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Employee Login

1) Dashboard

Interview Schedules 4	Active Team Members 4
--------------------------	--------------------------

MRF Summary

1	2	3	4	5	6	7	8
SN	Type	Job Code	Designation	Status	MRF Created Date	MRF Created By	Details
							View

Note:

- Column 2: Type: New MRF / Replacement MRF
- Column 3: Job Code:
- Column 5: Status: Approved / Rejected / On Hold
Shows the action status taken by admin. For the raised MRF
- Column 7: MRF Created By: shows the name of person from whom ID the MRF is created.
- Column 8: Click on view to see the MRF details (show the complete MRF)

2) My Team Details

Filters: Department/ Headquarter / Status

1	2	3	4	5	6	7
SN	EC	Employee Name	Company	Department	Designation	Grade
		Sample				

8	9	10	11
HQ	Reporting Manager	Status	Position
		Active / Resigned	Vacant/ Replacement

Note:

- Column 3: Click on employee name to see the list of employees reporting to that employee.
- Column 10: Status: Active / Resigned
- Column 11: Position: Vacant / MRF Submitted
Shows Vacant- when employee is resigned and is accepted by the reporting manager in ESS. Click on vacant to open the Replacement MRF.
Shows MRF Submitted- when HOD has submitted the replacement MRF,

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3) MRF


+ New MRF

+ MRF- SIP/Internship

+ MRF- Campus Hiring

Filters: Department/ Headquarter / Status

Search 

 [Export Data](#)

1	2	3	4	5	6	7	8
SN	Type	Job code	Department	Designation	Status	MRF Creation Date	Details
1							

Note:

- Column 2: Type: New MRF / Replacement MRF / MRF- SIP-Internship / MRF- Campus Hiring
- Column 6: Status: Approved / Rejected / On Hold
Action taken by admin. For the raised MRF

a) New MRF

NEW MRF	
Reason for Creating New Position	
Company	Auto fill
Department	
Designation	
No. of Manpower	
Location	State _____ District _____ <u>No. of Manpower</u> +Add Locations & Manpower
Desired CTC (in Rs.)	Min. _____ Max. _____
Desired Education	Select _____ Specialization _____ <u>+Add</u>
Desired University/College	Select from dropdown, multiple selection
Work Experience	_____
Job Description	<div> <div>B I U Georgia A</div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> </div>
Mandatory Requirements	<input type="checkbox"/> Yes <div></div> <div>+ Add</div>
Any Other Remark	
Action	<div>Save Cancel</div>

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b) MRF- SIP/Internship

MRF- SIP/INTERNSHIP	
Reason for Creating MRF	
Type	SIP / Internship
Company	Auto fill
Department	
Designation	SIP Trainee
No. of Manpower	
Location	State _____ District _____ <u>No. of Manpower</u> +Add Locations & Manpower
Desired Stipend	Rs. _____ per month
Other Benefits	<input type="checkbox"/> 2 wheeler reimbursement Rs. _____ per km <input type="checkbox"/> DA Rs. _____ per day
Desired Education	Select _____ Specialization _____ +Add
Desired University/College	Select from dropdown, multiple selection
Job Description	<div> B I U Georgia A ☰ ☷ ☷ T ↺ ↻ ☐ 🔗 📎 </div>
Mandatory Requirements	<input type="checkbox"/> Yes <div></div> ✖ + Add
Any Other Remark	
Action	Save Cancel

RECRUITMENT SOFTWARE, VERSION 2.0

c) MRF- Campus Hiring

MRF- CAMPUS HIRING	
Reason for Creating New Position	
Type	Campus Hiring
Company	Auto fill
Department	
Designation	
No. of Manpower	
Location	State _____ District _____ <u>No. of Manpower</u> +Add Locations & Manpower
Desired CTC (in Rs.)	Min. _____ Max. _____
Desired Education	Select _____ Specialization _____ +Add
Desired University/College	Select from dropdown, multiple selection
Work Experience	Freshers
Job Description	<div> B I U Georgia A ≡ ≡ ≡ T ↺ ↻ ⌂ 📎 </div>
Mandatory Requirements	<input type="checkbox"/> Yes <div></div> ✖ + Add
Any Other Remark	
Action	Save Cancel

4) Interview Schedules

SN	Candidate Name	Interview for Post	Date of Interview	Timings

Note:
Only view to employees

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Admin Login

1) Home (Dashboard)

Recruiters

Debrat Roy Active MRF: 4	Arushi Dutta Active MRF: 4	Dimple Active MRF: 4
-----------------------------	-------------------------------	-------------------------

Click to view details

Filters: Department / Status

1	2	3	4	5
SN	MRF Details	MRF Allocation Date	MRF Status	Days to Close MRF ¹
			Active / Closed	

New MRF's 4	Closed MRF's 4	Active MRF's 4
Resumes Pending for Technical Screening 4	Upcoming Interviews 4	Offer Letter Status Pending 4
Upcoming Joining's 4		

Click on the boxes to view details.



¹ Days to close MRF = Date MRF allocated to recruiter to Date offer accepted by candidate (MRF closed by recruiter manually)

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New MRF's for Admin. Approval

Filters: MRF Type / Department

1	2	3	4	5	6	7
SN	MRF Type	Job Code	Department	Designation	No. of Position	Location

8	9	10	11	12
MRF Date	MRF Created by	MRF Details	Status	Allocate MRF To
		View		

Note:

- Only New MRF is displayed here in the table
- When MRF is approved and allocated to the recruiter it is removed from here and displays in Active MRF.

Closed MRF

Filters: MRF Type / Department

1	2	3	4	5	6	7
SN	MRF Type	Job Code	Department	Designation	MRF Details	MRF Allocated To

8	9	10
MRF Allocation date	MRF Closed Date	Days to Fill
		Auto fill

Active MRF's

Filters: MRF Type / Department

1	2	3	4	5	6	7
SN	MRF Type	Job Code	Department	Designation	No. of Position	Location

8	9	10	11	12
MRF Date	MRF Created by	MRF Details	Status	Allocate MRF To
		View		

Resumes Pending for Technical Screening

Redirected to Candidate Screening Tracker, but shows only candidates who are pending for technical screening.

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Upcoming Interviews

Filters: Department / Date

1	2	3	4	5	6	7	8
SN	Reference No	Candidate Name	Department	Interview for Post	Date of Interview	Interview Location	Interview Panel Members

Note:

- i. Once the interviews are over, the same is removed from this list and Upcoming interviews numbers updated.

Offer Letter Status- Pending

Redirected to Job Offer page, but shows only candidates who has not given any response to job offered.

Upcoming Joining's

Redirected to Candidates for Joining Page.



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2) Masters

a) Company

Add New Company

[Import List](#)

Name	Short Code	Address	Status	Action
VNR Seeds Pvt. Ltd.	VSPL	Corporate centre	Active	 

Company Name _____
 Short Code _____
 Country [Dropdown](#)
 State [Dropdown](#)
 City [Write](#)
 Address _____

SAVE

CANCEL

Modify Option

Company Name VNR Seeds Pvt. Ltd. (Cannot edit)
 Short Code VSPL (Cannot edit)
 Address Corporate centre (Edit)
 Reason for change / deactivation* _____
 Changes w.e.f. Date* _____

SAVE

CANCEL

DEACTIVATE



Note:

Not required if new ESS is developed, as it is to be included in that.

b) Country

Add New Country

[Import List](#)

SN	Country Name	Short Code	Status	Action
1	India	IN	Active	 

Country Name _____
 Short Code _____

SAVE

CANCEL

RECRUITMENT SOFTWARE, VERSION 2.0

Deactivation Option

Reason for change / deactivation* _____
Changes w.e.f. Date* _____

SAVE

CANCEL

DEACTIVATE



Note:

Not required if new ESS is developed, as it is to be included in that.

c) State

Add New State

[Import List](#)

SN	State Name	Short Code	Country	Status	Action
1	Chhattisgarh	CG	IN	Active	 

State Name _____

Short Code _____

Select Country [Dropdown List](#)

SAVE

CANCEL

Deactivate Option

Reason for change / deactivation* _____
Changes w.e.f. Date* _____

CANCEL

DEACTIVATE



Note:

Not required if new ESS is developed, as it is to be included in that.

d) District

Add New District

[Import List](#)

SN	District Name	Short Code	State	Country	Status	Action
1	Raipur	RPR	CG	IN	Active	 

District Name _____

Short Code _____

Select State [Dropdown List](#)

SAVE

CANCEL

RECRUITMENT SOFTWARE, VERSION 2.0

Deactivate Option

Reason for deactivation* _____
Changes w.e.f. Date* _____

SAVE

CANCEL

DEACTIVATE

Note:

Not required if new ESS is developed, as it is to be included in that.

e) City/Village

City/Village field is provided and candidates/recruiter/Employee are allowed to write manually in this field.

f) Confirmation Period

[Import List](#)

SN	Department	Training period	Probation period	Confirmed after Grade	Deactivate	History
1	Sales	12 months	3 months	M4 & above		View

Add New condition

Department Sales (multiple department selection)

After Training period of _____ in months (dropdown 1-12)

After Probation period of _____ in months (dropdown 1-12)

Consider Confirmed Grade _____ and Above

CANCEL

SAVE

Modify Option

Modification Date _____ (by default, system date)

Reason for modification* _____

Changes w.e.f. Date* _____

SAVE

CANCEL

g) Notice Period

[Import List](#)

SN	Department	During Training	During Probation	After Confirmation	Deactivate
1	Sales	3 months	3 months	3 months	

Add New condition

Department Sales (multiple department selection)

Notice period during Training _____ in months (dropdown 1-12)

Notice period during Probation _____ in months (dropdown 1-12)

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Notice period after Confirmation _____ in months (dropdown 1-12)

CANCEL

SAVE

Modify Option

Modification Date _____ (by default, system date)

Reason for modification* _____

Changes w.e.f. Date* _____



SAVE

CANCEL

h) Education Institute / college

Add New Institute

Import List

SN	Educational Institute/ College	Short Code	Location	Status	Action
1	Pt. Ravi Shankar Shukla University	Pt. RSSU	Raipur	Active	 

Institute/College Name _____

Short Code _____

Category _____ (Central / State / Deemed / Private)

Type 1 _____ (Agri / Non Agri)

Type 2 _____ (University / Board)

Location State _____ District _____

SAVE

CANCEL

Modify / Deactivate Option

Institute/College Name _____

Short Code _____

Category _____ (Central / State / Deemed / Private)

Type 1 _____ (Agri / Non Agri)

Type 2 _____ (University / Board)

Location State _____ District _____

Reason for Modification / deactivation* _____

Changes w.e.f. Date* _____

SAVE

CANCEL

DEACTIVATE

Note:



Not required if new ESS is developed, as it is to be included in that.

