

NON TEACHING RECRUITMENT MODULE

SETUP MASTER DATA

1. Login to the ERP system with “Recruitment-Campus” role.
2. Follow the path below:

[Home](#) / [HR Recruitment](#) / [Recruitment Process](#) / [Staff Requisition](#)

Fill in all the details and ensure the following:

a) **Requisition No:** This should be unique. To maintain uniformity, enter the postname along with postcode in this field. This field once created cannot be changed.

b) **Any Specific Experiences Needed :** The information entered here will appear in the “CHECK QUALIFICATION” button in the “New user Registration” area.

JuniorEngineer/102	Junior Engineer (Electrical)	CHECK QUALIFICATION	CHECK Payscale
LabAssistant/103	Lab Assistant	CHECK QUALIFICATION	CHECK Payscale
PhysicalEducationInstructor/101	Physical Education Instructor	CHECK QUALIFICATION	CHECK Payscale
Counsellor/201	Counsellor	CHECK QUALIFICATION	CHECK Payscale
JuniorTranslator(Rajbhasa)/202	Junior Translator	CHECK QUALIFICATION	CHECK Payscale
Pharmacist/203	Pharmacist	CHECK QUALIFICATION	CHECK Payscale

c) Fill up the **category wise posts**

d) Fill the **category wise application fee**. The application fee is not applicable for SC/ST/PwD and is hardcoded. So enter the application fee only for OBC/OBC-NCL/ESM/General/General-EWS

e) Fill the **qualification required**. These will serve as the mandatory fields.

Check all the fields and click “Save” button.

3. Select the posts and approve. “Approve Staff Requisitions” is mandatory. Only approved posts will appear in the Advertisements

4. Follow the next path below and click “Add” button :

[Home](#) / [HR Recruitment](#) / [Recruitment Process](#) / [Advertisement](#)

a) Provide a code, name, advt date and last date of application.

b) Select all the approved posts under this advertisement and click “Save”

The non teaching recruitment form will be available public on set advt date and will be closed on last date set.

SET STANDARD INSTRUCTIONS IN THE RECRUITMENT APPLICATION FORM

1. Go to [Home / HR Recruitment / Recruitment Masters / Code Master](#)
2. Click “Add” and select the “code” as Editor Text type. Put the “value” as the staff requisition no. which was created in the Staff Requisition screen.
3. Click “Save”
4. Go to [Home / HR Recruitment / Recruitment Masters / Text Editor](#)
5. Enter all the instructions in the Editor panel. Select the staff requisition from the Text Type drop down. Fill in the date fields and click “Save”.

PATH TO VIEW PAYMENT DETAILS

[Home / HR Recruitment / Recruitment Masters / List and Verify Payment](#)

Transaction Status: Verified
(Application Form is submitted by the candidate after making successful payment)

Transaction Status: Successful
(Application Form is not submitted by the candidate after making successful payment)

PATH TO VIEW ALL THE DETAILS OF CANDIDATES

[Home / HR Recruitment / Recruitment Masters / Text Editor](#)

Online Recruitment form link:

<https://erp.iisermohali.ac.in/OnlineRecruitmentApplicationIISERM.action>

FAQs:

1. How to extend the advertisement date ?

Go to the path [Home / HR Recruitment / Recruitment Process / Advertisement](#). Click the edit icon of the respective advertisement and change the “Last Date Of Application”

2. How to make Graduate drop down in the application form as non-mandatory?

Go to the path - [Home / HR Recruitment / Recruitment Process / Staff Requisition](#)
Select the edit icon of the respective post. Scroll down to “Qualifications Required” and hit the delete button against the Graduate entry. Removing the entry will enable the applicants to fill only 10th & 12th as mandatory. The applicant have the option to select “Add qualification” and add the entries of Graduate or post graduate.

3. How to add new designation ?

Go to the path – [Home / Human Resources / Setup / Designation](#)