

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

User Manual New Web Portal of Directorate  
of Employment and Training



Job Seeker Registration

# Overview





## **Access the DET Portal:**

Visit the DET portal, click on the \*Employment\* section in the top right corner, and select \*Registration\* to begin the process.

## **Enter Details and Verify:**

Choose your registration type, enter your \*mobile number\* and \*email ID\*, then click \*\*Proceed\*. Verify your contact details with the OTP sent to both your mobile and email.

## **Complete Personal Details:**

Fill in your personal information on the next page, check the \*declaration box\*, and click \*\*Submit\* to finalize your registration.

## **Confirmation and Login:**

After submitting, you'll receive a confirmation with your \*registration ID\* and email ID, which will serve as your login credentials. Use them to log in, change your password, and access the \*Job Seeker Dashboard\*.

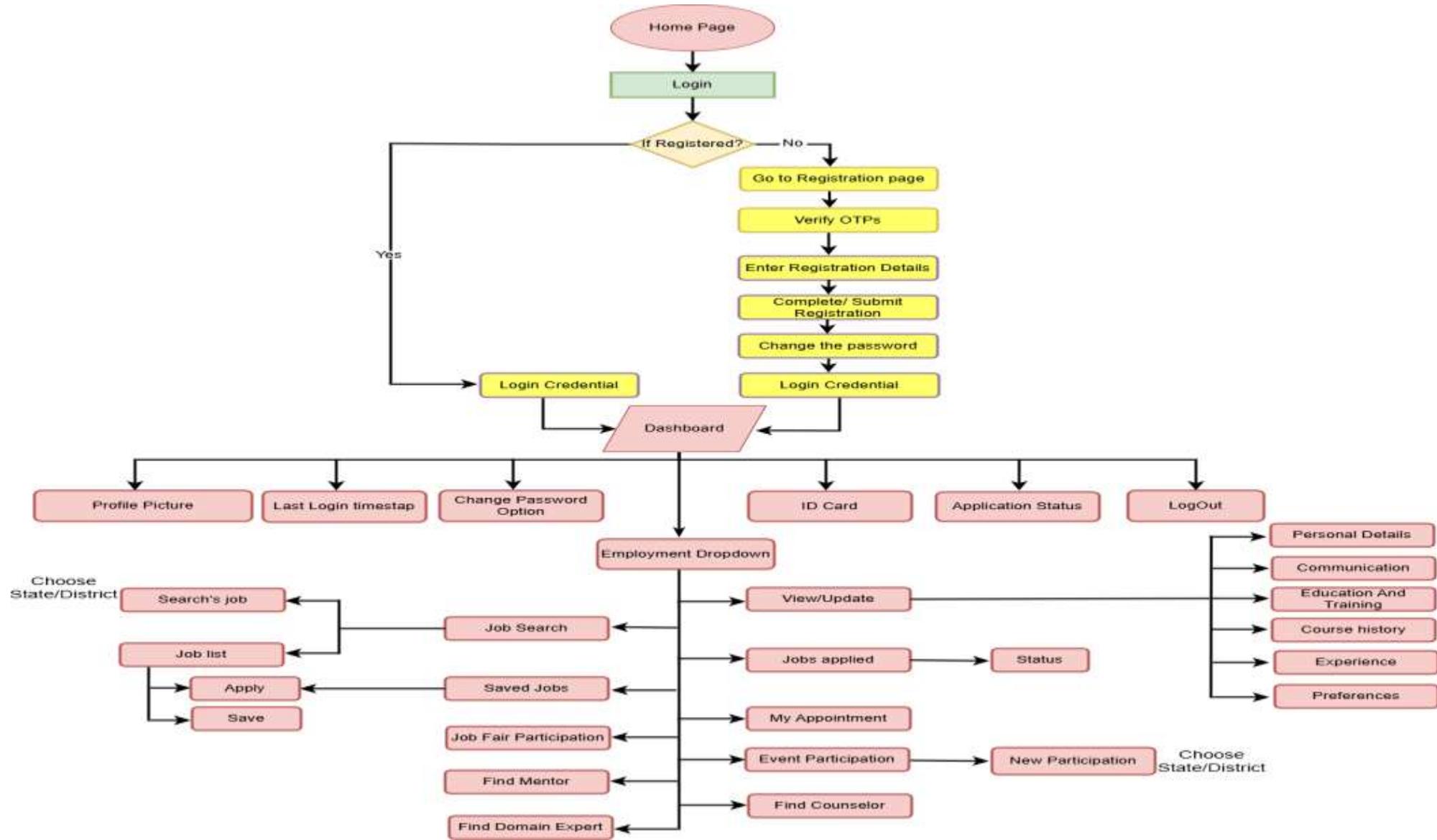
## **Change the password:**

Once you logged In change the Password of the your login Credential as you wish.

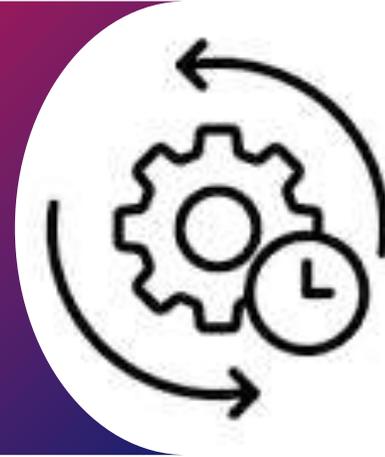
This process allows you to successfully register, verify your details, and log in to start using the portal.

