

RESUME BUILDER HELP MANUAL


SESSION: 2020-2021

Resume Building and Verification Process

Step 1. Put the following URL on any browser: will be communicated shortly.

Step 2: Login to the page using your LDAP ID and password.

Home / Placement Login



संस्कृतम् विद्यायाः संस्थानम्
Indian Institute of Technology Bhilai

Login Here

LDAP ID

Password

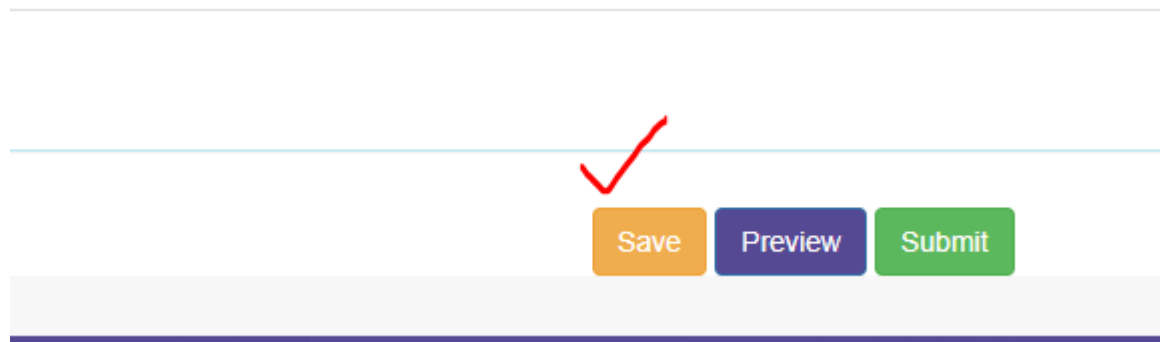
Login

Instructions

- Resume Builder & Placement Portal can be accessed only by those students of IIT Bhilai who are eligible for the placement activities scheduled from September 2020 onwards.
- In case you have any queries regarding CGPA, please leave the field as blank in the form.
- After finally submitting the resume, you must give 15 working days for the verification process to be completed by the placement cell.
- You can apply for jobs only after the resume has been verified.
- The verification process would be over by mid of August 2020
- In case of any queries you may contact **Ratnesh Pandey** (ratnesh@iitbhilai.ac.in) or **L. Susan** (susan@iitbhilai.ac.in).
- Any feedback on the module can be mailed to outreach@iitbhilai.ac.in.

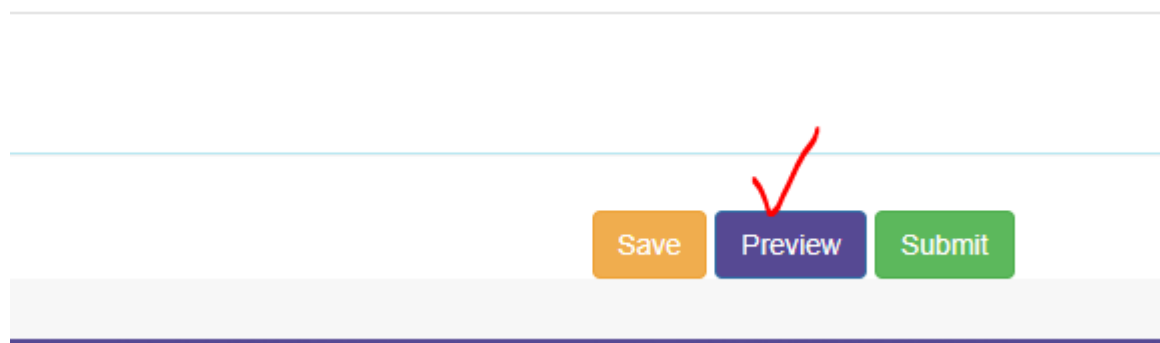
Step 3: Fill the entire form available. (details provided below)

Step 4: Keep on saving the form on regular basis.



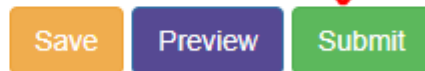
Save Preview Submit

Step 5: You can preview the resume generated by the resume builder any time you wish to by clicking on the Preview Button.



Save Preview Submit

Step 5: After filling all the details, click on Submit Button and wait for the verification process to complete. You can apply for various jobs only after the verification process is completed.



Verification Process

1. The schedule for the verification process will be communicated to you soon.
2. Be ready with the scanned copies of all the documents.

-----Important Note-----

Each entry in the resume builder should be supported by valid documents and should be kept ready to facilitate easy and fast verification.

Information about the various fields available

Note:

1. All the entries marked with * are compulsory to fill.
2. The character limit of each field is marked alongside each field.

A. Personal Details*

S. No.	Entry	Description	Example
1	Name*	Put your name in the space provided in Proper Case	Ratnesh Pandey
2	Roll No. *	Write your 8 digit roll number here.	16004865
3	Date of Birth*	Select your date of birth from the calendar menu available.	Select from the Calendar menu available
4	Degree*	Select your degree from the Dropdown available	B.Tech.
5	Discipline*	Select your discipline from the Dropdown available	Computer Science and Engineering
6	Semester*	Select your semester from the Dropdown available	7
7	Batch*	Write your year of admission in the batch field	2018

8	Institute Email*	Write your institute email in this feild	ratnesh@iitbhilai.ac.in
9	Other Email*	Mention your personal email other than the institute email here	rpandey867@gmail.com
10	Phone No.*	Mention your 10 digit phone number	9424311996
11	Present Address	Write your present address here	
12	Permanent Address	Write your permanent address here	
13	Dream Company (Only One)	Mention the name of your dream company here. For dream company clause, refer to the placement policy.	Microsoft
14	Upload Resume	<ol style="list-style-type: none"> 1. You can upload your own resume in your own format here. 2. Only pdf format is allowed. 3. You can re-upload the document again yourself whenever you feel so. 	

Example

Home / Placement Form

Personal Details
Logout

Name *:

Institute Email *:

Roll No *:

Other Email *:

Date of Birth *:

Phone No. *:

Degree *:

Present Address :

Discipline *:

Permanent Address :

Semester *:

Dream Company : (Only One)

Batch *:

Upload Resume :
Only pdf format is allowed

 No file chosen

[51900110.pdf](#)

B. Educational Qualifications*

Put your educational qualifications right from 10th to your highest degree in **reverse chronological order (latest first)**.

S. No.	Entry	Description	Example
1	Qualification	Mention the name of the degree/class	M.Tech., B.Tech., 12 th , 10 th
2	Subject/Specialization	1. Applicable to schooling (only 10 th and 12 th) 2. Write your major subjects you did.	Physics, Chemistry, Mathematics, English etc.
3	University/Board	1. For the latest degree, write IIT Bhilai 2. Write the name of your Board for schooling.	IIT Bhilai, CBSE, ICSE.
4	Institute/School	1. For the latest degree, write IIT Bhilai 2. Write your school name for schooling.	IIT Bhilai, DPS Bhilai
5	Year	1. Write your year of passing for the corresponding graduation/schooling.	2021, 2017, 2015
6	Discipline	1. Applicable to Graduation/Post graduation 2. Write your discipline here	Computer Science and Engineering
7	Marks/GPA/CGPA	Write your percentage, GPA/CGPA obtained in graduation/schooling	90%, 8.5

Example

EDUCATIONAL QUALIFICATION(S) *
(Please put in reverse chronological order)

Qualification	Subject / Specialization	University / Board	Institute / School	Year	Discipline	Marks / GPA / CGPA
B.Tech. (F)		IIT Bhilai	IIT Bhilai	2021 ▾		9.58
10thI@#\$	Mathematics, E	Karnataka Stat	Tennam Schoo	2015 ▾		84%
10th	Maths, Science	Karnataka Stat	Tennam Schoo	2013 ▾		86%
				▾		
				▾		
				▾		

C. Technical Skills (500 characters)

- Put the names of your technical skills you possess along with the comments (if any).
- You can keep on adding rows and add new skills.

Example:

TECHNICAL SKILLS		
Skill Name (limit : 500 char)	Comment	
Languages : Python, Java, C++, C, Javascript, JQuery, HTML5, CSS3, Flutter Languages : Python, Java, C++, C, Javascript, JQuery, HTML5,	Advanced Level Expe	Delete
Database : MySQL, MongoDBDatabase : MySQL, MongoDBDatabase : MySQL, MongoDBDatabase : MySQL, MongoDBDatabase : MySQL,	Beginner Level Expe	Delete
Tools/Framework : Django(Python), Android Studio, Data Studio Tools/Framework : Django(Python), Android Studio, Data	Advanced Level Expe	Delete
Hardware: FPGA Board, Xilinx Kit	Advanced Level Expe	Delete

[Add row](#)

D. Scholastic Achievements: (500 characters)

- Place the information about your scholastic/academic achievements in the space provided along with the year.

Example

SCHOLASTIC ACHIEVEMENT(S)		
Achievement (limit:500 char)	Year	
NTSE	2019	Delete
GATE/JEE Rank	2019	Delete
Got scholarship in both 12th and 10th Examinations	2014	Delete

[Add row](#)

E. Internships (500 characters)

- List out all the internships you have pursued along with the duration.

