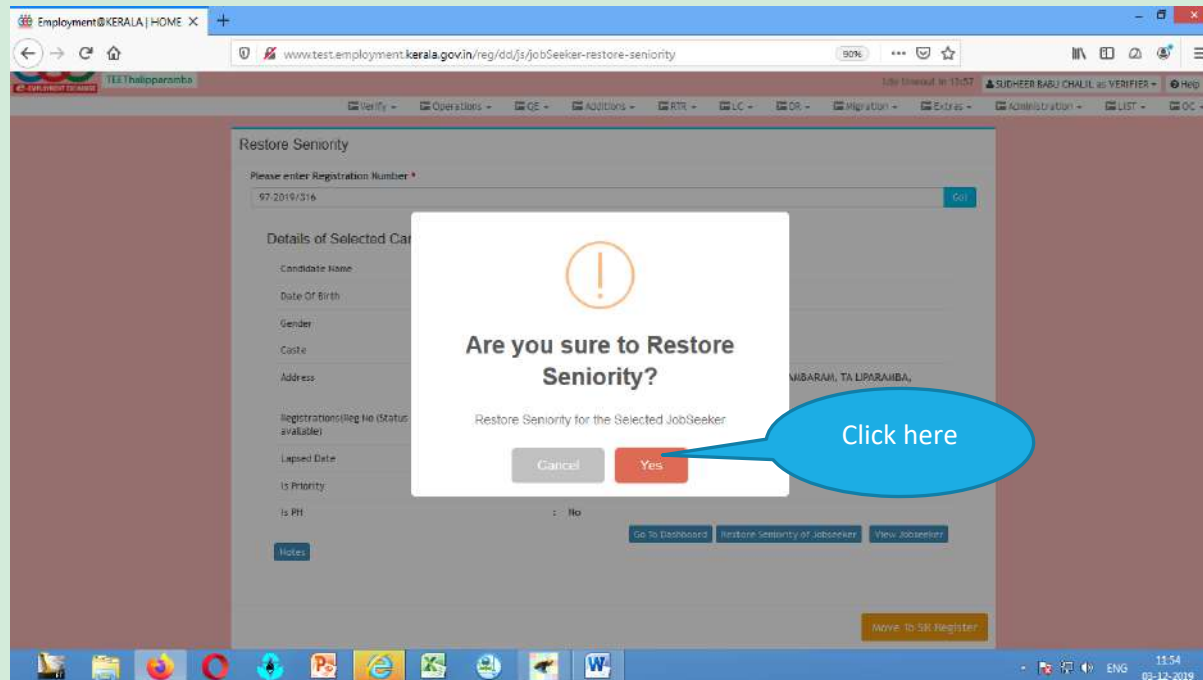
97-2019/316

**Details of Selected Candidate**

Candidate Name	: ARJUN MURALI V V
Date Of Birth	: 02-04-1994
Gender	: Male
Caste	: Viswakarmas
Address	: S/O MURALEEDHARAN V V, MANGALAYA, TRICHAMBARAM, TA LIPARAMBA, KANNUR 670141
Registrations(Reg No (Status - New registration number if available)	: 97-2019/316(LIVE ), 97-11/4058(LAPSED & RE-REGISTERED )
Lapsed Date	: -
Is Priority	: No
Is PH	: No

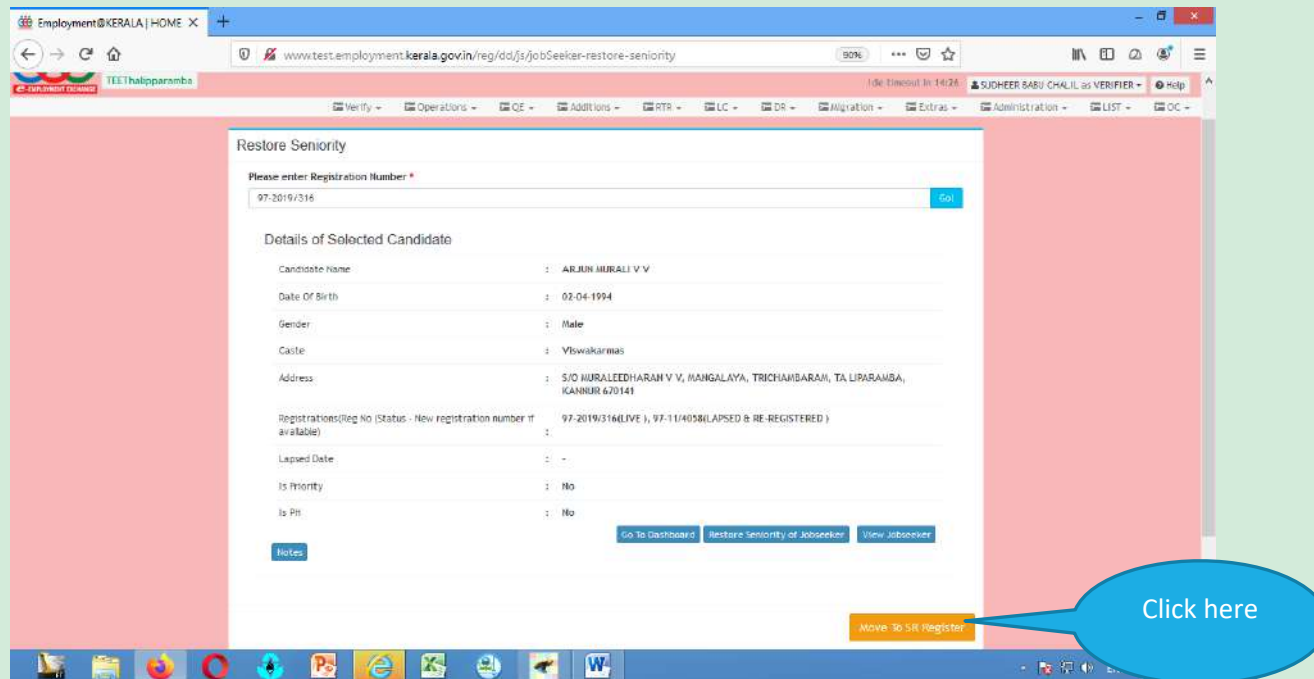
Callout boxes:

- Click here to view the notes and adding notes (points to the "Notes" button)
- Click here for restore the seniority (points to the "Restore Seniority of Jobseeker" button)
- Click here for view the details of candidate (points to the "View Jobseeker" button)

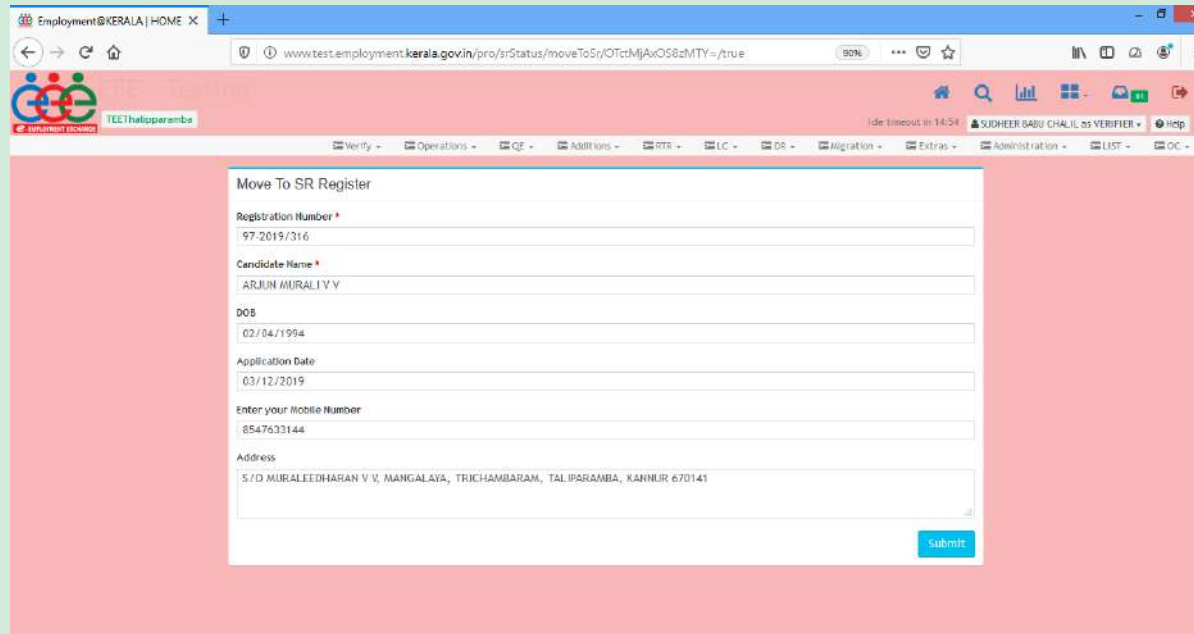


➤ After this process, the application will be moved to special renewal register

- In some cases **RESTORE SENIORITY OF A JOBSEEKER** option not shown in there because the candidates' old registration number has no data or new registration number is not linked with old registration number. Link the number by using single migration option or use **MOVE TO SR** option and get a window showing details of candidate click **SUBMIT** then special renewal application generated in special renewal register



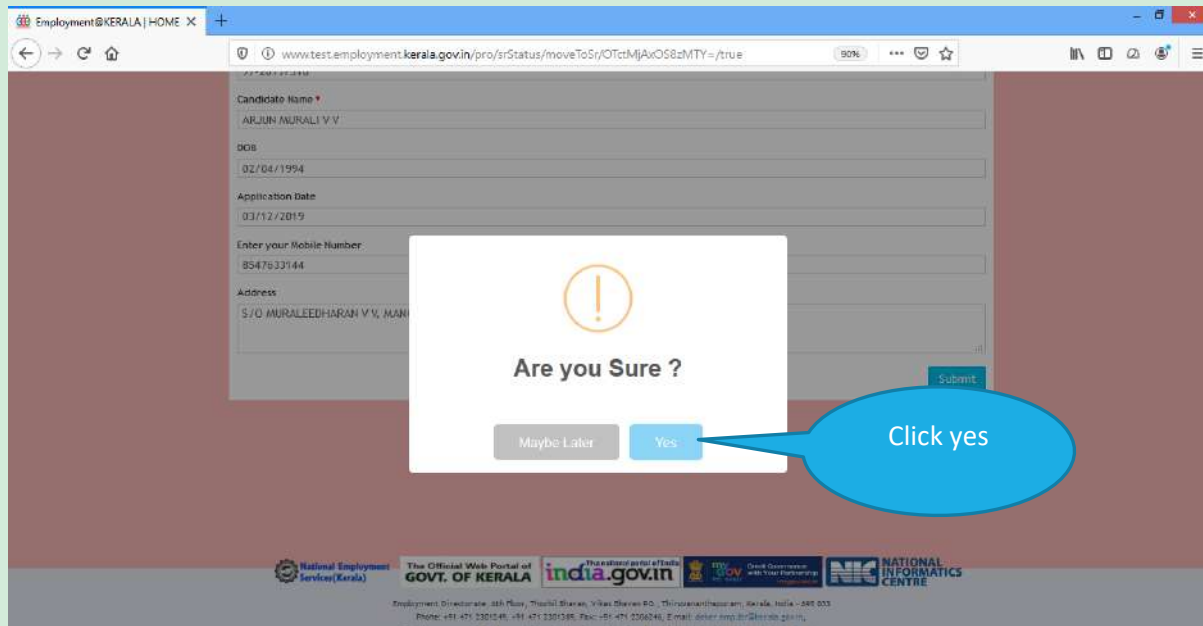
- Then shows the candidates' details- check, if correct, click **SUBMIT**



The screenshot shows a web browser window with the URL [www.test.employment.kerala.gov.in/pro/srStatus/moveToSr/OTctMjAxOS8zMTY~/true](http://www.test.employment.kerala.gov.in/pro/srStatus/moveToSr/OTctMjAxOS8zMTY~/true). The page title is "Employment@KERALA | HOME". The main content area is titled "Move To SR Register" and contains the following form fields:

- Registration Number \*: 97-2019/316
- Candidate Name \*: ARJUN MURALI V V
- DOB: 02/04/1994
- Application Date: 03/12/2019
- Enter your Mobile Number: 8547633144
- Address: S/O MURALEEDHARAN V V, MANGALAYA, TRICHAMBARAM, TALIPARAMBA, KANNUR 670141

A blue "Submit" button is located at the bottom right of the form.





Employment@KERALA | HOME X

www.best.employment.kerala.gov.in/pro/srStatus/srRegisterIndex

### EEE - Testing

TEETHalipperamba

Logout: 14:08 SUDHEER BABU CHALIL as VERIFIER Help

Verify Operations QE Additions RTE LC DR Migration Extras Administration LIST OC

#### Special Renewal Status

Enter Reg. No./App. No./Name/Mob.No.

-- Select Filter: -- -- Select Order No. --

#	App No.	App Date	Name	Reg No.	Mob. No.	Exchange	Renewal Due	CName	Address	SR Date	Remarks	STS	IB	Action
1	594870	03-12-2019	ARJUN MURALI V V	97-2019/316	8547633144	TEETHalipperamba	Feb-2022	-	-	03-12-2019	-	P	-	<input type="button" value="Update Reg No. Done"/> <input type="button" value="Verify"/> <input type="button" value="MFD"/>
2	594871	03-12-2019	ARJUN MURALI V V	97-2019/316	8547633144	TEETHalipperamba	Feb-2022	ARJUN MURALI V V	S/O MURALEEDHARAN Y V, MANGALAYA, TRICHANIBARAN, TA LIPARANDA, KANNUR 670141	-	-	P	-	<input type="button" value="Update Reg No. Done"/> <input type="button" value="Verify"/> <input type="button" value="MFD"/>

Showing page 1/1 of 2 results

Click here for verify

Verify all fields personal details, qualification, willingness, etc... then click **OVERALL VERIFICATION**

Employment@KERALA | JOSSEF X

www.test.employment.kerala.gov.in/reg/dd/

EEE - Testing

TEETHaliparamba

Idle timeout in 14:03

SUDHEER BABU CHALIL AS VERIFIER

Verify - Operations - QZ - Additions - RTR - LC - DR - Migration - Extras - Administration - LIST - DIC -

ARJUN MURALI V V

TEETHaliparamba

97-2019/316

This profile is open for verification and approval till 10-12-2019.

Link Other Registration

ID Card

STEP 1 The following sections are mandatory.

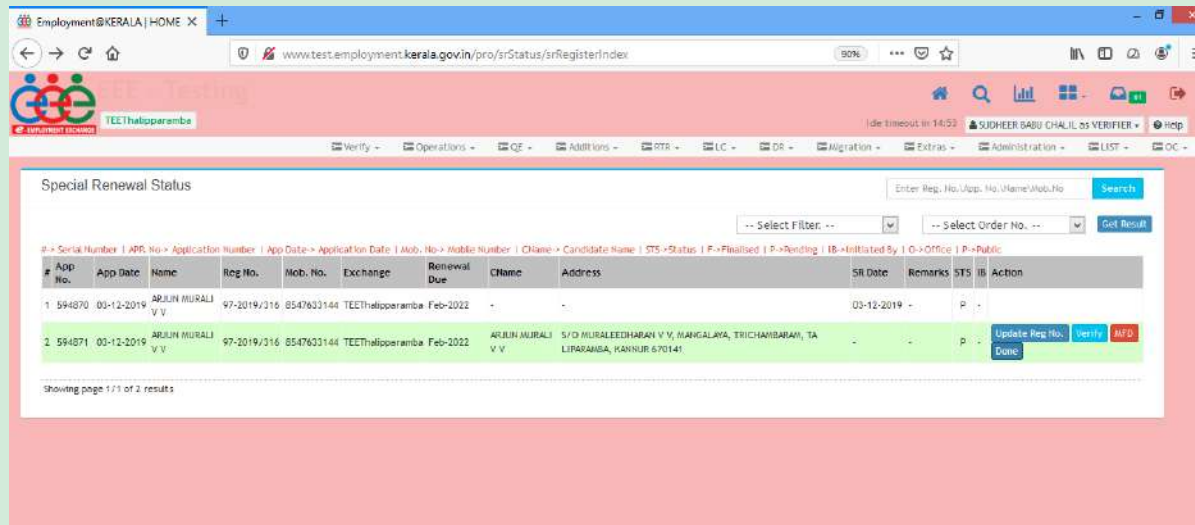
Notes Overall Verification Print - X1 Print - X1 Detail

Personal Details	1 ✓, 1 🟢	Educational Qualifications	2 ✓, 2 🟢	Willingness Details	1 ✓, 1 🟢
NO RECORD		2	NOT LOCKED	NO RECORD	

STEP 2 Optional details

Council Registration	0 ✓, 0 🟢	Work Experience	0 ✓, 0 🟢	Sports Details	0 ✓, 0 🟢	License Details	0 ✓, 0 🟢
0	NO RECORD	0	NO RECORD	0	NO RECORD	0	NO RECORD
Ex-Serviceman Details	0 ✓, 0 🟢	Other Priorities	0 ✓, 0 🟢	Language Known	3 ✓, 3 🟢	Caste Details	0 ✓, 0 🟢
NO RECORD		0	NO RECORD	3	NOT LOCKED	NO RECORD	
Training Details	0 ✓, 0 🟢	Skill Details	0 ✓, 0 🟢	Disability Details	0 ✓, 0 🟢	Achievement(s) Details	0 ✓, 0 🟢
0	NO RECORD	0	NO RECORD	0	NO RECORD	0	NO RECORD
Physical Measurements	0 ✓, 0 🟢	Bank Account Details	0 ✓, 0 🟢	Photo Upload	0 ✓, 0 🟢	Signature	0 ✓, 0 🟢
NO RECORD		0	NO RECORD	NO RECORD		NO RECORD	
SUBMISSIONS DETAILS	0 ✓, 0 🟢	Request for Transfer	0 ✓, 0 🟢	DIRECTORATE RENEWAL	0 ✓, 0 🟢		

- Then Once again open the Special Renewal Register enter the registration number and search the number then click Done option.



The screenshot shows a web browser window with the URL `www.test.employment.kerala.gov.in/pro/srStatus/srRegisterIndex`. The page title is "EEE - Testing" and the user is logged in as "SUDHEER BABU CHALIL as VERIFIER". The main content area is titled "Special Renewal Status" and contains a table with the following data:

#	App No.	App Date	Name	Reg. No.	Job. No.	Exchange	Renewal Due	ChName	Address	SR Date	Remarks	STS	IB	Action
1	594870	03-12-2019	ARJUN MURALI V	97-2019/316	8547633144	TEETHalpparamba	Feb-2022	-	-	03-12-2019	-	P	-	-
2	594871	03-12-2019	ARJUN MURALI V	97-2019/316	8547633144	TEETHalpparamba	Feb-2022	ARJUN MURALI V	S/O MURALEEDHARAN Y V, MANGALAYA, TRICHANBARAM, TALIPARAMBA, KANNUR 670141	-	-	P	-	Verified

A blue callout bubble points to the "Verified" button in the "Action" column of the second row.

The verifier level action completed.....

## 2. Approver Level

1. If the data is verified, select approver level or approver login with user id and login password of approver.
2. Select approver level and go to **OPERATION** select **SPECIAL RENEWAL REGISTER**
3. Then enter **REGISTRATION NUMBER** and click **SEARCH** button
4. Candidate details are shown-check -then click **SET SR, APPROVE** and **DONE**
5. If the application is wrong, the approver can reject the application by using **REJECT** button

➤ Go to special renewal register enter the registration number the click **SET SR**

Special Renewal Status

Enter Reg. No./App. No./Name/Mob.No.

-- Select Filter. --

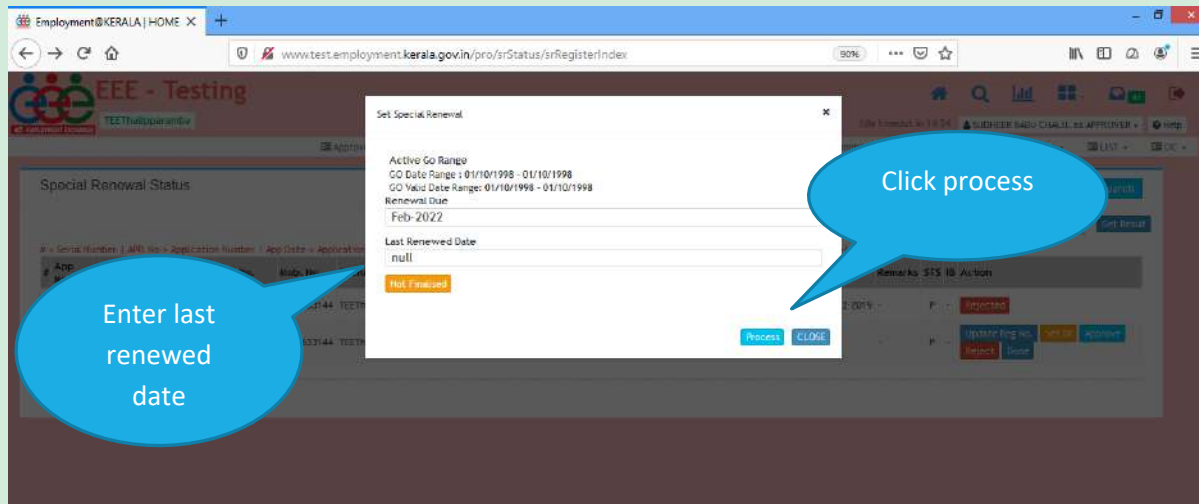
-- Select Order No. --

App No.	App Date	Name	Reg.No.	Mob. No.	Exchange	Renewal Due	CName	Address	SR Date	Remarks	STS ID	Action
1 594870	03-12-2019	ARJUN MURALI V V	97-2019/316	8547633144	TEETHaiparamba	Feb-2022	-	-	03-12-2019	-	P	<input type="button" value="Rejected"/>
2 594871	03-12-2019	ARJUN MURALI V V	97-2019/316	8547633144	TEETHaiparamba	Feb-2022	ARJUN MURALI V V	S/O MURALEEDHARAN V V, MANGALRYA, TRICHAMBARAM, TA LIPPARAIMBA, KANNUR 670141	-	-	P	<input type="button" value="Update Reg No."/> <input type="button" value="Set SR"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Done"/>

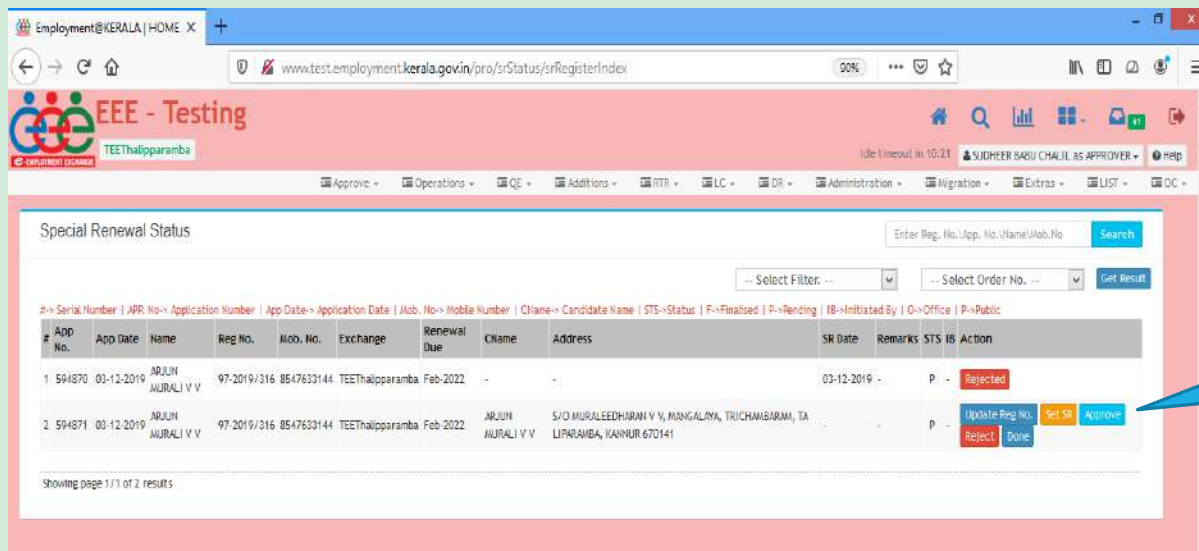
Showing page 1/1 of 2 results

Click here for reject the application

Click here for set SR



➤ Then back to special renewal register and click **APPROVE** button



➤ Then click **OVER ALL APPROVAL** click if submitted to P&E or not then click **YES**

Overall Approval

Sl.no.	Section Name	Total number of records	Number of records approved (Is Held)	Status
1	Jobseker	1	1	Approved
2	Qualification	2	2	Approved
3	Willingness	1	1	Approved
4	Language	3	3	Approved
5	No allotment	3	3	Approved

Enter remarks

Confirmation  
Are you sure?  
No Yes

Would you like to propose this Job Se...  
SUBMIT TO P&E No

Optional details:

Council Registration	0 ✓, 0 ✗	Work Experience	0 ✓, 0 ✗	Sports Details	0 ✓, 0 ✗	License Details	0 ✓, 0 ✗
Ex-Serviceman Details	0 ✓, 0 ✗	Other Priorities	0 ✓, 0 ✗	Language Known	3 ✓, 1 ✗	Caste Details	0 ✓, 0 ✗
Training Details	0 ✓, 0 ✗	SKill Details	0 ✓, 0 ✗	Disability Details	0 ✓, 0 ✗	Achievment(s) Details	0 ✓, 0 ✗
Physical Measurements	0 ✓, 0 ✗	Bank Account Details	0 ✓, 0 ✗	Photo Upload	0 ✓, 0 ✗	Signature	0 ✓, 0 ✗

Employment@KERALA | JOBS: X

www.test.employment.kerala.gov.in/reg/dd/

### EEE - Testing

TEEThalipparamba

#### ARJUN MURALI V V

TEEThalipparamba  
97-2019/316 - 2024-04-04 from 02/2021

View ID Details  
Link Other Registration

ID Card

**STEP 1** The following sections are mandatory.

Personal Details 1 ✓, 1 📄  
NO RECORD

**STEP 2** optional details

Council Registration	0 ✓, 0 📄 NO RECORD	Work Experience	0 ✓, 0 📄 NO RECORD	Sports Details	0 ✓, 0 📄 NO RECORD	License Details	0 ✓, 0 📄 NO RECORD
Ex-Serviceman Details	0 ✓, 0 📄 NO RECORD	Other Priorities	0 ✓, 0 📄 NO RECORD	Language Known	3 ✓, 3 📄 NOT LOCKED	Caste Details	0 ✓, 0 📄 NO RECORD
Training Details	0 ✓, 0 📄 NO RECORD	Skill Details	0 ✓, 0 📄 NO RECORD	Disability Details	0 ✓, 0 📄 NO RECORD	Achievement(s) Details	0 ✓, 0 📄 NO RECORD

#### JobSeeker Information ARJUN MURALI V V

Name	ARJUN MURALI V V
Date Of Birth	02/04/1994
Address	S/O MURALEEDHARAN V V, MANGALAYA, TRICHAMBARAM, TALIPARAMBA, KANNUR 670141
Caste	Vizvaikarnas
Unique ID	8938750
Primary Account Details	
Registration Number	97-2019/316
Exchange	Town Employment Exchange, Thalipparamba

ID Card of Primary Account

Close

CLICK HERE

Special Renewal Status

Enter Reg. No./App. No./Name/Mob.No

-- Select Filter. -- -- Select Order No. --

#	App No.	App Date	Name	Reg No.	Mob. No.	Exchange	Renewal Due	CName	Address	SR Date	Remarks	STS	IB	Action
1	594870	03-12-2019	ARJUN MURALI V V	97-2019/316	8547633144	TEETHalipporamba	Feb-2022			03-12-2019		P		Rejected
2	594871	03-12-2019	ARJUN MURALI V V	97-2019/316	8547633144	TEETHalipporamba	Feb-2022	ARJUN MURALI V V	S/O MURALEEDHARAN V V, MANGALAYA, TRICHAMBARAM, TA LIPRANBIDA, KANNUR 670141			P		Update Reg No. Set SR Approve reject Done

Showing page 1/1 of 2 results

Click done button

After clicking DONE BUTTON, the special renewal process is completed

Special Renewal Status

Enter Reg. No./App. No./Name/Mob.No

-- Select Filter. -- -- Select Order No. --

#	App No.	App Date	Name	Reg No.	Mob. No.	Exchange	Renewal Due	CName	Address	SR Date	Remarks	STS	IB	Action
1	594870	03-12-2019	ARJUN MURALI V V	97-2019/316	8547633144	TEETHalipporamba	Feb-2022			03-12-2019		P		Rejected
2	594871	03-12-2019	ARJUN MURALI V V	97-2019/316	8547633144	TEETHalipporamba	Feb-2022	ARJUN MURALI V V	S/O MURALEEDHARAN V V, MANGALAYA, TRICHAMBARAM, TA LIPRANBIDA, KANNUR 670141	03-12-2019		F		Completed

Showing page 1/1 of 2 results

The process completed shown in here

The candidate's seniority restored

## XXIV- QUICK ENTRY

Quick Entry is the process of quick jobseeker registration adopted in Employment Exchanges, when there occurs an uncontrollable rush of jobseekers, who have not done online pre-registration process.

To start and complete quick entry process of a candidate there must be an operator, verifier and Admin in the office. Also the office should be allotted with Quick entry permission in the Master Dashboard controlled by Computer Cell in Employment Directorate. So before starting quick entry, ensure that proper seats have been allotted for you and your subordinate/superior and Quick entry permission is enabled in master dashboard.

- To Start with, Log in as Operator (*See Login Help*). You will be in the screen shown below.
- Then you can click on the Quick Entry menu item.

# 1. Operator Level

Employment@KERALA | HOME X

www.test.employment.kerala

Recommendation 80%

TEE Attingal

Idle timeout in 14:37 Adarsh P as OPERATOR

Process Operations Additions Migration

### DashBoard

<b>55,620</b> Total Live Register	<b>18,807</b> Total Male Registrants	<b>38,514</b> Total Female Registrants	<b>0</b> Total Other Registrants
<b>2,123</b> Total Data Entered By Me			

### Actions

Process	Operations	Additions	Migration
<ul style="list-style-type: none"><li>Backlog Data Entry</li><li>Offline Ex-Service Registration</li><li>Offline Camp Registration</li><li>Offline Exchange Down</li><li>Fresh Candidate Registration</li><li>Renewal Backlog Entry</li><li>Renewal of Registration</li><li>Transfer Request</li><li>Re-Registration-Other Exchange</li><li>Add Employer</li><li>Directorate Renewal Request</li><li>Request For Change</li><li>Request For Change Status</li><li>Quick Entry</li><li>Quick Entry status</li><li>Quick Entry Completion List</li><li>Seniority List - Appeal Registration</li><li>Special Renewal Register</li></ul>	<ul style="list-style-type: none"><li>View Any JobSeeker</li><li>Initiate Requisitions</li></ul>	<ul style="list-style-type: none"><li>Additions</li><li>Offline Additions</li></ul>	<ul style="list-style-type: none"><li>Dead Register Search</li></ul>

Click Quick Entry menu in operator mode

➤ Quick entry menu item is also available in Verifier Mode as Shown below.

## 2. Verifier Level

The screenshot displays the 'EEE - Testing' dashboard for a verifier. The page title is 'EEE - Testing' and the user is logged in as 'Adarsh P as VERIFIER'. The dashboard features several key metrics:

- Total Live Register:** 55,620
- Total Male Registrants:** 18,807
- Total Female Registrants:** 38,514
- Total Other Registrants:** 0
- Total Verified Count:** 71,811
- Verification Pending:** 876
- Verification Pending (after 60 days):** 134
- Transfer Request Verification Pending From This Exchange:** 7
- Transfer Request Verification Pending To This Exchange:** 0

A 'Quick Entry' menu is visible, containing the following options:

- Quick Entry
- Quick Entry status
- Quick Entry Completion List

The 'Actions' section is divided into four categories:

- Verify:** Jobseeker, Registration By Other Exchanges, Back Log Entries, Offline Ex-Service Entries, Offline Camp Registration, Offline Exchange Down, Fresh Candidate Entries, BOL Entries.
- Operations:** View JobSeeker, View Any JobSeeker, Lapse a JobSeeker, Brought On Live, Cancel Priority, Re-Entry, Renewal of Registration, Re-Registration-Same Exchange, Re-Registration-Other Exchange, Restore Seniority.
- QE:** Quick Entry, Quick Entry status, Quick Entry Completion List.
- Additions:** Additions, Offline Additions.

The URL at the bottom of the page is [www.test.employment.kerala.gov.in/dashboard/verifier#](http://www.test.employment.kerala.gov.in/dashboard/verifier#).

Quick entry menu available in verifier mode

- Then you will be directed to the next screen for filling the essential data about the job seeker. Here a check box to indicate differently abled candidates and candidates having +2 level qualification.
- If candidate is having further higher Qualification it should be completely entered after the complete quick entry process described below.

Employment@KERALA | HOME X

www.test.employment.kerala

Recommendation 80%

EEE - Testing

TEE Attingal

Idle timeout in 13:25 Adarsh P as VERIFIER Help

Verify Operations QE Additions RTR LC DR Migration Extras Administration LIST OC

### Quick Entry

Date Of Registration *	Name *	Date Of Birth *	Gender *
03/12/2019	BIJU	31/05/1983	Male
District *	LocalBody *	Ward *	Religion *
Thiruvananthapuram	Attingal [ Municipality ]	MELATTINGAL	HINDU
Category *	Phone No *	<input type="checkbox"/> Is ph	<input type="checkbox"/> Twelfth
Open Category	9895206130		

Remarks

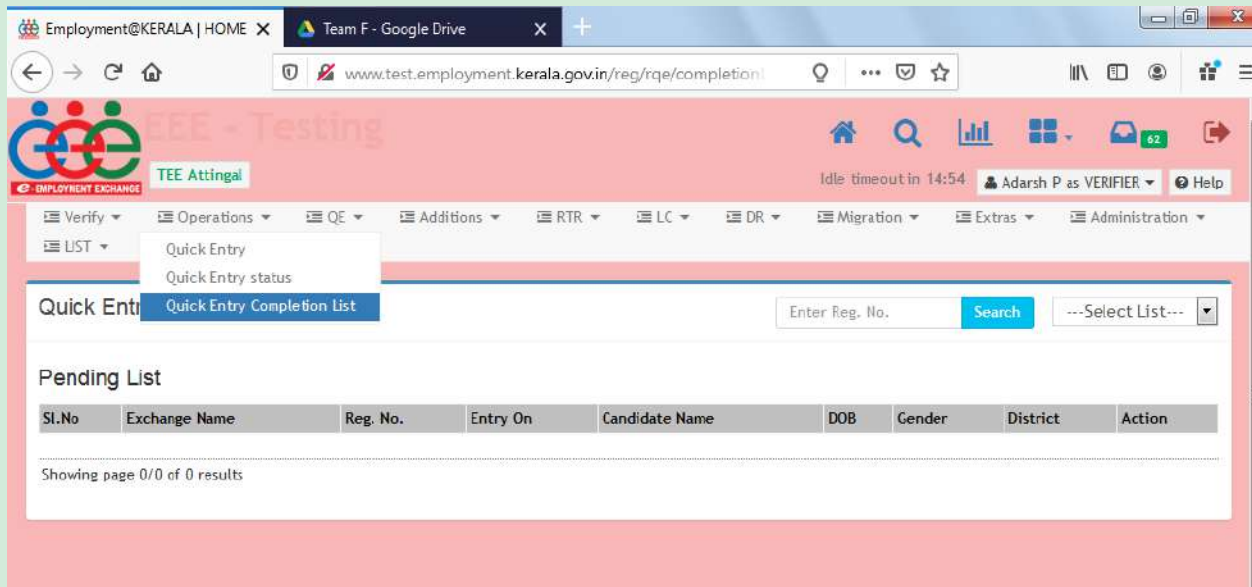
Save

Click Save

If DA Tick this box

If candidate have 12 std tick this box

Log in as verifier and click on Quick entry completion List. The screen below will be shown. In pending List you can see the details of candidate whose quick entry process is completed by operator.



