



HPSPC Job Portal – User Manual For Employers

Job Portal for Employers

HPSPC Job Portal – User Manual For Employers

Objective of the Portal

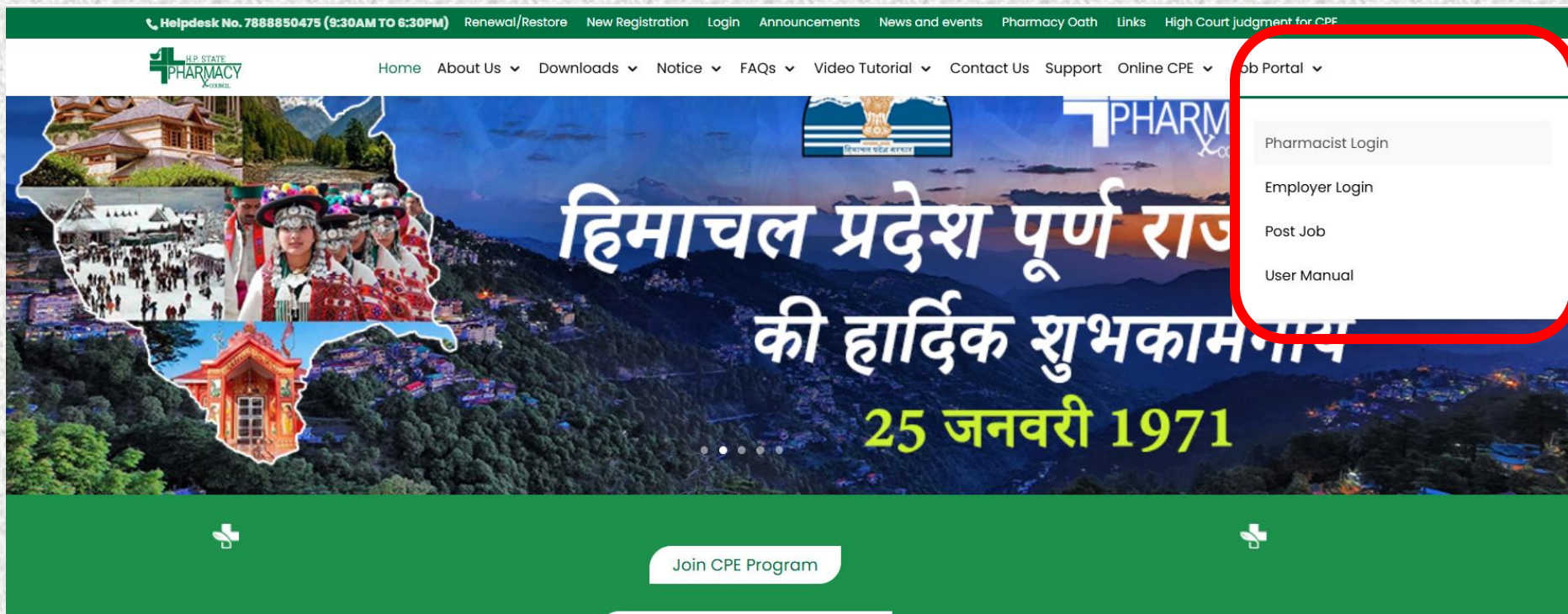
- To create a centralized platform for job seekers and recruiters under HPSPC.
- Allow Recruiters/Employers: Organizations posting and managing job openings.
- To facilitate transparent and streamlined recruitment processes.

Login URL

<https://job.hpspc.org/login>

HPSPC Job Portal – User Manual For Employers

At the Home Page, under Job Portal at the right corner, there are options for Pharmacist Login and Employer Login



The screenshot shows the HPSPC Job Portal Home Page. The top navigation bar includes links for Helpdesk No. 7888850475 (9:30AM TO 6:30PM), Renewal/Restore, New Registration, Login, Announcements, News and events, Pharmacy Oath, Links, and High Court Judgment for CPE. The main navigation menu includes Home, About Us, Downloads, Notice, FAQs, Video Tutorial, Contact Us, Support, Online CPE, and Job Portal. The Job Portal dropdown menu is highlighted with a red box and contains the following options: Pharmacist Login, Employer Login, Post Job, and User Manual. The main banner features a collage of images related to Himachal Pradesh, including a temple, a festival, and a mountain landscape, with the text "हिमाचल प्रदेश पूर्ण राज की हार्दिक शुभकामनाय 25 जनवरी 1971".

Helpdesk No. 7888850475 (9:30AM TO 6:30PM) Renewal/Restore New Registration Login Announcements News and events Pharmacy Oath Links High Court Judgment for CPE

Home About Us Downloads Notice FAQs Video Tutorial Contact Us Support Online CPE Job Portal

Pharmacist Login
Employer Login
Post Job
User Manual

हिमाचल प्रदेश पूर्ण राज की हार्दिक शुभकामनाय
25 जनवरी 1971

Join CPE Program

HPSPC Job Portal – User Manual For Employers

Scroll down to find the Job Portal Section
Log in to Employer Portal

Helpdesk No. 7888850475 (9:30AM TO 6:30PM) Renewal/Restore New Registration Login Announcements News and events Pharmacy Oath Links High Court judgment for CPE



Home About Us Downloads Notice FAQs Video Tutorial Contact Us Support Online CPE Job Portal

Click Here to Download

JOB PORTAL

This platform has been developed to ensure that pharmacists can access authentic and verified job postings, remain informed about the latest career prospects, and contribute effectively to the healthcare system.

The portal helps pharmacists find reliable jobs, stay updated, and grow in their profession.

Pharmacist Login

Employer Login

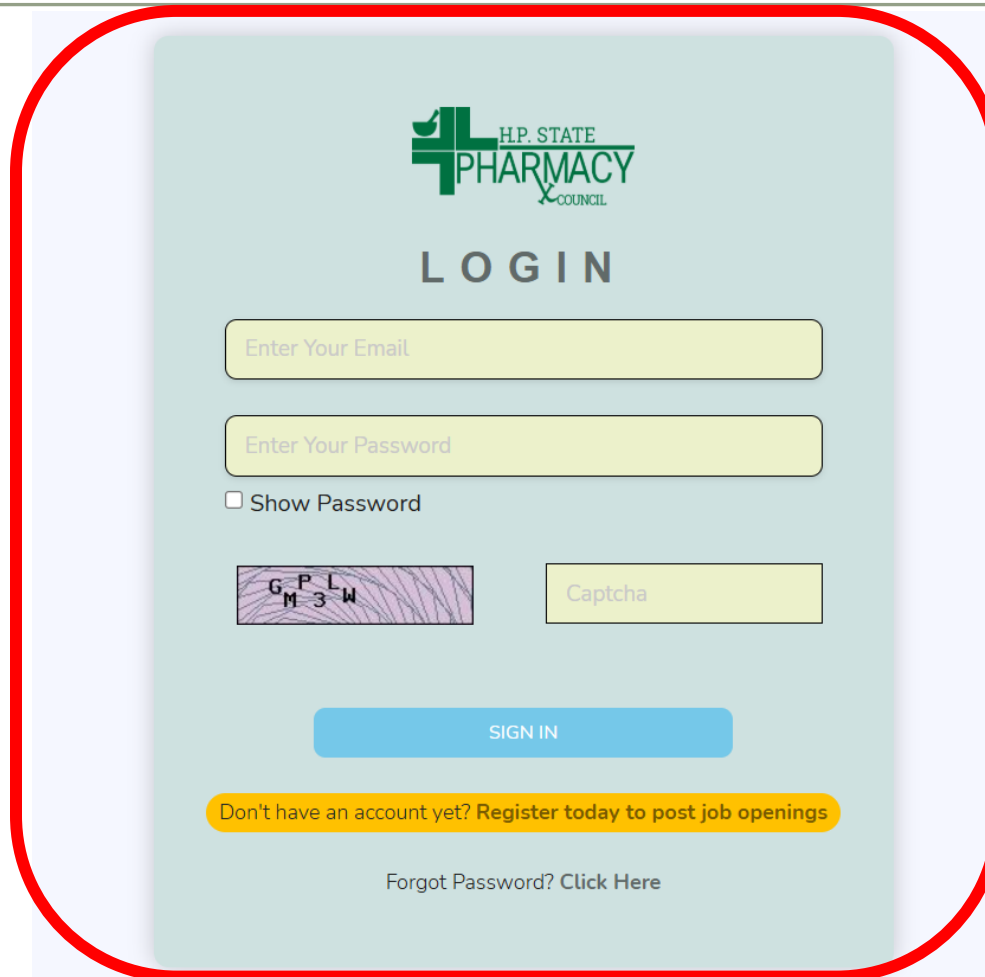
Post Job

User Manual


Notice

Registration to continue enjoying the benefits of our organization. The deadline for renewal of registration is 31 March. To renew your registration, it is mandatory to attend 2 CPE programs with

Login Page for Employers



The login page features the H.P. State Pharmacy Council logo at the top. Below the logo is the word "LOGIN" in a bold, sans-serif font. There are two input fields: "Enter Your Email" and "Enter Your Password". Below the password field is a checkbox labeled "Show Password". To the left of the "Captcha" field is a small image showing a grid of letters and numbers. Below these fields is a blue "SIGN IN" button. At the bottom, there is a yellow button that says "Don't have an account yet? Register today to post job openings" and a link that says "Forgot Password? Click Here".



