

Sign In Page

Log in to Job Application System

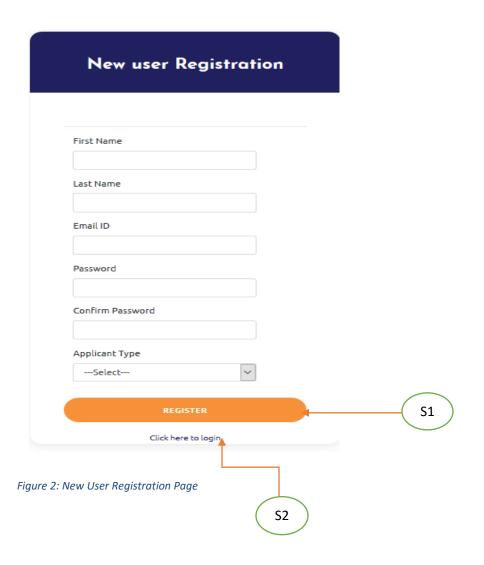
- Enter Email Id (S1) & Password (S2) then click on 'SIGN IN' button (S3). (Fig.1)
- Click on SIGN UP NOW (S4) if user does not have sign in Email ID.



Figure 1: Sign In Page

Sign Up Page

- Click on SIGN UP NOW (S4) if user do not have sign in Email id. (Fig.1)
- That will display New User Registration Page (Fig.2).
- Next, fill the details (Fig.2).
- Click on **Register button(S1)**(Fig.2).
- Click on Click here to login (S2) (Fig.2) to go back to the login page.



Follow the following steps to apply for job:

Click on Apply For Job (J1) Option (Fig 1.1).

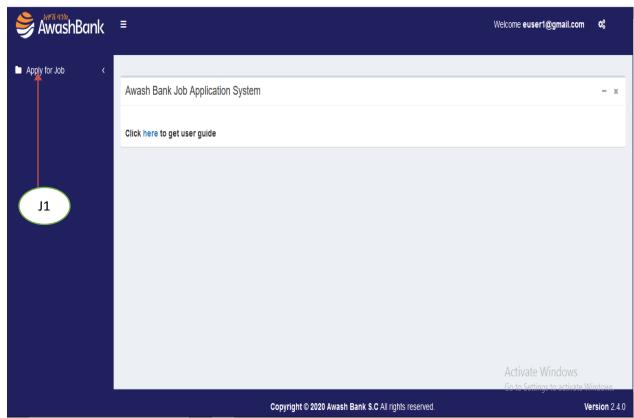


Fig 1.1

- Click on Add Applicant Profile option (S1) (Fig.1.2).
- Fill the details (Fig.1.2).
- Click on Submit button (S2) to save the details (Fig.1.2).
- Click on View List button (S3) to view list (Fig.1.2).

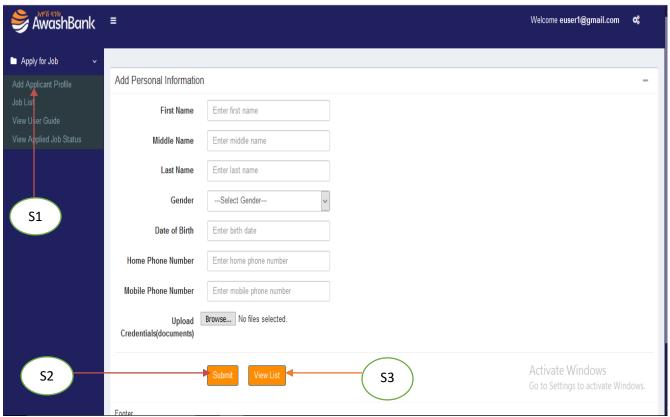


Fig 1.2

- Click on Add Other Detail button (A1) to add more details (like qualification, work experience, language skills and Certification (Fig 1.3).
- Click on Edit button (A2) if you want to modify the record (Fig 1.3).

