COMMON RESOURCE POOL PORTAL
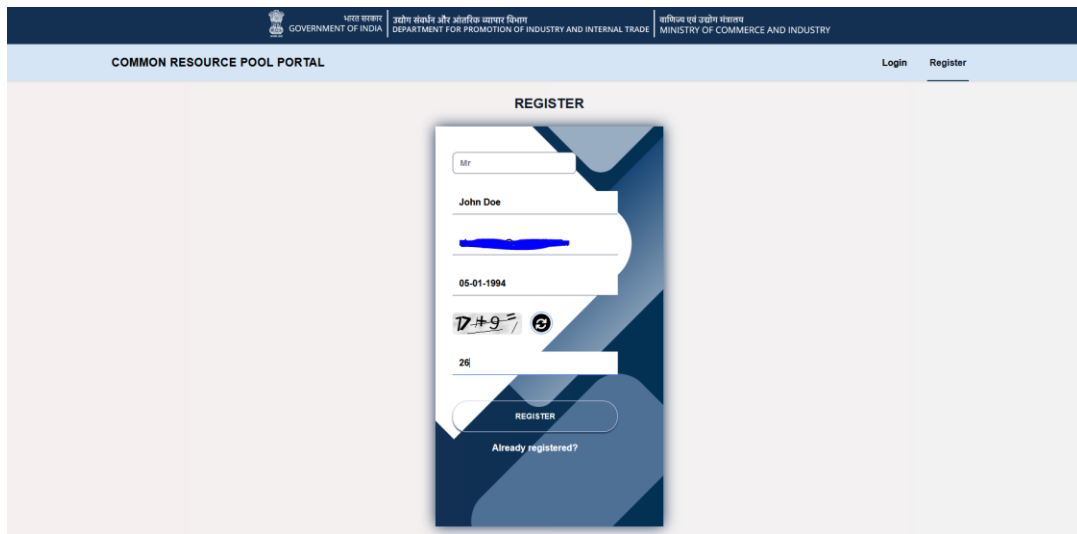## User Manual for Applicants

Helpdesk Email- itsection-dpiit@gov.in

1. Registration Process for Applicants

Interested applicants can visit https://crpp.dpiit.gov.in and register their profile on the portal. Steps for registration are given below:
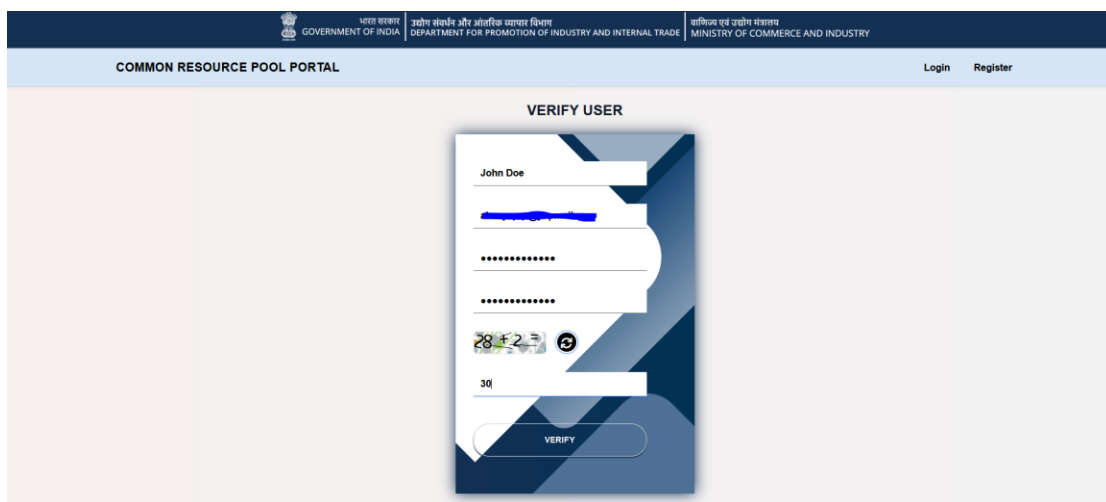
- Applicants can register their profiles by entering their Salutation, Name, and Email address.

