

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 cost – it reduces the cycle time for the corporate from recruitment to making an individual productive.

REGISTRATION

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

Employer Registration

Organization Name*		Employer Type*
<input type="checkbox"/> Staffing Company/ Recruitment Agency		
SPOC First Name*	SPOC Middle Name	SPOC Last Name*
SPOC email *	Phone Number *	OTP *

Organization Profile

Organization Address 1*	Organization Address 2
Select State	Select City*
Office Phone*	HR Head Email ID*
HR Head Name*	HR Head Contact Number*
Website Address	<input type="button" value="Browse..."/> No file selected.
	Upload Logo 
Enter your password*	Enter your password again*
	Type Image Text

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>

Your Registration Application Is Submitted To ESSCI For Approval.

Your Tracking Id Is 1568560281. You Can Trace Your Application Status Click Here

TRACK REGISTRATION STATUS

Step 1:- Click on Track Registration Status on login/ registration page.

Step 2:- Enter Your email/ mobile number/ registration id

Track Your Registration Status

Track Your Registration Status by Using own Email/Mobile/Registration ID

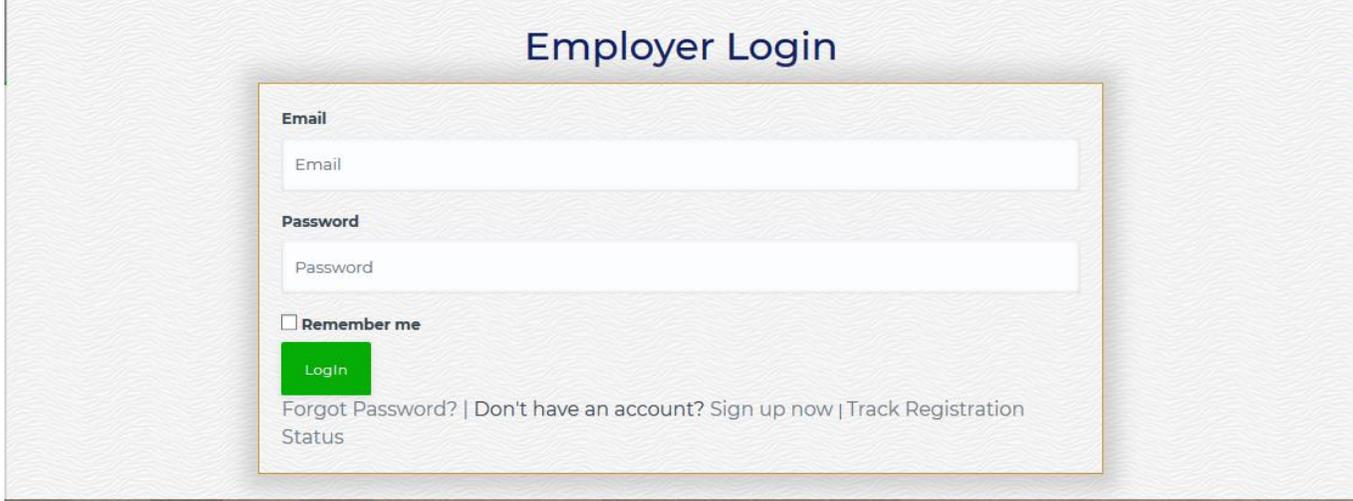
Track Registration Status

LOGIN

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



The screenshot shows the 'Employer Login' page. It features a central white box with a light blue border containing the login form. The form has two input fields: 'Email' and 'Password'. Below the password field is a checkbox labeled 'Remember me'. A green 'Login' button is positioned below the checkbox. At the bottom of the form, there are links for 'Forgot Password?', 'Don't have an account? Sign up now', and 'Track Registration Status'.

Employer Login

Email

Password

Remember me

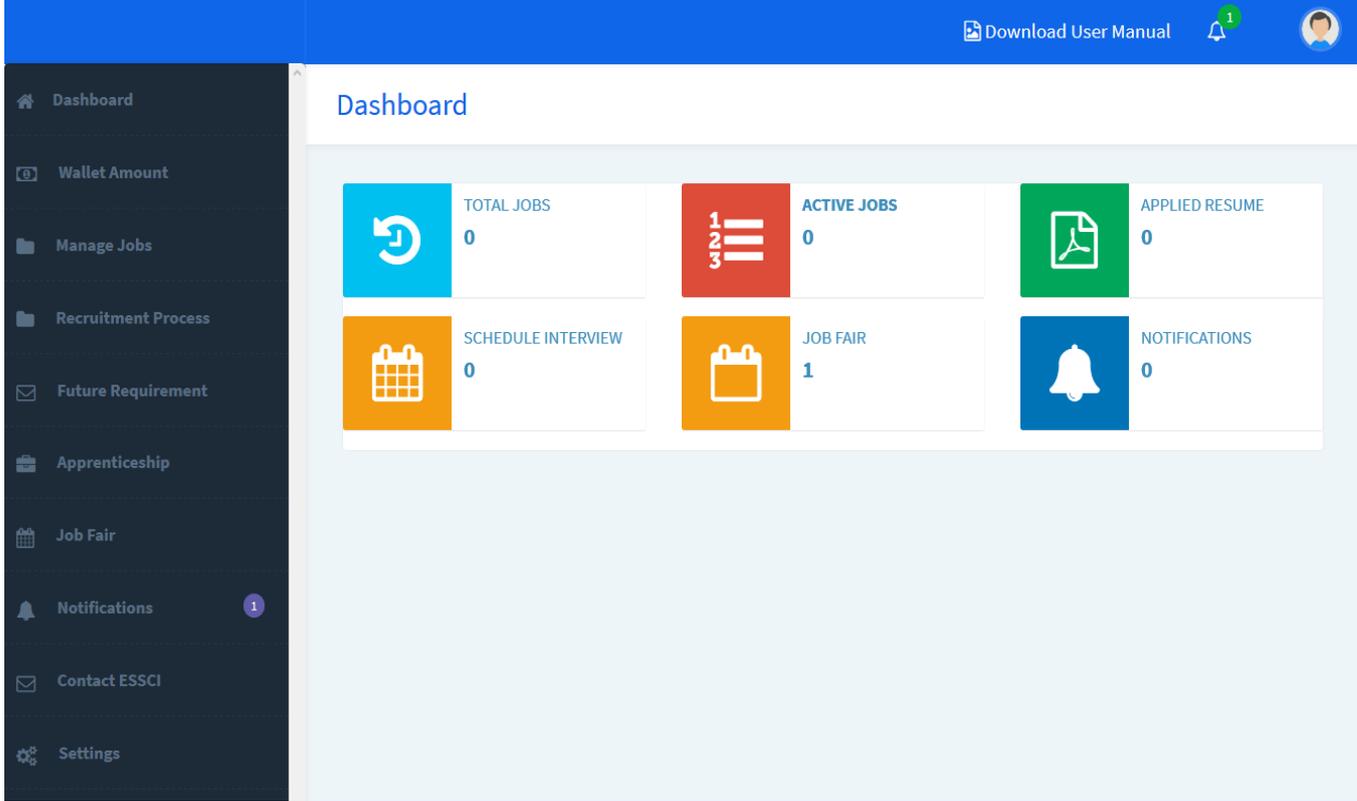
Login

[Forgot Password?](#) | [Don't have an account? Sign up now](#) | [Track Registration Status](#)

DASHBOARD

After Login, employer can access account. Dashboard has the following quick information.

- ❖ Total Jobs
- ❖ Active Jobs
- ❖ Applied Resume
- ❖ Schedule Interview
- ❖ Job Fair
- ❖ Notification



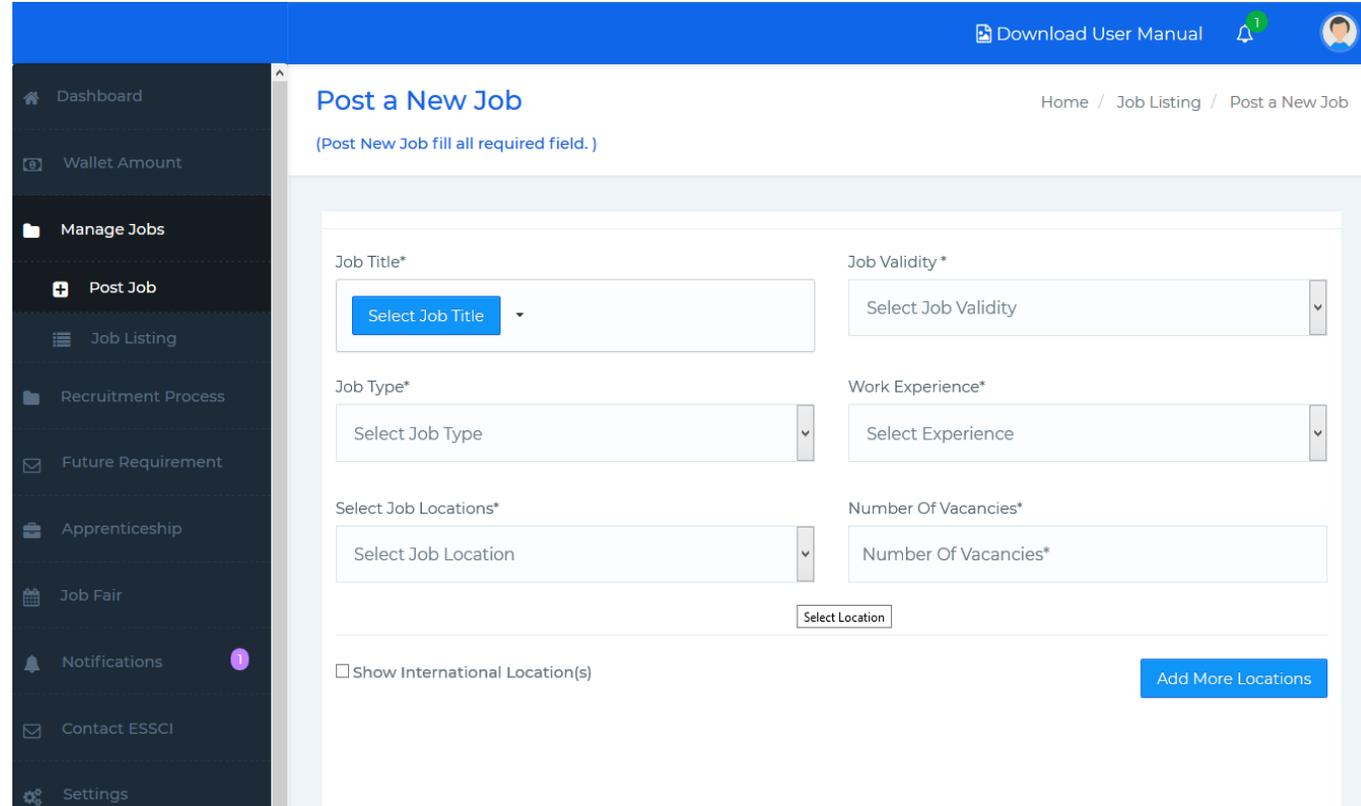
The screenshot shows the employer dashboard interface. At the top right, there is a navigation bar with a "Download User Manual" link, a notification bell icon with a "1" badge, and a user profile icon. A dark sidebar on the left contains the following menu items: Dashboard, Wallet Amount, Manage Jobs, Recruitment Process, Future Requirement, Apprenticeship, Job Fair, Notifications (with a "1" badge), Contact ESSCI, and Settings. The main content area is titled "Dashboard" and features six data cards in a 2x3 grid:

Category	Count
TOTAL JOBS	0
ACTIVE JOBS	0
APPLIED RESUME	0
SCHEDULE INTERVIEW	0
JOB FAIR	1
NOTIFICATIONS	0

POST JOB – STEP 1

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.



Post a New Job Home / Job Listing / Post a New Job

(Post New Job fill all required field.)

Download User Manual 1 

Job Title*

Job Validity*

Job Type*

Work Experience*

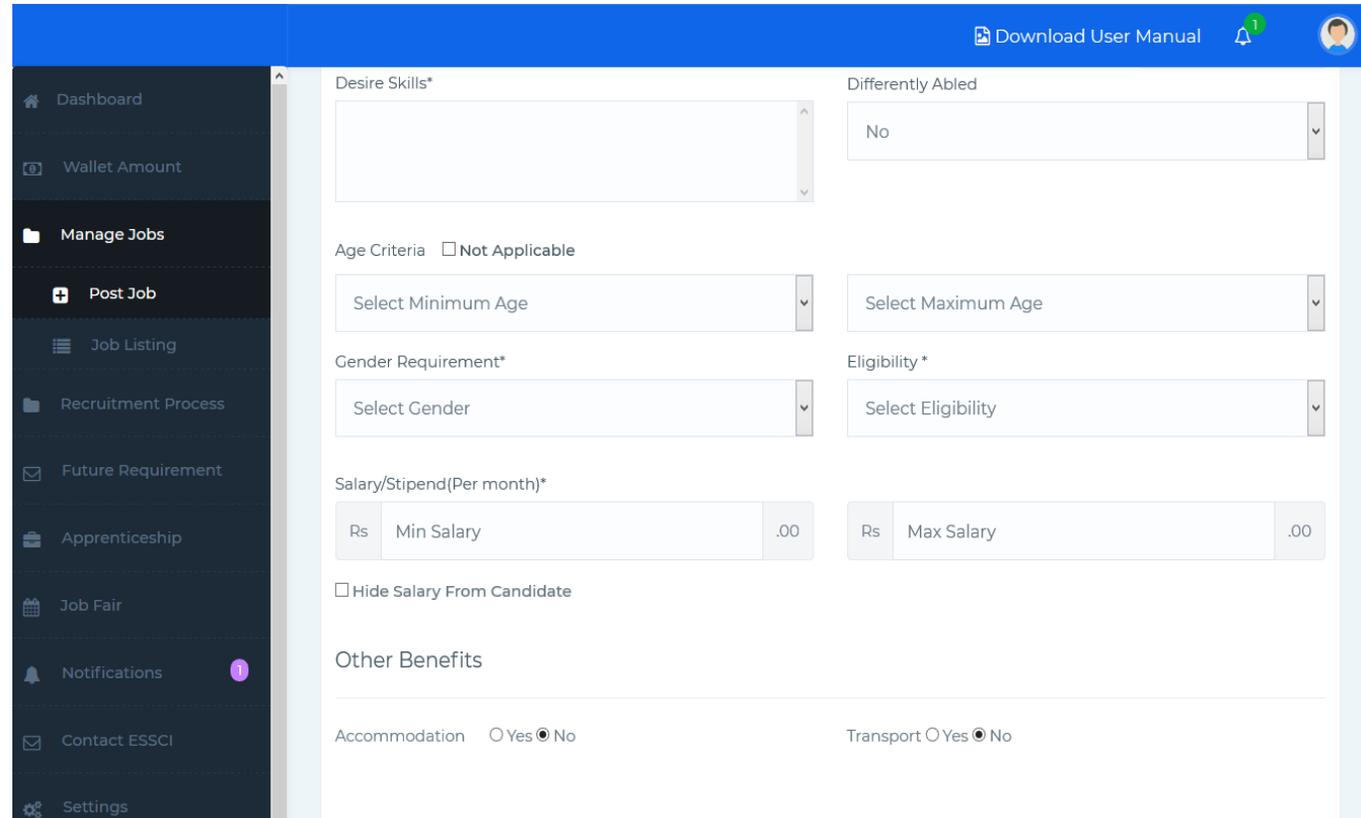
Select Job Locations*

Number Of Vacancies*

Show International Location(s)

