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.

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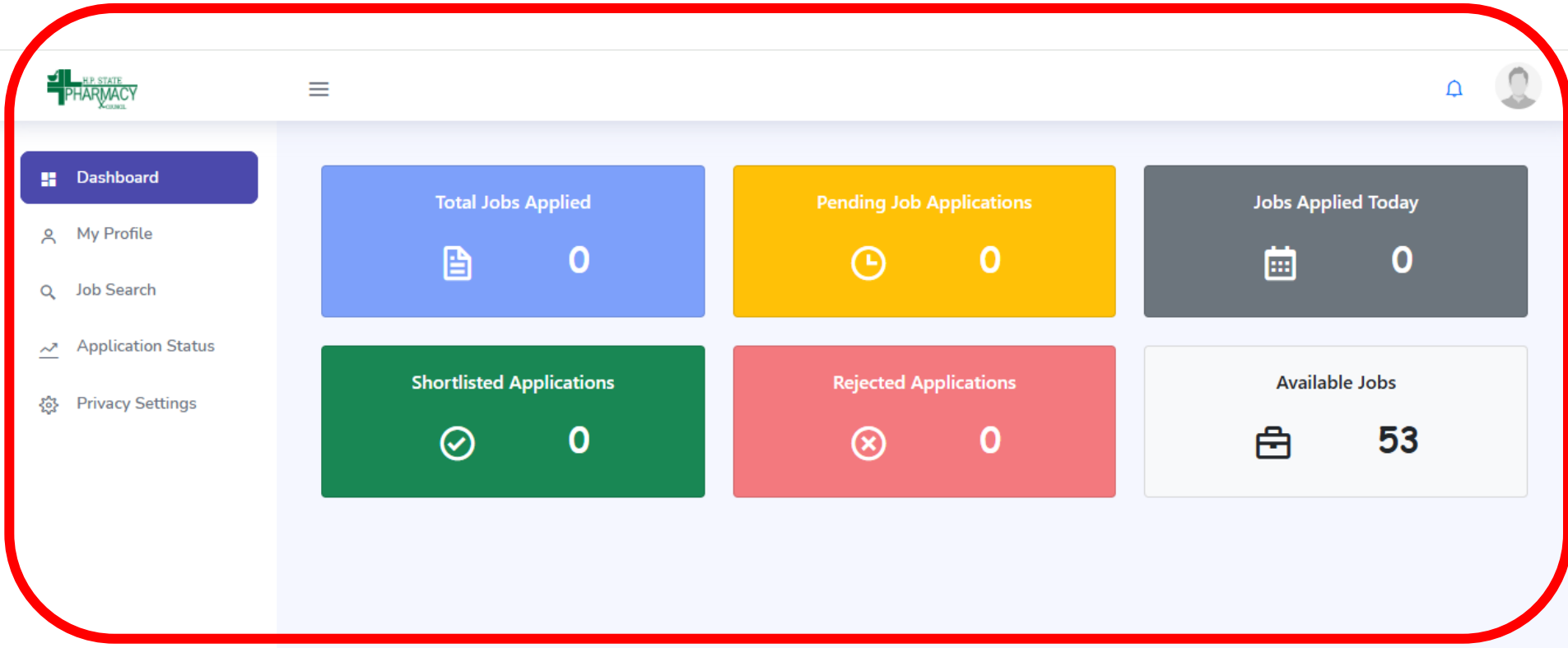
Dashboard for Employees

