



USER MANUAL

E-Recruitment

JK LAKSHMI CEMENT LIMITED

26 Feb 2015

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E-Recruitment

E-Recruitment or e Recruitment is the process of personnel recruitment using electronic resources, in particular the internet.

To use the E-Recruitment system type the following Url in the browser: - <http://125.21.155.16/recruitment>

The process is divided into two parts i.e.

- 1) Administrator level: - Admin will have the rights to create the user, define permission for the user, post the job and view the profile received on the jobs ,download CV etc..
- 2) User Level: - User can create their profile in the portal and can update the profile whenever they required by creating their login in the system and can apply for the job as and when desired.

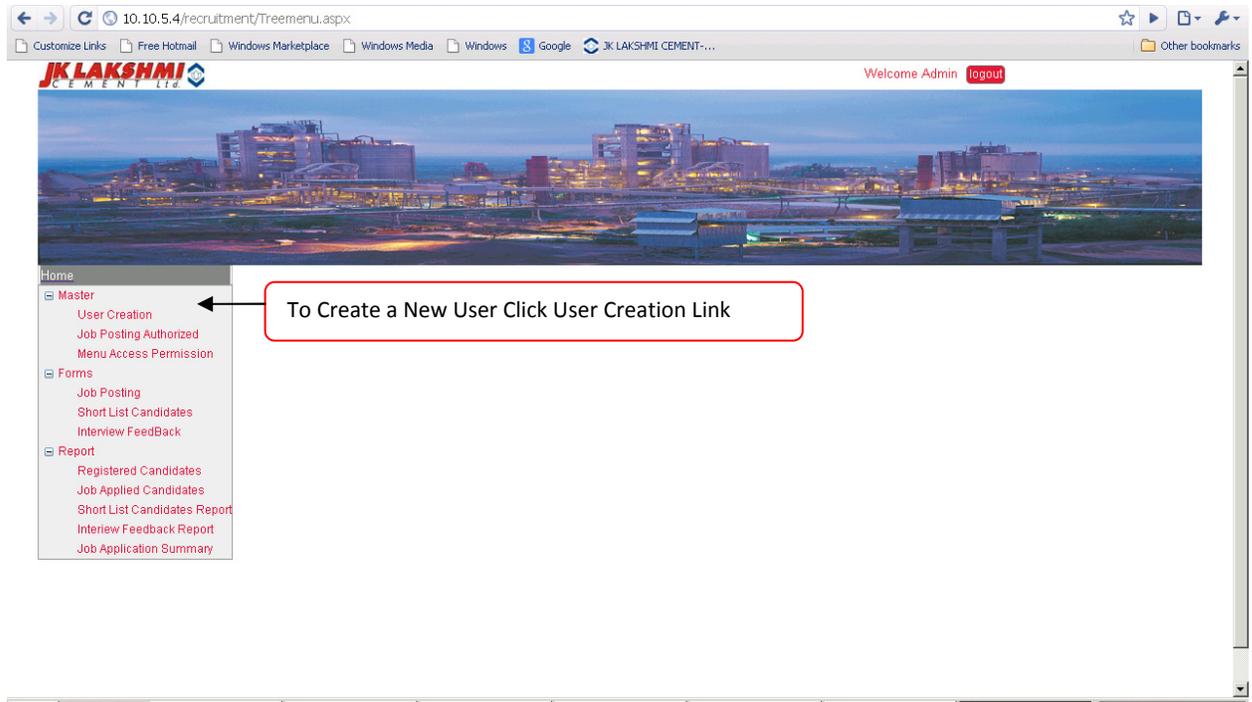
- 1) Administrator Login :- <http://125.21.155.16/recruitment/login.aspx>



The first screen that appears after entering the url is the login screen. User will enter his User Id and password and click on login button to enter into the system.

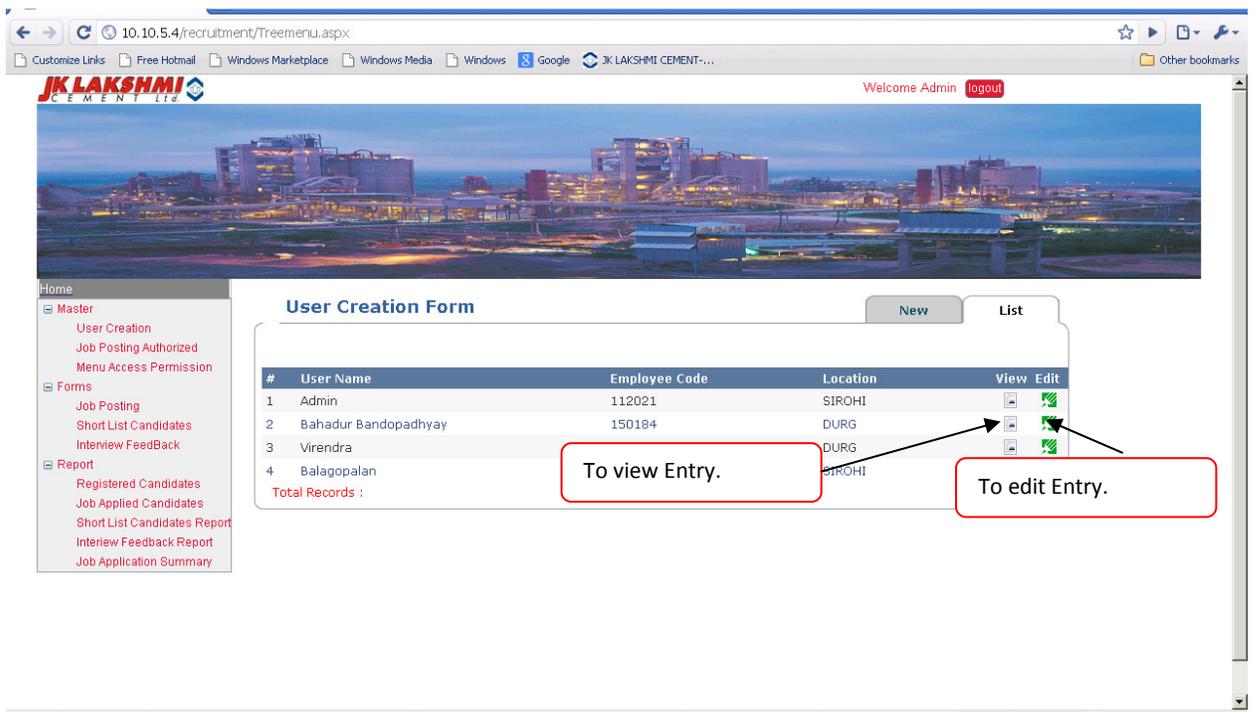
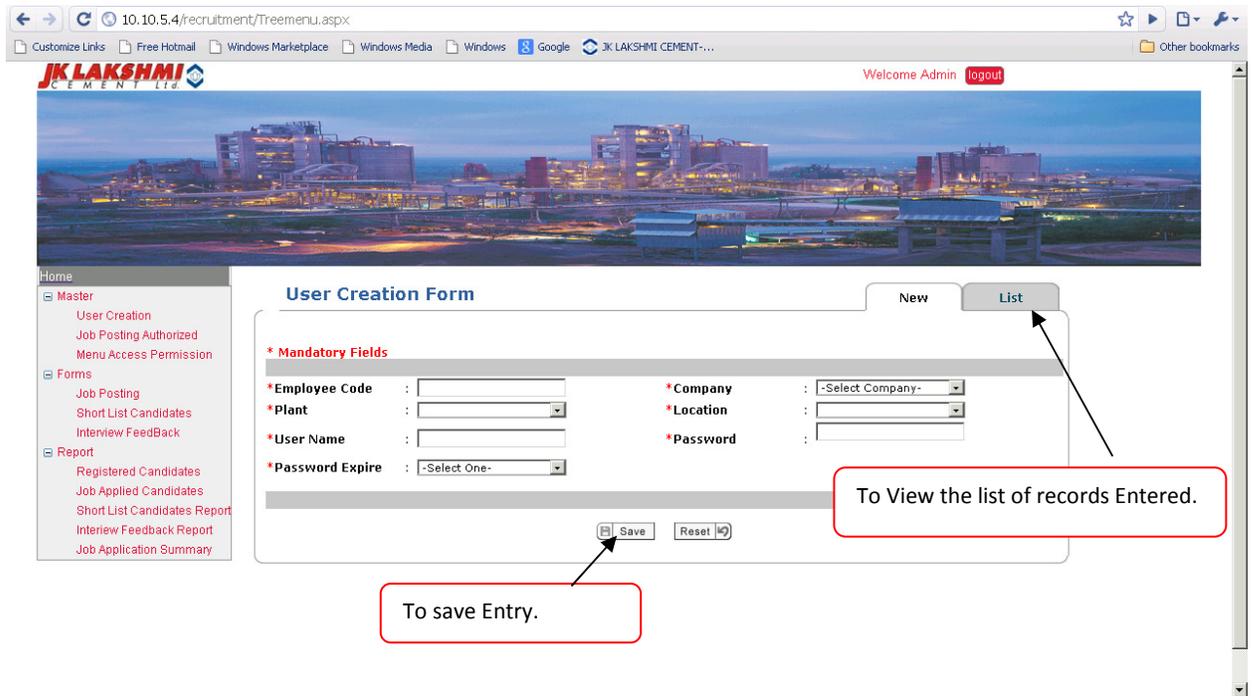
Note: User Name will be the Employee Code of the Employee.

