

2014

User Manual for Candidates

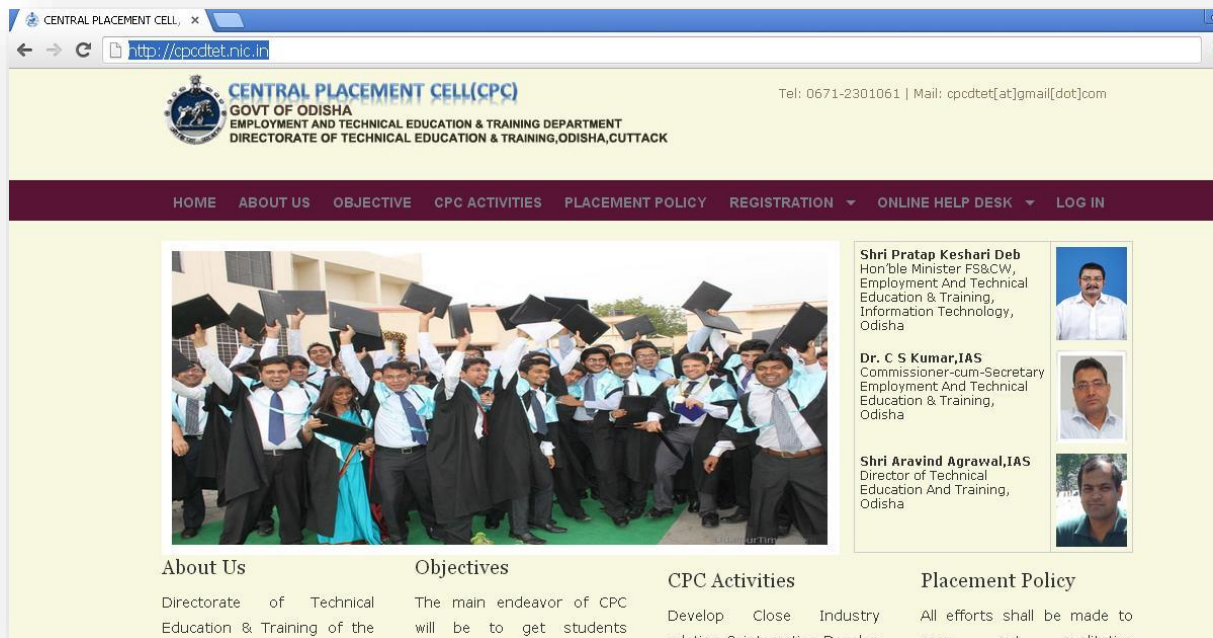
Central Placement Cell, Directorate of
Technical Education & Training, Odisha

This user manual will guide you how to register and update your profile in
Central Placement Cell, DTE&T, Odisha (<http://cpcdtet.nic.in>)



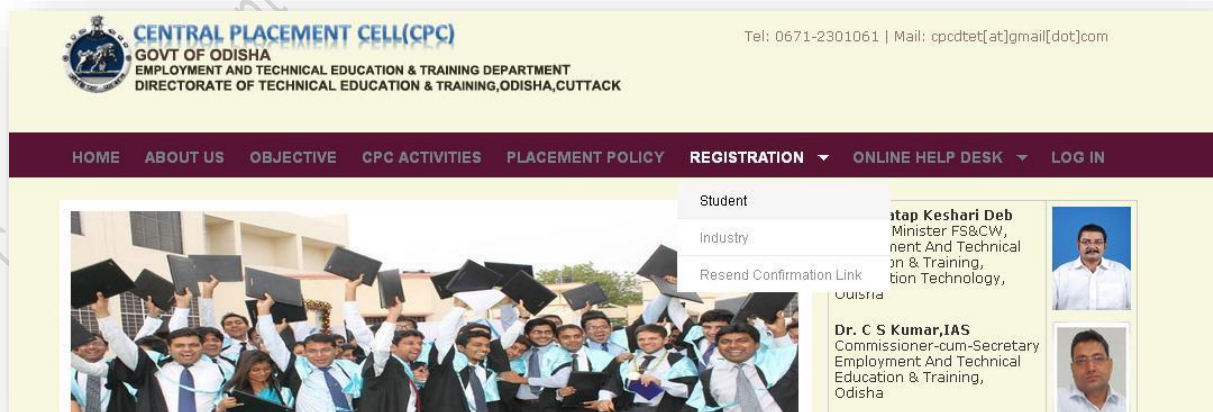
Go to CPC Website:

Open your web browser and type <http://cpcdtet.nic.in/> it will take you to the home page of Central placement Cell, DTE&T, Odisha Website.



New Registration:

Go to <http://cpcdtet.nic.in/> it will take you to the home page of Central Placement Cell (CPC) now in the main menu go to Registration, sub-menu Student click on the link. It will take you to the new registration page.



Enter

1. **Council Registration Number**, Enter your correct Council Registration Number.
2. **Course**, Select Your Course Diploma or ITI.
3. **Institute**, Select Your Institute Name from dropdown list. (Only GOVT. Diploma and ITI institutes are listed on the site)
4. **Full Name of the Student**, do not use any special character or number in this field, enter your name as mentioned in HSC or equivalent Examination Certificate.
5. **E-mail Address**, Enter your correct EMAIL ID which will be used for sending confirmation Email and further communication with you.
6. **Mobile Number**, Enter your 10 digit MOBILE NUMBER ,do not add 0 or country code this mobile number will be used to send SMSs from CPC.

Then click on Submit Button.

A confirmation Email will be sent to your email-id.



CENTRAL PLACEMENT CELL(CPC)
GOVT OF ODISHA
EMPLOYMENT AND TECHNICAL EDUCATION & TRAINING DEPARTMENT
DIRECTORATE OF TECHNICAL EDUCATION & TRAINING, ODISHA, CUTTACK

Tel: 0674-2393950 | Mail: cpctet[at]gmail[dot]com

HOME ABOUT US OBJECTIVE CPC ACTIVITIES PLACEMENT POLICY REGISTRATION ONLINE HELP DESK LOG IN

REGISTRATION FOR CPC

Council Registration No

Course Diploma ITI

Institute

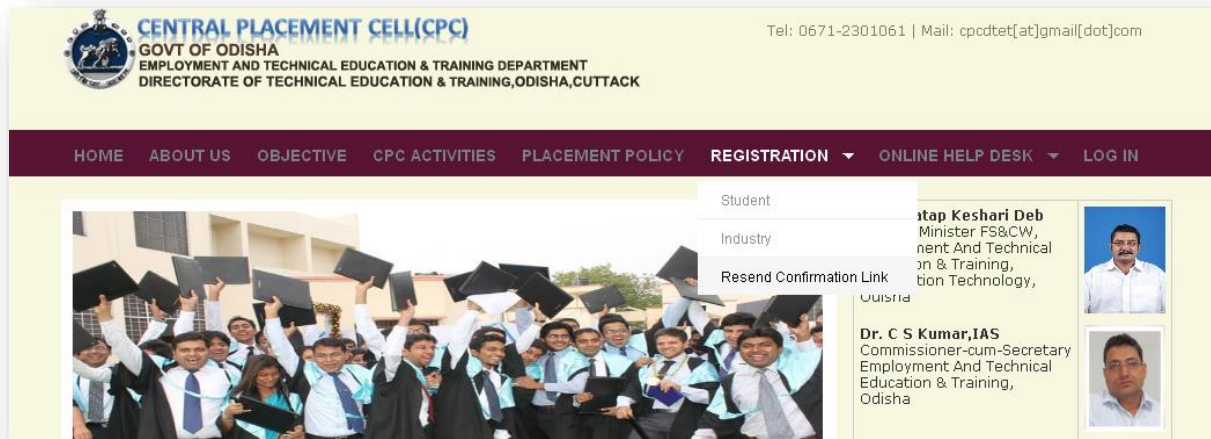
Full Name of the Student

E-mail Address

Mobile Number (Enter 10 digits Mobile No, do not add 0 or country code)

Registered but did not receive Confirmation Mail:

If you have registered but did not receive any confirmation mail in your mail id, then use the Resend Confirmation Link in sub menu of REGISTRATION link in home page of CPC.



CENTRAL PLACEMENT CELL(CPC)
GOVT OF ODISHA
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Tel: 0671-2301061 | Mail: cpdttet[at]gmail[dot]com