# Workflow





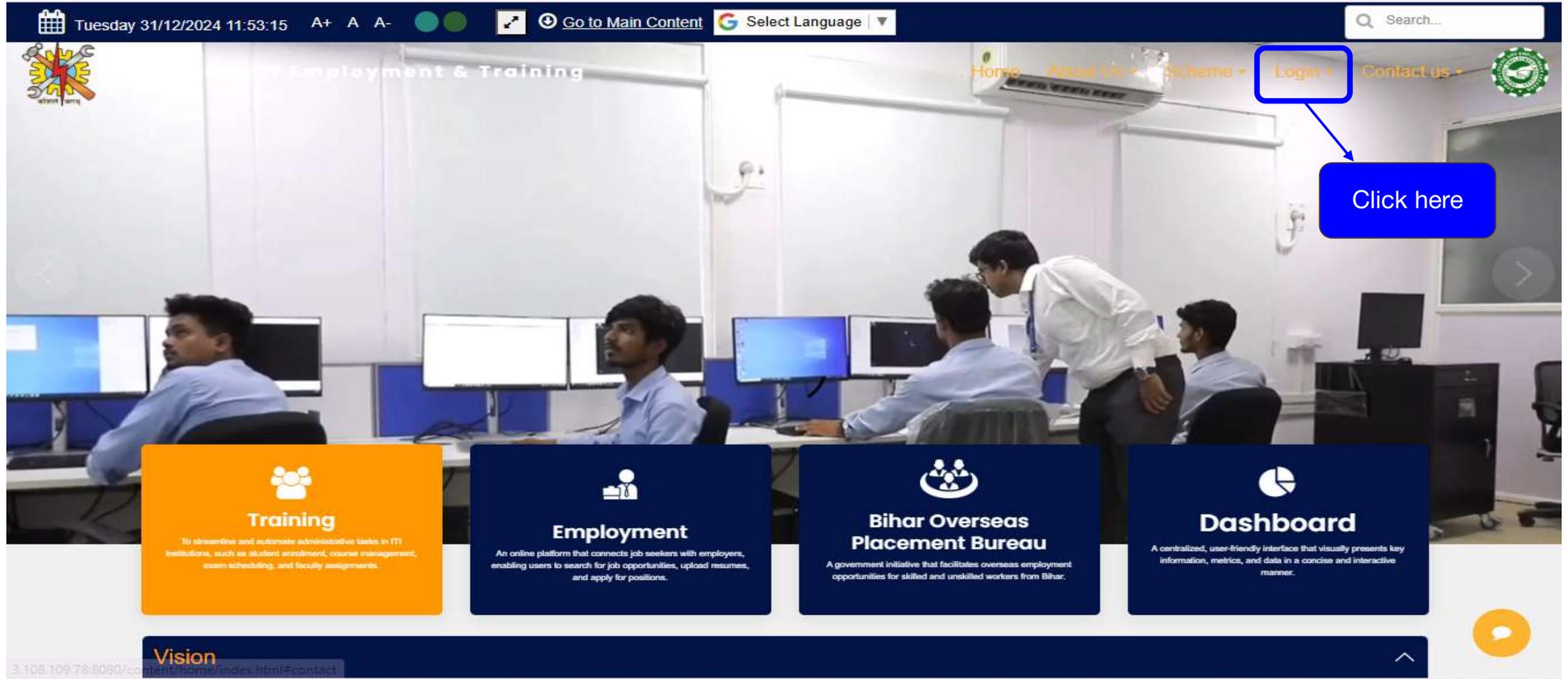
# Process flow



# Process flow:



- Open the Home page, click on login





- **Choose Employment from the Drop Down**

The screenshot shows the CMS website interface. At the top, there is a navigation bar with a calendar icon, the date and time 'Tuesday 31/12/2024 12:48:00', font size controls, a 'Go to Main Content' button, a 'Select Language' dropdown, and a search bar. The main header features the CMS logo, the text 'Directo... Employment & Training', and navigation links for 'Home', 'About Us', 'Scheme', 'Login', and 'Contact us'. A dropdown menu is open under 'Home', showing 'Employment' and 'Training'. A blue arrow points from the 'Employment' option to a blue button labeled 'Click here'. Below the header, there are four service cards: 'Training' (orange), 'Employment' (dark blue), 'Bihar Overseas Placement Bureau' (dark blue), and 'Dashboard' (dark blue). Each card has an icon and a brief description. At the bottom, there is a 'Vision' section and a footer with the URL '3.108.109.78:8080/content/home/index.html#'. The CMS logo and tagline 'SIMPLIFYING LIFE' are visible in the bottom left corner.

# Process flow:



- Click on Registration from the Top right corner



Click here



**Login**

Email Address  
@cms.co.in

Password

Sign In

[Forgot Password](#)

# Process flow:



- Once You click on Registration the following page will show Register as Jobseeker.
- Enter your Mobile Number and Email Address
- click on Proceed Once you fill up everything

