

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

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



Entrepreneurial Mentor

Overview





Access the Portal:

Visit the DET portal at <http://3.108.109.78:8080/content/home/index.html>.
On the login page, click the registration link in the top right corner to proceed.

Select Role and Personal Details:

Choose “Entrepreneurial Mentor” from the dropdown menu.
Enter your mobile number and email address, then click **Proceed**.
You will receive an OTP either on your mobile or email. Enter it to verify and click **Verify**.

Complete Registration Form:

After verification, proceed by filling in personal details like your name, father’s/guardian’s name, date of birth, and gender.
Select your highest education qualification, specialization, work experience, occupation, and employment status from the dropdown menus.
Pre-filled mobile and email fields are provided. Choose your state, district, and sub-division from the dropdown menus.
Upload the required documents, including the NCS document, and specify your skills.

Enter Address Details:

Complete your address details, including house number, village/town/city, state, district, sub-division, and block.
Enter the pin code and country, followed by contact information.
Review all information, check the declaration box, and click **Submit**.

Approval by DET HQ:

Once you submit the registration form, DET HQ will log in to approve or reject your application.
DET HQ will review your details in the Entrepreneurial Mentor List, provide comments, and approve or reject the form.

Login and Set New Password:

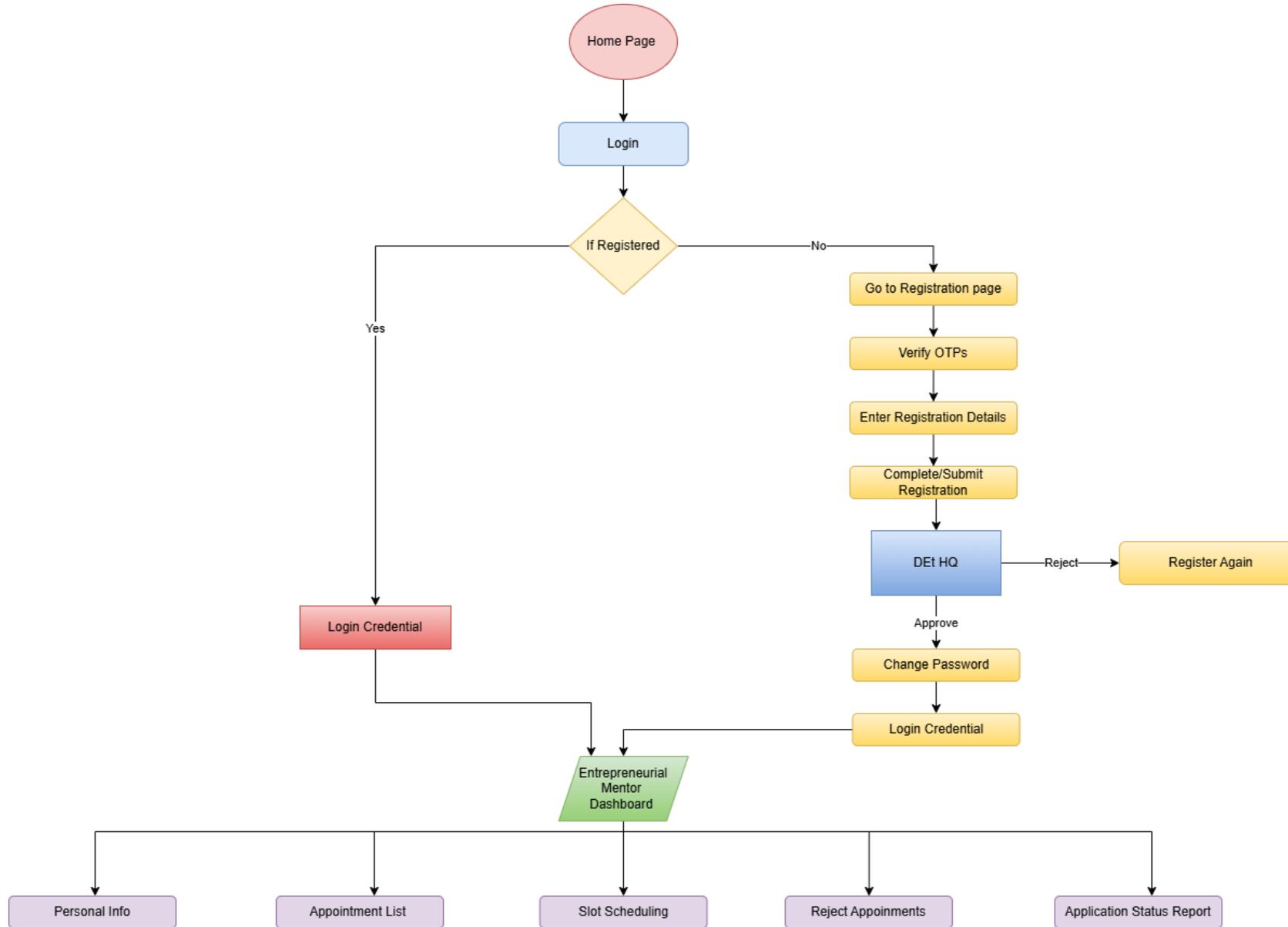
After approval, you will log in as an Entrepreneurial Mentor using the default password **DetDF1p@**.
Upon first login, you will be prompted to set a new password.
After updating your password, you will be directed to your Entrepreneurial Mentor dashboard.

