To Be Process

for

Employee Recruitment Online Form

For Non- Teaching Post

# Employee Recruitment Online Form (Non-Teaching Staff)

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| **Name of Process:** | Employee Recruitment Online Form (Non-Teaching Staff) |
| **Process ID** | GU\_BR\_04 |
| **Process Scope:** | Option for prospective employees to submit the online recruitment forms with application fees payments for the Position which the Candidate is like to take the Employment in the university for the Non-Teaching staff positions. |
| **To Be Process Flow** | **Step 1:** There will be a link in the University website under Recruitment as “Online Registration” (Will be added by University in the current website)  **Step 2:** In the Recruitment landing page, the Candidate will have all the Positions which are offered and its eligibility criteria.  **Step 3:** There will be an option for the Candidates for Registration and login. If the candidate is coming as first time, then he/she should go for registration option to obtain the user name and password for applying the positions.  **Step 4:** There should be an administrative page, where the university admin users can enter the Position Name, Position Code, Position Type, Advertisement Number, Eligibility Criteria. There should be option for opening the online registration and closing the online registration by date, which will be done by the admin user based on which the online registration form will be visible to the candidate.  **Example as below:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Position Name | Position Code | Position Type | Advertisement Number | Eligibility Criteria | | Text | Text | Values in Dropdown are (**Class A, Class B, Class C, Class D**) | Text | Text area |   **Step 5:** In the Registration form, the candidate has to enter the below set of information about the candidate.   1. Name of the Candidate (As per Matric certificate) 2. Aadhar No 3. Mobile No 4. E-mail id 5. Date of Birth 6. Password 7. Confirm Password   And Click on **Register**. The candidate will get **mail confirmation** on the registration Completion. There should be option for Forget Password, where the user can enter the registered email id and get the password in email.  **Step 6:** After completion of Registration, the candidate can start filling the application form by logging in to the system. Candidate will select the respective Position which he/she like to make recruitment form for the position.  **Step 6.1:** The application is as per the format provided by University. The details of the form are as below.  The Applied Post and Advertisement Number should come from the option the candidate is selected for apply.  **Demographic Information:**   1. Applied Category as Per Haryana (Dropdown Values are SC/ST/BC/ESM/PWD) 2. Name of the candidate in Full (in block letters) - (Auto display from the registration form) 3. Father’s Name 4. Mother’s Name 5. Domicile (Dropdown Values as Haryana /Other), if Other textbox for specify 6. Present Postal Address 7. Permanent Address (Check box if the postal address is same as permanent Address) 8. Mobile Number (Auto display from the registration form) 9. Email Address (Auto display from the registration form) 10. Date of Birth (DD/MM/YYYY) - (Auto display from the registration form) 11. Gender (Male/Female/Trans-gender) 12. Age as on last date of applying: ----Year ----Month ----Days (Auto calculate based on the Date of Birth) 13. Place of Birth 14. Aadhar Number (Auto display from the registration form) – **There should be option to attach the Aadhar Card Copy.** 15. Nationality 16. Martial Status (Married/Unmarried) (if married, whether you have more than one living spouse) (say Yes or No) 17. Do you belong to SC/ST/BC/EBPG – Dropdown for selecting the options. 18. Ex-Servicemen of Haryana (if yes, attach a certificate from the competent authority)   Note: **All the above fields are mandatory**  **Employment Information:**   1. Present Employment (Yes/No)    1. If Yes, then all the below are mandatory       1. Name of Employer       2. Current Designation       3. Employment Type (Dropdown values are Ad-hoc/ Temporary/ Probation/ Permanent)       4. Pay and Grade       5. Date of Next Increment       6. Have you obtained prior permission of your present employer for submitting this application? (Dropdown values as Yes/ No)       7. Basic pay acceptable, if selected       8. Period required for joining the post, if appointed 2. Have you ever been disqualified from Appearing in any University Examination/ Undertaking University work (Yes or No) 3. Are you a dismissed employee? (Yes or No) 4. Whether any criminal case has been registered against applicant (Yes/No) 5. Whether you have been charge-sheeted for any criminal offence? (Yes/ No)    1. If yes, Enter the details 6. Whether you have been convicted by any competent court for any criminal offence? (Yes/ No)    1. If yes, Enter the details   **Reference: (These persons should be professionally competent, who are well acquainted with some aspect of the applicant’s training accomplishment, capabilities and character but must not be in blood relation to the candidate. Two references should be listed)**   1. Reference 1:    1. Name    2. Occupation or Position    3. Address    4. Email 2. Reference 2:    1. Name    2. Occupation or Position    3. Address    4. Email   **Educational qualifications (Exact marks and % should be filled, no rounding should be there)**    Note :- Attested copies/Self Attested copies of certificates in support of qualifications be attached with this application.  **Total Experience: To be mentioned from the date of meeting the eligibility requirement of the post applied.**    **Give Particulars of Prize, Medal and Merit won, distinctions, if any**  Note: Should be able to add number of entries against this  **List of the certificates (attested copies) attached**  Note: Should be able to add number of entries against this and able to attach the required documents  **Additional Information**  Note: Text area to enter the additional information in detail.  **There should be option for uploading the Candidate passport size photo and Signature.**  In addition to the above fields, each application will have a Unique No.  The format of the same will be  “PositionCode-Year-Unique Serial No” – Ex: “P001-2019-0001”  The application form will have option for “Save As Draft”, “Edit”, “Preview” and “Finish and Make Payment” Option.  While clicking on the “**Finish and Make Payment**”, the application will redirect to the online payment gateway for completing the payment. The system will ask for confirmation for redirecting to the payment gateway. The payment Gateway will be provided by University in coordination with ICICI Bank. Once the payment is successfully completed, then the page will be redirect to the successful completion page of application, where by the candidate will have option for printing the application form and printing the payment receipt.  **The application should be accompanied with an application fee for their respective category. The application fee for non-teaching posts will be Rs. 1000/- for Class A and B and Rs. 500/- for Class C and D (Rs. 250/- and Rs. 125/- respectively for SC/ST candidates of Haryana). The women candidates of Haryana domicile are to pay 50% of the requisite fee. The PWD/ESM candidates are exempted from payment of requisite fee.**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Position Type** | **Application Fee** | **If SC/ ST Category** | **Gender = Female** | **If PWD/ ESM Category** | | Class A | 1000/- | 250/- | 500/- | 0/- | | Class B | 1000/- | 250/- | 500/- | 0/- | | Class C | 500/- | 125/- | 250/- | 0/- | | Class D | 500/- | 125/- | 250/- | 0/- |   **If PWD/ESM – No Payment Gateway integration and once all the fields are filled, the application should submit as Final Submission.**  The online payment options include the below.   1. Net Banking 2. Debit and Credit Card 3. NEFT/RTGS 4. UPI   The above-mentioned options will be enabled by ICICI in the payment Gateway as per the easyPay application form signed by University.  After clicking of the “Finish and Make Payment” Button, the candidate can’t edit any information in the application form.  The Print form of the application form will include the candidate photo and the signature.  **After successful completion of the payment, the candidate will get an email confirmation regarding the submission of the application for the selected Position**.  **Step 7:** The recruitment cell will have an option to view the application forms which are submitted by candidates (Only after Payment) position wise and date wise and should be able to **download the list of applications in Excel** Format. |
| **Process Input:** | The online application inputs are based on TO BE process Step 4. |
| **Process Boundaries:** | As per the TO BE Process Flow |
| **Business Rules in the Process** | The application should be accompanied with an application fee for their respective category. The application fee for non-teaching posts will be Rs. 1000/- for Class A and B and Rs. 500/- for Class C and D (Rs. 250/- and Rs. 125/- respectively for SC/ST candidates of Haryana). The women candidates of Haryana domicile are to pay 50% of the requisite fee. The PWD/ESM candidates are exempted from payment of requisite fee. |
| **Process Expected Output:** | 1. Online application with payment for respective position by prospective candidates within the defined timeline. |
| **Exceptions to Normal Process Flow:** | N/A |
| **User Requirement Report Services:** | 1. Online Application Form (After successful payment for application Fee) 2. Payment Receipt (Includes Candidate Copy, Office Copy and Accounts Copy) – Single A4 Page which has 3 sections. 3. All applied applicants report in excel format. |
| **Integration Scope (if Any)** | 1. Payment Gateway Integration with ICICI   The online payment options include the below.   1. Net Banking 2. Debit and Credit Card 3. NEFT/RTGS 4. UPI   **If PWD/ESM – No Payment Gateway integration and once all the fields are filled, the application should submit as Final Submission.** |
| **Dependency** | Payment Gateway integration with ICICI |
| **Assumptions** | N/A |
| **Diagram** |  |