

***Directorate of Employment and Training,***  
***Labour Resource Department, Govt of Bihar***

**User Manual New Web Portal of Directorate  
of Employment and Training**



**Counsellor Registration**

# Overview





## Visit the DET Portal:

- Click on Login select Employment then click on it.
- Employment login page will open. On top right corner click on Registration tab.
- Registration page will open. On registration page select register as Counsellor.
- Enter mobile number and E-mail address then Click on Proceed.
- Enter mobile OTP then click on verify. Enter e-mail OTP then click on verify. Click on Proceed button.

## Fill in Details:

- Fill in your personal details, educational details, work experience details, current employment status, NCS ID.
- Upload NCS documents in prescribed size and format.
- Fill in your Address Details.
- Tick box the declaration statements.
- Click on submit button, Pop-up message will generate saying Registration Successful.

## Approval And Login:

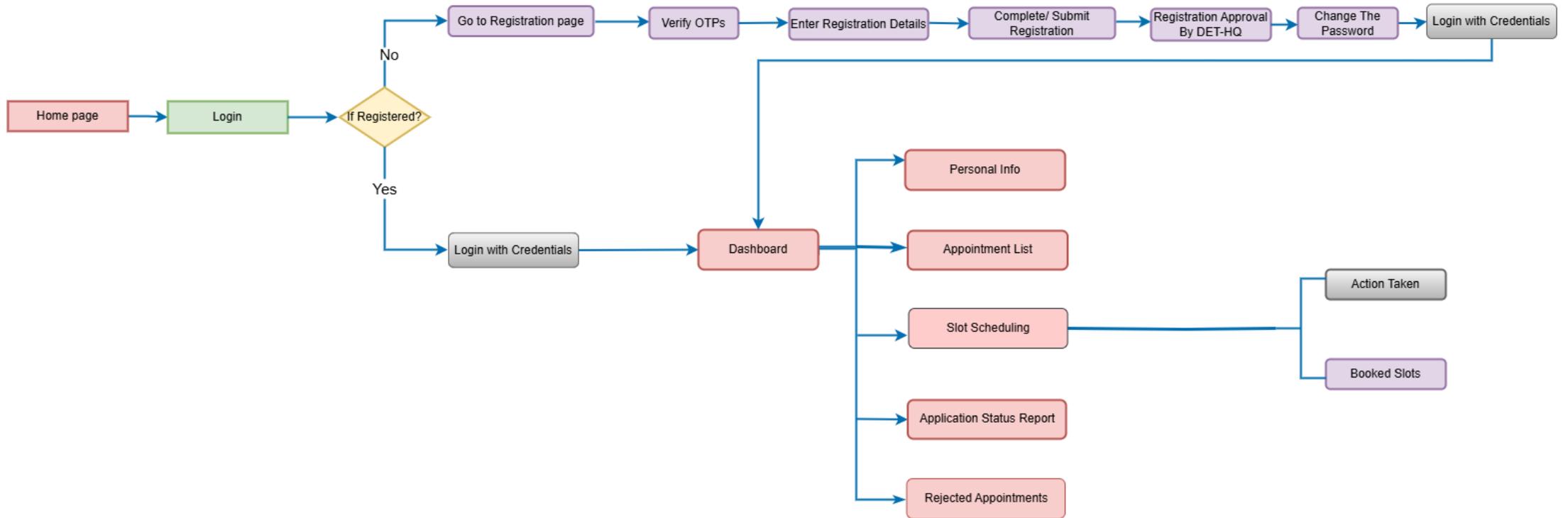
- Once registration completes successfully it will go to DET-HQ portal.
- DET-HQ will approve the registration . And once registration approves the counsellor can login to their account.