POST JOB – STEP 2

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)



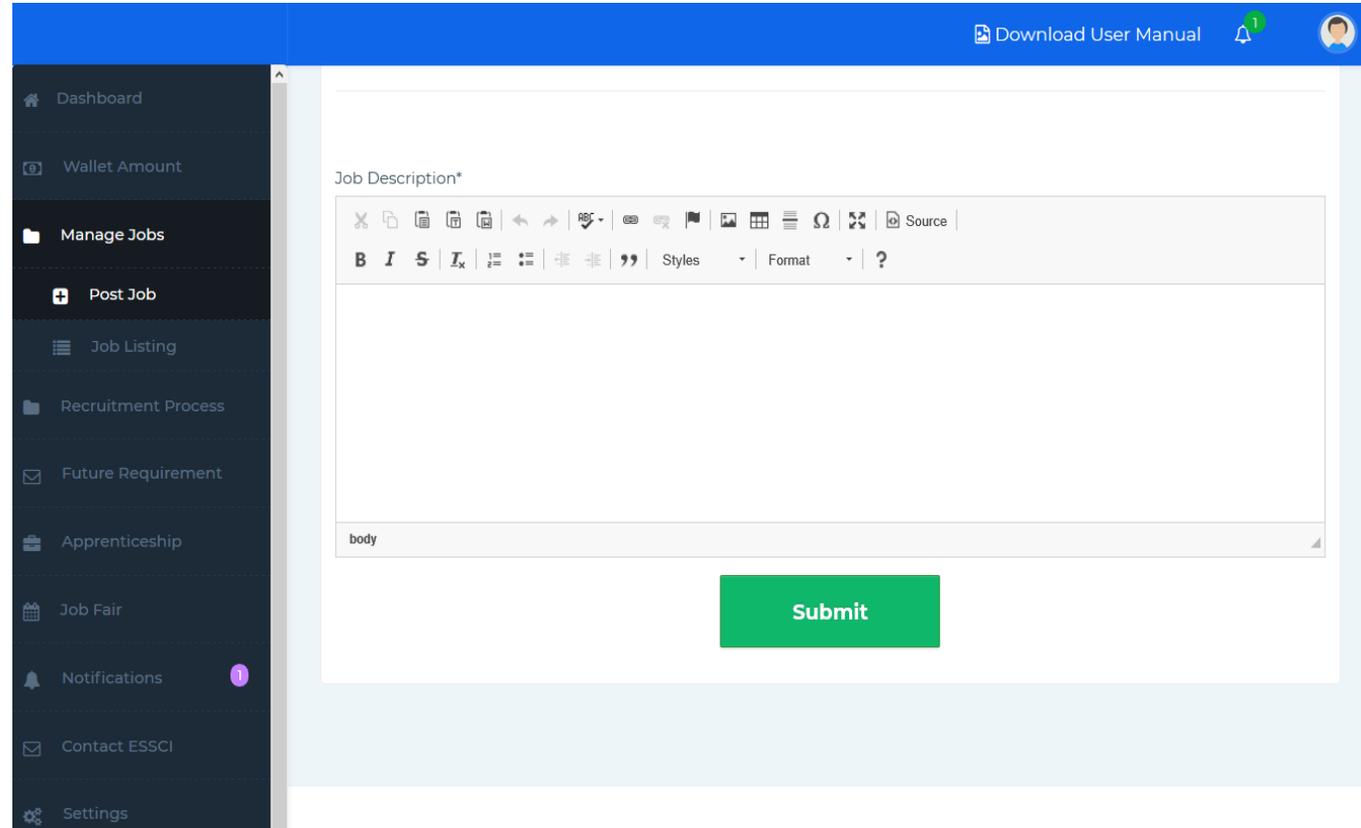
The screenshot shows a web application interface for 'POST JOB – STEP 2'. On the left is a dark sidebar menu with options: Dashboard, Wallet Amount, Manage Jobs, Post Job (highlighted), Job Listing, Recruitment Process, Future Requirement, Apprenticeship, Job Fair, Notifications (with a purple notification bubble), Contact ESSCI, and Settings. The main content area has a blue header with 'Download User Manual', a notification bell with '1', and a user profile icon. The form fields include:

- Desire Skills***: A large empty text input field.
- Differently Abled**: A dropdown menu with 'No' selected.
- Age Criteria**: A checkbox for 'Not Applicable' and two dropdown menus for 'Select Minimum Age' and 'Select Maximum Age'.
- Gender Requirement***: A dropdown menu with 'Select Gender' selected.
- Eligibility***: A dropdown menu with 'Select Eligibility' selected.
- Salary/Stipend(Per month)***: Two input fields for 'Min Salary' and 'Max Salary', both with 'Rs' on the left and '.00' on the right.
- Hide Salary From Candidate**: A checkbox.
- Other Benefits**: Radio buttons for 'Accommodation' (Yes/No) and 'Transport' (Yes/No), with 'No' selected for both.

POST JOB – STEP 3

13. Job Description :- Write all information about Job and click on submit button.

Job will be posted and will live on portal.



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Job Description*

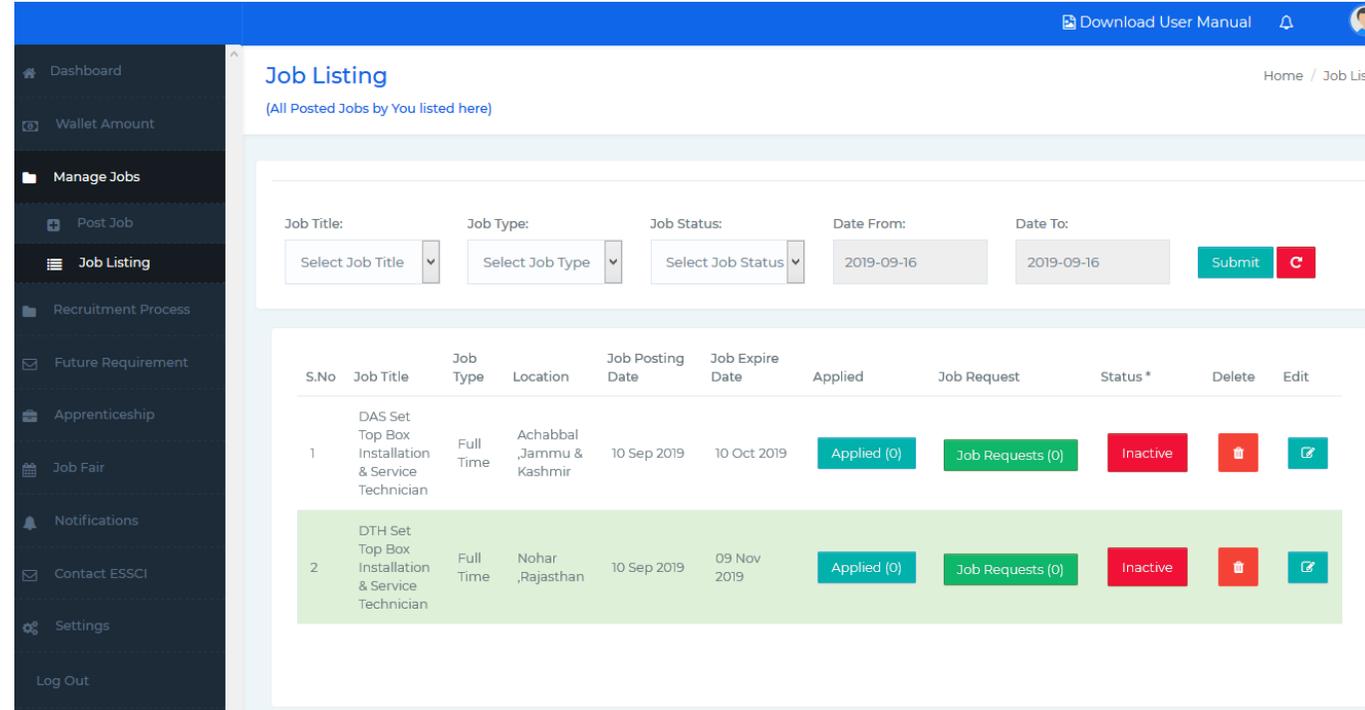
body

Submit

JOB LISTING

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.



The screenshot shows the 'Job Listing' page in a web application. On the left is a dark sidebar menu with options: Dashboard, Wallet Amount, Manage Jobs, Post Job, Job Listing (highlighted), Recruitment Process, Future Requirement, Apprenticeship, Job Fair, Notifications, Contact ESSCI, Settings, and Log Out. The main content area has a blue header with 'Job Listing' and '(All Posted Jobs by You listed here)'. Below the header are filters for Job Title, Job Type, Job Status, Date From, and Date To, with a 'Submit' button. The main area contains a table with two job listings:

S.No	Job Title	Job Type	Location	Job Posting Date	Job Expire Date	Applied	Job Request	Status *	Delete	Edit
1	DAS Set Top Box Installation & Service Technician	Full Time	Achabbal ,Jammu & Kashmir	10 Sep 2019	10 Oct 2019	Applied (0)	Job Requests (0)	Inactive		
2	DTH Set Top Box Installation & Service Technician	Full Time	Nohar ,Rajasthan	10 Sep 2019	09 Nov 2019	Applied (0)	Job Requests (0)	Inactive		

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

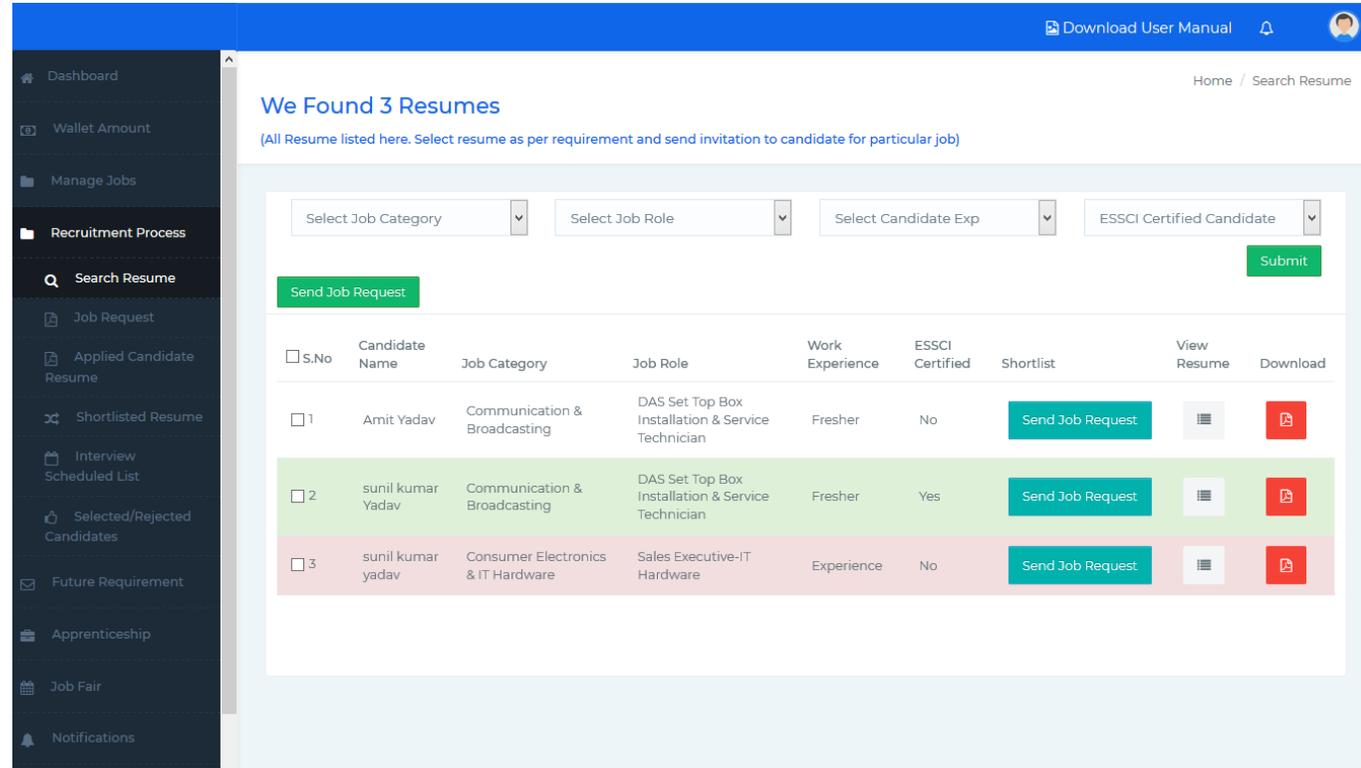
All Selected and rejected candidate list display here and can filter result as per selected and rejected candidate status.

