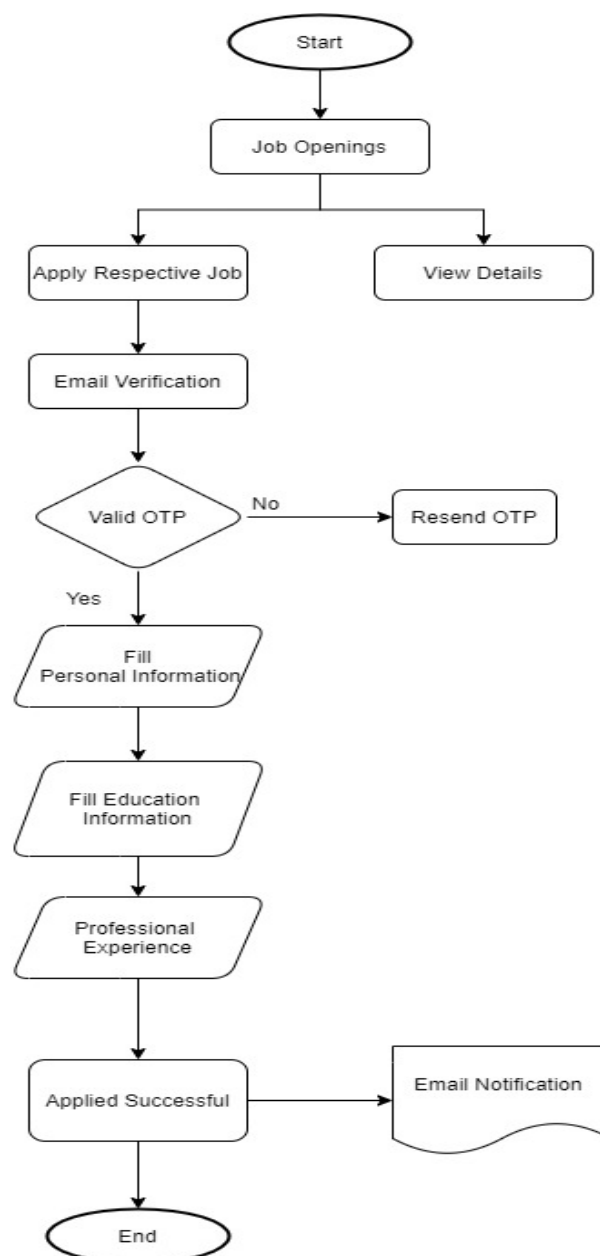


Step Guide for Job Application Process

This step-by-step guide will tell you everything you need to know about the job application process, including:

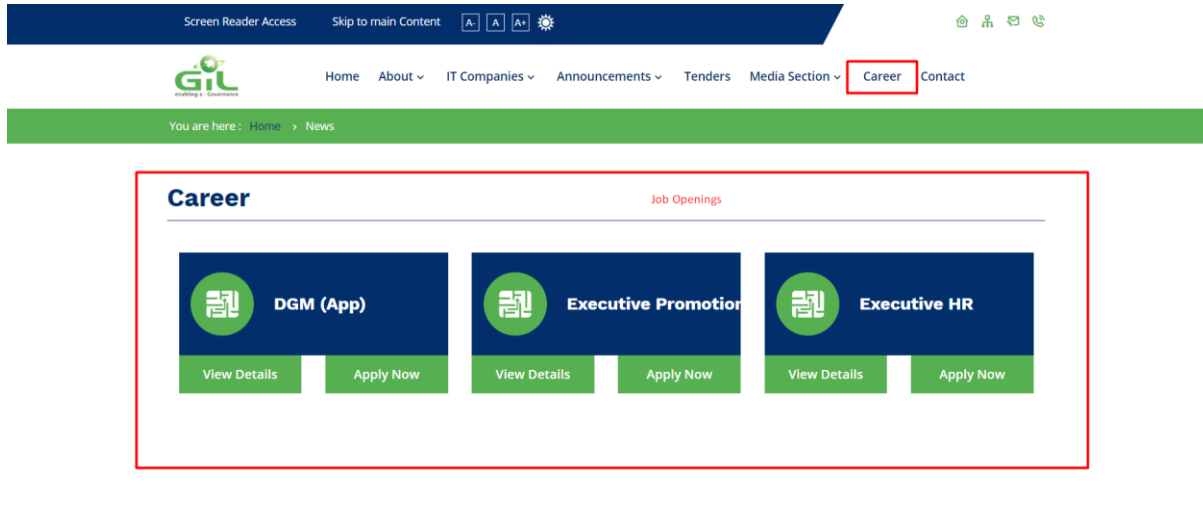
- How to know about the openings
- How to apply for jobs
- How to submit the resume for each opportunity
- How to complete a job application
- How to get confirmation for Job Application

