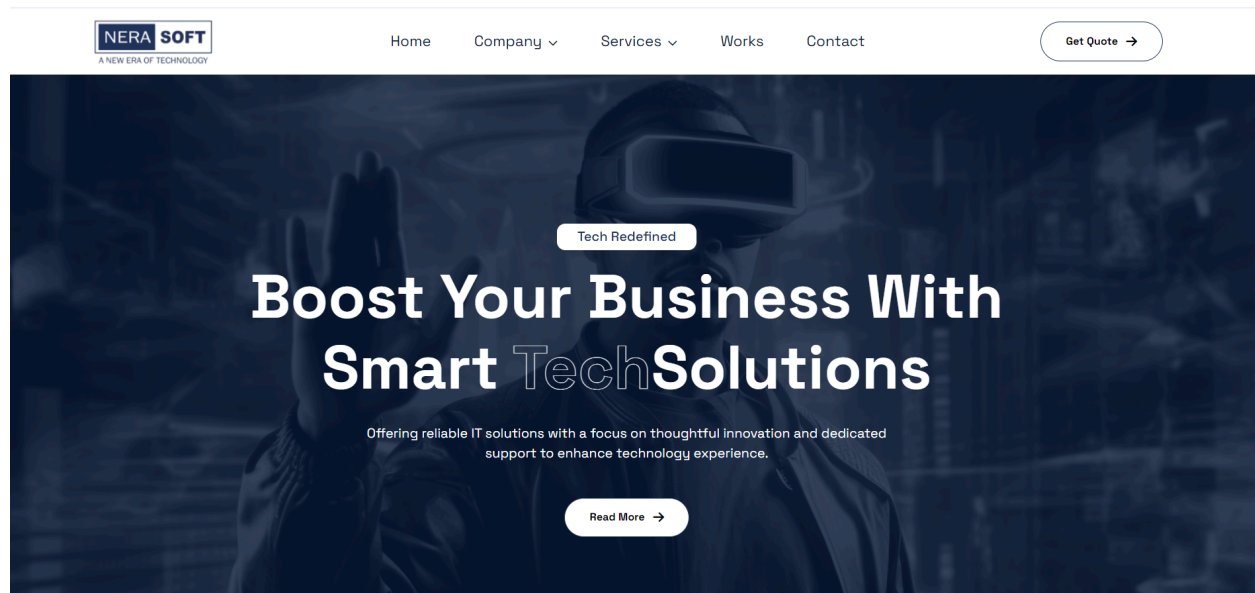


# Premium Job Portal Proposal



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**Submitted to:**

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## Project Overview

This proposal outlines the development of a comprehensive, user-friendly Job Portal tailored to connect employers with job seekers effectively. The platform will feature robust functionalities for job posting, application tracking, and resume management, alongside advanced search and filtering options.

## Objectives:

- **User-Friendly Interface:** Develop an intuitive and responsive web portal that is easy to navigate for all user types.
- **Scalable Architecture:** Implement a scalable architecture to handle high traffic and large volumes of data.
- **Secure Platform:** Ensure the security of user data through encrypted storage, secure authentication, and compliance with data protection regulations.
- **Cross Device/Platform Functionality:** Develop a responsive, scalable job portal with a modern user interface.
- **Individual Dashboard:** Integrate employer and job seeker dashboards with advanced filtering and search capabilities.
- **Secure Interface:** Implement secure user authentication, data protection, and payment gateway integration.
- **CMS:** Provide an easy-to-use content management system (CMS) for admins to manage listings, user data, and analytics.

## Key Features:

- **Employer Dashboard:** Post jobs, manage applications, and view analytics.
- **Employer Verification:** GST and PAN verification

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- **Job Seeker Dashboard:** Search for jobs, submit applications, and upload resumes.
  - **In app messaging**
  - **Employer Branding:** Employer job post branding within the job portal.
  - **Job Seeker:** Aadhar Verification
  - **Candidate Screening:** Match criteria
  - **Advanced Search and Filters:** Enhanced search algorithms with multiple filtering options.
  - **Voice Search:** Voice to text search functionality.
  - **ChatBot:** Predefined chatbot interface and later connects with the support team with specific criteria.
  - **Multilingual:** Multiple language enabled option.
  - **Subscription Model:** Admin can manage the subscription plans and permissions.
  - **Notifications System:** Real-time alerts for job postings, applications, and updates.
  - **Secure Payment Integration:** For premium job postings and subscriptions.
  - **Admin Panel:** Comprehensive CMS for managing the platform's content and users.

