

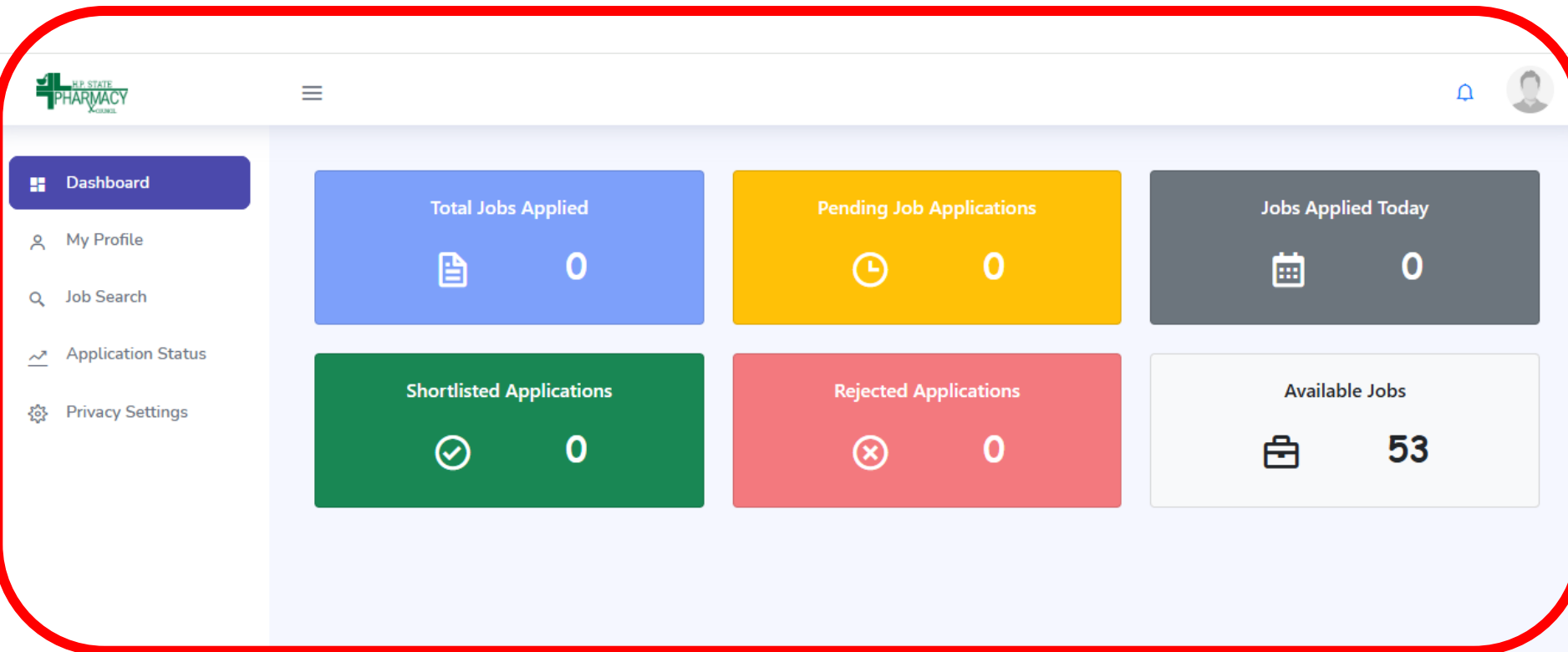
# **HPSPC Job Portal – User Manual**

## **Objective of the Portal**

- **To create a centralized platform for job seekers and recruiters under HPSPC.**
- **To allow users to maintain and update their professional profiles.**
- **To provide easy job search and application features based on skills, qualifications, and preferences.**

# Dashboard for Employees

This Dashboard shows the information about total jobs listed, pending jobs or status of the applications



# 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

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Additional Information



Job Experience

Add

NO EMPLOYMENT DETAIL AVAILABLE

## Basic Details

By pressing the edit button, the option to upload a Profile Picture will be shown