Now based on the authorization if user is of admin rights then following screen will be appear to the user.



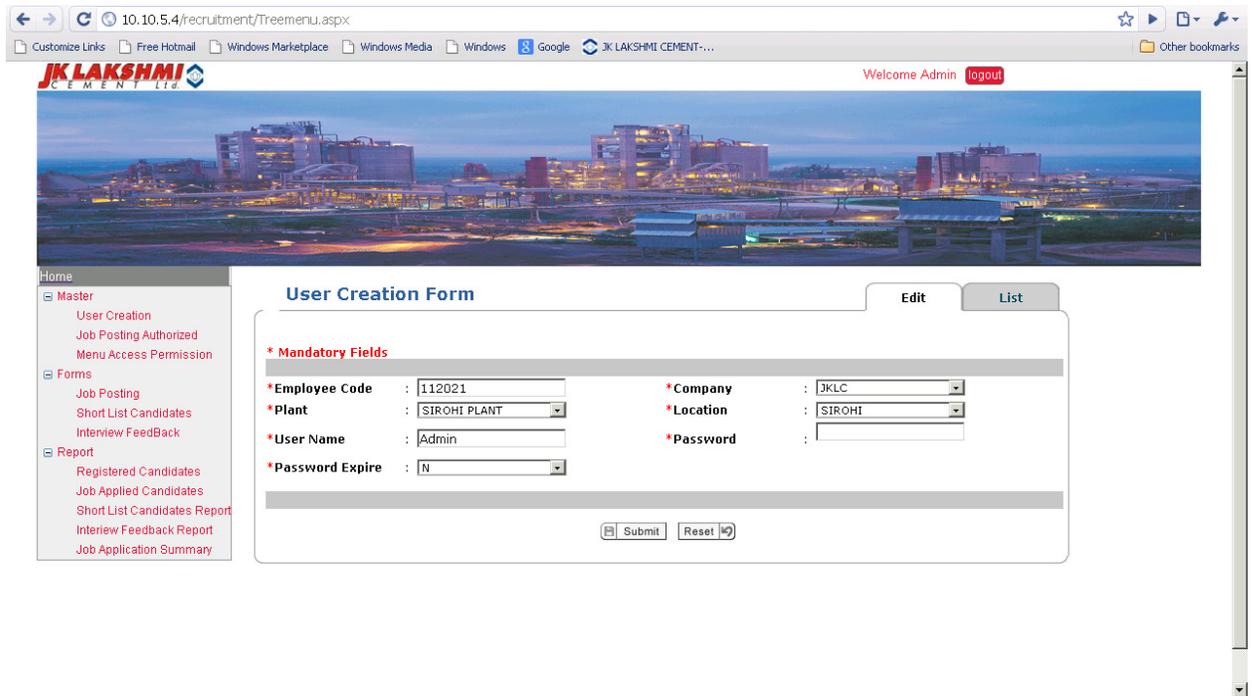
On Clicking on User Creation following Form Will is available to the user.

For entering a new record enter the Employee Code (Employee who will use this portal) by selecting the company plant and location along with user name and password. The password expire will show whether to expire the userid or not, to expire select Y. This will save user name. For viewing all the user name in the system clicks on List icon. And for adding a new name again clicks on the new icon.



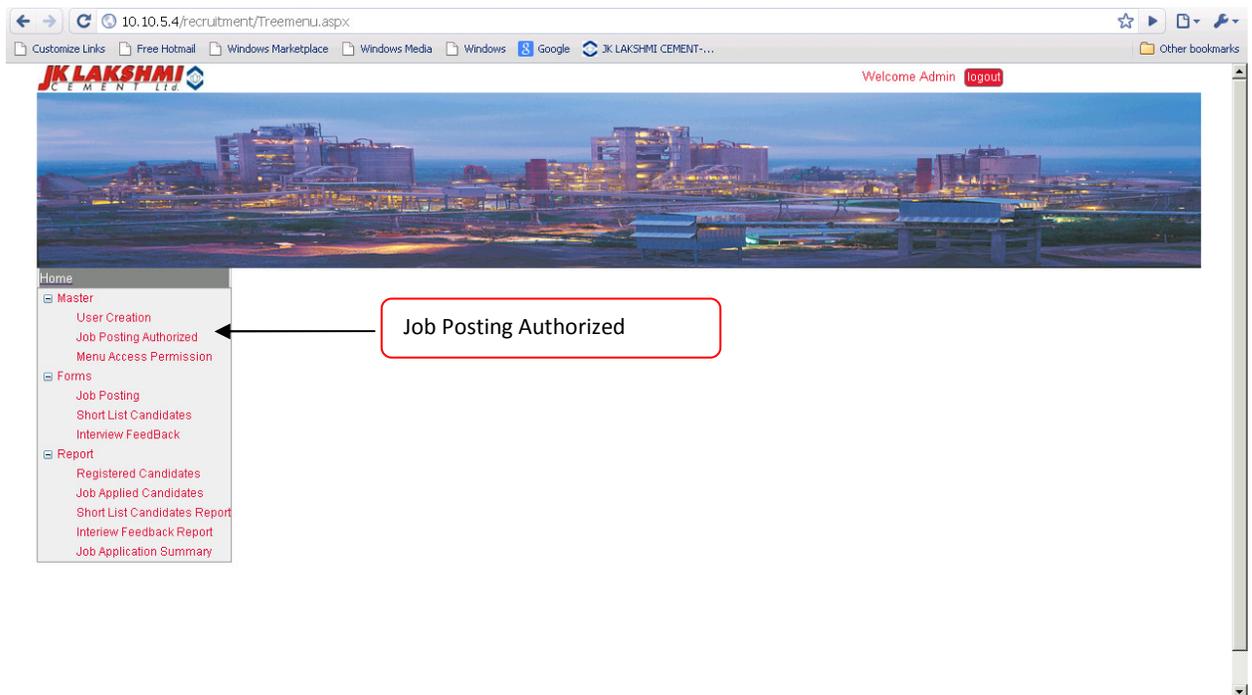
The List will show the full user list entered in the system. For viewing user click on the view icon and for makes changes in the user detail click on Edit icon.

Edit Screen will appear like this



You can make the changes required and click on submit icon to save the desire changes.

To give user job location access click on job authorization link .This will allow user to have only that location access for which admin has permitted him.



On Clicking on Job Authorization link following screen will be available.