## Job Portal Functional Requirements

### Job Seeker Functional Requirements

#### 1. User Registration & Authentication

- **1.1 Account Creation:**
  - Job seekers must be able to register using their email address or social media accounts (e.g., Google, LinkedIn).

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- Implement a secure password creation and recovery process.
  - Use email verification and CAPTCHA to prevent spam accounts.
  - **1.2 Login & Authentication:**
    - Provide secure login functionality using email and password or social media credentials.
    - Implement multi-factor authentication (MFA) for enhanced security (optional).
  - **1.3 Profile Management:**
    - Allow users to create and manage their profiles, including personal information, contact details, and a profile picture.
    - Enable the upload of resume and cover letter.
    - Allow users to update their profiles with work experience, education, skills, certifications, and other relevant details.

## 2. Job Search

- **2.1 Advanced Search Filters:**
  - Enable job seekers to search for jobs using various filters such as:
    - Location (city, state, or country)
    - Industry or job category
    - Job type (full-time, part-time, freelance, internship)
    - Salary range
    - Experience level
    - Keywords or specific job titles
- **2.2 Quick Search:**
  - Provide a quick search option for users to input a job title or keyword and location directly from the homepage.
- **2.3 Job Listings Display:**
  - Display search results in a user-friendly manner, with each listing showing key details (job title, company name, location, salary, and a brief description).

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- Allow users to sort search results by relevance, date posted, salary, or distance.

### 3. Job Application Management

- **3.1 Job Application Process:**
  - Enable job seekers to apply for jobs directly through the portal.
  - Allow users to select a specific resume and cover letter for each application.
  - Provide an option for users to include a custom message with their application.
- **3.2 Application Tracking:**
  - Provide an application management dashboard where users can view and track their job applications.
  - Display the status of each application (e.g., Submitted, Viewed, Shortlisted, Interview Scheduled, Rejected).
  - Enable users to withdraw an application if necessary.
- **3.3 Saved Jobs:**
  - Allow users to save jobs they are interested in for future reference.
  - Provide an option to manage saved jobs, including adding notes or reminders.

### 4. Job Alerts & Notifications

- **4.1 Job Alerts:**
  - Allow job seekers to set up job alerts based on their preferences (e.g., job title, location, salary).
  - Send email notifications or in-app alerts when new job listings matching their criteria are posted.
- **4.2 Application Notifications:**
  - Notify users when their application status changes (e.g., viewed by employer, interview invitation).

- Provide notifications for upcoming interview schedules and deadlines.

## **5. Resume & Profile Visibility**

- **5.1 Profile Visibility Settings:**
  - Allow users to control the visibility of their profiles (e.g., public, private, visible to recruiters only).
  - Enable users to specify whether they are actively looking for a job, open to opportunities, or not looking.
- **5.2 Resume Searchability:**
  - Provide options for users to allow or restrict employers from searching and viewing their resumes.
  - Implement a setting to hide specific details (e.g., contact information) from public view.

## **6. Communication & Interaction**

- **6.1 In-App Messaging:**
  - Provide an in-app messaging system to facilitate communication between job seekers and employers.
  - Allow users to receive and respond to messages from employers directly within the portal.
- **6.2 Employer Reviews & Ratings:**
  - Allow job seekers to view ratings and reviews of employers based on feedback from other users.
  - Enable users to provide feedback or ratings on their experience with employers after the hiring process.

## **7. Career Resources & Guidance**

- **7.1 Resume & Cover Letter:**
  - Job seekers can contact for resume building from the support team and its paid feature. Support team will add the resume in his profile within his dashboard.
- **7.2 Career Advice & Articles:**

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- Provide access to articles, blogs, and resources on career development, job search strategies, interview preparation, and industry insights.
  - Allow users to bookmark and save articles for later reading.

## 8. User Dashboard & Analytics

- **8.1 Personalized Dashboard:**
  - Provide a personalized dashboard summarizing recent activity, job alerts, saved jobs, and application status.
  - Display recommended jobs based on the user's profile, search history, and preferences.

## 9. Security & Privacy

- **9.1 Data Encryption:**
  - Implement encryption for sensitive data, including personal information, resumes, and communication.
  - Ensure secure transmission of data between the client and server using SSL/TLS.
- **9.2 Privacy Settings:**
  - Allow users to manage their privacy settings, including who can view their profiles and what information is visible.
  - Ensure compliance with data protection regulations such as GDPR.

