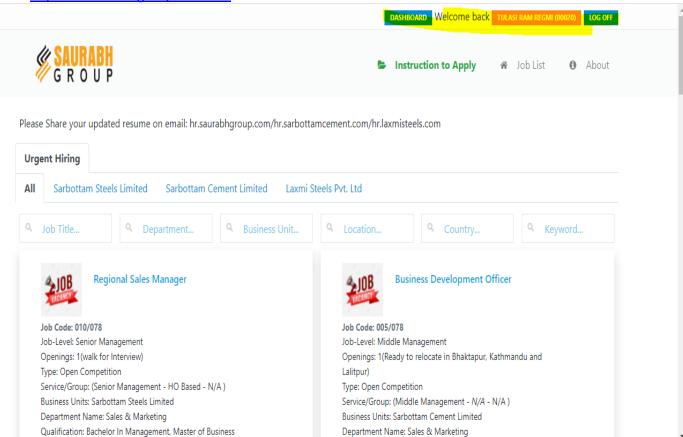
Welcome to Online Career Portal

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

Opening the Career Portal

http://hr.saurabhgroup.com:81/

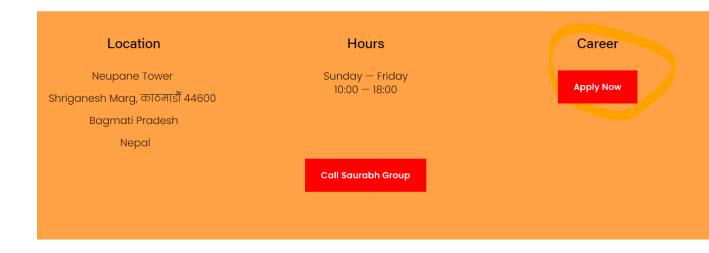


 You can also browse our website_ https://www.saurabhgroup.co m/

Where you can click the career Tab which will redirect you to https://www.saurabhgroup.com/



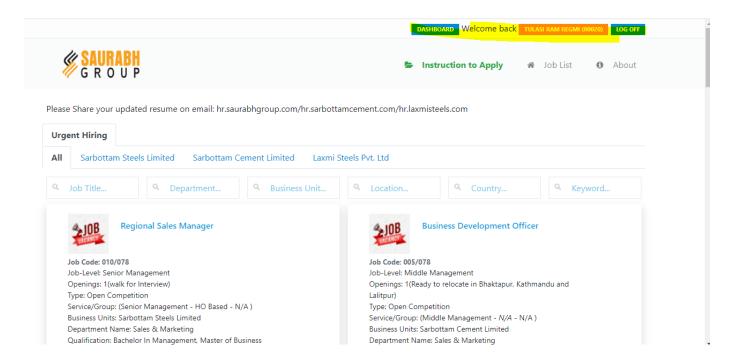




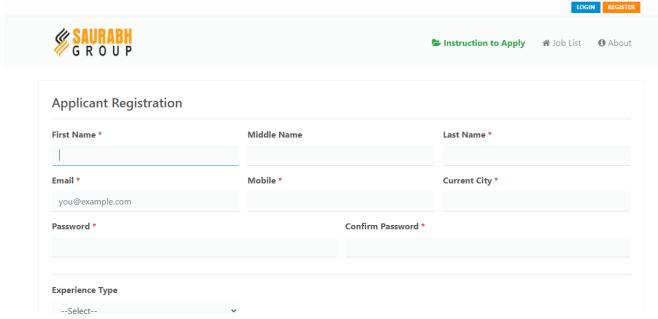
How to Register?