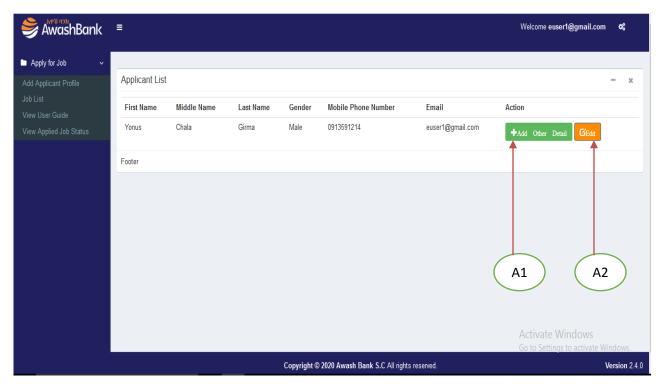


Fig 1.3

To add Experience details:

Click on Add button (E1) to open the Experience details form (Fig 1.4)

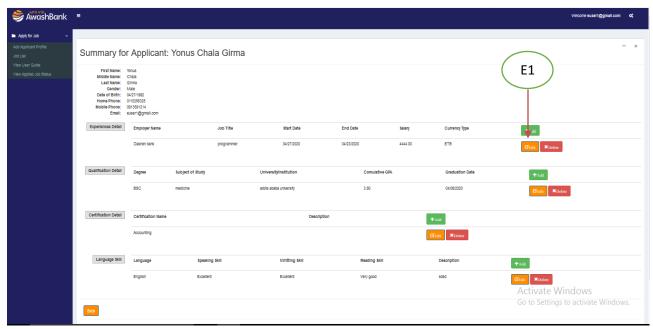


Fig 1.4

- Fill the details (Fig 1.5).
- Click on Submit button (E2) to save the details (Fig 1.5).
- Click on Cancel button (E3) if you do not want to add the records (Fig 1.5).

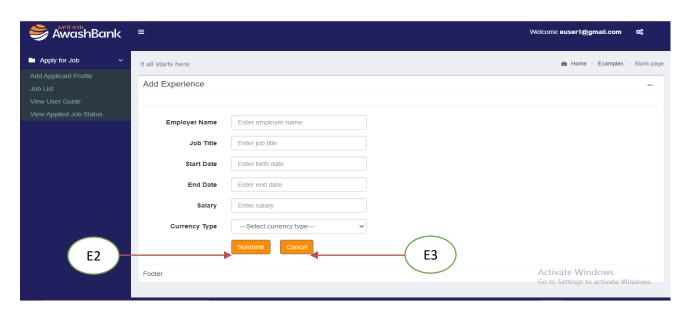


Fig 1.5

To add Qualification details:

Click on Add button (Q1) to open the Qualification details form (Fig 1.6).

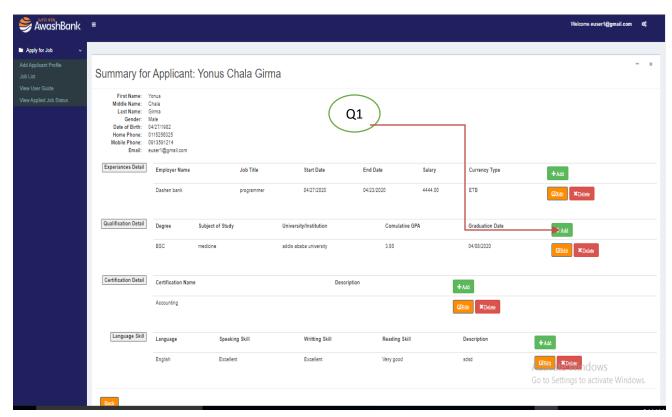
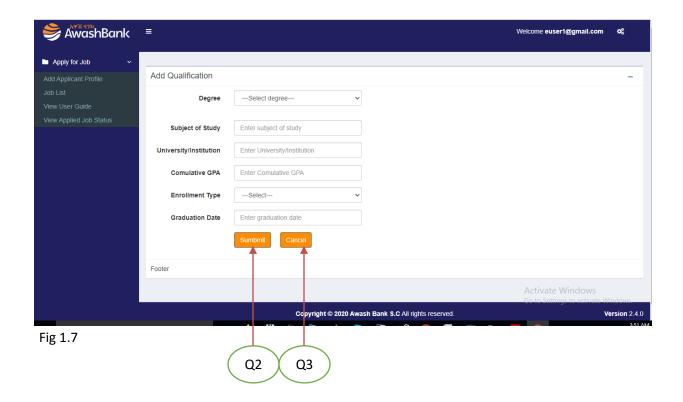


