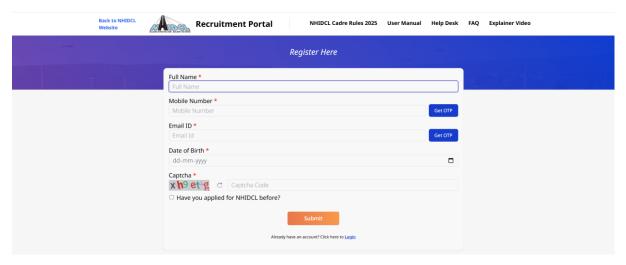
RECRUITMENT PORTAL

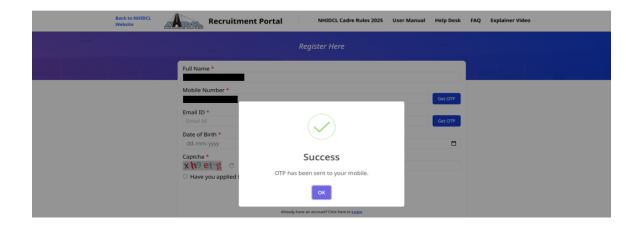
USER MANUAL

1. Registration Process for Applicants

Applicants can click on the link provided on the official website which will redirect them to the login page of the Recruitment Portal where they can register their profile. The steps for registration are as follows: -



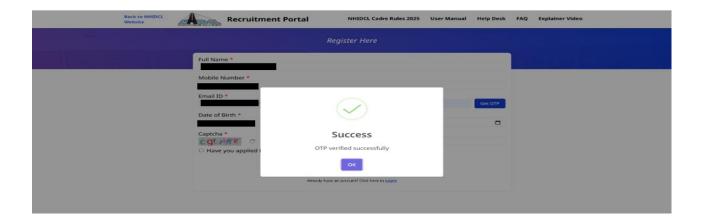
Applicants can register by entering their Full Name, Mobile Number, Email Address, and Date of Birth. Applicants shall verify their mobile number by clicking on "**Get OTP**" button.



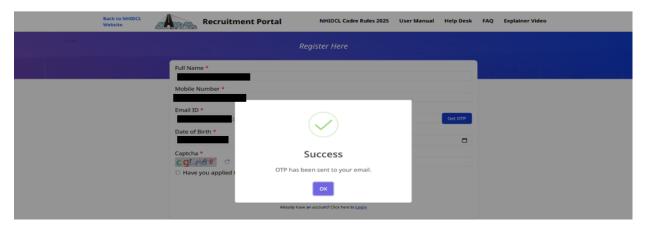
Applicants shall enter the OTP and click on "Verify" button to verify their mobile number.



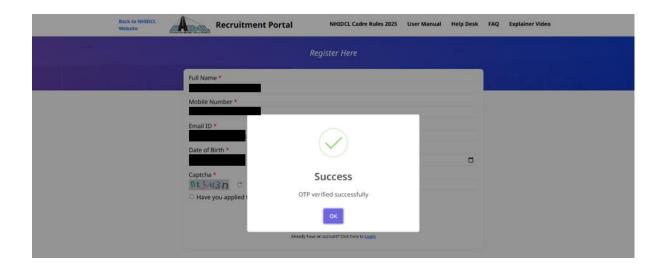
On successful verification, "OTP verified successfully" message will be displayed.



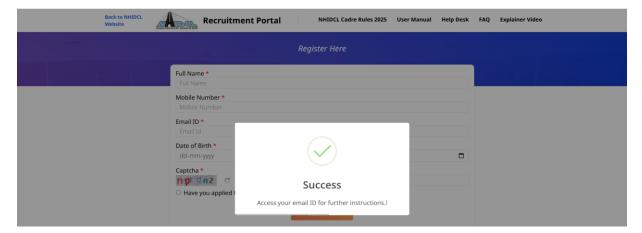
Similarly, to verify the email, an OTP shall also be sent to your registered email ID.



