

# **E-RECRUITMENT SYSTEM : INSTRUCTION MANUAL FOR CANDIDATES**

## **PREFACE :**

E-Recruitment is now accepted as the standard method for the recruitment process in most companies. GSFC has developed a seamless, transparent, and unbiased customized application for purpose of application acceptance, online test, interview, and final appointment. As per standard procedure, all information declared by the candidate will be treated as true, and in case of discrepancy the candidate's application will be disqualified.

The following steps are the instructions for entering data (PART- A & PART B).

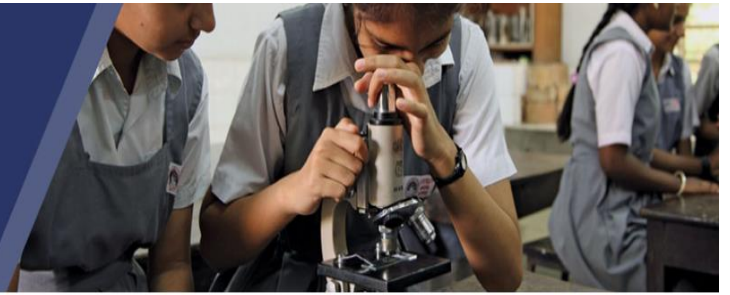
## **PART A - ON-LINE APPLICATIONS ACCEPTANCE**

### **1) LOGIN – INTERNET**

Click on <http://www.gsfclimited.com/>

- GSFC website for knowing the company profile and for information on recruitment.

# Career



Home / Careers

## Current Openings



Public Notice - Fraudulent Recruitment  (171 KB)

GSFC Limited is a 60 years old Government of Gujarat promoted Company with an annual turnover of around Rs.9000/- Crore. With a well-established distribution network spread across the country, we have a strong market presence. We have promoted a number of organizations that are contributing to the national economy in sectors of power, port, education, agro, etc. Join us. Together we will carve a bright future.

For more details regarding open positions, eligibility, profile and submission of application, click on 'Apply Now'.

**Last Date of Application : 21st January 2023.**

Apply Now

Glimpse of GSFC  (7.93 MB)

Click on Career → Apply Now: By clicking on Apply Now Button the Recruitment Dashboard will open.

# Click on **New applicants** for Fresh Application

The screenshot shows the GSFC E-Recruitment Web Dashboard. At the top, there is a header with the GSFC logo, the text "GUJARAT STATE FERTILIZERS & CHEMICALS LIMITED", and "E-Recruitment -> WEB RECRUITMENT DASH-BOARD". A date "Date: 17/01/2023" is displayed on the right. Below the header, there is a "How to Apply" section with a "CLOSE" button. A yellow banner contains the text "Click on Post for Post Information (Pop-up Blocker must be disabled to view Post Info.)" and "Click on LOGIN for Application Edit / Status". Below this is a table with the following data:

LISTNO	POST	DOWNLOAD JD	ORGANIZATION	STAGE	VIEW/EDIT APPLICATION	FROM DATE	TO DATE
1	<a href="#">37/01/O:COMPANY SECRETARY &amp; VICE PRESIDENT (LEGAL)</a>		GSFC LIMITED	<a href="#">NEW APPLICANTS</a>	<a href="#">LOGIN</a>	11/01/2023 00:01	21/01/2023 23:59
2	<a href="#">37/02/O:DY. MANAGER (MARKETING - AGRI BUSINESS)</a>		GSFC LIMITED	<a href="#">NEW APPLICANTS</a>	<a href="#">LOGIN</a>	11/01/2023 00:01	21/01/2023 23:59

At the bottom of the dashboard, there is a footer with the text "© 2012 Gujarat State Fertilizers & Chemicals Limited. Designed & Developed by GSFC - MSD." The Windows taskbar is visible at the bottom of the screenshot, showing the time as 14:47 on 17/01/2023.

Click on **Login** for Viewing/Editing the Application.

