

User Manual: Corporates
(Annexure II)



NSE | FinTalent
Academy

Version 2.0

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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 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 Corporate:

- One stop arrangement
- Scan for talent for specific roles
- Relevant candidates only
- Recruit Industry ready candidates
- Cost free services

3.2. System Requirements:

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

4. NSE Academy FinTalent Portal for Corporates

4.1. System Requirements

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

4.2. Eligibility

- Corporates should be a registered company.
- Corporates that are already registered with NCFM will get the link to search candidates on login.
- New Corporates will have to register offline the registration process is mentioned in 4.3 Offline registrations.

4.3. Offline Registration

New corporates who want to register can send their details offline with a scan copy of PAN Card or email us at nseacademy@nse.co.in with the following details.

Format of Email:

Subject line should be: Corporate Registration for FinCareer Portal

Name of the Corporate:

PAN Number:

Managing Director/CEO/Chairman:

Name of Authorised User:

Address – Line 1 :

Address – Line 2 :

Address – Line 3 :

City :

Pin Code :

Tel. No. (Office) :

Mobile No. :

Fax :

Email Id :

The corporate would be informed upon with login id and password upon confirmation of the mail. Upon receipt of login ID and Password candidate can enroll with the login credentials:

4.4. Login Page

The corporates registered with NCFM can login with email ID and Password as below:

The screenshot shows the NSE Academy website's login interface. The top navigation bar includes 'About NCFM', 'Certifications', 'GAFA', and 'NSE Fin Talent'. The main content area is divided into two columns. The left column contains information about NCFM, certifications, and GAFA. The right column is titled 'Candidate / Corporate Login' and features a login form with fields for 'User ID' and 'Password', a 'Login' button, and a 'New User' registration section. A callout box points to the 'Existing User' section with the text 'Corporate can login with his/her Login credentials'. At the bottom, there are links for 'NSE FinBasis' and 'NSE FinTalent'.

4.5. Corporate Post Login Page

The screenshot shows the Corporate Post Login Page. The top navigation bar includes 'Our Education Program', 'About NCFM', 'Updates & Announcements', 'Short term courses - NCCMP', 'Financial Literacy Program', 'Visit to NSE Program', 'Contact Us', 'Certifications', 'Online Register/Enroll', and 'NSE Academy Certifications'. The main content area displays a welcome message: 'Welcome SSABSSOL (CORP-0000002510) to NCFM Online.' with a 'Logout' button. Below the welcome message, there is a list of actions: 'Check seat availability', 'NSE FinTalent: Search Candidate', 'Batch Registration', 'Upload Photograph', 'Enrollments for Tests (Book seats)', 'Update candidate details, NEW!', 'View Profile (To view Corporate Information /Address & Contact Details)', 'Change Password', 'Query/Report (Hall Ticket / Previous Scores / Account Balance / Study Material Report)', 'Contact Us', and 'Sign-Out'. A red box highlights the 'Search Candidate' link.

Click on Search Candidate

4.6. Search Candidate profiles

Corporate can search candidate with various search options displayed below.

The screenshot shows the 'NCFM : Search Candidate' page. At the top, it indicates '*Mandatory User: SSABSSOL' and has 'MainPage' and 'Logout' buttons. A left sidebar contains navigation links: 'Our Education Program', 'Certifications', 'Online Register/Enroll', 'NSE Academy Certifications', 'Procedures', and 'Prepare for Testing'. The main content area is titled 'NCFM : Search Candidate' and contains a 'Search Criteria' form with the following fields:

Resume Title/ Key Skills*	<input type="text" value="Enter skills, designation, role"/>
Qualifications Required	<input type="text" value="Enter BE, MBA etc."/>
Experience (In years)	<input type="text" value="Min"/> <input type="text" value="Max"/>
Annual Salary (e.g. 600000)	<input type="text" value="Min"/> <input type="text" value="Max"/>
Current Location (City)	<input type="text" value="Current working location"/>
Languages Known	<input type="text" value="Eg. Hindi, English, etc"/>

At the bottom of the search criteria section are two buttons: 'Search Candidate' and 'Reset All Fields'.

To Search candidate put keywords for various skillset required for the job e.g. Derivatives, finance and accounts, banking.

Search result of the candidate would be as below:

The screenshot shows the 'NCFM : Search Candidate' page displaying search results. At the top, it indicates '*Mandatory User: Infy' and has 'MainPage' and 'Logout' buttons. The left sidebar contains navigation links: 'Our Education Program', 'About NCFM', 'Updates & Announcements', 'Short term courses - ACCBP', 'Financial Literacy Program', 'Visit to NSE Program', 'Contact Us', 'Certifications', 'Online Register/Enroll', 'NSE Certifications', 'NSR Certifications', 'Procedures', 'Prepare for Testing', and 'Continuing Professional Education (CPE)'. The main content area is titled 'NCFM : Search Candidate' and displays two candidate profiles:

Candidate Name -NCFM-0000000222	
Key Skills	java
Higest Qualification	
Experience (YY/MM)*	3.5
Annual Salary (LPA)*	213123
Current Location (City)	Bhopal
Email	abca@abc.com
Mobile	+(91) 9876543210
See Candidate complete profile Click here	
Resume download Click here	

Candidate Name -NCFM-0000000625	
Key Skills	Coding, Surveillance
Higest Qualification	
Experience (YY/MM)*	0.0
Annual Salary (LPA)*	0
Current Location (City)	Mumbai
Email	a@a.a
Mobile	+(91) 9000000000
See Candidate complete profile Click here	
Resume not found.	

At the bottom of the search results section is a 'Back' button.

Detailed Resume profile view for corporates

*Mandatory User: Infy MainPage Logout

NCFM : Nandita Das's Resume

Personal Information	
Name	Ms. Nandita Das
Gender	Female
Date of Birth	08-Jun-1982
PAN number	BLANK1234A
Address and Contact Details	
Address	Mahakali Andheri E
City	Bhopal
State	Madhya Pradesh
Country	India
Pin Code	400066
Email ID	abca@abc.com
Telephone Res.	-
Telephone Office	+(91 22) 26598111
Mobile Number	+(91) 9876543210
Educational Qualification	Post-Graduate
Work Experience Details	
Name of Organization	nse
Designation	asa
Experience	From 16-Nov-2010 To Till Date
Professional Details	
*Experience	Fresher
*Total Experience	3 (Years) 5 (Months)
*Current Salary(LPA)	213123
*Expected Salary(LPA)	4231432
*Resume Title	asdf
	isua

4.7. Contacting the Candidate.

The corporate can contact candidate as per requirement.

5. Contact and Support for NSE Academy FinTalent.

NCFM Helpdesk

Toll Free No: 1800 22 0051

ncfm@nse.co.in/nseacademy@nse.co.in