Dashboard

My Profile

Job Search

Application Status

Privacy Settings



Arpita Kumari

Chandigarh, Chandigarh

arp

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### Basic details

Change Profile Picture

Choose File No file chosen

Cancel

Update

Additional Information



# My Profile Menu

Add previous Job Details by pressing add button



Arpita Kumari

Chandigarh, Chandigarh

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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

# Update User Profile

## Additional Information or Skills.

### Additional Information



**Total Experience:**

**Highest Qualification:** D.PHARM

**Current Salary:** ₹ 0 per annum

**Resume:** -

**Aadhar No:** 246

**Date of Birth:** 11 July 2002

**Marital Status:** -

**Category:** -

**Address:** sector 36 sector  
[Redacted], Jalandhar, India

**Languages Known:** -

### Additional Information

**Total Experience\***

Experience in Years



**Current Salary**

**Marital Status**

Select Marital Status



**Category**

Select Category



**Resume \***

Choose File

No file chosen

**Languages Known\***

Enter a language

Add Language

Cancel

Save

### Skills



NO SKILLS AVAILABLE

### Pharmacist Skills

Type a skill...

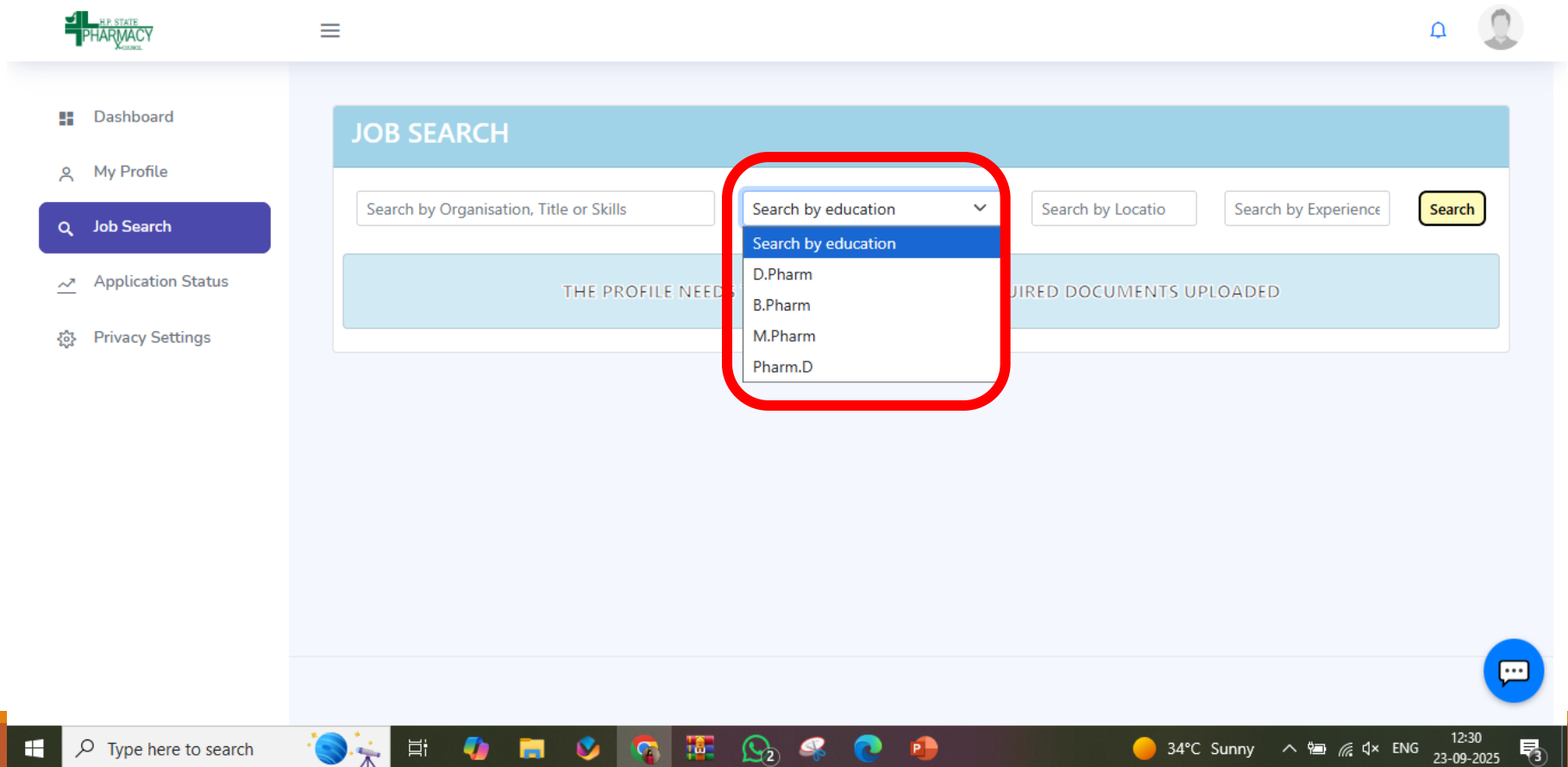
Add

Cancel

Save

# 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 filter buttons: 'Search by education', 'Search by Location', and 'Search by Experience', followed by a yellow 'Search' button. The 'Search by education' dropdown menu is open, showing a list of qualifications: 'D.Pharm', 'B.Pharm', 'M.Pharm', and 'Pharm.D'. The background of the main area is light blue with the text 'THE PROFILE NEEDS' and 'REQUIRED DOCUMENTS UPLOADED'. At the bottom, a Windows taskbar is visible with various application icons and system information including the date '23-09-2025' and time '12:30'.