# Workflow

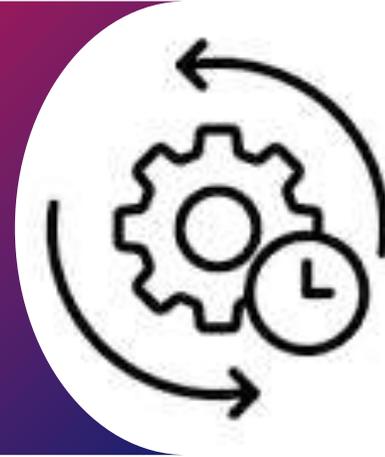




## COUNSELLOR REGISTRATION AND ITS WORKING FLOWCHART



# Process flow





Visit the DET portal by using this URL: <http://3.108.109.78:8080/content/home/index.html>.

Thursday 05/12/2024 16:08:32 A+ A A- Go to Main Content Select Language Search...

**Directorate Of Employment & Training** Home About Us Scheme Login Contact us

**Training**  
To streamline and automate administrative tasks in ITI institutions, such as student enrollment, course management, exam scheduling, and faculty assignments.

**Employment**  
An online platform that connects job seekers with employers, enabling users to search for job opportunities, upload resumes, and apply for positions.

**Bihar Overseas Placement Bureau**  
A government initiative that facilitates overseas employment opportunities for skilled and unskilled workers from Bihar.

**Dashboard**  
A centralized, user-friendly interface that visually presents key information, metrics, and data in a concise and interactive manner.

3.108.109.78:8080/content/home/index.html#heroCarousel

SIMPLIFYING LIFE



On the DET homepage, click on login then select Employment and click on it.

Thursday 02/01/2025 10:34:03 A+ A A- Go to Main Content Select Language Search...

**Directorate Of Employment & Training** Home About Us Scheme Login Contact us

**Employment**  
Training

**Click Here**

**Training**  
To streamline and automate administrative tasks in ITI institutions, such as student enrollment, course management, exam scheduling, and faculty assignments.

**Employment**  
An online platform that connects job seekers with employers, enabling users to search for job opportunities, upload resumes, and apply for positions.

**Bihar Overseas Placement Bureau**  
A government initiative that facilitates overseas employment opportunities for skilled and unskilled workers from Bihar.

**Dashboard**  
A centralized, user-friendly interface that visually presents key information, metrics, and data in a concise and interactive manner.

3.108.109.78:7070 Vision



After clicking on Employment Login following page will open. On top right corner click on registration button.

detjob.cmsuat.co.in/en/sign-in?p\_p\_id=com\_liferay\_login\_web\_portlet\_LoginPortlet&p\_p\_lifecycle=0&p\_p\_state=normal&saveLastPath=false&\_com\_liferay\_login\_web\_portlet...

Go Back to Home | All Bookmarks

Tuesday December 31, 2024 03:09:26 PM

Directorate Of Employment & Training

Sign In Registration

Click Here

Email Address

Password

Sign In

Forgot Password

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Registration page will open .

Thursday January 2, 2025 10:34:49 AM Sign In Registration

 Directorate Of Employment & Training 



### Registration

Register As \*

Mobile No. \* ?

Email Address \* ?

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Click on drop-down menu of Register As: then select Counsellor.

Thursday January 2, 2025 10:35:13 AM

Sign In Registration

 Directorate Of Employment & Training 



### Registration

Register As \*

--Select--

- Select--
- Job Seeker
- Employer
- Placement Organisation
- Counsellor**
- Entrepreneurial Mentor
- Domain Expert
- Overseas Job Seeker

Proceed

Click Here

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Enter your mobile number and E-mail address then click on Proceed button.

Thursday January 2, 2025 10:39:28 AM

Sign In Registration

Directorate Of Employment & Training

### Registration

Register As \*  
Counsellor

Mobile No. \* ?  
XXXXXXXXXX

Email Address \* ?  
XXXXXXXXXX

Click Here

Proceed

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Enter the OTP received on your mobile number and on your E-mail id. Click on Verify OTP.

Thursday January 2, 2025 10:40:19 AM Sign In Registration

 Directorate Of Employment & Training 



### Verification

Mobile OTP (9102822887) \*

Verify OTP

Email OTP (kunal\_kishore001@gmail.com) \*

Verify OTP

Click on it



After verifying mobile and E-mail OTP proceed button will appear . Click on Proceed button.