Tuesday December 31, 2024 12:55:37 PM Sign In Registration

 Directorate Of Employment & Training 



### Registration

Register As \*

Mobile No. \* 

Email Address \* 

**click here and choose job seeker** (points to Register As dropdown)

**Enter here** (points to Mobile No. and Email Address fields)

**click here** (points to Proceed button)



- After clicking on Proceed ,Verify Your otp(one time password) from your given mobile number and and email

Tuesday December 31, 2024 11:42:36 AM Sign In Registration

 Directorate Of Employment & Training 



**Verification**

Mobile OTP (9122758419) \*

Email OTP (madhavinspace@gmail.com) \*

Verify OTP Verify OTP Verify OTP

# Process flow:



- After you Verify your Number and Email ,Click on Proceed

Tuesday December 31, 2024 12:10:34 PM Sign In Registration

 Directorate Of Employment & Training 



### Verification

Mobile OTP (9122758419) \*

**Mobile verification Successful**

Email OTP (madhvk@gmail.com) \*

**Email verification Successful**

[Proceed](#) [click here](#)



- Fill the form According to your Documents.

Tuesday December 31, 2024 10:53:06 AM Sign In Registration

 Directorate Of Employment & Training 

Fill all the details

## Job Seeker Registration

### Personal Details

First Name \*

shubham

Middle Name

Last Name \*

mishra

Father's/ Guardian Name \*

shaktiman mishra

Date of Birth \*

19-06-1991



Gender \*

Transgender



Mobile No.

9102822887

Email Address

madhavjhainthespace@gmail.com

Economically Weaker Section \*

Yes



Religion \*

Category \*



- Fill all the details in the form.

