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 incase of discrepancy the candidate's application will be disqualified.

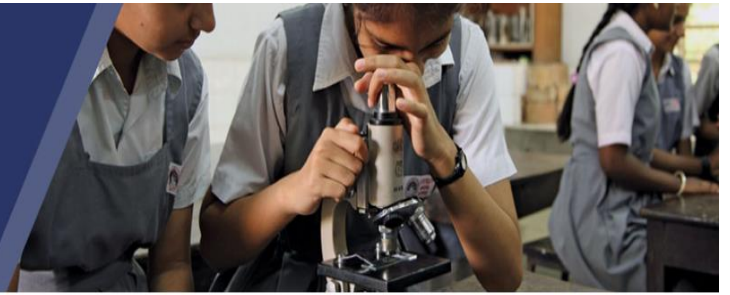The following steps are the instructions for entering data (PART- A & PART B).

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

Current Openings

BEWARE 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

Click on **Login** for Viewing/Editing the Application.
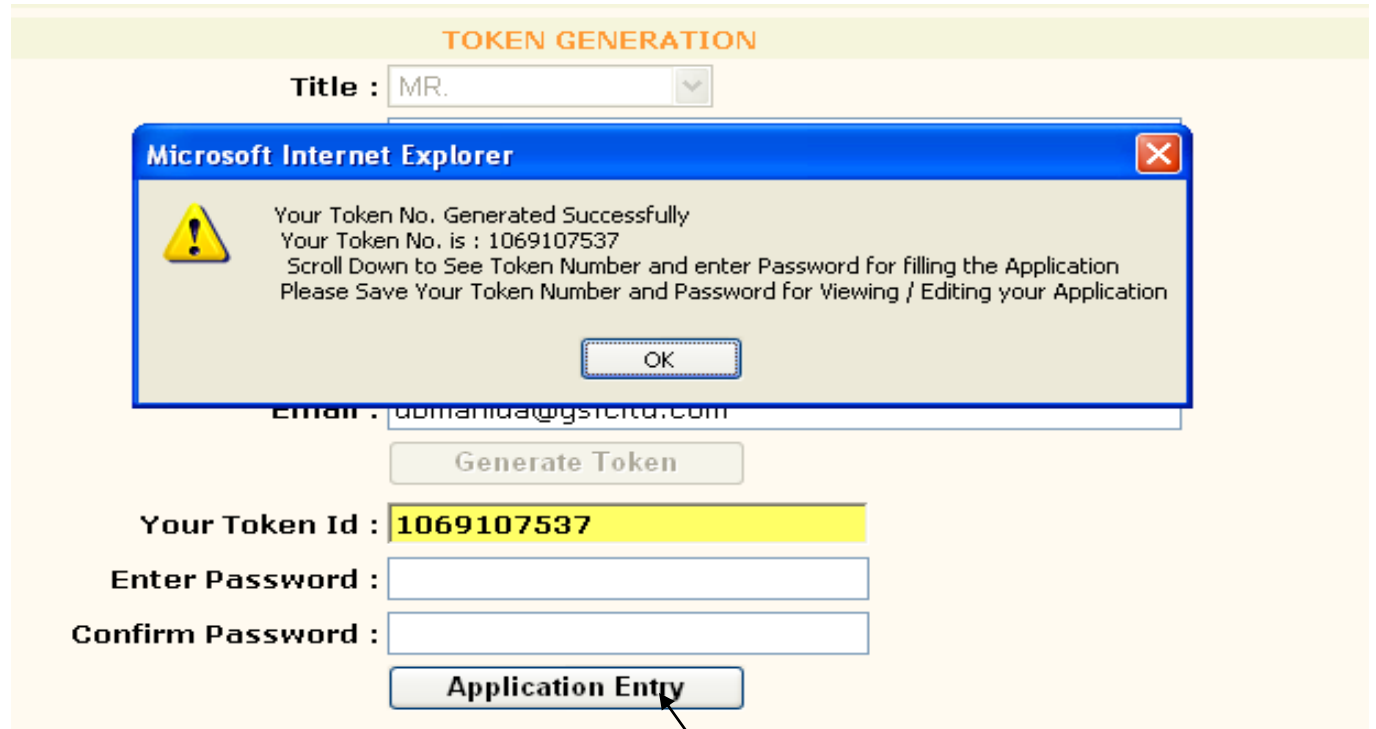
1) Token Generation Process :