The screenshot shows a web browser window with the URL [www.test.employment.kerala.gov.in/reg/rqe/completion](http://www.test.employment.kerala.gov.in/reg/rqe/completion). The page header includes the logo for 'EMPLOYMENT EXCHANGE' and 'TEE Attingal'. The user is logged in as 'Adarsh P as VERIFIER' with an idle timeout of 14:54. The navigation menu includes 'Verify', 'Operations', 'QE', 'Additions', 'RTR', 'LC', 'DR', 'Migration', 'Extras', and 'Administration'. The 'LIST' dropdown menu is open, showing 'Quick Entry', 'Quick Entry status', and 'Quick Entry Completion List'. The 'Quick Entry Completion List' is selected, and the page displays a search bar with the text 'Enter Reg. No.' and a 'Search' button. Below the search bar is a table titled 'Pending List' with the following columns: 'Sl.No', 'Exchange Name', 'Reg. No.', 'Entry On', 'Candidate Name', 'DOB', 'Gender', 'District', and 'Action'. The table is currently empty, and the text 'Showing page 0/0 of 0 results' is displayed below it.

- No further verification is required if Quick Entry done by Verifier.
- Login as Approver. See the screen below. Click on 'finalize Quick Entry'. You must ensure that your mode is "Approver". Click any on the two options available in then screen for 'Finalize Quick Entry'

### 3. Approver Level

The screenshot displays the 'Employment@KERALA' dashboard for an Approver. The page title is 'EEE - Testing' and the user is logged in as 'Adarsh P as APPROVER'. The dashboard includes a navigation menu with options like Approve, Operations, QE, Additions, RTR, LC, DR, Administration, Migration, Extras, LIST, and OC. The main content area is divided into a 'Dashboard' section with several key metrics and an 'Actions' section with categorized tasks.

Metric	Value
Total Live Register	55,620
Total Male Registrants	18,807
Total Female Registrants	38,514
Total Other Registrants	0
Total Approved Count	71,631
Approval Pending	57
Approval Pending (after 60 days)	4
Transfer Request Approval Pending From This Exchange	1
Transfer Request Approval Pending To This Exchange	0

**Actions:**

- Approve**
  - JobSeeker
  - Registration By Other Exchanges
  - Approve BackLog Entries
  - Offline Ex-Service Entries
  - Offline Camp Registration
  - Offline Exchange Down
  - Approve Fresh Candidate Entries
  - Approve BDL
- Operations**
  - View JobSeeker
  - View Any JobSeeker
  - Confirm Lapse
  - Cancel Priority
  - Renewal of Registration
  - Re-Registration
  - Restore Seniority
  - Special Renewal
  - Initiate Other Exchange Registration Request
- QE**
  - Finalize Quick Entry
  - Quick Entry Completion List
- Additions**
  - Additions
  - Offline Additions

The callout bubble highlights the 'Finalize Quick Entry' option in the 'QE' section.

- Here you will get a list of candidate details which is waiting to be finalized. Click on the **approve** button to start approval

The screenshot shows the 'EEE - Testing' web application interface. The top navigation bar includes the logo, 'EEE - Testing', and 'TEE Attingal'. Below the navigation bar, there are several menu items: Approve, Operations, QE, Additions, RTR, LC, DR, Administration, Migration, Extras, LIST, and OC. The main content area is titled 'Quick Entry' and contains a 'Pending List' table. The table has the following columns: Sl.No, Exchange Name, Entry On, Candidate Name, DOB, Gender, District, Ward, and Action. The table contains 13 rows of candidate data, with the last row (Sl.No 13) highlighted in green. The 'Action' column for each row contains an 'Approve' button.

Sl.No	Exchange Name	Entry On	Candidate Name	DOB	Gender	District	Ward	Action
1	TEE Attingal	03-12-2019	BIJU	31-05-1983	Male	Thiruvananthapuram	MELATTINGAL	Approve
2	TEE Attingal	05-07-2019	SOORAJ BABU	23-10-2003	Male	Thiruvananthapuram	ANATHALAVATTOM	Approve
3	TEE Attingal	05-07-2019	KANCHANAKRISHNAN G	21-05-2003	Female	Thiruvananthapuram	TOWN	Approve
4	TEE Attingal	26-06-2018	SREELEKSHMI S	25-02-2000	Female	Thiruvananthapuram	IRANGU KADAVU	Approve
5	TEE Attingal	25-06-2018	JITHU S S	12-11-2001	Male	Thiruvananthapuram	CHEMMARUTHY	Approve
6	TEE Attingal	25-06-2018	SWATHI SUNI	09-04-2002	Female	Thiruvananthapuram	KUNNUVILA	Approve
7	TEE Attingal	20-06-2018	ABHISHEK J S	12-02-2003	Male	Thiruvananthapuram	KIZHUVILAM	Approve
8	TEE Attingal	19-06-2018	RAIFA RAFI	02-05-1989	Female	Thiruvananthapuram	KIZHUVILAM	Approve
9	TEE Attingal	19-06-2018	ARJUN A	27-08-2000	Male	Thiruvananthapuram	ALAMCODE H S	Approve
10	TEE Attingal	19-06-2018	SREELEKSHMI RAJ	23-10-2001	Female	Thiruvananthapuram	PATTIKKAVILA	Approve
11	TEE Attingal	19-06-2018	SREELEKSHMI RAJ	23-10-2001	Female	Thiruvananthapuram	PATTIKKAVILA	Approve
12	TEE Attingal	18-06-2018	ANJU A S	14-10-2002	Female	Thiruvananthapuram	KEEZHATTINGAL	Approve
13	TEE Attingal	18-06-2018	SRUTHI B	29-05-2002	Female	Thiruvananthapuram	CHEMMARUTHY	Approve

- As Approver can see/edit the details entered by operator/verifier and approve the record.

Employment@KERALA | HOME X

www.test.employment.kerala.gov.in/ Recommendation

### Quick Entry Close

Date Of Registration \* 03/12/2019

Name \* BIJU

Date Of Birth \* 31/05/1983

Gender \* Male

District \* Thiruvananthapuram

LocalBody \* Attingal [ Municipality ]

Ward \* MELATTINGAL

Religion \* HINDU

Category \* Open Category

Phone No \* 9895206130

Is ph  Twelfth

Remarks

### Qualification

Qualification	Qualification Level	Percentage	Year of Pass	Seniority
NA	Tenth Level	NA	NA	03-12-2019 00:00:00

### NCO

NCO Name & NCO Code	Seniority Date	Qualification Level	Is Main NCO
Matriculates / 10th Standard Pass - X00110	03-12-2019 00:00:00	Tenth Level	No

Approve

After check/correction finally click this button

➤ Then a screen to show the Employment ID card is popped up.

The screenshot shows a web browser window with the URL [www.test.employment.kerala.gov.in/](http://www.test.employment.kerala.gov.in/). The page title is "Employment@KERALA | HOME". The browser's address bar shows "Recommendation". The page content includes a navigation menu with "Approve", "Operations", and "QE". Below the menu is a "Quick Entry" section and a "Pending List" table. A modal window titled "ID Card" is open, displaying the following information:

Field	Value
Name	BIJU
Reg No.	43-2019/4812
DOB	31/05/1983
Current Exchange.	TEE Attingal

Below the table in the modal is a blue button labeled "View ID Card" and a "CLOSE" button. A green callout bubble points to the "View ID Card" button with the text "Click to show/print ID card". The "Pending List" table in the background has the following columns: Sl.No, Exchange Name, Entry On, Can, Ward, and Action. The table contains 13 rows of data, all with "Approve" buttons in the Action column.

Sl.No	Exchange Name	Entry On	Can	Ward	Action
1	TEE Attingal	03-12-2019	BIJU	MELATTINGAL	Approve
2	TEE Attingal	05-07-2019	SO	ANATHALAVATTOM	Approve
3	TEE Attingal	05-07-2019	KANCH	TOWN	Approve
4	TEE Attingal	26-06-2018	SE	IRANGU KADAVU	Approve
5	TEE Attingal	25-06-2018	JITH	CHEMMARUTHY	Approve
6	TEE Attingal	25-06-2018	SWATHI SUNI	KUNNUVILA	Approve
7	TEE Attingal	20-06-2018	ABHISHEK J S	KIZHUVILAM	Approve
8	TEE Attingal	19-06-2018	RAIFA RAFI	KIZHUVILAM	Approve
9	TEE Attingal	19-06-2018	ARJUN A	ALAMCODE H S	Approve
10	TEE Attingal	19-06-2018	SREELEKSHMI RAJ	PATTIKKAVILA	Approve
11	TEE Attingal	19-06-2018	SREELEKSHMI RAJ	PATTIKKAVILA	Approve
12	TEE Attingal	18-06-2018	ANJU A S	KEEZHATTINGAL	Approve
13	TEE Attingal	18-06-2018	SRUTHI B	CHEMMARUTHY	Approve

- Click and print out the ID card and can be handed over to the candidate.

**IDENTITY CARD**  
**NATIONAL EMPLOYMENT SERVICES (KERALA)**  
**Town Employment Exchange, Attingal**  
Mini Civil Station, Thiruvananthapuram 695101  
Phone No: 0470--2622237, Email: teatg.emp.lhr@kerala.gov.in

<b>Name Of Registrant</b>	BIJU
<b>Registration No.</b>	43-2019/4812
<b>Renewal Due</b>	12/2022
<b>Renewed Date.</b>	03/12/2019
<b>Date of Birth</b>	31/05/1983
<b>Religion</b>	HINDU
<b>Caste</b>	Open Category
<b>PH</b>	No
<b>Ex-Service</b>	No

Signature of the Registrant                      **Signature of the Officer**

-----

- After the excess rush of jobseekers are managed, you have to complete all the details of the registered candidate through complete Quick Entry process.
- Log in as Operator. Click on Quick Entry completion Menu item

The screenshot displays the 'EEE - Testing' dashboard for an operator. The header includes the logo, 'EEE - Testing', and 'TEE Attingal'. The user is logged in as 'Adarsh P as OPERATOR' with an idle timeout of 14:50. The dashboard features five key statistics:

Category	Value
Total Live Register	55,620
Total Male Registrants	18,807
Total Female Registrants	38,514
Total Other Registrants	0
Total Data Entered By Me	2,123

Below the statistics is an 'Actions' section with four columns:

- Process**
  - Backlog Data Entry
  - Offline Ex-Service Registration
  - Offline Camp Registration
  - Offline Exchange Down
  - Fresh Candidate Registration
  - Renewal Backlog Entry
  - Renewal of Registration
  - Transfer Request
- Operations**
  - View Any JobSeeker
  - Initiate Requisitions
- Additions**
  - Additions
  - Offline Additions
- Migration**
  - Dead Register Search

Employment@KERALA | HOME X

www.test.employment.kerala.gov.in/dashboard/operatci

2,123  
Total Data Entered By Me

### Actions

Process	Operations	Additions	Migration
<ul style="list-style-type: none"><li>• Backlog Data Entry</li><li>• Offline Ex-Service Registration</li><li>• Offline Camp Registration</li><li>• Offline Exchange Down</li><li>• Fresh Candidate Registration</li><li>• Renewal Backlog Entry</li><li>• Renewal of Registration</li><li>• Transfer Request</li><li>• Re-Registration-Other Exchange</li><li>• Add Employer</li><li>• Directorate Renewal Request</li><li>• Request For Change</li><li>• Request For Change Status</li><li>• Quick Entry</li><li>• Quick Entry status</li><li>• Quick Entry Completion List</li><li>• Seniority List - Appeal Registration</li><li>• Special Renewal Register</li></ul>	<ul style="list-style-type: none"><li>• View Any JobSeeker</li><li>• Initiate Requisitions</li></ul>	<ul style="list-style-type: none"><li>• Additions</li><li>• Offline Additions</li></ul>	<ul style="list-style-type: none"><li>• Dead Register Search</li></ul>

To enter further details of a candidate click "Quick Entry Completion List" under Operator Mode.

Employment@KERALA | HOME X

www.test.employment.kerala.gov.in/reg/rqe/completion

EEE - Testing  
TEE Attingal

Idle timeout in 14:57 Adarsh P as OPERATOR Help

Process Operations Additions Migration

Quick Entry Completion List

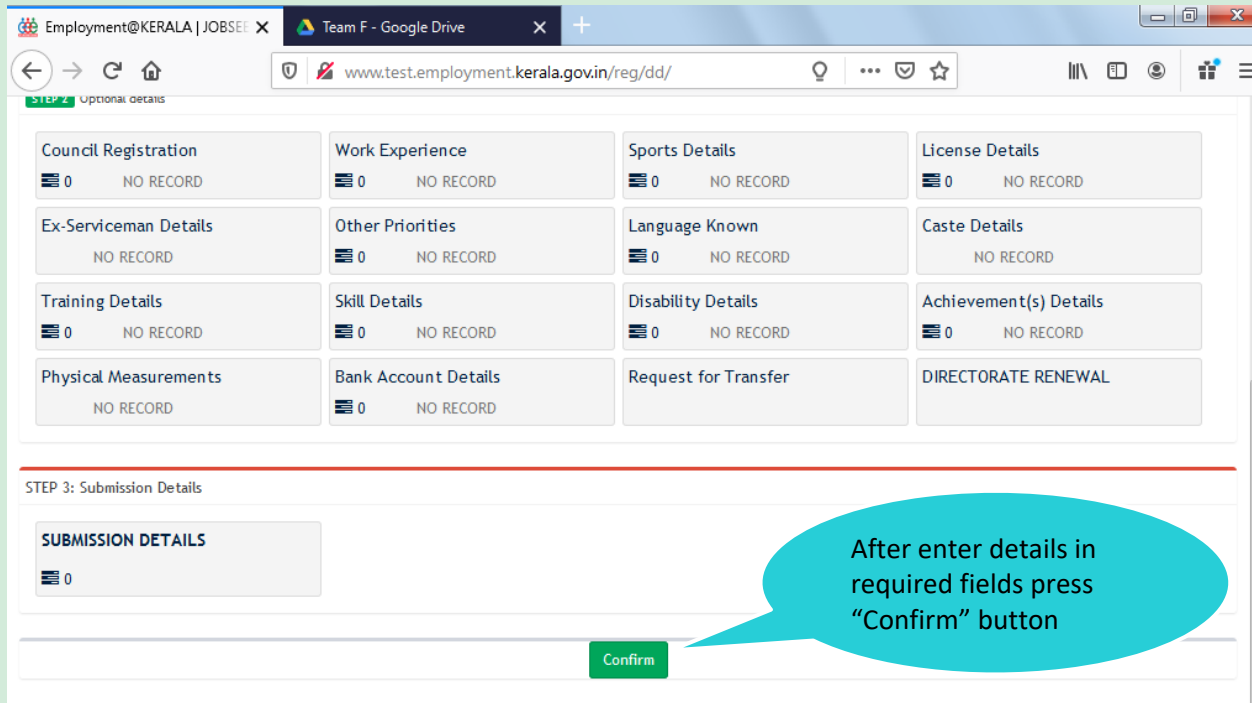
Enter Reg. No. Search

Pending List

Sl.No	Exchange Name	Reg. No.	Entry On	Candidate Name	DOB	Gender	District	Action
1	TEE Attingal	43-2019/2466	05-07-2019	MOHAMMED ALLIN	20-06-2001	Male	Thiruvananthapuram	Process Done
2	TEE Attingal	43-2019/2467	05-07-2019	SREEHARI M S	07-05-2003	Male	Thiruvananthapuram	Process Done
3	TEE Attingal	43-2019/2468	05-07-2019	AMALPRINU S	17-12-2003	Male	Thiruvananthapuram	Process Done
4	TEE Attingal	43-2019/2472	05-07-2019	SANDRAMOL S	29-11-2003	Female	Thiruvananthapuram	Process Done
5	TEE Attingal	43-2019/2513	05-07-2019	SYAMLAL T	21-06-2003	Male	Thiruvananthapuram	Process Done
6	TEE Attingal	43-2019/2555	05-07-2019	MEKHADAS U	18-07-2004	Female	Thiruvananthapuram	Process Done
7	TEE Attingal	43-2019/2559	05-07-2019	ANANTHU A S	31-10-1999	Male	Thiruvananthapuram	Process Done
8	TEE Attingal	43-2019/2560	05-07-2019	AKASH S S	05-12-2003	Male	Thiruvananthapuram	Process Done
9	TEE Attingal	43-2019/2561	05-07-2019	SHABU T DAS	05-05-1976	Male	Thiruvananthapuram	Process Done
10	TEE Attingal	43-2019/2562	05-07-2019	AKHILA S R	28-04-2003	Female	Thiruvananthapuram	Process Done
11	TEE Attingal	43-2019/2565	05-07-2019	DHEERAJ DILEEP	30-04-2003	Male	Thiruvananthapuram	Process Done
12	TEE Attingal	43-2019/2566	05-07-2019	ASWIN S	27-02-2003	Male	Thiruvananthapuram	Process Done
13	TEE Attingal	43-2019/2567	05-07-2019	SOORYAN S	27-06-2004	Male	Thiruvananthapuram	Process Done
14	TEE Attingal	43-2019/2568	05-07-2019	NANDANA J S	20-11-2003	Female	Thiruvananthapuram	Process Done
15	TEE Attingal	43-2019/2569	05-07-2019	ANANTHU S S	13-04-2004	Male	Thiruvananthapuram	Process Done
16	TEE Attingal	43-2019/2570	05-07-2019	RAHUL B S	12-02-2004	Male	Thiruvananthapuram	Process Done
17	TEE Attineal	43-2019/2571	05-07-2019	ABHIJITH T S	29-05-2004	Male	Thiruvananthapuram	Process Done

Click "Process" to start enter details

- You will be redirected to a screen similar to Fresh registration Process (See its Help). You should enter all the details given by candidate through different items in dash board and click on confirm button and lock user button.



The screenshot shows the 'Backlog Data Entry' page of the EEE - Testing application. At the top, there is a navigation bar with a 'Lock User' button highlighted by a callout bubble that says 'Click on Lock User'. To the right of the 'Lock User' button are 'Pending List' and 'Completed List' buttons. Below the navigation bar, the page is divided into two main sections: 'STEP 1' (Mandatory) and 'STEP 2' (Optional). 'STEP 1' includes 'Personal Details' (NOT LOCKED), 'Educational Qualifications' (1 record, NOT LOCKED), and 'Willingness Details' (NOT LOCKED). A tooltip for 'Willingness Details' says 'Enter the details of willingness for employment sector, job type, mobility etc.'. 'STEP 2' includes various optional details such as 'Council Registration', 'Work Experience', 'Sports Details', 'License Details', 'Ex-Serviceman Details', 'Other Priorities', 'Language Known', 'Caste Details', 'Training Details', 'Skill Details', 'Disability Details', 'Achievement(s) Details', 'Physical Measurements', 'Bank Account Details', 'Request for Transfer', and 'DIRECTORATE RENEWAL'. Each sub-section in 'STEP 2' shows '0' records and 'NO RECORD'.

- You can see the jobseeker details to be completed in 'Pending list' and details of completed jobseeker through 'Completed List'.

➤ Enter captcha, Click on Confirm Lock button

The screenshot shows a web browser window with the URL [www.test.employment.kerala.gov.in/reg/dd/](http://www.test.employment.kerala.gov.in/reg/dd/). A modal dialog box titled "Lock User" is displayed, featuring a table of user records and a captcha verification area.

Sl No	Section	Records Entered
1	Personal Details	1 Records
2	Qualification Details	1 Records
3	Willingnesses	1 Records
4	Council Registrations	0 Records
5	Experiences	0 Records
6	Sports	0 Records
7	License Details	0 Records
8	ExService Details	0 Records
9	Priorities	0 Records
10	Languages	0 Records
11	Caste Certificates	0 Records
12	Trainings	0 Records
13	Skillsets	0 Records
14	Disability Details	0 Records
15	Photo Upload	0 Records
16	PHYSICAL DETAILS	0 Records
17	BANK DETAILS	0 Records
18	ACHIEVEMENTS/AWARDS	0 Records
19	Submission Details	0 Records
20	ReadOnlySubmissionDetails	0 Records
21	Request Exchange Transfer	0 Records

To the right of the table is a captcha verification box with the text "Confirm By Entering the Charactes shown in Image". The captcha image displays the characters "6 rw25". Below the image is a "Confirm Lock" button.

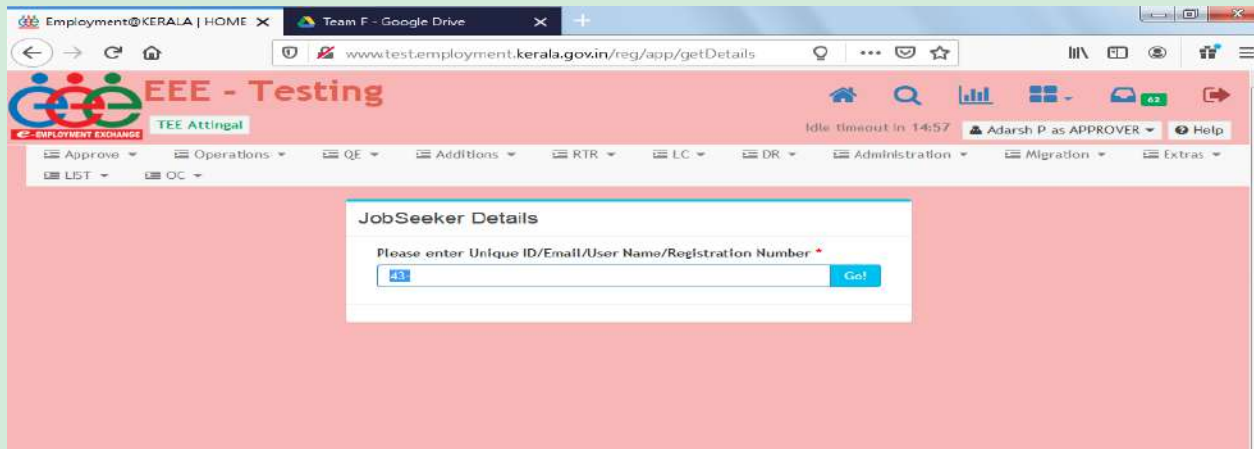
- Then operator have to click the ‘Done’ button against the details shown in the Quick Entry completion List

Sl No	Registration No	Name	Date of Birth	Gender	Location	Process	Done
20	43-2019/2574	KIRAN K S	15-05-2002	Male	Thiruvananthapuram	Process	Done
21	43-2019/2575	NIRANJAN S	10-09-2003	Male	Thiruvananthapuram	Process	Done
22	43-2019/2576	MALU M R	23-12-2003	Female	Thiruvananthapuram	Process	Done
23	43-2019/2577	PULARI M S	09-07-2004	Female	Thiruvananthapuram	Process	Done
24	43-2019/2578	ABHIMANYU M S	06-08-2001	Male	Thiruvananthapuram	Process	Done
25	43-2019/2579	SUBHANA M	19-04-2004	Female	Thiruvananthapuram	Process	Done
26	43-2019/2580	SUBAHANABEEVI	22-08-2004	Female	Thiruvananthapuram	Process	Done
27	43-2019/2581	AKASH A	07-03-2004	Male	Thiruvananthapuram	Process	Done
28	43-2019/2582	MUHAMMED AZHAR N S	09-09-2003	Male	Thiruvananthapuram	Process	Done
29	43-2019/2583	ANU R A	11-12-2003	Female	Thiruvananthapuram	Process	Done
30	43-2019/2584	BINNYA BINUKUMAR	15-05-2003	Female	Thiruvananthapuram	Process	Done
31	43-2019/2585	PRIJI P	09-08-2003	Female	Thiruvananthapuram	Process	Done
32	43-2019/2586	PANCHAMI M	08-10-2004	Female	Thiruvananthapuram	Process	Done
33	43-2019/2587	KAVITHA B	29-01-2004	Female	Thiruvananthapuram	Process	Done
34	43-2019/2588	HARIKRISHNAN B	13-12-2003	Male	Thiruvananthapuram	Process	Done
35	43-2019/2589	JITHISH S S	15-01-2004	Male	Thiruvananthapuram	Process	Done
36	43-2019/2590	KARTHIK THULASI J	15-01-2003	Male	Thiruvananthapuram	Process	Done
37	43-2019/2591	ABDULLA Y A	09-02-2004	Male	Thiruvananthapuram	Process	Done
38	43-2019/4812	BIJU	31-05-1983	Male	Thiruvananthapuram	Process	Done
39	43-2019/4813	SIJU	01-01-1988	Male	Thiruvananthapuram	Process	Done

Showing page 1/1 of 39 results

- You will get the registration number from here to verify/approve quick entry completion. or use search option
- operator have to click this to complete the process
- Then you have to login as Verifier and verify jobseeker details and overall verification. (See Fresh Registration Help).

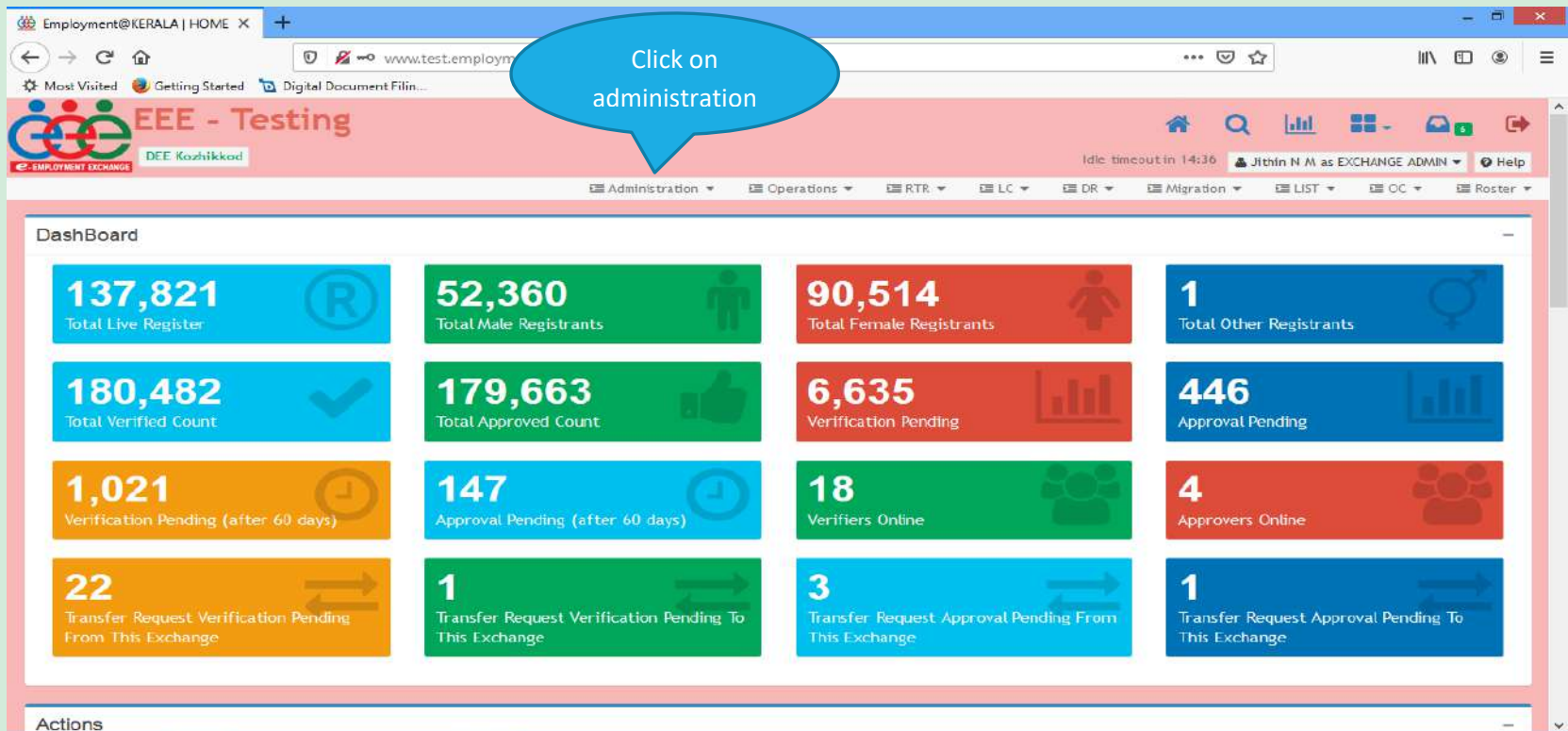
- Login as approver and approve jobseeker using Registration number as in addition of Qualification. ([See addition of Qualification Help](#))



# XXV- Reset password of Employee

➤ Open admin Menu in EEE, Reset Password can be done in Verifier, Approver and Admin Level

## Step 1



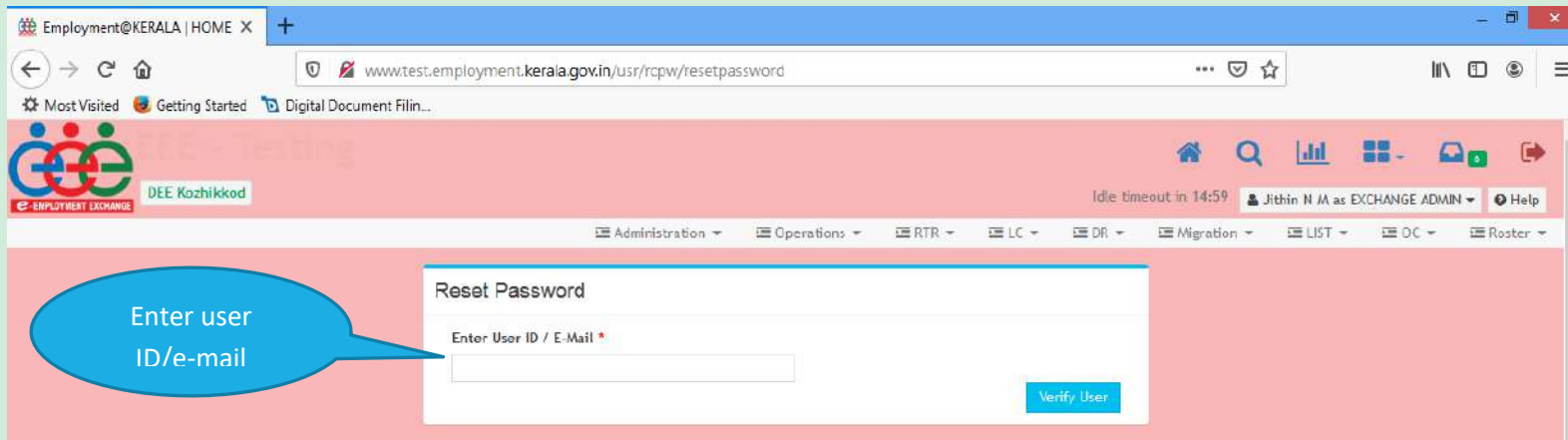
## Step 2

The screenshot shows a web browser window displaying the 'EEE - Testing' dashboard. The dashboard features a grid of 16 colored tiles, each representing a different category of data. A blue callout bubble with the text 'Click on reset password' points to a dropdown menu that is open over the 'Total Male Registrants' tile. The dropdown menu contains the following options: 'Reset Password', 'Manage Employees', 'Manage LocalBody Employees', 'Manage Seats', 'Exchange Management', 'Exchange Jurisdiction', 'NCO Allocation Requests', and 'Manage Employers'. The dashboard tiles display the following data:

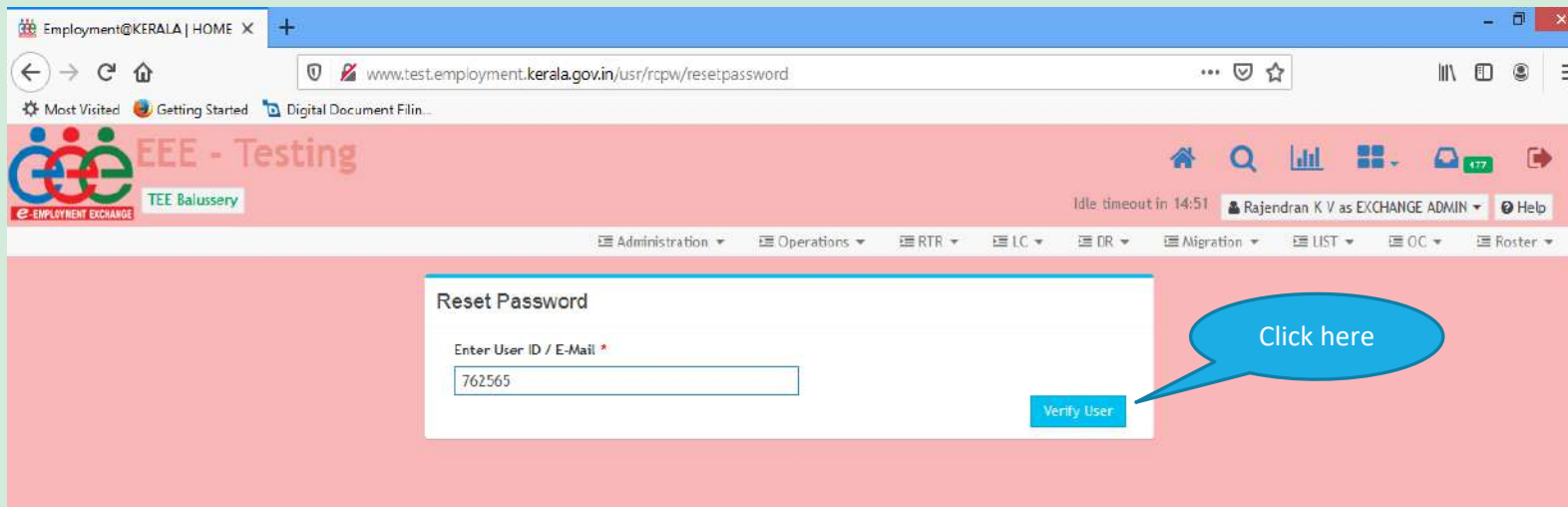
Category	Value
Total Live Register	137,821
Total Male Registrants	52,000
Total Female Registrants	90,514
Total Other Registrants	1
Total Verified Count	180,482
Total Approved Count	179,663
Verification Pending	6,635
Approval Pending	446
Verification Pending (after 60 days)	1,021
Approval Pending (after 60 days)	147
Verifiers Online	18
Approvers Online	4
Transfer Request Verification Pending From This Exchange	22
Transfer Request Verification Pending To This Exchange	1
Transfer Request Approval Pending From This Exchange	3
Transfer Request Approval Pending To This Exchange	1

The browser's address bar shows the URL: [www.test.employment.kerala.gov.in/rcpiw/resetpassword](http://www.test.employment.kerala.gov.in/rcpiw/resetpassword). The page title is 'EEE - Testing' and the user is logged in as 'Jithin N M as EXCHANGE ADMIN'.