## 10. Help & Support

- **10.1 Help Center:**
  - Provide access to a help center with FAQs, user guides, and troubleshooting tips.
  - Include a search function to help users quickly find the information they need.
- **10.2 Customer Support:**
  - Offer customer support via email, phone, or live chat.

# Employer Functional Requirements

## 1. Employer Registration & Authentication

- **1.1 Account Creation:**
  - Employers must be able to register using their company email address.
  - Provide options for employers to sign up using social media or business accounts (e.g., LinkedIn, Google Business).
  - Implement email verification and CAPTCHA to ensure secure registration.
- **1.2 Login & Authentication:**
  - Allow employers to log in securely using their email and password or social media credentials.
  - Provide multi-factor authentication (MFA) for added security (optional).
- **1.3 Profile Management:**
  - Allow employers to create and manage a company profile, including company name, logo, location, industry, size, and a description of the company.
  - Enable employers to add multiple users under the same company account, with role-based access control (e.g., admin, recruiter).

## 2. Job Posting & Management

- **2.1 Job Posting Creation:**
  - Allow employers to post job vacancies with detailed descriptions, including job title, responsibilities, qualifications, location, salary range, employment type (full-time, part-time, contract, internship), and application instructions.
  - Provide a user-friendly interface for creating and editing job postings, with the ability to save drafts.



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- **2.2 Job Posting Management:**
    - Enable employers to manage active, expired, and draft job postings from a centralized dashboard.
    - Allow editing, re-posting, or archiving of job listings.
    - Provide options for highlighting or promoting job postings to increase visibility.
  - **2.3 Job Posting Expiry:**
    - Implement automatic job posting expiry after a specified period, with notifications sent to employers before the expiry.
    - Allow employers to extend or renew job postings as needed.

### 3. Candidate Search & Management

- **3.1 Candidate Search:**
  - Provide a searchable database of job seekers, with filters for skills, experience, education, location, and other relevant criteria.
  - Enable keyword-based searches and advanced search options to help employers find the right candidates quickly.
- **3.2 Candidate Shortlisting:**
  - Allow employers to save and shortlist candidates from search results for further evaluation.
  - Provide tools for categorizing shortlisted candidates (e.g., highly qualified, potential, under consideration).
- **3.3 Resume Access:**
  - Enable employers to view and download resumes of job seekers who have applied to their job postings or matched their search criteria.
  - Offer a resume viewing package or subscription service for employers to access the complete database.

### 4. Application Management

- **4.1 Applicant Tracking System (ATS):**

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- Implement an Applicant Tracking System that allows employers to manage incoming applications efficiently.
  - Provide functionalities for reviewing applications, marking candidates as shortlisted, rejected, or interviewed, and adding internal notes or comments.
  - **4.2 Interview Scheduling:**
    - Allow employers to schedule interviews with candidates through the portal, with options for setting up multiple interview rounds.
    - Provide automated email or in-app notifications to candidates for interview invites, confirmations, or changes.
  - **4.3 Communication with Candidates:**
    - Enable in-app messaging to facilitate direct communication between employers and candidates.
    - Allow employers to send bulk messages or emails to candidates for updates, interview scheduling, or rejection notifications.

## **5. Employer Branding & Profile Management**

- **5.1 Company Profile:**
  - Allow employers to create a detailed company profile showcasing company culture, mission, values, employee benefits, and testimonials.
  - Enable employers to upload multimedia content, such as images and videos, to enhance their company profile.
- **5.2 Employer Branding:**
  - Provide options for employers to highlight their job postings and company profile on the portal (e.g., featured employer, sponsored job postings).
  - Offer tools for employers to manage their branding elements and track the performance of their job postings.

## **6. Analytics & Reporting**

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- **6.1 Job Posting Performance:**
    - Provide detailed analytics on the performance of job postings, including views, applications received, and the number of candidates shortlisted.
    - Offer insights into candidate demographics, search trends, and engagement metrics.
  - **6.2 Application Funnel Analysis:**
    - Allow employers to track the conversion rate of applications through different stages (e.g., viewed, shortlisted, interviewed, hired).
    - Provide reports on time-to-hire, candidate drop-off points, and application quality.
  - **6.3 Employer Dashboard:**
    - Provide a centralized dashboard where employers can view all relevant metrics and reports related to job postings, candidate searches, and overall platform activity.
    - Allow exporting of reports in various formats (e.g., CSV, PDF) for further analysis.

