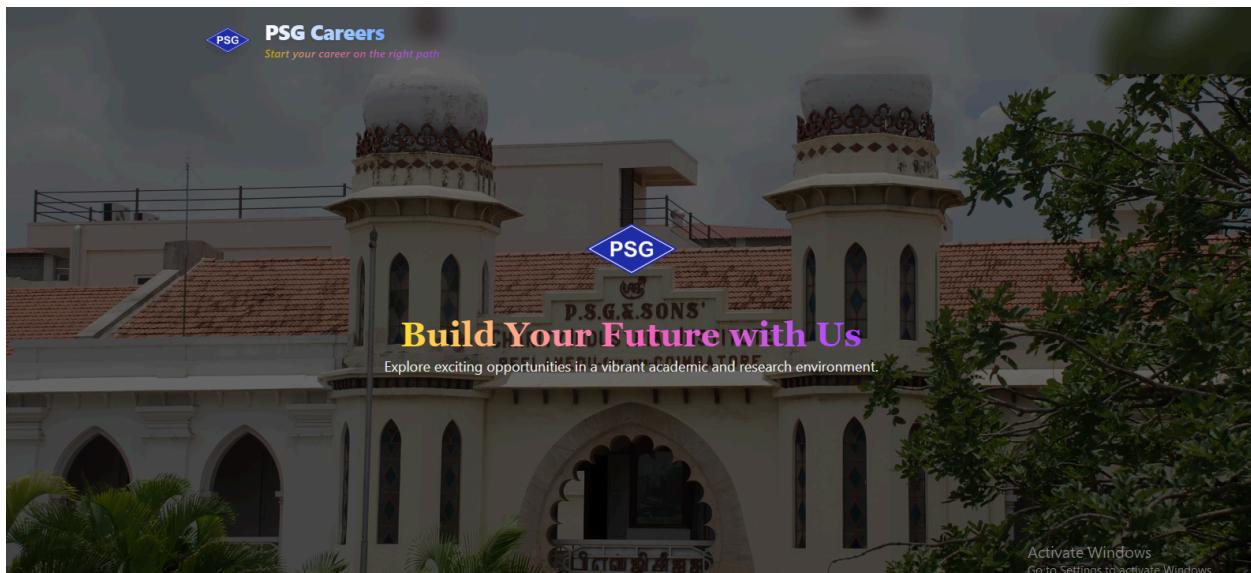




CENTRAL IT SERVICES TEAM

PSG CAREER PORTAL

Career portal Web Application.



by [sarath](#) on june 26

The **PSG Career Portal** is a comprehensive web-based recruitment and application management system developed for PSG Institutions. It facilitates a seamless end-to-end experience for job seekers and administrative staff. The portal enables candidates to **explore job openings, submit multi-step applications, and track their application status** in real-time.

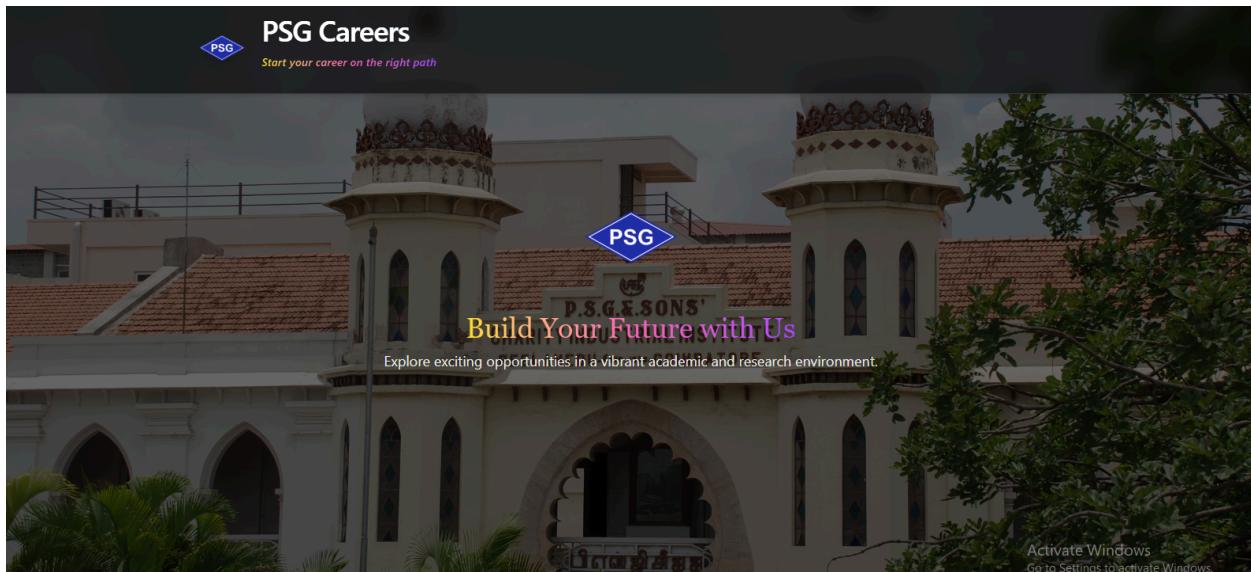
Key features include:

- Role-based login for users and admin
- Dynamic forms for teaching and non-teaching positions

- Profile management and application editing
- Application progress tracking with visual status indicators
- Admin panel for job posting and applicant review

Built using **React.js**, **Node.js**, and **MongoDB**, this solution ensures secure data handling, responsive UI, and scalable performance for academic recruitment needs.

LANDING PAGE



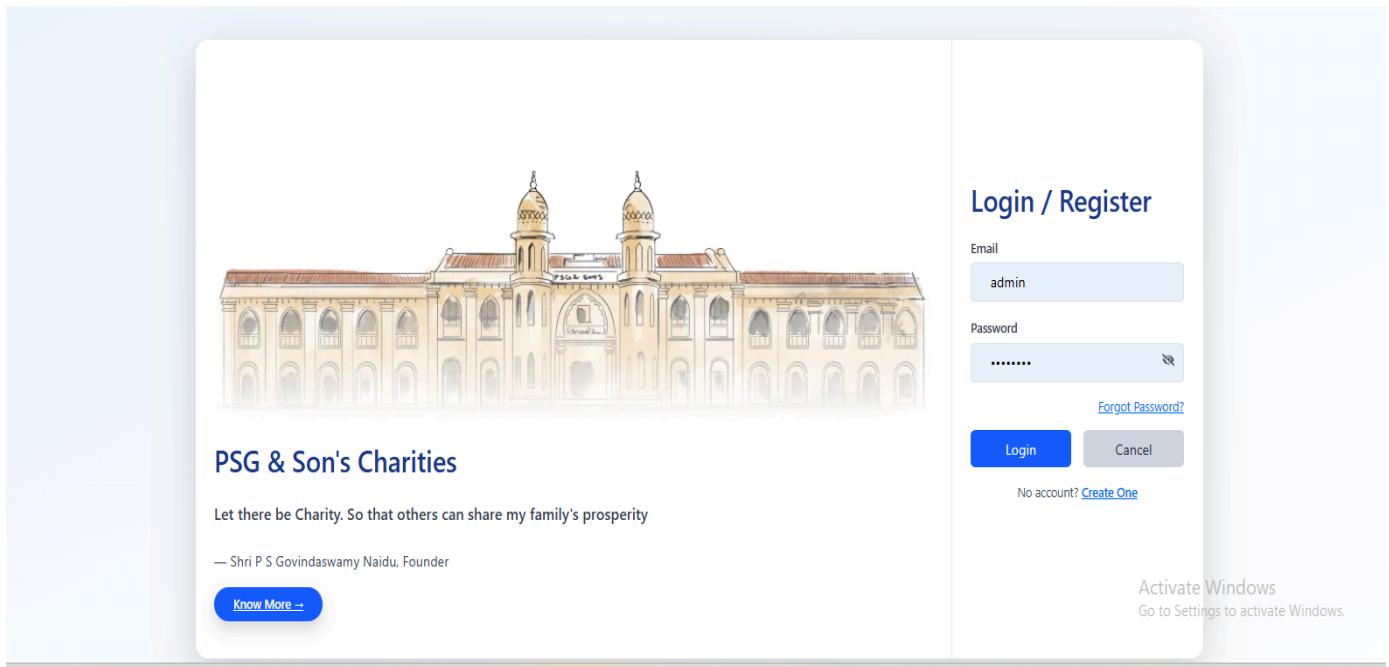
The **PSG Career Portal landing page** offers a seamless blend of institutional identity and modern user experience. On the left side of the interface, users are greeted with a **hand-drawn illustration of the iconic PSG building**, accompanied by a thoughtful quote from the founder, **Shri P. S. Govindaswamy Naidu**, emphasizing the institution's philanthropic roots. This section reinforces the portal's connection to **PSG & Sons' Charities** and its legacy. Adjacent to this, the **Login and Register panel** provides a clean, user-friendly form for both new and returning applicants, offering options to **login, reset passwords, or create an account**. Below the main banner, the **job search and filter section** allows users to search job openings by **keywords**, and apply filters by **Category (Teaching/Non-Teaching)** and **Institution**, enabling a highly targeted experience. Scrolling further down, users find a list of **Open Positions**, where each job listing is presented as a **compact card** showing the **title, location, employment type**, and quick-action buttons for

View Details and **Apply**. Clicking on a job leads to a **dedicated job detail page**, which contains an in-depth **Job Summary**, **Key Responsibilities**, and **Qualification Requirements**. To the right of this summary, a **Job Details box** provides critical information at a glance, including **Job ID**, **Department**, **Location**, **Work Type**, **Experience Level**, **Posted Date**, and **Posted By**. Overall, the landing page delivers a **professional, intuitive, and informative user journey**, aligning well with the institutional standards of PSG.

Bullet-Point Summary of Highlighted Features

-  **Illustrated Building & Quote Section:** Heritage-themed drawing with founder's quote for emotional and historical appeal.
-  **Login/Register Panel:** Allows login, password recovery, and new account creation in a clean, modern UI.
-  **Search & Filter Bar:**
 - Search by **keywords**
 - Filter by **Categories**: Teaching / Non-Teaching
 - Filter by **Institutions**
-  **Open Positions Section:**
 - Job cards show **job title**, **location**, **type**, with **View Details** and **Apply** options.
-  **Job Detail View:**
 - **Job Summary**
 - **Key Responsibilities**
 - **Requirements**
-  **Job Overview Sidebar:**
 - **Job ID**
 - **Department**
 - **Location**

- **Work Type**
- **Employment Type**
- **Experience**
- **Posted On**
- **Posted By**
- **Overall Experience:** Clean layout, accessible navigation, informative structure aligning with PSG's brand identity.



Section: Login / Register Panel

📌 Overview:

The Login/Register panel is the entry point of the PSG Career Portal. It balances aesthetics and usability by combining the institution's heritage on the left with a clean, functional

login form on the right. The split-screen layout delivers a professional first impression, highlighting the charitable roots of PSG alongside access to career opportunities.

- ◆ **Key Features:**

- **Left Panel – Heritage Branding:**

- A digitally illustrated image of PSG Institution's iconic building is prominently featured.
 - Below the image, a quote from the founder **Shri P S Govindaswamy Naidu** reinforces the institution's legacy of charity and prosperity.
 - A call-to-action button “Know More →” allows users to explore PSG & Son's Charities further.

- **Right Panel – Login Interface:**

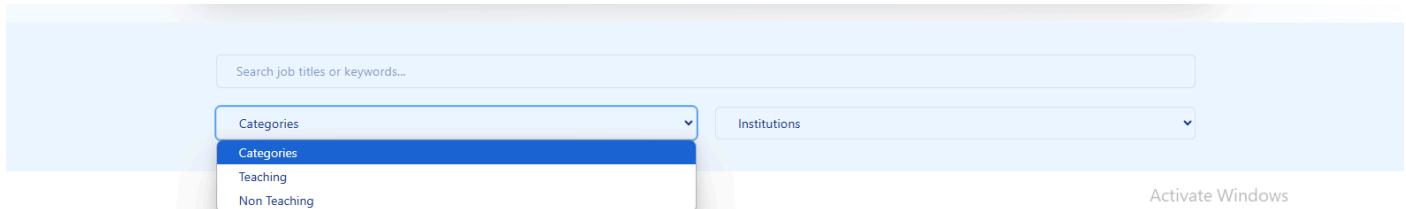
- **Form Fields:**

- Email input
 - Password input with visibility toggle (eye icon)

- **Actions:**

- Primary **Login** button
 - Secondary **Cancel** button
 - **Forgot Password?** link for recovery
 - **Create One** link for new account registration

- Input fields are neatly styled with modern blue and white tones.
 - UI design is minimal, responsive, and user-friendly.



Section: Job Search and Filter Panel

📌 Overview:

This section allows users to efficiently navigate through the available job listings using a **combination of keyword search and dropdown filters** for job category and institution. It enhances the overall **user experience by narrowing down job opportunities based on preferences**.

◆ Key Components:

1. 🔎 **Search Input Field:**

- **Placeholder:** “Search job titles or keywords...”
- Allows users to type in specific terms like:
 - Job titles (e.g., Assistant Professor)
 - Keywords related to skills or departments
- Real-time filtering is expected based on entered text.

2. 📁 **Category Dropdown (Dynamic):**

- Default Option: **Categories**
- Other Options:
 - **Teaching**
 - **Non Teaching**

- Based on the selected category, the job list updates dynamically to display only relevant positions.
- Helps users quickly segment the jobs they are eligible for or interested in.

3. Institutions Dropdown (Contextual):

- Default Option: **Institutions**
- The list is dynamically populated **based on the job category selected**.
 - For example, selecting "Teaching" might reveal institutions like PSG

Open Positions



The screenshot displays a list of open positions. Each position is represented by a card with the following details:

- HR Executive**, Chennai | Full Time
- Professor/Associate Prof - English**, Coimbatore | Full Time
- Secretary**, Coimbatore | Full Time

Each card includes a "View Details" link and an "Apply" button.

Activate Windows
Go to Settings to activate Windows.

- Supports the backend filtering mechanism, likely with real-time data fetching using parameters like **jobCategory**, **institution**, and **searchTerm**.

Open Positions List

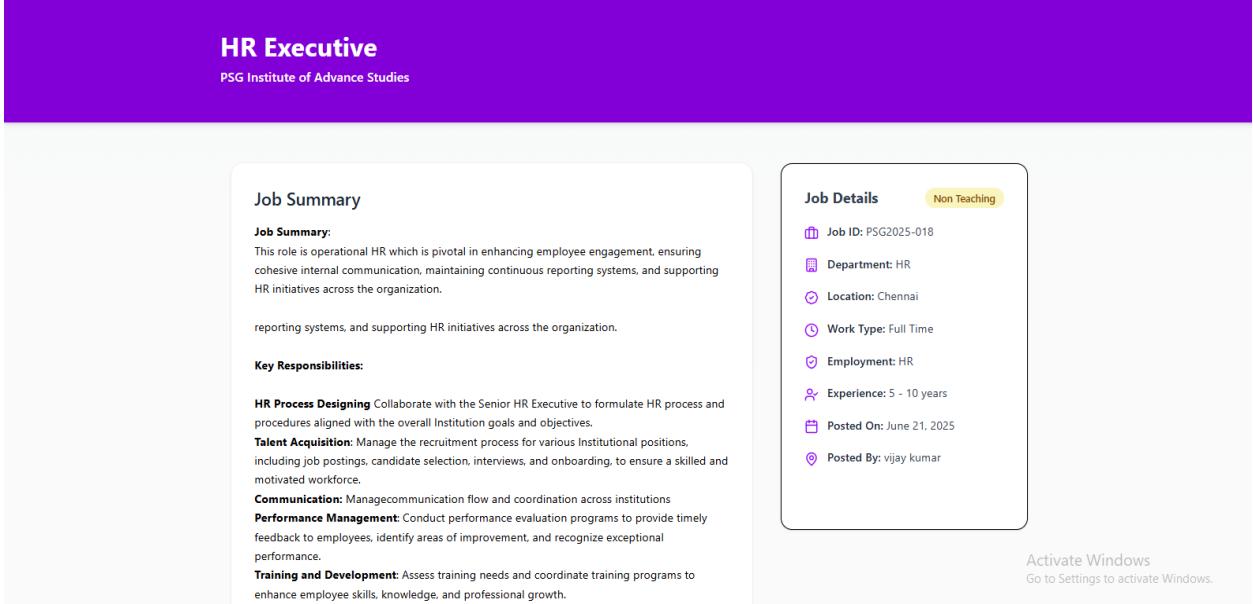
◆ Points:

- Displays a list of job cards with:
 - Job Title

- Location & Employment Type (e.g., Chennai | Full Time)
- Quick actions: "View Details" and "Apply"

Description:

The **Open Positions** segment dynamically presents all live job listings in a clean, card-based layout. Each card provides essential info at a glance and intuitive action buttons for further exploration or direct application.



