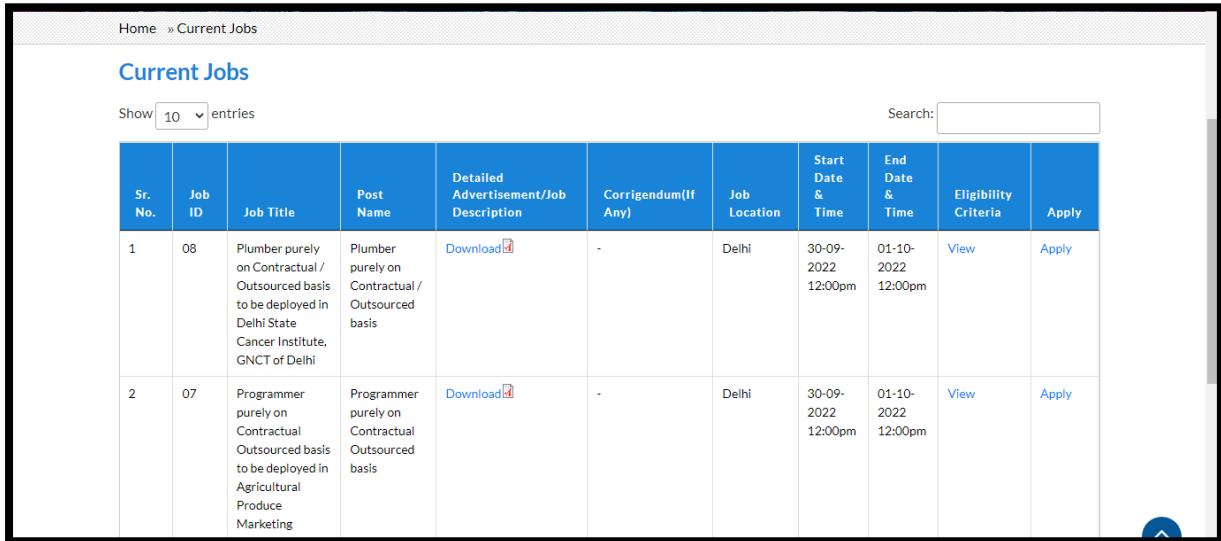


Application Guide v1.0

1. How to apply for Current Job

Candidate can apply for a job by visiting “Current Job” under Careers Tab on official website of ICSIL <http://icsil.in/>, Candidates are advised to read the Detailed Advertisement first, if eligible then User Can click on Apply button which will re-direct the user to the applicant sign in/ Sign up page.



Sr. No.	Job ID	Job Title	Post Name	Detailed Advertisement/Job Description	Corrigendum(If Any)	Job Location	Start Date & Time	End Date & Time	Eligibility Criteria	Apply
1	08	Plumber purely on Contractual / Outsourced basis to be deployed in Delhi State Cancer Institute, GNCT of Delhi	Plumber purely on Contractual / Outsourced basis	Download	-	Delhi	30-09-2022 12:00pm	01-10-2022 12:00pm	View	Apply
2	07	Programmer purely on Contractual Outsourced basis to be deployed in Agricultural Produce Marketing	Programmer purely on Contractual Outsourced basis	Download	-	Delhi	30-09-2022 12:00pm	01-10-2022 12:00pm	View	Apply

