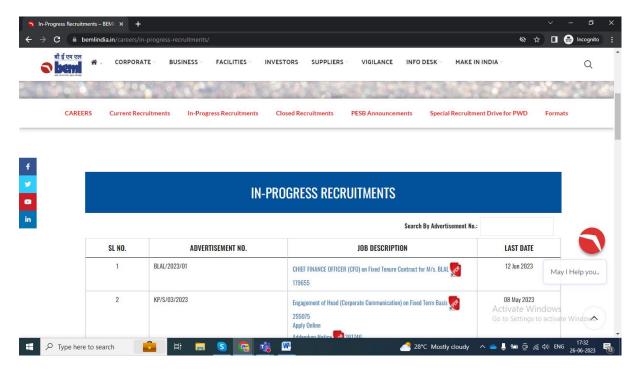
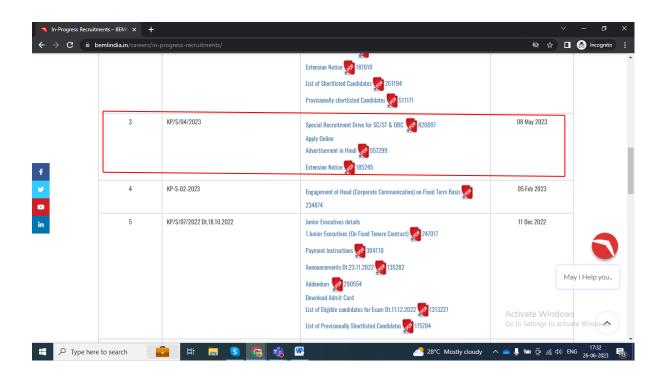
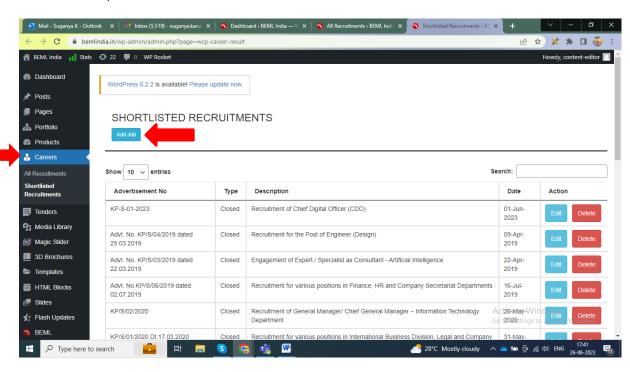
User Manual for Closed Recruitments

• In the Frontend, In-progress Advertisement move to Close. Eg: KPS/S/04/2023(Advt. No.)



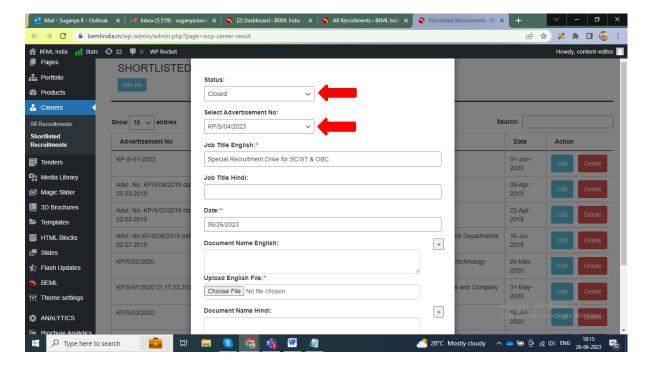


In the Backend, Press Careers -> Shortlisted Recruitments -> Press Add Job



Select

- Status -> Closed
- Select Advertisement No -> KP/S/04/2023
- Type Title and Date
- Upload file, if required
- Press Save button



In Front end, it will move all documents from In-progress to Closed Recruitments