### Step 3



### Step 4



## Step 5

Employment@KERALA | HOME X

www.test.employment.kerala.gov.in/usr/rcpw/resetpassword

Most Visited Getting Started Digital Document Filin...

EEE - Testing

TEE Balussery

Idle timeout in 14:16 Rajendran K V as EXCHANGE ADMIN Help

Administration Operations RTR LC DR Migration LIST OC Roster

### Reset Password

Enter User ID / E-Mail \*

762565

Verify User

### Details of Arunjith K C

Name : Arunjith K C  
Employee Code : 762565  
Email : k.c.arunjith@gmail.com  
Role : Multiple Roles

New Password \*

Confirm Password \*

Change Password Cancel

Type a minimum 8 digit password with at least one upper case alphabet, symbol and number here

Retype the password here

## Step 6

The screenshot shows a web browser window with the URL `www.test.employment.kerala.gov.in/usr/rcpw/resetpassword`. The page header includes the logo for 'EEE - Testing' and 'TEE Balussery'. A navigation menu contains items like Administration, Operations, RTR, LC, DR, Migration, LIST, OC, and Roster. The main content area features a 'Reset Password' form with a text input field containing '762565' and a 'Verify User' button. Below this is a 'Details of Arunjith K C' box containing user information and a password reset form with 'New Password' and 'Confirm Password' fields, and 'Change Password' and 'Cancel' buttons.

Reset Password

Enter User ID / E-Mail \*

762565

Verify User

Details of Arunjith K C

Name : Arunjith K C  
Employee Code : 762565  
Email : k.c.arunjith@gmail.com  
Role : Multiple Roles

New Password \*

Confirm Password \*

Change Password Cancel

Click here

## Step 7

The screenshot shows a web browser window with the URL [www.test.employment.kerala.gov.in/usr/rcpw/resetpassword](http://www.test.employment.kerala.gov.in/usr/rcpw/resetpassword). The page header includes the logo for 'EEE - Testing' and 'EMPLOYMENT EXCHANGE TEE Balussery'. A navigation menu is visible with items like Administration, Operations, RTR, LC, DR, Migration, LIST, DC, and Roster. The main content area displays a 'Reset Password' form with an input field containing '7625' and a 'Verify User' button. A modal dialog box is centered on the screen, featuring a green checkmark icon and the text 'Password Changed!' and 'Password changed for Arunjith K C'. Below the text is an 'OK' button, which is highlighted by a blue callout bubble containing the text 'Click here'. In the background, a 'Details of Arunjith K' panel is partially visible, showing fields for Name, Employee Code, Email (k.c.aru), and Role (Multiple).

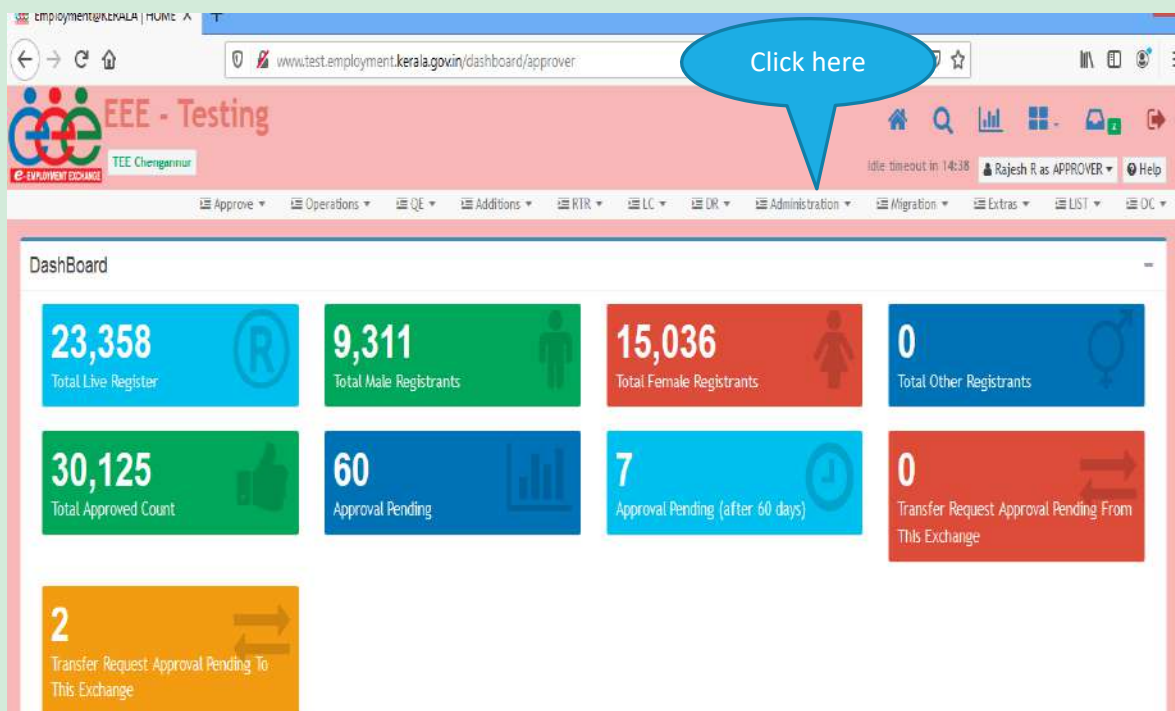
## XXVI- APPROVAL RESET

[Note: Approval Reset function is used to edit existing saved data in the database. Only Officials having Approver Role can carry out this function.]

- Login and Go to Approver dashboard

### 1. Approver Level

- Select Administration menu.

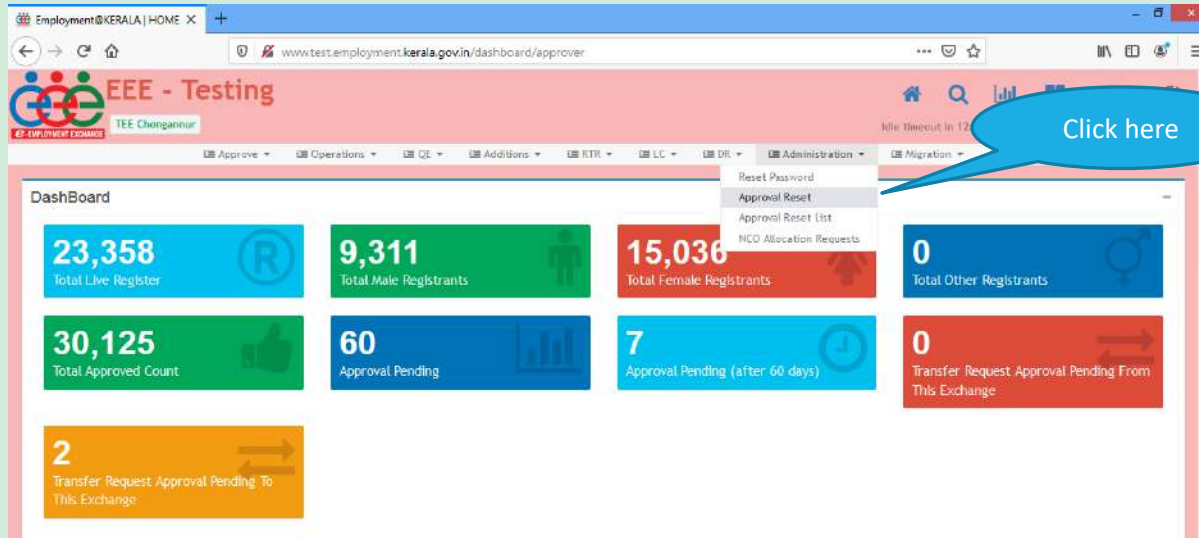


The screenshot displays the Approver dashboard for the employment.kerala.gov.in system. The dashboard includes a navigation menu with the following items: Approve, Operations, QE, Additions, RTR, LC, DR, Administration, Migration, Extras, LIST, and OC. The main content area shows a grid of statistics:

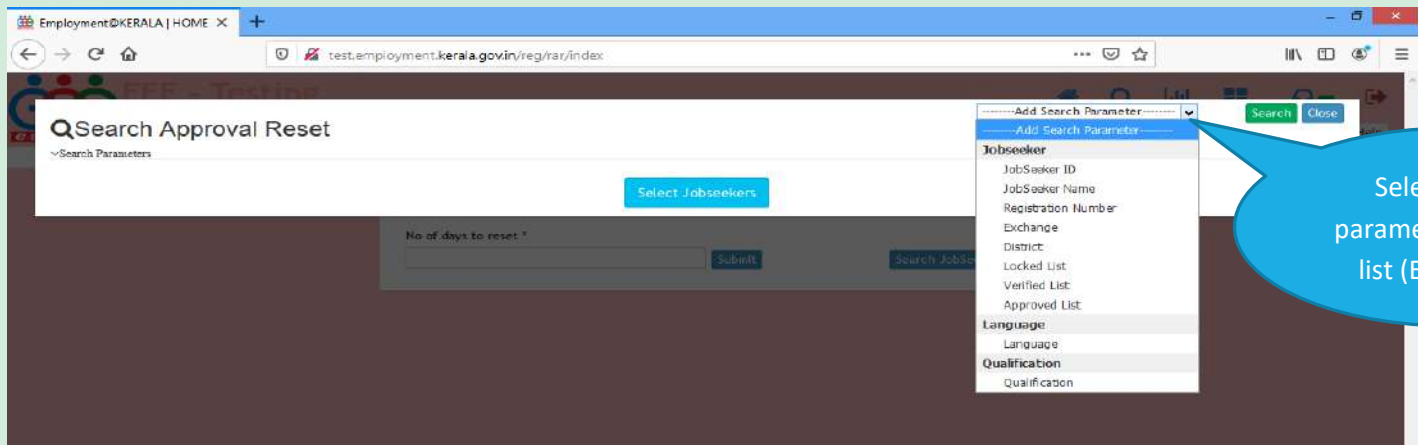
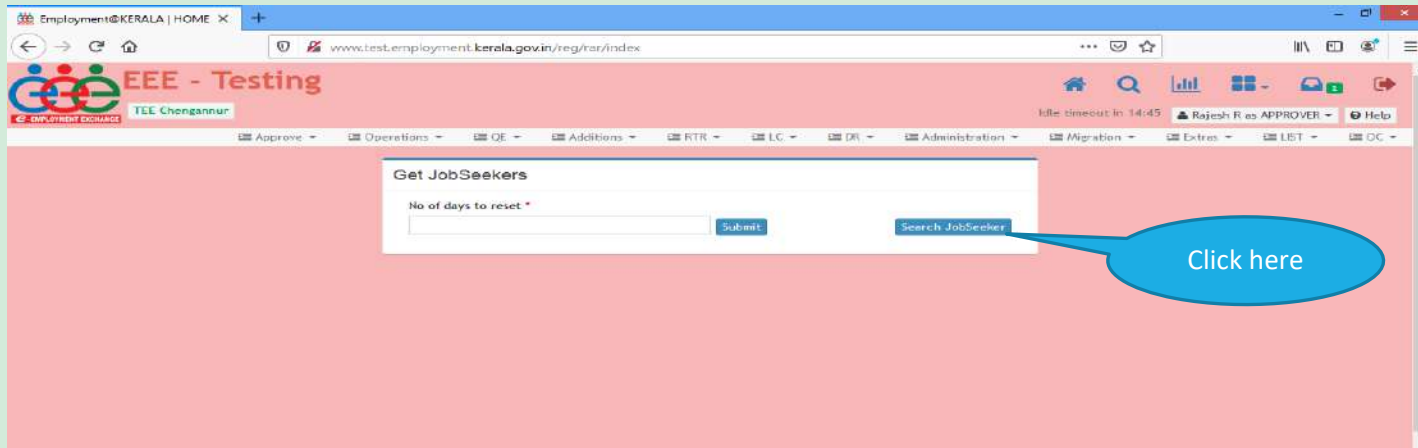
Category	Value
Total Live Register	23,358
Total Male Registrants	9,311
Total Female Registrants	15,036
Total Other Registrants	0
Total Approved Count	30,125
Approval Pending	60
Approval Pending (after 60 days)	7
Transfer Request Approval Pending From This Exchange	0
Transfer Request Approval Pending To This Exchange	2

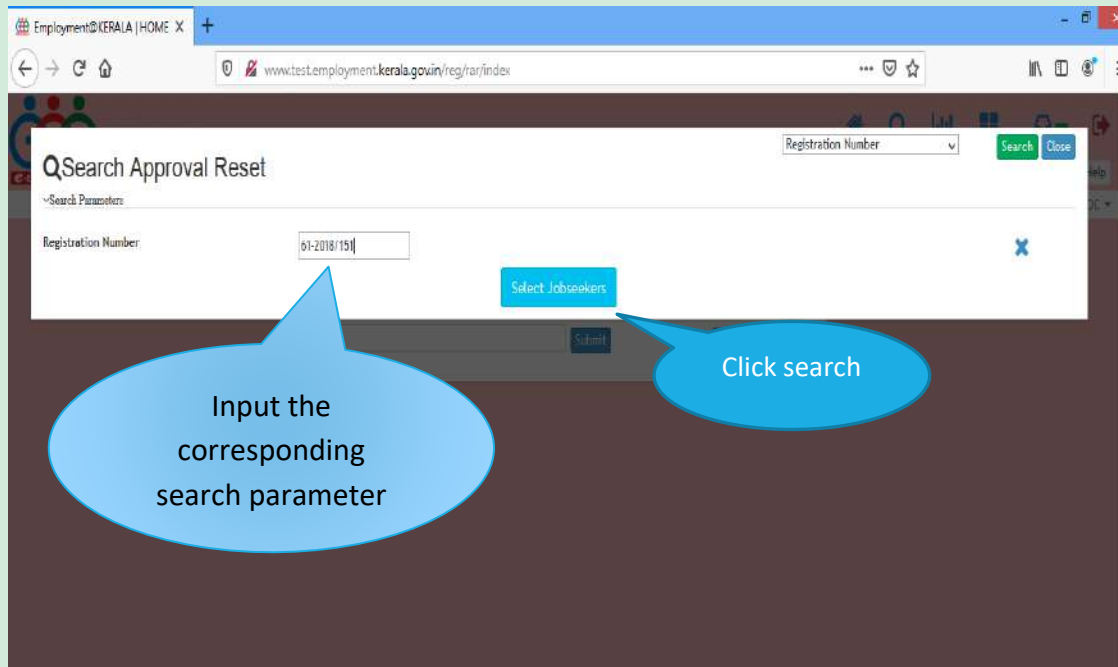
A blue callout bubble with the text "Click here" points to the "Administration" menu item in the top navigation bar.

- From the Administration Menu click on “Approval Reset” Tab.



➤ The following screen will be displayed, then click search Jobseeker button.





- Put Tick mark in the check box shown at right end of the search result as shown in the figure below and click Select job seeker

Search Approval Reset

Registration Number: 61-2018/151

Sl. No.	Id	Registration No.	Candidate name	DOB	Renewal Due	Exchange Name	Status	LIV/A Status	SODRAJ KUMAR VS
1	7651573	61-2018/151	SOORAJ KUMAR V S	22/02/2000	03/2021	Town Employment Exchange, Chengannur	LIVE	LIA	<input type="checkbox"/>

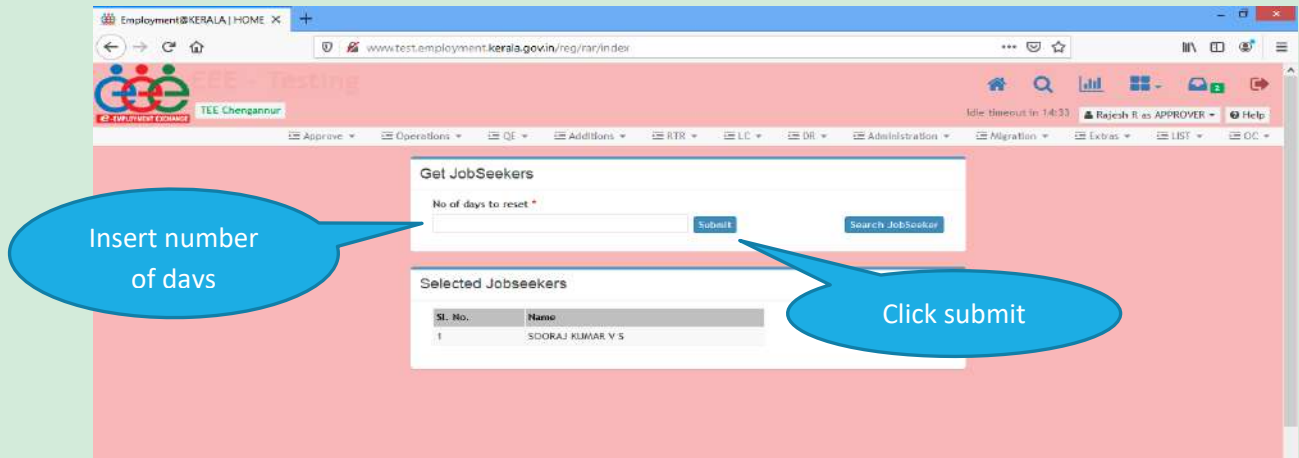
Showing page 1/1 of 1 results

Select Jobseekers

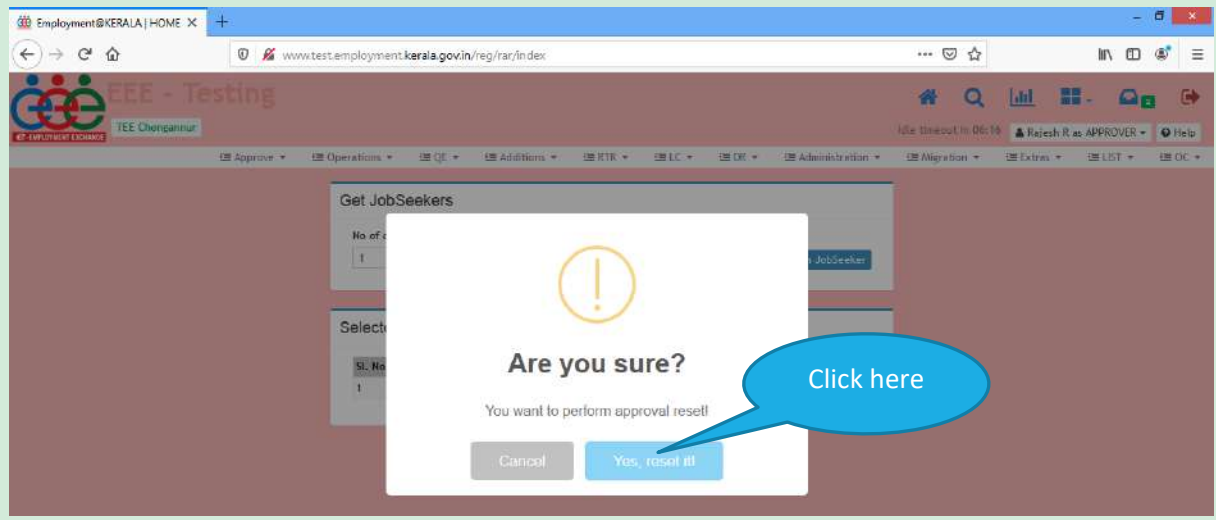
Put tick mark

Click select job seeker

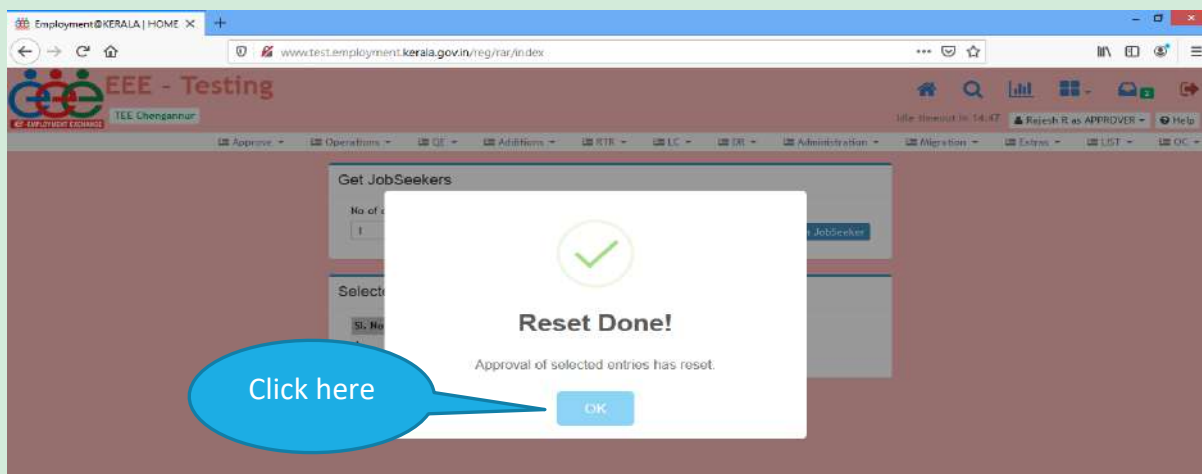
- Input the No. of days to keep it unapproved (for e.g. - 1) and click Submit.



- On the next screen click the “Yes Reset it “button



The screen will be displayed like this:



By clicking “OK” Approval Reset process is completed...

[**Note**- After completion of editing in necessary fields of Job seeker through verifier dashboard, “overall verification” must be executed. Then go to Approver dashboard, approve all edited fields and then “overall approval” must also be executed.]

## XXVII- Manual Qualification Sync

- This is used to sync qualification between primary and secondary registrations of a candidate. If a candidate have added a qualification only in any one of his primary or secondary registration then use this option to include the qualification in secondary or primary registration.
- First link this registrations. Process shown below

The screenshot displays the 'Employment@KERALA' portal interface. At the top, there are browser tabs for 'Employment@KERALA | JOBSEEKER' and 'HOME'. The address bar shows 'www.test.employment.kerala.gov.in/reg/dd/'. The page header includes the 'EEE - Testing' logo, 'TEE Attingal', and user information: 'Idle timeout in 14:47', 'Adarsh P as VERIFIER', and 'Help'. A navigation menu contains options like 'Verify', 'Operations', 'QE', 'Additions', 'RTR', 'LC', 'DR', 'Migration', 'Extras', 'Administration', 'LIST', and 'OC'. The main content area shows the profile of 'SHAHANA S' with a registration ID '43-2019/2824' and a 'Link Other Registration' button. Below this, a 'STEP 1' section indicates mandatory sections: 'Personal Details' (1 ✓, 1 📄, NOT LOCKED), 'Educational Qualifications' (5 ✓, 4 📄, NOT LOCKED), and 'Willingness Details' (1 ✓, 1 📄, NOT LOCKED). A 'STEP 2' section lists optional details: 'Council Registration' (0 ✓, 0 📄, NO RECORD), 'Work Experience' (0 ✓, 0 📄, NO RECORD), 'Sports Details' (0 ✓, 0 📄, NO RECORD), 'License Details' (0 ✓, 0 📄, NO RECORD), 'Ex-Serviceman Details' (0 ✓, 0 📄, NO RECORD), 'Other Priorities' (0 ✓, 0 📄, NO RECORD), 'Language Known' (0 ✓, 0 📄, NO RECORD), and 'Caste Details' (0 ✓, 0 📄, NO RECORD).

- If the Jobseeker is NOT linked to any other registration record, there will be only one registration number with P as prefix.(Primary)

# 1. Admin Level

The screenshot shows the 'Administration' menu open in the Admin Mode of the Employment@KERALA dashboard. A callout bubble points to the 'Link Jobseeker' option. The dashboard displays various statistics and action items.

**Dashboard Statistics:**

Category	Value
Total Live Register	55,620
Total Male Registrants	18,807
Total Female Registrants	38,514
Total Other Registrants	0
Total Verified Count	71,811
Total Approved Count	71,631
Verification Pending (after 60 days)	134
Approval Pending (after 60 days)	4
Verifiers Online	9
Approvers Online	2
Transfer Request Verification Pending From This Exchange	7
Transfer Request Verification Pending To This Exchange	0
Transfer Request Approval Pending From This Exchange	1
Transfer Request Approval Pending To This Exchange	0

**ADMINISTRATION Menu Items:**

- View Any JobSeeker
- Link Jobseeker**
- Renewal of Registration
- Re-Registration
- Restore Seniority
- Special Renewal
- Jobseeker Transposition
- Special Renewal Statistics
- Special Renewal Register
- Compare JobSeeker
- Self Employment Scheme
- Allow Placed Card Edit
- Unlink Jobseeker
- Requisition Requests

**ACTIONS:**

- Administration**
  - Reset Password
  - Manage Employees
  - Manage LocalBody Employees
- Operations**
  - View Any JobSeeker
  - Link Jobseeker
  - Renewal of Registration
  - Registration
  - Restore Seniority
- RTR**
  - Forward Transfer Requests
  - Assign Transfer Outs
  - Forward Transfer Outs
  - Status of Transfer Ins
  - Status of Transfer Outs
- LC**
  - Forward Lapse Certificate Request
  - Assign Lapse Certificate Outs
  - Forward Lapse Certificate Outs
  - Status of Lapse Certificate Ins
  - Status of Lapse Certificate Outs

Employment@KERALA | HOME X Employment@KERALA | HOME X

www.test.employment.kerala.gov.in/adm/eex/linkJob 80%

EEE - Testing  
e-Employment Exchange TEE Attingal

Idle timeout in 14:43 Adarsh P as EXCHANGE ADMIN Help

Administration Operations RTR LC DR Migration LIST OC Roster

Link JobSeeker

Registration Number \*

43-2019/2824 Go!

Enter the registration number and click GO

www.test.employment.kerala.gov.in/adm/eex/linkJob

EEE - Testing  
TEE Attingal

Administration Operations RTR LC DR Migration LIST OC Roster

Link JobSeeker

Registration Number \*

43-2019/2824 Go!

Details of Selected Candidate

Candidate Name : SHAHANA S

Date Of Birth : 04-04-1995

Gender : Female

Address : CHANGANATHU VEEDU IRATTAKALUNGU CHIRAYINKEEZHU P O

Is Priority : No

Is PH : No

View Jobseeker

Login Id or Email or Registration Number

UserName / Email 1-2019/6554 Go!

Then Click GO button

Enter the register number to be linked with the secondary Registration number

Employment@KERALA | HOME X Employment@KERALA | HOM X

www.test.employment.kerala.gov.in/adm/eex/linkJob

EEE - Testing  
TEE Attingal

Link Jobseeker

Candidate Name : SHAHANA S  
Registration Number : 1-2019/6554  
DOB : 04/04/1995

Click YES to Confirm Linking.

NO YES

If Details shown are found correct click YES

Registration Number : 43-2019/282

Details of Candidate

Candidate Name : SHAHANA S  
Date Of Birth : 04-04-1995  
Gender : Female  
Address : CHANGANATHU VEEDU IRATTAKALUNGU CHIRAYINKEEZHU P.O.  
Is Priority : No  
Is PH : No

View Jobseeker

Login Id or Email or Registration Number

UserName / Email : 1-2019/6554

Employment@KERALA | HOME X Employment@KERALA | HOM X

www.test.employment.kerala.gov.in/adm/eex/linkJob 80%

### Link JobSeeker

Registration Number \*  
43-2019/2824 [Go!](#)

#### Details of Selected Candidate

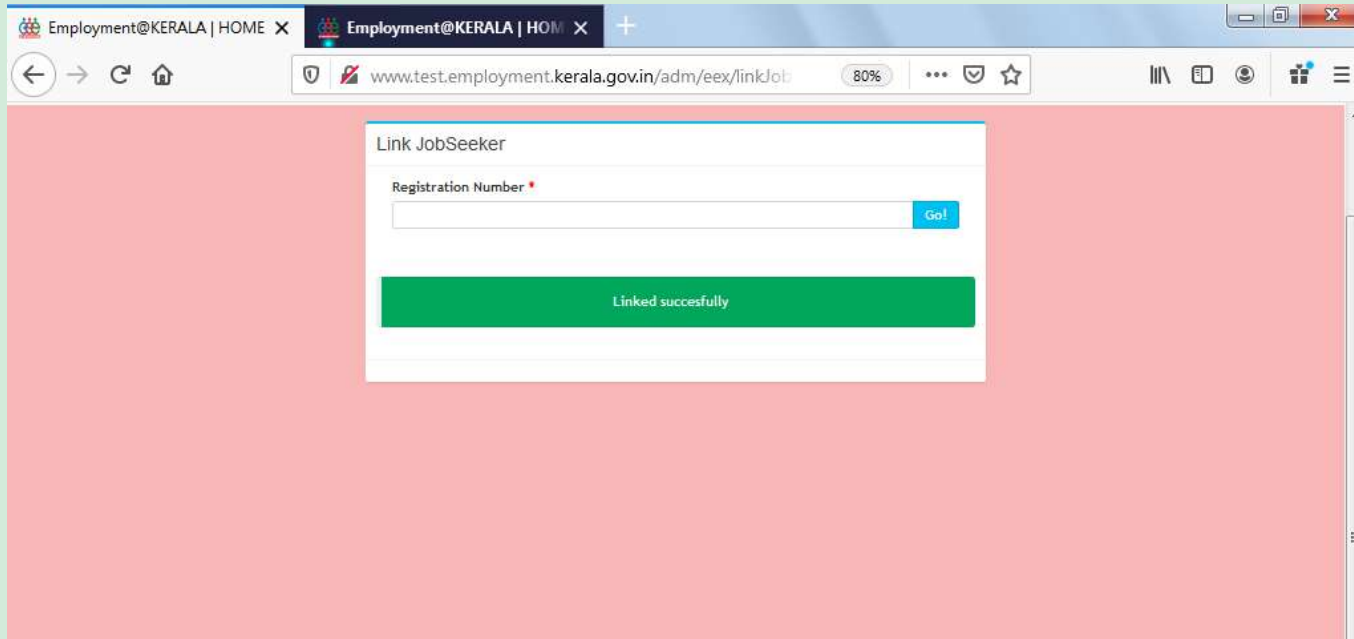
Candidate Name : SHAHANA S  
Date Of Birth : 04-04-1995  
Gender : Female  
Address : CHANGANATHU VEEDU IRATTAKALUNGU CHIRAYINKEEZHU P O  
Is Priority : No  
Is PH : No

[View Jobseeker](#)

Login Id or Email or Registration Number  
UserName / Email 1-2019/6554 [Link Jobseeker!](#)

Click Link  
Jobseeker  
Button

➤ A message 'Linked successfully' is shown as below



Then start the sync. You have to change to Approver mode

The screenshot shows the Employment@KERALA dashboard in Approver mode. The dashboard displays registration statistics and a menu with 'Manual Qualification Sync' highlighted. A callout bubble points to this menu item with the text 'Click on Manual Qualification Sync Menu item in Approver mode'.

Category	Count
Total Male Registrants	18,807
Total Female Registrants	38,514
Total Other Registrants	0
Approval Pending	57
Approval Pending (after 60 days)	4
Transfer Request Approval Pending From This Exchange	1

Manual Qualification Sync

Click on Manual Qualification Sync Menu item in Approver mode

www.test.employment.kerala.gov.in/pro/manualSync/index

The image shows a browser window with two tabs labeled 'Employment@KERALA | HOME'. The address bar shows the URL 'www.test.employment.kerala.gov.in/pro/manualSync'. The page header includes the 'EEE - Testing' logo, 'TEE Attingal', and user information 'Adarsh P as APPROVER'. A navigation menu contains items like 'Approve', 'Operations', 'QE', 'Additions', 'RTR', 'LC', 'DR', 'Administration', 'Migration', 'Extras', 'LIST', and 'OC'. The main content area features a 'Manual Qualification Sync' form with a text input field containing '43-' and a 'Go!' button. A blue callout bubble points to the input field with the text 'Enter Native Reg. No. and Click GO'.

Employment@KERALA | HOME X Employment@KERALA | HOME X

www.test.employment.kerala.gov.in/pro/manualSync 80%

EEE - Testing  
TEE Attingal  
Idle timeout in 14:37 Adarsh P as APPROVER Help

Approve Operations QE Additions RTR LC DR Administration Migration Extras LIST OC

### Manual Qualification Sync

Please enter Registration Number \*

43-2019/2824 [Go!](#)

#### Details of Selected Candidate

Candidate Name	: SHAHANA S
Date Of Birth	: 04-04-1995
Gender	: Female
Caste	: Open Category
Address	: CHANGANATHU VEEDU IRATTAKALUNGU CHIRAYINKEEZHU P O
Registrations(Reg No (Status - New registration number if available))	: 43-2019/2824(LIVE )
Is Priority	: No
Is PH	: No

[Go To Dashboard](#) [Manual Qualification Sync](#) [View Jobseeker](#)

[Notes](#)

Click on Manual Qualification Sync

- A Screen showing the qualification entered in Primary and Secondary registrations is shown. The upper side is for primary and lower side is for secondary.