Figure-1

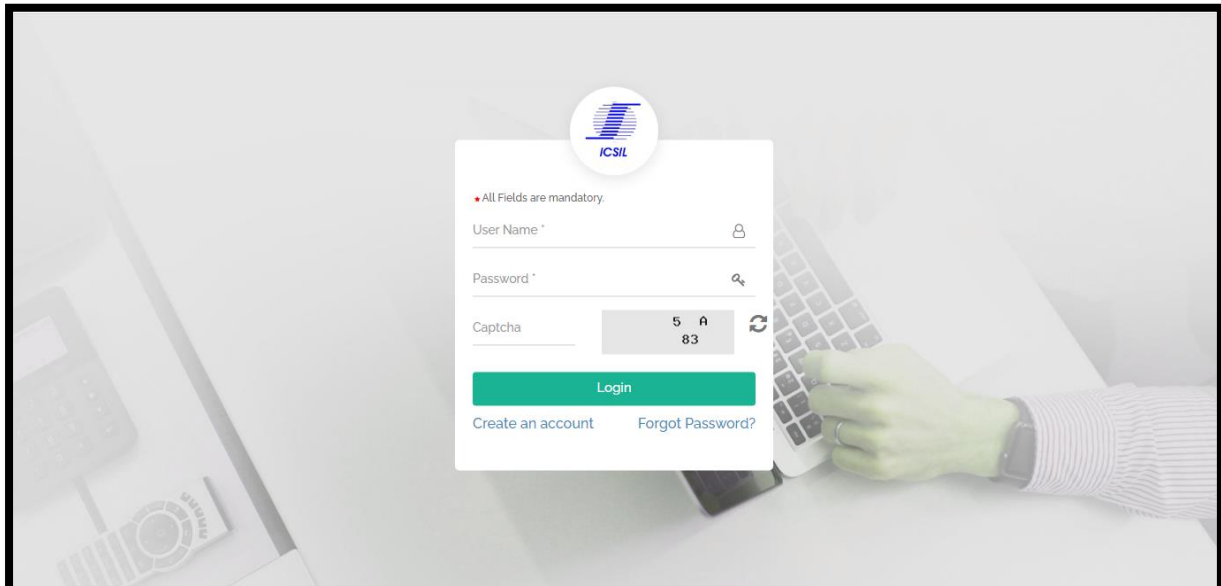


Figure-2

Application Guide v1.0

For the first time user, can create a new account by clicking on “*create an account*” hyperlink text, which will redirect the user to applicant signup form wherein applicant needs to make necessary entry and email ID and mobile Number verification through OTP as shown in Figure-3

Existing users can login by entering their username, Password and Captcha as shown in the [Figure-2](#)