This process ensures that you are successfully registered and able to access the system as an Entrepreneurial Mentor.

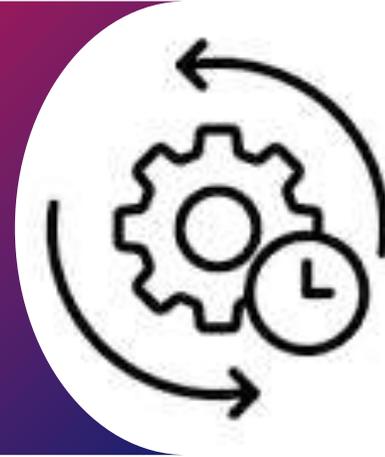
You said:

Workflow





Process flow





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



Clicking will redirect you to the employment login page. On the login page, you'll find a registration link in the top right corner. Click on it to navigate to the registration page.

The screenshot displays the website's header with the date and time (Friday, January 3, 2025, 12:17:24 PM) and navigation links for 'Sign In' and 'Registration'. The main header features the organization's logo and the text 'Directorate Of Employment & Training'. Below the header, there is an illustration of five diverse professionals standing in a row. To the right, a 'Login' form is shown 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'.



On the registration page, choose “Entrepreneurial Mentor” from the dropdown menu to register as an Entrepreneurial Mentor.



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 to
register as
Entrepreneurial
Mentor



Once you select " Entrepreneurial Mentor," enter your mobile number and email address and then click on proceed.



Directorate Of Employment & Training



Registration

Register As *

Entrepreneurial Mentor

Mobile No. * ?

6207152099

Email Address * ?

aishvarya880@gmail.com

Proceed

Enter Mobile number here

Enter Email Address here

Click here to Proceed



After clicking on "Proceed," an OTP will be sent to your mobile number Or Email Address. Enter the OTP in the provided box and then click on verify to verify the otp.



Enter mobile otp here

Enter Email otp here

Verification

Mobile OTP (6207152099) *

Email OTP (aishvarya880@gmail.com) *

Verify OTP

Verify OTP

Verify both otp



Once both your mobile number and email address are verified, click on Proceed.



Directorate Of Employment & Training



Verification

Mobile OTP (6207152099) *

928684

Mobile verification Successful

Email OTP (aishvarya880@gmail.com) *

833049

Email verification Successful

Proceed

Click here to proceed



After clicking "Proceed," a page will appear where you need to complete all the required details. In the Entrepreneurial Mentor section.



Entrepreneurial Mentor Registration

Entrepreneurial Mentor Details

First Name *

Middle Name

Last Name

Father's/ Guardian Name *

Date of Birth *

Gender *

Highest Educational Qualification *

Specialization

Work Experience

Occupation

Employment Status

Mobile No.



After entering your first name, middle name, last name, father's/guardian's name, and date of birth, choose your gender from the provided dropdown menu



Directorate Of Employment & Training



Entrepreneurial Mentor Registration

Entrepreneurial Mentor Details

First Name *

Ravi

Middle Name

Kumar

Last Name

Singh

Father's/ Guardian Name *

Alok Kumar Singh

Date of Birth *

11-08-1998

Gender *

--Select--

--Select--

Female

Male

Transgender

Highest Educational Qualification *

--Select--

Specialization

Occupation

Employment Status

Mobile No.

