

# **E-RECRUITMENT SYSTEM : INSTRUCTION MANUAL FOR CANDIDATES**

## **PREFACE :**

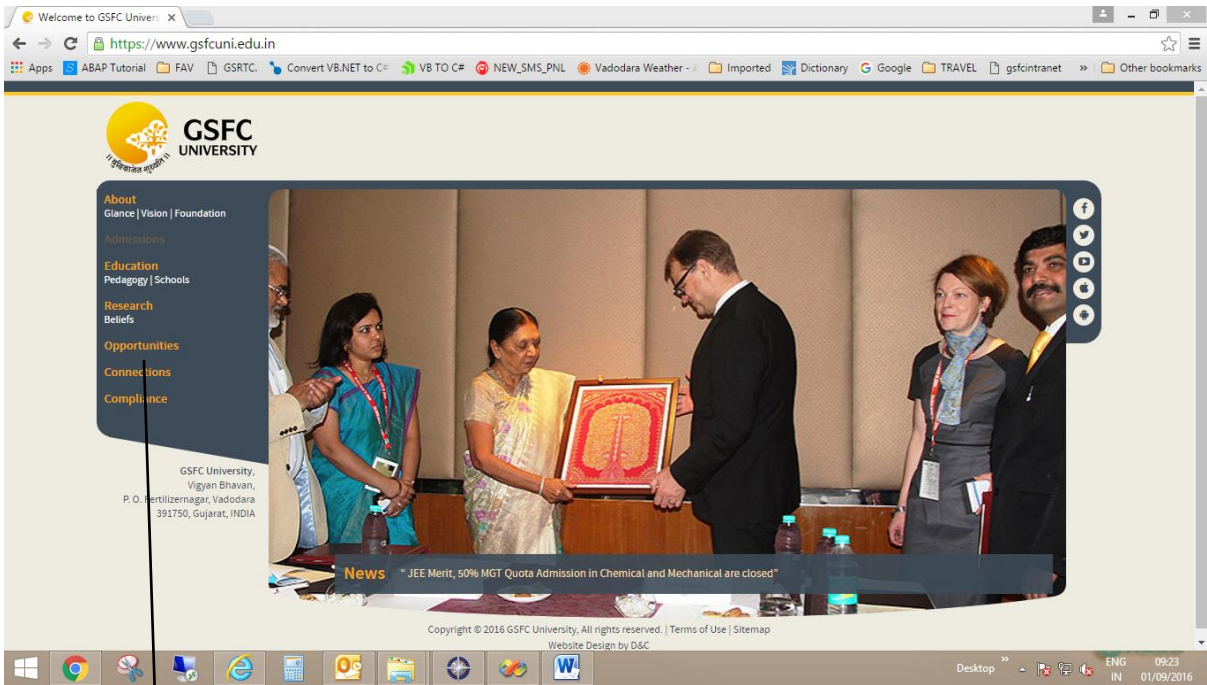
E-Recruitment is now accepted as the standard method for recruitment process in most of the companies. GSFC University has developed a seamless, transparent and unbiased customized application for purpose of application acceptance, on-line test, interview and finally appointment. As per standard procedure all information declared by the candidate will be treated as true and incase of discrepancy the candidate's application will be disqualified.

Following steps are the instructions for entering data :