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i) Educational Qualification

Add New Qualification

[Import List](#)

SN	Qualification	Type	Short Code	Status	Action
1	Bachelor of Commerce	Graduation	B. Com	Active	 

Qualification Name _____
 Short Code _____
 Type _____

SAVE

CANCEL

Modify / Deactivate Option

Qualification Name _____
 Short Code _____
 Type _____
 Reason for Modification / deactivation* _____
 Changes w.e.f. Date* _____

SAVE

CANCEL

DEACTIVATE

Note:



Not required if new ESS is developed, as it is to be included in that.

Types: (Below 10th / 10th / 12th / Graduation / Post Graduation / PhD / Technical)

j) Educational Specialization

Add New Qualification

[Import List](#)

SN	Specialization	Short Code	Educational Qualification	Action
1	Agriculture	Agri.	B.Sc.	 
2	Horticulture	Horti.	B.Sc.	
3	Electrical	Elect.	Diploma, B.Tech., B.E.	

Specialization _____
 Short Code _____
 Mapped to Qualification [Dropdown list](#) (multiple selection)

SAVE

CANCEL

RECRUITMENT SOFTWARE, VERSION 2.0

Modify / Deactivate Option

Specialization _____
 Short Code _____
 Mapped to Qualification Dropdown list (multiple selection)
 Reason for Modification / deactivation* _____
 Changes w.e.f. Date* _____

SAVE

CANCEL

DEACTIVATE



Note:

Not required if new ESS is developed, as it is to be included in that.

k) Resume Source

Add New Resume Source

Import List

SN	Resume Source	Action
1	Walk-in	 
2	Naukri.com	
3		

Resume Source _____

SAV

CANCE


Note:

Not required if new ESS is developed, as it is to be included in that.

l) Job Descriptions

Add New Job

Department _____ Designation _____

SN	Department	Designation	Job Description	Action	History
			View		View

RECRUITMENT SOFTWARE, VERSION 2.0

Note:

- I. Add new Job description

Department _____

Designation _____

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📎

Department	Select	Designation	Multiple selection
Reports To	Select	Grade	Multiple selection

Department Details

write

Purpose of Position

write	
-------	--

Job Description (Duties & Major Job Functions)

Job Description (Duties & Major Job Functions)	
SN	Job Description
	write

+ADD

Qualification and Work experience

Education Qualification	write	
Experience (in years)	Write	

Competencies (Skills and work abilities)

SN	Competencies (Skills and work abilities)
	write

+ADD

SAVE

CANCEL

Modify Option

Modification Date _____ (autofill, system default date)

Reason for Modification* _____

Changes w.e.f. Date*

Display entire JD form

Additional field added and is mandatory to fill,

Version	JD creation Date	JD created by	JD w.e.f. date
1.0	01 Jan 2021	Autofill (Admin Name)	01 Jan 2021
Write	Select date	Autofill (Admin Name)	Select date

SAVE

CANCEL

DEACTIVATE

RECRUITMENT SOFTWARE, VERSION 2.0

















Only admin has right to add or make changes in the Job descriptions, Recruiter can only view the JD's.

Every time a JD is revised it is mandatory to mention the Version and select the JD creation and w.e.f. date.

ii. History

Version	JD creation Date	JD created by	JD w.e.f. date	JD details
1.0	01 Jan 2021	Admin Name	01 Jan 2021	View

m) Communication Controls

SN	Communication Topic	Sender	Receiver	Action
1	New user created by Admin.	Admin.	User	
2	MRF created by employee	Employee	Admin.	
3	MRF created by recruiter	Recruiter	Admin.	
4	Action taken by admin on MRF raised by employee	Admin.	Employee	
5	Action taken by admin on MRF raised by recruiter	Admin.	Recruiter	
6	MRF allocation by Admin to recruiter	Admin.	Recruiter	
7	OTP for application submission by candidate	System	Candidate	
8	Successful submission of application by candidate	System	Candidate	
8	Interview Call mail	Recruiter	Candidate	
9	Job offer letter sent for review	Recruiter	Employee	
10	Job offer letter renewal status	Employee	Recruiter	
11	Job Offer letter sent to candidate	Recruiter	Candidate	
12	Job offer letter status by candidate	Candidate	Recruiter	
13	No response on job offer sent to candidate	On screen display		
14	Joining form link to candidate	Recruiter	Candidate	
15	Joining form submission status	Candidate	Recruiter	

Refer the Annexure A for communication topic contents.

Note:

Admin. can only change the status of the communication topics, Active or De-active.

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3) Users



+ Add User

User Type	_____ (Admin. / Recruiter / Employee)
Company	_____ (select from dropdown)
Department	_____ (select from dropdown)
Name	_____ (select from dropdown)
Contact	_____ (autofill)
Email id	_____ (autofill)
Username	_____ (write)
Password	_____ (write)
Status	_____ (Active / De-active)

SAVE CANCEL

Filters: User Type

Search _____ 🔍

1	2	3	4	5	6	7	8	9
SN	User Type	Name	Contact	Email ID	Username	Password	Status	Action
						Change		 

10
Page Permission
View & Edit

Note:

Page Permission

- ☐ Masters
 - ☐ Company
 - ☐ Country
 - ☐ State
 - ☐ District
 - ☐ City
 - ☐ Education
 - ☐ Education Institute
 - ☐ Educational Specialization
 - ☐ Resume Source
 - ☐ Communication contents
- ☐ Users
 - ☐ Page Permissions
- ☐ MRF
 - ☐ MRF Details
 - ☐ MRF (Manual entry)

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- ☒ Job Application Management
 - ☒ Job Applications (Resume Databank)
 - ☒ Job & Responses
 - ☒ Job Application Form (Manual entry)
- ☐ Campus Hiring's
 - ☐ Create Job for online registration
 - ☐ Campus Applications
 - ☐ Campus hiring Costing
- ☒ Recruitment Trackers
 - ☒ Screening Tracker
 - ☒ Interview Tracker
- ☒ On boarding
 - ☒ Job Offers
 - ☒ Candidate for Joining
 - ☒ Appointments
- ☐ Import ESS Data
- ☐ Online Test
 - ☐ Question Bank
 - ☐ Test paper
 - ☒ Rooms
 - ☒ Launch Exam
 - ☒ Online Test Administration
 - ☒ Reports
- ☐ Reports
- ☐ User Logs
- ☒ My profile (by default selected)

RECRUITMENT SOFTWARE, VERSION 2.0

4) MRF

a) MRF manual Entry


New MRF

Replacement MRF

MRF- SIP / Internship

MRF- Campus Hiring

Filters: Department/ Headquarter / Status

 Search

 Export Data

1	2	3	4	5	6	7
SN	Type	Department	Job Code	Status	MRF Creation Date	Details
1						View

Note:


In the summary, only the manual entries done by the Admin. is displayed.

NEW MRF	
On behalf of Employee	Select from user list (view only employees)
Reason for Creating New Position	
Company	Autofill
Department	
Designation	
No. of Manpower	
Location	State _____ District _____ <u>No. of Manpower</u> +Add Locations & Manpower
Desired CTC (in Rs.)	Min. _____ Max. _____
Desired Education	<u>Select</u> Specialization _____ <u>+Add</u>
Desired University/College	Select from dropdown, multiple selection
Work Experience	_____
Job Description	<div> <div>B I U Georgia ▼ A ▼</div> <div> <div></div> <div></div> <div></div> </div> <div> <div>T ▼</div> <div>↺ ↻</div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> </div> </div>
Mandatory Requirements	<input type="checkbox"/> Yes _____ ✖ + Add
Any Other Remark	Entered by HR on behalf of employee on request
Action	Save Cancel

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Note:


- Departments for Others: Admin. / BRS / BTS / Accounts / FS / HR / IT / Legal / Logistics / Marketing / PD / Processing / production / QA / R&D / Sales /

REPLACEMENT MRF		
On behalf of Employee	Select from list	
Department	Select from list	
Replacement for	Select from list	
Designation	Autofill	
Grade	Autofill	
Headquarter	Autofill	
CTC (in Rs.)	Autofill	
Desired CTC (in Rs.)	Min. _____	Max. _____
Desired Education	Select from dropdown (Multiple selection)	Specialization _____
Desired University/College	Select from dropdown	(Multiple selection)
Work Experience	_____ (in years)	
Job Description		
Mandatory Requirements	<input type="checkbox"/> Yes _____  + Add	
Any Other Remark		
Action	Save	Cancel

RECRUITMENT SOFTWARE, VERSION 2.0

MRF- SIP/INTERNSHIP	
On behalf of Employee	Select from list
Reason for Creating MRF	
Type	SIP / Internship
Company	Auto fill
Department	
Designation	SIP Trainee
No. of Manpower	
Location	State _____ District _____ <u>No. of Manpower</u> _____ +Add Locations & Manpower
Desired Stipend	Rs. _____ per month
Other Benefits	<input type="checkbox"/> 2 wheeler reimbursement Rs. _____ per km <input type="checkbox"/> DA Rs. _____ per day
Desired Education	<u>Select</u> Specialization _____ <u>+Add</u>
Desired University/College	Select from dropdown, multiple selection
Job Description	<div> B I U Georgia A ≡ ≡ ≡ T ↺ ↻ 📅 🔗 📎 </div>
Mandatory Requirements	<input type="checkbox"/> Yes _____ ✖ + Add
Last of online registration	_____ (select date)
Any Other Remark	
Action	Save Cancel