HOME ABOUT US OBJECTIVE CPC ACTIVITIES PLACEMENT POLICY **REGISTRATION** ONLINE HELP DESK LOG IN

Student
Industry
Resend Confirmation Link

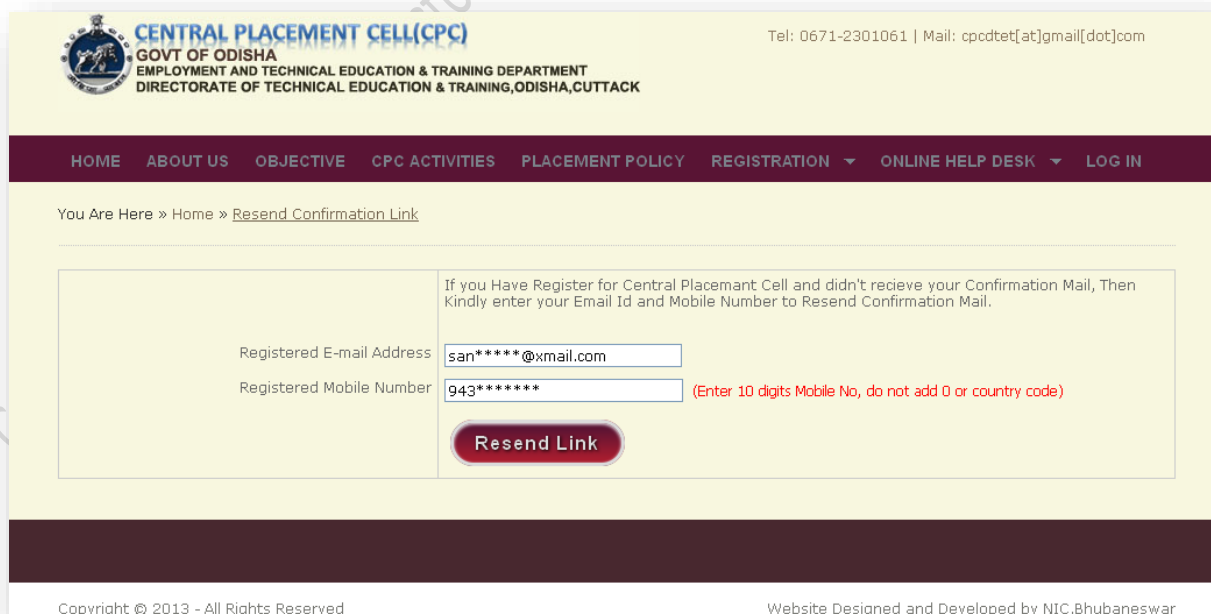
Atap Keshari Deb
Minister FS&CW,
Employment And Technical
Education & Training,
Odisha

Dr. C S Kumar, IAS
Commissioner-cum-Secretary
Employment And Technical
Education & Training,
Odisha

Enter

1. Registered E-mail Address
2. Registered Mobile Number

What you have provided at the time of registration and click on **RESEND LINK** button to receive your confirmation mail again.



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HOME ABOUT US OBJECTIVE CPC ACTIVITIES PLACEMENT POLICY **REGISTRATION** ONLINE HELP DESK LOG IN

You Are Here » Home » [Resend Confirmation Link](#)

If you Have Register for Central Placement Cell and didn't receive your Confirmation Mail, Then Kindly enter your Email Id and Mobile Number to Resend Confirmation Mail.

Registered E-mail Address

Registered Mobile Number (Enter 10 digits Mobile No, do not add 0 or country code)

Resend Link

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Confirm Registration:

After receiving the confirmation mail in your EMAIL ID, Click on the Confirmation link sent to you via email and this will redirect you to the Confirm Registration page. Now you can set PASSWORD for your account with any of your choice password which must satisfy our Password Policy.

Our password policy

- #1. must contain at least one uppercase character (A - Z)
- #2. must contain at least one lower case character (a - z)
- #3. must contain at least one numeric digit (0 - 9)
- #4. must contain at least one special character (e.g. @\$%^&+=)
- #5. Must not contain blank space(s)
- #6. Password length must be at least 8 characters and maximum of 20

Enter

1. **Password**, which you will use for login to your CPC Account.
2. **Confirm Password**, password and confirm password must match.

After entering your password and confirm password in the confirmation page click on **CONFIRM** button which will display a message “**Password set successfully**” and you will be redirected to home page of central placement cell.

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Tel: 0671-2301061 | Mail: cpdttet[at]gmail[dot]com

SANTUN PANIGRAHI Monday, February 24, 2014, 10:42 AM

CONFIRM REGISTRATION

Name	SANTUN PANIGRAHI	<u>Password Policy</u> #1. must contains at least one uppercase character (A - Z) #2. must contains at least one lower case character (a - z) #3. must contains at least one numeric digit (0 - 9) #4. must contains at least one special character (e.g. @\$%^&+=) #5. Must not contain blank space(s) #6. Password length at least 8 characters and maximum of 20
Password	
Confirm Password	

