Manual for Jobseekers

To search and apply for a job through <u>http://pgrkam.com/</u> 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 <u>http://pgrkam.com/</u> in your web browser. If you are a new user, click on the highlighted link in the image given below:

If you are already registered with this portal	If you want to register with this portal	If you are already registered with DBEES Click Here
If you are already registered with	If you want to go to punjab ghar ghar rozgar home page Click Here	

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	Please select the type of user that you want to register =			
this portal.	Jobseeker			
All the fields having assension sign are computery to fill				
Please enter correct mobile number, it is necessary for registration verification.	Enter your firstname in the box provided, that you want to register. *			
 Please have your registered mobile with you, after form submission OTP will be sent on mobile for verification. 	Enter First Name			
You can use mobile number only once for registration	Enter your lastname in the box provided, that you want to register.			
Your Username. Password and verification GTP will be sent to your registered mobile number after submit	Enter Last Name			
 You will be asked for OTP to verify, use OTP sent on your mobile phone 	Please select your gender *			
Only verified user can login to their account with username, and password sent to	🔍 Pemale 🛎 Male 🔍 Transgender			
Your moone	Please select the education level from the dropdown box given *			
If already registered kogin	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 III agree all the terms and conditions before registration on this portal.*			
	Submit			

- 1.3 After registration, to sign in (link <u>http://pgrkam.com/signin</u>), 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 <u>http://pgrkam.com/resetpassword</u>).

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

wy Account 1, top out 1		At 25 1 1994
PUNJAB GHAR GHA	R ROZGAR velopment	HOME ABOUT US SERVICE
Welcome, Sanjeev Singh	Dashboard	Instructions for using this databoard
Profile Details	Scheduled Job Interviews	Instruction to use dashboard
Search Jobs		If you want to change your password op to change password menu
Applied Jobs	Invitation For Job Interviews	If you want to update profile, go to Profile details
Change Password	Upcoming Recommended Jo	If you want to search new job, go to Search Jobs
		If you want to see the job that you have applied , then go to Applied section

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.

Welcome, Sanjeev Singh	Personal Information +	Address •	Physical Attributes •	Education/Addition	al sk谓s •	Experience •
Profile Details						
Search Jobs	Personal Informat	ion				Save and ne
Applied Jobs						
Change Password		N		PGRKAM ID	GGR-88	00392906
				Mobile Number	88003	92906
	Edit/imag	le		Email ID	Enter	Emaîl
	Only (png. jpg. jpeg of size Timb is	limage forms allowed	4 .9			
	Firstname *	Saniaau		Middle Name	Enter	middle name

Search Jobs								
Education	Graduate	Location	Amritsar	T				
Experience	Select Experience	Gender	Female	¥				
Skills	Select skills	Course	Select Course	Ŧ				
Age	26							
Search								
Results								
Name of p Name of emplo Place of posting	ost:Data Entry Operator yer: SRG Group a: Amritsar		Apply View Dittai	ls				
 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 Posted 3 months ago Transmitted and the second s								

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

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

A	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, Amr itsar, Barnala, Bathinda, Chandigar h, Faridkot, Fatehgarh Sahib, Fazilk a, Firozpur, Gurdaspur, Hoshiarpur, Jalandhar, Kapurthala, Ludhiana, M ansa, Moga, Muktsar, Pathankot, Pa tiala, Rupmagar, Sahibzada Ajit Sin gh 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, Fat ehgarh Sahib, Fazilka, Firozpur, Gur daspur, Hoshiarpur, Jalandhar, Kap urthala, Ludhiana, Mansa, Moga, M uktsar, Pathankot, Patiala, Rupnaga r, Sahibzada Ajit Singh Nagar, San grur, 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.