1.1 Applicant Sign Up:

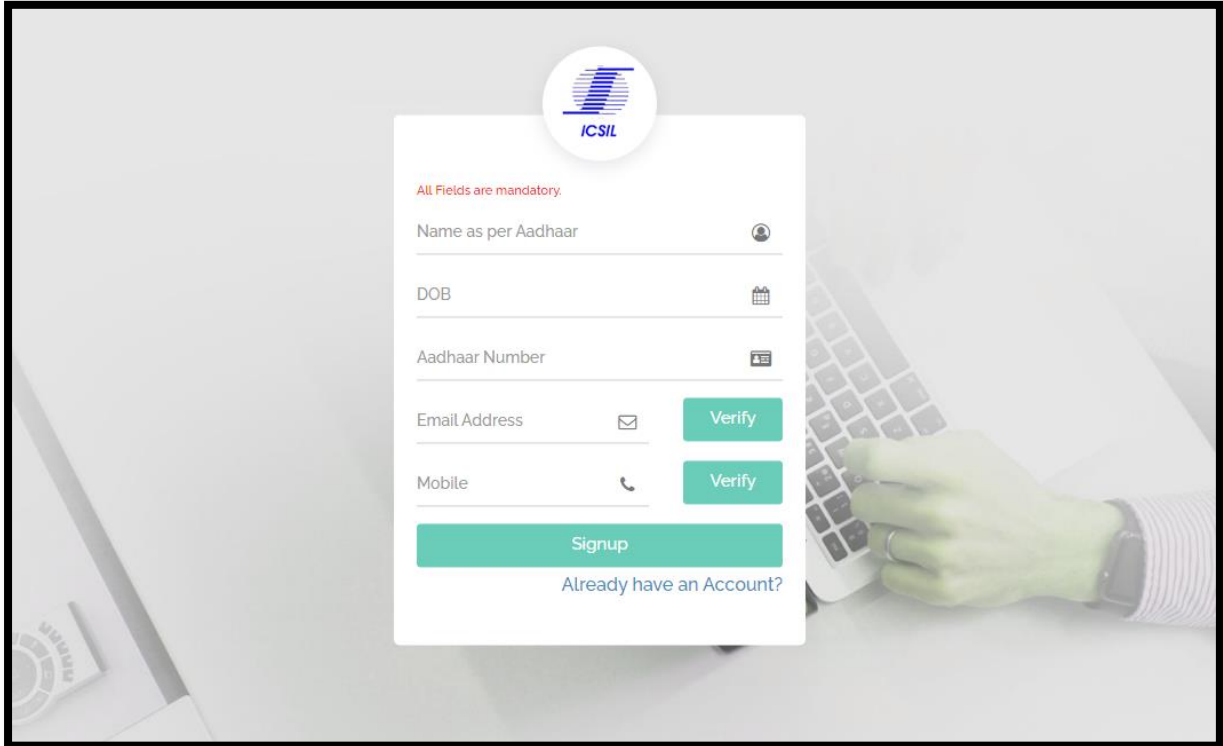


Figure-3

Once the applicant clicks on create an account, he will be re directed to the sign-up page as shown in [Figure-3](#).

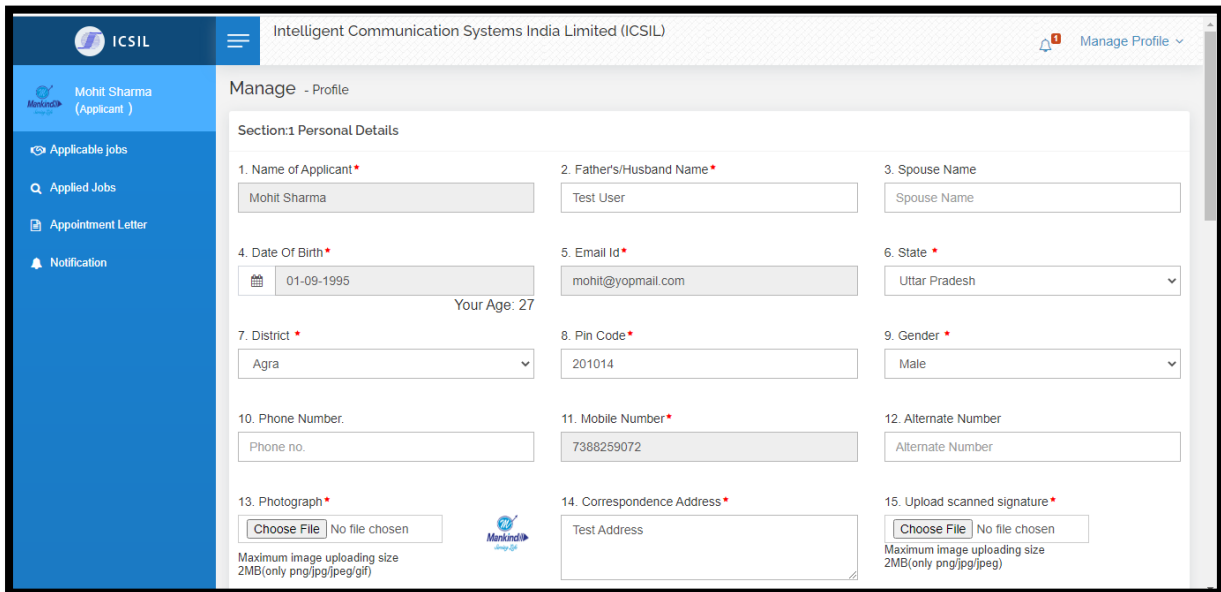
Step to create an account:

- Fill in the mandatory details in the fields available in the signup page (Name as per Aadhar, Date of Birth, Aadhar Number, email address & Mobile Number)
- To verify the email address, click on Verify Button in front of email address (One time Password will be sent to the filled email, Use the OTP Sent to verify your email address.
- To verify the Mobile number, click on verify button in front of mobile number (One time password will be sent to the shared mobile Number), Use the OTP sent to verify your mobile number.
- Once the required/mandatory filed are being filled and verified click on Sign-Up button to create an account.

Application Guide v1.0

- User Name and Password will be shared to the applicant to their verified Mobile number and Email address.
- User can login into his/her account using the user Name and password shared on his/her Mobile number and Email address.