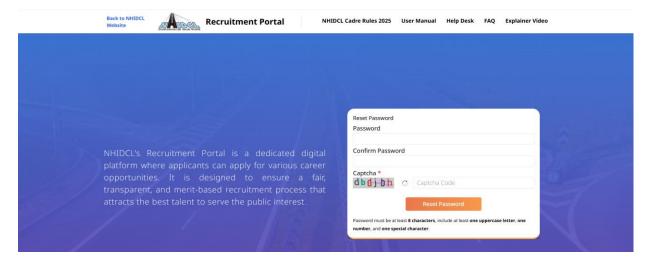
Applicants shall enter the OTP and click on "Verify" to verify their email ID.



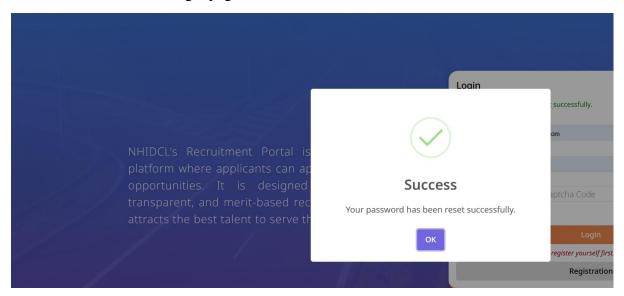
After successful verification of mobile number and email ID, applicants shall click on the "Submit" button. Upon submission, an automated email with a profile verification link shall be sent to the registered email address.



After clicking on the verification link sent in the email, appliant shall be redirected to create password.

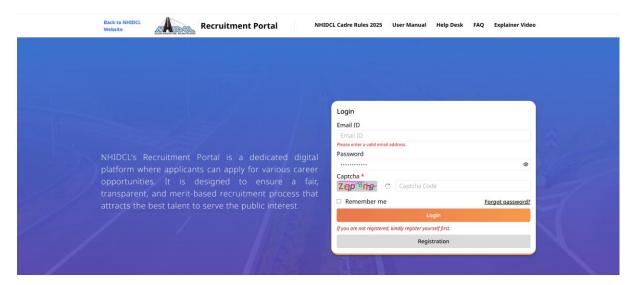


Once the password is created successfully a confirmation message shall appear and applicants shall be redirected to the login page.

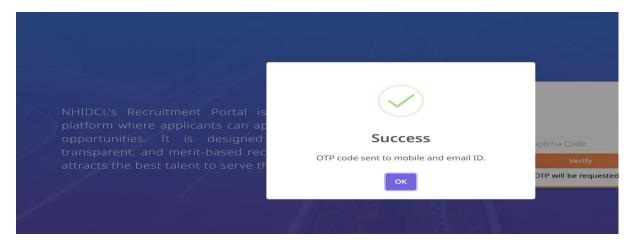


2.Login to the Portal

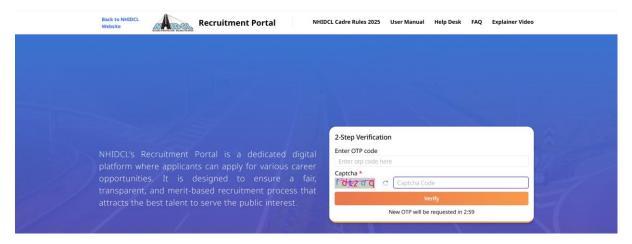
Registered applicants can log in to the portal using their email address and password.



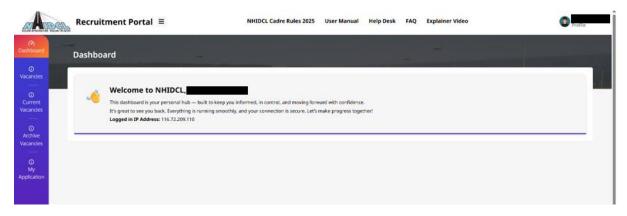
After clicking on "Login", an OTP shall be sent to the registered email address and mobile number.



Enter the OTP and click on the "Verify" button.

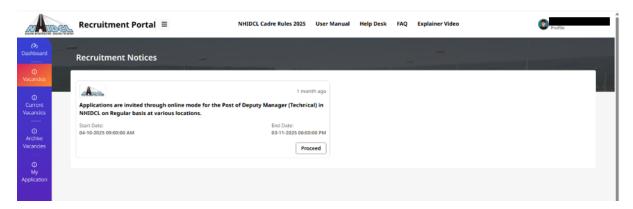


Upon successful verification, the applicant will be logged in and redirected to the Dashboard.

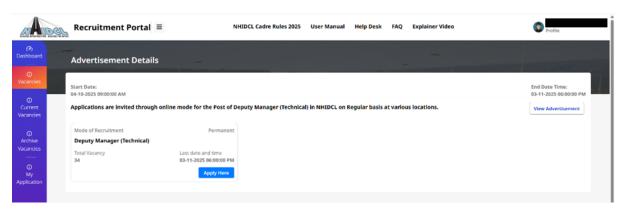


3. Filling of Application Form

The applicant can directly click on the **Vacancies** tab in the sidebar, which will display all the latest advertisements available for application.



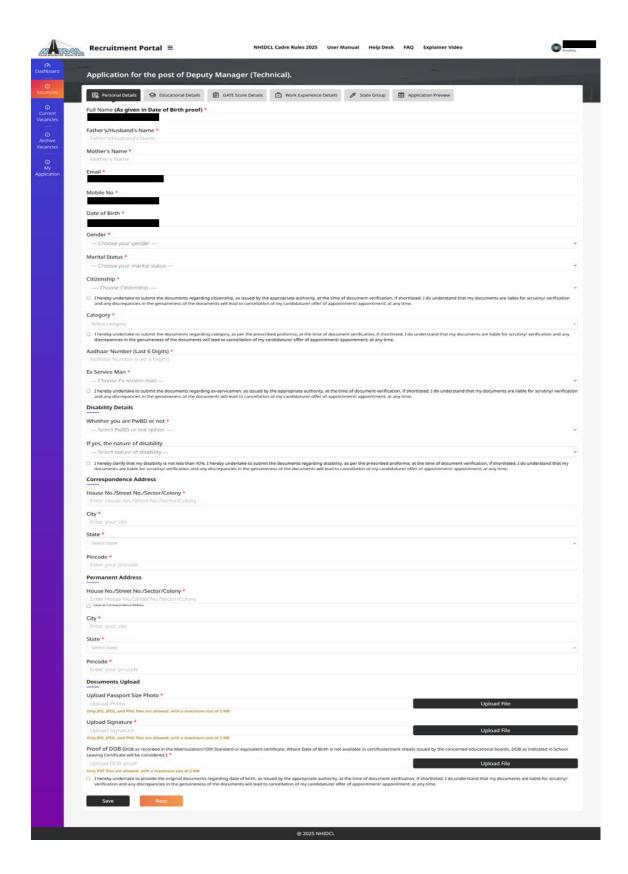
The applicant can view the available posts and click on the post they want to apply for. By clicking on the "Apply Here" button, the applicant will be redirected to the application form.



After clicking on the Apply Here button, the applicant shall fill the following details:

> Personal Details:

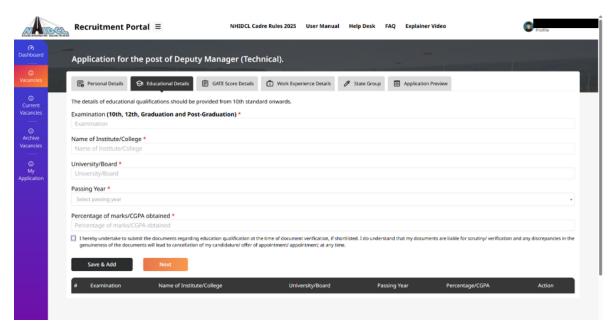
- Fill in your personal information as described in the form.
- Name, Mobile Number, and Email Address will be pre-filled from the registration details.
- After filling the form, applicants shall click on "Save" button. A message will appear: "Personal details submitted successfully."
- To move to the next section, applicants shall click on "Next" button.



