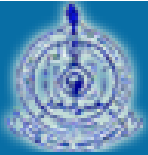


# Click Path Manual for Recruitment Module

# NIMS



**e-Sushrut** *G-5*

*An Advanced Hospital Management Information System*

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# Recruitment Module

## Click Path

### 1.0 Advertisement Details Add

Recruitment→Services→Advertisement Details Add

Note All fields marked as\*\*are mandatory

- Advertisement for→Select→Recruitment or Entrance Exam from drop down menu.
- Write→Advertisement No.
- Select→Advertisement Date
- Fill Agency Details
- Select→Agency Name, Region, Newspaper, Language, Size of Advertisement and Cost of Advertisement etc.
- Fill Vacancy For The Post Of Details
- Write Vacancy Code
- Select→Department, Post Name, Nature of Job [Fee Type and CBS (If Any)]
- Select→ Mandatory Documents (More than one type of document can be added by clicking +sign (Extreme Right)
- Select→Last Date of Receiving Application, Last Date for Challan Updation.

Click on save, Advertisement will be created

#### Save – Clear buttons

- Save → By clicking the button data will be save
- Clear→ Data will be Erased

## 2.0 Advertisement Details Modify

Recruitment→Services→Advertisement Details Modify

Note All fields marked as\*\* are mandatory

- Click on search button, to find out required advertisement no.
- Select respective advertisement no. from the list.
- Modify as per requirement
- Click on Update
- Advertisement No. successfully updated, message will appear.

### Update– Delete buttons

- Update → Data will be updated
- Delete→ Data will be delete.

## 3.0 Advertisement Details Modify Date Extension

Recruitment→Services→Advertisement Details Modify Date Extension

Note All fields marked as\*\* are mandatory

- Click on search button to find out required Advertisement No.
- Select advertisement no. from the list.
- Click on OK
- Change/Modify dates as per requirement
- Click on Modify

### Save – Modify buttons

- Save → By clicking the button data will be save
- Modify → Data will be modified.

## 4.0 Vacancy Details Add

### Recruitment→Services→Vacancy Details Add

Note All fields marked as\*\* are mandatory

- Click on search button to find out Advertisement no.
- Select Advertisement No, Click on ok
- Write Vacancy Code
- If Experience required, write in Experience Required Box in YY-MM-DD format
- Qualification (Essential) Details→Select→Qualification, Division/Grade/Percentage, Subject, Category wise Post.
- Qualification (Desirable) Details→ Select→Qualification, Division/Grade/Percentage, Subject, Category wise Post.
- Category Wise Distribution→Select Category from drop down box→Select Age Limit (Upper & Lower), Select Age Relaxation (Internal & External), No. of Seats and Fees
- Dynamic Note Creation (If Any)→Select→Heading→In Bold Text (Yes/No)→Note Details.
- General Condition (If Any)→ Select→Heading→In Bold Text (Yes/No)→Note Details.

#### Save – Clear buttons

- Save → By clicking the button data will be save
- Clear→ Data will be erased.
-

## 5.0 Vacancy Details Modify

Recruitment→Services→Vacancy Details Modify

Note All fields marked as\*\* are mandatory

- Click on search button, to find out required advertisement no.
- Select Advertisement no. from the list.
- Modify as per requirement
- Click on Update
- Record successfully updated for respective vacancy code, message will appear.

### Update– Delete buttons

- Update → Data will be updated
- Delete→ Data will be delete.

## 6.0 Online Configuration Transaction

Recruitment→Services→Online Configuration Transaction

Note All fields marked as\*\* are mandatory

- Click on search button
- Select Advertisement No.
- Select Vacancy Code.
- Center Preference required→Select (Yes/No)
- Create Center Code and Centers. (More than one center can be created)
- Language Required→Select (Yes/No)
- Select Language from Left Hand Box and transfer it by clicking arrow to Right Hand Box.  
(More Than one language can be selected)
- Save.
- Data Saved successfully message will appear.

### Save – Clear buttons

- Save → By clicking the button data will be save
- Clear → Data will be erased.



