

## GUIDELINES OF THE COMMISSIONER OF COLLEGIATE EDUCATION

AP::MANGALAGIRI

Present: Dr. Pola Bhaskar, IAS

Rc. No. 01/CCE/Acad.Cell/CEJP/AC-15/2023

Date: \_\_/07/2023

**Sub:** Collegiate Education - Collegiate Education Job Portal (CEJP) – Guidelines for the students to submit data for their Resume – Certain Instructions Issued – Reg.

**Ref:** 1. Oral Instructions of CCE, Dated: 21.07.2023  
2. Procds of CCE vide Rc. No. 01/CCE/Acad.Cell/CEJP/AC-15/2023 Dated: 31.05.2023

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In the continuation above references for submitting the Student Profile details in Collegiate Education Job Portal (CEJP) ([http://103.39.134.234/cce\\_Jobportal/](http://103.39.134.234/cce_Jobportal/)) it is instructed to all the Principals, Placement Officers, Mentors and Students of all Government Degree Colleges follow the following Guidelines.

### 1. Name:

- The name of the student should be as per the SSC certificate.

### 2. Photo:

- The photo should be in good quality and size should be below or equal to 50KB.
- Preferable Dimensions are width: 33cm and Height: 35cm

### 3. Personal Info:

- Students should submit the following content:
  - **Gender**
  - **Date of Birth:** As per the SSC Certificate
  - **Marital Status:** Present Marital Status
  - **Father Name**
  - **Mother Name**
  - **Address:** Present Address for Communication
  - **Mobile Number:** Mobile number format should be Indian ISD Code and student mobile number. i.e., +91xxxxxxxxx.
  - **Email-Id:** Email-Id format should be the name of the student. Preferably full name. Email-Ids which contain nicknames, and other names are prohibited.
  - **Skills**
  - **Languages Known:** The Languages that the student knows to speak, write and read very well.
  - **Hobbies:** Maximum 3 Hobbies.

### 4. Career Objective:

- A career objective is a short statement that describes the student's professional goals.
- It should be one sentence.
- **Example:** Find a responsible career opportunity where I can apply my knowledge and skills while contributing to the growth of the company.

### 5. Educational Qualifications:

- Reverse chronological order of Educational Qualifications i.e., starting from the current or most recent one and following up with previous Educational Qualifications.  
**Example:** Degree, Intermediate, SSC.
- Students should enter Educational Qualification duration, Qualification (Specialization), School/College Name and Percentage of marks.

#### 6. Certification Courses:

- Reverse chronological order of Certification courses i.e., starting from the current or most recent one and following up with previous Certification courses.
- Students should enter Course duration, Course Name, Offline/Online and Name of the Organization/College.

#### 7. Professional Experience:

- **It is an Optional section.**
- Reverse chronological order of Professional Experience i.e., starting from the current or most recent one and following up with previous Professional Experiences.
- Students should enter Professional Experience duration, Designation and Responsibilities (Max. 3 Responsibilities).

#### 8. Internship Projects:

- For Each Project students should submit the following content.
- **Community Service Project:**
  - Duration (Month, Year-Month, Year)
  - Title of the Community Service Project
  - Name & Address of the Community / Habitation
  - Objective of the project in one line.
  - Awareness programmes conducted in one line.
  - Major findings of the project in two lines.
- **Short-Term Internship:**
  - Duration (Month, Year-Month, Year)
  - Title of the Internship
  - Name and Address of the Intern Organization
  - Job Role during the Internship
  - Brief Description of the Activities
  - Real-Time Skills (Technical/Managerial/Communication) Acquired
- **Semester-Term Internship:**
  - Duration (Month, Year-Month, Year)
  - Title of the Internship
  - Name and Address of the Intern Organization
  - Job Role during the Internship
  - Brief Description of the Activities
  - Real-Time Skills (Technical/Managerial/Communication) Acquired

#### 9. Academic Projects:

- Reverse chronological order of Academic Projects i.e., starting from the current or most recent one and following up with previous Academic Projects.
- For Each Project students should submit the following content.
  - Duration (Month, Year – Month, Year)
  - Project Title
  - Name and Address of the Organization / Institution
  - Brief Description of the Project
  - Technologies/Tools Used
  - Achievements and Outcomes

#### 10. Achievements:

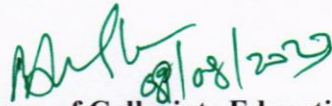
- Each Achievement should be in a single sentence.

#### 11. Extra-Curricular Activities:

- Reverse chronological order of Extra-Curricular Activities i.e., starting from the current or most recent one and following up with previous Extra-Curricular Activities.
- For Each Extra-Curricular Activity, the students should submit the following content.
  - Duration (Month, Year-Month Year)
  - Role
  - Organization Name
  - Achievements (if Any)

**12. Declaration:**

- Each time the student after editing his/her student profile, the student should download the latest resume and fill the Place, Date and Signature by hand with a Blue or Black ballpoint Pen only.

  
For Commissioner of Collegiate Education

To,  
Principals of all GDCs and RJDCEs,  
Copy to File

**Enclosure:**

1. CEJP Resume Format



## **General Guidelines for the Preparation of Resume through CEJP**

### **I. Academic Qualifications:**

- For SSC, Intermediate, Degree and other qualifications – marks should be mentioned only in percentage up to Two decimal points (E.g.: 98.02%).
- If your institution uses the CGPA / Credit System for any of these, convert your CGPA / GRADE into percentage as per your School/Board/University criteria.
- Degree percentage should be mentioned only upto 4<sup>th</sup> semester as this application is to be filled in 5<sup>th</sup>/6<sup>th</sup> semester.

### **II. Certificate Courses:**

- Maximum latest five certificate course details may be provided.
- Any certificate course with minimum 30 hours duration is to be mentioned.
- Name of the certificate course is to be mentioned in first column against the following points.
- Information to be provided in the form of three bullets.
- First bullet - Duration of the course to be mentioned only in hours and provide the Starting Date and Ending Date.
- Second bullet – Off line/ Online
- Third bullet – Provide the name of the organization / platform (For example: Government Degree College x / SWAYAM /NPTEL/ Code Academy, etc).

### **III. Internship Projects:**

As per the curriculum of CBCS for degree colleges, every student should complete Community Service Project, 8 weeks Internship project and Semester Internship projects mandatorily. Hence the details are to be mentioned as follows.

#### **1. Community Service Project.**

- It contains 6 bullets.
- First bullet - Title of the Community service Project
- Second bullet - Name & Address of the Community / Habitation and provide the Starting Date and Ending Date
- Third bullet – Main objective of the project
- Fourth bullet - Awareness programmes conducted.
- Fifth bullet - Major findings of the project.
- Sixth bullet – Grade Awarded

#### **2. Eight – Week Internship**

- First bullet : Title of the Internship
- Second bullet: Name and Address of the Internship Organization and provide the Starting Date and Ending Date
- Third bullet: Job Role during the Internship