SEARCH RESUME

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.

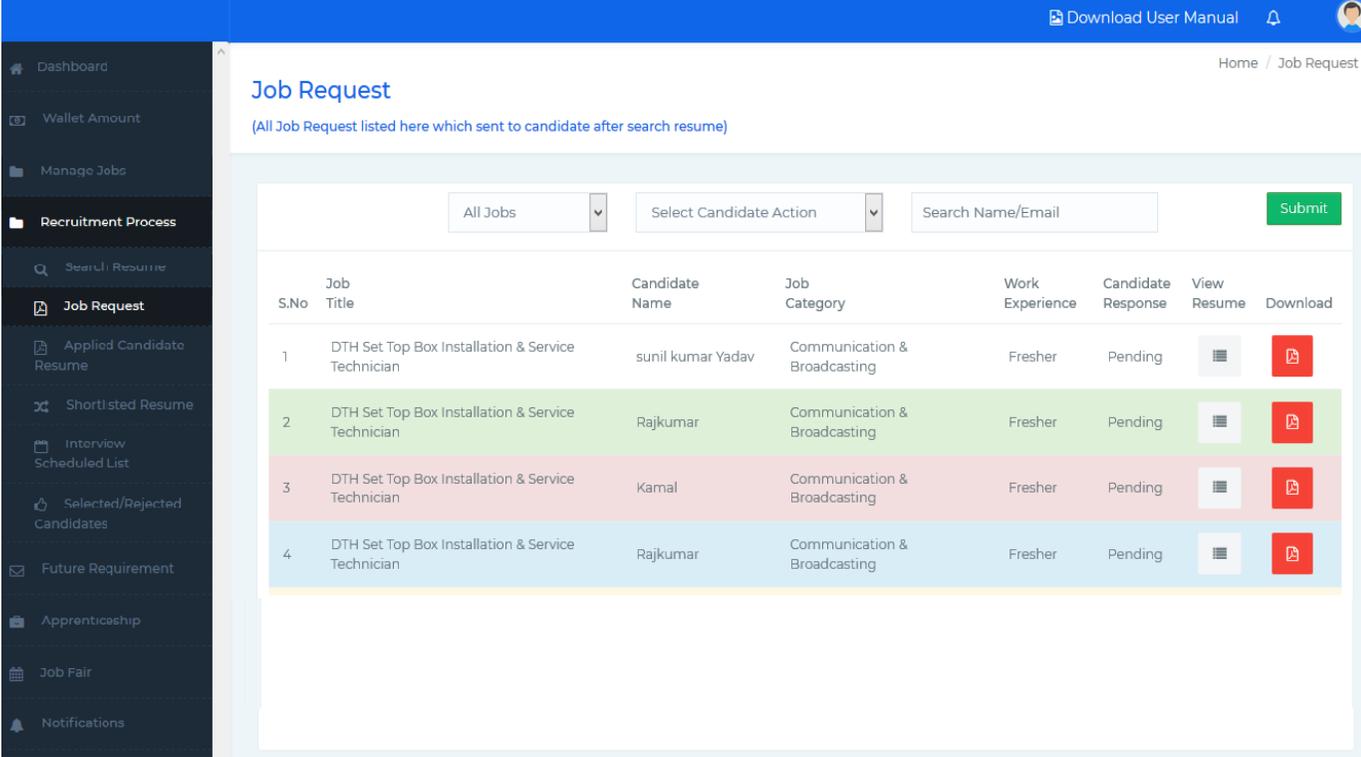


The screenshot shows a web application interface for searching resumes. On the left is a dark sidebar with navigation options: Dashboard, Wallet Amount, Manage Jobs, Recruitment Process, Search Resume (highlighted), Job Request, Applied Candidate Resume, Shortlisted Resume, Interview Scheduled List, Selected/Rejected Candidates, Future Requirement, Apprenticeship, Job Fair, and Notifications. The main content area has a blue header with 'Download User Manual' and a user profile icon. Below the header, it says 'We Found 3 Resumes' and '(All Resume listed here. Select resume as per requirement and send invitation to candidate for particular job)'. There are four filter dropdowns: 'Select Job Category', 'Select Job Role', 'Select Candidate Exp', and 'ESSCI Certified Candidate'. A green 'Send Job Request' button is above the table. The table has columns: S.No, Candidate Name, Job Category, Job Role, Work Experience, ESSCI Certified, Shortlist, View Resume, and Download. Three resumes are listed:

S.No	Candidate Name	Job Category	Job Role	Work Experience	ESSCI Certified	Shortlist	View Resume	Download
1	Amit Yadav	Communication & Broadcasting	DAS Set Top Box Installation & Service Technician	Fresher	No	Send Job Request	[View]	[Download]
2	sunil kumar Yadav	Communication & Broadcasting	DAS Set Top Box Installation & Service Technician	Fresher	Yes	Send Job Request	[View]	[Download]
3	sunil kumar yadav	Consumer Electronics & IT Hardware	Sales Executive-IT Hardware	Experience	No	Send Job Request	[View]	[Download]

JOB REQUEST

- ❖ 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.



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Home / Job Request

Job Request

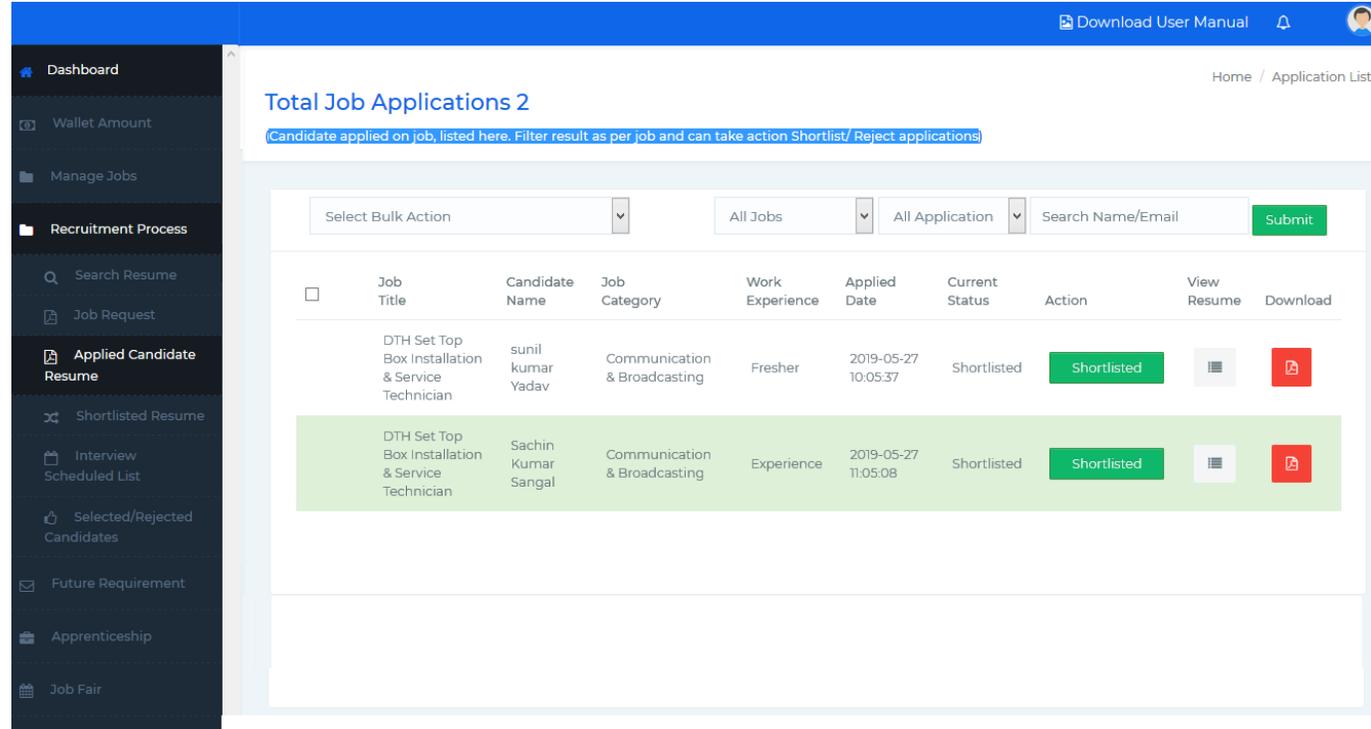
(All Job Request listed here which sent to candidate after search resume)

All Jobs | Select Candidate Action | Search Name/Email | Submit

S.No	Job Title	Candidate Name	Job Category	Work Experience	Candidate Response	View Resume	Download
1	DTH Set Top Box Installation & Service Technician	sunil kumar Yadav	Communication & Broadcasting	Fresher	Pending		
2	DTH Set Top Box Installation & Service Technician	Rajkumar	Communication & Broadcasting	Fresher	Pending		
3	DTH Set Top Box Installation & Service Technician	Kamal	Communication & Broadcasting	Fresher	Pending		
4	DTH Set Top Box Installation & Service Technician	Rajkumar	Communication & Broadcasting	Fresher	Pending		

APPLIED CANDIDATE RESUME

- ❖ All application will be listed here which apply on job by candidates
- ❖ Results can filter based on jobs and employer 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.

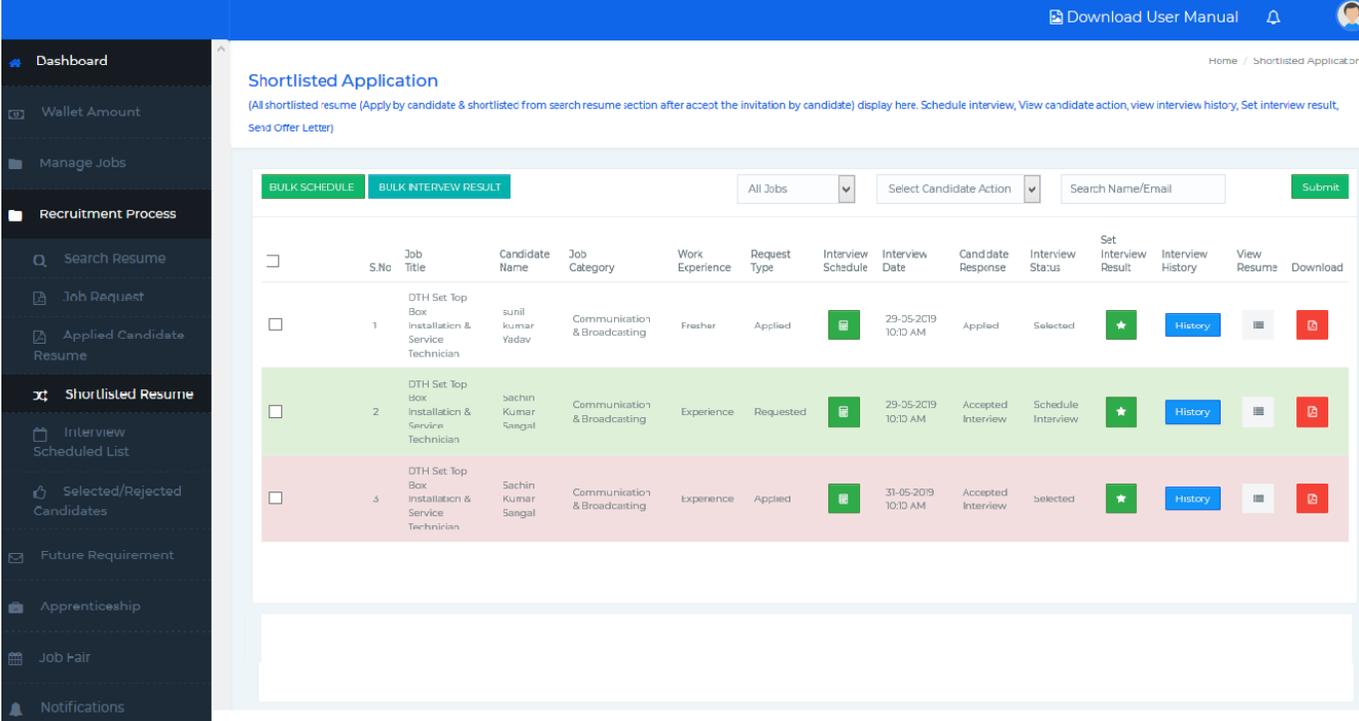


The screenshot shows a web application interface for managing job applications. The top navigation bar includes a 'Download User Manual' link and a user profile icon. The main content area displays 'Total Job Applications 2' and a filterable table of candidates. The table has columns for Job Title, Candidate Name, Job Category, Work Experience, Applied Date, Current Status, Action, View Resume, and Download. Two candidates are listed, both with a 'Shortlisted' status. A sidebar on the left contains a navigation menu with options like Dashboard, Wallet Amount, Manage Jobs, Recruitment Process, Search Resume, Job Request, Applied Candidate Resume (highlighted), Shortlisted Resume, Interview Scheduled List, Selected/Rejected Candidates, Future Requirement, Apprenticeship, and Job Fair.

Job Title	Candidate Name	Job Category	Work Experience	Applied Date	Current Status	Action	View Resume	Download
DTH Set Top Box Installation & Service Technician	sunil kumar Yadav	Communication & Broadcasting	Fresher	2019-05-27 10:05:37	Shortlisted	Shortlisted		
DTH Set Top Box Installation & Service Technician	Sachin Kumar Sangal	Communication & Broadcasting	Experience	2019-05-27 11:05:08	Shortlisted	Shortlisted		

SHORTLISTED APPLICATIONS - 1

- ❖ 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.