Select gender from here



After selecting the Gender, select highest education qualification from the given dropdown menu.

Directorate Of Employment & Training

<input type="text" value="Ravi"/>	<input type="text" value="Kumar"/>	<input type="text" value="Singh"/>
Father's/ Guardian Name *	Date of Birth *	Gender *
<input type="text" value="Alok Kumar Singh"/>	<input type="text" value="11-08-1998"/>	<input type="text" value="Male"/>
Highest Educational Qualification *	Specialization	Work Experience
<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>
8th	Employment Status	Mobile No.
10th	<input type="text" value="--Select--"/>	<input type="text" value="6207152099"/>
12th	State *	District *
Diploma	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
Graduate	Block	Pin Code *
Post Graduate	<input type="text"/>	<input type="text"/>
Other		
Sub Division		

Select from here



After selecting the highest education qualification, specify your specialization, work experience, occupation, and employment status from the provided dropdown menu.

Directorate Of Employment & Training

Name: Ravi Kumar Singh

Father's/ Guardian Name *: Alok Kumar Singh

Date of Birth *: 11-08-1998

Gender *: Male

Highest Educational Qualification *: Graduate

Specialization: Computer skill

Work Experience: 2 years

Occupation: Application Supporting Engineer

Employment Status: --Select--
--Select--
Full Time Employed
Part Time Employed
Unemployed
Self-employed
Underemployed
Temporary or contract worker
Volunteer

Email Address: aishvarya880@gmail.com

Mobile No.: 6207152099

District *: --Select--

Pin Code *: --Select--

Sub Division: --Select--

Copyright © 2022 CMS Computers India Pvt. Ltd

Select Employment Status from here



The mobile number and email address are pre-filled. Now, choose the state from the given dropdown menu.

Directorate Of Employment & Training

Occupation: Application Supporting Engineer

Employment Status: Full Time Employed

Mobile No.: 6207152099

Email Address: aishvarya880@gmail.com

State *
Bihar

District *
Select

Sub Division

Pin Code *

NCS ID *

NCS Document *
Choose File No file chosen

Skills

Select State from here

Address Details

Copyright DET | BIRAR. All right reserved by CMS Computers India Pvt. Ltd



After selecting the state, choose the district from the provided dropdown menu.

Directorate Of Employment & Training

Occupation: Application Supporting Engineer

Employment Status: Full Time Employed

Mobile No.: 6207152099

Email Address: aishvarya880@gmail.com

State *: Bihar

District *: Select

Sub Division: [Dropdown]

Block: [Dropdown]

NCS ID *: [Text Field]

NCS Document *: [Choose File] No file chosen

Upload Document: [Choose File] No file chosen

Address Details

© Cop... Computers India Pvt. Ltd

Select District from dropdown

- Pashchim Champaran
- Patna
- Purbi Champaran
- Purnia
- Rohtas
- Saharsa
- Samastipur
- Saran
- Sheikhpura
- Sheohar
- Sitamarhi
- Siwan
- Supaul
- Vaishali
- Arwal



Once you select the District, choose the Sub Division from the dropdown menu.

Directorate Of Employment & Training

Occupation: Application Supporting Engineer

Employment Status: Full Time Employed

Mobile No.: 6207152099

Email Address: aishvarya880@gmail.com

State: Bihar

District: Patna

Sub Division: **Select** (dropdown menu open)

- Select
- Patna Sadar
- Patna City
- Barh
- Masaurhi
- Danapur
- Paliganj

Block: []

Pin Code: []

Skills: []

Select Sub Division from here

Address Details



Once you select the Sub Division, choose the Block from the dropdown menu



Directorate Of Employment & Training



Occupation Application Supporting Engineer	Employment Status Full Time Employed	Mobile No. 6207152099
Email Address aishvarya880@gmail.com	State * Bihar	District * Patna
Sub Division Patna Sadar	Block Select Select Patna Rural Phulwari Sampatchak	Pin Code *
NCS ID *	Upload Document Choose File No file chosen	Ski
NCS Document * Choose File No file chosen		

Select Block from here

Address Details



After selecting the block, enter the pin code and NCS ID.



