KARNATAKA SKILL DEVELOPMENT CORPORATION | GOVT. OF KARNATAKA

# Yuva Udyoga Sethu

## Unified skill development portal

## Job Seeker (Candidate) User Manual

A simple step-by-step guide to registering on the Yuva Udyoga Sethu job portal, filling in the required details and completing your profile.




*Portal home page – yuvaudyogasethu.karnataka.gov.in*

### Before you begin

- **Mobile number** that you can receive an OTP on.
- **Aadhaar number** and the mobile number linked to it (for OTP e-KYC).
- **Education details** (level, institute, years). Marks card is optional.
- A desktop or laptop with Google Chrome and a stable internet connection. Registration is **free**.

### Registration at a glance (7 wizard steps)

| Wizard step | Name | What you do |
|---|---|---|
| **Step 1 of 7** | Aadhaar | Verify identity with Aadhaar OTP |
| **Step 2 of 7** | Basic Information | Check auto-filled details; answer category questions |
| **Step 3 of 7** | Address | Check Aadhaar address; confirm current address |
| **Step 4 of 7** | Education | Fetch documents or add education manually |
| **Step 5 of 7** | Certificates | Add certificates (optional – can skip) |
| **Step 6 of 7** | Experience | Choose Fresher or Experienced |
| **Step 7 of 7** | Preview | Review, accept declaration, submit |

# Part A – Create Your Account

## STEP 1 Open the portal

1. Open Chrome and go to **yuvaudyogasethu.karnataka.gov.in**.
2. Click **Visit portal** in the top menu bar ("Karnataka's Job Portal is now live"), or use **Post a job / Find jobs**.




*Figure 1 – Home page: click "Visit portal"*

## STEP 2 Choose "Register as Candidate"

1. On the "Find work near you & beyond" page, click **Register as Candidate**.
2. Already registered? Click **Login** (top right).