H.P. STATE
PHARMACY
COUNCIL

LOGIN

Enter Your Email

Enter Your Password

☐ Show Password

 Captcha

SIGN IN

Don't have an account yet? Register today to post job openings

Forgot Password? Click Here

Registration Page for Employers (if not Registered)



REGISTRATION

Category *

Select Category

Organisation Details *

Name

Address

State

City

Pincode

Mobile Number

Website Address

Upload Organisation Document

Choose File No file chosen

Contact Person Details *

Name

sahil.veritas@gmail.com

Mobile Number

Organisation Credentials *

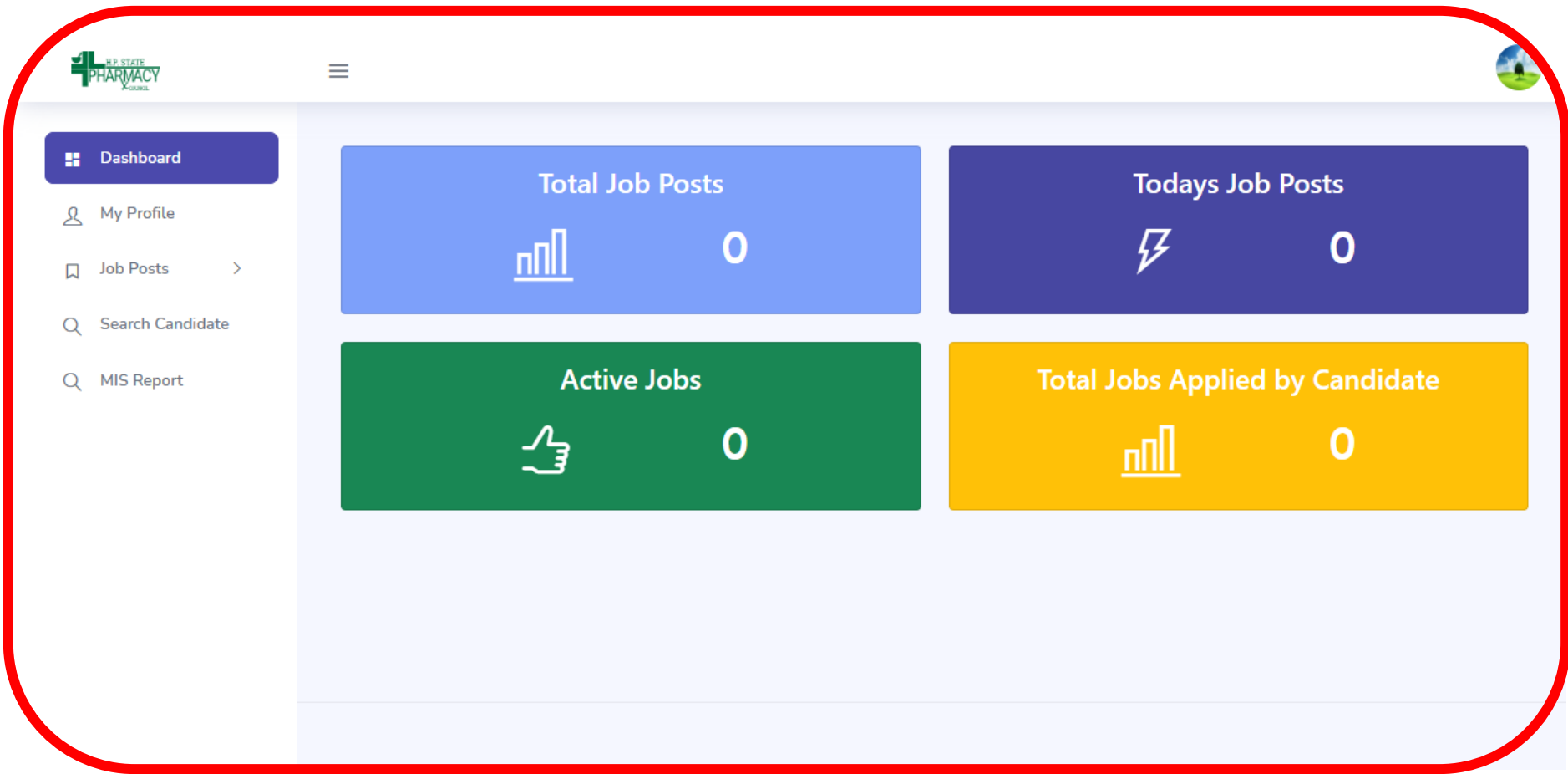
Organisation Email

☐ Show Password

SIGN UP

Already have an account? Login

Dashboard for Employers

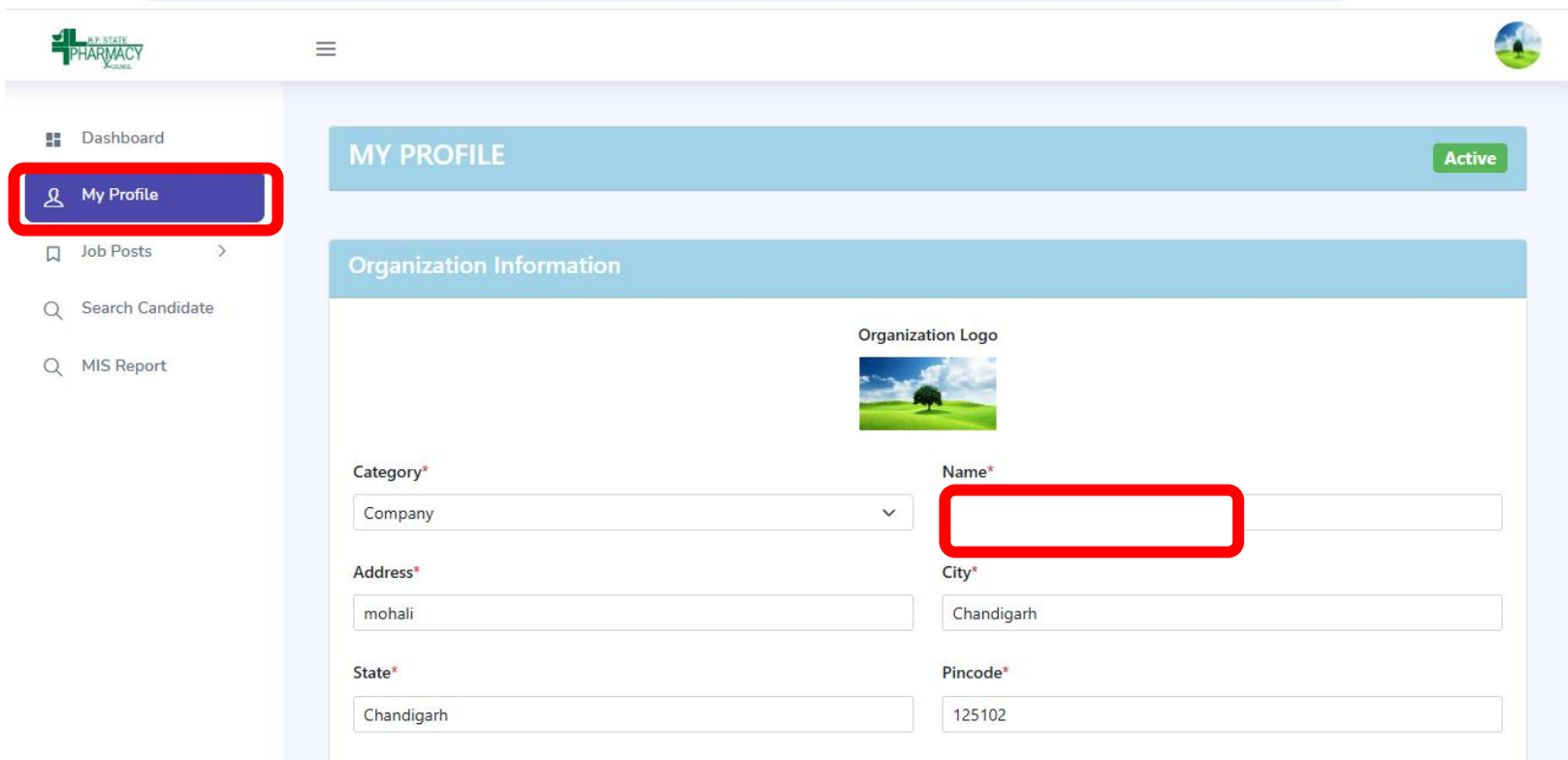


Dashboard for Employers

This Dashboard displays the information about the Total jobs posted, currently active Jobs, Total Jobs listed, and total jobs applied by candidates.

