



Tamil Nadu
e-Governance Agency



Tamil Nadu Skill
Development Corporation

User Manual for Placement Portal – Placement Officer

Version No.0.1

This is the initial version of user manual. Based on the changes on the software, manual will be updated accordingly.



User Manual – Placement Module

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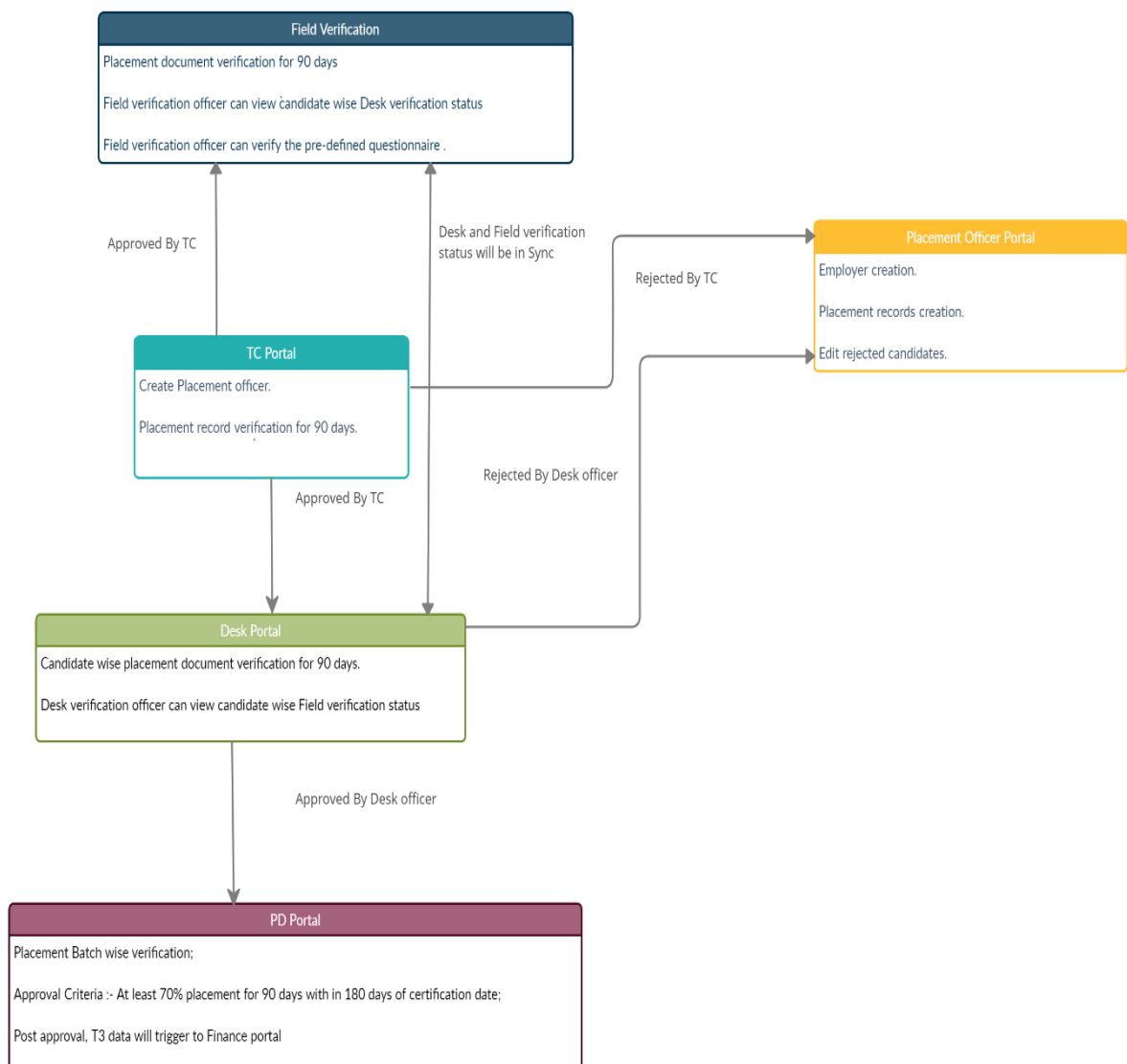


User Manual – Placement Module

1. Introduction

Placement officer allows Placement Officer (PO) to upload employer details, to upload month on month placement details of candidates along with documents and also allows to edit the placement record if got rejected from any of verification level. Post uploading the document eligible record will go for the verification at TC level first, on successful approval of record, record will go for Field and Desk level verification simultaneously. Else rejected record will go back to placement officer for editing.

