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Online Job Application System

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The increased scope of government activities has a tremendous boost in the demand of talented employees. Generating more than 10,000 vacancies on an average, the government needed a framework that would allow speedy and transparent recruitment processes as well as be cost-effective.

Online Job Application System (OJAS), a system enabled by Information and Communication Technology (ICT), was devised that remarkably expedited the recruitment process for government jobs. Along with this, OJAS also offered incredible speed and the much needed transparency to the selection process.

Till date, this online facility has been a strong support for Gujarat Public Service Commission (GPSC), Gujarat Subordinate Staff Selection Board (GSSSB), Gujarat Panchayat Service Selection Board (GPSSB) etc. are the bodies that manage the government recruitment process for Class I-II-III cadre. In addition, same application has been customized for the selection of Gujarat State Road Transport Corporation (GSRTC) for the selection of officers, drivers, conductors and other technical mechanics.

Background

In Govt. of Gujarat, there are two bodies - Gujarat Public Service Commission (GPSC) and Gujarat Subordinate Staff Selection Board (GSSSB) which do the recruitment process starting from accepting application forms to conducting exam and personal interview for finalizing the selection list. Gujarat Public Service Commission (GPSC) basically does the work related to selection of Class I and II officers while Gujarat Subordinate Staff Selection Board (GSSSB) does the work related to Class III selection. Rules and recruitment process are same for both the agencies. In a year, GPSC does the recruitment of 1000-1500 officers on an average while GSSSB execute the selection of approx. 5000-6000 vacancies. The recruitment process was long-lasting and time consuming.

The Govt. vacancies are likely to increases due to large no. of employees retiring in 2012. This will create huge workload to GPSC & GSSEB. It is estimated to will about 10000+ vacancies every year.

Vision

To devise an Information and Communication Technology (ICT) enabled system which expedites the process of candidate selection for government job with speed and transparency

Purpose and Priorities of the Initiative:

OJAS is designed to provide the functionalities with following objectives.

- To eliminate the short comings of earlier processes and make the recruitment process more transparent and efficient
- To provide time and cost effective of service delivery.
- To improve the quality as well as quantum of output.
- To initiate a sustainable approach for future recruitments.
- To show case the scheme as a 'good practice' for other programs to follow.

Motivating Factors

There were triple **motivating factors** for devising OJAS. Enhanced speed and better transparent recruitment process for the huge number of government jobs was the first motivating factor for OJAS. The second motivating factor - reduction of manual procedures and simplification of complex – subsequently proved to be complementary to the first one. With the third motivating factor of improved data security, the Government of Gujarat was able to reduce legal actions from applicants.

Overview of System

Online Job Application System (OJAS) is an online system developed by National Informatics Centre, Gandhinagar, Gujarat to facilitate the recruitment process. In this application, advertisements of various government jobs are announced on **http://ojas.guj.nic.in** and the recruitment procedure starts in no time of receiving applications. OJAS has helped the agencies to not only speed up the recruitment but also

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reduce the complexities in the process. Even OJAS has been used for Teachers Eligibility Test (TET) for upper primary teacher's eligibility exam.

The online format allows quick and secure uploads of photographs and signatures of applicants. Important application details, confirmation of applications, communication of confirmations, call letters for written exams-interviews, change in venue or time, etc. all happens through mail or SMSes. This not only saves a lot of time and resources but also reduces use of paper. Moreover, through OJAS the applicants can get print outs of their hall tickets as soon as they complete the application without waiting for getting them through posts.

How it Works

OJAS offers end-to-end candidate selection process using ICT. Creating and posting the applications becomes the first step for the process to start. After online posting selection of advertisements, filing of applications and shooting intimations to eligible candidates through mail or SMSes happen accordingly. On the receiving end, the applicants can directly take a print out of their applications or call letters once the scrutiny is over at GPSC level.