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

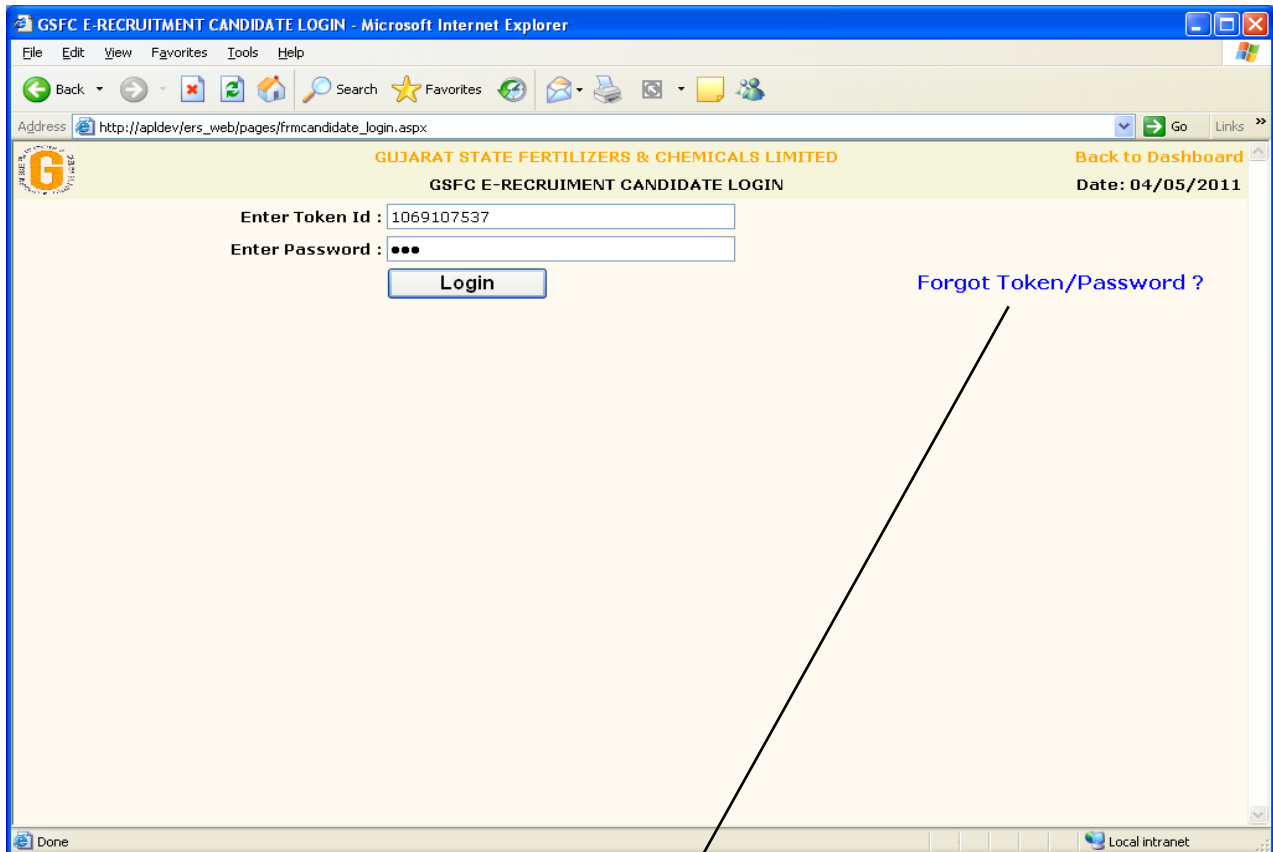**WARNING! -** Candidate must remember this Token number - password for future transactions (Candidate can cut-paste this on a text file)

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.

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)

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Valid file formats are (*.jpg,*.jpeg,*.gif,*.bmp)

PHOTO

NAME : XXXXXXXX
DOB : DD/MM/YYYY

Photo with digital Name & Date of Birth Preferable

PHOTO ID

NAME : XXXXXXXX
DOB : DD/MM/YYYY

List of Valid PHOTO ID Proof
- Driving Licence
- Pan Card
- Voter ID Card
- Passport
- Company Identity Card

[   ] Browse...   Attach Photo   [   ] Browse...   Attach ID

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

SUBMIT APPLICATION

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.

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:

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 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

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	**The main function of the iron core in transformer is to**
	⊙ reduce eddy current losses
	○ decrease the reluctantnce of the magnetic path
	○ to decrease the hystersis losses
	○ provide strength to the windings
	Clear Selected Answer
2	**Pt100 type RTD has 100 ohm resistance at**
	⊙ 100 Deg C
	○ 100 Deg K
	○ 0 Deg C
	○ 0 Deg K
	Clear Selected Answer
3	**To measure temperature of more than 1500 Deg C which type of thermocouple can be used?**
	○ Any of above
	○ Chromel-Alumel
	○ Pt Rh ¿ Platinum
	○ Copper-Constantan
	Clear Selected Answer
4	**The presence of an electric current is made known by**
	○ Electric Shock

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

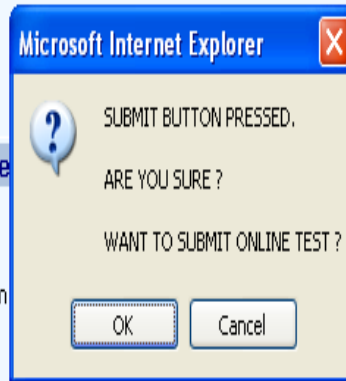| 19	In 3-wire RTD temperature measureme

○ 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

Microsoft Internet Explorer ✕

? SUBMIT BUTTON PRESSED.

ARE YOU SURE ?

WANT TO SUBMIT ONLINE TEST ?

[OK]   [Cancel]

[**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	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 :**

Online Test

SR NO	OPTIONS
1	The main function of the iron core in transformer is to
	⦿ reduce eddy current losses
	○ decrease the reluctantnce of the magnetic path
	○ to decrease the hyst...
	○ provide strength to th...
	Clear Selected Ans...
2	Pt100 type RTD has...
	⦿ 100 Deg C
	○ 100 Deg K
	○ 0 Deg C
	○ 0 Deg K
	Clear Selected Answer
3	To measure temperature of more than 1500 Deg C which type of thermocouple can be used?
	○ Any of above
	○ Chromel-Alumel
	○ Pt Rh ¿ Platinum
	○ Copper-Constantan
	Clear Selected Answer
4	The presence of an electric current is made known by
	○ Electric Shock
	○ Cracking
	○ Effect produced

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: