



**Guide Book  
Of  
Student Resume entry  
(Placement Management System)**

- **General Instruction**



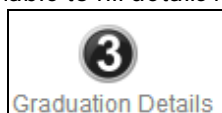
1. This is a navigation menu to fill the resume in Placement Management System.



2. Right mark image shows step is complete, can proceed for the next step or edit the same.



3. Red colour image and link shows link is enable to fill details for particular step.



4. Gray colour image and link shows step is disabled and previous step needs to be completed.

5. For step 2 –*Academic details* completion SSC /10<sup>th</sup> is mandatory.

6. For step 3 –*Graduation details* completion Graduation is mandatory. If in step 2 –*Academic details* HSC /12<sup>th</sup> details are not filled then Diploma and graduation details are required to complete the step.

7. Select Qualification \*The field with red border and \* shows the mandatory fields.

8. For Step 4 –*Academic Projects* completion PG diploma (C-DAC Courses) project details are mandatory.



9. Step 5 –*Work Experience* is optional step.

10. For Step 6 –*Other Information* completion Preference for job profile detail is mandatory.

11. View Resume Link shows Personal, Academicals and Professional Summary.

- **Change Password**

1. Change password is mandatory for first time login students.

Logout

Change Password

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*Note: Change password is mandatory for First Time Login*



Old Password	:	<input type="password"/>
New Password	:	<input type="password"/>
Confirm Password	:	<input type="password"/>

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*PMS: Change Password page*

## • Registration

1. Email Id is combination of lowercase letters, Numbers and Special Characters only.
2. Student Image must be in .jpg/.jpeg format and less than 60 kb.

PRN : 120840120801
Instructions
Logout

Registration Steps :
1 Register
2 Academic Details
3 Graduation Details
4 Academic Projects
5 Work Experience
6 Other Information
View Resume

### Registration

**Login Information**
PRN : 120840120801
Mobile No. : Enter Mobile No.
Email Id : Enter Email Id
Alternate Mobile No : Enter Mobile No.

3.2 cm X 3.2 cm  
(.jpg or .jpeg only)  
Upload Image

**Personal Information**
Name : demo 801
Date of Birth : Enter Date of Birth 2013
Alternate Email Id : Enter Email Id
Gender : ☐ Male ☐ Female

**Correspondence Address Details**
Address : Enter Address
Country : India
State : Select State
City : Select City
PinCode : Enter PinCode
Nationality : Enter Nationality
STD Code : Enter STD Code
Telephone No. : Enter Telephone No.
☐ Check if Permanent address is same as Correspondence Address



**Permanent Address Details**
Address : Enter Address
Country : India
State : Select State
City : Select City
PinCode : Enter PinCode
STD Code : Enter STD Code
Telephone No. : Enter Telephone No.

Submit
Reset

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## Registration

- All Fields with red border and \* marked including Upload Image are mandatory for step completion

PRN : 120840120801
Instructions
Logout

Registration Steps :
1 Register
2 Academic Details
3 Graduation Details
4 Academic Projects
5 Work Experience
6 Other Information
View Resume

### Registration

**Login Information**
PRN : 120840120801
Mobile No. : Enter Mobile No. \*
Email Id : Enter Email Id \*
Alternate Mobile No : Enter Mobile No. \*

3.2 cm X 3.2 cm  
(.jpg or .jpeg only)
Upload Image

**Personal Information**
Name : demo 801
Date of Birth : Enter Date of Birth 2013 \*
Alternate Email Id : Enter Email Id \*
Gender : ☐ Male ☐ Female \*



**Correspondence Address Details**
Address : Enter Address \*
Country : Select Country \*
State : Select State \*
City : Select City \*
PinCode : Enter PinCode \*
Nationality : Enter Nationality \*
STD Code : Enter STD Code
Telephone No. : Enter Telephone No.
☐ Check if Permanent address is same as Correspondence Address

**Permanent Address Details**
Address : Enter Address \*
Country : Select Country \*
State : Select State \*
City : Select City \*
PinCode : Enter PinCode \*
STD Code : Enter STD Code
Telephone No. : Enter Telephone No.

Submit
Reset

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- **Registration**
  1. view of registration with demo data.