RECRUITMENT SOFTWARE, VERSION 2.0

MRF- CAMPUS HIRING	
On behalf of Employee	Select from list
Reason for Creating New Position	
Type	Campus Hiring
Company	Auto fill
Department	
Designation	
No. of Manpower	
Location	State _____ District _____ <u>No. of Manpower</u> +Add Locations & Manpower
Desired CTC (in Rs.)	Min. _____ Max. _____
Desired Education	<u>Select</u> Specialization _____ <u>+Add</u>
Desired University/College	Select from dropdown, multiple selection
Work Experience	Freshers
Job Description	<div> <div>B I U Georgia A [List Icons] [Text Icons] [Table Icon] [Link Icon] [Image Icon]</div> <div></div> </div>
Mandatory Requirements	<input type="checkbox"/> Yes _____  + Add
Last of online registration	_____ (select date)
Any Other Remark	
Action	<div>Save Cancel</div>

RECRUITMENT SOFTWARE, VERSION 2.0

b) MRF Approval & Allocation

Department _____ Recruiter _____ Approval Status _____

1	2	3	4	5	6	7
SN	Type	Job code	Department	Designation	No. of Post	Location

8	9	10	11	12
MRF Created Date	MRF Created By	MRF Details	Approval Status	Allocate MRF To
		View		

13	14
Position Filled	Close MRF

Deleted: Cancel

Note:

- From here admin can allocate the MRF to the desired recruiter.
- Column 10: MRF Details
Admin can view and can change the details of the MRF if required at any stage of the recruitment process.
The changes made are reflected in the MRF details of the employee, recruiter both.
- Column 11: Approval Status: Approved / On Hold / Rejected
- mail to employee, who or on behalf of whom MRF was created.
- Column 12: Allocate MRF To: show the list of recruiters and select.
vi. mail to recruiter, to whom MRF is allocated.
- Column 13: Position filled:
It displays the total no. of positions filled against that MRF
Example: in column 6: no. of post is 5 and recruiter total 3 candidates has been selected so far against the MRF than in position filled it shows 3.
- Column 14: Close MRF:
The close MRF button is active only when, in the column 13 the value is zero, means all the manpower numbers in the MRF is closed.
- But in case number of post is reduced at any later stage, Admin has the rights to change the number of post in the MRF and the same is reflected in the MRF.




RECRUITMENT SOFTWARE, VERSION 2.0

5) Campus Hiring's

a) MRF- Campus Hiring's


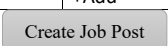
Filters: MRF Type / Department / Closed MRF  Reset

1	2	3	4	5	6	7
SN	MRF Type	Job Code	Department	Designation	No. of Position	Location

8	9	10	11	12	13
MRF Date	MRF Created by	MRF Details	Create Job Post	Post Job (ESS & Co. Website)	Job Post Link
		View		Show / Hidden 	

Note:

- All the MRF created for SIP/Internship and Campus Hiring is displayed here.
- Column 2: MRF Type: Campus Hiring or SIP / Internship
- Column 11: Create Job Post,

Online Registration Form	
For {Post Name}	
Department	Autofill
Designation	Autofill
Required Qualification	Autofill
Job Description	Autofill
Pay Package	Autofill
Location of Work	Autofill
Last date of online registration	Autofill
Upload Job opening Image	Browse <input type="checkbox"/> Post this Image
Questionnaire for applying job	 +Add
	

After Job post is created, the status is shown as created.

If any image is uploaded and 'Post this image' is ticked, then the image is visible to the candidates on company's website under careers page or else the filled Online Registration Form is posted and is visible.

- Column 12: By default this shall be 'Hidden' for all MRF (i.e. Campus Hiring and SIP / Internship).

For MRF campus hiring, this option shall be hidden only and no edit is available as for MRF campus placement job post link is generated.

For MRF SIP/Internship, this can be changed and when selected 'Show' the job is posted on ESS and Company career site.

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- v. Column 13: Only in case of MRF- Campus Hiring link is generated. After Job post is created, a link is generated. Recruiter can copy and share this link to the placement cell or students directly.
The link will redirect to application page where the job details are displayed and apply option is also available at the bottom of the page.
- vi. Application Form View to Students:
For application form format refer Annexure B, SN. 7
- vii. After last date of registration the link and registration page becomes de-active.
Message display:

"The last date of registration has been expired. Contact your Placement Cell for more details."
- viii. If Questionnaire for applying job is mentioned in the online Job creation for registration then, it is available to the candidate after submission of application and is mandatory to answer, then only the application is finally submitted,

Please answer the below question to submit your application,

1. *Sample question?

☐ Yes ☐ No

Submit

Cancel

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b) Campus Hiring- Applications

Select Year by default current year


SN	MRF Type	Position	Students Applied
1		Sales Executive	60

Click on Student applied to view the below,

Search 

 [Fwd. to Screening Stage](#)
 [Import Data](#)
 [Export Data](#)

All	1	2	3	4	5	6
<input type="checkbox"/>	SN	Position	University / College	Student Name	Qualification	% or CGPA
<input type="checkbox"/>						

7	8	9	10
Mobile No.	E Mail ID	*Campus Placement date	Action
		Edit & write	

Note:

- Column 10: click on edit and mention the campus placement date. It is mandatory to mention the campus placement date then only it can be selected and Fwd. to Screening State.
- Candidate forwarded to the next screening stage goes to Campus Hiring Tracker.


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c) Campus Hiring Tracker

Search 

 [Import Data](#)  [Export Data](#)

1	2	3	4	5	6	7
SN	Reference No.	Department	Position	University / College	Student Name	Group Discussion Result
	autofill	autofill	autofill	autofill		Selected / Rejected

8	9	10	11	12	13
Test Score	FIRO B	1 st Interview Date	1 st Interview Location	1 st Interview Status	Action
Auto fill	Autofill Yes / No				

14	15	16	17	18	19	
2 nd Interview Date	2 nd Interview Location	Interview Panel Members	Interview Status	Action	Selected for	
					Company	Department

Note:

- Column 13: click on Edit and write details in column no. 10, 11 & 12.
- Column 12: Selected/ Rejected/ On Hold/ 2nd Round Interview
If "Selected" Data carried forward to offers page
If "Rejected" No action
If "On Hold", No action
If "2nd Round Interview"- further fields (14 to 17) active
- Column 18: click on Edit and write details in column no. 15, 16 & 17
- Column 17: Selected/ Rejected/ On Hold
If "Selected" Data carried forward to offers page
If "Rejected" No action
If "On Hold", No action
- Column 19: Selected for options: VNR Seeds / VNR Nursery / Off roll / Third Party / Others
If "Off roll / Third Party / Others" is selected, then the data do not forward for offer letter generation

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d) Campus Hiring Costing

1	2	3	4	5	6
SN	Job Title	Department	Designation	Total Costing	Action
					View / Edit

University/ College Name		Multiple selection option	
Date		From	To
Total Candidates Applied		Auto Fill	
Total Candidates Screened		Auto Fill	
Total number of Hires		Auto Fill	
Average Cost per Hire		Auto fill	
SN	Particulars	Amount	
1	RT Travel cost		
2	RT Accommodation Cost		
3	RT Per day productivity Cost		
4	RT Miscellaneous Expenses		
	Total cost		

Abbreviation: RT = Recruitment Team



Note:

- Recruitment Team per day productivity cost = Per day salary * Nos. of days/hrs. Spent for
- Campus placement activity
- Average Cost per hire = Total cost / Total Hires

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6) SIP/Internship Trainees

a) SIP / Internship Trainee Details

[+ Add Trainee](#) (click and the below form expands)

Student Name	
Gender	
University/College	
Qualification	
Specialization	
Training Start Date	
Training End Date	
Department	
Location	
Reporting To	
Stipend (in Rs. Per month)	
Additional Benefits	
Upload Resume	Browse
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Year

Search

 Export Data

SN	Student Name	Gender	University / College	Qualification	Training Start Date	Training End Date	Department
	Name						

Location	Reporting to	Stipend	Additional Benefits

Note:

- I. Click on the name to see the resume and the form details of the candidate.
- II. Training end date can be edited by the recruiter, to edit



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b) Stipend & Expense Details

Year _____ Default view: current year

Search _____

 Export Data

SN	Name	Department	Jan 2021			Feb 2021			Action
			Stipend	Expenses	Total	Stipend	Expenses	Total	
									 / 

Note:

- Click on edit icon and the entire row for that candidate is active, make the changes and save.
- The month in which the candidate has joined, from that month onwards only the months are active and month previous to his/her date of joining is greyed out and not available to edit.

RECRUITMENT SOFTWARE, VERSION 2.0




7) Job Application Management

a) Resume Database


Total Applications in Resume Database 4	Total Screened by HR 4	Total Fwd. for Tech. Screening 4	Total Available 4
--	---------------------------	-------------------------------------	----------------------

Filters: Department / Year / Source / Gender / Education

Search 


☐ Select All
 ☐  Forward for Technical Screening
 ☐  Delete
 ☐  Move to Other Co.

☐ [Ms. XYZ](#) (Ref. No. 1234567890)


Applied For : 

Experience : 5 years 00 months
 Current Company : VNR Seeds
 Current Designation : Trainee
 Current Location : Raipur, Chhattisgarh

Contact No : 123456789
 E Mail ID : xyz@gmail.com
 Education : MBA- HR



Applied on date : 01 Jan 2019

HR Screening Status:  [History](#)

Source : Naukri.Com

*Remarks for rejection: _____

☐ **Backlist Candidate**

*Remarks for blacklisting: _____
 *Remarks for Unblocking: _____ (this feature is only available to Admin.)

Note:

- Applied For:**
 If the candidate has applied through the Company Careers Site then it is auto filled and recorded against the MRF for which the candidate has submitted his/her application. To record a candidate manually against a MRF, click on edit icon and select the desired MRF against which the candidate is recorded for further process. In case the recruiter wrongly records any candidate to MRF not desired then, admin has a right to make correction and change the MRF.
- HR Screening Status: Shortlisted / Rejected**
 If the candidate has not applied for any job opening, then also HR screening can be done, but to do so, recruiter need to mark the candidate against a MRF, (purpose to mark against MRF is to capture the record on a MRF how many candidates are contacted by the recruiter)

 Click on edit and select Screening for (select MRF against which candidate is screening by HR) and then select the Status _____.