# 1) Token Generation Process :

https://mobapp.gsfclimited.com | Paraphrasing Tool - QuillBot AI | Careers | Application Token Generation | GSFC E-RECRUITMENT WEB DAS

gworld.gsfclimited.com/ers\_web/pages/frmtoken\_generation.aspx

EMPLOYEE SEARCH | Sap ess | GSFC - Web Login | GSFC AMS LOGIN | Gujarat State Fertili... | NEW\_SMS\_PNL | VB TO C# | Logon | GATL | Google | Dictionary | SAP\_ICURE | Recruitment | Other bookmarks

**GUJARAT STATE FERTILIZERS & CHEMICALS LIMITED** Back to Dashboard / Log Out  
**APPLICATION TOKEN GENERATION & PASSWORD CREATION** Date: 17/01/2023

Post Name : **COMPANY SECRETARY & VICE PRESIDENT (LEGAL)** Post Code : 37/01/0

**TOKEN GENERATION**

Title : Mr

First Name : PRATHMESH

Middle Name : H

Surname : GOHEL

Category : GENERAL

Date of Birth : 08/05/1979

Email : mail@gmail.com

Aadhaar No : 123456789900

How did you come to know about the job ? Newspaper Advertisement

Please fill the details carefully. On generation of Token Number, personal details cannot be altered.

Generate Token

Windows taskbar: 14:52 17/01/2023

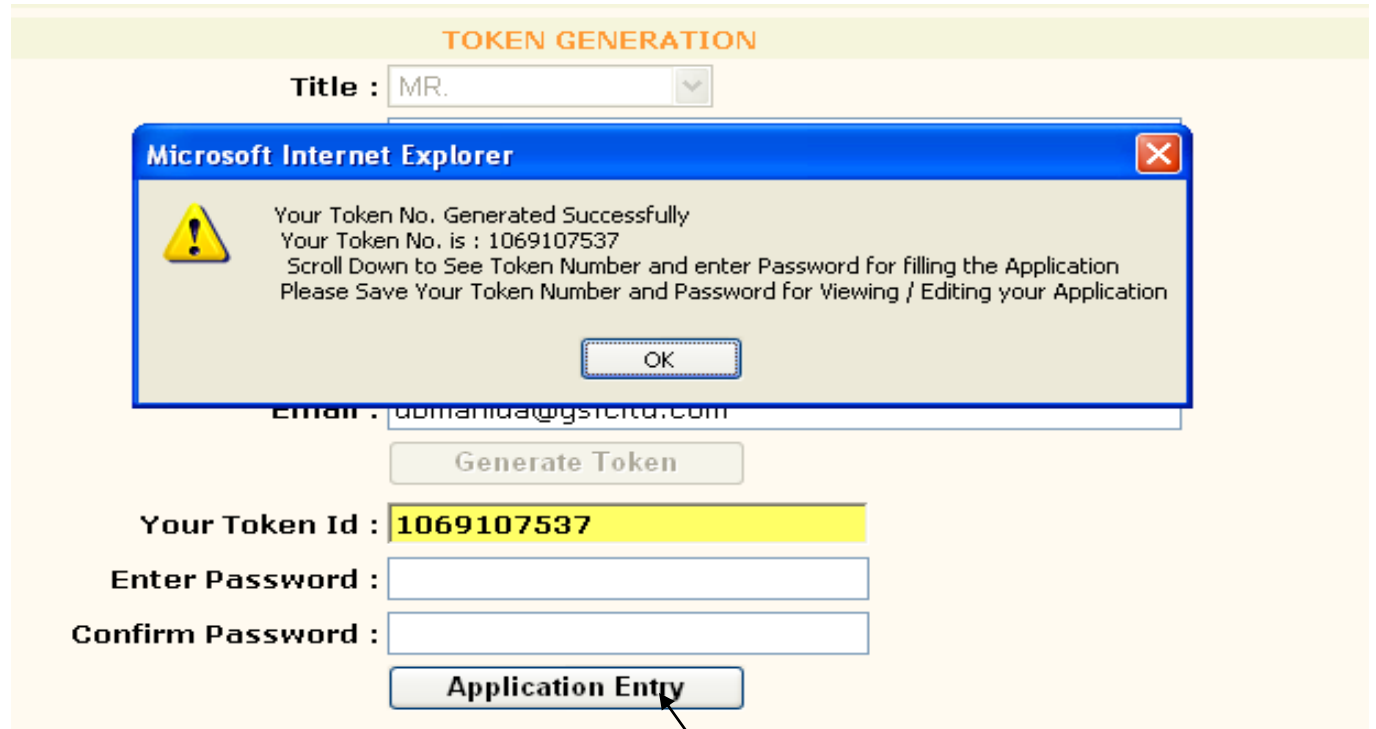
The Token Generation process page allows a Candidate to generate a new Token Number for applying for specific Posts which are currently open on GSFC Ltd Career Website.