Shortlisted Application
(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)

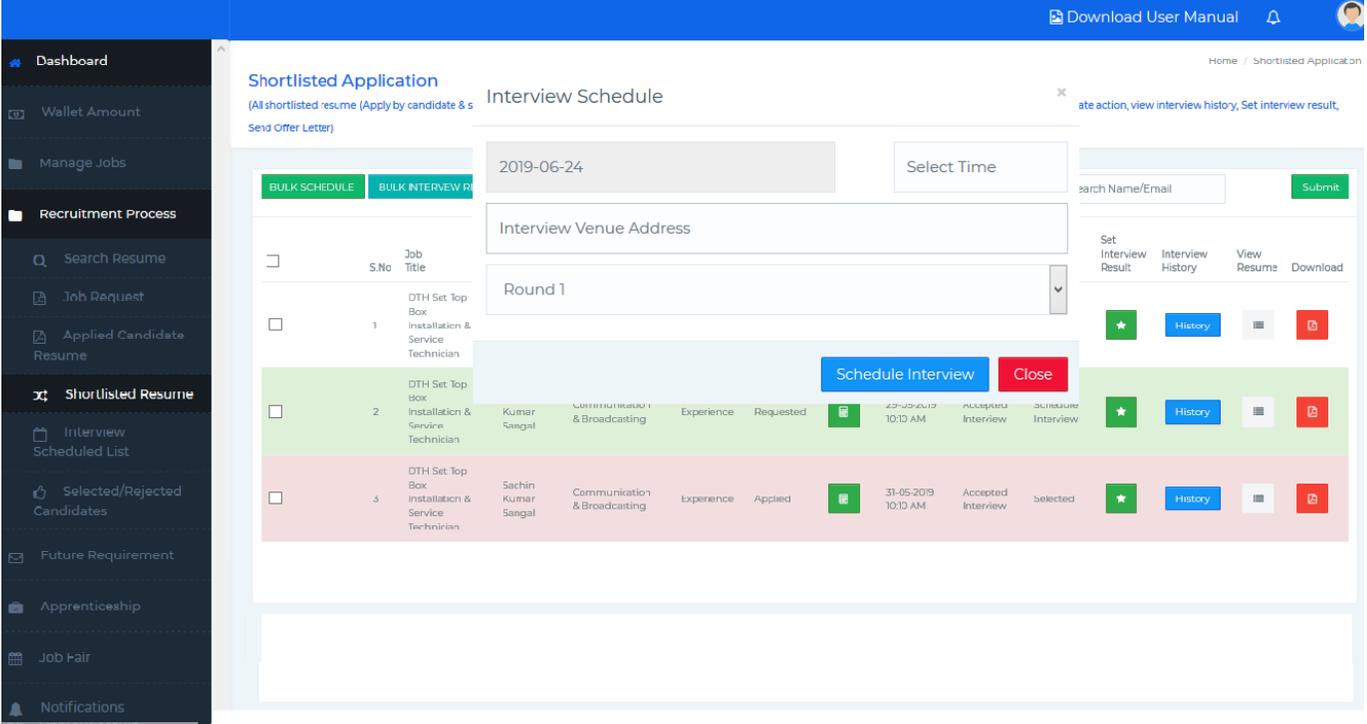
BULK SCHEDULE BULK INTERVIEW RESULT All Jobs Select Candidate Action Search Name/Email Submit

S.No	Job Title	Candidate Name	Job Category	Work Experience	Request Type	Interview Schedule	Interview Date	Candidate Response	Interview Status	Set Interview Result	Interview History	View Resume	Download
1	DTH Set Top Box Installation & Service Technician	sunil kumar Yadav	Communication & Broadcasting	Fresher	Applied	29-05-2019 10:10 AM	29-05-2019 10:10 AM	Applied	Selected	★	History	View	Download
2	DTH Set Top Box Installation & Service Technician	sachin Kumar Sangal	Communication & Broadcasting	Experience	Requested	29-05-2019 10:10 AM	29-05-2019 10:10 AM	Accepted Interview	Schedule Interview	★	History	View	Download
3	DTH Set Top Box Installation & Service Technician	Sachin Kumar Sangal	Communication & Broadcasting	experience	Applied	31-05-2019 10:10 AM	31-05-2019 10:10 AM	Accepted Interview	Selected	★	History	View	Download

SHORTLISTED APPLICATIONS - 2

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



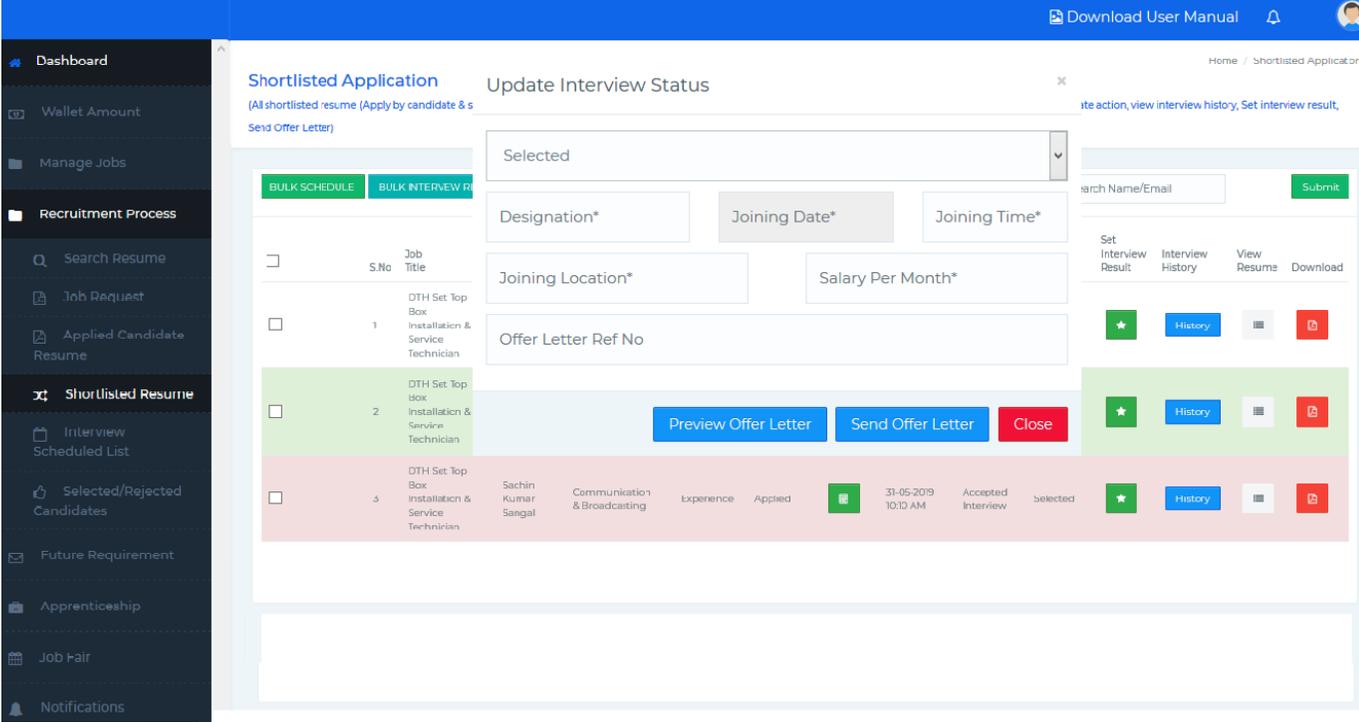
The screenshot shows a web application interface for managing shortlisted applications. On the left is a dark sidebar menu with options like Dashboard, Wallet Amount, Manage Jobs, Recruitment Process, Search Resume, Job Request, Applied Candidate Resume, Shortlisted Resume, Interview Scheduled List, Selected/Rejected Candidates, Future Requirement, Apprenticeship, Job Fair, and Notifications. The main content area is titled 'Shortlisted Application' and 'Interview Schedule'. It features a form to schedule an interview with fields for Date (2019-06-24), Time (Select Time), and Interview Venue Address (Round 1). Below the form is a table of candidates with columns for S.No, Job Title, Name, Education, Experience, Status, Interview Date, Interview Status, and Action. A 'Schedule Interview' button is visible above the table.

S.No	Job Title	Name	Education	Experience	Status	Interview Date	Interview Status	Action
1	DTH Set Top Box Installation & Service Technician	Kumar Sangal	Communication & Broadcasting	Experience	Requested	31-05-2019 10:10 AM	Accepted Interview	[Star] [History] [Menu] [Close]
2	DTH Set Top Box Installation & Service Technician	Kumar Sangal	Communication & Broadcasting	Experience	Requested	31-05-2019 10:10 AM	Accepted Interview	[Star] [History] [Menu] [Close]
3	DTH Set Top Box Installation & Service Technician	Sachin Kumar Sangal	Communication & Broadcasting	Experience	Applied	31-05-2019 10:10 AM	Accepted Interview	[Star] [History] [Menu] [Close]

SHORTLISTED APPLICATIONS - 3

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.

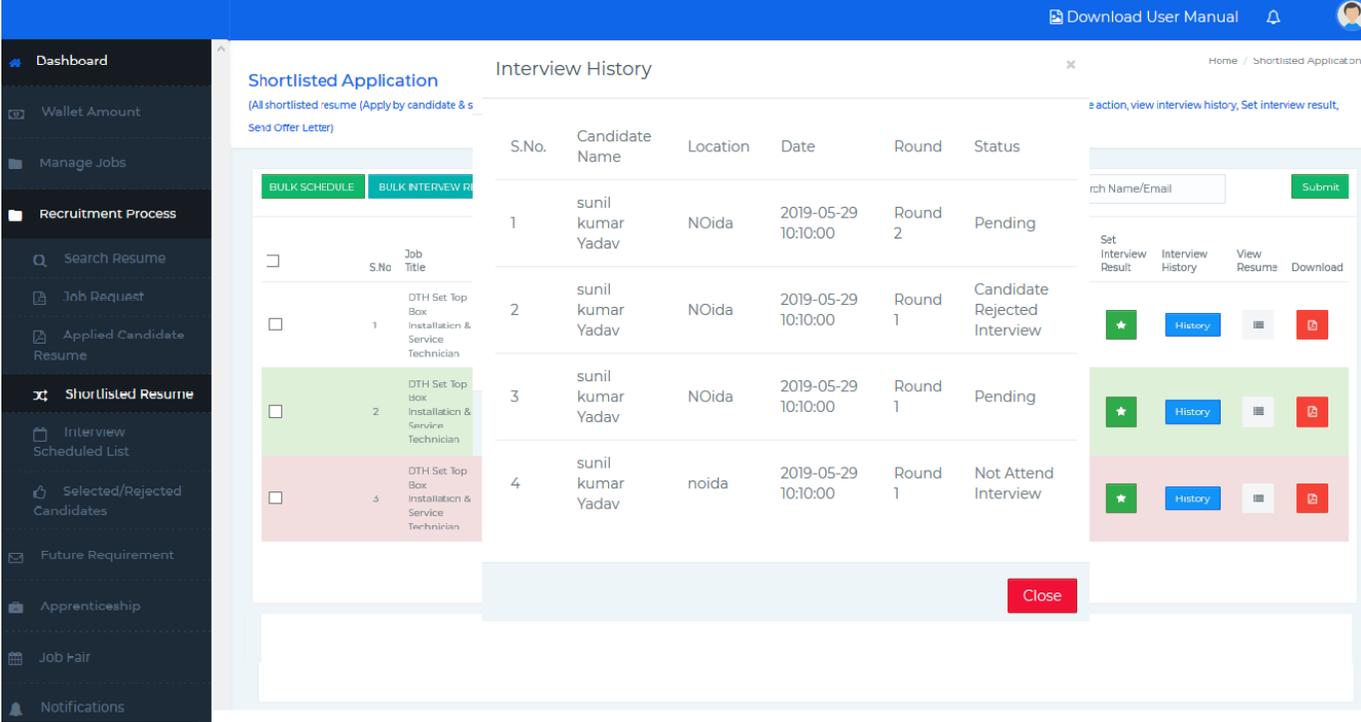


The screenshot shows a web application interface for managing shortlisted candidates. On the left is a dark sidebar menu with options like Dashboard, Wallet Amount, Manage Jobs, Recruitment Process, Search Resume, Job Request, Applied Candidate Resume, Shortlisted Resume, Interview Scheduled List, Selected/Rejected Candidates, Future Requirement, Apprenticeship, Job Fair, and Notifications. The main content area is titled 'Shortlisted Application' and 'Update Interview Status'. It features a dropdown menu set to 'Selected' and several input fields for Designation*, Joining Date*, Joining Time*, Joining Location*, Salary Per Month*, and Offer Letter Ref No. Below these fields is a table of candidates with columns for S.No, Job Title, and a status column. The table contains three rows, with the third row highlighted in red. At the bottom of the table are buttons for 'Preview Offer Letter', 'Send Offer Letter', and 'Close'. On the right side of the interface, there are search and filter options, including a search bar for Name/Email and buttons for 'Set Interview Result', 'Interview History', 'View Resume', and 'Download'.