Placement Portal Workflow





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2.Placement Officer Portal

2.1 Placement Officer Login :-

Placement officer can login to the placement portal using triggered credentials to registered email and phone number.

Details:

Field	Description
Username	Placement officer Username or Login ID
Password	Placement officer Password
Forgot Password?	Placement officer can click on “Forgot Password?” link, if Placement officer forget the password and wants to receive temporary password
Log In	On “Sign In” click, system will check if credentials entered are valid or not, if valid, Placement officer will be navigated to home screen of portal.

2.2 Placement officer Home

Screen



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Post login to the portal Placement officer will be able to do below actions.

1. Upload Employer data
2. Upload placement details
3. View/Edit rejected candidates.

2.3 Employer Data

In order to upload the wage employee data placement officer, have to create employer details. Placement officer can upload employer details either clicking on **Employer data menu** or can also upload the employer data while uploading the placement details itself.

Screen

EMPLOYER DATA

Name of the Organization*: Type of the Organization*:

Contact Person*: Organization Website:

Contact Email*: Contact Number*:

PF Number:

ESIC Number:

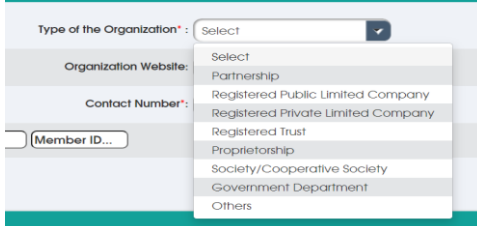
ADD EMPLOYER DATA

Pincode: Address: State: District:



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Details:

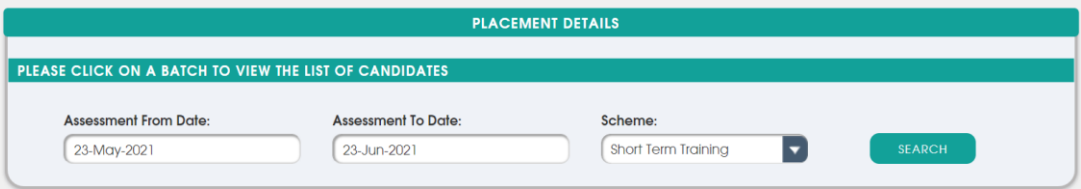
Field	Description
Name of organization	Name of organization
Type of organization	
Contact Name	Contact person name of organization
Organization website	Website address of organization
Contact Email	Email address of contact person
Contact number	Contact number of contact person
PF number	PF number of organization if any
ESIC Number	ESIC number If any
Pincode	Pincode of the organization address (Note :- on the basis of pincode system automatically pick up the state and city)
Address	Complete address of the organization
State	State of the organization
District	District of the organization
Add	By clicking on add button user can add organization address (Pincode, address, state,city)
Submit	By clicking on submit system will auto validate the details and submit if successfully validated.

Note :- Placement officer can upload multiple address against one employer.

2.4 Placement Details

In order to upload the placement details placement officer first have to select the batch name by filter the batches between the assessment From and To date as display in below screen.

