Index
User Manual- Job Seeker/Candidate

1 Introduction .................................................................................................................................................. 2

2 Home Page .................................................................................................................................................. 2

3 Login .......................................................................................................................................................... 7

4 New User Registration .................................................................................................................................. 8

5 Dashboard ..................................................................................................................................................... 9

   1. Candidate details ..................................................................................................................................... 9

   2. Scheduled program session .................................................................................................................... 9

   3. Enroll For Program ............................................................................................................................... 9

   4. Psychometric Test .............................................................................................................................. 10

   5. Job Cards ............................................................................................................................................... 13

   6. Career Posters ....................................................................................................................................... 14

   7. English Bolo .......................................................................................................................................... 15

6. Sitemap ...................................................................................................................................................... 15
1. **Introduction**

This User Manual provides all the necessary information regarding the e-learning / Career portal, initiated by the Directorate of Employment, Labour Department, Govt. of West Bengal. All the registered candidates/Jobs seekers of West Bengal Employment Exchanges as well as unregistered candidates/Jobs seekers may access the e-learning portal through the URL http://elearning.wblabour.gov.in

This manual provides proper guidance for the Jobs seekers to utilize all the facilities available in the portal.

2. **Home Page**

The above picture represents the Landing page of the e-learning portal. Let us go through all the features of the portal one by one:
Portal is bilingual (1). Texts appear both in **English** and **Bengali** for the ease of understanding of both Bengali and Non-Bengali speaking Job seekers.

The **Homepage (2)** provides a brief introduction about the portal along with details of all the features that are available for the Job seekers.
About us (3) gives a brief introduction of the Labour Department and the various activities taking place under the Directorate of Employment.

Department of Labour (4) will redirect the user to the portal homepage of the website of Department of Labour, West Bengal.
Clicking on the option for Other Links (5) open a drop-down menu. New Enrolment, Job seeker’s Counter and Career Corner redirect the Job seekers to the page for new Enrolment of candidates, Job seeker’s Counter and Career corner page of the West Bengal Employment Bank respectively.

Contact Us (6) gives the contact Information like the Address, E-mail id and Contact Number of the Directorate of Employment.
All the facilities that can be availed at the Employment Exchanges are listed on the homepage as underlined.

Scheduled programs (7) at each Exchange are displayed on the homepage. This is dynamic and keeps on changing every week. Any registered or unregistered candidate can enroll in a particular program.

Information on the various courses offered at the Employment Exchanges is included under Recommended Courses (8). This includes English Bolo, Career Counseling Deck and Last Mile Employability Skills Workshop.
3. Login

In order to log in to the portal a registered candidate can directly click on the Candidate Login (9) option.

A registered candidate can then input their respective Enrolment id received from the Department during registration as **Username** and their Date of Birth as their **Password** and click on **Sign In** to go to the Job seeker’s page in the e-learning portal.
4. New User Registration

Unregistered candidates can directly sign up by Clicking on the **Sign Up** (10) option or by clicking on the **Sign in** option and **Sign up** from there.

Clicking on **Sign Up** option will take the users to the page where they need to provide their valid details. Fields marked in red are mandatory. After **Signing Up** they can then **Sign In**, in the same way as a registered candidate, where they need to use their **Mobile number** provided by them during **Sign Up** as their **Username** and **Date of Birth** as the **Password**.
5. Dashboard

5.1 Candidate details

Candidate details (11) - The drop-down option for Candidate Details on the Dashboard show the details of the candidate. The Status of the Candidate will be Active

5.2 Scheduled program session

Scheduled program session (12) – Only enrolled programs will appear. The Enrollment for a particular program can be done by the candidates or can be enrolled by the counselors.

5.3 Enroll For Program

Enroll for Program (13) – List of all the scheduled programs will be displayed when the user will click on the Enroll for Program button. Clicking on the Enroll button adjacent to the program will allow the user to enroll for that particular program as mentioned in (14) on the next page.
5.4 **Psychometric Test**

A candidate can take a **Psychometric test (15)** called **Career Interest Inventory**, details of which are displayed when clicked on the Psychometric test option. Candidate will be able to appear for the test when they click on **Start Test**. Only Registered candidates can take the Psychometric test. Unregistered candidates need to communicate with the counselor in order to activate their test. The test is bilingual and can be taken in English or Bengali and can be taken only once. After taking the test the report card will be available to the candidates when they click on the Start Test Button again.

The CII begins with a set of instructions after which you click on the **Next** button to start the Test.

- যদি রূমি কাজটি খুব পছন্দ করে, তাহলে খোপার মধ্যে ’৫’ লেখো।
- যদি রূমি কাজটি কিছুটা পছন্দ করে, তাহলে খোপার মধ্যে ’৪’ লেখো।
- যদি রূমি রূপকে না পাওয়া অথবা চিনতে না পাওয়া, কাজটি রূপী পছন্দ করার প্রয়োজন না পছন্দ করার, তাহলে খোপার মধ্যে ’৩’ লেখো।
- যদি রূমি কাজটি কিছুটা অপছন্দ করে, তাহলে খোপার মধ্যে ’২’ লেখো।
- যদি রূমি কাজটি খুব অপছন্দ করে, তাহলে খোপার মধ্যে ’১’ লেখো।
Each page of the Career Interest Inventory shows a set of 35 questions. The candidate needs to answer each one by putting the score in the white boxes shown.

Once the student has answered each question and the page is over, the Next button gets enabled and the student can move to the next page.
Registered and unregistered candidates can take **Mock tests (15)** or **Preparatory Exams** which include different kinds of Government Exam Mock test papers.

**Assigned Exams (16)** - These are assigned by the counselors to candidates based on their interest. This will appear automatically on the candidate dashboard.

**All Exams (17)** includes all the Exams available to the candidates. The Exams are given in groups. Under each group there is a sub-group. The candidates can take mock tests from the given exams.
Past Score (18) refers to the Scores of the Exams taken previously. It gives information on the Test taken, Date on which the test was taken, Score for the respective tests and the number of attempts made on each test. When a test is taken more than once, only the score for the last test is displayed.

Incomplete test (19) refers to the test that has not been completed.

5.5 Job Cards

Job Cards (20) - All the Job cards or career options are grouped under twelve categories. Clicking on each category will display a list of options under each Category as shown in (21). The candidates can also search for their desirable job by searching for it in the Search tab (22).
Clicking on a particular Job Card will open a new page with relevant information related to that particular card. The Cards are both in English & Bengali. There is also an option to print these cards.

5.6 Career Posters

The Career Posters (23) are both in English and Bengali and will appear on the Dashboard like this.
5.7 **English Bolo**

**English Bolo** (24) is an online personalized, self-paced, spoken English course where you have self-learning sessions as well as practice sessions with teachers. It helps candidates strengthen their communicative English skills. Both registered and unregistered candidate will be redirected to the English Bolo website when they click on the Start button.

6. **Sitemap**

Sitemap of the portal is also given for the ease of candidates. This is available at the bottom of the homepage.