The screenshot shows a job listing for an 'HR Executive' position at 'PSG Institute of Advance Studies'. The page is divided into several sections: a header with the job title and institution, a 'Job Summary' section with responsibilities like 'HR Process Designing' and 'Talent Acquisition', a 'Key Responsibilities' section with tasks such as 'Communication', 'Performance Management', and 'Training and Development', and a 'Job Details' sidebar with information like 'Job ID: PSG2025-018', 'Department: HR', 'Location: Chennai', 'Work Type: Full Time', 'Employment: HR', 'Experience: 5 - 10 years', 'Posted On: June 21, 2025', and 'Posted By: vijay kumar'. A purple bar at the bottom right encourages users to 'Activate Windows'.

Job Detail Page – Header & Summary

◆ Points:

- Job title (e.g., HR Executive)
- Institute: PSG Institute of Advanced Studies
- Tag: Teaching or Non-Teaching
- Job summary with detailed **roles and responsibilities**:
 - HR Process Designing
 - Talent Acquisition
 - Communication
 - Performance Management
 - Employee Engagement
 - Training & Development
 - Rewards & Recognition
 - HR Metrics and Organizational Development

Description:

When a user clicks “View Details,” they’re taken to a **dedicated job details page**. The left pane offers a comprehensive **job summary** outlining expectations, daily functions, and strategic responsibilities of the role. This section ensures applicants understand the scope before applying.

Job Details Sidebar

◆ **Points:**

- Job ID
- Department

- Location
- Work Type
- Employment Category
- Required Experience
- Posting Date
- Posted By

Description:

The right-side panel provides a **quick summary of key metadata**. This helps candidates quickly identify if they meet location, experience, and department criteria. Tags like “Non-Teaching” improve clarity and personalization.

Performance Management: Conduct performance evaluation programs to provide timely feedback to employees, identify areas of improvement, and recognize exceptional performance.

Training and Development: Assess training needs and coordinate training programs to enhance employee skills, knowledge, and professional growth.

Employee Engagement: Implement employee engagement initiatives to create a positive work environment that fosters productivity, innovation, and teamwork.

Rewards & Recognition: Manage the rewards & recognition programs for better employee engagement.

HR Metrics and Reporting: Collect, collate and analyse and make reports using HR metrics to identify trends that enhance data-driven decisions.

Organizational Development: Support organizational change initiatives and help develop strategies to enhance organizational effectiveness and efficiency.

Requirements:

Master's degree in Human Resources, Business Administration, or a related field
 Proven experience of 5-10 yrs. in HR management within the education Industry preferable.
 Strong interpersonal and communication skills, Cross functional communications and collaborative working.
 Conducting Induction Training for employees.
 Problem-solving and Team building skills.



You must visit the Careers page to apply.

[- Back to Home](#)

[Apply Now](#)

Activate Windows
 Go to Settings to activate Windows.

6. Requirements & Final Actions (Screenshot 5 – Bottom)

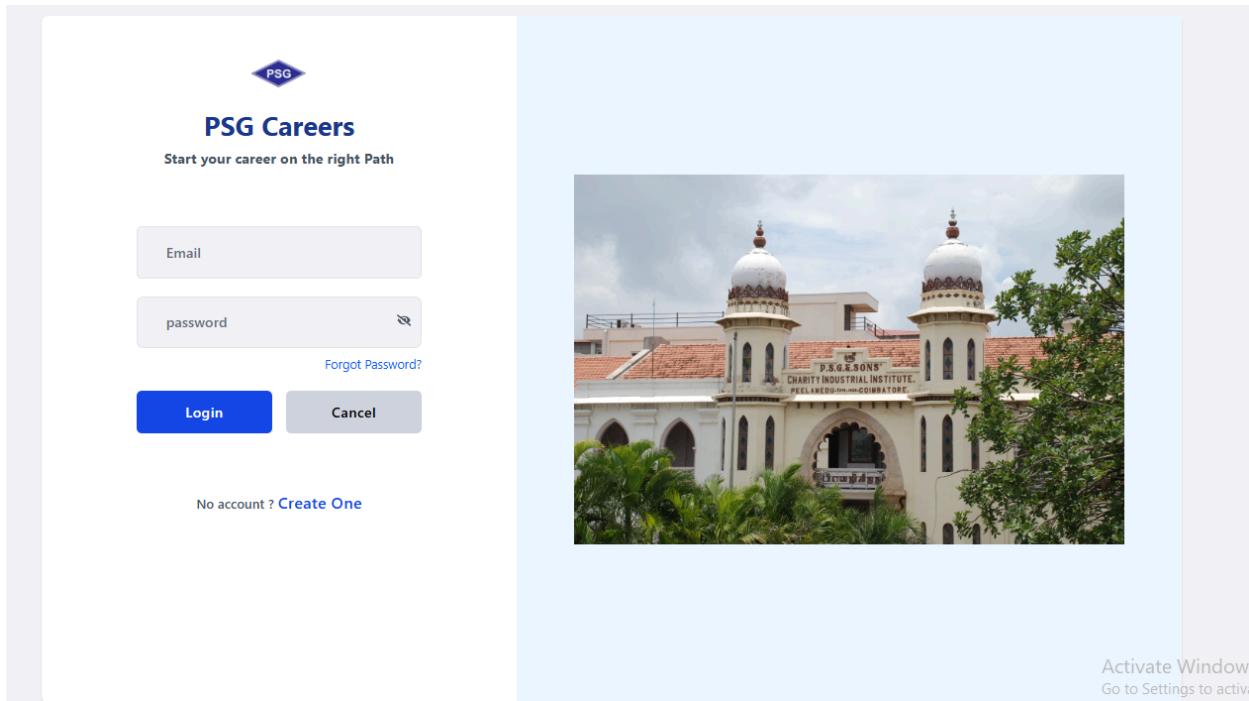
- ◆ **Points:**

- Required qualifications (e.g., Master's in HR/Business Admin)
- Experience (5-10 years preferred)
- Soft skills and capabilities listed
- Final "Apply Now" button
- "Back to Home" link

 **Description:**

The **last section of the job detail page** ensures the applicant is aware of all prerequisites. The final **Apply Now CTA (Call-To-Action)** is prominently placed, encouraging immediate engagement. The "Back to Home" link offers easy navigation, enhancing UX.

PSG Careers Login Page



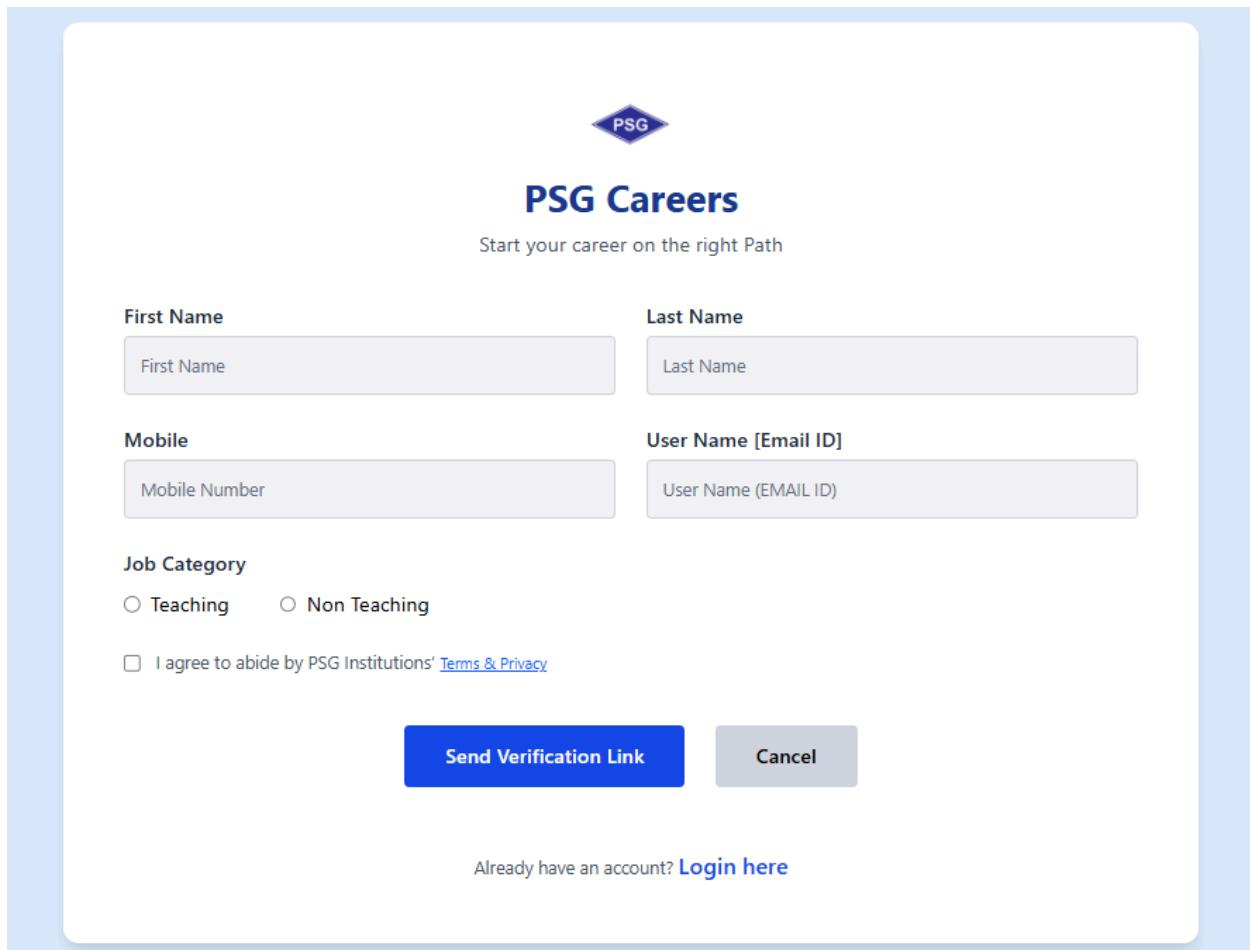
The **PSG Careers Login Page** welcomes users with a professional and visually balanced interface, split into two well-defined sections. On the **left panel**, users are greeted with the PSG logo, the title “**PSG Careers**”, and a motivational tagline – “**Start your career on the right Path**” – reinforcing the purpose of the platform. This panel hosts a **simple and accessible login form**, including fields for **Email** and **Password**, along with features like a “**Forgot Password?**” link and a “**Create One**” option for new users, ensuring both convenience and user onboarding. Below the form, **clearly styled buttons** for “Login” and “Cancel” guide user action. On the **right panel**, a **real photograph of the PSG institution’s iconic entrance building** reinforces brand identity and trust, adding authenticity to the digital experience. The elegant layout, minimal distractions, and institutional imagery work together to create a **reliable and welcoming entry point** for job applicants and stakeholders alike.

Highlights (For Slide/Report Callouts)

- **Logo & Tagline:** “PSG Careers” with “Start your career on the right Path”
- **User Login Form:**
 - Email & Password inputs
 - “Forgot Password?” support

- “Create One” link for new accounts
- Login & Cancel buttons
- **Right Panel:** Real institutional image of PSG Trust building
- **User Experience:** Clean, modern, and trust-focused interface

User Registration Page



The image shows a user registration form for PSG Careers. At the top center is the PSG logo, which is a blue diamond shape containing the letters "PSG". Below the logo is the title "PSG Careers" in bold blue text, followed by the tagline "Start your career on the right Path" in smaller blue text. The form consists of several input fields: "First Name" and "Last Name" (both with placeholder "First Name" and "Last Name"), "Mobile" (placeholder "Mobile Number") and "User Name [Email ID]" (placeholder "User Name (EMAIL ID)"), and a "Job Category" section with radio buttons for "Teaching" and "Non Teaching". There is also a checkbox for agreeing to terms and conditions, with the link "Terms & Privacy" in blue. At the bottom are two buttons: a blue "Send Verification Link" button and a grey "Cancel" button. Below the form, a message says "Already have an account? [Login here](#)".

The **User Registration Page** on the PSG Careers portal is designed with clarity and accessibility at its core, providing a seamless onboarding experience for new applicants. The page prominently displays the **PSG logo** and the title “**PSG Careers**”, along with the tagline “**Start your career on the right Path**”, aligning with the platform’s mission. The form is structured into four primary input fields – **First Name**, **Last Name**, **Mobile Number**, and **Email ID (as the Username)** – all clearly labeled for easy data entry. A distinctive feature is the **Job Category selection**, allowing users to specify whether they are applying for **Teaching** or **Non-Teaching** positions. Additionally, a checkbox at the bottom ensures applicants explicitly **agree to PSG Institutions’ Terms & Privacy policy**, reinforcing transparency and compliance. Once the form is filled, users can click “**Send Verification Link**” to proceed with account creation, or choose “**Cancel**” to abort the process. A gentle prompt below the form offers a link for users who **already have an account**, directing them to the login page. The clean layout, professional typography, and structured flow make the page **intuitive and trustworthy** for first-time users.

◆ **Highlights:**

- PSG logo and brand message with clear tagline.

- Input fields: First Name, Last Name, Mobile Number, Email ID.
- Job Category: Teaching / Non-Teaching radio buttons.
- Agreement to **Terms & Privacy Policy** via checkbox.
- Action buttons: **Send Verification Link** and **Cancel**.
- Existing users are guided to the **Login page** via link.

User Dashboard

The screenshot displays the PSG Careers User Dashboard. At the top, there's a blue header bar with the PSG Careers logo and a "My Profile" dropdown menu containing options like "View & Update Profile", "My Account", "Dashboard", "Apply Jobs", and "Log Out". The main content area features two "Status for" cards. The first card is for "Associate Prof – Humanities" (Job ID: PSG2025-009) and shows a progress bar with one step completed (red), labeled "Not Selected". The second card is for "Professor/Associate Prof - English" (Job ID: PSG2025-014) and shows a progress bar with all seven steps completed (green), labeled "Selected". Both cards include the department name, job ID, and a last updated date (25/06/2025 for the first, 26/06/2025 for the second). A watermark for "Activate Windows" is visible at the bottom right.

The **User Dashboard** in the PSG Careers portal offers a clear and personalized overview of a candidate's job application journey. Upon logging in, users are greeted with a warm welcome message—“Hello, [User Name]”—followed by a quick summary of the total number of jobs applied to, establishing a direct and engaging user experience. The dashboard features **individual status cards** for each applied job, detailing the **Job Title**, **Job ID**, **Department**, and most importantly, the **current application status**. Each status is visually represented with a progress bar showing numbered steps and color-coded stages (e.g., green for **Selected**, red for **Not Selected**), making the recruitment pipeline easy to interpret at a glance. Additional context like **last updated dates** ensures candidates are aware of recent updates. The **top navigation dropdown**, labeled “My Profile,” gives quick access to essential sections such as **View & Update Profile**, **My Account**, **Dashboard**, **Apply**

Jobs, and **Log Out**, making the portal both user-centric and intuitive. The layout is clean, modern, and responsive—ideal for tracking application progress efficiently.

