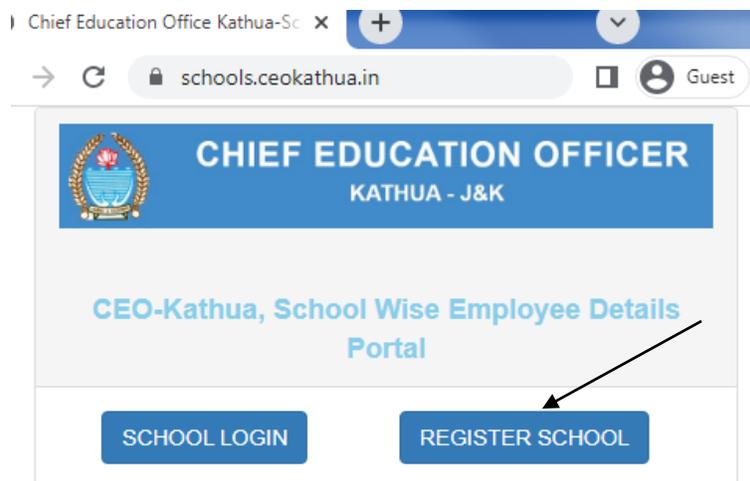


INSTRUCTIONS FOR SCHOOLWISE STAFF IN-POSITION/VACANCY PORTAL

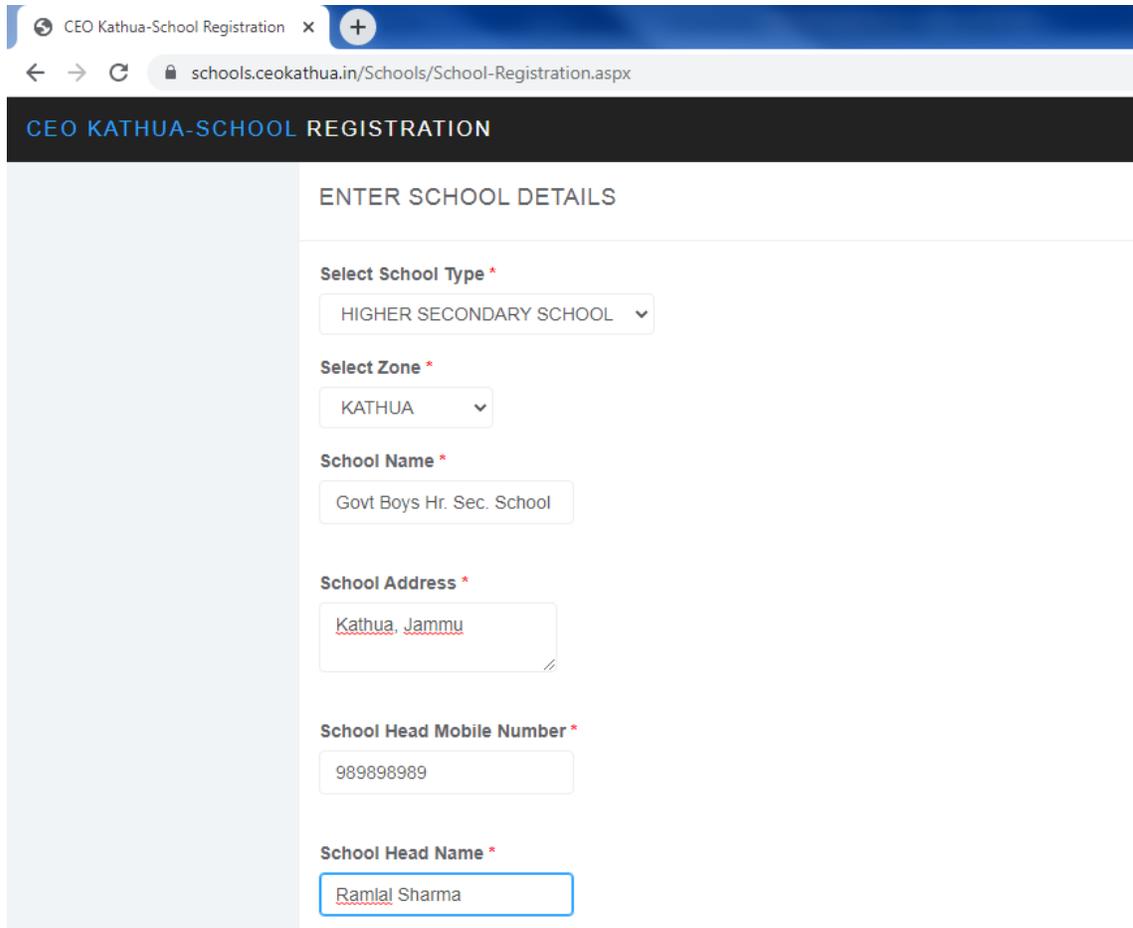
Steps for using SCHOOLWISE STAFF IN-POSITION/VACANCY PORTAL

Step 1: Open **CEO Kathua Website** and then click on **School Wise Staff In-Position/Vacancy Portal**.

Step 2: Register your school by clicking **Register School** button if not already registered.



Step 3: Complete your registration details by inputting valid information of your school.



The screenshot shows a web browser window with the URL `schools.ceokathua.in/Schools/School-Registration.aspx`. The page title is "CEO KATHUA-SCHOOL REGISTRATION". The main heading is "ENTER SCHOOL DETAILS". The form contains the following fields:

- Select School Type ***: A dropdown menu with "HIGHER SECONDARY SCHOOL" selected.
- Select Zone ***: A dropdown menu with "KATHUA" selected.
- School Name ***: A text input field containing "Govt Boys Hr. Sec. School".
- School Address ***: A text input field containing "Kathua, Jammu".
- School Head Mobile Number ***: A text input field containing "989898989".
- School Head Name ***: A text input field containing "Ramlal Sharma".

Step 4: After registration wait for 24 hours for verification and approval for your account by CEO officials.

Step 5: After verification/activation of your account click on **School Login** and log in to your **Dashboard**.

Step 6: Input the details of school allotted/available vacancy designation wise.

thua.in/Schools/Manage-School-Vacany-Details.aspx

NEL

/ Manage School Staff Vacancy Details

ENTER STAFF VACANCY DETAILS

Select Designation *

JUNIOR ASSISTANT

Submit Reset

Total Alloted *

5

Total Filled *

3

All Entered Designation Wise School Vacancy Details

Sr. No	School Name	Designation	Total Vacancy Alloted	Total Vacancy Filled	Vacant Posts	Edit
1	GHS Kohag	TEACHER	10	7	3	UPDATE

Note: Please always enter valid school available/allotted vacancy details.

Step 7: Add all your school staff details under **Staff Details** Menu.

SCHOOL CONTROL PANEL

- Dashboard
- SCHOOL PROFILE
- SCHOOL VACANCY
- STAFF DETAILS
- UPDATE PASSWORD

Logout

ENTER SCHOOL STAFF DETAILS (Fields Marked * are Mandatory)

Employee Name *
Ratan Kumar

Enter CPISE Code *
12345678

Select Designation *
TEACHER

Contact Number *
9898989898

Email Address *
ratankumar@gmail.com

Qualification Details *
B.Ed

Note: Always input valid school staff information.

Step 8: Update your Password time to time to keep your account secure.

Step 9: For any further inquiry email at ceokathua10@gmail.com and call **9419119030**.