S.No	Job Title	Status
1	DTH Set Top Box Installation & Service Technician	Accepted Interview
2	DTH Set Top Box Installation & Service Technician	selected
3	DTH Set Top Box Installation & Service Technician	selected

SHORTLISTED APPLICATIONS - 4

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**



Shortlisted Application
(All shortlisted resume (Apply by candidate & send Offer Letter))

Interview History

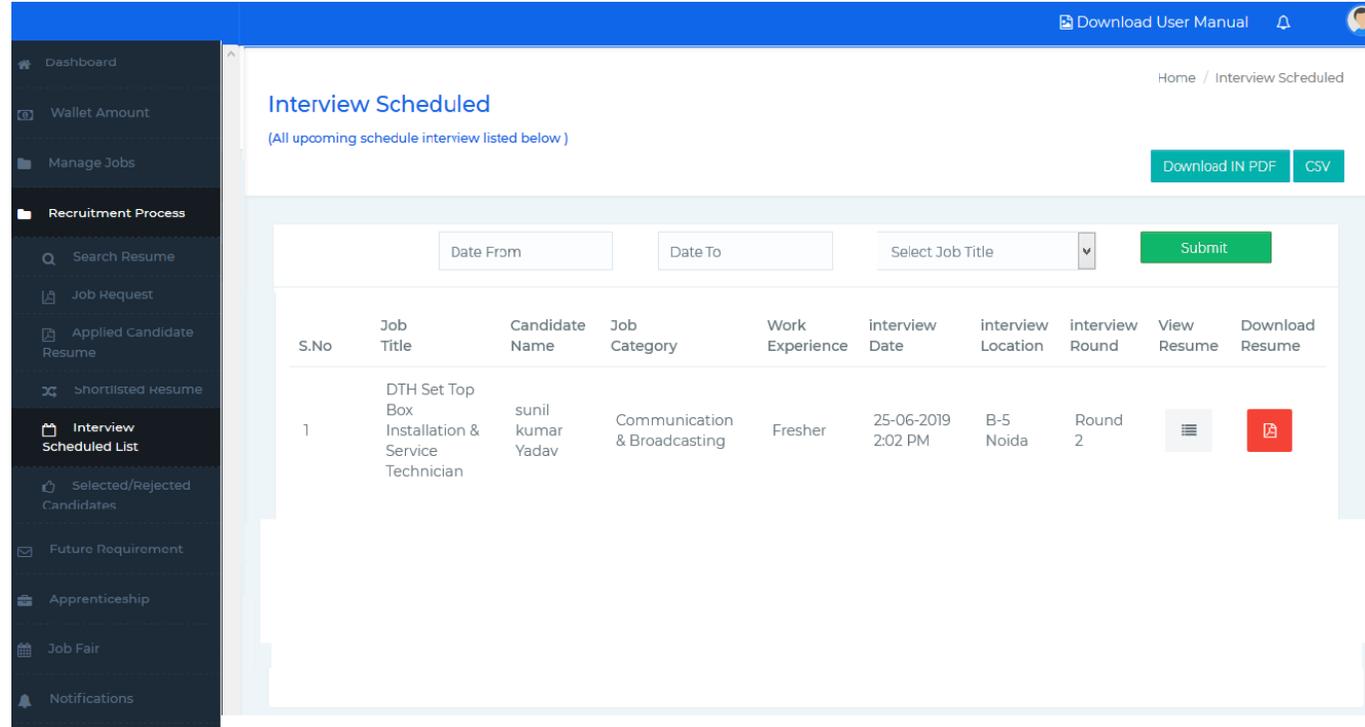
S.No.	Candidate Name	Location	Date	Round	Status
1	sunil kumar Yadav	NOida	2019-05-29 10:10:00	Round 2	Pending
2	sunil kumar Yadav	NOida	2019-05-29 10:10:00	Round 1	Candidate Rejected Interview
3	sunil kumar Yadav	NOida	2019-05-29 10:10:00	Round 1	Pending
4	sunil kumar Yadav	noida	2019-05-29 10:10:00	Round 1	Not Attend Interview

Close

INTERVIEW SCHEDULE LIST

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

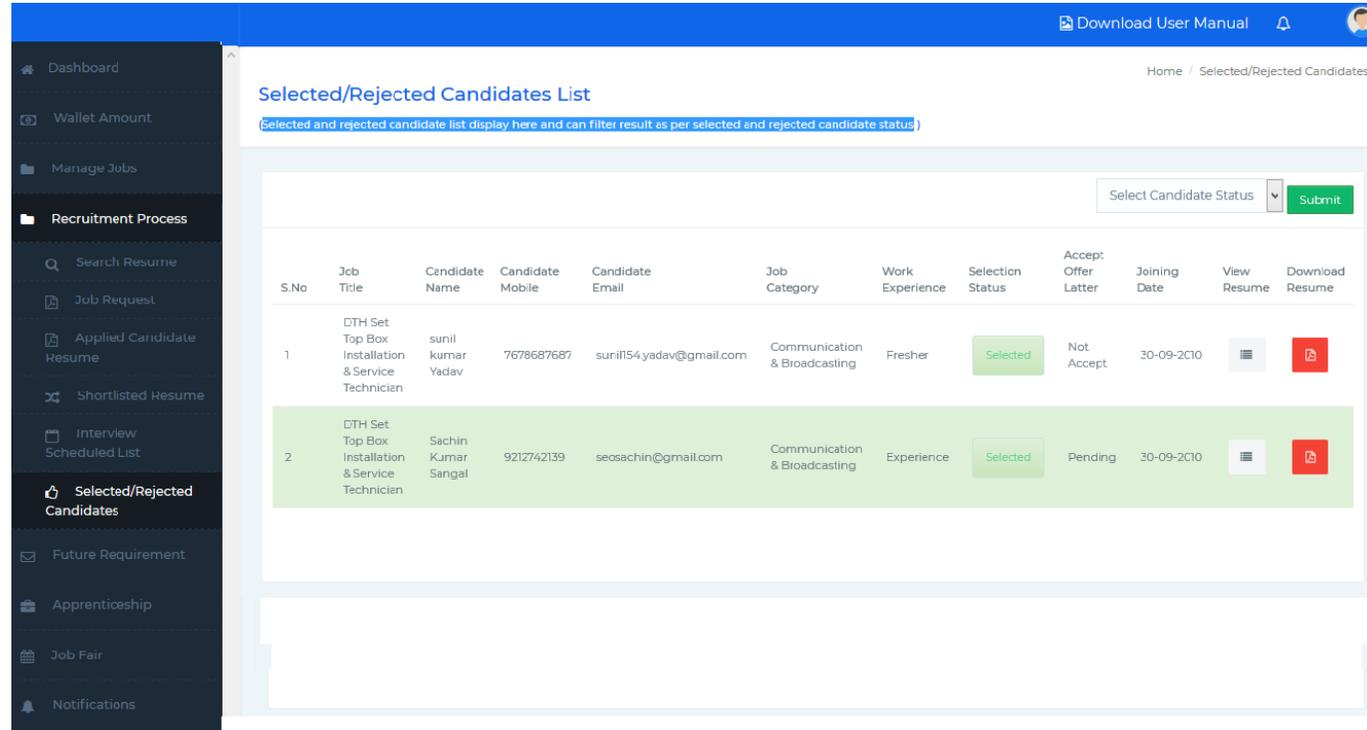


The screenshot shows a web application interface for viewing and downloading interview schedules. The page title is "Interview Scheduled" and it includes a breadcrumb "Home / Interview Scheduled". A navigation sidebar on the left lists various features like Dashboard, Wallet Amount, Manage Jobs, Recruitment Process, Search Resume, Job Request, Applied Candidate Resume, Shortlisted Resume, Interview Scheduled List (highlighted), Selected/Rejected Candidates, Future Requirement, Apprenticeship, Job Fair, and Notifications. The main content area has a filter section with "Date From", "Date To", and "Select Job Title" dropdown, followed by a "Submit" button. Below the filter is a table with the following data:

S.No	Job Title	Candidate Name	Job Category	Work Experience	interview Date	interview Location	interview Round	View Resume	Download Resume
1	DTH Set Top Box Installation & Service Technician	sunil kumar Yadav	Communication & Broadcasting	Fresher	25-06-2019 2:02 PM	B-5 Noida	Round 2		

SELECTED REJECTED CANDIDATES

- ❖ Selected and rejected candidates list display here with candidate accept offer letter status.
- ❖ Filter result as per selected and rejected candidate status.



The screenshot shows a web application interface for managing candidates. On the left is a dark sidebar with navigation options: Dashboard, Wallet Amount, Manage Jobs, Recruitment Process (highlighted), Search Resume, Job Request, Applied Candidate Resume, Shortlisted Resume, Interview Scheduled List, Selected/Rejected Candidates (highlighted), Future Requirement, Apprenticeship, Job Fair, and Notifications. The main content area has a blue header with 'Download User Manual' and a user profile icon. Below the header, the page title is 'Selected/Rejected Candidates List' with a breadcrumb 'Home / Selected/Rejected Candidates'. A sub-header reads '(Selected and rejected candidate list display here and can filter result as per selected and rejected candidate status)'. A filter box contains 'Select Candidate Status' and a 'Submit' button. The main table lists candidates with columns: S.No, Job Title, Candidate Name, Candidate Mobile, Candidate Email, Job Category, Work Experience, Selection Status, Accept Offer Letter, Joining Date, View Resume, and Download Resume. Two candidates are listed: Candidate 1 (sunil kumar Yadav) is 'Selected' and 'Not Accept'; Candidate 2 (Sachin Kumar Sangal) is 'Selected' and 'Pending'.

S.No	Job Title	Candidate Name	Candidate Mobile	Candidate Email	Job Category	Work Experience	Selection Status	Accept Offer Letter	Joining Date	View Resume	Download Resume
1	DTH Set Top Box Installation & Service Technician	sunil kumar Yadav	7678687687	sunil154.yadav@gmail.com	Communication & Broadcasting	Fresher	Selected	Not Accept	30-09-2010		
2	DTH Set Top Box Installation & Service Technician	Sachin Kumar Sangal	9212742139	seosachin@gmail.com	Communication & Broadcasting	Experience	Selected	Pending	30-09-2010		

FUTURE JOB LISTING

- ❖ All Future job listing will be listed here which submitted by employer
- ❖ Employer Can add new future job listing just click on **Add New** button

Download User Manual 🔔 👤

- Dashboard
- Wallet Amount
- Manage Jobs**
 - Post Job
 - Job Listing
 - Recruitment Process
- Future Requirement**
- Apprenticeship
- Job Fair
- Notifications
- Contact ESSCI
- Settings

Home / Future Job List

Future Job Listing

(All Submitted Future job listing display here. Submit future job requirement click on Add New Button)

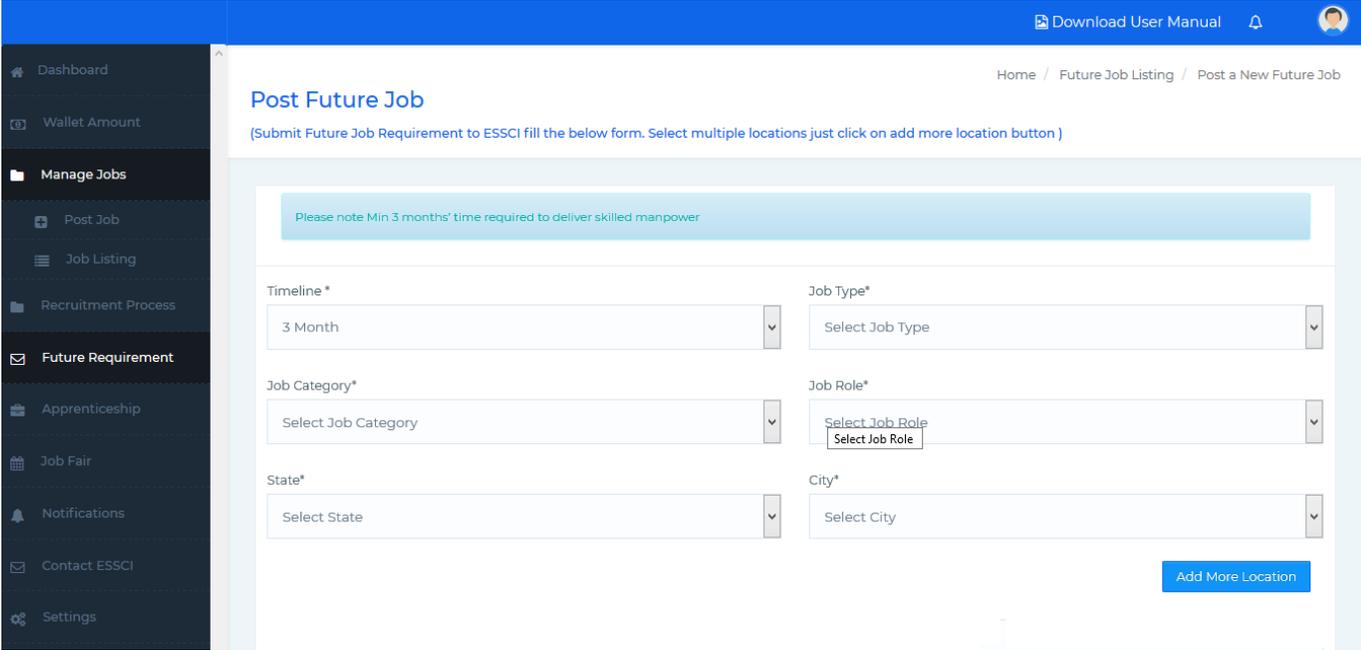
Add New

S.No	Job Type	Job Role	City,State	Qualification	No of vacancy	Posted Date	Time Line
1	Part Time		Chittur-Thathamangalam -Kerala,Leh -Jammu & Kashmir	8th,10th,12th	77	29-05-2019 02:28 AM	3 Months
2	Permanent	Systems Design Engineer	Dhanbad -Jharkhand	8th,10th,12th	878	29-05-2019 01:34 AM	3 Months
3	Permanent	TV Repair Technician		10th	6767	02-05-2019 01:02 AM	3 Months
4	Permanent	Field Technician - AC		8th	6767	02-05-2019 01:00 AM	4 Months

FUTURE JOB POSTING -1

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.