Tuesday December 31, 2024 10:54:25 AM Sign In Registration

 **Directorate Of Employment & Training** 

Father's/ Guardian Name \*  Date of Birth \*  Gender \*

Mobile No.  Email Address  Economically Weaker Section \*

Religion \*  Category \*

Are you a permanent resident of Bihar  
 Yes  No

NCO Description \*  Profile pic \*  Jpeg of 50kb

Note :- Document type allowed as jpeg & jpg & maximum size is 50KB for uploading the profile Pic.



- Fill your permanent address.

Tuesday December 31, 2024 10:56:17 AM [Sign In](#) [Registration](#)

 Directorate Of Employment & Training 

Fill your address

### Permanent Address In Bihar

House No/Flat/Apartment/Company \*

punaichak pump House,mohanPur,Rajbansi Nagar,

Town/City/Area \*

patna

State \*

Bihar

District \*

Patna

Sub Division \*

Patna Sadar

Block \*

Patna Rural

Country \*

India

Pincode \*

800023

# Process flow:



- Here we add all the detail regarding job related.

Tuesday December 31, 2024 10:58:05 AM Sign In Registration

 Directorate Of Employment & Training 

### Job Related Details

Highest Education Level	12th pass	Experience	2-5 years
Expected Salary	300000-500000	Preferred Job Location	Sikkim
Type of Organization	State Government	Type of Sector	Transportation and Storage
Type of Job	work from home	Function Type and Area	administration/back-office-activity
Key Skills	nothing	Are you interested in overseas jobs?	<input type="radio"/> Yes <input checked="" type="radio"/> No

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Fill your Job details



- After filling the form click on checkbox and click on submit.

Tuesday December 31, 2024 10:58:31 AM Sign In Registration

 Directorate Of Employment & Training 

Type of Organization: State Government

Type of Sector: Transportation and Storage

Type of Job: work from home

Function Type and Area: administration/back-office-activity

Key Skills: nothing

Are you interested in overseas jobs?  
 Yes  No

**Declarations**

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. \*

agree to the terms and conditions. \*

Tick the box

Click Here

## Process flow:

- After the registration is successful the registration id will be generated and will give you your login credential.



Tuesday December 31, 2024 12:13:29 PM

Sign In Registration

 Directorate Of Employment & Training 

**Registration is successful**

User Registration is successful and registration id is 4303

Your Mail id is your login ID.

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

[Click here to Login](#)