PRN : 120840120801
Instructions
Logout

Registration Steps :
1 Register
2 Academic Details
3 Graduation Details
4 Academic Projects
5 Work Experience
6 Other Information
View Resume

### Registration

**Login Information**

PRN : 120840120801 Mobile No. : 1234567890

Email Id : abcd@cdac.in Alternate Mobile No : 1234568888

**Personal Information**

Name : demo 801

Date of Birth : 06/01/1988 2013 Alternate Email Id : abcd2@cdac.in Gender : ☒ Male ☐ Female

**Correspondence Address Details**

Address : 380 A2/702 Kumar Prerna Appt. Country : India State : Chhattisgarh

City : Kondagaon PinCode : 411007

Nationality : Indian STD Code : 020 Telephone No. : 1234564566


☐ Check if Permanent address is same as Correspondence Address

**Permanent Address Details**

Address : Vihar Colony Near SBI Golaghat Branch Country : India State : Assam

City : Golaghat PinCode : 423156

STD Code : Enter STD Code Telephone No. : Enter Telephone No.





Upload Image

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- Registration

1. View of registration after completion of Step-1 (Register).
2. Now Step 2 is enabled.

PRN : 120840120801
Instructions
Logout

Registration Steps :

1 Register

2 Academic Details

3 Graduation Details

4 Academic Projects

5 Work Experience

6 Other Information

View Resume

### Registration

Personal Information

Name

: demo 801

PRN

: 120840120801

Email Id

: abcd@cdac.in

Alternate Email Id

: abcd2@cdac.in

CCPPID

: Not Assigned

Date of Birth


: 06-01-1988

Mobile No.

: 1234567890

Alternate Mobile

: 1234568888



Edit

Contact Information

Correspondence Address Details

Address

: 380 A2/702 Kumar Prerna Appt.

Country

: India

State

: Chhattisgarh

City

: Kondagaon

PinCode

: 411007

STD Code

: 020

Telephone No

: 1234564566

Permanent Address Details

Address

: HNO 1038 , Jal Vihar Colony Near SBI Golaghat Branch

Country

: India

State

: Assam

City

: Golaghat

PinCode

: 423156

STD Code

:

Telephone No

:

Nationality

: Indian

Gender



: Male

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PMS: Registration Page

- **Academic Details**

1. SSC/ 10<sup>th</sup> is mandatory for step completion.
2. Please Select Qualification to Add /View /Edit or Delete.
3. For SSC/ 10<sup>th</sup> Specialization is by default *General* and for HSC / 12<sup>th</sup> user has to enter.(for e.g.- Arts, Commerce, Science etc)

PRN : 120840120801
Instructions
Logout

Registration Steps :
1 Register
2 Academic Details
3 Graduation Details
4 Academic Projects
5 Work Experience
6 Other Information
View Resume

### Add School Details

Add SSC & HSC details

Qualification	: Select Qualification	Specialization	: Enter Specialization
Institute / School	: Select / Enter School Name		
Board	: Enter Board Name	Obtained Marks	: Enter Obtained Marks
Grade / Division	: Select Grade/Division	Total Marks	: Enter Total Marks
Year of Passing	: Select Year of Passing 2013	Percentage	: %



Submit
Reset
Delete

No Record To display.

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- Academic Details
  1. SSC/ 10<sup>th</sup> Demo data entry.

PRN : 120840120801
 Instructions
 Logout

Registration Steps :
 

1 Register

2 Academic Details

3 Graduation Details

4 Academic Projects

5 Work Experience

6 Other Information

View Resume

### Add School Details

Add SSC & HSC details

Qualification	: 10th/SSC	Specialization	: General
Institute / School	: HOLY CROSS BOYS HIGH SCHOOL BADNERA, MAHARASHTRA		
Board	: CBSE	Obtained Marks	: 400
Grade / Division	: I	Total Marks	: 600
Year of Passing	: 2003	Percentage	: 66.66 %

Please Wait While Data is Submitted....



Submit
 Reset
 Delete

No Record To display.

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- Academic Details

- HSC/ 12<sup>th</sup> Demo data entry.

PRN : 120840120801
Instructions
Logout

Registration Steps :
1 Register
2 Academic Details
3 Graduation Details
4 Academic Projects
5 Work Experience
6 Other Information
View Resume

### Add School Details

Add SSC & HSC details

Qualification	:	12th/HSC	Specialization	:	Science
Institute / School	:	HOLY CROSS BOYS HIGH SCHOOL BADNERA,MAHARASHTRA			
Board	:	CBSE	Obtained Marks	:	355
Grade / Division	:	I	Total Marks	:	500
Year of Passing	:	2005	Percentage	:	71 %

Please Wait While Data is Submitted....