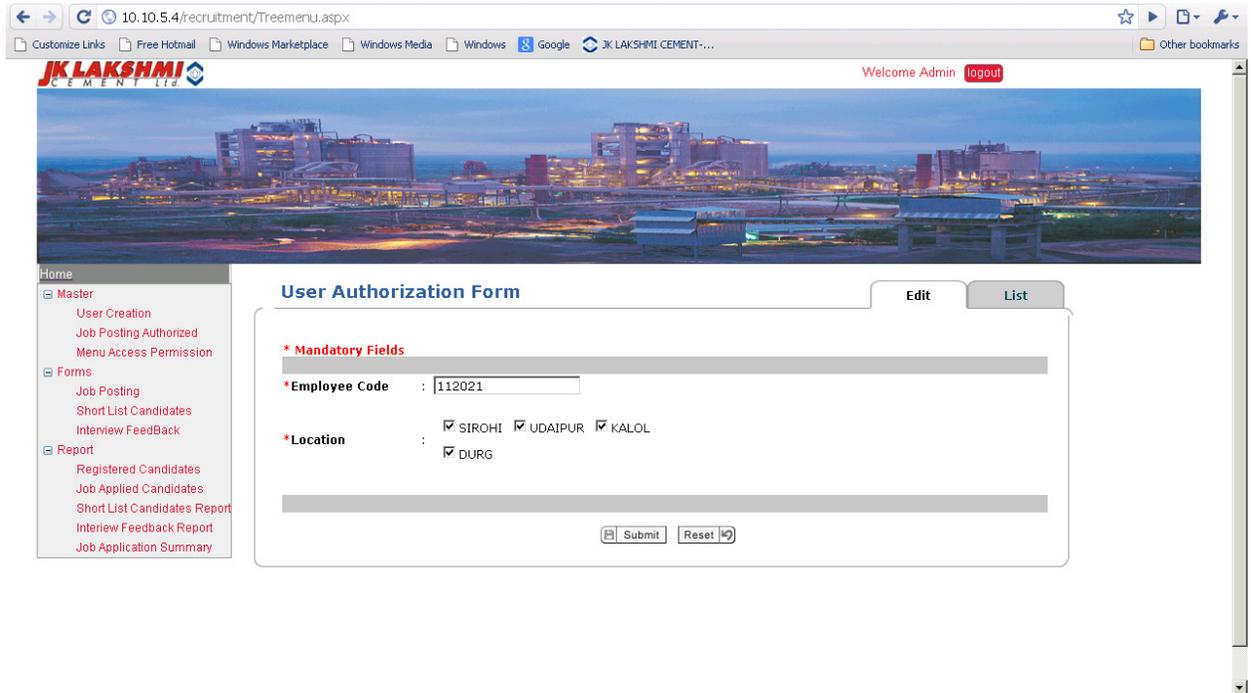
Enter the Employee Code of the user to whom you want to authorized and check mark the location for which he will be authorized to access.

Note:- Employee Code will be valid of only those employee whose entry has been done in user creation form.

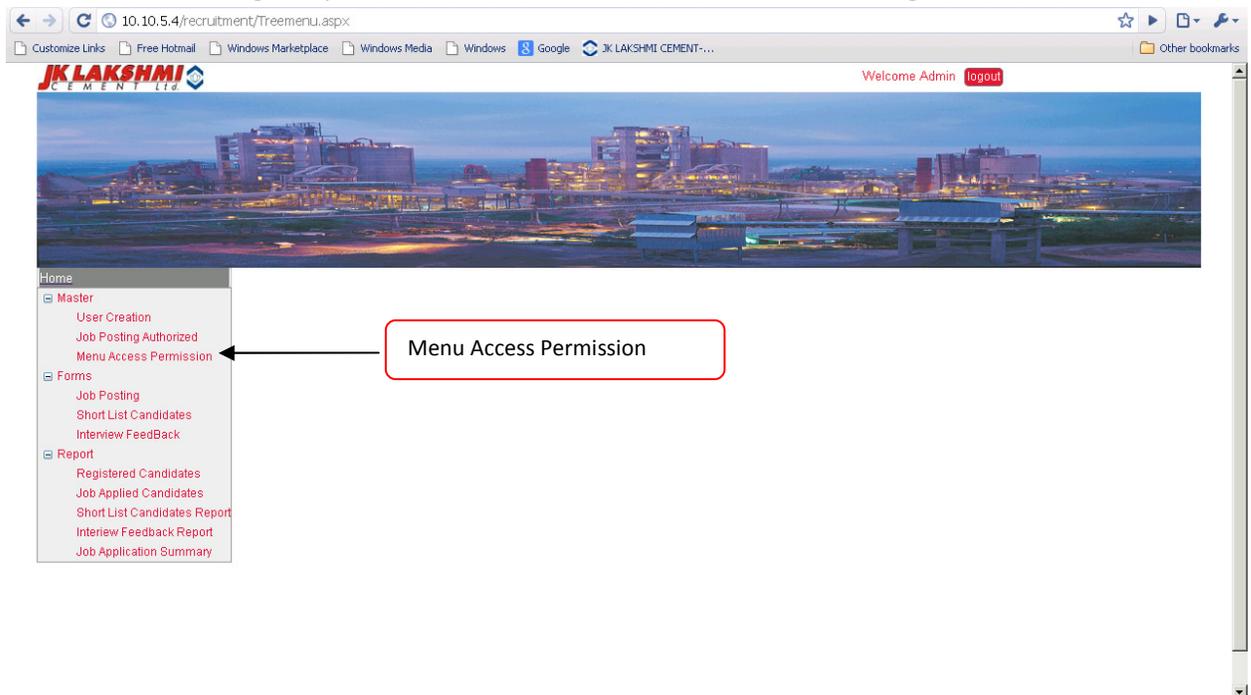
After the entry click on save icon to save the records. For viewing all the entry in the system clicks on List icon. And for adding a new authorization again clicks on the new icon

The List will show the entire list based on plant available in the system. For viewing the details click on the view icon and for makes changes in the authorization click on Edit icon.

Edit Screen will appear like this



You can make the changes required and click on submit icon to save the desire changes.



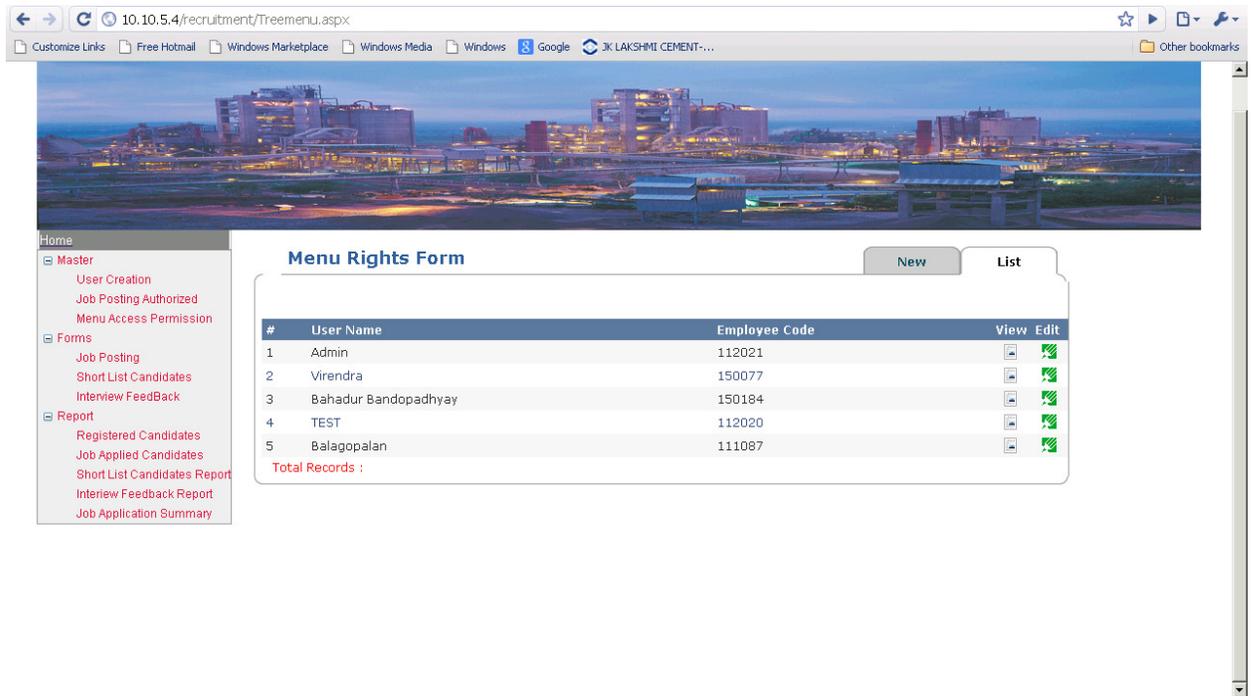
To give object permission to the user click on menu access permission link. This will use to restrict user based permission i.e. on which links he can work and by providing him the permission whether he can edit, delete or not.

The screenshot shows a web browser window with the URL 10.10.5.4/recruitment/Treemenu.aspx. The page displays a 'Menu Rights Form' for user 112021. The form has a table with 11 rows of menu items. The 'Menu Access Permission' row (ID 7) is highlighted in blue. The table columns are: #, Menu Name, Allow Access, Allow View, Allow New, Allow Edit, and Allow Delete. The 'Allow Access' column for the highlighted row is set to 'Yes'.

