

Scope of Work:

The Job-Portal will comprise of the following main modules:

1. Colleges' Module:

- a. Various colleges of the state will access the job portal and upload resume/ data/ information about their students through this module.
- b. The colleges can enter information related to their students that can help an employer identify prospective candidates for various job openings. This information will be entered in a consistent format and the colleges have the option for updating detailed CVs of its students along with this information.
- c. **Upload Profiles:** Through the use of online forms the colleges can enter various fields of information related to their students such as Name, Picture, Age, Sex, email ids, contact information, Degrees/ Courses being pursued, Academic Performance, Summer internship details, Previous job-experience, Awards and Achievements etc. as per available consistent format. The format will be provided by the department. There has to be a facility for the colleges to mass-upload all the profiles. With each profile that is uploaded the colleges can also upload detailed resume of its students in PDF format.
- d. **Edit Profiles:** Colleges can add, edit, and delete profiles of their students.
- e. **Search Profiles:** Colleges can search for various profiles uploaded by them. The various search criteria can be:
 - i. Search by Name
 - ii. Search by Stream
 - iii. Search by Academic Sessions

The detailed list of search criteria will be provided by the Department during the development of this module.

- f. **Employment Notifications:** Colleges will receive job/ employment notifications from the employers registered on the online portal. These notifications can be of following types:
 - i. **Request for shortlisted candidates:** Employers can search profiles of candidates and send notifications to respective colleges requesting for more information or arranging of interviews.
 - ii. **Notifications of job opportunities:** Employers can notify colleges about job opportunities rather than asking for specific candidates. Colleges shortlisted

by the employer will receive these notifications and they can get in touch with the employer for further course of action.

- iii. **Notifications from Department of Technical Education:** The department can send customised notifications to various colleges about upcoming job fairs and other employment related news.
- iv. **Other Notifications:** Apart from these notifications mentioned above there can be other notifications also that the colleges can see from their panels. Details about these will be discussed and provided during the course of development.

- g. **Search for Employers:** Colleges registered on the job portal can search for prospective employers and approach them through email or phone. They can search for the buyers using various search criteria such as:

- i. **Search employer by industry**
- ii. **Search employer by location**
- iii. **Search employer by name**

The entire list of these search criteria will be discussed and finalised during the development of the project.

- h. **Colleges' Profiles:** Apart from updating information related to their students, the colleges can also upload other information regarding their infrastructure, contact details, academic courses, facilities etc. All this information will be in the form of text and images uploaded/ edited by the colleges under the following heads:
 - i. About us
 - ii. Faculty Details/ Departments
 - iii. Academic Courses
 - iv. Infrastructure
 - v. Contact Information

Other requirements for Colleges Module:

- a. Each college has to be given a unique id and should be searchable on the basis of courses offered, area of location, year of establishment, and other such criteria. The entire set of these criteria will be discussed and finalised during the course of development.
- b. Each student profile updated has to be given a unique id and each profile should be searchable using various search filters such as age, course, academic session, job experience etc. The entire list of these criteria will be discussed and finalised during the course of development.
- c. **Standard Forgot Password module:** Each college will be given a unique username and password to access the job portal. There will be a standard forgot password module for the same.

2. Employers' Module:

- a. Various companies across the industry can register on the job portal to search for available candidates for various job opportunities they may have.
- b. **Search Profiles of Candidates:** The employers can search the database of the job portal for various eligible candidates using different search filters. These search filters can be such as:
 - i. Search by Location of Colleges
 - ii. Search by Academic session
 - iii. Search by Stream
 - iv. Search by Academic performance

The entire list of these search criteria will be discussed and finalised during the development of the project.