Manual Qualification Sync

Qualifications Of Primary Jobseeker  
Candidate Name : SHAHANA S | Registration Number : 1-2019/6554 | Exchange : P&EE Thiruvananthapuram

Sl.No	Qualification	Qualification Level	Specialisation Subject	Percentage	Year of Pass	Seniority	Actions
1	CBSE (10-th)	Tenth Level	Not Available	Nil	2011	06-07-2019	<a href="#">View More</a> <a href="#">↓Sync To Secondary</a>
2	CBSE-12-TH	Twelfth Level	SCIENCE [S]	Nil	2013	06-07-2019	<a href="#">View More</a> <a href="#">↓Sync To Secondary</a>
3	B.SC.	Graduation	ELECTRONICS [DG]	74	2016	06-07-2019	<a href="#">View More</a> <a href="#">↓Sync To Secondary</a>
4	M.SC.	Post Graduation	ELECTRONICS [DG]	74	2018	06-07-2019	<a href="#">View More</a> <a href="#">↓Sync To Secondary</a>

Qualifications Of Secondary Jobseeker  
Candidate Name : SHAHANA S | Registration Number : 43-2019/2824 | Exchange : TEE Attingal

Sl.No	Qualification	Qualification Level	Specialisation Subject	Percentage	Year of Pass	Seniority	Actions
1	CBSE (10-th)	Tenth Level	Not Available	Nil	2011	06-07-2019	<a href="#">View More</a> <a href="#">↑Sync To Primary</a>
2	CBSE-12-TH	Twelfth Level	SCIENCE [S]	Nil	2013	06-07-2019	<a href="#">View More</a> <a href="#">↑Sync To Primary</a>
3	B.SC.	Graduation	ELECTRONICS [DG]	74	2016	06-07-2019	<a href="#">View More</a> <a href="#">↑Sync To Primary</a>
4	PGDCA	PG Diploma	COMPUTER SCIENCE&ENGINEERING	60	2019	08-07-2019	<a href="#">View More</a> <a href="#">↑Sync To Primary</a>
5	M.SC.	Post Graduation	ELECTRONICS [DG]	74	2018	06-07-2019	<a href="#">View More</a> <a href="#">↑Sync To Primary</a>

- use Sync to Primary or Sync To Secondary button to add a Qualification to other registration record
- Click on the Sync button in which an extra qualification found when compared to other registration(Primary /Secondary)

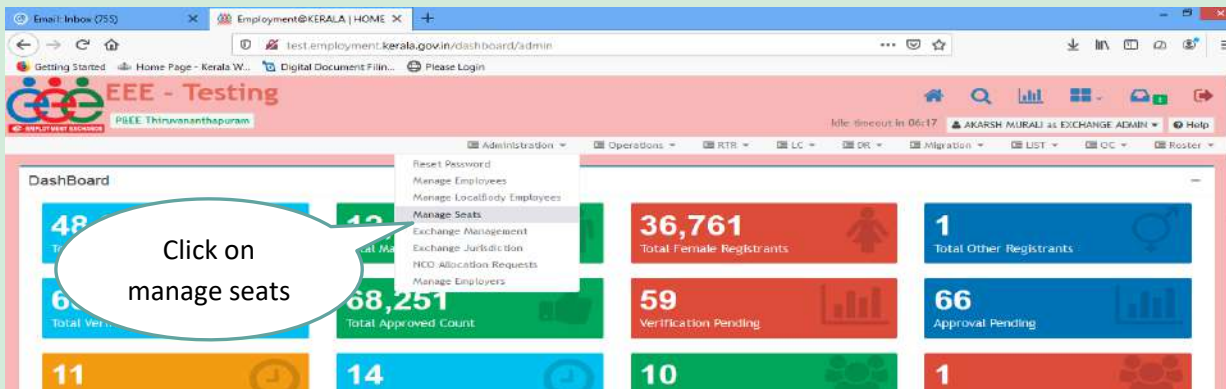
# XXVIII- MANAGE SEATS

## 1. Adding a new seat

- Whenever an Employee joins the office he/she should be assigned seat in EEE.
- Open **Admin** dashboard in EEE

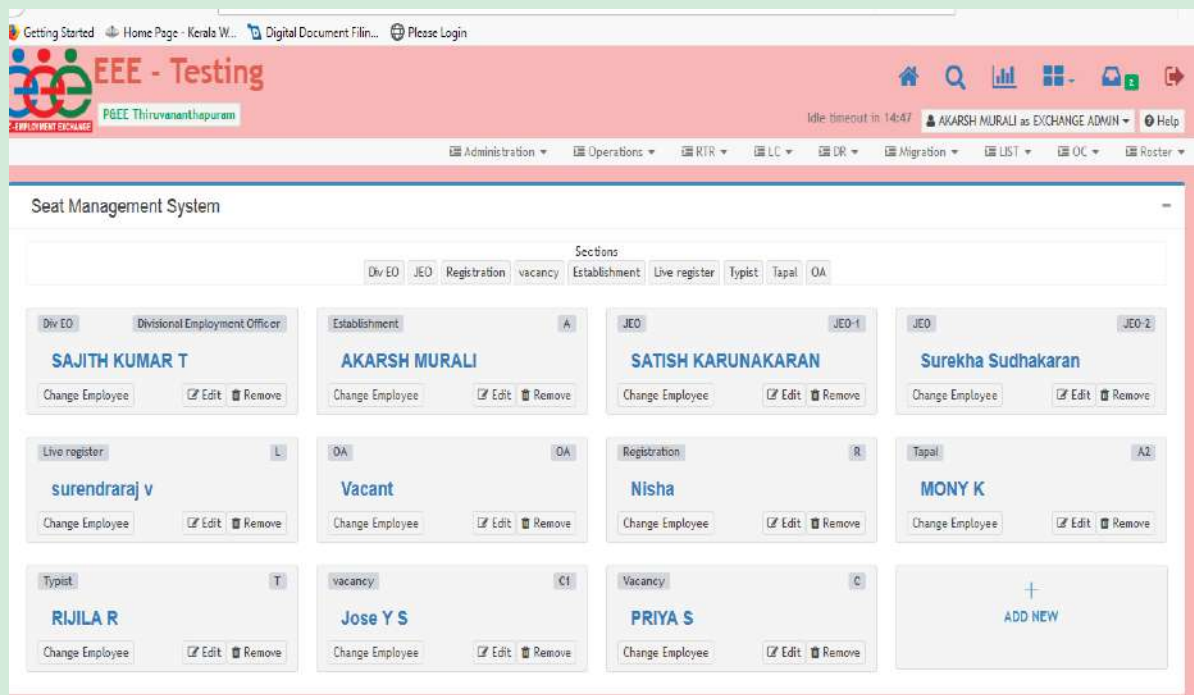
The screenshot displays the EEE - Testing Admin Dashboard. The top navigation bar includes the following menu items: Administration, Operations, RTR, LC, DR, Migration, LIST, OC, and Roster. The dashboard is organized into a grid of 16 colored tiles, each representing a different metric. A blue callout bubble with the text "Click on administration" points to the "Administration" menu item in the top navigation bar.

Metric	Value
Total Live Registrants	48,217
Total Female Registrants	36,761
Total Other Registrants	1
Total Verified Count	68,356
Total Approved Count	68,251
Verification Pending	59
Approval Pending	66
Verification Pending (after 60 days)	11
Approval Pending (after 60 days)	14
Verifiers Online	10
Approvers Online	1
Transfer Request Verification Pending From This Exchange	6
Transfer Request Verification Pending To This Exchange	1
Transfer Request Approval Pending From This Exchange	1
Transfer Request Approval Pending To This Exchange	1



Click on  
manage seats

➤ following window will be displayed



**Note:-** Here in this window you can see every seats present in your office with their Name, Designation, section and seat numbers, you can add a new seat by clicking **ADD NEW** option. You can **edit** and **change employee** by clicking on the respective menu.

Employment@KERALA | HOME X

test.employment.kerala.gov.in/adm/seat/manage

Getting Started Home Page - Kerala W... Digital Document Filin... Please Login

**EEE - Testing**  
P&EE Thiruvananthapuram

Idle timeout in 14:47 AKARSH MURALI as EXCHANGE ADMIN Help

Administration Operations RTR LC CR Migration LIST OC Roster

### Seat Management System

Sections  
Div EO JEO Registration vacancy Establishment Live register Typist Tapal OA

<b>Div EO</b> Divisional Employment Officer <b>SAJITH KUMAR T</b> Change Employee Edit Remove	<b>Establishment</b> <b>AKARSH MURALI</b> Change Employee Edit Remove	<b>JEO</b> JEO-1 <b>SATISH KARUNAKARAN</b> Change Employee Edit Remove	<b>JEO</b> JEO-2 <b>Surekha Sudhakaran</b> Change Employee Edit Remove
<b>Live register</b> <b>surendraraj v</b> Change Employee Edit Remove	<b>OA</b> <b>Vacant</b> Change Employee Edit Remove	<b>Registration</b> <b>Nisha</b> Change Employee Edit Remove	<b>Tapal</b> <b>MONY K</b> Change Employee Edit Remove
<b>Typist</b> <b>RIJILA R</b> Change Employee Edit Remove	<b>vacancy</b> <b>Jose Y S</b> Change Employee Edit Remove	<b>Vacancy</b> <b>PRIYA S</b> Change Employee Edit Remove	<b>+</b> ADD NEW

Click here

Section Code (Basically to group seats eg: ESTABLISHMENT, ACCOUNTS, REGISTRATION) \*

Seat Code (Just any code for your convenience for eg: EST-SEAT1, EST-SEAT2, FIN-SEAT1, FIN-SEAT2) \*

Seat Name (Description for seat for eg: Establishment Seat 1) \*

Level - Please see the reference table given below \*

Intercom Number (if any)

Save Reset

Directions for Level: Levels Identifies the Seat/Post Hierarchy within an Office, Please use the following table to find levels.

Level Number	POST
5	Employment Director
10	Joint Director of employment.

1-Type section code

2-Type seat code

3-Type seat name

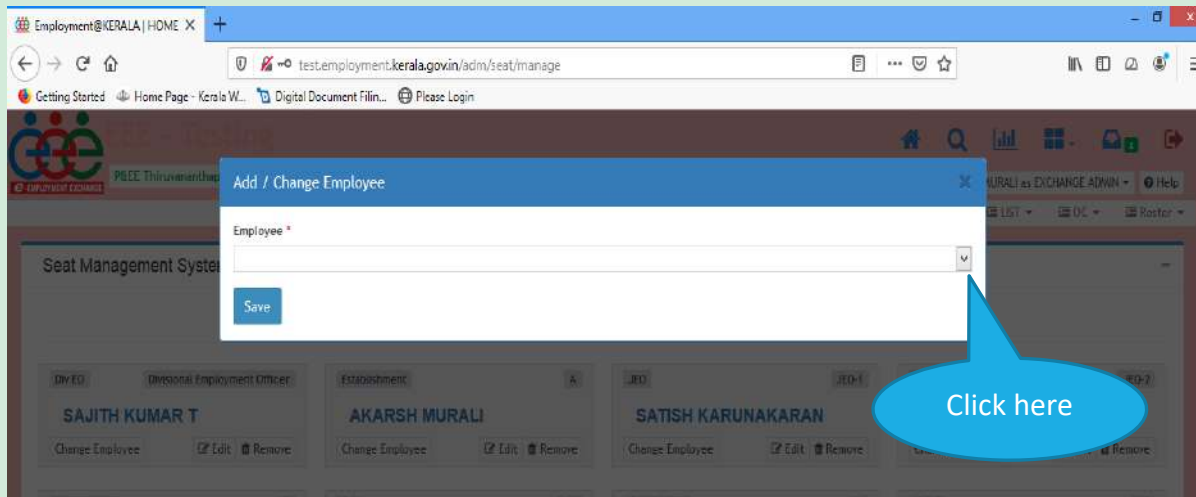
4-Type level (level numbers are given below)

## 4. Change Employee

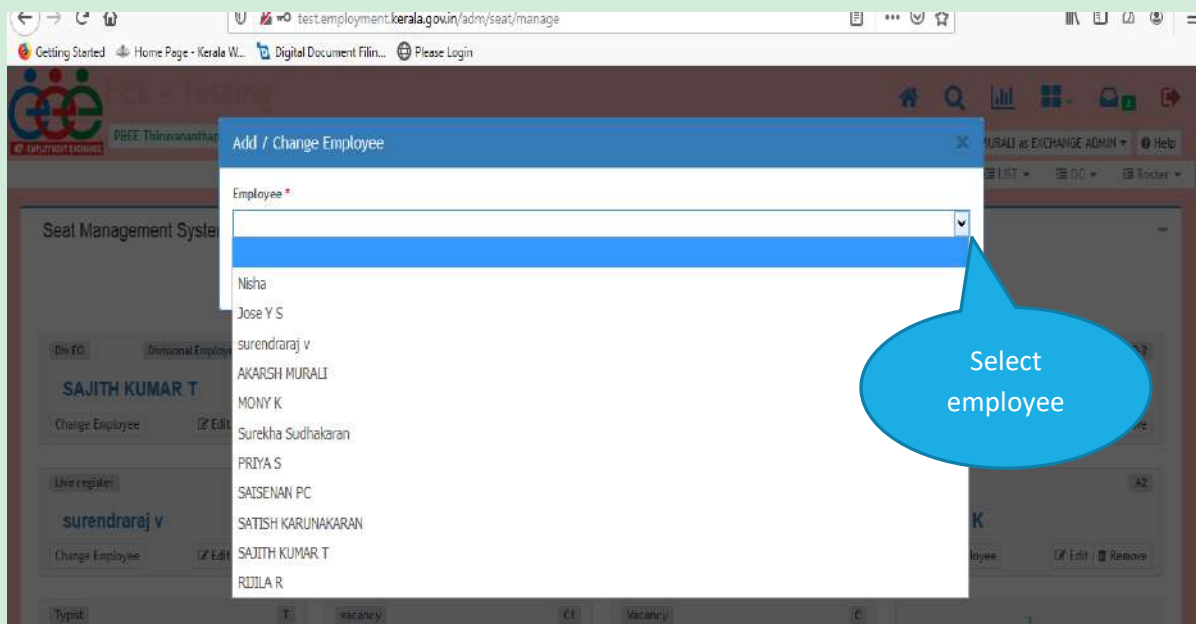
- This option is used when an Employee joins the office, the employee is transferred to another section, transferred to another office, retires or if the employee is on long leave.

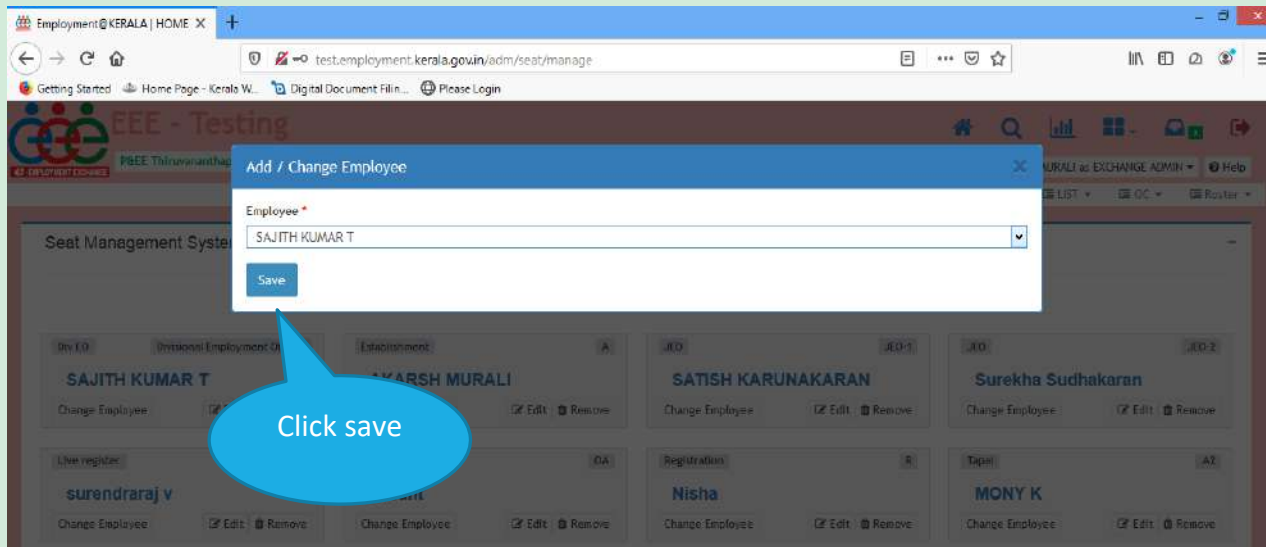
The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/adm/seat/manage`. The page title is "EEE - Testing" and the user is logged in as "AKARSH MURALI as EXCHANGE ADMIN". The interface is titled "Seat Management System" and displays a grid of employee cards. Each card represents an employee assigned to a specific section and includes a "Change Employee" button. The sections are: Div EO, Establishment, JEO, Live register, Typist, Topal, and Vacancy. The employees listed are: SAJITH KUMAR T (Div EO), AKARSH MURALI (Establishment), SATISH KARUNAKARAN (JEO), Surekha Sudhakaran (JEO), surendraraj v (Live register), Vacant (OA), Nisha (Registration), MONY K (Topal), RIJILA R (Typist), Jose Y S (vacancy), and PRIYA S (vacancy). A "+ ADD NEW" button is also present.

Click on change employee option



Please note that every employee in eee should be assigned a seat. Even though an employee may be holding more than one section, in seat management system the name of an employee should appear only once. More than one section can be assigned to an employee. The section name can be edited and given as A1/C1/E1.





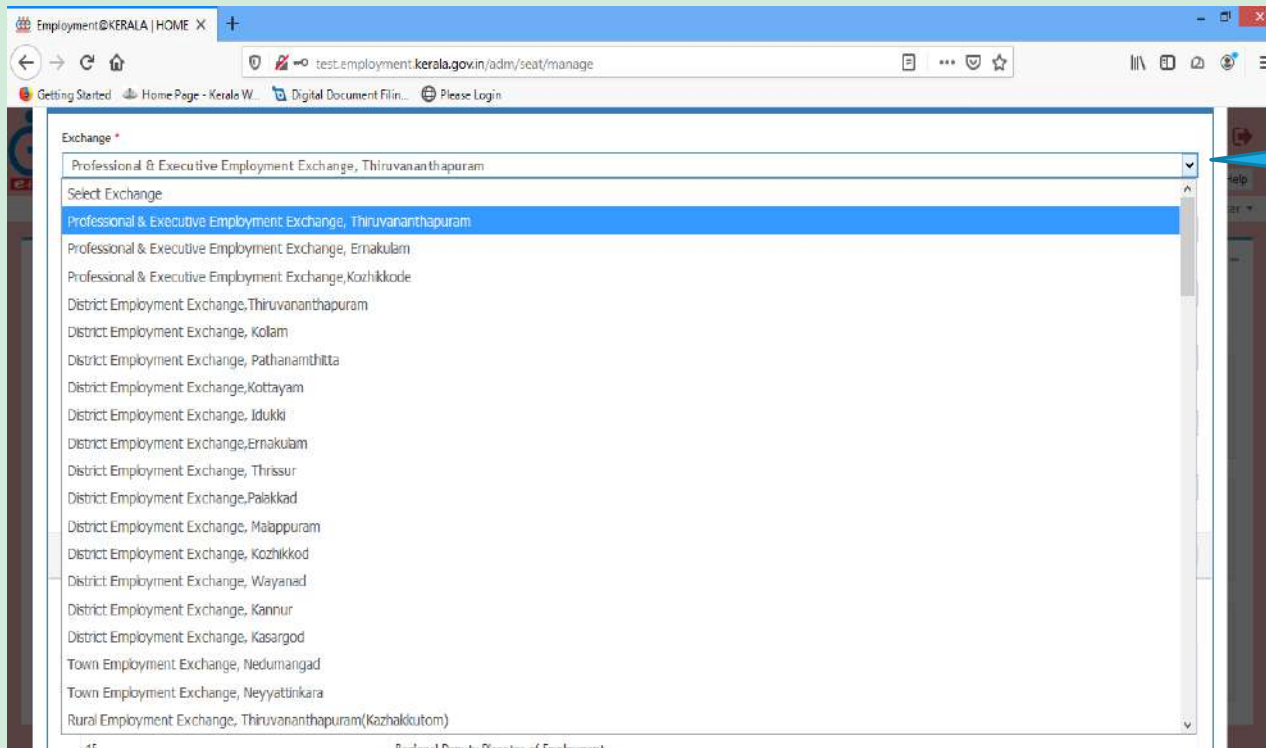
**If no Employee is selected you can keep the seat as vacant**

## 5. Edit Employee

The screenshot displays the 'Seat Management System' interface. At the top, there is a navigation bar with the logo 'EEE - Testing' and the text 'P.B.E.E. Thiruvananthapuram'. Below this, a menu bar contains various options like 'Administration', 'Operations', 'RTR', 'LC', 'DR', 'Migration', 'LIST', 'OC', and 'Roster'. The main content area is a grid of employee cards. Each card represents an employee in a specific section and includes their name, a 'Change Employee' button, and 'Edit' and 'Remove' options. A blue callout bubble points to the 'Edit' button for the employee 'PRIYA S' in the 'vacancy' section.

Section	Employee Name	Actions
Div EO	SAJITH KUMAR T	Change Employee, Edit, Remove
Establishment	AKARSH MURALI	Change Employee, Edit, Remove
JEO	SATISH KARUNAKARAN	Change Employee, Edit, Remove
JEO	Surekha Sudhakaran	Change Employee, Edit, Remove
Live register	surendrara j v	Change Employee, Edit, Remove
OA	Vacant	Change Employee, Edit, Remove
Registration	Nisha	Change Employee, Edit, Remove
Tapal	MONY K	Change Employee, Edit, Remove
Typist	RIJILA R	Change Employee, Edit, Remove
vacancy	Jose Y S	Change Employee, Edit, Remove
vacancy	PRIYA S	Change Employee, Edit, Remove
	+ ADD NEW	

Click the edit option



Employment@KERALA | HOME X

test.employment.kerala.gov.in/adm/seat/manage

### Create/Edit Seat

Exchange \*  
Professional & Executive Employment Exchange, Thiruvananthapuram

Section Code (Basically to group seats eg: ESTABLISHMENT, ACCOUNTS, REGISTRATION) \*  
Establishment

Seat Code (Just any code for your convenience for eg: EST-SEAT1, EST-SEAT2, FIN-SEAT1, FIN-SEAT2) \*  
Establishment

Seat Name (Description for seat for eg: Establishment Seat 1) \*  
A

Level - Please see the reference table given below \*  
55

Intercom Number (if any)

Save Reset

Directions for Level: Levels Identifies the Seat/Post Hierarchy within an Office, Please use the following table to find levels

Level Number	POST
--------------	------

Click save

12:06  
03-12-2019

1-Type section code

2-Type seat code

3-Type seat name

4-Type level (level numbers are given below)

## 6. Remove any seat

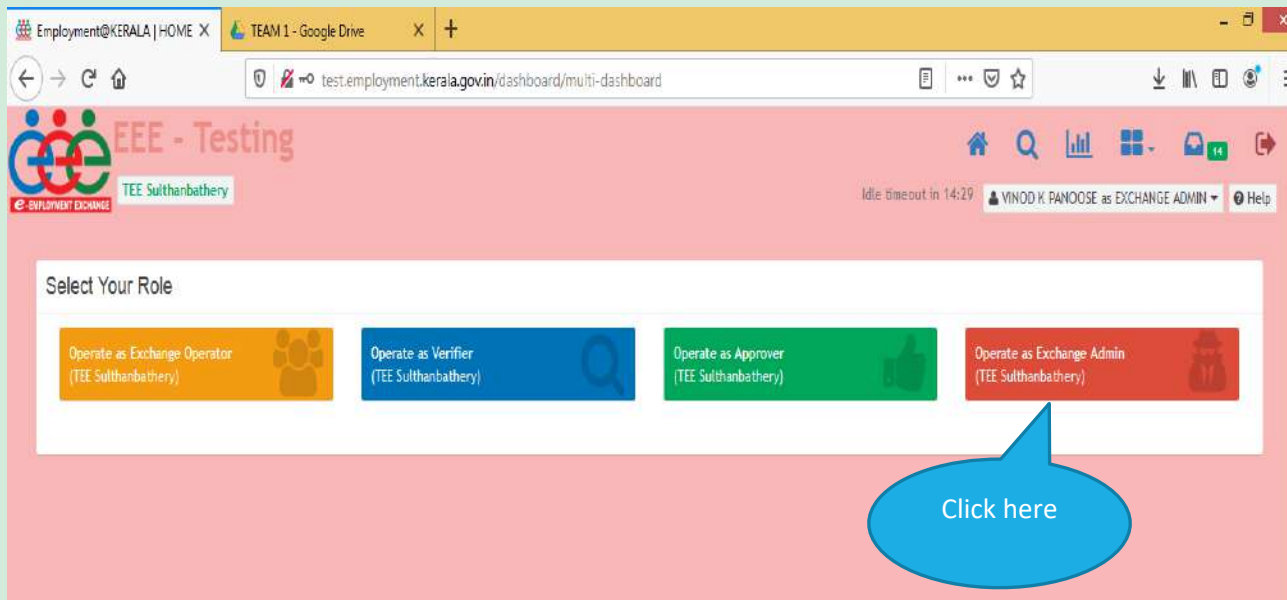
The screenshot displays the 'Seat Management System' interface. At the top, there is a navigation bar with the following menu items: Administration, Operations, RTR, LC, DR, Migration, LIST, OC, and Roster. Below the navigation bar, the main content area is titled 'Seat Management System'. It features a search bar and a 'Sections' dropdown menu with options: Div EO, JEO, Registration, vacancy, Establishment, Live register, Typist, Tapal, and OA. The main area contains a grid of 12 seat cards, each representing an employee or a vacancy. Each card includes the employee's name, their role, and three action buttons: 'Change Employee', 'Edit', and 'Remove'. The employees listed are: SAJITH KUMAR T (Div EO), AKARSH MURALI (Establishment), SATISH KARUNAKARAN (JEO), Surekha Sudhakaran (JEO), surendraraj v (Live register), Vacant (OA), Nisha (Registration), MONY K (Tapal), RIJILA R (Typist), Jose Y S (vacancy), and PRIYA S (vacancy). A '+ ADD NEW' button is located at the bottom right of the grid.

Click remove option

# XXIX- EXCHANGE MANAGEMENT

## 1. Admin Level

➤ Click on **admin** dashboard.



The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/dashboard/multi-dashboard`. The page header includes the logo for 'EEE - Testing' and 'e-EMPLOYMENT EXCHANGE' with the user 'TEE Sulthanbathery'. A navigation bar contains icons for home, search, analytics, and user profile. The main content area is titled 'Select Your Role' and features four buttons: 'Operate as Exchange Operator (TEE Sulthanbathery)', 'Operate as Verifier (TEE Sulthanbathery)', 'Operate as Approver (TEE Sulthanbathery)', and 'Operate as Exchange Admin (TEE Sulthanbathery)'. A blue callout bubble with the text 'Click here' points to the 'Operate as Exchange Admin' button. The top right of the page shows 'Idle timeout in 14:29' and the user 'VINOD K. PANOOSE as EXCHANGE ADMIN'.

The screenshot shows the 'EEE - Testing' dashboard for user 'VINOD K PANOOSE as EXCHANGE ADMIN'. The dashboard features a navigation menu with 'Administration' selected, and a dropdown menu listing options: 'Reset Password', 'Manage Employees', 'Manage LocalBody Employees', 'Manage Seats', 'Exchange Management', 'Exchange Jurisdiction', 'NCO Allocation Requests', and 'Manage Employers'. A callout bubble points to 'Exchange Management'. The dashboard also displays various statistics in colored tiles:

Category	Value
Total Verified Count	48,227
Total Approved Count	47,869
Total Female Registrants	22,956
Total Other Registrants	0
Verification Pending	309
Approval Pending	312
Verification Pending (after 60 days)	54
Approval Pending (after 60 days)	28
Verifiers Online	7
Approvers Online	2
Transfer Request Verification Pending From This Exchange	2
Transfer Request Verification Pending To This Exchange	1
Transfer Request Approval Pending From This Exchange	2
Transfer Request Approval Pending To This Exchange	1

➤ The following screen will be displayed.

The screenshot displays the 'e-Employment Exchange DEE Kannur' web application. The top navigation bar includes a home icon, search, charts, a user profile for 'DEVIKA RANI S as EXCHANGE ADMIN', and an idle timeout of 29:58. Below the navigation bar are several menu items: Administration, Operations, RTR, LC, DR, Migration, LIST, OC, and Roster.

The main content area is divided into four panels:

- Registration Number:** Contains a text input field for 'Registration Number' (example: 'eg:2017/1234') and a 'Current Running Reg No' field (example: '2025/336'). A blue callout bubble points to the 'Current Running Reg No' field with the text: 'Here you can see the current running Reg.No'. A 'Set Reg No' button is located at the bottom right of this panel.
- X16 Number:** Contains a text input field for 'exchange\_management.labels.x16Num' (example: 'eg:2020/1234') and a 'Current Running X16 No' field (example: '2025/106'). A 'Set X16 No' button is located at the bottom right of this panel.
- Enable/Disable Exchange Site:** Contains two radio button options: 'Disable Fresh Registration' and 'Stop Site for all users except Exchange level users'. An 'Update Site Status' button is located at the bottom right of this panel.
- OrderCard Number:** Contains a text input field for 'exchange\_management.labels.orderCardNum' (example: 'eg:2020/1234') and a 'Current Running OrderCard No' field (example: '2025/67'). A 'Set Order Card No' button is located at the bottom right of this panel.

- You can manually set a current running Registration Number as seen below.
- At present this option is **not to be used**, as numbers are continuously generated. This was used during the time of migration from Thozhil software during March 2017, where, to maintain continuity, it was necessary to set Registration number.

Registration Number

Registration Number: eg:2017/1234

Current Running Reg No: 2025/336

Set Reg No

Enable/Disable Exchange Site

Disable Fresh Registration

Stop Site for all users except Exchange level users

Update Site Status

X16 Number

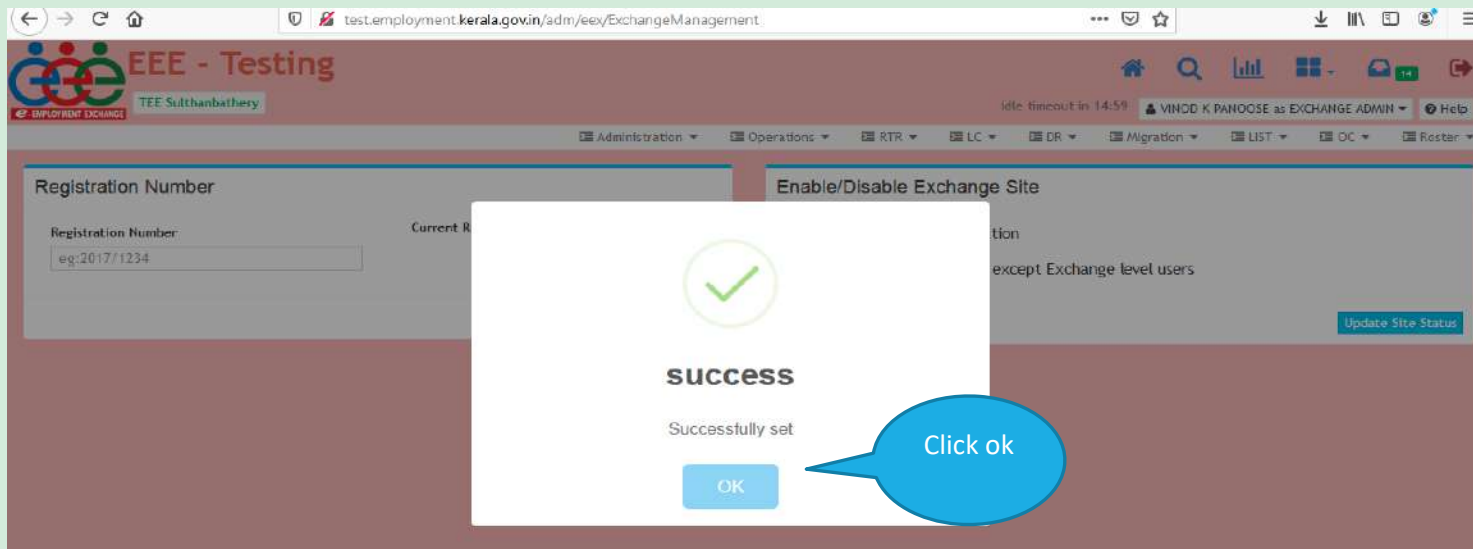
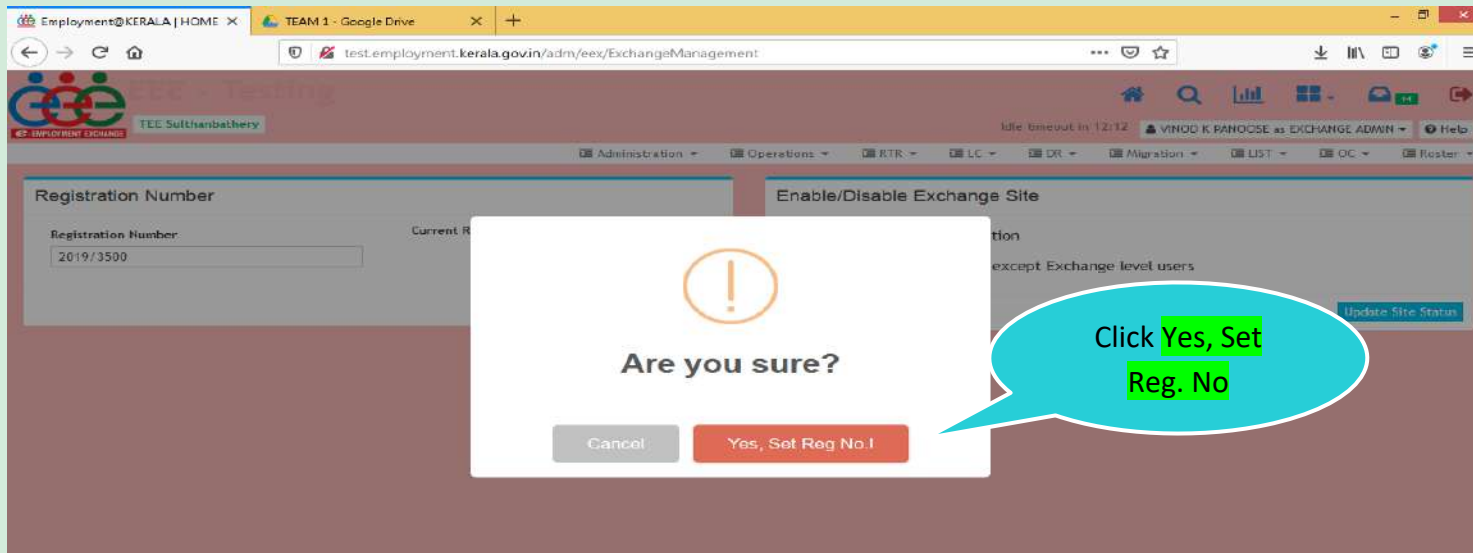
exchange\_management.label: eg:2020/1234

Current Running X16 No: 2025/106

Set X16 No

Then click on **Set Reg No**

Here you have to enter a Reg. No that you need to set as a current running Reg. No (Eg; 2019/3500)



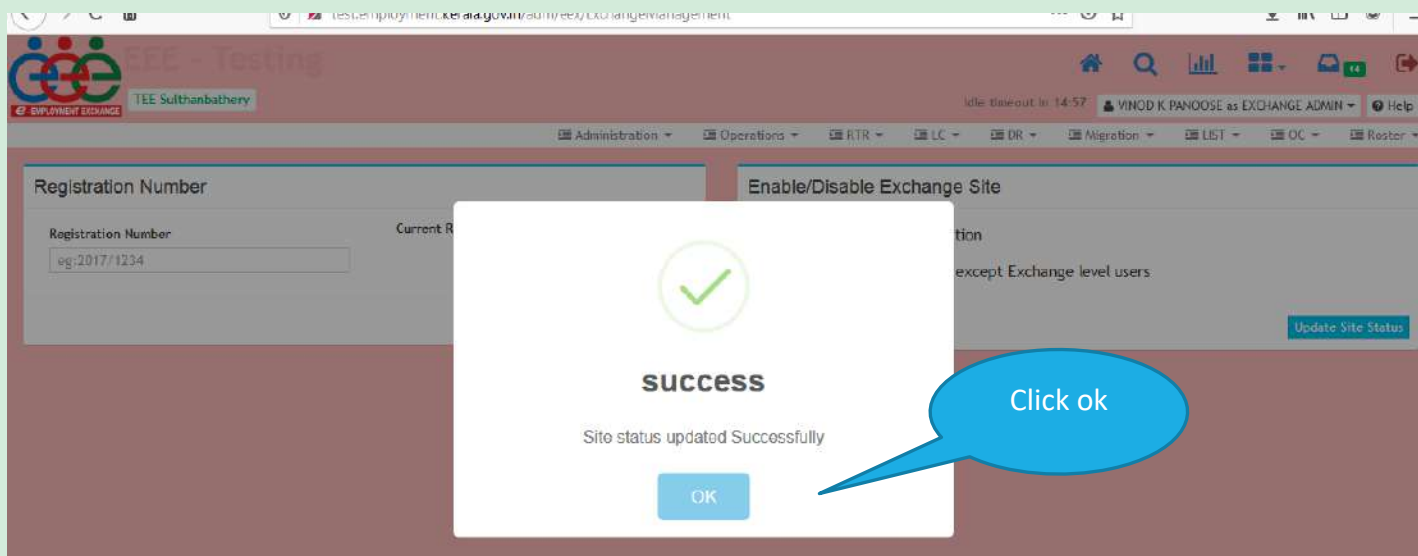
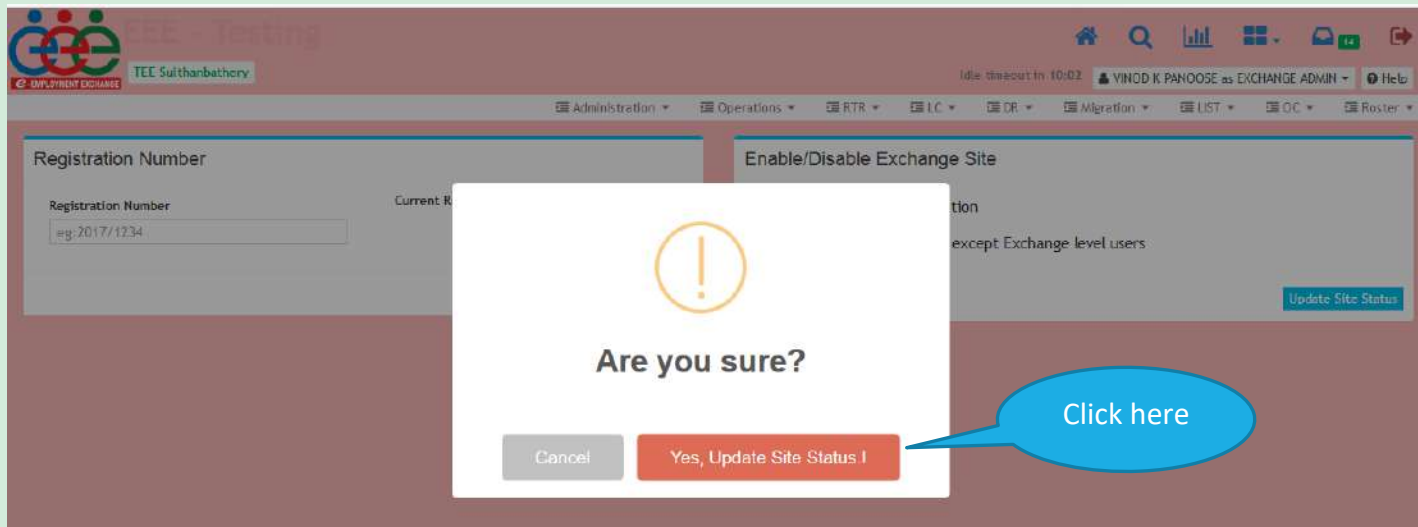
- You can disable fresh registration and Stop site for public usage by using the Option Given Below.