#	Menu Name	Allow Access	Allow View	Allow New	Allow Edit	Allow Delete
1	Interview Feedback Report	Yes	Yes	Yes	Yes	No
2	Interview FeedBack	Yes	Yes	Yes	Yes	No
3	Job Application Summary	Yes	Yes	Yes	Yes	No
4	Job Applied Candidates	Yes	Yes	Yes	Yes	No
5	Job Posting	Yes	Yes	Yes	Yes	No
6	Job Posting Authorized	Yes	Yes	Yes	Yes	No
7	Menu Access Permission	Yes	Yes	Yes	Yes	No
8	Registered Candidates	Yes	Yes	Yes	Yes	No
9	Short List Candidates	Yes	Yes	Yes	Yes	No
10	Short List Candidates Report	Yes	Yes	Yes	Yes	No
11	User Creation	Yes	Yes	Yes	Yes	No

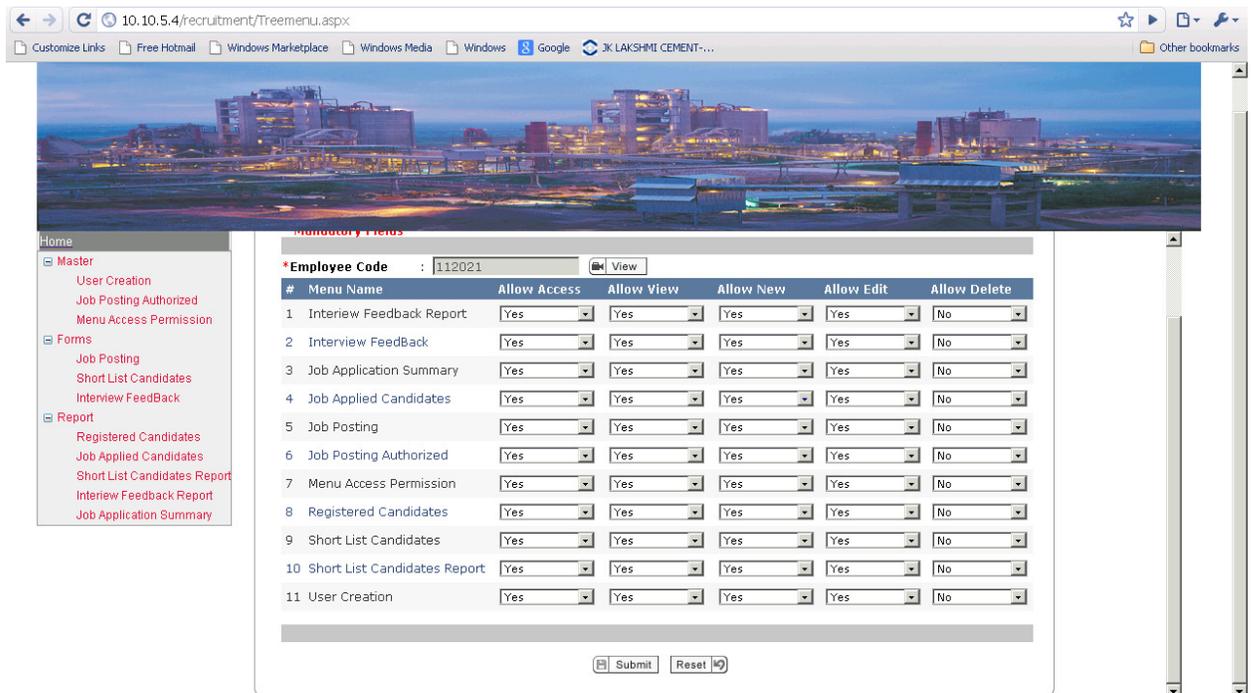
e.g. If we want user can only job a post .So in Job Post will row we will made allow access permission yes and allow add new yes. So in user login only job posting link will be available and other link on which we don't have give him permission will not available.

Give the required to the user and click on submit button to save the changes. For viewing all the entry in the system clicks on List icon. And for adding a new authorization again clicks on the new icon



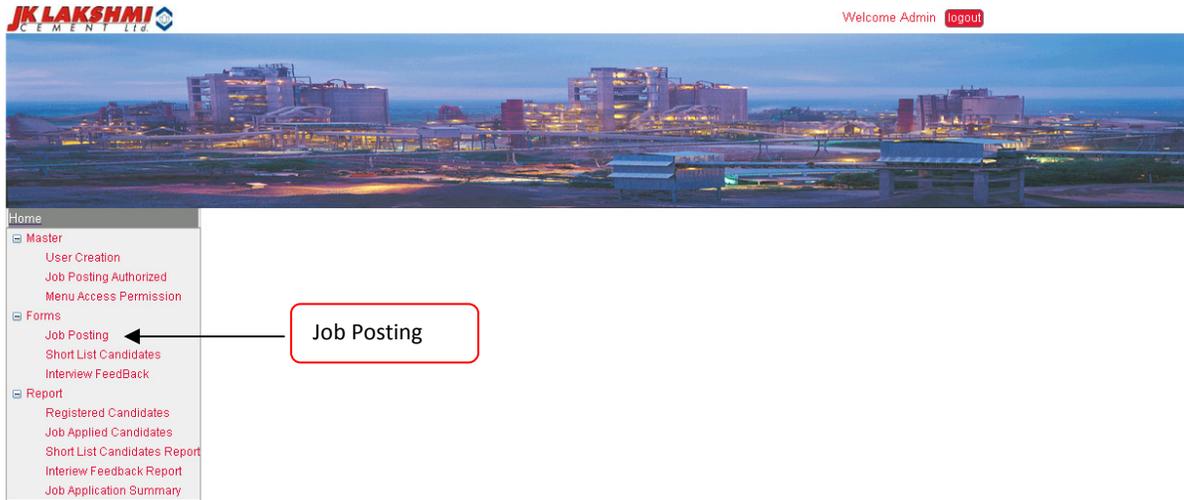
The List will show the entire list available in the system. For viewing the details click on the view icon and for makes changes in the authorization click on Edit icon.

Edit Screen will appear like this

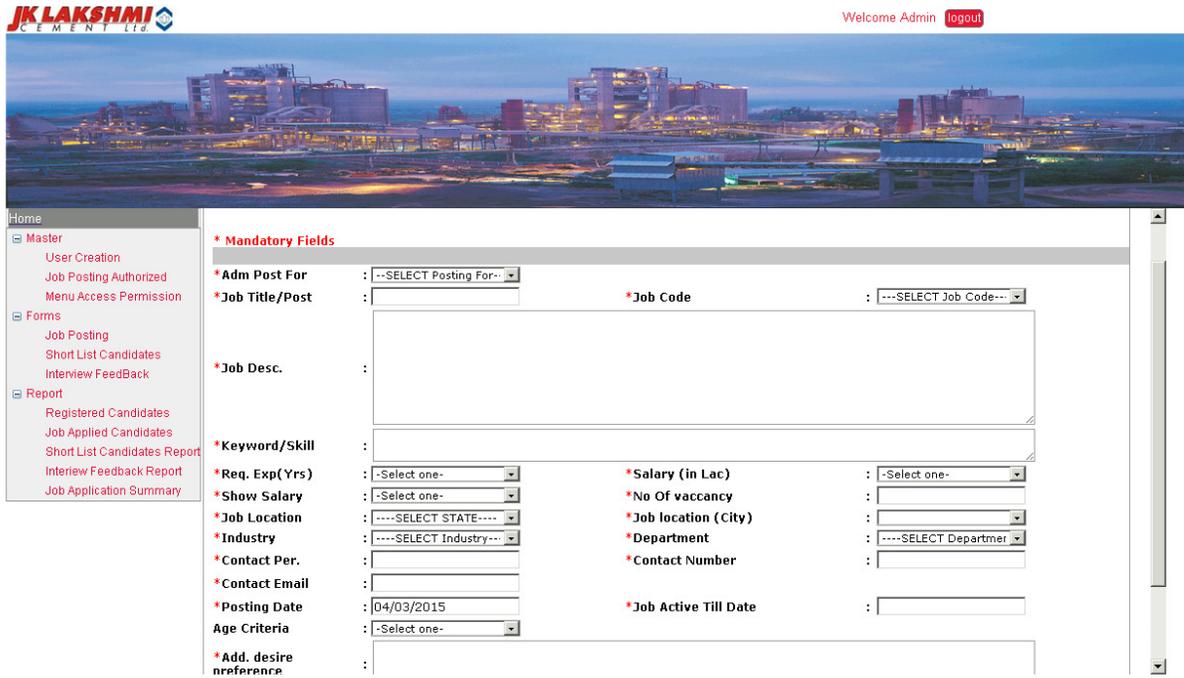


You can make the changes required and click on submit icon to save the desire changes.

