



CANDIDATE USER MANUAL



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I. PURPOSE

Integrated Employment Engagement and Tracking module with complete stack modulation of Job portal which mainly facilitates job seeking candidates and resource seeking Candidates to engage in a common platform wherein all users are benefitted from the application. On other the hand the Department takes the service delivery commitment to both application Users.

Job portal is the first step in aligning the Employment initiatives of the State government in accordance with the futuristic trends followed by leading job portals like Naukri, Time Jobs, Indeed, Monster jobs site etc.

With increased access to mobiles & internet and with government's initiative of higher bandwidth of affordable Internet for more than a million students, now, students have access to multiple Job Application platforms.

II. VERSION HISTORY

Sl. No	Version	Purpose	Author
1	1.0	Original Version	

USER MANUAL FOR CANDIDATE

III. ROLES AND RESPONSIBILITY OF CANDIDATE

- Candidate can do registration by giving their general information
- Candidate can view/Edit their Profile details
- Candidate can View Jobs/ Apply for a job/ Book/ Share a Job Post
- Candidate can track of Hiring process for the applied jobs
- Candidate can participate in a job fair and apply for the jobs they require and track entire Hiring process done by the employer



IV. BASIC REGISTRATION

Candidate needs to register into the portal with the basic required Information such as

- Name
- Father's Name
- Email Id
- Mobile Number
- Aadhar number
- Password
- Confirm Password

On filing the above required fields Candidate needs to do One Time Password Verification for their Registered Mobile number.

The screenshot shows the 'Sign Up as Candidate' page of the Directorate of Employment and Training portal. The page has a header with navigation links: HOME, JOBS, JOB FAIR, CANDIDATE LOGIN, and EMPLOYER LOGIN. A language dropdown menu is set to 'தமிழ்' (Tamil). The main content area is titled 'PROVIDES CANDIDATES A POSITIVE AND HELPFUL EXPERIENCE' and features two icons: 'Job Fair' and 'Send your resume'. The 'Sign Up as Candidate' form includes fields for Name, Father's Name, E-mail, Mobile Number, Aadhaar Number, Password, and Confirm Password. A checkbox for 'I Accept the Terms & Conditions of Department of Employment And Training' is present, followed by a green 'Register' button. Annotations with arrows point to the 'CANDIDATE LOGIN' button, the 'Fill in Basic required information to login to the portal' text, the 'Click on Candidate login' text, and the 'Register' button.

Department of Employment and Training

HOME JOBS JOB FAIR CANDIDATE LOGIN EMPLOYER LOGIN தமிழ்

PROVIDES CANDIDATES A POSITIVE AND HELPFUL EXPERIENCE

Sign Up as Candidate

Name *
Name

Father's Name *
Father's name

E-mail *
Email

Mobile Number *
Mobile Number

Aadhaar Number *
Aadhaar Number

Password *
Password

Confirm Password *
Confirm Password

☐ I Accept the Terms & Conditions of Department of Employment And Training

Register

Click on Candidate login

Fill in Basic required information to login to the portal

Screenshot 1 - CANDIDATE SIGN UP PAGE

Check the Terms and conditions and click on register button to complete Level 1 Registration process



On completing the Sign-up process, the following screen appear for the candidate to Verify OTP

The screenshot shows the 'Mobile OTP' verification page for a candidate. The page header includes the Department of Employment and Training logo, navigation links (HOME, JOBS, JOB FAIR, CANDIDATE LOGIN, EMPLOYER LOGIN), and a language toggle (தமிழ்). The main heading is 'Mobile OTP'. A green box at the top indicates '162 seconds remaining' with a 'Resend OTP' button. Below this, a green box states 'OTP Sent Successfully'. The form is titled 'Mobile OTP' and 'Candidate'. It features a text input field labeled 'Enter Mobile OTP' and a green 'SUBMIT' button.

Screenshot 2- MOBILE OTP VERIFICATION PAGE



V. LEVEL 2 -REGISTRATION PROCESS:

Candidate needs to complete the following additional required details for completing the registration process,

A. UPLOAD RESUME

Candidates can upload their CVs in the portal – (Note – Uploading of CV has been given optional for the candidates)

B. DESIRED CAREER PROFILE

Candidate can select the desired Career profile from the given Career List and Select preferred job Location whether within Tamilnadu, Outside Tamilnadu, Anywhere in India.

C. EDUCATIONAL DETAILS

Candidate can update their educational Details and all the course and specialization they have completed, with Marks/CGPA.