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

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

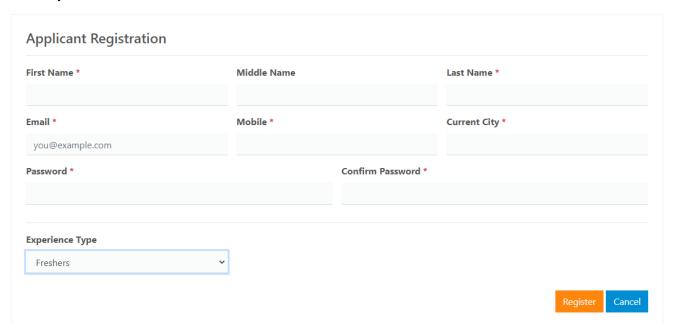


2. You will be redirected to the following page

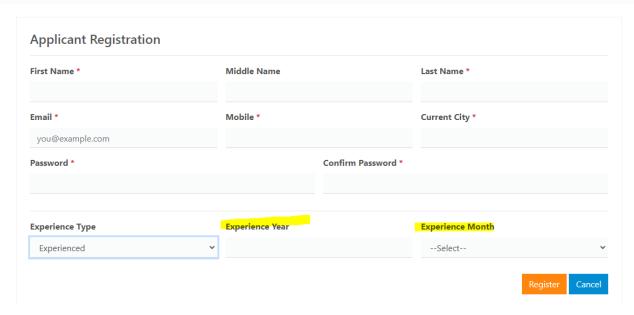


- 3. After the page opens you need to fill the Applicants registration form
 - a. Enter your First, Middle, and Last Name
 - b. Enter your Email Address
 - c. Enter your Mobile Number
 - d. Enter your Current City
 - e. Create your password and confirm it
 - f. Also, mention your experience

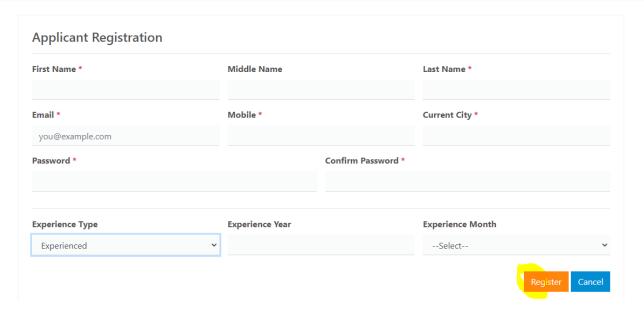
4. If you are a fresher



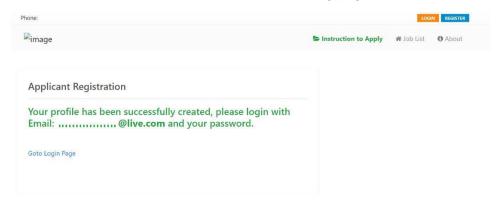
5. If you have the working experience you need to fill the number of years of experience



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



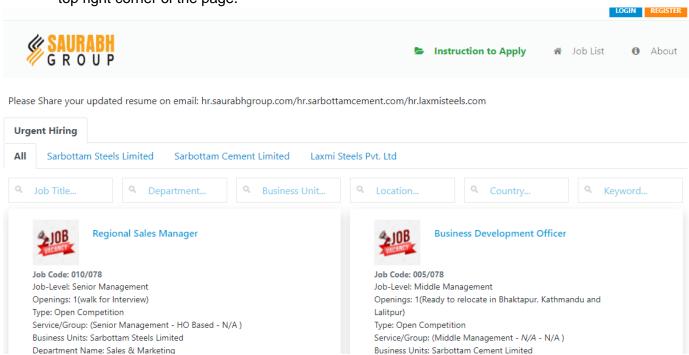
7. You will then be redirected to the following page



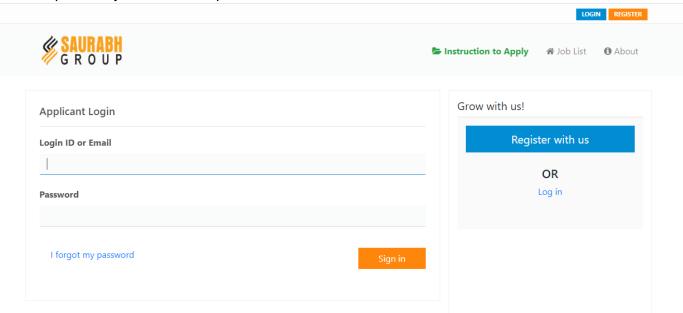
- 8. Now your account with the Online Career portal has been successfully created.
- 9. Your next step will be to login using the same Email and Password.