My Profile Menu



Employer can update Profile from My Profile menu



The screenshot shows the 'My Profile' page of the H.P. State Pharmacy Council website. The left sidebar contains a menu with 'My Profile' highlighted in a red box. The main content area is titled 'MY PROFILE' with an 'Active' status button. Below this is the 'Organization Information' section, which includes an 'Organization Logo' placeholder and a form with the following fields:

Field	Value
Category*	Company
Name*	
Address*	mohali
City*	Chandigarh
State*	Chandigarh
Pincode*	125102

My Profile Menu



Contact Information

Mobile Number*	Website Address*
<input type="text" value="6377628517"/>	<input type="text" value="https://veritos.in"/>

Contact Person Details

Name*	Email*
<input type="text" value="ATINDER PAL"/>	<input type="text" value="sahil.veritos@gmail.com"/>
Mobile Number*	Organization Email
<input type="text" value="9431622222"/>	<input type="text" value="sahil.veritos@gmail.com"/>

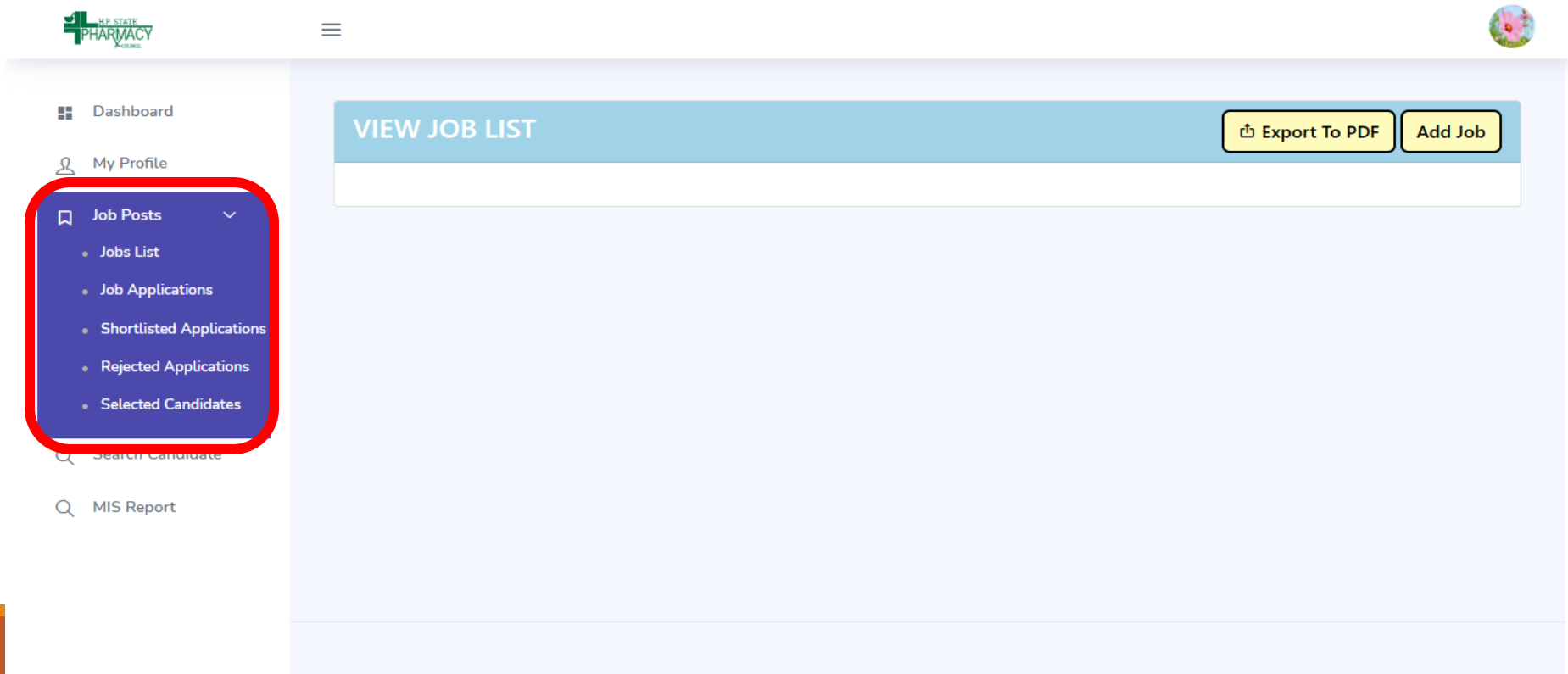
Upload / Change Organization Logo

Upload / Change Organization Logo

Upload / Change Organization Document*

Job Posts Menu

In Job Posts, there are options for Jobs List, Job Applications, Shortlisted Applications, Selected Candidates.



The screenshot displays the user interface of the H.P. State Pharmacy Council's Job Posts menu. On the left, a sidebar contains navigation links: Dashboard, My Profile, Job Posts (highlighted with a red rounded rectangle), Search Candidate, and MIS Report. The Job Posts dropdown menu is open, showing sub-options: Jobs List, Job Applications, Shortlisted Applications, Rejected Applications, and Selected Candidates. The main content area features a 'VIEW JOB LIST' header with 'Export To PDF' and 'Add Job' buttons. A user profile picture is visible in the top right corner.

Job Posts Menu Options:

- Jobs List
- Job Applications
- Shortlisted Applications
- Rejected Applications
- Selected Candidates

Job Posts Menu

The Jobs List Menu: it will show all the jobs listed by Employer

Dashboard

My Profile

Job Posts

- Jobs List
- Job Applications
- Shortlisted Applications
- Rejected Applications
- Selected Candidates

Search Candidate

MIS Report

VIEW JOB LIST

Export To PDF

Add Job

Pharma Executive

Mode: Full Time

Job Role: Pharma Executive

Location: Ghumarwin

Experience Required: 0 - 10 Years

Key Skills: Practitioner

Education Required: D.Pharm

Industry Category: Industry

Salary: 20000 - 30000 per annum

Job Description: Jobs at Industries

Status: Active

Edit

Pharma Executive

Mode: Full Time

Job Role: Pharma Executive

Location: Hamirpur

Experience Required: 2 - 3 Years

Key Skills: Practitioner

Education Required: B.Pharm

Industry Category: Industry

Salary: 20000 - 30000 per annum

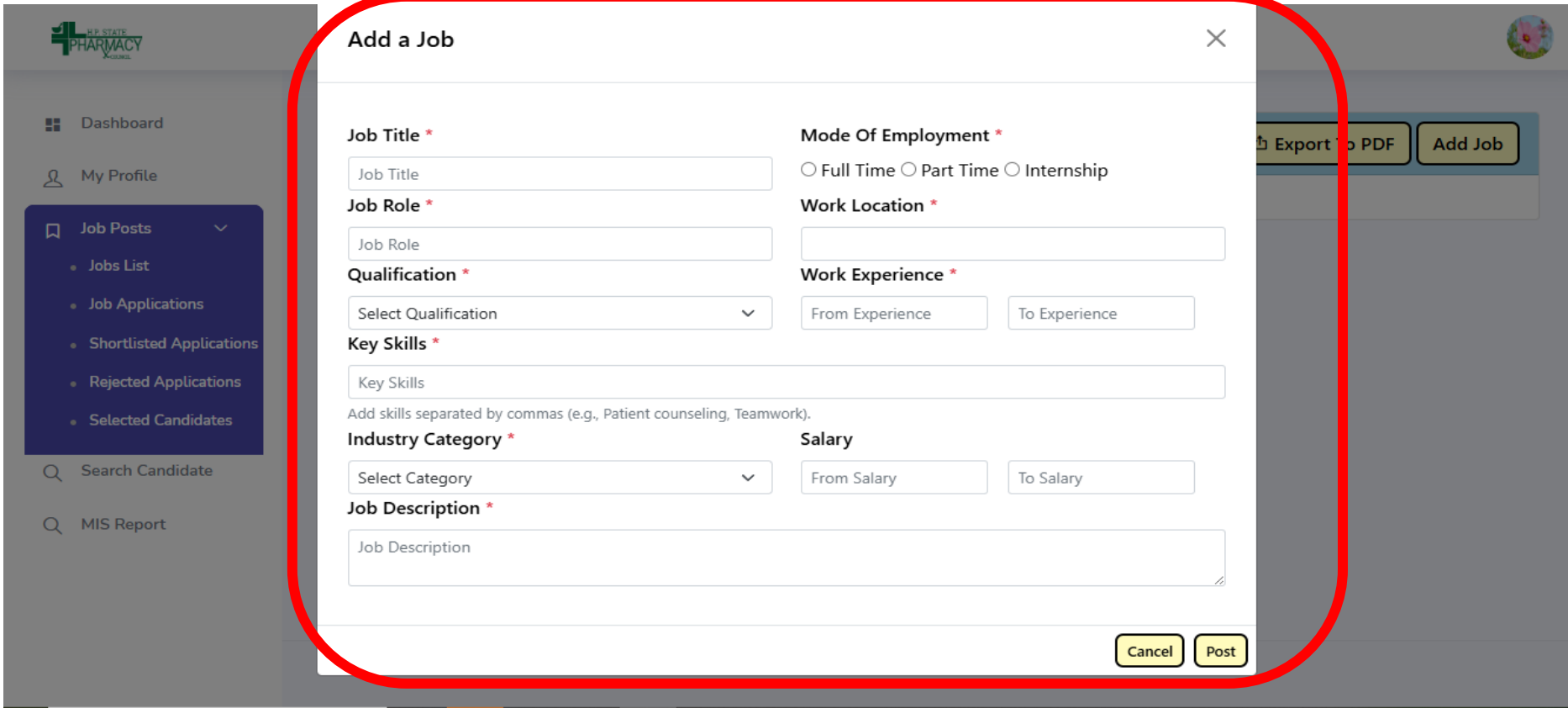
Job Description: Job in the Production Industry

Status: Active

Edit

Job Posts Menu

Job List Menu: Add a new Job



Add a Job [Close]

Job Title *
Job Title

Job Role *
Job Role

Qualification *
Select Qualification

Key Skills *
Key Skills
Add skills separated by commas (e.g., Patient counseling, Teamwork).