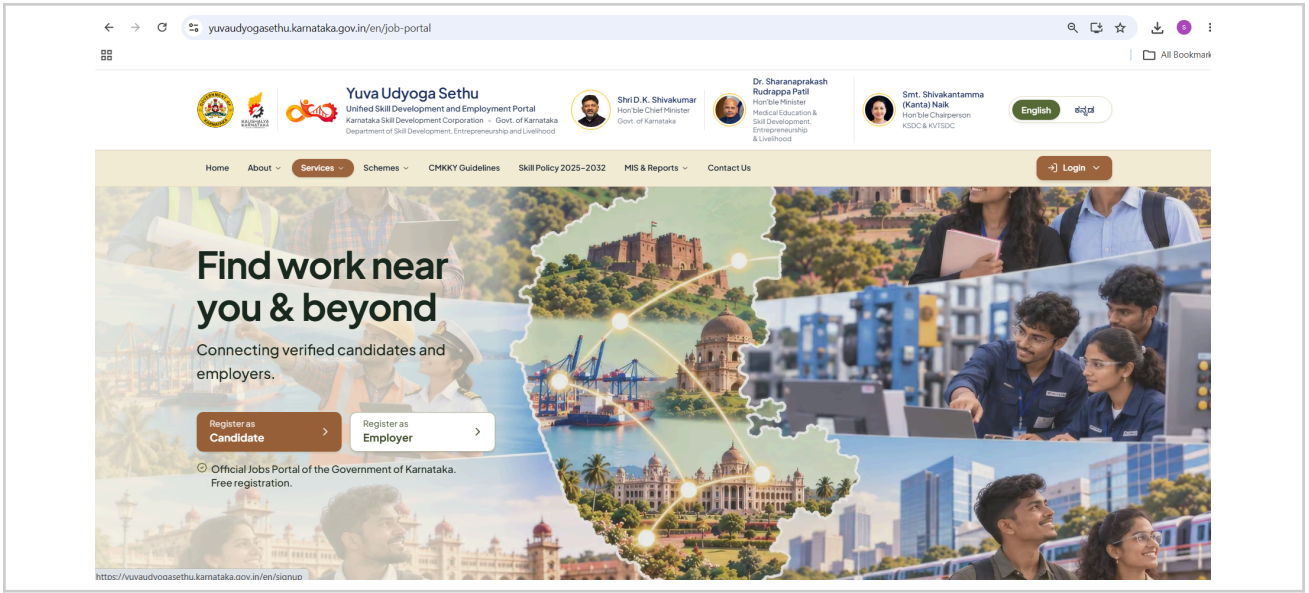


*Figure 2 – Job Portal page: Register as Candidate*

## STEP 3 Enter your mobile number

1. **Mobile number:** type your 10-digit number after +91.
2. Tick **I agree to the Terms of Use & Privacy Policy** (open and read the terms to the end first).
3. **Captcha:** type the letters/numbers shown (case-sensitive). Use the refresh icon for a new image if it expires.
4. Click **Continue** (it turns active once all fields are filled).

## STEP 4 Verify the OTP

1. A **4-digit code** is sent to your mobile number. Enter it in the four boxes.
2. The code expires in about 3 minutes. Use **Resend** after the timer ends if it does not arrive.
3. Click **Verify and Continue**.