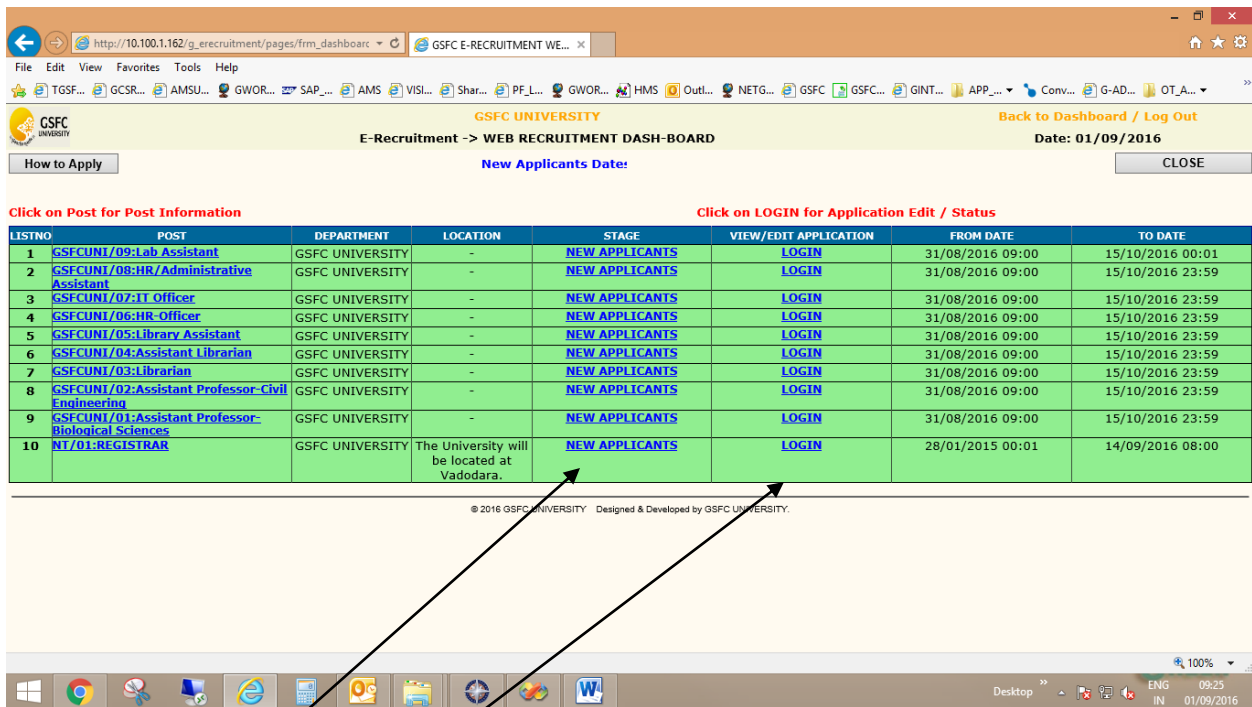
## **ON-LINE APPLICATIONS ACCEPTANCE**

### **1) LOGIN – INTERNET**

Click on <https://www.gsfcuni.edu.in/>



Click on Opportunities



Click on **New applicants** for Fresh Application

Click on **Login** for Viewing/Editing the Application.

# **1) Token Generation Process :**

The screenshot displays a web browser window with the URL [http://10.100.1.162/g\\_erecruitment/pages/frmtoken\\_gen...](http://10.100.1.162/g_erecruitment/pages/frmtoken_gen...). The page title is "APPLICATION TOKEN GENERATION & PASSWORD CREATION". The header includes the GSFC University logo and navigation links: "Back to Dashboard / Log Out" and "Date: 01/09/2016". The page content shows the following form fields:

- Title :** DR (dropdown menu)
- First Name :** PRATHMESH
- Middle Name :** HARSHADBHAI
- Surname :** GOHEL
- Date of Birth :** 08/05/1979 (calendar icon)
- Email :** phgohel@gscfld.com (clear button)

A "Generate Token" button is located below the email field. The page also displays "Post Name : Assistant Professor-Biological Sciences" and "Post Code : GSFCUNI/01".

The Token Generation process page allows a Candidate to generate a new Token Number for applying to specific Posts which are open currently in GSFC University Website.

In the Token Generation page Candidate has to specify his/her Title, First name, Middle Name, Surname, Category and date of Birth, Email.

All Fields in this page are Compulsory.