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



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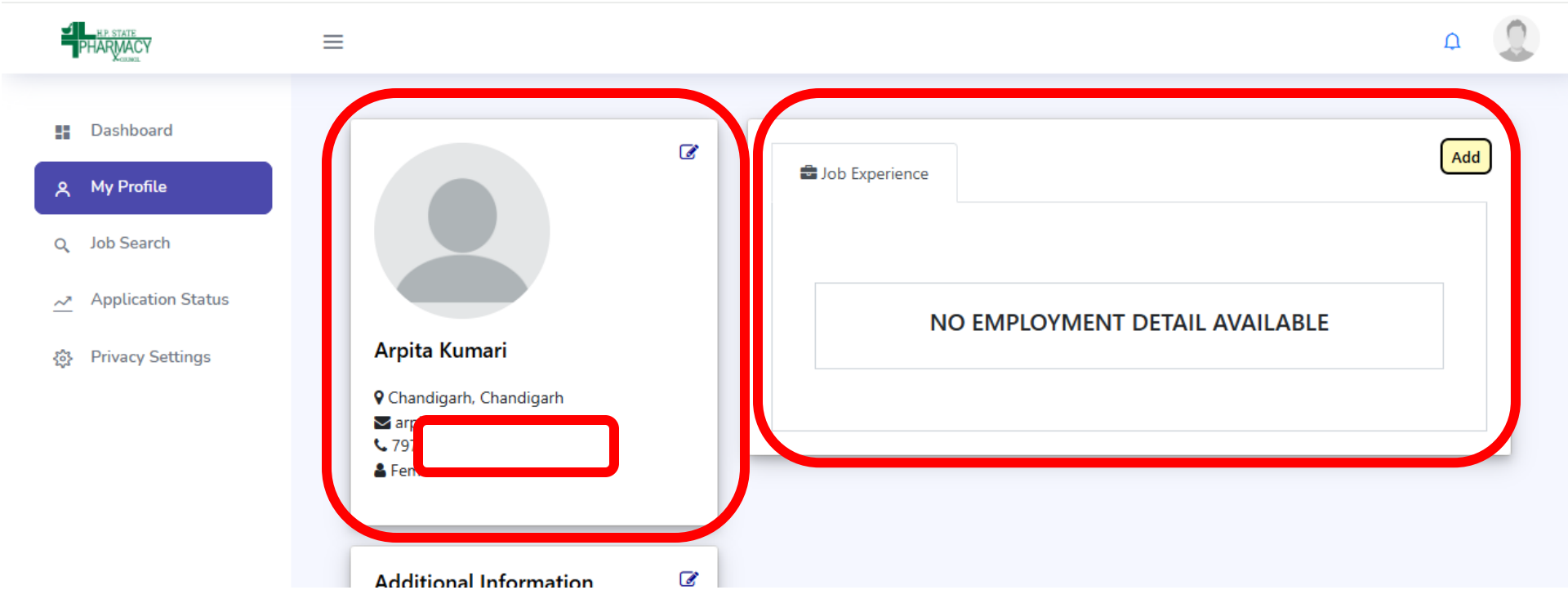
My Profile Menu

Edit and update the Basic Information or Job Experience



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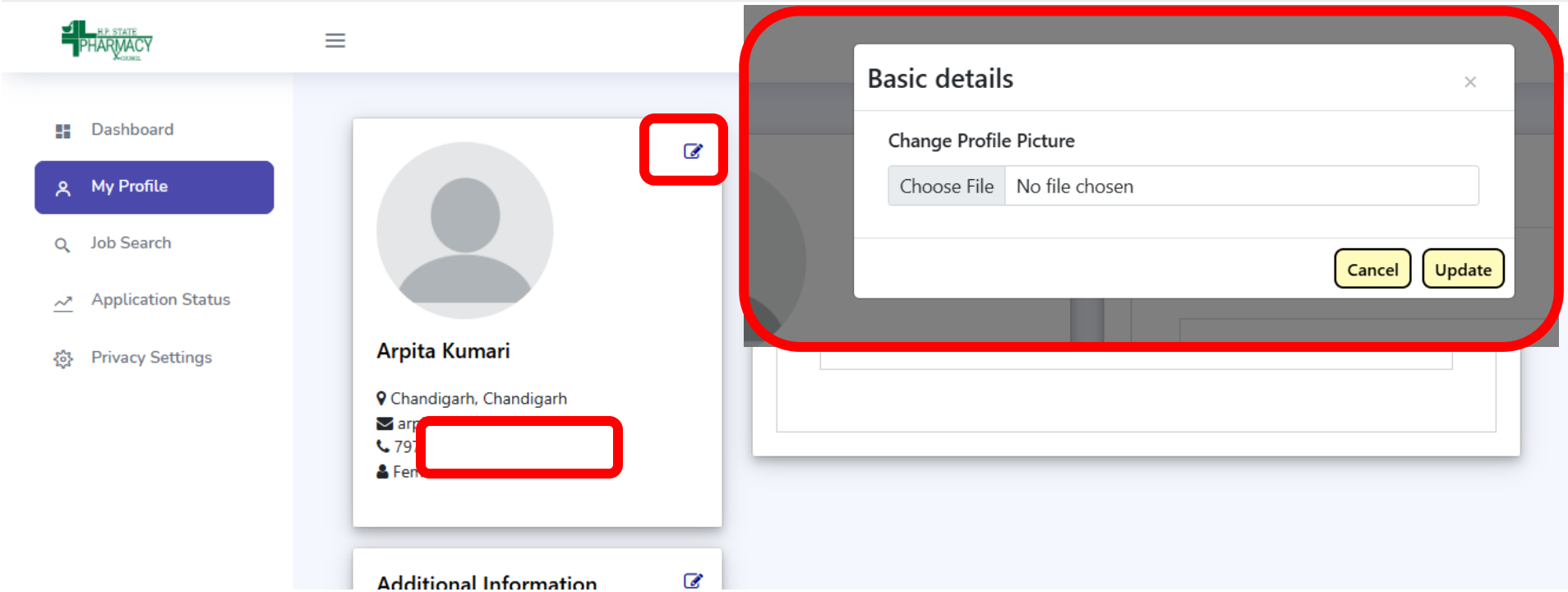
Basic Details