Thursday January 2, 2025 10:41:12 AM Sign In Registration

 Directorate Of Employment & Training 



### Verification

Mobile OTP (9102822887) \*

**Mobile verification Successful**

Email OTP (kunal\_kishore001@gmail.com) \*

**Email verification Successful**

[Click Here](#)

[Proceed](#)

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Fill in your personal details. Educational details and work experience.

Thursday January 2, 2025 10:44:16 AM [Sign In](#) [Registration](#)

 Directorate Of Employment & Training 

### Counsellor Registration

#### Counsellor Details

First Name *	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Father's/ Guardian Name *	Date of Birth *	Gender *
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/> 	<input type="text" value="--Select--"/>
Highest Educational Qualification *	Specialization	Work Experience
<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>

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Enter your Occupation, Employment status and other details along with your Counselling type and NCS ID. Upload your NCS document in prescribed format and file size.

Thursday January 2, 2025 10:53:39 AM Sign In Registration

 Directorate Of Employment & Training 

Occupation	Employment Status	Mobile No.
<input type="text"/>	--Select--	9102822887
Email Address	State *	District *
kunal_kishore001@gmail.com	--Select--	--Select--
Sub Division	Block	Pin Code *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Counselling Type *	NCS ID *	
--Select--	<input type="text"/>	
NCS Document *	Upload Document	Skills
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>

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## Fill in your address details.

Thursday January 2, 2025 10:53:45 AM [Sign In](#) [Registration](#)

 Directorate Of Employment & Training 

### Address Details

House No/Flat/Apartment/Building *	Village/Town/City	State *
<input type="text"/>	<input type="text"/>	--Select--
District *	Sub Division	Block
--Select--	<input type="text"/>	<input type="text"/>
Pincode *	Country *	Contact No.
<input type="text"/>	--Select--	<input type="text"/>
Email Address		
<input type="text"/>		

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Tick Box the declaration statements. Click on submit button.

Thursday January 2, 2025 10:53:51 AM Sign In Registration

 Directorate Of Employment & Training 

Pincode \*

Country \*

Contact No.

Email Address

**Declaration**

I hereby declare that all the above information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.

I agree to the terms and conditions.

[Click Here](#)



After clicking on submit button a pop-up message will come saying your Registration Successful.

Tuesday December 31, 2024 03:07:54 PM Sign In Registration

 Directorate Of Employment & Training 

### Registration Successful

Counsellor registration details submitted successfully and registration id is 2001

Your Mail id is your login ID.

An email containing your Login credential has been sent on

XXXXXXXXXXXX

[Click here to Login](#)

✓ Success: Your request completed successfully. ✕



Login to DET-HQ. Click on side menu bar.

Directorate Of Employment & Training

Det Hq Emp  
HQ Employment  
Last Login: 01-01-2025 17:01:31

Change Password

- Dashboard
- Job Fair Management
- Registration List
- Establishment Report
- Application Status Report

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Click on drop down menu of Registration List. Then click on Counsellor List.

Directorate Of Employment & Training

Change Password

Dashboard

Job Fair Management

Registration List

Employer List

Counsellor List

Domain Expert List

Entrepreneur mentor List

Placement Agency List

Sub-Address List

Establishment Report

Click Here

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<https://detjob.cmsuat.co.in/en/group/guest/counsellor-reg-list>



Approver should add comment first then click on Approve button to approve the registration of Counsellor. Now Counsellor have the access to login to their account.

**Directorate Of Employment & Training**

Pincode: 850001 | Country: India | Contact No. [ ]

Contact Email: madhav2@gmail.com

Approver Comment \*  
ok

**Add Comment Here** (points to the comment field)

**Click Here** (points to the Approve button)

Approve | Reject

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Counsellor can now login to their account by entering their login credentials.

