



Kaam.com

Empowering Recruitment with Smart SaaS Solutions

Kaam.com Scope | Mahindra Auto

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Product Requirements Document (PRD)

1. Product Overview

The Mahindra Auto division is developing a **B2B job board** focused on **dealership recruitment**. The platform will streamline recruitment by enabling dealerships to post jobs, and recruitment agencies to manage and share candidate data. This portal includes dashboards, multi-level notifications, candidate management features, chat functionality, and real-time communication between agencies and dealerships. It will also include a **common master feature** for job details, and Super Admin functionalities for platform-wide oversight.

2. Objective

To create an integrated recruitment platform that connects **Mahindra dealerships** with approved **recruitment agencies**, optimizing the process of job postings, candidate management, interview scheduling, and inter-agency-dealer communication.

3. Target Audience

1. **Dealership HR Managers:** Post job openings and manage candidate applications.
2. **Recruitment Agencies:** Upload, manage, and share candidate data for dealership job posts.
3. **Super Admin (Mahindra Auto):** Oversee platform operations, manage users, and view reports.

4. Key Features and Functionalities

4.1 Landing Page

- **Overview:** Introduction to the platform's features and purpose.
- **Top Agency Listings:** A rating system for **recruitment agencies**, showcasing top agencies.
- **Registration/Login:** Separate access points for dealerships and agencies, with approval required for both.

4.2 Registration & Approval

- **Dealerships:** Dealerships must provide their unique **Mahindra Dealership Code** during registration and job posting to verify authenticity.
- **Agencies:** Approved agencies will have access to the platform after an admin review and approval process.
- **Approval Process:** Managed through the admin panel by the Super Admin.



4.3 Job Posting by Dealerships

- **Job Title Master:** The platform offers a **common master feature** in the backend, allowing dealerships to select predefined job titles, which auto-fills:
 - **Job Description, Skills, Soft Skills, and Screening Questions** based on the selected title.
 - **Education Qualification** can be selected from a dropdown menu.
 - HRs can add/remove skills, soft skills, or questions if needed.
- **Verification:** The job posting requires a verified **Mahindra Dealership Code** to ensure jobs are posted only by approved dealerships.

4.4 Candidate Data Upload by Agencies

- **CSV Upload:** Agencies upload bulk candidate data via CSV format.
- **Candidate Pool:** Agencies filter candidates by **location, job role, and salary** within their data pool.
- **Duplicate Check:** The system checks for duplicate profiles across the platform based on **phone number** and **email ID**. Duplicate profiles are blocked from being uploaded.

4.5 Candidate Management and Matching

- **Agency Data Pool:** Agencies can share candidates for specific jobs either from their data pool or by uploading new data for the job.
- **Individual Profiles:** Dealership HRs can view candidate profiles shared by agencies but will not see contact details. A **matching percentage** will indicate how well the candidate fits the job.
- **Duplicate Detection:** Duplicate profiles are prevented from being uploaded if the candidate has already been added by another agency.

4.6 Candidate Status and Interview Management

- **Status Updates:** Agencies can track the status of their candidates, such as **selected, rejected, or on hold**.
- **Interview Scheduling:** Agencies can update candidates' **preferred interview date and time** and schedule interviews with dealership HRs.
- **Post-Selection Chat:** Once a candidate is selected, agencies and dealership HRs can **chat** on the portal to finalize interview details and share additional information about the candidate.
- **Agency-Dealer Communication:** After an interview is scheduled, the recruiter can chat with the placement agency to further coordinate details and scheduling.
- **Job Placement Update:** Once a candidate successfully lands a job, the agency must update the candidate's profile to reflect the placement.
- **Cross-Agency Communication:** If the same candidate's profile has been shared with other dealerships, they will be notified that the candidate has received a job.



- **Placement Indicator:** The candidate's profile will display an indicator showing that the candidate is no longer available for new job opportunities due to the recent placement.

4.7 Import Report

- **Duplicate Check & Import Report:** Agencies receive reports on their uploaded candidate data, identifying which profiles are duplicates and which are unique.

4.8 Multi-Level Notifications

- **Dealership HR Notifications:**
 - Job post approval.
 - Agency recommendations for job posts.
 - Interview scheduling updates.
- **Agency Notifications:**
 - Registration approval.
 - New job posts by dealerships.
 - Interview scheduling for shared candidates.
 - Candidate status updates (selected, rejected, on hold).
 - **Job Placement Notification:** Agencies will receive a notification to update a candidate's profile once they land a job.
- **Email & In-app Notifications:** Sent via both email and in-app alerts.

4.9 Agency & Dealership Portals

- **Agency Portal:** Agencies can manage their candidate pool, track candidates, and share candidate data for job posts.
- **Dealership Portal:** Dealership HRs post jobs, view candidates, schedule interviews, and manage recruitment processes.

4.10 Data Privacy & Security

- **Restricted Data Access:** Agencies only access their own data, and dealerships cannot see contact details of candidates until an agency approves it for sharing.
- **Agency-Specific Profiles:** Each candidate profile will indicate which agency provided the candidate, and contact details will remain hidden until necessary.

4.11 Common Master for Job Posts

- **Backend Master List:** The system uses a **common master** to auto-fill job titles, descriptions, skills, and screening questions.
 - HRs can customize these fields (add/remove as needed).
 - Education qualification is selectable via a dropdown.

4.12 Super Admin Rights



- **Complete Access:** The Super Admin has full access to all tabs and platform functionalities.
- **Rights Assignment:** Can assign user permissions and rights to **recruiters** and **placement agencies**.
- **Enquiries Section:** Handles enquiries from recruitment agencies on the platform.

4.13 Dashboards

- **Super Admin (Mahindra Auto):**
 - View **Top Jobs** posted by dealerships.
 - See **Top Dealers** posting jobs.
 - Track **Top Placement Agencies** based on performance and data supplied.
 - Fully customizable dashboard with additional parameters.
- **Dealership HR (Single Dealer):**
 - Overview of **Top Jobs** posted.
 - **Total Resumes Received** and shortlisted.
 - **Number of Candidates Selected** and their location data.
 - **Top Agencies** supplying candidates for jobs.
- **Placement Agencies:**
 - **Candidate Profiles Shared** till date.
 - **Bifurcation** of profiles by position and job role.
 - **Candidate Status:** View numbers of candidates **interviewed**, **selected**, **rejected**, and **no-shows**.
 - **Top Positions Closed** with location data.

5. User Personas

1. **Super Admin (Mahindra Auto):** Complete platform oversight, dashboard view, and permission management.
2. **Dealership HR Managers:** Post job openings, manage candidates, and coordinate interviews with agencies.
3. **Recruitment Agencies:** Upload candidate data, recommend candidates, and track candidate status.

6. User Stories

- As a Mahindra Admin, I will be managing the backend.
- As a Mahindra Admin, I am uploading the dealership and agency data on the backend.
- As a Mahindra Admin, I will give access to registered dealership and agency.
- As a Dealership HR, I want to post jobs and have job details auto filled so I can save time on repetitive tasks.
- As an Agency, I want to upload candidate data and get a report on duplicates.



- As a Dealership HR, I want to chat with agencies after a candidate is selected to coordinate interviews and share information.
 - As a Super Admin, I want to assign rights to recruiters and agencies and manage all activities on the platform.
-

7. Technical Requirements

- **Tech Stack:** MERN (MongoDB, Express.js, React.js, Node.js).
 - **CSV Integration:** Bulk uploads of candidate data by agencies.
 - **Common Master Integration:** Predefined job descriptions, skills, and qualifications.
 - **Chat Functionality:** Integrated chat between dealership HRs and agencies post-candidate selection.
 - **Duplicate Prevention:** Check across the entire platform database for duplicates.
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8. Non-Functional Requirements

- **Performance:** The platform should handle large data uploads and candidate-job matching efficiently.
 - **Scalability:** Support an increasing number of dealerships, agencies, and candidate profiles.
 - **Security:** Ensure data privacy and restrict access to sensitive information.
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9. Success Metrics

- **User Engagement:** Number of active dealerships and agencies on the platform.
 - **Job-Candidate Matches:** Successful candidate-job matches and placements.
 - **Duplicate Prevention:** The accuracy of the duplicate-checking system.
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10. Stakeholders

- **Product Owner:** Rishi, Agnelo & Mrigaj.
- **Primary Users:** Mahindra Auto Division, Dealership HR Managers, Recruitment Agencies.
- **Development Team:** Kaam team.
- **Admin/Operations:** Manages platform operations, approvals, and inquiries.



Flow for the Mahindra Dealership Recruitment App

Job Listings

Recruiter:

1. Dealerships

Placement agencies:

Profile/ Resume upload:

1. Placement agencies

Recruiter flow:

Recruiter posts the job/s

- Job title – Search and select from master
- Job Description – Auto fetch as predefined or enter manually
- Technical Skills - Auto fetch as predefined or enter manually
- Soft Skills - Auto fetch as predefined or enter manually
- Location/ Area – Enter manually
- Salary – Enter manually
- Qualification – Select from the dropdown
- Screening questions - Auto fetch as predefined or enter manually

(Every job post when posted must have a reference # generated, job post will be valid for 30 days from date of posting)

Placement agency flow:

Placement agencies view the jobs and uploads profile according to the job posted, flow as under:

Agency screen:

Job ref #	Job Title	Location	Qualifications	Salary	JD summary	Job Status	Upload Data (CSV upload)
MM002	Maintenance Supervisor	Kalwe - Thane	B.E Mechanical	12 Lpa	<input type="checkbox"/> Oversee maintenance teams and ensure task completion <input type="checkbox"/> Maintain and track facility equipment <input type="checkbox"/> Develop and implement maintenance programs <input type="checkbox"/> Communicate maintenance schedules, renovations, and power outages to superiors <input type="checkbox"/> Manage inventory of tools, materials, and equipment <input type="checkbox"/> Ensure security and budget compliance <input type="checkbox"/> Track progress of maintenance work and adherence to schedules	Open	<div>Upload</div>



On clicking the upload button:

The agency gets the following options:

Either to select candidates from the data pool or to upload new data for the job post

Select
candidate/s

Upload candidate
data

Select Candidate/s

If clicks on select candidates, redirect to the data pool and will only select candidates from the pool that matches the job profile.

