



# User Manual: Candidate (Annexure I)



*Version 3.0*

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*Created by: NSE Academy Ltd*

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## Release Notice

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## 1. Abbreviation and Acronyms

Abbreviations and Acronyms	Full Form
NCFM	NSE Academy's Certification in Financial Market
Site	NSE Academy FinTalent portal
URL	Uniform Resource Locator
OS	Operating System

## 2. Reference

Name of the reference document	Details/ attachment

### **3. Introduction**

NSE Academy has introduced NSE Academy FinTalent, a quintessential platform for NCFM Certified Financial Professionals, as the next logical step in recognizing and achieving their potential.

NSE Academy FinTalent shall be the platform of exchange by providing the right medium of interaction between the Candidate and Corporates.

NSE Academy FinTalent portal would assist in addressing the latency that exists in the demand supply of essential quality and qualified resources, so very much required by the Financial Services industry.

#### **3.1. Key Features of NSE Academy FinTalent for Candidates:**

- One stop arrangement for NCFM Certified Candidates
- Get Certification validated online by NCFM
- Upload Resume
- Get recruited
- Cost free service

#### **3.2. System Requirements:**

- Internet Explorer (IE) : IE8 and above
- Operating System: Windows 7 and above

### **4. NSE Academy FinTalent Portal for Candidates**

Candidates who are certified with NCFM can directly login into the NCFM portal and upload their resume through the link on [www.nseindia.com](http://www.nseindia.com) website under Education > Online Registration or by directly typing the URL in your browser : <https://www.enit.co.in/ORE/OREloginPage.jsp>

## 4.1. Login Page:

Candidate can login using their NCFM User ID and Password:

The screenshot shows the NCFM login interface. On the right side, under 'Candidate / Corporate Login', there is a section for 'Existing User: FinTalent / NCFM Login' with input fields for 'User ID' and 'Password', and a 'Login' button. A note below states: '5 consecutive unsuccessful login attempts shall lock your account for 30 minutes. Closing the browser without logging/signing out, shall lock your account for 6 minutes...'. Below this is a 'New User' registration section. At the bottom right, there is a 'Have a query, chat with us' button and a 'Click here' link. At the bottom left, there is a 'Click here' link for 'NSE FinTalent'.

## 4.2. Post login Page:

After logging in the eligible candidate would automatically get a link to edit resume profile.

The screenshot shows the post-login dashboard. At the top, it says 'Welcome Ms. MARIA MATOS (NCFM-00000000628) to NCFM Online.' Below this is a navigation bar with 'Edit Profile', 'Change Password', and 'Sign-out' options. The main content area is a grid of 12 tiles, each with an icon and a 'Click here' link. The 'Edit Resume Profile' tile is highlighted with a red arrow and a text box stating: 'The candidate with minimum one valid NCFM certification will get "/>

Valid NCFM Candidates will get a link to Click on Edit Resume Profile

### 4.3. Edit Resume Profile

On Click of Edit Resume profile link, opens the resume profile page. The candidate can edit his/her resume profile

#### RESUME PROFILE PAGE 1

**Our Education Program**

- Certifications
- Online Register/Exam
- NSE Academy Certifications
- Procedures
- Prepare for Testing
- Continuing Professional Education (CPE)
- Post Graduate Courses

**NCFM : PARESH P RANKA's Resume**

**Personal Information**

Name	Mr. PARESH P RANKA
Gender	Male
Date of Birth	17 Jun 1986
PAN number	APRPP1246

**Address and Contact Details**

Address	Mr. PARESH P RANKA (PARESH P RANKA), PARESH P RANKA (PARESH P RANKA), PARESH P RANKA (PARESH P RANKA)
City	MUMBAI
State	Maharashtra
Country	India
Pin Code	400058
Email ID	pareshp@parrank.com
Telephone Res.	-
Telephone Office	-
Mobile Number	9899999999
Educational Qualification	Post-Graduate

**Work Experience Details**

Name of Organization	-
Designation	-
Experience	From - To -

To Edit above details [click here](#)

**Professional Details**

*Experience	<input type="radio"/> Experienced <input checked="" type="radio"/> Fresher
*Total Experience	0 (Years) 0 (Months)
*Current Salary(In Rupees)	0 (e.g. 30000)
*Expected Salary(In Rupees)	0 (e.g. 60000)
*Resume Title	Financial Analyst
*Key Skills	Finance (Skills, Designation, role)

