

Recruitment Manual

Overview

User can use Recruitment manual for recruitment related activities.

E.g. User can create Staff requisitions as well as can create master data which are required to create staff requisition. User can add Staff requisitions to the advertisement.

Following activities are possible in Recruitment Model:

1. Creation Of Master Data
2. Recruitment Process

Master Data: Data that is required/pre-requisite to drive a functionality is known as “Master Data”.

Creation of Master Data

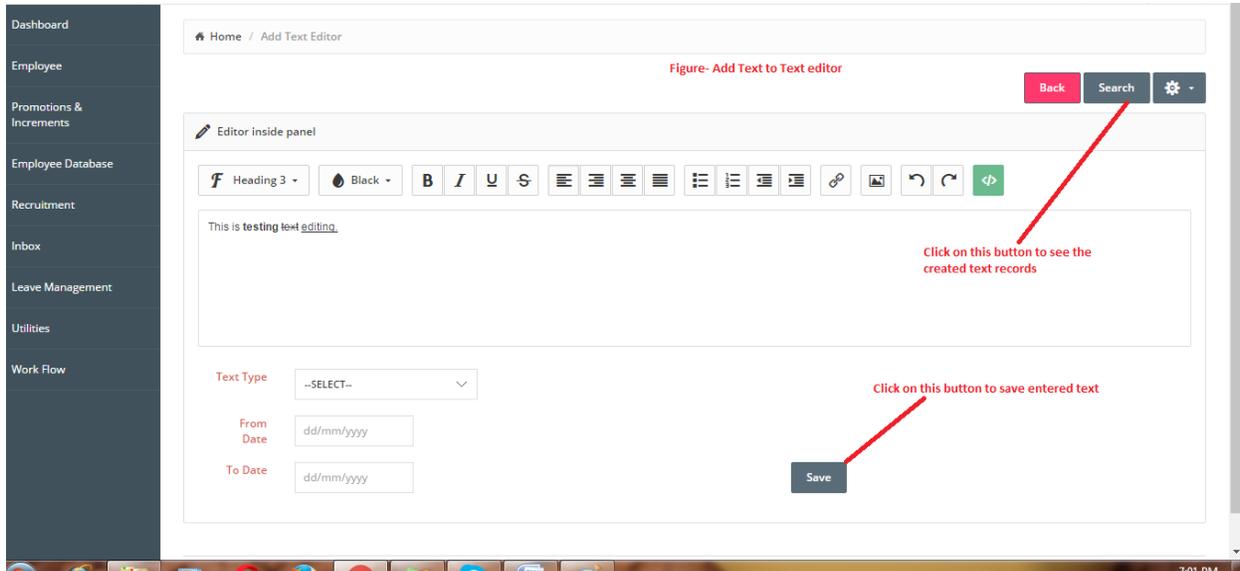
Master data related to leave module are shown in following figure (Figure- Master Data):

The screenshot displays a web-based recruitment management system. At the top, a navigation menu is visible with several options: Text Editor, Code Master, Project, Committee, Qualification, Roster Master, and Sanctioned Posts. The 'Project' option is highlighted with a red box, and a red arrow points to it from the text 'Recruitment Masters' located in the main content area. The main content area is divided into several sections: 'Personal Profile' for Mr. Abhaya Kumar Mohanty, 'Alerts' with a list of recent events, and a calendar for January 2017. The calendar shows dates from 1 to 31, with some dates marked with green icons. The sidebar on the left contains various icons for different modules: Employee Database, Promotions & Increments, Employee Database, Recruitment, Inbox, Leave Management, Utilities, and Work Flow.

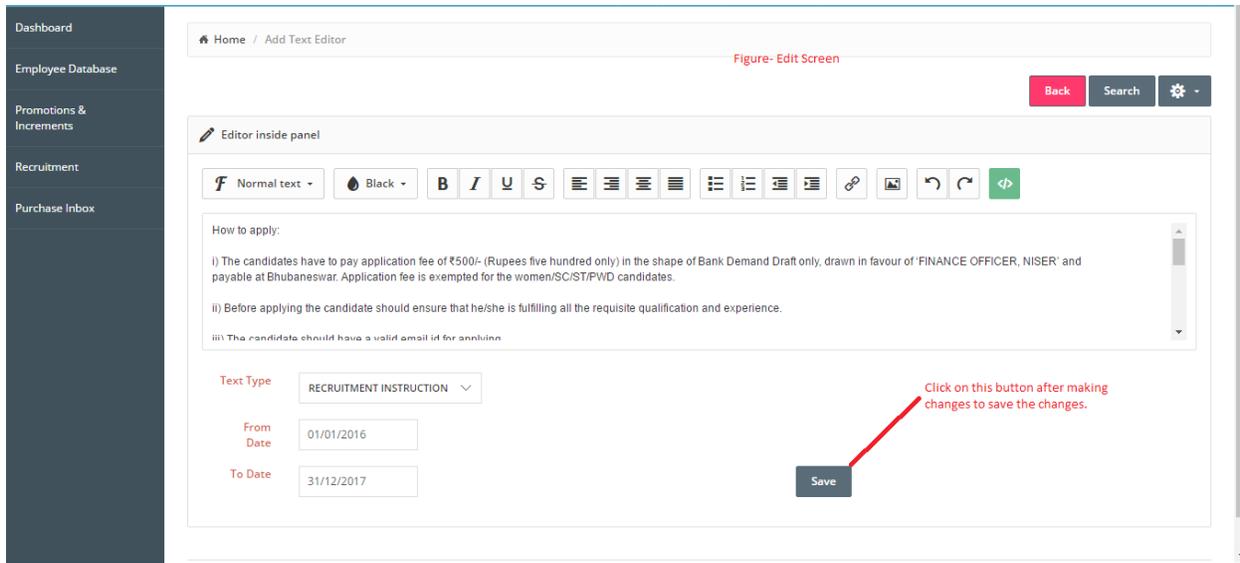
Activities Related to Text Editor

User can follow these steps to create, search , edit or delete :