D. EXPERIENCE DETAILS

Candidates can give their Experience details here and can upload Experience certificates – (Note- Uploading of experience certificates has been given optional for the candidates)

E. LANGUAGES KNOWN

Candidates should mention the languages known and proficient level in each language mentioned.

F. CERTIFICATION DETAILS

Candidate can mention their certification details here which will add value to their profile and upload certification document.



Candidate Registration

PREETHI C

elsiepreethi244@yopmail.com

9344118263

Personal Details

Name *

PREETHI

Father's Name *

C

Date of Birth *

DD-MM-YYYY

Aadhaar Number *

44443332222

District *

--Select District--

Pincode *

Enter Pincode

Gender *

--Select Gender--

Bio-Data/CV/Resume

Browse... No file selected.

Current Address

Short Profile Description

Enter Short Profile Description

Differently Abled *

☐ Yes ☒ No

☐ Do You wish to upload your Biodata .

Short Profile Description

Candidate needs to add personal details here

Educational details such as completion of UG, PG can be added by clicking add more button

Education Details

+ Add

Desired Career Profile

Industry *

Select a sector

Location *

☒ Within Tamilnadu
☐ Preferred Districts in Tamilnadu
☐ Any Where in India

Candidate can select Desired industry and preferred job location here

Candidate can add Experience details here by Clicking Add more button

Experience Details

+ Add

Languages Known

--Select Language--

--Select Proficiency--

Read

Write

Speak

Add

Candidate can add Languages Know and check the proficiency in READ/WRITE/SPEAK

Candidate can add Certification details here.

Certification Details

+ Add

Register

Click on Register button after filling all the details

Screenshot 3 - REGISTRATION PAGE



VI. LOGIN/SIGN IN

Candidate can login with the registered User ID & Password.

The screenshot shows the 'CANDIDATE LOGIN' page of the Directorate of Employment and Training portal. A yellow box with the text 'Enter email ID & Password to Login into the Portal' has an arrow pointing to the 'E-mail / Mobile Number' input field. A green box with the text 'Click on Candidate login' has an arrow pointing to the 'CANDIDATE LOGIN' button. The page layout includes a header with the department logo and name, a navigation bar with 'CANDIDATE LOGIN' and 'EMPLOYER LOGIN' buttons, and a main content area. The main content area has a left sidebar with links for 'Job Search', 'Jobs', 'Job Fair', and 'Send your resume'. The right sidebar contains the 'Login as Candidate' form, which includes a success message, input fields for 'E-mail / Mobile Number' and 'Password', a captcha, and a 'Login' button. There are also links for 'Click here' to create a new account and 'Forgot Password'.

Enter email ID & Password to Login into the Portal

Click on Candidate login

Department of Employment and Training

BS JOB FAIR CANDIDATE LOGIN EMPLOYER LOGIN தமிழ்

PROVIDES CANDIDATES A POSITIVE AND HELPFUL EXPERIENCE

Job Search
Find jobs that will suit your skills and expectations. We have opportunities from various employers all around the state as well as your vicinity to match all your criteria.

Jobs
We have job opportunities covering all sectors from the firms all across the state. Search with your areas of expertise and get roles suiting your qualification.

Job Fair
We conduct job fairs on regular basis in all the districts and help connect the right employer to the right employee. Get notified about all these Job fair events and more related details right here.

Send your resume
Once you narrow down with the right choices, get ready to send your resumes. Forward your updated resume to the optimal employers and gear up for the recruitment..

Login as Candidate

Registration Completed Successfully! Please login using your email id or mobile number.