The screenshot shows the 'Exchange Management' page in the EEE - Testing system. It features two main panels: 'Registration Number' and 'Enable/Disable Exchange Site'. The 'Registration Number' panel includes a text input field with 'eg:2017/1234' and a 'Set Reg. No' button. The 'Enable/Disable Exchange Site' panel contains two toggle switches: 'Disable Fresh Registration' and 'Stop Site for all users except Exchange level users', both currently turned on. A 'Update Site Status' button is located at the bottom right of this panel. The interface also shows a navigation menu at the top and a user profile for 'VINOD K PANOOSE as EXCHANGE ADMIN'.

Enable this to stop site for public usage

Click here

Enable this to disable fresh registration



### Registration Number

Registration Number

eg:2017/1234

Current Running Reg No :

2025/334

Set Reg No

### Enable/Disable Exchange Site

- Disable Fresh Registration
- Stop Site for all users except Exchange level users

Update Site Status

### X16 Number

exchange\_management.labels.x16Num

eg:2020/1234

Current Running X16 No :

2025/106

Set X16 No

### OrderCard Number

exchange\_management.labels.orderCardNum

eg:2020/1234

Current Running OrderCard No :

2025/67

Set Order Card No

If X16 number is to be reset, this option is to be used. Check the current running X16 number and for example inorder to get X16 number 109 you have to set the X16 number as 2025/108 (ie. One less than the expected number- 2025 is the current year)

By clicking this you reset the X16 number

### Registration Number

Registration Number

eg:2017/1234

Current Running Reg No :

2025/336

Set Reg No

### Enable/Disable Exchange Site

- Disable Fresh Registration
- Stop Site for all users except Exchange level users

Update Site Status

### X16 Number

exchange\_management.labels.x16Num

eg:2020/1234

Current Running X16 No :

2025/106

Set X16 No

### OrderCard Number

exchange\_management.labels.orderCardNum

eg:2020/1234

Current Running OrderCard No :

2025/67

Set Order Card No

If orderCard number is to be reset, this option is to be used. Check the current running orderCard number for example and in order to get orderCard number 109 you have to set the orderCard number as 2025/108 (ie. One less than the expected number- 2025 is the current year)

By clicking this you reset the orderCard number

# XXX- Exchange Jurisdiction

- Available in Admin level
- Open **Admin** mode in EEE

The screenshot displays the 'EEE - Testing' dashboard for 'TEE Balussery'. The user is logged in as 'Rajendran K. V as EXCHANGE ADMIN'. The dashboard features a navigation menu with options: Administration, Operations, RTR, LC, DR, Migration, LIST, OC, and Roster. The main content area is titled 'DashBoard' and contains a grid of 16 data cards. A callout bubble points to the 'Administration' menu item.

Category	Value
Total Live Register	47,071
Total Male Registrants	17,094
Total Female Registrants	31,013
Total Other Registrants	0
Total Verified Count	60,985
Total Approved Count	60,950
Verification Pending	1,164
Approval Pending	28
Verification Pending (after 60 days)	169
Approval Pending (after 60 days)	8
Verifiers Online	5
Approvers Online	2
(Unlabeled)	9
(Unlabeled)	0
(Unlabeled)	1
(Unlabeled)	0

The screenshot shows the 'Employment@KERALA' dashboard. The browser address bar displays 'www.test.employment.kerala.gov.in/dashboard/admin'. The user is logged in as 'Rajendran K V as EXCHANGE ADMIN'. A navigation menu at the top includes 'Administration', 'Operations', 'RTR', 'LC', 'DR', 'Migration', 'LIST', 'OC', and 'Roster'. A dropdown menu is open under 'Administration', listing options: 'Reset Password', 'Manage Employees', 'Manage LocalBody Employees', 'Manage Seats', 'Exchange Management', 'Exchange Jurisdiction', 'NCO Allocation Requests', and 'Manage Employers'. A callout bubble points to 'Exchange Jurisdiction' with the text 'Click on exchange jurisdiction'. The dashboard features several data cards:

Category	Value	Description
Total Verified Count	60,950	60,950
Total Approved Count	17,950	17,950
Total Female Registrants	31,013	31,013
Total Other Registrants	0	0
Verification Pending	1,164	1,164
Approval Pending	28	28
Verification Pending (after 60 days)	169	169
Approval Pending (after 60 days)	8	8
Verifiers Online	5	5
Approvers Online	2	2
Transfer Request Verification Pending From This Exchange	9	9
Transfer Request Verification Pending To This Exchange	0	0
Transfer Request Approval Pending From This Exchange	1	1
Transfer Request Approval Pending To This Exchange	0	0

➤ The places under the jurisdiction of the office is displayed

The screenshot displays the 'Exchange Jurisdiction' section of the EEE - Testing portal. At the top, there is a navigation bar with the logo, 'EEE - Testing', and 'TEE Balussery'. Below this is a menu with options like Administration, Operations, RTR, LC, DR, Migration, LIST, OC, and Roster. The main content area shows a dropdown menu for 'Select Localbody' set to '--ALL--'. Below this, four local bodies are listed: Kayanna, Chakkittappara, Balussery, and Naduvannur. Each local body has a grid of buttons representing different exchange locations, each with a unique ID and name.

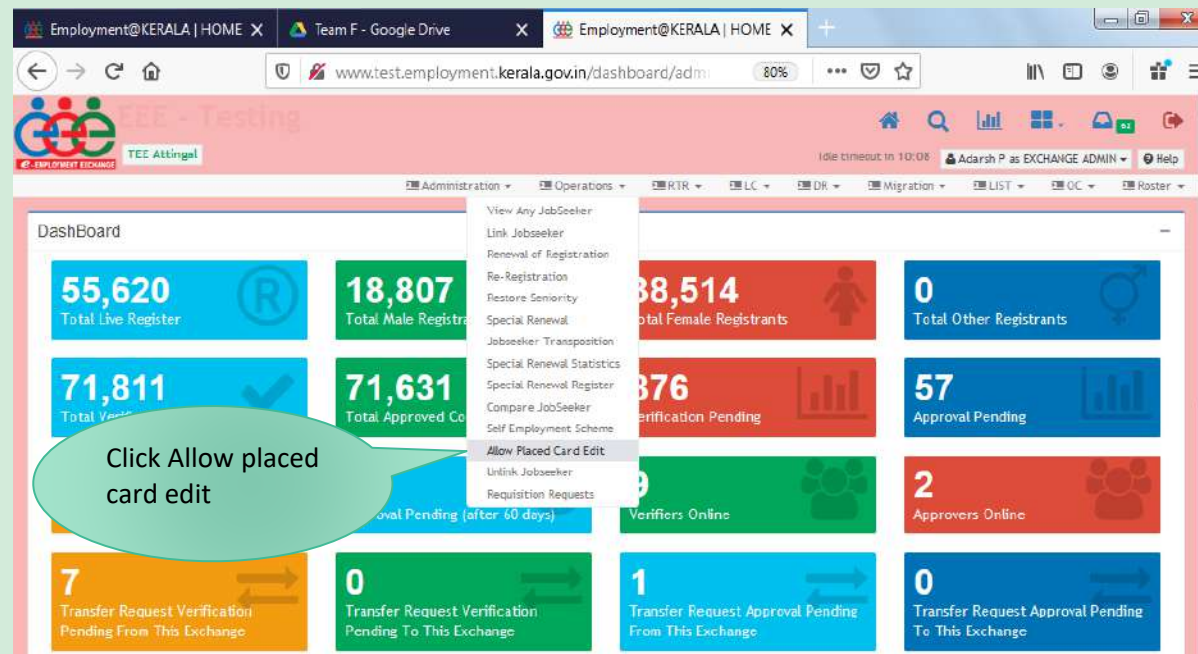
Localbody	Exchange ID	Exchange Name
Kayanna	G11034001	KAKKAD
	G11034003	AMBAYAPPARA
	G11034004	PADIKUNNU
	G11034005	NAMBRAMKUNNU
	G11034002	KURINKAL KOLLI
	G11034006	POOVATHAM KUNNU
	G11034010	MARAPPATTA
	G11034003	MATTANODE
	G11034007	MOTTANTHARA
	G11034011	NEELIKUNNU
	G11034004	PARAMUTHU
	G11034008	CHERUKKAD
G11034012	MUNDUVAKAL	
Chakkittappara	G11034010	PANNIKOTTUR
	G11034016	MUTHUKAD
	G11034009	NARINADA
	G11034013	KULATHU VAYAL
	G11034002	CHEMBANODA
	G11034006	CHENGOTTAKOLLI
	G11034010	ANNAKKUTTAN CHA
	G11034014	THANNIYODE
	G11034011	KURATHIPARA
	G11034007	ILANGAD
G11034011	PERUVANNAMUZHI	
G11034015	KULATHUM THARA	
G11034004	POOZHITHODE	
G11034005	PLANTATION	
G11034015	CHAKKITTAPARA	
Balussery	G11035001	KANHIKKAIVE
	G11035003	PUTHOORVATTAN
	G11035004	PANAYI
	G11035013	ERAMANGALAM NOR
	G11035017	KOKKALLUR
	G11035002	THURUTHIYAD
	G11035006	BALUSSERY WEST
	G11035010	MANNAMPOYIL
	G11035014	ERAMANGALAM SOU
	G11035003	MULLOLITHARA
G11035007	BALUSSERY NORTH	
G11035011	PANAYI WEST	
G11035015	KUNNARKODI	
G11035004	THATHAMBATH	
G11035008	BALUSSERY SOUTH	
G11035012	KOKKALLUR EAST	
G11035016	KOONANCHERY	
Naduvannur	G11036001	KAVIL WEST
	G11036002	KAVIL
	G11036003	KAVUNTHARA
	G11036004	KARUVANNUR SOUT

## XXXI- Allow Placed Card Edit

This menu is used to edit a jobseeker who is in placement status. We can add any Qualification and renew jobseeker who is in Placement using this procedure. If we want to edit details we have to do an 'Approval Reset' (see Help)

Log in as administrator. Click 'Allow Placed Card Edit' menu under Operations

### 1. Admin Level



The screenshot shows the Employment@KERALA dashboard. The top navigation bar includes 'Administration', 'Operations', 'RTR', 'LC', 'DR', 'Migration', 'LIST', 'OC', and 'Roster'. The 'Operations' menu is open, displaying a list of options: 'View Any Jobseeker', 'Link Jobseeker', 'Renewal of Registration', 'Re-Registration', 'Restore Seniority', 'Special Renewal', 'Jobseeker Transposition', 'Special Renewal Statistics', 'Special Renewal Register', 'Compare Jobseeker', 'Self Employment Scheme', 'Allow Placed Card Edit', 'Unlink Jobseeker', and 'Requisition Requests'. A green callout bubble points to the 'Allow Placed Card Edit' option with the text 'Click Allow placed card edit'. The dashboard itself features several data cards: 'Total Live Register' (55,620), 'Total Male Registrants' (18,807), 'Total Female Registrants' (88,514), 'Total Other Registrants' (0), 'Total Verified' (71,811), 'Total Approved Candidates' (71,631), 'Verification Pending' (876), 'Approval Pending' (57), 'Transfer Request Verification Pending From This Exchange' (7), 'Transfer Request Verification Pending To This Exchange' (0), 'Transfer Request Approval Pending From This Exchange' (1), and 'Transfer Request Approval Pending To This Exchange' (0).

- Enter the register number and click 'GO'. you will get the screen below

The screenshot shows a web browser window with the URL [www.test.employment.kerala.gov.in/placedcard/place](http://www.test.employment.kerala.gov.in/placedcard/place). The page title is "EEE - Testing" and the logo for "EMPLOYMENT EXCHANGE TEE Attingal" is visible. The user is logged in as "Adarsh P as EXCHANGE ADMIN". The page displays a "JobSeeker Details" form with the following information:

Please enter Registration Number \*

43-00/w59 [Go!](#)

Details of Selected Candidate:

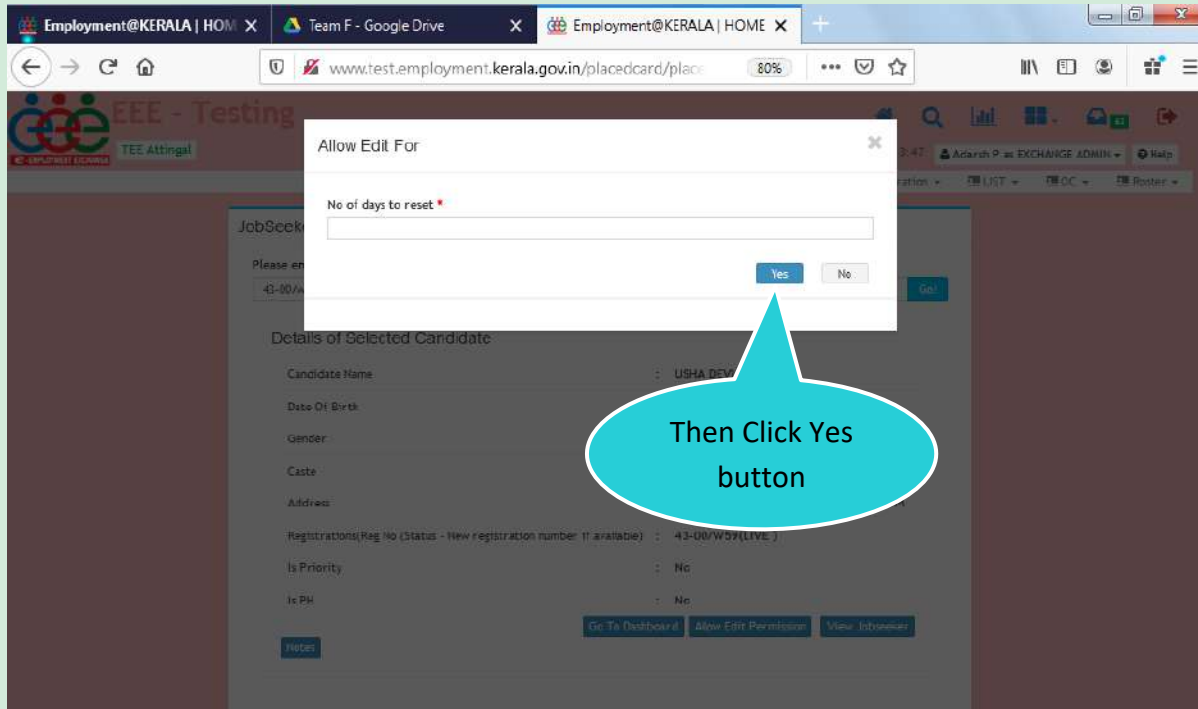
Candidate Name	: USHA DEVI P
Date Of Birth	: 25-05-1963
Gender	: Female
Caste	: OBC
Address	: KRISHNA BHAVAN, MUDAPURAM P O, TVM
Registrations(Reg No (Status - New registration number if available)	: 43-00/W59(LIVE )
Is Priority	: No
Is PH	: No

[Go To Dashboard](#) [Allow Edit Permission](#) [View Jobseeker](#)

[Notes](#)

Click Allow Edit  
Permission button

- The next screen is shown below
- You have to enter the days which the record is allowed to be edited



- After this is given, Renewal or addition option can be used to either Renew or add any qualification in a placed jobseeker

# XXXII-Manage Employees

- Admin Level

The screenshot shows the Employment@KERALA dashboard. A callout bubble points to the 'Administration' menu item in the top navigation bar, with the text 'Select Administration'. Another callout bubble points to the 'Manage Employees' option in the dropdown menu, with the text 'Click Manage Employees'. The dashboard displays various statistics:

Category	Count
Total Verified Count	145,163
Total Male Registrants	43,549
Total Female Registrants	69,919
Total Other Registrants	1
Total Approved Count	144,884
Verification Pending	2,047
Approval Pending	276
Verification Pending (after 60 days)	459
Approval Pending (after 60 days)	103
Verifiers Online	16
Approvers Online	4
Transfer Request Verification Pending From This Exchange	23
Transfer Request Verification Pending To This Exchange	1
Transfer Request Approval Pending From This Exchange	10
Transfer Request Approval Pending To This Exchange	1

# 1. Add New Employee

The screenshot shows a web browser window with the URL `www.test.employment.kerala.gov.in/adm/emp/manage`. The page displays an 'Add New Employee' modal form. The form contains the following fields:

- Name of Office \***: A dropdown menu with 'Town Employment Exchange, Neyyattinkara' selected.
- Role of Employee \***: A dropdown menu with 'Select Role' selected.
- Employee Code \***: A text input field.
- Employee Name \***: A text input field.
- Designation \***: A dropdown menu with '-- Select Designation --' selected.
- Email Address \***: A text input field.
- Mobile Number \***: A text input field.

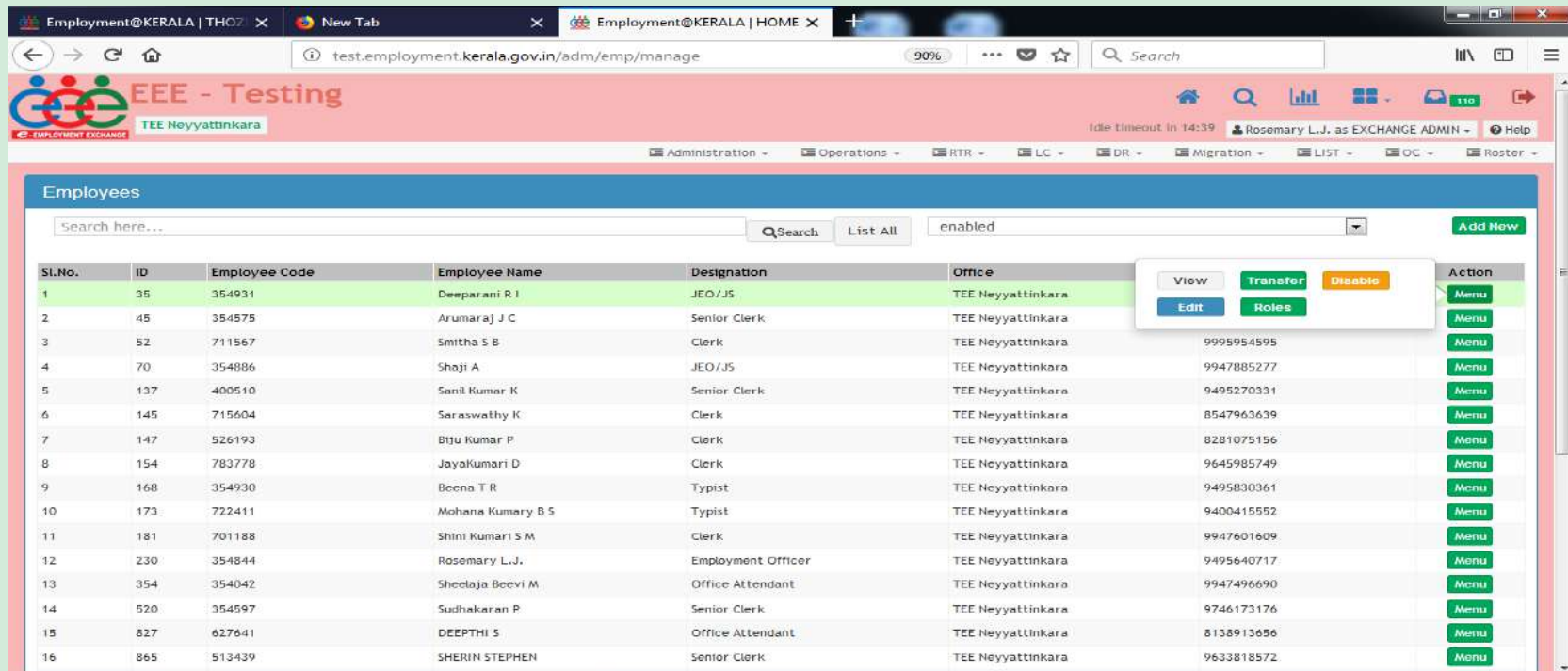
At the bottom of the form, there are two buttons: 'Save' and 'Back to the list'. In the background, an 'Employees' table is visible with columns 'Sl.No.', 'ID', and 'Employee'. The table contains 13 rows of data.

Click Add New

Fill All the Mandatory fields and Save

## 2. Existing Employees

➤ In the case of existing Employees, click on **Menu** it will display **View, Transfer, Enable/Disable, Edit, Roles**



The screenshot displays the 'Employees' management interface. At the top, there is a navigation bar with the logo 'EEE - Testing TEE Neyyattinkara' and a user profile for 'Rosemary L.J. as EXCHANGE ADMIN'. Below the navigation bar, there are tabs for 'Administration', 'Operations', 'RTR', 'LC', 'DR', 'Migration', 'LIST', 'OC', and 'Roster'. The main content area is titled 'Employees' and features a search bar, a 'List All' button, and a dropdown menu set to 'enabled'. A table lists 16 employees with columns for Sl.No., ID, Employee Code, Employee Name, Designation, Office, and Action. A context menu is open over the first row, showing options: View, Transfer, Disable, Edit, and Roles.

Sl.No.	ID	Employee Code	Employee Name	Designation	Office	Action
1	35	354931	Deeparani R I	JEO/JS	TEE Neyyattinkara	Menu
2	45	354575	Arumaraj J C	Senior Clerk	TEE Neyyattinkara	Menu
3	52	711567	Smitha S B	Clerk	TEE Neyyattinkara	Menu
4	70	354886	Shaji A	JEO/JS	TEE Neyyattinkara	Menu
5	137	400510	Sanil Kumar K	Senior Clerk	TEE Neyyattinkara	Menu
6	145	715604	Saraswathy K	Clerk	TEE Neyyattinkara	Menu
7	147	526193	Biju Kumar P	Clerk	TEE Neyyattinkara	Menu
8	154	783778	JayaKumari D	Clerk	TEE Neyyattinkara	Menu
9	168	354930	Beena T R	Typist	TEE Neyyattinkara	Menu
10	173	722411	Mohana Kumary B S	Typist	TEE Neyyattinkara	Menu
11	181	701188	Shini Kumari S M	Clerk	TEE Neyyattinkara	Menu
12	230	354844	Rosemary L.J.	Employment Officer	TEE Neyyattinkara	Menu
13	354	354042	Sheelaja Beevi M	Office Attendant	TEE Neyyattinkara	Menu
14	520	354597	Sudhakaran P	Senior Clerk	TEE Neyyattinkara	Menu
15	827	627641	DEEPTHI S	Office Attendant	TEE Neyyattinkara	Menu
16	865	513439	SHERIN STEPHEN	Senior Clerk	TEE Neyyattinkara	Menu

### 3. View

Click view

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/adm/emp/manage`. A modal window titled "View Employee" is open, displaying details for an employee with ID 354931. The modal contains the following information:

Employee Name	Deeparani R I	Employee Code	354931
Name of Office	Town Employment Exchange, Neyyattinkara	Profile Exchange	Town Employment Exchange, Neyyattinkara
Designation	JEO/JIS	Email Address	deeparani354931@kerala.gov.in
Mobile Number	9400656249	Status	Disabled
Order Number		Order Date	
Role of Employee	ROLE_EXCHANGE_OPERATOR(TEE Neyyattinkara) ROLE_EXCHANGE_VERIFIER(TEE Neyyattinkara) ROLE_EXCHANGE_APPROVER(TEE Neyyattinkara)		

Below the modal, a table lists other employees:

ID	Emp ID	Emp Code	Name	Designation	Profile Exchange	Employee Code	Action
3	137	400510	Sanku Kumar K	Senior Clerk	TEE Neyyattinkara	9455270331	View
6	145	715684	Saraswathy R	Clerk	TEE Neyyattinkara	8547963638	View
7	147	526193	Biju Kumar P	Clerk	TEE Neyyattinkara	8261075156	View
8	154	783778	Jayakumar D	Clerk	TEE Neyyattinkara	9645985749	View
9	168	354930	Beena T A	Typist	TEE Neyyattinkara	9495303261	View
10	173	722411	Ashana Kumary B S	Typist	TEE Neyyattinkara	9400415552	View
11	181	701188	Shim Hukari S M	Clerk	TEE Neyyattinkara	9947601609	View
12	230	354844	Rosaneary L L	Employment Officer	TEE Neyyattinkara	9455640717	View
13	254	354042	Shenaj Bheem M	Office Attendant	TEE Neyyattinkara	9947496690	View
14	520	354897	Suchakoran P	Senior Clerk	TEE Neyyattinkara	9746172176	View
15	827	627641	DEEPTHI S	Office Attendant	TEE Neyyattinkara	8128915656	View
16	865	513429	SURESH STEPHEN	Senior Clerk	TEE Neyyattinkara	9613816872	View

## 4. Transfer of Employee

Fill all the fields

Employee Code : 324931 Employee Name : Deeparani R I  
Mobile Number : 9400656249 Employee Designation : JEO/JIS  
Email Address : deeparani354931@kerala.gov.in Current Exchange : Town Employment Exchange, Neyyattinkara

Created Order Number : j4/219/2020 Created Date : 06/06/2020

Name of Office\* : District Employment Exchange, Thiruvananthapuram

Transfer Back to the list

Click Transfer

- When transfer option is given, this goes for approval to Directorate Admin. Only after Approval, this Employee will be listed in the new Exchange.

## 5. Enable/Disable

➤ You can either Enable or Disable an Employee. This is a toggle key.

Click disable

Reason for Disable \*

-- Select Reason --

Leave

DISMISSED

REMOVED

RESIGNED

RELIEVED

DECEASE

ABSCONDING

SUSPENSION

Working Arrangement:

Deputation

Retirement

TERMINATED

3	154	763778	Jayalunori D	Clerk	TEE heyyattinkara	6445985749
9	168	354930	Beena T R	Typist	TEE heyyattinkara	6495832261
10	173	722011	Anthania Ranjary B S	Typist	TEE heyyattinkara	6400415552

Select the Reason for Disable

## 6. Edit

Click edit

Fill all the Fields

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/adm/emp/manage`. The main content is an 'Edit Employee' form with the following fields:

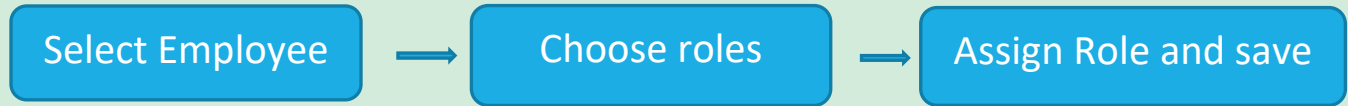
- Name of Office: Town Employment Exchange, Neyyattinkara
- Employee Code: 354931
- Employee Name: Deeparani R. I
- Designation: JEO/J5
- Email Address: deeparani354931@kerala.gov.in
- Mobile Number: 9400656249

At the bottom of the form are two buttons: 'Save' and 'Back to the list'. Below the form is a table of employee records:

11	181	701188	Shimi Kumar S M	Clrk	TEE Neyyattinkara	5947601609	Modify
		354844	Rosemary L.L.	Employment Officer	TEE Neyyattinkara	9405640717	Modify
		364742	Shesha Bessy M	Office Attendant	TEE Neyyattinkara	9477946690	Modify
		54897	Sudhakaran P	Senior Clerk	TEE Neyyattinkara	9746173176	Modify
		827841	DEEPTHI S	Office Attendant	TEE Neyyattinkara	8138913658	Modify

Click Save

## 7. Assigning Role



The screenshot displays the 'Assign Additional Charges' interface. It features a table with columns for SL.No., Office, Roles, From Date, To Date, Status, and Action. Below the table, there are dropdown menus for 'Name of Office' and 'Role of Employee'.