Job Application Flow



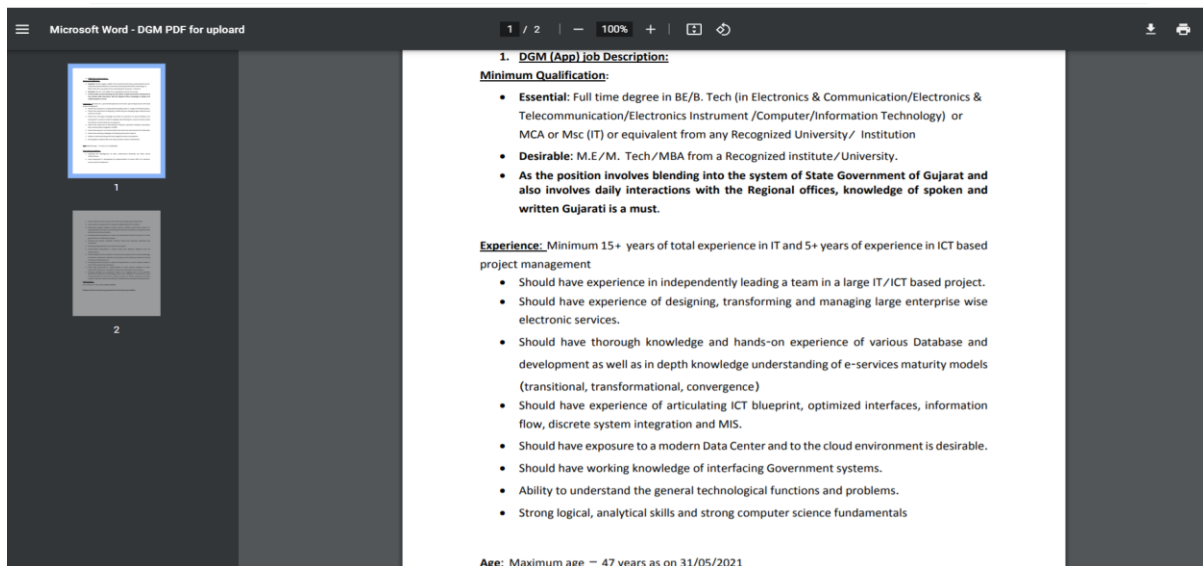
Job Openings

Candidate will be able to get information about the job opening from career option, which is displaying the the main Menu. Here, candidate will be able to see the list of active vacancy for the respective departments



- **Job Details**

Candidate will be able to see the details for the jobs vacancy by tapping view details for the respective job openings.



- **Apply**

While tapping or clicking on Apply button from the job opening pages, candidate will redirect to Job Application page. This Page or module will ask some personal and Professional information, which must handy with them. Candidate must fill the information for further job process. Following steps for applying on Job Vacany

○ Email Verification -1

Here, Candidate need to accept the prerequisite respective job. This means candidate is eligible for the job if they fulfilling the requirement for particular vacancy

Email Verification

Select Post*

DGM (App) ▼

Instructions/Criteria For this post

Minimum Qualification :

- **Essential:** Full time degree in BE/B. Tech (in Electronics & Communication/Electronics & Telecommunication/Electronics Instrument /Computer/Information Technology) or MCA or Msc (IT) or equivalent from any Recognized University/ Institution.
 - **Desirable:** M.E/M. Tech/MBA from a Recognized institute/University.
 - **As the position involves blending into the system of State Government of Gujarat and also involves daily interactions with the Regional offices, knowledge of spoken and written Gujarati is a must.**
- Experience:** Minimum 15+ years of total experience in IT and 5+ years of experience in ICT based project management.

Age: Maximum age – 47 years as on 31/05/2021.

Accept & Continue

○ Email Verification -2

Once candidate accept & continue for job vacancy then system or jobs process will verify the email address of the candidate by sending OTP. System assume that candidate accepted the prerequisite of respective jobs, if candidate directly coming on the page via URL. Send OTP will be valid for the 5 minutes only. Once OTP is verified by the system then system will display apply button for personal information.

Email Verification

Select Post*

DGM (App) ▼

Email ID*

Send OTP

OTP*

Verify OTP

Refresh

○ Personal Information

On this page, candidate have to his/her personal information which is displaying. Once this agreed by the candidate and accepted by the system, candidate will navigate to education information page.