On the Token Generation page Candidate has to specify his/her Title, First name, Middle Name, Surname, Category and date of Birth, and Email.

All Fields in this page are Compulsory.

1. Title – Mr/Mrs/Dr. is available in the dropdown
2. First name / Middle Name / Surname – As Written in his Board Mark sheet
3. Category – General/GSFC Emp. Dependent/ GSFC Ex Emp. Dependent etc.
4. Date of Birth – Correct Birth date As Specified in his School LC or Some other Certificate
5. E-mail – Candidates' E-Mail Address For Future Correspondent.
6. Aadhaar Number – The candidate has to enter his/her Aadhaar Number.
7. How did you come to know about the Job – Select the proper value from the drop-down.

After filling in all details in this form Candidate has to click on Generate Token Button. A new Token is generated for the candidate as below



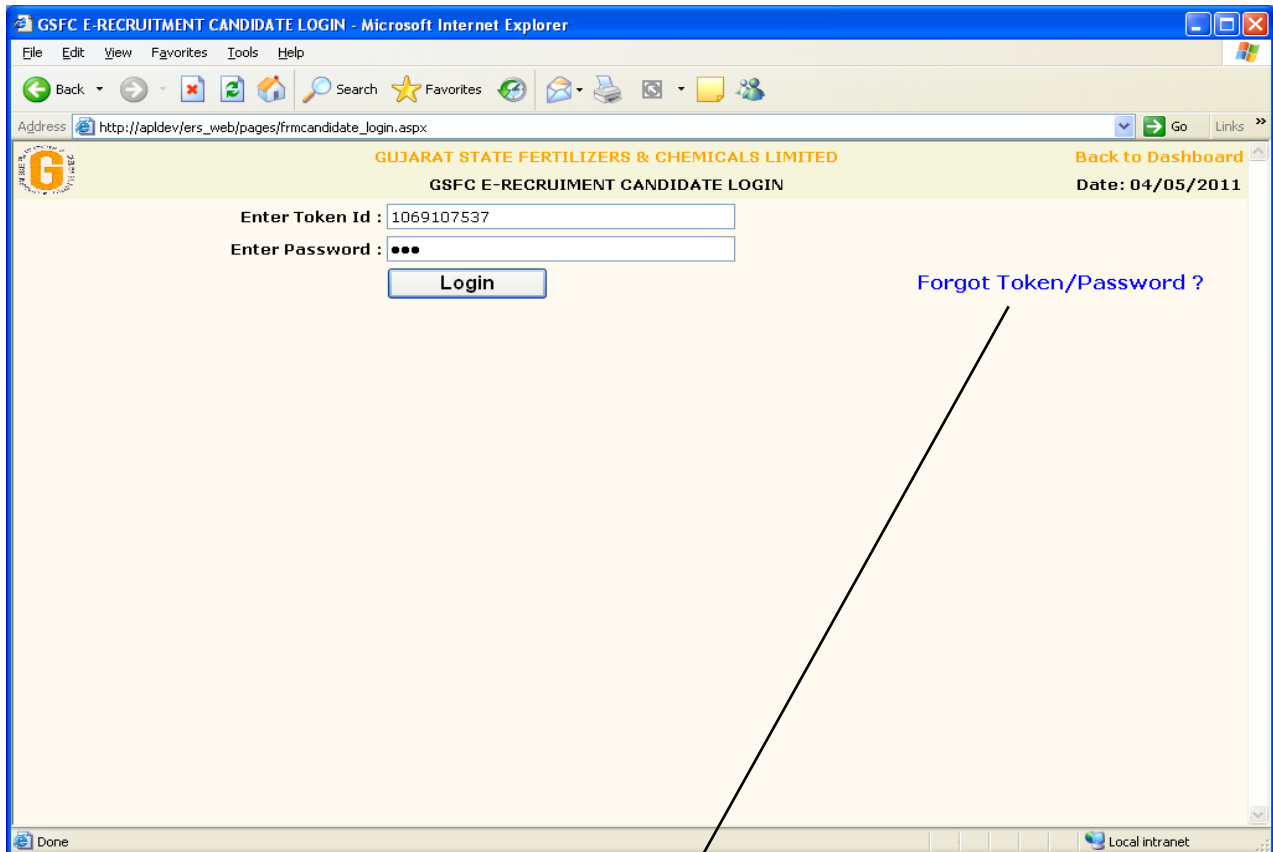
The screenshot shows a web form titled "TOKEN GENERATION" with a "Title" dropdown menu set to "MR.". A "Generate Token" button is visible. An "Microsoft Internet Explorer" window is overlaid on the form, displaying a warning icon and the following text: "Your Token No. Generated Successfully", "Your Token No. is : 1069107537", "Scroll Down to See Token Number and enter Password for filling the Application", and "Please Save Your Token Number and Password for Viewing / Editing your Application". An "OK" button is present in the dialog box. Below the dialog box, the "Email" field contains "ubmanida@gstcfd.com". The "Your Token Id" field displays "1069107537" in a yellow highlight. Below this are fields for "Enter Password" and "Confirm Password", followed by an "Application Entry" button. An arrow points from the "Application Entry" button to the "WARNING!" text below.

