



# Job-X: A Unified Employment and Career Building Platform







# NSDC JobX

**Empowering Career** 

www.nsdcjobx.com

# What is NSDC JobX (www.nsdcjobx.com)



We are thrilled to present NSDC JobX, a cutting-edge initiative by the National Skill Development Corporation (NSDC) tailored exclusively for ambitious job seekers!



Embrace the future with JobX, a state-of-the-art digital platform that connects you with a vast array of career opportunities at your fingertips.

Say goodbye to traditional job searches and say hello to seamless, convenient job hunting.



Whether you're a fresh graduate or a seasoned professional, we have the perfect job for you.

Explore lakhs of job opportunities in diverse sectors and find the ideal match for your skills and aspirations.



#### **Renowned Employers**

Dream big with NSDC JobX! We have partnered with over 2000+ prestigious employers, including industry giants like Airtel, Chaayos, HDB Financial, G4S, Shahi Exports, and many more.



Your dream job could be just a click away!

#### **Fast-Growing Community**

Join a vibrant community of job seekers like you and stay ahead with exclusive job updates, skillbuilding opportunities, and exciting job fair alerts



# **Opportunities** @ NSDC JobX







# Top Sectors @ JobX

IT – ITeS



Logistics



Banking & Insurance



Retail





Tourism & Hospitality



Automotive



Telecom

Opportunities in 30+ Emerging Sectors

# Why Choose NSDC JobX?



### Access to International & Domestic Job Opportunities

Explore a wide variety of job opportunities in different sectors. Find roles that align with your skills and interests. Increase your chances of landing your dream job.

# Verified and Authentic Job Listings

Trust the credibility of job listings as they undergo verification processes. Avoid fraudulent job offers and ensure a safe job search experience.

## Absolutely FREE

Enjoy **completely free** access to all features, job opportunities, skill-building programs, and career resources

Your path to success comes with no hidden fees or charges

### Job Alerts on the Go

Receive regular Job alerts on SMS, WhatsApp & Email

Stay updated with latest jobs in your preferred companies & locations





# **Upcoming Features**



& many more





**Empowering Careers** 

24 – 28 February Register Now



International Jobs

Explore a domestic and international job roles across different industries, matching to your skills and interests



Verified & Trusted Jobs

Apply confidently with job opportunities that are thoroughly verified, ensuring a secure and trustworthy job search experience.



Simplified Job Application Process

Apply quickly and easily with a user-friendly interface and one-click resume uploads, saving you time and effort.

& many more



Job Alerts

Get regular notifications for new roles that match your preferences, so you never miss out on exciting career opportunities.

Kaushal Sangam: Celebrating Skills: Register, Explore & Success with NSDC JobX





# A step-by-step guide for Registration, Profile Completion & Job Application

# **NSDC JobX**









#### Step 2: Click on Candidate Login





JOBS BY INDUSTRY	JOBS BY LOCATION				
TELECOM	IT-ITES	STRATEGIC MANUFACTURING	RETAIL	AUTOMOTIVE	BFSI
TEXTILE & APPAREL	POWER	BEAUTY & WELLNESS	MANAGEMENT		ELECTRONICS

#### Step 3: Sign In using your registered mobile number/email ID





#### Step 3: If new to NSDC JobX, Click on "New to NSDC JobX? Register Here"









### Congratulations !!! You have successfully logged in. Please proceed to complete your profile now. Click on "Update Profile"



			Click on "Update Profile" to	build your job profile
N-S-D-C —DIGITAL RESMAGINE FUTURE	Update your profile to apply	for jobs.	B My Profile ∽	
	Profile Completeness	81% Update Profile	il.com	VERIFIED
Profile Completen	1855 81% UPDATE PRO	DFILE Contraction Post Gra Specialization Soci State Delhi	aduate ial Work	
			Search	Jobs »

#### **Step 4: Complete your profile by updating the mandatory fields**





# Step 4: Complete your profile by updating the mandatory fields



	<table-cell-rows> Home   Oashboard 🗉 Applied</table-cell-rows>	Jobs C	Advanced Job Search 🛛 🖪 My Profile 🗸	
Profile Completeness	81%	1	<ul> <li>Education : Post Graduate</li> <li>Specialization : Social Work</li> <li>State : Delhi</li> <li>District : North East</li> </ul>	
Profile Summary				+
Resume Headline & Key Skills		٦	Write a short & crisp headline for your resum	e
Resume Headline : * Key Skills(s) : *	Sales, Marketing, Partnerships, Business Deve	elop	e.g., Hard Working Professional Passionate about sales	
Functional Area :	Project Management/Site Engineers	•	Update your key skills separated by comma e. Sales, Marketing, Client Success	5.,
		[	Click on Save after filling all mandatory fields	Save



