Phone No: 0191-2598439
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E-mail Id: dse.jammu@jk.gov.in

Government of Jammu & Kashmir

Directorate of School Education, Jammu

CIRCULAR

Subject: - Career Guidance using *Manzilein*- Career Guidance Portal of Department of School Education, Jammu & Kashmir.

Department of School Education Jammu & Kashmir had launched Manzilein- JK Career Portal in May 2020 with the technical support of UNICEF as part of its initiatives to provide career guidance to the students of Classes 9th - 12th of all government schools. This portal facilitates government school students in stream selection, planning further studies as well as in making informed career choices.

Furthermore, Counselling Cell, DSEJ with the support of UNICEF has formulated a comprehensive plan for "Career Guidance", which includes both online and offline career guidance, along with mechanisms to reach out to all eligible and desirous students of J&K.

Due to the prevailing COVID-19 pandemic situation, all the schools are presently closed now and students are finding it difficult to cope-up with their career uncertainties and other related issues.

In this regard, all the Chief Education Officers of Jammu Division are hereby directed to inform all the HOIs (HSS & HS) to encourage the students to access the portal and circulate the necessary user guidelines **(Annexure-A)** for Manzilein JK Career Guidance Portal which may be accessed at www.jkcareerportal.org

District Nodal Officers, District Counselling Coordinators and Faculty Counsellors are directed to play an active role in terms of mentoring students regarding career decision making.

For further queries: Call Tele-counselling Helpline - ***Aao Baat Karein "6006800068"***

Enclosed: ***Annexure-A (02 Leafs)***

(Dr. Ravi Shankar Sharma), KAS
Director School Education
Jammu

No. : DSEJ/Counselling Cell/ 16910-15
Dated: 19-.05-.**2021**

Copy to the:-

1. Administrative Secretary, Government School Education Department, Civil Secretariat, J&K Srinagar for kind information.
2. Director SCERT Jammu & Kashmir for kind information please.
3. Director Samagra Shiksha, Jammu & Kashmir for kind information please.
4. Chairman, JK Board of School Education for kind information please.
5. Principal DIETs all for information and necessary action.
6. Romesh Kumar, Head Counselling Cell, DSEJ for information and necessary action.
7. I/C Website for uploading on the website.

"Annexure-A"

User Guidelines for Manzilein JK Career Guidance Portal

In this portal, you can learn about 550+ careers, 21000+ colleges and 262,000 programs in 16 countries. In addition, it will have information on 1150+ entrance exams and 1120+ scholarships.

The career portal may be accessed at the URL: www.jkcareerportal.org

How to use the JK Career Portal

Staff and District Logins

There are five logins created per district e.g. Jammu1, Jammu2, Jammu3, Jammu4 and Jammu5 and password 123456 which may be allotted to the designated faculty and officials.

For Heads of Schools/Teachers/Nodal Officers

The Heads of Schools/Teachers/Nodal Officers may login using their UDISE code prefixed with 'jk'. E.g. If your school UDISE code is 01061102508, then the login ID will be jk01061102508 and default password will be 123456 which must be changed after logging in for the first time.

Students

Students can access this portal with their 12-digit or 16-digit JKBOSE registration number which is issued by the school/JKBOSE as your User ID. Password is 123456 which they must change after logging in for the first time.

Troubleshooting

In case any student is unable to login, ask them to give their name and board registration number to the SNO/DNO, who will share the details with JK Knowledge Network to have it updated in our records. We encourage all schools to submit the complete list of students of Class 9-12 in their school in the following format in MS-Excel.

S No	JKBOSE Registration Number	First Name	Last Name	Gender (M/F)	Class (9th to 12th)	School Name	District name	School Code (UDISE)	JK BOSE Code (if known)

In case any student doesn't know their registration number, or are unable to login, they may use the registration form at the landing page for entering their details for registration. Alternatively, they may contact any of the following for guidance, and leave their details with them.

- School Principals
- District Nodal Officer/School Nodal Officer (ICT)
- Counselling cell in your school.

If they are unable to access the website with their registration number, they can submit their details here at:

https://bit.ly/jkcareerportal

OR

E-mail: jkcareeportalhelp@gmail.com

For any further queries, students can also contact the Counselling Cell in your School or

Jammu Division students can call/ WhatsApp on 6006800068 (AaoBaatKarein)

YouTube Video on how to use JK Career Portal

https://www.youtube.com/watch?v=uUvXqDYbtqw&t=81s