Submit Reset Delete

Qualification	Specialization	Institute/School	Board	Passing Year	Percent	Grade
10th/SSC	General	HOLY CROSS BOYS HIGH SCHOOL BADNERA,MAHARASHTRA	CBSE	2003	66.66%	I

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• Academic Details

1. View of academic details after completion of Step-2 (Academic Details).
2. Now Step 3 is enabled.

PRN : 120840120801
Instructions
Logout

Registration Steps :

1 Register
2 Academic Details
3 Graduation Details
4 Academic Projects
5 Work Experience
6 Other Information
View Resume

### Add School Details

Add SSC & HSC details

Qualification : 
Specialization :

Institute / School :

Board : 
Obtained Marks :

Grade / Division : 
Total Marks :



Year of Passing :  2013
Percentage : %

Submit
Reset
Delete

Qualification	Specialization	Institute/School	Board	Passing Year	Percent	Grade
10th/SSC	General	HOLY CROSS BOYS HIGH SCHOOL BADNERA,MAHARASHTRA	CBSE	2003	66.66%	I
12th/HSC	Science	HOLY CROSS BOYS HIGH SCHOOL BADNERA,MAHARASHTRA	CBSE	2005	71%	I

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- **Graduation Details**

1. Graduation Details are mandatory for completing the resume entry process.
2. HSC/Diploma or HSC & Diploma is/are mandatory for completing the resume entry process( As applicable).
3. Please Select Qualification level to Add /View /Edit or Delete.
4. The brief information about particular field can given by mouse over of .
5.  Allows user to add more Qualification Level like 2<sup>nd</sup> Diploma/Graduation /Post Graduation.
6. **BACKLOGS** means no. of subjects student had failed during degree
  - Total backlogs are number of backlogs in entire Qualification /Curriculum
  - Consider One Subject **per attempt while counting the backlogs**
7. **No. of Attempts** /are year(s) gap/lag in qualification. Minimum no. of attempt has to be 1.

Examples

- For e.g. If 4 years Engineering degree is completed in 4 years, the no. of attempt is 1(min. attempt) i.e. in one attempt the degree is completed.
  - If user is completing 3 year qualification(e.g.- B.Sc , BCA) in 4 years, no. of attempt will be 2.
  - If the user is not able to clear his backlog in that semester itself and any year down happens, then no. of attempts will increase respectively.
  - If 5th semester backlog is not cleared in 6th Semester and a year down happens, the no. of attempt is 2. In the same lines, as the year down increases, the no. of attempts will increase respectively.
  - After completion of 8th Semester, if any backlog remains and the user is not able to clear it in the subsequent semesters, the no. of attempts will increase respectively.
8. In case of result in **CGPA or in the similar grading method** convert the number as under
    - Convert CGPA or Grades to marks according to respective university formulae given on your original mark sheet or university website

PMS: Graduation Details Page



PRN : 120840120801

Instructions Logout

Registration Steps :

1 Register

2 Academic Details

3 Graduation Details

4 Academic Projects

5 Work Experience

6 Other Information

View Resume

### Add Graduation Details

**Add Diploma / Graduation Details**

Qualification Level : Graduation ? Qualification : BCA

Stream : Engineering Specialization : Computer Application

University : Acharya N. G. Ranga Agricultural University , Hyderabad , Andhra Pradesh

Institute/College : Disha Institute of Management & Technology , Raipur , Chhattisgarh

Total Backlogs : 0

No. of Attempts : 1

Exam Pattern

☐ Semester ☒ Year

Enter Marks :

Semester	Year	Obtained Marks	Total Marks
1	2005	365	500
2	2006		
3	2007		
4	2008		
Total		1090	1500

Note: Please convert your CGPA or Grading to marks according to respective university formulae.

Year of Admission : 2005 2013 Year of Passing : 2008 2013

University Degree % : 75 ? Average Aggregate % : 72.66 %

Please Wait While Data is Submitted....



Submit Reset Delete

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PMS: Graduation Details Page

- **Graduation Details**

1. View of graduation details after completion of Step-3 (Graduation Details).
2. Now Step 4 is enabled.

PRN : 120840120801
Instructions
Logout

Registration Steps :
1 Register
2 Academic Details
3 Graduation Details
4 Academic Projects
5 Work Experience
6 Other Information
View Resume

