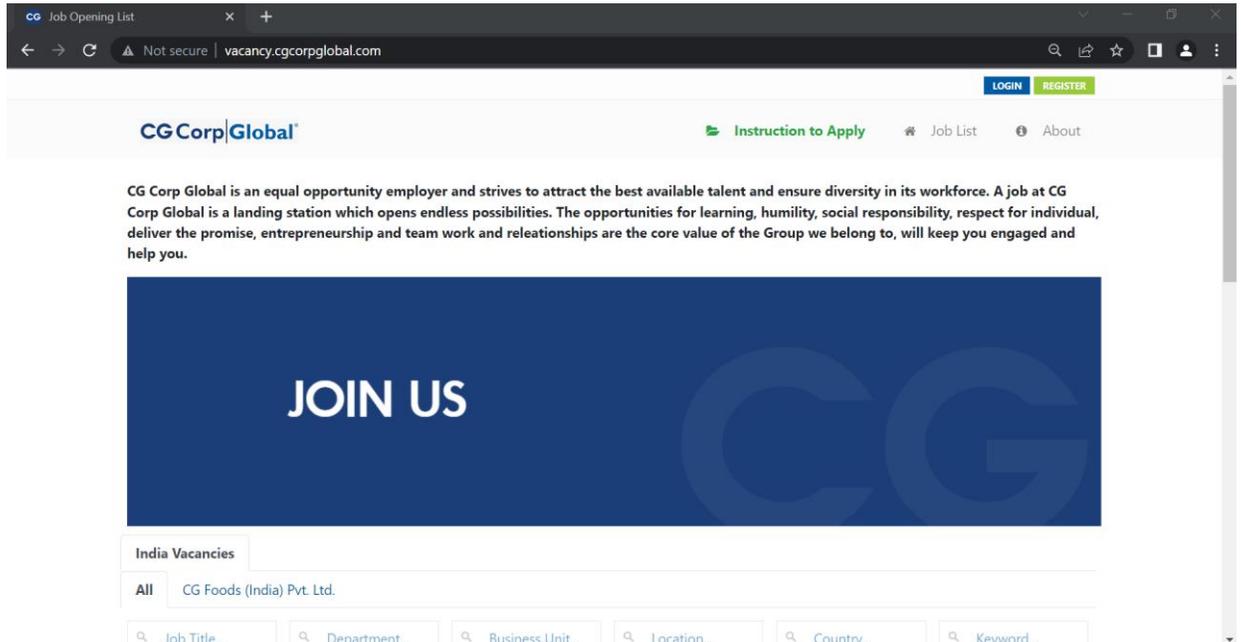


Welcome to Online Career Portal

The Candidates need to log in from the login portal that is available as follows:

Opening the Career Portal

1. <http://vacancy.cgcorpglobal.com>



2. You can also browse our website
<https://cgcorpglobal.com>

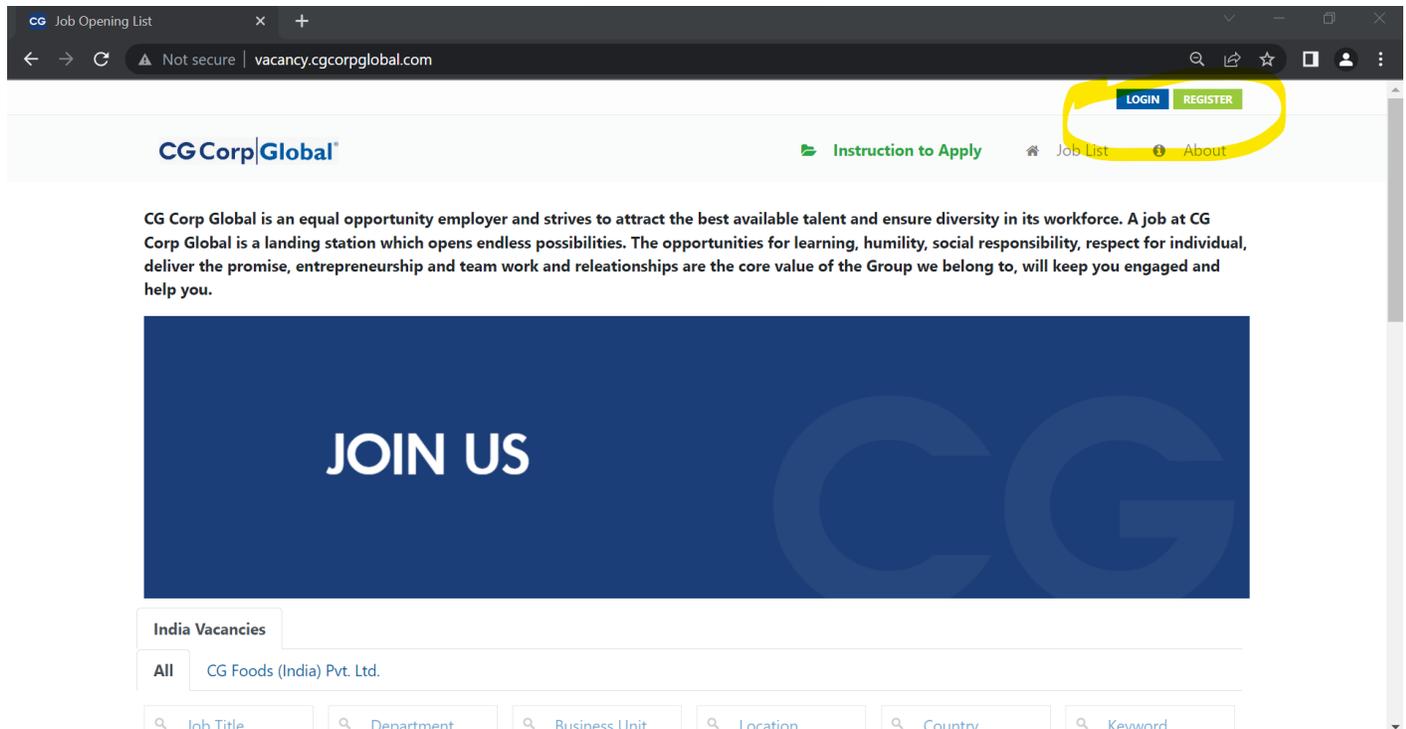
Where you can click the career Tab which will redirect you to