Confirm

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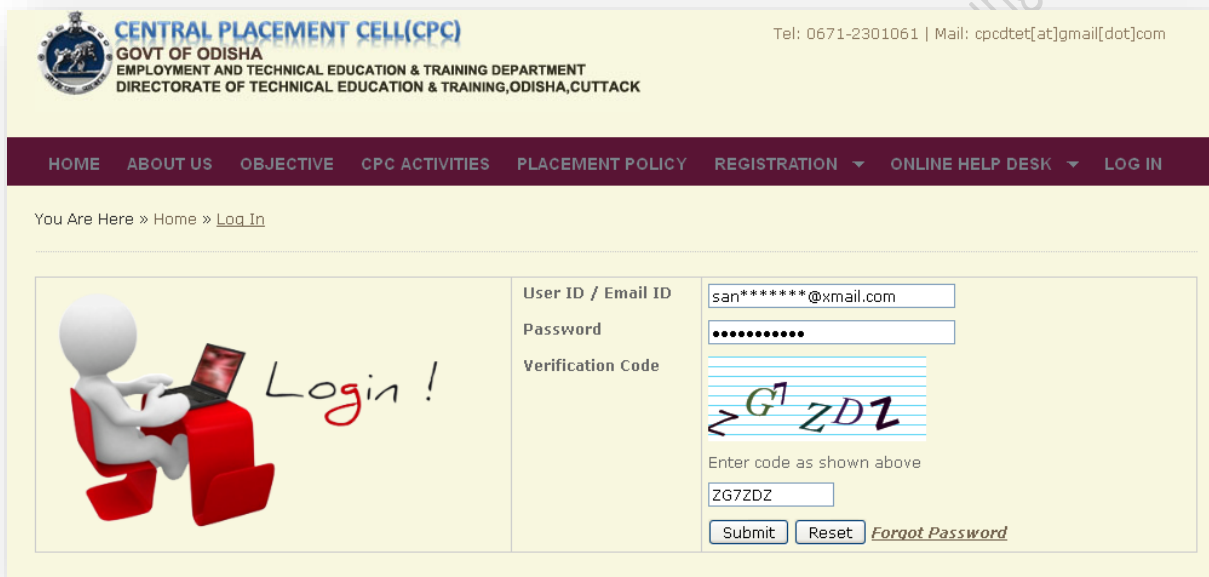
Log In:

After confirming your Registration, Now you can use the LOG IN link in home page to log in into your account.

Enter

1. **User ID / Email ID**, the email id which you provide at the time of registration.
2. **Password**, you set at the time of confirm registration.
3. **Verification Code**, Characters displayed in the image.

Click on SUBMIT button to login to your account or RESET to reset all the fields.



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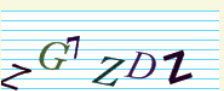
Tel: 0671-2301061 | Mail: cpctet[at]gmail[dot]com

HOME ABOUT US OBJECTIVE CPC ACTIVITIES PLACEMENT POLICY REGISTRATION ONLINE HELP DESK LOG IN

You Are Here > Home > [Log In](#)

User ID / Email ID

Password

Verification Code 

Enter code as shown above

[Forgot Password](#)

Forgot Password:

In Case if you forgot your password and unable to access your account, you can use the FORGOT PASSWORD link present at the bottom of the LOGIN page to reset your password again.

Enter

1. **Registered E-mail Address**
2. **Registered Mobile Number**

A Reset Password link is send to your Email Id which will allow you to reset your password.

The link sent you via Email are only valid for one day so use the link in the same day to reset your password or else the link will be expired automatically.

Add Details:

After successfully logging into your account you can add your details in your Profile in Central Placement Cell by clicking the ADD Details link from left side menu or from the STATUS PAGE.

There are five different section PERSONAL DETAILS, ACADEMIC DETAILS, WORK EXPERIENCE, CONTACT DETAILS and DECLARATION.

You have to fill all the sections and then enter the SUBMIT button to save your details.

Please Be Sure that you provide all correct details. If it is found that you have given any wrong information you will be blocked and will not be considered for any further Placement Assistance from Central Placement Cell.

PERSONAL DETAILS

1. **Full Name of the Student** (this field is pre filled in the form)
2. **Father's Name**
3. **Date of Birth**, as mention in HSC or equivalent Examination Certificate.
4. **Gender**, select from the radio button.
5. **Category**, select from the radio button. If you chose **Minority** then chose and fill further sub Category.
6. **Physically Handicapped**, check if yes.