Screen 1





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Details:

Field	Description
Assessment from date	Assessment from date
Assessment To date	Assessment To date
Scheme	Scheme name – by default scheme is STT
Search	By clicking on search system will validate the details and display the batch list between the assessment from and To date

Screen 2

PLACEMENT DETAILS

PLEASE CLICK ON A BATCH TO VIEW THE LIST OF CANDIDATES

Assessment From Date:

Assessment To Date:

Scheme:

SEARCH

01-Jan-2020

23-Jun-2021

Short Term Training

BATCH NAME	ASSESSMENT DATE	TOTAL COUNT OF CANDIDATES	TOTAL CERTIFIED CANDIDATES	DISABILITY TYPE	PLACEMENT PERCENTAGE
2102TH2020-TC00252AJTHC/G3006-00000055	11-Nov-2020	25	25	NA	NA

Details:

Field	Description
Batch name	Name of the batch
Assessment date	Assessment date of the batch
Total count of candidates	Total enrolled candidates in a batch

Once Batch list will be visible user can click on batch name in order to proceed further

Screen 3

Candidate Employment details - Post clicking on batch user will redirect to the candidate employment details page as shown below



User Manual – Placement Module

CANDIDATE EMPLOYMENT DETAILS

VIEW COMPLETE LIST OF CANDIDATE

Candidate Details

Candidate: +
Select
Candidate ID:
Gender:
Date of Birth/Year of Birth:

Certification Details

Batch Start Date:
Batch End Date:
Batch Assessment Date:

Employment Details

Total days of Employment : 0

ADD CANDIDATE EMPLOYMENT DETAILS

Type of Employer:
Select
From date:
From Date
International Placement?
Select

SUBMIT

VIEW CANDIDATE EMPLOYMENT DETAILS

FROM DATE	TO DATE	INTERNATIONAL PLACEMENT?	CURRENT EMPLOYMENT STATUS	TYPE OF EMPLOYER	Centre Candidate ID	NAME OF EMPLOYER/NATURE OF EMPLOYMENT	MONTHLY IN
No Records Found							

BACK

CLEAR

CANDIDATE EMPLOYMENT DETAILS

VIEW COMPLETE LIST OF CANDIDATE

Candidate Details

Candidate: +
Aadhithiyon
Candidate ID: TI2021M-C002E48
Gender: Male
Date of Birth/Year of Birth: 1995

Certification Details

Batch Start Date: 13-Sep-2020
Batch End Date: 07-Nov-2020
Batch Assessment Date: 11-Nov-2020

Employment Details

Total days of Employment : 0

ADD CANDIDATE EMPLOYMENT DETAILS

Type of Employer:
Select
From date:
From Date
International Placement?
Select

SUBMIT

VIEW CANDIDATE EMPLOYMENT DETAILS

FROM DATE	TO DATE	INTERNATIONAL PLACEMENT?	CURRENT EMPLOYMENT STATUS	TYPE OF EMPLOYER	Centre Candidate ID	NAME OF EMPLOYER/NATURE OF EMPLOYMENT	MONTHLY IN
No Records Found							

BACK

CLEAR

Details:

Field	Description
Candidate	List of candidate under selected batch (User have to select the candidate name from the list in order to upload the placement details)
Candidate ID	Candidate id will auto populate on the selection of candidate name



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Gender	Gender will auto populate on the selection of candidate name
Date of Birth	DOB will auto populate on the selection of candidate name
Batch Start date	Batch start date will auto populate on the selection of candidate name
Batch End date	Batch end date will auto populate on the selection of candidate name
Batch assessment date	Batch assessment date will auto populate on the selection of candidate name
Employment details – Total number of employments	Candidate eligible total number of employment till date
Type of employer	Employment type i:e wage or self employed
From Date	Date of joining
International placement	

Screen 4 – Type of employment – Wage employment

CANDIDATE EMPLOYMENT DETAILS

VIEW COMPLETE LIST OF CANDIDATE

Candidate Details

Candidate: Aadhithyan

Candidate ID: TI2021M-C002E48

Gender: Male

Date of Birth/Year of Birth: 1995

Certification Details

Batch Start Date: 13-Sep-2020

Batch End Date: 07-Nov-2020

Batch Assessment Date: 11-Nov-2020

Employment Details

Total days of Employment : 0

ADD CANDIDATE EMPLOYMENT DETAILS

Type of Employer:
Wage Employment

From date:
From Date

Name Of Employer:
Name of Employer

Monthly Income(In INR): ⓘ
Monthly Income(In INR)

International Placement?
Select

Designation:
Designation

Upload Document Proof:
UPLOAD

PF Number:
Office Code... Est ID... Ext. If any... Member ID...