(Screen -1)

- After clicking on the "Register" button shown on Screen-1, an automated email would be sent by the portal to the applicants on their submitted emails with a profile verification link. After clicking on the profile verification link, they would be required to set their passwords to complete the registration process. (Refer Screen-2)
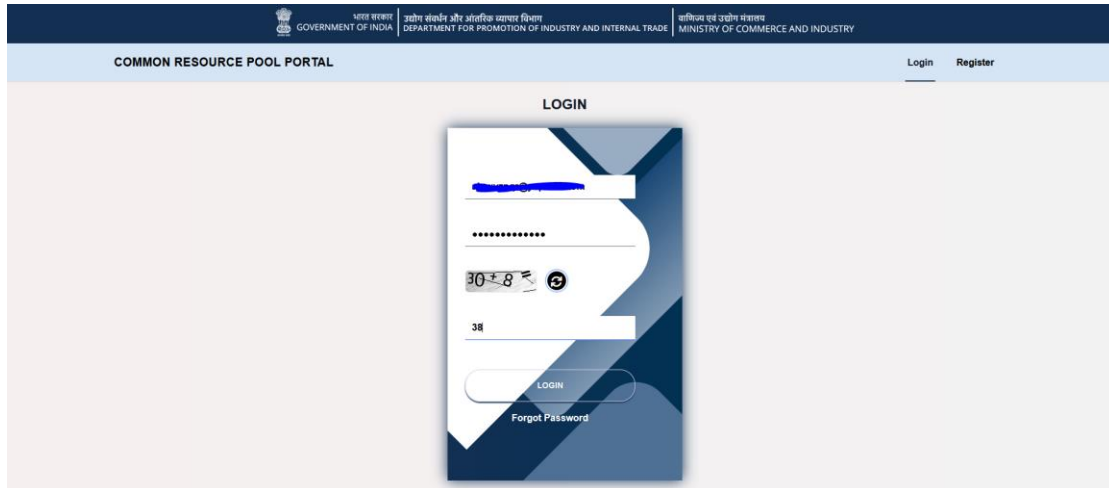

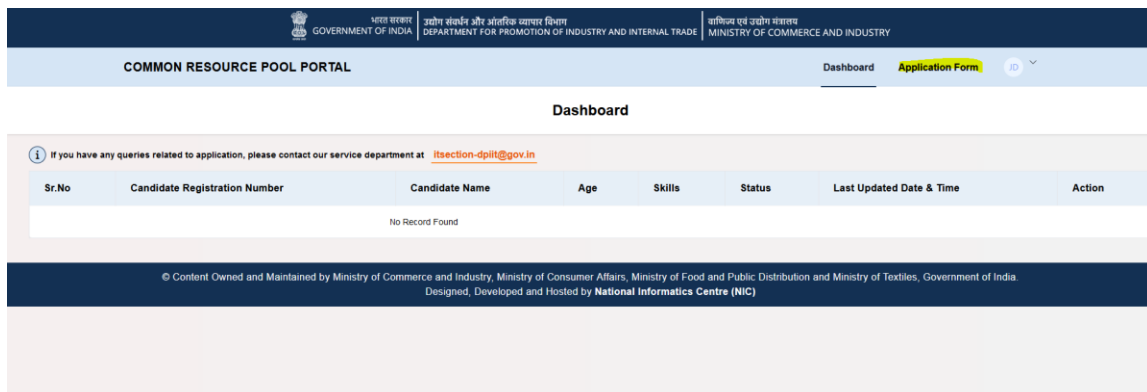(Screen-2)

2. Login to the Portal

- Registered applicants can login to the portal after clicking "Login" link to view their respective dashboards. Refer (Screen-3)

(Screen – 3)

3. Filling of Application Form

- After successful login to the portal, applicants can view their respective dashboard. "Application Form" link can be clicked to fill the application form. (Refer Screen-4)

(Screen-4)

- The application form has been divided into five sub-forms to capture the following details:

  - ➤ **Personal Details** - Applicant are required to fill their personal details. The Name and Email would be pre-filled as per the information entered by the applicant during registration process. (Refer Screen-5). Applicants can navigate to the next sub-form to enter Educational Qualifications by clicking on 'Next' button after filling all the mandatory details.