**WARNING!** - Candidate must remember this Token number - password for future transactions (Candidate can cut-paste this on a text file)

System will ask Candidate to enter his Password along with Confirm Password for this Token Candidate Has to Click on Application Entry Button

## **2) Application Login Process :**

A Login Page is opened for Candidate where Candidate will enter with Token ID and Password and Click on Login Button.



If Candidate has forgotten his token id or password then candidate has to click on Forgot Token/Password & fill the details that candidate has given for the generation of token id. The Token id & Password will be emailed on candidate's email-id that he has given during the token generation stage.

### 3) Candidate Registration Process :

A new form is opened GSFC: Employment Application Form as Below.

https://mobapp.gsfcilimited.com x Paraphrasing Tool - QuillBot AI x Careers x Employment Application Form x GSFC E-RECRUITMENT WEB DAS x +

gworld.gsfcilimited.com/ers\_web/pages/firmcareer.aspx

EMPLOYEE SEARCH Sap ess GSFC - Web Login GSFC AMS LOGIN Gujarat State Fertili... NEW\_SMS\_PNL VB TO CF Logon GATL Google Dictionary SAP\_ICURE Recruitment Other bookmarks

**G** GUJARAT STATE FERTILIZERS & CHEMICALS LIMITED Back to Dashboard / Log Out  
EMPLOYMENT APPLICATION FORM Date: 17/01/2023

Post Name : COMPANY SECRETARY & VICE PRESIDENT (LEGAL) Post Code : 37/01/0

Last Date of Submission: 21/01/2023 23:59 [How to Apply](#)

Application Status : Incomplete For Registration of Application : Click on SUBMIT APPLICATION button & View your Application Status.

Personal Details | Upload Photo & CV | Qualification Details | Experience Details

Name PRATHMESH H GOHEL Birth Date 08/05/1979  
Email mail@gmail.com Token number 235358459  
Present Address STD Code Phone No.  
Mobile Number  
Employment Exchange Reg. No  
Domicile ---Select---  
City Pincode State GUJARAT

SAVE PERSONAL DETAILS

DECLARATION  
A. If any information stated by me in this application found incorrect, my employment with company is liable for immediate termination without payment of any compensation thereof.  
B. I declare that I had no previous conviction.  
 I Agree for A & B

SUBMIT APPLICATION

ENG IN 15:03 17/01/2023

Candidate Name, Birth date E-Mail ID Token Number are displayed as entered in a token generation. Candidate has to enter his/her Present Address for future Correspondence, STD Code, Phone Number (Landline), Mobile Number, City, Pin Code, and State within India.