 If Shortlisted, then recruiter has to select the MRF in Applied For and then only it can be selected and Forwarded for Technical Screening.

Commented [DR1]: Change in screening process and added History

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If Rejected, then Rejection remarks are mandatory, and candidate can be marked to another MRF and the details are recorded in History.

No auto mail is sent to the candidate on rejection during HR screening. Rejection mail is only sent to the candidate when in 'Applied for' MRF is selected and HR screening status is Rejected.



History

SN	Screened by HR for Post	HR Calling Date	HR Rejection Remarks
		System date on which status is changed	

- iii. Source: collected from application form filled by candidate.
- iv. Move to other Company: candidates complete data is moved to the selected company and is visible in resume database of the selected company.
The candidate data is also removed from this resume database of current company.

Move to Company. _____ (VSPL / VNPL / Others)

- v. Forward Technical Screening: select single or multiple resumes and forward the same for technical screening. On click below box appears.

Sent Date	: Current Date Auto fill
Technical Screening By : Select Company	
Select Department	
Select Employee	
 Send	

- vi. Blacklist Candidate:
If a candidate is marked blacklisted then the candidate info is greyed out and it cannot be selected to forward for technical screening.
Remark is mandatory to write if blacklist is selected.
Confirmation message: 'Are you sure to blacklist this candidate?' ☐ Yes ☐ No'
Only after yes option is selected the candidate is marked blacklisted.

Only Admin has right and control to unblock the blacklisted candidates. The option to unblock any blacklisted candidate is available only at resume database and to unblock Admin has to untick the Blacklist Candidate and write remarks for unblocking, which is again mandatory to write.

Confirmation message: 'Are you sure to unblock this candidate?' ☐ Yes ☐ No'

Only after yes option is selected the candidate is unblocked.

When a candidate is blacklisted, in future if the candidate apply and submits his/her resume again with the same details (i.e. Name / mobile no. / email id / Aadhaar / fathers name), then the application received is by default greyed out and option to select and fwd. to next stage is disabled, until it is unblocked by the Admin.

- vii. Candidate reapply in VNR:

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Any candidate can reapply in VNR only after 6 month from the date of his/her status is updated at any stage of recruitment.

If candidate is not process at HR screening stage the date considered is date of application.

At the start of the application form the below option is available,

Have you earlier applied to VNR for any post?

☐ Yes ☐ No

If 'No', the new application form is opened

If 'Yes',

(kindly mention the below details as submitted in previous application)

Email ID _____

Phone No. _____ (10 digits mandatory)

Aadhaar No. _____ (12 digits mandatory)

Submit

If the details matches with the candidate records in resume database then, the old application form reopens and candidate can update the details in the old application form.

Editable sections in the old application form are:

Phone no., Address, Highest qualification, Year of passing, University/College, Work Experience, Reference, source.

Resume is mandatory to reupload.

After all the necessary changes are done in the old application form, the candidate can reapply for the new post.

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b) Job & Responses

SN	Department	Job Title	Job Code	Responses	Sources
1	HR	HR Executive		<u>10</u>	Manual Entry 2


Filters: Department / Year / Source / Gender

Search 

Click to view


☐ Select All
 ☐ Forward for Technical Screening
  Delete
 ☐ Move to Other Co.

☐ [Ms. XYZ](#) (Ref. No. 1234567890)


Applied For : 

Experience : 5 years 00 months
 Current Company : VNR Seeds
 Current Designation : Trainee
 Current Location : Raipur, Chhattisgarh

Contact No : 123456789
 E Mail ID : xyz@gmail.com
 Education : MBA- HR



Applied on date : 01 Jan 2019

HR Screening Status: 
[History](#)

Source : Naukri.Com

*Remarks for rejection: _____

☐ **Backlist Candidate**

*Remarks for blacklisting: _____

Note:

- Applied For: Auto filled
- HR Screening Status: Shortlisted / Rejected

Commented [DR2]: Change in screening process and added History

Click on edit and in Screening for (MRF applied for is auto filled) and then select the Status _____.

If Shortlisted, then only it can be selected and Forwarded for Technical Screening.

If Rejected, then Rejection remarks are mandatory, a popup message to send rejection mail is displayed

Are you sure to set HR screening status to 'Rejected' and send regret mail?
☐ Yes ☐ No

If selected 'yes' auto mail is sent to candidate (for mail format, refer Annexure A, SN. 19).

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History

SN	Applied for Post	HR Calling Date	HR Rejection Remarks
	Auto fill	System date on which status is changed	

If Shortlisted, then only it can be selected and Forwarded for Technical Screening.
If Rejected, then Rejection remarks are mandatory, and candidate can be mapped to another MRF for further process and the details are recorded in History.

- iii. Move to other Company: candidates complete data is moved to the selected company and is visible in resume database of the selected company.
The candidate data is also viewed here but HR screening status becomes 'Rejected'.

Move to Company. _____ (VSPL / VNPL / Others)

- iv. Forward Technical Screening: select single or multiple resumes and forward the same for technical screening. On click below box appears

Sent Date	Auto fill, system current date
Technical Screening By	Company _____ Department _____ Employee _____ Email id. _____ (auto fill, as per ESS records)
<div>Cancel</div> <div>Save</div>	

- v. Blacklist Candidate:
If a candidate is marked blacklisted then the candidate info is greyed out and it cannot be selected to forward for technical screening.
Remark is mandatory to write if blacklist is selected.
Confirmation message: 'Are you sure to blacklist this candidate?' ☐ Yes ☐ No'
Only after yes option is selected the candidate is marked blacklisted.

When a candidate is blacklisted, in future if the candidate apply and submits his/her resume again with the same details (i.e. Name / mobile no. / email id / Aadhaar / fathers name), then the application received is by default greyed out and option to select and fwd. to next stage is disabled, until it is unblocked by the Admin.

- vi. Candidate History:
To view the candidate history, stages, click on the candidate name and new page opens. In the history mention the MRF against which the candidate is processed.
- vii.

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c) Job Application Form (Manual Entry)

[+ Add Job Application](#)

1	2	3	4	5
SN	Candidate Name	Contact No	Email ID	Link
				Copy Link

Note:


i. Add Job Application

Job Application Form

Upload Resume

Browse
No file selected

*Please upload your updated resume (format should be in doc, docx or pdf only).



Upload photo

Source of Resume: Drop down

Title. : ☐ Mr. ☐ Ms. ☐ Mrs. ☐ Dr.

Name : First Middle. Last

Fathers name: ☐ Mr. ☐ Late _____

Contact No : _____

E Mail ID : _____

Aadhaar No: _____ (not mandatory)

Source of Resume: _____ (select from dropdown list)

Save


- ii. The Job application manually entered are recorded and displayed in Resume database and from there we can process the candidate against any MRF.
- iii. When a manual entry is completed it is displayed in the summary table and also link is generated. Copy the link to open the complete Application form.
Recruiter can copy and send the link to the candidate to complete the application form.
- iv. Source of Resume: As per resume source master
- v. If the candidate's resume is already available in the resume database or the candidate is blacklisted, a message is displayed,
'Candidate is blacklisted, contact the administrator to unblock the candidate'
'Candidate's resume is already available in the database'
- vi.

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
8) Recruitment Trackers

a) Screening Tracker

Filters : Select Department Select MRF Search : _____   Reset

 Move to Other Co.

 Export Data

1	2	3	4	5	6	7	8
SN	Ref. No	Candidate Name	Department	MRF	Technical Screening Status	Interview Mail	Action
<input type="checkbox"/>	autofill	Debrat Roy	autofill	autofill		Yes / No	

Note:

- Filter: select department, next cell shows the list of active MRF in that department, select to see the candidates screened under that MRF.
- Sort the list by date sent for technical screening (Newest to Oldest)
- Move to other Company: candidates complete data is moved to the selected company and is visible in resume database of the selected company. The Technical Screening Status becomes automatically 'Rejected'

Move to Company. _____ (VSPL / VNPL / Others)

- Column 3: Click on candidates name to view the resume, candidate history and other details.
- Column 7: values based on send interview call mail.
- Column 8: Click on edit to mention the Tech. Screening status, window opens,

Resume Sent For Tech. Screening	Auto fill, non-editable
Resume Screened By	Auto fill, non-editable
Date Resume Screened	Auto fill, non-editable
*Technical Screening Status	dropdown selection
If selected rejected, then *Rejection Remarks _____ <input type="checkbox"/> Send Regret mail to Candidate	
If selected Suitable for, then *Select Department : dropdown selection, multiple dept. selection	
*Interview Schedule	<input type="checkbox"/> Online <input type="checkbox"/> Offline
Date of interview	
Time	__ : __ am /pm
Interview Location	
Interview Panel Members	
Travel Eligibility	

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Send Interview Call Mail	Yes / No (by default 'No' selected)
Interview Attended	Yes/No (by default 'No' selected)
<input type="checkbox"/> Backlist Candidate *Remarks for blacklisting: _____	
<div> Edit / Save Cancel </div>	

- Technical Screening status dropdown options: Shortlisted / Rejected / Suitable for
- Travel eligibility dropdown options: Sleeper / 3 AC / 2 AC / Flight- Economy
- Interview Schedule:
When offline is selected, the details becomes active to write, but in case of offline all the details except travel eligibility is available to write.
- Send interview call mail: if 'Yes' auto mail sent to candidate.
different mail content for offline and online mode (refer the mail communication document)
- within the interview call mail link to fill the interview application form is also mentioned. (for interview application form- print format refer Annexure B)
- When the candidate fills the interview application form a notification mail is sent to the recruiter.

Subject: Interview Application form- filled by (Candidate's Name)

Dear (Recruiter's Name)

The interview application form has been filled and submitted by (Candidate's Name)

- Interview Attended: If selected 'Yes' the candidate data is carried forward to next stage, i.e. Interview tracker.
If selected 'No' the below option 'Blacklist Candidate' is active which gives an option to block or blacklist the candidate from applying in VNR in future.
- Blacklist candidate:
If a candidate is marked blacklisted then the candidate info is greyed out here in Candidate for Joining and in Resume database and Jobs and Responses (if candidate info is available there) the 'Blacklist Candidate' option is ticked automatically and candidate info is greyed out.
Here remark is mandatory to write if blacklist is selected and the same remark is displayed in above all sections..

To unblock, Admin has to untick the Blacklist Candidate from Resume Database and write remarks for unblocking, which is again mandatory to write.

Confirmation message: 'Are you sure to unblock this candidate?

☐ Yes ☐ No'



Only after yes option is selected the candidate is unblocked.


When a candidate is blacklisted, in future if the candidate apply and submits his/her resume again with the same details (i.e. Name / mobile no. / email id / Aadhaar / fathers name), then the application received is by default greyed out

RECRUITMENT SOFTWARE, VERSION 2.0

and option to select and fwd. to next stage is disabled, until the candidate is unblocked by the Admin from Resume database.



b) Interview Tracker



Filters : Select Department Select MRF Search : _____   Reset

 Move to Other Co.

 Export Data

1	2	3	4	5	6	7	8
SN	Ref. No	Candidate Name	Department	MRF	Interview Date	Interview Location	Interview Panel members
<input type="checkbox"/>	autofill	Debrat Roy	autofill	autofill			

9	10			
Interview Status	2 nd Interview details			
	2 nd Interview Date	2 nd Interview Location	2 nd Interview Panel members	2 nd Interview Status
				

14				15	16	17
Selected For				Interview Assessment Record	Interview Application Form	Interview Cost
Company	Department	Vertical	Action			
Autofill				upload	Edit / Send	

Note:

- Filter: select department, next cell shows the list of active MRF in that department, select to see the candidates screened under that MRF.
- Sort the list by date of interview (Newest to Oldest)
- Move to other Company: candidates complete data is moved to the selected company and is visible in resume database of the selected company. The Interview Status becomes automatically 'Rejected'

Move to Company. _____ (VSPL / VNPL / Others)

- Column 3: Click on candidates name to view the resume, candidate history
- Column 9: Interview Status:
If "Selected" Data carried forward to Job offers page

If "Rejected" Auto generated mail to candidate

When candidate is rejected, auto mail is sent to candidate (for mail format, refer Annexure A, SN. 19), confirmation message for sending the regret mail.

Are you sure to set HR screening status to 'Rejected' and send regret mail?

☐ Yes ☐ No

If "On Hold", "Did not Attend" no action

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If "2nd Round Interview" - Column 10 is active.

If "Blacklist"

*Remarks for blacklisting: _____

If a candidate is marked blacklisted then the candidate info is greyed out and it cannot be selected to forward to next stage.

vi. Column 10: 2nd interview details.

2nd Interview Status:

If "Selected" Data carried forward to Job offers page

If "Rejected" Auto generated mail to candidate

When candidate is rejected, auto mail is sent to candidate (for mail format, refer Annexure A, SN. 19), confirmation message for sending the regret mail.

Are you sure to set HR screening status to 'Rejected' and send regret mail?

☐ Yes ☐ No

If "On Hold", "Did not Attend" no action

If "Blacklist"

*Remarks for blacklisting: _____

vii. Column 14: Selected for: click on edit button and select department and vertical.

Company by default current company in which recruiter is logged in.

viii. Column 15: Interview assessment record, upload file.

ix. Column 16: Interview application form:

Edit- allows the recruiter to fill the application form manually on behalf of candidate.

Send- allows the recruiter to resend the interview application form via mail to candidate.

Mail to candidate: resend the same mail to candidate as sent to him earlier in screening tracker.

x. Column 17: Interview Cost: shows the total cost, to view and mention the cost under different head click on the edit button.

SN	Particulars	Amount
1	Lodging & Boarding	
2	Traveling Cost	
3	Relocation /Transfer Allowances	
4	Notice Period buyback	
5	Others	
Total		Auto calculate

Save

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9) On-Boarding a) Job Offers

Total Offer Letter Issued (Cr. Year) 4	Offer Letter Status Accepted 4	Offer Letter Status Pending 4	Offer Letter Status Rejected 4
---	-----------------------------------	----------------------------------	-----------------------------------

Filters: Department / Year / Month / Status
Search (type name to see details)

☐ Select All ☒ Send Offer Letter to Candidate

☐ [Ms. XYZ](#) (Reference No.)

Selected for Dept. : Production

Offer Letter Sent : Yes / No [View History](#)



Acceptance Status : Accepted / Rejected

Date of Joining : 01 Jan 2019

(if rejected)

[Modify Job Offer](#)

Joining Form to Candidate Sent : Yes / No

[Offer Letter Basic Details](#)

[Generate & View Offer letter](#)

[Send for Review](#)

[Offer Letter View](#)

[Copy](#)

[Joining Form View](#)

[Copy](#)

Note:

- By default shows the total offer letter issued in current year.
- Click on the tabs to see the details.
- Click on candidates name to see the details, resume, interview application form, documents and history.
- Position code: in case of replacement MRF, displays here or left blank. Position code is mentioned by admin in Candidate for joining's page.
- Offer letter sent: By default it is 'No', but when sent to candidate the status becomes 'Yes'

View History: records as many times the offer letter is sent to the candidate after making any revisions.

Date Sent	Offer Letter Ref. No.	Offer Letter	Status	Rejection Remarks
		View	Accepted /Rejected	

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When candidates rejects the job offer and the job offer is modified then the status becomes 'No'.

- vi. Acceptance Status: By default it is blank,
If the offer is accepted by the candidate an auto generated mail with joining form link is sent to the candidate.
if the candidate rejects the job offer then, option 'Modify Job Offer' is available.
- vii. Date of joining: is auto captured as provide by the candidate in the job offer page link if blank edit option is available to HR to mention DOJ
- viii. Modify Job Offer: active only if candidates rejects the job offer.
Offer letter basic details: unticked, revise and save the details and it becomes ticked again.
Generate & view offer letter: unticked, generate the offer letter and it becomes ticked again.
Send for review: send the revised offer letter to desired person for review. Review history is captured.

- ix. Offer letter Basic Details:

SN	Details	Fill details
	Candidate's Name	Auto filled, Collected from interview application form
	Father's Name	Auto filled, collected from interview application form
	Grade	Dropdown
	Department	Autofill (as mentioned in interview Tracker)
	Vertical	Dropdown
	Designation	Dropdown
	Location (HQ)	<input type="checkbox"/> Permanent. <input type="text" value="State"/> <input type="text" value="District"/> <input type="text" value="City"/> <input type="checkbox"/> Temporary <input type="text" value="State"/> <input type="text" value="District"/> <input type="text" value="City"/>
	Reporting	<input type="checkbox"/> Administrative <input type="text" value="Department."/> <input type="text" value="Employee"/> <input type="checkbox"/> Functional <input type="text" value="Department."/> <input type="text" value="Employee"/>
	CTC	CTC: Rs. -----
	Service Condition	<input type="checkbox"/> Training <input type="checkbox"/> Probation <input type="checkbox"/> No Probation / No Training
	If training is selected	Orientation Period ____ months Stipend during orientation period. Rs. ____ per month Designation & Grade after training completion <input type="text" value="Grade."/> <input type="text" value="Designation"/>
	Service Bond	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, then mandatory to fill	*Service Bond Duration ____ years (dropdown 1-10) *Service Bond Refund <u>50</u> % of CTC

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	Pre-Medical Check-up	<input type="checkbox"/> Yes <input type="checkbox"/> No (by default No)
	Remarks/ *Reason for revision	write
<div style="display: inline-block; margin-right: 10px;"> Save</div> <div style="display: inline-block;"> Quit</div>		

- Probation Period: Applicable to Grade S1 to M3 only, from Grade M4 it is No Probation / No Training.
- When offer letter is revised then Reason for Revision is mandatory to write.
- After filling all the details and saved, it is marked ✓

x. Generate and view offer letter:

Offer letter	
VSPL_OL/Sales/Apr-18/01.	Date: dd/mm/yyyy
Offer letter content as per service conditions	

VSPL_OL/Sales/Apr-18/01.	Date: dd/mm/yyyy
Annexure A- Compensation Structure	
Emolument Head	Amount (in Rs.)
(A) Monthly Components	
Basic Salary	
HRA	
*Bonus	
Special Allowances	
Gross Monthly Salary	
Employee's PF Contribution	Autofill
Employee's ESIC Contribution	Autofill
NPS Deduction	
Net Monthly Salary	Autofill
(B) Annual Components (Tax saving components which shall be reimbursed on production of documents at the end of financial year)	
Leave Travel Allowance	
Child Education Allowance	
Annual Gross Salary	Autofill
(C) Other Annual Components (Statutory Components)	
**Estimated Gratuity	Autofill
Employer's PF contribution	Autofill
Employer's ESIC contribution	Autofill
Medical claim Policy Premium	Autofill

RECRUITMENT SOFTWARE, VERSION 2.0

Total Cost to Company	Autofill
<div>EDIT / Save Cancel</div>	

- Enter the value in Basic Salary, HRA, Bonus, NPS and Special Allowances.
- Gross Monthly Salary = Basic Salary + HRA + Bonus + Special Allowances
- Employee's PF Contribution= 12% of Basic Salary
- Employee's ESIC Contribution= 0.75% of Gross Salary
If Monthly gross salary is more than Rs. 21000 the ESIC contribution for both employee and employer shall be zero and Mediciam shall be applicable.
- Net Monthly Salary= Gross Monthly Salary – (Employee's PF & ESIC Contribution and NPS)
- Annual Gross Salary= Monthly gross salary x 12
- Estimated Gratuity= [(Basic Salary x 15)/26] x 12
- Employer's PF contribution= (12% of Basic Salary) x 12
- Employer's ESIC contribution= (3.25% of Gross Salary) x 12
- Mediciam policy premium= Rs. 10000/-
Only applicable if monthly gross salary is more than Rs. 21000/- per month.
- If any field is left blank it is not shown to the candidate in the Compensation structure page.

