Contents

LG-Onboarding Candidate Manual

## 1. Candidate will receive Registration email at registered email id

The Administrator will add the Candidate, and the Candidate will get emails at the email address they registered. The Candidate will receive a "Click here" link to create an account on the portal using their Candidate name and password.
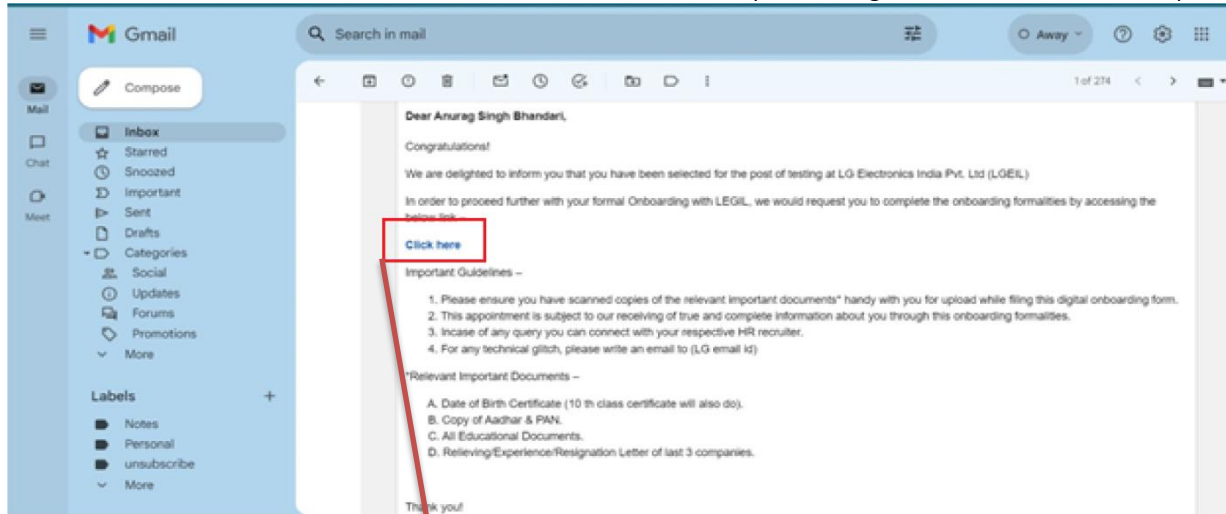
2. Candidate login

Upon clicking the "Click here" link, the Candidate will be redirected to the login page, where they must register. In order to log in, the Candidate must input the OTP that is automatically sent to their registered email address.
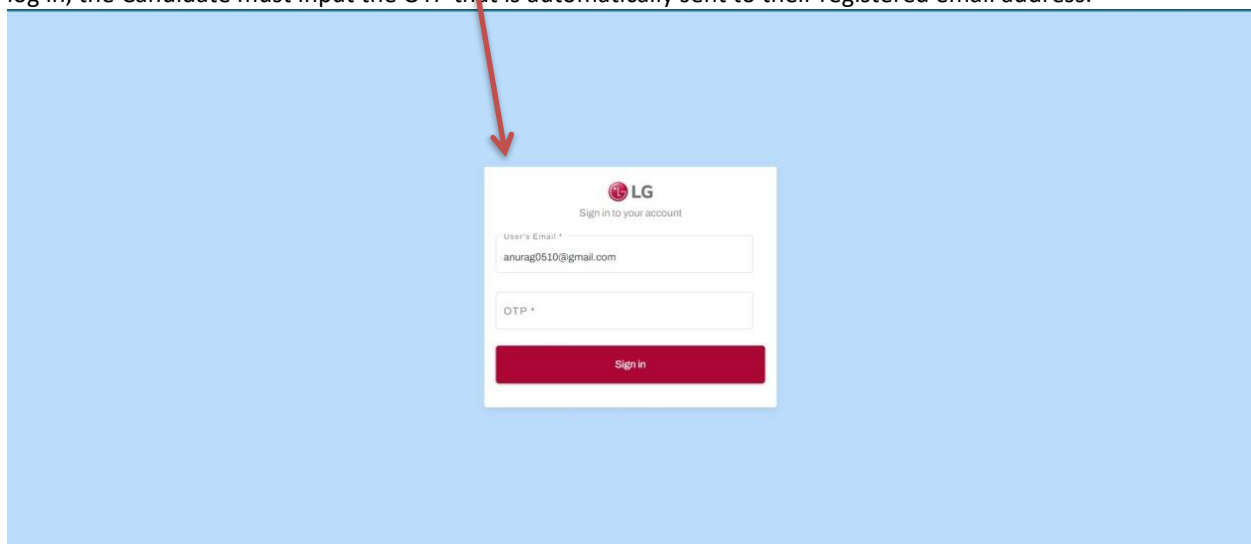
3. Candidate Dashboard