Employment Exchange Reg. No is Optional for Candidates.

Domicile: The candidate has to select Domicile from the dropdown list.

If Candidate is GSFC Employee Dependent or GSFC Ex-Employee Dependent then Candidate has to specify GSFC Employee/ Ex-Employee Dependent information like his/her Employee Code, Name, And Designation in Company and maybe some other relevant information as required.

Candidate has To Click on SAVE PERSONAL DETAILS Button to Save His Personal detail.

Click on Upload Photo Tab a New Tab will open as below

Department : HUMAN RESOURCE MANAGEMENT DEPARTMENT	Post Category : SOFTWARE	Sr No : 5
Post Name : DBA		Post Code : P-132

Last Date for Submitting the Application is : 05/05/2011 17:00  
Application Status : **Incomplete**

Personal Details | **Upload Photo** | Qualification Details | Experience Details | General Remark

\*File size should not Exceed 500KB  
Valid file formats are (\*.jpg,\*.jpeg,\*.gif,\*.bmp)

**PHOTO**  
Photo with digital Name & Date of Birth Preferable  
NAME : XXXXXXXX  
DOB : DD/MM/YYYY

\*File size should not Exceed 500KB  
Valid file formats are (\*.jpg,\*.jpeg,\*.gif,\*.bmp)

**PHOTO ID**  
List of Valid PHOTO ID Proof  
- Driving Licence  
- Pan Card  
- Voter ID Card  
- Passport  
- Company Identity Card  
NAME : XXXXXXXX  
DOB : DD/MM/YYYY

**Imp. --> Click on Submit Application when you have filled all the necessary details for the Post.**

The candidate will upload his/her Passport Size Photograph and valid Photo ID Proof. Clicking on Browse Button the File Browse dialog box appears. Candidate can navigate to the location where Digital Photo is stored and select it. Clicking on the Open Button in the browse dialog box will select a digital photo then Clicking on Attach Photo Button will save your Photo in ERS System. The procedure is to be repeated for Photo ID Proof.



Photo and Photo ID Proof will be selected as per below Screen.

The screenshot displays the 'EMPLOYMENT APPLICATION FORM' for GSFC. The candidate's name is 'COMPANY SECRETARY & VICE PRESIDENT (LEGAL)' and the date of submission is '21/01/2023 23:59'. The application status is 'Accepted'. The page includes sections for uploading a photo and photo ID, with a list of acceptable photo ID types: Driving Licence, Pan Card, Voter ID Card, Passport, Company Identity Card, and AADHAAR Card. It also has sections for uploading a CV and Salary Slip, both in PDF format. A 'SUBMIT APPLICATION' button is visible at the bottom.

Post Name : COMPANY SECRETARY & VICE PRESIDENT (LEGAL) Post Code : 37/01/0

Last Date of Submission: 21/01/2023 23:59

Application Status : Accepted

For Registration of Application : Click on SUBMIT APPLICATION button & View your Application Status.

For PHOTO & PHOTO ID uploading file size should not Exceed 500 KB & Valid file formats are (.jpg or .jpeg or .bmp)

Photo ID (Any one)

- Driving Licence
- Pan Card
- Voter ID Card
- Passport
- Company Identity Card
- AADHAAR Card

Please upload your CV & Salary Slip. File size should not Exceed 1 MB & Valid file formats is (\*.PDF) file only

CV STATUS : UPLOADED IN THE APPLICATION

SALARY SLIP STATUS : UPLOADED IN THE APPLICATION

SUBMIT APPLICATION

Candidate has to upload his CV & Salary Slip (If applicable as per Post requirements) in PDF Format only.

Click on the Qualification details Tab it will open the Qualification Details Entry Tab as Below:

The screenshot shows the 'Qualification Details' tab of the application form. It includes a table for entering degree information and a summary table at the bottom.