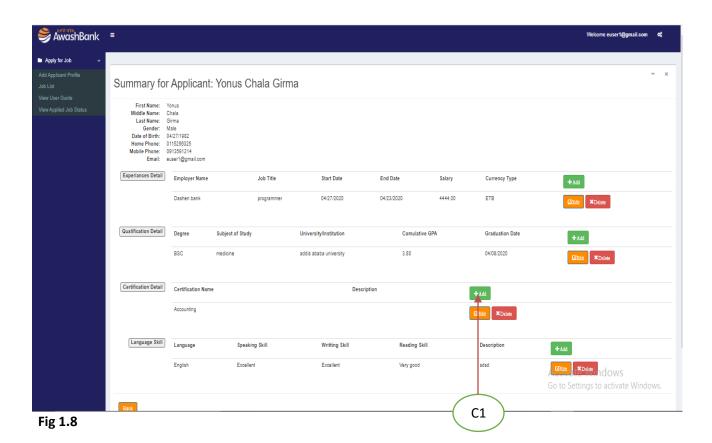
Fig 1.6

- Fill the details (Fig 1.7).
- Click on Submit button (Q2) to save the details (Fig 1.7).
- Click on Cancel button (Q3) if you do not want to add the records (Fig 1.7).



To add Certification details:

Click on the Add button (C1) to open the Certification detail form (Fig 1.8).



- Fill the details (Fig 1.9).
- Click on Submit button (C2) to save the details (Fig 1.9).
- Click on Cancel button (C3) if you do not want to add the records (Fig 1.9).

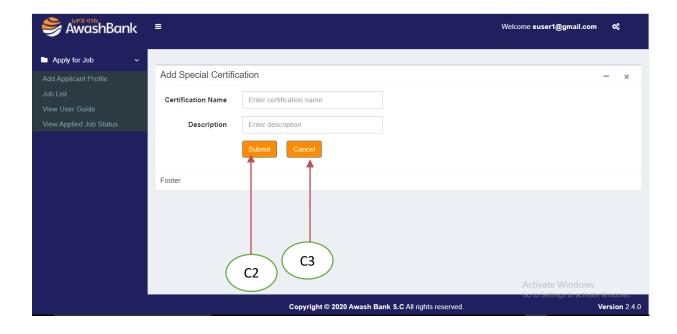


Fig 1.9

To add Language skills detail:

Click on the Add button (L1) to open the language skill form (Fig 1.10).



- Fill the details (Fig 1.11).
- Click on **Submit** button (**L2**) to save the details (**Fig 1.11**).
- Click on Cancel button (L3) if you do not want to add the records (Fig 1.11).

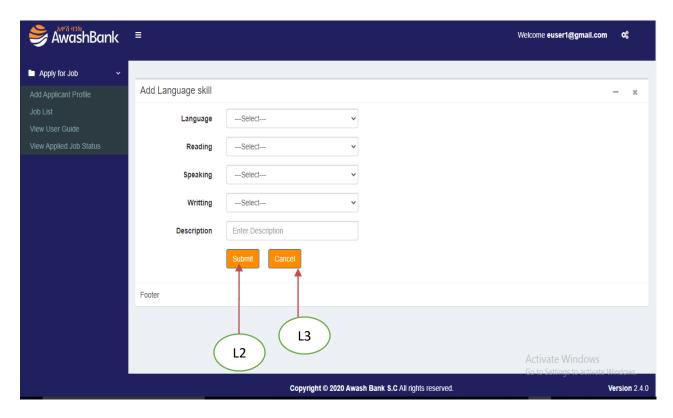


Fig 1.11

To open available vacancies and apply for the job you want:

- Click on the Job List (V1) option to open all available vacancies (Fig 2.1).
- Click on Apply link button (V2) to apply for the job you want (Fig 2.1)