<http://vacancy.cgcorpglobal.com>

How to Register?

After you are in the Career Portal you can do the following:

1. Click the Register Button on the top right of the page.



2. You will be redirected to the following page

The screenshot shows the 'Applicant Registration' form on the CG Corp Global Career Portal. The browser address bar displays 'vacancy.cgcorpglobal.com/recruitment/public/register'. The page header includes the CG Corp Global logo and navigation links for 'Instruction to Apply', 'Job List', and 'About'. The form fields are as follows:

- First Name *
- Middle Name
- Last Name *
- Email * (you@example.com)
- Mobile *
- Current City *
- Password *
- Confirm Password *
- Experience Type (dropdown menu with --Select--)

At the bottom right of the form, there are two buttons: 'Register' (green) and 'Cancel' (blue).

3. After the page opens you need to fill the Applicants registration form
 - a. Enter your First, Middle, and Last Name
 - b. Enter your Email Address
 - c. Enter your Mobile Number
 - d. Enter your Current City
 - e. Create your password and confirm it
 - f. Also, mention your experience

4. If you are a fresher

Applicant Registration

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email *	Mobile *	Current City *
<input type="text" value="you@example.com"/>	<input type="text"/>	<input type="text"/>
Password *	Confirm Password *	
<input type="text"/>	<input type="text"/>	

Experience Type

5. If you have the working experience you need to fill the number of years of experience

Applicant Registration

First Name * **Middle Name** **Last Name ***

Email * **Mobile *** **Current City ***

Password * **Confirm Password ***

Experience Type **Experience Year** **Experience Month**

6. After you have filled in the form – click on Register.

Applicant Registration

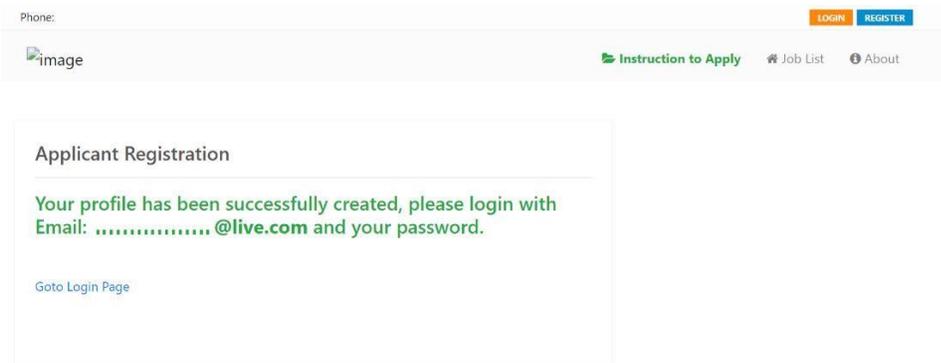
First Name * **Middle Name** **Last Name ***