#### RESUME PROFILE PAGE 2

Designation: -

Experience: From - To -

To Edit above details [click here](#)

**Professional Details**

*Experience	<input type="radio"/> Experienced <input checked="" type="radio"/> Fresher
*Total Experience	0 (Years) 0 (Months)
*Current Salary(In Rupees)	0 (e.g. 30000)
*Expected Salary(In Rupees)	0 (e.g. 60000)
*Resume Title	Financial Analyst
*Key Skills	Finance (Skills, Designation, role)
*Summary	Analyzing reports
*Notice Period	0 (Days)
Languages Known	(e.g. English,Hindi,etc)
*Enter characters shown in the Image.	20125

Read and accept disclaimer

By clicking the check box I accept / agree with the terms of the disclaimer\* (Click here to read the disclaimer)

To Upload Resume [Click here](#)

Resume not uploaded.

- Read and click check box for acceptance to disclaimer.
- Click to Upload resume
- View the uploaded resume.

## 4.4. Upload Resume in pdf format

Candidate can Upload resume in PDF format:

The screenshot shows the 'NCFM : Resume Upload' page. On the left is a navigation menu with items: 'Our Education Program', 'Certifications', 'Online Register/Enroll', and 'NSE Certifications'. The main content area has a header with '\*Mandatory User: ndas' and 'MainPage Logout' buttons. Below the header is a 'Resume Upload\*' section with a text input field 'Choose File to be Uploaded', a 'Browse...' button, and 'Upload' and 'Instruction' buttons.

On successful upload of resume the following screen is displayed

The screenshot shows the 'NCFM : Resume Upload' page with a success message. The main content area displays 'Resume uploaded successfully' in a box with a 'Close Window' button. The navigation menu and header are the same as in the previous screenshot.

On submit of resume profile, a confirmation screen is displayed as below

The screenshot shows the 'NCFM : Confirm Resume Profile Details' page. The navigation menu on the left includes: 'Our Education Program', 'Certifications', 'Online Register/Enroll', 'NSE Certifications', 'NISM Certifications', 'Procedures', 'Prepare for Testing', 'Continuing Professional Education (CPE)', and 'Professional Courses'. The main content area has a header with 'User: ndas' and 'MainPage Logout' buttons. Below the header is a 'Confirm your Details' section with a list of instructions: 'Please review the information entered by you to make sure it is correct.', 'If you need to make a correction, click **Back**.', and 'If the information is correct, click **Update Now** to continue with registration.' Below this is a table of details:

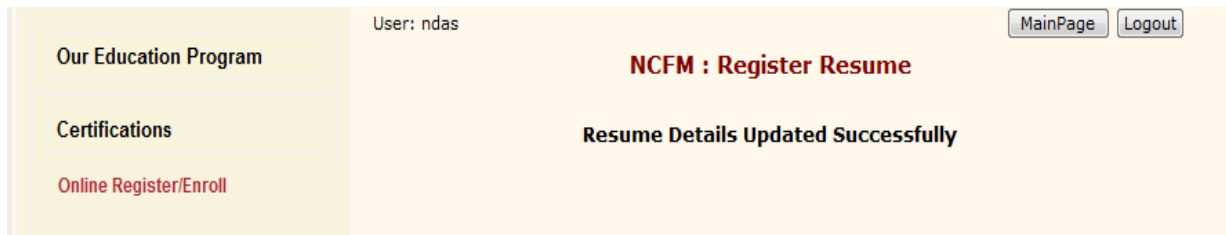
Current Salary(LPA).	213123
Expected Salary	4231432
Is Experienced	No
Total Experience	3 Yrs 5 Mnths
Resume Title	asdf
Key Skills	java
Summary	bbbbbb
Notice Period	0
Languages Known	asfsdaf

At the bottom of the table are 'Back' and 'Update Now' buttons.

Click update now for confirmation.



On confirmation the data is submitted in database



The screenshot shows a web interface for NCFM. On the left, there is a navigation menu with three items: "Our Education Program", "Certifications", and "Online Register/Enroll". The main content area has a header with "User: ndas" on the left and "MainPage" and "Logout" buttons on the right. The central heading is "NCFM : Register Resume" in red. Below the heading, a message states "Resume Details Updated Successfully".

## 5. Contact and Support for NSE Academy FinTalent.

### NCFM Helpdesk

Toll Free No: 02268646464

[Email id : fintalent@nse.co.in](mailto:fintalent@nse.co.in)