Your Registration id

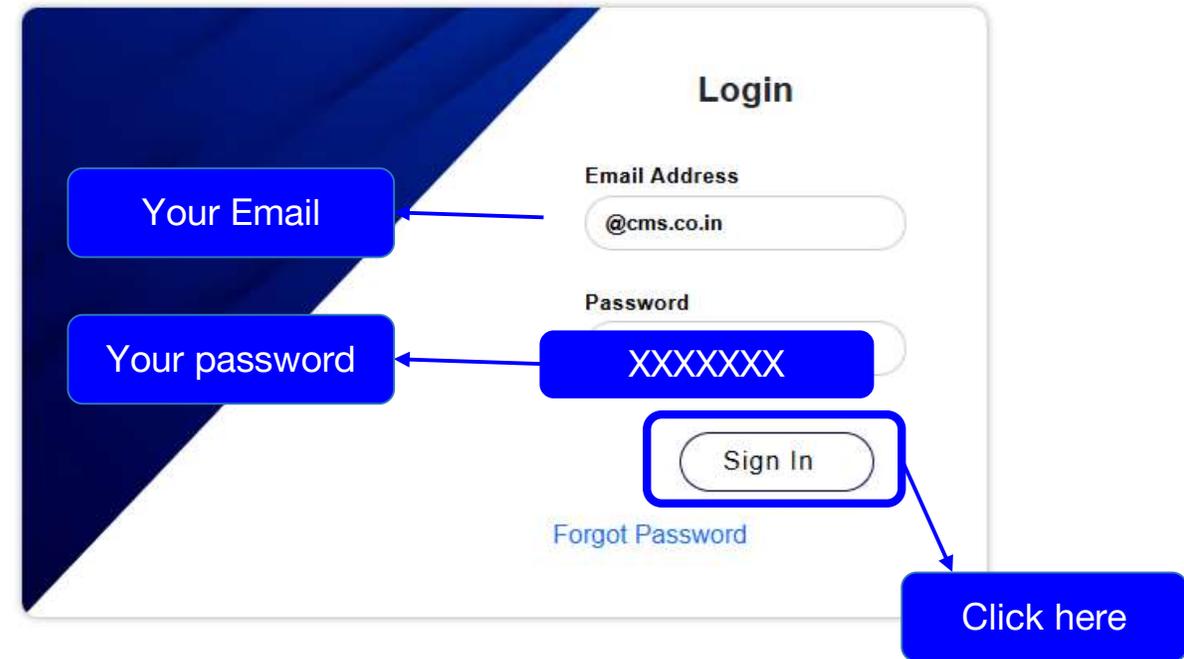
This is your Email Id

Click Here

# Process flow:



- Once everything is done sign In with your login credential with the Default password which will be given ,after it click on sign In.



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## Process flow:

- When you click on sign In New page will be shown for password change change the password and save it.



Directorate Of Employment & Training

### Change Password

en-US

Password

Reenter Password

Save Cancel

Save your New password

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# Process flow:



- After save the dashboard of your login will open.

The screenshot shows the user interface of the Directorate of Employment & Training. The header is dark red with the text "Directorate Of Employment & Training" and a power icon. The left sidebar is dark blue and contains the user's profile information: "madhav jha", "Jobseeker", and "Last Login: 01-01-2025 14:10:37". Below this is a "Change Password" button. The sidebar also has menu items: "Dashboard", "Employment", and "ID Card". The main content area is light gray and contains a "LogOut" button. Blue callout boxes with arrows point to various elements: "Your Profile picture" points to the profile picture; "Change your Password" points to the "Change Password" button; "Your Dashboard" points to the "Dashboard" menu item; "Click here for your Employment detail" points to the "Employment" menu item; "Your Id Card" points to the "ID Card" menu item; and "LogOut" points to the "LogOut" button. At the bottom of the page, there is a footer with the text "© Copyright DET | BIHAR .All right reserved by CMS Computers India Pvt. Ltd".

# Process flow:



- when you click on Employment it will give you Drop down

Last Login: 01-01-2025 14:10:37

Change Password

Directorate Of Employment & Training

Dashboard

Employment

View/Update Profile

Job Search

Jobs Applied

Saved Job

My Appointments

Event Participation

Job Fair Participation

Find Counsellor

Find Mentor

Find Domain Expert

ID Card

Click here

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# Process flow:



- when you click on Employment it will give you Drop down to change anything choose view/update

Directorate Of Employment & Training

Personal Details

Communication

Education & Training

Other Qualifications/ Trainings/ Courses History

Experience

Preferences

View/Update Profile

Job Search

Jobs Applied

Saved Job

My Appointments

Event Participation

Job Fair Participation

Find Counsellor

Click here

Choose the changes you want to make

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# Process flow:



- when you click on Employment it will give you Drop down - for job search click on job search

The screenshot displays the 'Directorate Of Employment & Training' website interface. The left sidebar shows the user profile for 'madhav jha' and a navigation menu with 'Employment' selected. The main content area is titled 'Searches Job' and contains a search form with fields for 'Key Word', 'Job Location', and 'Type of Organization'. A dropdown menu is open for 'Type of Organization', showing options like 'Startup', 'Small/Medium Enterprise', and 'Enterprise'. Below the search form is a 'Job List' section showing a job listing for 'Quality Analyst' by 'dk kumar'. The job details include 'Job Location: State', 'Skill Required: Documentation', 'Industry Type: administration/back-office-activity', 'Department: analyst', 'Experience: 3 - 4 years', and 'Salary: 4 - 5 LPA'. The job listing has 'Apply' and 'Save' buttons.

