

## Manual for Jobseekers

To search and apply for a job through <http://pgrkam.com/> portal following steps to be followed:

1. Registration on the Portal and logging in.
2. Updating the profile; Searching and applying for a Job.

### Registration on the portal and logging in

- 1.1 Enter the URL <http://pgrkam.com/> in your web browser. If you are a new user, click on the highlighted link in the image given below:



- 1.2 Select the user as Jobseeker and fill the registration form on the portal. On click of Submit button, an SMS with username & password along with OTP will be sent to your registered mobile number. User will have to enter the OTP in the input box provided for account verification.

**Read the Instructions below, before registration with this portal.**

- All the fields having asterisk(\*) sign are compulsory to fill
- Please enter correct mobile number. It is necessary for registration verification.
- Please have your registered mobile with you after form submission OTP will be sent on mobile for verification
- You can use mobile number only once for registration
- Your Username, Password and verification OTP will be sent to your registered mobile number after submit
- You will be asked for OTP to verify, use OTP sent on your mobile phone
- Only verified user can login to their account with username, and password sent to your mobile

If already registered [Login](#)

Please select the type of user that you want to register \*

Jobseeker

Enter your firstname in the box provided, that you want to register. \*

Enter First Name

Enter your lastname in the box provided, that you want to register.

Enter Last Name

Please select your gender \*

Female  Male  Transgender

Please select the education level from the dropdown box given \*

Select Education Level

Please select your district from the dropdown box given \*

Select District

Please enter your email address in the box provided (optional)

eg. name@example.com

Please enter your currently working mobile number, you want to register \*

10 digit mobile number

I agree all the terms and conditions before registration on this portal \*

- 1.3 After registration, to sign in (link <http://pgrkam.com/signin> ), enter username and password and click on Log In button.

- 1.3.1 In case you want change your password click on Forgot password. (link <http://pgrkam.com/resetpassword>).

- 1.3.2 If no SMS is received on your registered mobile number after successful registration is done, you can click Login with OTP (<http://pgrkam.com/signin-with-otp>) to login into your account using registered number and the OTP.

## Updating the profile; Searching and applying for a Job

- 2.1 After successful login, user dashboard will be displayed, click on 'Instructions for using this dashboard' link to view the relevant instructions.



### 2.1.1 Dashboard display items

**Scheduled Job Interviews** – It will show the job interviews applied by you and selected by Employers for interview.

**Invitation for Job Interviews**- If the Employer sends any invitation for interview, it will be displayed here. User can accept the invitation for the interview.

**Upcoming Recommended Jobs**- It will show private jobs in your district. User can view and apply for the job.

- 2.1.2 User can update his/her profile (Add basic information, educational details, working Experience, upload cv, documents) from **Profile Details** menu.



### 2.1.3 After updating profile user can Search and Apply for the jobs

Search Jobs

Education:

Experience:

Skills:

Age:

Location:

Gender:

Course:

Results

**Name of post:** Data Entry Operator

**Name of employer:** SRG Group

**Place of posting:** Amritsar

**Required Qualification:** B.C.A. (Bachelor of Computer Application)

**Salary(in INR):** 10000-12000 (per month)

**Vacancies:** 2   **Expire on:** 31-03-2020   **Minimum age(in years):** 35

**Maximum Age(in years):**   **Experience(in years):** 1-2 Years   **Gender:** Both

[View Details](#)

Posted 3 months ago ☆

### 2.1.4 All the applied Jobs will be displayed in 'Applied Jobs' section.

Applied jobs

#	Job Title	Employer Name	Salary(in INR)	Location	Status	Applied on	Interview Details
1	Data Entry /AD Posting	Royal Staffing	4200-16000 (per month)	All over India, All over Punjab, Amritsar, Barnala, Bathinda, Chandigarh, Faridkot, Fatehgarh Sahib, Fazilka, Firozpur, Gurdaspur, Hoshiarpur, Jalandhar, Kapurthala, Ludhiana, Mansa, Moga, Muktsar, Pathankot, Patiala, Rupnagar, Sahibzada Ajit Singh Nagar, Sangrur, Shahid Bhagat Singh Nagar, Tarn Taran	Newly Applied	26-05-2020	
2	District Operation Manager	Vakrangee Limited	14000-20000 (per month)	All over Punjab, Amritsar, Barnala, Bathinda, Chandigarh, Faridkot, Fatehgarh Sahib, Fazilka, Firozpur, Gurdaspur, Hoshiarpur, Jalandhar, Kapurthala, Ludhiana, Mansa, Moga, Muktsar, Pathankot, Patiala, Rupnagar, Sahibzada Ajit Singh Nagar, Sangrur, Shahid Bhagat Singh Nagar, Tarn Taran	Newly Applied	26-05-2020	
3	Advisor	LIC of India	5000-10000 (per month)	Barnala	Newly Applied	01-06-2020	

If the Employer shortlists your profile for interview, then Interview Details (Interview date, time, venue, contact person, contact number) will be displayed in the last column as shown above.