

COMMON RESOURCE POOL PORTAL

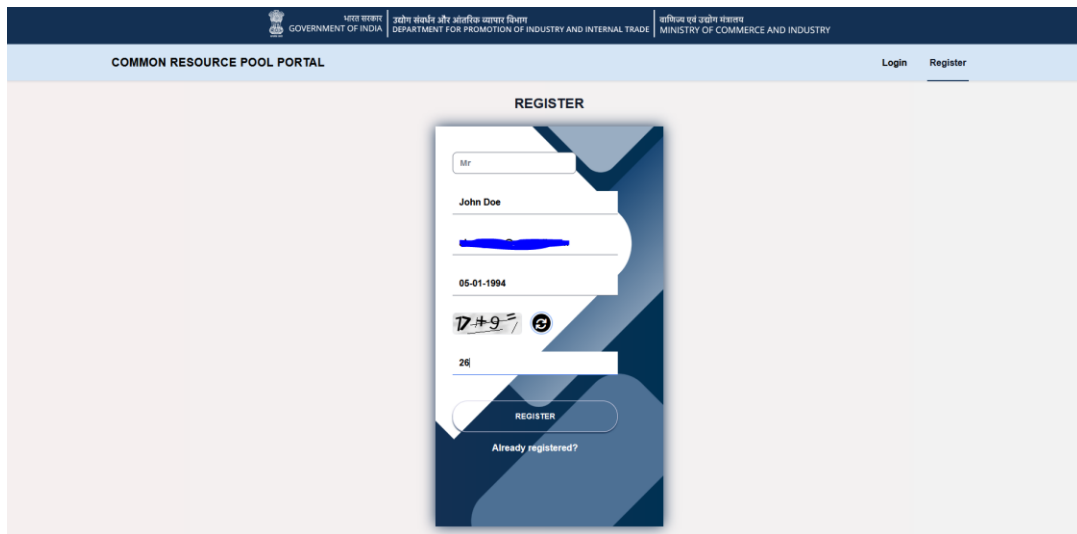
User Manual for Applicants

Helpdesk Email- helpdesk-crpp@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:

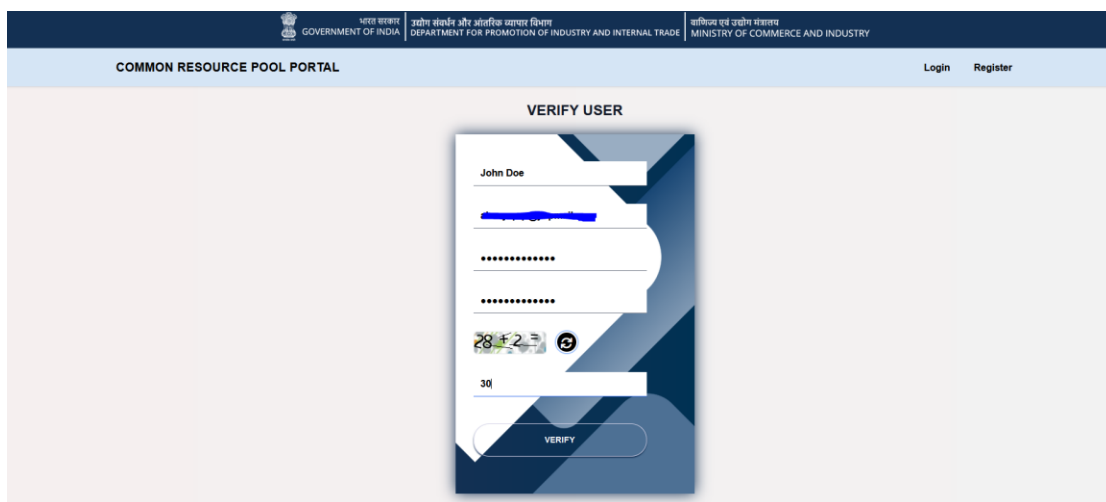
- Applicants can register their profiles by entering their Salutation, Name, and Email address.



The screenshot shows the 'REGISTER' form on the Common Resource Pool Portal. The form is titled 'REGISTER' and is set against a blue and white background. It contains the following fields: a dropdown menu for salutation (currently set to 'Mr'), a text field for name (filled with 'John Doe'), a text field for email address (redacted with a blue bar), a date field for birth date (filled with '05-01-1994'), a CAPTCHA field (filled with '7+9'), and a text field for a security code (filled with '26'). Below the fields is a 'REGISTER' button and a link for 'Already registered?'. The page header includes the Government of India logo and the Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry.