Email * **Mobile *** **Current City ***

Password * **Confirm Password ***

Experience Type **Experience Year** **Experience Month**

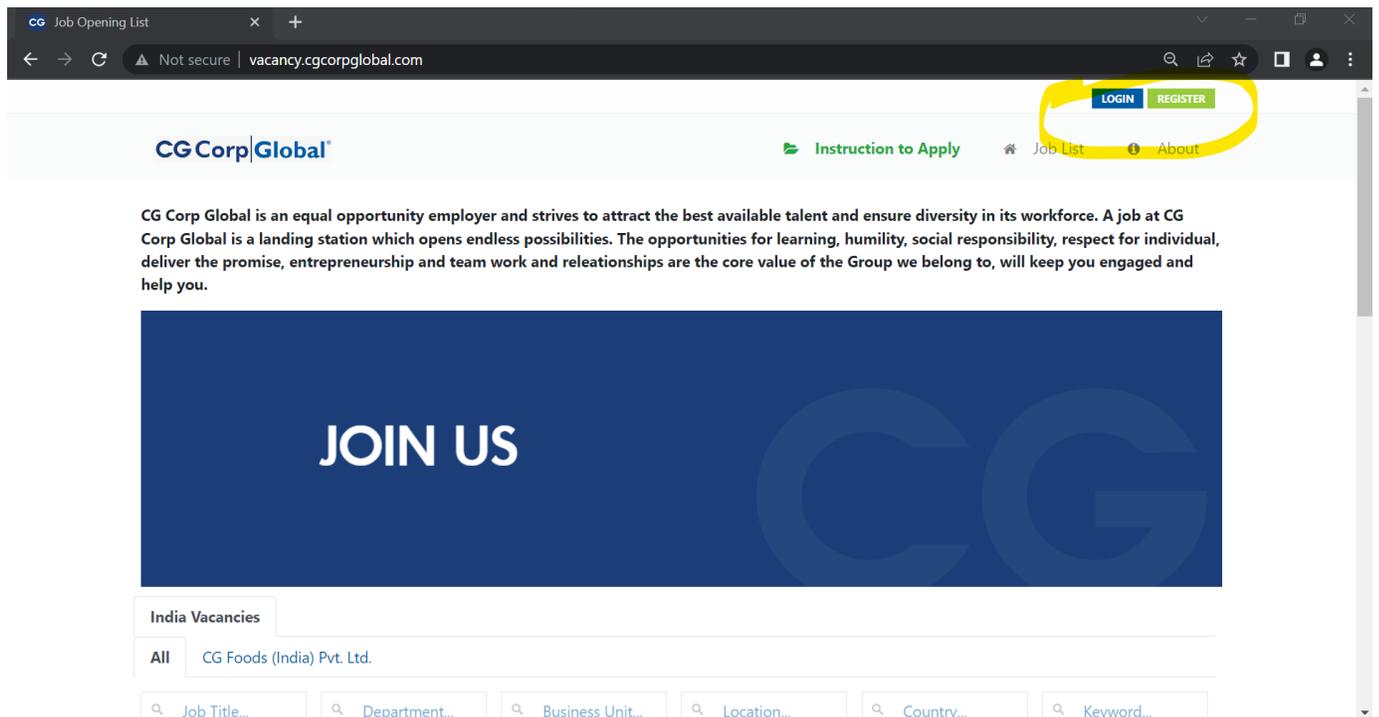
7. You will then be redirected to the following page



8. Now your account with the Online Career portal has been successfully created.
9. Your next step will be to login using the same Email and Password.

Log In

1. To login to your account, you need to open the Career Portal using the above-mentioned links.
2. After opening the portal, you need to Login by clicking the Yellow login Key in the top right corner of the page.



- You will be directed to the following page where you will have to log in with your previously set email and password.

Recruitment Login

Not secure | vacancy.cgcorpglobal.com/recruitment/public/login

LOGIN REGISTER

CG Corp|Global

Instruction to Apply Job List About

Applicant Login

Login ID or Email

testuser

Password

.....

I forgot my password

Sign in

Grow with us!

Register with us

OR

Log in

- After login, you will be on your dashboard.

Recruitment Admin

Your Name

Main Dashboard

Candidate Dashboard

Search Menu...

- My Dashboard
- My Profile
- Active Job Listing
- Applied Jobs
- User Manual
- Notifications

Applying for a Job

1. You are now successfully logged in to your account and are eligible to apply to our job openings.
2. On the left panel of the dashboard, there are a set of menus, Go to My profile menu and update your profile.
3. Then click on Active Job listing to view the active job listings from CG Corp Global.

The screenshot shows the Recruitment Admin dashboard. The top navigation bar is green with the text 'Recruitment Admin' and a user profile icon. The left sidebar contains a menu with items: My Dashboard, My Profile, Active Job Listing (highlighted), Applied Jobs, User Manual, and Notifications. The main content area is titled 'Active Job Opening List' and has two tabs: 'Regular Openings' (selected) and 'Urgent Hiring'. Below the tabs is a table of job openings. The table has columns: Job Code, Job Title, Published Date, Expiry Date, Job Level, Position, Service, Group, Sub Group, Job Type, Reservations, Type, and Action. One job is listed with Job Code 123, Job Title 'Vacancy_test Officer Level', Published Date '2017-05-16 (01/09/2020)', Expiry Date '2017-06-14 (30/12/2020)', Job Level 'Senior', Position 'Sr. Manager III', Service '-', Group '-', Sub Group '-', Job Type 'Part Time', Reservations '-', Type 'Open Competition', and an 'Apply' button in the Action column.