◆ **Highlights:**

- Personalized greeting and application count.
- Job-specific cards with:
 - Title, Job ID, Department
 - Status bar with selection stages
 - Color codes for selection status
- Last updated timestamp for each job.
- “My Profile” dropdown with key navigation options:
 - View & Update Profile
 - My Account
 - Dashboard
 - Apply Jobs
 - Log Out

View and UpdateProfile

Manage Your Profile

The screenshot displays a user interface titled "Manage Your Profile". Below the title, there are five horizontal cards, each representing a section of the profile. Each card contains an icon, the section name, and a blue "Edit Details" button. The sections are: "Personal Information" (user icon), "Educational Details" (book icon), "Research Contribution" (lab flask icon), "Work Experience" (briefcase icon), and "Others" (three dots icon). The "Edit Details" button is located at the end of each row.

Personal Information	Edit Details
Educational Details	Edit Details
Research Contribution	Edit Details
Work Experience	Edit Details
Others	Edit Details

Note: Click "Edit Details" to view and update each section of your submitted application.

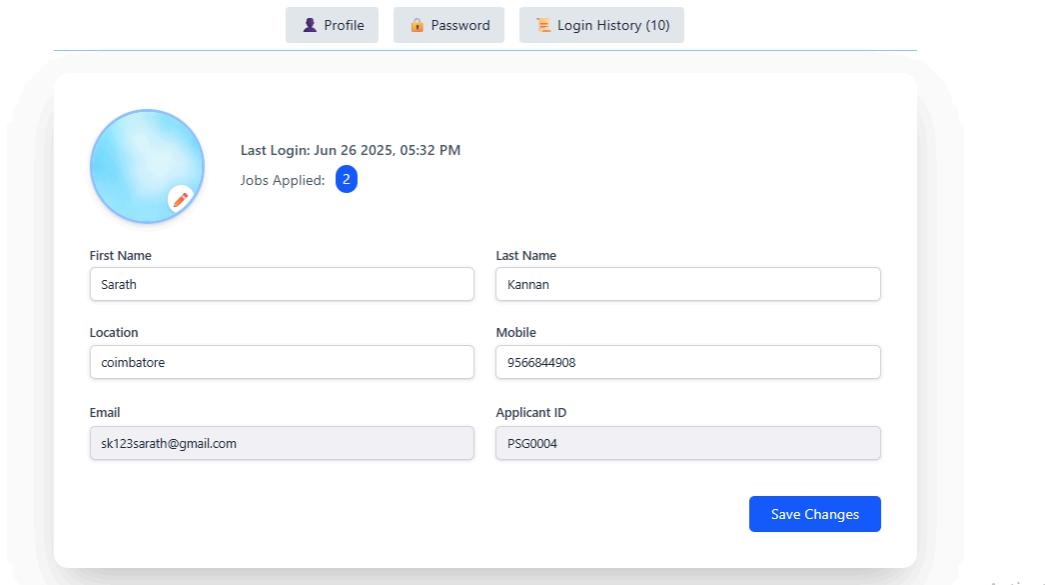
The “View and update Profile” page in the PSG Careers portal provides candidates with a structured and user-friendly interface to review and update their application details. It is segmented into five clearly labeled sections: **Personal Information**, **Educational Details**, **Research Contribution**, **Work Experience**, and **Others**, each accompanied by a concise icon for easy recognition. A prominent “Edit Details” button is aligned with each section, enabling users to navigate directly to the respective form for modifications. This layout ensures that applicants can **independently revise and maintain up-to-date records** for every part of their submission without needing to restart the application process. At the bottom, a **helpful note reminds users** that clicking “Edit Details” will allow them to view and modify any specific part of the submitted application, encouraging accuracy and completeness. The overall design emphasizes simplicity, clarity, and efficiency, making the profile management experience smooth and empowering.

🔍 Highlights:

- Centralized control to **edit individual application sections**.
- Clear breakdown into:
 - Personal Information
 - Educational Details
 - Research Contribution
 - Work Experience

- Others
- Direct “Edit Details” buttons for quick access.
- Visual clarity with **icons and clean spacing**.
- Instructional note to guide user actions.

My Account - Profile



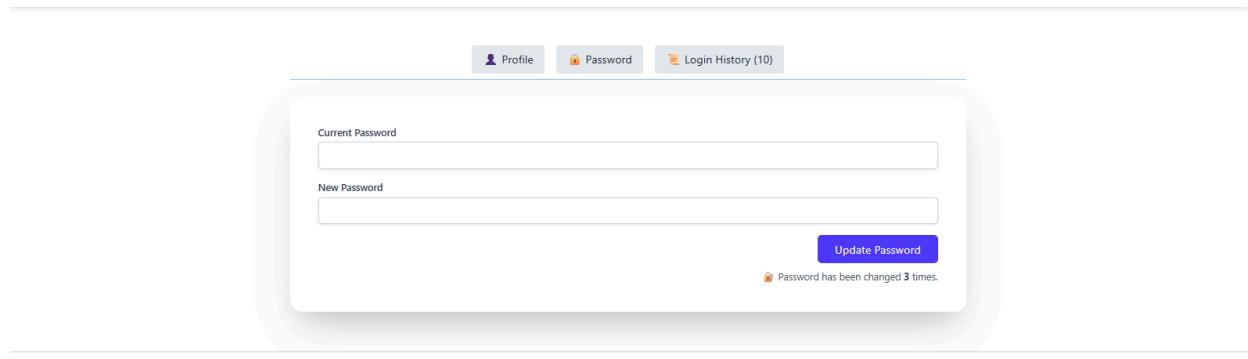
The screenshot displays the 'My Account - Profile' section. At the top, there are three tabs: 'Profile' (selected), 'Password', and 'Login History (10)'. Below the tabs, a large blue circular profile picture placeholder is shown with an edit icon. To its right, the text 'Last Login: Jun 26 2025, 05:32 PM' and 'Jobs Applied: 2' is displayed. The main form area contains six input fields arranged in two rows: 'First Name' (Sarath), 'Last Name' (Kannan), 'Location' (coimbatore), 'Mobile' (9566844908), 'Email' (sk123sarath@gmail.com), and 'Applicant ID' (PSG0004). A 'Save Changes' button is located at the bottom right of the form.

The "My Account - Profile" section offers candidates a clean and intuitive interface to view and update their personal profile information. At the top, it highlights the **last login timestamp** and displays the **number of jobs applied** with a badge for quick reference. The profile picture is prominently featured, with an overlay edit icon that allows users to update their image, adding a personalized touch. Below, a neatly organized form layout presents key user information such as **First Name**, **Last Name**, **Location**, **Mobile**, **Email**, and **Applicant ID**. Notably, the **email and applicant ID fields are read-only**, ensuring data integrity for these identifiers, while the rest can be edited and saved using the "**Save Changes**" button. The tabbed navigation above provides easy switching between **Profile**, **Password**, and **Login History**, promoting seamless access to related account features. The layout is minimal yet informative, allowing users to manage their details confidently and efficiently.

Highlights:

- **Last Login** info and **Jobs Applied** badge shown clearly.
- Editable fields: Name, Location, Mobile.
- Read-only fields: **Email** and **Applicant ID** (for security).
- **Profile picture with update option** via overlay icon.
- Tab navigation to switch between **Profile**, **Password**, and **Login History**.
- “**Save Changes**” button to update profile data.

Password

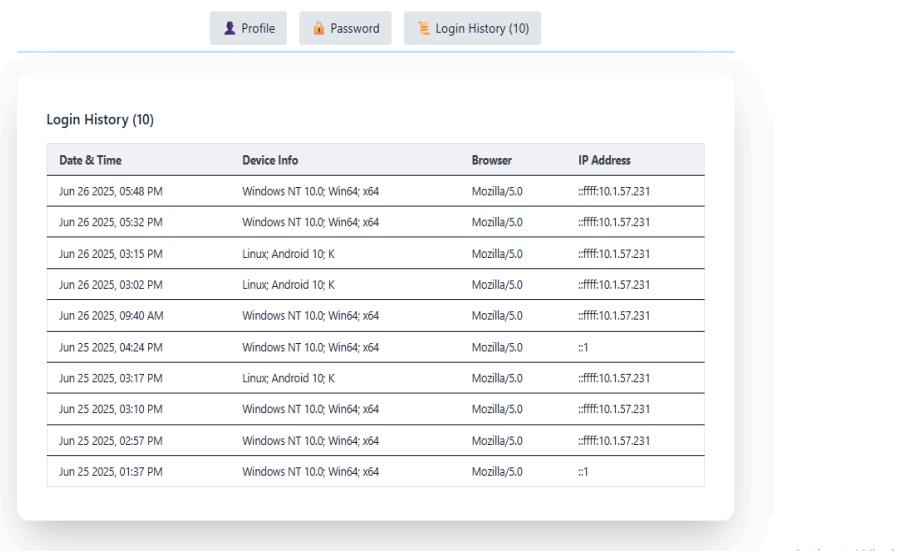


The "**Password**" section of the PSG Careers portal provides a secure and streamlined interface for users to manage their login credentials. The design is centered within a card layout that features two clearly labeled input fields: **Current Password** and **New Password**, ensuring a user-friendly experience. Once the new credentials are entered, users can click the prominently styled "**Update Password**" button, highlighted in a solid blue for visibility and emphasis. Beneath this action, a subtle note accompanied by a lock icon informs the user that **their password has been changed 3 times**, helping track password update activity and reinforcing security awareness. The tabbed navigation at the top allows easy switching between **Profile**, **Password**, and **Login History**, maintaining consistency and accessibility throughout the account management interface. This section reinforces trust and user control in managing access to their PSG Careers account.

Highlights:

- Simple layout with two fields: **Current Password** and **New Password**.
- Clear "**Update Password**" button with confirmation feedback.
- Informational message: **Password has been changed 3 times**, adding transparency.
- Easy navigation using top tabs: **Profile**, **Password**, **Login History**.
- Focus on user **privacy and security** through clear visual cues and minimal distractions.

Login History



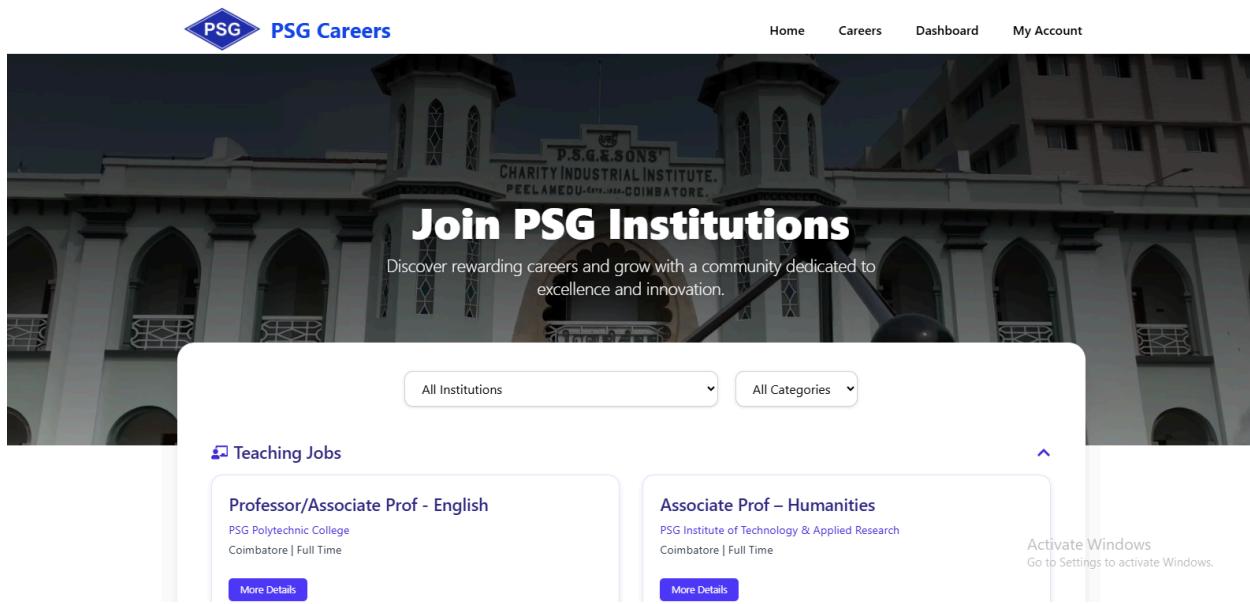
Date & Time	Device Info	Browser	IP Address
Jun 26 2025, 05:48 PM	Windows NT 10.0; Win64; x64	Mozilla/5.0	::ffff:10.1.57.231
Jun 26 2025, 05:32 PM	Windows NT 10.0; Win64; x64	Mozilla/5.0	::ffff:10.1.57.231
Jun 26 2025, 03:15 PM	Linux; Android 10; K	Mozilla/5.0	::ffff:10.1.57.231
Jun 26 2025, 03:02 PM	Linux; Android 10; K	Mozilla/5.0	::ffff:10.1.57.231
Jun 26 2025, 09:40 AM	Windows NT 10.0; Win64; x64	Mozilla/5.0	::ffff:10.1.57.231
Jun 25 2025, 04:24 PM	Windows NT 10.0; Win64; x64	Mozilla/5.0	::1
Jun 25 2025, 03:17 PM	Linux; Android 10; K	Mozilla/5.0	::ffff:10.1.57.231
Jun 25 2025, 03:10 PM	Windows NT 10.0; Win64; x64	Mozilla/5.0	::ffff:10.1.57.231
Jun 25 2025, 02:57 PM	Windows NT 10.0; Win64; x64	Mozilla/5.0	::ffff:10.1.57.231
Jun 25 2025, 01:37 PM	Windows NT 10.0; Win64; x64	Mozilla/5.0	::1

The **Login History** tab of the PSG Careers portal provides users with a comprehensive and transparent record of their recent login activity. Displayed in a clean, tabular format, this section logs the **last 10 login instances**, capturing critical data points such as **Date & Time**, **Device Info**, **Browser**, and **IP Address**. This audit trail enhances user security by enabling them to review access patterns and identify any suspicious logins. Each entry details whether the access came from a **Windows or Android device**, along with technical specifications like OS version (e.g., Windows NT 10.0 or Linux; Android 10) and browser type (e.g., Mozilla/5.0). The IP address column further helps in geolocating the access point, adding a layer of accountability. Integrated seamlessly with the **Profile** and **Password** tabs at the top, this module promotes a secure and transparent user experience.

Highlights:

- Displays **10 most recent logins** with timestamp precision.
- Shows **device info, browser type**, and **IP address** for each session.
- Helps users detect **unauthorized access or unusual login activity**.
- Clean, structured UI with easy navigation via tabs (Profile | Password | Login History).
- Reinforces **security awareness and personal accountability**.

PSG Careers Page

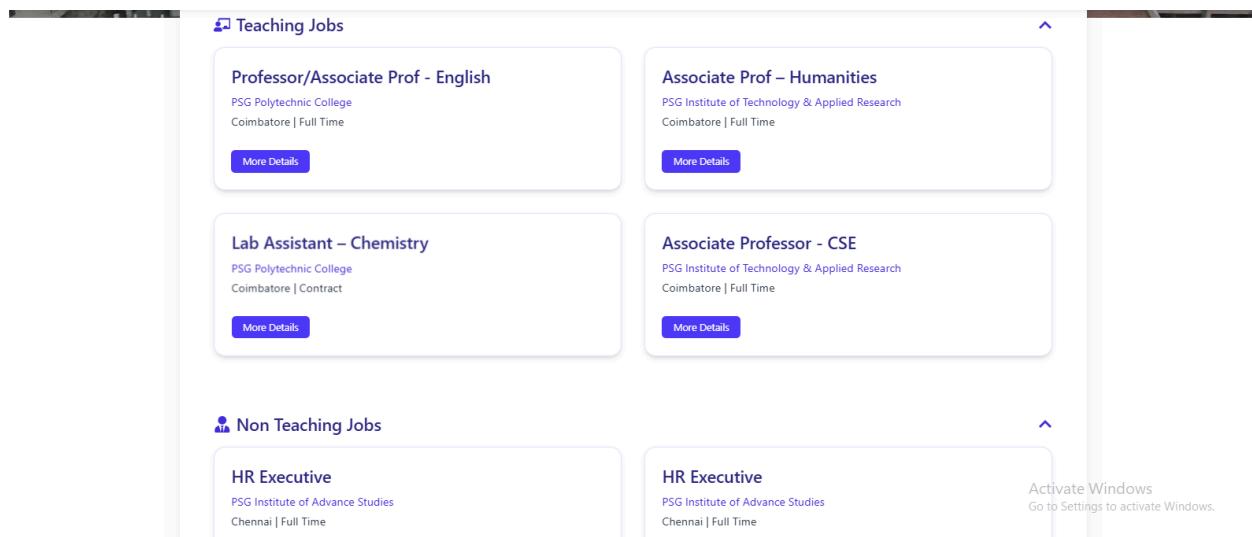


The **PSG Careers Page** serves as the dynamic entry point for aspirants aiming to join the prestigious PSG Institutions. It features a **visually appealing full-width banner** Vedio of the institution's iconic campus, overlaid with a bold headline – "Join PSG Institutions" – and a motivating subtext that highlights the organization's commitment to *excellence and innovation*. At the top, a **clean and minimalistic navigation bar** includes key links to Home, Careers, Dashboard, and My Account, ensuring intuitive access to the platform's major

sections. Below the hero section, users are provided with **interactive filters** to sort available opportunities by Institution and Job Category, enhancing usability and personal relevance. The portal then prominently displays **teaching job listings**, each within modern, card-based layouts that include job title, institution, location, employment type, and a clear "More Details" button. This structure ensures the landing experience is **professional, welcoming, and functionally rich**, perfectly tailored for job seekers at all levels.