Upon entering the OTP and selecting the login button, the Candidate will be redirected to a screen requiring them to fill out all the form details.

3.1 Personal Information Screen

In this screen, Candidate checks/modify the Candidate's personal information. Here are the details of the form.
Field mark with star * considered as mandatory fields.

- Father Name
- Pan Card
- Aadhaar Card Number
- Upload PAN (Upload Only PDF file)
- Upload AADHAAR Card (Upload Only PDF file)
- Present Address
- Present State
- Present City
- Pin Code
- Telephone
- Permanent Address
- Permanent State
- Permanent City
- Pin Code
- Telephone
- Date of Birth
- Age
- Place of Birth (Calendar)
- Gender – Male, Female, Trans-gender (Radio-Button)
- Religion
- Nationality
- Height
- Weight
- Blood Group
- Markital Status – Markried, Unmarkried, Divorce. Widow/Widower (Radio-Button)
- Language you Speak.
- Language you Read
- Language you Write

Save and Next Button: Using this button application will save the data and display the next screen.

3.2 Family Details

In this screen, Candidate checks/modify the Candidate's Family information. Here are the details of the form.
Field mark with star * considered as mandatory fields.

Family Details – consists of family member name, member age, Relationship of member & Occupation and place of work.

In this screen Candidate can do the following action.

1. Add Family Member
2. Edit Family Member
3. Delete Family Member
4. Mediclaim Declarations

Add Family Member: Candidate can add Family member by entering following fields. Field mark with star * considered as mandatory fields.
1. Member Name*
2. Date of Birth*
3. Age: This automatically populate once Candidate select the date of birth.
4. Relationship*: Candidate selects the relationship from pre-defined list.
5. Occupation

After entering all these fields Candidate clicks on Add button, record saved into database and a new record row display in the form grid. Candidate can add multiple family members by repeating these steps.

Family Details

Member Name *	Date of Birth *	Age *	Relationship *	Occupation & Place of Work
Sandeep Kumar	2/10/2022	2 Years	BoyChild	Occupation & Place of Work
	MM/DD/YYYY			

Add   Cancel

Full Name	Age	Relationship	Occupation	Actions
Rahgg	44 Years	Father		
HHH	32 Years	BoyChild	kkk	

Do you wish to enroll Yourself, Spouse, Father, Mother & 2 Children upto the age of 25 years in LGEIL Group Medical Policy with premium sharing?

☐ Yes, I want to Opt

Back   Save & Next

Edit Family Member: Candidate can edit Family member by clicking on   edit icon on specific member from the family member table. Application populates the following fields with existing value. After modifying the field Candidate saves the values by clicking on update button. Fields mark with star * considered as mandatory fields.

1. Member Name*
2. Date of Birth*
3. Age: This automatically populate once Candidate select the date of birth.
4. Relationship*: Candidate selects the relationship from pre-defined list.
5. Occupation & Place of Work

Delete Family Member: Candidate can delete Family member by clicking on   delete icon on specific member from the family member table. Application first takes the confirmation before deleting any record; records get deleted once Candidate clicks on Ok button.