Personal Information

Applied Post : DGM (App)

Title*	First Name*	Father/Husband Name*	SurName*
Dr.	First Name	Middle Name	Last Name
Mother Name*	Gender	Date Of Birth*	Nationality
Mother Name	<input type="radio"/> Male <input checked="" type="radio"/> Female	29/06/2021	OCI (Overseas Citizen of)
Contact No*	Alternate Contact No*	Caste Category	Physically Challenged
Contact No	Alternate Contact No	General(EWS)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Present Address*			Permanent Address*
xx			xx
Marital Status	<input checked="" type="radio"/> Married <input type="radio"/> Unmarried <input type="radio"/> Separated		

Upload Photograph

Note : Quality of Photograph should be Good Enough to Be Identifiable and Acceptable. Photograph size must not exceed 100 KB.
Dimensions: Width: 280 px, Height: 300 px (Only .jpeg or .jpg or .PNG or .png)
[CLICK HERE](#) to resize the file.

Choose File No file chosen

Upload Signature

Note : Quality of Signature should be Good Enough to Be Identifiable and Acceptable. Signature size must not exceed 100 KB.
Dimensions: Width: 280 px, Height: 300 px (Only .jpeg or .jpg or .PNG or .png)
[CLICK HERE](#) to resize the file.

Choose File No file chosen

Upload Date of Birth Proof

Note : Quality of File should be Good Enough to Be Identifiable and Acceptable.
Dimensions: (Only .jpeg or .jpg or .PNG or .png or .pdf)
[CLICK HERE](#) to resize the file.

Choose File No file chosen
Like: Aadhar Card, Living Certificate, Birth Certificate.

Declaration

I hereby certify that the foregoing information are true and correct to the best of my knowledge. I have not suppressed any material fact or factual information in the above statement. If in case, I have given wrong information or suppressed any material fact or factual information, my candidature is liable to be cancelled or my service is also liable to be terminated without giving any notice or reasons thereof. I know that, for such suppression, I shall be liable for criminal prosecution.

NOTE: Your online application will be considered eligible only after proper verification.

Captcha

[Previous](#) [Submit](#)

- Education Information

Here, Candidate need to add his/her education information which mentioned the form. Once candidate added and accepted by the system, navigate to professional information step.

Graduation Details **Applied Post : DGM (App)**

Education Details*	Degree Name*	Percentage / Percentile*	Class*
Select: ▼	degree name	percentage / percentile	Select: ▼
University*	No Of Trials*	Passing Month*	Passing Year*
University	no of trials	Select: ▼	Select: ▼

Upload Degree Certificate*

Choose File No file chosen

PostGraduation Details

Education Details*	Degree Name*	Percentage / Percentile*	Class*
Select: ▼	degree name	percentage / percentile	Select: ▼
University*	No Of Trials*	Passing Month*	Passing Year*
University	no of trials	Select: ▼	Select: ▼

Upload Degree Certificate*

Choose File No file chosen

Extra Certifications

Certificate Course Name	Certificate No	Upload Course Certificate
Certificate course name	Certificate No	Choose File No file chosen

[Add New Row](#)

Language

	Read	Write	Speak
Gujrati	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hindi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Previous](#) [Next](#)

- Professional Experience

Here, candidate will be able to his/her professional experience. System will highlight the invalid information added by the candidate. Once this successful submitted then system will send email notification to candidate for Job application submitted successfully.

Professional Experience

Note : This application required minimum 15 years of experience

Job Sector / Type*	Name Of Post*	Date From*	Date To*
<input type="text" value="Select"/>	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="dd/mm/yyyy"/>
Employer Name*	Employer Contact No*	Employer Address*	Employer Pincode*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Job Description*	Monthly Salary*	Upload Experience Certificate*	
<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	

Record does not exist...

○ Final Confirmation

Here, system will take the confirmation on the details which added by them. If they are not satisfied with details then they can update it by click on the previous action. Once submit then this application send to the HR Management.



Education Details

Qualification Detail	Degree Name	Percentage Or Percentile	Class	University	No Of Trials	Passing Month	Passing Year	Degree	Certificate
Bachelor of Technology	dsdsd	80.00	First	cccc	0	August	2000	Graduate	
Master Of Engineering	ffsf	80.00	First	dfwe	0	January	2002	PostGraduate	

Extra Certificate Details

Record does not exist...

Professional Experience Details

Sr no	Job Name	From Date	To Date	Current Job Post	Employer Name	Employer Address	Employer Contact	Employer PINNo	Job Description	Monthly Salary	Expe Cert
1	Private	09-06-2003	14-06-2021	ggt	yyy	jjj	4585969696	859858	kikik	47585859	

---END---