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



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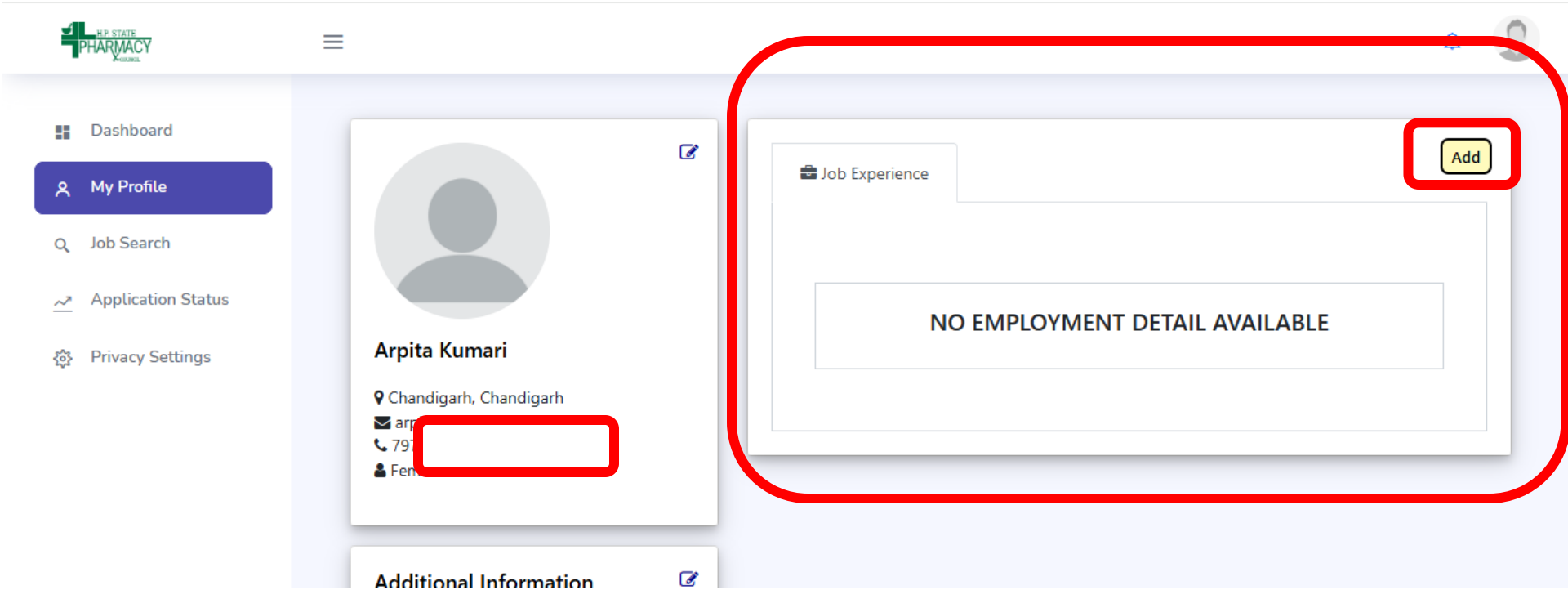
My Profile Menu

Add previous Job Details by pressing add button



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My Profile Menu

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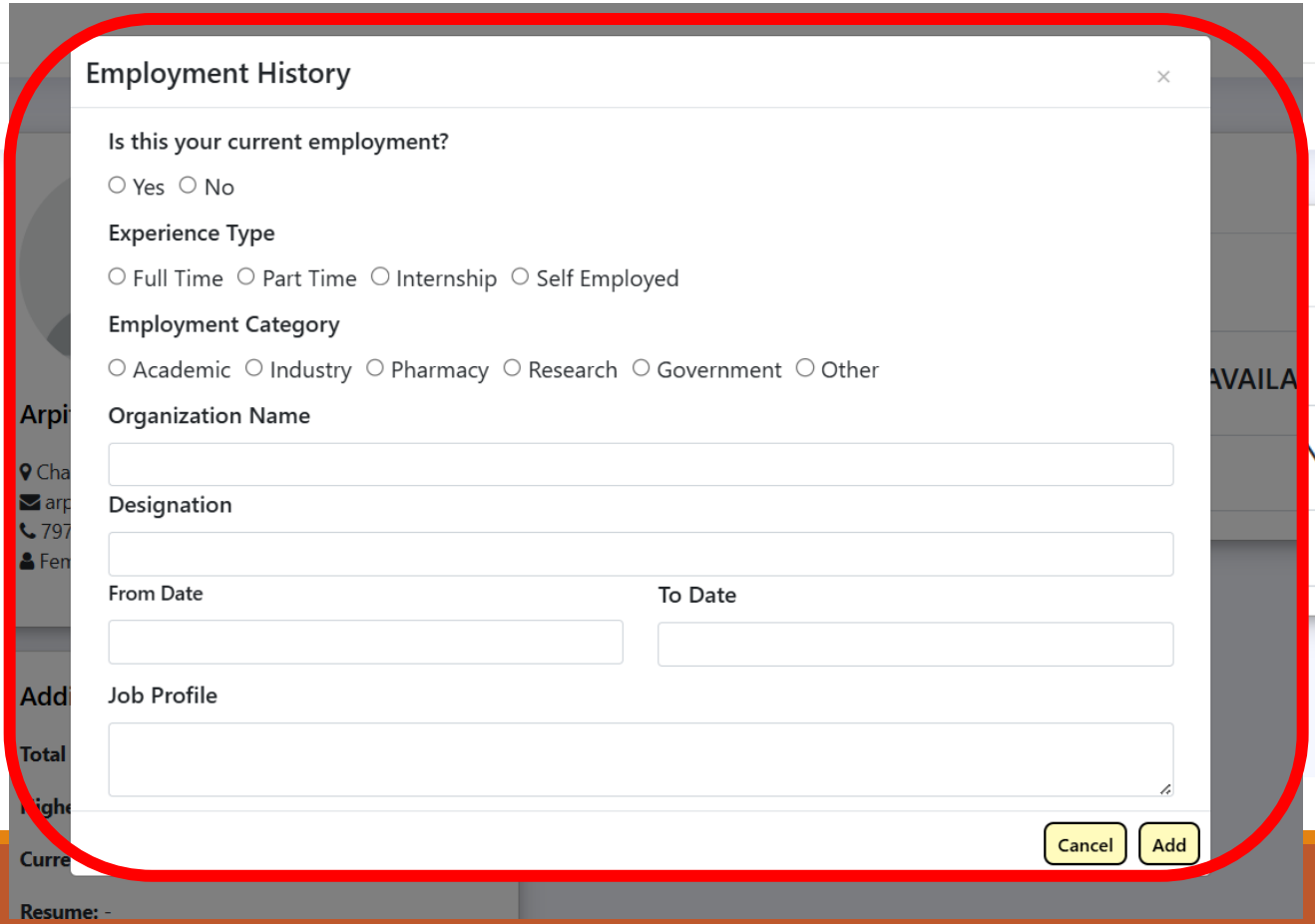

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Update User Profile

Additional Information or Skills.

Additional Information

Total Experience:

Highest Qualification: D.PHARM

Current Salary: ₹ 0 per annum

Resume: -

Aadhar No: 246 [redacted]

