



KARNATAKA SKILL  
CONNECT PORTAL



Navigation guide for **Companies** to Register and post for

**Job, Internships and Apprenticeships**

On

**Karnataka Skill Connect Portal**

Visit us at:

**SKILLCONNECT.KAUSHALKAR.COM**

## Registration Form



**Step 1:** Visit [www.skillconnect.kaushalkar.com](http://www.skillconnect.kaushalkar.com) website. Now, click on the register option on the right side top corner of the website and then click on the industry.

## Registration Form

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### Industry Registration

Company Name *	Email Address *
<input type="text"/>	<input type="text"/>
SPOC Name *	
<input type="text"/>	
SPOC Email *	SPOC Mobile Number *
<input type="text"/>	<input type="text"/>
<small>Please Provide Official Email ID</small>	
Send OTP	
OTP *	
<input type="text"/>	
<b>Company Address</b>	
Country *	State *
<input type="text"/>	<input type="text"/>
District *	City *
<input type="text"/>	<input type="text"/>

Select District ▾ Select City ▾

Street Address line1 \*  Street Address line2 \*

Zip/Pin Code \*

Sector \*  PAN

TAN

GSTN  Annual Demand For Hiring \*

Company Logo \*  No file chosen Proof Of Address  No file chosen

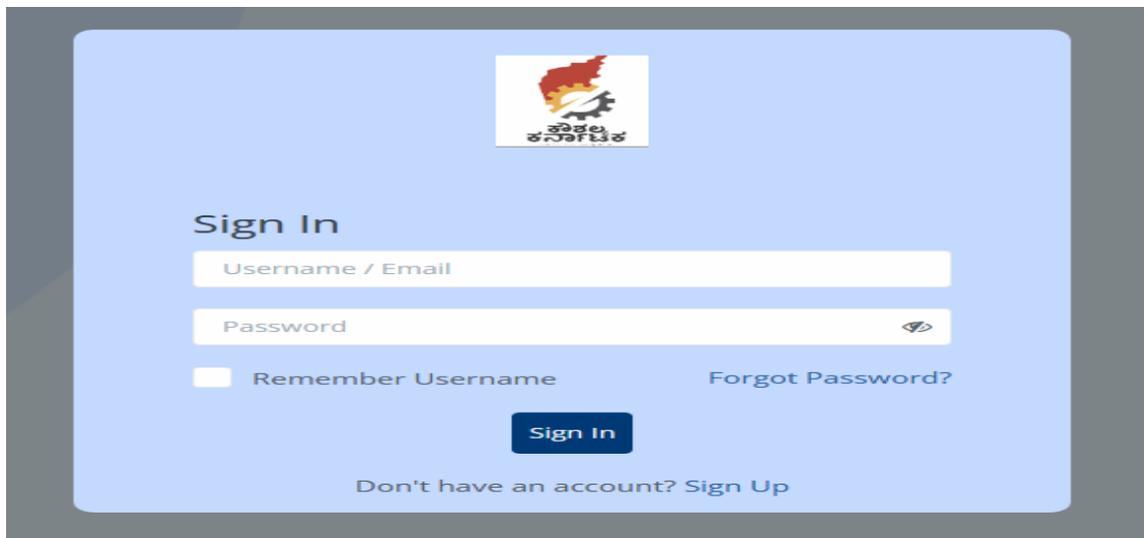
Incorporation Certificate/Udyog Aadhar/Letter Of Authorization  No file chosen

By Signing Up, I Agree to KSDC Terms Of Use and Privacy Policy \*

Submit

Already have an account? [Sign In](#)

**Step 2:** Fill in all the details of the industry. Input the details of SPOC phone number and click on Generate OTP you will get an OTP on your mobile input the same in the OTP section. Upload the documents which is Mandatory (GST, PAN, TAN, Company logo, Certification of Incorporation, Proof of Address) (SPOC – Single point of contact – Your Name). After completing the registration click on Submit. You will receive the login credentials to your email ID.