(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)

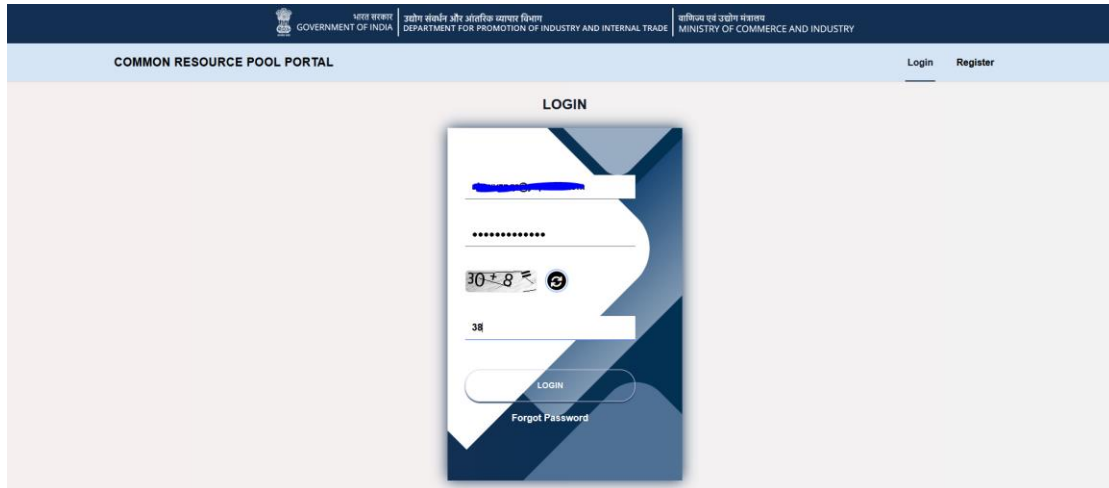


The screenshot shows the 'VERIFY USER' form on the Common Resource Pool Portal. The form is titled 'VERIFY USER' and is set against a blue and white background. It contains the following fields: a text field for name (filled with 'John Doe'), a text field for email address (redacted with a blue bar), two password fields (both filled with dots), a CAPTCHA field (filled with '28+2'), and a text field for a security code (filled with '30'). Below the fields is a 'VERIFY' button. The page header includes the Government of India logo and the Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry.

(Screen-2)

2. Login to the Portal

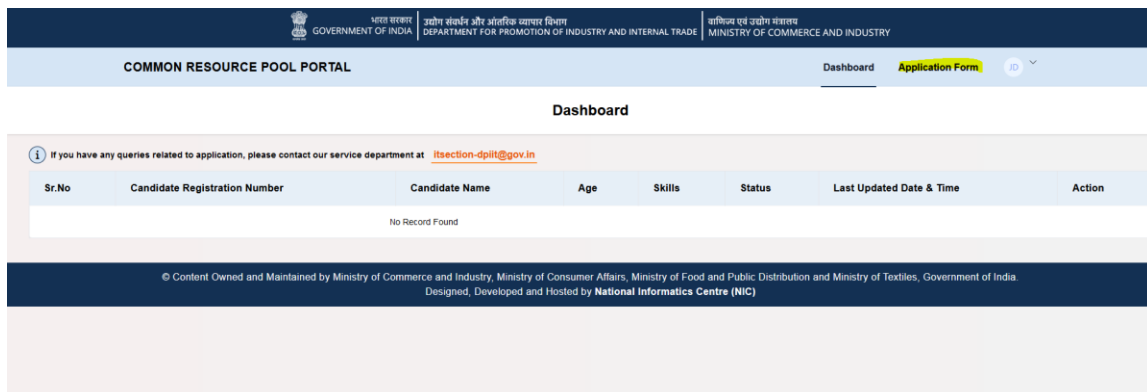
- Registered applicants can login to the portal after clicking “Login” link to view their respective dashboards. Refer (Screen-3)



(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)



Sr.No	Candidate Registration Number	Candidate Name	Age	Skills	Status	Last Updated Date & Time	Action
No Record Found							

(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.

Indicates that all mandatory information has been filled.

Personal Details | Education Details | Work Experience Details | Other Details | Application Preview

Name*
Mr John Doe

Date of Birth*
05-01-1994

Mobile Number*
9999999999

Present Address*
Sansad Marg, New Delhi

Languages Known*
Hindi X English X
Languages Known

Name of either Parent*
John Doe

Email Address*
[Redacted]

Gender*
 Male Female Others

Permanent Address* Permanent address is same as present address
Sansad Marg, New Delhi

Save as Draft Next

(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)

Indicates that all mandatory information has been filled.

Personal Details | **Education Details** | Work Experience Details | Other Details | Application Preview

Course*
B Tech

Main Subjects*
Data Structures, Algorithms, Databases, Computer Networks, and Computer Organization and Architecture

Passing Month and Year
07-2019

Percentage*
75.00

Board / University / College*
BT Delhi

Course Mode*
Full Time

CGPA (if applicable)
7.50

Marksheet / Degree* (Only PDF file is allowed and max file size is 300kb)
Browse... dummy.pdf

If marks are in CGPA, enter the equivalent percentage marks by using applicable conversion formula of respective institute/university.

Save Cancel

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(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.

COMMON RESOURCE POOL PORTAL

Dashboard Application Form

Application Form

Indicates that all mandatory information has been filled.