E-mail / Mobile Number *

E-mail / Mobile Number

Password *

Password

5 655 Refresh Captcha

Enter Capcha

Login

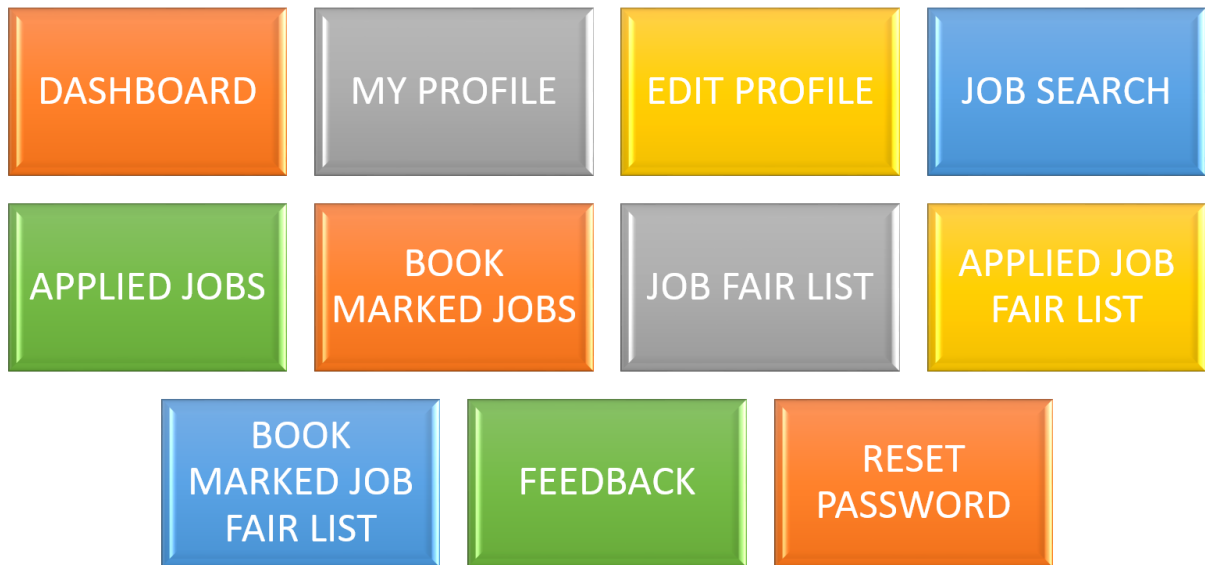
To create a new account [Click here](#) [Forgot Password](#)

Screenshot 4 – CANDIDATE LOGIN PAGE



VII. MENU ACCESSIBILITY

On logging in Candidate can access the following Menus





VIII. DASHBOARD

On logging in Candidate Default Landing Page would be the Dashboard.

Where the Candidate can View the following information

- **No of Jobs Applied** –It shows the count of jobs applied by the Candidate
- **No of Job fairs attended**– it shows the count of Total number of job fairs participated by the Candidate
- **No of Jobs Book Marked**– it shows the total number of Jobs Book marked by the Candidate
- **Profile View Count**– Its shows Number of employers has viewed candidates' profile

Dashboard

Department of Employment and Training

DASHBOARD MY PROFILE JOB FAIR HI, PREETHICHE... தமிழ்

Dashboard

- My Profile
- Edit Profile
- Job Search
- Applied Jobs
- Bookmarked Jobs
- Job Fair List
- Applied Job Fair list
- Bookmarked Job Fair List
- Feedback
- Reset password
- Logout

No. of Jobs Applied 2

No. of Job Fairs Attended 0

No. of Jobs Bookmarked 1

Profile View Count 1

2 Recommended Job(s)

NEW JOB POST Viewed

Apparel Designer | AERONAUTICS COMPANY

Posted Date : 23-06-2020 | Open Until : 31-07-2020

25,000 - 50,000 | Pudukkottai | Apparel, Made-Ups & Home Furnishing

Multi Skill Technician (Electrical)

Apply now

JOB 2

Outside Consultant | AERONAUTICS COMPANY

Posted Date : 23-06-2020 | Open Until : 21-07-2020

25,000 - 50,000 | Perambalur | Apparel, Made-Ups & Home Furnishing

Accounts Executive

Apply now

It shows Recommended jobs based on their Desired Career Profile given while registration

Screenshot 5 – DASHBOARD PAGE



IX. PROFILE VIEW/EDIT PROFILE

By clicking on My Profile Menu -> Candidate Can view the given profile details.

By clicking on Edit Profile Menu -> Candidate Can Edit the given profile details.

The screenshot shows a user interface for profile management. On the left, a sidebar menu is visible with options: Dashboard, My Profile, Edit Profile, Job Search, Applied Jobs, Bookmarked Jobs, Job Fair List, and Applied Job Fair list. Two callout boxes are present: a yellow one pointing to 'My Profile' with the text 'Click on My Profile Menu to view the Profile Details', and a blue one pointing to 'Edit Profile' with the text 'Click on Edit Profile menu to Edit details'. The main content area is titled 'Profile' and displays the details for 'PREETHI CHEZHIAN'. It includes a profile picture, contact information (email: elsiepreethi244@yopmail.com, phone: 9841572108), date of birth (03-06-2002), address (Old No 15 A New No 29 Anjugam Nagar Main Road Kolathur Chennai), and a mobile number (99 - 600080). A green progress bar indicates 'Profile Completion' at 100%. Below this, there is a section for 'Desired Career Profile' with the text 'Desired Career Industry | Location' and 'Apparel, Made-Ups & Home Furnishing - Retail - Telecom | With In Tamilnadu'. A 'Download CV' button is also visible.

