

User Manual: Candidate

(Annexure I)



Version 3.0

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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 A c a d e m y 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 <u>www.nseindia.com</u> website under Education > Online Registration or by directly typing the URL in your browser : <u>https://www.enit.co.in/ORE/OREloginPage.jsp</u>

4.1. Login Page:

Candidate can login using their NCFM User ID and Password:

HOLE NOFM			Candidate / Gorporate Login	
	NCPAN is a proceeding marketerin continues on-une tee	In commo behind and CenterCatch programme, it takes the involved op contractions include the comparison of the basis any constant with a security and unitariant information and involved based on ment of the candidate to qualify the 1house a	User UD FinTalent / NOPM Legin cand with cred	idate can logi his/her Login entials
Enhance sour Pinaretal Market Builts with NSE Academy's Certification in Financial Markets (NCFM) = 010100 Gentlication programmes = 01-2 segment in pagenetizes = 01-2 segment in pagenetizes = 01-2 segment in pagenetizes = 01-2 segment in pagenetizes (Sector 1000 Sector 1000		your Financial Market Bhills with cademy's Certification in cial Markets (NCFM) Whenton programmes environment and the second second second second environment memory and second second second second whenton second second whenton second second	Lagen Farend Lagen Farend Forgets unser ist passyoned 7 New User Office Registration Composition Compo	
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ULCUM.	APPLEED PENABOLAL ANALYSY	environment, enabling succers to create a study thetable that The exand them school an CATA offen an poline mode of study where the distorts made the flexibility to study at their even convestions. More =	Tol-Anderna 1800-22-0064 Have a query. Email us at notimization of the state with us	
E Fin Talent			Click hole	_

4.2. Post login Page:

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

	Welcome Ms. MARIA MATC	DS (NCFM-0000000628) to NCFM On	Edit Profile Cha	nge Password Sign-out
	- Edit Resume Profile	Steps to Proceed	E-Library	Upload Photograph
candidate with imum one valid M certification get "Click here" (for Fintalent.	Sademy FinTalent	Erjoy the convenience NCFM offers of booking your tests and managing your certifications online. Click here >	Download the Study material Soft copy form E-Library. Status of Study Material »	Photograph is mandetory Please follow the steps and upload your photograph Click here a
	Check Seat Availability Check seats available at various test centres all over India. Click here »	Pay Fees Book your tests by first making a payment. Pay by Debit/Credit Card or Cash facility. Currently Click here >	Book your seat You can enroll for a module, once you've made the payment. Simply select the module and test center of your choice. Click here s	Check Affiliation Check the affiliation through the Ink. Click here •
	Account Balance Check your account balance You can enroll for a fast once you have sufficient balance in your secount	Test Centres Check the list of test centres available.	Query / Report (Certificate / Hall Ticket) View your hall ticket or scores or certificate online.	Take a Mock Test Prepare for testing with a few mock tests to give you the feel of the real example
	Click here »	Click here »	Click bere a	Click bere

 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

Dur Education Program	NCFM : PARESH P RANKA's Resume	
	Personal Information	
er tincations.	Name	Mr. PARESH P RANKA
antre Register.Excut	Gender	Male
	Date of Birth	T.F. (Kon 17585)
se Academy Cambounins	PAN number	AREAD 12848
rocedures	Address and Contact Details	
replace for Tauling	Address	Control Development (Control Control Contro
	Oty	MUMBAI
continuous prosentional Equication (CPE)	State	Maharashtra
	Country	India
ost Graduate Courses	Pin Code	400065
	Email ID	open select (final en la
	Telephone Res.	-
	Telephone Office	
	Mobile Number	Decourtes.
	Educational Qualification	Post-Graduate
	Work Experience Details	
	Name of Organization	
	Designation	-
	Experience	From - To -
	Professional Details	To £dit above details <u>(lick here</u>
	*Experience	Experienced # Presher
	"Total Experience	0 reacto 0 Manmay
	"Current Salary(In Rupess)	
	"Expected Salary(In Rupees)	0
	"Resume Title	Financial Analyst
	and the second of	Finance

RESUME PROFILE PAGE 2

	Designation	-		
	Experience	From + To +		
	Professional Details	To Edit above details <u>click here</u>		
	"Experience	Experienced I Fresher		
	"Total Experience	0 (Years) 0 (Months)		
	"Current Salary(In Rupees)	0		
	"Expected Salary(In Rupees)	0 (e-g-600000)		
	*Resume Title	Financial Analyst		
	"Key Skills	Finance (Skils, Designation, role)		
	*Summary	Analyzing reports		
	*Notice Period	0 (Uaya)		
	Languages Known	(e.g. English,Hindi etc)		
Read and acce	"Enter characters shown in the Image.	PW125-		
	By clicking the check box I accept (agree with the To Upload Resume <u>Click here</u> Resume not uploaded.	e terms of the disclaimer [®] (<u>Click here to read the disclaimer</u>)		
	Su	bmit Rosot		

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

4.4. Upload Resume in pdf format

Candidate can Upload resume in PDF format:

Our Education Program	*Mandatory User: ndas NCFM : Resume	Upload
17 - 18 - 17 - 17	Resume Upload*	
Certifications	Choose File to be Uploaded	Browse
Online Register/Enroll	Upload	20
NSE Certifications		

On successful upload of resume the following screen is displayed

	*Mandatory User: ndas NainPage	Logo
Our Education Program	NCFM : Resume Upload	
Contifications	Resume uploaded successfully	
Cerunications	Close Window	
Online Register/Enroll		
NSE Certifications		

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

Our Education Program	NCEM : Confirm Resume Profile Details		
	Colore Data		
Certifications	Confirm your Details		
	Please review the inform	nation entered by you to make sure it is correct.	
Online Register/Enroll	 If you need to make a c If the information is con registration. 	rect, click Update Now to continue with	
NSE Certifications	Current Salary(LPA).	213123	
NISM Certifications	Expected Salary	4231432	
	Is Experienced	No	
Procedures	Total Experience	3 Yrs 5 Mnths	
Prepare for Testing	Resume Title	asfdf	
	Key Skills	java 👘	
Education (CPE)	Summary	bbbbb	
	Notice Period	0	
Professional Courses	Languages Known	asfsdaf	

Click update now for confirmation.

On confirmation the data is submitted in database

Our Education Program	User: ndas NCFM : Register	MainPage Logout
Certifications	Resume Details Updated	l Successfully
Online Register/Enroll		

5. Contact and Support for NSE Academy FinTalent.

NCFM Helpdesk

Toll Free No: 02268646464 Email id : fintalent@nse.co.in