Personal Details Education Details Work Experience Details Other Details Application Preview

Add More Education Detail

Educational Qualification (Starting from 10th onwards)

Sr.No	Qualification	Board / University / College	Main Subjects	Course Mode	Passing Month/Year	Percentage	Marksheet/Degree	Action
1	High School	CBSE	English, Hindi, Maths, Science, Social Science, Information Technology	Full Time	May, 2011	95		
2	Intermediate	CBSE	Physics, Chemistry, English, Maths	Full Time	May, 2013	90.4		
3	B.Tech	IT Delhi	Data Structures, Algorithms, Databases, Computer Networks, and Computer Organization and Architecture	Full Time	Jul, 2019	75.00		

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(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.

COMMON RESOURCE POOL PORTAL

Dashboard Application Form

Application Form

Indicates that all mandatory information has been filled.

Personal Details Education Details Work Experience Details Other Details Application Preview

Employer Name* TCS

Post Held* ANALYST

From Date* 08-01-2021

To Date* 08-01-2024

Last Salary (Per month) in ₹ 57500

Nature of duties (in detail)* (Max 1000 characters)
Software Engineer
You have 983 characters remaining

Experience Certificate* (Only PDF file is allowed and max file size is 300kb)
Browse... No file selected

Employer Type* Private

Add Sector Experience

Sr.No	Sector	Experience	Action
1	Experience in Information technology (IT)	2 Year and 0 Month(s)	

Update Cancel

(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.

COMMON RESOURCE POOL PORTAL Dashboard Application Form

Application Form

● Indicates that all mandatory information has been filled.

Personal Details ●	Education Details ●	Work Experience Details ●	Other Details	Application Preview					
Add Experience Detail									
Please Enter Work Experience in chronological order									
Sr. No.	Employer Name	Post Hold	Experience	Last Salary (Per month) in ₹	Nature of duties (in detail)	Employer Type	Experience in Sector(s)	Experience Certificate	Action
1	TCS	ANALYST	3 Year, 0 Month(s) and 0 Day(s)	57500	Software Engineer	Private			
Back Next									

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(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.

● Indicates that all mandatory information has been filled.



Personal Details ●	Education Details ●	Work Experience Details ●	Other Details ●	Application Preview
<p>Skills Set Please enter skills (Comma Separated):</p> <p> <input type="text" value="JAVA X"/> <input type="text" value="Kubernetes X"/> </p> <p>Skills Set</p>				
<p>Resume* (Only PDF is allowed and max file size is 1MB, Preferably Searchable)</p> <p><input type="text" value="Browse"/> No file selected.</p>				
<p>Photograph* (Only jpg, jpeg and png format is allowed and file size should be 10 KB to 200 KB.)</p> <p><input type="text" value="Browse"/> user-no-photo (2).jpg</p> <div style="text-align: center;"> </div>				
<p>Signature* (Only jpg, jpeg and png format is allowed and file size should be 4 KB to 50 KB.)</p> <p><input type="text" value="Browse"/> PJ_tool_sign.jpg</p> <div style="text-align: center;"> </div>				
<p>Whether you are convicted by any court at any time in your life?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>				
<p>Whether any criminal case is pending against you?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>				
<p>Whether any financial liabilities or any other obligation are pending with present employer?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>				
<p>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?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>				
<p><input checked="" type="checkbox"/> I have gone through the procedure and guidelines for engagement of Senior Consultants/ Consultants Grade-2/ Consultants Grade-1/ Young Professionals and agreed to the term and conditions given there.</p> <p><input checked="" type="checkbox"/> I undertake to 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...</p> <p><input checked="" type="checkbox"/> 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 rejected without informing me.</p> <p><input checked="" type="checkbox"/> 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.</p>				
<p>Date: 17-01-2024</p>				
<p>Place of Submission <input type="text" value="Delhi"/></p>				
Back Next				

(Screen-10)

➤ **Preview**

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

User Information

Reference Number	CRP2024011725	 
Name	Mr John Doe	
Gender	Male	
Name of either Parent	John Doe	
Date of Birth	05-01-1994	
Contact Number	9999999999	
Email	[REDACTED]	
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	IT DeHi	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 - 08-01-2024	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 engagement of Senior Consultants/ Consultants Grade-2/ Consultants Grade-1/ Young Professionals and agreed to the term and conditions given there.

I undertake to 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 rejected 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.

COMMON RESOURCE POOL PORTAL

Dashboard Application Form

Dashboard

If you have any queries related to application, please contact our service department at itsection-dpir@gov.in

Sr.No	Candidate Registration Number	Candidate Name	Age	Skills	Status	Last Updated Date & Time	Action
1	CRP0204011525	John Doe	30	JAVA,Kubernetes	Application Submitted	15-01-2024 11:19 am	

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(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

COMMON RESOURCE POOL PORTAL

Dashboard Application Form

Dashboard

If you have any queries related to application, please contact our service department at itsection-dpir@gov.in

Sr.No	Candidate Registration Number	Candidate Name	Age	Skills	Status	Last Updated Date & Time	Action
1	CRP0204011208	Unknown	23	Javascript,JSUI,SQL,software	Application Submitted	12-01-2024 04:23 pm	

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(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)