USER MANUAL

EMPLOYER
ESSCI Job Portal is specifically designed for electronics & IT hardware sector. It is digital platform to bridge the gap between skilled resource & Industry’s demand. It connects jobseekers and recruiters by accurately matching candidate’s profile to relevant job opening through an advanced 2-way matching technology.

Benefit For Industry

Trained & certified resource at low cast – it reduces the cycle time for the corporate from recruitment to making an individual productive.
**Step 1:** Click on Registration under Employer Tab.
**Step 2:** Need to provide the following information.

- Organization Name
- Employer Type
- SPOC Details (Name, Email, Ph. No), Phone no should be validate through OTP
- Organization Address with Phone number and HR contact details (Name, email id, Ph Number).
- Upload organization logo
- Enter Password
- Tick on declaration and T & C
- Click on Registration
Step 3: After completed the registration, the Employer can see the Tracking ID which can be used for future reference to check the status of Registration.

Step 4: Received email with link for verify the email address, just click on that and verify the email address. And wait for admin approval.

Step 5: After admin approval user can access the dashboard with registered email id as user name and password, just go through http://jobportal.essc-india.org/employers/auth/login
**Step 1:** Click on Track Registration Status on login/registration page.

**Step 2:** Enter Your email/mобиль number/registration id

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**TRACK REGISTRATION STATUS**

**Track Your Registration Status**

Track Your Registration Status by using your Email/Mobile/Registration ID

Track Registration Status
Step 1:- Click on Login under Employer menu.

Step 2:- Enter Your email and password and click login. Click on Forgot Password incase you don’t remember the password.
After Login, employer can access account. Dashboard has the following quick information.

❖ Total Jobs
❖ Active Jobs
❖ Applied Resume
❖ Schedule Interview
❖ Job Fair
❖ Notification
Post New Job fill all required filed

1. **Job Title**: Select any job title it will be display on job portal as candidate search job.
2. **Job Validity**: 30 days or 60 days. And it can extend also go through Job listing section edit the job and extend it.
3. **Job Type**: Full Time/ Part Time
4. **Work Experience**: Fresher / Experience
5. **Job Locations & No Of Vacancies**: Select job location (city Name) from drop down and enter Number of Vacancies in particular job location. Add multiple locations just click on Add More Locations button, & if you have position international then select international location(s) check box and select country name and enter number of position.
6. **Desire Skills** :- Select skills from drop down.

7. **Differently Abled** :- Select Yes / No

8. **Age Criteria** :- If there are not any age criteria then tick on **Not Applicable** check box. If yes then select minimum age and maximum age limit from drop down.

9. **Gender Requirement** :- Male / Female / Both / Other Select any one value from drop down

10. **Eligibility** :- Select education criteria from drop down.

11. **Salary** :- Enter min & max salary range (per month). If you want to hide salary from candidate and don’t want to display on portal click on check box **Hide Salary From Candidate**.

12. **Other Benefits** :- Tick Yes/ No as per job requirement benefits (Accommodation / Transport)
13. **Job Description** :- Write all information about Job and click on submit button. Job will be posted and will live on portal.
All Posted Jobs listed under this section.

1. Can manage all jobs here. Can edit, delete, activate, deactivate any jobs and view all applied and shortlisted number here.

2. Filter through job title, status and date.
**RECRUITMENT PROCESS**

1. **Search Resume**
   - All Resume listed here. Select resume as per requirement and send invitation to candidate for particular job.

2. **Job Request**
   - All Job Request listed here which sent to candidate after search resume.

3. **Applied Candidate Resume**
   - Candidate applied on job, listed here. Filter result as per job and can take action Shortlist/Reject applications.

4. **Shortlisted Resume**
   - All shortlisted resume (Apply by candidate & shortlisted from search resume section after accept the invitation by candidate) display here. Schedule interview, View candidate action, View interview history, Set interview result, Send Offer Letter.

5. **Interview Schedule**
   - All upcoming schedule interview listed here.

6. **Selected/Rejected Candidates List**
   - All Selected and rejected candidate list display here and can filter result as per selected and rejected candidate status.
All Resume listed here.