Screenshot 6 - PROFILE EDIT PAGE



X. JOB SEARCH

The candidate can search for their desired jobs by selecting Job search in the Side Menu and also can use various filters to search Jobs at ease.

- Jobs by location,
- Jobs by type
- Jobs by Sector
- Jobs by Gender
- Jobs by Experience
- Salary Range
- Top Companies
- Education Type
- Differently Abled (Whether it is applicable for differently abled candidates -Yes or No)

Job Search

Back

Sort by

Search

Search

Showing Results 1 to 5 of 5 Entries

Apply Filters

Jobs By Location

Jobs By Type

Jobs By Sector

Jobs By Gender

Jobs By Experience

Salary Range

Top Companies

Qualification

Differently Abled

Apply Filters

Programmer analyst

Team Member Trainee | EmployerTEST

Posted Date : 03-07-2020 | Open Until : 31-07-2020

10,000 - 15,000 | Chennai | IT-ITES

Software Developer

Apply now

JOB 2

Outside Consultant | AERONAUTICS COMPANY

Posted Date : 23-06-2020 | Open Until : 21-07-2020

25,000 - 50,000 | Perambalur | Apparel, Made-Ups & Home Furnishing

Accounts Executive

Apply now

NEW JOB POST

Apparel Designer | AERONAUTICS COMPANY

Posted Date : 23-06-2020 | Open Until : 31-07-2020

25,000 - 50,000 | Pudukkottai | Apparel, Made-Ups & Home Furnishing

Multi Skill Technician (Electrical)

View

Candidate can Apply the Filters given here to search for Jobs at ease

Screenshot 7- JOB SEARCH

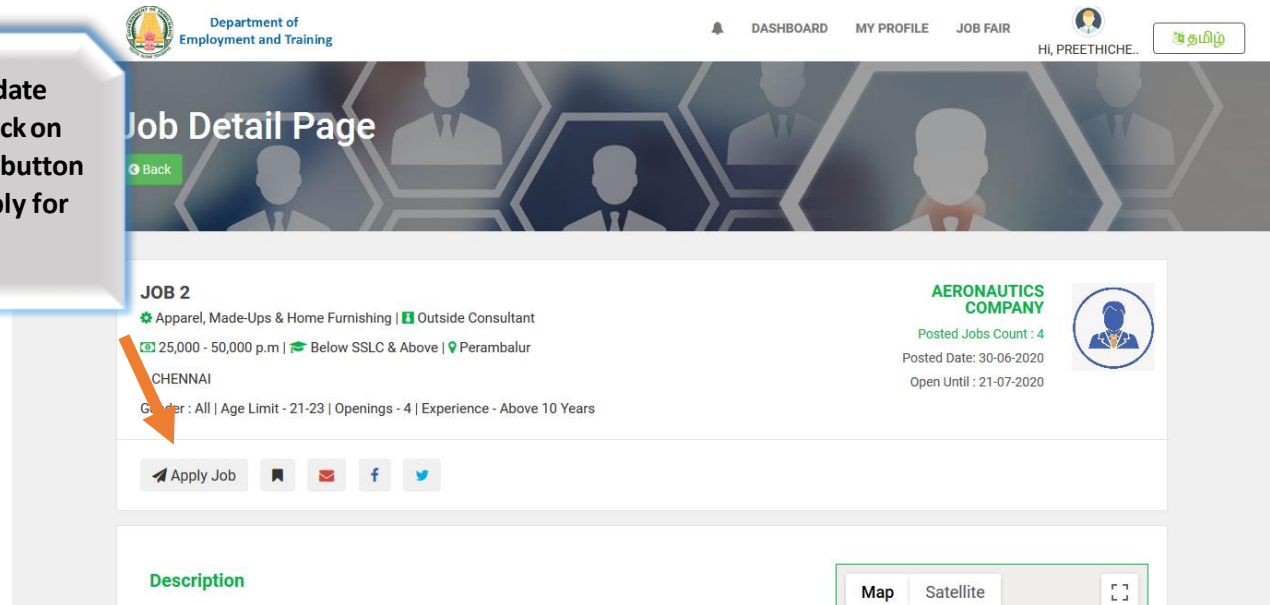
Click on Apply button to Apply for a job post/
Click on Bookmark button to save the Job for future reference