◆ Highlights:

- **Hero section** with inspiring message and institution backdrop.
- **Top navigation bar** with quick links to all main sections.
- **Dropdown filters** for institutions and job categories.
- **Card-style job previews** with essential information and call-to-action.
- **Elegant, responsive design** promoting a seamless user experience.



🎓 Teaching & 💬 Non-Teaching Jobs Overview

The job listing section of the PSG Careers portal clearly separates **Teaching Jobs** and **Non-Teaching Jobs**, each neatly displayed in a **modern card layout** under respective headings. Users registered as **Teaching Applicants** can freely **apply to any teaching position** shown—such as **Professor/Associate Professor – English** or **Lab Assistant – Chemistry**—by

clicking the “More Details” button, which leads them to a detailed job view and application form.

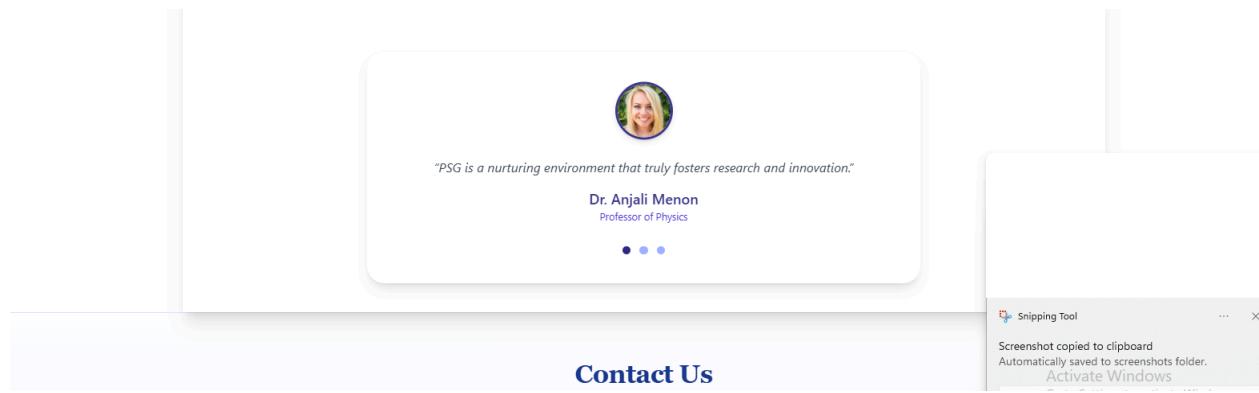
However, **teaching applicants can only view non-teaching job listings but cannot apply to them**. This ensures that applicants apply only to roles relevant to their registered profile type. The UI subtly enforces this logic by disabling the application action for ineligible job categories while maintaining visibility for informational purposes.

Application Restriction Note

- ✓ If you are registered as a **Teaching Applicant**, you may:
 - ✓ View and apply for **Teaching Jobs**
 - ✗ View but **cannot apply for Non-Teaching Jobs**

(The same rule applies vice-versa for non-teaching applicants.)

Testimonial



✓ Design Highlights:

- Circular profile image with shadow
- Italicized quote centered

- Name in bold + designation in lighter font
- Smooth carousel dots for navigation (one active, two inactive)

Contact Us

Contact Us



Address:
PSG INSTITUTIONS
Peelamedu, Coimbatore - 641004,
Tamil Nadu, India.

Telephone No:
0422-4344782 / +91 95009 81372
+91 95009 81376

Page Visits: 223

Activate Windows
Go to Settings to activate Windows.

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 Powered By IT Services Team, PSG Institutions.

Contact Us section for PSG Institutions, located in Peelamedu, Coimbatore, Tamil Nadu, India. It includes the institution's address, telephone numbers, and a note about copyright and IT services. The content is structured with headings and separators for clarity, but there are some inconsistencies, such as the unclear mention of "Pigs Vots: 220," which may be a typographical error. The footer highlights the institution's copyright and credits the IT Services Team for powering the platform.

Key Points for OSP Preparation:

- Institution Name: PSG Institutions.
- Location: Peelamedu, Coimbatore - 641004, Tamil Nadu, India.
- Contact Details:
 - Telephone: 0422-4344782 / +91 95009 81372 / +91 95009 81376.
- Copyright Notice: © 2025 PSG Institutions. All Rights Reserved.
- Powered By: IT Services Team, PSG Institutions.

- Page Visit Tracking: If this is a visitor counter, it suggests the page has received 220 visits

Application Progress

1. Personal Details
2. Educational Details
3. Research Contribution
4. Work Experience
5. Other Information
6. Declaration & Upload Resume

Dynamic Application Form System

As part of an advanced web-based recruitment platform, I designed and implemented a fully **dynamic multi-step application form** that captures and persistently stores candidate information across various stages—ranging from **Personal Details** to **Resume Upload**. This modular application form includes six distinct steps: Personal Information, Educational Details, Research Contributions, Work Experience, Other Information, and Declaration & Resume. Each section is developed with **real-time data persistence**, ensuring that user inputs are saved automatically—**either on field change or on section navigation**—without requiring manual submission. This improves user experience significantly by **preventing data loss due to accidental page refreshes or session timeouts**.

The **Personal Information section** collects demographic, contact, and language details, while supporting auto-filling options, dynamic language entry, and file uploads for profile photos and resumes. All inputs are validated on-the-fly to ensure format correctness. Data is stored using **AJAX-based background APIs**, ensuring a smooth, uninterrupted interaction. Additionally, the **Application Progress Tracker** visually reflects the current stage and enables flexible navigation across completed sections, backed by saved data. This system represents a modern, scalable approach to digital recruitment workflows, emphasizing **real-time interactivity, accuracy, and user control**.

🔍 Feature Highlights:

📄 Dynamic Data Saving

- **Auto-save on field update or section change**, minimizing data loss.
- **AJAX-powered backend APIs** for real-time form data persistence.

- Users can resume the application anytime without re-entering data.

Multi-Step Modular Structure

- 6-step layout: **Personal Info** → **Education** → **Research** → **Experience** → **Other Info** → **Resume Upload**.
- **Application Progress Tracker** with step-wise visual navigation.

Comprehensive Personal Info Capture

- Fields for PAN, Aadhaar, language skills, contact, and permanent address.
- “**Same as Communication Address**” auto-fill checkbox for efficiency.
- **Dynamic language addition** with read/write/speak selection.

File Upload and Validation

- Resume and photo upload (max 2MB), with type and size checks.
- Field-level validation for **email, mobile, PAN, and Aadhaar**.

Session Recovery and Continuity

- Form data retained across sessions using **session or token-based authentication**.
- Supports partial completion and future continuation by the user.

User-Centric Experience

- Clean, responsive UI supporting all devices.
- Smooth, lag-free interaction due to background saving and validations.

Personal Information Module

Application Progress

1. Personal Details 2. Educational Details 3. Research Contribution 4. Work Experience 5. Other Information
6. Declaration & Upload Resume

Personal Information

Full Name *	Date of Birth *	Age (Months / Days / Years)
Sarath	22-02-1999	4 5 26
Gender *	Mother Tongue	Religion
Male	Test	test
Community	Category	Marital Status
test	SC	Unmarried
Father's Name	Physically Challenged	Aadhar Number
test	No	960096009600
PAN Number	Mobile Number	Email
ABCDE1234F	9568449086	test@gmail.com

Permanent Address

Address	City	State
Tribal Headquarters Manjoor	Camp	Tamil Nadu
Country	Pincode	
India	643219	

Communication Address Same as Permanent Address

Languages Known

Tamil	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Speak	Remove
English	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Speak	Remove

[Add Language](#)

Photo (Max 2MB) Resume (Max 2MB)

[Choose file](#) No file chosen [Choose file](#) No file chosen

[Save and Continue](#)

Personal Information Module

As part of a user-focused recruitment system, I developed and optimized the **Personal Information Module**, which serves as the foundation for applicant profiles. This module was designed to capture and validate essential user data, such as **name, date of birth, gender, community, contact details, and language proficiency**, in a structured and intuitive interface. Special attention was given to **form design and user experience**, ensuring clarity through grouped sections like Personal Details, Permanent Address, and Languages Known. Integrated features include **conditional logic** (e.g., communication address auto-filling), **file upload validation** (photo and resume under 2MB), and real-time input constraints for sensitive fields like PAN, Aadhaar, and mobile numbers. This module also supports **multilingual input tracking** with read/write/speak checkboxes and dynamic language addition. The clean layout, coupled with form field validation and accessibility focus, contributes to a **seamless and error-free user onboarding experience** across the platform.

Highlights:

- **Modular Form Layout:** Divided into Personal Details, Address, and Language sections for clarity.
- **Age Auto-Calculation:** Dynamically computes age from date of birth input.
- **Smart Validation:** Ensures correctness of PAN, Aadhaar, email, and phone number.
- **Language Proficiency Input:** Allows users to specify read/write/speak for each language.
- **File Upload Support:** Allows photo and resume upload with clear size constraints (Max 2MB).
- **UX Features:** "Same as Permanent Address" checkbox improves usability.
- **Responsive Design:** Clean, user-friendly UI optimized for both desktop and mobile.
- **Integrated with Application Progress Tracker:** Ensures seamless navigation through all six steps.

Education Details

2. Educational Details (10th & 12th Mandatory)

Education Details

Eligibility Test Passed	Extra Curricular Activities																			
<input checked="" type="checkbox"/> NET <input type="checkbox"/> SET <input type="checkbox"/> SLET	<input type="checkbox"/> NSS <input type="checkbox"/> NCC <input type="checkbox"/> NAAC <input type="checkbox"/> IQAC <input type="checkbox"/> ISO																			
Qualification <input type="text" value="10th"/>	Degree <input type="text" value="sss"/>	Specialization <input type="text" value="sss"/>																		
Percentage <input type="text" value="55"/>	Year of Passing <input type="text" value="2015"/>	Institution / School <input type="text" value="TEST"/>																		
Board / University <input type="text" value="Test"/>	Mode <input type="text" value="Regular"/>	Type <input type="text" value="Part Time"/>																		
No. of Arrears <input type="text" value="0"/>	Certificate Available * <input type="text" value="Select"/>																			
Remove																				
<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Qualification</td> <td style="width: 33%;">Degree</td> <td style="width: 33%;">Specialization</td> </tr> <tr> <td> <input type="text" value="12th"/> </td> <td> <input type="text" value="sss"/> </td> <td> <input type="text" value="sss"/> </td> </tr> <tr> <td> Percentage <input type="text" value="22"/> </td> <td> Year of Passing <input type="text" value="2019"/> </td> <td> Institution / School <input type="text" value="TEST"/> </td> </tr> <tr> <td> Board / University <input type="text" value="Test"/> </td> <td> Mode <input type="text" value="Correspondence"/> </td> <td> Type <input type="text" value="Full Time"/> </td> </tr> <tr> <td> No. of Arrears <input type="text" value="0"/> </td> <td colspan="2"> Certificate Available * <input type="text" value="Select"/> </td> </tr> <tr> <td colspan="3" style="text-align: right; padding-top: 10px;"> Remove </td> </tr> </table>			Qualification	Degree	Specialization	<input type="text" value="12th"/>	<input type="text" value="sss"/>	<input type="text" value="sss"/>	Percentage <input type="text" value="22"/>	Year of Passing <input type="text" value="2019"/>	Institution / School <input type="text" value="TEST"/>	Board / University <input type="text" value="Test"/>	Mode <input type="text" value="Correspondence"/>	Type <input type="text" value="Full Time"/>	No. of Arrears <input type="text" value="0"/>	Certificate Available * <input type="text" value="Select"/>		Remove		
Qualification	Degree	Specialization																		
<input type="text" value="12th"/>	<input type="text" value="sss"/>	<input type="text" value="sss"/>																		
Percentage <input type="text" value="22"/>	Year of Passing <input type="text" value="2019"/>	Institution / School <input type="text" value="TEST"/>																		
Board / University <input type="text" value="Test"/>	Mode <input type="text" value="Correspondence"/>	Type <input type="text" value="Full Time"/>																		
No. of Arrears <input type="text" value="0"/>	Certificate Available * <input type="text" value="Select"/>																			
Remove																				
<p style="margin: 0;">+ Add More</p> <p style="margin: 0;">Academic Achievements / Awards</p> <div style="border: 1px solid #ccc; padding: 5px; height: 40px; width: 100%;"> <input type="text" value="NIL"/> </div>																				
1 / 300 words																				

The **Educational Details** module is a dynamic and extensible form interface designed to collect structured academic information across all relevant qualifications. As part of a multi-step application workflow, I developed this module to **support both static and dynamically added entries**, starting with mandatory 10th and 12th qualifications. Each entry captures key academic parameters including **degree name, specialization, institution, year of passing, board, mode of study, type (part-time/full-time), and arrears**, with conditional fields for eligibility exams and extra-curricular activities. A robust "**Add More**" functionality enables applicants to input additional qualifications like undergraduate and postgraduate degrees without cluttering the UI.

Form fields are validated in real-time, and all data is **dynamically saved via background API calls**, enabling a seamless user experience with **no data loss on navigation or reload**. The system also includes dropdowns, conditional rendering, and data-type restrictions to ensure data integrity. This module not only scales across multiple education levels but also integrates seamlessly with the application progress tracker and backend storage for **complete candidate profiling**.

Key Highlights:

-  **Mandatory Sections for 10th & 12th** with validation rules.
-  **Add More Option**: Dynamically add higher education entries with full data structure.
-  **Eligibility Test Options**: NET, SET, SLET selectable with persistent storage.
-  **Extra-Curricular Tags**: NSS, NCC, NAAC, IQAC, ISO – captured for holistic assessment.
-  **Structured Inputs**: Captures year of passing, percentage, institution, board, etc.
-  **Mode and Type Fields**: Supports combinations like Regular–Part Time, or Correspondence–Full Time.
-  **Real-Time Saving**: AJAX-based autosave ensures inputs persist across sessions.
-  **Form Validation**: Numeric-only fields (e.g., percentage, arrears), required dropdowns (e.g., certificate availability).
-  **Award Field**: A free-form textbox for academic achievements, with word limit tracking.
-  **UI Consistency**: Clean sectioning with “Remove” and “Add More” controls for modular input.