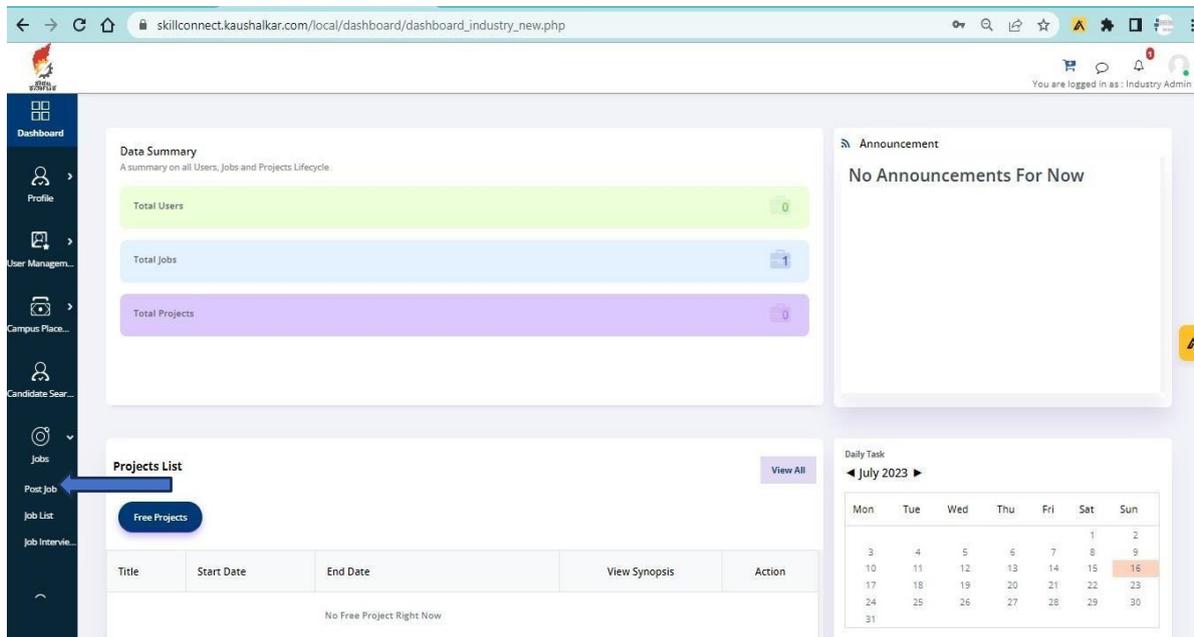
**Sign In**

Remember Username [Forgot Password?](#)

[Don't have an account? Sign Up](#)

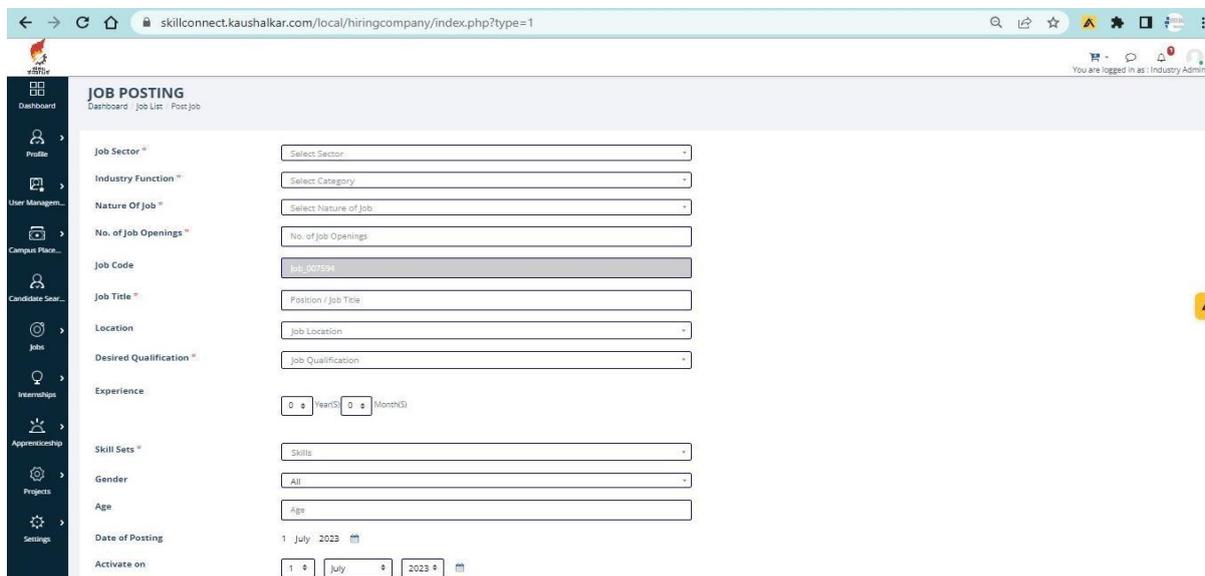
**Step 3:** To login visit [www.skillconnect.kaushalkar.com](http://www.skillconnect.kaushalkar.com) website click on the Login option on the right-side top corner of the webpage. Fill in the credentials and click on the sign in option.