- c. **Send Notifications to Colleges/ Students:** Registered employers can send job notifications to the registered colleges and the students whose profiles have been uploaded in the database of the job portal. These notifications can be of the following types:
 - i. **Send notifications to shortlisted candidates and their respective colleges:** After searching the database of the job portal the employers can shortlist the candidates and send, them and their respective colleges, mass notifications inviting them to apply for the openings. These notifications will be received by the colleges in their login panel and by the students in their email accounts that have been mentioned.
 - ii. **Send notifications to colleges informing about job openings:** Apart from searching the database for candidates, the employers can also approach the colleges and inform them about various job openings by sending them notifications through the online job portal. The colleges can then look at the requirements and get in touch with the employers for further course of action.

- d. **Employers' Profiles:** The employers registered on the job portal can also update their profiles by providing information such as Type of industry, requirements across various disciplines, contact information etc.

Other requirements of Employers' Module:

- a. Each employer has to be given a unique id.

- b. Employers should be able to update, edit, and delete the job notifications sent by them.
- c. Standard forgot password module: Since each employer will access the job portal using unique login details, there has to be a standard Forgot Password module to regain access to the portal in case password is forgotten.

3. Department's Module:

- a. The department/ administrator of the portal can control the job portal using the admin panel.
- b. Admin panel will be password protected and will give access to the administrator to perform various tasks.
- c. **Manage Users and Profiles:** The department can edit/ delete/ block users and profiles. This can be done for:
 - i. Profiles of various colleges registered on the portal
 - ii. Profiles of various employers registered on the portal
 - iii. Profiles of students uploaded by various colleges
- d. **Send Notifications:** The department can send mass emails and customised notification by selecting various colleges and or employers. These notifications will be received by the colleges and the employers in their respective login panels. Through these notifications the Department can circulate information related to job opportunities, and other job related news.
- e. **Search:** The department can perform search for colleges, students or employers using various search criteria (similar to the search functionality in the Colleges Module and the Employers Module)

4. Students module:

- a. Students will be given only limited access to the job portal.
- b. Profiles of students have to be created by the colleges initially. Each profile will have some editable and some non-editable fields.
- c. The students will then be issued their unique ids by the college and they can use these to register their accounts on the portal. Once registered, they can update their profiles by updating the editable fields.
- d. They can also update their resume/ CVs from time to time.
- e. Students will receive communication from the Employers, Colleges and Department in their respective email accounts.

5. SMS Gateway Integration:

- a. The job portal has to be linked with SMS gateway so that various notifications can be sent on mobile numbers as well through bulk SMS.
- b. Each registered college will have to update the set of mobile numbers it will use to receive the SMS notifications.
- c. Each registered employer will have to update the set of mobile numbers it will use to receive the SMS notifications.
- d. Each registered student will have to update the set of mobile numbers it will use to receive the SMS notifications.
- e. The department can also update the list of mobile number of its officials who will receive SMSs from the Job Portal
- f. The SMS notifications can be of the following types:

Sender	Receiver	Subject
Department	Colleges	Various customised SMS announcements
Department	Employers	Various customised SMS announcements
Department	Students	Various customised SMS announcements
Department	Department's Officials	Various customised SMS announcements
Employers	Colleges	Candidates from your college have been shortlisted. Log on to the job portal for details.
Employers	Students	You have been shortlisted by a prospective employer. Check your mail for details.

- g. If any registered user wishes to stop receiving SMS notifications, he/ she can send a request through SMS from the same to the SMS gateway. Such numbers will then be removed/ blocked from the list of numbers registered for SMS notifications.

6. Content Management System:

Apart from maintaining the database of students, the job portal will also have various web-pages in which the department will update the relevant information. This information should be easily manageable and editable by the department using a Content Management System. These dynamic pages can be:

- a. About Us
- b. Contact Us
- c. Initiatives by the Department
- d. Official Directory
- e. Terms and Conditions etc.

7. News Letter Module: Users can register to receive newsletter from the Department in their emails.

8. Mass mailing Facility: Department can create various user groups and send customised mass-emails from the job portal

The scope of work detailed in above points is not exhaustive and some more modules might be added during the course of development.