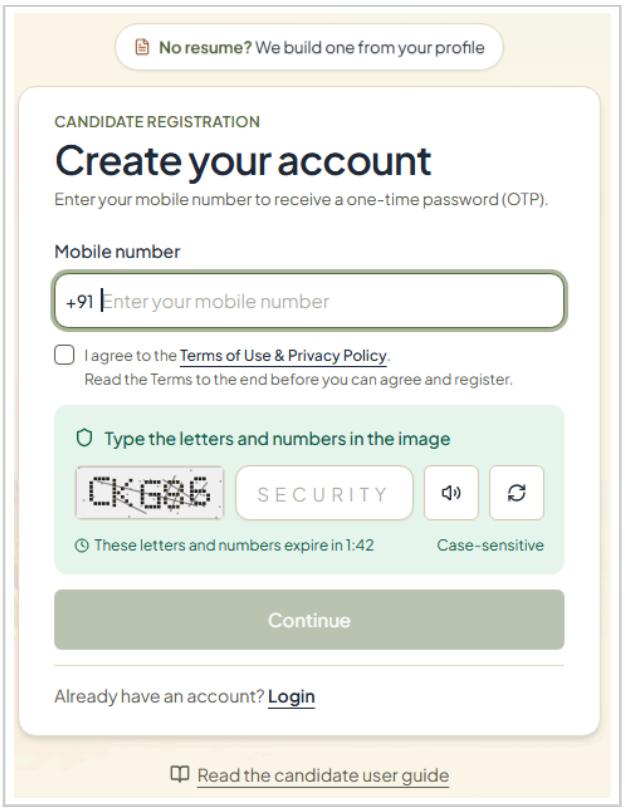


*Figure 3 – Create your account*

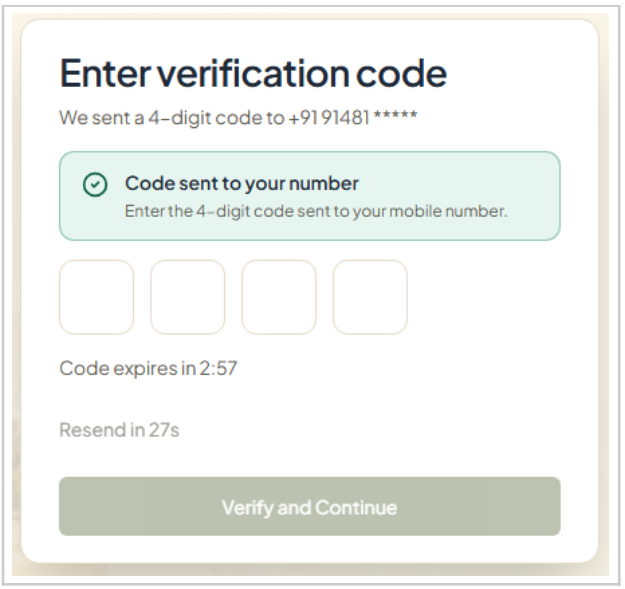


*Figure 4 – Enter verification code*

**Tip:** Registered by mistake as a candidate? Use "Login" on the same page if you already have an account.

# Part B – Candidate Registration Wizard

## STEP 5 Aadhaar verification (Wizard Step 1 of 7)

1. Tick **I consent to Aadhaar OTP-based e-KYC verification**, then click **Verify with Aadhaar**.
2. You are taken to the Center for e-Governance e-KYC page. Department and Scheme are pre-filled.
3. **Aadhaar Number:** enter your 12-digit number. Tick the consent box. Keep **OTP** selected and click **Generate OTP**.
4. **Enter OTP** (sent to your Aadhaar-linked mobile) and click **Submit**.
5. You return to the portal with "Aadhaar verified". Click **Next**.