To Post a job click on Job Posting Link



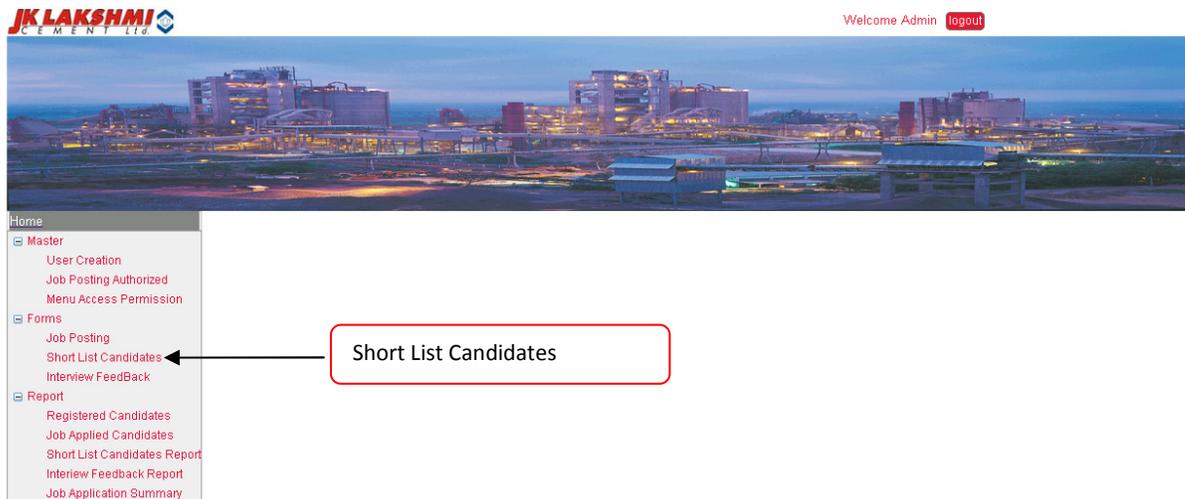
On Clicking following screen will appear



User can post job for only those location for which he has authorized. Fill the job detail and click on save button to save the changes. On saving the job will be available to the candidates on the home page.

Note: - Make keywords comma separated e.g. Hardware, LAN, network,

Once job is posted the applicant will apply on the relevant job. Admin now can shortlisted the applied candidates by viewing their profile from the report section. For Short listing the candidates click on short list candidate's link



On Click following screen will be available. Select the location and the job for which you want to select candidates and enter the interview date and time and location and click on view button. It will show all the candidates list who has apply for that job .Just check mark the check box of the candidates to whom you want to shortlist.

JKLAKSHMI CEMENT LTD. Welcome Admin [logout](#)

Short List Candidates

[Edit](#) [List](#)

*** Mandatory Fields**

*Auth. Loc. : SIROHI *Job Posted : Hardware--30000019
 *Int. Date : 06/03/2015 *Int. Time : 1:00 PM
 *Int. Place : SIROHI

#	Candinate Name	Date Of Birth	Industry	Depart	Current CTC	Expected CTC	Experience	Short List
1	Gaurav Sharma	31-MAY-1985	Cement	IT	1	2	2	<input type="checkbox"/>
2	Ram Prakash Sharma	10-FEB-1988	POP	IT	7.8	9.5	3	<input type="checkbox"/>
3	Vijay Sharma	03-FEB-1989	POP	CIVIL	3	4	3	<input checked="" type="checkbox"/>

[Submit](#) [Reset](#)

Click on save button to save the short list candidate's list. Once you done the process click on send mail icon to send the mail to all the short list candidates.

JKLAKSHMI CEMENT LTD. Welcome Admin [logout](#)

Short List Candidates

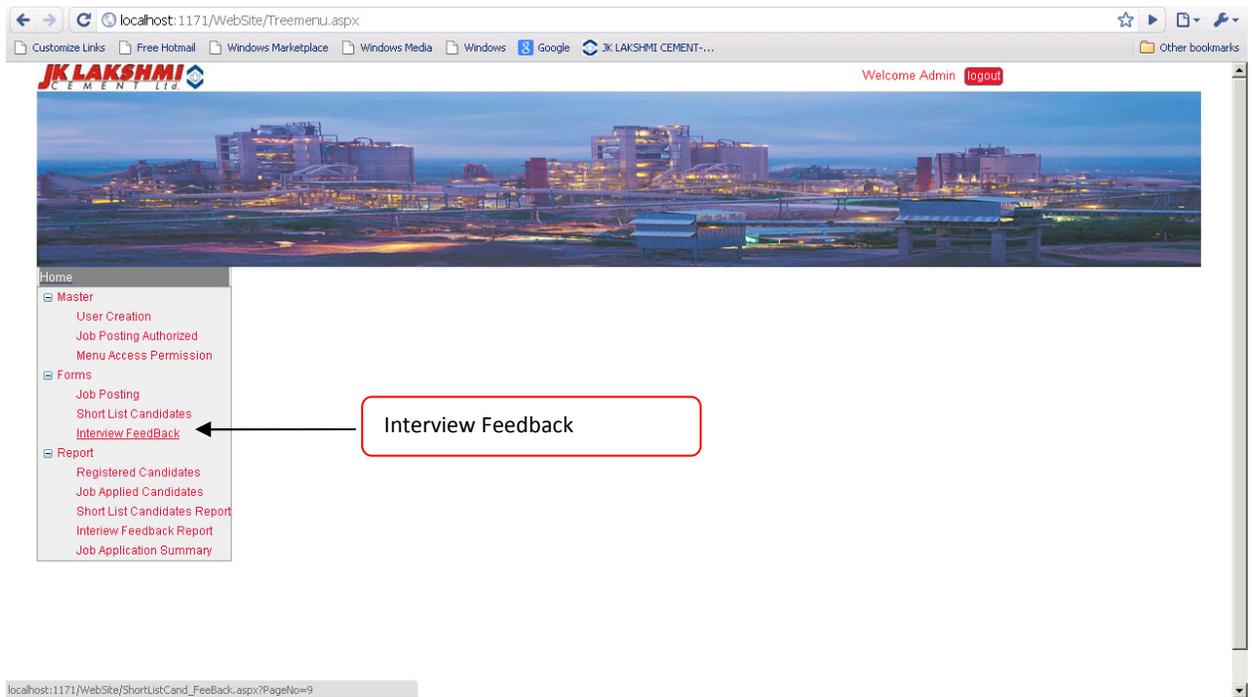
[New](#) [List](#)

#	Adm Loc	Job Title	Interview Date	Interview Time	Interview Place	View	Edit	Send Mail
1	DURG	HR,IR,ADMINISTRATION	06-MAR-2015	10 AM	DURG			
2	SIROHI	Hardware	06-MAR-2015	1 PM	SIROHI			

