





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

## General Instructions

**Login Page – Student should use PRN for both USER ID and Password**

[Home](#)
[About ACTS](#)
[About CDAC](#)
[Feedback](#)
[Contact Us](#)

Login

User Id

Password

Forgot Password ?

Welcome to Placement Management System

C-DAC placements create a platform where students can showcase their talents which different companies seek to explore and utilize. Starting from 1993, we have successfully placed a large section of graduates who have appeared for placements. This year especially, the performance has been overwhelming.

The moment you step foot at C-DAC, the process of shaping and moulding you for the real world begins. From day one itself, the focus is to get one ready to bag the best possible offer from industry bigwigs, at the end of six months when the Post Graduate Diploma programmes culminate.

C-DAC helps students in exploring placement opportunities by inviting companies for Common Campus Placement Programme. The final placements at C-DAC are a culmination of systematic and continued interaction with industry and ongoing and enduring career counselling as well as grooming of the students by mentors and Career Development Centre.

And before the "Placement" day, we finally present the podium where thousands of students participate in National Level Common Campus Placement Programme (CCPP) in five regions: **Bangalore, Hyderabad, Mumbai, Noida, Patna and Pune** where more than 500 companies across India visit for recruitment.

The interview process usually starts with company introduction enlightens the students with company profile followed by written test, group discussion, and personal interview. The underlying idea is to acquaint the students with the companies, their culture, and the domain, how they differentiated from their competitors, the job roles, growth rate, the expectations from students, the selection process, required skill sets and other aspects needed to build a lasting career.

A great number of new as well as regular companies visit our National Level Common Campus Placement Programme (CCPP) every batch and we have been successful in placing more than 2000 students every batch.

Calendar

June 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Recruiters List

C-DAC  
HP  
Cybage  
Microsoft  
Capgemini  
John Deere  
To know more [Click Here](#)

Contact Us

C-DAC ACTS ,  
5th Floor, Innovation Park,  
Sr. No. 34/B/1, Panchvati,  
Pashan, Pune  
Maharashtra 411008  
+91-20-25503100/ 06 / 07  
Email- acts-placement@cdac.in

Powered by C-DAC ACTS, Pune.

PMS Login page

## After successful login

### 1. Change password:

- It is mandatory for first time login students.

The screenshot shows the 'Change Password' page of the Placement Management System. At the top, there is a logo for 'Placement Management System' and a 'Logout' button. Below the header, a note states: 'Note: Change password is mandatory for First Time Login'. The form contains three input fields: 'Old Password', 'New Password', and 'Confirm Password'. Below these fields are 'Submit' and 'Cancel' buttons. At the bottom, there is a copyright notice: '© 2013 C-DAC, ACTS, All Rights Reserved'.

### PMS Change Password Page

### 2. Forgot Password:

- This forgot password only works after 1<sup>st</sup> step completion of resume entry.
- If any candidate has forgot their password, then Forgot password option will be there on Login page.
- After clicking on Forgot password button, the user will be redirected to Forgot Password page.
- Then the user can enter their PRN and PMS registered primary email id then click on Get OTP button.
- Then enter OTP received on your primary email id from [acts-placement@cdac.in](mailto:acts-placement@cdac.in), then add new password, confirm password and then click on submit.

The screenshot shows the 'Forgot Password' page of the Placement Management System. At the top, there is a logo for 'Placement Management System' and a navigation bar with links: 'Home', 'About ACTS', 'About CDAC', 'Feedback', and 'Contact Us'. Below the header, a note states: 'Note: You can reset your password only if you have done your resume entry.' The form contains five input fields: 'PRN/User ID', 'Registered Email', 'OTP', 'New Password', and 'Confirm Password'. Below these fields are 'Submit' and 'Cancel' buttons. A 'Get OTP' button is located next to the 'Registered Email' field. At the bottom, there is a footer: 'Powered by C-DAC ACTS, Pune.'.

**Login again with new password will redirect to below mentioned tab**



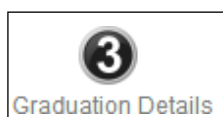
1. This is a navigation menu to fill the resume in Placement Management System.



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



3. **Red color image and link shows: - link is enable to fill details for particular step.**



4. **Gray color image and link shows** step is **disabled and previous step needs to be completed**.
5. For step 2 –*Academic details* completion of 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. The field with red border and \* shows the mandatory fields.
7. For Step 4 –*Academic Projects* completion PG diploma (C-DAC Courses) project details are mandatory.
8. Step 5 –*Work Experience* is optional step.
9. For Step 6 –*Other Information* completion Preference for job profile detail is mandatory.
10. View Resume Link shows Personal, Academic and Professional Summary.

## Registration

1. All Fields with red border are mandatory to fill.
2. The image uploaded is from Student C-CAT registration form, non-editable.
3. Email Id is combination of lowercase letters and Numbers only. The primary email ID should be Gmail ID. (Preferably Gmail Id), Please make sure you enter valid primary email ID as it will be shared with companies.
4. If students don't have skype id, then they must create it and fill the details.
- 5.