SL.No.	Office	Roles	From Date	To Date	Status	Action
1	Special Employment Exchange for PH, Neyyattinkara	ROLE_EXCHANGE_VERIFIER	07-03-2017	24-03-2017	Inactive	Enable
2	Special Employment Exchange for PH, Neyyattinkara	ROLE_EXCHANGE_OPERATOR	07-03-2017	24-03-2017	Inactive	Enable
3	Special Employment Exchange for PH, Neyyattinkara	ROLE_EXCHANGE_APPROVER	07-03-2017	24-03-2017	Inactive	Enable
4	Town Employment Exchange, Neyyattinkara	ROLE_EXCHANGE_OPERATOR	26-09-2018	Nil	Active	Disable
5	Town Employment Exchange, Neyyattinkara	ROLE_EXCHANGE_VERIFIER	26-09-2018	Nil	Active	Disable
6	Town Employment Exchange, Punalur	ROLE_EXCHANGE_APPROVER	25-09-2017	16-12-2017	Inactive	Enable
7	Town Employment Exchange, Punalur	ROLE_EXCHANGE_OPERATOR	25-09-2017	16-12-2017	Inactive	Enable
8	Town Employment Exchange, Punalur	ROLE_EXCHANGE_VERIFIER	25-09-2017	16-12-2017	Inactive	Enable
9	District Employment Exchange, Wayanad	ROLE_EXCHANGE_APPROVER	16-12-2017	16-12-2017	Inactive	Enable
10	Town Employment Exchange, Karunagappally	ROLE_EXCHANGE_APPROVER	16-12-2017	14-06-2018	Inactive	Enable
11	Town Employment Exchange, Karunagappally	ROLE_EXCHANGE_OPERATOR	23-12-2017	14-06-2018	Inactive	Enable
12	Town Employment Exchange, Karunagappally	ROLE_EXCHANGE_VERIFIER	23-12-2017	14-06-2018	Inactive	Enable
13	District Employment Exchange, Pathanamthitta	ROLE_EXCHANGE_OPERATOR	14-06-2018	26-09-2018	Inactive	Enable
14	District Employment Exchange, Pathanamthitta	ROLE_EXCHANGE_VERIFIER	14-06-2018	26-09-2018	Inactive	Enable
15	District Employment Exchange, Pathanamthitta	ROLE_EXCHANGE_APPROVER	14-06-2018	26-09-2018	Inactive	Enable
16	Town Employment Exchange, Neyyattinkara	ROLE_EXCHANGE_APPROVER	26-09-2018	Nil	Active	Disable

Name of Office \*

Town Employment Exchange, Neyyattinkara

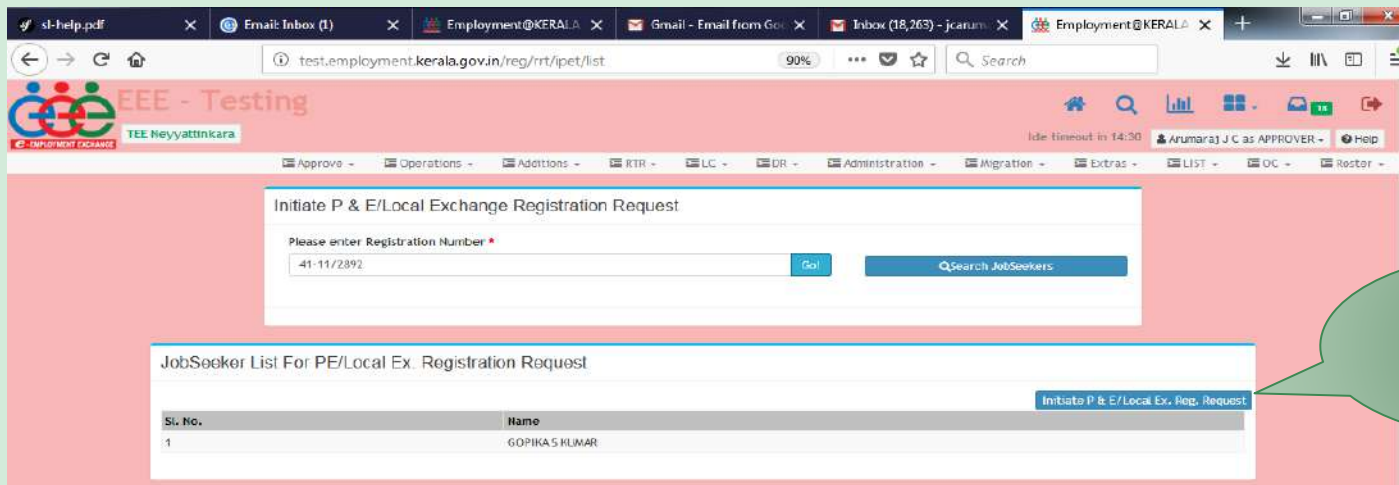
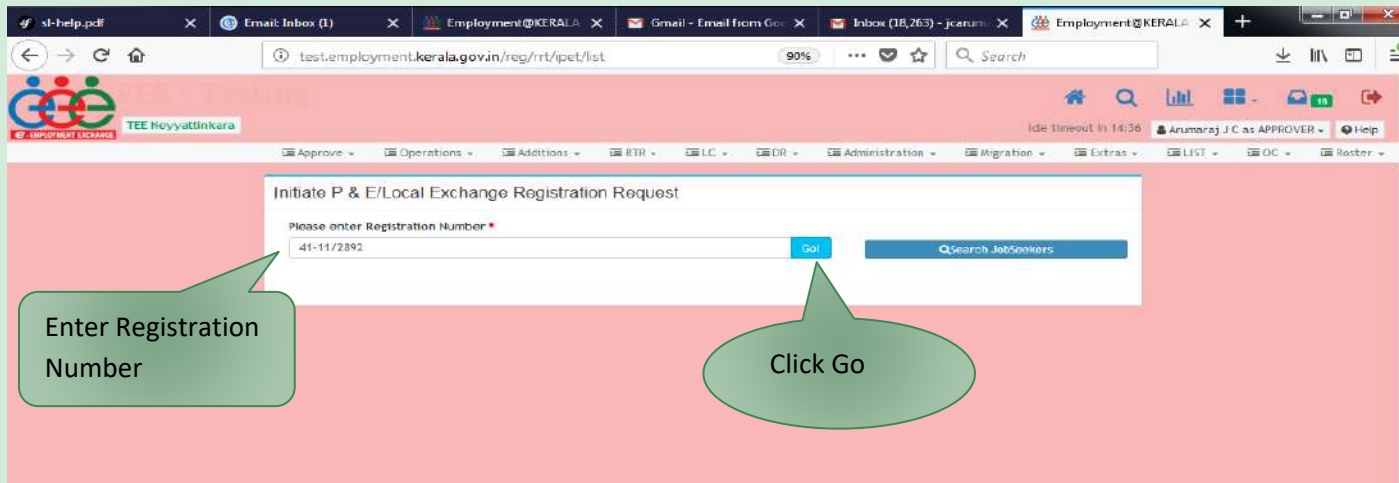
Role of Employee \*

- ROLE\_EXCHANGE\_OPERATOR
- ROLE\_EXCHANGE\_VERIFIER
- ROLE\_EXCHANGE\_APPROVER
- ROLE\_EXCHANGE\_ADMIN
- ROLE\_DIRECTORATE\_ADMIN
- ROLE\_LB\_APPROVER
- ROLE\_LB\_VERIFIER

## XXXIII-Initiate P & E /Local Exchange Registration Request

- Present in Approver Level. During registration in local exchange or in P&E Exchange, if request to P&E Exchange or request for local exchange registration is not done in approval mode, then this option can be used.
- Select Approver Mode

The screenshot displays the Employment@KERALA dashboard in Approver mode. The dashboard includes a navigation menu at the top with options like Approve, Operations, Additions, RTR, LC, DR, Administration, Migration, Extras, LIST, OC, and Roster. The main content area shows a Dashboard with three key metrics: Total Live Register (110,093), Total Approved Count (144,884), and Transfer Request Approval Pending To This Exchange (1). A dropdown menu is open under the 'Approve' tab, listing various actions such as View JobSeeker, View Any JobSeeker, Confirm Lapse, Cancel Priority, Renewal of Registration, Re-Registration, Restore Seniority, Special Renewal, Initiate Other Exchange Registration Request (highlighted), Submission, Placement Management, Special Renewal Register, Compare JobSeeker, Manual Qualification Sync, and Manual Seniority Restoration. A callout box points to the 'Initiate Other Exchange Registration Request' option with the text '2. Select Initiate other Exchange Registration Request in Operation Menu'. The 'Actions' section at the bottom lists various tasks under 'Approve', 'Operations', 'Additions', and 'RTR'.



Successfully initiated will be displayed in the window.....

# XXXIV- REGISTRATION BY OTHER EXCHANGE

## 1. Verifier Level.

- This option is used to verify the registration send from local exchange to P&E and vice versa.

The screenshot shows the Employment@KERALA dashboard for a Verifier. The dashboard includes a navigation menu with options like Jobseeker, Registration By Other Exchanges, Back Log Entries, etc. The main content area displays several statistics:

- Total Live Registrants: 110,000
- Total Male Registrants: 43,549
- Total Female Registrants: 69,919
- Total Other Registrants: 1
- Total Verified: 145,100
- Verification Pending: 2,047
- Verification Pending (after 60 days): 459
- Transfer Request Verification Pending From This Exchange: 23
- Transfer Request Verification Pending To This Exchange: 1

A callout box with the text "Select Registration by Other Exchanges" points to the "Registration By Other Exchanges" option in the navigation menu.

- Check for duplicates using 'Check dupes' option. (Duplicate happens when a registration is already send to local or P&E Exchange and by mistake this is again forwarded). If no dupes is present then click 'Verify'

Enter Remark

Enter Remark :

Verified ,forwarded from P B E

CLOSE VERIFY

Enter Remarks

Click Verify

Sl.No	Registration Number	Job Seeker Name	Source Exchange	Destination Exchange	Address	Action
1	1-2020/2104	SALINI S V	PBEE Thiruvananthapuram	TEE Noyyattinkara	8/ 1098 VIMAYAKAR STREET, SALARAMAPURAM P.O, THIRUVANMITHAPURAM PIN: 69501	View Verify Show Report
2	1-2020/262	RAJEESH M	PBEE Thiruvananthapuram	TEE Noyyattinkara	Rajeesh Bhavan ,Narayanapuram Street ,Anaravila TVPM	View Verify Show Report
3	1-2019/9891	NEBIN m	PBEE Thiruvananthapuram	TEE Noyyattinkara	Bhageavathivila veedu ,Kulethoor, Uchakkada P.O Thiruvananthapuram Kerala 695506	View Verify Show Report
4	1-2019/9388	PRAMODH g r	PBEE Thiruvananthapuram	TEE Noyyattinkara	Prashantha Bhavan, Pazhaya uchakkada, tvpm-695506	View Verify Show Report
5	1-2019/9193	SHEHIN S S	PBEE Thiruvananthapuram	TEE Noyyattinkara	shahida Menz ,Panachamoodu, Vellarada P O	View Verify Show Report

Request verified

the message will be displayed

Registration By Other Exchanges

Pending List

Sl.No	Registration Number	Job Seeker Name	Source Exchange	Destination Exchange	Address	Action
2	1-2020/262	RAJEESH M	PBEE Thiruvananthapuram	TEE Noyyattinkara	Rajeesh Bhavan ,Narayanapuram Street ,Anaravila TVPM	View Verify Show Report
3	1-2019/9891	NEBIN m	PBEE Thiruvananthapuram	TEE Noyyattinkara	Bhageavathivila veedu ,Kulethoor, Uchakkada P.O Thiruvananthapuram Kerala 695506	View Verify Show Report
4	1-2019/9388	PRAMODH g r	PBEE Thiruvananthapuram	TEE Noyyattinkara	Prashantha Bhavan, Pazhaya uchakkada, tvpm-695506	View Verify Show Report
5	1-2019/9193	SHEHIN S S	PBEE Thiruvananthapuram	TEE Noyyattinkara	shahida Menz ,Panachamoodu, Vellarada P o	View Verify Show Report
6	1-2019/9132	ROSY A LEEN	PBEE Thiruvananthapuram	TEE Noyyattinkara	ST ANTONEY S HOUSE KALLUVILA POZHIVLOOR, NEYYATTINKARA TVPM	View Verify Show Report
7	1-2019/6786	HARI KRISHNAN A L	PBEE Thiruvananthapuram	TEE Noyyattinkara	VADAKKE VEEDU, PAZHAYAKADA , THIRUPURAM P.O , NEYYATTINKARA, TVM	View Verify Show Report
8	1-2019/7709	SOJA G DAS	PBEE Thiruvananthapuram	TEE Noyyattinkara	MANGALAVILAS, NANNAMBUZHI, PAYATTUVILA P.O, BALARAMAPURAM	View Verify Show Report
9	1-2019/5523	KRISHNA MURALI M	PBEE Thiruvananthapuram	TEE Noyyattinkara	20/63 SIVAPRASADAM EDACODE NEMOM P.O THIRUVANATHAPURAM	View Verify Show Report
10	1-16/7593	SWATHI KRISHNA M S	PBEE Thiruvananthapuram	TEE Noyyattinkara	THEKKATHIL VEEDU, VENGANOOR STREET, PALLICHAL P.O	View Verify Show Report
11	1-2019/5307	SHYAM S R	PBEE Thiruvananthapuram	TEE Noyyattinkara	PLANKALA PUTHEN VEEDU, MANATHOTTAM, VELLARADA PO	View Verify Show Report
12	1-2019/4384	BIVITHA S P	PBEE Thiruvananthapuram	TEE Noyyattinkara	S P SADANAM KAYANKALA ELLUVILA P O PIN 695504	View Verify Show Report

Process completed in Verifier level.....

## 2. Approver Level

Select Registration by Other Exchanges

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/dashboard/approver`. The page title is "EEE - Testing" and the user is logged in as "Rosemary L.J. as APPROVER". The dashboard features several key metrics:

- Total Male Registrants: 43,549
- Total Female Registrants: 69,919
- Total Other Registrants: 1
- Approval Pending: 276
- Approval Pending (after 60 days): 103
- Transfer Request Approval Pending From This Exchange: 10

The "Approve" dropdown menu is open, showing the following options:

- JobSeeker
- Registration By Other Exchanges (highlighted)
- Approve BackLog Entries
- Offline Ex-Service Entries
- Offline Camp Registration
- Offline Exchange Down
- Approve Fresh Candidate Entries
- Approve BCL
- Request For Change
- Approve Employer UAS
- Approve Vocational/Guidance Programme
- Approve ER1
- Approve ER2
- Transfer Request Approval Pending To This Exchange

The "Actions" section at the bottom is divided into four columns:

- Approve**
  - JobSeeker
  - Registration By Other Exchanges
  - Approve BackLog Entries
  - Offline Ex-Service Entries
  - Offline Camp Registration
  - Offline Exchange Down
- Operations**
  - View JobSeeker
  - View Any JobSeeker
  - Confirm Lapse
  - Cancel Priority
  - Renewal of Registration
- Additions**
  - Additions
  - Offline Additions
- RTR**
  - Approve Transfer Requests
  - Approve Transfer Ins
  - Approve Transfer Outs
  - Status of Transfer Ins
  - Status of Transfer Outs

The screenshot shows the 'Enter Remark' dialog box with the text 'Approved, Forwarded from P&E'. A callout bubble points to the 'Approve' button with the text 'Click Approve'. Another callout bubble points to the 'Enter Remark' input field with the text 'Enter Remarks'.

Sl.No	Registration Number	Job Seeker Name	Source Exchange	Destination Exchange	Address	Verifier	Remark	Action
1	1-2020/2104		P&E	TEE Neyyattinkara	8/1069 VIMAYAKAR STREET, SALABHAPURAM P.O, THIRUVANANTHAPURAM			View Approve Reject
2	1-2020/263	VARUN JAYASREE V.J	P&E	Thiruvananthapuram	Jayasree, Mannottukonam, Payattuvilla p o TVM	P&E TVM		View Approve Reject
3	1-2017/9433	SANDHYA R	P&E	Thiruvananthapuram	SANDHYA R,GOWDEESHAM,EDACODE,NENOM P.O, PALLICHAL,THIRUVANANTHAPURAM,HEAVN, PIN-695020	2017/9433		View Approve Reject
4	1-12/1813	SHEESH CT	P&E	Thiruvananthapuram	WHITE HOUSE, R C STREET, NEYYATTINKARA P.O	v		View Approve Reject
5	1-2017/2218	JIBIND,LSHERIH	P&E	Thiruvananthapuram	SHERIN COTTAGE,POTTAYILKADA,PLAMOOTTUJADA P.O, PIN:695122	v		View Approve Reject

The screenshot shows the 'View ID Card' dialog box with a 'View ID Card' button. A callout bubble points to the button with the text 'Click ID here to view the ID Card'.

Sl.No	Registration Number	Job Seeker Name	Source Exchange	Destination Exchange	Address	Verifier	Remark	Action
2	1-2020/263	VARUN JAYASREE V.J	P&E	Thiruvananthapuram	Jayasree, Mannottukonam, Payattuvilla p o TVM	P&E TVM		View Approve Reject
3	1-2017/9433	SANDHYA R	P&E	Thiruvananthapuram	SANDHYA R,GOWDEESHAM,EDACODE,NENOM P.O, PALLICHAL,THIRUVANANTHAPURAM,HEAVN, PIN-695020	2017/9433		View Approve Reject
4	1-12/1813	SHEESH CT	P&E	Thiruvananthapuram	WHITE HOUSE, R C STREET, NEYYATTINKARA P.O	v		View Approve Reject
5	1-2017/2218	JIBIND,LSHERIH	P&E	Thiruvananthapuram	SHERIN COTTAGE,POTTAYILKADA,PLAMOOTTUJADA P.O, PIN:695122	v		View Approve Reject

The Process completed.....

# XXXV- ADD EMPLOYER-WITHIN THE EXCHANGE

## 1. Operator Level

The screenshot displays the EEE - Testing dashboard for an operator. The dashboard includes a header with the logo and navigation menu. The main content area is divided into two sections: Dashboard and Actions.

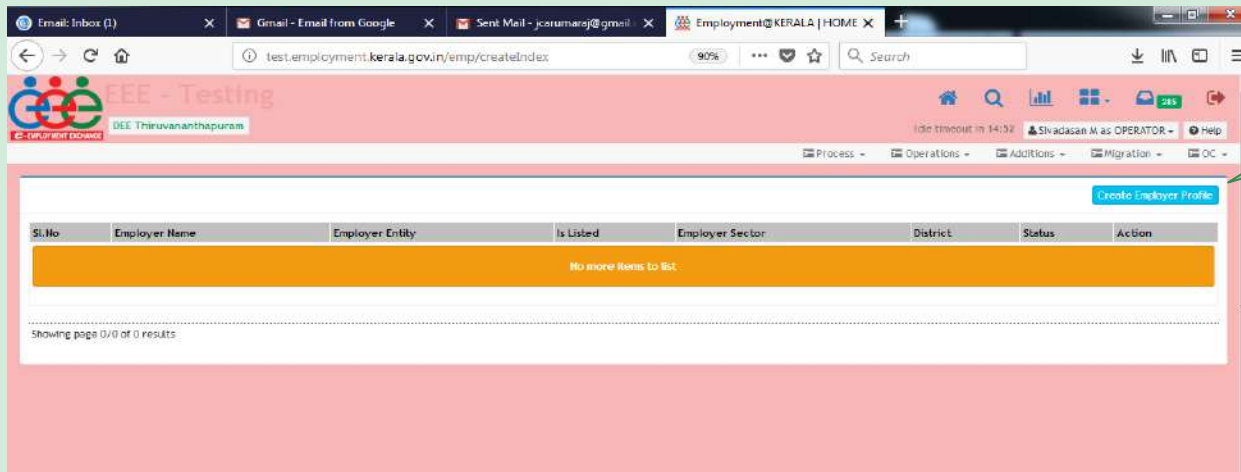
**Dashboard:**

- Total Live Register: 89,535
- Total Male Registrants: 35,971
- Total Female Registrants: 58,391
- Total Other Registrants: 1
- Total Data Entered By Me: 1,218

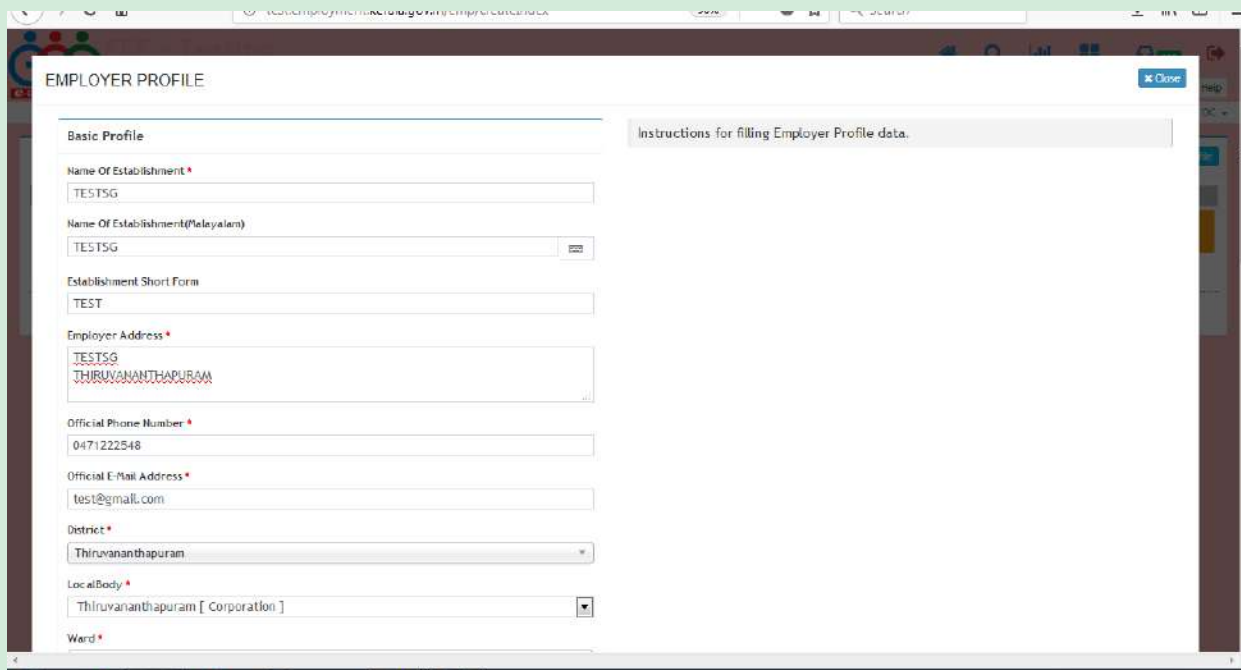
**Actions:**

Process	Operations	Additions	Migration
<ul style="list-style-type: none"><li>Backlog Data Entry</li><li>Offline Ex-Service Registration</li><li>Offline Camp Registration</li><li>Offline Exchange Down</li><li>Fresh Candidate Registration</li><li>Renewal Backlog Entry</li><li>Renewal of Registration</li><li>Transfer Request</li><li>Re-Registration-Other Exchange</li><li><b>Add Employer</b></li><li>Directorate Renewal Request</li><li>Request For Change</li><li>Request For Change Status</li><li>Custom Entry</li></ul>	<ul style="list-style-type: none"><li>View Any JobSeeker</li><li>Initiate Requisitions</li></ul>	<ul style="list-style-type: none"><li>Additions</li><li>Offline Additions</li></ul>	<ul style="list-style-type: none"><li>Dead Register Search</li></ul>

Select **Add Employer** from Process Menu



Click Create Employer Profile



Fill All Mandatory Fields and click save

The screenshot shows a web browser window with the URL `test.employment.kerala.gov.in/emp/createIndex`. The page displays a green checkmark icon and the text "Successfully Submitted." followed by "Employer Profile successfully created with id #M31". A dropdown menu is open, showing a list of names: Vijaya L, Ratheesh Kumar R S, Romya M S, Vijaya Kumar G, Prethilbha S A, latha O, Asha P Antony, sreeelatha p, Thara G, and Anona P C. The name "Thara G" is highlighted in blue. A speech bubble points to this name with the text "Forward to Verifier".

Forward to Verifier

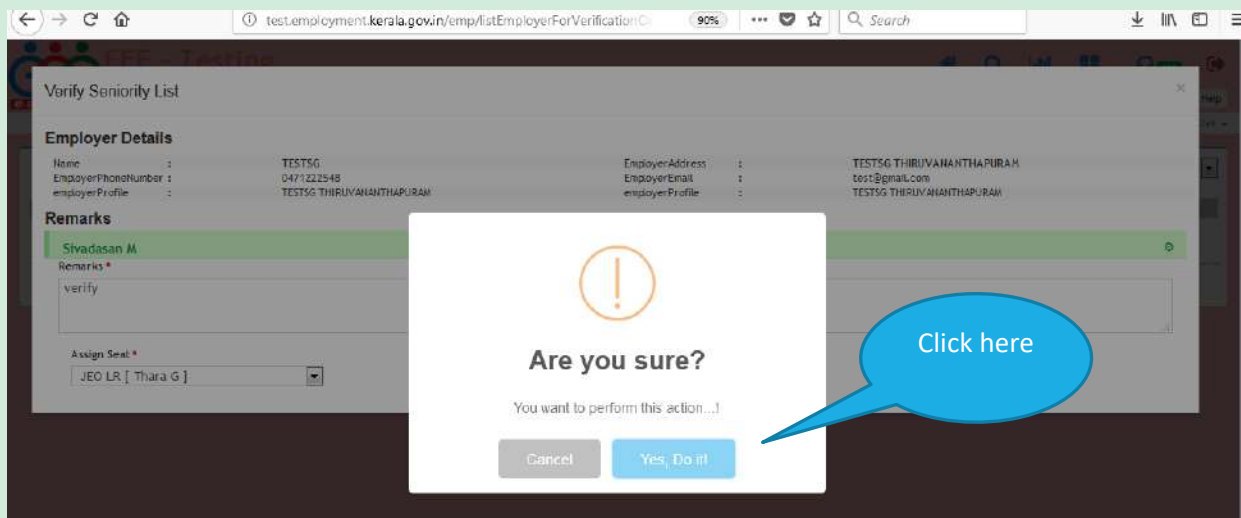
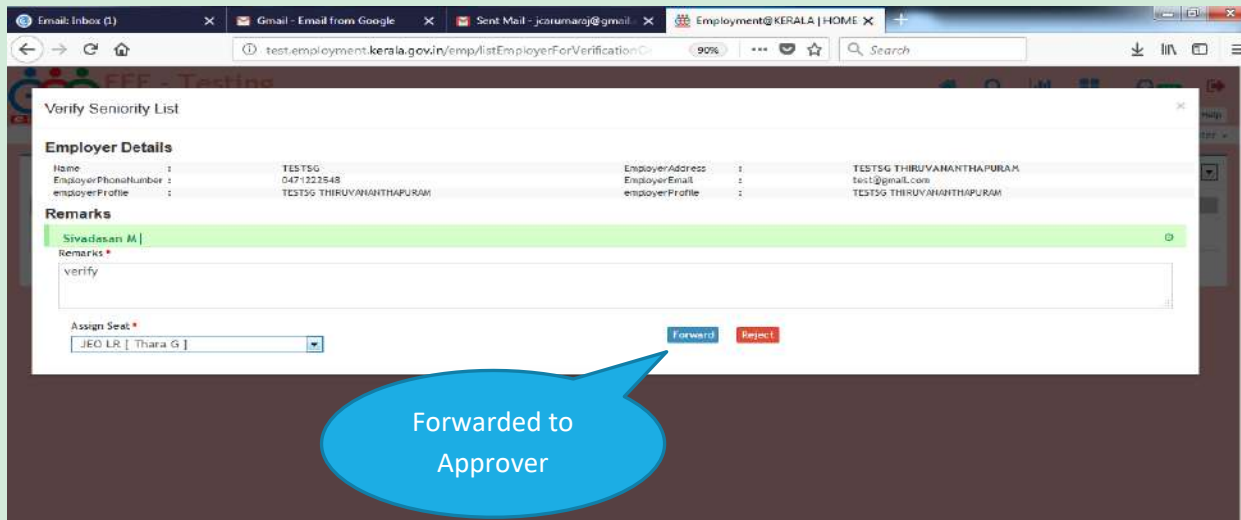
## 2. Verifier Level

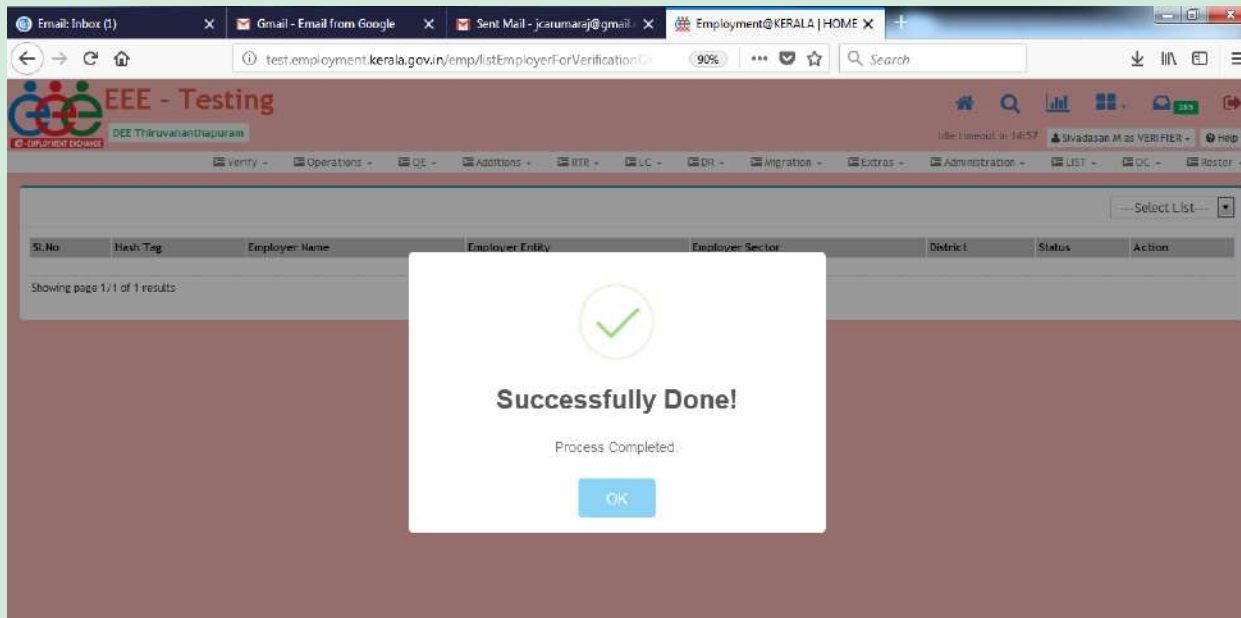
- Select Verify Employer from Verify Menu
- If you Want to edit then Click Edit Option and verify

The screenshot displays the 'EEE - Testing' web application interface. The browser address bar shows the URL: test.employment.kerala.gov.in/emp/listEmployerForVerification. The page header includes the application title 'EEE - Testing' and the user role 'Sivadasan M as VERIFIER'. A navigation menu is visible at the top, with 'Verify' selected. The main content area features a table with the following data:

Sl.No	Hash Tag	Employer Name	Employer Entity	Employer Sector	District	Status	Action
1	#01	TESTSG		ADMINISTRATIVE & SUPPORT SERVICE ACTIVITIES	Thiruvananthapuram	Initiate Process	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Process</a>

Below the table, it indicates 'Showing page 1/1 of 1 results'. A callout bubble with the text 'Click Process' points to the 'Process' button in the 'Action' column of the first row.

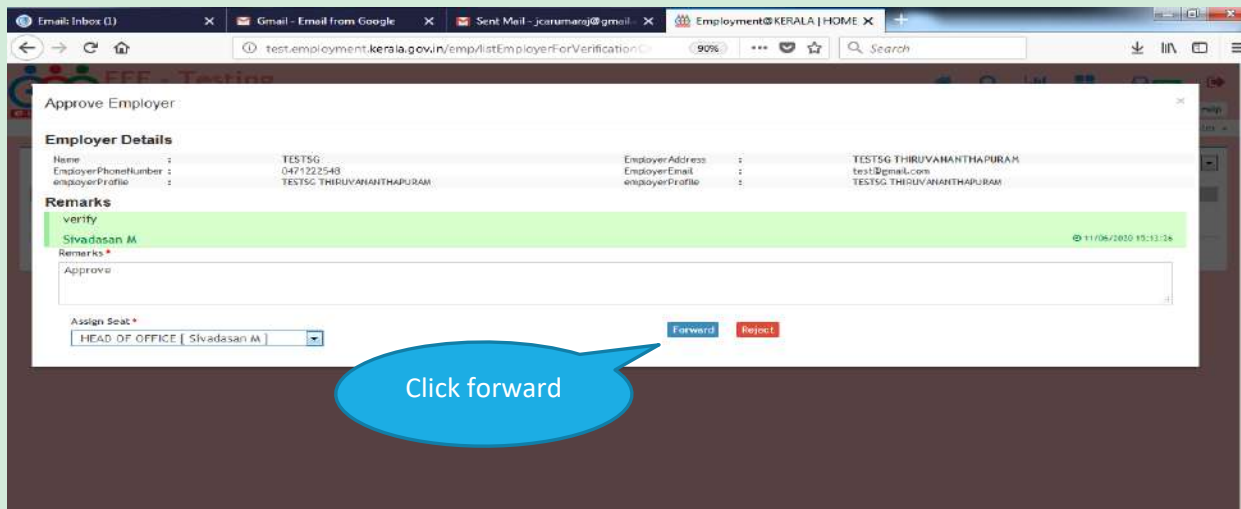




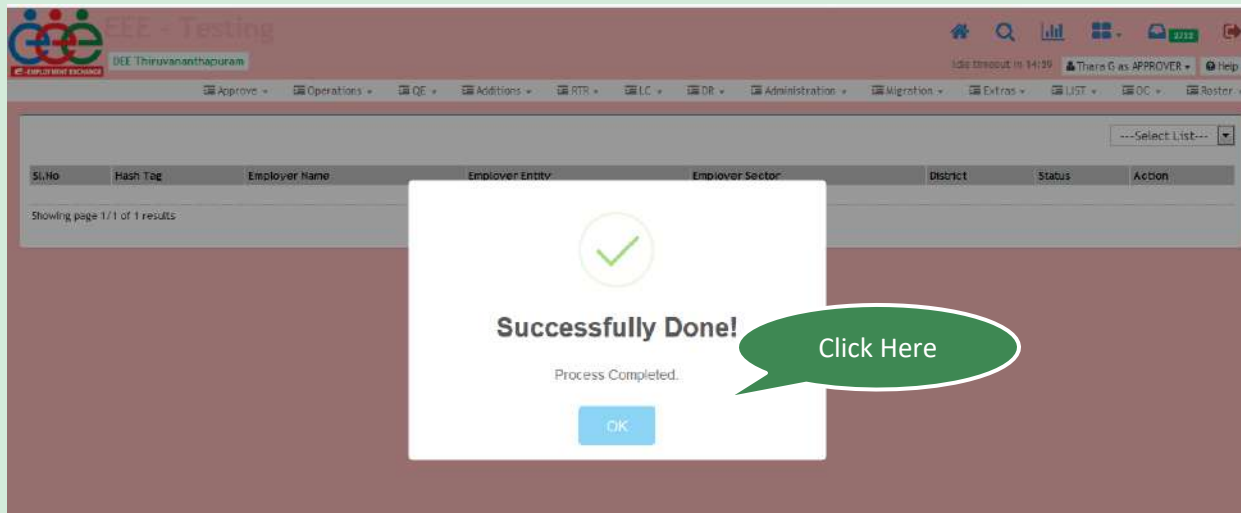
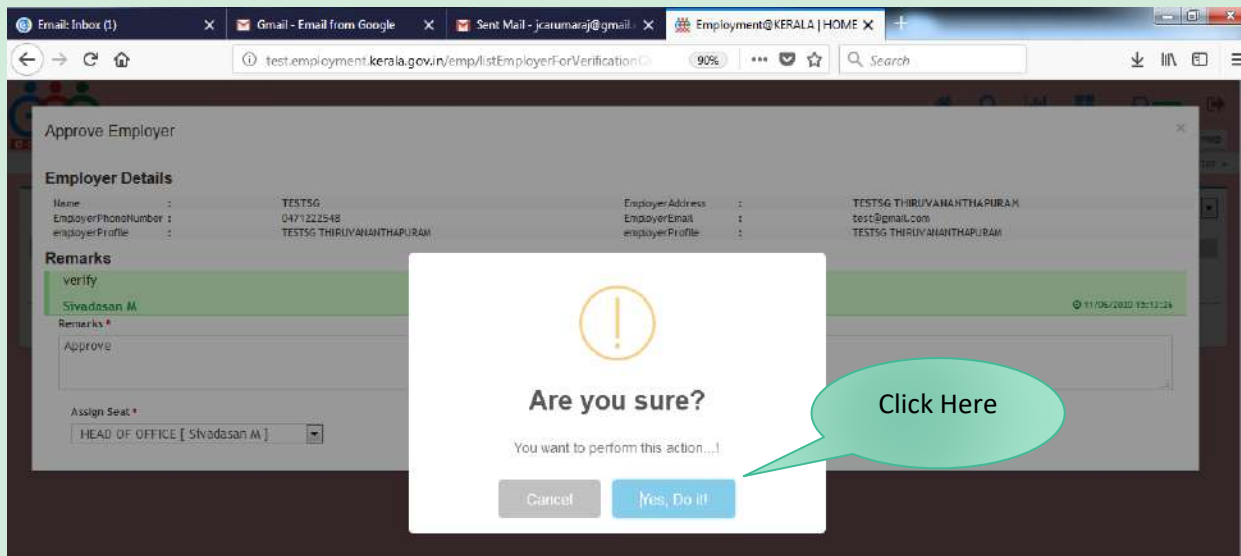
Now the Process is Completed in Verifier Level.....