XI. JOB APPLYING PROCESS

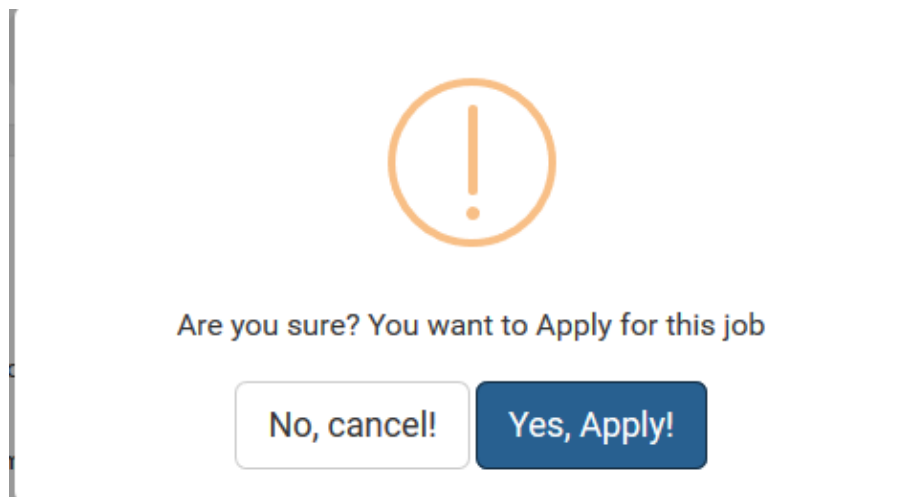
A. APPLY FOR A JOB

The candidate can apply for the job after viewing the Job description, /Bookmark the job and also can share the job



Screenshot 8 - APPLY FOR JOB

When pressed the “Yes, Apply” button candidate will be asked for a confirmation as per the following screen, click on Yes button to apply for a Job



Screenshot 9- CONFIRMATION POP UP SCREEN TO APPLY FOR JOB



Now the Job status changes into Applied shown in the following figure

The Status has been changed to Applied and the hiring process needs to be initiated by the employer

Job Detail Page

JOB 2
Apparel, Made-Ups & Home Furnishing | Outside Consultant
25,000 - 50,000 p.m | Below SSLC & Above | Perambalur
CHENNAI
Gender : All | Age Limit - 21-23 | Openings - 4 | Experience - Above 10 Years

AERONAUTICS COMPANY
Posted Jobs Count : 4
Posted Date: 30-06-2020
Open Until : 21-07-2020

Applied (08-07-2020)

Application Process

Applied (08-07-2020) | Shortlisted | Interview scheduled | Selected / Rejected

Timeline depicting Hiring process is displayed for the candidate to track the status

Screenshot 10 - JOB APPLIED PAGE

Timelines will be displayed clearly for various actions such as Applied, Shortlisted, Interview Schedules, Selected/Rejected status updated by the employers.

B. GET SHORTLISTED

The Employer has shortlisted the candidate for the job, and the status will be known to the Candidates

Application Process

Applied (18-10-2019) | Shortlisted (19-10-2019) | Interview scheduled | Selected / Rejected

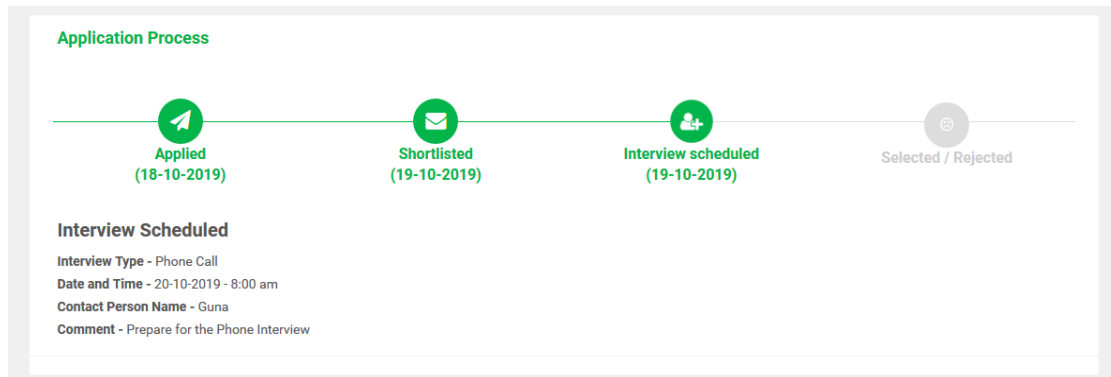
Shortlisted
Shortlisted Date : 19-10-2019

