

# User Manual (Recruitment Portal)

# Jharkhand Agency for Promotion of Information Technology

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## Recruitment Portal

This portal is use to provide online and paperless, transparent recruitment process and also saves time and money.It attract and empower an increasing number of applicants to apply and build positive impression of recruitment process.It also helps to recruit best candidate for organization.

## Address

<https://recruitment.jharkhand.gov.in/>

## Overview

### **General instructions for**

#### **Application : - Step-1:**

##### **Registration**

- Navigate the website link (<https://recruitment.jharkhand.gov.in/>)
- Now, click on “Register” for Registration.
- Register yourself.

##### **Step-2: Fill all the mandatory details**

- Now, you have to login. Go to the Personal Details option then add new option and fill your basic details

such as name, father’s name, mother’s name, gender etc.

- After filling all details, click on “Save” button.
- Fill your Academic details & click on Save Button.
- Fill your Experience details & click on Save Button.
- Fill your Technical details & click on Save Button.

##### **Step-3: Upload Scanned Images**

- Click Upload Documents for the submission of necessary documents.

##### **Step-4: Recruitment Details**

- After submitting all details, Click on Recruitment list.
- Choose a recruitment by clicking View option.
- After Proceed, fill the data and Apply .
- Make payment.

##### **Step-5: Printout of Application Form**

- Preview your application on View Application option and click on “print image” button.
- Take the printout of the completely filled application form.
- Take extra printouts of it and keep it for future references.

**In case you encounter any difficulties in filling/submitting the form please contact us at the email ID:**

[jharkhand.recruitment@rediffmail.com](mailto:jharkhand.recruitment@rediffmail.com)

# Jharkhand Agency for Promotion of Information Technology

Archive Portal | jharkhand.recruitment@rediffmail.com | IP Phone 12269

[Home](#)[Register](#)[Login](#)[Contact Us](#)

## JAP-IT Recruitment Portal

Online Recruitment / Jobs portal for posting of job openings, receive resumes, search registered job seekers, shortlist, tests.

Online Applications are invited from eligible candidates for the post of the candidate on successful payment will be redirected to JAP-IT Recruitment web portal.

### ABOUT US

#### Welcome to JAP-IT Recruitment Portal

Jharkhand Agency for Promotion of Information Technology (JAP-IT) was conceptualized to accelerate the growth of Information Technology in Jharkhand and implement the policies of the State Govt. in the area of IT.

The broad objectives were to provide IT inputs to Governments Departments, Agencies and to assist them in computerization and networking, to co-ordinate with investors and industry, trade organizations and financial institutions in public and private sector. With above objectives, JAP-IT geared up for implementing the projects assigned to them and succeeded in disseminating the strides made by DOIT, Jharkhand through participation in various exhibitions, seminars etc among the leading IT players of the country and thereby attracting them in the state of Jharkhand.

### General instructions for Application :-

#### Step:- Registration

- Navigate the website link (<http://recruitment.jharkhand.gov.in>)
- Now, click on "Register" for Registration.
- Then your registration id is displayed on the screen and your password is the mobile number which you are provided.
- Now, click on "Login" for login.

### LATEST

#### Recruitments

\*Fee is not refundable

\*Register and Login to Apply

📄 Cancellation of PMMVY

• झारखण्ड गृह रक्षा गतिनी हजारीबाग में गृह रक्षा के का ऑनलाईन आवेदन आमंत्रन (आवेदन की तारीख 30 जनवरी 2020 तक बढ़ा दी गई है)। 372kb Last date : 31/07/2020