### 3. Approver Level

➤ Select Approve Employer From Approve Menu



➤ Approved Employer is forwarded to Head Of Office.(Admin)

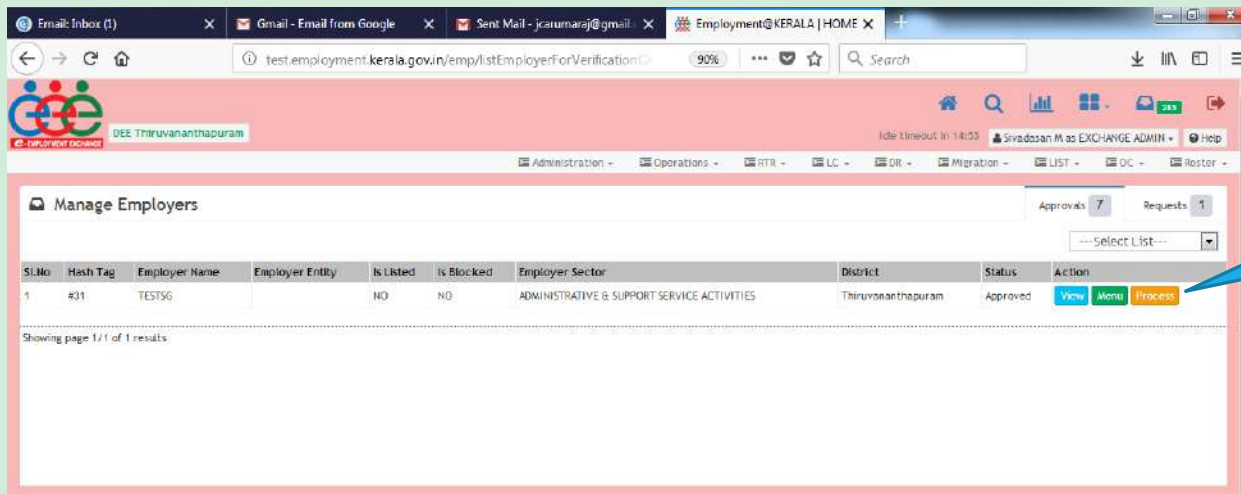


Now the Process is completed in Approver Level.....

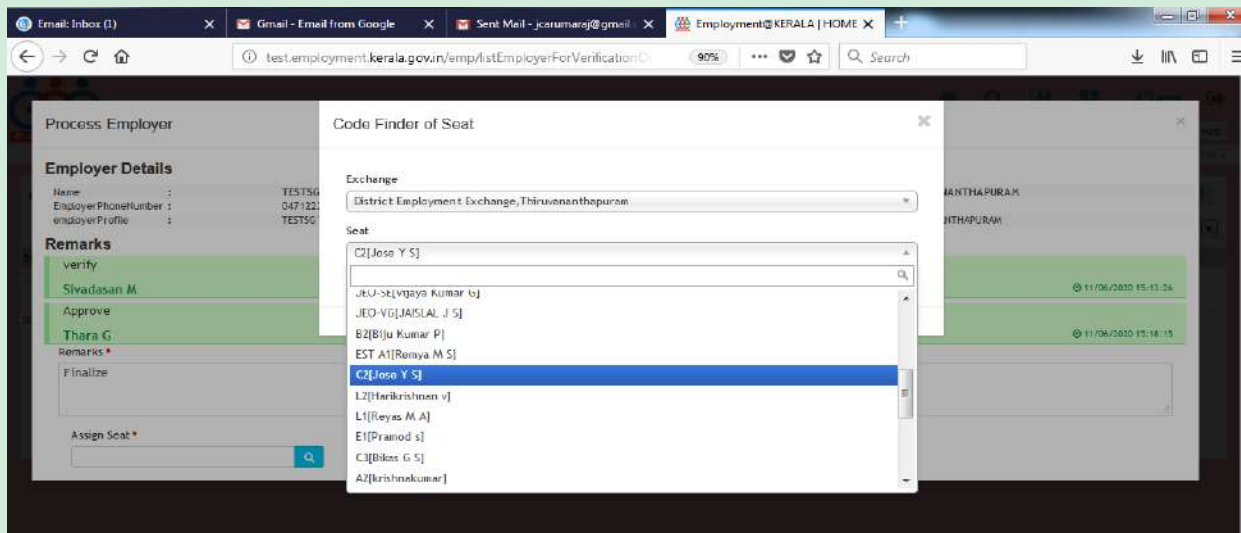
## 4. Admin Level

➤ Select Manage Employer From Administration Menu

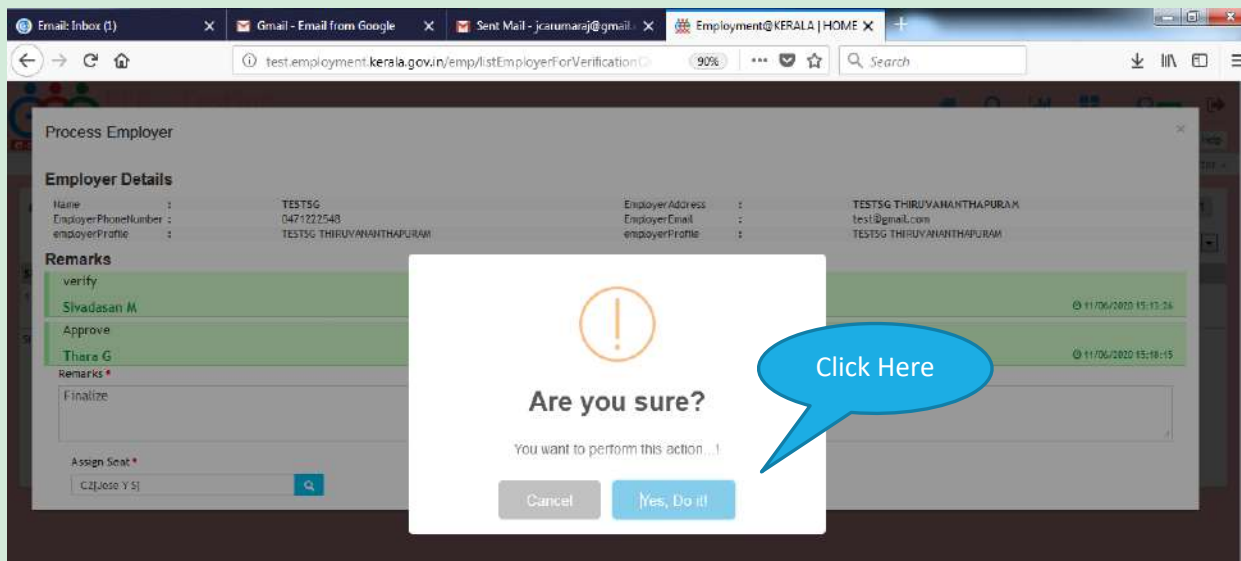
The screenshot shows a web browser window displaying the 'EEE - Testing' administration dashboard. The browser's address bar shows the URL 'test.employment.kerala.gov.in/dashboard/admin'. The dashboard features a navigation menu at the top with options like Administration, Operations, RTR, LC, DR, Migration, LIST, OC, and Roster. A dropdown menu is open under 'Administration', listing options such as Reset Password, Manage Employers, Manage LocalBody Employees, Manage Seats, Exchange Management, Exchange Jurisdiction, NCO Allocation Requests, and Manage Employers. A blue callout bubble with the text 'Click Here' points to the 'Manage Employers' option. The main dashboard area contains a grid of 16 colored tiles displaying various statistics: Total Live Register (89,535), Total Male Register (35,971), Total Female Registrants (58,238), Total Other Registrants (1), Total Verified Count (121,116), Total Approved Count (120,540), Verification Pending (2,238), Approval Pending (277), Verification Pending (after 60 days) (611), Approval Pending (after 60 days) (81), Verifiers Online (25), Approvers Online (7), Transfer Request Verification Pending From This Exchange (23), Transfer Request Verification Pending To This Exchange (1), Transfer Request Approval Pending From This Exchange (5), and Transfer Request Approval Pending To This Exchange (1). The bottom of the page has an 'Actions' section.



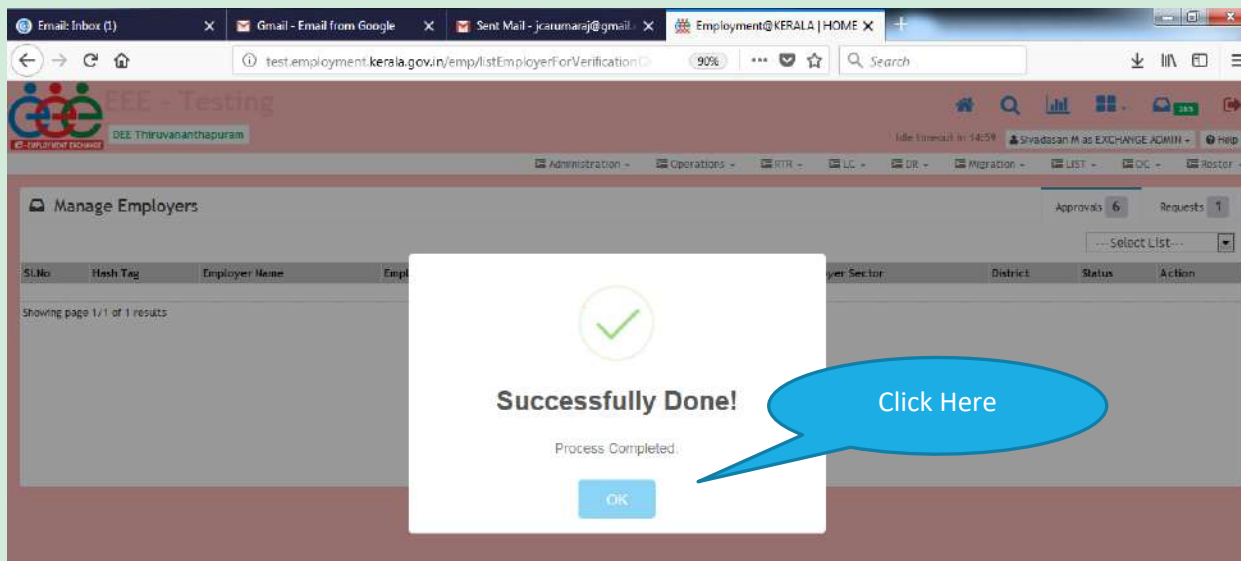
Click process



1. Select Exchange.
2. Assign to Concerned Section (Vacancy/EMI)
3. Click Finalize.



Before Finalizing, the Admin can assign this Employer profile to suboffice in whose jurisdiction the Employer is situated. Assign Seat in Admin mode can be used to assign to other suboffice, wherein the Employer can be verified at that office and can be send back to concerned DEE where the Admin can finalize



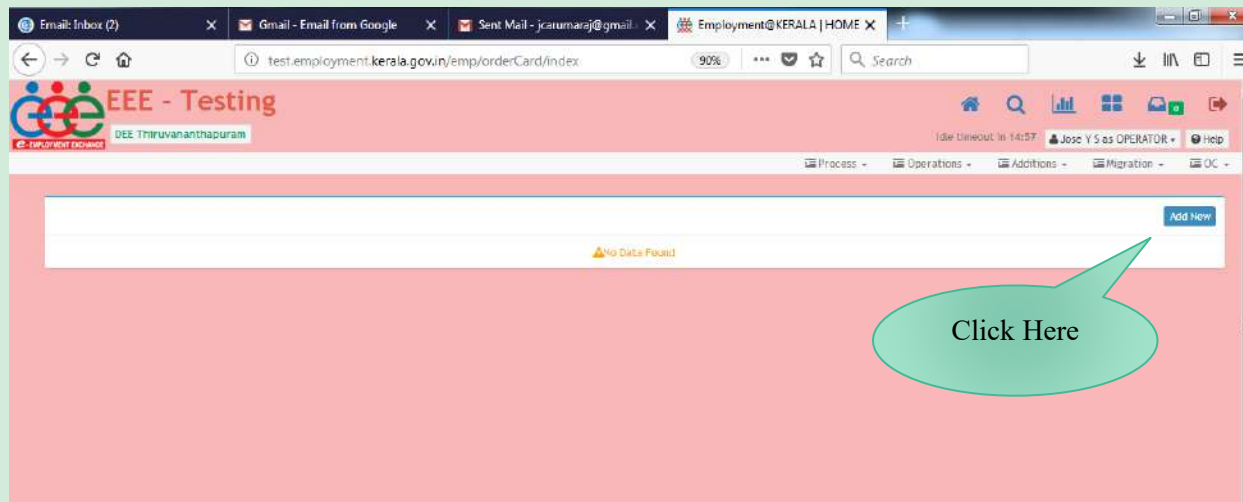
Now the Process is completed in Admin Level.....

# xxxvi-ADDING REQUISITION WITHIN THE EXCHANGE

## Operator Level

➤ Requisition process starts from **Operator** then to **Admin**, forwards to concerned **verifier** → **approver** → **admin** for approval

➤ Click Requisition from OC Menu



Select the employer

Submission Requisition

Employer \*

....Select Employer....

- istrict judge kottayam
- istrict animal husbandary officer,palakkad
- istrict medical officer tvn
- inciple agriculture officer civil station kasaragod
- empdir/test
- KWA
- testsgidn
- testsgq
- testsgq
- TESTSG

Designation of the post(s) to be filled \*

Qualification Description \*

Description of Duties \*

Instructions for filling Submission Requisition.

Particulars regarding interview/test of applicant

Date of Interview/test      Time of Interview/test

Place of Interview/test

Name, designation, address and Telephone number (If any) of the officer to whom applicants should report

Any other relevant information

Fill all the mandatory fields

**Submission Requisition** Close

**Employer \***  
TESTSG

**Name of Indenting Officer \***  
JOSE

**Reporting Person Designation \***  
CLERK

**Phone Number \***  
0471222454

**Nature of Vacancy**  
**Notification Type \***  
FULL TIME TEMPORARY

**Designation of the post(s) to be filled \***  
CLERK

**Qualification Description \***  
SSLC

**Description of Duties \***  
OFFICE

Instructions for filling Submission Requisition.

**Particulars regarding interview/test of applicant**

**Date of Interview/test** **Time of Interview/test**

**Place of Interview/test**

**Name, designation, address and Telephone number (if any) of the officer to whom applicants should report**

**Any other relevant information**

test.employment.kerala.gov.in/emp/orderCard/index

Total Number Of Vacancies \*

10

Pay and Allowances

Pay Scale \*

19000-25000

Other Allowances Total Pay

Place of Work

Probable date by which the vacancy will be filled

District \*

Thiruvananthapuram

Remarks

Are You sure?

Yes No Save

Select District

If Yes Click Here

test.employment.kerala.gov.in/emp/orderCard/index

DEE Thiruvananthapuram

Like Timeout in 14:43 Jose Y S as OPERATOR Help

Process - Operations - Admissions - Migration - OC -

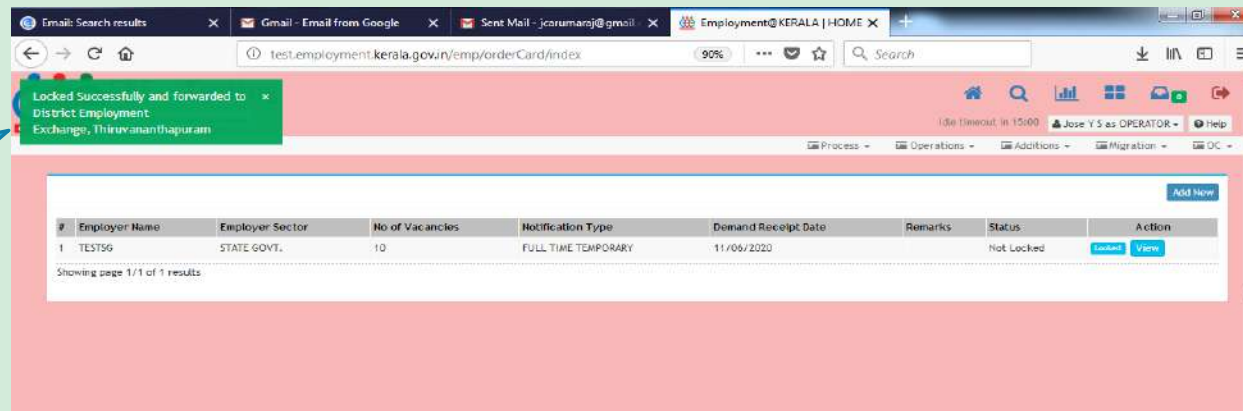
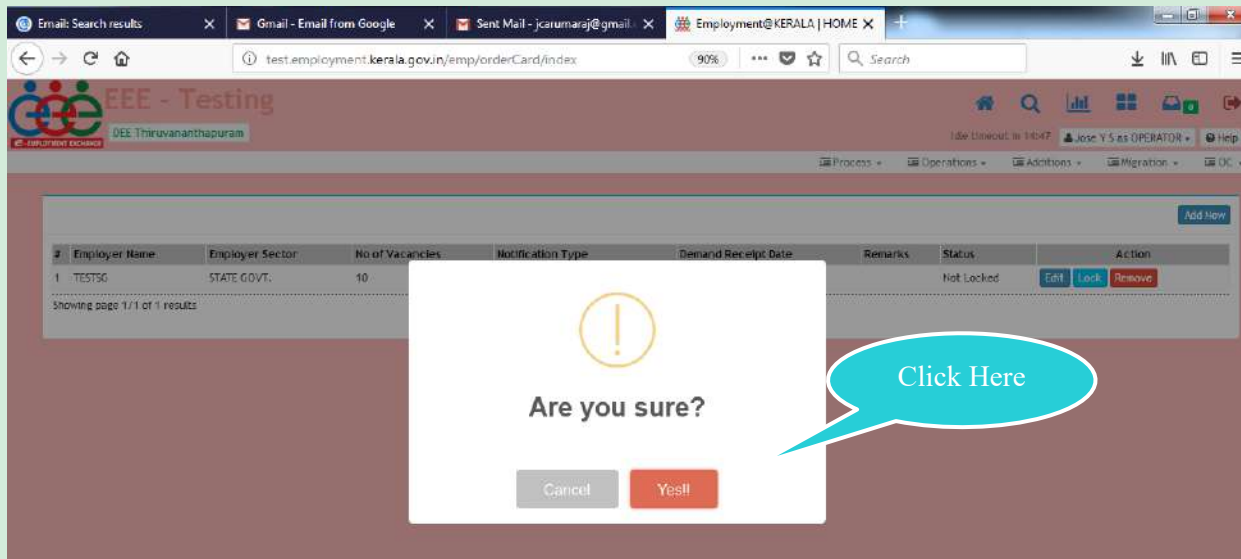
#	Employer Name	Employer Sector	No of Vacancies	Notification Type	Demand Receipt Date	Remarks	Status	Action
1	TESTSG	STATE GOVT.	10	FULL TIME TEMPORARY	11/06/2020	Not Locked	<a href="#">Edit</a> <a href="#">Lock</a> <a href="#">Remove</a>	

Showing page 1/1 of 1 results

Add New

If you want to edit any field Click Edit Button

Click Lock



This message will be displayed

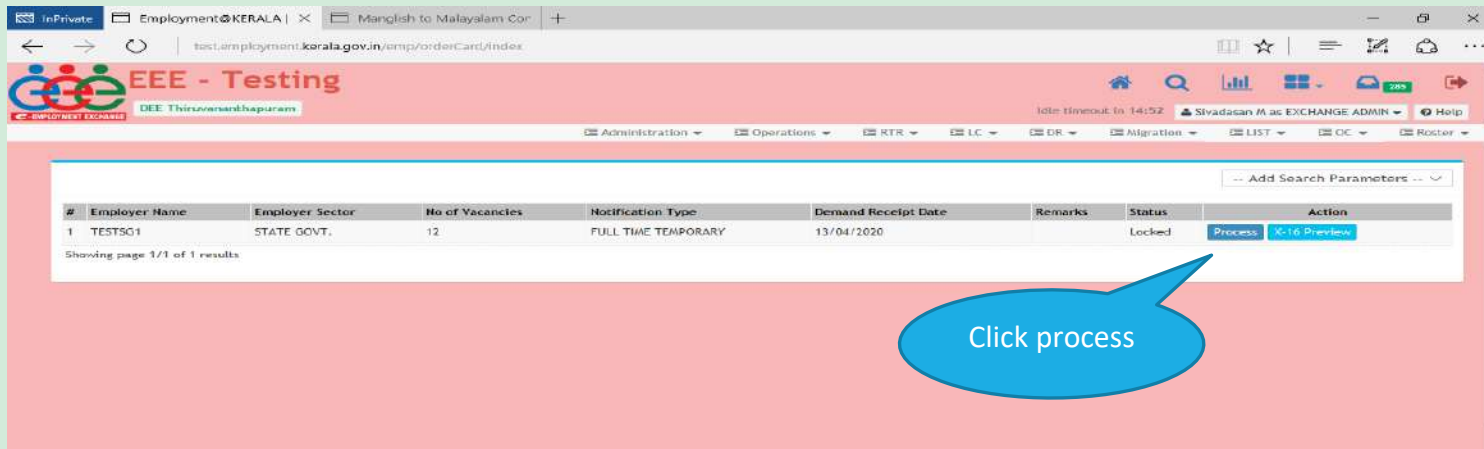
Adding Requisition process with in the exchange is completed...

# XXXVII- PREPARATION OF X16

## 1. Admin Level

The screenshot shows the 'EEE - Testing' dashboard for 'DEE Thiruvananthapuram'. The dashboard includes a navigation menu with options like Administration, Operations, RTR, LC, DR, Migration, LIST, DC, and Roster. A dropdown menu for 'LIST' is open, showing options: Requisitions, Process X17, Finalised X16/X17, Process OrderCard List, Finalise OrderCard, and Cancellation. A blue callout bubble points to the 'Requisitions' option with the text 'Click requisition option in OC'.

Category	Value
Total Live Register	89,535
Total Male Registrants	35,971
Total Female Registrants	58,391
Total Other	1
Total Verified Count	121,116
Total Approved Count	120,540
Verification Pending	2,238
Approval Pending	277
Verification Pending (after 60 days)	611
Approval Pending (after 60 days)	81
Verifiers Online	25
Approvers Online	7
Transfer Request Verification Pending From This Exchange	23
Transfer Request Verification Pending To This Exchange	1
Transfer Request Approval Pending From This Exchange	5
Transfer Request Approval Pending To This Exchange	1



**Process** ക്ലിക്ക് ചെയ്തു ലഭിക്കുന്ന വിൻഡോ ഫീൽഡ് വെരിഫൈ ചെയ്യുന്നതിലേക്കു vacancy clerk നെ seat assign ചെയ്യണം. **verifier** ൽ **OC option** ൽ നിന്നും **requisition** ഓപ്ഷൻ ചെയ്യുമ്പോൾ താഴെ കാണുന്ന വിൻഡോ കാണുകയും അതിലെ **verify** ബട്ടൺ ക്ലിക്ക് ചെയ്തു ഫീൽഡ് കൾ വെരിഫൈ ചെയ്തു റോസ്റ്റർ സെറ്റ് ചെയ്തു അപ്ലോഡർക്കു ഫോർവേഡ് ചെയ്യേണ്ടതാണ്.

## 2. Verifier Level

The screenshot shows a web browser window with the URL `testEmployment.kerala.gov.in/emp/orderCard/index`. The page title is "EEE - Testing" and it is for "DEE Thiruvananthapuram". The user is logged in as "Sivadasan M as VERIFIER". The interface includes a navigation menu with options like Verify, Operations, QC, Additions, RTR, LC, DR, Migration, Extras, Administration, LIST, OC, and Roster. A search bar is present with the text "Add Search Parameters". Below the search bar is a table with the following data:

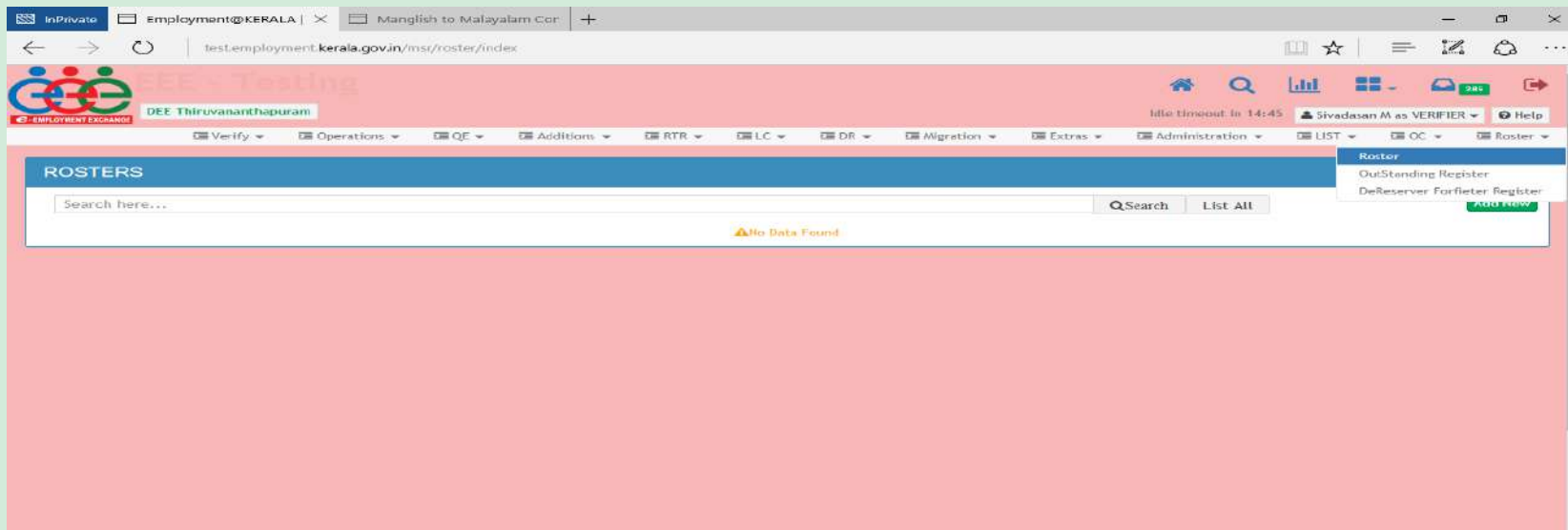
#	Employer Name	Employer Sector	No of Vacancies	Notification Type	Demand Receipt Date	Remarks	Status	Action
1	TESTSG1	STATE GOVT.	12	FULL TIME TEMPORARY	13/04/2020		Assigned	Verify X-16 Preview Clarification

Below the table, it says "Showing page 1/1 of 1 results". A blue callout bubble with the text "Click here" points to the "Verify" button in the "Action" column of the first row.

### 3. Set Roster

റോസ്റ്റർ സെറ്റ് ചെയ്യുന്ന വിധം

താഴെ കാണുന്ന Roster ഓപ്ഷനിൽ നിന്നും Add New select ചെയ്തു താഴെ കാണുന്നതരത്തിൽ ഫീൽഡ് ഫിൽ ചെയ്തു Create ക്ലിക്ക് ചെയ്യുന്നതോടുകൂടി റോസ്റ്റർ നമ്പർ ജനറേറ്റ് ആകുകയും roster ലഭിക്കുകയും ചെയ്യും



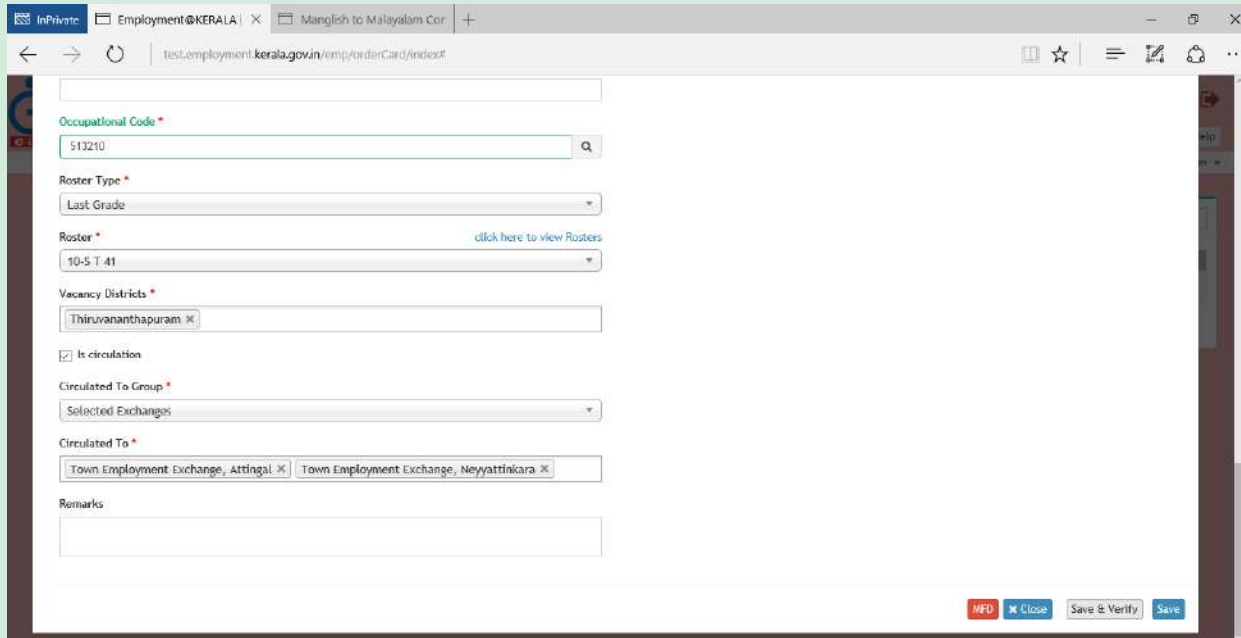
inPrivate Employment@KERALA | x Manglish to Malayalam Cor +

testLamployment kerala.gov.in/mis/roster/index

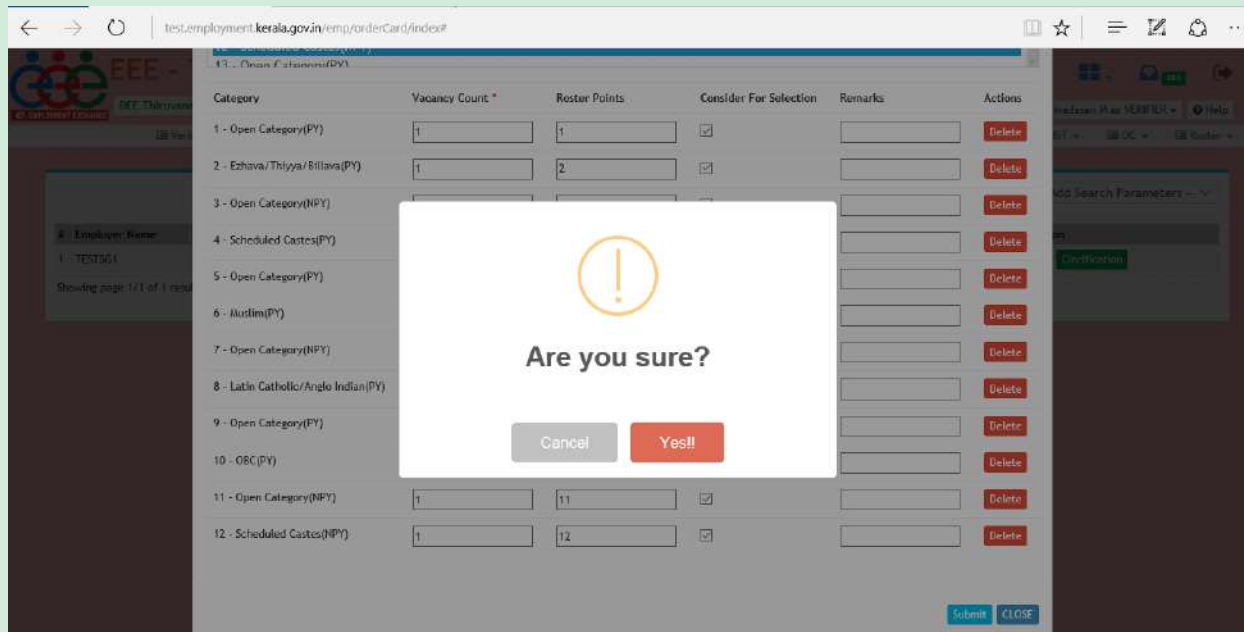
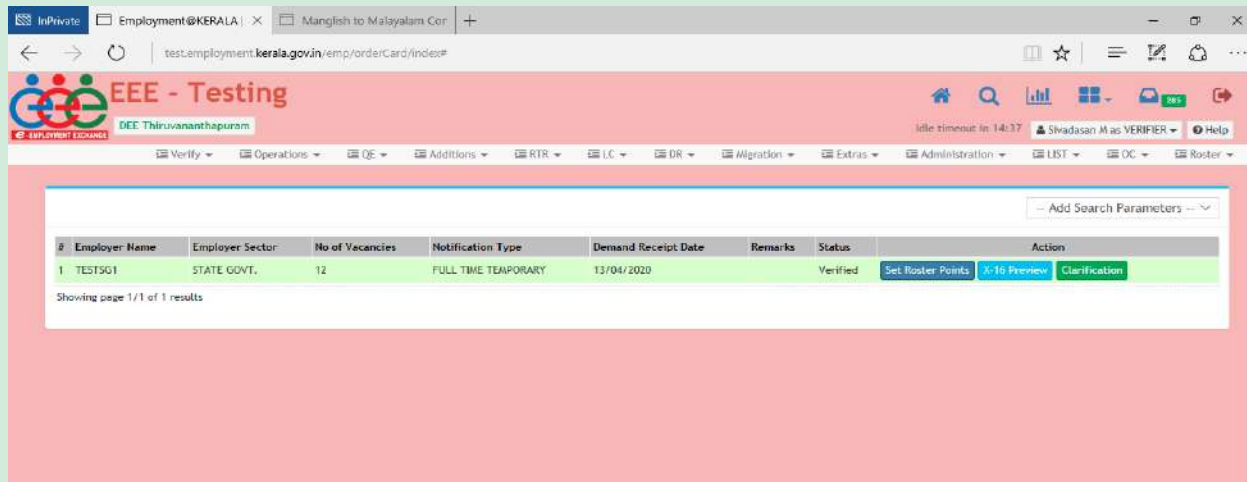
### Add New Data

<b>Roster Name *</b> 10-S T 41	<b>Exchange *</b> District Employment Exchange, Thiruvananthapuram
<b>Vacancy Type *</b> FULL TIME TEMPORARY	<b>Sector *</b> STATE GOVT.
<b>NGO *</b> 513210-Daltry	<b>Designation *</b> OFFICE ASSISTANT
<b>Qualification And Experience *</b> 7th st. and should not pass graduation	<b>CRR Type *</b> Last Grade
<b>Scale of Pay *</b> 8500-17500	<b>RosterPoint</b> 0

Create Back to the list



ലഭിച്ച റിക്യൂസിഷൻ ഇത്തരത്തിൽ ഫിൽ ചെയ്തു **save and verify** ചെയ്യുമ്പോൾ താഴെ കാണുന്ന തരത്തിൽ വിൻഡോ ലഭിക്കുകയും അതിൽ റോസ്റ്റർ പോയിന്റ് സെറ്റ് ചെയ്തു **submit** button ക്ലിക്ക് ചെയ്യുന്നതോടുകൂടി x 16 അപ്ലൂവർക്കു ലഭിക്കുകയും അപ്ലൂവർ അപ്ലൂവ് ചെയ്തു അഡ്മിൻ **forward** ചെയ്യേണ്ടതാണ്.