VSPL_OL/Sales/Apr-18/01. Date: dd/mm/yyyy

Annexure B- Entitlements

SN	Particulars	Amount (in Rs.)
1	Lodging	
	City Category A	
	City Category B	
	City Category C	
2	DA Outside Headquarter (Per day)	
3	DA at Headquarter (Per day)	
	<input type="checkbox"/> (In Case of day tour involving more than 40 km. per day)	
4	Travel Eligibility (For Official Purpose Only)	
	Two wheeler (Per km)	Rs. _____
	Four Wheeler	Rs. _____
5	Mode of Travel outside HQ	<input type="checkbox"/> Bus <input type="checkbox"/> Train <input type="checkbox"/> Flight
6	Travel Class	Bus - <input type="checkbox"/> Sleeper <input type="checkbox"/> AC Train - <input type="checkbox"/> Sleeper <input type="checkbox"/> 3 AC <input type="checkbox"/> 2 AC Flight- <input type="checkbox"/> Economy <input type="checkbox"/> Business <input type="checkbox"/> Approval based <input type="checkbox"/> Need Based
7	Mobile Handset Purchase Eligibility <input type="checkbox"/> GPRS. <input type="checkbox"/> Non GPRS	_____
8	Mobile Expense Reimbursement	_____ per Qtr. / per Month
9	Laptop Purchase Eligibility	_____
10	Health Insurance (Premium Paid by Company)	_____ Lakh's

☐ 2 Wheeler Vehicle Eligibility - As per Company vehicle policy
☐ 4 Wheeler Vehicle Eligibility - As per Company vehicle policy
☐ Maximum travel km per month allowed for 4 wheeler is 2000 km per month and overall travel including both 4 wheeler and 2 wheeler should not exceed more than 3000 km per month.

/

- Mode of Travel outside HQ: Bus / Train / Flight
 - Travel Class: Bus / Train / Flight
- Display example after saved, whichever is selected,
- Bus- Sleeper
 Train- Sleeper
 Flight- Economy (Approval based)

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- If any field is left blank it is not shown to the candidate in the Entitlement page.
- xi. After filling all the details and saved, it is marked ✓
- xii. Send for review:

Reviewer Details:

To, _____
CC, _____

Subject: For review- Offer Letter of (Candidates Name) for post (Post Name)

Thanks & Regards,
(Recruiter's Name)

Review History:

Letter Ref. No.	VSPL_OL/R&D/Jun-2021/283
Reviewed By	EC_Employee Name
Status	Approved/Rejected
Reason for Rejection	if status is rejected then only show

Letter Ref. No.	VSPL_OL/R&D/Jun-2021/283-A
Reviewed By	EC_Employee Name
Status	Approved/Rejected
Reason for Rejection	if status is rejected then only show

- When offer letter is sent for review, mail is sent to all email ID's mentioned in To and CC.
 - When offer letter is sent for review a notification mail is sent to the reviewer.
(for mail format refer Annexure A- SN. 11)
 - When offer letter is reviewed a notification mail is sent to the recruiter.
(for mail format refer Annexure A- SN. 12)
- xiii. Send or resend offer letter to candidate:
- A link to view the offer letter is sent or resent to the candidate via email on their email id (for mail format refer Annexure A – SN. 13).
 - The offer letter is an encrypted file, and candidate is not allowed to Save, Copy, Print or take Screenshot of the page
 - After offer letter is send or resent to the candidate the Offer letter basic details becomes inactive and recruiter is not allowed to modify any details.
 - When candidate takes any action on the offer letter sent or resent to them, a mail is sent back to the recruiter (for mail format refer Annexure A – SN. 14).

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- The offer letter link is visible to the candidate only for 7 days, after that it becomes de-active and if the candidate opens the link after expiry of 7 days the below message is displayed on the screen,

Dear Candidate,

Since you have not given any response to the job offer made by us within the given duration of 7 days, we assume that you are no longer interested in the job and we withdraw the job offer made to you.

In case of any further query kindly contact HR- Recruitment team.

Contact No: 0771- 4350005

- Candidate accepts the Job offer:
A mail is sent to the candidate (for mail format refer Annexure A- SN. 16) and also on screen the below message displays

Dear Candidate,

Thank you for accepting the Job offer.

Link to complete your Joining documentation formalities has been sent to your email id.

Note: The link will be active only up to date (as mentioned in offer letter by the candidate).

In case of any further query kindly contact,

HR- Recruitment team.

Contact No: 0771- 4350005

- Candidate rejects the job offer:
On screen message is displayed to the candidate,

Dear candidate,

Thank you for giving your response to the Job offer made to you.

In case of any further query kindly contact,

HR- Recruitment team.

Contact No: 0771- 4350005

Every time this message is displayed to the candidate when he/she clicks on the link.

xiv. Offer letter revisions:

- After the offer letter is sent to the candidate and after receiving the candidates response (Accepted or Rejected), Recruiter is able to revise and resend the offer letter for review and finally to the candidate.
- The option to revise the offer letter is open till appointment letter is not generated.
- If any revision are made to the existing Job offer, then in the reference no. it is labelled as A, B and so and is shown in the Offer letter sent >> view history
- In case when offer letter is revised, the letter generation date is changed to the letter generation date.

Example:

Date Sent	Offer Letter Ref. No.	Offer Letter	Status	Reason for Change
08-06-2021	VSPL_OL/R&D/Jun-2021/283	View	Accepted	--
13-08-2021	VSPL_OL/R&D/Jun-2021/283-A	View		reason


RECRUITMENT SOFTWARE, VERSION 2.0

b) Candidates for Joining

Candidates not filled Joining Form 4	Document Verification Pending 4	Data Processed to ESS 4	Candidates Not Joined 4
--	---------------------------------------	-------------------------------	-------------------------------

Filters: Department / Year / Month

Search (type name to see details)

☐ **Ms. XYZ (Reference No.)**


Department : Production
Headquarter :

Designation :
Date of Joining : [DOJ Change History](#)
☐ Candidate Not Joined

*Remarks:

(Below fields becomes inactive if candidate Not Joined is selected)

Joining Form Status : Not Started / Completed / Draft
Joining Documents Verification: Verified / Not Verified

[Appointment Letter](#) ✓ [Service Agreement](#) ✓ [Service Bond](#)

Reference Check. : Yes / No

Note:

- By default shows the list of candidates who has accepted the job offer and whose data is not processed to ESS.
- Click on the tabs to see the details.
- Click on candidates name to see the details, resume, interview application form, documents and history.
- Date of Joining:
By default display the date as mentioned by the candidate when accepted the job offer.
Recruiter can change the DOJ if required.
DOJ change History: every time DOJ is changed it is recorded.

SN	DOJ	Remarks

- Candidate not joined:

- If the candidate do not joins on the given date of joining, then recruiter can cancel the candidates joining by selecting this option and remarks field becomes active and is mandatory to write.
- vi. Joining form Status:
Not Started, if the candidate has not started the joining form
Completed, if the candidate has submitted the joining form
Draft, if the candidate has started but not submitted the joining form.
 - vii. Joining Documents verification:
It is active only when the candidate has submitted the joining form.
On click to edit icon new window opens, in which the joining form filled by the candidate is displayed and at the end of each page option to verify is available.
Recruiter has the rights to fill or modify the incorrect details filled by the candidate.
After the recruiter verifies each page, final submit option is available.
After verification and final submit by the recruiter print option is available.
(For joining form format refer Annexure B)
 - viii. At this stage, appointment letter, service agreement and Service bond (if applicable) is generated.
 - ix. The reference letter of all the documents are auto generated,
Appointment letter : Company Code_AL/Dept. Code/MM-YYYY/SN
Service Agreement : Company Code_SA/Dept. Code/MM-YYYY/SN
Service Bond : Company Code_SB/Dept. Code/MM-YYYY/SN
 - x. Open the letter by click on the link and view the letter, at the end of the page option to generate the letter.
After letter is generated it is marked ✓
Once a letter is generated only option to view and print the letter.
 - xi. If after generation of letters the candidate do not joins on the mentioned DOJ in record then, Admin. has the right to change the DOJ and new revised letters with revised DOJ are available to generate.
 - xii. The letter generation date on all letters is same and it is the date of joining.
 - xiii. After generation of the letters the candidate is moved to next stage, i.e. Appointments.
 - xiv. Reference Check: If selected 'Yes', reference check form link is generated.
(for mail format see Annexure A- Sn. 18), for Reference check form format see Annexure B- Sn.)
Send mail: type the email id and send the reference check mail to the desired person.

RECRUITMENT SOFTWARE, VERSION 2.0

c) Appointment

Appointment Letter Not Generated 4	Candidates With Service Bond 4	Data processed to ESS 4
--	--------------------------------------	-------------------------------

Filters: Department / Year / Month


Search (type name to see details)


[Position Code List](#)

☐ [Ms. XYZ](#) (Reference No.)


Company : Autofill


Department : Production


Headquarter : 


Employee code : 

Designation :

Date of Joining : 

Position code. : 



Process Data to ESS : Yes / No 

☐ Backlist Candidate

*Remarks for blacklisting:

Note:

- Candidates data is moved to this stage only after the appointment and other letters are generated.
- Employee Code:
Click on edit icon and write the employee code.
- Position Code:
Click on edit icon and write the employee code.
- Position code list:
Company _____ Department _____ Designation _____ Grade _____
The existing position code list is displayed here, add new position code after selecting the appropriate filters.
- Process Data to ESS: By default it is selected as 'No'. After employee code and position code is mentioned this option is active.
Click on edit icon and change the status to 'Yes' and the candidate data is processed to ESS and new employee profile is created.
- Blacklist candidate:
If a candidate is marked blacklisted then the candidate info is greyed out here in Candidate for Joining and in Resume database, Jobs and Responses (if candidate info is available there) and Screening tracker the 'Blacklist Candidate' option is ticked automatically and candidate info is greyed out.
Here remark is mandatory to write if blacklist is selected and the same remark is displayed in above all sections.

Confirmation message: 'Are you sure to blacklist this candidate?

☐ Yes ☐ No'

Only after yes option is selected the candidate is marked blacklisted.

Only Admin has right and control to unblock the blacklisted candidates.

To unblock, Admin has to untick the Blacklist Candidate from Resume Database and write remarks for unblocking, which is again mandatory to write.

Confirmation message: 'Are you sure to unblock this candidate?

☐ Yes ☐ No'

Only after yes option is selected the candidate is unblocked.