Education Details:

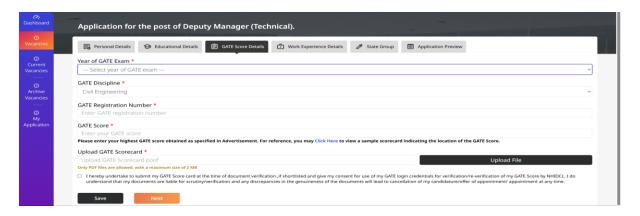
- Fill in your education details as described in the form.
- After filling the data, applicants shall click on "Save & Add" button to enter their education details.

- A message will appear: "Education details submitted successfully."
- To move to the next section, applicants shall click on "Next" button.



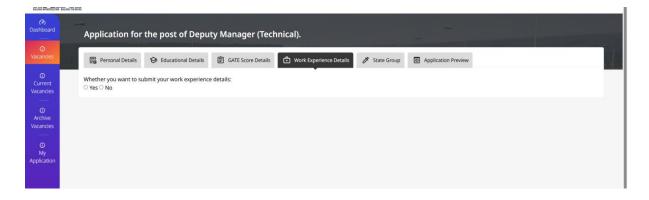
> GATE Score details:

- Fill in your GATE score details as described in the form.
- Applicants shall click on "Save" button to add their GATE score details.
- A message will appear: "GATE details submitted successfully."
- To move to the next section, applicants shall click on "Next" button.

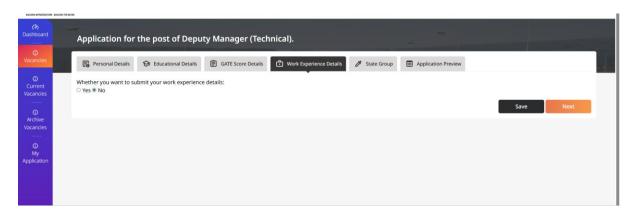


➤ Work Experience details:

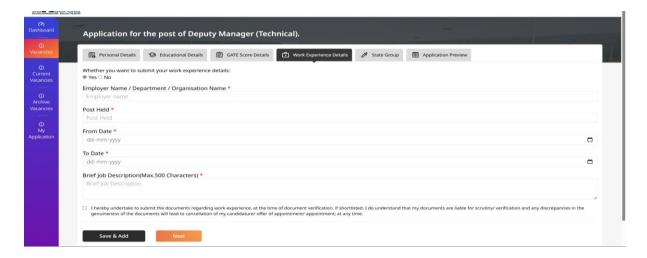
• An option is available for applicants to choose whether they want to provide work experience details. Click "Yes" to enter the details or "No" if not.



- If the applicant clicks No, two buttons will appear.
- The applicant shall click on "Save" button and click on "Next" button to move to the next section.

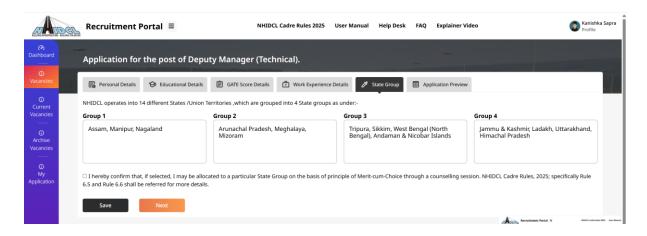


- If the applicant clicks Yes, the relevant fields will be displayed.
- After filling the data, applicants will click on "Save & Add" button to enter their work experience details.
- A message will appear: "Work Experience details submitted successfully."
- To move to the next section, applicants will click on "Next" button.



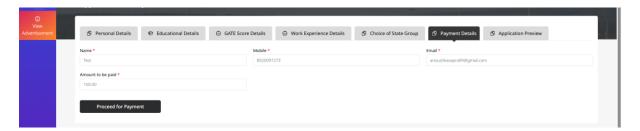
> State Groups: -

Applicants can view the details provided under the State Group tab and must give their consent by checking the confirmation box before proceeding. Applicants shall click on the "Save" button. A message will appear: "State Groups" details submitted successfully." To move to the next section, applicants will click on "Next" button.