Family Details

Member Name *	Date of Birth *	Age *	Relationship *	Occupation & Place of Work
Sandeep Kumar	2/10/2022			Occupation & Place of Work
	MM/DD/YYYY			

Confirm

Are you sure to delete this record ?

OK   Cancel

Add   Cancel

Full Name	Age	Relationship	Occupation	Actions
Rahgg	44 Years	Father		
HHH	32 Years	BoyChild	kkk	

- **Mediclaim Declarations:** Once Candidate click on the "Yes I want to Opt" Mediclaim check box application populates the all family member in the Mediclaim Table.

Do you wish to enroll Yourself, Spouse, Father, Mother & 2 Children upto the age of 25 years in LGEIL Group Medical Policy with premium sharing?

☑ Yes, I want to Opt

Mediclaim Declarations

Candidate can select which member to be considering for Mediclaim by selection the "opt In" check box from the Mediclaim table.

Do you wish to enroll Yourself, Spouse, Father, Mother & 2 Children upto the age of 25 years in LGEIL Group Medical Policy with premium sharing?

☑ Yes, I want to Opt

Mediclaim Declarations

Full Name	Date Of Birth	Relation	Gender	Actions
Rahgg	Jun 10, 1979	Father	Male	☑ Opt In
HHH	Dec 31, 1991	BoyChild	Male	☐ Opt In

Back   Save & Next

| HHH | 32 Years | BoyChild | RRR | |

Do you wish to enroll Yourself, Spouse, Father, Mother & 2 Children upto the age of 25 years in LGEIL Group Medical Policy with premium sharing?

☐ Yes, I want to Opt

Back   Save & Next

Save and Next Button: Using this button application will save the data and display the next screen.

3.3 Education Details

In this screen, Candidate checks/modify the Candidate's education details. Here are the details of the form.
Field mark with star * considered as mandatory fields.

In this screen Candidate can do the following action.
1. Add Education Detail
2. Edit Education Detail
3. Delete Education Detail

Add Education Detail: Candidate can add Education Detail by entering following fields. Field mark with star * considered as mandatory fields.

- Degree Name/Examination*
- Year of passing from date*
- Year of passing to date*
- School/College University*
- Major Subject*
- Percentage of Marks*
- Upload Marksheet/Degree (Only PDF File)

After entering all these fields Candidate clicks on Add button, record saved into database and a new record row display in the form table. Candidate can add multiple Education Detail by repeating these steps.

Edit Education Details: Candidate can edit Family member by clicking on edit icon on specific education detail from the education detail table. Application populates the following fields with existing value. After modifying the field Candidate save the values by clicking on update button. Fields mark with star * considered as mandatory fields.

- Degree Name/Examination*
- Year of passing from date*
- Year of passing to date*
- School/College University*
- Major Subject*
- Percentage of Marks*
- Upload Marksheet/Degree (Only PDF File)

Delete Education Detail: Candidate can delete education detail by clicking on delete icon on specific education detail from education detail table. Application first takes the confirmation before deleting any record, records get deleted once Candidate click on Ok button.

Save and Next Button: Using this button application will save the data and display the next screen.

3.4 Present Company Details

In this screen, Candidate checks/modify the Candidate's present company details. Here are the details of the form. Field mark with star * considered as mandatory fields.

- Company Name
- Company Address
- Company Telephone Number
- Company Fax Number
- Date of Joining – (Calendar)
- Designation,
- Present Designation
- Effective Date - (Calendar)
- Reason for seeking Changes.
- Upload Offer Letter (Only PDF File)

Save and Next Button: Using this button application will save the present company data and display the next screen. Application will automatically take care of the add and update details of the present company. If data already available, it updates the data otherwise it inserts the data into database.

3.5 Present CTC Details

In this screen, Candidate checks/modify the Candidate's present CTC details. Here are the details of the form. Field mark with star * considered as mandatory fields. Application form display the monthly, annual and remarks for each component. Application considers the following components in CTC details.