ESIC Number:
ESIC Number

SUBMIT

VIEW CANDIDATE EMPLOYMENT DETAILS

FROM DATE

TO DATE

INTERNATIONAL PLACEMENT?

CURRENT EMPLOYMENT STATUS

TYPE OF EMPLOYER

Centre Candidate ID

NAME OF EMPLOYER/NATURE OF EMPLOYMENT

MONTHLY IN

No Records Found

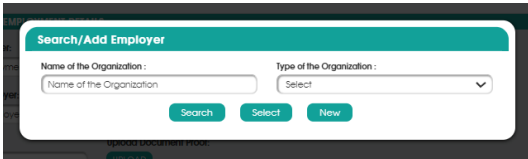
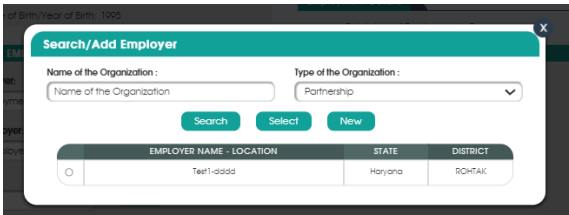
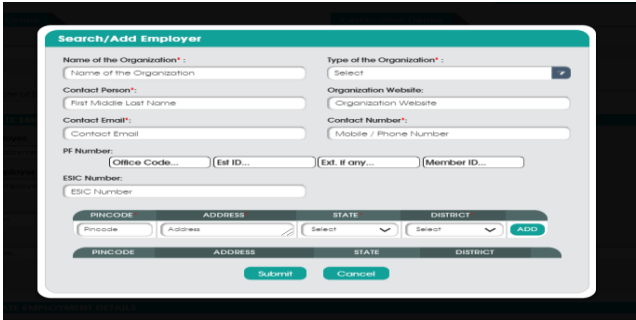
BACK

CLEAR

Details:

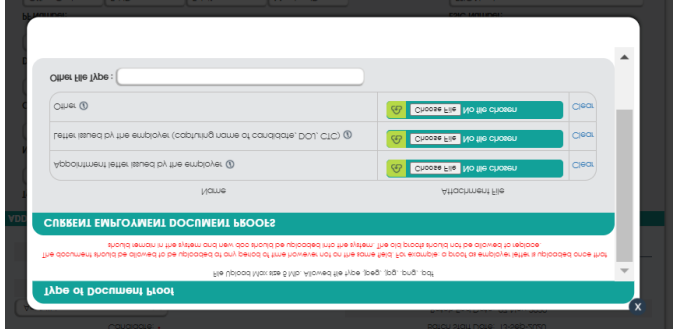
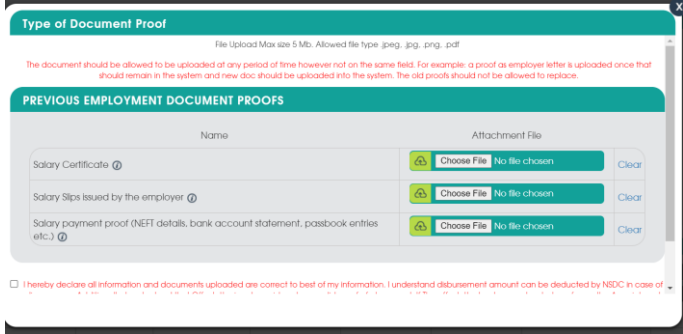
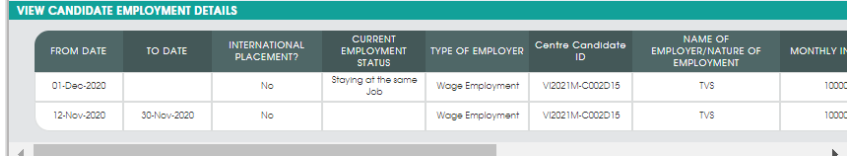