Filter Result as per job category, Job role, candidate experience, ESSCI certified candidate based. Result will be updated below. Then take action..

❖ **View Resume**: Just click on view resume button front of every candidate details and can view resume.

❖ **Download Resume**: Just click on download button front of every candidate details and can download the resume.

❖ **Send Job Request**: Select resume as per requirement and send invitation to candidate just click on **Send Job Request** button. Send bulk Job Request as well, select multiple candidates and click on Send Job Request button (**top green button**) for particular job.
All Job Request listed here which sent to candidate, after search resume.

All Candidates response update here (Like Pending, Accept, Reject Job request sent by you)

After accept the request from candidate that request move to shortlisted Resume section and can schedule interview from there.
- All applications will be listed here which apply on job by candidates.
- Results can filter based on jobs and employers can view and download resume just click on view and download button.
- Employer can take action Shortlist/Reject applications.
- After shortlist, candidates data move to shortlisted resume section and can schedule interview from there.
- All shortlisted resume (Apply by candidate & shortlisted through search resume section and after accept the invitation by candidates) listed here.

- Result can filter based on all jobs, candidates action.

- View candidates response like applied, accepted interview.

- Employer can take bulk action just click on green button Bulk Schedule after select the candidates from list.
Schedule interview: For schedule interview just click on schedule interview button and fill below information.

- Select Date
- Select Time
- Write Interview venue address
- Select Interview Round
- Click on Schedule Interview button
- All Information send to candidates through email and SMS
**Update Interview Result:** Set interview result, click on set interview result button.

- Select result – Selected/ Rejected/ Hold. If Selected
- Write Designation
- Fill Joining Date & Time
- Write Joining Location
- Write Salary Per month
- Offer Letter Ref No (Optional)
- Click on Preview Offer Letter. Predefined format offer letter will be generated with organization logo and other details which filled here.
- Send Offer Letter, click on that and offer letter send to candidates through email. And offer letter will be available in candidates dashboard for accept it.
Interview History: For view interview history just click on interview history button. There will be show all information, Scheduled Interview with Date, Time, Round, Location & status for particular candidate.
All upcoming interview schedule listed here

- Filter the result date and job title base
- View & Download resume here
- Download all schedule interview list in PDF and CSV format
Selected and rejected candidates list display here with candidate accept offer letter status.

- Filter result as per selected and rejected candidate status.
All Future job listing will be listed here which are submitted by employer.

Employer can add new future job listing just click on Add New button.

<table>
<thead>
<tr>
<th>No.</th>
<th>Job Type</th>
<th>Job Role</th>
<th>City, State</th>
<th>Qualification</th>
<th>No of Vacancy</th>
<th>Posted Date</th>
<th>Time Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Part Time</td>
<td>Chittur-Thalangalam</td>
<td>Tamil Nadu - Kerala, Leh, Jammu &amp; Kashmir</td>
<td>8th, 10th, 12th</td>
<td>77</td>
<td>29-05-2019, 02:28 AM</td>
<td>3 Months</td>
</tr>
<tr>
<td>2</td>
<td>Permanent</td>
<td>Systems Design Engineer</td>
<td>Dhanbad, Jharkhand</td>
<td>8th, 10th, 12th</td>
<td>878</td>
<td>29-05-2019, 01:34 AM</td>
<td>3 Months</td>
</tr>
<tr>
<td>3</td>
<td>Permanent</td>
<td>TV Repair Technician</td>
<td></td>
<td>10th</td>
<td>6767</td>
<td>02-05-2019, 01:02 AM</td>
<td>3 Months</td>
</tr>
<tr>
<td>4</td>
<td>Permanent</td>
<td>Field Technician - AC</td>
<td></td>
<td>8th</td>
<td>6767</td>
<td>02-05-2019, 01:00 AM</td>
<td>4 Months</td>
</tr>
</tbody>
</table>
Post New Feature Job fill all required filed

1. **Time Line** :- Select time line 3 month to 12 month (when you required man power)
2. **Job Type** :- Full Time/ Part Time
3. **Job Category** :- Select Job Category
4. **Job Role** :- Select Job Role (As Job role depend on Job category)
5. **Job Location** :- Select State & city and can add more location just click on Add More Location button.
6. **Qualification** :- Select qualification from drop down. Can select multiple qualifications.