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

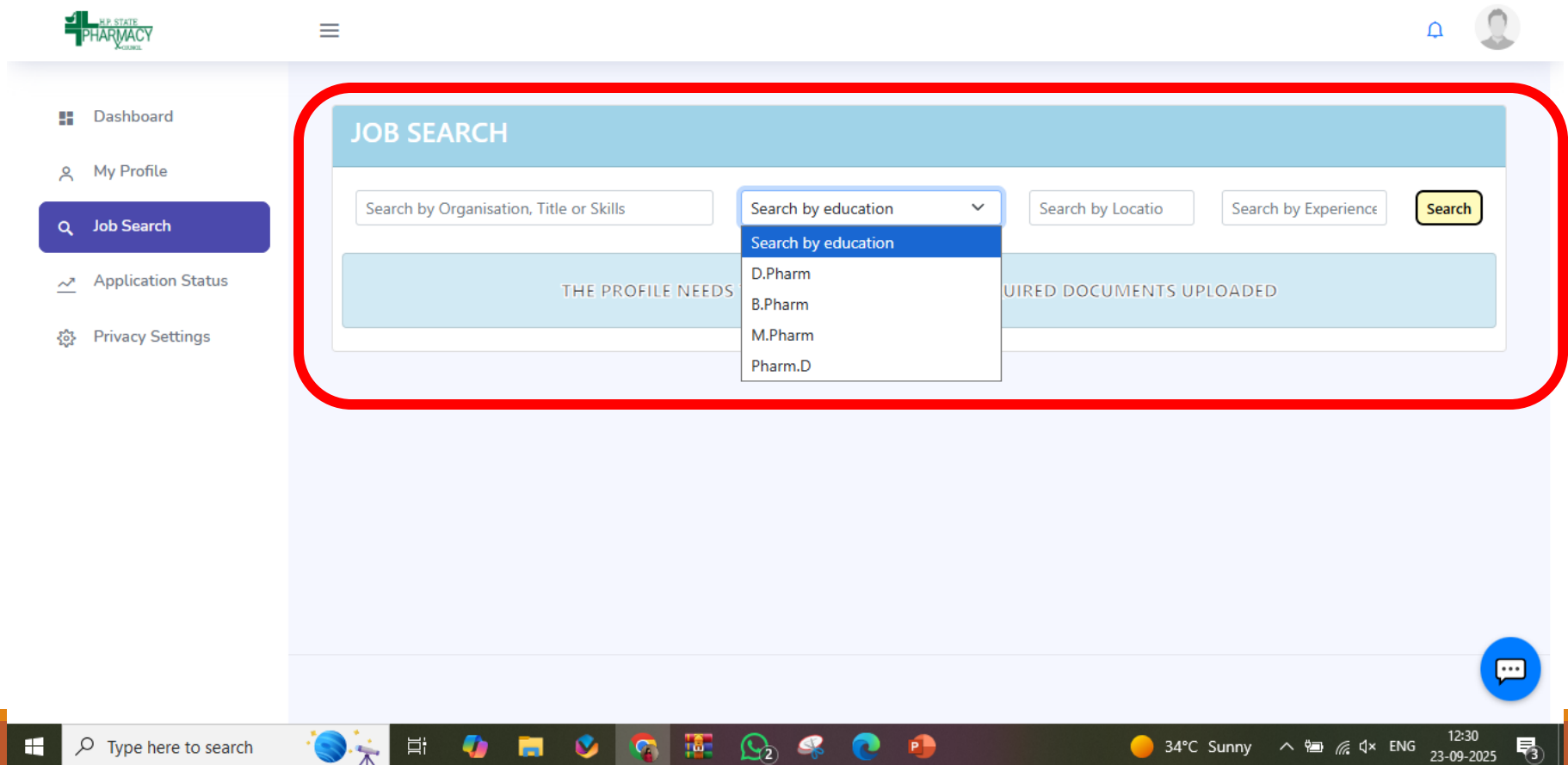
34°C Sunny

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

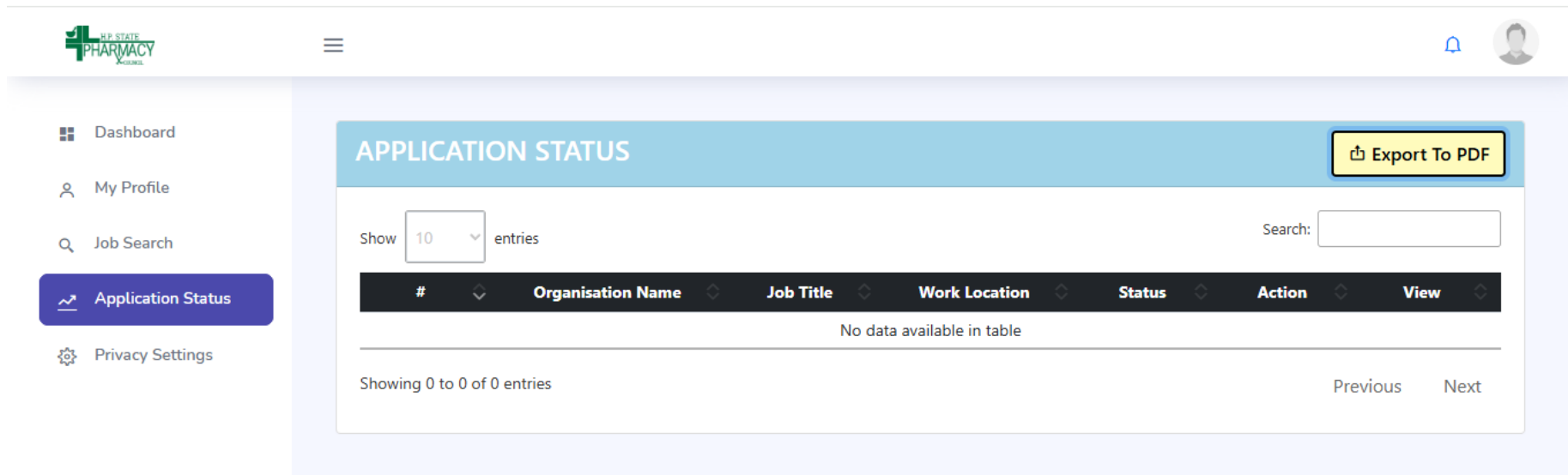
Type here to search

34°C Sunny

12:30  
23-09-2025

# 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 the H.P. State Pharmacy Council 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 is a 'Show 10 entries' dropdown and a search bar. A table with columns '#', 'Organisation Name', 'Job Title', 'Work Location', 'Status', 'Action', and 'View' is present, but it is empty, displaying 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' with 'Previous' and 'Next' navigation links.