Directorate Of Employment & Training



Occupation	Employment Status	Mobile No.
Application Supporting Engineer	Full Time Employed	6207152099
Email Address	State *	District *
aishvarya880@gmail.com	Bihar	Patna
Sub Division	Block	Pin Code *
Patna Sadar	Phulwari	800001
NCS ID *		
1234		
NCS Document *	Upload Document	Skills
Choose File No file chosen	Choose File No file chosen	

Address Details



After completing the required fields, upload the NCS Document and Upload document.

 Directorate Of Employment & Training 

Sub Division: Patna Sadar
Block: Phulwari
Pin Code*: 800001

NCS ID*: 1234

NCS Document*: Choose File Affiliated Trade_compressed (9).pdf
Upload Document: Choose File Affiliated Trade_compressed (3).pdf
Skills:

Address Details

House No/Flat/Apartment/Building*:
Village/Town/City:
State*: --Select--

District*:
Sub Division:
Block:

Upload here



Once you've uploaded the NCS document and other documents, specify the skills.



Directorate Of Employment & Training



Sub Division Patna Sadar	Block Phulwari	Pin Code * 800001
NCS ID * 1234		
NCS Document * Choose File Affiliated Trade_compressed (9).pdf	Upload Document Choose File Affiliated Trade_compressed (3).pdf	Skills HTML CSS
Address Details		
House No/Flat/Apartment/Building * 	Village/Town/City 	State * --Select--
District * 	Sub Division 	Block



Enter your address details. After filling in the house number/flat/apartment/building and village/town/city, select the state from the dropdown.

 Directorate Of Employment & Training 

Address Details

House No/Flat/Apartment/Building *	Village/Town/City	State *
<input type="text" value="Meera house"/>	<input type="text" value="Rajendranagar"/>	--Select--
District *	Sub Division	
--Select--	<input type="text"/>	Jammu And Kashmir
		Himachal Pradesh
		Punjab
		Chandigarh
		Uttarakhand
		Haryana
		Delhi
		Rajasthan
		Uttar Pradesh
		Bihar
		Sikkim
		Arunachal Pradesh
		Nagaland
		Manipur
		Mizoram

Pincode *

Country * --Select--| | | |
| --- | --- | --- |
| Email Address | | |
| | | |

Declaration

© Cop... uters India

Select State from here



Once you select the State, choose the District from the dropdown menu.

The screenshot shows the Directorate of Employment & Training web portal. The header includes the organization's name and logo. The form contains several input fields: 'Meera house', 'Rajendranagar', 'Bihar' (selected state), 'District *' (dropdown menu), 'Sub Division', 'Block', 'Country *', and 'Contact No.'. The 'District *' dropdown menu is open, showing a list of districts including Patna, Gopalganj, Jamui, Jehanabad, Kaimur (Bhabua), Katihar, Khagaria, Kishanganj, Lakhisarai, Madhepura, Madhubani, Munger, Muzaffarpur, Nalanda, Nawada, Pashchim Champaran, and Patna. A blue callout box with an arrow points to the dropdown menu, containing the text 'Select District from dropdown'. The footer of the page contains the copyright notice: '© Copyright DET | BIHAR .All right reserved by CMS Computers India Pvt. Ltd'.



Once you select the District, choose the Sub Division from the dropdown menu.

**Directorate Of Employment & Training**

Meera house	Rajendranagar	Bihar
District *	Sub Division	Block
Patna	Select	
Pincode *	Select	Contact No.
	Patna Sadar	
Email Address	Patna City	
	Barh	
	Masaurhi	
	Danapur	
	Paliganj	

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.

Select from here



Once you select the Sub Division, choose the Block from the dropdown menu

**Directorate Of Employment & Training**

Meera house	Rajendranagar	Bihar
District *	Sub Division	Block
Patna	Patna Sadar	Select
Pincode *	Country *	Select
	--Select--	Patna Rural
Email Address		Phulwari
		Sampatchak

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.

Select Block from here



After selecting the block, enter the pin code and choose the country from the dropdown.



Directorate Of Employment & Training



Meera house	Rajendranagar	Bihar
District *	Sub Division	Block
Patna	Patna Sadar	Phulwari
Pincode *	Country *	Contact No.
800001	--Select-- --Select-- India	
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.

Select country from here



After selecting the country, enter your contact number and email address

**Directorate Of Employment & Training**

Meera house	Rajendranagar	Bihar
District *	Sub Division	Block
Patna	Patna Sadar	Phulwari
Pincode *	Country *	Contact No.
800001	India	6207152099

Email Address

aishwaryasingh8093@gmail.com

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.



Once all the required details are entered, check the declaration box and click "Submit."



Directorate Of Employment & Training



Patna	Patna Sadar	Phulwari
-------	-------------	----------

Pincode * 800001 Country * India Contact No. 6207152099

Email Address
aishwaryasingh8093@gmail.com

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.

Tick the check box →

→ **Click here to submit**



After clicking "Submit," a page will appear displaying a message that the Entrepreneurial Mentor registration form has been submitted, along with the application number.



Directorate Of Employment & Training



Registration Successful

Entrepreneurial Mentor registration details submitted successfully and registration id is 2303

Your Mail id is your login ID.

An email containing your Login credential has been sent on aishvarya880@gmail.com

[Click here to Login](#)

This message will display after clicking on submit

✓ Success: Your request completed successfully. ✕



Once the Entrepreneurial Mentor registration form is completed, log in as DET HQ to approve it.





After logging in as DET HQ, go to the dashboard and locate the “Entrepreneurial Mentor List” option in the left corner. Click on it.

Directorate Of Employment & Training

Det Hq Emp
HQ Employment
Last Login: 17-01-2025 13:02:32

- Dashboard
- Job Fair Management
- Registration List
- Employer List
- Counsellor List
- Domain Expert List
- Entrepreneur mentor List**
- Placement Agency List
- Sub-Address List

<https://detiob.cmsuat.co.in/arouo/auest/entrepreneur-mentor-list>

© Copyright DET | BIHAR .All right reserved by CMS Computers India Pvt. Ltd



In the Entrepreneurial Mentor list, the application will be displayed. Click on it to proceed.

The screenshot shows the interface of the Directorate of Employment & Training. On the left is a dark blue sidebar with navigation options: Dashboard, Job Fair Management, Registration List (highlighted), Establishment Report, and Application Status Report. The user is logged in as 'Det Hq Emp HQ Employment' with a last login of '17-01-2025 13:02:32'. The main content area has a dark red header with the title 'Directorate Of Employment & Training'. Below the header are two date pickers (dd-mm-yyyy) and a search button. The search results are displayed in a table with columns: Registration No, Mentor Name, State Name, and District. Two entries are shown: one with Registration No 2101 (Abhishek Panday, Bihar, Muzaffarpur) and another with Registration No 2303 (Ravi Kumar Singh, Bihar, Patna). A blue arrow points to the '2303' link, with a blue box containing the text 'Click Here' overlaid on it. The footer of the application contains the copyright notice: '© Copyright DET | BIHAR .All right reserved by CMS Computers India Pvt. Ltd'.

Registration No	Mentor Name	State Name	District
2101	Abhishek Panday	Bihar	Muzaffarpur
2303	Ravi Kumar Singh	Bihar	Patna



After clicking on it, all your details will be displayed in a read-only format.

The screenshot displays a web application interface for the Directorate of Employment & Training. The left sidebar shows the user profile 'Det Hq Emp HQ Employment' with a last login of 17-01-2025 13:02:32. The main content area is titled 'Mentor Registration' and contains a 'Mentor Details' form with the following data:

First Name	Middle Name	Last Name
Ravi	Kumar	Singh
Father's/Guardian Name	Date of Birth	Gender
Alok Kumar Singh	11/08/1998	male
Highest Educational Qualification	Specialization	Work Experience
Graduate	Computer skill	2 years
Occupation	Employment Status	Mobile No.
Application Supporting Engineer	Full Time Employed	6207152099



Scroll down, enter a comment, and then click either approve or reject.

Directorate Of Employment & Training

Patna Patna Sadar Patna

Pincode: 800001 Country: India Contact No.: 6207152099

Contact Email: aishwaryasingh8093@gmail.com

Approver Comment *
Approve

Approve Reject

Write comment here.