The screenshot shows the 'Post Future Job' interface. On the left is a dark sidebar menu with options: Dashboard, Wallet Amount, Manage Jobs (Post Job, Job Listing), Recruitment Process, Future Requirement (highlighted), Apprenticeship, Job Fair, Notifications, Contact ESSCI, and Settings. The main content area has a blue header with 'Download User Manual' and a user profile icon. Below the header, the page title is 'Post Future Job' with a breadcrumb trail: Home / Future Job Listing / Post a New Future Job. A note states: '(Submit Future Job Requirement to ESSCI fill the below form. Select multiple locations just click on add more location button)'. A light blue box contains the text: 'Please note Min 3 months' time required to deliver skilled manpower'. The form fields are: Timeline* (3 Month), Job Type* (Select Job Type), Job Category* (Select Job Category), Job Role* (Select Job Role), State* (Select State), and City* (Select City). An 'Add More Location' button is at the bottom right.

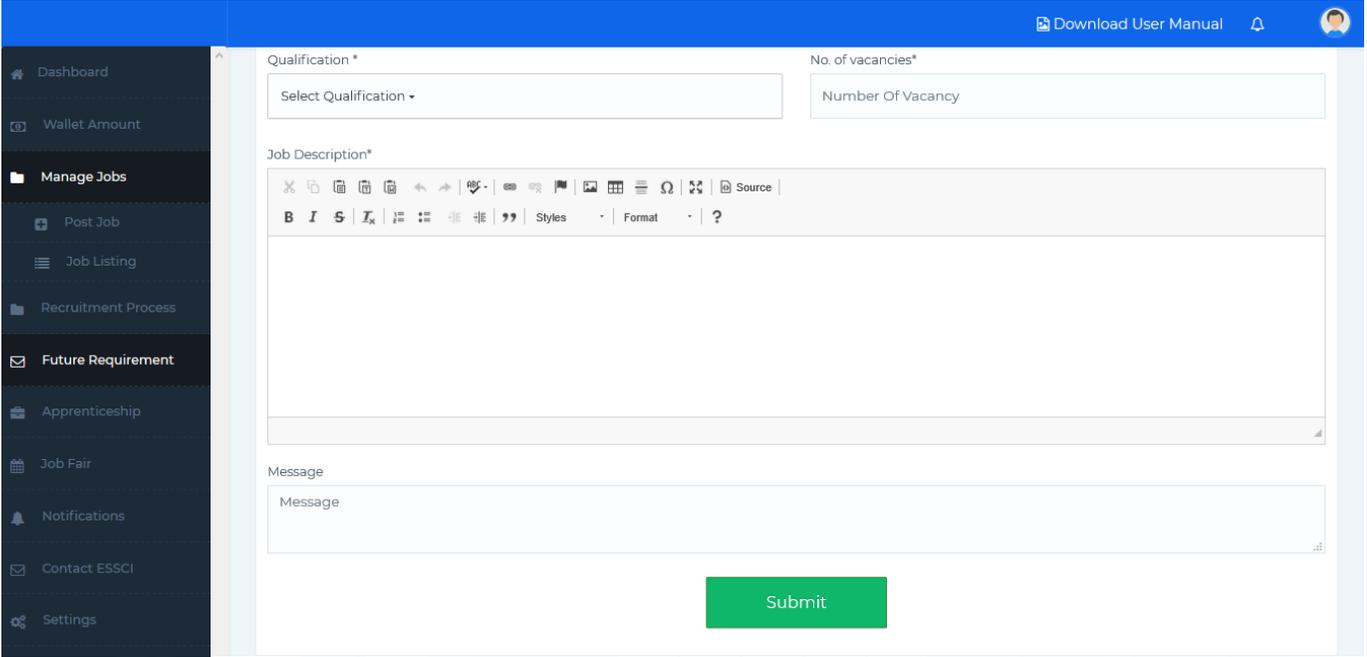
FUTURE JOB POSTING -2

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 send to ESSCI.



The screenshot shows the 'Future Requirement' form in the ESSCI portal. The form is divided into several sections:

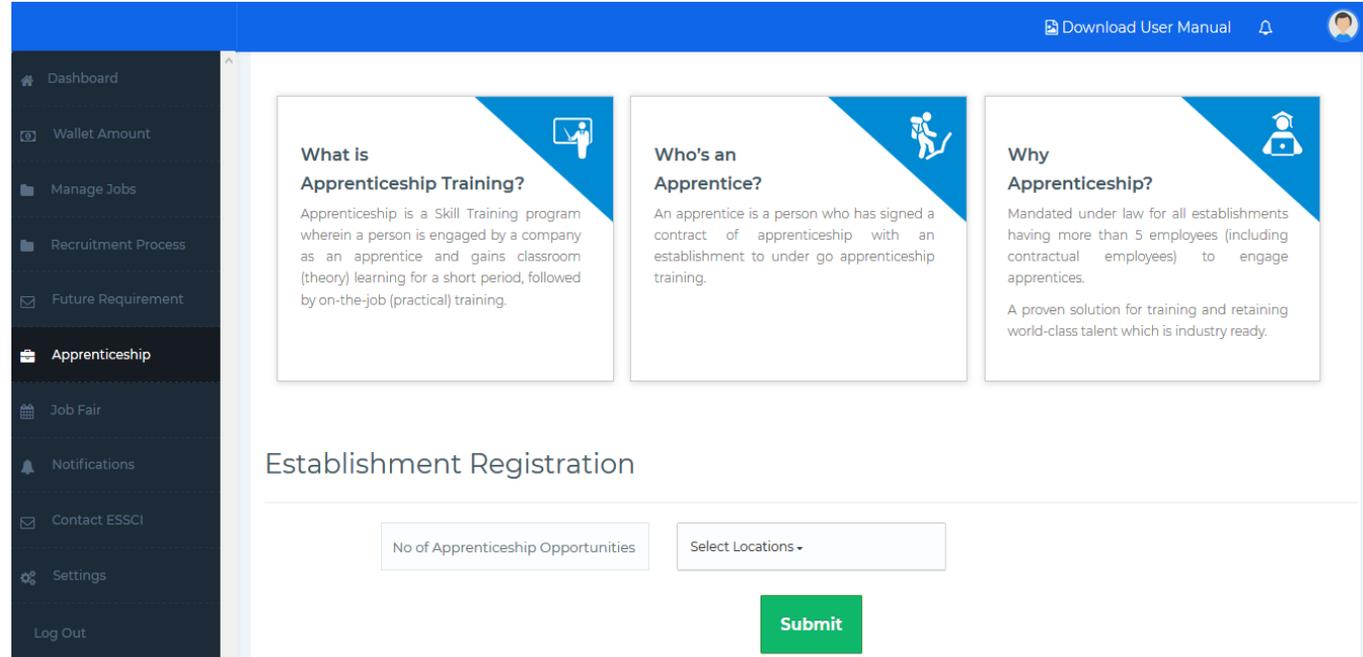
- Qualification ***: A dropdown menu with the text 'Select Qualification -'.
- No. of vacancies***: A text input field with the placeholder text 'Number Of Vacancy'.
- Job Description***: A rich text editor with a toolbar containing icons for undo, redo, bold, italic, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, quote, and source. The text area is currently empty.
- Message**: A text input field with the placeholder text 'Message'.
- Submit**: A green button located at the bottom right of the form.

The left sidebar of the portal is visible, showing the navigation menu with the following items: Dashboard, Wallet Amount, Manage Jobs (highlighted), Post Job, Job Listing, Recruitment Process, Future Requirement (highlighted), Apprenticeship, Job Fair, Notifications, Contact ESSCI, and Settings.

APPRENTICESHIP

For Apprenticeship Requirement

- ❖ Write Number of Apprenticeship Opportunities
- ❖ Select Locations (Can Select Multiple Locations)
- ❖ Click On **Submit Button**
- ❖ Register on Apprenticeship India Portal

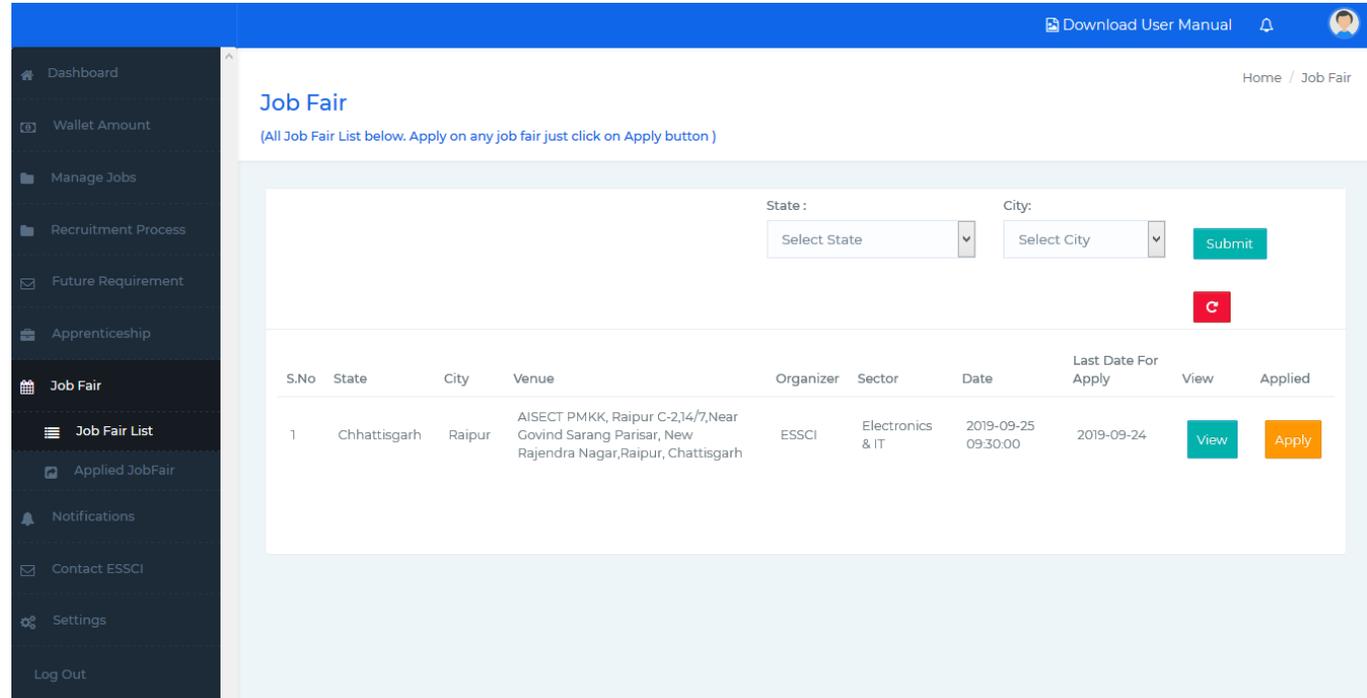


The screenshot shows the user interface of the Apprenticeship India Portal. On the left is a dark sidebar menu with options: Dashboard, Wallet Amount, Manage Jobs, Recruitment Process, Future Requirement, **Apprenticeship** (highlighted), Job Fair, Notifications, Contact ESSCI, Settings, and Log Out. The top right of the main content area has a 'Download User Manual' link and a user profile icon. The main content area features three informational cards: 'What is Apprenticeship Training?' (describing a skill training program), 'Who's an Apprentice?' (defining an apprentice), and 'Why Apprenticeship?' (explaining the legal mandate and benefits). Below these cards is the 'Establishment Registration' section, which includes a text input field for 'No of Apprenticeship Opportunities', a dropdown menu for 'Select Locations', and a prominent green 'Submit' button.

JOB FAIR LIST

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



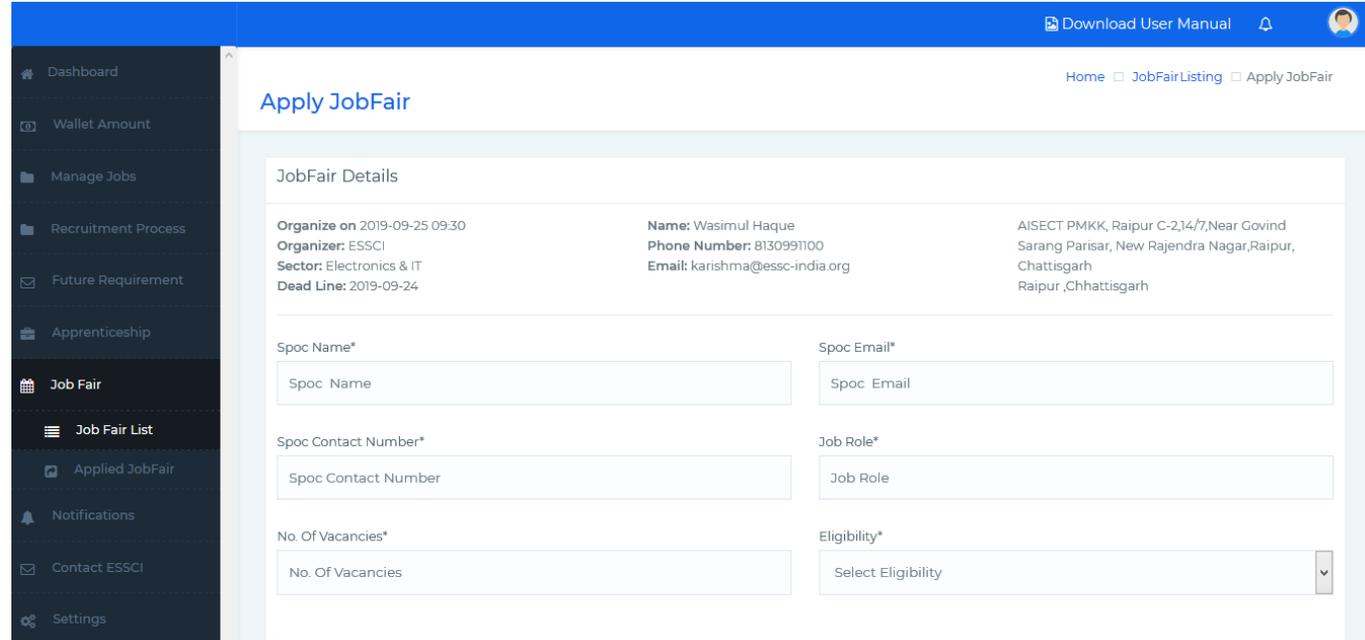
The screenshot shows a web application interface for viewing job fairs. On the left is a dark sidebar menu with options: Dashboard, Wallet Amount, Manage Jobs, Recruitment Process, Future Requirement, Apprenticeship, Job Fair (highlighted), Job Fair List, Applied JobFair, Notifications, Contact ESSCI, Settings, and Log Out. The main content area has a blue header with 'Download User Manual' and a user profile icon. Below the header, the page title is 'Job Fair' with a breadcrumb 'Home / Job Fair'. A sub-header reads '(All Job Fair List below. Apply on any job fair just click on Apply button)'. There are two dropdown menus for 'State' and 'City', both currently set to 'Select State' and 'Select City' respectively, with a 'Submit' button. Below these is a red 'C' icon. A table lists job fairs with columns: S.No, State, City, Venue, Organizer, Sector, Date, Last Date For Apply, View, and Applied. One job fair is listed for Chhattisgarh, Raipur, organized by ESSCI in the Electronics & IT sector, with a date of 2019-09-25 09:30:00 and a last date for apply of 2019-09-24. 'View' and 'Apply' buttons are present for this entry.