SANTUN PANIGRAHI Monday, February 24, 2014, 10:55 AM

ADD STUDENT DETAILS FOR CPC

Personal Details

1.	Full Name of the Student	SANTUN PANIGRAHI
2.	Father's Name	Padma charana Panigrahi
3.	Date of Birth (as mentioned in HSC or equivalent Examination Certificate)	02 Jul 1991
4.	Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
5.	Category	<input checked="" type="radio"/> General <input type="radio"/> SC <input type="radio"/> ST <input type="radio"/> Minority
6.	Physically Handicapped	<input type="checkbox"/> Tick if PH

Academic Details

Work Experience

Contact Details

Declaration

Submit

ACADEMIC DETAILS

1. **Council registration Number**
2. **Qualification**, select from the radio button.
3. **Mode of Exam**, select Semester OR Yearly.
4. **Student Status**, select Pursuing OR Pass out.
5. **Are You a Lateral Entry**, Yes OR No (Only for Diploma Candidate).
6. **Core Branch / Trade**, select from the drop down list.
7. **Institute from which Passed**, select from the drop down list.
8. **Year of Passing**, select from the drop down list.
9. **Semester/Year Mark Details**, select Semester/year, enter Total Mark, enter Secured Mark, select do you had any backlog in that particular semester/year, if yes then enter no of backlog and click on save button to add a semester/year mark details.
10. **Currently Do You Have Any Backlog**, select YES if you have currently any backlog and number of backlog you have at the point of time and select NO if not.
11. **Academic Details**, select **Qualification** from drop down list, Enter your **Board / Council** name, **Institute** Name, **Year** of passing from drop down list, Enter your **Total mark** and **Secured mark** then click on the save button to add an academic details.

12.Upload Scan Certificates & Mark Sheets, select Qualification, select type of document, enter name of the document, and browse your document from the system using the browse button and then click on save button to add the document details.

- All your academic Certificates & Mark Sheets Scan copy (In PDF format only not exceeding 1 MB of size).
- If you want to remove any Semester/year mark details, Academic details, Scan Document then click on the delete (CROSS) image to remove this from your Semester/year mark details, Academic details, Scan Documents.
- You must add 6 semesters mark details if you are Diploma, Semester, Pass out, and Non LE Candidate. (4 for LE, 4 for Pursuing, 1 or more for Pursuing & LE)
- You must add 3 years mark details if you are Diploma, Yearly, Pass out, and Non LE Candidate. (2 for pursuing, 2 for LE, 1 for Pursuing & LE)
- No number limitation for ITI Candidates to add Semester/year mark details.(Add no of details you have leave as it is if you don't have)
- You must add minimum two **Academic Details** including your Highest Qualification Diploma or ITI. (one allowed for only ITI, Pursuing Candidates)
- You must add Scan Certificate and Mark sheets for all the academic details you add and Certificate of your highest qualification is not mandatory for Pursuing Candidates.

Candidate Details

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Log Out

ADD CANDIDATE DETAILS FOR CPC

Personal Details

Academic Details

1. Council Registration No

2. Qualification Diploma ITI

3. Mode Of Exam Semester Yearly

ITI Candidate Whose Mode Of Exam is Yearly Add their marks in Academics Detail Section If Pass Out

4. Student Status Pursuing Pass Out

5. Are You A Lateral Entry Yes No

6. Core Branch / Trade

7. Institute from which Passed

8. Year of Passing

9. Semester/Year Mark Details

Semester/Year	Total Mark	Secured Mark	Do you Had any Back Log	No of Back Log	
-Select-	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="button" value="Save"/>

After Entering Semester/Year Mark Details, Please Click on Save Button To Save the Details

Semester/Year	Total Mark	Secured Mark	Do you Had any Back Log	No of Back Log	
1	900	753	0	0	<input checked="" type="checkbox"/>
2	900	632	1	1	<input checked="" type="checkbox"/>
3	900	456	0	0	<input checked="" type="checkbox"/>
4	900	780	0	0	<input checked="" type="checkbox"/>

10. Currently Do you Have any Back Log Yes No

11. Academic Details

Qualification	Board/Council	Institution	Year	Total Marks	Secured Mark	
-Select-	<input type="text"/>	<input type="text"/>	<input type="text" value="Year"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/>

After Entering Academic Details, Please Click on Save Button To Save the Details

Qualification	Board/Council	Institution	Year	Total Marks	Secured Mark	
Diploma	SCTEVT	BOSE	2014	3600	2345	<input checked="" type="checkbox"/>
10th	CHSE	DAV Public School	2010	750	632	<input checked="" type="checkbox"/>

12. Upload Scan Certificates & Marksheets (in pdf format only not Exceeding size 1 MB)

Qualification	Type	Name of the Document	Select Document to upload	
-Select-	-Select-	<input type="text"/>	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Save"/>

After Entering Certificates or Marksheets Details, Please Click on Save Button To Save the Details