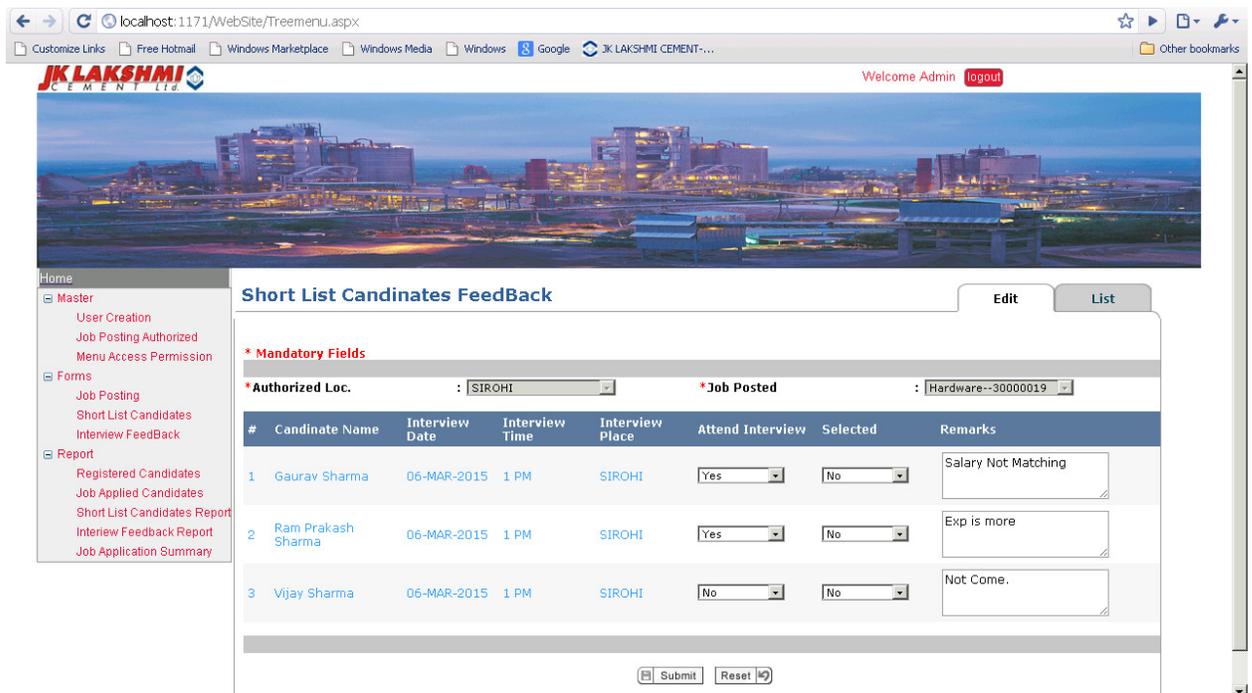
Total Records :

Note:- Once you send the mail you cannot make any changes in that short list candidate's selection entry.

You can also enter the feedback of short listed candidates by click on the feedback link.



Select the job location and the job and click on view button the list of shortlisted candidates will be available.
Now enter the remarks for the candidates as per the interviewer feedback.



You can view the candidates profile and can download their cv from the reports section

Registered Candidates report will contain data of all the candidates who are registered in the system. you can view the candidates profile and per your required search description.

Search Criteria

Current State Location	: --Select State--	Current City Location	: --Select City--
Total Experience	: --Select One--	Industry	: --Select Industry--
Department	: --Select Department--	Current CTC per annum	: --Select One--
Preferred Job Location	: --Select State--	Expected Salary (in Lac.)	: --Select One--

You can search either by his location, Department, industry, CTC etc. It will show the report like this.

View Search Panel

#	Candidate Name	Date Of Birth	Location	Mobile No	Total Exp.	Department	Qualification	Skills	Current Salary	Exp Salary	Detail	Download CV
1	B BANDOPADHYAYA JI	05-03-1981	RAJASTHAN--SIKAR	8966909175	1-3	IT	GRADUATION	HARDWARE,SERVER,	3-5	5-7	View Detail	Download CV
2	GAURAV SHARMA	31-05-1985	RAJASTHAN--KOTA	9828333117	1-3	IT	GRADUATION	IT,Hardware,Networking	0-3	3-5	View Detail	Download CV
3	MANOJ BOTHRA	11-02-1984	DELHI--NEW DELHI	1234567890	1-3	ELECTRICAL	GRADUATION	Electrical,Power,Voltage	0-3	3-5	View Detail	Download CV
4	RAVI SHARMA	03-03-1990	MAHARASHTRA--MUMBAI CITY	1234567890	7-10	FINANCE	POST GRADUATION	Accounts,Tax,Finance	7-9	7-9	View Detail	Download CV
5	RAM PRAKASH SHARMA	10-02-1988	DELHI--NEW DELHI	1234567890	1-3	IT	GRADUATION	Power,Electricity,voltage	0-3	3-5	View Detail	Download CV
6	VIJAY SHARMA	03-02-1989	GUJARAT--AHMEDABAD	1234567890	3-5	CIVIL	POST GRADUATION	CIVIL,CONSTRUCTION	5-7	7-9	View Detail	Download CV

Click on view detail to View the candidates profile or in case of downloading cv click on download Cv link. Candidates profile will be appear like this.

Customize Links Free Hotmail Windows Marketplace Windows Media Windows Google JK LAKSHMI CEMENT... Other bookmarks

Personal Detail

Candidate Name : B BANDOPADHYAYA JI **Email Id** : B.BANDOPADHYAYA@DURG.JKMAIL.COM
Father Name : TEST **Gender** : MALE
Date of Birth : 05-Mar-1981 **Marital Status** : MARRIED
Permanent Address : TEST, CITY :-SIKAR, STATE :-RAJASTHAN
Temporary Address : TEST, CITY :-SIKAR, STATE :-RAJASTHAN
Mobile Number : 8966909175 **Total Experience** : 1-3 yrs.
Higest Qualification : Graduation **Industry** : Cement
Department : IT **Current CTC per annum** : 3-5 per annum
Current Job Location : Rajasthan **Preffered Job Location** : Rajasthan
Willing to travel : Yes **Willing to Relocate** : Yes
Expected Salary (in Lac.) : 5-7 per annum **Skill Sets** : Hardware,Server,

Education Details
Work Experience Details
Attachments
User Job Histroy
Candidates Interview Feedback Detail

To view the profile of the candidates who had applied for the particular job click on job applied candidates report. This report will show the list of candidates applied in reference to the job posted

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Search Criteria

Authorized Location : --Select One-- **Job Posted** : --Select Job--
Total Experience : --Select One-- **Industry** : --Select Industry--
Department : --Select Department-- **Current CTC per annum** : --Select One--
Preffered Job Location : --Select State-- **Expected Salary (in Lac.)** : --Select One--
Show System Remarks : --Select One--

Submit Reset

[View Search Panel](#)

#	Job Code	Admin Job Posted Location	Candidate Name	Date Of Birth	Location	Mobile No	Total Exp	Department	Skills	Current Salary	Exp Salary	Detail	Download CV
1	HR_IR_ADMINISTRATION--30000015	DURG	B BANDOPADHYAYA JI	05-03-1981	RAJASTHAN--SIKAR	8966909175	1-3	IT	HARDWARE,SERVER,	3-5	5-7	View Detail	Download CV
2	ELECTRICAL--30000041	SIROHI	GAURAV SHARMA	31-05-1985	RAJASTHAN--KOTA	9828333117	1-3	IT	IT,Hardware,Networking	0-3	3-5	View Detail	Download CV
3	ELECTRICAL--30000041	SIROHI	RAVI SHARMA	03-03-1990	MAHARASHTRA--MUMBAI CITY	1234567890	7-10	FINANCE	Accounts,Tax,Finance	7-9	7-9	View Detail	Download CV
4	ELECTRICAL--30000041	SIROHI	RAM PRAKASH SHARMA	10-02-1988	DELHI--NEW DELHI	1234567890	1-3	IT	Power,Electricity,oltage	0-3	3-5	View Detail	Download CV
5	ELECTRICAL--30000041	SIROHI	VIJAY SHARMA	03-02-1989	GUJARAT--AHMEDABAD	1234567890	3-5	CIVIL	CIVIL,CONSTRUCTION	5-7	7-9	View Detail	Download CV
6	HARDWARE--30000019	SIROHI	B BANDOPADHYAYA JI	05-03-1981	RAJASTHAN--SIKAR	8966909175	1-3	IT	HARDWARE,SERVER,	3-5	5-7	View Detail	Download CV
7	HARDWARE--30000019	SIROHI	GAURAV SHARMA	31-05-1985	RAJASTHAN--KOTA	9828333117	1-3	IT	IT,Hardware,Networking	0-3	3-5	View Detail	Download CV
8	HARDWARE--30000019	SIROHI	RAVI SHARMA	03-03-1990	MAHARASHTRA--MUMBAI CITY	1234567890	7-10	FINANCE	Accounts,Tax,Finance	7-9	7-9	View Detail	Download CV
9	HARDWARE--30000019	SIROHI	RAM PRAKASH SHARMA	10-02-1988	DELHI--NEW DELHI	1234567890	1-3	IT	Power,Electricity,oltage	0-3	3-5	View Detail	Download CV
10	HARDWARE--30000019	SIROHI	VIJAY SHARMA	03-02-1989	GUJARAT--AHMEDABAD	1234567890	3-5	CIVIL	CIVIL,CONSTRUCTION	5-7	7-9	View Detail	Download CV