- Basic
- HRA/CLA
- Conveyance
- Special Allowances
- LTA
- Medical
- Bonus
- PF
- Gratuity
- Superannuation
- Others
- Total

Save and Next Button: Using this button application will save the present CTC data and display the next screen. Application will automatically take care of the add and update details of the present CTC. If data already available, it updates the data otherwise it inserts the data into database.

3.6 Bank Details

In this screen, Candidate checks/modify the Candidate's Primary Bank details. Here are the details of the form.
Field mark with star * considered as mandatory fields.

- Account Number,
- Bank Name
- IFSC Code
- Upload Cancel Cheque (Only .JPG File)

Save and Next Button: Using this button application will save the Candidate's bank details and display the next screen. Application will automatically take care of the add and update details of the Bank. If data already available, it updates the data otherwise it inserts the data into database.

3.7 Previous Company Details

In this screen, Candidate checks/modify the Candidate's previous company details. Here are the details of the form. Field mark with star * considered as mandatory fields.

In this screen Candidate can do the following action.

1. Add Pervious Company Detail
2. Edit Pervious Company Detail
3. Delete Pervious Company Detail

Add Pervious Company Detail: Candidate can add Pervious Company Detail by entering following fields. Field mark with star * considered as mandatory fields.

- Period From Date
- Period to Date
- Company name
- Department Name
- Responsibilities
- Leaving Designation
- Salary Start P.A
- Current Salary P.A.
- Upload Reliving Letter (Only PDF File)
- Upload Resignation (Only PDF File)

After entering all these fields Candidate clicks on Add button, record saved into database and a new record row display in the form table. Candidate can add multiple company details by repeating these steps.

Edit Previous Company Details: Candidate can edit previous company detail by clicking on ✏️ edit icon on specific company detail from the company detail table. Application populates the following fields with existing value. After modifying the field Candidate save the values by clicking on update button. Fields marks with star * considered as mandatory fields.

- o Period From Date
- o Period to Date
- o Company name
- o Department Name
- o Responsibilities
- o Leaving Designation
- o Salary Start P.A
- o Current Salary P.A.
- o Upload Reliving Letter (Only PDF File)
- o Upload Resignation (Only PDF File)

Delete Previous Company Detail: Candidate can delete Previous Company detail by clicking on 🗑️ delete icon on specific Company detail from Company detail table. Application first takes the confirmation before deleting any record, records get deleted once Candidate click on Ok button.

3.8 General Information

In this screen, Candidate checks/modify the Candidate's general information. Here are the details of the form.
Field mark with star * considered as mandatory fields.

- Notice Period to be served (In days)
- Earliest Possible date of joining.
- Passport Details
- Hobbies
- Upload Passport (Only .PDF File)
- Do you have any bond/contract with previous employer? (In case of yes fill value in text box)
- Are you engaged in any part time business activity? (In case of yes fill value in text box)
- Have you ever applied for any job in any of our group companies? (In case of yes fill value in text box)
- Do you have any relatives working in any of our group companies? (In case of yes fill value in text box)
- Do you suffer from any chronic illness? (In case of yes fill value in text box)
- Have you undergone any surgery? (In case of yes fill value in text box)

3.9 Reference & Declaration

In this screen, Candidate checks/modify the Candidate's Reference information. Here are the details of the form.
Field mark with star * considered as mandatory fields.

- Particulars.
- Before Employment/After Employment
- Declaration Check Box of "I certify that the above information is correct & complete to the best of my knowledge & belief and no information has been concealed".

These three fields can be repeat for adding multiple references by clicking on ➕ plus Icon.
Declaration Section

- Declaration Date
- Declaration Place
- Signature: Application populates the auto signature.

Save and Next Button: Using this button application will save the Reference data and display the next screen. Application will automatically take care of the add and update details of the reference data. If data already available, it updates the data otherwise it inserts the data into database.