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Field	Description
Candidate	List of candidate under selected batch (User have to select the candidate name from the list in order to upload the placement details).
Candidate ID	Candidate id will auto populate on the selection of candidate name
Gender	Gender will auto populate on the selection of candidate name
Date of Birth	DOB will auto populate on the selection of candidate name
Batch Start date	Batch start date will auto populate on the selection of candidate name
Batch End date	Batch end date will auto populate on the selection of candidate name
Batch assessment date	Batch assessment date will auto populate on the selection of candidate name
Employment details – Total number of employments	Candidate eligible total number of employment till date
Type of employer	Employment type i:e wage
From Date	Date of joining
Name of Employer	By clicking on + button user can select and Add the name of employer 
Search/Add employer – Name of organization	Name of organization to search the name if already created
Type of organization	Type of organization to search the name if already created
Search button	Click on search button system will display the list of organization post verification 
Select button	Click on radio button for selecting the name of the organization
New	In order to add new organization/employer data (please refer 3.2.1) 
Monthly income	Monthly salary of candidate



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International placement	Yes/No ? if yes select country of placement
Designation	Designation of the candidate as per offer letter
Upload document proof	<p>1st month</p>  <p>Any one document from above mentioned list for the 1st month</p> <p>2nd and onward months</p>  <p>Any one document from salary certificate and salary slip + Salary payment proof is mandatory for the 2nd and onward months</p>
PF Number	PF number of candidate if any
ESIC	ESIC number of candidate if any
Submit	On clicking on button system will validate the details and save the details
View candidate employment details	<p>Month on month candidate details of the candidate will be visible in a table for under this session</p> 

Screen 4 – Type of employment – Self Employed



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CANDIDATE EMPLOYMENT DETAILS

[VIEW COMPLETE LIST OF CANDIDATE](#)

Candidate Details

Candidate: Arunkumar g

Candidate ID: TH2021M-C002E23

Gender: Male

Date of Birth/Year of Birth: 2002

Certification Details

Batch Start Date: 13-Sep-2020

Batch End Date: 07-Nov-2020

Batch Assessment Date: 11-Nov-2020

Employment Details

Total days of Employment : 0

ADD CANDIDATE EMPLOYMENT DETAILS

Type of Employer:
Self Employed

From date:
From Date

Nature of Employment:
Nature of Employment

Monthly Income(in INR):
Monthly Income(in INR)

International Placement?
Select

Upload Document Proof:
UPLOAD

SUBMIT

VIEW CANDIDATE EMPLOYMENT DETAILS

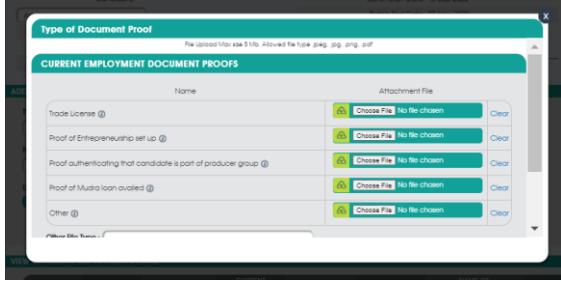
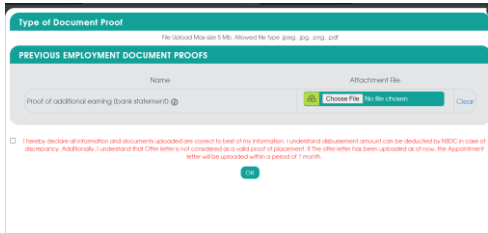
FROM DATE	TO DATE	INTERNATIONAL PLACEMENT?	CURRENT EMPLOYMENT STATUS	TYPE OF EMPLOYER	Centre Candidate ID	NAME OF EMPLOYER/NATURE OF EMPLOYMENT	MONTHLY IN
No Records Found							

