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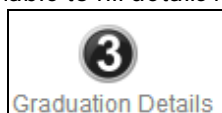
- **General Instruction**

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 /10th is mandatory.
6. For step 3 –*Graduation details* completion Graduation is mandatory. If in step 2 –*Academic details* HSC /12th details are not filled then Diploma and graduation details are required to complete the step.
7. *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.

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.

PMS: Registration Page

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

PMS: Registration Page

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

PMS: Registration Page

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

PMS: Registration Page

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

PMS: Academic Details Page

- **Academic Details**
  1. SSC/ 10th Demo data entry.

PMS: Academic Details Page

- **Academic Details**
  1. HSC/ 12th Demo data entry.

Placement Management System

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

Field	Value	Field	Value
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 2013	**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

PMS: Academic Details Page

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

Placement Management System

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

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

PMS: Academic Details Page

- **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 2nd 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

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

PMS: Graduation Details Page

- **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.

PMS: Academic Projects Page

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

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.

PMS: Academic Projects Page

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

PMS: Work Experience Page

- **Work Experience**
    1. Click ✎ to edit the work details.
    2. Click 🗑 to delete the work details.

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.

PMS: Other Information Page

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

PMS: Other Information Page

- **Preview Resume**
  1. Preview resume shows Personal, Academicals and Professional Summary.
  2. Download link allows downloading resume in .pdf format.

Placement
Management System

सी डैक अॅक्टस
CDAC ACTS

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		

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	Gender	: Male
Languages Known	: Not Specified	Nationality	: Indian
Passport	: Not Available	Foreign Languages	: Not Specified

PMS: Preview Resume