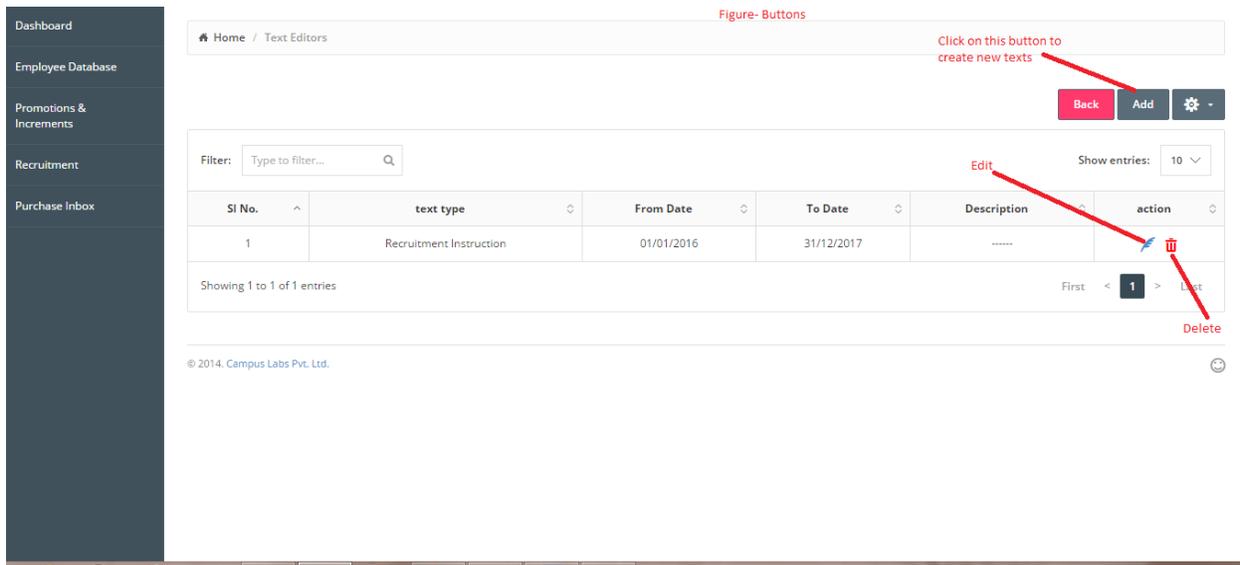
1. Login to Campuslabs ERP with your Login credentials.
2. Click on “Recruitment role” .
3. Select “Recruitment Master” option.
4. Click on “Text Editor” tab.
5. Click on “Add” button, the form to enter text is opened.



6. Enter the text.
7. Formatting toolbar is also provided for text editing purpose.
8. Select text type, from date and to date(time period for which these instructions will be displayed on the form).
9. Click on “Save” button.
10. Click on “Search” button to see existing texts.
11. All the records will be displayed.
12. Enter value for filter if you want to search specific record.
13. Click on “Edit” icon of corresponding record to edit it.
14. Existing details will be opened for editing.



15. Change the values according to the requirements.
16. Click on “Save” icon to save the changes.
17. Click on delete button, if you want to delete a record.



These are the processes to perform all possible activities with Text Editor master.

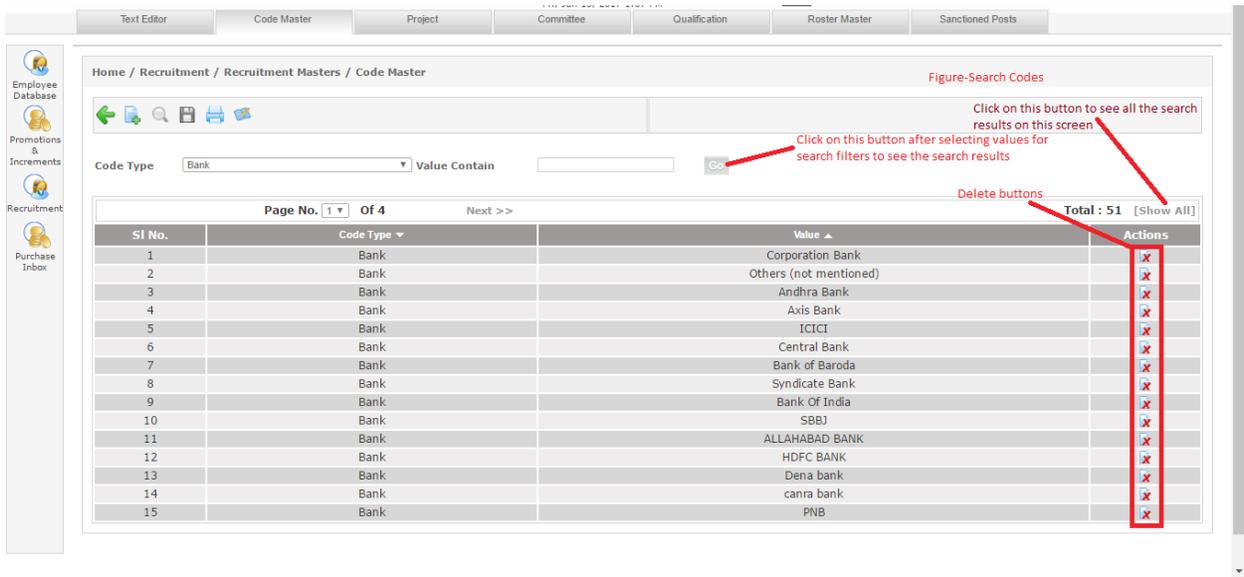
Activities Related to Code Master

User can follow these steps to create, search and delete :

1. Select "Recruitment Master" option.
2. Click on "Code Master" tab.
3. Click on "Add" icon.
4. Form for creation of code master will be opened.