.Screenshot 11 - CANDIDATE JOB APPLICATION PROCESS- SHORTLISTED



C. INTERVIEW SCHEDULED

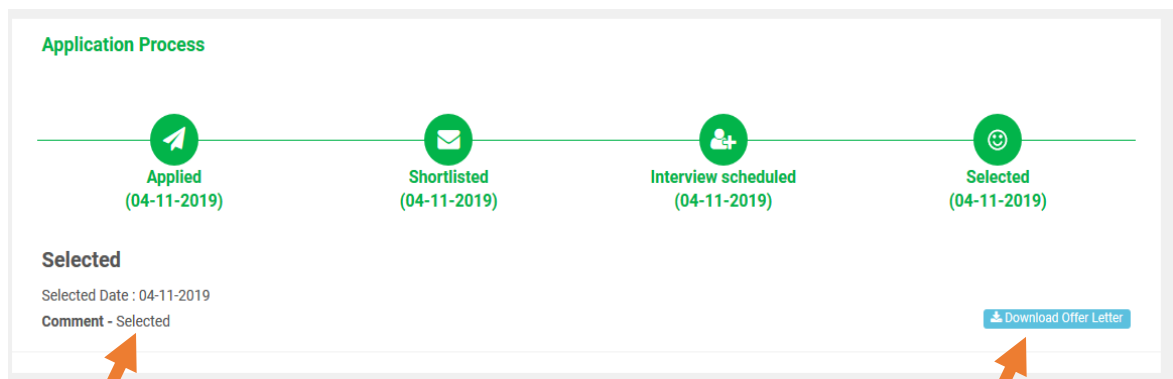
The candidate will get to know the interview details scheduled for him by an Employer, such as the Interview type, Date and Time and Contact person and Comments which is shown in the following screen



Screenshot 12- APPLIED JOB - INTERVIEW SCHEDULED

D. GET SELECTED/REJECTED

After the interview, if the candidate gets selected, then the status will be known to the candidates and receive alerts/notification regarding the selected details. Also, it will be clearly shown in the timelines as shown in the following screen



Screenshot 13- APPLIED JOB - SELECTION/REJECTION STATUS

The Candidate can track the selection status from the timeline

The candidate can download the offer letter after he got selected.



XII. APPLIED JOBS

The candidate can view the list of Applied jobs by Clicking Applied jobs menu in the Sidebar

Applied Jobs

Dashboard | My Profile | Edit Profile | Job Search | **Applied Jobs** | Bookmarked Jobs | Job Fair List | Applied Job Fair list | Bookmarked Job Fair List | Reset password | Logout

Applied Jobs

HR
In22 labs
HR & Administration Assistant | Lysa
Posted Date : 18-10-2019 | Open Until : 05-11-2019
| ₹ 25,000 - 50,000 | Chennai | IT-ITES
HR Executive - Payroll and Employee Data Management
Offer Letter Received : 04-11-2019

Office Assistant
ASC Head | Devi Enterprises
Posted Date : 31-10-2019 | Open Until : 12-11-2019
| ₹ 10,000 - 15,000 | Erode | Agriculture
Dairy Farm Supervisor | Safai Karmachari

The status of the Job will be displayed in here.

Click on Applied Jobs menu

Screenshot 14 - JOB APPLIED

XIII. BOOKMARKED JOBS

Candidates can view the Book Marked Jobs under Book Marked Menu

Bookmarked Jobs

Dashboard | My Profile | Edit Profile | Job Search | Applied Jobs | **Bookmarked Jobs** | Job Fair List | Fair list | Fair List

Bookmarked Jobs

Engineer
In22 labs
Job Role : Any | Lysa
Posted Date : 16-10-2019 | Open Until : 17-10-2019
Full Time | ₹ 25,000 - 50,000 | Chennai | IT-ITES
Engineer Trainee | Engineer-Technical Support(Level 1)

Apply now

Click on Book Marked Jobs menu

Candidate can apply for the jobs here

Screenshot 15 - BOOK MARKED JOBS



XIV. JOB FAIR LIST

The Job Fair list will show all the ongoing job Fairs posted by the admins

The screenshot displays the 'PRIVATE JOB PORTAL' interface. The top navigation bar includes links for DASHBOARD, MY PROFILE, and JOB FAIR. The user is logged in as 'Hi, DeiaMohan'. The main content area is titled 'Job Fair List' and shows a list of job fairs. A callout box on the left points to the 'Job Fair List' menu item in the sidebar, stating 'Click on Job Fair menu'. Another callout box on the right points to a job fair entry, stating 'Job Fair Posted by admins will be displayed here – click on it to view details of job fair'.