Research Contribution

3. Research Contribution

Research Contribution

Paper Published - Basic Metrics

sci	scopus	ugc
1	1	1
other	scopusid	hGoogle
1	null	nil
hScopus		
nil		

Books Published / Edited

National	International
1	

National Entry 1

Title	Publication	Author Name
test	test	test
Book ISBN/DOI	Edition	Year of Publication
2333	test	2015

Chapters Published / Edited

National	International
	1

International Entry 1

Title	Publication	Author Name
test	test	test
Chapter ISBN/DOI	Edition	Year of Publication
test	test	test

Journals

National

International

National Entry 1

Title

Publication

Author Name

Journal ISBN/DOI

Edition

Year of Publication

International Entry 1

Title

Publication

Author Name

Journal ISBN/DOI

Edition

Year of Publication

Projects

Minor Projects

Major Projects

Minor Projects Entry 1

PI / CO-PI

Title

Funding Agency

Status

Duration

Patents

Applied Patents

Published Patents

Granted Patents

Authors (In Order)

Title with ID

Status

 Remove

Authors (In Order)

Title with ID

Status

 Remove

Authors (In Order)

Title with ID

Status

 Remove

Post Doctoral Fellowship (PDF)

National / International	Name of the Institution and Country	
International	Black Fish	

[+ Add Post Entry](#)

Consultancy Undertaken

Title - Author - Order - First / The Number	Organization / Area / Company	Scope
Black Fish	Black Fish	Black Fish

Duration	Amount Received	
Black Fish	200	

[+ Add Consultancy Entry](#)

Paper Presentation & Conferences

Title of the Paper	Title of Conference / FDP	Conference / FDP / MDP
Black Fish	Black Fish	Black Fish

Organizing Institution	Conference Date	Published Date
Black Fish	Black Fish	January 12

[+ Add Paper Entry](#)

Foreign Visit

Country Visited	Nature and Purpose	Funded By
Black Fish	Black Fish	Black Fish

[+ Add Foreign Entry](#)

Save & Continue

Activ
Go to

Research Contribution Module

The **Research Contribution** module is designed as a comprehensive input system that captures a candidate's academic and professional research output. It supports both textual summary entries and detailed breakdowns across key categories, including **published papers, books, chapters, patents, journals, projects, and fellowships**. Each field is organized into collapsible segments with dynamic add/delete capabilities, enabling applicants to record multiple entries under **Post-Doctoral Fellowships, Consultancies, Conference Presentations, and Foreign Visits**. Input fields are contextually labeled to capture fine-grained data such as **conference dates, publication status, funding details, duration, and amount received**—all of which are dynamically saved and validated to ensure accuracy and integrity.

With the ability to distinguish **National vs. International engagements**, this module supports rigorous academic tracking and provides institutions with quantifiable insights into a candidate's research calibre. The section is designed to be **scalable, non-linear, and user-friendly**, allowing users to enter their research background in-depth without navigating away from the main form.

Key Highlights:

-  **Multiple Research Fields:** Includes Books, Chapters, Patents, Journals, Projects, and Papers.
-  **Dynamic Entry Management:** Add/Delete entries for:
 -  Post-Doctoral Fellowships (National/International)
 -  Consultancies (with financial and scope details)
 -  Conferences/FDPs (with published dates & conference details)
 -  Foreign Visits (Purpose, Country, Funded by)
-  **Rich Input Structure:** Title, organization, funding, conference date, amount received, etc.
-  **Global/National Context Recognition:** Clear classification for fellowship type and foreign travel.
-  **Auto-Save Feature:** Ensures real-time, session-persistent form saving with no manual triggers.
-  **Minimalistic UI:** Clean layout with collapsible containers to avoid visual clutter.
-  **Validation & Flexibility:** Allows academic users to input diverse formats (text, numeric, date) with guardrails for consistency.

Work Experience

4. Work Experience

Work Experience

Teaching Experience

Designation *	Institution Name *	
Black Fish	Black Fish	
Address of the Institution *	Specialization *	
Black Fish	Black Fish	
Certificate Available *	From *	To *
No	12-02-1999	13-06-2025
<input type="checkbox"/> Currently Working		

[+ Add More](#)

Industry Experience

Designation *	Institution Name *	
Black Fish	Black Fish	
Address of the Institution *	Specialization *	
Black Fish	Black Fish	
Certificate Available *	From *	To *
No	20-12-2006	dd-mm-yyyy
<input type="checkbox"/> Currently Working		

[+ Add More](#)

[Save & Continue](#)

Work Experience Module

The **Work Experience module** is purpose-built to capture the full spectrum of a candidate's professional journey across academic and industrial domains. It is divided into two primary sections—**Teaching Experience** and **Industry Experience**—each equipped with a robust input system to chronicle employment details with precision. The module allows users to detail designations, institutions, timeframes, certifications, and specializations while supporting multiple experience entries through dynamic expansion.

This module ensures institutions receive a complete overview of a candidate's career progression by incorporating start/end dates, employment verification (certificate

availability), and current working status. Designed with user intuitiveness and academic audit-readiness in mind, the system automatically validates dates and mandatory fields to maintain data quality and temporal accuracy.

Whether capturing decades of academic service or recent industry transitions, the module adapts fluidly to diverse user profiles. It provides essential data points for academic evaluation, ranking, and eligibility verification in professional review systems.

Key Highlights:

Teaching Experience Capture

- Designation, Institution Name, Address, Specialization
- Start & End Dates
- Certificate Availability (Yes/No)
- Checkbox for "Currently Working"

Industry Experience Logging

- Mirrors teaching experience structure with customization for corporate/industry roles
- Allows parallel entry with teaching records

Add More Entries

- Expandable form for adding multiple experience blocks under each category

Date Validation

- Dynamic calendar input ensures correct format and logical chronology

Certificate Tracking

- Tracks availability of official employment proof, useful for audit and credentialing

User-Friendly Input

- Simple layout with dropdowns and date-pickers for easy navigation

Accuracy by Design

- Real-time input checks reduce form errors and incomplete submissions

Multi-Role Compatible

- Supports users with dual careers (academia + industry)

Other Information

5. Other Information

Other Details

Reference 1

Name	Address	Designation
<input type="text"/>	<input type="text"/>	<input type="text"/>

Mobile	Email
<input type="text"/>	<input type="text"/>

Reference 2

Name	Address	Designation
<input type="text"/>	<input type="text"/>	<input type="text"/>

Mobile	Email
<input type="text"/>	<input type="text"/>

Last Drawn Pay	Expected Pay *	Notice Period Required *
<input type="text"/> NIL	<input type="text"/> 30000	<input type="text"/> 15 days

Close relatives at PSG (optional)

<input type="text"/> NIL

Attended PSG Interview *

<input type="text"/> Yes	<input type="text"/> Friends
--------------------------	------------------------------

Source of Vacancy *

Any other comments (optional)

<input type="text"/> NIL

[View previously uploaded CV](#)

Upload CV * No file chosen

Other Information Module

The **Other Information module** is crafted to capture supplemental yet essential data that aids in building a complete profile of the applicant. It serves as a bridge between personal,

professional, and logistical insights by integrating references, compensation expectations, and application context in a single structured format. The section supports both mandatory and optional inputs, helping institutions make informed decisions beyond academic and work metrics.

By incorporating references, previous interview history, expected salary, and relational affiliations within the institution, this module offers valuable administrative and HR-aligned data for recruitment or admissions workflows. Optional fields ensure flexibility, allowing applicants to share relevant details without constraint, including any known PSG affiliation or additional remarks.

Key Highlights:

Reference Details

- **Two Reference Slots** with full contact details (Name, Address, Designation, Mobile, Email)
- Useful for background verification and credibility checks

Compensation Insights

- **Last Drawn Pay:** For past benchmarking
- **Expected Pay:** Required field that reflects applicant's salary expectations
- **Notice Period:** Captures resignation or onboarding logistics

Institutional Affiliations

- **Close Relatives at PSG (Optional):** Transparency regarding potential institutional connections

17 PSG Interview History

- Dropdown to indicate whether the candidate has appeared for interviews previously

Source of Vacancy

- Helps track recruitment channels (Friends, Advertisements, Campus Drive, etc.)

Optional Comments Section

- Free-text box to share clarifications, availability, or special requirements

CV Upload Functionality

- Allows file upload for the latest CV
- System indicates previously uploaded CV, if any

Declaration

6. Declaration & Upload Resume

Declaration

I hereby declare that the information provided is true to the best of my knowledge and belief. I understand that any misrepresentation may result in disqualification.

Submit Application

Declaration & Upload Resume Module

The **Declaration & Upload Resume module** marks the final step in the application process, serving both as a legal acknowledgment and a commitment checkpoint. This section is designed to capture the candidate's formal affirmation that all submitted data is authentic and complete to the best of their knowledge. It also functions as the gateway to finalize and submit the application officially.

The module incorporates a mandatory declaration checkbox, which enforces accountability and safeguards institutional integrity. The embedded action button – “Submit Application” – is contextually enabled only upon user consent, ensuring procedural compliance. Coupled with the earlier CV upload functionality, this segment completes the documentation trail for every applicant.

Key Highlights:

Mandatory Declaration Checkbox

- Ensures the applicant confirms the accuracy and truthfulness of all provided information
- Protects against false claims or fraudulent submissions
- Provides institutional legal cover and applicant accountability

Submission Trigger

- “Submit Application” button becomes active only after declaration is accepted
- Guarantees deliberate and validated submission flow

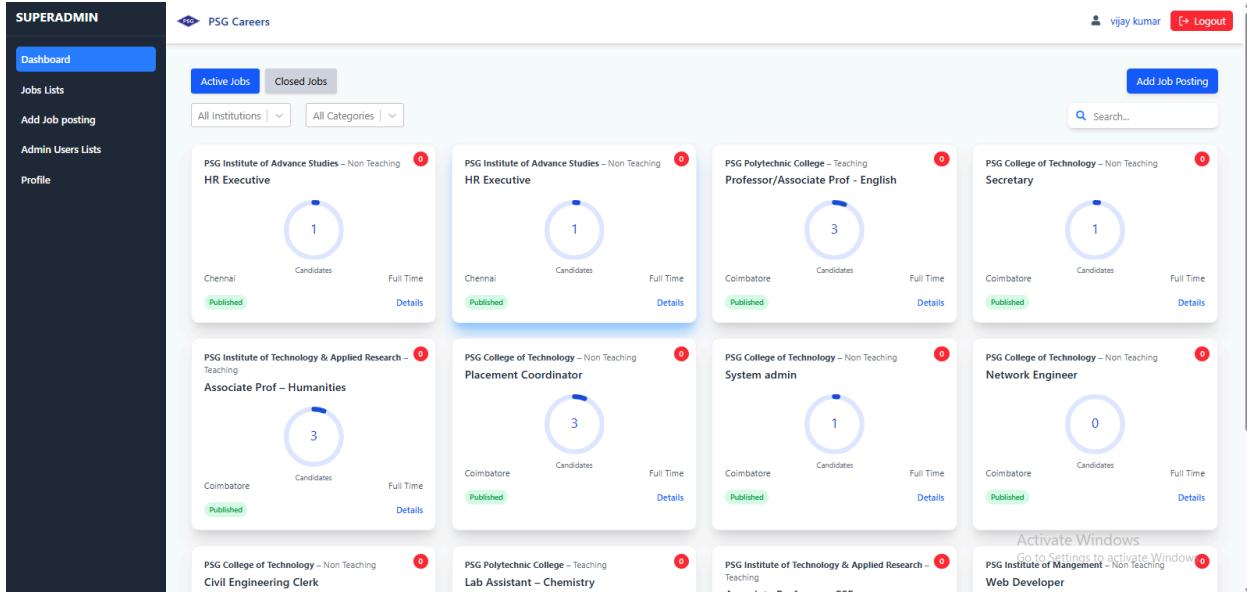
Document Completion Reminder

- Reinforces that the uploaded resume and filled information form a binding submission package

Final Gatekeeping Layer

- Acts as the final control point before application is received by the institution
- Reduces risk of incomplete or misinformed applications

SUPER ADMIN PANEL



Superadmin Dashboard Module

The **Superadmin Dashboard Module** serves as the central control panel for managing and monitoring all job postings across institutions in the PSG Careers ecosystem. Designed for high-level administrative users, this interface enables efficient oversight and management of recruitment activities, from job creation to application tracking, with a clear and intuitive layout.

The dashboard provides a real-time overview of all **active** and **closed** jobs, filterable by institution and category. Each job tile displays key information such as job title, institution, location, job type, publication status, and the number of applicants, ensuring at-a-glance insights for decision-making. With interactive elements like status tags, visual candidate counters, and quick access to job details, the module enhances control without compromising simplicity.

Key Highlights:

Institution-Wide Job Monitoring

- View all active and closed job listings across multiple PSG institutions
- Separate tabs for easy navigation between ongoing and archived postings

Search & Filter Capabilities

- Filter by **Institution**, **Category**, or **Keyword** to locate specific job posts quickly
- Accelerates access to target job listings in large datasets

Candidate Snapshot

- Circular candidate meters display live application count per job
- Enables quick assessment of interest and application volume

Status Tags & Controls

- “Published” tags confirm visibility of jobs to candidates
- Job status (active/closed) easily managed from the interface

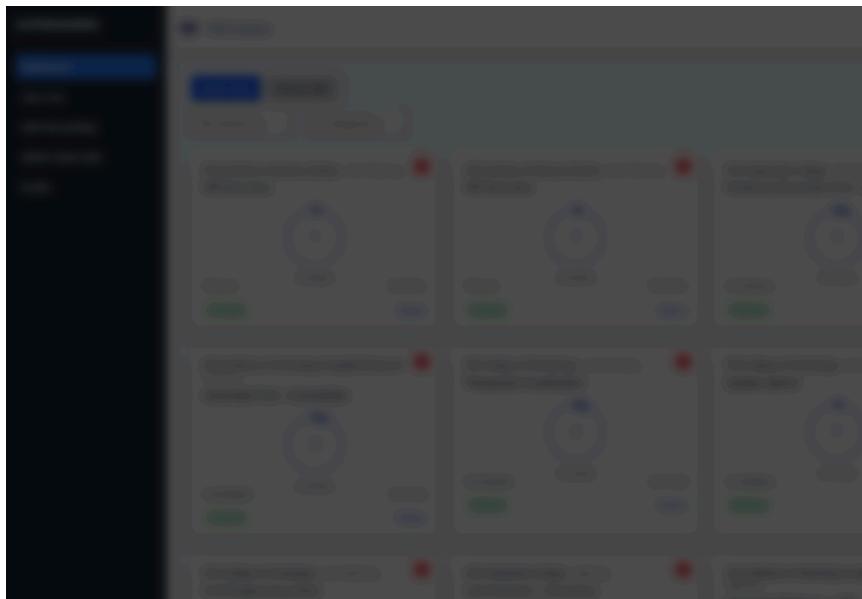
Quick Access Buttons

- “Details” button on each card leads to expanded view for job-specific data
- “Add Job Posting” enables seamless creation of new roles

User Authentication

- Admin-specific access (e.g., *Superadmin*) for high-level management and secure job configuration
- Logout feature ensures session security and role-based isolation

Job Details



Job Details

Job ID: PSG2025-018
Job Title: HR Executive
Institution: PSG Institute of Advance Studies
Location: Chennai
Category: Non Teaching
Job Type: Full Time
Skills Required:
Talent acquisition
Strong interpersonal skills
Communication Skills
Job Description:
Job Summary:
This role is operational HR which is pivotal in enhancing employee engagement, ensuring cohesive internal communication, maintaining continuous reporting systems, and supporting HR initiatives across the organization.
Key Responsibilities:
HR Process Designing: Collaborate with the Senior HR Executive to formulate HR process and procedures aligned with the overall institution goals and objectives.
Talent Acquisition: Manage the recruitment process for various institutional positions, including job postings, candidate selection, interviews, and onboarding, to ensure a skilled and motivated workforce.
Communication: Manage communication flow and coordination across institutions
Performance Management: Conduct performance evaluation programs to provide timely feedback to employees, identify areas of improvement, and recognize exceptional performance.

✓ Job Details Summary

- **Job ID:** PSG2025-018
- **Job Title:** HR Executive
- **Institution:** PSG Institute of Advance Studies
- **Location:** Chennai
- **Category:** Non Teaching
- **Job Type:** Full Time

✓ Skills Required

- Talent acquisition
 - Strong interpersonal skills
 - Communication skills
-

Job Description

Job Summary:

This is an operational HR role focused on:

- Enhancing employee engagement
 - Ensuring cohesive internal communication
 - Maintaining continuous reporting systems
 - Supporting HR initiatives across the organization
-

Key Responsibilities

- **HR Process Designing:**

Collaborate with Senior HR Executive to design HR processes aligned with institutional goals.