**Registration Steps :**

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

### Registration

Personal Information Update Cancel

**Name** : Joy Lopez **PRN** : 200244520084

**Email Id** (Preferably gmail Id) : lopezjames@gmail.com **Alternate Email Id** : jameslopez@gmail.com

**CCPID** : MD0572 **Date of Birth** : 06/15/1992

**Mobile No.** : 9730095955 **Alternate Mobile** : 8668911353

**Skype Id** : live.cid.1ff9a2e09c9c5f67

**Contact Information**

**Correspondence Address Details**

**Address** : 101 Independence Avenue, S.E., Hyderabad, D.C. 20559-6000

**Country** : India **State** : Maharashtra

**City** : Uran **PinCode** : 447860

**STD Code** : Enter STD Code **Telephone No** : 9730095955

**Permanent Address Details**

**Address** : 101 Independence Avenue, S.E., Hyderabad, D.C. 20559-6000

**Country** : India **State** : Maharashtra

**City** : Uran **PinCode** : 447860

**STD Code** : Enter STD Code **Telephone No** : 9730095955

**Nationality** : Indian **Gender** : ☒ Male ☐ Female

## Academic Details

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 Qualification		
Board	: 10th/SSC		
Grade / Division	: 12th/HSC	Obtained Marks	: Enter Obtained Marks
Year of Passing	: Select Grade/Division	Total Marks	: Enter Total Marks
	: Select Year of Passing	Percentage	: %

Submit Reset Delete

### PMS Academic Page

1. Qualification Select is a drop down to fill the academic details for 10<sup>th</sup> / 12<sup>th</sup> respectively.
2. 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, and Science etc.)
3. Obtained marks should be in numbers. If the board follows grade result, kindly convert it into percentage and then subsequently into obtained marks as per the percentage calculation formula mentioned in your mark sheet.
4. The grade is 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> class as per your academic board policy and obtained grade as mentioned on the mark sheet.
5. In case any student has done Diploma after 10<sup>th</sup>, he / she should fill the Diploma details under next tab i.e. Graduation tab.
6. **Note: A student can edit the data by reselecting the desired Qualification from the qualification dropdown, edit the required changes and update.**

Placement Management System

PRN : 200244520084 Instructions Urgent Notice 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	: Vivekanand School		
Board	: Maharashtra State Board	Obtained Marks	: 479
Grade / Division	: I	Total Marks	: 650
Year of Passing	: 2008	Percentage	: 73.69 %

Submit Reset Delete

No Record To display.



## Graduation Details

1. Graduation Details are mandatory for completing the resume entry process.

### For Diploma students :

- In case any student has done Diploma, he / she should fill the details under Graduation tab. Diploma is mandatory for completing the resume entry process (As applicable) under graduation tab (if HSC not done).
- For Diploma – Select the course duration 3 Years and enter the marks from 1<sup>st</sup> Semester or in case of year wise mark sheet – enter the details for yearly marks.
- For Diploma Students – To fill in the Graduation marks details – Select the course duration as 3 years and fill the semester wise / year wise marks starting from 1<sup>st</sup> Semester / 1<sup>st</sup> year.

### General:

2. Please Select Qualification level to add the graduation details under Diploma / Graduation/ Post Graduation. Multiple details a student may add under the mentioned graduation tabs by selecting the same.
3. Under the Qualification tab, students may select his/her graduation degree in case you could not find your degree in the list then please select other option and mention your degree name.
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/ got the supplement during degree.  
E.g. In 1<sup>st</sup> year, I failed in one subject and gave re-exam in the third semester –consider as one backlog. In the fourth semester, again failed and appeared for re-exam thus total backlog counted will be two and subsequently add the backlogs in case of more failed subjects during engineering / diploma.
  - Total backlogs are number of backlogs/ no. of re-exams given in entire Qualification /Curriculum.
  - Consider One Subject **per attempt while counting the backlogs.**
7. **Grade / Division** – Mention the grade (1<sup>st</sup> / 2<sup>nd</sup>/3<sup>rd</sup>) received in your degree certificate for Engineering / Diploma as mentioned in your degree certificate or as per you college academic rules .
8. **No. of Attempts** /are year(s) gap/lag in qualification. Minimum no. of attempt has to be 1.

No. of Attempts ask a student in how many years he has completed the engineering (4 years) / Diploma (3 years).

The ideal scenario is 1 attempt for completing the engineering (4 years) / Diploma (3 years) in the prescribed years for the graduation.

In case of any year (1year / 2 year) extension due to any issues, the no. of attempts will increase from 1 / 2/3 based on the additional no. of years taken to complete the graduation / diploma.