S.No	State	City	Venue	Organizer	Sector	Date	Last Date For Apply	View	Applied
1	Chhattisgarh	Raipur	AISECT PMKK, Raipur C-2,14/7,Near Govind Sarang Parisar, New Rajendra Nagar,Raipur, Chattisgarh	ESSCI	Electronics & IT	2019-09-25 09:30:00	2019-09-24	View	Apply

JOB FAIR APPLY - 1

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



The screenshot shows a web application interface for applying to a job fair. On the left is a dark sidebar menu with options: Dashboard, Wallet Amount, Manage Jobs, Recruitment Process, Future Requirement, Apprenticeship, Job Fair (highlighted), Job Fair List, Applied JobFair, Notifications, Contact ESSCI, and Settings. The main content area has a blue header with 'Apply JobFair' and navigation links for 'Home', 'JobFairListing', and 'Apply JobFair'. Below the header is a 'JobFair Details' section with the following information:

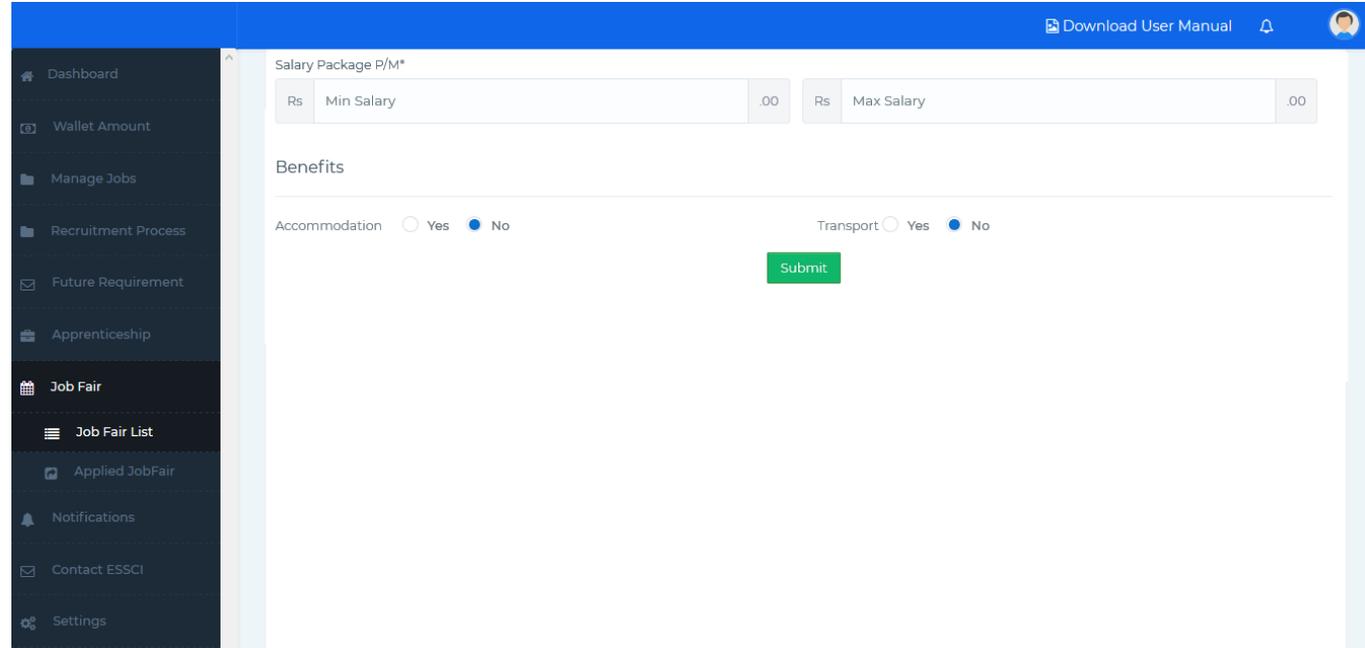
Organize on: 2019-09-25 09:30	Name: Wasimul Haque	AISECT PMKK, Raipur C-2,14/7, Near Govind Sarang Parisar, New Rajendra Nagar, Raipur, Chattisgarh
Organizer: ESSCI	Phone Number: 8130991100	
Sector: Electronics & IT	Email: karishma@essc-india.org	
Dead Line: 2019-09-24		

Below the details are several input fields:

- Spoc Name***: Input field with placeholder 'Spoc Name'
- Spoc Email***: Input field with placeholder 'Spoc Email'
- Spoc Contact Number***: Input field with placeholder 'Spoc Contact Number'
- Job Role***: Input field with placeholder 'Job Role'
- No. Of Vacancies***: Input field with placeholder 'No. Of Vacancies'
- Eligibility***: Dropdown menu with 'Select Eligibility' selected

JOB FAIR APPLY - 2

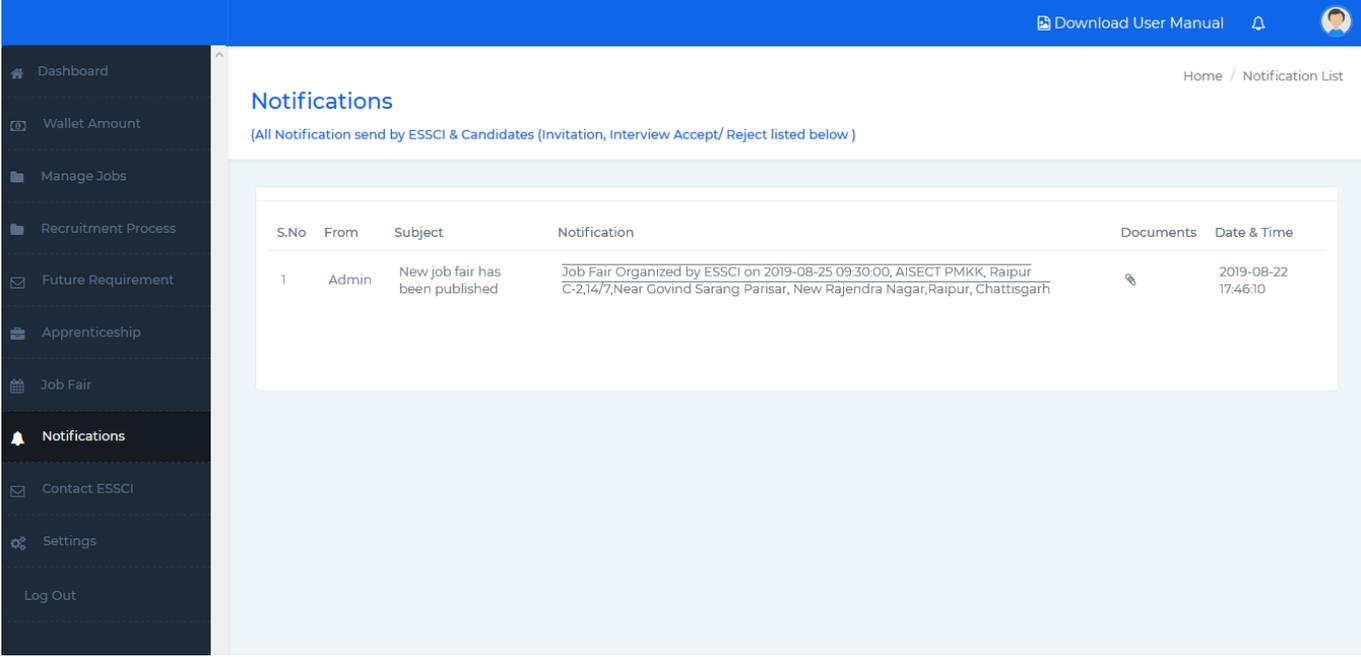
- ❖ Write Salary Package (Per Month) Min & Max
- ❖ Select Benefits (Accommodation , Transport)
- ❖ Click On Submit
- ❖ Request send to ESSCI



The screenshot shows a web application interface for applying to a job fair. On the left is a dark sidebar menu with the following items: Dashboard, Wallet Amount, Manage Jobs, Recruitment Process, Future Requirement, Apprenticeship, Job Fair (highlighted), Job Fair List, Applied JobFair, Notifications, Contact ESSCI, and Settings. The main content area has a blue header with a 'Download User Manual' link and a user profile icon. Below the header, the form is titled 'Salary Package P/M*'. It contains two input fields: 'Rs Min Salary' and 'Rs Max Salary', both with '.00' as a placeholder. Underneath is a 'Benefits' section with two radio button options: 'Accommodation' (Yes/No) and 'Transport' (Yes/No). The 'No' option is selected for both. A green 'Submit' button is located at the bottom right of the form.

NOTIFICATIONS

❖ All notification will be listed here.



Download User Manual

Home / Notification List

Notifications

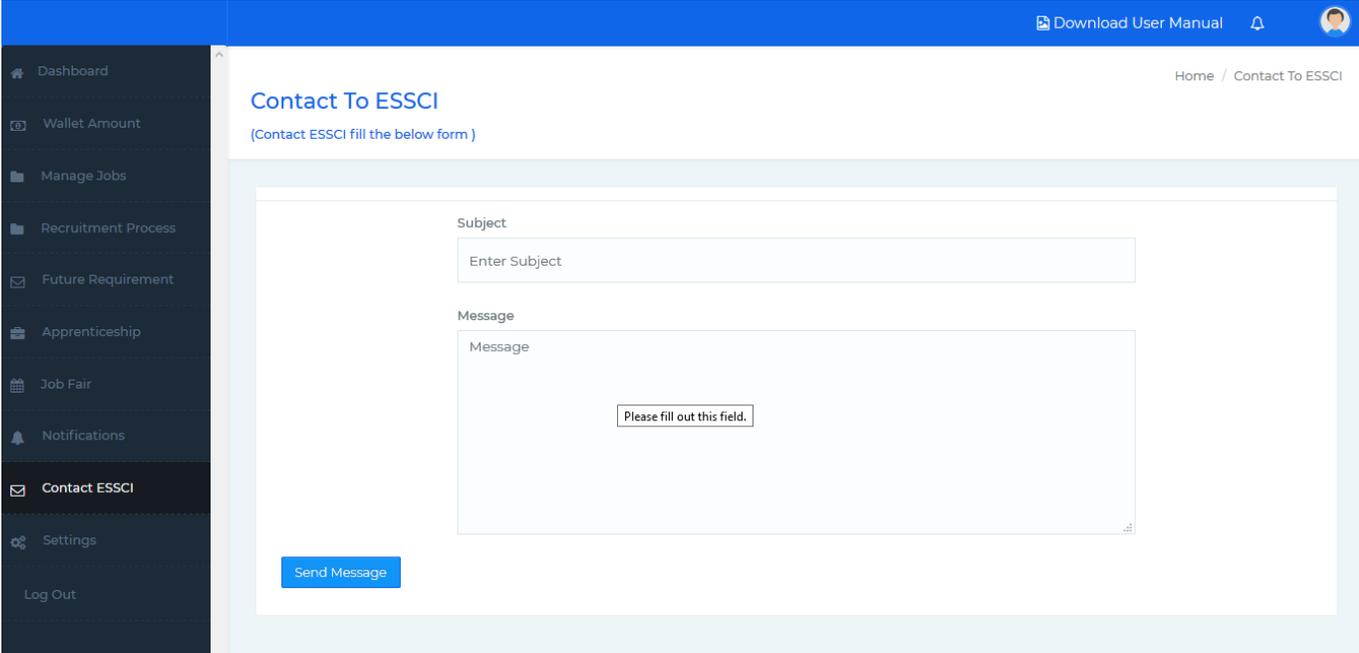
(All Notification send by ESSCI & Candidates (Invitation, Interview Accept/ Reject listed below))

S.No	From	Subject	Notification	Documents	Date & Time
1	Admin	New job fair has been published	Job Fair Organized by ESSCI on 2019-08-25 09:30:00, AISECT PMKK, Raipur C-2,14/7,Near Govind Sarang Parisar, New Rajendra Nagar,Raipur, Chattisgarh		2019-08-22 17:46:10

CONTACT ESSCI

Contact ESSCI

- ❖ Write Subject
- ❖ Write Message
- ❖ Click on **Send Message**
- ❖ Message send to ESSCI



The screenshot shows a web application interface for contacting ESSCI. On the left is a dark sidebar menu with options: Dashboard, Wallet Amount, Manage Jobs, Recruitment Process, Future Requirement, Apprenticeship, Job Fair, Notifications, **Contact ESSCI** (highlighted), Settings, and Log Out. The main content area has a blue header with 'Download User Manual' and a user profile icon. Below the header, the page title is 'Contact To ESSCI' with a breadcrumb 'Home / Contact To ESSCI'. A sub-header reads '(Contact ESSCI fill the below form)'. The form contains two input fields: 'Subject' with the placeholder 'Enter Subject' and 'Message' with the placeholder 'Message'. A red error box is present in the message field with the text 'Please fill out this field.'. At the bottom of the form is a blue 'Send Message' button.