### LATEST

#### Results



57368

Registered Candidates



8

Recruitment Posted



24008

Candidates Applied



0

Selected Candidates

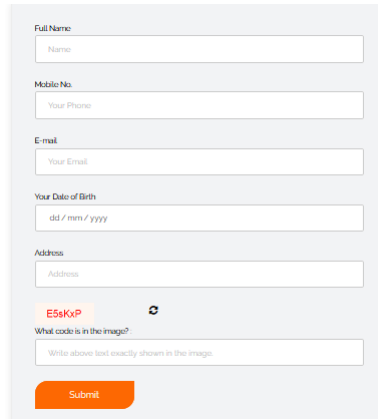
3 | Page

# Jharkhand Agency for Promotion of Information Technology

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## Register

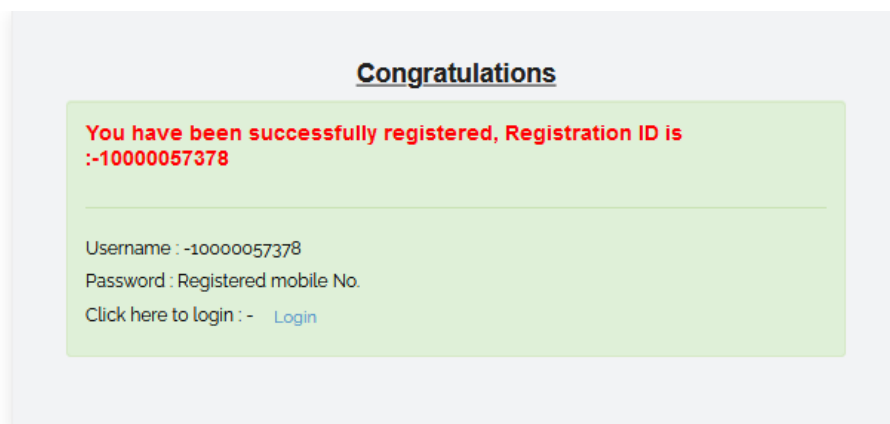
Click Register and fill details for first time user.



A registration form with the following fields: Full Name (Name), Mobile No (Your Phone), E-mail (Your Email), Your Date of Birth (dd / mm / yyyy), Address, and a CAPTCHA section labeled 'E5sKvP' with the text 'What code is in the image?' and a 'Submit' button.

## Login Id & Password

Login id is auto generated and password is mobile number entered. After login candidate may change password.



**Congratulations**

**You have been successfully registered, Registration ID is :-10000057378**

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Username : -10000057378  
Password : Registered mobile No.  
Click here to login : - [Login](#)

# Jharkhand Agency for Promotion of Information Technology

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## Login

Login using valid credentials provided.

### Login

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Reg. No./UserId :

Password :

gAar4N

What code is in the image? :

[Forgot Password?](#)

Not a member as yet?

[Register Now](#)

# Jharkhand Agency for Promotion of Information Technology

## Applicant Dashboard

### Personal Details

Recruitment Portal

NEW PMMVY Recruitment

Home

Application Form : Personal Details

Application Form : Academic Details

Application Form : Experience Details

Application Form : Technical Details

Application Form : Upload Documents

Apply

Acknowledgement, View & Print

Personal Details

Amit Kumar 10000064648


Full Name *		Father's Name *	
Mother's Name *		Gender *	Select
Category *	Select	Religion *	Select
Aadhar No. *		Marital Status *	Select
Correspondence Address			
Village/Town *		Post Office *	
Panchayat		Block *	
Police Station *		Pincode *	
State *	Select	District *	Select
Address *	Enter Address here		
Permanent Address			
<input type="checkbox"/> Same as Correspondence Address			
Village/Town *		Post Office *	
Panchayat		Block *	
Police Station *		Pincode *	
State *	Select	District *	Select
Address *	Enter Address here		

Save

# Jharkhand Agency for Promotion of Information Technology

## Academic Details

Fill academic details.