**APPLICATION STATUS** [Export To PDF](#)

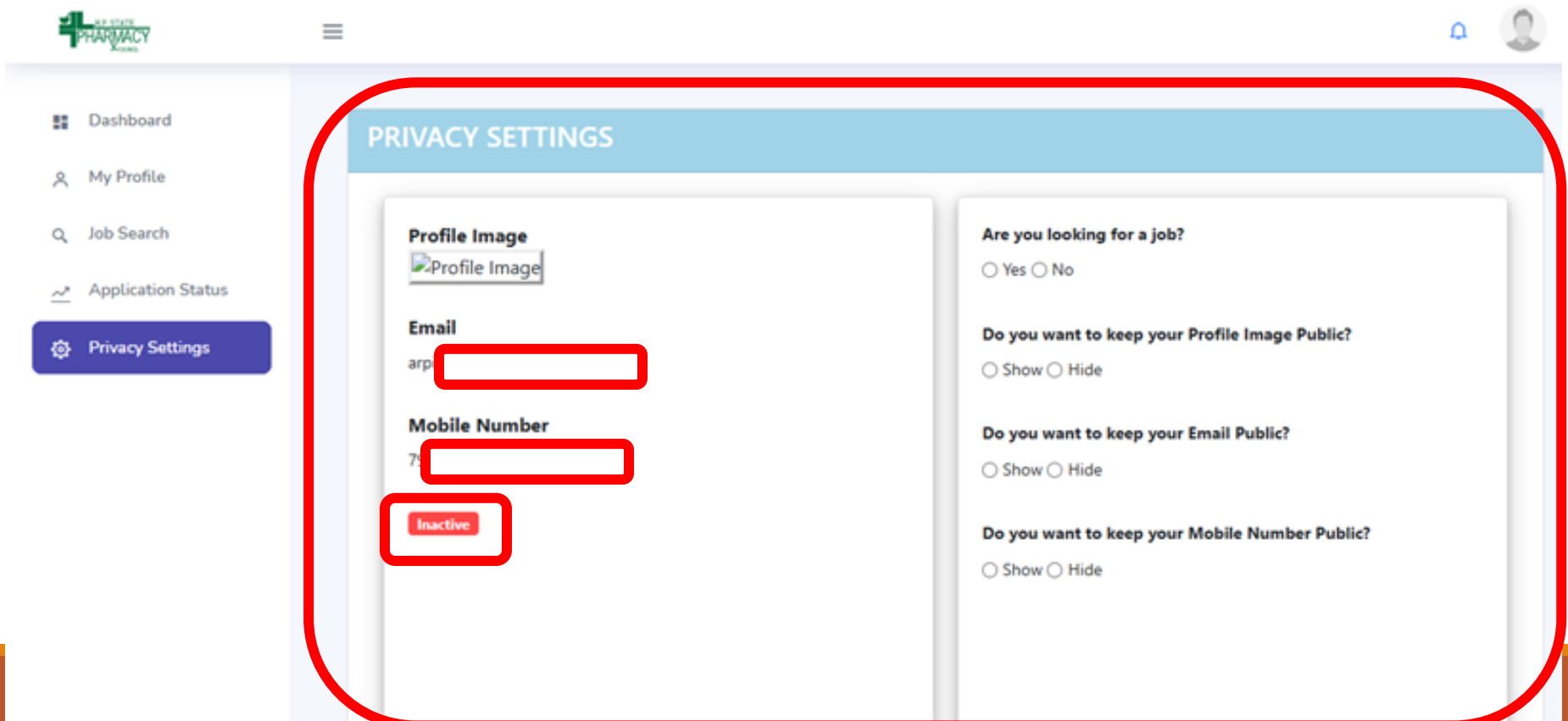
Show  entries Search:

#	Organisation Name	Job Title	Work Location	Status	Action	View
No data available in table						

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

# 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 button labeled 'Inactive' (also with a red box). 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

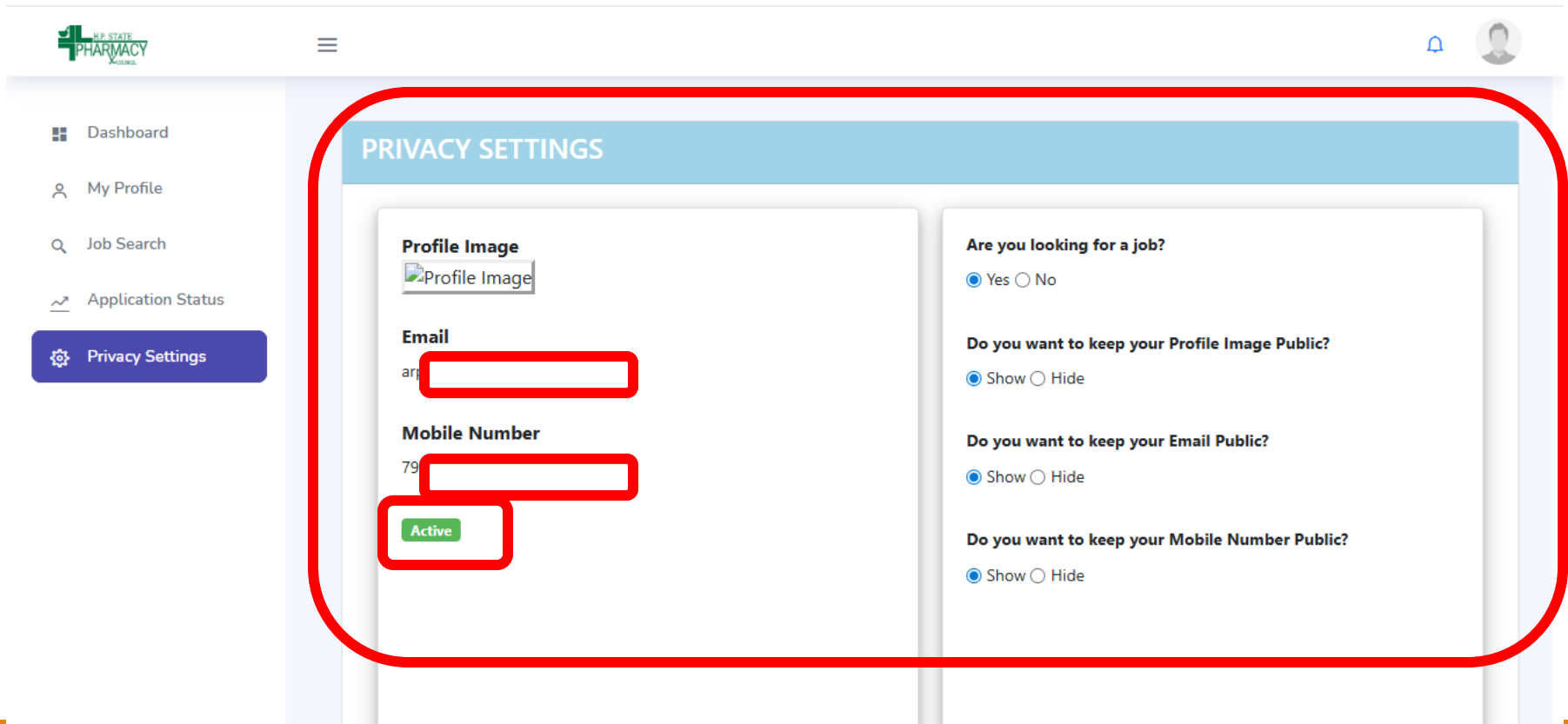
**Do you want to keep your Profile Image Public?**  
☐ Show ☐ Hide

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

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

# Job Search Menu

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



**PRIVACY SETTINGS**

**Profile Image**  
Profile Image

**Email**  
ar [Redacted]

**Mobile Number**  
79 [Redacted]

**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**