

# User Guide

## Job gathering Module



**India's Centralised Training and Placement Portal**

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## I. Introduction

Job gathering module focuses on collection of jobs from various sources like newspapers, magazines, consultants, job portals and direct jobs from employers.

This user guide helps you while working on job gathering module. It explains about different functionalities like **how to add job, how to manage job, how to add a company** etc...

As a Job Gatherer you need to add jobs in tpoindia.com from different available sources. While adding job you need to follow the procedure given below.

## II. Process at glance

### Step:1

Please open the URL: <http://www.tpoindia.com/gatherer>



### Step:2

Login with your user name and Password: *Which given you in your Email*

**Refer screen shot: 1**



After Login following screen display

**Refer screen shot: 2**



### Step:3

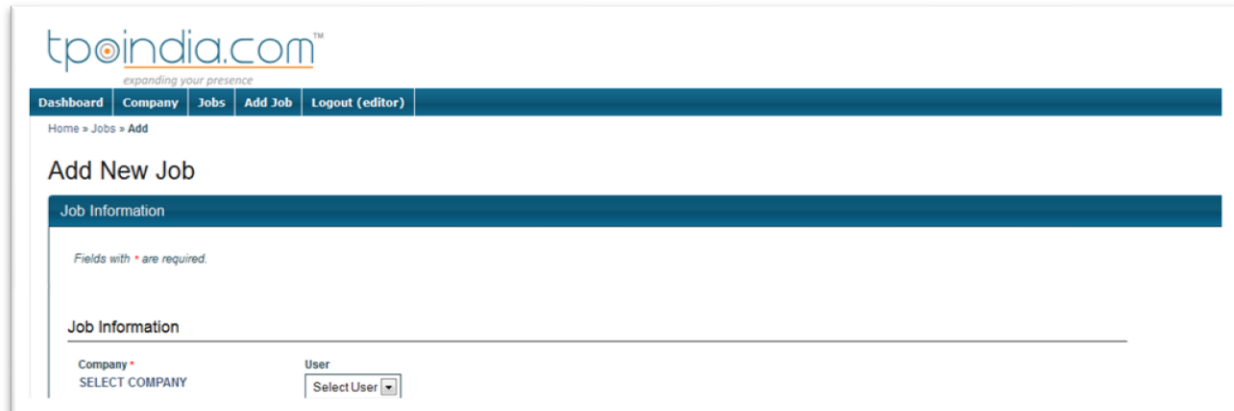
**Add job:** Now clicked on add job menu bar

Read Given **Task email** carefully and start job gathering

**Refer screen shot: 3**

### Step-3a : Add Job

Following figure shows an example of how to add job.



The screenshot shows the 'tpoindia.com' website interface for adding a new job. The header includes the logo and navigation links: Dashboard, Company, Jobs, Add Job, and Logout (editor). The breadcrumb trail is 'Home > Jobs > Add'. The main heading is 'Add New Job'. Below this is a 'Job Information' section with a note: 'Fields with \* are required.' The form fields include 'Company \*' with a dropdown menu showing 'SELECT COMPANY', and 'User' with a dropdown menu showing 'Select User'.

### Step-3b : Select Company

Search the company for which you want to post a job by entering relevant company name; if you are unable to find a company then please go to function 'add company' and then post a job for it.

**Note:** be careful during add company to prevent duplication in adding, for Eg: like SBI Bank and state bank of India. Both are same so **you must ensure before add it in duplicate**. If still problem or any confusion for that then contact to the Editor.

Company List

Search:

Total 1850 | 1 - 50 displayed

ID	Company Name	Jobs	Source	Sales Status	Status
470	Jetking Infotrain Limited	1	Gatherer / Editor	New Lead	Not Approved
471	Tesla Outsourcing Services	0	Gatherer / Editor	New Lead	Not Approved
475	XERAGO	0	Gatherer / Editor	New Lead	Not Approved
1230	National Automotive Testing and R AND D Infrastructure Project	0	Gatherer / Editor	New Lead	Not Approved
1532	E Genius Technologies Pvt. Ltd.	0	Gatherer / Editor	New Lead	Active
672	Madrid Software Solutions Pvt. Ltd.	0	Gatherer / Editor	New Lead	Not Approved
1260	Narayana Medical College & Hospital	0	Gatherer / Editor	New Lead	Not Approved
923	Ray Business Technologies Pvt Ltd	0	Gatherer / Editor	New Lead	Active
1354	AMATRA TRAVEL & LEISURE PVT LTD	0	Gatherer / Editor	New Lead	Not Approved
517	Gentran Technologies	0	Gatherer / Editor	New Lead	Not Approved
1932	Haryana School Shiksha Parijojna Parishad	0	Gatherer / Editor	New Lead	Active
555	Accenture	0	Gatherer / Editor	New Lead	Not Approved
522	Almamate infotech	0	Gatherer / Editor	Lead	Active
526	Apollo Health Street	0	Gatherer / Editor	New Lead	Not Approved
1572	Artificial Machines Pvt. Ltd	0	Gatherer / Editor	New Lead	Active
553	AtoS	0	Gatherer / Editor	New Lead	Not Approved

Ref Code  Close Date

Company List

Search:

Total 1 | 1 - 1 displayed

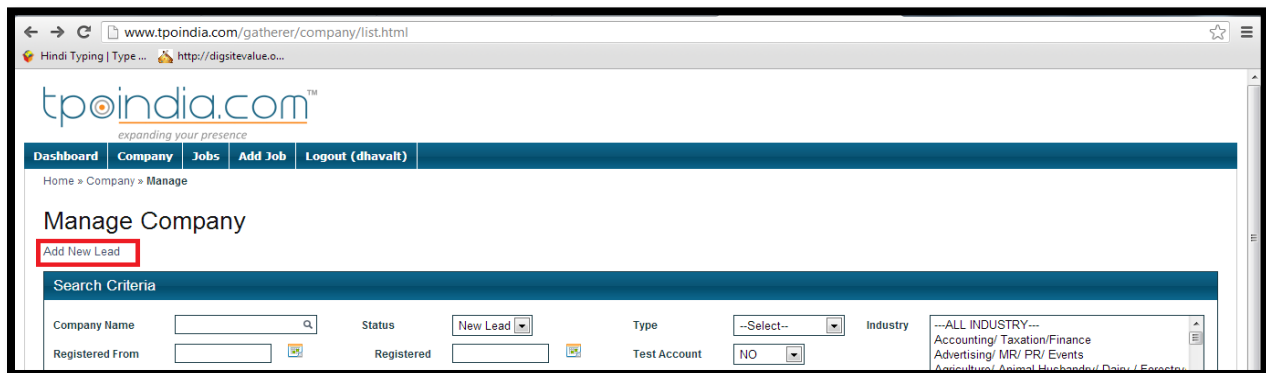
Job Title	Status	Created Date
testing	Closed	2013-04-08 14:40:27

Ref Code  Close Date

**Note:** Last 15 days activity of company display on the screen for reference to ensure that prevent the duplicate job posting.