Click on Job Fair menu

Job Fair Posted by admins will be displayed here – click on it to view details of job fair

Screenshot 16 - JOB FAIR LIST



A. Job Fair Detail Page

On clicking the Job fair, the following detail page will appear

PRIVATE JOB PORTAL
Employment Engagement and Tracking

Hi, DeiaMohan

Mega Job Fair - November 2019

Guindy, Chennai - Near Guindy Bus Stop
04/11/2019 07:00 AM to 05:00 PM
http://35.161.131.63/privatejobportal/testing/ViewData/jobfair_view/221911040007

Description
Greetings from Department of Employment and Training ACCOUNTANT We are happy to inform you that your profile has been finalized for the Job post We wish you all success and growth in our esteemed organization

Contact Details 1
Contact Person Name: Guna
Mobile No: 8907890988
Email Id: am@gmail.com
Contact Person Role: HR

Participating Employers
Lysa
7358505120 - arulraul18@gmail.com
Guindy

Employer Jobs

Jobs

Show 1 to 1 entries

S.No	Employer Name	Job Type	Location	No. of Vacancies	Salary
1	Lysa	Under Graduate - Bachelor of Science - Bio-Chemistry	Chennai	12	25,000

Showing 1 to 1 of 1 entries

Previous 1 Next

Thiru Vi Ka Industrial Estate, SIDCO Industrial Estate, Guindy, Chennai, Tamil Nadu 600032.
044-22501006
Find the right job on Private Job Portal. You are only few steps away from millions of jobs.

PRIVATE JOB PORTAL
Employment Engagement and Tracking

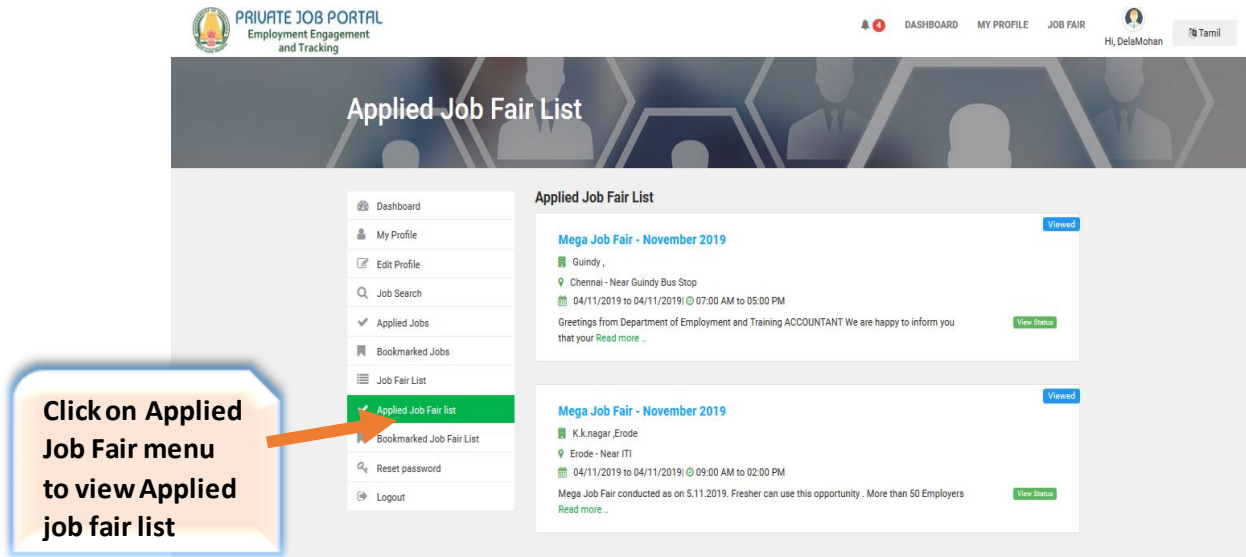
Quick Links
Dashboard
My profile
Job Fair