This is the repository of a single agency which they have uploaded from the start. The option is to view only the data of their candidate pool, through this is the central repository where all the profiles of all the agencies are stored. The Gods view of this lies only with the Super Admin (Mahindra Auto)

The screen would look something like this,

Click to send this profile	Name	Email	Phone no.	Education Qualification	Job title	Exp	Skills	Soft skills	Location	Current CTC	Expected CTC	Notice period	Send
<input type="checkbox"/>													
<input type="checkbox"/>													
<input type="checkbox"/>													
<input type="checkbox"/>													

If clicks on upload, upload the candidate file in CSV format

(Same columns/ or the same could be customised as per requirements)

Once the file is uploaded, the system does a verification check for duplicates.

The system will check duplicates by comparing the other profiles email and phone no. with the uploaded on the system. If common parameters found it will be deemed as duplicate and only unique ones will be upload and shared with the recruiters. Candidate contact details won't be shared with recruiters.

Once the data is shared or uploaded:

"Your candidate data has been shared successfully"

(Now, this candidate profile will rest in the repository)

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CIN: U74999MH2020PTC344260



Recruiters Screen

	Job Title	Candidate Profiles	Date of last received profile	Job Status
<input type="checkbox"/> ★	Maintenance Supervisor	60	10 th Oct 2024	Open

On Clicking the number

Next screen:

Sort by: Date (Newest first)

Click to see dropdown

Date (Oldest first)

Interest descending

Interest ascending

Name (A to Z)

Name (Z to A)

	Candidate	Matches to Job post	Activity	Interest?	Profile posted by	% match
<input type="checkbox"/>	Radhe Shyam	. security and budget compliance . Maintain and track facility equipment	Send message	✓ ? ✗	Kaam.com	85%

On clicking this, the below to open:

- Candidate Name
- Candidate Profile (without the contact details)
- And button below Selected for interview/ rejected

On Selected - Placement agency screen:

Name of the candidate	Position	Resume upload date	Status	Interview schedule date	Interview Schedule time	
Radhe Shyam	Maintenance Supervisor	10 th Oct 2024	Selected/ Rejected/ On hold	11 th Oct 2024	14:30 pm

Dropdown to include

- Candidate preferred date and time for interview
- Schedule interview

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Chat section

- Once an interview is scheduled the recruiter can chat with the placement agency in sharing details of the candidate and further scheduling interview etc

Super Admin rights:

Complete view of all tabs and rights

- Section for assigning rights to recruiters and placement agencies
- Enquiries sections (enquiries from website from placement agencies)

Dashboard:

Super Admin (Mahindra Auto):

Top jobs posted by dealers (jobs/ positions)

Top dealers posting jobs (Names of dealers)

Top placement agencies

And any other parameters can be given completely customisable

Recruiter (Single Dealer)

Top job posted

Total number of resumes received

No of candidates selected till date, number and locations

Top agencies supplying candidate

Placement agencies:

No of candidate profiles shared till date

Bifurcation of profiles with positions

No of candidates selected, interviewed, no shows, rejected

Top positions closed, number and locations



Work Plan along with timelines & key milestones

Stages	Timeline (in weeks)
Discovery Phase	1
Scoping & Development planning - Finalizing the scope of work - Setup Dev & UAT servers	1
UI/UX Optimization	1.5
Product Development 1. Changes/Addon features suggested by client	3
Testing & Quality Assurance	1.5
User Acceptance Testing	1
VAPT	2 (Will run parallel to QA)
Delivery	1

Total timelines: ~ 11 to 12 weeks (2.5 to 3 months)



Development Cost

One time development cost: Rs. 75 Lacs

Monthly Maintenance Cost: 6.5 Lacs

Development/ One time set-up Fee:

As part of our proposal, we propose a one-time setup cost of 60 lacs Indian Rupees. This fee covers the initial implementation, customization, and configuration of the platform to align with your specific requirements. The fee reflects the investment required to develop and deploy a robust and tailored solution that meets your organization's needs.

Monthly Cost:

To ensure seamless operations and provide dedicated support, we propose a monthly cost of 6.5 lacs Indian Rupees. This fee covers the day-to-day management, monitoring, and support of the platform. It includes expenses related to infrastructure maintenance, server costs, security measures, and ongoing technical support as well as various components that contribute to the successful execution of the platform and its associated services. Here is a breakdown of the key elements covered by the monthly cost:

It includes AWS server cost, 3rd party tools such as CleverTap for analytics and user notifications, Twilio for continued in-app video conferencing and chats and includes SMS service for user OTP generation. This cost includes a dedicated resource to handle queries and complaints on a day-to-day basis.



Payment Schedule

Sr	Module	Milestone/ Stage	Payment %
1	Development Cost	Advance for Development	60%
2		UAT completion	40%
3	Maintenance Cost	Within 1 st week of every month after the product goes live	100%