- **Talent Acquisition:**

Handle recruitment for institutional roles – postings, candidate selection, interviews, and onboarding.

- **Communication:**

Ensure clear communication flow and coordination between institutions.

- **Performance Management:**

Conduct performance evaluations to:

- Give feedback
- Identify improvement areas
- Recognize exceptional performance

Job Lists

The screenshot shows the PSG Careers Superadmin dashboard. The left sidebar has a dark theme with white text and includes links for Dashboard, Jobs Lists (which is highlighted in blue), Add Job posting, Admin Users Lists, and Profile. The main content area has a light background and displays a table titled "Job Lists". The table has columns for Id, Title, Category, Institution, Location, Status, and Actions. There are 10 rows of data, each with a unique ID, title like "HR Executive" or "Professor/Associate Prof - English", category like "Non Teaching" or "Teaching", institution like "PSG Institute of Advance Studies" or "PSG Polytechnic College", location like "Chennai" or "Coimbatore", status (with a green checkmark or red X), and actions (edit, deactivate, delete, and download icons). A search bar is at the top right of the table, and a blue button labeled "Add job posting" is also present.

ID	Title	Category	Institution	Location	Status	Actions
PSG2025-018	HR Executive	Non Teaching	PSG Institute of Advance Studies	Chennai		
PSG2025-017	HR Executive	Non Teaching	PSG Institute of Advance Studies	Chennai		
PSG2025-015	HR Executive	Non Teaching	PSG Institute of Advance Studies	Chennai		
PSG2025-014	Professor/Associate Prof - English	Teaching	PSG Polytechnic College	Coimbatore		
PSG2025-011	Secretary	Non Teaching	PSG College of Technology	Coimbatore		
PSG2025-009	Associate Prof – Humanities	Teaching	PSG Institute of Technology & Applied Research	Coimbatore		
PSG2025-008	Placement Coordinator	Non Teaching	PSG College of Technology	Coimbatore		
PSG2025-007	System admin	Non Teaching	PSG College of Technology	Coimbatore	Activate Windows Go to Settings to activate Windows.	
PSG2025-006	Nursing Executive	Non Teaching	PSG College of Technology	Coimbatore		
PSG2025-005	Lab Executive	Non Teaching	PSG College of Technology	Coimbatore		

Job Lists Module

The **Job Lists Module** is a core component of the Superadmin interface within the PSG Careers platform. It serves as a centralized repository for managing all job postings across various institutions, providing administrators with complete visibility and control over recruitment listings.

This module presents job data in a clear tabular format, showing essential fields such as **Job ID**, **Title**, **Category**, **Institution**, **Location**, **Status**, and **Actions**. This structured view allows superadmins to monitor, edit, activate/deactivate, or delete job posts efficiently and with full accountability.

Key Highlights:

Structured Overview of Job Postings

- Displays all job entries in a sortable, searchable tabular format
- Includes key data points: **Title**, **Institution**, **Category**, and **Location** for context and clarity

Status Management

- **Green checkmark:** Job is published and visible to applicants
- **Red cross:** Job is inactive, allowing temporary deactivation without deletion

Quick-Action Controls

- **Edit (pencil icon):** Modify job details instantly
- **Delete (trash icon):** Remove job permanently from the database
- **View (document icon):** Access full job posting or applications if linked

Search Functionality

- Dynamic **search box** enables filtering based on job title or other attributes
- Facilitates fast navigation, especially with large job databases

Add Job Posting Integration

- Seamlessly links to the "Add Job Posting" module for new job creation
- Ensures consistency in workflow and reduces redundancy

Role-Based Access

- Available only to authenticated Superadmin users, preserving system integrity

- Supports multi-institutional oversight from a single screen

Job Posting

The screenshot displays the 'Add Job posting' module of the PSG Careers system. The interface is divided into several sections:

- Left Sidebar:** Contains links for Dashboard, Jobs Lists, Admin Users Lists, and Profile.
- Header:** Shows the PSG Careers logo, user name 'vijay kumar', and a Logout button.
- Job Posting Section:** Includes fields for Job title, Job ID, Location, Gender (Optional), Institutions, Department, Job Category (Teaching or Non Teaching), Designation (Optional), Grade (Optional), Job Type, Hire Type, and No. of Openings (Optional).
- Job Description Section:** A large text area for entering the job description.
- CTC Details (Optional):** Fields for Select Currency, Min, and Max.
- Experience & Skills Section:** Fields for Min and Max experience in years.
- Important Skills Section:** A text input field for listing skills, with a note: "Please Note: These skills will be weighted more while evaluating stack-ranking".
- Footer:** Includes a note to "Activate Windows Go to Settings > Activation > Windows", a "Save and Proceed" button, and a "Please Note" message about skill weighting.

Add Job Posting Module

The **Add Job Posting Module** is a vital interface in the Superadmin portal of the PSG Careers system, designed to streamline the creation and customization of job listings across institutions. This module provides a comprehensive form-driven layout that ensures every relevant detail of a job opening is captured with accuracy and consistency.

It empowers Superadmins to initiate new recruitment opportunities by specifying both mandatory and optional job attributes in a user-friendly and logically grouped format.

Key Features:

Detailed Job Entry Form

- **Mandatory Fields:** Title, Job ID, Location, Institution, Department, Category (Teaching/Non-Teaching)
- **Optional Enhancements:** Designation, Grade, Gender preference, and Number of Openings
- **Job Description Editor:** Rich-text input with formatting tools for clarity and structure

Categorization & Type

- Selection of **Job Category:** Teaching / Non-Teaching
- Selection of **Job Type** and **Hire Type** for HR clarity and filtering
- Internal classification improves recruitment tracking

Compensation & Experience (Optional/Internal Use)

- **CTC Details:** Define currency and salary range
- **Experience Requirement:** Define min-max experience in years
- These details assist in back-end ranking, filtering, and stack-ranking of applicants

Skill Tagging

- Add multiple **Important Skills** using a tag-based input system
- Skills are weighted internally for better applicant evaluation logic

Secure and Role-Based

- Only Superadmin users can access this module
- Fields for internal-use-only (e.g., CTC, No. of Openings) are clearly marked

Finalization

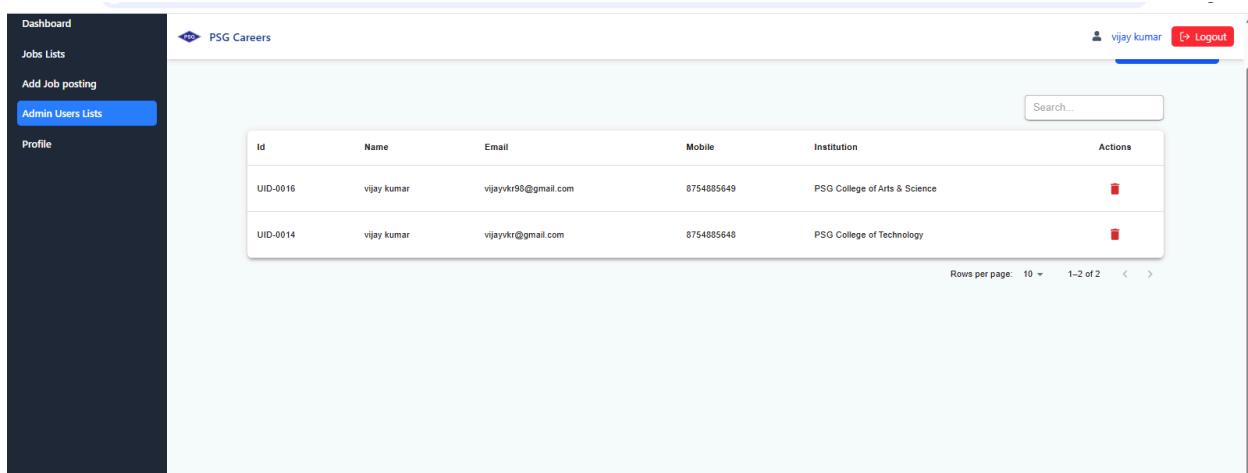
- “Save and Proceed” button ensures validation and submission of the job data into the backend system or database
-

Purpose and Impact

The **Add Job Posting Module** ensures that job listings across all institutions are captured in a **standardized, complete, and context-aware** manner. It minimizes manual errors, supports internal workflows, and integrates seamlessly with other parts of the recruitment system—such as job lists, applications, and candidate evaluations.

Its design reflects a balance between flexibility (via optional fields) and precision (via required fields), optimizing both the data entry process and the applicant experience downstream.

Admin Users



The screenshot shows the Admin Users Lists module within the PSG Careers portal. The left sidebar has a dark theme with white text and includes links for Dashboard, Jobs Lists, Add Job posting, Admin Users Lists (which is highlighted in blue), and Profile. The main content area has a light background and displays a table of user data. The table has columns for Id, Name, Email, Mobile, Institution, and Actions. Two rows are listed:

Id	Name	Email	Mobile	Institution	Actions
UID-0016	vijay kumar	vijayvkr98@gmail.com	8754885649	PSG College of Arts & Science	
UID-0014	vijay kumar	vijayvkr@gmail.com	8754885648	PSG College of Technology	

At the bottom right of the table, there are pagination controls: "Rows per page: 10", "1–2 of 2", and navigation arrows. The top right corner shows a user profile for "vijay kumar" and a "Logout" button.

Admin Users Lists Module

The **Admin Users Lists Module** serves as a centralized directory for managing administrative users within the PSG Careers portal. It is a critical tool used by Superadmins

to **view, audit, and maintain** the list of authorized admin users who are associated with various institutions under PSG.

This module simplifies **access control** and ensures **accountability and traceability** of users involved in managing job postings and recruitment workflows.

Key Features:

Admin User Directory

- Displays a tabular view of all registered admin users with the following fields:
 - **ID:** Unique identifier (e.g., UID-0016)
 - **Name:** Full name of the user
 - **Email:** Official email ID
 - **Mobile:** Contact number
 - **Institution:** Associated PSG institution (e.g., PSG College of Technology)

Search & Navigation

- Built-in **search bar** enables quick lookup by name, email, or ID
- **Pagination control** allows navigating through large lists efficiently

Admin Deletion

- Each admin record has a delete icon under **Actions**
- Clicking the icon allows the Superadmin to remove obsolete or unauthorized users
- Enhances security by preventing lingering access

Mobile Contact Verification (Implicit)

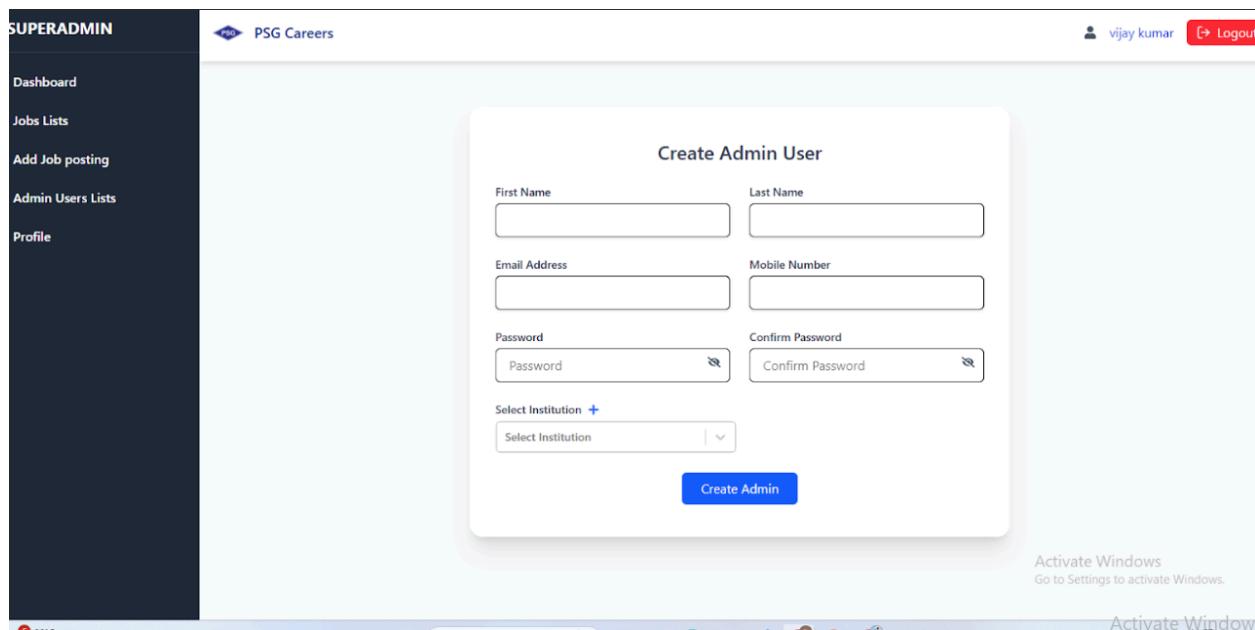
- Phone numbers are listed for quick contact or validation during issue resolution
-

⌚ Purpose and Impact

The **Admin Users Lists Module** ensures **clean governance and access control** by enabling Superadmins to actively manage who has the authority to operate within the PSG Careers ecosystem. This reduces administrative risk and enforces institutional alignment by mapping admins to their respective colleges.

By providing full visibility and the ability to modify the admin list, this module helps maintain **operational clarity**, supports **audit trails**, and strengthens **data integrity** across the recruitment platform.

ADMIN USERS



🔒 Create Admin User

📍 **Location in UI:**

Sidebar Menu > Admin Users Lists > Create Admin

👤 **Purpose:**

This form allows **Superadmin** users to **create new Admin accounts** and assign them to specific institutions within the PSG Careers portal.



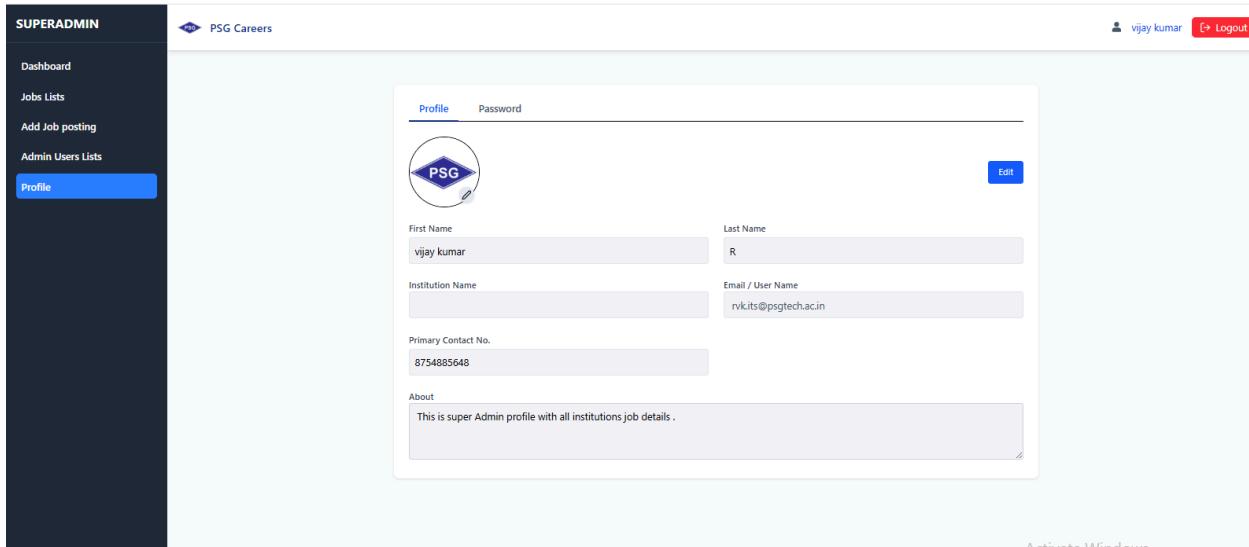
Form Fields:

1. **First Name** – Text input for the admin's first name
2. **Last Name** – Text input for the admin's last name
3. **Email Address** – Used as the login username
4. **Mobile Number** – Likely for contact or 2FA purposes
5. **Password & Confirm Password** – Includes visibility toggle for password field
6. **Select Institution** – Dropdown menu to assign the admin to a specific PSG institution (e.g., PSG Tech, PSGCAS, etc.)
7. **Create Admin Button** – Blue action button to submit the form



Note: The + sign near "Select Institution" suggests the ability to **add a new institution**, possibly linking to another modal or page.

