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Functional Requirements Document (FRD)

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# **1. Purpose**

The purpose of this document is to define the functional requirements for the EKAM Application. This application will serve as a platform that connects job seekers with recruiters, enabling candidates to search and apply for jobs while allowing employers to post job openings and manage applications. The portal aims to streamline the recruitment process, improve visibility of job opportunities, and provide a user-friendly experience for both job seekers and recruiters.

# **2. Scope**

**In-Scope:**

The Application will

* Allow candidates to register via email/OTP, create and manage detailed profiles, and apply for jobs via web or mobile.
* Enable employers to register, post jobs, manage applicants, and access subscribed services based on purchased plans.
* Provide a dashboard for both candidates and employers with job activity, recommendations, and analytics.
* Allow admins to manage users, job posts, subscriptions, and create or update plan details.
* Provide an admin dashboard with reports on revenue, job postings, subscriptions, and user statistics.

**Out of Scope:**

The following functionalities are not included in the current phase of the project:

* Blogs
* News & Events
* Payment Gateway Integration
* Messaging System
* Refer a Veteran Feature

# **3. Stakeholders**

* Candidates (Job Seekers) – End users who register, create profiles, search and apply for jobs.
* Employers (Recruiters/Companies) – Users who post jobs, manage applicants, and access premium features via subscriptions.
* IT/Admin support team – Oversees platform operations, user management, job moderation, subscription plans, and analytics.

# **4. Functional Requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID** | **Requirement** | **Description** | **Acceptance Criteria** | **Priority** |
| FR-01 | Employer/Candidate Registration | Candidate registers using email/OTP and sets a password. | * OTP sent within 15s via SMS * Proceed to next page only after OTP verification. * Each email and mobile number must be unique for registration | High |
| FR-02 | Candidate Profile | Candidates can add personal details, resume, photo, video intro, cover letter, and documents. | • All required fields must be filled before saving.  • Resume in PDF/DOC format.  • Photo in JPEG/PNG format. | High |
| FR-03 | Job Search and Apply | Candidates can search for jobs, by filters including location, category and title view employer details, and apply to jobs. | • Search results load within 2s.  • Filters work independently and in combination.  • Application requires resume & cover letter. | High |
| FR-04 | Candidate Dashboard | Candidates can view applied jobs, saved jobs, recommended jobs and view profile. | • Dashboard loads within 3s.  • Shows correct counts and charts for each section.  • Updates immediately after apply/save action. | High |
| FR-05 | Employer Profile | Employers can add details about the company including company name, industry, location, logo and description about company. | • All mandatory company fields must be filled.  • Logo uploaded in JPEG/PNG format.  • Changes saved instantly and reflected on job posts. | High |
| FR-06 | Job Posting | Employers can create, edit, and delete job postings. | • Only active subscribers can post jobs.  • Job form validates all required fields.  • Edited jobs retain same ID.  • Deleted jobs no longer visible to candidates. | High |
| FR-07 | View Applicants | Employers can view and manage applicants per job post. | • Applicants list loads within 2s.  • Status updates (shortlist/reject) reflect immediately. | High |
| FR-08 | Employer Dashboard | Displays number of applicants, diversity metrics, subscription status, pipeline stages specifying the status like shortlisted, interviewed, offered, rejected. | • Dashboard shows real-time data.  • Pipeline updates instantly when status changes.  • Diversity metrics calculated from profile data. | High |
| FR-09 | Subscription Plans | Employers must subscribe to a plan to access platform features such as job posting, CV views, and search. The acceptance criteria is below the functional requirement table. | • Plans display name, price, features, and limits.  • Purchase confirmation within 5s.  • Subscription status updates immediately. | High |
| FR-10 | Plan Upgrade | Employers can upgrade their subscription plan with payment details recorded. | • Only active plans can be upgraded.  • Payment recorded in transaction history.  • New plan benefits apply immediately. | High |
| FR-11 | Admin Dashboard | Admin can view platform metrics such as Total Revenue, Total Employers, Total Candidates, Total Jobs Posted, Active Subscriptions, and Expired Subscriptions, with visual representations using line, bar, donut, and pie charts. | • Metrics update in real time.  • Charts render within 3s.  • Filters for date range and category. | High |
| FR-12 | Plan Management | Admin can create and manage subscription plans with defined limits (hires, job slots, etc.). | • Can add, edit, delete plans.  • Changes take effect immediately.  • Validation for positive limits and price. | High |
| FR-13 | User Management | Admin can manage candidate, employer & admin accounts. | • Can search and filter users.  • Can activate/deactivate accounts.  • Updates applied instantly. | High |
| FR-14 | Job Management | Admin can view and moderate all job posts. | • Can approve/reject jobs.  • Rejected jobs hidden from candidates. | Medium |
| FR-15 | Authentication | Secure login with role-based access for candidates, employers, and admins. Candidates and Employers can login only after Registration. | • Password hashed before storage.  • JWT/Session authentication enabled.  • Role determines access to routes/pages. | High |

**Employer Subscription Plans:**

* Employers must have an active subscription to access job posting, search results, and CV views.
* Employer can choose from the following plans:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Plan** | **Price (₹/year)** | **Hires/year** | **Job Slots** | **Job Brands** | **Search Results** | **CV Views** |
| 1 | ₹5,999 | < 100 | 10 | 1 | 2000 | 2000 |
| 2 | ₹9,999 | 101–250 | 20 | 2 | 4000 | 4000 |
| 3 | ₹16,999 | 251–1000 | 50 | 5 | 10000 | 10000 |
| 4 | ₹19,999 | 1000 | 100 | 10 | 30000 | 30000 |
| 5 | ₹23,999 | 101–250 hires/year | 10 | 2 | 4000 | 4000 |

* Only **active plans** are available for new subscriptions.
* Admin can **create/edit** plans via dashboard.

# **5. User Roles & Permissions**

|  |  |
| --- | --- |
| **Role** | **Permissions** |
| Candidate (Job Seeker) | - Register and login via OTP/email  - Create/edit profile with documents, resume, etc.  - Search and apply for jobs  - View applied jobs, saved jobs, and recommendations  - View employer profiles and profile visits |
| Employer | - Register and login via employer form  - Post and manage job listings  - View and manage applicants  - View candidate profiles  - Access dashboard metrics (applicants, pipeline, D&I)  - Subscribe or upgrade plans  - View subscription and transaction history |
| Admin | - Manage candidate and employer accounts  - Add/edit/delete subscription plans  - View and moderate all job postings  - Manage admin users  - View platform-wide reports (revenue, users, jobs)  - Access admin dashboard with full metrics |

# **6. Assumptions**

* Users (candidates and employers) will have stable internet access to use the web application.
* Candidates and employers will provide accurate and complete information during registration.
* Employers will be responsible for job content and will comply with platform policies.
* Admin users will be trained to manage users, jobs, and subscriptions through the admin dashboard.
* The platform will be accessed primarily via desktop or mobile browsers.

# **7. Constraints**

* The application will support only the **English language** in Phase 1.
* The system must comply with **basic data privacy and security standards** to protect user information.
* Resume and document uploads must be limited to specific file types (e.g., PDF, DOCX, JPG, PNG).
* The application is designed for use on **modern web browsers** (latest versions of Chrome, Firefox, Edge).
* Only one active subscription plan per employer account is allowed at a time.

# **8. Non-Functional Requirements**

|  |  |
| --- | --- |
| **Category** | **Requirement** |
| Availability | The system should maintain **99.5% uptime**. |
| Security | All data transmissions must use HTTPS and user data (passwords, resumes, documents) must be stored securely (e.g., encrypted or hashed). |
| Authentication | Role-based access control must be enforced across all modules. |
| Performance | Key actions (like form submission, job search, login) must respond in **under 2 seconds**. |
| Scalability | The system must support at least **10,000 registered users** and **5,000 job postings** |
| Responsiveness | The application must be **mobile-friendly and responsive** across all major devices. |

# **9. Appendix**

**I) Glossary of Terms**

|  |  |
| --- | --- |
| **Term** | **Definition** |
| Candidate | A job seeker who registers on the EKAM platform to create a profile and apply for jobs. |
| Employer | A company or recruiter who posts job vacancies and manages applicants through the platform. |
| Subscription Plan | A pricing package that employers must purchase to post jobs and access platform features. |
| Diversity & Inclusion | Metrics shown to employers indicating candidate diversity in terms of gender, region, etc. |
| Admin | A privileged user who manages candidates, employers, jobs, plans, and overall platform operations. |

**II) Flow Diagram**

* **Workflow --** [**EKAM**](https://miro.com/app/board/uXjVJY_wAdI=/)**(click to view)**