5. Enter the details like Code type, value and description.
6. Click on "Save" button.
7. Click on "Search" button to search existing codes.
8. Screen for search with search filters will be opened.



9. Enter the values for search filters.
10. Click on "Go" button to see the search results.

11. If you want to delete any record, click on corresponding “Delete” button.

These are the steps to perform activities with Code Master.

Activities Related to Projects

User can follow these steps to create, search, view, edit and delete :

1. Select “Recruitment Master” option.
2. Click on “Projects” tab.
3. Click on “Add” icon.
4. Form for addition of new project will be opened.

Home / Recruitment / Recruitment Masters / Project

Figure- Projects creation

Add Save

* indicates mandatory fields

*Code : P102

*Project Name : Data Analytics

*Start Date : 02/01/2017

*Proposed End Date : 28/02/2017

*Project Leader : Ms. Anuradha Das

Actual End Date : 01/03/2017

Description : This is the description of project Chars: 512

*Project Members

Employee Name

Select Employee Name

Alok Kumar Jena

Click on this button to select employee

Click on this icon to select date

Click this icon to add employee

Click this icon to delete employee

Click on this icon to edit employee

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5. Enter details related to project like code, project name, start date, proposed end date, project leader, project members etc.
6. Click on “Save” button, new project will be created.
7. To search any project, click on search button(shown in project creation figure).
8. Screen with search filter will be shown.
9. Enter values for at least mandatory search filters.
10. Click on “Go” button to see the search results.
11. Click on corresponding “View” button to see the details of the record.

Text Editor Code Master Project Committee Qualification Roster Master Sanctioned Posts

Home / Recruitment / Recruitment Masters / Project Figure- Search for Projects

* indicates mandatory fields

Code : Go

SI No.	Code ▲	Name ▲	Start Date ▼	Proposed End Date ▲	Actual End Date ▲	Project Leader	Actions
1	P102	Data Analytics	02/01/2017	28/02/2017	01/03/2017	Anuradha Das	Edit View Delete
							Total 1

12. Click on “Edit” button to edit the existing details.

13. The record will be opened for editing with existing details.

Text Editor Code Master Project Committee Qualification Roster Master Sanctioned Posts

Home / Recruitment / Recruitment Masters / Project Figure- Edit Project

* indicates mandatory fields

*Code : P102

*Project Name : Data Analytics

*Project Leader : Ms. Anuradha Das

*Start Date : 02/01/2017

*Proposed End Date : 28/02/2017

Actual End Date : 01/03/2017

Description : Chars: 512

*Project Members

Employee Name

Select Employee Name

Alok Kumar Jena

Click on this button to save the changes

14. Change the values as per requirement.

15. Click on “Save” button to save the changes.

16. To delete a record, search it and click on corresponding “Delete” button.

These are the steps for activities related to the Projects.

Activities Related to Committee

User can follow these steps to create, search, view, edit and delete :

1. Select “Recruitment Master” option.
2. Click on “Committee” tab.
3. Click on “Add” icon.
4. Form for addition of new committee will be opened.

Home / Recruitment / Recruitment Masters / Committee

Figure-Add Committee

*Committee Name :

*Type : --Select--

*From Date :

*To Date :

*Group Head :

*Status : --Select--

Description : Chars: 512

*Committee Members

Employee Name	Role
Select Employee Name	<input type="text"/>

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5. Enter details related to new committee like committee name, type, From which date to which date it is being created, group head, status, committee members etc.
6. Click on “Save” button, new committee will be created.
7. To search any committee, click on search button(shown in committee search figure).
8. Screen with search filter will be shown.
9. Enter values for at least mandatory search filters.

Text Editor Code Master Project Committee Qualification Roster Master Sanctioned Posts

Home / Recruitment / Recruitment Masters / Committee Figure- Committee Search

Committee Name : Go

View

Edit

SI No.	Name ▲	Type ▲	From Date ▼	To Date ▲	Group Head ▲	Actions
1	Recruitment Committee	Project Board	01/01/2016	31/12/2016	Bedangadas Mohanty	

Delete

10. Click on “Go” button to see the search results.
11. Click on corresponding “View” button to see the details of the record.
12. Click on “Edit” button to edit the existing details.
13. The record will be opened for editing with existing details.

Text Editor Code Master Project Committee Qualification Roster Master Sanctioned Posts

Home / Recruitment / Recruitment Masters / Committee Figure-Edit Committee Details

*Committee Name : Recruitment Committee

*Type : Project Board

*From Date : 01/01/2016

*To Date : 31/12/2016

*Group Head : Dr. Bedangadas Mohanty

*Status : Active

Description : Selection committee Chars: 512

*Committee Members

Employee Name	Role
Vadapalli Chandrashekar	Member

14. Change the values as per requirement.
15. Click on “Save” button to save the changes.
16. To delete a record, search it and click on corresponding “Delete” button.

These are the steps for activities related to the Committee.

Activities Related to Qualification

User can follow these steps to create, search, view, edit and delete :

1. Select “Recruitment Master” option.
2. Click on “Qualification” tab.
3. Click on “Add” icon.
4. Form for addition of new qualification will be opened.

Figure- Qualification

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Request a Feature | Help Desk

5. Enter the details related to new qualification like qualification code, name, type, disciplines etc.
6. Click on “Save” button, qualification with entered details will be saved.
7. To search any qualification, click on search button.
8. Screen with search filter will be shown.
9. Enter values for at least mandatory search filters.

Text Editor Code Master Project Committee Qualification Roster Master Sanctioned Posts

Home / Recruitment / Recruitment Masters / Qualification Figure- Search Qualification

Qualification Code : Delete

Sl No.	Code	Name	Type	Action
1	02(B)	Diploma	Intermediate/Diploma	
2	B.Sc.	B.Sc.	Graduate	
3	M.Sc.	M.Sc.	Post Graduate	
4	Other Graduate	Others	Graduate	
5	Other Post Graduate	Others	Post Graduate	
6	Ph.D.	Ph.D.	Research Degree	
7	XIith	10+2	Intermediate/Diploma	
8	Xth	Xth	School	

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10. Click on “Go” button to see the search results.
11. Click on corresponding “View” button to see the details of the record.
12. Click on “Edit” button to edit the existing details.
13. The record will be opened for editing with existing details.

Text Editor Code Master Project Committee Qualification Roster Master Sanctioned Posts

Home / Recruitment / Recruitment Masters / Qualification Figure-Edit Qualification

Click on this button to save

*Qualification Code : B.Sc.
 *Qualification Name :
 *Qualification Type :
 Is Engineering :

Qualification Disciplines	
Discipline Code	Discipline Name
<input type="text"/>	<input type="text"/>

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Request a Feature | Help Desk

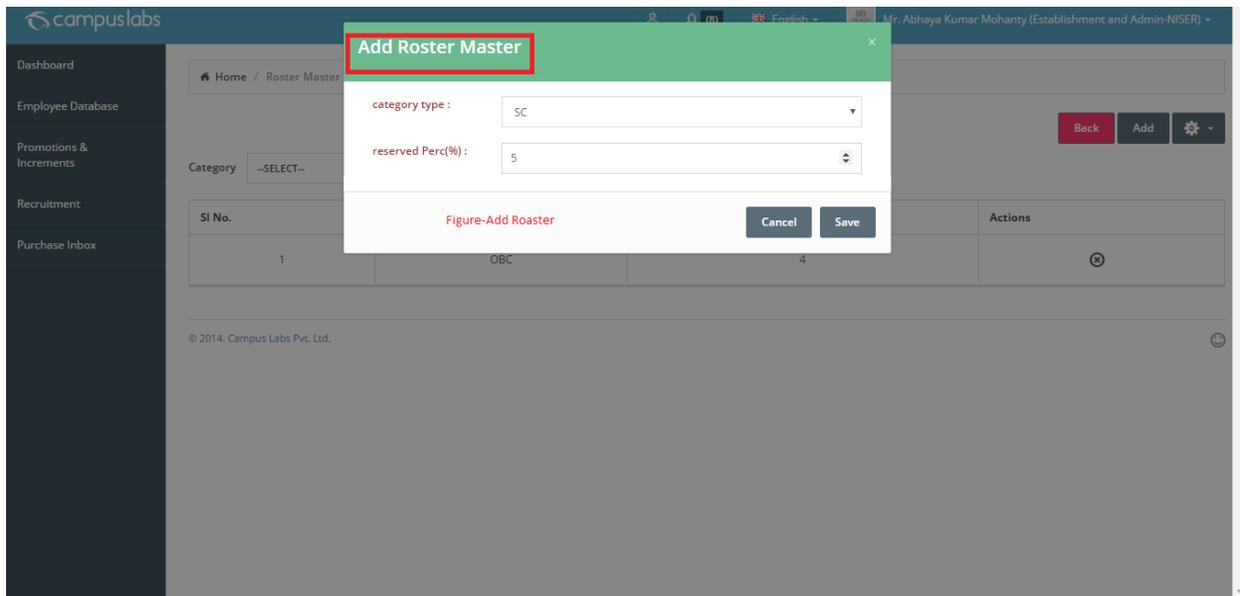
14. Change the values as per requirement.
15. Click on “Save” button to save the changes.
16. To delete a record, search it and click on corresponding “Delete” button.

These are the steps for activities related to the Qualification.

Activities Related to Roster Master

User can follow these steps to create, search and delete :

1. Select “Recruitment Master” option.
2. Click on “Roster Master” tab.
3. Click on “Add” icon.
4. Form for addition of new roster master will be opened.



5. Enter the details related to new roster master like category master and percentage.
6. Click on “Save” button, roster master with entered details will be saved.
7. To search any roster master, click on search button.
8. Screen with search filter will be shown.
9. Enter values for at least mandatory search filters.

Figure- Roaster Master Search

Home / Roster Master

Back Add ⚙️

Category --SELECT-- Go

SI No.	Category	Reserved Perc	Actions
1	OBC	4	

© 2014, Campus Labs Pvt. Ltd. Delete button 😊

10. Click on “Go” button to see the search results.

11. To delete a record, search it and click on corresponding “Delete” button.

These are the steps for activities related to the Roaster master.

Activities Related to Sanctioned Posts

User can follow these steps to create, edit and delete :

1. Select “Recruitment Master” option.
2. Click on “Sanctioned Posts” tab.
3. Click on “Add” icon.
4. Form for addition of new sanctioned posts will be opened.
5. Enter the details related to new sanctioned posts like institute, department, designation, no. of posts etc.

Home / Sanctioned List Figure-Sanctioned post entry

Back Save ⚙

*Institution : NISER Department : CHEMICAL SCIENCES

Department wise Positions

* Designation	* Sanctioned No	* Sanction Date	Remarks
Asst. Professor	4	13/01/2017	

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6. Click on “Add” icon.
7. Click on “Save” button, new posts with entered details will be saved.
8. To search any data, click on search button.
9. Screen with search filter will be shown.
10. Enter values for at least mandatory search filters.
11. Click on “Edit” button to edit the existing details.
12. The record will be opened for editing with existing details.