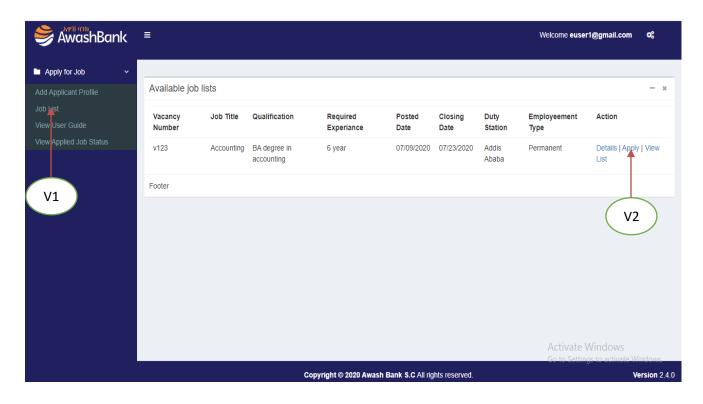
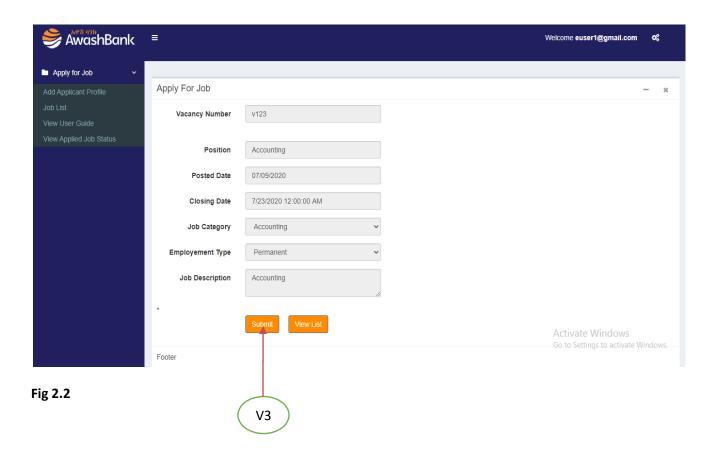


Fig 2.1

Click on Submit button (V3) to save the details (Fig 2.2). The steps to apply for the job is finished here.



To check the status of the applied job:

- Click on View AppliedJobStatus option (JS1) Fig 3.1.
- Click on the View Status link (JS2) to View the status Fig 3.1.

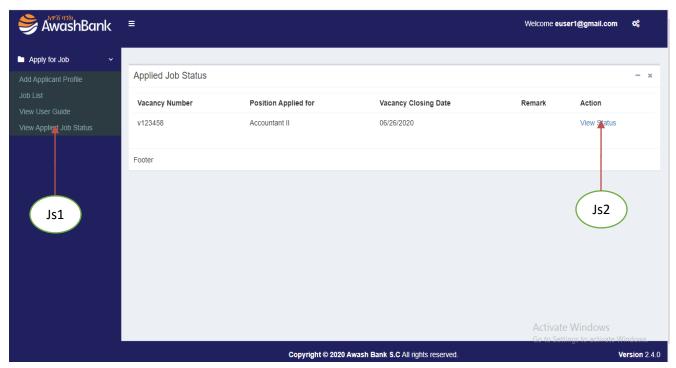
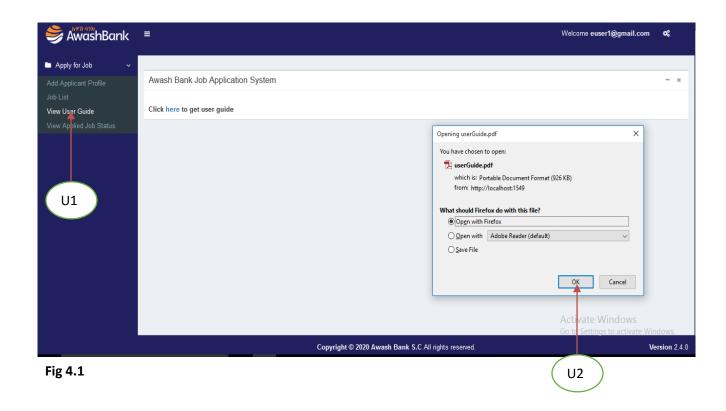


Fig 3.1

To open the user guide: Option 1

• Click on View UserGuide (U1) option Fig 4.1. And then click on Ok (U2) button.



Option 2

• Click on the link here (U3) Fig 4.2.

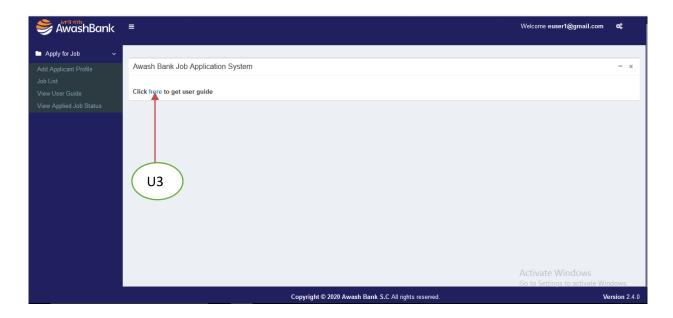


Fig 4.2