SRNO	Degree Type	Degree	Main Subject	Year of Passing	Per.(%)	Name of College/Institute	Remarks
1	Main Degree	CO. SECRETARY	COR.LAW & SEC.PR	1951	50	DUMMY	
2	Additional Degree	L.L.B. (Full Time)	LABOUR LAW	1963	60	CEFDV	

SRNO	Degree	Select Degree	Main SUB	Year of Passing	Per(%)	Name of College/Institute	Remarks
Update 1	EXTRA DEGREE	1ST BOILER PROF	AGRI-BUSINESS	1992	75	CvFD	

Candidate has to select his Main Degree and Additional Degree along with all details.

If Candidate holds extra Degrees then it should be specified in the Extra Degree section.

1. Select Degree from Degree Dropdown List
2. Select Main Subject of Degree Marks from Main Subject Dropdown List.
3. Select Ancillary Sub1 and Ancillary Sub2 from Dropdown List.
4. Select Year of Passing from the Dropdown List.

5. Enter the Actual Percentage Obtained (no Rounding) in Degree in Percentage (%) Textbox
6. Enter University Name from where Degree was awarded.
7. If a candidate wishes to provide more information about the Degree then a short description can be entered in Remarks Field.
8. According to the Post Criteria Candidate will be required to Upload the Main Degree Marksheet & Degree Certificate.
9. According to the Post Criteria Candidate will be required to Upload the Main Additional Degree Marksheet & Additional Degree Certificate.

Clicking on Save Qualification Button will Save the Candidate Qualification as entered in Form. ERS system will give Alerts to the Candidate – e.g. Percentage Criteria Not match /Year of Passing not matching etc.

Candidates not fulfilling all Post Criteria will not be allowed to save his/her Qualification. Candidate qualification information remains incomplete and will be treated as not eligible.

Click on Experience Details Tab to enter post experience of Candidate as shown in below screen

**GUJARAT STATE FERTILIZERS & CHEMICALS LIMITED**  
EMPLOYMENT APPLICATION FORM

Back to Dashboard / Log Out  
Date: 18/01/2023

Post Name : COMPANY SECRETARY & VICE PRESIDENT (LEGAL) Post Code : 37/01/0

Last Date of Submission: 21/01/2023 23:59

Application Status : Accepted

PLICATION button & View your Application Status.

Personal Details | Upload Photo & CV | Qualification Details | Experience Details

\* Candidate has to enter the latest Experience at the top followed by other previous experiences in descending year wise order.

PRESENT DESIGNATION	MANAGER	Present CTC (Rs. in Lakh per Annum)	25	Expected CTC (Rs. in Lakh per Annum)	50
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Note: Enter today's date to indicate that you are presently working in the latest organization mentioned. (Do not Leave it blank)

Add	Update	Delete	SRNO	Company	Location	From Date	To Date	Exp.in (Days)	Remarks
			1	GRETRH	GTRGTRHN	01/01/1990	16/01/2023	12069	

Save Experience

SUBMIT APPLICATION

Candidate has to enter his Present Designation (if Applicable), Present CTC & Expected CTC .

Candidate can Add as many Experience detail depending on Type of Post he/she applies.

Add /Update/ Delete buttons are provided for information entry.

The Candidate has to enter the latest Experience at the top followed by other previous experiences in descending year wise order. Experience Date range clash with each other is taken care by the system and alerts will be flashed accordingly. Information to be entered:-

1. Company – Name of Organization Candidate Worked for
2. Location – Organization Location
3. From Date – Beginning Date of Job
4. To Date – End Date of Job (It is Optional) if Candidates Job is Still Continuous then Candidate Will left it Blank

5. Exp. Months – The System Automatically Count Number of Months On Basis of From Date and To Date
6. Remarks – If Candidate wants to specify something more about that particular Job Experience then that information can be entered in Remarks Section.

After entering all Experience Information Candidate has to click on Save Experience Information Button to completely save Experience Information.

After entering all information like Personal Details, Upload Photo, Qualification Details, and Experience Details Candidate Must Click on the "SUBMIT APPLICATION" Button to Complete the Application Process.

After Submitting an Application the ERS System will give you a message that Your Application Filling Process is finished.

**Note: Candidates can edit/modify Application till the Last Date of Application as many times as required**

**WARNING:** - It is a must for a Candidate to Click on "**SUBMIT APPLICATION**" Button finally to permanently Save Candidates information and complete the Application Process. If the Candidate has not clicked on the "**SUBMIT APPLICATION**" Button then his Application will not be accepted.