Click here to either approve or reject .



Once you click “Approve,” a message will appear at the bottom of the page confirming that your request completed successfully

The screenshot displays the 'Directorate Of Employment & Training' interface. On the left is a dark blue sidebar with a user profile for 'Det Hq Emp HQ Employment' and navigation options: Dashboard, Job Fair Management, Registration List (highlighted), Establishment Report, and Application Status Report. The main content area has a dark blue header and a 'Mentor Registration List' section with 'From Date' and 'To Date' filters and a 'Search' button. Below this is a 'Search Result' section with a table. A green success message box at the bottom left reads 'Success: Your request completed successfully.' A blue callout box with the text 'This message will appear saying your request completed successfully' has an arrow pointing to the success message.

Registration No	Mentor Name	State Name	District
	Abhishek Panday	Bihar	Muzaffarpur



Once DET HQ approve the registration form then go to the sign in form and login as Entrepreneurial Mentor by using default password DetDF1p@.



Directorate Of Employment & Training



Login

Email Address
aishvarya880@gmail.com

Password

Sign In

Write username
password here by
using default
password
(DetDF1p@)to login
as domain expert



After logging in as an employer, you will be directed to a page where you need to set a new password.

Directorate Of Employment & Training

Change Password



Password

Reenter Password



Once you have updated your password, you will be taken to the Entrepreneurial Mentor dashboard.

The screenshot displays the user interface of the Entrepreneurial Mentor dashboard. On the left is a dark blue sidebar with a close button (X) at the top. Below it is a user profile section for Sachin Tendulkar, an Entrepreneurial Mentor, with a last login time of 03-03-2025 12:24:53. The sidebar contains a menu with the following items: Dashboard (highlighted in red), Personal Info (with a dropdown arrow), Appointment List, Slot Scheduling, Rejected Appointments, and Application Status Report. The main content area has a dark red header with the text 'Directorate Of Employment & Training' and a power button icon. The main area is currently blank. At the bottom of the sidebar, the URL <https://detjob.cmsuat.co.in/group/guest/dashboard> is visible. The footer of the main area contains the copyright notice: © Copyright DET | BIHAR .All right reserved by CMS Computers India Pvt. Ltd



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

Directorate Of Employment & Training

Sachin Tendulkar
Entrepreneurial Mentor
Last Login: 03-03-2025 12:24:53

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

Appointments

Show 10 entries

Search:

SI.No	Student Name	Email	Appointment Date	Schedule Time	Status	Remark
1	madhav jha	madhav.jha.1024@gmail.com	04-03-2025	09:00 - 18:49	Approved	

Previous 1 Next

Click here

© 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.

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

Click here to see action taken

© Copyright DET | BIHAR .All right reserved by CMS Computers India Pvt. Ltd



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

Directorate Of Employment & Training

Student Request List

Show 10 entries Search:

SI.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

© Copyright DET | BIHAR .All right reserved by CMS Computers India Pvt. Ltd



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

Directorate Of Employment & Training

Rejected Appointments

Show 10 entries Search:

SI.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

© Copyright DET | BIHAR .All right reserved by CMS Computers India Pvt. Ltd

<https://detjob.cmsuat.co.in/group/guest/rejected-appointments>



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

The screenshot shows the 'Application Status Report' section of the web application. The sidebar on the left contains the user profile for Sachin Tendulkar, an Entrepreneurial Mentor, and navigation links for Dashboard, Personal Info, Appointment List, Slot Scheduling, and Rejected Appointments. The 'Application Status Report' link is highlighted in red. The main content area has a dark blue header with the title 'Application Status Report'. Below this, there is a form with the following fields: 'From Date' (dd-mm-yyyy), 'To Date' (dd-mm-yyyy), 'Application No' (text input), 'Status' (dropdown menu with 'Pending' selected), and 'Register As' (dropdown menu with 'Employer' selected). A 'Search' button is located at the bottom right of the form. A blue callout box with the text 'Fill all these details' and an arrow points to the form fields. Another blue callout box with the text 'Click here to search' and an arrow points to the 'Search' button. The footer of the page contains the copyright information: '© Copyright DET | BIHAR .All right reserved by CMS Computers India Pvt. Ltd'.



Important Link

Important Portal Link (Temporary)

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