When a candidate is blacklisted, in future if the candidate apply and submits his/her resume again with the same details (i.e. Name / mobile no. / email id / Aadhaar / fathers name), then the application received is by default greyed out and option to select and fwd. to next stage is disabled, until the candidate is unblocked by the Admin from Resume database.

10) Online Test Module: refer the Online test module document.

11) Import Data:

Import the new added employee data from ESS,

This field will not be required, if new ESS is developed and all the masters are included in the same.

Note:

This option will not be required if new ESS is linked with recruitment software.

12) Reports (refer Annexure C)

13) Change Password

New Password	:	_____
Confirm New Password	:	_____
Old Password	:	_____
Action: Change Password / Cancel		

14) User Logs

Filters: Year (by default show current year) Month _____

Search _____ 🔍

SN	User Name	Action	Date & Time

Recruiter Login

1) Login Page

Username _____
Password _____

Next Page

Select Company

VNR Seeds Pvt. Ltd.
VNR Nursery Pvt. Ltd.
Others

Enter

2) Home Page

New MRF's
4

Closed MRF's
4

Active MRF's
4

Resumes Pending for
Technical Screening
4

Upcoming Interviews
4

Offer Letter Status
Pending
4

Upcoming Joining's
4

Click on the boxes to view details.

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3) Job Descriptions

Department _____ Designation _____



SN	Department	Designation	Job Description
			View

4) MRF

a) MRF Allocated

Filters: MRF Type / Department / Closed MRF  Reset

1	2	3	4	5	6	7
SN	MRF Type	Job Code	Department	Designation	No. of Position	Location



8	9	10	11	12
MRF Date	MRF Created by	MRF Details	Create Job Post	Post Job (ESS & Co. Website)
		View		Show / Hidden 

13	14
Position Filled	Close MRF
	CLOSE

Deleted: Cancel

Note:

- For recruiter - All the MRF allocated to the recruiter is displayed here. MRF is sorted in order of date on which it is allocated newest to oldest.
- MRF which are closed are not displayed in this table. To see the closed MRF select it from the filter and the list of closed MRF is displayed.
- Column 11: Create Job post (*new window opens*)

Department	(autofill, no edit)
Designation	(autofill, no edit)
Job Code	(autofill, no edit)
Job Description	(autofill, edit)
Questionnaire for applying job	_____ <input type="checkbox"/> Mandatory 
	_____ <input type="checkbox"/> Mandatory 
	<div>Save</div> <div>Cancel</div>

When saved the status in column 11 shows 'Created'.

- Column 12: Post Job
By default the status is hidden. To post the created Job post on ESS and Company website change the status to 'Show'.

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To edit the job post, first change the status to hidden and then edit the job post through option available in column 11.

When a job is posted and status is 'Show' it is not editable.

V. Column 13: Position filled:

It displays the total no. of positions filled against that MRF

Example: in column 6: no. of post is 5 and recruiter total 3 candidates has been selected so far against the MRF than in position filled it shows 3.

VI. Column 14: Close MRF:

The close MRF button is active only when, in the column 13 the value is zero, means all the manpower numbers in the MRF is closed.

But in case number of post is reduced at any later stage, Admin has the rights to change the number of post in the MRF and the same is reflected in the MRF.

b) MRF manual Entry

(all the features same as available in Admin login above)

- 5) Campus Hiring
- 6) SIP/Internship Trainees
- 7) Job Application Management
- 8) Recruitment Trackers
- 9) On Boarding
- 10) Online Test Module
- 11) Change Passwords

For Sn. 4-10 all the features shall be same as available in Admin login above.

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Company website- Careers

SIP / Internship

Job Opportunities

1) If SIP / Internship

Current Openings for SIP/Internship at VNR

SN	Type	Job Title	Department	Apply
				View Details

Thanks for checking out our job openings. if you don't see any opportunities for SIP / Internship, please submit your resume & we'll get back to you if there are any suitable openings available that match your profile. [Submit your resume](#)

When clicked on 'View Details'

Job Opportunities Details	
Department	Autofill
Job Description	Autofill
Required Qualification	Autofill
Training Location	Autofill
Training Duration	From ____ To ____
Stipend (in Rs. Per Month)	Autofill
Other Benefits	Only view if mentioned
Any other information	Only view if mentioned
<div>Apply</div>	

When clicked on 'Apply' the application page opens.
For application format refer Annexure B, SN.6

RECRUITMENT SOFTWARE, VERSION 2.0

2) Job Opportunities

Current Openings at VNR

SN	Job Code	Department	Post	Apply
				View Details

Thanks for checking out our job openings. if you don't see any job opportunities, please submit your resume & we'll get back to you if there are any suitable openings available that match your profile. [Submit your resume](#)

When clicked on 'View Details'

Job Opportunities Details	
Department	Autofill
Designation	Autofill
Required Qualification	Autofill
Job Description	Autofill
Pay Package	Best as per industry standards
Location of Work	Autofill
<input type="button" value="Apply"/>	

When clicked on 'Apply' the application page opens.
For application format refer Annexure B, SN.5

Job Opening view in ESS

SN	Job Code	Department	Vacancy	For Details
				Click Here

When clicked on details,

Department	
Designation	
Job Code	
Job Description	
<div> <div>Apply for this post</div> <div>Refer Candidate for this post</div> </div>	

a) Apply for this Post

*All field are mandatory to fill,

Application for : {Post Name}

Department : {Department Name}

Employee Name : {Employee Name}

Employee Code : {EC}

Message

Questionnaire for applying job

1. Sample question ☐ Yes ☐ No

Attach Resume

b) Refer candidate for this Post,

*All field are mandatory to fill,

Application for : {Post Name}

Department : {Department Name}

Candidate Name :
First name Middle name Last name

Email id :

Contact No :

Message

Attach Resume

Browse

Submit

Cancel

RECRUITMENT SOFTWARE, VERSION 2.0

Candidate Interview Application Page

When the candidate click on the Interview Application Form link provided with the mail, it will redirect them to new page,

Personal Info

Title ☐ Mr. ☐ Ms. ☐ Mrs. ☐ Dr.

First Name* _____

Middle Name _____

Last Name _____

DOB* _____

Gender _____

(Dropdown options: Male / Female / Other)

Nationality _____

Religion _____

(Dropdown options: Hinduism / Islam / Christianity / Sikhism / Buddhism / Jainism / Others)

Caste _____

(Dropdown options: SC / ST / OBC / General /Other)

Marital Status _____

(Dropdown options: Unmarried / Married / Divorced / Widowed)

If selected Married then,

Marriage Anniversary Date _____

Upload Photo

SAVE

Next

Contact Details

Email _____

Email 2 _____

Contact No. _____

Contact No. 2 _____

Present Address

Line 1 _____

Line 2 _____

Line 3 _____

State _____ District _____ City _____ Pin code _____

☐ Tick if your Present address and Permanent address are the same

Permanent Address

Line 1 _____

Line 2 _____

Line 3 _____

State _____ District _____ City _____ Pin code _____

SAVE

Previous

Next

RECRUITMENT SOFTWARE, VERSION 2.0

Work Experience

Are you a working Professional or fresher?* ☐ I am a working professional
☐ I am a Fresher

If 'I am a working professional' is selected then,

Current Job Details

Company _____
 Designation _____
 Job start date _____ Job End date _____ ☐ if still employed tick here
 Annual CTC _____ Gross Monthly Salary _____
 Notice Period _____ Months
 Reason for leaving _____
 Expected Salary Rs. _____ per annum

If the candidate is mapped against Sales MRF then the below details are mandatory to fill,

* All the details is to be as per your current company only.

Reporting Details:

<u>Reporting Manager's Name</u>		
<u>Reporting Manager's Designation</u>		
<u>No. of employees directly reporting to you</u>	<u>On roll employees</u>	<u>Third party employees</u>

Working Territory Details (mention the name of District or Area's Covered):

Business Turnover Details:

<u>Business Turnover</u>	<u>Current Year (in lakh's)</u>	<u>Previous Year (in lakh's)</u>
<u>Vegetable Business</u>		
<u>Field Crop Business</u>		

Incentive Plan Details:

<u>Incentive Payment Duration</u>	<u>Incentive Amount (in Rs.)</u>
<input type="checkbox"/> Monthly	(If selected mandatory to write)
<input type="checkbox"/> Quarterly	(If selected mandatory to write)
<input type="checkbox"/> Half Yearly	(If selected mandatory to write)
<input type="checkbox"/> Annually	(If selected mandatory to write)

RECRUITMENT SOFTWARE, VERSION 2.0

Any other details related to incentive plan:

Company Vehicle Policy (select whichever is applicable to you):

☐ 2 wheeler

Ownership Type	<input type="checkbox"/> Own Vehicle <input type="checkbox"/> Provided by Company Rs. _____
Petrol Allowances	Rs. _____ <input type="checkbox"/> per km <input type="checkbox"/> per month

☐ 4 wheeler

Ownership Type	<input type="checkbox"/> Own Vehicle <input type="checkbox"/> Provided by Company Rs. _____
Petrol Allowances	Rs. _____ <input type="checkbox"/> per km <input type="checkbox"/> per month

Other Benefit details (select whichever is applicable and mention the details)

Deleted: Additional

Particulars	Amount
<input type="checkbox"/> DA @ Headquarter	Rs. _____ per day
<input type="checkbox"/> DA outside Headquarter	Rs. _____ per day
<input type="checkbox"/> Lodging eligibility	Rs. _____ per day
<input type="checkbox"/> Medical Insurance	Rs. _____
<input type="checkbox"/> Group Term Insurance	Rs. _____
<input type="checkbox"/> Group Personal Accident Insurance	Rs. _____
<input type="checkbox"/> Mobile Handset	Rs. _____
<input type="checkbox"/> Mobile Bill reimbursement	Rs. _____ per month
Travel eligibilities	<input type="checkbox"/> 3 AC (Train) <input type="checkbox"/> 2 AC (Train) <input type="checkbox"/> Flight

Any other benefits

Deleted: DA @ Headquarter → Rs. _____ per day
 DA outside Headquarter → Rs. _____ per day
 Medical Insurance → Rs. _____
 Personal Accident Insurance → Rs. _____

+Add Work Experience (if more work details are added then only below fields will be required)

Company _____
 Designation _____
 Job start date _____ Job End date _____ ☐ if still employed tick here
 Annual CTC _____ Gross Monthly Salary _____
 Reason for leaving _____

Deleted: If the Candidate is mapped against sales MRF then below details are added additionally,
 Current Headquarter → _____
 Reporting Manager → _____
 Districts/Area Handled → _____
 Crop Knowledge/Handled → _____
 How many employees directly reports to you → _____
 Incentive details → _____

Training & Practical Experience (Other than regular jobs)

Name of Training _____

RECRUITMENT SOFTWARE, VERSION 2.0

Training provided by Organization/Institute _____
Duration From _____ To _____
[+Add Trainings](#)

SAVE

Previous

Next

Education Details

Deleted: 1

Qualification*	Course	Specialization	University/college	Year of Passing	% Marks
10th					
12th					
Graduation					
Post-Graduation					
Doctorate					

[+Add Education](#)

SAVE

Previous

Next

About Yourself

- What is your aim in life?

