Instructions to Candidates

Pre-requisites for Applying Online:

Before applying online, candidates should keep ready the following:

1. Scanned (digital) image of Photograph and Signature. The size of the file should be of maximum of 50 kb and in JPG format.
2. Candidate should have a valid personal mail ID
3. Qualification details / Certificate courses completed and the year of passing
4. Work Experience (Employer Name, Designation, From Date, To Date, Brief description of duties performed)

Please read the eligibility norms carefully. Fresher need not apply. Candidates with relevant experience as per the norms only should apply.

Candidates can apply online application from 14.11.2017 to 27.11.2017.

STEPS FOR APPLYING JOB OPENING

STAGE I : LOGIN - New User / Existing User

New User:

(i)   In JOB SEARCH PAGE, click New User link (for a new user)

(ii)   For registering, enter email id as user name and Fill all the details which are mandatory and click register button

(iii)   Upload photo and signature in "My Account Information" link available in the top of the page and click save button

(iv)   After uploading Photo & Signature click "JOB SEARCH" link available in the top of the page.

(v)   Click Apply button available against the respective Job Title

Existing User :

(i)   Click "Sign in"   or

(ii)   Click APPLY button available against the respective Job Title

STAGE II: APPLY FOR A JOB

STEP 1: AGREEMENT PAGE (STEP 1/4)
Read the application terms & Agreement .Tick the check box and click the Next button.

STEP 2: MY APPLICATION TAB : Personal Information (STEP 2/4)

(a) Click **ADD BIOGRAPHICAL DATA** button.

- Choose the Category, Religion, Mother Tongue, and Nationality from the dropdown list.
- Select "Yes" in "Having Exp. As per Norms" field
- Click **SAVE** button.

(b) Click **ADD QUALIFICATION DETAILS** button.

- Choose Qualification, Major Code, Country, University / Institution
- Enter Class, Medium of Education, Course duration (in years), Mode of Education.
- Enter the Percentage, Year of passing (Enter month end date)
- Under column - If Others- Degree name and college Name - the Institution/College, Degree Name, University Name which are not present in the drop list can be entered.
- For more than one degree, click ''**SAVE AND ADD ANOTHER**" Else Click **SAVE** button

Personal Information:

- Enter Marital Status (select from the drop down list)
- Enter date of Birth
- Select Male/Female from the drop down list

Click **NEXT** button to continue data entry or click **SAVE AND EXIT** button to continue later.

(d) Click **LICENSES AND CERTIFICATIONS** button.

Select the name of the license from the drop down list
- Enter the completion date
- To add more license/certification click **SAVE AND ADD ANOTHER** button, else click **SAVE** button.

(e) Click **DISABILITY** button
- Select Disability (Yes / No)
- If Yes, Enter the PERCENTAGE OF DISABILITY and NATURE OF CHALLENGE in the space provided
- Click **SAVE** button to continue or
- Click **NEXT** button

STEP 3: **Experience : Work Experience TAB: (STEP 3/4)**

a) Click "**ADD WORK EXPERIENCE**" button to enter the details of your experience.
- Select the "START DATE" and "END DATE" from the calendar provided.
- Enter the EMPLOYER,DESIGNATION in the space provided
- Enter the name of the SUPERVISOR, SUPERVISOR EMAIL, and SUPERVISOR PHONE number.
- Tick the OK TO CONTACT check box if the supervisor can be contacted
- Enter the DUTIES PERFORMED, REASON FOR LEAVING, LAST DRAWN SALARY, COST TO COMPANY, COUNTRY, and ADDRESS (of the company) in the respective space provided.
- To add more experience click **SAVE AND ADD ANOTHER** button, else click **SAVE** button.

b) Area of Experience:
   Click **ADD AREA OF SPECIALISATION** button
- Select the AREA OF SPECIALISATION from the drop down list
- Enter the EXPERIENCE IN SPECIALISATION AREA in the space provided
- To add more specialisation Click **SAVE AND ADD ANOTHER** button, else click **SAVE** button.

c) Present Employment Details :

Click **PRESENT EMPLOYMENT DETAILS** button to enter the details of your present employment.

- Enter the following details in the respective space provided RELEIVING TIME,PRESENT SALARY, NEXT PROMOTION DUE DATE,SPECIAL ALLOWANCE,COST TO COMPANY,NEXT INCREMENT DUE DATE,PRESENT ORGANISATION, DESIGNATION &PLACE OF WORKING,PRESENT BASIC PAY, PRESENT SCALE, PENDING DISCIPLINARY PROCEEDS.
- Click **SAVE** button.
- Click **NEXT** button to continue

d) KVB-Interview Attended Details:

Click **KVB-Interview Attended Details button** to enter the details for previous interview in KVB

- Enter Attended any interview (in KVB) (choose yes / no from dropdown box)
- **Enter interview attended date**
- **Enter post applied for**
- To add another Click **SAVE AND ADD ANOTHER** button, else click **SAVE** button
- Click **NEXT** button

STEP 4: REVIEW/SUBMIT (STEP 4/4)

a) Review the information provided by you in this page and can edit the same if required.
b) Please ensure the correctness of the data before submitting the application. After submitting the application, modification is not possible.
c) Click "SUBMIT APPLICATION" button when you have finished editing.
d) You will be redirected to APPLICATION CONFIRMATION PAGE where you can view the details of the jobs you have applied.
e) You will get an acknowledgment to your registered mail-id.

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