Job Portal

Buyer

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FEATURE LIST

- Job Seeker
  - Registration
  - Login
  - Search Job
    - Industry Wise
    - Location Wise
  - Purchase resume service
  - Online payment
  - Get Job Alert Matching with the keywords
- Employer
  - Register
  - Purchase plan
  - Post Job
  - Get Response Directly
  - Report
    - View Details Of job Application
- Admin
  - Job Seeker Management
  - Employer Management
  - Resume Service Plan For Job Seeker
  - Plan For employer
  - Content Management System
    - Employer Services
      - HR Auditing
      - Performance Management
      - Recruitment / Talent Management
      - Process Visibility & Documentation
      - Employment Outsourcing
      - HR Software Management
    - About Us
      - About Company
      - Objectives
    - FEATURED SERVICES
      - HUMAN RESOURCE AUDITING
      - PERFORMANCE MANAGEMENT
      - RECRUITMENT MANAGEMENT
      - PROCESS & DOCUMENTATION
      - EMPLOYMENT OUTSOURCING
      - HR SOFTWARE MANAGEMENT
    - Our Client

- Payroll Management
  - Staff
    - Add/Edit Staff Type
    - Add Staff
    - Staff View
  - Attendance
    - Add/Edit Staff Type
    - Add Staff
    - Staff View
  - Finance
    - Generate Salary
    - Master Roll
    - Summary Muster Roll
    - View Staff Advance List
    - Staff Daily Working Details
    - Staff Monthly Working Details
  - Performance
    - Staff Tasks
    - Staff Awards
    - Staff Penalties
  - Office
    - Branch
    - Shift
    - BioMatrix
    - Holiday
    - Leave Management
  - Reports

- Materiel Management
  - Purchase Order
  - Product Category Management
  - Product Management
  - Stock Management
  - Godown Management
  - Finished Goods Management
  - Refund / Return
  - Scrap
  - Wastage
  - Reports

- Visitor's Register
  - Visitor Details
  - Date / Time
  - Purpose
  - Person To meet
  - Belongings
  - Print Visiting Slip (With Photo)
  - Visitor Out Time
  - Remarks
- HRMS
  - EMPLOYEE DATABASE
  - ON-BOARD & EXIT
  - MR & MIS
  - APPROVAL WORKFLOWS
  - ATTENDANCE (WEB/BIOMETRIC/MANUAL)
  - GPS TAGGING
  - LEAVES & OD
  - ONLINE PAYROLL
  - EXPENSES CLAIMS
  - HR POLICY
  - STORE HR DOCS & FILE
  - GOAL SETTINGS

Feature Details
VISITOR / VENDOR HELP DESK

- **Visitor's Register (app & web)**

  - **Visitor Details**
    - **Visitor (Person)**
      - Name, Contact No, Coming from, Whom to meet, reason, Photo, time-in, time-out, Belongings details, Remarks, email (optional)
      - Can be scan multiple times for tracking movement of the visitor
      - After registration user will get SMS with a 4 digit pin and a QRCode in whatsapp
      - Mobile number will be unique for visitor, can use to see all the visiting history
      - This will be organization wise, branch wise, location wise
      - The person visitor wants to visit will get notification, email, sms & whatsapp
      - Vehicle
      - Two Wheeler - Registration No

- · **Four Wheeler - Registration No**
- **Submitting Bill**
  - o **Person name - Visitor**
  - o **Mobile No**
  - o **Branch (Dropdown)**
  - o **Cost Head (Dropdown)**
  - o **Category (Dropdown)**
  - o **Bill Details + Snap**
    - · **Company Name**
    - · **Bill Date**
    - · **Description**
    - · **Amount Without GST**
    - · **GST Amount**
- **Vehicle Details (Commercial)**
  - o **Registration**
  - o **Driver Details**
    - · **Name**
    - · **Mobile No**
    - · **Helper Name**
    - · **Mobile No**
    - · **License No + Snap**
  - o **Challan + Snap (Multiple)**
    - · **Challan No**
    - · **Date**
    - · **Material Description**
  - o **Bill Details + Snap (Multiple)**
    - · **Company Name**
    - · **Bill Date**
    - · **Description**
    - · **Amount Without GST**
    - · **GST Amount**

HRMS MODULE

Create Master –

1. **Company Master**
   1.1 **Corp Off, Registered Off, Branch Off, WH Add, Customs Add**
   1.2 **Name, Address, GST, PF, ESIC, P.Tax,**
2. **State, City, District, Religion, Cost Centre,**
3. **Grade, Department, Division, Designation, Job Roll,**
4. **Holiday, Leave, Shift, Time Roster, Comp-Off**
5. **Salary Head, Expenditure Head, TA Head**

6. **Probation period Set-up, Contract Period set-up**
7. **Goals, Balance Score Card, KRAs, KPIs**
8. **News Letter, Survey / Campaign/ Group Mailing**
9. **Loan Category**