### 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 the final semester itself and any year down happens, then no. of attempts will increase subsequently & respectively.
  - If 5th semester backlog is not cleared in 6th Semester and a year down happens, the no. of attempts will be 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.
9. In the section **"Enter Marks"** where the total and obtained marks asked in in numeric value. Enter the marks based on your Semester wise mark sheet / yearly mark sheet provided by the university.
10. In case student result is 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.**
11. **Year of Admission** is your admission year in Engineering / Diploma. **Year of Passing** is the year you have completed your engineering / diploma as mentioned on your degree certificate.
12. **The University Degree percentage** is the Degree percentage mentioned in your degree certificate. If not mentioned, you may mention the average percentage or as derived by your university.
13. **Average Aggregate percentage** - System calculates average aggregate percentage based on the marks entered in "Enter Marks" section.

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 : **Select Qualification** ? Qualification : **Select Degree** ▼

Stream : **Select Qualification** Specialization : **Select Specialization** ▼

University : **Diploma** ▼

Institute/College : **Graduation** ▼

Institute/College : **Post Graduation** ▼

Institute/College : **Select or enter your Institute / College Name**

Total Backlogs : **Enter Total Backlogs** Grade / Division : **Select Grade/Division** ▼

No. of Attempts : **Enter No. of Attempts** ? Course Duration : **Select Duration** ▼

Enter Marks

Exam Pattern	Obtained Marks	Total Marks	Obtained Marks	Total Marks
<input checked="" type="radio"/> Semester <input type="radio"/> Year	Semester 1	Semester 1	Semester 2	Semester 2
<input checked="" type="radio"/> Semester <input type="radio"/> Year	Semester 3	Semester 3	Semester 4	Semester 4
<input checked="" type="radio"/> Semester <input type="radio"/> Year	Semester 5	Semester 5	Semester 6	Semester 6
<input checked="" type="radio"/> Semester <input type="radio"/> Year	Semester 7	Semester 7	Semester 8	Semester 8
<input checked="" type="radio"/> Semester <input type="radio"/> Year	Semester 9	Semester 9	Semester 10	Semester 10
<b>Total</b>				

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

Year of Admission : **Select Admission Year** 📅 Year of Passing : **Select Year of Passing** 📅

University Degree % : **Enter Degree Percent** ? Average Aggregate % : **%**

**Submit** **Reset** **Delete**

PMS Add Diploma/Graduation page



### 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="609"/>	<input type="text" value="800"/>	<input type="text" value="590"/>	<input type="text" value="750"/>
<input checked="" type="radio"/> Semester <input type="radio"/> Year	<input type="text" value="599"/>	<input type="text" value="750"/>	<input type="text" value="570"/>	<input type="text" value="700"/>
<input checked="" type="radio"/> Semester <input type="radio"/> Year	<input type="text" value="500"/>	<input type="text" value="700"/>	<input type="text" value="514"/>	<input type="text" value="650"/>
<input 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"/>
<input type="radio"/> Semester <input type="radio"/> Year	<input type="text" value="Semester 9"/>	<input type="text" value="Semester 9"/>	<input type="text" value="Semester 10"/>	<input type="text" value="Semester 10"/>
<b>Total</b>	<b>3382</b>	<b>4350</b>		

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

Year of Admission :  ? Year of Passing :  ?

University Degree % :  ? Average Aggregate % :

## Academic Projects

- Any one-project details is mandatory for step completion.
- Please Select Qualification to add the project under Engineering / PG Diploma section.
- The section allows only One Project per qualification selected. Students do multiple projects during their engineering but they have to check which project is the most valuable and shows the practical aspect of the objective to highlight in the resume to attract recruiter's attention.
- Enter project duration as the duration of projects declared by University / C-DAC Project.
- Platform Used – Mention the technology / software / tools used in the project to highlight your key skill sets. If your project platform is not listed then select, others option and enter your platform.
- Project Description – Highlight your project key areas and major output delivered to describe the project performed / executed.
- To edit project details, select qualification from dropdown then added project details would be shown for updating.

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 Title :

Platform Used :

Project Description :

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.



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



The work experience tab gets enable only after completing the dully-filled entries in all the previous tabs.

**This step is optional as only for experienced students to provide the required information.**

Note: The college internship or any internship done without proper employment letter, salary slips is not considered under work experience.

The minimum documents generally ask by HR to produce post selection for an experienced student is offer letter, salary slips.



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 : ☐

**Professional Summary**

No record to Display

## Other Information

1. Other information relates to additional information about a student details.
2. Religion, languages, caste is self-understood and details can be filled as per the information asked.
3. A student should have Aadhar Card, PAN card and Passport, as it is generally ask by HR post selection for documentation purpose. If at present, the student does not have the passport details, he may enter it later.
4. The technical certification asks for technical certificate issued to student by an authorized certification body like Microsoft / CISCO etc. after successful completion of their exams and been certified for the skills.
5. In case student has done any offline / online training from Coursera/ Udemy, it is to be mentioned in other information section.
6. Preferences for job profile are mandatory for step completion. Multiple entries to be filled with comma separation.

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

## Preview Resume

1. Preview resume shows Personal, Academicals 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  
**PRN** : 120840120801  
**Course** : DAC , Aug12  
**Address** : HNO 1038 , Jal Vihar Colony Near SBI Golaghat Branch

**CCPP ID** : Not Assigned



#### 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

#### 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