Home / Sanctioned List Figure- Edit Sanctioned Posts

Back Save ⚙

*Institution : NISER Department : --SELECT--

Department wise Positions

* Designation	* Sanctioned No	* Sanction Date	Remarks
Asst. Professor	24	13/01/2017	
Asst. Professor	24	13/01/2017	

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13. Change the values as per requirement.
14. Click on “edit” icon.
15. Click on “Save” button to save the changes.
16. To delete a record, search it and click on corresponding “Delete” button.

These are the steps for activities related to Sanctioned posts.

Recruitment Process

User can perform these activities under recruitment process:

Figure-Recruitment Process Activities

Personal Profile

Mr. Abhaya Kumar Mohanty
Administration
Assistant Personnel Officer

Set your status: Chars: 255

Favorites

- Manage Candidates

Alerts

- 02/12/2016 | Purchase Indent Request raised by Mr. Abhaya Kumar Mohanty has been approved (Forward To Purchase) by Mr. Deepak Srivastava
- 25/11/2016 | Increment of Mr. Abhaya Kumar Mohanty has been Approved by Mr. DHANESWAR NAYAK
- 10/11/2016 | CENTRAL STORES RECEIPT VOUCHER has been generated by Mrs. Elina Das
- 28/10/2016 | Purchase Indent Request raised by Mr. Abhaya Kumar Mohanty has been approved (Forward To Purchase) by Mr. SANJAYA KUMAR PATRO
- 20/09/2016 | Items has been issued for IS-16-17-142 by Mrs. Elina Das
- 13/07/2016 | Purchase Indent Request raised by Mr. Abhaya Kumar Mohanty has been

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Activities Related to Roaster Details

User can follow these steps to search :

1. Select "Recruitment Process" option.
2. Click on "Roaster Details" tab.

The screenshot displays the 'Roster Details' page. At the top, there is a breadcrumb trail 'Home / Roster Details' and a title 'Figure- Roster Details'. A 'Search Filters' section is highlighted with a red box, containing two dropdown menus: 'Institution : NISER' and 'Department : BIOLOGICAL SCIENCES'. Below the filters, there is a 'Hints...' section with a link to '[SP = Sanctioned Positions] / [FP = Filled Positions] / [VP = Vacant Positions]'. The main content is a table titled 'Roster Details' with the following structure:

Designation	Sanctioned Positions	Category			Actions
		OBC			
		SP	FP	VP	
Asst. Professor	24	0	0	0	[Icons]

At the bottom left, there is a copyright notice: '© 2014, Campus Labs Pvt. Ltd.' and a small smiley face icon at the bottom right.

3. Select values for Search filters.
4. Created rosters will be displayed.

User can checkout the existing roster details with the help of these steps.

Activities Related to Staff Requisition

User can follow these steps to create, search, view and edit staff requisition :

1. Select "Recruitment Process" option.
2. Click on "Staff Requisition" tab, Staff requisition screen will be opened.

Dashboard **Staff Requisition** Figure-Staff Requisition Screen

Employee Database Manage Staff Requisitions 1 JAN 2017 · 31 JAN 2017

Promotions & Increments Back Add ⚙

Recruitment

Purchase Inbox

--SELECT-- change Last Date

SI No.	Select All	RCE No	Designation	Request Date	No. of Vacancies	Status	last Date	Actions
1	<input type="checkbox"/>	24	Professor	02/01/2017	1	Approved	31/01/2017	

3. Click on "Add" button to create a new staff requisition.

Dashboard Home / add staff Requisition **Figure- Staff Requisition form**

Employee Database Back Search Save ⚙

Promotions & Increments

Recruitment

Purchase Inbox

Add Staff Requisition

Requisition No:
 Type:
 Request Date:

Institution:
 Project Department
 Designation:

Salary Slab:
 Appointment Type:
 Required From: Required To:

No. of Vacancies:
 Min Experience:
 Age Limit: age limit date:

Application Fee:
 Remuneration Offered:

Any Specific Experiences Needed :

Characters left: 512

***Category Wise Posts**

Category Name	No. of Posts	Category Type	Age Relaxation
<input type="text" value="Select Category Name"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Qualifications Required**

Qualification Type	Qualification Name	Discipline Name	Min. Mark	Max. Mark
<input type="text" value="Select Qualification Type"/>	<input type="text" value="Select Qualification Name"/>	<input type="text" value="Select Discipline Name"/>	<input type="text"/>	<input type="text"/>

Specializations Required

Specialization
<input type="text" value="Select Specialization"/>

Required Skills

Area	Skill	Description
<input type="text" value="Select Area"/>	<input type="text"/>	<input type="text"/>

4. Enter details like requisition number, type, request date, institution, designation, salary slab, appointment type, no. of vacancies, age limit, qualifications required etc.
5. Click on “Save” button.
6. Staff requisition with entered details will be created.
7. To view existing staff requisitions go to staff requisition screen (Recruitment process-> Staff Requisition tab).
8. Select the values for search filters.
9. The list of staff requisitions related to the selected status will be displayed on the screen.

Staff Requisition Figure- Staff Requisition Screen

Manage Staff Requisitions 1 JAN 2017 - 31 JAN 2017

[Back](#) [Add](#) [Settings](#)

APPROVED

SI No.	Select All	RCE No	Designation	Request Date	No. of Vacancies	Status	Last Date	Actions
1	<input type="checkbox"/>	24	Professor	02/01/2017	1	Approved	31/01/2017	<input type="button" value="View details"/> <input type="button" value="Edit"/>

10. Click on “View details” icon related to the record.
11. Details of the related record will be shown in pop up.
12. If you want to edit the staff requisition, click on respective “Edit” button.