Recruitment

- **New Requisition**
- **Approval Received**
- **Job Details**
  - o **Location**
  - o **Job Description**
  - o **Category**
- **Hiring**
  - o **IJP - internal job posting (share and earn)**
  - o **Internal (Job Portal)**
  - o **External (Consultant)**
- **Selection**
  - o **1st Round (name, age, contact details mobile/email, qualification, salary, experience, skill sets)**
  - o **2nd Round**
  - o **Final**

Hiring
- **On Board**
  - o <u>**Employee ID Creation**</u>
  - O <u>**Update**</u> & <u>**Upload**</u> **: Personal / Family / Nominee / Education / Employment / Bank / Photo / Compliance / Salary**
  - o **Update ors details i.e**
  - o **Send welcome Mail with Photo & others Details**
  - o **On Board Forms**
  - o **Transfer**
  - o **Registration new E Code**

Exit
  - o **Resignation Submission**
  - o **Questioners**
  - o **F & F (full and final settlement)**
  - o **F & F Interview (Exit interview)**
    - · **Retaliation**
    - · **Release**
  - o **Settlement**
  - o **Termination**

Letters

- o Offer Letter
- o Appointment Letters
- o Renewal Letters
- o Confirmation Letters
- o Increment Letters
- o Transfer Letters
- o F&F Letters
- o Termination Letters
- o Employment Certificate

Training

- o Training Calendar employee wise
- o Training man-days covers employee/date wise
- o Training Score
- o Survey
- o Suggestion

Attendance

- o Through Biometric (excel upload ecode, date, intime outtime)
- o Through GPS
- o Manual attendance
- o Late information by SMS to Employee / FM-1
- o Leave Deemed approved after 3 days
- o Shift wise (8*3)
- o Office timing
- o outdoor duty

Leave

- o Leave Category
- o Application / Requisition as per category
- o Approval 1&2
- o Approve / Reject
- o Deemed approved after 3 days
- o Leave Balance
- o Comp-Off
- o Late Coming / Early Going / Travel /
- o Leave Carry Forward
- o Leave Encashment

Holiday

- o Leave Category
- o Application as per category
- o Approval 1&2
- o Approve / Reject
- o Deemed approved after 3 days
- o Leave Balance

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- Leave Encashment

Loan / Advance

- Application as per category
- Loan Statement
- Loan Interest
- Foreclosure Statement

PMS

- GOAL
- KRAs
- KPIs
- % of Job allocation achievement
- Salary Revision
- Arrear

TA Management

- Application
- Approval
- Advance
- Expenses upload for claim
- Approval

Report

- Custom All the report as per requirement

Dashboard

- Custom All the report as per requirement

Payroll

- Attendance
- Salary Heads
- Salary Slip
- Arrear bifurcation
- Compliance bifurcation
- Salary Slip
- TDS Calculation

MATERIAL MANAGEMENT

- **Requisition**
- **Approval**
- **Place For Vendor Quotation**
  - **Vendor Login**
  - **Place bid**
- **Bid Selection**
- **Purchase Order Creation**
- **Procurement**
  - **Stock Updation**
- **Inventory**
  - **Inward**
  - **Issue**
  - **Material Issue**
  - **Receipt**
    - **Material Receipt**
    - **Scrap Receipt**
  - **Inventory**
    - **View Stock**
  - **Batch**
    - **Batch Number Update**
  - **Advanced**
    - **Material Transfer**
    - **Stock Level Alerts**
    - **Scrap Movement**
- **Reports**
- **Vendor Registration**

Technology

Sl No	Description	Version
1	Linux Server	18.04
2	Apache	2+
3	PHP	7.2
4	MySQL	8
5	MVC Framework CI	3
6	MQTT	3.1

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7	Python	3

Time Frame:

- 12-16 Weeks (5 Days a week)

Financials

Sl No.	Description	Cost (INR)
1.	**Frontend UI / Wall Concept implementation**	
2.	**Job Seeker Control Panel**	**35,000**
3.	**Employer Control Panel**	
4.	**Admin Control Panel**	
5.	**Payroll**	**53,000**
6.	**Material Management**	**25,000**
7.	**Visitor**	**15,000**
8.	**HRMS**	**40,000**
9.	**Hosting & Server** - **SSD Storage 2TB** - **CPU priority 4x** - **RAM 16GB** - **SSL 256 Bit Encryption** - **3 Mailbox (Unlimited Size)**	**1500 /Month**
11.	**Maintenance (Payable From Next Year)** - **Server Patches Update** - **Browser Compatibility Checking** - **Database Backup** - **File Backup** - **Incremental Backup** - **Database Indexing** - **Database Optimization**	**Rs. 15,788**

Note: 18% GST Applicable

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Payment Terms

- 10% with the work order and frame design
- 10% with the work order
- 20 % After completion if Frontend UI & DB Design
- 20% After Completion of Job Seeker, Employer, Visitor
- 20% After completion of Payrolle, Material Management, HRMS
- 20% Before Going Live

With Regards

Jayanta Sarkar

Director

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