3.10   Pledge-To-Action

In this screen, Candidate checks/modify the Candidate's Pledge agreement. Here are the details of the form. Field mark with star * considered as mandatory fields.

3.11   Term and Conditions

The screen Candidate verifies that the Candidate has accepted the terms and conditions listed on the form in this manner. Candidate can view the detail term and condition using "Click Here" link of the specific term and condition. Additionally, Candidate can't check the checkbox until he/she click on "Click Here" to read the more details.
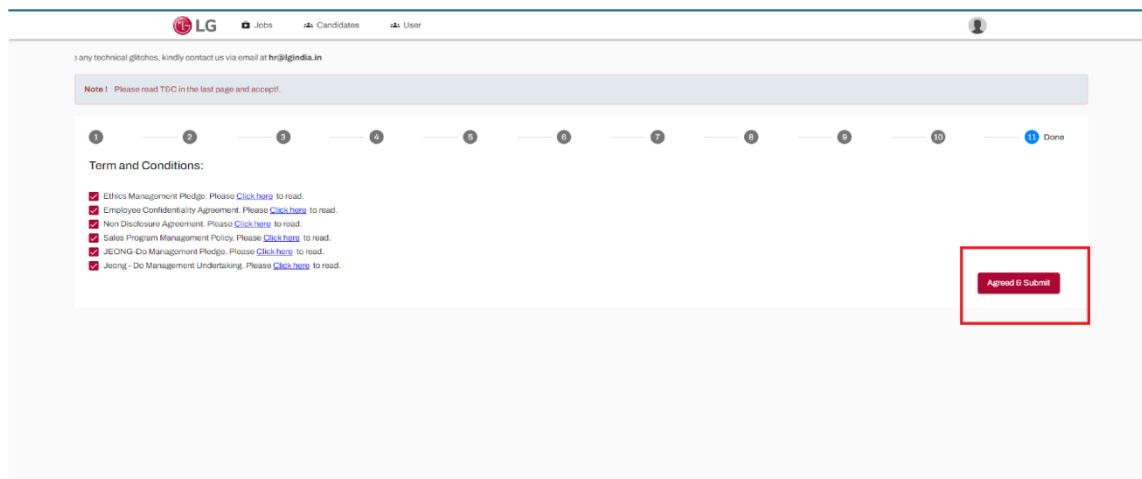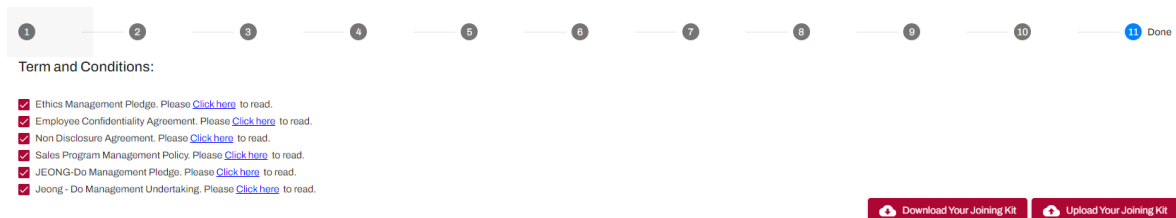
After accepting all the terms and conditions application enable the Agree and Submit button

3.12 "Download/Upload Your Joining Kit" Button Link

Once the Candidate clicks on Agree and save button on Terms and Conditions screen following 2 new buttons displayed by the application.

1. **Download your Joining Kit:** Candidate downloads the LG specific Joining Kit in word format, in this kit application fills most of the information which gets captured using above screens. Information which not available through the screen's Candidate fill the same in the word file and convert the final document in pdf for uploading.

2. **Upload your Joining Kit:** Candidate check and fill the complete pending information in the downloaded joining and upload the converted pdf using "Upload Your Joining Kit" button.

Note1: Candidate Download the Joining Kit which completed by Candidate.

Note2: Back Button in any of the screen navigates to Candidate in pervious screen.