Example

INTERNSHIP(S)		
Organization / Job Description (limit : 500 char)	Duration (limit : 50 char)	
INTERNSHIP CDAC Pune worked on "Pulsar search using machine learning and HPC" Preprocessed raw data, selected best features, trained a CNN-SPP	9th May 2019- 9th July 2	Delete
IIT Hyderabad Summer Internship on Fourier Ptychography. Worked in a team of two and built a model which increases the pixels and clarity of the sample image, in other words, recover an image of a specimen.	4th May 2017 - 16th Jun	Delete
		Add row

F. Positions of responsibility (500 characters)

- Write description about your positions of responsibilities (if any) in the space provided along with the duration.

Example

POSITION(S) OF RESPONSIBILITY		
Position held / Description (limit : 500 char)	Duration (limit : 50 char)	
NSO (National Sports organization) Secretary Managed mandatory sports activity of a group of 131 people and successfully conducted various activity which resulted in better interaction among students.	2019-2020	Delete
Prayatna - Team Coordinator * Meetings coordination * Subtle discussion meetings	2018-2019	Delete
UG - Discipline Representative - Electrical Engineering Discipline.	2018-2019	Delete
		Add row

G. Work Experiences (500 characters)

- List out your work experiences here, if any

Example

WORK EXPERIENCE(S)

Organization / Job Description (limit : 500 char)	Duration (limit : 50 char)	
Did a Part-time job with Alexa Technologies; * Managing Databases - handling strings, etc. * Special Database Algorithm designing.	April 2017 - April 2018	Delete
Did a Part-time job with GlobusTechnologies; * Organize regular meetings for the doubt sessions. * Managing Databases - handling strings, etc.	April 2017 - April 2018	Delete

[Add row](#)

H. Projects (500 characters)

1. This is an important field as this could be of special interest to the recruiters. Hence Projects field should be carefully and diligently filled.
2. Write the Project name and Description in the space provided along with the duration.

Example

PROJECT(S)

Project name / Description (limit : 500 char)	Duration (limit : 50 char)	
Interactive Chatbot Using LSTM The Chatbot answers the general queries. The Chatbot is trained on the publicly available Reddit Comments. Long Short Term Memory (Recurrent Neural Network) is used to train the	April 2017 - April 2018	Delete
IIT Bhilai Complaint Management System A platform Independent Application designed to keep track of complaints registered by Students, faculties, and Staff of IIT Bhilai. This is a group project and the system is designed from scratch to Database	April 2019 - April 2020	Delete
Automatic Rain Detection Mechanism * Automatically detects and alarms raining schedules * Provides ample time for the necessary action	April 2017 - April 2018	Delete

[Add row](#)

I. Extracurricular activities (500 characters)

1. Put the information about the extracurricular activities here.

Example

EXTRA-CURRICULAR ACTIVITIES	
Activity (limit : 500 char)	
Badminton Champion IIT Bhilai	Delete
Participated in inter IIT cult Meet and their description.	Delete
Add row	

J. Strengths (500 characters)

1. List out your strengths in the space provided.

Example

STRENGTHS (limit : 500 char)
I have the following skills available : Leadership Skills, Self Driven & Self-motivating, Hard Working, Committed to work, Enthusiasm, Trustworthiness, Creativity, Discipline, Patience, Respectfulness, Determination, Dedication, Honesty, Versatility.

K. Publications (500 characters)

1. Mention the list of your research publications, if any.

Example

PUBLICATIONS (If any)	
Add your publications (limit : 500 char)	
Petrie KJ, Mueller JT, Schirbeck F, Donkin L, Broadbent E, Ellis CJ et al. Effect of providing information about normal test results on patients' reassurance: randomised controlled trial. British Medical Journal	Delete
Petrie KJ, Mueller JT, Schirbeck F, Donkin L, Broadbent E, Ellis CJ et al. Effect of providing information about normal test results on patients' reassurance: randomised controlled trial. British Medical Journal	Delete
Add row	

L. Others (500 characters)

1. Put any other information in this field, which you feel is suitable to furnish to the recruiters and is not listed above.

Example

OTHERS (limit : 500 char)

Like to participate in the social service activities, participating in the second line defence mechanics of disease control for the deprived sector. Collection of funds and managing the same. Have worked for ASHA	Delete
Like to participate in the social service activities, participating in the second line defence mechanics of disease control for the deprived sector. Collection of funds and managing the same. Have worked for ASHA	Delete
Social Media Management for Prayas NGO.	Delete

Add row

For any assistance/queries, contact at:

Ratnesh Pandey

(Outreach Team)

Mob. 9424311996

Email: ratnesh@iitbhilai.ac.in/outreach@iitbhilai.ac.in