Screenshot 17 - JOB FAIR DETAIL PAGE



XV. APPLIED JOB FAIR LIST

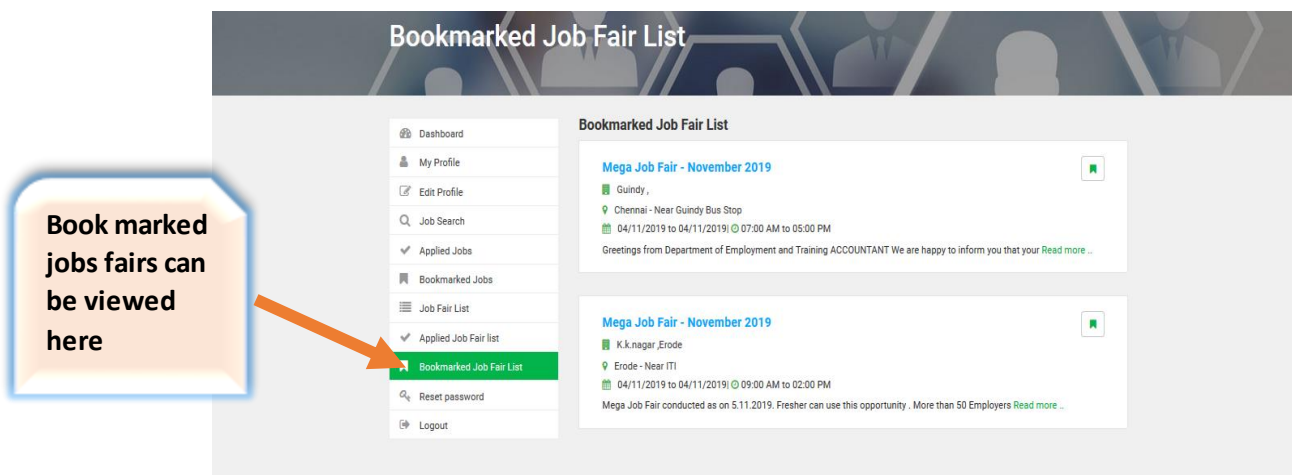
The candidate can view the list of Applied job Fair by Clicking Applied job Fair menu



Screenshot 18 - APPLIED JOB FAIR LIST

XVI. BOOKMARKED JOB FAIR LIST

Candidates can view the Book Marked Jobs Fairs under Book Marked Menu



Screenshot 19 - BOOK MARKED JOB FAIR LIST



XVII. JOB FAIR PROCESS

For the Job Fair Process, the candidate is given a mobile app to attend the job fair.

The given QR code is to be scanned and the candidate gets inducted into the Job Process.

Every Job Fair will have a QR code; On scanning the QR code, a download link for the mobile App will be given. If in case the candidate has not installed the mobile APP

The screenshot displays the 'Job Fair Process' interface. At the top, there is a header with the title 'Job Fair Process' and a 'Back' button. Below this, a sub-header reads 'Mega Job Fair - November 2019 - Candidate Job Fair Process'. The main content area features a table with the following structure:

S.No	Job Fair Title	Employer Name	Current Status - Job Name - Comments
1	Mega Job Fair - November 2019	Lysa	Offer Letter Sent - Education - Under Graduate - Bachelor of Science - Bio-Informatics

Below the table, it indicates 'Showing 1 to 1 of 1 entries'. To the right of the table, there are buttons for 'Copy', 'Excel', 'CSV', and 'PDF'. A yellow callout box with an arrow pointing to the 'Current Status' column contains the text: 'The status of the Job in the Job Fair is displayed in here.'

Screenshot 20 - CANDIDATE JOB FAIR PROCESS

The Current job status of the Job Fair can be viewed in here and subsequently the candidate will also be notified in alerts.



XVIII. RESET PASSWORD

The screenshot shows a web form titled "Reset Password" in green text. It contains three input fields: "Enter Old Password *", "Enter New Password *", and "Confirm New Password *". Each field has a placeholder text: "Old Password", "New Password", and "Confirm Password" respectively. Below the fields is a green button labeled "CHANGE PASSWORD". An orange arrow points from a yellow callout box to the "Confirm Password" field. The callout box contains the text: "Enter the Old Password, New password and confirm new password and click on Change Password."

Reset Password

Enter Old Password *

Enter New Password *

Confirm New Password *

CHANGE PASSWORD

Enter the Old Password, New password and confirm new password and click on Change Password.

Screenshot 21 - RESET PASSWORD



Directorate of Employment and Training

Department of Labour and Employment

Government of Tamil Nadu