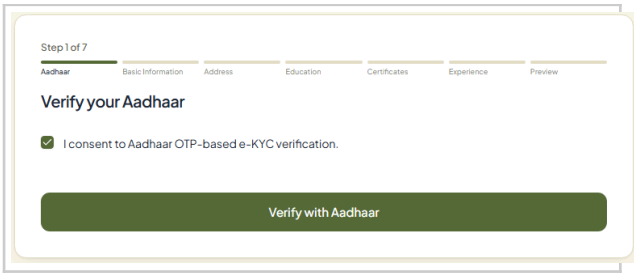


*Figure 5 – Consent and "Verify with Aadhaar"*

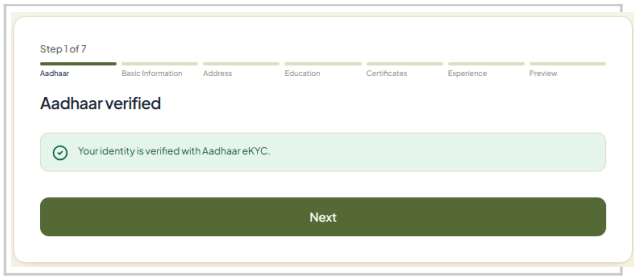


*Figure 8 – Aadhaar verified; click Next*

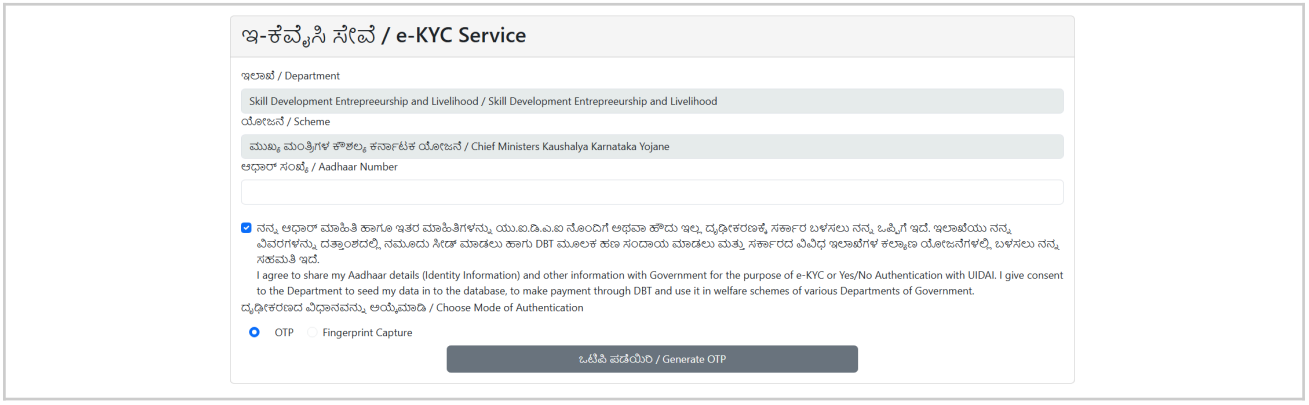


*Figure 6 – e-KYC: Aadhaar number and Generate OTP*

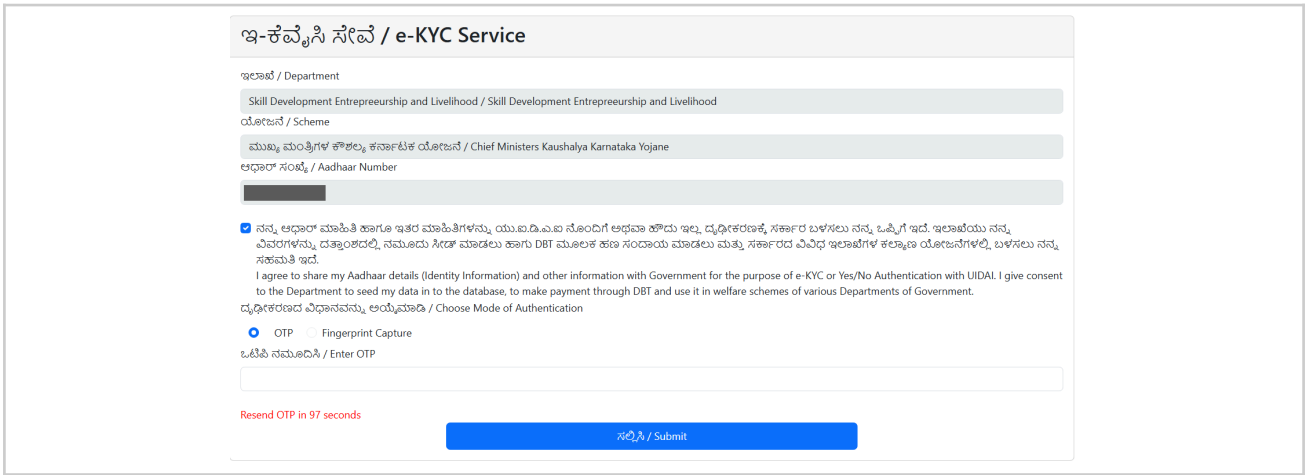


*Figure 7 – Enter OTP and Submit (Aadhaar number masked)*

## STEP 6 Basic details (Wizard Step 2 of 7)

Fields marked * are mandatory. Your progress is saved automatically ("Auto saved").

1. **Full name, Date of birth, Gender:** filled from Aadhaar (locked) – just check them.
2. **Phone number:** your verified mobile number.
3. **Email ID:** optional. Enter it and click **Verify** to add it.
4. **Hyderabad-Karnataka (HK) / Kalyana-Karnataka reservation (Art. 371(J)) *:** choose Yes or No.
5. **Category *:** select from the drop-down (for example General).
6. **Person With Disability (PwD) *:** choose Yes or No.
7. **Languages Known *:** select all languages you know.
8. Click **Save and continue**.