Form OJAS, managers of GPSC/GSSSB/ GPSSB get to know the progress of applications for future exam and interview planning on a day-to-day basis. Utility reports with necessary communication letters are crucial factors for speedy work disposal. System has full back-office operations appropriately digitized with secured login authentication and finger print verification for each process. These provide transparency with security of data and diminish chances of misuse of any type of information.

OJAS has an intranet enabled administration site for the concerned officials through the entire recruitment process is arranged and supervised.

OJAS Admin (http://ojasadmin.guj.nic.in) available on intranet

- Creation of advertisement
  - Defining eligibility criterion like age limit, exam centers, payment details, etc. for various advertisements, number of vacancies, education qualifications required, etc.
- Setting the schedule of advertisements - start and end of applications as well as options for extending advertisements, etc.
- Maintaining MIS reports, queries for exam planning like center wise, caste wise and gender wise number of applications
- Special restricted application updates facility
- Generation of bulk SMS alerts to release call letters, notifying date of examinations, etc.
- Different reports for application scrutiny process
- Developing application rejection with reason
- Preparing various reports for written exams like attendance sheets, invigilators report, IPO payment report, exam venue, notice board, etc.
- Automating the process of generation of roll numbers, allotting exam centers, managing the seating arrangements, etc.
- Enabling attendance management using barcode readers

OJAS (http://ojas.guj.nic.in) available on internet

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- Online advertisement announcement (currently open and forthcoming)
- Online Application
- Photo and Signature upload
- Confirmation of an application
- SMS intimation of confirmation of an application
- Printing of an application form
- Call letter for written exam
- Instructions for vacancy, application and exam

Features

OJAS offer end-to-end candidate selection process using ICT. AS its name, system offers online selection of advertisement, application filing, application print & printing letter of call by once the scrutiny is over at GPSC level. Form OJAS, managers of GPSC/GSSSB get day to day progress of applications for future exam and interview planning. Utility reports with necessary communication letters are the crucial factor for speedy work disposal. System has full back-office operation duly digitized with secured login authentication and finger print verification for each process.

Benefits

- The Application forms are available 24x7
- Simplified forms with no paper work and elimination of application form sale
- Intimation through SMS of acceptance of application form, call letter intimation etc.
- Saves time at each stage and ensures Accuracy and Transparency
- Saves expenditure incurred by the applicant and recruiting agency by eliminating the sale of application forms
- Restricts applications by enforcing Validation Rules.
- Minimizes management issues like keeping 2-3 lacs of applications with their enclosures, data entry of forms, planning of preparation of exams and results etc.
- An Eco-Friendly system due to less consumption of papers
- This will result in time saving by at least Six months.

Technology

OJAS is a totally web based application and available on internet. It has two modules, one for applicants (http://ojas.guj.nic.in) and another for each department (https://ojasadmin.guj.nic.in). It developed on .net platform having MS SQL 2008 database.

Transaction Details

During the third quarter of 2012 ie. Jul. 2012 to Sep.2012, OJAS was extensively used to apply online and used by department for planning of exams and declaring results.

Particulars	No. of Transaction
Applications received	1248836

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Confirmed Applications	1097677
Application Printed	2378234
Call letters generated	1792741
Fees Challan	1228008
Photo Upload	1175005
Signature Upload	1165175
Total	**10085676**

Achievements at a Glance

Office Name	No. of Advertisements	No. of Valid Applicatio
Gujarat Public Service Commission (GPSC)	7 Primary Exam	5,00,000+
Gujarat Subordinate Service Selection Board (GSSSB)	6 Primary Exam	1,06,000+
Gujarat State Road Transport Corporation (GSRTC)	39 Merit list for interview	1,62,000+
Commissionerate of Higher Education (CHE)	1 Merit list for interview	1,500+
Gujarat Panchayat Service Selection Board (GPSSB)	4 Main exam	6,59,000+
State Examination Board (SEB)	2 Main exam	1,10,000+

Future Plans:

- Inclusion of payment gateway
- Online Indenting of Vacancies by the Departments
- Availability of pending vacancies and its MIS
- Online Competitive Examinations of applicants
- Candidate's authentication by Finger Print Verification (By way of Bio metrics System)
- Online submission of selected and wait list of candidates

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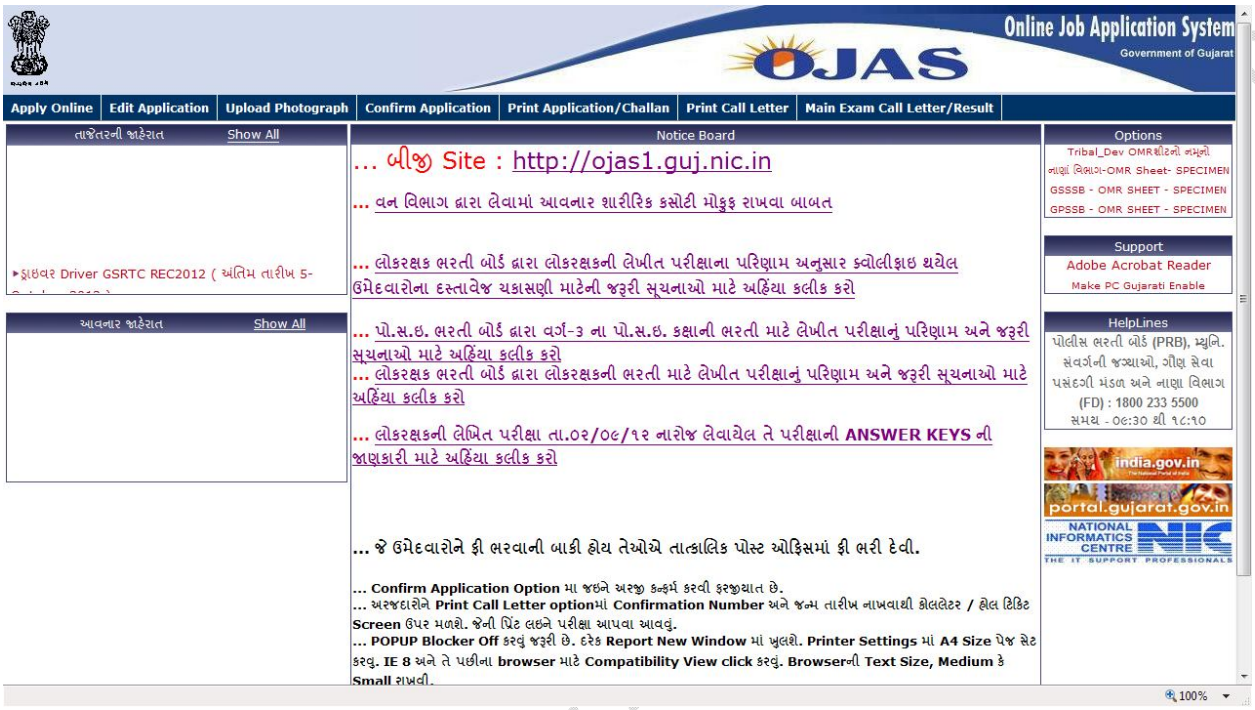
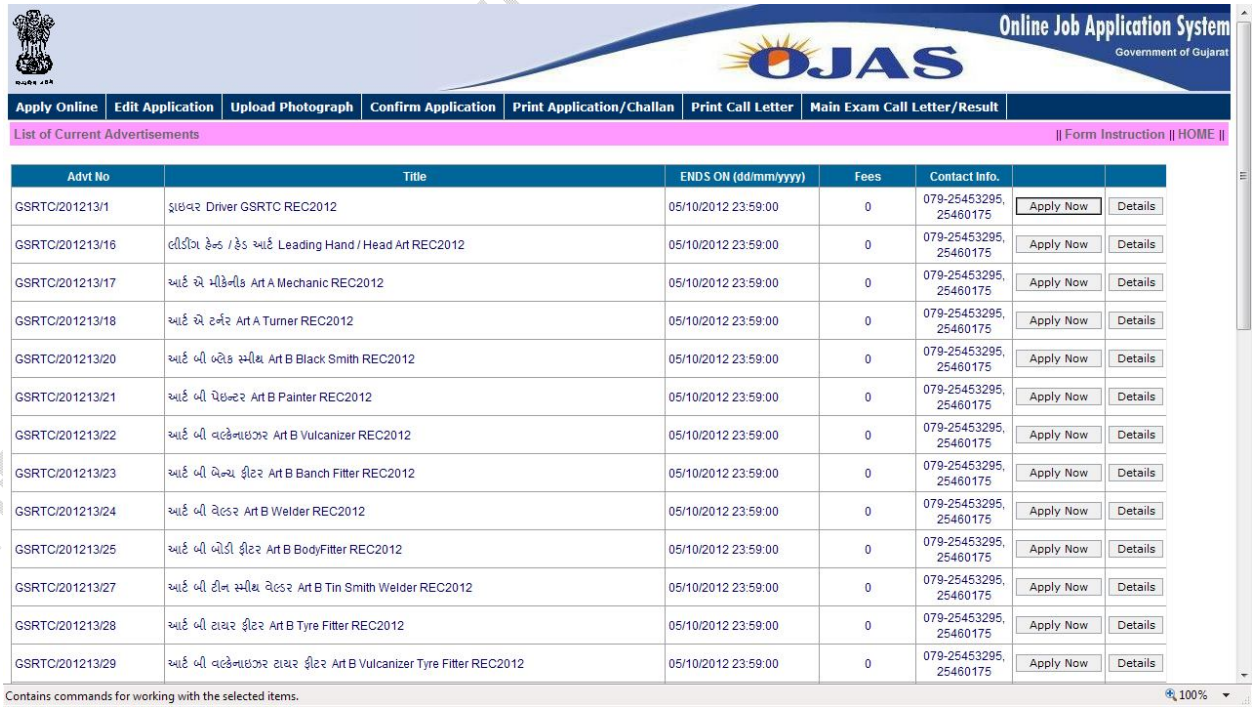
Screenshots:

Main Page

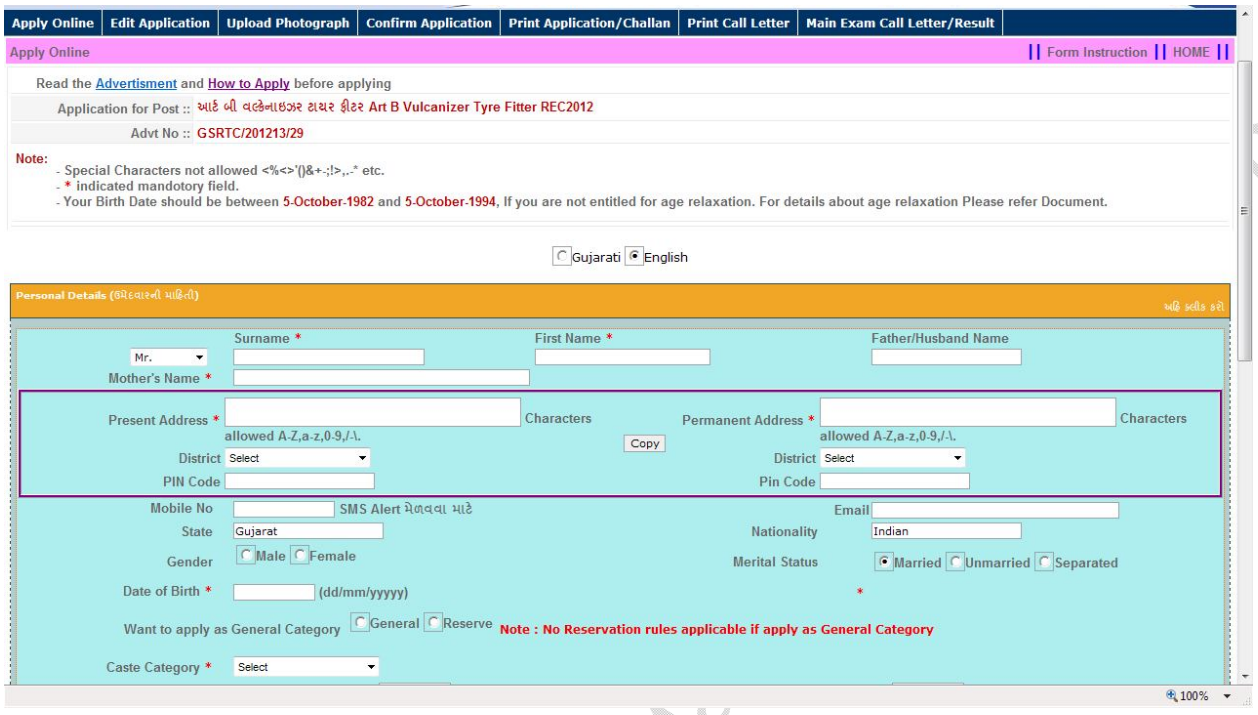


List of Active Advertisements

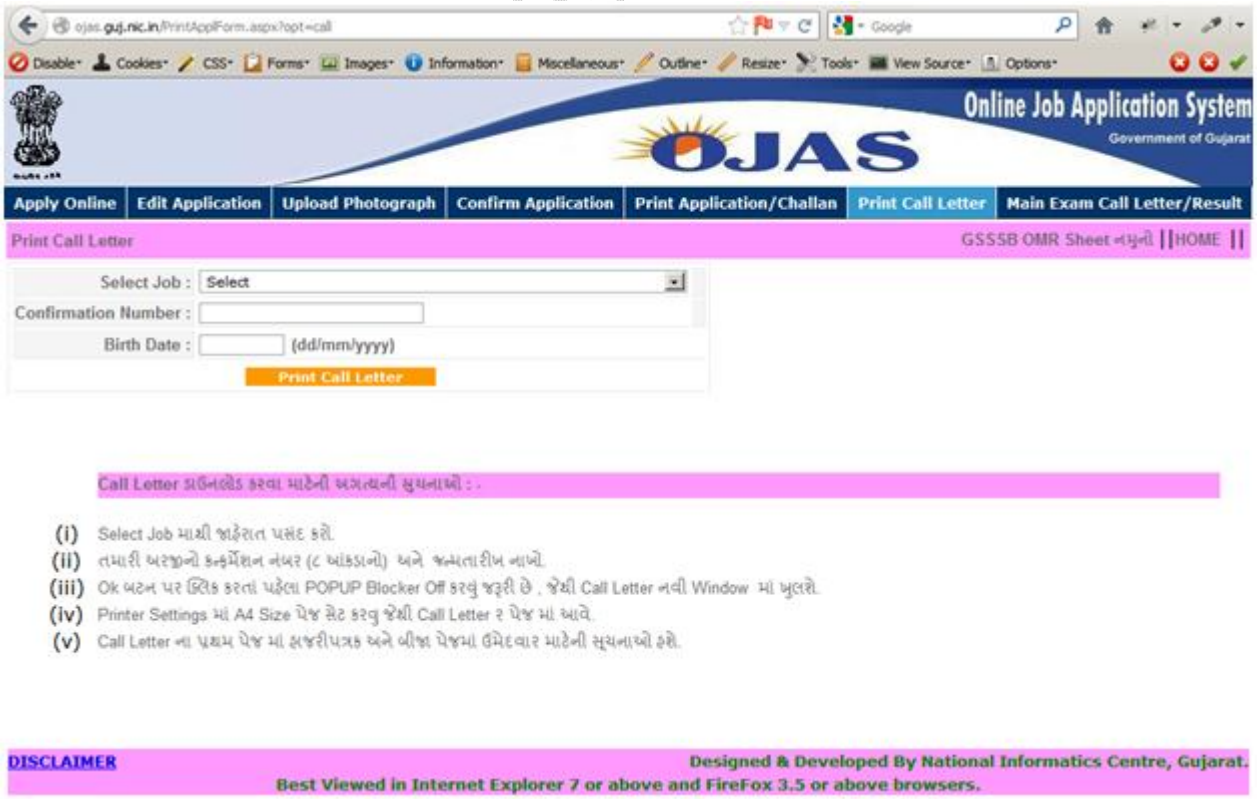


Advt No	Title	ENDS ON (dd/mm/yyyy)	Fees	Contact Info.		
GSRTC/201213/1	ડ્રાઇવર Driver GSRTC REC2012	05/10/2012 23:59:00	0	079-25453295, 25460175	Apply Now	Details
GSRTC/201213/16	લીડીંગ હેન્ડ / હેડ આર્ટ Leading Hand / Head Art REC2012	05/10/2012 23:59:00	0	079-25453295, 25460175	Apply Now	Details
GSRTC/201213/17	આર્ટ એ મીકેનીક Art A Mechanic REC2012	05/10/2012 23:59:00	0	079-25453295, 25460175	Apply Now	Details
GSRTC/201213/18	આર્ટ એ ટર્નર Art A Turner REC2012	05/10/2012 23:59:00	0	079-25453295, 25460175	Apply Now	Details
GSRTC/201213/20	આર્ટ બી બ્લેક સ્મીથ Art B Black Smith REC2012	05/10/2012 23:59:00	0	079-25453295, 25460175	Apply Now	Details
GSRTC/201213/21	આર્ટ બી પેઇન્ટર Art B Painter REC2012	05/10/2012 23:59:00	0	079-25453295, 25460175	Apply Now	Details
GSRTC/201213/22	આર્ટ બી વલ્કેનાઇઝર Art B Vulcanizer REC2012	05/10/2012 23:59:00	0	079-25453295, 25460175	Apply Now	Details
GSRTC/201213/23	આર્ટ બી બેન્ચ ફીટર Art B Banch Fitter REC2012	05/10/2012 23:59:00	0	079-25453295, 25460175	Apply Now	Details
GSRTC/201213/24	આર્ટ બી વેલ્ડર Art B Welder REC2012	05/10/2012 23:59:00	0	079-25453295, 25460175	Apply Now	Details