13. Selected record will be opened with existing details for editing.

The screenshot shows the 'Edit Staff Requisition' form. The form fields are as follows:

- Requisition No: 24
- Institution: NISER
- Salary Slab: PB-1 (5200 - 20200) - 1900
- No. of Vacancies: 1
- Application Fee: 100
- Any Specific Experiences Needed: Proficient in Java
- Type: Fresh
- Request Date: 02/01/2017
- Appointment Type: Permanent
- Min Experience: 2
- Remuneration Offered: 0
- Designation: Professor
- Required From: 04/01/2017
- Required To: 31/01/2017
- Age Limit: 70
- Age limit date: 02/01/2017

14. Change the values as per requirement.

15. Click on “Save” button.

16. This will save the changes.

17. If you want to change the last date of multiple staff requisitions, select the staff requisitions for which you want to change the last date.

18. Click on “change last date” button.

19. The pop up for new last date input will be displayed on the screen.

The screenshot shows a 'Change Requisitions Last Date' pop-up dialog box. The dialog box has a text input field for 'Last Date' with a placeholder 'dd/mm/yyyy'. Below the input field, there is a red arrow pointing to a 'Save' button with the text 'Click on this button to save the new last date'. There are also 'Close' and 'Save' buttons at the bottom of the dialog box. The background shows a table of staff requisitions with the following data:

SI No.	Select All	RCE No	Designation	Request Date	No. of Vacancies	Status	Last Date	Actions
1	<input checked="" type="checkbox"/>	24	Professor	02/01/2017	1	Approved	31/01/2017	 

20. Enter the new last date in the pop up.

21. Click on “Save” button.

22. Last date for selected staff requisitions will be changed to the new one.
23. To approve any staff requisition, search staff requisitions with “Pending” status.
24. Click on “Approve” button to approve respective staff requisition.

Fig. 16

SI No.	Select All	RCE No	Designation	Request Date	No. of Vacancies	Status	last Date	Actions
1	<input type="checkbox"/>	SAC111	Scientific Assistant (C)	16/09/2016	2	Approved	16/11/2016	
2	<input type="checkbox"/>	SOC101	Scientific Officer (C)	16/09/2016	1	Approved	15/11/2016	
3	<input type="checkbox"/>	SOD1001	Scientific Officer (D)	16/09/2016	1	Approved	15/11/2016	
4	<input type="checkbox"/>	SAB1201	SCIENTIFIC ASST (B)	16/09/2016	1	Approved	15/11/2016	
5	<input type="checkbox"/>	1001	Clerk-A	16/09/2016	9	Approved		
6	<input type="checkbox"/>	101test	INSPIRE Faculty	19/09/2016	1	Pending		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

change Last Date --Select-- click on this button to change the last date of selected staff requisition

Filter: Show entries: 10

Click on this button to delete the requisition

Click on this button to approve the requisition

Staff requisition will be approved.

Activities Related to Advertisement

User can follow these steps to create, search, view and edit advertisement :

1. Select “Recruitment Process” option.
2. Click on “Advertisement” tab, advertisement screen will be opened.

Figure- Advertisement Screen

Home / List Advertisement

List Advertisements
Advertisements Details

Click on this button to create new advertisement

1 JAN 2017 - 31 JAN 2017

Back Add

Filter: Type to filter... Q

Show entries: 10

Sl No.	Code	Name	Advertisement Date	Actions
1	Adv-101	First Advertisement	02/01/2017	View Advertisement Edit

Showing 1 to 1 of 1 entries

View details of staff requisitions added to this advertisement

Edit

3. Click on “Add” button to create new advertisement, form for new advertisement creation will be opened.

Figure- Advertisement Screen

Home / Add Advertisement

No More Approved Requisitions exists

Add Advertisement

Code :

Name :