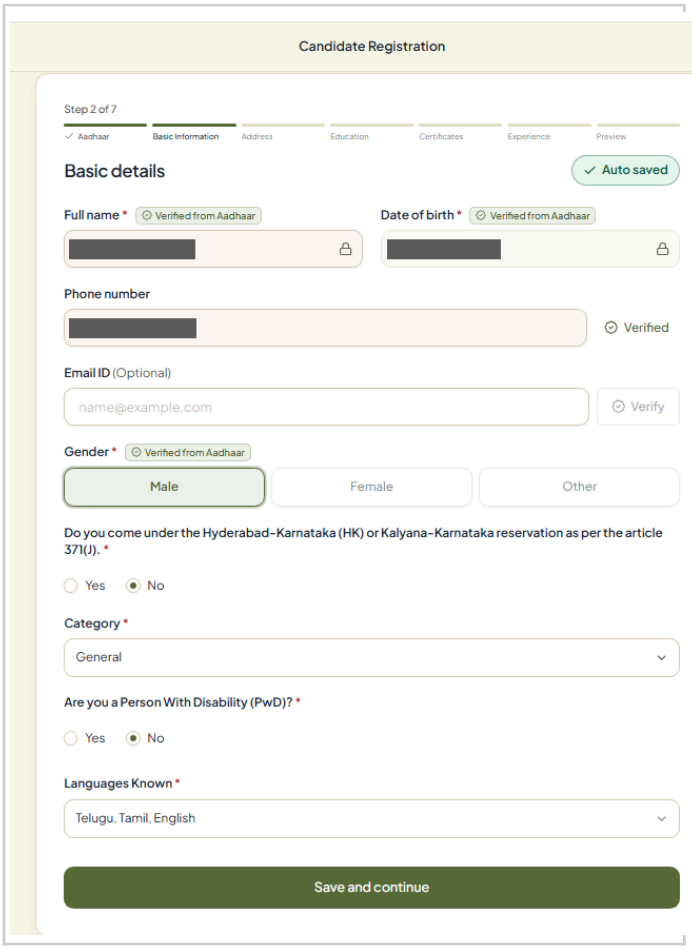


*Figure 9 – Basic details (personal details masked)*

**Note:** Answer the reservation, category and PwD questions truthfully. Details taken from Aadhaar cannot be edited.

## STEP 7 Address details (Wizard Step 3 of 7)

1. Your **Permanent address** (street, district, taluk, city, state, pincode) is filled from Aadhaar and cannot be changed. Check it.
2. **Current address same as permanent address? *:** choose **Yes** if it is the same. If you choose No, enter your current address.
3. Click **Save and continue**.

## STEP 8 Education details (Wizard Step 4 of 7)

**Option A – Fetch documents:** tick the consent box and click **Fetch documents** to retrieve qualifications from DigiLocker or the Karnataka Higher Education Department (UUCMS).

**Option B – Add manually (self-declared):** Education level *, School/College/Institute name *, Year of joining * and Passing year *. Tick "I am currently pursuing this" if applicable. CGPA/Percentage and the marks-card upload (PDF/JPG/PNG, up to 5 MB) are optional. Use **Add another education** for more qualifications, then click **Save and continue**.