GSRTC/201213/25	આર્ટ બી બોડી ફીટર Art B BodyFitter REC2012	05/10/2012 23:59:00	0	079-25453295, 25460175	Apply Now	Details
GSRTC/201213/27	આર્ટ બી ટીન સ્મીથ વેલ્ડર Art B Tin Smith Welder REC2012	05/10/2012 23:59:00	0	079-25453295, 25460175	Apply Now	Details
GSRTC/201213/28	આર્ટ બી ટાયર ફીટર Art B Tyre Fitter REC2012	05/10/2012 23:59:00	0	079-25453295, 25460175	Apply Now	Details
GSRTC/201213/29	આર્ટ બી વલ્કેનાઇઝર ટાયર ફીટર Art B Vulcanizer Tyre Fitter REC2012	05/10/2012 23:59:00	0	079-25453295, 25460175	Apply Now	Details

Application Data Entry



Call Letter Printing



e Governance News

Training under Capacity Building Scheme

1. **Training on *E-Governance Life Cycle (EGLC)* held at Hotel Haveli, Gandhinagar**

   Total 38 participates were attended the Training of *E-Governance Life Cycle (EGLC)*.

2. **Training on *Information Security and Management* held at Infocity Club & Resort, Gandhinagar**

Total 34 participates were attended the Training of *Information Security and Management (ISM)*

Information System

Web Corer

http://ojas.guj.nic.in/

http://guj.nic.in/

http://www.nic.in

http://gpsc.gujarat.gov.in

http://gsssb.gujarat.gov.in

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