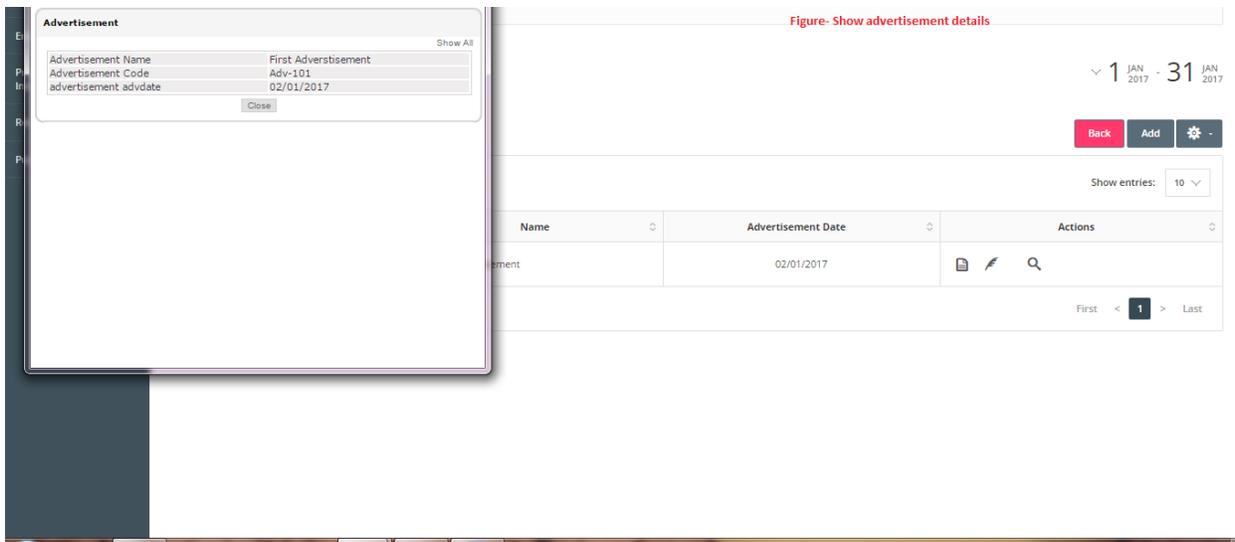
Advt Date : 16/01/2017

Last Date of Application : dd/mm/yyyy

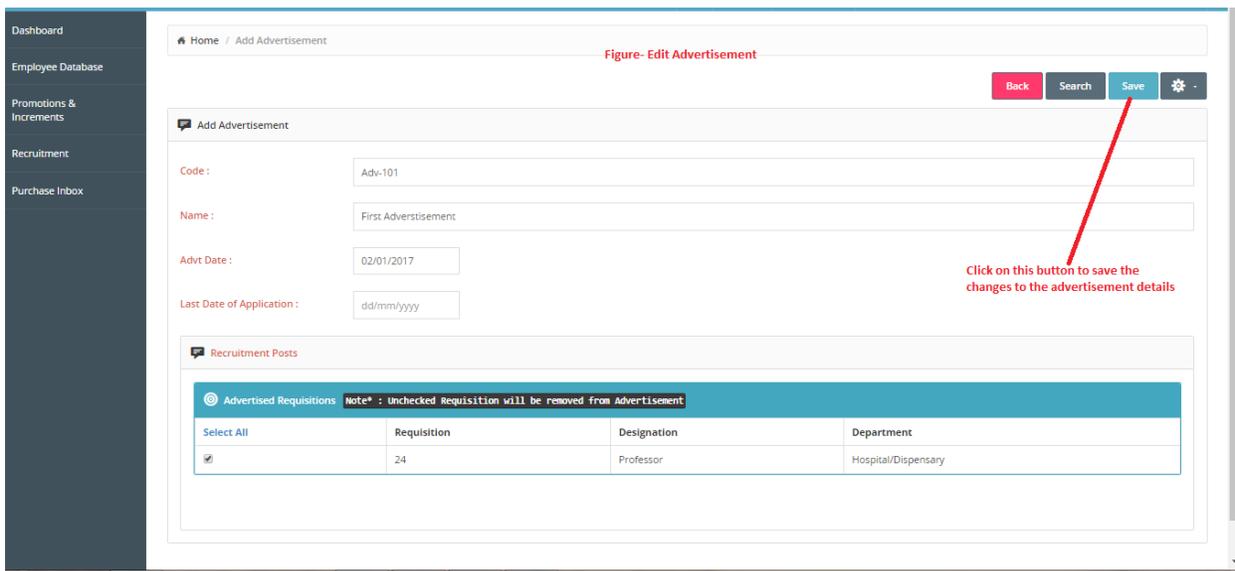
Back Search Save

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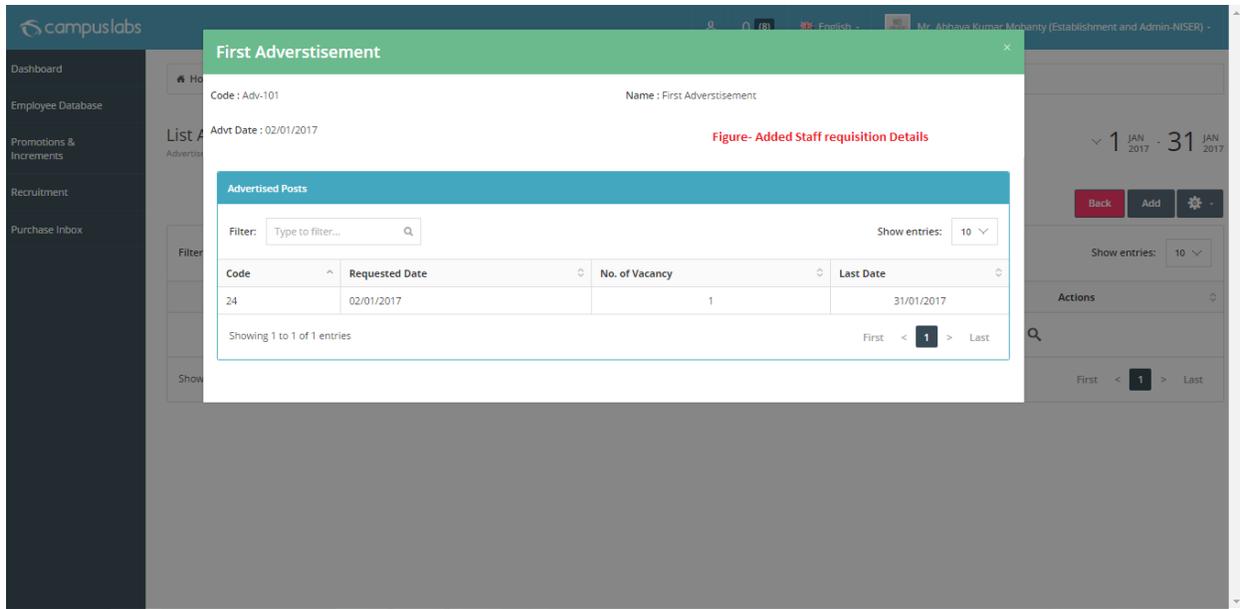
4. Enter details like advertisement code, name, advertisement date, last date of application.
5. Click on “Save” button.
6. This will create a new advertisement with the entered details.
7. Click on “View Advertisement” icon (Mentioned in figure named as Advertisement Screen) to see the details of the respective advertisement.



8. The details of respective advertisement will be shown in the pop up on the screen.
9. Click on "Edit" button to edit the details of respective advertisement.
10. Respective record will be opened for editing with existing details.
11. Change the details as per requirement.