## 7.0 Advertisement Generation

Recruitment→Services→Advertisement Generation

Note All fields marked as\*\* are mandatory

- Click on search button to find out Advertisement no.
- Select Advertisement No. from the list
- Click on OK
- Click on Print
- Advertisement will be generated.
- Print out of Advertisement can be taken

### **Print – Clear buttons**

- Print → By clicking the button print out of advertisement can be taken.
- Clear → Data will be erased

## 8.0 Applicant Desk

Recruitment→Services→Applicant Desk

Note All fields marked as\*\* are mandatory


- Click on Register Your Self
- Click on search button to find out Advertisement No.
- Select Advertisement No. from the list, Click on OK
- Fill Details
- Click on Register
- Registered Successfully with Registration No., Message will appear.
- Go to Login Page
- Registrations details will be send on mobile and email ID
- For filling online application form user ID will be Application No.
- And password will be date of birth in DDMMYY format. (E.g.1January 2010 will be written 01012010)
- Following Steps have to complete for Online Submission of Application Form.
  - ✓ **Submit Online Application**
  - ✓ **Generate Duplicate Challan**
  - ✓ **Update Payment Details**
  - ✓ **Upload Documents**
  - ✓ **View Application Form**
- **Submit Online Application (Step-1)**

- ✓ *Applicant Details*
- ✓ Academic Details
- ✓ Experience Details
- ✓ Address Details

✓ *Applicant Details*

- Click on Applicant Details
- Fill All Details
- Click on Update


✓ *Academic Details*


- Click on Academic Details
- Click on Add Button (Extreme Right )
- Fill Details (More Qualifications can be added by clicking add button)
- Click on Update

✓ *Experience Details (As Per Vacancy)*

- Click on Experience Details
- Fill all Details
- Click on Update

✓ *Address Details*

- Click on Address Details
- Fill Corresponding and Permanent Details
- If both Corresponding and Permanent Address are same, click on 


- At Declaration Details Tab, Check on Accept 
- Click on Preview
- Final Save
- After Final Save, No Modification will be Allowed, Message Will Appear.
- Click On OK
- Application Details saved successfully, message will appear with Registration No.
- Click to generate Challan
- Take print out of it
- **Generate Duplicate Challan (Step-2)**
- In case duplicate challan is required it can be generated here
- **Update Payment Details (Step-3)**
- Select Payment Type from drop down box
- Fill challan details
- Save
- **Upload Document (Step-4)**
- Click on Upload Document
- Click on Browse upload required document, More than one document can be upload (As per requirement)
- Click on Final Save
  
- **View Application Form (Step-5)**

- **Click on View Filled Application Form**→Complete filled form can be view here and print out of complete filled form can be taken.
- **View Application Status**→Status of complete filled application can be view. (Accepted/Rejected etc.)

## 9.0 Application Verification

Recruitment→Services→Application Verification

Note All fields marked as\*\* are mandatory

- Click on  Update
- Fill verification Details.
- Select Application Status
- Write Remark if any (To be shown on portal).
- Write Remark if any (Internal)
- Click on Update
- Record Modify Successfully, Message will appear




### Clear – Update – Cancel buttons

- Clear→ By clicking the button data will erased.
- Update→Information will be update
- Cancel → Search window will close.

## 10.0 Application Screening

Recruitment→Services→Application Screening

Note All fields marked as\*\* are mandatory

- Click on Adv New 
- Select Adv No. (Vacancy/Course Code)
- Click on Search Button 
- List of Adv No. (Vacancy/Course) will appear
- Select desired Adv No. from the list
- Write Remark if any
- Click on Screening 
- Confirmation Popup will appear
- Click on OK
- Record Inserted successfully, message will appear.


### Clear – Screening – Cancel buttons

- Clear→ By clicking the button data will erase.
- Screening→The button is used for screening application.
- Cancel → Search window will close.

## 11.0 Centre Creation

Recruitment→Services→Centre Creation

Note All fields marked as\*\* are mandatory

- Select Adv. No. (Vacancy/Course), click on add new 
- Fill Centre Creation Details
- Write Centre Name, Centre Code and Centre Address.
- Select State and write Pin Code
- Write Seat Capacity
- Add row to create more centre.
- Click on create

### **Create – Clear – Cancel buttons**



- Create→By clicking the button centre will be created
- Clear → By clicking the button data will be erased
- Cancel → Search window will close.