- What are your hobbies and interest?

- Where do you see yourself 5 Years from now?

- What are your greatest personal assets (qualities, skills, abilities) which make you successful in the jobs you take up?

- What are your Strengths?

- What are your areas where you think you need to improve yourself?

RECRUITMENT SOFTWARE, VERSION 2.0

- g) In the past or at present, have/are you suffered /suffering from, any form of physical disability or any minor or major illness or deficiency? ☐ Yes ☐ No

(If yes mandatory to mention details)

Other Info

Deleted: ¶

- a) Please give the reference who had worked with you in the previous organization

Name _____

Company _____

Designation _____

Email _____

Contact No. _____

[+Add Reference](#)

- b) Acquaintances/ Relatives:

Do you have any acquaintances or relatives associated with the VNR group Companies?

☐ Yes ☐ No

(If selected yes, then below fields are mandatory to fill),

Name _____

Company _____

Designation _____

Email _____

Contact No. _____

Relationship with person _____

[+Add Reference](#)

- c) Language Proficiency

SN	Language	Read	Write	Speak
1	Hindi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[+Add Language](#)

- d) Please mention the source through which you came to know about this job opening:

☐ Company Careers Site ☐ Naukri.Com ☐ LinkedIn ☐ Walk-in

☐ Reference from VNR Employee _____ (if selected mandatory to write)

☐ Placement Agencies _____ (if selected mandatory to write)

☐ Others _____ (if selected mandatory to write)

- e) Family Details

SNo	Relationship	Name	Date of Birth	Qualification	Occupation
1	Father				
2	Mother				

RECRUITMENT SOFTWARE, VERSION 2.0

[+Add Family Member](#)

(Relationship Dropdown option: Brother / Daughter / Spouse / Son / Sister)

SAVE

Previous

Next

Documents Upload

If Candidate is experienced only then the additional below fields will be displayed,

Provide documents of the company you previously worked for,

SN	Document Name	Upload Document
1	Offer or appointment letter (previous company)	Browse
2	Resignation or Relieving Letter (previous company)	Browse
3	Last drawn salary pay slip (previous company)	Browse
4	Increment or appraisal letter with revised CTC details	Browse

[+Add more Documents](#)

Final Submit

DECLARATION:

I hereby declare that all the information's and facts set forth in this application and any supplemental information is true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be considered sufficient cause for immediate discharge. I hereby authorize investigation of all statements contained herein and employers listed above to give you any and all information concerning my employment, and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same. I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the company to hire me. I understand that I am required to abide by all rules and regulations of the company.

Place

Date

Signature of the applicant

Submit

Previous

Candidate Onboarding Page

When the candidate click on the On Boarding documentation link provided with the mail, it will redirect them to new page,

Welcome to VNR

Enter the reference number as mentioned in the mail to login to On-boarding portal,

Reference No. _____

Login

After entering the reference no. the below page opens,

Photo

{Candidate's Name}
{Reference No.}

Logout

Total Tasks
4

Pending Tasks
4

In Progress Tasks
4

Deleted: 1



1. Joining Form

All the field common in the application form previously filled by the candidate is auto filled and is not required to fill again by the candidate.

Personal Info

(Details already filled as per application form)

Title ☐ Mr. ☐ Ms. ☐ Mrs. ☐ Dr.

First Name* _____

Middle Name _____

Last Name _____

DOB* _____

Gender _____

Nationality _____

Religion _____

Caste _____

Marital Status _____

If selected Married then,
Marriage Anniversary Date _____

Upload
Photo

SAVE

Next

Note:

If photo is not provided earlier then, it is mandatory to upload photo.

Contact Details

(Details already filled as per application form)

Email _____ Email 2 _____

Contact No. _____ Contact No. 2 _____

Present Address

Line 1 _____

Line 2 _____

Line 3 _____

State _____ District _____ City _____ Pin code _____

☐ Tick if your Present address and Permanent address are the same

Permanent Address

Line 1 _____

Line 2 _____

Line 3 _____

State _____ District _____ City _____ Pin code _____

SAVE

Previous

Next

RECRUITMENT SOFTWARE, VERSION 2.0

Work Experience

(Details already filled as per application form)

Are you a working Professional or fresher?*

☐ I am a working professional
☐ I am a Fresher

If 'I am a working professional' is selected then,

Current Job Details

Company _____
Designation _____
Job start date _____ Job End date _____ ☐ if still employed tick here
Annual CTC _____ Gross Monthly Salary _____
Notice Period _____ Months
Reason for leaving _____

Previous Job Details

Company _____
Designation _____
Job start date _____ Job End date _____
Annual CTC _____ Gross Monthly Salary _____
Notice Period _____ Months
Reason for leaving _____

Social benefit details related to previous employment

*UAN _____
EPFO Code No _____
*Are you covered in ESIC No. ☐ Yes ☐ No
ESIC No. _____
If yes, mandatory to mention ESIC no.

Training & Practical Experience (Other than regular jobs)

Name of Training _____
Training provided by Organization/Institute _____
Duration From _____ To _____

+Add Trainings

SAVE

Previous

Next

Note:

The no. of previous employment details shall be copied as mentioned by the candidate in the application form previously filled.

RECRUITMENT SOFTWARE, VERSION 2.0

Education Details

(Details already filled as per application form)

Qualification*	Course	Specialization	University/college	Year of Passing	% Marks
10th					
12th					
Graduation					
Post-Graduation					
Doctorate					

[+Add Education](#)

SAVE

Previous

Next

Other Info

(Details already filled as per application form)

a) Please give the reference who had worked with you in the previous organization

Name _____
 Company _____
 Designation _____
 Email _____
 Contact No. _____

[+Add Reference](#)

b) Acquaintances/ Relatives:

Do you have any acquaintances or relatives associated with the VNR group Companies?

☐ Yes ☐ No

(If selected yes, then below fields are mandatory to fill),

Name _____
 Company _____ (VNR Seeds Pvt. Ltd. / VNR Nursery Pvt. Ltd. / Others)
 Designation _____
 Email _____ (not mandatory)
 Contact No. _____
 Relationship with person _____

[+Add Reference](#)

c) Language Proficiency

SN	Language	Read	Write	Speak
1	Hindi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[+Add Language](#)

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d) Family Details

SNo	Relationship	Name	Date of Birth	Qualification	Occupation
1	Father				
2	Mother				

[+Add Family Member](#)

(Relationship Dropdown option: Brother / Daughter / Spouse / Son / Sister)

SAVE

Previous

Next

Documents Upload

If Candidate is experienced only then the additional below fields will be displayed,

Provide documents of the company you previously worked for,

SN	Document Name	Upload Document
1	Offer or appointment letter (previous company)	Browse
2	Resignation or Relieving Letter (previous company)	Browse
3	Last drawn salary pay slip (previous company)	Browse
4	Increment or appraisal letter with revised CTC details	Browse

[+Add more Documents](#)

Final Submit

DECLARATION:

I hereby declare that all the information's and facts set forth in this application and any supplemental information is true and complete to the best of my knowledge. I understand that, during my employment, any falsified statements on this application shall be considered sufficient cause for my immediate discharge from the employment of the Company. I hereby authorize investigation of all statements contained herein and employers listed above to give you any and all information concerning my employment, and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same. I understand that I am required to abide by all rules and regulations of the company.

Place

Date

Signature of the applicant

Submit

Previous

2. Statutory Forms

- a) Form 2- EPFO Nomination (refer Annexure B, SN 11)
- b) Form 11- EPFO Declaration (refer Annexure B, SN 12)
- c) Gratuity Nomination Form (refer Annexure B, SN 13)
- d) Form 1- ESIC Nomination (only visible to candidate if ESIC is applicable to candidate) (refer Annexure B, SN 14)
- e) Form 1(A)- ESIC Family Declaration (only visible to candidate if ESIC is applicable to candidate) (refer Annexure B, SN 15)

3. Other Documents

- a) Health Declaration Form (refer Annexure B, SN 16)
- b) Declaration for compliance to ethical financial dealings (refer Annexure B, SN 17)

4. Upload Documents

SN	Name of Bank	Account Number	Bank IFSC	Upload Document
*1				Browse

SN	Document Name	Document Number	Upload Document
2	*Aadhaar Card		Browse
3	PAN Card		Browse
4	Passport		Browse
5	Driving License		Browse
6	*Blood Group		Browse

[+Add more Documents](#)

Document Name dropdown options,
(10th Marksheet / 12th Marksheet / Graduation Marksheet / Post Graduation Marksheet / PhD Marksheet / Other)

If Candidate is experienced then the additional below fields will be displayed,

Provide documents of the company you previously worked for,

SN	Document Name	Upload Document
1	Offer or appointment letter (previous company)	Browse
2	Resignation or Relieving Letter (previous company)	Browse
3	Last drawn salary pay slip (previous company)	Browse
4	Increment or appraisal letter with revised CTC details	Browse

[+Add more Documents](#)

Note:

Candidate can save the partially filled form and can reopen by going to the mail link and by entering the reference no.

Annexure A- Email Communications

Annexure B- Formats

Annexure C- Reports