Log In

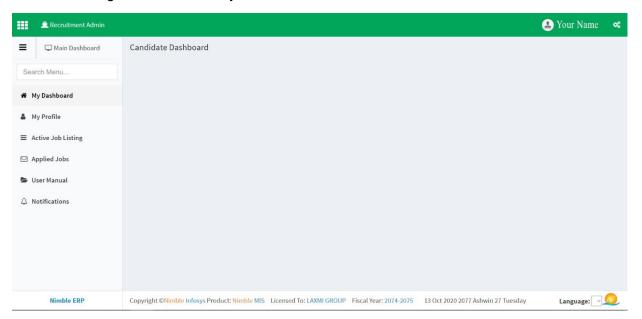
- 1. To login to your account, you need to open the Career Portal using the above-mentioned links.
- 2. After opening the portal, you need to Login by clicking the Yellow login Key in the top right corner of the page.



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

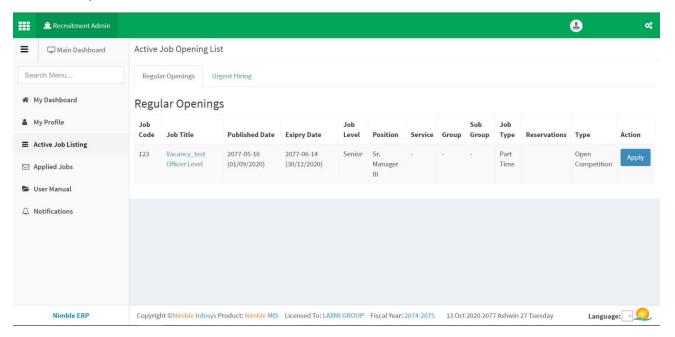


4. After login, You will be on your dashboard.

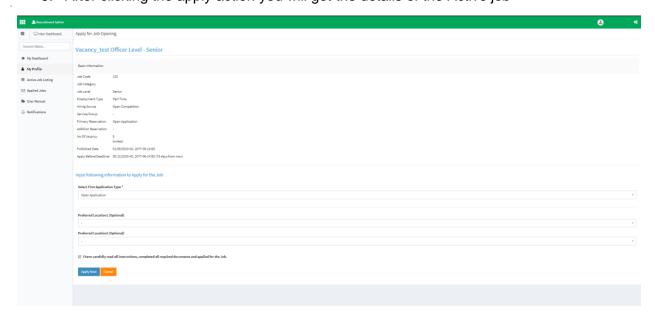


Applying for a Job

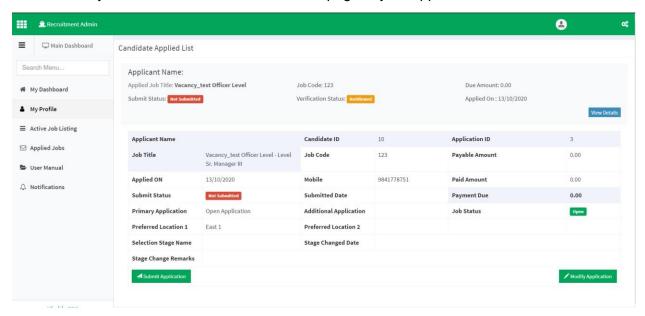
- 1. You are now successfully logged in to your account and are eligible to apply to our job openings.
- 2. On the left panel of the dashboard, there are a set of menus, Go to My profile menu and update your profile.
- 3. Then click on Active Job listing to view the active job listings from different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



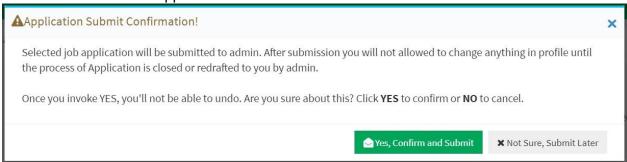
- 4. If there is an opening for your desired job press the apply action on the right of each job opening.
- 5. After clicking the apply action you will get the details of the Active job



- 6. There are options to choose from about your application type and preferred location, choose the location and application type as per your preference
- 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.



- 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



- 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 Online Career and its subsidiary companies.

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