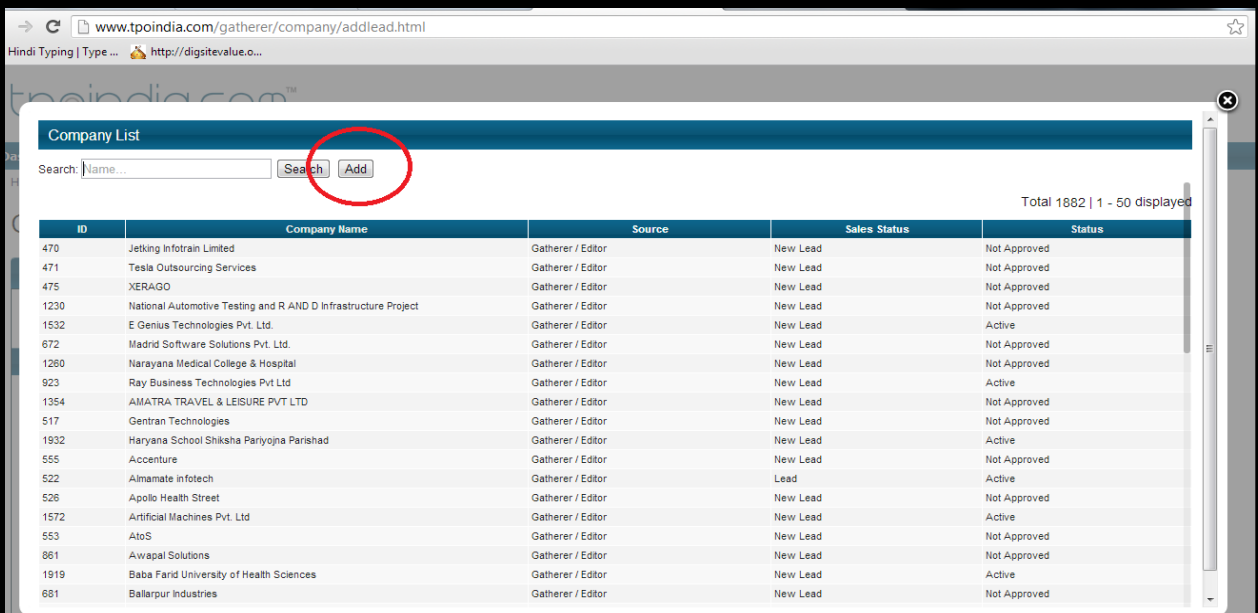
## Step-4 :Add Company

Use this function (Add New Lead) if company profile does not exist.



While creating company profile, add necessary details as per required fields **like:** company name, company type, address, contact details... etc. Click submit link once you fill up all relevant information.

The screenshot shows the 'Create New Lead' page on tpoindia.com. The 'Company Name' field is circled in red. The page displays various fields for company information, including company name, company type, company email, country, state, city, address, website, zip code, phone, mobile, fax, source, sales status, and type.



Company List

Search:

Total 1882 | 1 - 50 displayed

ID	Company Name	Source	Sales Status	Status
470	Jetking Infotrain Limited	Gatherer / Editor	New Lead	Not Approved
471	Tesla Outsourcing Services	Gatherer / Editor	New Lead	Not Approved
475	XERAGO	Gatherer / Editor	New Lead	Not Approved
1230	National Automotive Testing and R AND D Infrastructure Project	Gatherer / Editor	New Lead	Not Approved
1532	E Genius Technologies Pvt. Ltd.	Gatherer / Editor	New Lead	Active
672	Madrid Software Solutions Pvt. Ltd.	Gatherer / Editor	New Lead	Not Approved
1260	Narayana Medical College & Hospital	Gatherer / Editor	New Lead	Not Approved
923	Ray Business Technologies Pvt Ltd	Gatherer / Editor	New Lead	Active
1354	AMATRA TRAVEL & LEISURE PVT LTD	Gatherer / Editor	New Lead	Not Approved
517	Gentran Technologies	Gatherer / Editor	New Lead	Not Approved
1932	Haryana School Shiksha Pariyojna Parishad	Gatherer / Editor	New Lead	Active
555	Accenture	Gatherer / Editor	New Lead	Not Approved
522	Almamate infotech	Gatherer / Editor	Lead	Active
526	Apollo Health Street	Gatherer / Editor	New Lead	Not Approved
1572	Artificial Machines Pvt. Ltd	Gatherer / Editor	New Lead	Active
553	AtoS	Gatherer / Editor	New Lead	Not Approved
861	Awapal Solutions	Gatherer / Editor	New Lead	Not Approved
1919	Baba Farid University of Health Sciences	Gatherer / Editor	New Lead	Active
681	Ballarpur Industries	Gatherer / Editor	New Lead	Not Approved

## Step-5 : Add Job details

Enter Job details and matching criteria and find explanation below for the same.