7. **No Of Vacancies** :- Write number of vacancies.

8. **Job Description** :- Write all information about Job and click on submit button.
   
   Job will be submitted successfully and sent to ESSCI.
For Apprenticeship Requirement

- Write Number of Apprenticeship Opportunities
- Select Locations (Can Select Multiple Locations)
- Click On Submit Button
- Register on Apprenticeship India Portal
All Job Fair listed here with venue & date, Time.

❖ Filter the result state and city wise.
❖ For more details click on View button
❖ For Apply click on apply button
Apply on Job Fair just click on Apply button.

- Fill all the information SPOC name, email Contact number
- Fill Job Role
- Write Number of Vacancies
- Select Eligibility

<table>
<thead>
<tr>
<th>JobFair Details</th>
<th>Spoc Name*</th>
<th>Spoc Email*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Wasiimul Haque</td>
<td>Spoc Name</td>
<td>Spoc Email</td>
</tr>
<tr>
<td>Phone Number: 8320998080</td>
<td>Spoc Contact Number</td>
<td>Job Role*</td>
</tr>
<tr>
<td>Email: <a href="mailto:karishma@essc-india.org">karishma@essc-india.org</a></td>
<td>Eligibility*</td>
<td>Select Eligibility</td>
</tr>
</tbody>
</table>

Organizer: ESSCI
Sector: Electronics & IT
Dead Line: 2019-09-24

AISECT PMKK, Raipur C-2347/1 Near Govind Serang Palace, New Rajendra Nagar, Raipur, Chhattisgarh
Raipur, Chhattisgarh
- Write Salary Package (Per Month)
  Min & Max
- Select Benefits (Accommodation, Transport)
- Click On Submit
- Request send to ESSCI
All notification will be listed here.
Contact ESSCI

- Write Subject
- Write Message
- Click on Send Message
- Message send to ESSCI
<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mohit</td>
<td>Kumar</td>
<td>Bhardwaj</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td><a href="mailto:sachin.sangal@gmail.com">sachin.sangal@gmail.com</a></td>
<td>9210742313</td>
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</table>

<table>
<thead>
<tr>
<th>Designation</th>
<th>Date of Birth</th>
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</thead>
<tbody>
<tr>
<td>CEO Etc.</td>
<td>0000-00-00</td>
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<table>
<thead>
<tr>
<th>Gender</th>
<th>About Yourself</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Gender</td>
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### HR Information

<table>
<thead>
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<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>HR Name</td>
<td>Mohit</td>
</tr>
<tr>
<td>HR Email</td>
<td><a href="mailto:info@technologus.com">info@technologus.com</a></td>
</tr>
<tr>
<td>HR Phone</td>
<td>0204545454</td>
</tr>
</tbody>
</table>

### Address

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Line 1*</td>
<td>B-31, Top Floor Sector 6</td>
</tr>
<tr>
<td>State</td>
<td>Uttar Pradesh</td>
</tr>
<tr>
<td>City/Town</td>
<td>Noida</td>
</tr>
<tr>
<td>Address Line 2*</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
</tbody>
</table>
### SETTINGS - COMPANY PROFILE -3

**Manage Company Profile here**

<table>
<thead>
<tr>
<th></th>
<th>Facebook</th>
<th>Twitter</th>
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<tbody>
<tr>
<td></td>
<td><a href="http://www.facebook.com">http://www.facebook.com</a></td>
<td><a href="http://www.twitter.com">http://www.twitter.com</a></td>
</tr>
<tr>
<td></td>
<td>Google Plus</td>
<td>Youtube</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.google-plus.com">http://www.google-plus.com</a></td>
<td><a href="http://www.youtube.com">http://www.youtube.com</a></td>
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<td>Linkedin</td>
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<td><a href="http://www.linkedin.com">http://www.linkedin.com</a></td>
</tr>
</tbody>
</table>

- **Update**
Change Password here

Change Password

(Change Login Password)

Change Password

Old Password *

New Password *

Confirm New Password *

Update