**Recruitment Portal**

Home

Personal Details

Academic Details

Experience

Technical Details


Physical Details

Upload Documents

Recruitment List

Applied List

### Add Academic Details


Welcome 10000233531

Back

Home

Degree/Course *	Select
Passing Year *	
Board/University *	
Division/Class *	
Total Marks *	Please enter total marks as integer
Marks Obtained *	Please enter marks obtained upto two decimal place, ex: 75.00, 80.25
Percentage of Marks	Please enter percentage of marks
Remarks (if any)	Enter remarks

Save

**Recruitment Portal**

NEW PMMVY Recruitment

Home

Application Form : Personal Details

Application Form : Academic Details

Application Form : Experience Details


Application Form : Technical Details

Application Form : Upload Documents

Apply

Acknowledgement, View & Print

### Add Academic Details

Amit Kumar 10000064648

Go to List

Degree/Course *	Matriculation
Passing Month & Year *	
Board/University *	
Division/Class *	
Total Marks *	Please enter total marks as integer
Marks Obtained *	Please enter marks obtained upto two decimal place, ex: 75.00, 80.25
Percentage of Marks	Please enter percentage of marks
Subjects Studied *	
Remarks (if any)	Enter remarks

Save

# Jharkhand Agency for Promotion of Information Technology

## Experience

Fill experience data.

Recruitment Portal

Home

Personal Details

Academic Details

Experience

Technical Details

Physical Details

Upload Documents

Recruitment List

Applied List

Add Experience Details

Welcome 10000023353!

Back

Home

Organization Name \*

Designation \*

From Date \*

dd / mm / yyyy

To Date \*

dd / mm / yyyy

Job Nature \*

Select

Task/Responsibilities assigned

Remarks

Save



# Jharkhand Agency for Promotion of Information Technology

## Upload Documents

### Upload Scanned Images

- Click Upload Documents for the submission of necessary documents.

Recruitment Portal

Home

Personal Details

Academic Details

Experience

Technical Details

Physical Details

Upload Documents

Recruitment List

Applied List

Upload Documents

Welcome 1000023353!

Back Home

- Only .Jpeg, .jpg and .pdf file is allowed
- In case of multiple experience and educational certificates, merge them in single pdf and upload respectively.
- File size must not exceed 15 MB
- Other achievements/awards, Other Relevant Documents, Physical disability certificate are optional documents

Document Type	Document No.	Upload File	Action
Identity Proof (Aadhar Card)	1234	File Uploaded Successfully !	<a href="#">View</a> <a href="#">Download</a> <a href="#">Delete</a>
Caste Certificate	3444	File Uploaded Successfully !	<a href="#">View</a> <a href="#">Download</a> <a href="#">Delete</a>
Residential Certificate	321	File Uploaded Successfully !	<a href="#">View</a> <a href="#">Download</a> <a href="#">Delete</a>
Photograph		File Uploaded Successfully !	<a href="#">View</a> <a href="#">Download</a> <a href="#">Delete</a>
Signature		File Uploaded Successfully !	<a href="#">View</a> <a href="#">Download</a> <a href="#">Delete</a>
Educational Qualification		File Uploaded Successfully !	<a href="#">View</a> <a href="#">Download</a> <a href="#">Delete</a>
Experience		<a href="#">Browse...</a> No file selected.	<a href="#">Upload</a>
Other achievements/awards		<a href="#">Browse...</a> No file selected.	<a href="#">Upload</a>
Other Relevant Documents		<a href="#">Browse...</a> No file selected.	<a href="#">Upload</a>
Physical Disability Certificate		<a href="#">Browse...</a> No file selected.	<a href="#">Upload</a>

## Recruitment

### Recruitment Details

- After submitting all details, Click on Recruitment list.

Recruitment Portal

Home

Personal Details

Academic Details

Experience

Technical Details

Physical Details

Upload Documents

Recruitment List

Applied List

Recruitment List

Welcome 1000023353!

Back Home

[Search](#)

Serial No.	Department Name	Reference No.	Title	Reference Date	Action
1	Home, Jail & Disaster Management Department	01/2019	झारखण्ड गृह रक्षा वाहिनी हजारबाग में गृह रक्षकों के ऑनलाईन आवेदन आमंत्रण (आवेदन की तारीख 30 जनवरी 2020 तक बढ़ा दी गई है )	2019-08-18	<a href="#">Download</a> <a href="#">Apply</a>

# Jharkhand Agency for Promotion of Information Technology

## Select Post

Select Post & Apply.

Recruitment Portal

Home

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Physical Details

Upload Documents

Recruitment List

Applied List

Apply

Welcome 10000023353!