### a. Job information

## Add New Job

### Job Information

*Fields with \* are required.*

**Job Information**

**Company \***  
SELECT COMPANY

**User**  
Select User

**Job Title \***

**Campus Type \***  
Pool Campus

**Job Source**  
Job Portals

**Job URL**

**Ref Code**

**Close Date**

**Select Company:** select company name from the list

**Job title:** enter the job title/name/role

**Campus type:** Select **off-campus** for govt. job. In some cases walk-in

**Job Source:** Select job portal

**Job URL:** enter the advertisement URL [Link]

**Ref code** – enter job Identification code if provided e.g. JT/246

**Close date** – enter the last date to apply for the job

b. Matching criteria

The screenshot shows a web form titled "Matching Criteria". It contains several input fields and dropdown menus for filtering job results. The fields are organized into two main columns. The left column includes "Key Skills" (text input), "Job Types \*" (a multi-select dropdown with options: Contract jobs, Fellowship, Full time, Internship), "Min Age Limit" (dropdown with "Min Age"), "Max Age Limit" (dropdown with "Max Age"), "Min Exp Year" (dropdown with "0"), "Min Exp Month" (dropdown with "0"), "Minimum Salary" (dropdown with "IN LACS"), and "IN THOUSAND" (dropdown with "IN THOUSAND"). The right column includes "Keywords" (text input), "Recruiter Type \*" (radio buttons for "Company" and "Consultant"), "Status \*" (dropdown with "--Select--"), "Total Vacancy \*" (text input), "Max Exp Year" (dropdown with "0"), "Max Exp Month" (dropdown with "0"), "Maximum Salary" (dropdown with "IN LACS"), and "IN THOUSAND" (dropdown with "IN THOUSAND"). Below these fields is a section titled "Select courses" with a "Job Course Levels" dropdown menu showing "Select....".

**Key skills:** enter the skills that provided for the job e.g. Linux, communication skills

**Keywords:** Enter keywords that provided to find relevant candidates for the job e.g. marketing, Sales, Govt, etc...

**Job types :** Select multiple job types as per provided details by ctrl + click e.g. fulltime and Internship



**Recruiter type** : Select company if you are an employer or Select consultant if you are third party recruiter e.g. XYZ consultants

**Age limit** - Enter minimum and maximum limit. Allowable age (in years) for this Job if provided e.g. minimum 21 and maximum 26

**Status**: select status inactive for Govt job.

**Total vacancy**:Enter total vacancies for this job as per given details.[ if not given then put “0”]

**Min/max exp**:- Enter minimum/maximum experience required for job

**Min/max salary**:Enter minimum/maximum salary for this job as per given details

**Job courses** - Select courses from which employer allowed to apply for the job e.g. B.E./B.Tech, MBA etc...

c. **Select Location& Add summary and description**

The screenshot shows a web form titled "Select Location" and "Add summary and description". At the top, there is a dropdown menu labeled "Select....." with a downward arrow. Below this, the section "Add summary and description" contains two main input areas. The first is "Job Summary \*", which is a simple text box. The second is "Job Description \*", which is a rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and undo/redo. Below the rich text editor is an "Upload File" section with a "Choose File" button and the text "No file chosen". At the bottom of the form, there is a link labeled "Add More".