2 Applicant Dashboard



The screenshot shows the 'Manage - Profile' page for an applicant named Mohit Sharma. The page is titled 'Intelligent Communication Systems India Limited (ICSIL)' and includes a 'Manage Profile' dropdown menu. The profile section is titled 'Section:1 Personal Details' and contains 15 fields for personal information:

Field ID	Field Name	Value
1	Name of Applicant *	Mohit Sharma
2	Father's/Husband Name *	Test User
3	Spouse Name	Spouse Name
4	Date Of Birth *	01-09-1995 Your Age: 27
5	Email Id *	mohit@yopmail.com
6	State *	Uttar Pradesh
7	District *	Agra
8	Pin Code *	201014
9	Gender *	Male
10	Phone Number.	Phone no.
11	Mobile Number *	7388259072
12	Alternate Number	Alternate Number
13	Photograph *	Choose File No file chosen Maximum image uploading size 2MB(only png/jpg/jpeg/gif)
14	Correspondence Address *	Test Address
15	Upload scanned signature *	Choose File No file chosen Maximum image uploading size 2MB(only png/jpg/jpeg)

Figure- 4

- Once the applicant logs in to his/her account using the username and password then He/She will be redirected to the profile section.
- User needs to update the mandatory fields in the profile section to view and Apply Job
- Candidates are advised to make complete details of their educational qualification and experience in their profile. Applicable Jobs will be visible based on profile of the candidate.
- Candidates can update their profile.

Application Guide v1.0

2.1 Applicable Jobs

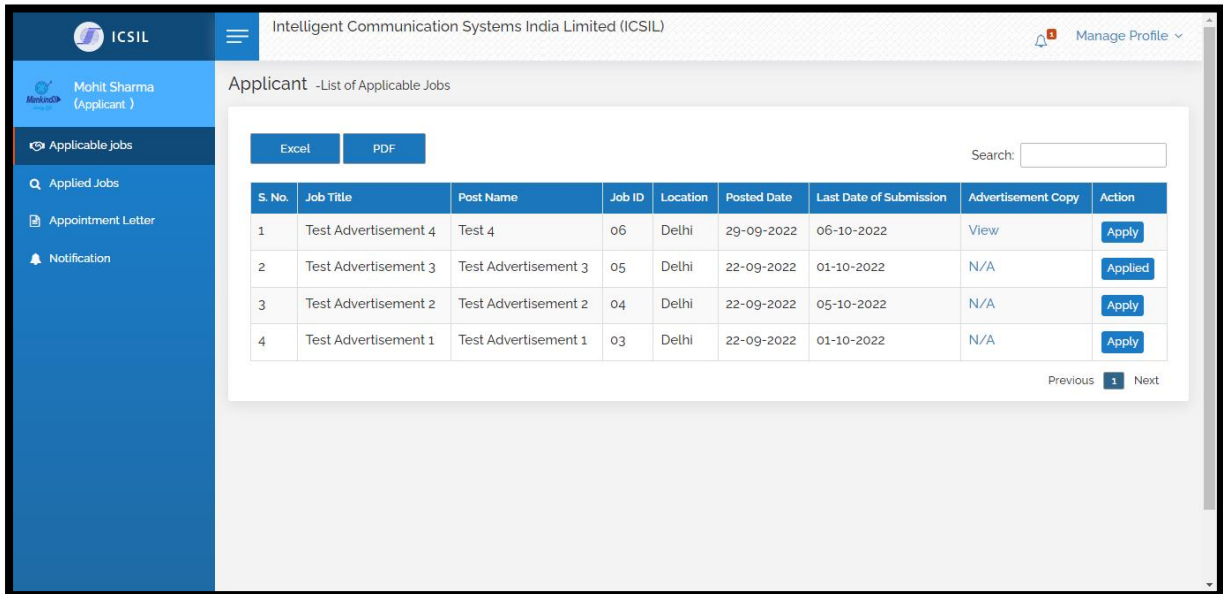


Figure-5

Step to apply for a currently available Job:

- Click on the apply button under action tab for the job the user wants to apply
- Applicant will be re directed to the application form for the job applying.