Profile



Profile Module (Superadmin)

The **Profile Module** provides a centralized personal dashboard for the **Superadmin**, enabling them to manage and verify their professional identity and credentials within the **PSG Careers** system. This module emphasizes personalization, authentication, and role-based clarity.

It ensures the Superadmin's contact details and institutional affiliation are clearly recorded and easily accessible for administrative consistency and communication.

❖ Key Features:

👤 Personal Information Display

- **First Name / Last Name:** Clearly identifies the Superadmin
- **Email/User Name:** Official institutional email used for login and system notifications
- **Primary Contact No.:** Listed for urgent queries or escalations

🏛️ Institutional Alignment

- **Institution Name:** Tied to the administrative scope and visibility in job data across all PSG institutions
- **About Section:** Describes the Superadmin's role—"This is Super Admin profile with all institutions job details"—reinforcing access privileges

Edit Functionality

- A dedicated **Edit** button enables modification of non-sensitive fields, empowering profile management without compromising security

Password Tab (Not Visible)

- Expected to allow credential updates securely under the same module (implied from tab structure)

Brand Identity

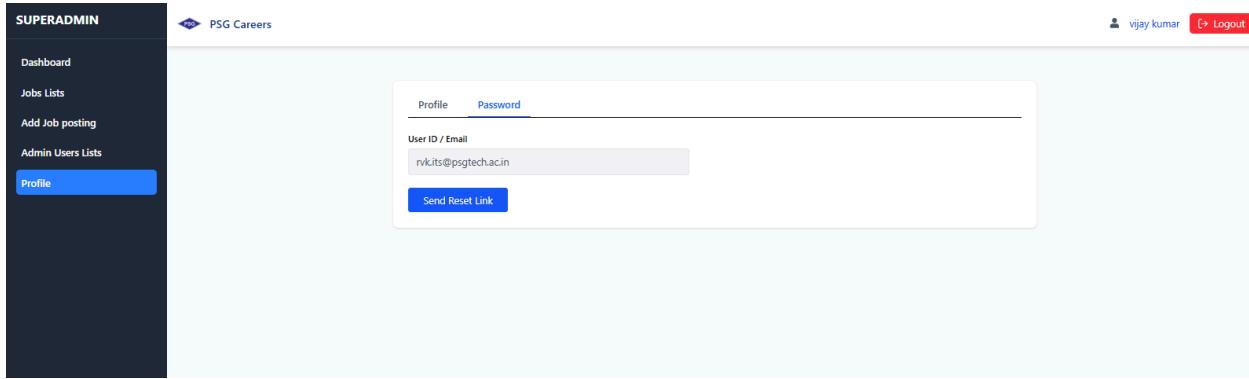
- The PSG logo provides visual affirmation of institutional branding and trusted access
-

Purpose and Impact

The **Profile Module** enhances **administrative transparency and traceability** by allowing the Superadmin to maintain accurate and consistent personal data. It supports:

- **User accountability**
- **Efficient support escalation**
- **Secure administrative access**

By distinguishing the Superadmin's identity clearly, it supports role-based access control and enables seamless system governance across departments and colleges within the PSG network.



Password Reset (Superadmin Profile Module)

The **Password Reset Submodule** is an essential feature under the **Profile Module**, designed to provide a secure and convenient way for the Superadmin to manage account credentials. It allows the Superadmin to initiate a password reset request via a verified institutional email address.

Key Features:

Email-Based Identity Confirmation

- Displays the **Superadmin's registered email (User ID)**, which is auto-filled and read-only for identity validation
- Ensures password resets are only sent to authenticated users

Reset Process Trigger

- A "Send Reset Link" button enables the dispatch of a secure reset link to the registered email
- Prevents unauthorized access by requiring email verification

Out-of-Band Verification

- Relies on **email as a secondary communication channel**, reducing risk of session hijack or internal system compromise

Purpose and Impact

This submodule empowers the Superadmin to:

- **Maintain account security** independently and efficiently
- **Recover access credentials** in the event of a forgotten or compromised password
- **Preserve operational continuity** across administrative tasks by minimizing system downtime due to login issues

Applicants Review

Candidate Name	Mail	Mobile	Stage	Resume/Links	Applied At	Remarks
Sarath	test@gmail.com	9568449086	Selected	PDF	June 21, 2025	-
VijayKumar	vijayvkr98@gmail.com	8754885648	Applied	PDF	June 12, 2025	Candidate not selected after Lvl2 screening
Bala	test@gmail.com	9600960096	Profile Screening Lvl 1 Screening Lvl 2 Screening Interview	PDF	June 11, 2025	profile screening stage .

Activate Windows
Go to Settings to activate Windows.

Applicants Review (Jobs List Module)

The **Applicants Review Submodule** is an integral part of the **Jobs List Module**, designed to enable the Superadmin to **evaluate, manage, and progress candidates** through multiple stages of the recruitment process for a specific job posting.

Key Features:

Filtering & Search Options

- Filter by **applicant status** (e.g., All Applicants) and **recruitment stage** (e.g., Profile Screening, Interview)
- Search bar allows quick lookup by **candidate name, email, or mobile number**

Applicant Information Display

- View essential details like:

- **Candidate Name**
- **Email (Mail)**
- **Mobile Number**
- **Resume (PDF Link)**
- **Application Date**
- **Remarks Section** for stage-specific notes or justifications

Stage Management Dropdown

- Each applicant has an editable dropdown to assign/update the **current stage**:
 - Applied
 - Profile Screening
 - Lvl 1 Screening
 - Lvl 2 Screening
 - Interview
 - Selected
 - Rejected
- Enables dynamic movement of applicants through the recruitment funnel

Remarks Field

- Custom notes can be added per applicant (e.g., rejection reasons, screening feedback)

Export Functionality

- Export applicant data for record-keeping or offline evaluation
-

Purpose and Impact

This submodule empowers the Superadmin to:

- **Systematically track applicant progress** for each job posting
- **Centralize screening feedback**, enhancing transparency and collaboration
- **Facilitate data-driven hiring decisions** by maintaining a clear and structured applicant lifecycle
- **Ensure compliance and consistency** in candidate evaluation through structured stages and logging

By supporting **end-to-end applicant management**, this feature transforms static job listings into a **live hiring pipeline**, streamlining the workflow and enabling strategic recruitment execution across PSG institutions.

Candidate Details View

Candidate Details

Personal Details

Full Name Sarah	Gender Male
Date of Birth 22/02/1999	Mobile 9568449086
Email test@gmail.com	Community test
Category SC	Marital Status Unmarried
Aadhar 960096009600	PAN ABCDE1234F
Physically Challenged No	Mother Tongue Test

Communication Address
Tneb Headquarters Marjor, Camp, Tamil Nadu, 643219, India

Permanent Address
Tneb Headquarters Marjor, Camp, Tamil Nadu, 643219, India

Languages Known

Language	Read	Write	Speak
Tamil	✓	✓	✓
English	✓	✓	✓

Activate Windows
Go to Settings to activate Windows.

Candidate Details View (Jobs List Module)

The **Candidate Details View Submodule** provides Superadmins with **comprehensive access** to an individual applicant's profile, enabling **in-depth evaluation** across multiple dimensions of their background, qualification, and experience.

Key Features:

Personal Information Section

- Displays key details including:
 - Full Name, Date of Birth, Gender, Email, Mobile Number
 - Category, Aadhar Number, PAN, Marital Status
 - Physically Challenged Status, Mother Tongue, Community
 - Communication & Permanent Addresses

Languages Known Table

- Lists languages and proficiency indicators for:
 - **Read**
 - **Write**
 - **Speak**

Tabbed Navigation for Profile Sections

- Enables seamless access to deeper insights:
 - **Personal Details**
 - **Education**
 - **Work Experience**
 - **Research Contribution**
 - **Other Details**

Resume Export Button

- A red PDF button allows admins to export the candidate's complete profile for offline review or documentation
-

Purpose and Impact

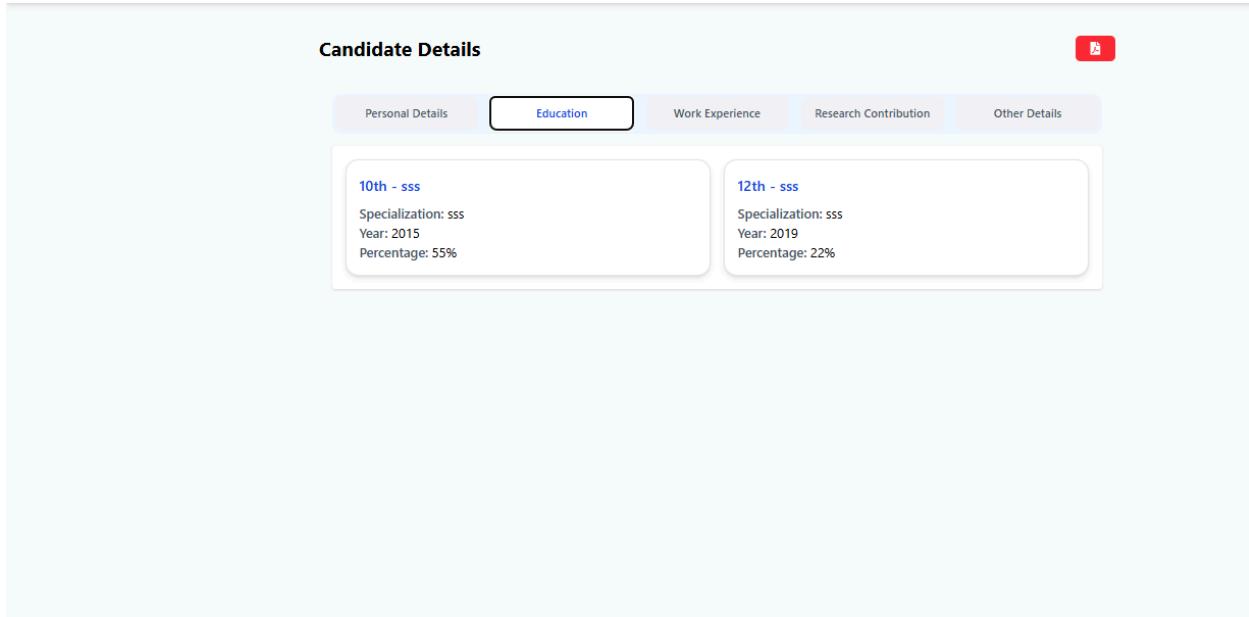
This submodule serves as a **centralized, full-profile dashboard** for each applicant, allowing Superadmins to:

- **Verify identity and eligibility details**
- **Assess language and communication proficiencies**
- **Track academic and professional history** (via subsequent tabs)
- **Ensure compliance with documentation requirements**

- **Make holistic evaluations** for role fitment

The submodule transforms raw application data into a **structured, readable, and evaluative format**, empowering recruitment teams to make **informed, fair, and fast decisions**.

Education Tab



Education Tab (Candidate Details View)

The **Education tab** within the Candidate Details View allows Superadmins to access a candidate's **academic history** in a structured and clear layout. This data supports a **foundational assessment** of the applicant's educational background, relevance to the role, and overall merit.

Key Features:

Segmented Education Records

- Shows qualification-wise breakdown (e.g., 10th, 12th, UG, PG)

- Each section contains:
 - **Institution Name**
 - **Specialization**
 - **Year of Completion**
 - **Percentage or Grade Achieved**



Card-based Layout

- Information is displayed in clean, independent cards for quick scanning
- Highlights any academic red flags (e.g., low scores) instantly



PDF Export Functionality

- A dedicated red button enables profile data export including educational qualifications for offline or formal review



Purpose and Impact

This tab empowers recruiters to:

- **Evaluate academic consistency**
- **Screen eligibility based on cutoff percentages**
- **Assess specialization alignment** with the job role
- **Identify gaps or red flags** in academic progression
- **Support shortlisting logic** during early-stage screening

The **Education tab acts as a baseline filter** to shortlist candidates whose academic background aligns with institutional or departmental requirements, ensuring the **first layer of merit-based evaluation** is transparent and consistent.

Work Experience

The screenshot shows the PSG Careers Candidate Details interface. On the left is a dark sidebar with 'SUPERADMIN' at the top, followed by 'Dashboard', 'Jobs Lists', 'Add Job posting', 'Admin Users Lists', and 'Profile'. The main area has a header 'Candidate Details' with tabs: Personal Details, Education, **Work Experience** (which is selected), Research Contribution, and Other Details. Below the tabs are two sections: 'Industry Experience' and 'Teaching Experience', each containing a box with organization, designation, and dates. At the bottom right of the main area is a link 'Activate Windows'.

Work Experience Tab (Candidate Details View)

The **Work Experience tab** in the Candidate Details View provides a structured summary of the applicant's **professional background**, enabling informed evaluation of their **relevance, depth, and progression** in past roles.

Key Features:

Chronological Display of Employment

- Lists each job entry with:
 - **Organization Name**
 - **Role/Designation**
 - **Duration (Start to End Date)**

- **Key Responsibilities / Description** (if available)

Experience Level Clarity

- Helps identify:
 - **Total years of experience**
 - **Gaps in employment**
 - **Growth trajectory**

Alignment Check

- Enables recruiters to assess:
 - Relevance of experience to the **current job role**
 - Depth of involvement in academia, industry, or research

PDF Integration

- Ensures all professional experience is included in profile export for formal review or documentation
-

Purpose and Impact

This tab is critical for:

- **Assessing eligibility** for roles with minimum experience criteria (e.g., Associate Professor, Professor)
- **Evaluating role fit** based on domain expertise
- **Understanding job stability**, progression, and nature of prior engagements (e.g., teaching vs. industry)

It ensures the hiring panel can **prioritize candidates** with relevant, high-quality experience and make evidence-based decisions during **shortlisting and interview preparation**.

Research Contribution

 PSG Careers

vijay kumar Logout

SUPERADMIN

Dashboard

Jobs Lists

Add Job posting

Admin Users Lists

Profile

Candidate Details

B

Personal Details

Education

Work Experience

Research Contribution

Other Details

Paper Published - Basic Metrics

Scopus ID: null

S2I: 1

Ugc: 1

hGoogle: nil

hScopus: nil

Other: 1

Books Published / Edited

Title: test

Publication: test

Author: test

Isbn: 2333

Edition: test

Year: 2015

Chapters Published / Edited

Title: test

Publication: test

Author: test

Isbn: test

Edition: test

Year: test

Journals

Title: test

Publication: test

Author: test

Isbn: test

Edition: test

Year: 2015

Title: Black Fish

Publication: Black Fish

Author: Black Fish

Isbn: Black Fish

Edition: Black Fish

Year: 2019

Activate Windows

Go to Settings to activate Windows.

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Research Contribution Tab (Candidate Details View)

The **Research Contribution** tab captures the candidate's academic and scholarly output, providing critical insights into their **research capabilities**, **intellectual contributions**, and alignment with the institution's **academic standards**.