## 7. Subscription & Payment Management

- **7.1 Subscription Plans:**
  - Offer various subscription plans or pay-per-job-posting options to employers, with different levels of access and features.
  - Allow employers to upgrade, downgrade, or cancel their subscription plans directly through the portal.
- **7.2 Payment Gateway Integration:**
  - Integrate secure payment gateways to handle subscription payments, job posting fees, and other transactions.
  - Provide invoices and receipts for all transactions, accessible from the employer dashboard.

## 8. Security & Compliance

- **8.1 Data Security:**
  - Implement encryption for sensitive data, such as company information, job postings, and communication between employers and candidates.
  - Ensure secure login and authentication processes, with regular security audits.
- **8.2 Privacy & Compliance:**
  - Comply with data protection regulations (e.g., GDPR) by providing clear privacy policies and data management options.
  - Allow employers to manage their privacy settings, including visibility of their company profile and job postings.

## 9. Help & Support

- **9.1 Help Center:**
  - Provide access to a help center with FAQs, user guides, and tutorials specifically for employers.
  - Include a search function to help employers quickly find the information they need.
- **9.2 Customer Support:**
  - Offer customer support via email, phone, or live chat to assist employers with any issues or questions.
  - Implement a ticketing system for employers to report issues or request assistance.

## Admin Functional Requirements

### 1. User Management

- **1.1 Job Seeker Management:**
  - Admins should be able to view, edit, and manage job seeker profiles.
  - Implement the ability to approve, suspend, or delete job seeker accounts.

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- Allow admins to reset passwords and manage user authentication issues.
  - **1.2 Employer Management:**
    - Provide functionality to view, edit, and manage employer profiles.
    - Enable the approval or rejection of employer registrations.
    - Allow admins to suspend or delete employer accounts, and reset passwords if needed.
  - **1.3 Role-Based Access Control:**
    - Implement role-based access for different admin levels (e.g., Super Admin, Moderator, Support Staff).
    - Allow creation, modification, and deletion of admin roles with specific permissions.

## 2. Job Posting Management

- **2.1 Job Posting Moderation:**
  - Provide tools for reviewing, approving, or rejecting job postings submitted by employers.
  - Implement automated or manual moderation workflows to ensure content quality and compliance with platform policies.
- **2.2 Job Posting Analytics:**
  - Enable tracking of job posting performance, including the number of views, applications, and engagements.
  - Provide options for filtering job postings by various criteria (e.g., date posted, industry, location).
- **2.3 Featured Job Postings:**
  - Allow admins to highlight or promote specific job postings on the platform.
  - Manage the duration and placement of featured job postings, including setting fees or credits required for promotion.

## 3. Content Management

- **3.1 CMS (Content Management System):**

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- Provide a CMS for managing static and dynamic content across the platform, including home page content, blog posts, and informational pages.
  - Allow admins to create, edit, publish, and delete content, with support for multimedia (images, videos).
  - **3.2 User-Generated Content Moderation:**
    - Enable moderation of user-generated content, such as reviews, comments, and feedback.
    - Implement filters or automated tools to detect inappropriate or spam content.

## 4. Reporting & Analytics

- **4.1 User Activity Reports:**
  - Generate reports on user activity, including registrations, logins, profile updates, and job applications.
  - Provide filtering options for specific time periods, user types, and actions.
- **4.2 Financial Reports:**
  - Track revenue generated from job postings, subscriptions, and other services offered on the platform.
  - Generate detailed reports on transactions, payments, and invoices.
- **4.3 Platform Performance Metrics:**
  - Monitor key performance indicators (KPIs) such as traffic, user engagement, and conversion rates.
  - Provide tools to analyze trends over time and identify areas for improvement.

## 5. Security Management

- **5.1 User Authentication & Security:**
  - Manage authentication protocols, including password policies, multi-factor authentication, and OAuth integrations.

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- Monitor login activity and detect suspicious behavior (e.g., multiple failed login attempts).
  - **5.2 Data Privacy & Compliance:**
    - Ensure compliance with data protection regulations such as GDPR.
    - Manage user consent for data collection, and provide tools to handle data deletion requests.
  - **5.3 Backup & Disaster Recovery:**
    - Implement regular backups of critical data, with options for manual or automated backup processes.
    - Provide tools for restoring data in case of a system failure or data breach.

## 6. Subscription & Payment Management

- **6.1 Subscription Plan Management:**
  - Admins should be able to create, edit, and manage subscription plans for employers.
  - Provide options to manage pricing, features included, and duration of each plan.
- **6.2 Payment Processing & Invoicing:**
  - Monitor and manage payments made through the platform, including subscription fees, job posting charges, and other services.
- **6.3 Refunds & Disputes:**
  - Allow admins to process refunds or handle payment disputes.
  - Implement a dispute resolution process, with the ability to review cases and make decisions.

## 7. System Configuration & Settings

- **7.1 General Settings:**
  - Provide an interface for configuring system-wide settings such as site name, logo, contact information, and default language.

- Allow customization of user interface elements (e.g., themes, colors, fonts).
- **7.2 Email & Notification Settings:**
  - Manage email templates and notification settings for different user actions (e.g., registration, job application, payment confirmation).
  - Configure SMTP settings for sending emails and notifications from the platform.
- **7.3 API & Third-Party Integration:**
  - Manage API keys and integrations with third-party services (e.g., payment gateways, email services, social media).
  - Monitor and control API usage, with options to revoke access or troubleshoot issues.

## 8. Help & Support

- **8.1 User Support Management:**
  - Provide a system for handling support requests from job seekers and employers.
  - Allow admins to assign, prioritize, and track support tickets, with options to escalate issues if necessary.
- **8.2 Knowledge Base Management:**
  - Create and manage a knowledge base or FAQ section to help users find answers to common questions.
  - Allow content updates and improvements based on user feedback and emerging issues.

## Technical Specifications

- **Backend:** PHP Laravel framework for robust and scalable server-side logic.
- **Frontend:** HTML5, CSS3, JavaScript (Vue.js/React.js) for a responsive and dynamic user interface.



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- **Database:** MySQL/PostgreSQL for storing user data, job listings, and application records.
  - **APIs:** Integration of third-party services for email notifications, SMS alerts, and payment gateways.
  - **Hosting:** Deploy on a cloud platform such as AWS or DigitalOcean for scalability and reliability.
  - **Security:** Implement SSL encryption, secure user authentication (OAuth2), and regular security audits.

## Development Process

### Phase 1: Requirement Gathering & Analysis

- Conduct workshops and meetings to gather detailed requirements.
- Create a project plan with timelines, milestones, and deliverables.

### Phase 2: Design

- Design wireframes and mockups for key pages and user flows.
- Review and approval of designs by the client.

### Phase 3: Development

- Set up the Laravel environment and configure the database.
- Develop core features and functionalities as outlined in the key features section.
- Integrate third-party services and APIs.

### Phase 4: Testing

- Conduct unit testing, integration testing, and system testing.
- Perform user acceptance testing (UAT) with client feedback integration.

### Phase 5: Deployment

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- Deploy the application on the chosen cloud hosting platform.
  - Set up domain, SSL, and server configurations.

### **Phase 6: Post-Launch Support**

- Provide ongoing maintenance and support for bug fixes, performance optimization, and feature updates.
- Monitor system performance and security.

## **Estimated Cost, payment terms and timeline**

- **Total Development Cost:** 1,50,000/-
- **Adhar, PAN, GST verification:** 30,000/-
- **Messaging Integration:** Whats app notification Integration will cost 30,000/- (We offering Free for 1st year)
- **AWS web hosting:** 20,000/- Per year (We offering Free for 1st year)
- **Maintenance Cost:** 15,000/- (We offering Free, if using Nerasoft web hosting)

**Total Payable cost of the project:** 1,80,000/- + GST

**Timeline :** 90 working days

### **Payment Terms:**

**Term 1 :** 25% as an advance.

**Term 2:** 25% after successful design approval.

**Term 3:** 25% after successful development.

**Term 4:** 25% after successful testing and before deployment.

**Bank account details for payment:**

NAME : NERA SOFT AND FINSERV PVT LTD

A/C : 10133213913

IFSC : IDFB0020158

BANK: IDFC BANK

NAME : NERA SOFT AND FINSERV PVT LTD

A/C : 258418008008

IFSC : INDB0001358

BANK: INDUSIND BANK

## **Conclusion**

We appreciate this opportunity to work with you. We wish to express our commitment to your success and our high desire to bring the very best in our services. We believe our track record speaks clearly to our ability to team with our clients to achieve phenomenal results. If you desire to arrive at an entirely new level of effectiveness and success through IT, you have found the right team to propel you. If you have questions or comments about this proposal, please contact us. We look forward to starting this project.

***Thank You***