Qualification	Type	Name of the Document	View	Download	
Diploma	Certificate	DPL_Certificate	<input type="button" value="View"/>	<input type="button" value="Download"/>	<input checked="" type="checkbox"/>
Diploma	Mark Sheet	DPL_MarkSheet	<input type="button" value="View"/>	<input type="button" value="Download"/>	<input checked="" type="checkbox"/>
10th	Certificate	10_Certificate	<input type="button" value="View"/>	<input type="button" value="Download"/>	<input checked="" type="checkbox"/>
10th	Mark Sheet	10_Marksheet	<input type="button" value="View"/>	<input type="button" value="Download"/>	<input checked="" type="checkbox"/>

Additional Qualification

Work Experience

Contact Details

Declaration

ADDITIONAL QUALIFICATION

1. **Have you Pass AITT (All India Trade Test) for Apprentices training**, select from the radio button. If yes then add the **Start Date, End Date** from the calendar which will appear when you click on the text box and the **Origination Where Apprentices Done** from the drop down list. If you chose any other in drop down list then a text box will appear to enter name of the Origination.
2. **Additional Skill Details**, select course, enter your course duration (in months) and tick the certification check box if you have the certification for the course. Then click save button to add the Additional Skill details.

You can add as many Additional Skill details you have.

ADD CANDIDATE DETAILS FOR CPC

Personal Details

Academic Details

Additional Qualification

1.	Have you Pass AITT (All India Trade Test) for Apprentices training	<input checked="" type="radio"/> Yes <input type="radio"/> No		
	Start Date	29/12/2013	End Date	01/04/2014
	Organization where Apprentices Done	State PSU		
2.	Additional Skill Details			
	Course	Duration (In Months)	Certification	
	-Select-		<input type="checkbox"/> Tick if Yes	Save
	DOT NET	6	Yes	X

After Entering Additional Skill Details, Please Click on Save Button To Save the Details

Save

Work Experience

Contact Details

Declaration

Submit

WORK EXPERIENCE

1. **Do You Have Work Experience**, select from the radio button. If yes then Enter **Employer Name, Designation**, select **Start Date, End Date** from the calendar by clicking on the Text box. Check the **Current Job** Check Box if the job is your Current job. (In this case the End Date field is Disable you are not required to fill this field) then click save button to add the Work Experience.

You can add as many Work Experience you have.

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Help Desk

- Help Desk

Campus Details

- Upcoming Interviews
- Call letters
- Interview Status
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- View Companies
- No of Applications

ADD CANDIDATE DETAILS FOR CPC

Personal Details

Academic Details

Additional Qualification

Work Experience

1. Do you Have Work Experience Yes No

Employer Name	Designation	Current Job	Start Date	End Date	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Tick if Yes	<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/>
After Entering Work Experience Details, Please Click on Save Button To Save the Details					
National Informatics Center	Assistant Programmer		13/12/2013	Current Job	X

Contact Details

Declaration

CONTACT DETAILS

1. **Mobile No**, your Mobile no will display here if you want to change then you can change here.
2. **Current Address**, enter your current postal address.
3. **District**, select your District from dropdown list.
4. **Pin Code**, enter your 6 digit pin code.
5. **Permanent Address**, enter your permanent address (check the check box if permanent address and current address is same, your details of current address will be copied to permanent address, if you want to change then uncheck the check box).

Candidate Details

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Account

Change Password

ADD CANDIDATE DETAILS FOR CPC

Personal Details		
Academic Details		
Additional Qualification		
Work Experience		
Contact Details		
1.	Mobile No	<input type="text" value="943*****"/>
2.	Current Address	<input type="text" value="N3/**
Nayapalli
IRC Village
Bhubaneswar"/>
	District	<input type="text" value="Khordha"/>
	Pin Code	<input type="text" value="751015"/>
3.	Permanent Address	<input checked="" type="checkbox"/> Un Check to Change the Address <input type="text" value="N3/**
Nayapalli
IRC Village
Bhubaneswar"/>
	District	<input type="text" value="Khordha"/>
	Pin Code	<input type="text" value="751015"/>
<div style="background-color: #800000; color: #fff; padding: 5px 15px; border-radius: 10px; display: inline-block;">Save</div>		
Declaration		
<div style="background-color: #800000; color: #fff; padding: 5px 15px; border-radius: 10px; display: inline-block;">Submit</div>		

DECLARATION

- Declaration**, you must check the **I Accept** check box to submit your profile to CPC.