### Add Graduation Details

Add Diploma / Graduation Details

**Qualification Level** : 
**Qualification** :

**Stream** : 
**Specialization** :

**University** :

**Institute/College** :

**Total Backlogs** : 
**Grade / Division** :

**No. of Attempts** : 
**Course Duration** :

**Enter Marks**

Exam Pattern	Obtained Marks	Total Marks	Obtained Marks	Total Marks
<input checked="" type="radio"/> Semester <input type="radio"/> Year	<input type="text" value="Semester 1"/>	<input type="text" value="Semester 1"/>	<input type="text" value="Semester 2"/>	<input type="text" value="Semester 2"/>
<input checked="" type="radio"/> Semester <input type="radio"/> Year	<input type="text" value="Semester 3"/>	<input type="text" value="Semester 3"/>	<input type="text" value="Semester 4"/>	<input type="text" value="Semester 4"/>
<input checked="" type="radio"/> Semester <input type="radio"/> Year	<input type="text" value="Semester 5"/>	<input type="text" value="Semester 5"/>	<input type="text" value="Semester 6"/>	<input type="text" value="Semester 6"/>
<input checked="" type="radio"/> Semester <input type="radio"/> Year	<input type="text" value="Semester 7"/>	<input type="text" value="Semester 7"/>	<input type="text" value="Semester 8"/>	<input type="text" value="Semester 8"/>
<b>Total</b>				

Note: Please convert your CGPA or Grading to marks according to respective university formulae.

**Year of Admission** :  2013
**Year of Passing** :  2013



**University Degree %** : 
**Average Aggregate %** : %

Submit
Reset
Delete

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- **Academic Projects**

1. Any one project details is mandatory for step completion.
2. Please Select Qualification to Add /View /Edit or Delete.
3. Only One Project is allowed per qualification.
4. After Step-4 *Academic Projects* Completion Step 5 –Work Experience and Step 6 –Other Information will be enabled for entry.

PRN : 120840120801
Instructions
Logout

Registration Steps :

1 Register
2 Academic Details
3 Graduation Details
4 Academic Projects
5 Work Experience
6 Other Information
View Resume

### Academic Project Information

**Academic Project Details**

**Select Qualification** : Select Qualification

**Duration (In Months)** : Enter Project Duration

**Project Description** : Enter Project Description

**Project Title** : Enter Project Title

**Platform Used** : Select Platform

Submit

Reset

Delete



No Project Details Present.

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- **Academic Projects**

1. PG Diploma(C-DAC Courses) Demo project entry.

PRN : 120840120801
Instructions
Logout

Registration Steps :
1 Register
2 Academic Details
3 Graduation Details
4 Academic Projects
5 Work Experience
6 Other Information
View Resume

### Academic Project Information

Academic Project Details

Select Qualification	: PG Diploma	Project Title	: WMS
Duration (In Months)	: 2	Platform Used	: MS.NET
Project Description	Web management system is used to maintain the web site in different format Web management system is used to maintain the web site in different format Web management system is used to maintain the web site in different format.		

276 characters remaining

Please Wait While Data is Submitted....



No Project Details Present.

PMS: Academic Projects Page



- **Academic Projects**

1. View of Academic Projects after completion of Step-4 (Academic Projects).
2. Now Step 5 and Step-6 are enabled.

**PRN : 120840120801**
**Instructions**
**Logout**

**Registration Steps :**

**1** Register
 **2** Academic Details
 **3** Graduation Details
 **4** Academic Projects
 **5** Work Experience
 **6** Other Information
 View Resume

### Academic Project Information


Academic Project Details



**Select Qualification** : 
**Duration (In Months)** : 
**Project Description** :

**Project Title** : 
**Platform Used** :

Qualification	Title	Duration (Months)	Platform	Description
PG Diploma	WMS	2	MS.NET	Web management system is used to maintain the web site in different format Web management system is used to maintain the web site in different format Web management system is used to maintain the web site in different format.

- **Work Experience**
  1. This step is optional.



PRN : 120840120801
Instructions
Logout

Registration Steps :

1 Register
2 Academic Details
3 Graduation Details
4 Academic Projects
5 Work Experience
6 Other Information
View Resume

### Add Work Experience

Designation	:	<input type="text" value="Enter Designation"/>	Organization	:	<input type="text" value="Enter Organization"/>
From Date	:	<input type="text" value="Enter From Date"/> 2013	To Date	:	<input type="text" value="Enter To Date"/> 2013
Total Experience (Months)	:	Select Dates			
Nature of Work	:	<input type="checkbox"/> Is IT Related <input type="text" value="Enter Nature/Type of Duties or Work Performed"/>			



Submit
Reset



Professional Summary

No record to Display

PMS: Work Experience Page

- **Work Experience**

1. Click  to edit the work details.
2. Click  to delete the work details.

PRN : 120840120801
Instructions
Logout

Registration Steps :
1 Register
2 Academic Details
3 Graduation Details
4 Academic Projects
5 Work Experience
6 Other Information
View Resume

### Add Work Experience

Designation :

From Date :  2013

Total Experience (Months) :

Nature of Work :



Organization :

To Date :  2013

Is IT Related : ☐

Submit
Reset



#### Professional Summary

Organization	Designation	IT Related	Exp (months)	From Date	To Date	Nature of Work	
XYZ Company	Software Developer	Yes	6	31-12-2012	30-06-2013	Development in MS.NET,Java	 

PMS: Work Experience Page

- **Other Information**

1. Preferences for job profile are mandatory for step completion.
2. Multiple entries can be filled with comma separation.
3. For Passport Details both Passport Number and Validity are mandatory.