Annotations on the screenshot include:

- A blue box labeled 'Search job title' with an arrow pointing to the 'Key Word' input field.
- A blue box labeled 'Choose you want' with an arrow pointing to the 'Type of Organization' dropdown menu.
- A blue box labeled 'click here' with an arrow pointing to the dropdown arrow of the 'Type of Organization' menu.
- A blue box labeled 'Click here' with an arrow pointing to the 'Job Search' option in the sidebar menu.
- A blue box labeled 'To apply click here' with an arrow pointing to the 'Apply' button on the job listing.
- A blue box labeled 'To save click here' with an arrow pointing to the 'Save' button on the job listing.

# Process flow:



- when you click on Employment it will give you Drop down

The screenshot displays the user interface for the Directorate of Employment & Training. On the left, a dark blue sidebar contains the user profile for 'madhav jha', a Jobseeker, with a last login of 09-01-2025 11:01:28. Below the profile is a navigation menu with options: Dashboard, Employment (highlighted in red), View/Update Profile, Job Search, Jobs Applied (highlighted with a blue box and a callout 'click here'), Saved Job, My Appointments, Event Participation, Job Fair Participation, and Find Counsellor. The main content area has a dark red header with the text 'Directorate Of Employment & Training' and a power icon. Below the header, a white box contains the text 'No jobs are Applied'. At the bottom of the page, there is a footer with the text '© Copyright DET | BIHAR .All right reserved by CMS Computers India Pvt. Ltd'.

# Process flow:



- when you click on Employment it will give you Drop down

The screenshot displays the user interface of the Directorate of Employment & Training. On the left, a dark blue sidebar contains the user's name 'madhav jha', role 'Jobseeker', and last login time '09-01-2025 11:01:28'. Below this is a navigation menu with 'Employment' selected and expanded. The 'Employment' menu includes options like 'View/Update Profile', 'Job Search', 'Jobs Applied', 'Saved Job', 'My Appointments', 'Event Participation', 'Job Fair Participation', and 'Find Counsellor'. A blue box highlights 'Saved Job', with a blue arrow pointing to a 'click here' button. The main content area is a light gray box with the text 'No jobs are Applied'. The top header is maroon with the text 'Directorate Of Employment & Training' and a power icon. The footer is dark blue with the text '© Copyright DET | BIHAR .All right reserved by CMS Computers India Pvt. Ltd'.

# Process flow:



- when you click on Employment it will give you Drop down

Directorate Of Employment & Training

### My Appointment

Show  entries Search:

SI.No	Schedule Date	Scheduled Slot Time	Name	Appointment Status	Register As
No Record Found					

Showing 0 to 0 of 0 entries Previous Next

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# Process flow:



- when you click on Employment it will give you Drop down

**madhav jha**  
Jobseeker  
Last Login: 09-01-2025 11:01:28

Dashboard

Employment

View/Update Profile

Job Search

Jobs Applied

Saved Job

My Appointments

Event Participation

Job Fair Participation

Find Counsellor

Find Mentor

Find Domain Expert

click here

Directorate Of Employment & Training

To participate

New Participation

Participants List

Show 4 entries

Search:

Sl.No.	Event ID	Event Name	Event Registration ID	Registration Start Date	Registration End Date	Event St
No Record Found						

Showing 0 to 0 of 0 entries

Previous Next

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# Process flow:



- when you click on Employment it will give you Drop down

The screenshot displays the user interface of the Directorate of Employment & Training. The left sidebar shows the user profile for 'madhav jha' (Jobseeker) and a navigation menu with 'Employment' highlighted. The main content area is titled 'Directorate Of Employment & Training' and contains a 'Job Fair Calendar' section with filters for State, District, and Sector/Industry, along with a search bar and 'Search' and 'Reset' buttons. Below this is a 'Search Result' modal window showing a table with one entry: Job Fair Code 70560, Job Fair Name test Job Fair n, and Status active. A blue callout box points to the 'Search' and 'Reset' buttons with the text 'To Search/ Reset'. Another blue callout box points to the 'Job Fair Participation' menu item with the text 'click here'.