**Job location** - Select locations for the job as per provided details e.g. Gujarat

**Job summary** – enter job summary details like job role, salary/compensation

**Job description** – Enter tasks/duties that need to be performed by candidates

**Upload file** - Upload supplementary documents/forms if any provided e.g. application form, presentation file etc...

**d. Select industry and Functional area.**

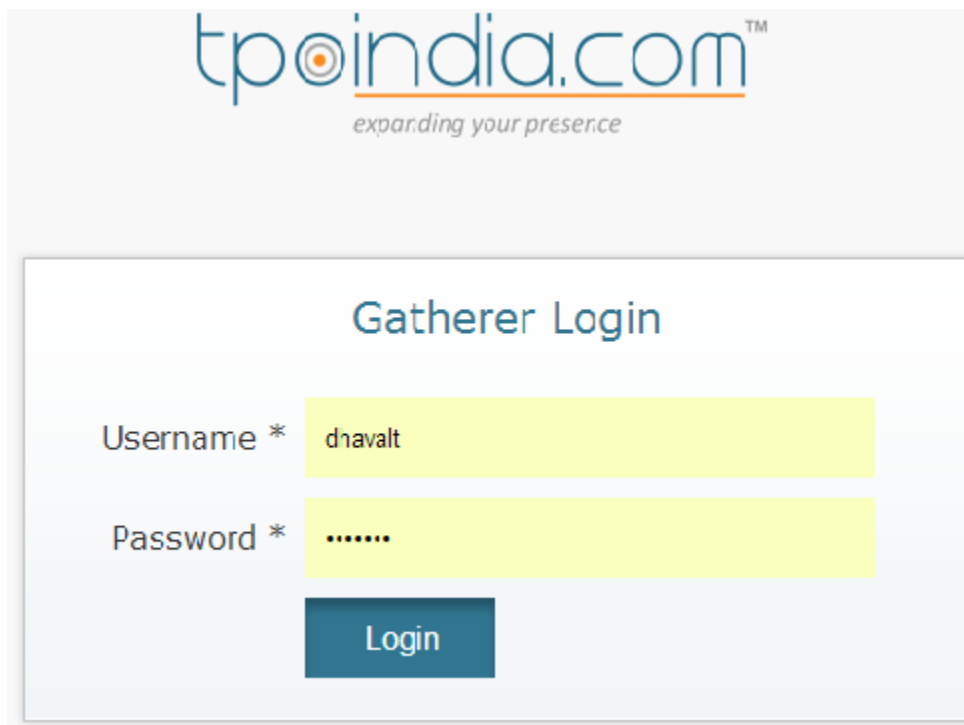


The screenshot shows a web form titled "Select Industry and Function Area". It contains two dropdown menus. The first is labeled "Job Industries \*" and has a placeholder text "--Select Industry--". The second is labeled "Functional Area \*" and has a placeholder text "Select.....". Below these fields is a blue "Submit" button. At the bottom right of the form, there is a copyright notice: "Copyright © 2013 by DRC Systems."

**Job industries** - Enter type of industry e.g. IT, Advertising etc...

**Functional area** - Select types of functionality of the job e.g. It-software, Sales etc...

**Screen shot:1**



The screenshot displays the login interface for tpoindia.com. At the top, the logo 'tpoindia.com' is shown with a tagline 'expanding your presence'. Below this is a 'Gatherer Login' section. It contains two input fields: 'Username \*' with the text 'dhavalt' and 'Password \*' with masked characters. A blue 'Login' button is positioned below the password field.