**WARNING:** - Always check the "Application Status: Accepted " on main page before the last date for submission. An 'Incomplete' status will be rejected by the system.

## **PART B - ON-LINE OPEN TEST**

### **1. Online Test Process :**

Candidates who have been successfully screened for ON-LINE test would be intimated by mail & SMS to Login and print his E-Pass where the date, time, Batch No & location of the ONLINE TEST is mentioned. Candidate has to print the E-Pass and present it for the ONLINE TEST at the venue mentioned.

Candidate has to click on the url given on his allocated PC for reading all instruction for the ONLINE TEST. After reading the instructions candidate has to click on button "ONLINE TEST ENTER". Following Online Test Screen would appear and the Online Test Process would start.



## Candidate Details

Candidate Name : SIDDHRAJSINH CHHATRASINH CHAVDA Batch No & Date : 4 - 30/04/2011 15:00  
Token No : 1710246098 Post Sr No : 1  
Post Name : Medical Officer Post Category : MEDICAL SERVICES - MBBS  
Department : MEDICAL SERVICES DEPARTMENT Post Code : P-131



Negative Marking : ½ Mark Deduction

Remaining Time : 0:28:01

## Online Test

SR NO	OPTIONS
1	<p>The main function of the iron core in transformer is to</p> <ul style="list-style-type: none"><li><input checked="" type="radio"/> reduce eddy current losses</li><li><input type="radio"/> decrease the reluctance of the magnetic path</li><li><input type="radio"/> to decrease the hysteresis losses</li><li><input type="radio"/> provide strength to the windings</li></ul> <p>Clear Selected Answer</p>
2	<p>Pt100 type RTD has 100 ohm resistance at</p> <ul style="list-style-type: none"><li><input checked="" type="radio"/> 100 Deg C</li><li><input type="radio"/> 100 Deg K</li><li><input type="radio"/> 0 Deg C</li><li><input type="radio"/> 0 Deg K</li></ul> <p>Clear Selected Answer</p>
3	<p>To measure temperature of more than 1500 Deg C which type of thermocouple can be used?</p> <ul style="list-style-type: none"><li><input type="radio"/> Any of above</li><li><input type="radio"/> Chromel-Alumel</li><li><input type="radio"/> Pt Rh &amp; Platinum</li><li><input type="radio"/> Copper-Constantan</li></ul> <p>Clear Selected Answer</p>
4	<p>The presence of an electric current is made known by</p> <ul style="list-style-type: none"><li><input type="radio"/> Electric Shock</li></ul>

Total Question : 20

Total Answered : 2

Pending : 18

Remaining Time : 0:28:01

[View Pending Questions](#)

An Online Test page will be displayed with one question and four answers per set.

**Each question has weight age of one Mark and for each Negative Marking (Wrong Answer) half Mark will be deducted.**

Candidate can select correct answer Radio Button and also clear selected answer by clicking bottom link of "Clear Selected Answer".

At the bottom of page System will display Total Question available, Total Answered Questions, Pending Questions, Time Remaining for the Test and a link of "View Pending Questions".

On Clicking of that Link All Pending Questions will be highlighted.

18 A material best suited for manufacturing of fuse wire is

- Alluminium
- Copper
- lead
- Silver

[Clear Selected Answer](#)

19 In 3-wire RTD temperature measureme

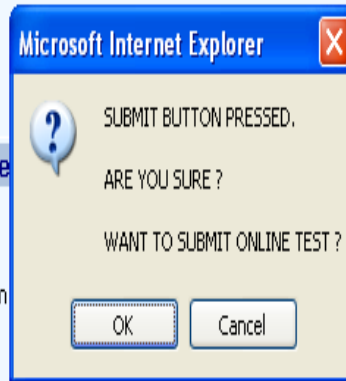
- Increase the strength of RTD element
- Compensate lead wire resistance effect in m
- All of above
- Have faster response

[Clear Selected Answer](#)

20 The Vapour pressure of water at 100°C is

- 76 cm of Hg
- 76 mm of Hg
- 13.6 cm of Hg
- 760 cm of Hg

[Clear Selected Answer](#)



Submit Online Test

Print Marksheet

Close

Total Question : 20

Total Answered : 2

Pending : 18

Remaining Time : 0:27:22

[View Pending Questions](#)

Online Test will be conducted for duration as mentioned in POST details and if Candidate finishes his TEST before stipulated time, he can submit his Test by clicking on Submit Online Test button and can take a print out of his mark sheet by Clicking on Print Mark sheet Button.