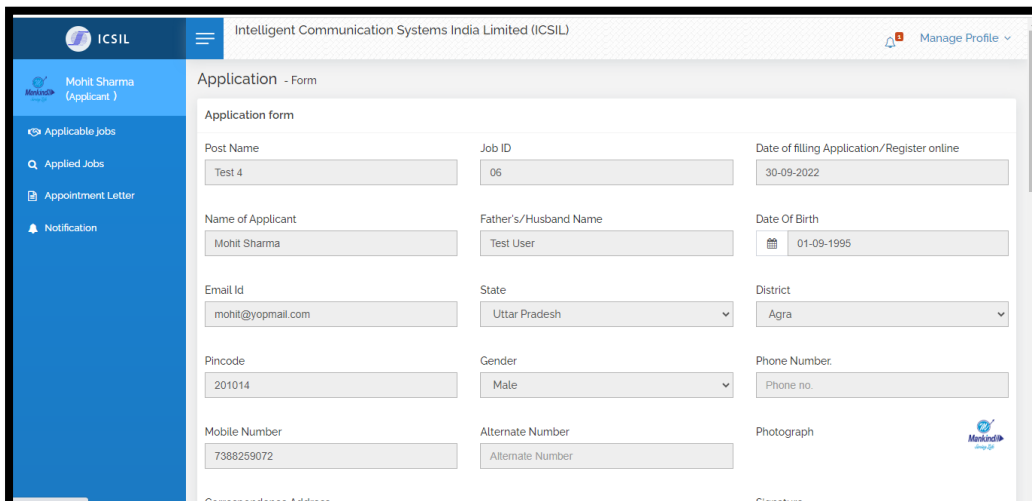


Figure- 6

- User can validate the pre-filled details in the application form which were saved by the applicant while updating the profile.
- User can edit the details by clicking on Edit button, which will redirect the user to his/her profile section.

Application Guide v1.0

- Once all the details are, being verified user can submit the details by clicking on submit button.

2.2 Applied Jobs

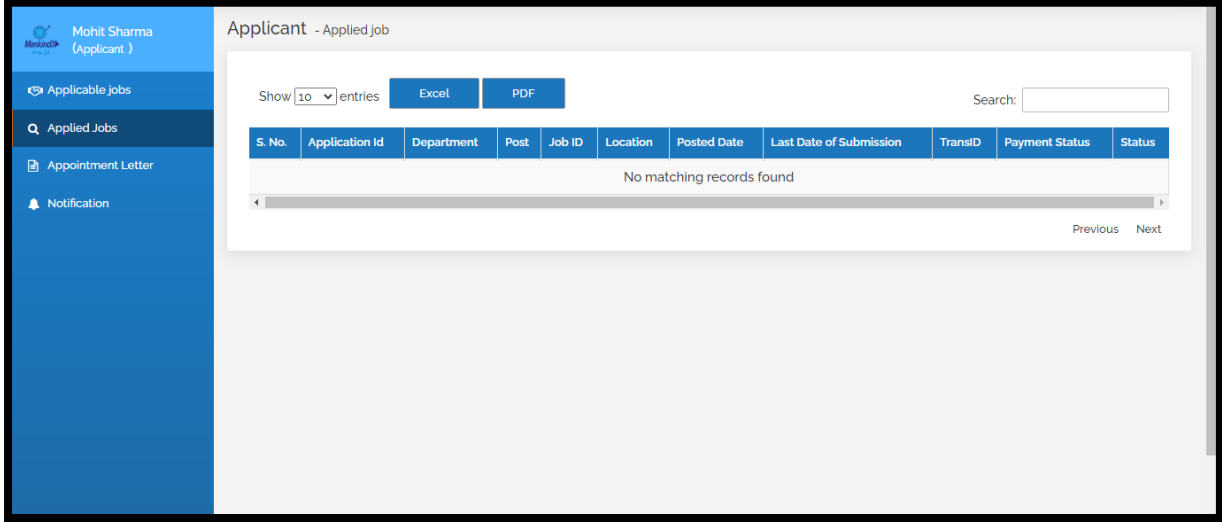
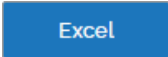


Figure – 7

User can view the list of all the applied jobs in applied jobs section in the user panel.

