

Manual for employers

How an employer can use <http://pgrkam.com/> portal:

1. Registration and logging in.
2. Updating the Profile.
3. Posting Jobs.
4. Responding to applied jobs.

Registration and logging in

- 1.1 Enter the URL <http://pgrkam.com/> on your web browser. If you are new user click on the highlighted link as displayed in the image given below.



- 1.2 Select the user as Employer and fill the form for registration on the portal. On click of Submit button, an SMS with username & password along with OTP will be sent to your registered mobile number. User will have to enter the OTP in the input box provided for account verification.

Read the Instructions below, before registration with this portal.

- All the fields having asterisk(*) sign are compulsory to fill
- Please enter correct mobile number. It is necessary for registration verification.
- Please have your registered mobile with you. after form submission OTP will be sent on mobile for verification
- You can use mobile number only once for registration
- Your Username, Password and verification OTP will be sent to your registered mobile number after submit.
- You will be asked for OTP to verify, use OTP sent on your mobile phone
- Only verified user can login to their account with username, and password sent to your mobile

If already registered [Login](#).

Please select the type of user that you want to register *

Employer

Enter name of the Organization in the box provided, that you want to register. *

Enter Organization Name

Please select category of the Organization, from the dropdown list. *

Select Organization Category

Please select state of the Organization, from the dropdown list. *

Select State

Please select your district from the dropdown box given *

Select District

Enter the website of the Organization, in the box provided. (Optional)

eg. <http://www.ghargharrozgar.gov.in>

Enter the PAN(Personal Account Number) of the Organization, in the box provided. *

Enter Organisation Pan

Please enter your email address in the box provided (optional)

eg. name@example.com

Please enter your currently working mobile number, you want to register *

10 digit mobile number

I agree all the terms and conditions before registration on this portal *

Submit

1.3 After registration, to sign in to your account (link <http://pgrkam.com/signin>), enter username and password and click on Log In button.

1.3.1 In case you want to change your password, click on Forgot password (link <http://pgrkam.com/resetpassword>).

1.3.2 If no SMS is received on your registered number after successful registration is done, you can click Login with OTP (<http://pgrkam.com/signin-with-otp>) to login into your account using registered number and the OTP.

Updating the profile

2.1 After successful login, user dashboard will be displayed, click on 'Instructions for using this dashboard' to view the relevant instructions.



2.1.1 Dashboard display items

Scheduled Job Interviews – All the latest posted jobs with interview dates, venue and link for applied candidates will be displayed.

Recent Job Postings- All the latest non-expired jobs will be displayed.

Job Posting Achieve- All the expired jobs posted by employer will be displayed

2.2 Employer can update their profile by **Update Profile** menu.

The screenshot shows the 'Organisation Profile' update form. It is divided into several sections: 'Registered Office' with fields for 'Address Line 1', 'Address Line 2', 'Address Line 3', 'State', and 'Pincode'; 'Unique Information' with fields for 'Organization Name', 'Organization Type', 'Organization Size', and 'Year of incorporation'; and 'Contact Info' with fields for 'Contact person', 'Designation', 'Phone number', and 'Email'. Each field has a corresponding input box or dropdown menu. The form is set against a light gray background with orange accents.

Posting Jobs

3.1 Employer can post jobs by **Post Job Vacancies** menu.

The screenshot shows a web form titled "Post Job Vacancies" with the following fields and sections:

- Job title/Designation:** A text input field with the placeholder "Enter job title".
- Gender:** A dropdown menu with "Both" selected.
- Job location:** A search box and a list of states including Jammu & Kashmir, Himachal Pradesh, Punjab, Chandigarh, Uttarakhand, Haryana, Nct Of Delhi, and Rajasthan. The main area shows "None Selected" and "No Items...".
- District:** A search box and a list of districts. The main area shows "None Selected" and "No Items...".
- Experience type:** A dropdown menu with "Select experience type" selected.
- Salary (Rs):** A text input field with "Salary (Rs)" as a placeholder. Below it are labels for "Minimum" and "Maximum" with "(INR per month)" in red text.
- Salary Type:** A dropdown menu with "Monthly" selected.
- Education Level:** A dropdown menu with "Select Education" selected.
- Job vacancy expiration:** A text input field with the placeholder "Enter expiry date".
- Required Qualification:** A section with a search box and a list of qualifications. The main area shows "None Selected" and "No Items...".

3.1.1 Employer can search Jobseekers and send invitation to them as shown in the picture below:

The screenshot shows a web form titled "Search Jobseekers" with the following fields and sections:

- Vacancies:** A dropdown menu with "PHP Web Developer" selected.
- Location:** A dropdown menu with "Amritsar" selected.
- Education:** A dropdown menu with "Graduate" selected.
- Gender:** A dropdown menu with "Select Gender" selected.
- Experience:** A dropdown menu with "Select Experience" selected.
- Age:** A text input field with the placeholder "Enter age".
- Search:** An orange button.
- Results:** A section showing two jobseekers:
 - Sanjeev Singh:** Location: Amritsar, Gender: Female, Education: Graduate. An orange "Send" button is next to his name.
 - Lokesh Arya:** Location: Amritsar, Gender: Male, Education: Graduate. An orange "Send" button is next to his name.A red arrow points to the "Send" button for Sanjeev Singh.

Responding to applied jobs

4.1 Employer can view the candidates who applied for jobs posted by 'Response to posted job vacancies' menu.

Scheduled Interviews						
Candidates who accepted the invitation						
#	Job Title	Date of Interview	Newly applied candidates	Shortlisted candidates	Venue of Interview	Posted date
1	PHP Web Developer	04-06-2020	0	Shortlisted candidates	Mohali	21-05-2020
2	Kendriya Krishi Vikas Sansthan Recruitment	05-06-2020	0	Shortlisted candidates	Kendriya vidalaya	28-05-2020
3	Kendriya Krishi Vikas Sansthan	05-06-2020	0	Shortlisted candidates	Kendriya vidalaya	28-05-2020
4	Test job 1	06-06-2020	0	Shortlisted candidates	Sector 41	28-05-2020
5	My first post	06-06-2020	0	Shortlisted candidates	Kendriya vidalaya	29-05-2020
Candidates who applied without invitation						
#	Job Title	Date of Interview	Newly applied candidates	Shortlisted candidates	Venue of Interview	Posted date
1	PHP Web Developer	04-06-2020	0	Shortlisted candidates	Mohali	21-05-2020
2	Kendriya Krishi Vikas Sansthan Recruitment	05-06-2020	0	Shortlisted candidates	Kendriya vidalaya	28-05-2020
3	Kendriya Krishi Vikas Sansthan	05-06-2020	0	Shortlisted candidates	Kendriya vidalaya	28-05-2020
4	Test job 1	06-06-2020	0	Shortlisted candidates	Sector 41	28-05-2020
5	My first post	06-06-2020	0	Shortlisted candidates	Kendriya vidalaya	29-05-2020

4.1.1 Candidates who accepted the invitation

The candidate who accepted invitation sent by the employer will be displayed here. Employer can view the Shortlisted candidates for a particular job and can change status (accepted for job, rejected, in pipeline) after taking interview.

4.1.2 Candidates who applied without invitation

Employer can view the candidates who applied and select their profile for interview by **Newly applied candidates**. The Newly applied candidate's column is displaying the count of newly applied candidates along with the list. When Employer selects the status as 'Selected for Interview', the interview details (having Interview date, time, venue, contact person, contact number) will be displayed on Jobseeker's Applied Job section.

Employer can view shortlisted candidates for interview for a particular post and can change status (accepted for job, rejected, in pipeline) after taking interview.