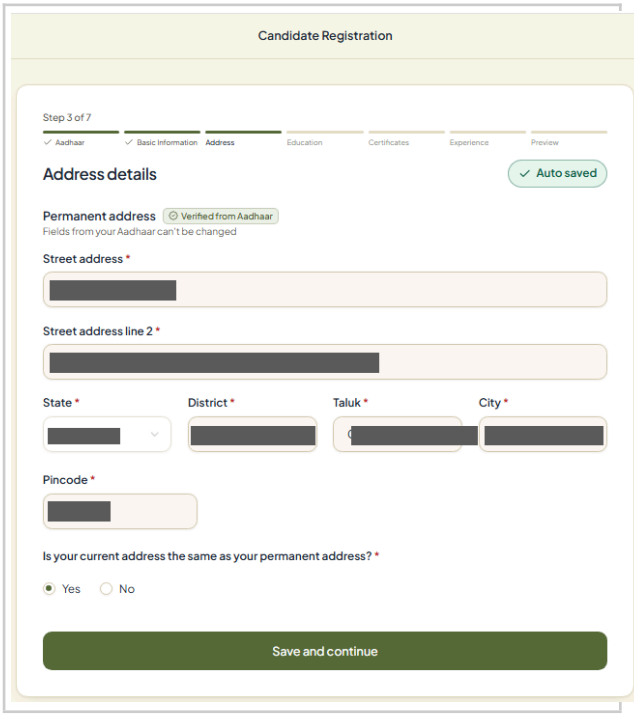


*Figure 10 – Address details (address masked)*

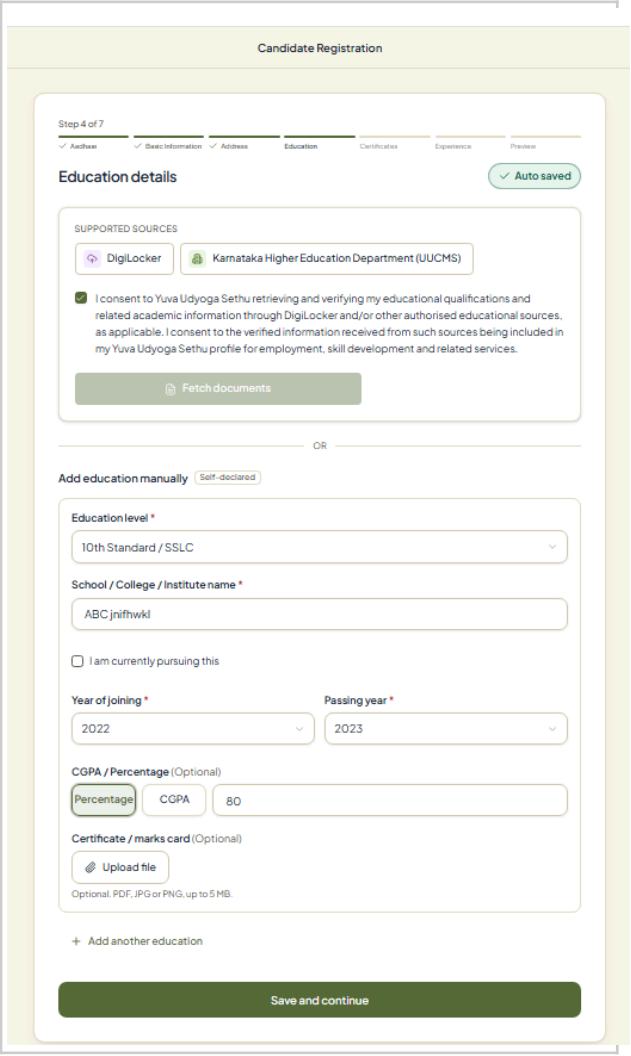


*Figure 11 – Education details*

## STEP 9 Certificates & achievements (Wizard Step 5 of 7)

1. Click **Add a certificate or achievement** to add one, or click **Skip for now** – this step is optional.

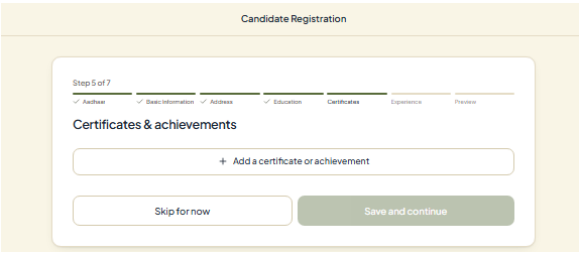


*Figure 12 – Certificates & achievements*

## STEP 10 Work experience (Wizard Step 6 of 7)

1. **Add experience *:** select **Fresher** if you have no work experience, or **Experienced** and enter the details requested. Click **Save and continue**.

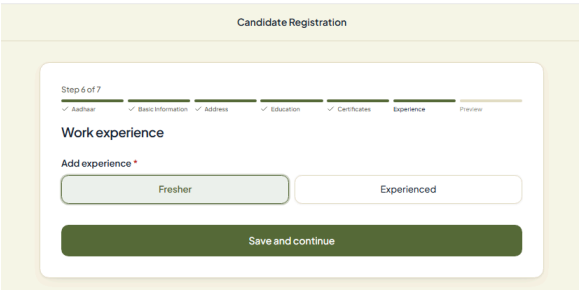


*Figure 13 – Work experience*

## STEP 11 Preview and submit (Wizard Step 7 of 7)

1. Review **Basic, Address, Education, Certificates** and **Work experience**.
2. Click **Edit** beside a section to correct it.
3. Tick the **declaration** that your information is true and correct.
4. Click **Submit**.