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Title	झारखण्ड गृह रक्षा वाहिनी हजारीबाग में गृह रक्षकों के का ऑनलाईन आवेदन आमंत्रन (आवेदन की तारीख 30 जनवरी 2020 तक बढ़ा दी गई है )	Post	Select Post
Reference No.	01/2019	Reference Date	18/08/2019
Category	GEN		

☒ Understand and accept the terms and condions.

Apply

## Payment

Click on pay button for payment.

Recruitment Portal

Home

Personal Details

Academic Details

Experience

Technical Details

Physical Details

Upload Documents

Recruitment List

Applied List

Applied List

Welcome 10000023353!

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Reference No.....

Search

Sl. No.	Department	Reference No.	Title	Post	Reference Date	Action
1	Home, Jail & Disaster Management Department	01/2019	झारखण्ड गृह रक्षा वाहिनी हजारीबाग में गृह रक्षकों के का ऑनलाईन आवेदन आमंत्रन (आवेदन की तारीख 30 जनवरी 2020 तक बढ़ा दी गई है )	Home Guard (Urban)	2019-08-18	Pay


# Jharkhand Agency for Promotion of Information Technology

## Payment Gateway


Visa, Master and American express credit card is accepted.

Rupay Debit card is accepted.


Internet banking.



Department of Electronics and Information Technology  
Ministry of Communications and Information Technology  
Government of India



Pay Gov India  
National Payment Services Platform  
Delivered by Government of India Initiative






राष्ट्रीय ई-गवर्नेंस योजना  
National e-Governance Plan  
Public services closer home

Credit Card >

Debit Card

Internet Banking

Pay by Credit Card Pay by AmEx ezeClick



Card Number

Enter card number

CVV/CVC

Month Year

Card Holder Name

Enter card holder name


**Please note:** If your credit or debit card has not been used for ecommerce transactions, it will be blocked by your bank for all online transactions as per RBI notification effective March 16, 2020.

In case your transaction is failing, please contact your card issuing bank to enable your card for online transactions.

Merchant Name

JAP - IT

Payment Amount: ₹ 200.00



Earn 5 Membership Rewards® points on every ₹100 you spend on utilities.


T&Cs apply

Activate Windows  
Go to Settings to activate Windows.

# Jharkhand Agency for Promotion of Information Technology

## Application Submitted

After successful payment, application gets submitted and machine generated confirmation email sent to candidate.

**Recruitment Portal**

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Academic Details

Experience

Technical Details


Physical Details

Upload Documents

Recruitment List

Applied List

### Applicant Full Details

Welcome 10000023353!

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Home

Registration No.	10000023353
Name	Amit kumar
Appliation No.	RARD0121000000000301012020025407679
Department	Home, Jail & Disaster Management Department
Advertisement.no	01/2019
Post Name	Home Guard (Urban)
Category	GEN
Payment Amount	200.00
Payment Status	Successful

Close

# Jharkhand Agency for Promotion of Information Technology

## Department Login

### Department Login

Department provided with credentials to login.

Archive Portal | jharkhand.recruitment@rediffmail.com | IP Phone 12269

[Home](#)[Register](#)[Login](#)[Contact Us](#)

### Login

Reg. No./UserId

Password:

2dZqjr



What code is in the image?:

[Forgot Password?](#)

[Login](#)

[Not a member as yet? Register Now](#)

### Recruiter Login

List of recruitment in department login.

### Recruitment Portal

[Home](#)[Recruitment List](#)

### Recruitment List

Welcome homehzb!

[Back](#)[Home](#)

Reference No....

[Search](#)

Sl.No.	Department Name	Reference No.	Title	Reference Date	Action
1	Home, Jail & Disaster Management Department	01/2019	झारखण्ड गृह रक्षा वाहिनी हजारीबाग में गृह रक्षकों के का ऑनलाईन आवेदन आमंत्रन (आवेदन की तारीख 30 जनवरी 2020 तक बढ़ा दी गई है )	2019-08-18	<a href="#">View</a>

# Jharkhand Agency for Promotion of Information Technology

## Recruitment Details

Post wise recruitment details.