A Close Button is Also Give to Close the Online Test Window

**WARNING: If duration Time is over then System will automatically submit Test without any prompt to the Candidate and after submission of Test Candidate cannot change his/her Online Test Data.**





**Candidate Details**

**Candidate Name** : SIDDHRAJSINH CHHATRASINH CHAVDA  
**Token No** : 1710246098  
**Post Name** : Medical Officer  
**Department** : MEDICAL SERVICES DEPARTMENT

**Batch No & Date** : 4 - 30/04/2011 15:00  
**Post Sr No** : 1  
**Post Category** : MEDICAL SERVICES - MBBS  
**Post Code** : P-131



Negative Marking : 1/2 Mark Deduction

Remaining Time :

Online Test

SR NO	OPTIONS
1	<p>The main function of the iron core in transformer is to</p> <ul style="list-style-type: none"><li><input checked="" type="radio"/> reduce eddy current losses</li><li><input type="radio"/> decrease the reluctance of the magnetic path</li><li><input type="radio"/> to decrease the hysteresis loss</li><li><input type="radio"/> provide strength to the core</li></ul> <p>Clear Selected Answer</p>
2	<p>Pt100 type RTD has</p> <ul style="list-style-type: none"><li><input checked="" type="radio"/> 100 Deg C</li><li><input type="radio"/> 100 Deg K</li><li><input type="radio"/> 0 Deg C</li><li><input type="radio"/> 0 Deg K</li></ul> <p>Clear Selected Answer</p>
3	<p>To measure temperature of more than 1500 Deg C which type of thermocouple can be used?</p> <ul style="list-style-type: none"><li><input type="radio"/> Any of above</li><li><input type="radio"/> Chromel-Alumel</li><li><input type="radio"/> Pt Rh &amp; Platinum</li><li><input type="radio"/> Copper-Constantan</li></ul> <p>Clear Selected Answer</p>
4	<p>The presence of an electric current is made known by</p> <ul style="list-style-type: none"><li><input type="radio"/> Electric Shock</li><li><input type="radio"/> Cracking</li><li><input type="radio"/> Effect produced</li></ul>

Microsoft Internet Explorer

Online Test submitted successfully. Click on Print Button to generate Online Test Marksheet.

OK

After Automatic /Manual submission of Test Candidate will take a print out of his Online Test by clicking on Print Mark sheet Button.

# Online Test Mark Sheet:

Adobe Reader - [ONLINE\_EXAM\_MARKSHEET\_1710246098[1].pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 122% Help

**GUJARAT STATE FERTILIZERS & CHEMICALS LIMITED**  
P. O. FERTILIZERNAGAR, DIST : VADODARA - 391750, GUJARAT.


**Online Test Marksheet**

Date : 05/05/2011 3:01:46PM

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**Candidate Details**

Token No	: 1710246098	Batch No	: 4
Candidate Name	: SIDDHRAJSINH CHHATRASINH CHAVDA	Test Date	: 30/04/2011 15:00:00
Department	: MEDICAL SERVICES DEPARTMENT	Test Status	: ONLINE TEST APPEARED
Category	: MEDICAL SERVICES - MBBS		



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**Online Test Details**

Post Name	: Medical Officer
Post Code	: P-131
Post Sr No	: 1

Total Question : 20

**Total Marks Scored : -1.00**

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Invigilator Signature : \_\_\_\_\_ Candidate Signature : \_\_\_\_\_

Invigilator Name : \_\_\_\_\_ Candidate Name : SIDDHRAJSINH CHHATRASINH CHAVDA

Run Date & Time : 05/05/2011 3:01:46PM

1 of 1