Date of Birth: 11 July 2002

Marital Status: -

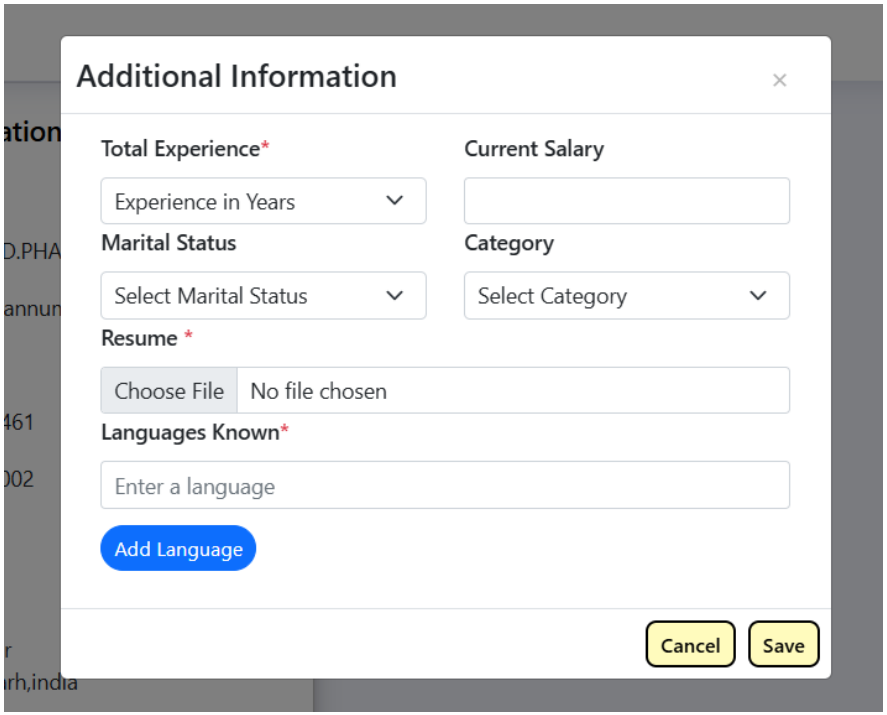
Category: -

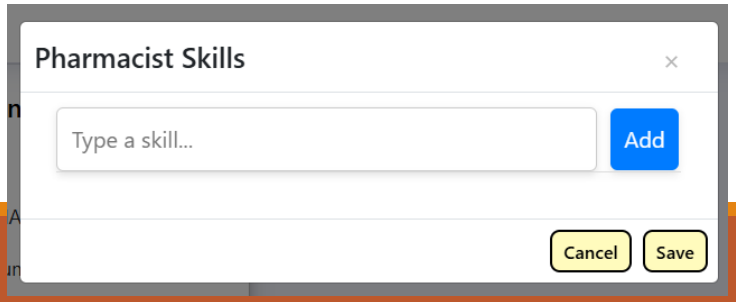
Address:sector 36 sector [redacted] igarh,india

Languages Known: -

Skills

NO SKILLS AVAILABLE





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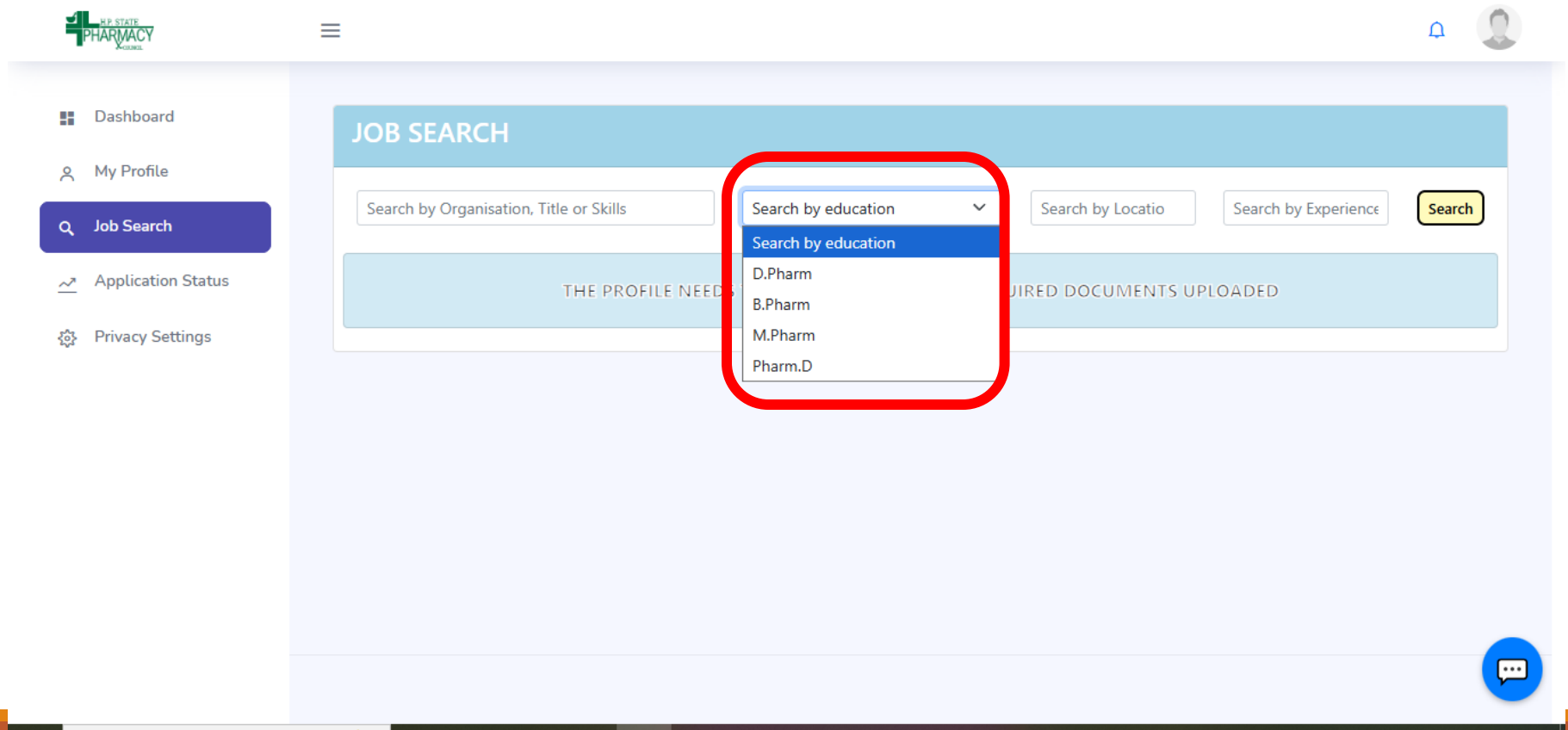
Job Search Menu