Short list Candidates Report will show the list of short list Candidates against the job posted

#	Candidate Name	Job Title	Interview Date	Interview Time	Interview Place	Mobile No	Email ID
1	GAURAV SHARMA	Hardware--30000019	02-MAR-2015	1 PM	SIROHI	9828333117	gaurav.eck@gmail.com
2	RAM PRAKASH SHARMA	Hardware--30000019	02-MAR-2015	1 PM	SIROHI	1234567890	ram@gmail.com
3	VIJAY SHARMA	Hardware--30000019	02-MAR-2015	1 PM	SIROHI	1234567890	vijay@gmail.com

Interview Feedback report will show the feedback of the selected candidates against the job posted

#	Candidate Name	Job Title	Interview Date	Interview Time	Interview Place	Interview Attend	Get Selected	Remarks	Mobile No	Email ID
1	GAURAV SHARMA	HARDWARE	02-MAR-2015	1 PM	SIROHI	YES	NO	SALARY NOT MATCHING	9828333117	gaurav.eck@gmail.com
2	RAM PRAKASH SHARMA	HARDWARE	02-MAR-2015	1 PM	SIROHI	YES	NO	EXP IS MORE	1234567890	ram@gmail.com
3	VIJAY SHARMA	HARDWARE	02-MAR-2015	1 PM	SIROHI	NO	NO	NOT COME.	1234567890	vijay@gmail.com

2) User Level

When a user enter the url <http://125.21.155.16/recruitment/> the following screen will appear

JK LAKSHMI CEMENT LTD.

JK LAKSHMI ABOUT US CORE BUSINESS INVESTORS CAREERS MEDIA ROOM

CAREER WITH US
We Care for Your Talent

Home > Career

CAREERS

When you join JK Lakshmi, you'll join talented and diverse people, working to make a difference in the world and make our company successful. Our people work on challenging and meaningful projects and are trusted to take on responsibility early in their careers. Their contributions are valuable to our company, our customers, our communities and our shareholders.

JK Lakshmi is a place for your skills, ideas and interests here, along with opportunity to set the pace for years to come.

JOIN JK

At JK Lakshmi, we're not just doing a job - We offer an challenging career to make life better...

[Read more...](#)

LEARNING & GROWTH

JK Lakshmi is a place for your skills, ideas, to learn and to grow...

[Read more...](#)

JOBS AT JK LAKSHMI

Browse through our list of current vacancies in the JK Group. If you are meeting the job...

[Read more...](#)

[Register](#) [Login](#) [Search Job](#)

APPLY

Apply for a position in the JK Group

[Read more...](#)

CAMPUSES & US

JK, being a rapidly growing organization, is always in need of the right talent to efficiently...

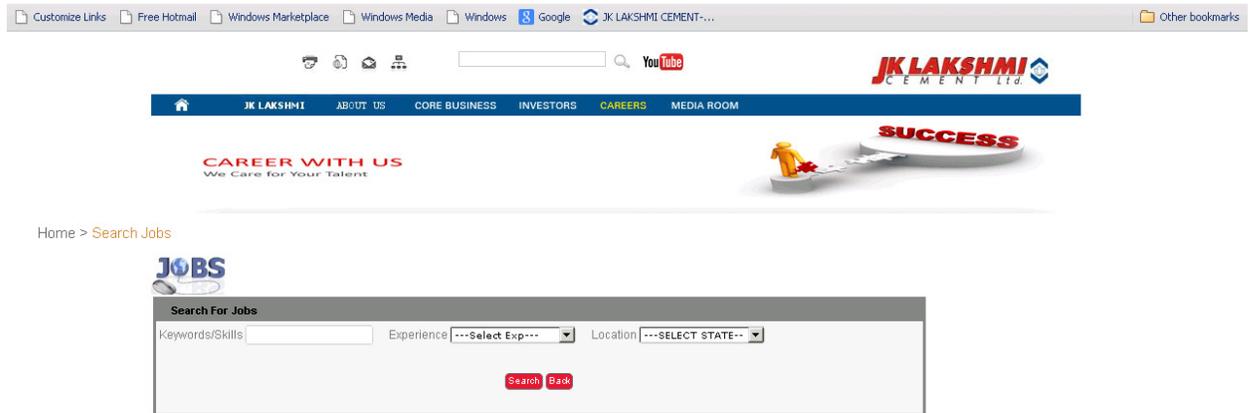
[Read more...](#)

If the user is not registered on the portal he can registered himself by clicking on Register click and completing his profile.

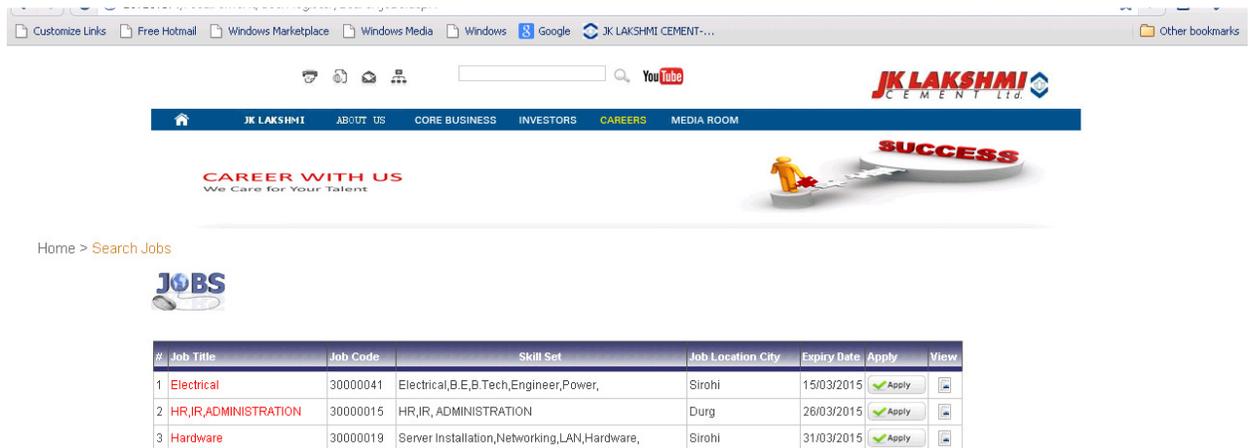
If a user his already registered he can apply for the job by searching the relevant job from the search link and apply on it.

User can also login in his account by the login link to update his profile.

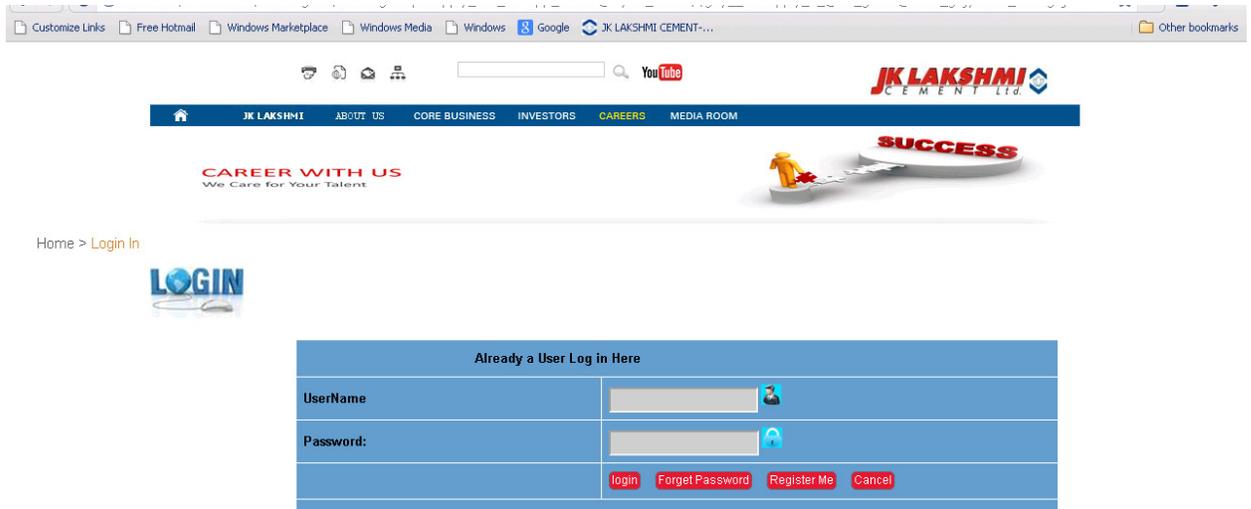
For searching a job click on search link on which following screen will open.