Student Details

Home

Add Details

View Verification Status

Make Payment

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Help Desk

Help Desk

Campus Details

Upcoming Interviews

ADD STUDENT DETAILS FOR CPC

Personal Details		
Academic Details		
Work Experience		
Contact Details		
Declaration		
1.	Declaration	<p>I hereby declare that the information provided by me is true and subject to verification by institute. I understand that any incorrect, false information given by me in this application form will render me unconditionally liable for termination of any PlacementAssistance from Central Placement Cell. I have read and fully understood the Policy of CPC.</p> <p><input checked="" type="checkbox"/> I Accept</p>
<div style="background-color: #800000; color: #fff; padding: 5px 15px; border-radius: 10px; display: inline-block;">Submit</div>		

Edit Details:

If you have added your details already then you are allowed to EDIT all your details until your profile is verified. Once your details are verified you will not be able to EDIT your details.

To edit your details you can use the link present in the left side menu.

Candidate Details

- Home
- View Details
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- View Verification Status
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Help Desk

- Help Desk

Campus Details

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VIEW AND EDIT CANDIDATE DETAILS FOR CPC

Personal Details

1.	Full Name of the Student	<input type="text" value="SANTUN PANIGRAHI"/>
2.	Father's Name	<input type="text" value="PADMA CHARANA PANIGRAHI"/>
3.	Date of Birth (as mentioned in HSC or equivalent Examination Certificate)	<input type="text" value="02"/> <input type="text" value="Feb"/> <input type="text" value="1991"/>
4.	Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
5.	Category	<input checked="" type="radio"/> General <input type="radio"/> SC <input type="radio"/> ST <input type="radio"/> Minority
6.	Physically Handicapped	<input type="checkbox"/> Tick if PH

Academic Details

Additional Qualification

Work Experience

Contact Details

Central Placement Cell, DIT

View Details:

If you have added your details then VIEW Details link will be available in your left side menu after successful login, you can use the link any time to view your profile details.

Candidate Details

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[View Details](#)

[Who Viewed Your Profile](#)

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Account

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[Log Out](#)

VIEW CANDIDATE DETAILS FOR CPC

Candidate Name	SANTUN PANIGRAHI
Father Name	PADMA CHARANA PANIGRAHI
Date Of Birth	02/Feb/1991
Gender	MALE
Category	General
Minority	N/A
Physical Disability	No
Council Registration Number	SP12345
Course	Diploma
Mode Of Exam	Details Not Available Please Update Your Profile
Candidate Status	Pursuing
Lateral Entry	No
Trade / Branch	ARCHITECTURAL ASSISTANTSHIP
Name Of Institution	BHUBANANANDA ORISSA SCHOOL OF ENGINEERING, CUTTACK
Year Of Passing	2014
No Of BackLog	3
AITT Organization	Govt.
AITT StartDate	01/Oct/2013
AITT EndDate	31/Oct/2013
Email Address	sar.*****@*mail.com
Mobile Number	943*****
Current Address	N3/ **, Nayapalli IRC Village Bhubaneswar
Current District	Balasore
Current Pin Code	751015
Permanent Address	N3/ **, Nayapalli IRC Village Bhubaneswar
Permanent District	Balasore
Permanent Pin Code	751015
Date Of Registration	13/Feb/2014
Last Updated On	28/May/2014

Semester / Year No	Total Mark	Secured Mark	No Of BackLog You Had
1	345.00	35.00	3
2	234.00	34.00	No

QualificationName	Board	Institute	Year	TotalMark	SecuredMark
ITI	Biju Pattanaik University Of Technology	ITI Cuttack	2014	900.00	800.00
12th	CHSE	Jyoti Vihar Junior College	2012	600.00	500.00

Qualification	Type	Name of the Document		
ITI	Certificate	ITI	View	Download
ITI	Mark Sheet	ITI_Mark_Sheet	View	Download
12th	Mark Sheet	12_markSheet	View	Download
12th	Certificate	12th_Marksheet	View	Download

CourseName	Duration	Certification
CNC Programming	2	Yes

Employer	Designation	Start Date	End Date
National Informatics Center	Assistant Programmer	13/Dec/2013	Current Job
Pratian Technologies	Software Trainee	15/Aug/2012	12/12/2013

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Help Desk:

If you have any query you want to ask to Central Placement Cell, then use the Help Desk link in the left side menu.