Recruitment Portal

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Recruitment List

Recruitment Details

Welcome homehzb!

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Recruitment Continues ...

Reference No.	01/2019	Reference Date	2019-08-18
Title	झारखण्ड गृह रक्षा वाहिनी हजारीबाग में गृह रक्षकों के ऑनलाईन आवेदन आमंत्रण (आवेदन की तारीख 30 जनवरी 2020 तक बढ़ा दी गई है)	Recruitment Type	Contractual
Details	हजारीबाग के गृह रक्षक के रूप में नामांकन के लिए रिक्रूटमेंट के विरुद्ध सुयोग्य उम्मीदवारों से विहित प्रपत्र में ऑनलाईन आवेदन आमंत्रित किये जाते हैं। ग्रामीण गृह रक्षक तथा शहरी गृह रक्षक के लिए आवेदन विहित प्रपत्र में अलग-अलग जमा करेंगे। नोट-गृह रक्षा वाहिनी एक स्वयंसेवी संगठन है तथा गृह रक्षक उसके स्वयंसेवी सदस्य होते हैं। जितने दिन आवश्यकतानुसार उन्हें कंत्रव्य पर प्रतिनियुक्त किया जाता है उतने कार्य दिवस के लिए सरकार द्वारा निर्धारित दर पर भत्ता भुगतान देय होता है। यह कोई वैतनिक सरकारी नौकरी या आजीविका का माध्यम नहीं है। अतः उन्हीं उम्मीदवारों से आवेदन की अपेक्षा की जाती है, जो राष्ट्र की सेवा निःस्वार्थ करने के लिए तत्पर हों।		
Start Date	2019-08-18	Start Time	10:00:00
End Date	2020-08-15	End Time	18:00:00

Serial No.	Post Name	No. Posts	Post For	Qualification	Fee's	Action
1	Home Guard (Urban)	217	Urban	10th	100.00	Applied Candidates
2	Home Guard (Rural)	804	Rural	7th	100.00	Applied Candidates



# Jharkhand Agency for Promotion of Information Technology

## Applicant Details(Complete Details of applicant with document)

Recruitment Portal

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Recruitment List

Applicant Full Details

Welcome homehzb!

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Name		Father's Name			
Mother's Name	RINKI DEVI	Gender	Male		
Category	GEN	Religion	Hindu		
Marital Status	Unmarried	Date of Birth			
Age	( 19 Years 0 Month 7 Day)				
Correspondence Address					
Address	AT-ANANDPUR PO-PAWAI PS-SURAJGARHA	Village/Town	AT-ANANDPUR		
Post Office	PAWAI	Panchayat	SAIDPURA		
Block	PAPRIYA	Police Station	SURAJGARHA		
State	Bihar	District			
Pincode	811309				
Permanent Address					
Address	AT-ANANDPUR PO-PAWAI PS-SURAJGARHA	Village/Town	ANANDPUR		
Post Office	PAWAI	Panchayat	SAIDPURA		
Block	PAPRIYA	Police Station	SURAJGARHA		
State	Bihar	District			
Pincode	811309				
Physical Details					
Height	166	Chest Width (Only for Male Candidate)	80		
Identification Mark 1	A CUT MARK ON THE RIGHT LEG	Identification Mark 2	A CUT MARK ON THE LEFT LEG		
Is physically Handicapped ?	No				
Academic Details					
Serial No.	Qualification	Board/University	Passing Year	Total Marks	Marks Obtained
1	Matriculation		2016	500	217.00
Technical Details					
Serial No.	Skill Name	Institute Name	Certificate No.	Certificate Date	Marks Obtained
Experience Details					
Serial No.	Organisation Name	Designation	From Date	To Date	Job Nature
Uploaded Documents Details					
Serial No.	Document Type	Document Number	Action		
1	Identity Proof Aadhar Card		Download		
2	Caste Certificate		Download		
3	Residential Certificate		Download		
4	Photograph		Download		
5	Signature		Download		
6	Educational Qualification		Download		