12. Click on "Save" button.
13. The changes will be saved to the respective advertisement.
14. Click on "details" icon to see the details of staff requisitions added to the respective advertisement.
15. The staff requisition details related to that advertisement will be shown in the pop up on the screen.



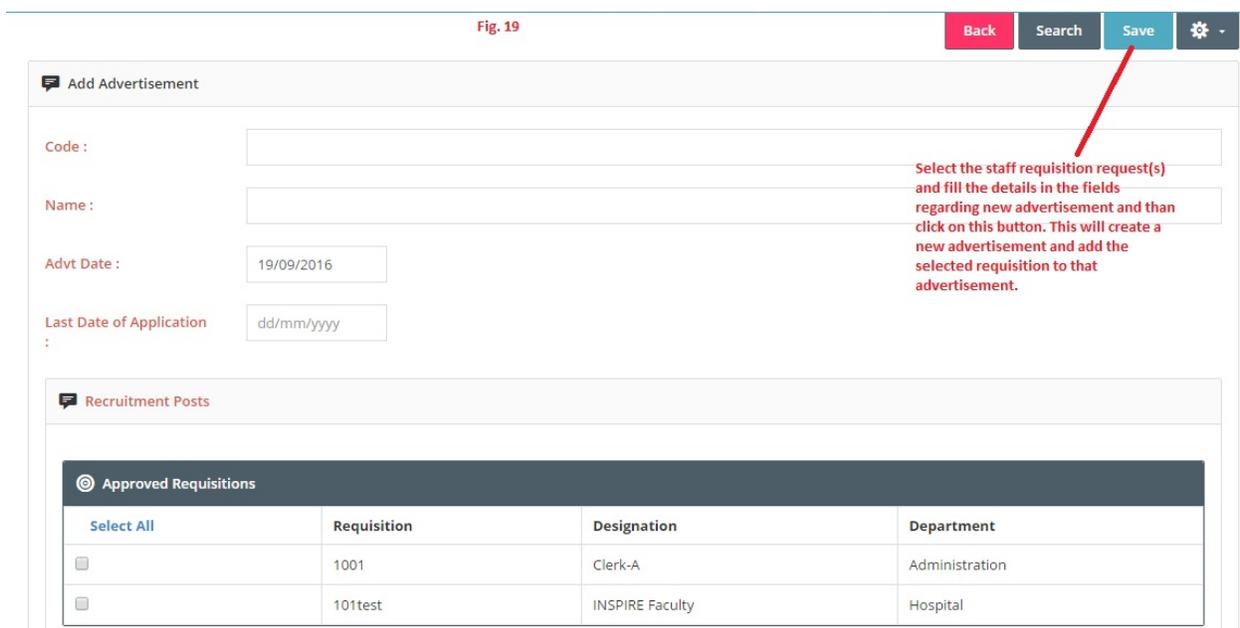
16. User can check the details of added staff requisitions under the advertisement.

These are the steps to perform activities related to the Advertisement.

***Addition of Staff requisition to the advertisement**

User can add the staff requisition to the advertisement by any of these way as per requirement:

First way to add a staff requisition to the new advertisement: Create a new advertisement and the approved staff requisition to the newly created advertisement(Fig. 19).



Second way to add a staff requisition to the existing advertisement: Click on Edit button associated to the advertisement(Fig. 20). Add the approved staff requisition to the created advertisement and than click on save button.

Home / Add Advertisement Fig. 20

Back **Search** **Save**

Add Advertisement

Code : FA-Rct./NA/01-2016

Name : FA-Rct./NA/01-2016 Select the staff requisition, enter last date of application and click on save button.

Advt Date : 01/09/2016

Last Date of Application : dd/mm/yyyy

Recruitment Posts

Select All	Requisition	Designation	Department
<input checked="" type="checkbox"/>	SODP16	Scientific Officer (D)	Physical Sciences

* Note: The staff requisitions that are approved will only be shown for addition to the Advertisement.

Note: Now the process of Staff requisition is completed and the vacancy with its post codes and other details can be viewed at following application form link: [OnlineRecruitmentApplication.action](#) .

Activities Related to Manage Candidates Screen

User can follow these steps to perform related activity on Manage Candidate Screen:

1. Select “Recruitment Process” option.
2. Click on “Manage Candidate” Screen.

3. Select value for Search filters.
4. Click on “List Now” button to see the search results.

Figure- Manage Candidates Screen

Home / Manage Online Applicants

Show Column Selection Download Excel Report Calculate Shortlisting Score PDF Merit List Of Excel Merit List Of Download Rejected List

Open & Close Form Change Recruit Status Of Send Mail to Candidates Send Mail to Recover Photo & Sign Send Mail to Referrees of...

Download Precis Report Download Written Test Admit Card Download Written Test Verf. Card Generate Roll Numbers Add/Update Interview Details...

Download Interview Call Letter

From Date 01/01/2014 To Date 16/01/2017 Employment notice FA-Rct./NA/03-2016 post name SOCCP16 Scientific Officer

Category Select form status Form Complete recruitment status --Select--

List now! Click on this button to see the search results

Show Hide Column List

SI No.	Select All	Application No.	Name	Category	Gender	Email	Date of Submission	Actions
1	<input type="checkbox"/>	SOCCP16000006	ARCHANA TOMAR	General	Female	archanat@cdfd.org.in	24 Oct, 2016 11:23:55 AM	View Upload photo and sign Download form More -

Click on this button for more actions

5. Click on “View” button to see the details of form.
6. Click on “Upload photo and sign” button to upload the photo and signature of the applicant.
7. Click on “Download Form” button to download the form of applicant.

These are the steps for activities related to manage candidates screen.