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



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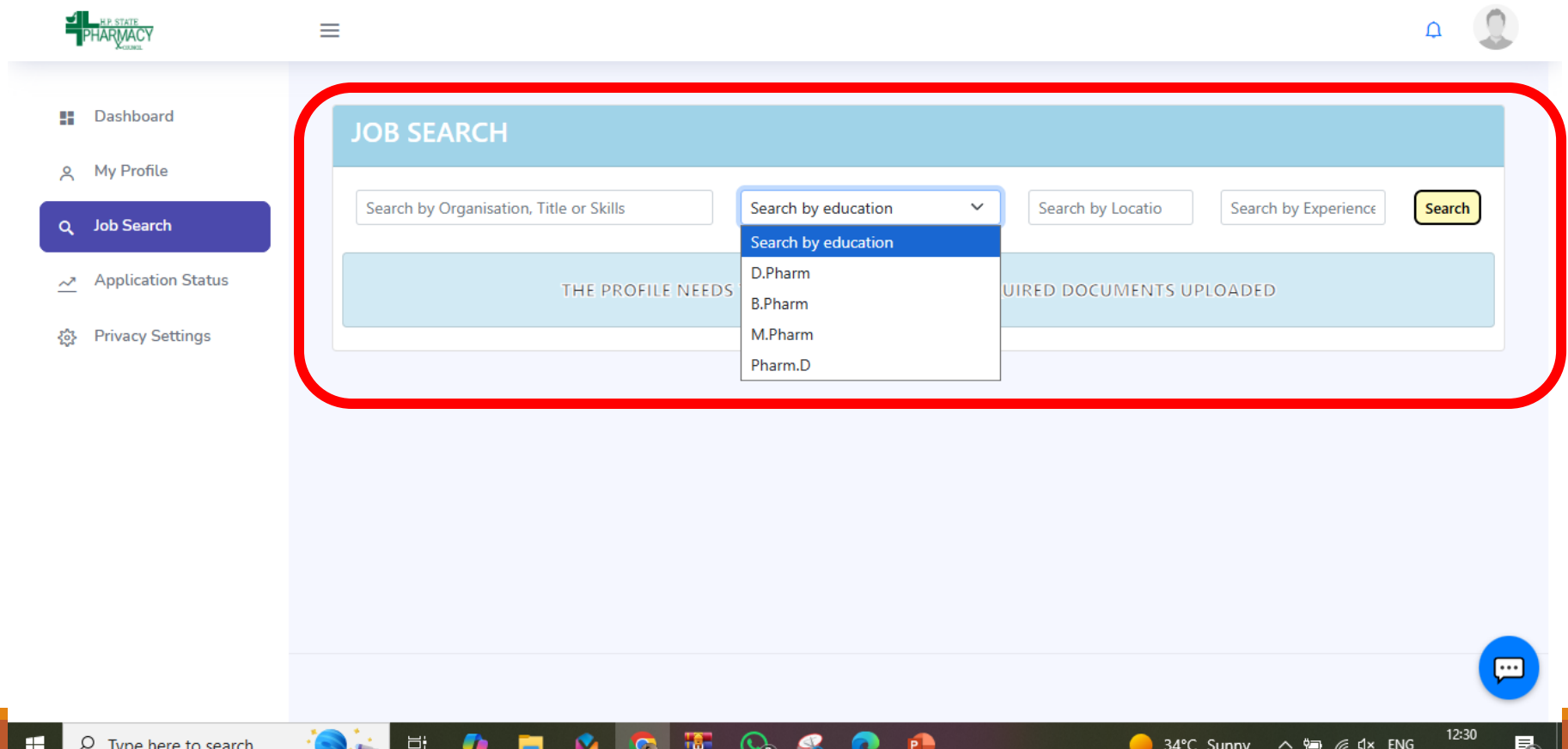
Job Search Menu