## 12.0 Centre Allocation

Recruitment→Services→Centre Allocation

Note All fields marked as\*\* are mandatory

- Click on Add New 
- Click on Search Button , find desired Adv No.(Vacancy/Recruitment)
- Select Adv. No. (Vacancy/Recruitment)
- Click on View Centre Details to see centers details
- Click on Allot
- Centre allotted Successfully Message Will Appear



### Allot – Clear – Cancel buttons

- Allot→By clicking the button centre will be allot.
- Clear → By clicking the button data will be erased
- Cancel → Search window will close.

## 13.0 Roll No. Generation

Recruitment→Services→Roll No. Generation

Note All fields marked as\*\* are mandatory

- Click on Add New 
- Click on Search Button , find desired Adv No.(Vacancy/Recruitment)
- Select Adv. No. (Vacancy/Recruitment)
- Write Roll No. From-Roll No. To
- Click on Generate.
- Roll No. Generated Successfully, Message will appear




### Generate – Clear – Cancel buttons

- Generate→By clicking the button Roll No. will be generated.
- Clear → By clicking the button data will be erased
- Cancel → Search window will close.

## 14.0 Examination Schedule

Recruitment→Services→Examination Schedule

Note All fields marked as\*\* are mandatory

- Click on Add New 
- Click on Search Button , find desired Adv No.(Vacancy/Recruitment)
- Select Adv. No. (Vacancy/Recruitment)
- Click on  button to add examination details
- Write Exam Name
- Select Exam Date
- Select Reporting Time
- Select Exam From (Time) to Exam To (Time)
- Click on Save
- Record Save Successfully, message will appear

### Save – Clear – Cancel buttons

- Save → By clicking the button data will be save
- Clear → Data will be erased.
- Cancel → Search window will close.

## 15.0 Result Details

Recruitment→Services→Result Details

Note All fields marked as\*\* are mandatory

- Select Vacancy Code from the list.
- Select Candidate, and click on Add New
- Select Result and Click on Upload Supporting Document.
- Record Inserted Successfully, message will appear.
- Click on Result Declare Tab.
- Select Record and Click on Freeze.
- Record Freeze Successfully, Message will appear.
- Details can be view by clicking view button
- Print out can be taken by clicking print button.

### **Save – Clear – Cancel – Freeze – buttons**

- Save → By clicking the button data will be save
- Clear→Data will be erased.
- Cancel → Search window will close.
- Freeze→Data will be freeze.

## 16.0 Create & Send File

Recruitment→Services→Create & Send File

Note All fields marked as\*\* are mandatory

- Select Vacancy Code from the list.
- Click on Generate File
- Click on Create
- Bank File Successfully Generated
- File can be downloaded by clicking download button
- File can be sent through email, by writing email at box and clicking on send button


### **Create – Download – Send – Cancel**

- Create → By clicking the button File will be generated
- Download→The Generated file can be downloaded
- Send→File can be send by writing email in box
- Cancel → Search window will close.

## 17.0 Final Candidate Selection

Recruitment→Services→Final Candidate Selection

Note All fields marked as\*\* are mandatory

- Select Record and Click on 
- Select Record and Click on Selection Status.
- Record Inserted Successfully, message will appear.
- Click on Final Selection declared.
- Select Record, and Click on Freeze.
- Record Inserted Successfully, Message will appear.


### Save – Clear – Cancel – Freeze – buttons

- Save → By clicking the button data will be save
- Clear→Data will be erased.
- Cancel → Search window will close.
- Freeze→Data will be freeze.

## 18.0 Provisional Selection Letter

Recruitment→Services→Provisional Selection Letter

Note All fields marked as\*\* are mandatory

- Click on 
- Select Record (Advertisement)
- Select Course from corresponding advertisement.
- Select Header and Footer.
- Click on Report.
- Provisional Selection Letter will be generated.
- Printout of Provisional Selection Letter can be taken.

### Clear – Cancel – Report

- Clear→Data will be erased.
- Cancel → Search window will close.
- Report→Report can be generated.