User Manual: Corporates

(Annexure II)

Version 2.0

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Created by: NSE Academy Ltd
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Release Notice

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1. Abbreviation and Acronyms

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<tr>
<td>NCFM</td>
<td>NSE Academy’s Certification in Financial Market</td>
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3. Introduction
NSE Academy has introduced NSE Academy FinTalent, a quintessential platform for NCFM Certified Financial Professionals, as the next logical step in recognizing and achieving their potential.

NSE Academy FinTalent shall be the platform of exchange by providing the right medium of interaction between the Candidate and Corporates.

NSE Academy FinTalent portal would assist in addressing the latency that exists in the demand supply of essential quality and qualified resources, so very much required by the Financial Services industry.

3.1. Key Features of NSE Academy FinTalent for Corporate:
- One stop arrangement
- Scan for talent for specific roles
- Relevant candidates only
- Recruit Industry ready candidates
- Cost free services

3.2. System Requirements:
- Internet Explorer (IE) : IE8 and above
- Operating System: Windows 7 and above

4. NSE Academy FinTalent Portal for Corporates

4.1. System Requirements
- Internet Explorer (IE) : IE8 and above
- Operating System: Windows 7 and above

4.2. Eligibility
- Corporates should be a registered company.
- Corporates that are already registered with NCFM will get the link to search candidates on login.
- New Corporates will have to register offline the registration process is mentioned in 4.3 Offline registrations.
4.3. Offline Registration

New corporates who want to register can send their details offline with a scan copy of PAN Card or email us at nseacademy@nse.co.in with the following details.

Format of Email:

Subject line should be: Corporate Registration for FinCareer Portal

Name of the Corporate:

PAN Number:

Managing Director/CEO/Chairman:

Name of Authorised User:

Address – Line 1 :

Address – Line 2 :

Address – Line 3 :

City :

Pin Code :

Tel. No. (Office) :

Mobile No. :

Fax :

Email Id :

The corporate would be informed upon with login id and password upon confirmation of the mail. Upon receipt of login ID and Password candidate can enroll with the login credentials:
4.4. Login Page
The corporates registered with NCFM can login with email ID and Password as below:

![Login Page Screenshot]

4.5. Corporate Post Login Page

![Corporate Post Login Page Screenshot]

Click on Search Candidate
4.6. Search Candidate profiles
Corporate can search candidate with various search options displayed below.

To Search candidate put keywords for various skillset required for the job e.g. Derivatives, finance and accounts, banking.

Search result of the candidate would be as below:

Detailed Resume profile view for corporates
4.7. **Contacting the Candidate.**

The corporate can contact candidate as per requirement.

5. **Contact and Support for NSE Academy FinTalent.**

**NCFM Helpdesk**

Toll Free No: 1800 22 0051

ncfm@nse.co.in/nseacademy@nse.co.in