Industry Category *
Select Category

Job Description *
Job Description

Mode Of Employment *
☐ Full Time ☐ Part Time ☐ Internship

Work Location *

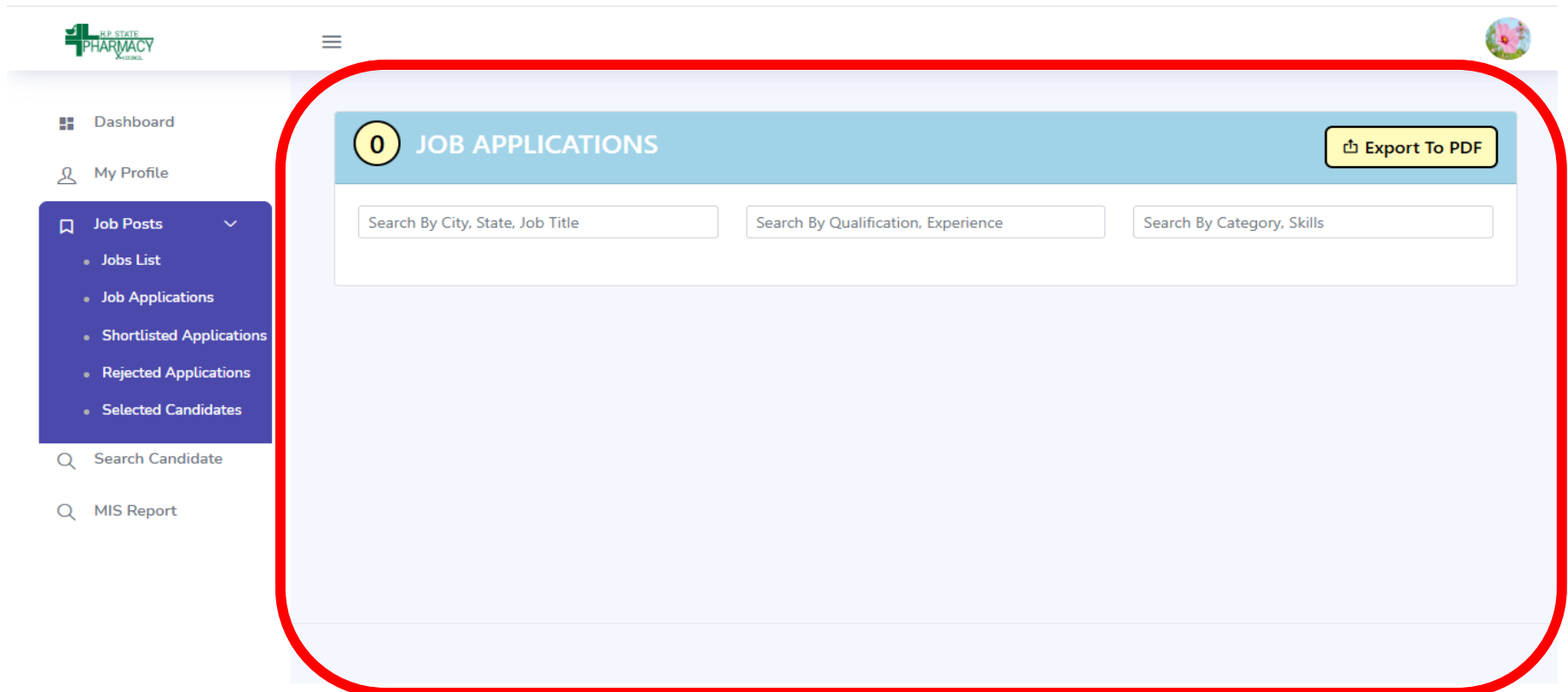
Work Experience *
From Experience To Experience


Salary
From Salary To Salary

[Cancel] [Post]

Job Posts Menu

Job Applications Menu: Search Job Applications here



 H.P. STATE PHARMACY COUNCIL

Dashboard

My Profile

Job Posts

- Jobs List
- Job Applications
- Shortlisted Applications
- Rejected Applications
- Selected Candidates

Search Candidate

MIS Report

0 JOB APPLICATIONS

Export To PDF

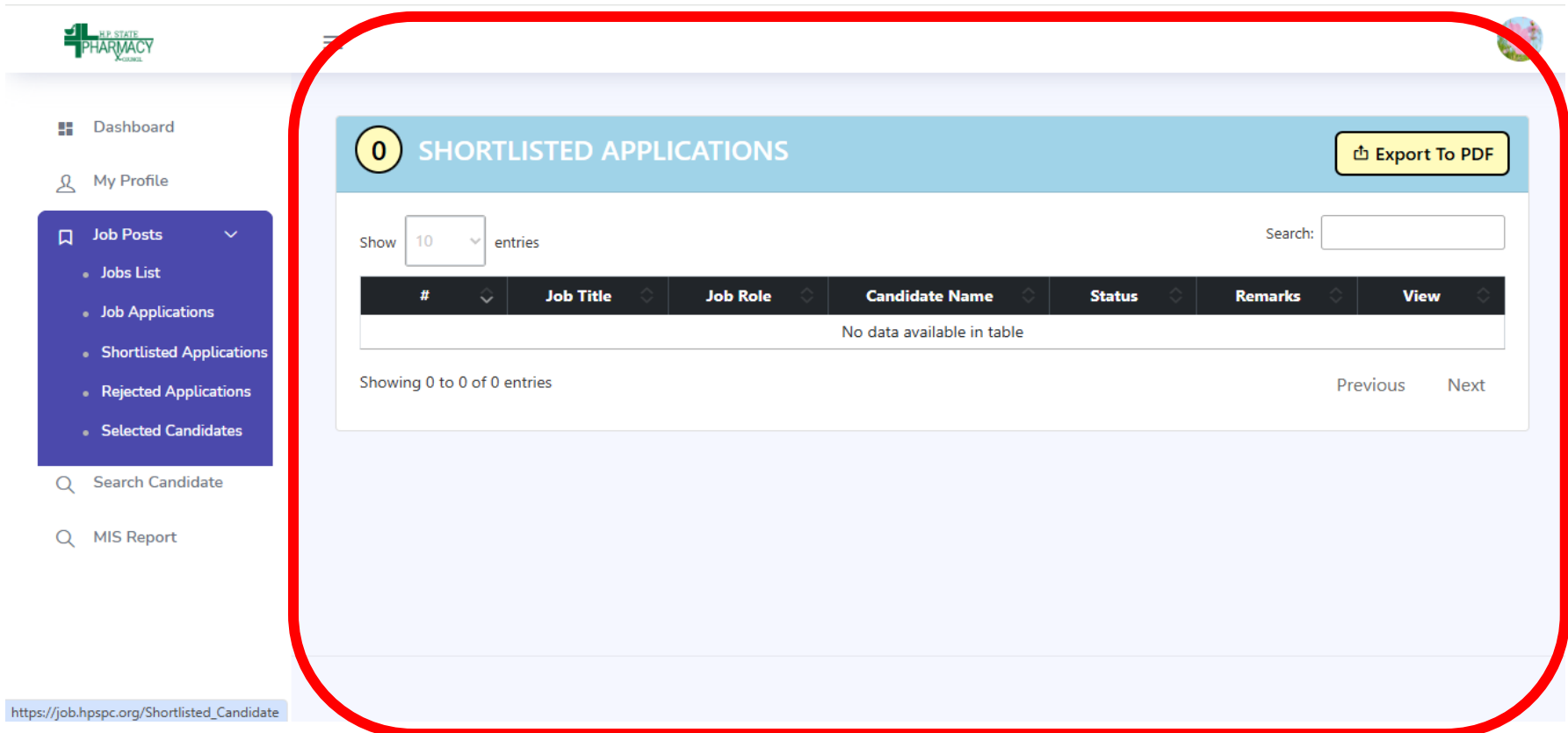
Search By City, State, Job Title

Search By Qualification, Experience

Search By Category, Skills

Job Posts Menu

Shortlisted Applications Menu: Shows the shortlisted Application



The screenshot displays the H.P. State Pharmacy Council website interface. On the left, a sidebar menu includes options like Dashboard, My Profile, Job Posts (expanded), Jobs List, Job Applications, Shortlisted Applications, Rejected Applications, and Selected Candidates. The main content area is titled "0 SHORTLISTED APPLICATIONS" and features an "Export To PDF" button. Below the title, there is a "Show 10 entries" dropdown and a search bar. A table with columns for #, Job Title, Job Role, Candidate Name, Status, Remarks, and View is present, but it contains no data, displaying "No data available in table". At the bottom, it shows "Showing 0 to 0 of 0 entries" and navigation links for "Previous" and "Next". The URL at the bottom is https://job.hpspc.org/Shortlisted_Candidate.

0 SHORTLISTED APPLICATIONS [Export To PDF](#)

Show 10 entries Search:

#	Job Title	Job Role	Candidate Name	Status	Remarks	View
No data available in table						

Showing 0 to 0 of 0 entries Previous Next

https://job.hpspc.org/Shortlisted_Candidate

Job Posts Menu

Rejected Applications Menu: All rejected Application will be displayed here

Dashboard

My Profile

Job Posts

- Jobs List
- Job Applications
- Shortlisted Applications
- Rejected Applications
- Selected Candidates

Search Candidate

MIS Report

0 REJECTED APPLICANTS

Export To PDF

Show 10 entries

Search:

#	Job Title	Job Role	Candidate Name	Status	Remarks	View
No data available in table						

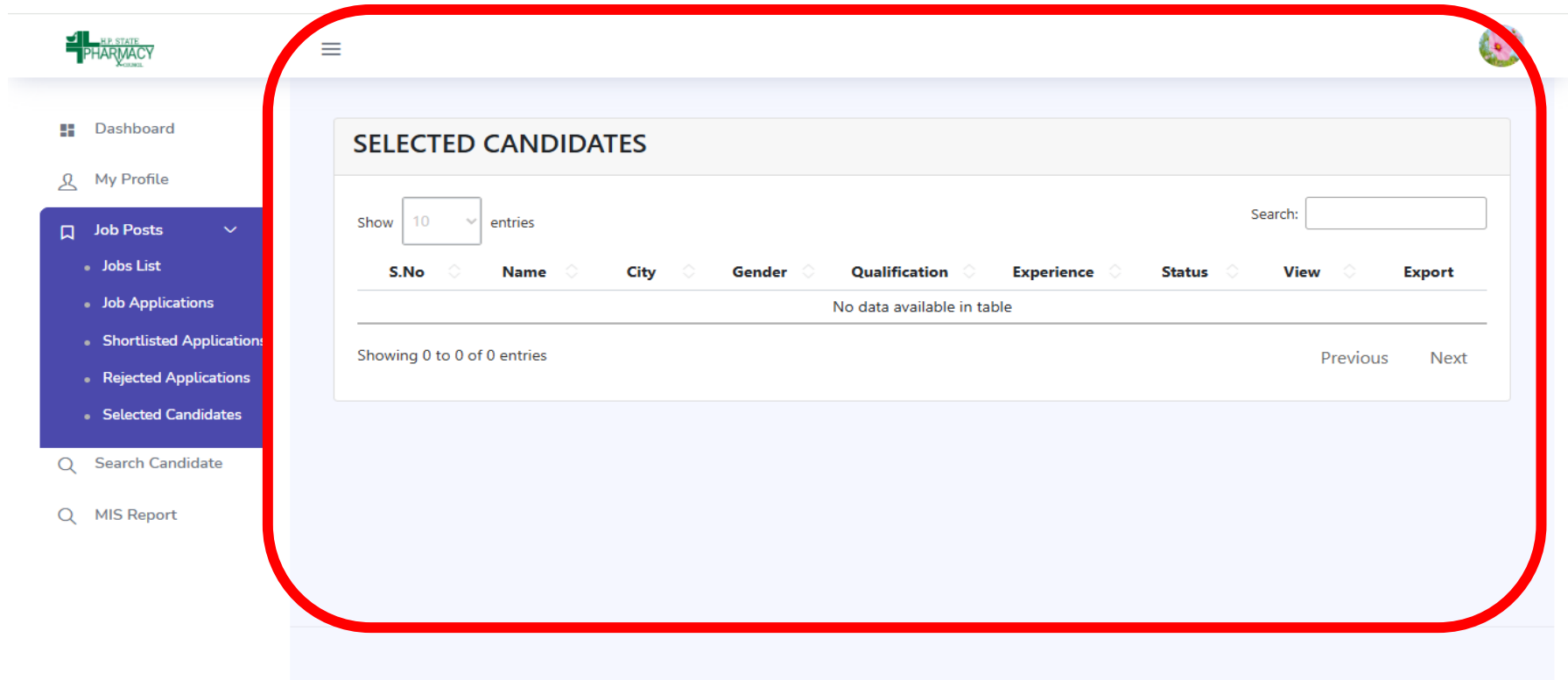
Showing 0 to 0 of 0 entries

Previous

Next

Job Posts Menu

Selected Candidates Menu: it will displays the list of the Selected Candiadtes



The screenshot displays the H.P. State Pharmacy Council web application. On the left is a sidebar menu with options: Dashboard, My Profile, Job Posts (expanded), Search Candidate, and MIS Report. The Job Posts sub-menu includes Jobs List, Job Applications, Shortlisted Applications, Rejected Applications, and Selected Candidates. The main content area is titled 'SELECTED CANDIDATES' and features a table with columns: S.No, Name, City, Gender, Qualification, Experience, Status, View, and Export. The table is currently empty, showing 'No data available in table'. Above the table, there is a 'Show 10 entries' dropdown and a search bar. Below the table, it indicates 'Showing 0 to 0 of 0 entries' with 'Previous' and 'Next' navigation links. A red rounded rectangle highlights the 'SELECTED CANDIDATES' section.

SELECTED CANDIDATES

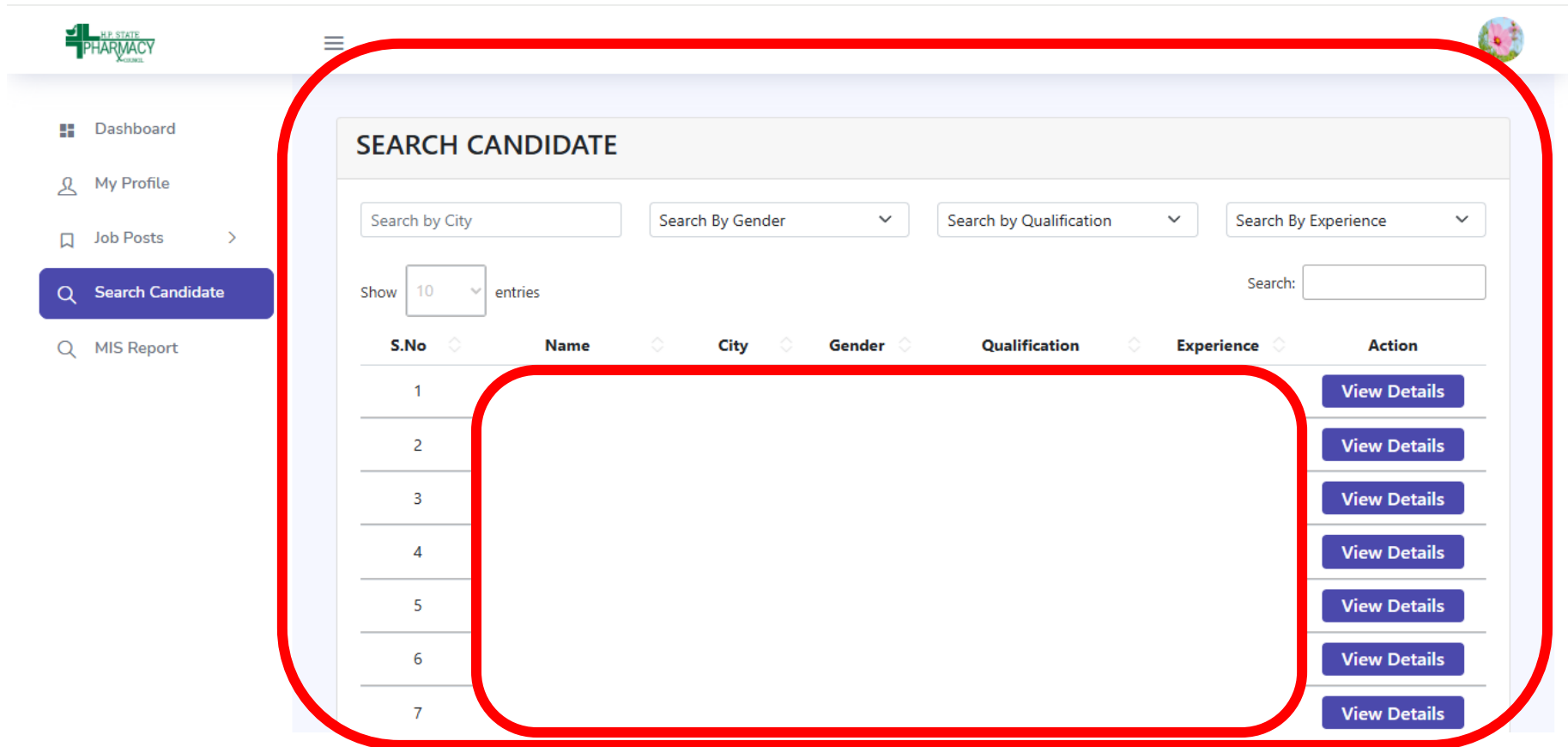
Show 10 entries Search:

S.No	Name	City	Gender	Qualification	Experience	Status	View	Export
No data available in table								

Showing 0 to 0 of 0 entries Previous Next

Search Candidate Menu

Search for Different Candidates



SEARCH CANDIDATE

Search by City Search By Gender Search by Qualification Search By Experience

Show entries Search:

S.No	Name	City	Gender	Qualification	Experience	Action
1						View Details
2						View Details
3						View Details
4						View Details
5						View Details
6						View Details
7						View Details

Search Candidate Menu

Search can be customized by using different filters like City, Gender, Qualification or Experience

Dashboard

My Profile

Job Posts >

Search Candidate

MIS Report

SEARCH CANDIDATE

Search by City

Search By Gender

Search by Qualification

Search By Experience



Show 10 entries

Search:

S.No	Name	City	Gender	Qualification	Experience	Action
1						View Details
2						View Details
3						View Details
4						View Details
5						View Details
6						View Details
7						View Details

MIS Report Menu

Report for any specific period can be view/downloaded here



- Dashboard
- My Profile
- Job Posts >
- Search Candidate
- MIS Report**

MIS REPORT

Start Date

End Date

2025-08-01

2025-09-23

Search

Show 10 rows ▼

Export To PDF

Search:

S.No	Organisation Name	Job Title	Work Location	Candidate Name	Application Status	Action Date
No data available in table						