**PRN : 120840120801**
**Instructions**
**Logout**

**Registration Steps :**

1 Register
2 Academic Details
3 Graduation Details
4 Academic Projects
5 Work Experience
6 Other Information
View Resume

### Other Information

Religion : <input type="text" value="Enter Religion"/>	Regional Languages Known : <input type="text" value="Enter Regional Languages"/>	Foreign Languages Known : <input type="text" value="Enter Foreign Languages"/>
Passport Number : <input type="text" value="Enter Passport Number"/>	Passport Valid Upto : <input type="text" value="Enter Passport Validity"/>	Technical Certification : <input type="text" value="Enter Tech Certification"/>
Caste Category : <input type="text" value="Select Category"/>	Caste : <input type="text" value="Enter Caste"/>	Sub-Caste : <input type="text" value="Enter SubCaste"/>
Hobbies : <input type="text" value="Enter Hobbies"/>	Extra-Curricular Activities : <input type="text" value="Enter Extra-Curricular Activities"/>	Other Information : <input type="text" value="Enter Other Information"/>

**Preference for Job Profile \***

Database Management  
Development  
Networking  
Technical Support  
Testing  
All

>>  
<<

**Selected Job Preference**



Note: Multiple entries can be filled with comma separation.  
\* field is mandatory

Update
Cancel

PMS: Other Information Page

- **Other Information**

1. View of other Information after completion of Step-6 (Other Information)
2. View Resume is enabled

[Home](#)
[Instructions](#)
[Logout](#)

**Registration Steps :**

1  
Register


2  
Academic Details

3  
Graduation Details

4  
Academic Projects

5  
Work Experience

6  
Other Information

 View Resume

### Other Information

Religion : --Not specified--	Regional Languages Known : --Not specified--	Foreign Languages Known : --Not specified--
Passport Number : --Not specified--	Passport Valid Upto : --Not specified--	Technical Certification : --Not specified--
Caste Category : --Not specified--	Caste : --Not specified--	Sub-Caste : --Not specified--
Hobbies : <input type="text" value="--Not specified--"/>	Extra-Curricular Activities : <input type="text" value="--Not specified--"/>	Other Information : <input type="text" value="--Not specified--"/>
Job Profile Preference : Database Management, Development, Networking, Technical Support, Testing		

[Edit](#)

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- **Preview Resume**

1. Preview resume shows Personal, Academics and Professional Summary.
2. Download link allows downloading resume in .pdf format.




PRN : 120840120801
Logout

### Preview Resume Download | Back

---

**Basic Information** Edit

**Name** : demo 801
**CCPP ID** : Not Assigned

**PRN** : 120840120801
**Course** : DAC , Aug12
**Address** : HNO 1038 , Jal Vihar Colony Near SBI Golaghat Branch



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**Experience Details** Edit

Company Name	Designation	IT Related	From	To	Nature of Work
XYZ Company	Software Developer	Yes	31-12-2012	30-06-2013	Development in MS.NET,Java

---

**Academic Details** Edit

Level	Stream	Institute	Board / University	Passing Year	Degree Percent	Grade/Division
BCA	Computer Applications	Disha Institute of Management And Technology (DIMAT), Raipur ,Chhattisgarh	Acharya N. G. Ranga Agricultural University , Hyderabad , Andhra Pradesh	2008	75.00 %	I
XII	Science	HOLY CROSS BOYS HIGH SCHOOL, BADNERA, MAHARASHTRA	CBSE	2005	71.00 %	I
X	General	HOLY CROSS BOYS HIGH SCHOOL, BADNERA, MAHARASHTRA	CBSE	2003	66.66 %	I

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**Academic Projects** Edit

**Title** : WMS
**Platform** : MS.NET
**Duration** : 2 Months

**Description** : Web management system is used to maintain the web site in different format Web management system is used to maintain the web site in different format Web management system is used to maintain the web site in different format.

---

**Other Information** Add

No Details Present.

---

**Personal Information** Edit

**DOB** : 06/01/1988
**Languages Known** : Not Specified
**Passport** : Not Available

**Gender** : Male
**Nationality** : Indian
**Foreign Languages** : Not Specified