**Directorate Of Employment & Training**

**Job Fair Calendar**

State: --Select State--  
District: --Select District--  
Sector / Industry: --Select Sector--

Search... [Search] [Reset]

**Search Result**

Show 4 entries

Job Fair Code	Job Fair Name	Status
70560	test Job Fair n	active

Showing 1 to 1 of 1 entries

Previous 1 Next

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# Process flow:



- when you click on Employment it will give you Drop down

**Directorate Of Employment & Training**

Current Date: 09/01/2025

Previous Week Present Week Next Week

Show 10 entries Search:

S. No.	Counsellor Name	Mon (06/01/2025)	Tue (07/01/2025)	Wed (08/01/2025)	Thu (09/01/2025)	Fri (10/01/2025)	Sat (11/01/2025)	Sun (12/01/2025)
1	P	Mon(1)	Tue(0)	Wed(0)	Thu(1)	Fri(0)	Sat(0)	Sun(0)

Showing 1 to 1 of 1 entries

Previous 1 Next

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# Process flow:



- when you click on Employment it will give you Drop down

**Jobseeker**  
Last Login: 09-01-2025 11:01:28

**Directorate Of Employment & Training**

Current Date: 09/01/2025

Previous Week Present Week Next Week

Show 10 entries Search:

S. No.	Mentor Name	Mon (06/01/2025)	Tue (07/01/2025)	Wed (08/01/2025)	Thu (09/01/2025)	Fri (10/01/2025)	Sat (11/01/2025)	Sun (12/01/2025)
No data available in table								

Showing 0 to 0 of 0 entries Previous Next

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# Process flow:



- when you click on Employment it will give you Drop down

**Directorate Of Employment & Training** Current Date: 09/01/2025

Previous Week Present Week Next Week

Show 10 entries Search:

S. No.	Domain Expert Name	Mon (06/01/2025)	Tue (07/01/2025)	Wed (08/01/2025)	Thu (09/01/2025)	Fri (10/01/2025)	Sat (11/01/2025)	Sun (12/01/2025)
No data available in table								

Showing 0 to 0 of 0 entries Previous Next

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**click here**

# Process flow:



- when you click on Employment it will give you Drop down

The screenshot displays the web portal interface for the Directorate of Employment & Training. On the left is a dark blue navigation menu with a dropdown arrow next to 'Employment'. The menu items are: View/Update Profile, Job Search, Jobs Applied, Saved Job, My Appointments, Event Participation, Job Fair Participation, Find Counsellor, Find Mentor, Find Domain Expert, ID Card, and Application Status Report. The 'ID Card' item is highlighted with a red box, and a blue callout bubble with the text 'click here' points to it. The main content area has a dark red header with the text 'Directorate Of Employment & Training' and a power icon. Below the header is a white card titled 'Employment Exchange Registration Card' from the Directorate of Employment & Training, Labour Resources Department, Govt. of Bihar. The card contains the following information: Name: madhav jha, DOB: 03-03-2002, Gender: male, NCO Code: 2523.01, Email ID: madhavjha2@gmail.com, Mobile No: 970220267, District: Naimur (Shobua), State: Bihar. At the bottom of the card, it shows 'Registration No.' and 'Date of Issue: 08-01-2025'. Below the card, there is a red 'Print' button with a blue border, and a blue arrow points from it to a blue rounded rectangle containing the text 'To print'.

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# Process flow:



- when you click on Employment it will give you Drop down

**Directorate Of Employment & Training**

**Application Status Report**

From Date: dd-mm-yyyy To Date: dd-mm-yyyy

Application No:  **Your Application No**

Status: Pending Register As: Employer

**click here** (points to Application Status Report in sidebar)

**click here** (points to Application No input field)

**click here** (points to Search button)

**Search Result**

Registered As	Name	Date of Registration	Contact Details	Email Id	Remarks	Status
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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>

A dark blue arrow pointing to the right, containing the text "Thank you" in white serif font.

Thank you