Showing 0 to 0 of 0 entries

Previous

Next



HPSPC Job Portal – User Manual For Employees

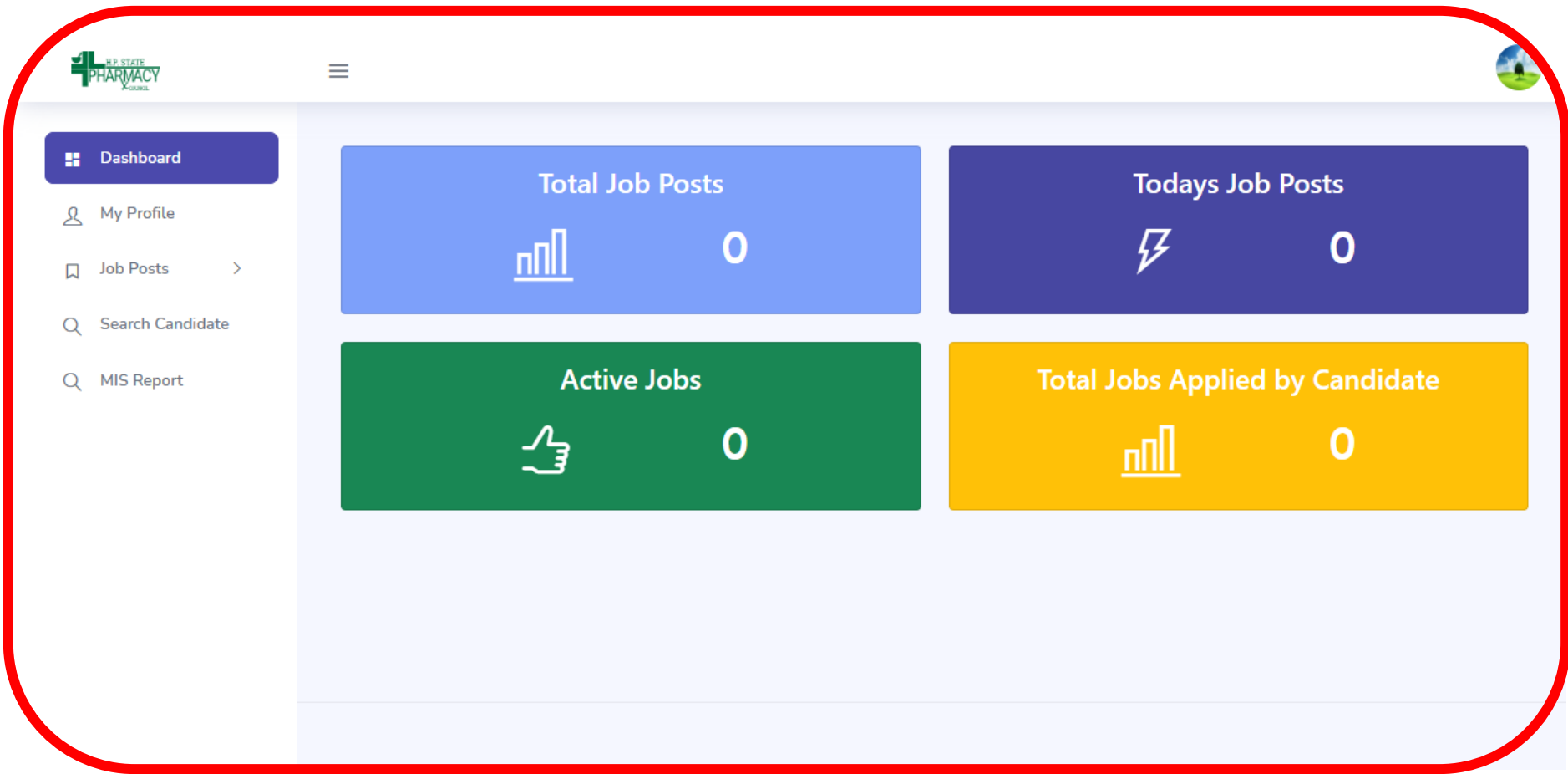
Job Portal for Employees

HPSPC Job Portal – User Manual For Employees

Objective of the Portal

- **To create a centralized platform for job seekers and recruiters under HPSPC.**
- **Allow Recruiters/Employers: Organizations posting and managing job openings.**
- **To facilitate transparent and streamlined recruitment processes.**

Dashboard for Employees



Dashboard for Employees

This Dashboard displays the information about the Total jobs posted, currently active Jobs, Total Jobs listed, and total jobs applied by candidates.

My Profile Menu

Edit and update the Basic Information or Job Experience

Dashboard

My Profile

Job Search

Application Status

Privacy Settings



Arpita Kumari

Chandigarh, Chandigarh

arp

79

Fen



Additional Information



Job Experience

Add

NO EMPLOYMENT DETAIL AVAILABLE

My Profile Menu

Add previous Job Details by pressing add button

Employment History

Is this your current employment?

☐ Yes ☐ No

Experience Type

☐ Full Time ☐ Part Time ☐ Internship ☐ Self Employed

Employment Category

☐ Academic ☐ Industry ☐ Pharmacy ☐ Research ☐ Government ☐ Other

Organization Name

Designation

From Date

To Date

Job Profile

Cancel

Add

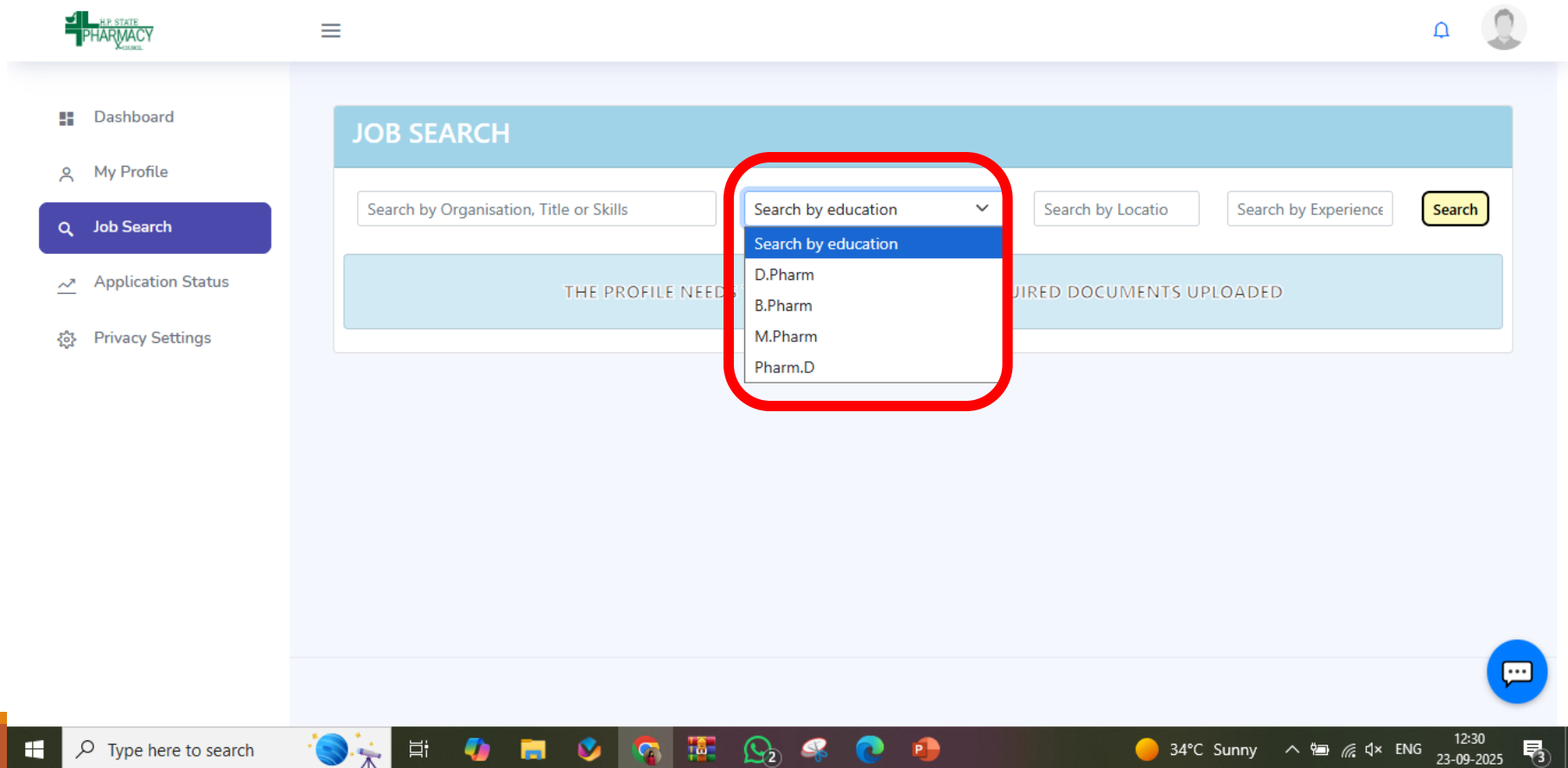
Add

AVAILA

NT DETAIL AVAILABLE

Job Search Menu

The applicant can search for the jobs listed on the portal as per the eligibility/qualification



The screenshot displays the user interface of the H.P. State Pharmacy Council's job search portal. On the left, a sidebar menu contains links to 'Dashboard', 'My Profile', 'Job Search' (highlighted in blue), 'Application Status', and 'Privacy Settings'. The main content area is titled 'JOB SEARCH' and features a search bar with the placeholder text 'Search by Organisation, Title or Skills'. To the right of the search bar are three filters: 'Search by education', 'Search by Location', and 'Search by Experience', each with a dropdown arrow. A red rectangle highlights the 'Search by education' dropdown menu, which is open and shows a list of qualifications: 'D.Pharm', 'B.Pharm', 'M.Pharm', and 'Pharm.D'. The 'Search by education' option is currently selected. Below the search bar, there are two sections: 'THE PROFILE NEEDS' and 'REQUIRED DOCUMENTS UPLOADED'. The bottom of the screen shows a Windows taskbar with various application icons, a search bar, and system information including the date and time (12:30, 23-09-2025).