## Posting a job on the Portal



The screenshot shows the SkillConnect portal dashboard. The left sidebar menu has the 'Jobs' option highlighted with a blue arrow. The main content area includes a 'Data Summary' section with three bars: 'Total Users' (0), 'Total Jobs' (1), and 'Total Projects' (0). There is also an 'Announcement' section with the text 'No Announcements For Now'. Below that is a 'Projects List' section with a 'Free Projects' button and a table with columns: Title, Start Date, End Date, View Synopsis, and Action. The table is currently empty with the message 'No Free Project Right Now'. To the right, there is a 'Daily Task' calendar for July 2023.

**Step 4:** On the left side of the webpage click on jobs option and then click on job posts from drop down.



The screenshot shows the 'JOB POSTING' form in the SkillConnect portal. The form includes the following fields:

- Job Sector: Select Sector
- Industry Function: Select Category
- Nature Of Job: Select Nature of Job
- No. of Job Openings: No. of Job Openings
- Job Code: Job\_007094
- Job Title: Position / Job Title
- Location: Job Location
- Desired Qualification: Job Qualification
- Experience: 0 Year(s) 0 Month(s)
- Skill Sets: Skills
- Gender: All
- Age: Age
- Date of Posting: 1 July 2023
- Activate on: 1 July 2023

**Step 5:** Uploading Job Description. After clicking on the Post Job, a new window will pop up. Now, fill in the details and click on submit option.

## Internship and Apprenticeship

The screenshot shows the 'INTERNSHIP POSTING' form. The left sidebar contains navigation options: Dashboard, Profile, User Management, Campus Place..., Candidate Search, Jobs, Internships, Apprenticeship, Projects, and Settings. The main form fields are:

- Internship Sector \* (Select Sector)
- Industry Function \* (Select Category)
- Nature of Internship \* (Select Nature of Internship)
- Internship Duration (Select Duration)
- No. of Internship Openings \* (No. of Internship Openings)
- Internship Code (int\_971081)
- Internship Title \* (Internship Title)
- Location (Internship Location)
- Desired Qualification \* (Internship Qualification)
- Experience (0 Years, 0 Months)
- Skill Sets \* (Skills)
- Gender (All)
- Age (Age)
- Internship Start Date (1 July 2023)

**Step 6:** Click on Internship option on the left side corner of the webpage and next click on Post Internship. Now, fill all required details related to internship and click on submit option.

The screenshot shows the 'APPRENTICESHIP POSTING' form. The left sidebar contains navigation options: Dashboard, Profile, User Management, Campus Place..., Candidate Search, Jobs, Internships, Apprenticeship, Projects, and Settings. The main form fields are:

- Apprenticeship Sector \* (Select Sector)
- Industry Function \* (Select Category)
- Nature of Apprenticeship \* (Select Nature of Apprenticeship)
- No. of Apprenticeship Openings \* (No. of Apprenticeship Openings)
- Apprenticeship Code (int\_289418)
- Apprenticeship Title \* (Apprenticeship Title)
- Location (Apprenticeship Location)
- Desired Qualification \* (Apprenticeship Qualifica)
- Experience (0 Years, 0 Months)
- Skill Sets \* (Skills)
- Gender (All)
- Age (Age)
- Apprenticeship Start Date (1 July 2023)
- Activate on (1 July 2023)

**Step 7:** In the left side of the webpage click on Apprenticeship you will get a drop down. Now click on Post Apprenticeship and fill in all required details carefully and finally click on submit option.