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



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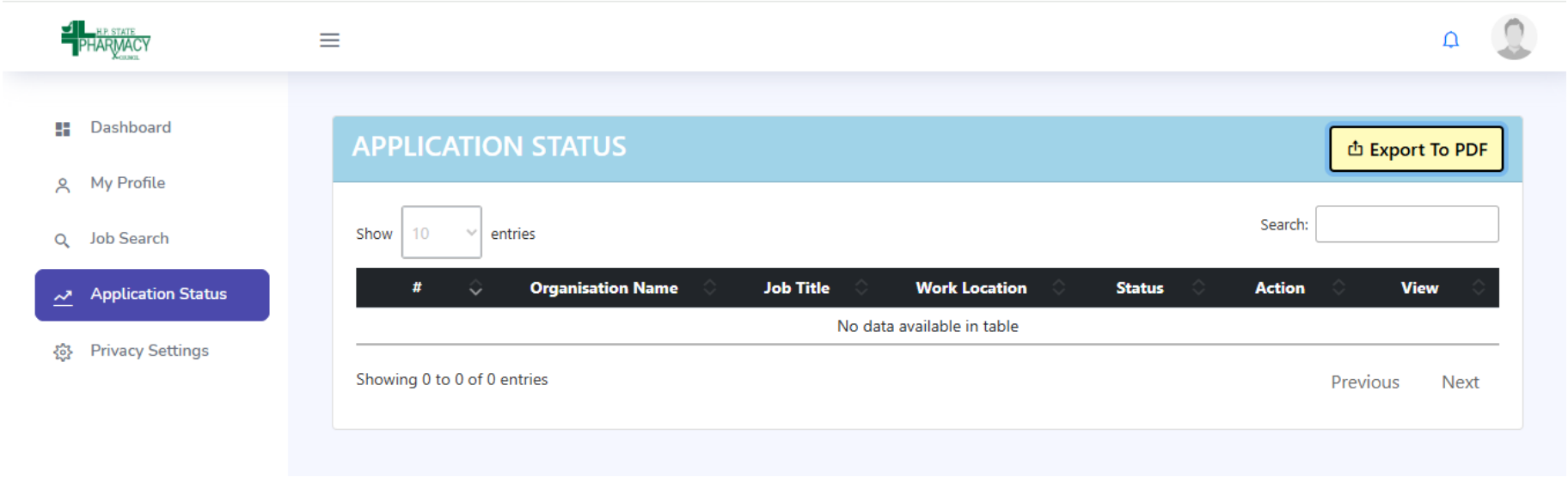
Application Status Menu

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



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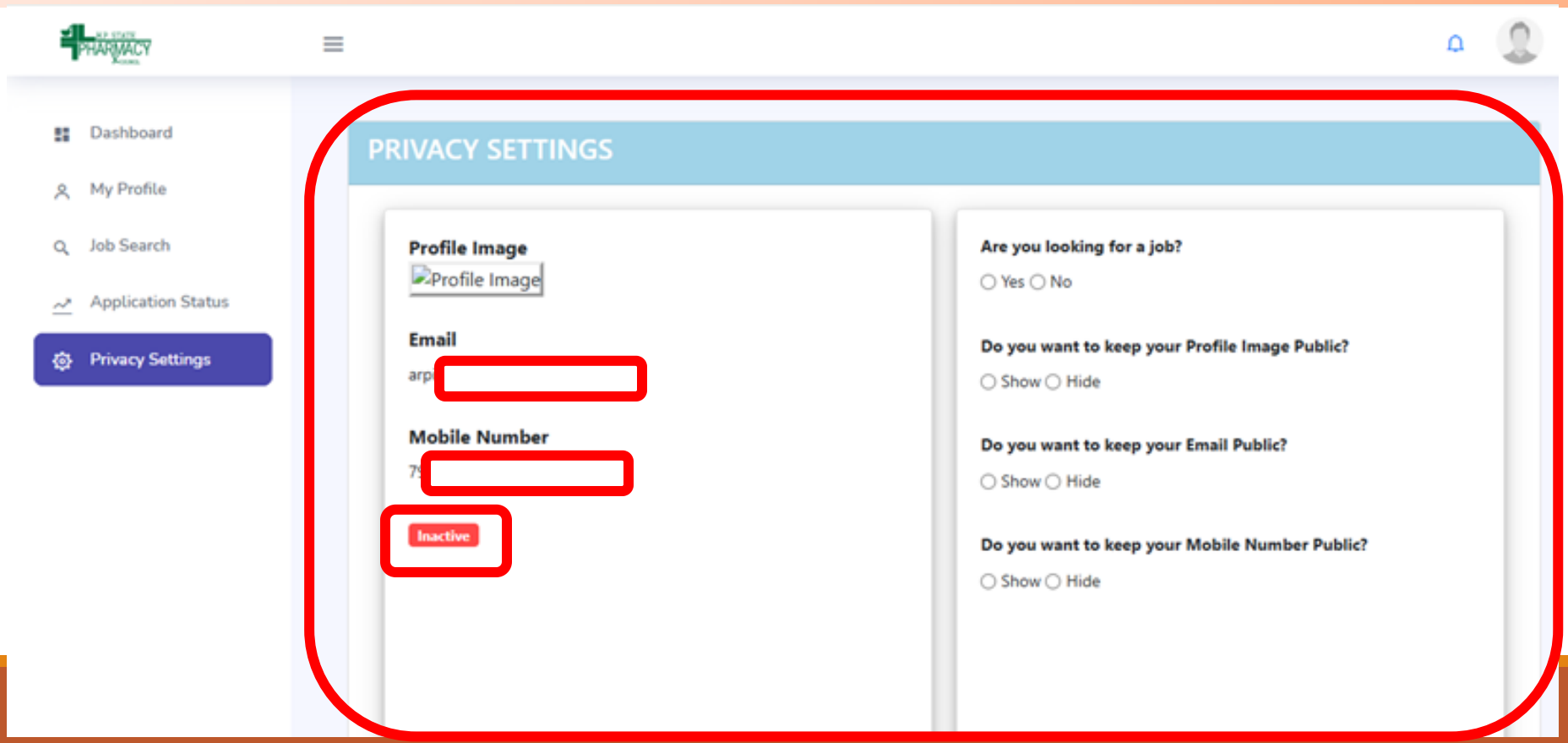
Privacy Setting Menu