tpoindia.com<sup>TM</sup>  
*expanding your presence*

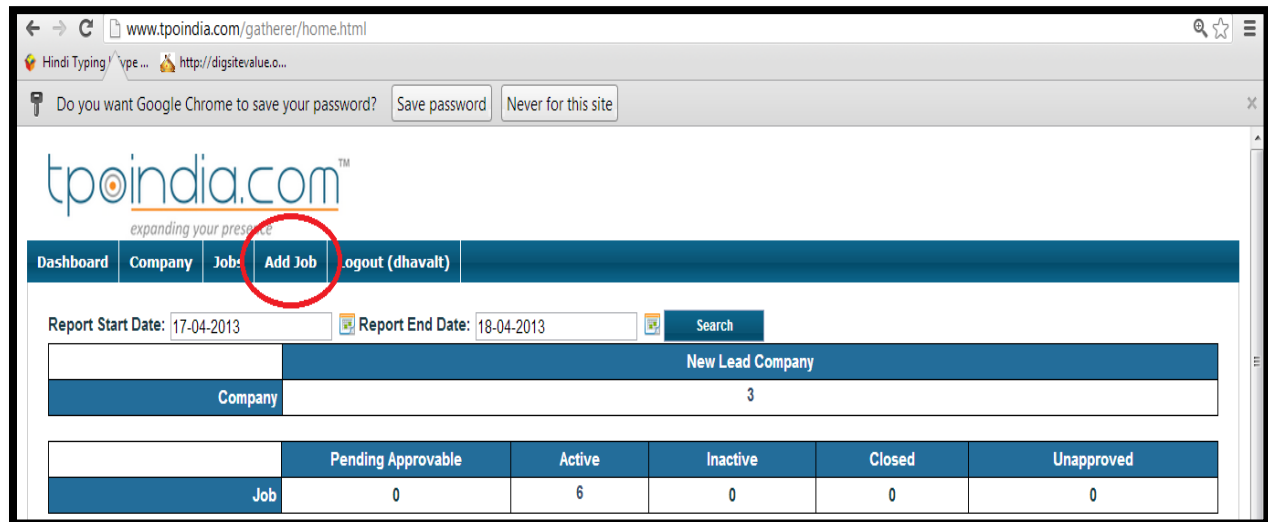
### Gatherer Login

Username \* dhavalt

Password \* .....

Login

## Screen shot: 2



## Screen shot:3

The screenshot shows the 'Add New Job' form in the tpoindia.com dashboard. The form is divided into two main sections: Job Information and Matching Criteria.

**Job Information**

Fields with \* are required.

Company \*  
SELECT COMPANY

User  
Select User

Job Title \*

Campus Type \*  
Pool Campus

Job Source  
Job Portals

Job URL

Ref Code

Close Date

**Matching Criteria**

Key Skills

Keywords


Job Types \*  
Contract jobs  
Fellowship  
Full time  
Internship

Recruiter Type \*  
☐ Company ☐ Consultant


## Instructions before Posting the Job

- Please read the job advertisement carefully
- You must have to follow the sequences given as per user manual.
- You have to check/read/identify the important area **and** make it in **BOLD** so user can understand the point,
- How to find the key words? **Keywords means:** is the way of searching for a resume/job onlinefor example suppose any one is interested for Government job then Govt Job is keyword  
If looking for English tutor then : English, tutor, both are keywords.
- You must have to add total No of Vacancy. If vacancy not given in the document then put value “0” and submit.
- After reading you have to paste the things in proper sequence and don’t skip any steps.
- After posting the full data you must have to check preview of that post.
- If you found any issue in preview then apply you logic/follow the remedies like remove the formats from source text, use notepad before past it to TPO-portal.
- Till facing issue then contact to TPO Technical team immediately for resolution.
- **Position:** Executive Trainee, Project Assistant, fitter, Turner, Mechanical Engineer, chemist, Program Manager, Staff Nurse, Librarian, Hindi Translators,  
Be careful in some cases we found that “Staff Selection Commission (SSC) Openings Multi Vacancy, scientist-I, Sr. Scientist, Research Associate.-→ Now your job title like a      **Scientist-I,**  
**Sr.Scientist**  
**Research Associate**
- Sometimes there are Multiple opening/ Vacancy is there and not differentiate then what to do?  
**Like Engineering Service UPSC**[Civil Engineering, Mechanical Engineering, and Chemical] no of vacancy 763, then we have to put 763 vacancy in each category but keep this thing Bold in Job description.

- How to differentiate post when given same and most of criteria also same ?



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**NOTIFICATION**

A **Walk-in-Interview** will be held on Tuesday, 30<sup>th</sup> April 2013 at 10.30 a.m. for the recruitment of **Technical Assistants** on contractual basis under the Outreach Activity of this Institute at the Conference Hall of CIBA, Chennai.

Project Name	Outreach Activity on “Fish Genetic Stocks”	Outreach Activity on “Fish Feeds”	Outreach Activity on “Nutrient Profiling and Evaluation of Fish as a Dietary Component”
Name & No. of Post	Technical Assistant (No.1)	Technical Assistants (Nos.3)	Technical Assistants (Nos.2)
Essential Qualification	M.F.Sc. / M.Sc. (Aquaculture/ Marine Biology / Biotechnology)	M.F.Sc. Fish Nutrition and Biochemistry / Mariculture / Aquaculture M.Sc. (Biochemistry / Marine Biology / Aquaculture / Zoology and related disciplines)	

In this case to post differentiate

- |  |                  |
|--|------------------|
| 1) Technical Assistants (Fish Genetic Stock)             | No of vacancy :1 |
| 2) Technical Assistants ( Fish Feeds/ Nutrient/Dietary ) | No of vacancy :5 |