Dashboard

My Profile

Job Search

Application Status

Privacy Settings

JOB SEARCH

Search by Organisation, Title or Skills

Search by education

Search by Location

Search by Experience

Search

THE PROFILE NEEDS

REQUIRED DOCUMENTS UPLOADED

D.Pharm

B.Pharm

M.Pharm

Pharm.D

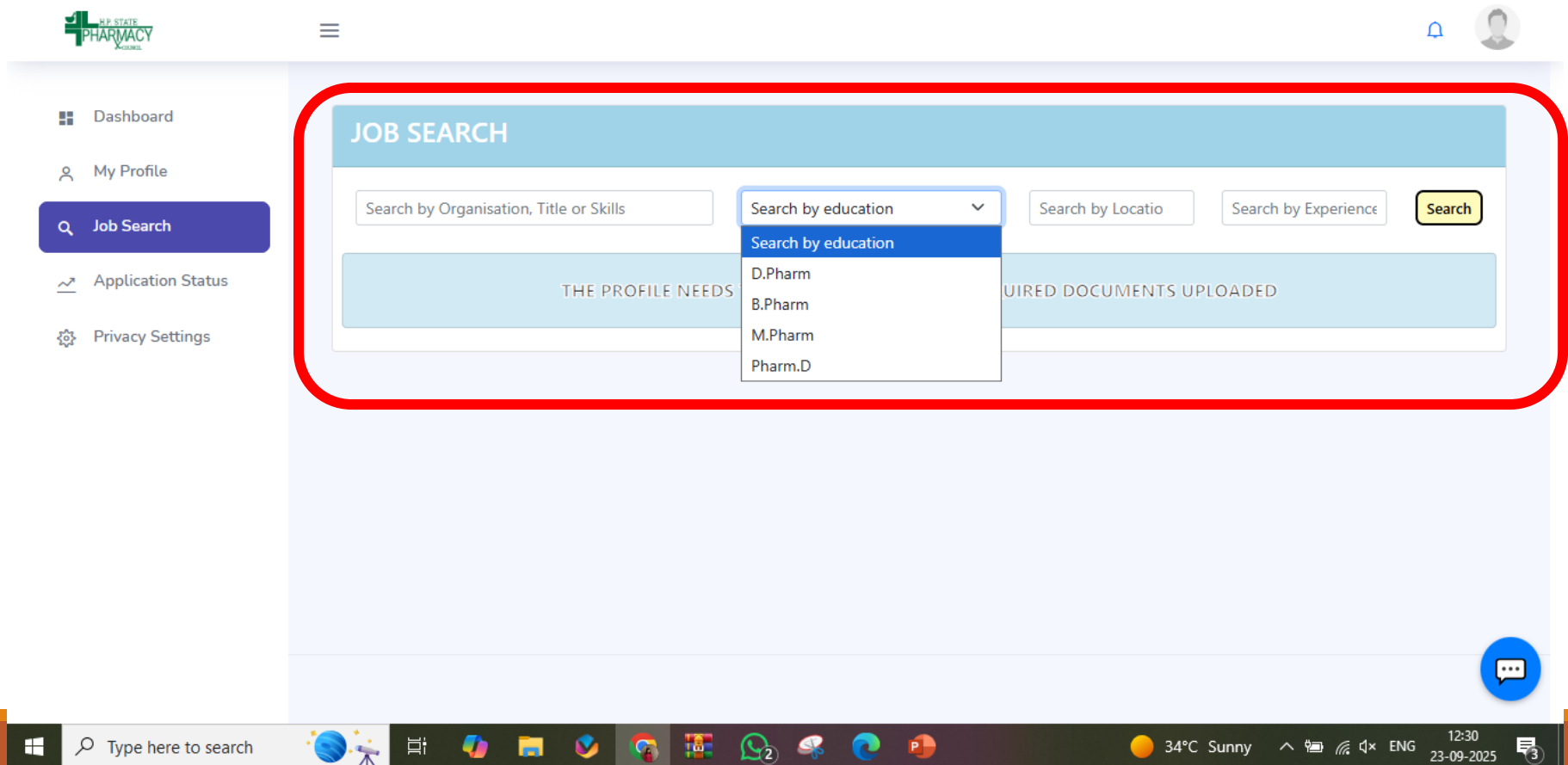
Type here to search

34°C Sunny

12:30
23-09-2025

Job Search Menu

Other filters like Job title, location, or experience can also be used



The screenshot displays the H.P. State Pharmacy Council's Job Search interface. On the left, a sidebar contains navigation links: Dashboard, My Profile, Job Search (highlighted), Application Status, and Privacy Settings. The main content area is titled 'JOB SEARCH' and features a search bar with the placeholder text 'Search by Organisation, Title or Skills'. To the right of the search bar is a dropdown menu labeled 'Search by education' with a downward arrow. The dropdown menu is open, showing a list of education levels: D.Pharm, B.Pharm, M.Pharm, and Pharm.D. Further right are two more search filters: 'Search by Location' and 'Search by Experience', followed by a yellow 'Search' button. Below the search filters, there are two light blue boxes: 'THE PROFILE NEEDS' and 'REQUIRED DOCUMENTS UPLOADED'. The interface is framed by a red border. At the bottom, a Windows taskbar is visible with various application icons and system information including the date and time.

H.P. STATE
PHARMACY
COUNCIL

Dashboard
My Profile
Job Search
Application Status
Privacy Settings

JOB SEARCH

Search by Organisation, Title or Skills

Search by education

Search by education

D.Pharm
B.Pharm
M.Pharm
Pharm.D

Search by Location

Search by Experience

Search

THE PROFILE NEEDS

REQUIRED DOCUMENTS UPLOADED

Type here to search

34°C Sunny

12:30
23-09-2025

Job Search Menu

Click Apply now to apply for any specific job

- Dashboard
- My Profile
- Job Search
- Application Status
- Privacy Settings

JOB SEARCH

Search by Organisation, Title

Search by educ ▼

Search I

Search by I

Search

Pharma Executive at Veritos Infosolutions Pvt. Ltd.

Mode: Full Time

Salary: 20000 - 30000 per annum

Job Role: Pharma Executive

Job Description: Jobs at Industries

Location: Ghumarwin

Status: Not Applied Yet

Experience Required: 0 - 10 Years

Key Skills: Practitioners

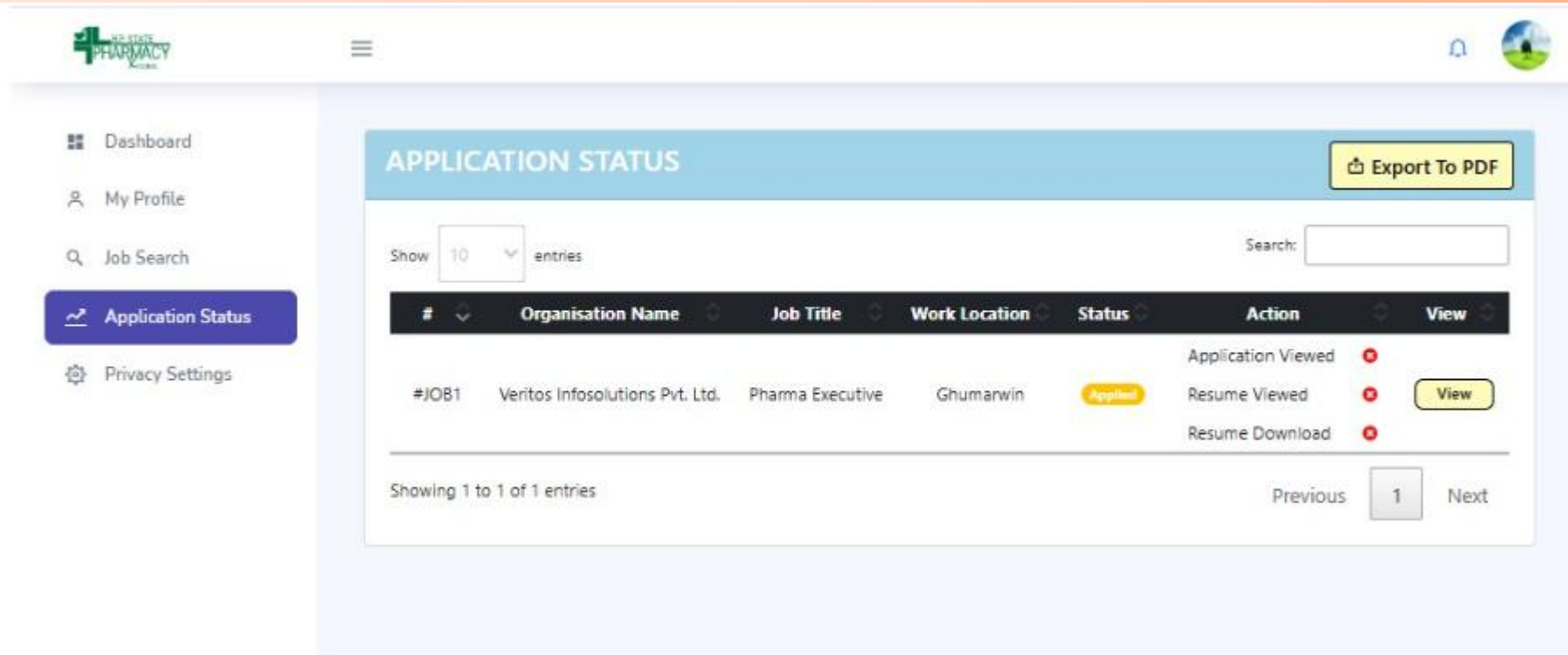
Education Required: D.Pharm

Posted on : 24 September 2025 | Total candidates applied for the job : 0

Apply Now

Application Status Menu

The status of any applied job can be checked from this option, and it can also be downloaded by using the export to PDF button

