


## 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/>

DASHBOARDWelcome backTULASI RAM REGMI (00020)LOG OFF




Instruction to ApplyJob ListAbout

Please Share your updated resume on email: [hr.saurabhgroup.com/hr.sarbottomcement.com/hr.laxmisteels.com](mailto:hr.saurabhgroup.com/hr.sarbottomcement.com/hr.laxmisteels.com)


Urgent Hiring

AllSarbottom Steels LimitedSarbottom Cement LimitedLaxmi Steels Pvt. Ltd



Regional Sales Manager

Job Code: 010/078  
Job-Level: Senior Management  
Openings: 1(walk for Interview)  
Type: Open Competition  
Service/Group: (Senior Management - HO Based - N/A )  
Business Units: Sarbottom Steels Limited  
Department Name: Sales & Marketing  
Qualification: Bachelor In Management, Master of Business



Business Development Officer

Job Code: 005/078  
Job-Level: Middle Management  
Openings: 1(Ready to relocate in Bhaktapur, Kathmandu and Lalitpur)  
Type: Open Competition  
Service/Group: (Middle Management - N/A - N/A )  
Business Units: Sarbottom Cement Limited  
Department Name: Sales & Marketing

1. You can also browse our website\_  
<https://www.saurabhgroup.com/>

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

**JAGDAMBA**  
TEA PROCESSING

**force**  
ELECTRONICS

Location	Hours	Career
Neupane Tower Shriganesh Marg, काठमाडौं 44600 Bagmati Pradesh Nepal	Sunday — Friday 10:00 — 18:00	<a href="#">Apply Now</a>

[Call Saurabh Group](#)

### **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.

Please Share your updated resume on email: [hr.saurabhgroup.com/hr.sarbottamcement.com/hr.laxmisteels.com](mailto:hr.saurabhgroup.com/hr.sarbottamcement.com/hr.laxmisteels.com)

Urgent Hiring

AllSarbottam Steels LimitedSarbottam Cement LimitedLaxmi Steels Pvt. Ltd

Job Title...


Department...

Business Unit...

Location...


Country...

Keyword...



Regional Sales Manager

Job Code: 010/078  
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Business Units: Sarbottam Cement Limited  
Department Name: Sales & Marketing

## 2. You will be redirected to the following page

### 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="password"/>	<input type="password"/>	
Experience Type		
<div>--Select--</div>		

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="password"/>	<input type="password"/>	

Experience Type

Freshers

▼

Register

Cancel

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 *
<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="password"/>	<input type="password"/>	
Experience Type	Experience Year	Experience Month
<div>Experienced</div>	<input type="text"/>	<div>--Select--</div>

RegisterCancel

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


### 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="password"/>	<input type="password"/>	
Experience Type	Experience Year	Experience Month
<div>Experienced</div>	<input type="text"/>	<div>--Select--</div>

RegisterCancel

7. You will then be redirected to the following page

Phone: LOGIN REGISTER

 [Instruction to Apply](#) [Job List](#) [About](#)

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Applicant Registration

Your profile has been successfully created, please login with Email: .....@live.com and your password.


[Goto Login 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.

LOGIN REGISTER


 [Instruction to Apply](#) [Job List](#) [About](#)

Please Share your updated resume on email: [hr.saurabhgroup.com/hr.sarbottamcement.com/hr.laxmisteels.com](mailto:hr.saurabhgroup.com/hr.sarbottamcement.com/hr.laxmisteels.com)

**Urgent Hiring**


**All** [Sarbottam Steels Limited](#) [Sarbottam Cement Limited](#) [Laxmi Steels Pvt. Ltd](#)

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#### Regional Sales Manager

**Job Code:** 010/078  
**Job-Level:** Senior Management  
**Openings:** 1(walk for Interview)  
**Type:** Open Competition  
**Service/Group:** (Senior Management - HO Based - N/A )  
**Business Units:** Sarbottam Steels Limited  
**Department Name:** Sales & Marketing




#### Business Development Officer

**Job Code:** 005/078  
**Job-Level:** Middle Management  
**Openings:** 1(Ready to relocate in Bhaktapur, Kathmandu and Lalitpur)  
**Type:** Open Competition  
**Service/Group:** (Middle Management - N/A - N/A )  
**Business Units:** Sarbottam Cement Limited

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

LOGINREGISTER



[Instruction to Apply](#)[Job List](#)[About](#)

Applicant Login

Login ID or Email

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

Search Menu...

My Dashboard

My Profile

Active Job Listing

Applied Jobs


User Manual

Notifications

Candidate Dashboard

Nimble ERP

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Language: 

## 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.

The screenshot shows the Recruitment Admin dashboard. The left sidebar contains a menu with options: My Dashboard, My Profile, Active Job Listing (selected), 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 titled 'Regular Openings' with the following data:

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	2077-05-16 (01/09/2020)	2077-06-14 (30/12/2020)	Senior	Sr. Manager III	-	-	-	Part Time		Open Competition	<a href="#">Apply</a>

At the bottom of the dashboard, there is a footer with the following information: Nimble ERP, Copyright ©Nimble Infosys Product: Nimble MIS, Licensed To: LAXMI GROUP, Fiscal Year: 2074-2075, 13 Oct 2020 2077 Ashwin 27 Tuesday, and Language: en.

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 'Vacancy\_test Officer Level - Senior' position. The page is divided into two main sections: 'Basic Information' and 'Input following information to Apply for the Job'.

**Basic Information:**

- Job Code: 123
- Job Category: Senior
- Job Level: Senior
- Employment Type: Part Time
- Hiring Source: Open Competition
- Service/Group: -
- Primary Reservation: Open Application
- Addition Reservation: -
- No Of Vacancy: 5
- Limit: Limited
- Published Date: 01/09/2020 AD, 2077-09-18 BS
- Apply Before/Deadline: 30/12/2020 AD, 2077-09-14 BS (78 days from now)

**Input following information to Apply for the Job:**

- Select First Application Type: Open Application
- Preferred Location1 (Optional): -
- Preferred Location2 (Optional): -

At the bottom, there is a checkbox labeled '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.

**Recruitment Admin**

**Candidate Applied List**

Applicant Name: Vacancy\_test Officer Level  
 Applied Job Title: Vacancy\_test Officer Level - Level Sr. Manager III  
 Job Code: 123  
 Due Amount: 0.00  
 Submit Status: **Not Submitted**  
 Verification Status: **Not Verified**  
 Applied On: 13/10/2020

[View Details](#)

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

[Submit Application](#) [Modify 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

**Application Submit Confirmation!**

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.

[Yes, Confirm and Submit](#) [Not Sure, Submit Later](#)

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.