SETTINGS- RECRUITER PROFILE

Manage Recruiter Profile here

Download User Manual 

Home / Profile

Profile

(Manage [Recruiter Profile](#))

Personal Information

First Name *	Middle Name	Last Name *
<input type="text" value="Mohit"/>	<input type="text" value="Kumar"/>	<input type="text" value="Bhardwaj"/>
Email *	Phone Number *	
<input type="text" value="sachin.sangal@gmail.com"/>	<input type="text" value="9212742139"/>	
Designation	Date of Birth:	
<input type="text" value="Like CEO Etc."/>	<input type="text" value="0000-00-00"/>	
Gender	About Your Self	
<input type="text" value="Select Gender"/>	<input type="text"/>	

SETTINGS- COMPANY PROFILE -1

Manage Company Profile here

Download User Manual 

Home / Profile

Profile

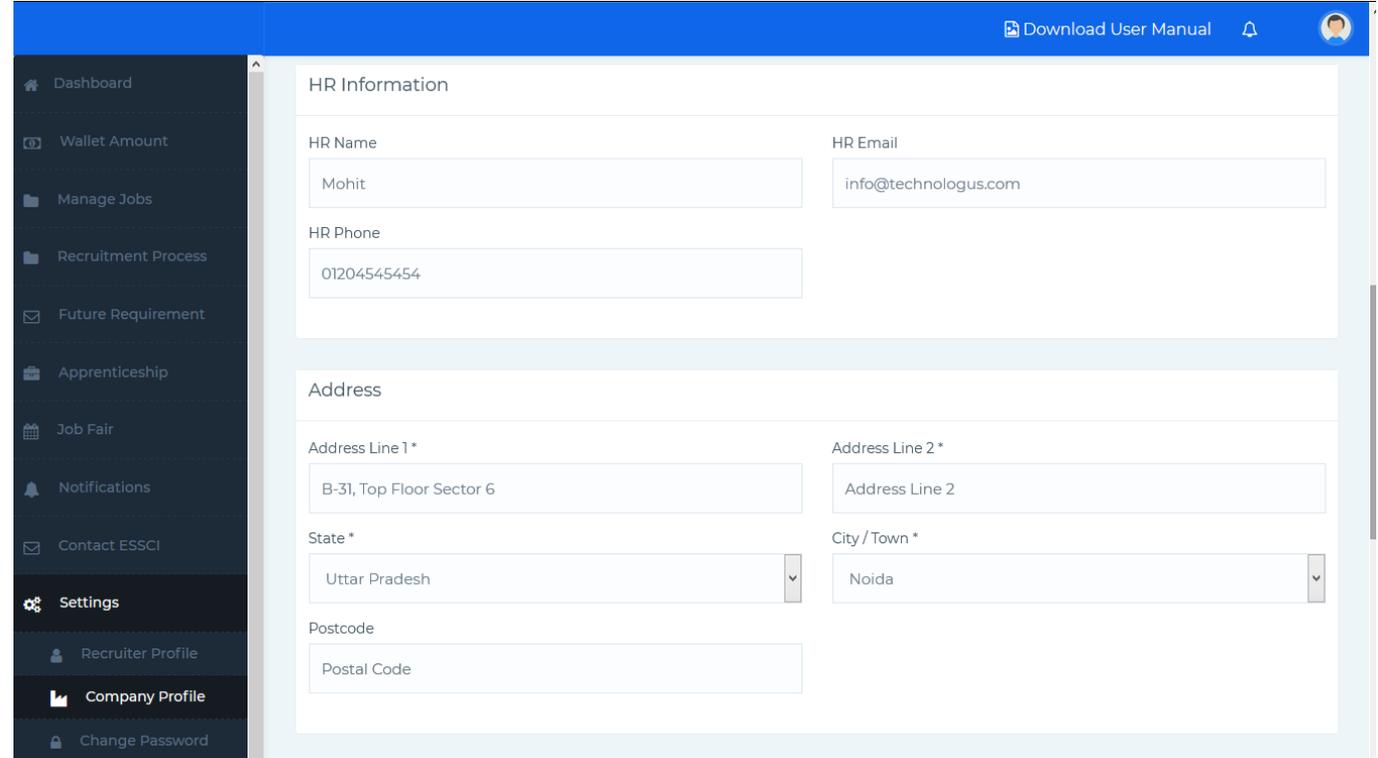
(Manage [Recruiter Profile](#))

Personal Information

First Name *	Middle Name	Last Name *
<input type="text" value="Mohit"/>	<input type="text" value="Kumar"/>	<input type="text" value="Bhardwaj"/>
Email *	Phone Number *	
<input type="text" value="sachin.sangal@gmail.com"/>	<input type="text" value="9212742139"/>	
Designation	Date of Birth:	
<input type="text" value="Like CEO Etc."/>	<input type="text" value="0000-00-00"/>	
Gender	About Your Self	
<input type="text" value="Select Gender"/>	<input type="text"/>	

SETTINGS- COMPANY PROFILE -2

Manage Company Profile here



The screenshot displays a web application interface for managing a company profile. It features a dark sidebar on the left with navigation options: Dashboard, Wallet Amount, Manage Jobs, Recruitment Process, Future Requirement, Apprenticeship, Job Fair, Notifications, Contact ESSCI, Settings (highlighted), Recruiter Profile, Company Profile (highlighted), and Change Password. The main content area is titled 'HR Information' and contains three input fields: 'HR Name' (filled with 'Mohit'), 'HR Email' (filled with 'info@technologus.com'), and 'HR Phone' (filled with '01204545454'). Below this is an 'Address' section with four input fields: 'Address Line 1*' (filled with 'B-31, Top Floor Sector 6'), 'Address Line 2*' (filled with 'Address Line 2'), 'State*' (a dropdown menu filled with 'Uttar Pradesh'), and 'City / Town*' (a dropdown menu filled with 'Noida'). A 'Postcode' field is also present, labeled 'Postal Code'.

Download User Manual

HR Information

HR Name: Mohit

HR Email: info@technologus.com

HR Phone: 01204545454

Address

Address Line 1*: B-31, Top Floor Sector 6

Address Line 2*: Address Line 2

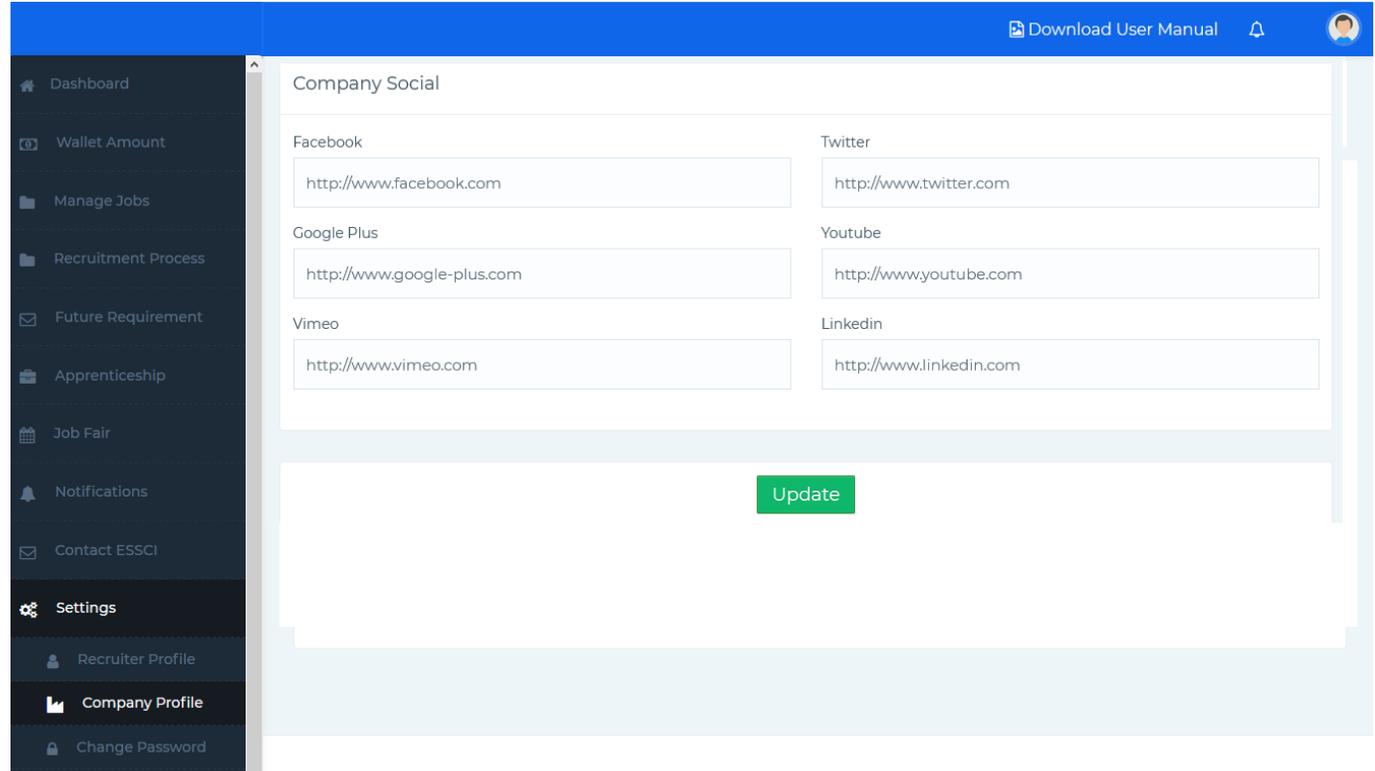
State*: Uttar Pradesh

City / Town*: Noida

Postcode: Postal Code

SETTINGS- COMPANY PROFILE -3

Manage Company Profile here



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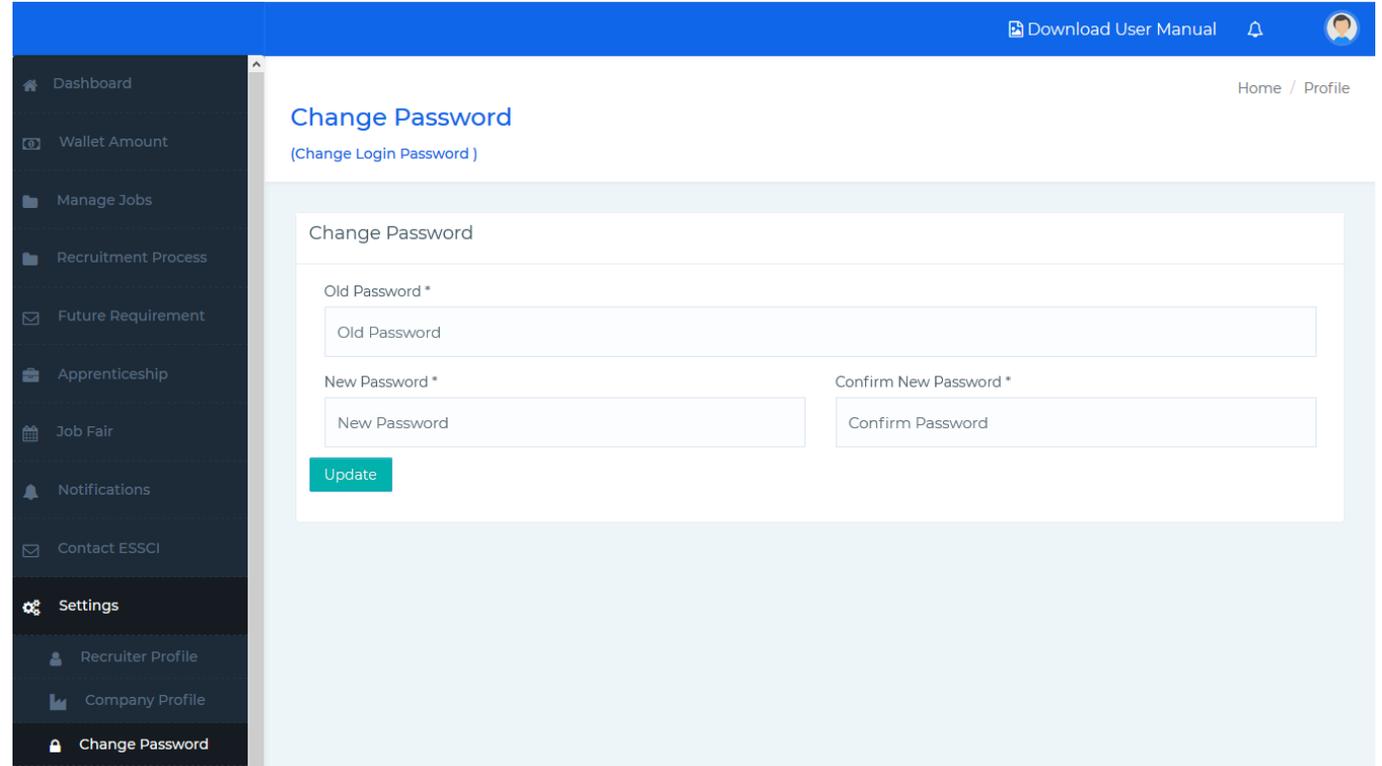
Company Social

Facebook	Twitter
<input type="text" value="http://www.facebook.com"/>	<input type="text" value="http://www.twitter.com"/>
Google Plus	Youtube
<input type="text" value="http://www.google-plus.com"/>	<input type="text" value="http://www.youtube.com"/>
Vimeo	Linkedin
<input type="text" value="http://www.vimeo.com"/>	<input type="text" value="http://www.linkedin.com"/>

[Update](#)

SETTINGS- CHANGE PASSWORD

Change Password here



Download User Manual

Home / Profile

Change Password

(Change Login Password)

Change Password

Old Password *

New Password *

Confirm New Password *

Update