**Important:** False or fake information may lead to restriction, suspension or deactivation of your account.

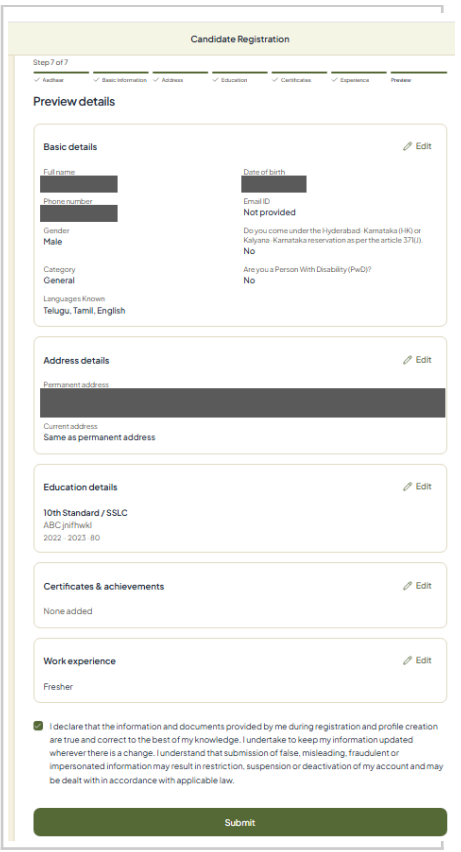


*Figure 14 – Preview details (masked)*

# Part C – Your Profile

## STEP 12 Profile successfully created

1. A confirmation shows "Profile successfully created" with your unique **YUS ID** (format YUSCxxxxxxxx). Use **Copy** to save it and keep it safe.
2. "Mobile number verified" and "Identity verified" are ticked.
3. Click **Go to your profile**.

You may also add your skills, job and sector preferences ("Tell us the jobs you want") to get better job recommendations.