1. Title – Mr/Mrs/Dr etc available in dropdown
2. First name / Middle Name / Surname – As Written in his Board Mark sheet
3. Date of Birth – Correct Birth date As Specified in his School LC or Some other Certificate
4. E-mail – Candidates E-Mail Address For Future Correspondent.

After filling all details in this form Candidate has to Click on Generate Token Button. A new Token is generated for the candidate as below

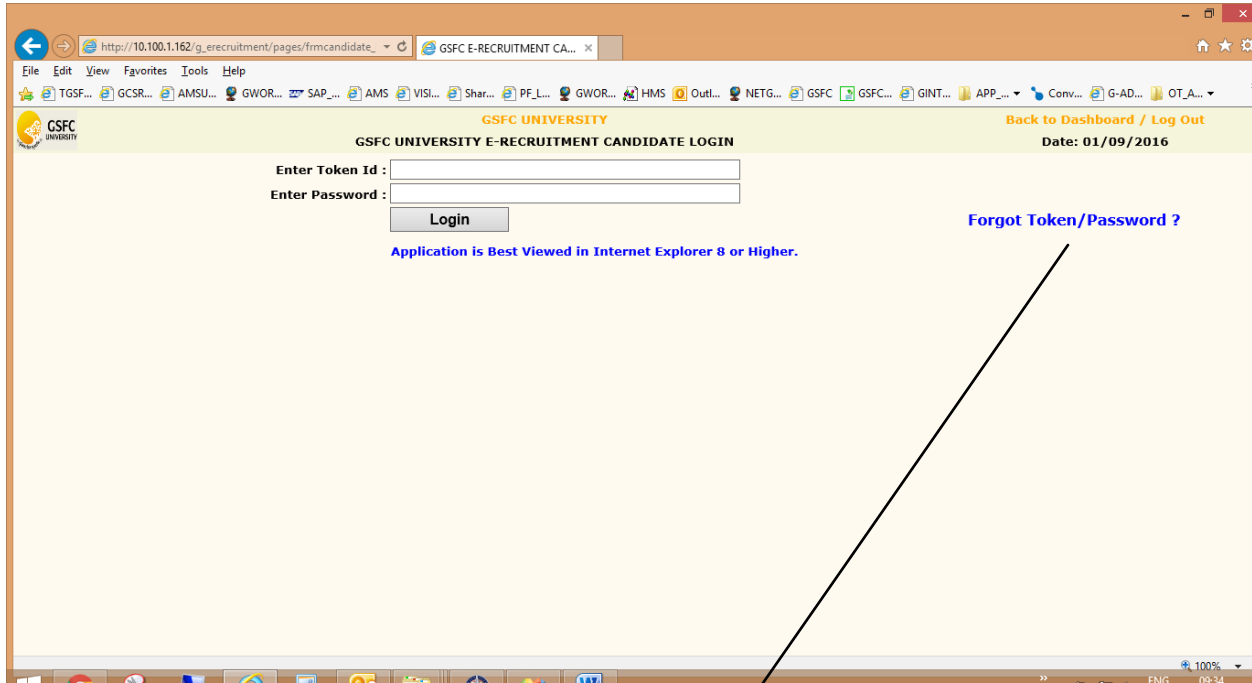
The screenshot displays a web form titled "TOKEN GENERATION" with a light green header. Below the header, there is a "Title" dropdown menu currently set to "MR.". A "Microsoft Internet Explorer" dialog box is overlaid on the form, containing a yellow warning icon and the following text: "Your Token No. Generated Successfully", "Your Token No. is : 1069107537", "Scroll Down to See Token Number and enter Password for filling the Application", and "Please Save Your Token Number and Password for Viewing / Editing your Application". An "OK" button is located at the bottom of the dialog box. Below the dialog box, the "Email" field is populated with "bdmanica@gstcfd.com". A "Generate Token" button is positioned below the email field. Underneath, the "Your Token Id" field displays "1069107537" in a yellow highlight. Below this are two password fields labeled "Enter Password" and "Confirm Password". At the bottom of the form is an "Application Entry" button.

**WARNING!** - Candidate must remember this Token number - password for future transactions (Candidate can cut-paste this on a text file)

System will ask Candidate to enter his Password along with Confirm Password for this Token Candidate Has to Click on Application Entry Button

## **2) Application Login Process :**

A Login Page is opened for Candidate where Candidate will enter with Token ID and Password and Click on Login Button.



If Candidate has forgot his token id or password then candidate has to click on Forgot Token/Password & fill the details that candidate has given for the generation of token id. The Token id & Password will be emailed on candidate's email-id that he has given during the token generation stage.

### 3) Candidate Registration Process :

A new form is opened GSFC University: Employment Application Form as Below.

**GSFC UNIVERSITY**  
EMPLOYMENT APPLICATION FORM  
Date: 01/09/2016  
Post Name : Assistant Professor-Biological Sciences  
Post Code : GSFUNI/01  
Last Date of Submission: 15/10/2016 23:59  
Application Status : Incomplete  
For Registration of Application : Click on SUBMIT AP

Personal Details | Upload Photo & CV | Qualification Details | Experience Details

Name: PRATHMESH HARSHADBHAI GOHEL  
Email: phgohel@gsfcltd.com  
Birth Date: 08/05/1979  
Token number: 1208514933

Present Address: [Empty]  
STD Code: [Empty]  
Phone No.: [Empty]  
Mobile Number: [Empty]  
Employment Exchange Reg. No: [Empty]

City: [Empty]  
Pincode: [Empty]  
State: GUJARAT

SAVE PERSONAL DETAILS

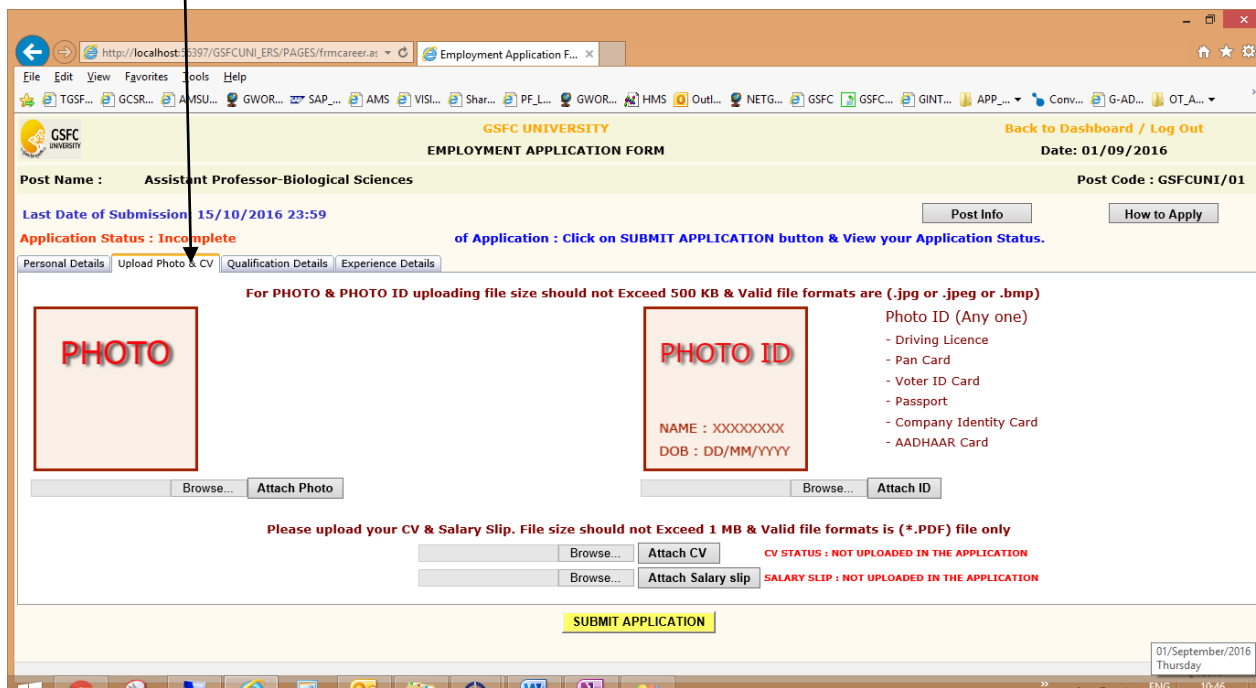
**DECLARATION**  
A. If any information stated by me in this application found incorrect, my employment with company is liable for immediate termination without payment of any compensation thereof.  
B. I declare that I had no previous conviction.  
 I Agree for A & B

SUBMIT APPLICATION

Candidate Name, Birth date E-Mail ID Token Number is displayed as entered in token generation. Candidate has to enter his/her Present Address for future Correspondence, STD Code, Phone Number (land line), Mobile Number, City, Pin Code, State within India.

Candidate has To Click on SAVE PERSONAL DETAILS Button to Save His Personal detail.

Click on Upload Photo Tab a New Tab will open as below



Candidate will upload his/her Passport Size Photograph and a valid Photo ID Proof. Clicking on Browse Button the File Browse dialog box appears. Candidate can navigate to location where Digital Photo is stored and select it. Clicking on Open Button in browse dialog box it will Select Digital Photo then Clicking on Attach Photo Button will Save Your Photo in ERS System . Procedure is to be repeated for Photo ID Proof.

Candidate has to Upload his CV in PDF Format only. Uploading of CV is compulsory.

Similarly Candidate has to upload his Salary Slip in PDF Format Only. Uploading of Salary Slip is not compulsory.

Photo and Photo ID Proof will be selected as per above Screen.

**GSFC UNIVERSITY**  
EMPLOYMENT APPLICATION FORM  
Date: 01/09/2016  
Back to Dashboard / Log Out

Post Name : Assistant Professor-Biological Sciences  
Post Code : GSFCUNI/01

Last Date of Submission: 15/10/2016 23:59  
Application Status : Incomplete  
For Registration of Application : Click on SUBMIT APPLICATION button & View

Personal Details | **Upload Photo & CV** | Qualification Details | Experience Details

**For PHOTO & PHOTO ID uploading file size should not Exceed 500 KB & Valid file formats are (.jpg or .jpeg or .bmp)**

**Photo ID (Any one)**

- Driving Licence
- Pan Card
- Voter ID Card
- Passport
- Company Identity Card
- AADHAAR Card

**Please upload your CV & Salary Slip. File size should not Exceed 1 MB & Valid file formats is (\*.PDF) file only**

**CV STATUS : NOT UPLOADED IN THE APPLICATION**

**SALARY SLIP : NOT UPLOADED IN THE APPLICATION**

**SUBMIT APPLICATION**



Click on Qualification detail Tab it will open Qualification Detail Entry Tab as Below :

The screenshot shows the 'Qualification Details' tab of the GSFC University Employment Application Form. The page header includes the GSFC University logo, the text 'GSFC UNIVERSITY EMPLOYMENT APPLICATION FORM', and navigation links 'Back to Dashboard / Log Out' and 'Date: 22/11/2016'. The user's 'Post Name' is 'Registrar' and 'Post Code' is 'GSFCUNI/10'. The 'Last Date of Submission' is '07/12/2016 23:59'. The 'Application Status' is 'Accepted'. There are buttons for 'Post Info' and 'How to Apply'. Below the status, there are tabs for 'Personal Details', 'Upload Photo & CV', 'Qualification Details' (which is active), and 'Experience Details'. The main content area is a table with columns: SRNO, Degree Type, Degree, Main Subject, Year of Passing, Per.(%), Name of College/Institute, and Remarks. It contains two entries: SRNO 1 (Main Degree: POST GRADUATE, ADVANCE MECHANIC INSTRUMI, 2006, 75%, UBUBF, BFCBUF) and SRNO 2 (Additional Degree: 1ST BOILER PROF, ACCOUNTANCY, 2007, 60%, FRGFR). Below the table are sections for uploading certificates and marksheet, with 'Browse...' buttons and 'Attach' buttons. A 'Save Qualification' button is at the bottom of the form, and a yellow 'SUBMIT APPLICATION' button is at the very bottom of the page.