(Screen-5)

> **Education Details**
> Applicants are required to fill all their Educational Details. It is mandatory to fill High School, Intermediate and Graduation qualifications. They can also submit their other qualifications. (Refer Screen-6)

(Screen-6)

Applicants can view their submitted educations details. (Refer Screen-7). They can navigate to the next sub-form to enter "Work Experience Details" by clicking on the 'Next' button.

(Screen-7)

Work Experience

Applicants can submit their Work Experience Details.The applicants are also required to fill the sector-specific experiences by clicking on 'Add Sector Specific Experience' as shown in Screen-8.

(Screen-8)

Applicants can view their submitted Work Experience details. (Refer Screen-9). They can navigate to the next sub-form to enter "Other Details" by clicking on 'Next' button.

(Screen-9)

> **Other Details**

Applicants are required to upload their Photographs, Signatures and to submit their other details such as relevant skills and disclosures. This may be noted that Photograph and Signature shown on Screen-10 are only meant for demonstration purpose. Applicants are required to upload their own Photographs and Signatures. They can navigate to preview their entered details by clicking on 'Next' button.

(Screen-10)

> ➢ **Preview**

Applicants can refer Screen-11(a) and Screen-11(b) for previewing the entered profile information.

User Information

Reference Number	CRP/20240117/25
Name	Mr John Doe
Gender	Male
Name of either Parent	John Doe
Date of Birth	05-01-1994
Contact Number	9999999999
Email	
Present Address	Sansad Marg, New Delhi
Permanent Address	Sansad Marg, New Delhi

Educational Qualification

Qualification	Board / University / College	Main Subjects	Course Mode	Passing Month / Year	Marks obtained [%]	Document
High School	CBSE	English, Hindi, Maths, Science, Social Science, Information Technology	Full Time	May, 2011	95	👁
Intermediate	CBSE	Physics, Chemistry, English, Maths	Full Time	May, 2013	90.4	👁
B.Tech	IIT Delhi	Data Structures, Algorithms, Databases, Computer Networks, and Computer Organization and Architecture	Full Time	Jul, 2019	75.00	👁

Screen -11(a)

Work Experience

Sr.No	Employer Name	Post Hold	From Date-To Date	Last Salary (Per month) in ₹	Nature of duties (in detail)	Employer Type	Experience in Sector(s)	Document
1.	TCS	ANALYST	08-01-2021 - 06-01-2024	57500	Software Engineer	Private	👁	👁

Other Details

Skill set:- JAVA,Kubernetes

1. Whether any criminal case is pending against you? ❌ No

2. Whether you are convicted by any court at any time in your life? ❌ No

3. Whether any financial liabilities or any other obligation are pending with present employer? ❌ No

4. Whether you have any conflict of interest with or pecuniary interest that you could derive by working in this assignment with the Government of India? ❌ No

☑ I have gone through the procedure and guidelines for engagment of Senior Consultants/ Consultants Grade-2/ Consultants Grade-1/ Young Professionals and agreed to the term and conditions given there.

☑ I undertake the submit the original documentary proof in respect of my educational qualifications, working experience , Date of Birth , address and all other document submitted by me as and when asked...

☑ I understand that I fulfill the eligibility criteria via age, education qualification and required work experience as per the guidelines for the position applied. In case of non-eligibility my candidature is liable to be rejeced without informing me.

☑ I am well aware that the information furnished in the application and resume duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the selection committee at the time of selection for the position. The Information details provided by me are correct and true to the best of my knowledge and no material fact having bearing on my selection has been suppressed with held.
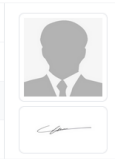
Date:- 17-01-2024

Place of Submission :- Delhi

Resume 👁

Back Submit

Screen -11(b)

- After clicking on the 'Submit' button mentioned in Fig. 11(b), an email would be sent to the applicant confirming submission of their application. The applicants would be able to view the status of their submitted applications using the dashboard. Refer Screen-12.

(Screen – 12)

4. EDITING APPLICATIONS

Applicants are allowed to edit their applications up till six (06) months of initial submission. After six months, their applications would automatically be move to archives. Applicant wishing to renew their application can do so using their archived data.

Applicants who have successfully submitted their application form would be able to edit their application by logging in to the portal and clicking the "Application Form" link available on their respective dashboards. Refer Screen-13

(Screen – 13)

(*Please note that various screens referred in this document contains information for demonstration purpose. Applicants are requested to submit their respective details while filling the application form*)