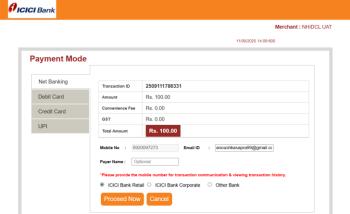


Payment Tab: -

The Payment tab will be visible based on the post. **If the post is payable**, the Payment tab will appear. **If it is unpaid**, the Payment tab will not be visible.

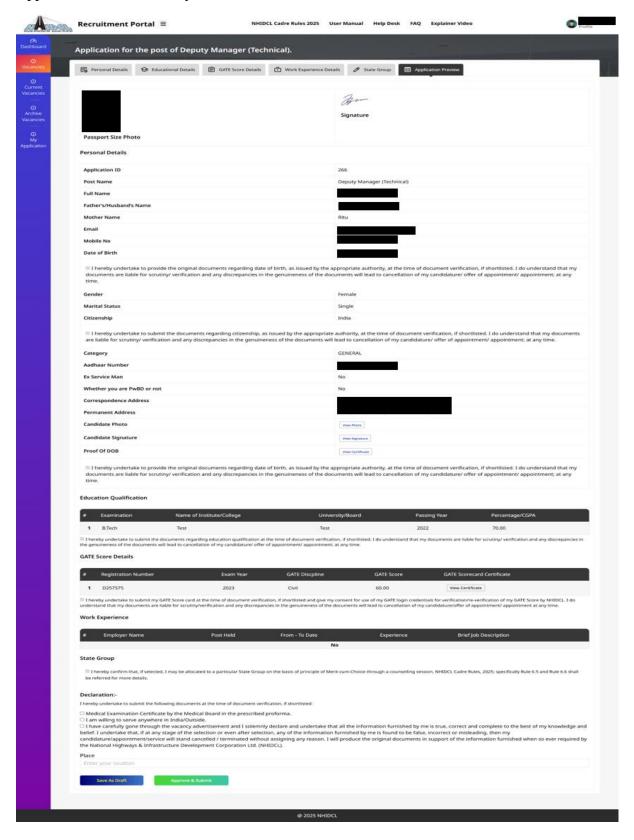


After clicking "**Proceed for payment**" the applicant will be redirected to the payment page.

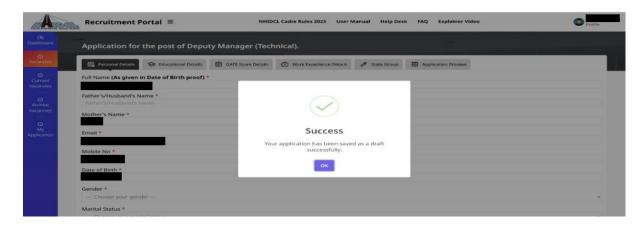


Preview:

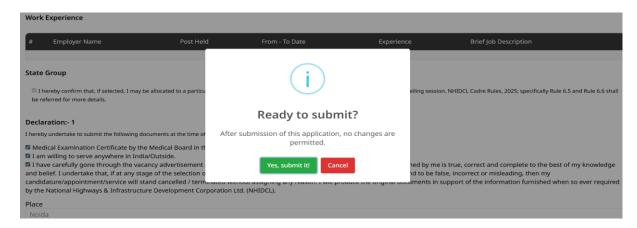
Before final submission applicants can review the complete application in the **Preview Tab**. Applicants should carefully check all the information entered.



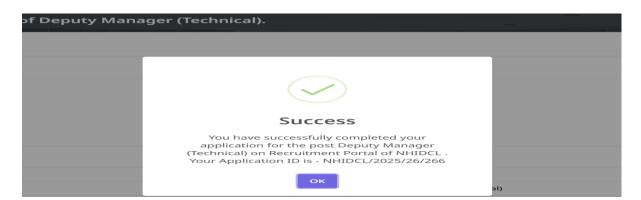
If the applicant wants to save the details as a draft they should click "Save as Draft". The "Download Draft Application" button will appear automatically.



Once the applicant has verified all the details they should click "**Approve and Submit**" to submit the application.



A confirmation message will be displayed with Application ID.



The applicant may also **download the application in PDF format** for future reference.