User can view all the jobs by clicking on the search button or can search a particular job from the search criteria.

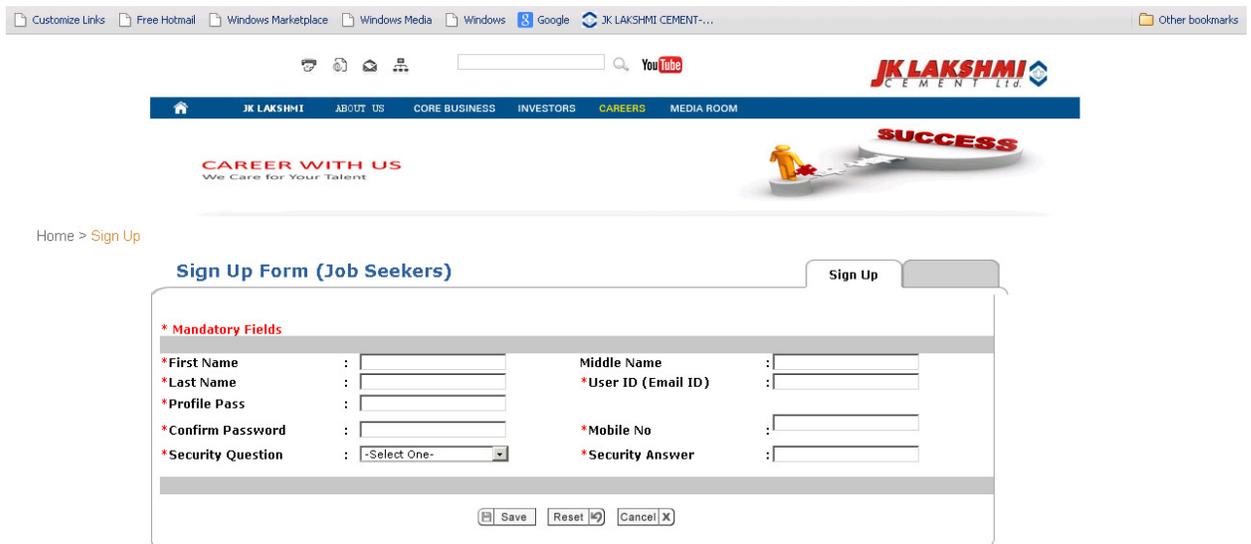


User can view the job description by clicking on the view icon or can apply by clicking on the apply icon. On clicking apply user will be redirection to the login page.



User can enter his registered user id and password to login; if he is an already registered user otherwise he can click on register icon to register himself first before applying.

If a user is not registered then he will click on register icon and following screen will open



For registrations user will fill the sign up detail first by using his valid email id. This email id will be use as login user id in the login form. When user click on save icon an OTP will be generated to his mobile no for the verification once it's get verified then only user can login into the system.

On successful sign user will required to complete his profile i.e. personal, educational, work exp., uploading his CV and finally releasing the profile as shown.

Personal

Registration Form

Personal Details | Education Details | Work Experience Detail | Attachments | Release

* First Name : RAM Middle Name : PRAKASH
 * Last Name : SHARMA * Email Id : RAM@GMAIL.COM
 * Father Name : RAM FATHER * Gender : Male
 * Date of Birth : 10/02/1988 * Marital Status : Married
 * Permanent Address : DELHI
 * State : Delhi * City : New Delhi
 * Temporary Address : DELHI
 * State : Delhi * City : New Delhi
 * Mobile Number : 1234567890 * Total Experience : 1-3
 * Highest Qualification : Graduation * Industry : POP
 * Department : IT * Current CTC per annum : 0-3
 * Current Job Location : Delhi * Preferred Job Location : Delhi
 * Willing to travel : Yes * Willing to Relocate : no
 * Expected Salary (in Lac.) : 3-5 * Skill Sets : Power,Electricity,Voltage

Save Reset

Educational

Registration Form

Personal Details | Education Details | Work Experience Detail | Attachments | Release

* Education : --SELECT EDUCATION-- * Board/University :
 * School/College : * Year Of Passing :
 * Percentage : * Course Duration :
 * Course/Subject :
 + ADD

#	Education	Board/University	School/College	Year Of passing	Percentage	Duration of Course	Branch/Subject	Edit
1	X	Delhi	Dps	2001	75.63	1	X	
2	XII	Delhi	Dps	2003	65.45	1	Science/Maths	
3	Graduation	Delhi	Dts	2007	56.36	4	B.E. (Electrical)	

Save Reset

Note:-Click on Save Icon, To save the Changes

Work exp

Registration Form

Personal Details | Education Details | **Work Experience Detail** | Attachments | Release

*Company Name : *From Date :
 *To Date : *Position Held :
 *Last CTC Drawn (Annually in Lac.) : --Select one-- *Industry : --SELECT Industry--
 *Department : --SELECT Department-- *Remarks :
 *Main Responsibilities :

#	Company	From Date	To Date	Position Held	Last CTC Drawn	Industry	Department	Main Responsibilities	Remarks	Edit
1	A Company	03/02/2012	10/02/2013	Traniee	1-3	POWER	ELECTRICAL	Na	NA	
2	Y Company	11/02/2013	23/02/2015	Engineer	3-5	POP	ELECTRICAL	Maintaining Powe Plant	Plant Maintenance	

Note:-Click on Save Icon, To save the Changes

Document

Registration Form

Personal Details | Education Details | Work Experience Detail | **Attachments** | Release

*Document Type : --SELECT DOCUMENT--
 *Upload File : No file chosen Upload Only PDF,JPG,DOC Files

#	Document Type	Document	View Document	Del
1	CV	TestUpload.doc	View	

Note:-Click on Save Icon, To save the Changes

Registration Form

Personal Details | Education Details | Work Experience Detail | Attachments | **Release**

If u have done with the process release the process by checking the checkbox so that it will be available to the recruiter

User has to finally check mark the check for marking his profile available to the user.

User can also edit his profile and can view the previous job applied by login into his account as shown.



My Dashboard

View already applied job list:

#	Job Title	Job Code	Skill Set	Job Location City	Applied Date
1	Hardware	30000019	Server Installation,Networking,LAN,Hardware,	Sirohi	23/02/2015
2	Electrical	30000041	Electrical,B.E,B.Tech,Engineer,Power,	Sirohi	23/02/2015

To edit the profile user has to click on My Profile Link



My Dashboard

He can edit his profile as required

Customize Links Free Hotmail Windows Marketplace Windows Media Windows Google JK LAKSHMI CEMENT... Other bookmarks

JK LAKSHMI CEMENT LTD. My Profile | My Dashboard | Account Settings | Sign Out
Welcome | Ram



Registration Form

Personal Details | Education Details | Work Experience Detail | Attachments | Release

* First Name	: RAM	Middle Name	: PRAKASH
* Last Name	: SHARMA	* Email Id	: RAM@GMAIL.COM
* Father Name	: RAM FATHER	* Gender	: MALE
* Date of Birth	: 10/02/1988	* Marital Status	: MARRIED
* Permanent Address	: DELHI		
* State	: DELHI	* City	: NEW DELHI
* Temporary Address	: DELHI		
* State	: DELHI	* City	: NEW DELHI
* Mobile Number	: 1234567890	* Total Experience (Yrs.)	: 3
* Highest Qualification	: GRADUATION	* Industry	: POP
* Department	: IT	* Current CTC / annum (Lacs)	: 7.80

For changing the password click on Account Setting

Customize Links Free Hotmail Windows Marketplace Windows Media Windows Google JK LAKSHMI CEMENT... Other bookmarks

JK LAKSHMI CEMENT LTD. My Profile | My Dashboard | Account Settings | Sign Out
Welcome | Ram



Account Settings

CHANGE PASSWORD

Name

Email ID (Username)

Change password

To reset your password, provide your current password

Current Password

New Password

Confirm Password

Note: Do not left screen ideal for more than 10 mins. This will lead to expire you session and you have to re login and all your unsaved changes will be lost.