Job Code	Job Title	Published Date	Expiry Date	Job Level	Position	Service	Group	Sub Group	Job Type	Reservations	Type	Action
123	Vacancy_test Officer Level	2017-05-16 (01/09/2020)	2017-06-14 (30/12/2020)	Senior	Sr. Manager III	-	-	-	Part Time	-	Open Competition	Apply

4. If there is an opening for your desired job press the apply action on the right of each job opening.
5. After clicking the apply action you will get the details of the Active job

The screenshot shows the 'Apply for Job Opening' page for the job 'Vacancy_test Officer Level - Senior'. The page has a green top navigation bar with 'Recruitment Admin' and a user profile icon. The left sidebar contains a menu with items: My Dashboard, My Profile, Active Job Listing (highlighted), Applied Jobs, User Manual, and Notifications. The main content area is titled 'Apply for Job Opening' and has a sub-header 'Vacancy_test Officer Level - Senior'. Below the sub-header is a section for 'Basic Information' with the following details: Job Code: 123, Job Category: Senior, Employment Type: Part Time, Hiring Source: Open Competition, Service/Group: -, Primary Reservation: Open Application, Addition Reservation: -, No. Of Vacancy: 5, Smiled: Smiled, Published Date: 01/09/2020 AD, 2017-05-16 BS, Apply Before/Deadline: 30/12/2020 AD, 2017-06-14 BS (78 days from now). Below the basic information is a section for 'Input following information to Apply for the Job'. It contains a dropdown menu for 'Select First Application Type *' with 'Open Application' selected, and three dropdown menus for 'Preferred Location1 (Optional)', 'Preferred Location2 (Optional)', and 'Preferred Location3 (Optional)', all with '-' selected. At the bottom of the form is a checkbox with the text 'I have carefully read all instructions, completed all required documents and applied for the Job.' and two buttons: 'Apply Now' and 'Cancel'.

6. There are options to choose from about your application type and preferred location, choose the location and application type as per your preference
7. After reading the details of the Job, tick the box below
8. After you have completed all the above process you can click the apply now button on the bottom of the page
9. Then you will be redirected to the details page of your application.

The screenshot shows the 'Candidate Applied List' page in the Recruitment Admin system. The header includes 'Recruitment Admin' and a user profile icon. A sidebar on the left contains navigation options like 'Main Dashboard', 'My Dashboard', 'My Profile', 'Active Job Listing', 'Applied Jobs', 'User Manual', and 'Notifications'. The main content area displays the following information:

- Applicant Name:** Vacancy_test Officer Level
- Job Code:** 123
- Due Amount:** 0.00
- Submit Status:** Not Submitted
- Verification Status:** Not Verified
- Applied On:** 13/10/2020

A table below provides further details:

Applicant Name		Candidate ID	10	Application ID	3
Job Title	Vacancy_test Officer Level - Level Sr. Manager III	Job Code	123	Payable Amount	0.00
Applied ON	13/10/2020	Mobile	9841778751	Paid Amount	0.00
Submit Status	Not Submitted	Submitted Date		Payment Due	0.00
Primary Application	Open Application	Additional Application		Job Status	Open
Preferred Location 1	East 1	Preferred Location 2			
Selection Stage Name		Stage Changed Date			
Stage Change Remarks					

At the bottom of the application details, there are two buttons: 'Submit Application' (green) and 'Modify Application' (green).

10. If changes are required you may make changes by clicking modify the application on the bottom right corner of the application.
11. If no changes are required you may proceed to apply by clicking the submit application button on the bottom left corner of the details.
12. A confirmation note will appear

The screenshot shows a confirmation dialog box titled 'Application Submit Confirmation!'. The text inside reads: 'Selected job application will be submitted to admin. After submission you will not allowed to change anything in profile until the process of Application is closed or redrafted to you by admin. Once you invoke YES, you'll not be able to undo. Are you sure about this? Click YES to confirm or NO to cancel.' At the bottom, there are two buttons: 'Yes, Confirm and Submit' (green) and 'Not Sure, Submit Later' (grey).

13. If you have no changes to make press the Yes, confirm, and submit button.
14. A small notification of confirmation will pop up after your confirmation.

After following all the above-mentioned processes, you have now successfully registered and submitted your application for your desired job at CG Corp Global.

You will be contacted shortly after a review of your application.

*For any more clarities or assistance required please contact Mr. Nischal Chapagain –IT
(WhatsApp's: +977-9800992934)*