Key Features:

Publication Records

- Lists of:
 - **Journal Publications**
 - **Conference Papers**
 - **Books/Book Chapters**

- **Patents** (if applicable)

Research Metrics

- Includes:
 - **Titles**
 - **Publication Venues**
 - **Years**
 - **Indexing Details (Scopus, SCI, UGC-listed, etc.)**
 - **DOIs or Links (if provided)**

Academic Recognition

- Highlights:
 - **Awards/Grants/Fellowships**
 - **Research Projects led or contributed to**
 - **Collaborations** with reputed institutions or labs

Export-Ready Format

- Fully integrated into the PDF export for **faculty selection committee review** and archiving.
-

Purpose and Impact

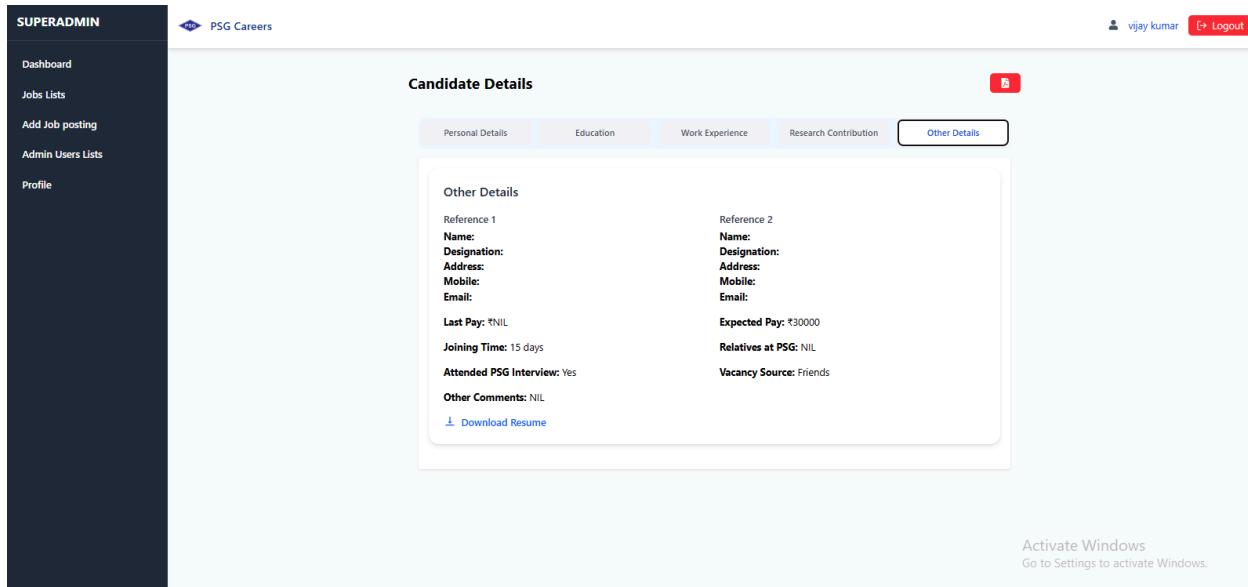
This tab supports:

- **Evaluating research rigor and quality** for roles requiring scholarly contributions (e.g., Associate/Professor levels)

- **Shortlisting candidates** with high-impact publications aligned with the institution's research goals
- Promoting transparency and completeness in **faculty recruitment workflows**

It ensures decision-makers can **distinguish between research-active candidates** and those with limited academic output, helping uphold PSG's **academic and research excellence**.

Other Details



The screenshot shows the PSG Careers Candidate Details page. The left sidebar is titled 'SUPERADMIN' and includes links for Dashboard, Jobs Lists, Add Job posting, Admin Users Lists, and Profile. The main header has a logo, 'PSG Careers', and a user dropdown 'vijay kumar'. The top navigation bar has tabs: Personal Details, Education, Work Experience, Research Contribution, and Other Details (which is highlighted). Below the tabs is a section titled 'Candidate Details' with a red 'B' icon. The 'Other Details' tab contains fields for Reference 1 and Reference 2, along with other candidate information like Last Pay, Joining Time, Attended PSG Interview, and Other Comments. At the bottom right of the page, there is a message: 'Activate Windows Go to Settings to activate Windows.'

Other Details Tab (Candidate Details View)

The **Other Details** tab is a dynamic section designed to capture **supplementary information** about a candidate that is not covered in standard fields such as education, experience, or research. This tab enables a **holistic assessment** by allowing candidates to present **additional credentials, achievements, or disclosures** relevant to the hiring committee.

Key Features:

Certifications & Trainings

- Professional courses, MOOCs, workshops, and skill-based certifications
- Includes:
 - Title of certification/training
 - Issuing authority (e.g., NPTEL, Coursera, etc.)
 - Completion date and credential link (if applicable)

Awards & Recognitions

- Honors received from academic institutions, professional bodies, or societies
- Examples: Best Paper Award, Teaching Excellence Award, Fellowships

Invited Talks / Guest Lectures / Conferences Attended

- Records of participation or invitations to speak at academic/professional events

Memberships in Professional Bodies

- Memberships in IEEE, ACM, ISTE, INFLIBNET, etc., with membership IDs if available

Declarations

- Includes integrity statements, criminal record disclosure, or service bond status
- Candidates may also declare any **pending obligations** with prior institutions

Uploads Section

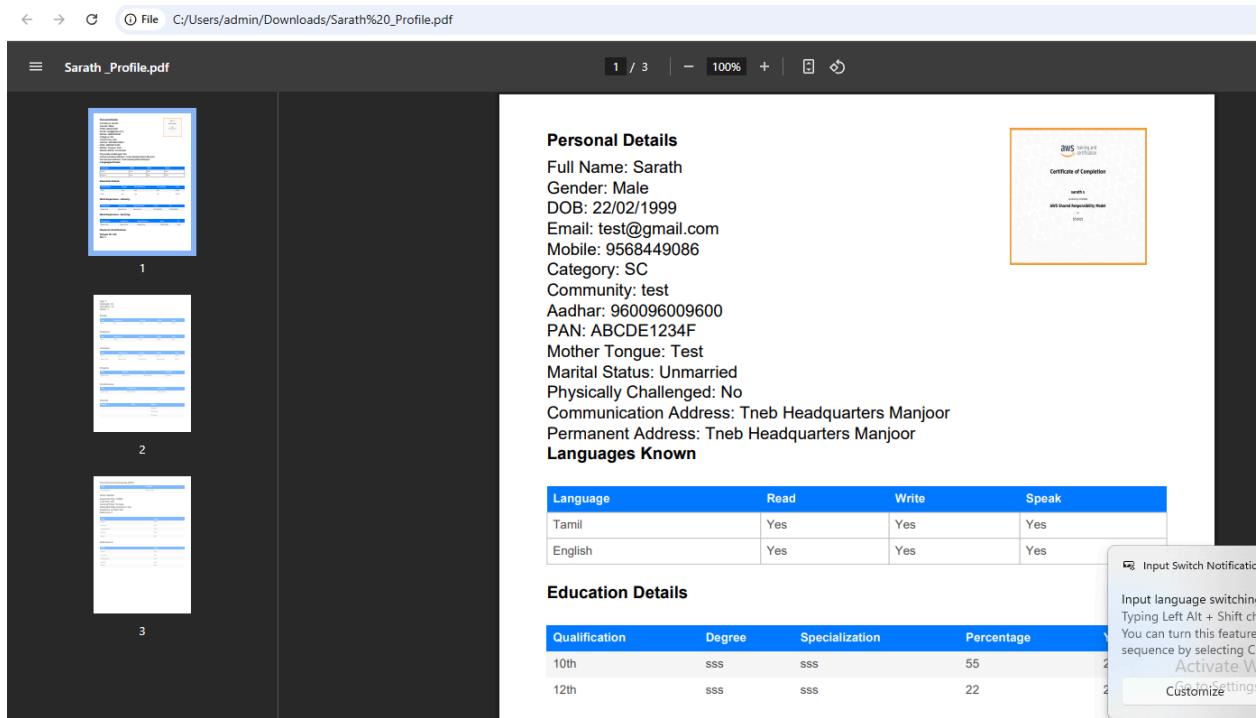
- Allows uploading of **supporting documents** (e.g., certificates, award letters) in PDF format
-

Purpose and Impact

The **Other Details tab** enriches the candidate profile by:

- Capturing **non-standard qualifications** that may indicate professional development or thought leadership
- Highlighting attributes that align with **institutional values, accreditation norms, or faculty development programs**
- Offering a **more nuanced and competitive evaluation** beyond academic metrics

EXPORT TO PDF



Personal Details

Full Name: Sarath
Gender: Male
DOB: 22/02/1999
Email: test@gmail.com
Mobile: 9568449086
Category: SC
Community: test
Aadhar: 960096009600
PAN: ABCDE1234F
Mother Tongue: Test
Marital Status: Unmarried
Physically Challenged: No
Communication Address: Tneb Headquarters Manjor
Permanent Address: Tneb Headquarters Manjor

Languages Known

Language	Read	Write	Speak
Tamil	Yes	Yes	Yes
English	Yes	Yes	Yes

Education Details

Qualification	Degree	Specialization	Percentage
10th	SSS	SSS	55
12th	SSS	SSS	22

Certificate of Completion

AWS Cloud Academy
AWS Cloud Academy

Input Switch Notification

Input language switching
Typing Left Alt + Shift changes the input language
You can turn this feature on/off by selecting Control Panel
Activate Windows
Go to Settings
Customize

The candidate's details are clearly being captured and aligned with the **Candidate Details View Submodule**, especially in the **Personal Details**, **Languages Known**, and **Education Details** sections.

The profile matches the UI we've discussed earlier, and it visually confirms the need for consistency across tabs.

Confirmed Mapping:

Section in UI	Data Present in PDF?	Remarks
Personal Details	 Yes	Matches exactly (Name, Gender, DOB, etc.)
Languages Known	 Yes	Table matches UI: Tamil & English with Read/Write/Speak
Education Details	 Yes	10th & 12th education with percentage and year
Certifications	 Yes (AWS shown)	Certificate image displayed (AWS Smart Responsibility Model)
Other Details (Certs)	 Yes	Supports the need for an “Uploads” or “Certifications” section in the tab

ADMIN

Important Notice for Admin Users

⚠ Admin Access Limitation:

The **Admin user** can **only view the list of job applications** and associated basic candidate counts per job.

✗ They do not have access to:

- Edit job listings
- Modify applications or statuses
- Access any sensitive or personal candidate data

This ensures a **secure and privacy-focused recruitment process**, where only authorized personnel (e.g., HR Managers) can access and handle candidate information.

Admin Dashboard

The screenshot shows the Admin Dashboard interface. On the left, a dark sidebar displays 'ADMIN' at the top, followed by 'Dashboard' (which is highlighted in blue) and 'Profile'. The main content area has a header 'PSG Careers' with tabs for 'Active Jobs' (selected) and 'Closed Jobs'. A search bar with placeholder 'Search...' is also present. Below this, there's a section for 'All Categories' with a dropdown arrow. The main area displays five job listings in cards:

- PSG College of Technology – Non Teaching Secretary**: Coimbatore, Full Time. Published. 1 Candidate.
- PSG College of Technology – Non Teaching Placement Coordinator**: Coimbatore, Full Time. Published. 3 Candidates.
- PSG College of Technology – Non Teaching System admin**: Coimbatore, Full Time. Published. 1 Candidate.
- PSG College of Technology – Non Teaching Network Engineer**: Coimbatore, Full Time. Published. 0 Candidates.
- PSG College of Technology – Non Teaching Civil Engineering Clerk**: Coimbatore, Full Time. Published. 0 Candidates.

At the bottom right of the dashboard, there is a link 'Activate Windows'.

Applicants for Job: Secretary (ID: PSG2025-011)

Candidate Name	Mail	Mobile	Stage	Resume/Links	Applied At	Remarks
VijayKumar	vijayvkr98@gmail.com	8754885648	1 2 3 4 5 6 7		June 6, 2025	<input type="text" value="Enter remarks..."/> <input type="button" value="Save"/>

Prev Page 1 of 1 Next

Activate Windows
Go to Settings to activate Windows.

ADMIN

PSG Careers

Profile

First Name: vijay kumar | Last Name: R

Institution Name: PSG College of Technology | Email / User Name: vijayvkr@gmail.com

Primary Contact No.: 8754885648

About:

PSG College of Technology, is a Govt. Aided, Autonomous, Affiliated to Anna University and ISO 9001:2015 certified Institution. This is one of the foremost institutions founded by the PSG & Sons' Charities Trust (1926). The College was established in the year 1951 and the Founders wisely decided to locate it in the same campus as the PSG Industrial Institute for effective industry-institute interaction.

Activate Windows
Go to Settings to activate Windows.

🔒 Admin Dashboard Overview (Restricted Access)

1. Dashboard – Job Listings View

- **Purpose:** Displays an overview of all job postings categorized under "Active Jobs" and "Closed Jobs".
- **Details:**
 - Each job card contains:

- Job title and category (e.g., Non-Teaching)
 - Location (e.g., Coimbatore)
 - Candidate count (visual progress circle)
 - Job type (e.g., Full Time)
 - Status label (e.g., Published)
 - A "Details" link for more information
- Search and filter options by category to quickly locate specific listings.

 **Admin-only Visibility:** Only administrators can view, manage, and interact with the job postings, including filtering and navigating to detailed candidate data.

2. Applicants for Job – Detailed View

- **Purpose:** Shows candidate applications for a specific job ID (e.g., PSG2025-011 – Secretary).
- **Details:**
 - List format with columns: Candidate Name, Email, Mobile Number, Stage Progression, Resume (PDF), Date Applied, and Remarks.
 - Admins can:
 - Track candidate progress through stages.
 - Add and save remarks.
 - Download or view resumes.
 - Export candidate data.

 **Admin-only Visibility:** Only administrators can access candidate applications and make evaluations, add notes, and manage candidate pipeline progression.

3. Profile Section

- **Purpose:** Displays and manages admin profile information.
- **Details:**
 - Fields include:
 - Name, Institution (e.g., PSG College of Technology), Email/Username, Contact Number
 - An editable section for institutional “About” text
 - A logo upload or edit function is also available.

 **Admin-only Visibility:** This section is personalized and restricted to the logged-in admin for account and institutional information management.

4. Other Observations

- The UI is clean and user-friendly with effective layout use.
 - All critical interactions (edit, export, resume view, remarks save) are centralized for efficiency.
 - The system is likely developed for internal hiring workflows for PSG College of Technology.
-

Summary:

This Admin Dashboard is a secure, role-based system offering job management, candidate tracking, and admin profile handling. **Only users with admin access can view or interact with these interfaces and data.**

Standard Operating Procedure (SOP) for Website Completion

Project Name: PSG Careers – Job Application Portal

Date: 27-06-2025

Version: SV1.0

Prepared By: Sarath & Vijay

1. Purpose

To define the step-by-step process for the successful completion, final testing, and deployment of the PSG Careers Job Application Portal.

2. Scope

This SOP applies to the development, testing, and deployment phases of the web application including:

- Frontend (React.js)
 - Backend (Node.js with Express)
 - Database (MongoDB)
 - SuperAdmin, Admin and User dashboards
 - Form submission system
 - Role-based access
 - Application ID and status tracking
-

3. Final Checklist Before Completion

3.1 Functional Completion

- Multi-step job application form
- Conditional rendering based on job category (Teaching/Non-Teaching)
- Dynamic user ID and application ID generation
- Save and retrieve form data using `userId` and `jobId`
- File uploads for photo and documents
- Admin dashboard for managing applications
- User dashboard with status updates
- Declaration form with final submission trigger
- Unique applicationId generation using counter model
- View and update profile by `applicationId`

3.2 UI/UX Design

- Responsive layout across devices
 - Professional theme and branding (PSG look and feel)
 - Animations and transitions for landing page
 - Tooltips, placeholders, form validations
 - Print-friendly application view for admin
-

4. Testing

4.1 Unit Testing

- All form components tested for input validation
- Dynamic field rendering tested based on user roles and job categories

4.2 Integration Testing

- Backend API connected and validated for each form step
- Data persistence and retrieval verified using `userId`, `jobId`, and `applicationId`

4.3 End-to-End Testing

- User registration, login, and form submission simulated
 - Admin login, view, and action buttons tested
 - Edge cases tested (e.g., DOB < 18 years, duplicate user ID prevention, logout/session expiry)
-

5. Deployment

5.1 Frontend

- Built using `npm run build`

5.2 Backend

- Environment variables (e.g., DB_URI, JWT_SECRET) configured securely

CORS and security middlewares enabled

5.3 Database

- MongoDB Atlas cluster set up
 - Collections: `users`, `jobs`, `applications`, `counters`, etc.
-

6. Documentation

- API Routes documented with sample requests
- Component structure and flow documented

- README for setup instructions
 - Admin guide for managing submitted applications
-

7. Post-Completion Maintenance Plan

- Daily backups of MongoDB
- Monitoring uptime and API errors
- Scheduled checks for performance bottlenecks
- Security patching and dependency updates monthly
- Feedback collection from users and admins

[READ MORE ON OUR WEBSITE](#)



Central IT Services Team
PSG Institutions