× 🚯 Dashboard • Advanced Job Search A Home Applied Jobs 🖪 My Profile 🗸 N.S.D.C -DIGITAL-**Highest Qualification** Update your Highest Qualification, Course Highest Education : \* Post Graduate ~ Name(Degree) and Specialization Course Name : \* M.A  $\sim$ Example: Highest Qualification: Graduate Specialization : \* Social Work  $\sim$ Course Name: BSC Specialization: Nursing **University/Institution**: Select University Ŧ Course Type : Full Time  $\sim$ Passing Year : Select Year  $\sim$ Second Highest Qualification Education : Select  $\sim$ Course Name : Select Course  $\sim$ Specialization : Select Specialization V University/Institution : Select University w Course Type : Full Time  $\sim$ **Passing Year :** Select Year  $\sim$ 



Profile Summary				+
Resume Headline & Key Skills				+
Education Details (S)				+
Technical Education				×
Technical Education : *	Select	~	Select your "Technical Education" from drop down Click on Save after filling all mandatory fields	Save
Job Location (S)				+
Experience & Employment Details				+

### Step 4: Complete your profile by updating the mandatory fields



Profile Summary				+
Resume Headline & Key Skills				+
Education Details (S)				+
Technical Education				+
Job Location (S)				×
Current Location : *	Delhi	-		
State : *	Delhi	~	Update your current location, state, and district. You can leave it as blank if "Fresher"	
District : *	North East	~		
Preferred Job Location(s) : *	Delhi, Noida, Gurgaon, Faridabad, NCR		Enter your preferred job location	
			Click on Save after filling all Sav	re

Experience & Employment Details						×
Fresher :	Fresher			If you are Fresh "Fresher" & save	er just click on your application	
Current Company :	Current Company				,	
Current Designation :	Program Manager, NSDC		If you have prior	work experience,		
Total Experience :	7	~	enter your Curr and Total Wo	rent Designation ork Experience		
Working Since (Month & Year) :	Select Month	Select Year 🗸 🗸				
Current CTC (Lakhs &Thousands) :	Select Annual CT 🗸 🗸	Select Annual C' 🗸				
Expected CTC (Lakhs &Thousands) :	Select Annual CT 🗸 🗸	Select Annual C' 🗸				
Notice Period :	0					
Previous Company 1 :						
Working Years (From & To) :	Select Year 🗸 🗸	Select Year 🗸 🗸				
Functional Area :	Select Function	~				
Previous Company 2 :						
Working Years (From & To) :	Select Year 🗸 🗸	Select Year 🗸 🗸				
Functional Area :	Select Function	~				
			Click on Save mandat	after filling all ory fields	Save	e

N · S · D · C RE MAGINE FUTURE



A Home 🚯 Dashboard Applied Jobs Advanced Job Search 🖪 My Profile 🗸 VERIFIED Mobile : +91 -Profile Last Updated On 10-Jun-2023 VERIFIED 🖻 Email : Education : Profile Completeness Specialization : 81% IN State : Delhi LOWNLOAD RESUME Once you have updated all the PDistrict : North East details in profile section, your profile completion percentage will appear like this **Profile Summary** + **Resume Headline & Key Skills** + Education Details (S) + **Technical Education** +





#### Step 6: Click on Job URL/ QR Code shared by NSDC for the placement drive at your location





### Step 6: Click on "Apply for Position" after reading the complete Job Description



kecutive				
Location(s) : Lucknow				
job Details	APPLY			
ab Titla - Evenutiva			📧 Mahendra's	
ob hite - Executive				
AAHENDRA EDUCATIONAL PRIVATE LIMITED			MALENIDRA EDUCATIONAL PRIVATE	
Cocation(s) : Lucknow	INR P.A. Lakhs	Company :	LIMITED	
Posted On : Feb 20, 2024   Job Type : Full Time   Gender : Both Male & Female   Function : Mktg/Advtg/MR/Me Comm.   PWD : No	edia Planning/PR/Corp.	Type :	Management	
ob Description		Contact Person :	VIVEK KUMAR MISHRA	
1. Admission Taraet		Email :	cpo@mahendras.org	
2. Canopy Conversion		Phone :	93xxxxx95	
1.Resolving student grievancea. ST Portal related query		-		
b. Material related query		Website :	https://www.mahendras.org/	
c. Classroom related query		-		
d. Fees deposition related query		the design of the second s	CP-9, VIJAYANT KHAND,	
2.Resolving Parents/Gaurdian queriesa. Admission related query		Address :	GOMTINAGAR	
b. Progression report of candidate				
3. Othersa. Answering Incoming and Doing Outgoing call				
b. Conducting ST for Bank and SSC/State Level				
1. Lab Management				
2. Classroom Management				
3. Knowledge of SOP				
4. Knowledge of Current Exam Pattern				
5. Accuracy in report				
6. Management of Outsource Staffs				
7. Accounts				
8. Finding Errors and providing suggestion in SOP				
9. Stock Management				
10. Attendance, Punctuality and Regularity				
11. Organizing AOCP/FOCP				
12. Knowledge of Current Cards and Fees				
	poly For Pacition			

