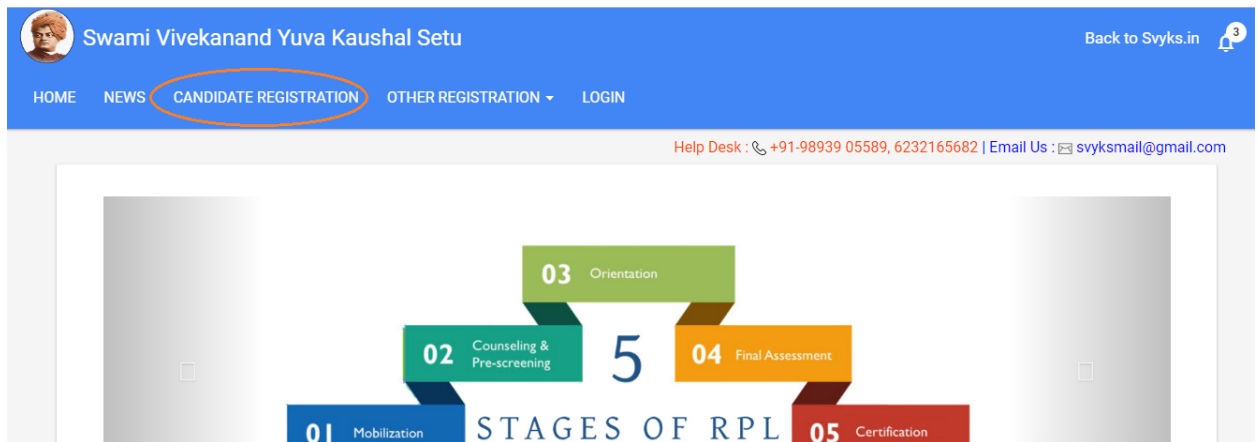


Candidate Registration – online registration help file

1. Type <https://svyks.in/>, SVYKS website will open, Click on the Menu “SVYKS Portal”



2. SVYKS portal will be opened. To register candidate, you need to click on the **CANDIDATE REGISTRATION** Menu



3. After clicking on the **CANDIDATE REGISTRATION** menu, Candidate Registration Page will be displayed, where you can input necessary primary information for candidate to be registered.

The screenshot shows the 'Candidate Registration' page of the Swami Vivekanand Yuva Kaushal Setu portal. The page has a blue header with the organization's name and a 'Back to Svyks.in' link. Below the header is a navigation menu with 'HOME', 'NEWS', 'CANDIDATE REGISTRATION', 'OTHER REGISTRATION', and 'LOGIN'. The main content area is titled 'Candidate Registration' and contains a form with the following fields:

- First Name* (text input)
- Last Name* (text input)
- Gender* (dropdown menu with 'Select' as the current selection)
- Date Of Birth* (text input)
- Contact No* (text input)
- Email Id* (text input)
- Type of Registration - Individual (text label)
- State* (dropdown menu with 'Select' as the current selection)
- District* (dropdown menu with a downward arrow)
- Aadhar Number* (text input)

At the bottom of the form are two buttons: 'REGISTER' and 'CANCEL'.

Steps for the Candidate Registration

1. Register the candidate using **CANDIDATE REGISTRATION** menu
2. You will get an account activation mail from “**Swami Vivekanand Yuva Kaushal Setu**”. Activate the account.
3. After successfully activation, Candidate will get Login Credentials on their registered mail id. After which, they can log into the portal and complete their profile