BACK
CLEAR

Field	Description
Candidate	List of candidate under selected batch (User have to select the candidate name from the list in order to upload the placement details)
Candidate ID	Candidate id will auto populate on the selection of candidate name
Gender	Gender will auto populate on the selection of candidate name
Date of Birth	DOB will auto populate on the selection of candidate name
Batch Start date	Batch start date will auto populate on the selection of candidate name
Batch End date	Batch end date will auto populate on the selection of candidate name
Batch assessment date	Batch assessment date will auto populate on the selection of candidate name
Employment details – Total number of employments	Candidate eligible total number of employment till date
Type of employer	Employment type i.e wage or self employed
From Date	Date of joining
Nature of employment	Nature of self employment
Monthly income	Income/salary
International placement	Yes/No
Upload document proof	1 st month



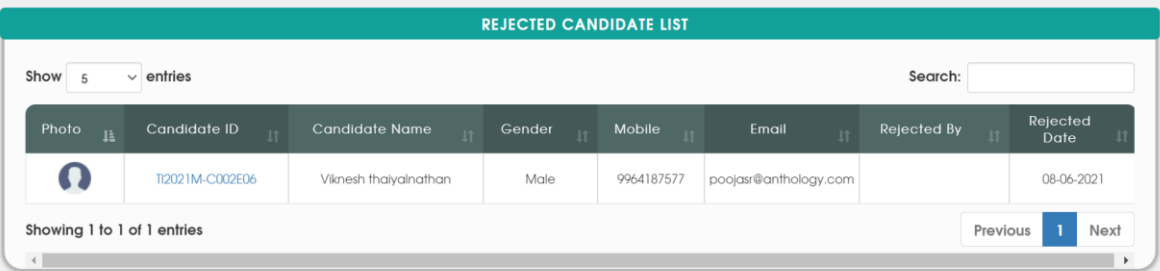
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	 <p>Upload any document for the first month 2nd and onward months</p>  <p>Upload bank statement and click the declaration.</p>
Submit	System will auto validate the fields and submit the employment details

2.5 Rejected candidate details

Placement officer can also view the rejected candidate details of the rejected candidates

Screen



Details

Field	Description
Candidate ID	System generated candidate unique ID
Candidate Name	Candidate Name
Gender	Candidate Gender



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Mobile	Candidate Mobile
Email	Candidate Email ID
Rejected By	Rejected by field shows either the name of training centre of the desk officer
Rejected Date	Rejected date will shows the date of rejection

Note: Training center will verify candidate placement record on/before 7th of every month

2.5.1 Edit and view Rejected candidate details

Screen

The screenshot displays the 'Candidate Detail - T12021M-C002E06' screen. It is divided into three main sections:

- Candidate Employment Details:** Includes fields for Designation (staff), Company Name (TNSDC), From (01-02-2021), To (28-02-2021), Salary (9000), Min Wage (0), and Placed above min wage (No).
- Candidate Employed Status:** A table showing employment metrics.

Number of days employed in the month	Candidate placed for minimum days in the month	Has the candidate been placed for minimum days in the month ?
28	0	No
- Candidate Continuous Employment Status:** A table showing continuous employment metrics.

Continuous employment days	Minimum Continuous days candidate has to be placed	Has the candidate been placed for continuous 90 days ?
59	90	No
- Candidate Document Details:** A table showing document upload status.

Document Type	Documents Uploaded Are Correct	View / Download
Salary Slips issued by the employer	No	
Salary payment proof (NEFT details, bank account statement, passbook entries etc.)	No	

Note :- Edit button will be visible if and only if record met below conditions

1. Difference between today and rejection date should not be more than 10 days
2. Candidate should be rejected for the first time.

3. Support

Please feel free to contact us:

Email ID	support@tnsdc.in
Contact number	044-22500107
Timing	Monday to Friday exclude Government holidays (Timing 10.00 AM to 5.45 PM)