## (a) Admin Level

The screenshot displays the 'EEE - Testing' web application interface. The page header includes the logo, the text 'EEE - Testing', and 'DEE Thiruvananthapuram'. A navigation menu is visible with options like Administration, Operations, RTR, LC, DR, Migration, LIST, DC, and Roster. The main content area features a table with the following data:

#	Employer Name	Employer Sector	No of Vacancies	Notification Type	Demand Receipt Date	Remarks	Status	Action
1	TESTSG1	STATE GOVT.	12	FULL TIME TEAPORARY	13/04/2020		Approved	<a href="#">Finalize</a> <a href="#">Set Roster Points</a> <a href="#">X-10 Preview</a>

Below the table, it indicates 'Showing page 1/1 of 1 results'.

Less than 3 months       Between 3 months & One year  
 Likely to be continued beyond one Year       Contract  
 Total Number Of Vacancies \*  
 12  
 Pay and Allowances  
 Pay Scale \*  
 8500-17500  
 Other Allowances      Total Pay  
        
 Place of Work  
  
 Probable date by which the vacancy will be filled  
  
 Remarks

അഡ്മിൻ **finalize** ചെയ്യുന്നതോടുകൂടി താഴെ കാണുന്ന രീതിയിൽ **X16** ജനറേറ്റ് ചെയ്യപ്പെടുകയും അപ്ലിക്കേഷൻ എക്സ്പ്രെസ്സ് കളിൽ x16 ഫോർവേഡ് ചെയ്യപ്പെടുകയും ചെയ്യുന്നു .

X16

Requisition Date : 21-04-2020  
Requisition Received On: 21-04-2020

From : District Employment Exchange, Thiruvananthapuram  
Uppalam road, GPO Thiruvananthapuram , 695001  
Phone: 0471-2476713

Date: 21-04-2020

Details of the following vacancies are forwarded for necessary action.

1. X16 No.	X-16-10-2020/49
2. (a) Name of Vacancy Exchange	DEE Thiruvananthapuram
3. (a) Designation of post or trade	office attendant
(b) N.C.D. Code	513210
(c) No. Of Vacancies	Total: 11 Open Category(PY) : 3(1,5,9) Open Category(NPY) : 3(3,7,11) Ezhava/Thiyya/Billava(PY) : 1(2) Scheduled Castes(PY) : 1(4) Muslim(PY) : 1(6) Latin Catholic/Anglo Indian(PY) : 1(8) OBC(PY) : 1(10)
4. (a) Name and address of the employer	testsg3,thiruvananthapuram testsg3
(b) Place of work	-
(c) Place of Interview	-
5. (a) Qualification (Educational and Professional)	std 7 pass and should not pass graduation

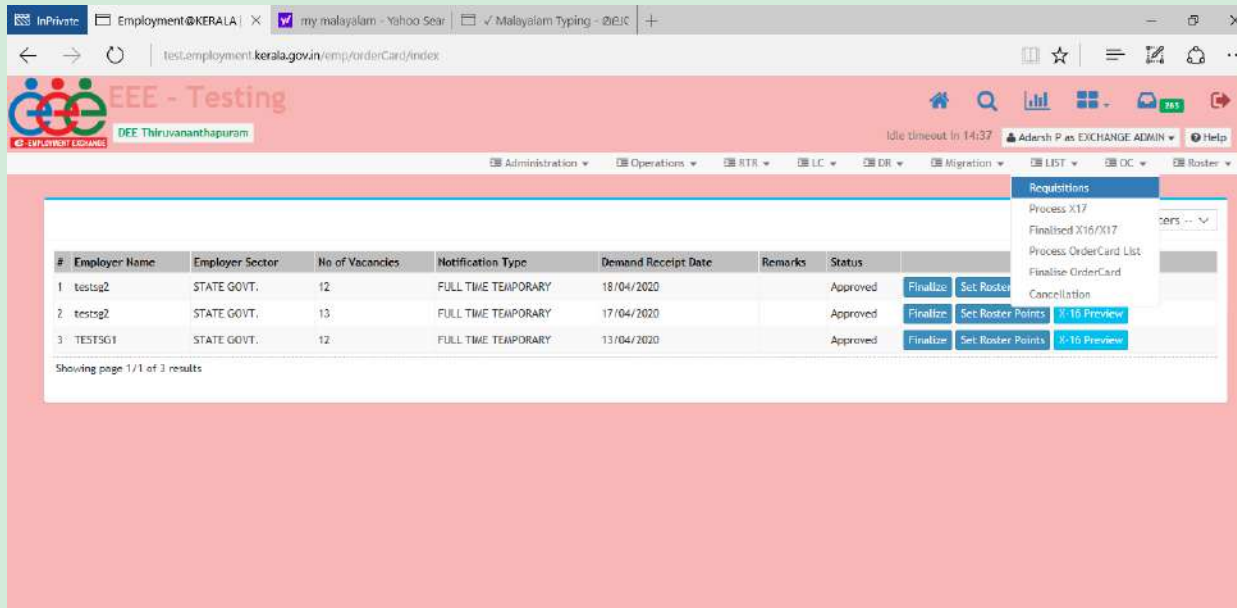
Process Completed.....

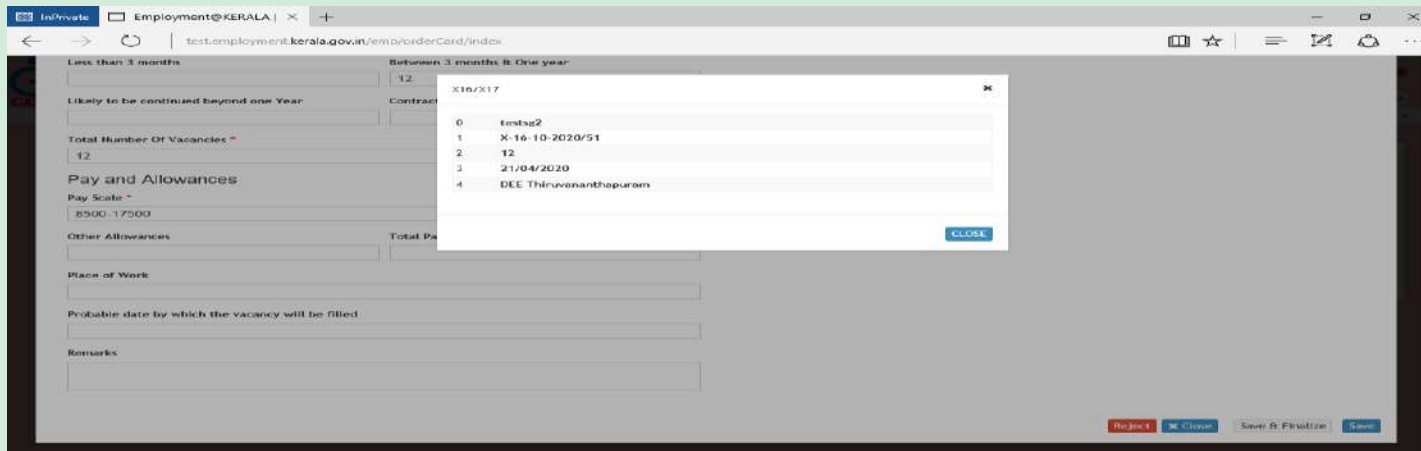
# XXXVIII- SELECTION

പ്രോസസ്സ് ചെയ്ത x16 vacancy exchange ഉം applicant exchange ഉം തുടർനടപടി ചെയ്യേണ്ട വിധം

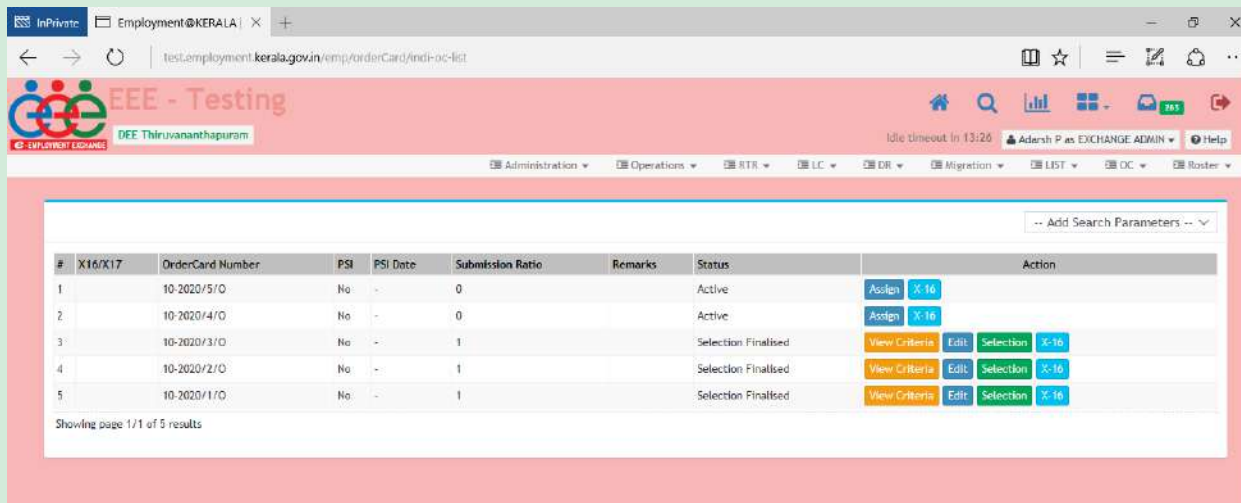
## ➤ Vacancy exchange

റീക്രൂട്ട്മെന്റ് Finalize ചെയ്യുന്നതോടു കൂടി താഴെ കാണുന്നതരത്തിലുള്ള വിൻഡോ ലഭിക്കുകയും x16 ൽ സെലക്ട് ചെയ്തിട്ടുള്ള അപ്ലിക്കന്റിൽ vacancy എക്സ്ചേഞ്ച് നു കീഴുള്ള applicant എക്സ്ചേഞ്ച് കളുടെ അഡ്മിനു ലഭിക്കുന്നു .



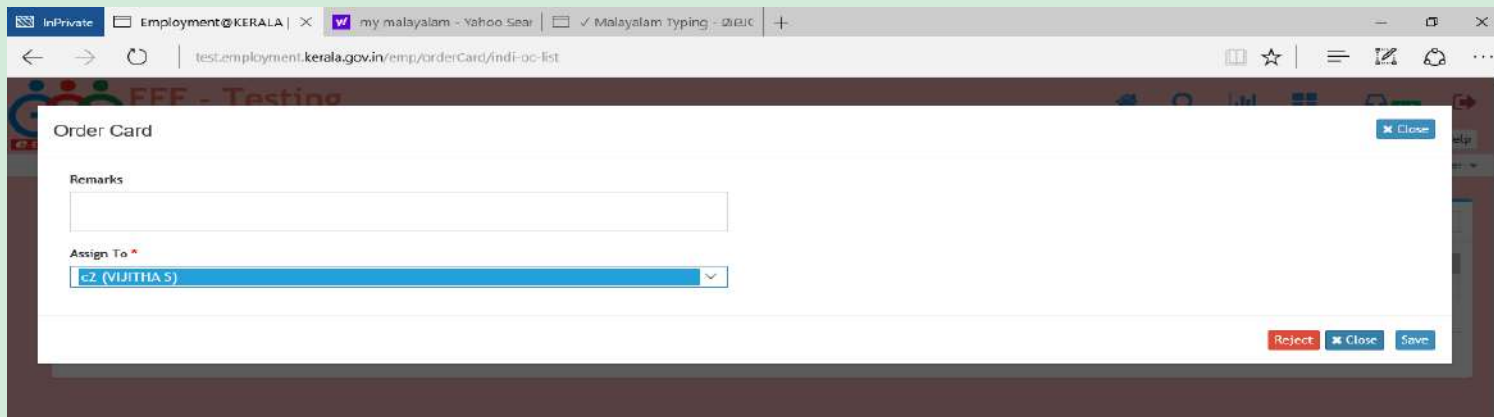
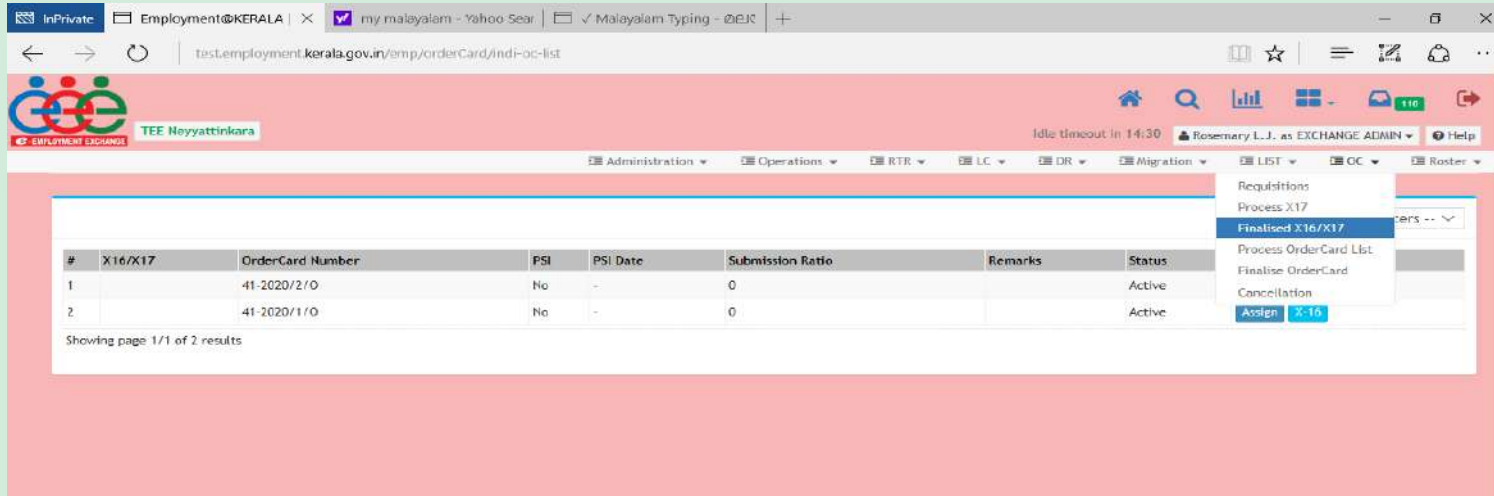


➤ requisition finalize ചെയ്യുന്നതോടുകൂടി താഴെ കാണുന്ന വിൻഡോ ലഭിക്കുകയും, അഡ്മിൻ സെക്ഷനുവേണ്ടി സീറ്റ് assign ചെയ്യാവുന്നതാണ്

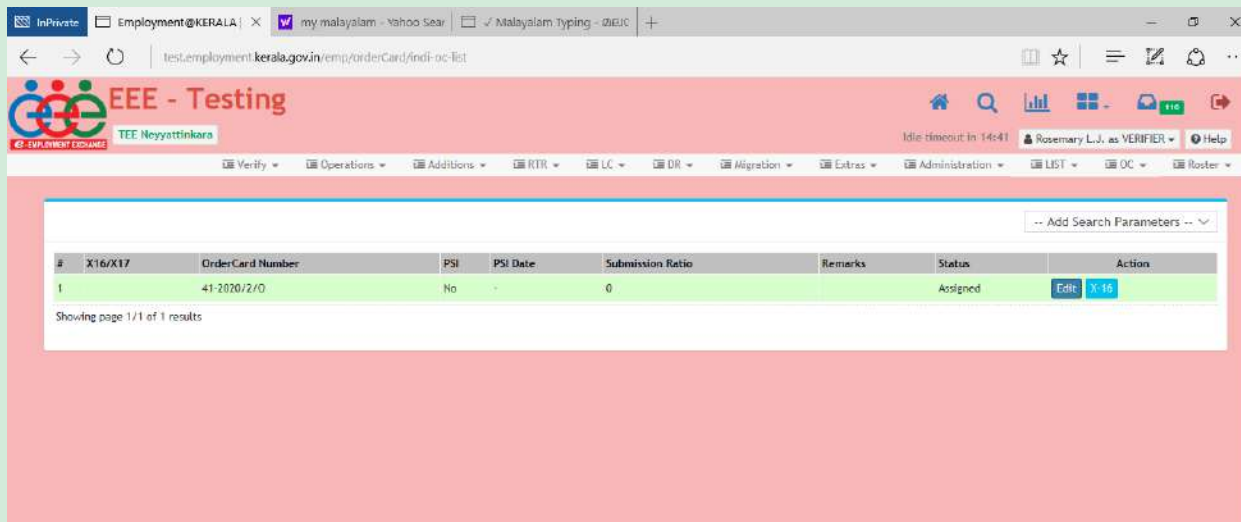


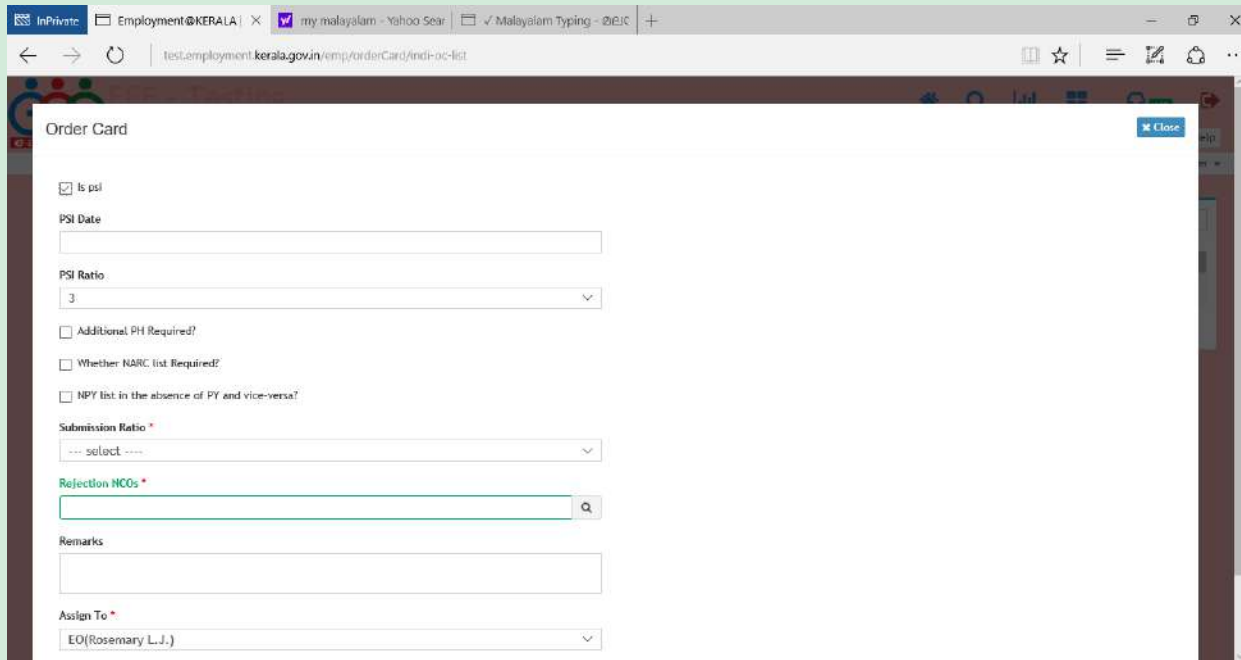
➤ applicant എക്സചേഞ്ച് അഡ്മിൻ ചെയ്യേണ്ട നടപടി ക്രമം

Applicant എക്സചേഞ്ച് അഡ്മിൻ താഴെ കാണിച്ചിരിക്കുന്ന വിൻഡോ ഓപ്പൺ ചെയ്യുമ്പോൾ കാണുന്ന finalized x16 / x17 ഓപ്പൺ ചെയ്ത് റിമാർക് രേഖപ്പെടുത്തി (Selection JEO) Vacancy ക്ലാർക്ക് ന് assign ചെയ്യണം.



തുടർന്ന് വാക്കൻസി ക്ലാർക്ക് ഓർഡർ കാർഡ് ഓപ്പൺ ചെയ്ത ശേഷം റിമാർകിൽ പറഞ്ഞിരിക്കുന്ന Selection JEO ക്ക് assign ചെയ്യേണ്ടതാണ് . (നിലവിൽ വാക്കൻസി ക്ലാർക്ക് ഒന്നും രേഖപ്പെടുത്തേണ്ടതില്ല .അപ്ലൂവർ ലെവലിൽ ചെയ്യാവുന്നതാണ്.





. തുടർന്ന് **selection JEO** താഴെകാണുന്ന തരത്തിലുള്ള വിൻഡോയിൽ നിന്നും **VIEW CRITERIA** ഓപ്പൺ ചെയ്തു നിലവിൽ ലിസ്റ്റ് പ്രോസസ്സ് ചെയ്യുന്ന തരത്തിൽ കണ്ടിഷൻ നൽകി ലിസ്റ്റ് പ്രോസസ്സ് ചെയ്യാവുന്നതാണ്

Screenshot of the 'EEE - Testing' web application. The browser address bar shows 'test.employment.kerala.gov.in/emp/orderCard/ndi-oc-Test'. The page header includes the TEE logo and 'Neyyattinkara'. A navigation menu is visible at the top. The main content area displays a table with the following data:

#	X16/X17	OrderCard Number	PSI	PSI Date	Submission Ratio	Remarks	Status
1		41-2020/2/O	No	-	1		Assigned

Below the table, it says 'Showing page 1/1 of 1 results'. A blue callout bubble with the text 'Click here' points to the 'View Criteria' button next to the 'Assigned' status.

Screenshot of the 'EEE - Testing' web application showing the configuration page for the selected order card. The browser address bar shows 'test.employment.kerala.gov.in/emp/orderCard/selection/2af80c06e10caf2ee7935cd001bdab84'. The page is divided into three sections:

- 1. List**: Shows the selected order card '41-2020/2/O' and a 'Show/Hide' button.
- 2. Conditions**: A configuration area for defining conditions. It includes a 'Section Name' dropdown set to 'NCOs', a 'Field' dropdown also set to 'NCOs', and a search input. Below this is a text input for 'Provide suitable condition names' and a 'Create Condition Group' button.
- 3. Condition Groups**: A section for managing condition groups. It features a dropdown for 'Use previously saved conditions' set to '-- Select --' and an 'Add to list' button. A message at the bottom states: 'No condition group added in this section. Please build condition groups using conditions'. At the bottom right, there are buttons for 'Create AND group', 'Create OR Group', 'Finalise', and 'Delete'.

InPrivate Employment@KERALA | my malayalam - Yahoo Search | Malayalam Typing - Q&A  
 tes.employment.kerala.gov.in/orderCard/selection/1fee8cia3ad3a3b358950f925501f4630

**1. List** 41-2020/2/0 [Show/Hide](#) [Get Roster Points](#)

**2. Conditions**  
 Section Name \* -- Select --

**3. Condition Groups** Use previously saved conditions: -- Select -- [Add to list](#)

NCO [View](#)

NOT IN GRADUATION [View](#) [Test](#) [Save](#) [Remove](#)

FINAL LIST [View](#) [Test](#) [Save](#) [Remove](#)

[Create AND group](#) [Create OR Group](#) [Finalise](#) [Delete](#)

(( NCOs IN (512220 - Cook, Institutional, 512230 - Cook, Domestic, 512240 - Cook, Shop, 513210 - Dairym, 513220 - Peon, 516910 - Security Officer, 913310 - Dhobi, 916210 - Sweeper, Dry, 916220 - Sweeper, Wet, 916230 - Sweeper, Sewer, X00210 - Middle School Standard, X0 )) AND ( ( Qualification Level NOT IN Graduation ) )

test.employment.kerala.gov.in/emp/orderCard/selection/1fee8da3ad3a3b358950f925501f4630

### List Results - FINAL LIST

#-> Serial Number | REGNO-> Registration Number | RESCAT-> Reservation Category | VTYPE-> Vacancy Type | STUS-> Status | SDATE-> Date of submission | EXP-> Experience (Days/NCO) | GO -> Click on buttons to view more details

#	Name REGNO Main NCO DOB	RESCAT	Priority PH	Qualification - Subject Licenses Council Registrations	Submission Details				EXP	Seniority	Status	GO
					VTYPE	SDATE	NCO	STUS				
1	SATHYAVATHY C 41-81/W4953 X00120 27/05/1948	CHRISTIAN OXIAN	WIFE OF LATE (Widow)	SSLC-Not Available PDC-Not Available	FTR FTR FTR FTR	03/10/1998 24/11/2011 06/11/2012 16/08/2005	- 932210 932210 915120	SEL SUBE SUBE SUBE	- 18-09-1970 27-07-1981 18-09-1970	-	View Log Notes	
2	THANKAMONY C 41-77/W697 332010 10/11/1950	HINDU OPEN	-	SSLC-Not Available	FTR FTR	28/02/2011 27/02/2013	- -	SUBE SUBE	- 05-07-1971	-	View Log Notes	
3	RETHAKUMARI J 41-71/W487 X00110 25/03/1948	HINDU ETB	-	SSLC-Not Available TYPE WRITING-Not Available ITI / NTC / NCVT-MACHINIST ITI / NTC / NCVT-MOULDER	FTR	24/11/2011	932210	SUBE	- 23-11-1971 29-11-1976 23-11-1971 23-11-1971 23-11-1971	-	View Log Notes	
4	JAYAKUMAR S 41-76/1141 611330 15/04/1952	HINDU ETB	-	6-th Standard-Not Available	FTR	11/04/2012	932210	SUBE	0/611330 22-04-2008 10-12-1971	-	View Log Notes	
5	SARASAMMA G 41-72/W1578 X00210 17/08/1945	CHRISTIAN OPEN	-	10-th Failed-Not Available	-	-	-	-	0/323130 07-02-2009 23-02-1972	-	View Log Notes	
6	THULASI BAI T	CHRISTIAN	-	10th Class-Not Available	FTR	01/03/2013	932210	SUBE	- 24-10-2005	-	View	

മേൽ കാണിച്ചിരിക്കുന്ന ലിസ്റ്റിൽ നിന്നും **മാനവൽ** സെക്ഷൻ എടുക്കേണ്ടതാണ് .തുടർന്ന് കണ്ടിഷൻസ് എല്ലാം ശരി ആണെന്ന് ഉറപ്പു വരുത്തിയതിനു ശേഷം **finalize** ബട്ടൺ ക്ലിക്ക് ചെയ്യേണ്ടതും **selection ,review selection** എന്നീ ബട്ടൺ ആക്റ്റീവ് ആകുകയും അതിൽ നിന്നും **review selection** ബട്ടൺ സെലക്ട് ചെയ്തു **മാനവൽ സെലക്ഷനും റിവ്യൂ സെലക്ഷനും** താരതമ്യം ചെയ്തു മാറ്റങ്ങൾ എന്തെങ്കിലും വരുത്തി **confirm selection** ക്ലിക്ക് ചെയ്തു സെക്ഷൻ അപ്ലോഡ് ചെയ്യാവുന്നതാണ് .

# XXXIX- REVIEW SELECTION WINDOW

test.employment.kerala.gov.in/emp/orderCard/ndi-oc-list

### List Results

Ezhava/Thiyya/Billava(PY) : 1      Latin Catholic/Anglo Indian(PY) : 1      Muslim(PY) : 1  
 OBC(PY) : 1      Scheduled Castes(PY) : 1      Open Category(NPY) : 3  
 Open Category(PY) : 3

Roster Table : | Ratio : 1 | Total No. of Vacancies : 11

#-> Serial Number | REGNO-> Registration Number | RESCAT-> Reservation Category | VTYPE-> Vacancy Type | STUS-> Status | SDATE-> Date of submission | EXP-> Experience (Days/NCO) | GO-> Click on buttons to view more details  
 | RP-> Roster Point | ARP-> Actual Roster Point

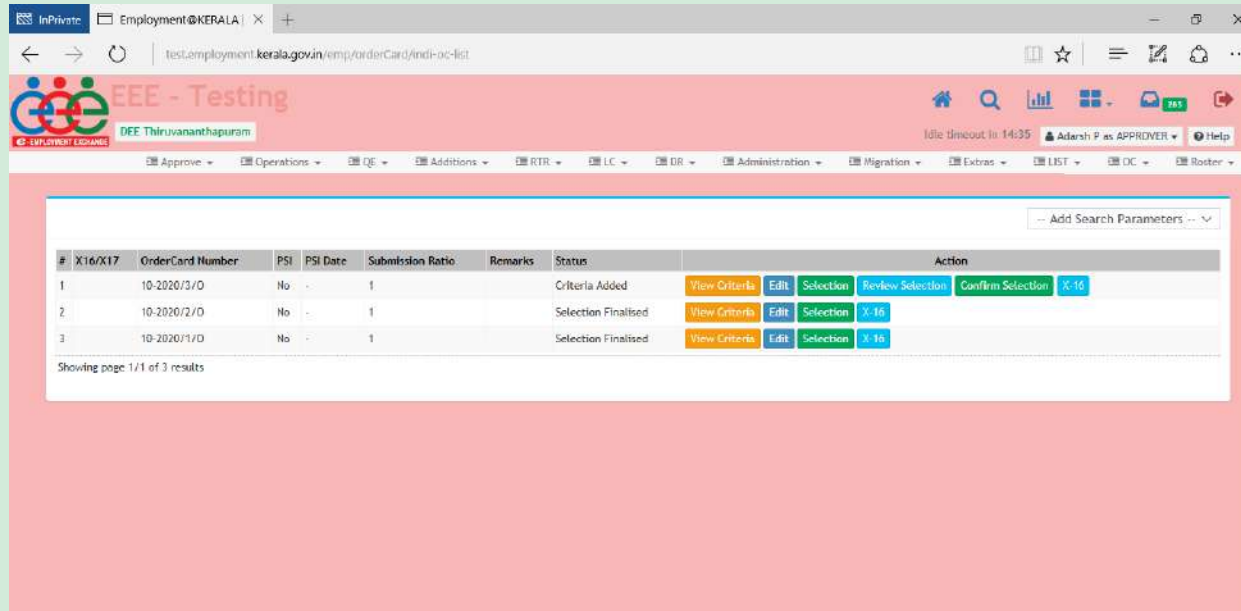
#	RP(ARP)	Name REGNO Main NCO DOB	RESCAT	Priority PH	Qualification - Subject Licenses Council Registrations	Submission Details				EXP	Seniority	Status	GO	Select
						VTYPE	SDATE	NCO	STUS					
134	2(2)	SANDHYA H R 10-07/19197 X00110 20/05/1979	HINDU ETB	INTERCASTE MARRIED:ONE PARTNER-SC/ST	SSLC-Not Available	-	-	-	-	-	29-06-2012 07-11-1994	-	View Log Notes	<input checked="" type="checkbox"/>

Showing page 1/1 of 1 results

Eligible candidates

#	Name REGNO Main NCO DOB	RESCAT	Priority PH	Qualification - Subject Licenses Council Registrations	Submission Details				EXP	Seniority	Status	GO	Select
					VTYPE	SDATE	NCO	STUS					
9	BINDHU S 10-07/11289 X00110 19/05/1979	HINDU ETB	INTERCASTE MARRIED:ONE PARTNER-SC/ST	SSLC-Not Available CERT. OTHERS-DRESS DESIGNING B. GARMENTS MAKING ITI / NTC / NCVT-MECHANIC (WATCH & CLOCK)	-	-	-	-	-	08-06-1994 07-11-2006 07-11-2006 08-06-1994	-	View Log Notes	<input type="checkbox"/>

റിവ്യൂ സെലക്ഷൻ നടത്തിയതിനു ശേഷം താഴെ കാണുന്ന വിൻഡോയിൽ **confirm selection** നടത്തേണ്ടതും തുടർന്ന് സെലക്ഷൻ എക്സ്ചേഞ്ച് അഡ്മിൻ ലഭിക്കുകയും ചെയ്യുന്നു. **Conform** ചെയ്യുകഴിഞ്ഞാൽ അപ്ലോവർക്കു മാറ്റം വരുത്താൻ കഴിയുന്നതല്ല.



## അപ്ലോവർ റോൾ

അപ്ലോവർ സെലക്ഷൻ കൺഫോം ചെയ്തു അപ്ലിന് സീറ്റ് assign ചെയ്യുന്നതോടുകൂടി താഴെ കാണുന്ന തരത്തിലെ വിൻഡോ അപ്ലിനിനു ലഭിക്കുകയും criteria verification നടത്തി സെലക്ഷൻ കറക്ഷൻ ഉണ്ടെങ്കിൽ തിരികെ അപ്ലോവർക്കു നൽകേണ്ടതും , സെലക്ഷൻ കറക്ട് ആണെങ്കിൽ **Finalize** ബട്ടൺ ക്ലിക്ക് ചെയ്തു ലിസ്റ്റ് finalize ചെയ്യേണ്ടതാണ്.