SRNO	Degree Type	Degree	Main Subject	Year of Passing	Per.(%)	Name of College/Institute	Remarks
1	Main Degree	POST GRADUATE	ADVANCE MECHANIC INSTRUMI	2006	75	UBUBF	BFCBUF
2	Additional Degree	1ST BOILER PROF	ACCOUNTANCY	2007	60	FRGFR	

Candidate has to select his Main Degree and Additional Degree along with all details.

Clicking on Save Qualification Button will Save Candidate Qualification as entered in Form. ERS system will give Alerts to Candidate – e.g. Percentage Criteria Not match /Year of Passing not matching etc.

Candidate not fulfilling all Post Criteria will not be allowed to Save his/her Qualification. Candidate qualification information remains incomplete and will be treated as not eligible.

Click on Experience Details Tab to enter post experience of Candidate as shown in below screen

The screenshot shows the 'Experience Details' tab of the 'EMPLOYMENT APPLICATION FORM' for GSF University. The form is for a candidate applying for the post of 'Assistant Professor-Biological Sciences'. The application status is 'Incomplete'. The 'Experience Details' section contains a table for entering work history. A red instruction states: '\* Candidate has to enter the latest Experience at the top followed by other previous experiences in descending year wise order.' The table has columns for 'PRESENT DESIGNATION', 'SRNO', 'Company', 'Location', 'From Date', 'To Date', 'Exp.in (Days)', and 'Remarks'. The first row is pre-filled with '1' in the SRNO column. Below the table are buttons for 'Add', 'Update', 'Delete', 'Save Experience', and 'SUBMIT APPLICATION'.

PRESENT DESIGNATION	SRNO	Company	Location	From Date	To Date	Exp.in (Days)	Remarks
	1			DD/MM/YYYY	DD/MM/YYYY		

Candidate can Add as many Experience detail depending on Type of Post he/she applies.

Add /Update/ Delete buttons are provided for information entry.

The Candidate has to enter the latest Experience at the top followed by other previous experiences in descending year wise order. Experience Date range clash with each other is taken care by the system and alerts will be flashed accordingly. Information to be entered :-

1. Company – Name of Organization Candidate Worked for
2. Location – Organization Location
3. From Date – Beginning Date of Job
4. To Date – End Date of Job (It is Optional) if Candidates Job is Still Continuous then Candidate Will left it Blank
5. Exp. Months – The System Automatically Count Number of Months On Basis of From Date and To Date
6. Remarks – If Candidate wants to specify something more about that particular Job Experience then that information can be entered in Remarks Section.

After Entering All Experience Information Candidate Has to Click on Save Experience Information Button to Completely Save Experience Information.

After Entering All Information like Personal Details, Upload Photo, Qualification Details, Experience Details Candidate Must Click on "SUBMIT APPLICATION" Button to Complete the Application Process.

After Submitting Application the ERS System will give you a message that Your Application Filling Process is finished.

**Note: Candidates can edit/modify Application till the Last Date of Application as many times as required**

**WARNING:** - It is a must for a Candidate to Click on "**SUBMIT APPLICATION**" Button finally to permanently Save Candidates information and complete the Application Process. If the Candidate has not Click on the "**SUBMIT APPLICATION**" Button then his Application will not be accepted.