The screenshot displays a web browser window with the URL `detjob.cmsuat.co.in/en/sign-in?p_p_id=com_liferay_login_web_portlet_LoginPortlet&p_p_lifecycle=0&p_p_state=normal&saveLastPath=false&_com_liferay_login_web_portlet...`. The page header includes a date and time stamp: "Tuesday December 31, 2024 03:09:26 PM". Navigation links for "Sign In" and "Registration" are present. The main header features the "Directorate Of Employment & Training" logo and name. The central content area contains an illustration of five diverse professionals standing in a row. To the right, a "Login" form is displayed with input fields for "Email Address" and "Password", a "Sign In" button, and a "Forgot Password" link. The footer contains the copyright notice: "© Copyright DET | BIHAR .All right reserved by CMS Computers India Pvt. Ltd".



Counsellor homepage will be open after login and will look like this.

Directorate Of Employment & Training

Name  
Counsellor  
Last Login: 02-01-2025 15:07:12

Dashboard

Personal Info

Appointment List

Slot Scheduling

Rejected Appointments

Application Status Report

Counsellor Name will Display Here.

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After entering personal information, there will be a section displaying a list of scheduled appointments.

The screenshot displays the user interface of the Directorate of Employment & Training. The header shows the organization's name and a power icon. The left sidebar contains the user's profile (Virat Kohli, Counsellor) and navigation options: Dashboard, Personal Info, Appointment List (highlighted in red), Slot Scheduling, Rejected Appointments, and Application Status Report. A blue arrow points from the 'Appointment List' menu item to the 'Click here' button. The main content area is titled 'Appointments' and includes a table with columns for SI.No, Student Name, Email, Appointment Date, Schedule Time, Status, and Remark. A single appointment is listed for student 'madhav jha' on '04-03-2025' at '09:00 - 17:30' with a status of 'Approved'. Below the table are pagination controls: 'Previous', '1', and 'Next'. The URL at the bottom is <https://detjob.cmsuat.co.in/group/guest/counsellor-appointment>. The footer contains the copyright notice: © Copyright DET | BIHAR .All right reserved by CMS Computers India Pvt. Ltd



Following that, there is a slot scheduling section where you can book available slots and view the ones that have already been reserved. On that page, there is an option to review the actions taken; click on it.

**Directorate Of Employment & Training**

< Previous | March 2025 | Next >

**Action Taken** | **Booked Slots**

No slots booked yet.

**Click here to see action taken**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

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<https://detjob.cmsuat.co.in/group/guest/counsellor-appointment>



After selecting "Action Taken," you will be redirected to a page displaying the list of student requests.

Directorate Of Employment & Training

Virat Kohli  
Counsellor  
Last Login: 03-03-2025 11:54:19

Dashboard  
Personal Info  
Appointment List  
Slot Scheduling  
Rejected Appointments  
Application Status Report

### Student Request List

Show 10 entries Search:

Sl.No	Student Name	Email	Contact No	Appointment Date	Start Time	End Time	Status	Remarks	Action
No Record Found									

Showing 0 to 0 of 0 entries Previous Next

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Next, select the "Rejected Appointments" option to view a list of declined appointments.

Directorate Of Employment & Training

Virat Kohli  
Counsellor  
Last Login: 03-03-2025 11:54:19

- Dashboard
- Personal Info
- Appointment List
- Slot Scheduling
- Rejected Appointments**
- Application Status Report

### Rejected Appointments

Show 10 entries Search:

Sl.No	Student Name	Email	Appointment Date	Schedule Time	Status	Remark
No Record Found						

Showing 0 to 0 of 0 entries Previous Next

Click here to see rejected appointments list

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Then, navigate to the "Application Status Report" section, select it, and enter the required details to check the status of an application.

Directorate Of Employment & Training

Application Status Report

From Date: dd-mm-yyyy

To Date: dd-mm-yyyy

Application No: [Text Input]

Status: Pending

Register As: Employer

Search

Fill all these details

Click here to search

Search Result

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# Important Link

## Important Portal Link (Temporary)

➤ **Index/Home Page of Directorate:**      **<http://3.108.109.78:8080/content/home/index.html>**