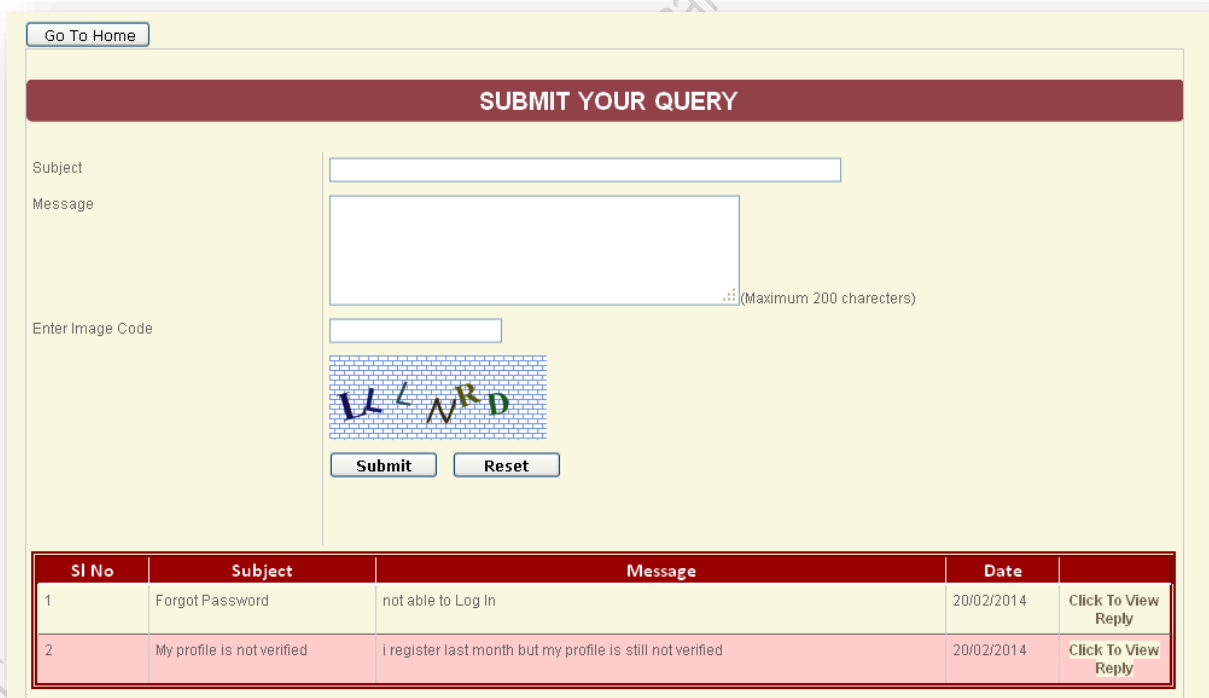
You are advised to check the frequently asked Questions before asking any queries to us, which is present in HOME page of CPC under **Online Help Desk** menu.

Enter

1. **Subject**, subject of the query.
2. **Message**, your query message.
3. **Enter Image Code**, Characters displayed in the image.

Click on SUBMIT button to submit your query to CPC or RESET to reset all the fields.

You can check the Help Desk link Again to view reply of your query or CPC can send it to you via your registered Email id or to your registered mobile number.



The screenshot shows a web interface for submitting a query. At the top left is a 'Go To Home' button. The main heading is 'SUBMIT YOUR QUERY'. Below this, there are three input fields: 'Subject' (a single-line text box), 'Message' (a multi-line text area with a '(Maximum 200 characters)' limit), and 'Enter Image Code' (a single-line text box). Below the 'Enter Image Code' field is a CAPTCHA image showing the characters 'LLLRD'. At the bottom of the form are two buttons: 'Submit' and 'Reset'.

Below the form is a table with the following data:

SI No	Subject	Message	Date	
1	Forgot Password	not able to Log In	20/02/2014	Click To View Reply
2	My profile is not verified	i register last month but my profile is still not verified	20/02/2014	Click To View Reply

Change Password:

If you want to change your password you can use the Change Password link Under Account Section in the left side menu.

Enter

1. **Existing Password**, your current password
2. **New Password**, new password which satisfy our password policy display in the page.
3. **Confirm New Password**, new password and Confirm password must match.

Student Details

- Home
- Edit Details
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Help Desk

- Help Desk

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CHANGE PASSWORD

* Marked Fields are Mandatory

Existing Password #

New Password #

Confirm New Password #

Submit

Password Policy

- #1. must contains at least one uppercase character (A - Z)
- #2. must contains at least one lower case character (a - z)
- #3. must contains at least one numeric digit (0 - 9)
- #4. must contains at least one special character (e.g. @\$%^&+=)
- #5. Must not contain blank space(s)
- #6. Password length at least 8 characters and maximum of 20
- #7. New Password must be different from previous 3 passwords used

Log out:

When you done with all your activities in Central Placement Cell. Use the **LOG OUT** link under Account Section in the left side menu to successfully sign out of your account.

Account

- Change Password
- Log Out