



Kaushalam – Citizen Information Guide

An initiative of Department of IT, Gov of Andhra Pradesh

1. About Kaushalam

Kaushalam is a transformational employability and career development initiative by the Government of Andhra Pradesh. It enables youth across the State to become job-ready through verified assessments, personalized learning, and access to skill-based employment opportunities in IT, ITES, GCCs, and other sectors.

The platform ensures that candidates are evaluated fairly and employers receive trusted, pre-verified skill data. Kaushalam aims to create a transparent, merit-driven employment ecosystem for the State's graduates.

2. Registration Process

To register on Kaushalam:

1. Visit the Kaushalam portal at <https://www.kaushalam.ap.gov.in>
2. Click **Register → For Graduates**.
3. Enter your Aadhaar number (must be already submitted in the GSWS Kaushalam Survey).
4. Verify Aadhaar-linked email and mobile number.
5. Create a strong password.
6. Complete email verification.
7. Complete KYC verification through OTP.
8. After successful verification, your dashboard will display **Verified** under Employment & Verification status.

If your Aadhaar does not match survey records, complete the GSWS Kaushalam Survey and return after 24 hours.

3. First Login & Dashboard Overview

- After logging in: - You will land on the candidate dashboard.



Kaushalam – Citizen Information Guide

An initiative of Department of IT, Gov of Andhra Pradesh

- You can view profile completion, verification status, assessments, job recommendations, and courses.
- Your Kaushalam dashboard serves as your central hub for:
 - Viewing job opportunities
 - Accessing assessments
 - Tracking your career progression
 - Downloading your resume
 - Monitoring leaderboard points and learning streaks

4. Readiness Survey

Upon first login, you must complete the **Readiness Survey**, which captures: - Your willingness to work immediately - Urgency level - Job preferences

There are no right or wrong answers. Employers may prefer candidates who are immediately available, making this survey essential for accurate prioritization.

5. Building Your Profile

A complete and accurate profile increases your chances of receiving relevant job recommendations. Your profile sections include:

- **Basic Information**
- **Education Details**
- **Professional Experience**
- **Certifications**
- **Projects**

Guidelines:

- Fill detailed, accurate information.
- Avoid abbreviations.



Kaushalam – Citizen Information Guide

An initiative of Department of IT, Gov of Andhra Pradesh

- Ensure all mandatory fields are completed.
- Update your profile at least **48 hours before** your scheduled assessment. After this window, your profile will be locked.
- Your resume is automatically generated from these details.

6. Kaushalam Assessments

Every candidate must complete two assessments:

A. Skill Assessment (45 minutes)

Includes:

- Quantitative Aptitude
- Verbal and Logical Reasoning
- Data Interpretation
- Psychometric Evaluation
- Personalized Technical Questions based on your profile

B. Communication Skill Assessment (15 minutes)

- 3 questions
- Speak for 30 seconds each
- Evaluates your English communication proficiency using CEFR standards

Both assessments are **proctored**, recorded, and monitored to ensure fairness.

7. Assessment Rules & Proctoring Guidelines

Before starting the test, you must allow:

- Camera access
- Microphone access
- Full-screen mode



Kaushalam – Citizen Information Guide

An initiative of Department of IT, Gov of Andhra Pradesh

- Location access

Rules:

- Assessments must be taken only at your assigned center.
- Only your face must be visible.
- More than one face or lack of face will cause termination.
- Leaving full-screen or switching tabs 3 times results in automatic termination.
- These rules ensure credibility and fairness for all candidates.

8. System Readiness for Assessments

Before appearing for the assessment:

- Use a desktop/laptop with stable internet (min 3 Mbps download, 2 Mbps upload).
- Use updated Google Chrome or Microsoft Edge.
- Ensure webcam, microphone, and speakers are functional.
- Sit in a quiet, well-lit location.
- Keep device connected to power.
- Ensure system time is correctly synced.

The test auto-saves progress so you can resume if internet or power is restored.

9. Employment Status – “I’m Placed” Feature

When you secure a job:

- Go to the dashboard.
- Click **Mark My Employment Status**.
- Fill job details: - Company name - Designation - Joining date - Upload offer letter (PDF)
- Submit.



Kaushalam – Citizen Information Guide

An initiative of Department of IT, Gov of Andhra Pradesh

Your status will update to **Placed** and you will not receive assessments. Recruiters will not contact you. Toggle remains locked for **30 days**. After 30 days, you may switch back to **Looking for a Job**.

10. Leaderboard & Learning Progress

Kaushalam uses gamification to encourage consistent learning. You earn points for:

- Daily logins (10 points)
- Completing courses (100 points)
- Completing assessments (150 points)

You can view:

- Your rank
- Total points
- Activity streak
- Detailed progress history

A shareable progress certificate is available for LinkedIn and other platforms.

11. Safety and Fraud Prevention

Kaushalam services are **completely free**.

DO NOT pay anyone claiming to represent Kaushalam.

DO NOT click on unverified or unknown payment links.

Official communication comes only through verified SMS, Email, and WhatsApp channels.

12. Support & Help

For any issues related to registration, assessments, profile updates, or job recommendations, please reach out through official Kaushalam support channels at +91 78297 72255 or write to us at kaushalam@ap.gov.in