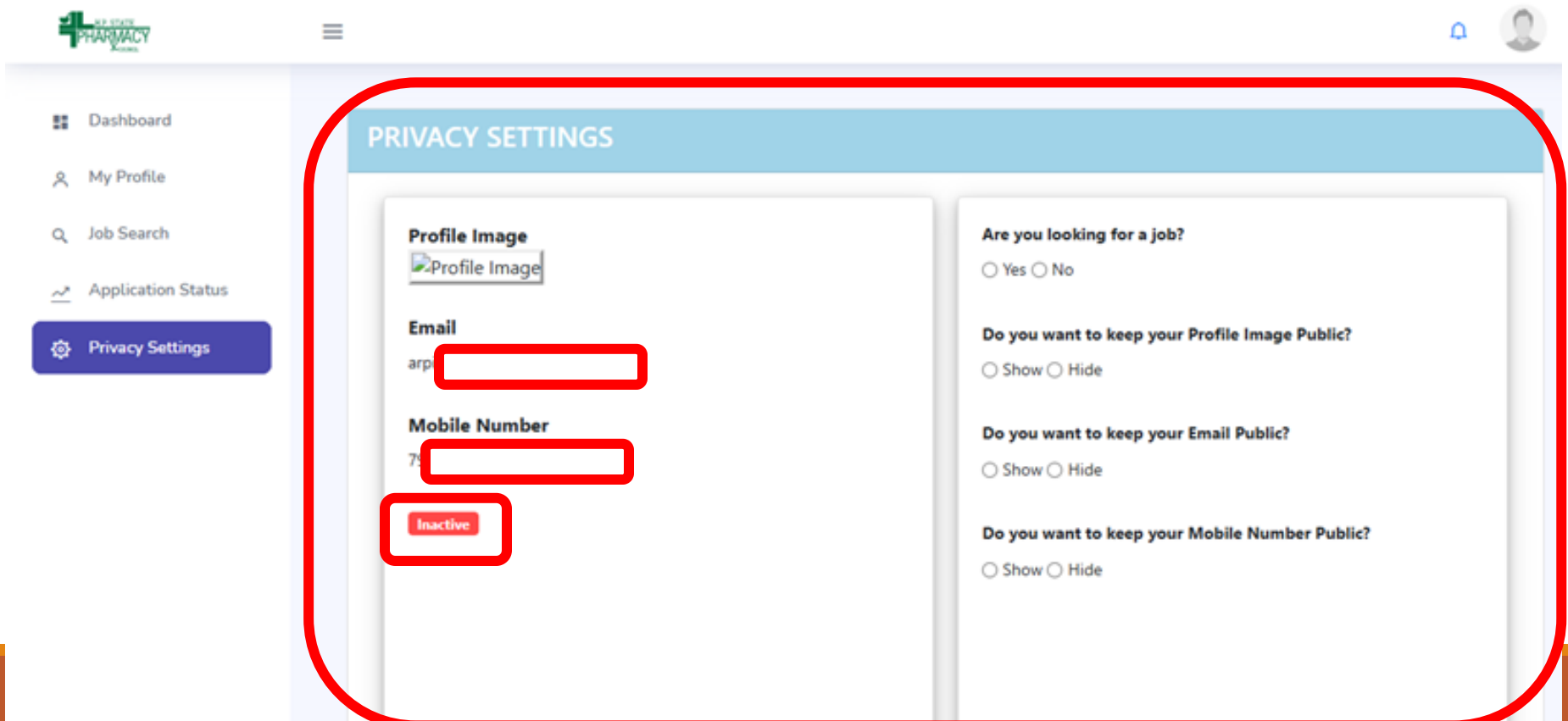


The screenshot shows the 'APPLICATION STATUS' section of a web portal. On the left is a sidebar with navigation links: Dashboard, My Profile, Job Search, Application Status (highlighted), and Privacy Settings. The main content area has a blue header with the title 'APPLICATION STATUS' and an 'Export To PDF' button. Below the header, there's a search bar and a 'Show 10 entries' dropdown. A table displays application details for one entry. The table has columns for #, Organisation Name, Job Title, Work Location, Status, Action, and View. The entry for #JOB1 at Veritos Infosolutions Pvt. Ltd. for a Pharma Executive position in Ghumarwin is shown with a yellow 'Applied' status. The Action column lists 'Application Viewed', 'Resume Viewed', and 'Resume Download', each with a red 'x' icon. A 'View' button is present in the View column. At the bottom, it says 'Showing 1 to 1 of 1 entries' and includes 'Previous', '1', and 'Next' pagination controls.

#	Organisation Name	Job Title	Work Location	Status	Action	View
#JOB1	Veritos Infosolutions Pvt. Ltd.	Pharma Executive	Ghumarwin	Applied	Application Viewed Resume Viewed Resume Download	View

Privacy Setting Menu

Applicant can customize any privacy setting
as per the requirement
Profile status can be checked from here



The screenshot shows the 'PRIVACY SETTINGS' page. On the left is a sidebar with navigation links: Dashboard, My Profile, Job Search, Application Status, and Privacy Settings (highlighted with a gear icon). The main content area is titled 'PRIVACY SETTINGS' and contains two columns of settings. The left column includes 'Profile Image' (with a placeholder), 'Email' (with a red box around the input field), 'Mobile Number' (with a red box around the input field), and a status toggle set to 'Inactive' (with a red box around the button). The right column contains three questions with radio button options: 'Are you looking for a job?' (Yes/No), 'Do you want to keep your Profile Image Public?' (Show/Hide), 'Do you want to keep your Email Public?' (Show/Hide), and 'Do you want to keep your Mobile Number Public?' (Show/Hide).

PRIVACY SETTINGS

Profile Image
Profile Image

Email
arp [Red Box]

Mobile Number
7 [Red Box]

Inactive [Red Box]

Are you looking for a job?
☐ Yes ☐ No

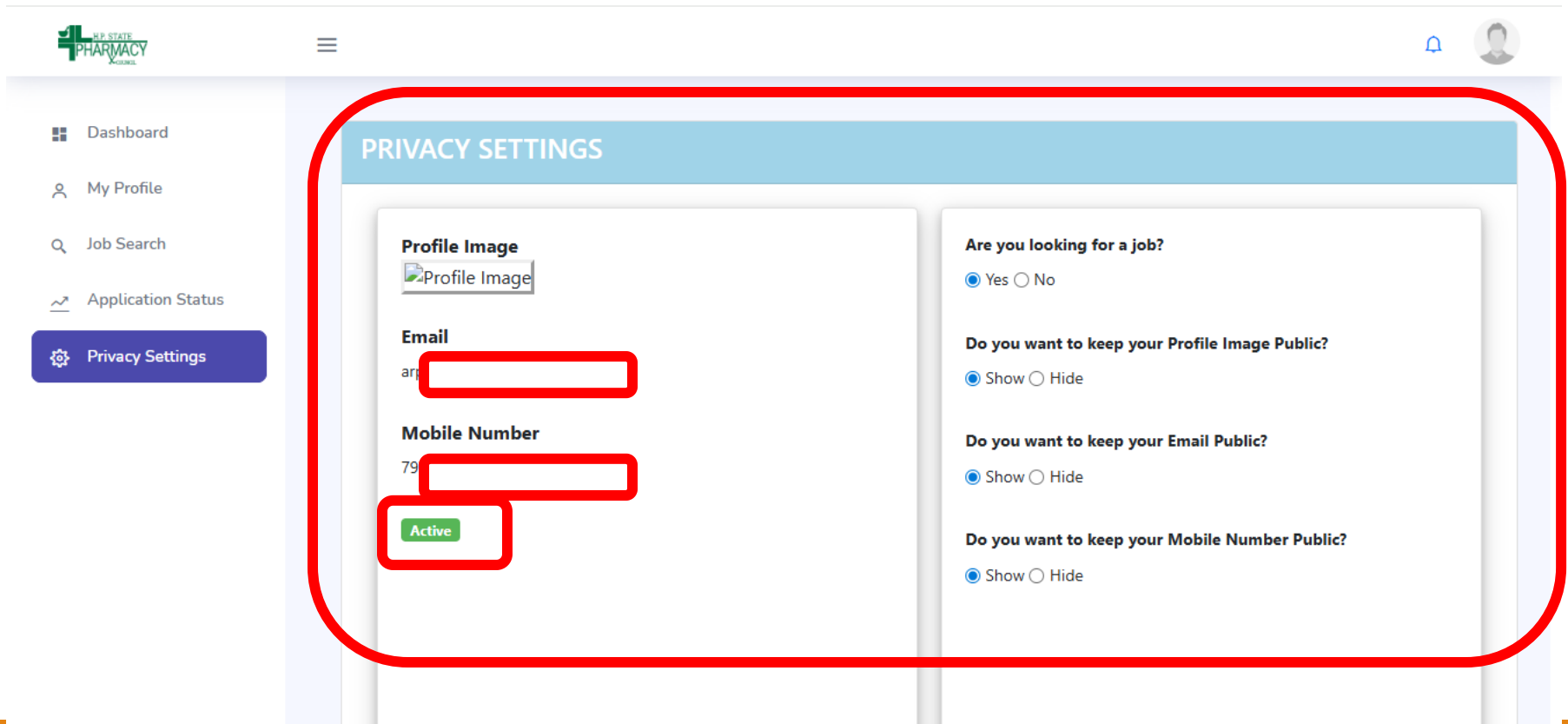
Do you want to keep your Profile Image Public?
☐ Show ☐ Hide


Do you want to keep your Email Public?
☐ Show ☐ Hide

Do you want to keep your Mobile Number Public?
☐ Show ☐ Hide

Privacy Setting Menu

Your profile will become Active from Inactive after updating all the informations



 H.P. STATE PHARMACY COUNCIL

Dashboard


My Profile

Job Search

Application Status

Privacy Settings

PRIVACY SETTINGS

Profile Image


Email
ar

Mobile Number
79

Active

Are you looking for a job?
☒ Yes ☐ No

Do you want to keep your Profile Image Public?
☒ Show ☐ Hide

Do you want to keep your Email Public?
☒ Show ☐ Hide

Do you want to keep your Mobile Number Public?
☒ Show ☐ Hide

Thank You