Read the complete Job Description (JD) to gain more clarity about the nature of job and then confirm your application by clicking on "Apply for Position"

### Step 6: Click on "Apply for Position" after reading the complete Job Description



Executive Location(s) : Lucknow			A notification with <b>"Green Tick"</b> confirms that your application for a particular job has been
You have successfully applied for this Position !			submitted
lob Details			
Job Details	-	🔊 Maheudra's	
Job Title - Executive			
MAHENDRA EDUCATIONAL PRIVATE LIMITED		MALIENDRA EDUCATIONAL RRIVATE	
🖲 Lacertinale) of university of the European of Alacert 🚔 Opean Receive 17th Date Constructs – 🕅 Enlance 17th 2016	Company :	LIMITED	
V Location(s) : Locknow Solary : 1.2 - 2.4 INK P.A.			
	Type :	Management	
Posted On : Feb 20, 2024   job Type : Full Time   Gender : Both Male & Female   Function : Mktg/Advtg/MR/Media Plansinn/PR/Corn_Comm I PWD : No			
	Contact Person :	VIVEK KUMAR MISHRA	
Job Description			
Job Description	Email :	cpo@mahendras.org	
1. Admission larget	Phone :	93xxxxx95	
2. Canopy Conversion			
1.Resolving student grievancea. ST Portal related guery	Website :	https://www.mahendras.org/	
b. Material related query			
c. Classroom related query		CP-9, VIJAYANT KHAND,	
d. Fees deposition related query	Address :	GOMTINAGAR	
2.Resolving Parents/Gaurdian queriesa. Admission related query			
b. Progression report of candidate			
3. Othersa. Answering Incoming and Doing Outgoing call			
b. Conducting ST for Bank and SSC/State Level			
1 Lab Management			
2. Classroom Management			
3. Knowledge of SOP			
4. Knowledge of Current Exam Pattern			
5. Accuracy in report			
6. Management of Outsource Staffs			
7. Accounts			
8. Finding Errors and providing suggestion in SOP			
9. Stock Management			
11. Artendance, Punctuality and Regularity			
12. Knowledge of Current Cards and Fees			
APPLY			

#### Step 7: Click on "Applied Jobs" to see all your job applications











#### As soon as an Employer shortlists you, you will receive notification on your registered email ID and mobile number



#### Sample Email Notification

Shortlisted for - Diesel Mechanic 🔉 Inbox ×			8	Ø	
noreply@nsdcjobx.com to me 👻	4:31PM (3 hours ago)	☆	¢	•	
Dear					
Thank you for your application for the position of Diesel Mechanic , we acknowledge the same & appreciate your interest Currently, the recruiters are reviewing all the applications received by us. In case your profile matches up with the requirements for the position upon preliminary screening, the concerned recruiter will reach out to you with further updates. Thank you once again for your application and best wishes for the targeted job coming your way.					
Stay connected by visiting us on <u>www.nsdcjobx.com</u> for update.					
Descula					
kegards, NSDC Jobs					

#### Sample SMS Notification

### Once an employer schedules interview with you, a notification with interview details e.g., Location, time, mobile number of interviewer, etc. will be sent to you over registered email



#### Sample Email Notification

to me, noreply@nsdcjobx.com	4:35 PM (3 hours ago)	☆	¢	:
Dear <your name=""></your>				
We appreciate your interest in the position Job Title . We are happy to inform you that you are shortlisted for the next round of interv	iew process.			
The details of the interview are given below:				
Company Name : Company Name				
Position Name : Job Title				
Date : 05-07-2023				
Start Time : 10 AM				
Address : Interview Location				
Message : Wish You all the best Please Call on the below no for further queries phone Employer Mobile Number				
For any assistance, you can reach out to Employer Mobile Number				
Or you can reach out to me Employer Alternate Mobile Number				
Thank you once again for your interest and best wishes for the targeted job coming your way.				
Stay connected by visiting us on https://www.nsdcjobx.com for more update.				









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International Jobs

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Trusted Jobs

Apply confidently with job opportunities that are thoroughly verified, ensuring a secure and trustworthy job search experience.



Simplified Job Application Process

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Job Alerts

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Kaushal Sangam: Celebrating Skills: Register, Explore & Success with NSDC JobX



To stay updated with your Job Application status, kindly check your JobX account, registered email and registered mobile number (SMS/WhatsApp) on daily basis

For any queries, you can reach out to us on:

Email – <u>contact@nsdcjobx.com</u>