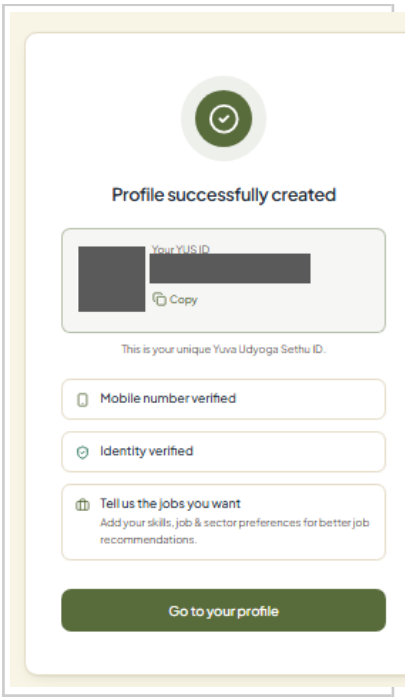


*Figure 15 – Profile created (YUS ID masked)*

## STEP 13 Your candidate profile

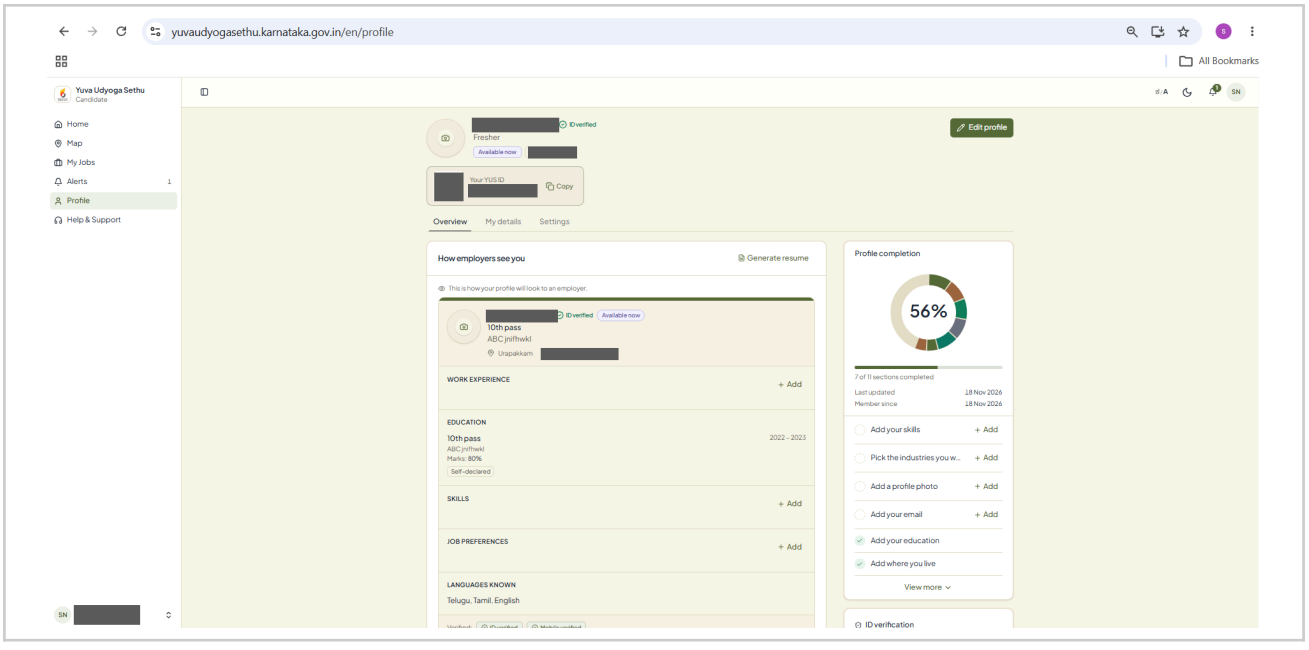


*Figure 16 – Candidate profile page (personal details masked)*

| Area | What it shows |
|---|---|
| **Sidebar** | Home, Map, My Jobs, Alerts, Profile, Help & Support. |
| **Header** | Your name, "ID verified" badge, status ("Available now"), location and your YUS ID. |
| **Tabs** | Overview (how employers see you), My details, Settings. |
| **Profile completion** | Percentage of profile done (for example 56%, 7 of 11 sections) with a checklist. |

## Completing Your Profile

A complete profile helps employers find you. Use the Profile completion checklist on the right of the profile page to add the items below.

| Section | Action |
|---|---|
| **Add your skills** | Click Add and select the skills you have. |
| **Pick the industries you want** | Choose the sectors you want to work in (job preferences). |
| **Add a profile photo** | Click the camera icon on your profile and upload a clear photo. |
| **Add your email** | Enter and verify your email ID to receive updates. |
| **Work experience** | Click Add under Work Experience if you have worked before. |
| **Generate resume** | Click "Generate resume" to create a resume from your profile. |
| **Edit profile** | Click Edit profile (top right) to change details you can edit. Aadhaar details are locked. |

## Troubleshooting & Tips

| Problem | What to do |
|---|---|
| **OTP not received** | Check your number and network. Wait for the Resend timer, then request again. |
| **Captcha rejected / expired** | It is case-sensitive and expires in about 2 minutes. Refresh and retype. |
| **Aadhaar OTP not received** | OTP goes to the mobile linked with your Aadhaar. Check that number. |
| **Name or address cannot be edited** | Aadhaar details are locked and cannot be changed in the portal. |
| **Closed the page midway** | Log in again with your mobile number. Your progress is auto-saved. |
| **Upload fails** | Use PDF, JPG or PNG up to 5 MB. |

**Security:** Never share your OTP, Aadhaar number or login with anyone. Log out after use on shared computers.

Need help? Use **Help & Support** in the sidebar, the "Contact Us" page, or the "Read the candidate user guide" link on the registration page.