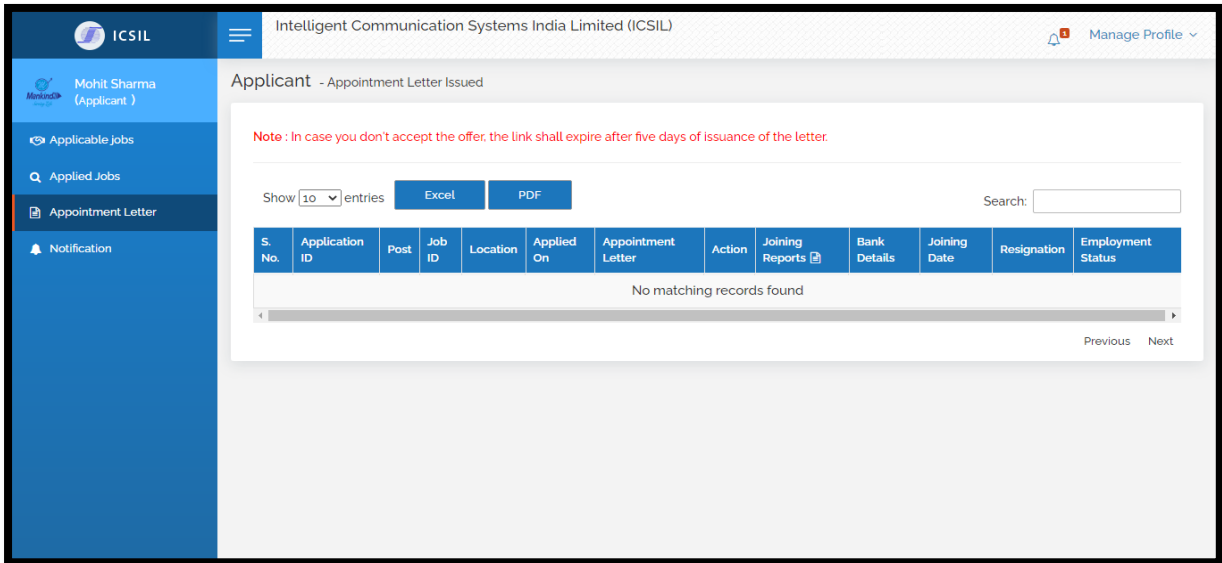


: - Excel button enables the user to download all the applied job list in .xls format



: - PDF Button enables the user to download all the applied job list in PDF format

2.3 Appointment Letter



Application Guide v1.0

Figure – 8

Once selected, applicants can view their appointment letter generated for the job applied in the Appointment letter section of the user panel.

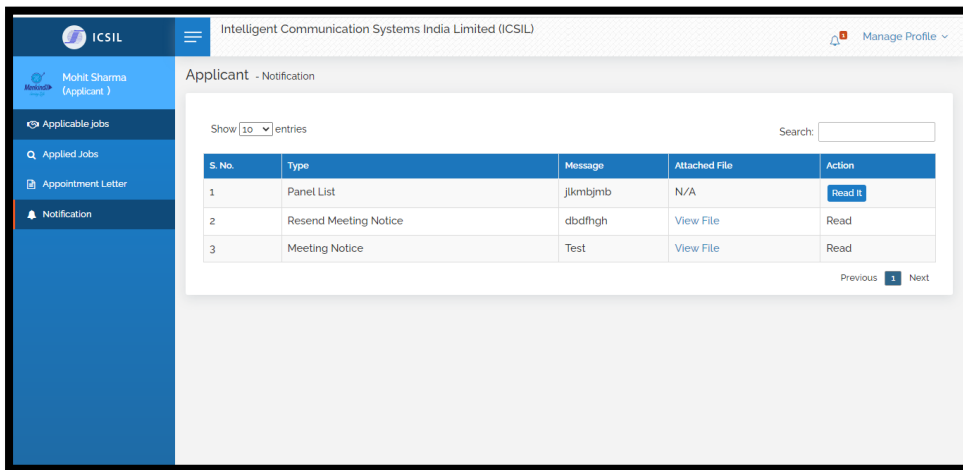
Excel

:- Excel button enables the user to download all the appointment letter generated for the applied job in .xls format

PDF

:- PDF Button enables the user to download all the appointment letter generated for the applied job PDF format.

2.4 Notification



S. No.	Type	Message	Attached File	Action
1	Panel List	jjkmbjmb	N/A	Read It
2	Resend Meeting Notice	dbdfgh	View File	Read
3	Meeting Notice	Test	View File	Read

Applicant can view all the notification under Notification section of User panel.

Thank you