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



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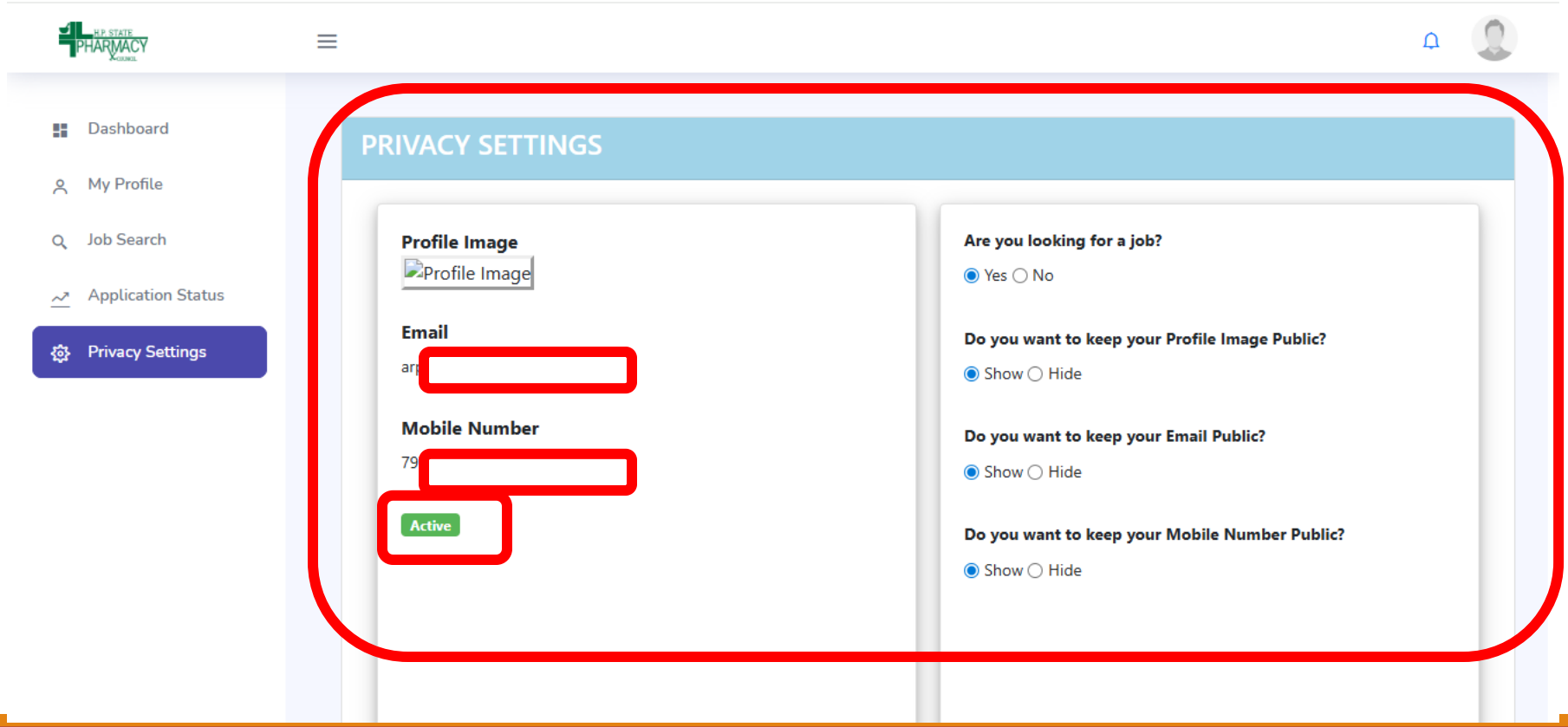

Thank You