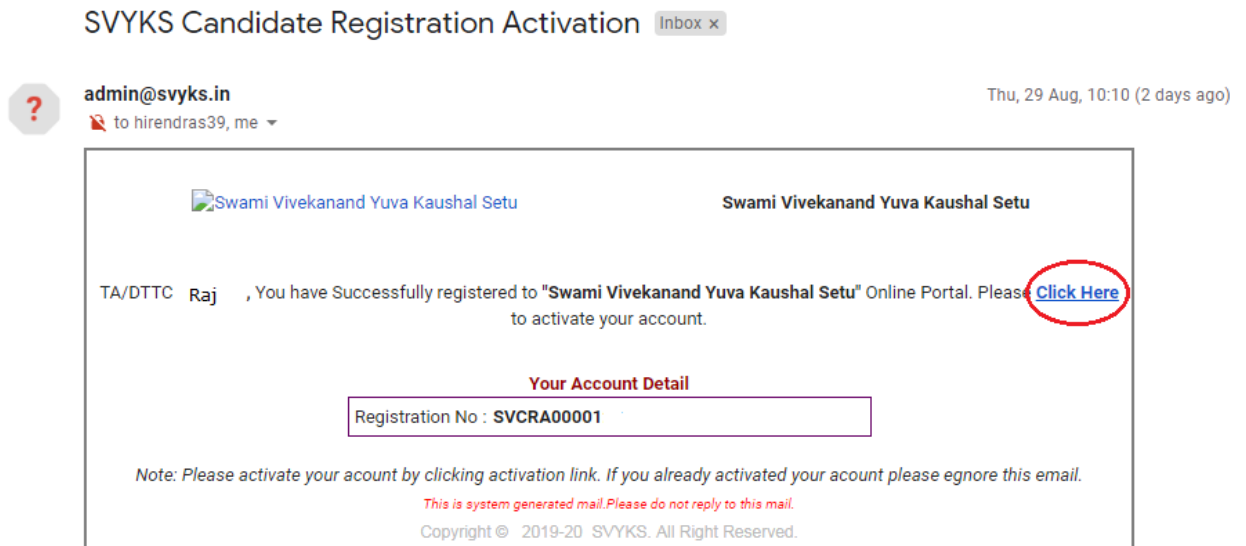
NOTE: - There are 10 tabs on which candidate need to fill information and upload necessary files. Out of those 10 tabs, candidate must fill information four compulsory tabs. Those four tabs are:-

- a. Basic details
- b. Contact Details
- c. KYC Details
- d. Qualifications

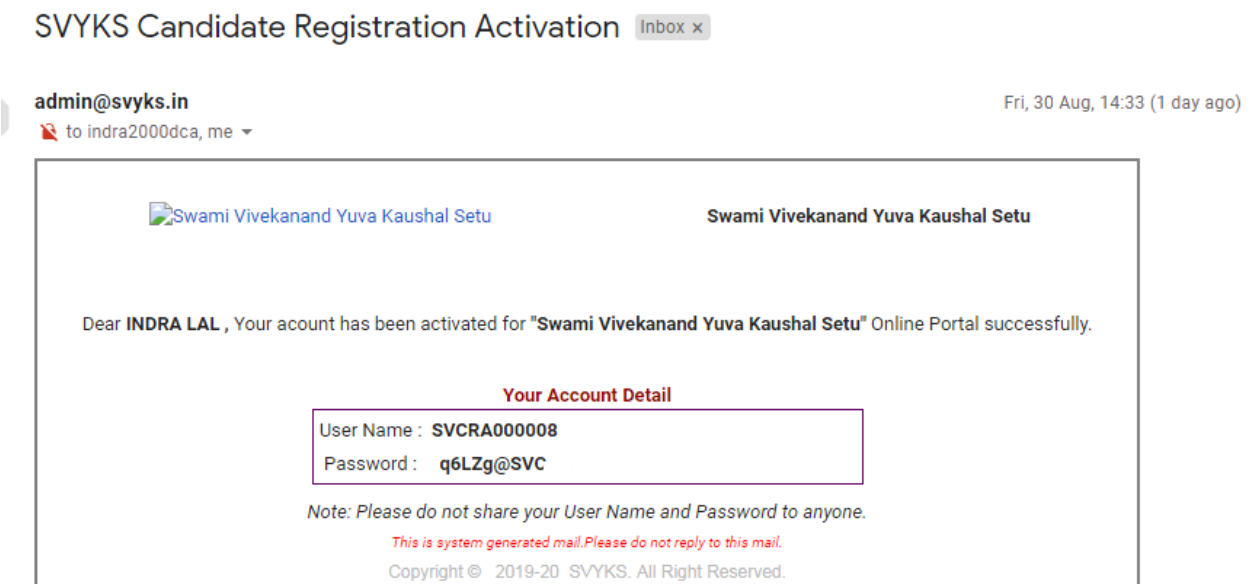
If any candidate failed to fill information on those four tabs then their profile will not appear for Candidate Verification process and Batch Creation Process.

User Manual for Complete Candidate Registration Process

1. After filling the necessary information on “**Candidate Registration**”, candidate will get an activation mail on their registered email id.



2. Candidate need to click on the “**Click Here**” to activate the account. Login credentials will be send to their email id after successfully activation.



3. Candidate will use their login credentials and log into the portal. Where they fill four compulsory tabs and other tabs.

4. Tab 1 – Basic Details (Compulsory)

This is the very first tab. Here candidate input their personal information

5. Tab 2 – Contact Details (Compulsory)

6. Tab 3 – KYC Details (Compulsory)

7. Tab 4 – Qualifications(Compulsory)

8. Tab 5 – Vocational Training

9. Tab 6 – Experience

10. Tab 7 – Award

11. Tab 8 – Membership

12. Tab 9 – Book/Journal

13. Tab 10 – Workshop /Seminar