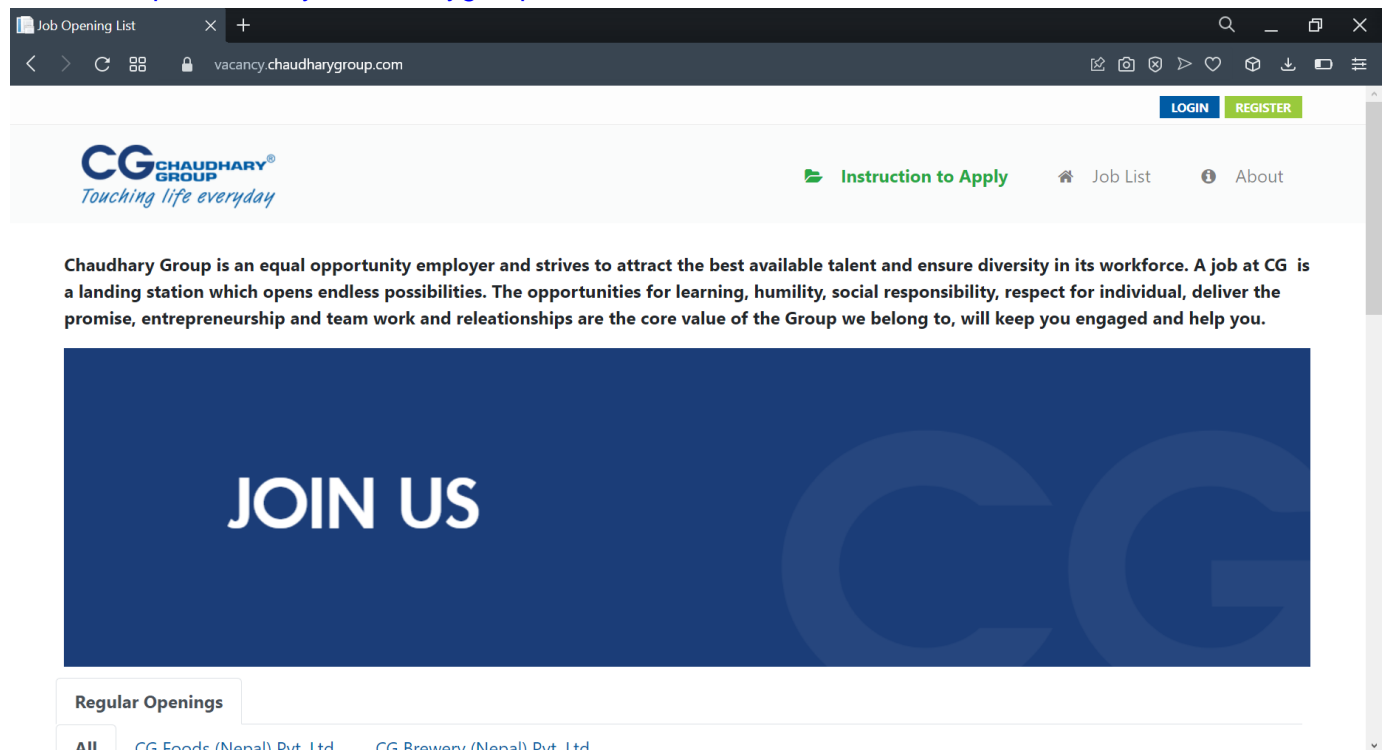


## Welcome to Online Career Portal

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

### Opening the Career Portal

1. <https://vacancy.chaudharygroup.com>



2. You can also browse our website  
<https://chaudharygroup.com>

Where you can click the career Tab which will redirect you to

<https://vacancy.chaudharygroup.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.

Job Opening List

vacancy.chaudharygroup.com

LOGIN REGISTER

**CG CHAUDHARY GROUP**  
Touching life everyday

Instruction to Apply Job List About

Chaudhary Group is an equal opportunity employer and strives to attract the best available talent and ensure diversity in its workforce. A job at CG is a landing station which opens endless possibilities. The opportunities for learning, humility, social responsibility, respect for individual, deliver the promise, entrepreneurship and team work and relationships are the core value of the Group we belong to, will keep you engaged and help you.

**JOIN US**

Regular Openings

All CG Foods (Nepal) Pvt. Ltd. CG Brewery (Nepal) Pvt. Ltd.

2. You will be redirected to the following page

LOGIN REGISTER

**CG CHAUDHARY GROUP**  
Touching life everyday

Instruction to Apply Job List About

### 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

--Select--

Register Cancel

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

---

<b>First Name *</b>	<b>Middle Name</b>	<b>Last Name *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Email *</b>	<b>Mobile *</b>	<b>Current City *</b>
<input type="text" value="you@example.com"/>	<input type="text"/>	<input type="text"/>
<b>Password *</b>	<b>Confirm Password *</b>	
<input type="password"/>	<input type="password"/>	

---

**Experience Type**

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 \***

**Email \***  **Mobile \***  **Current City \***

**Password \***  **Confirm Password \***

---

**Experience Type**  **Experience Year**  **Experience Month**

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

**Applicant Registration**

---

**First Name \***  **Middle Name**  **Last Name \***

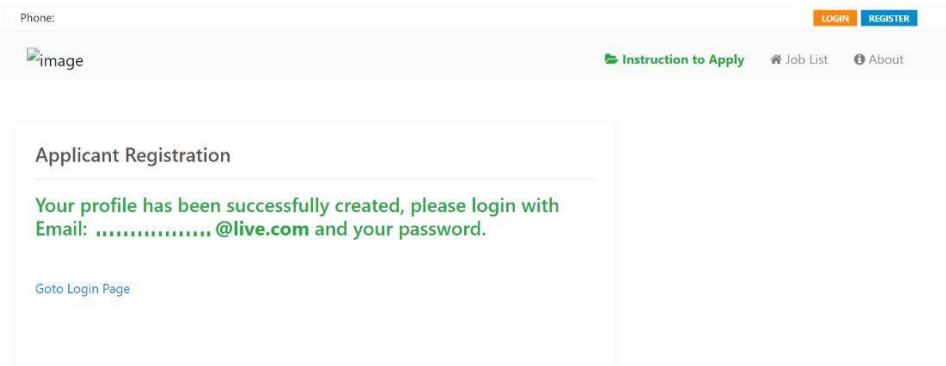
**Email \***  **Mobile \***  **Current City \***

**Password \***  **Confirm Password \***

---

**Experience Type**  **Experience Year**  **Experience Month**

7. You will then be redirected to the following page

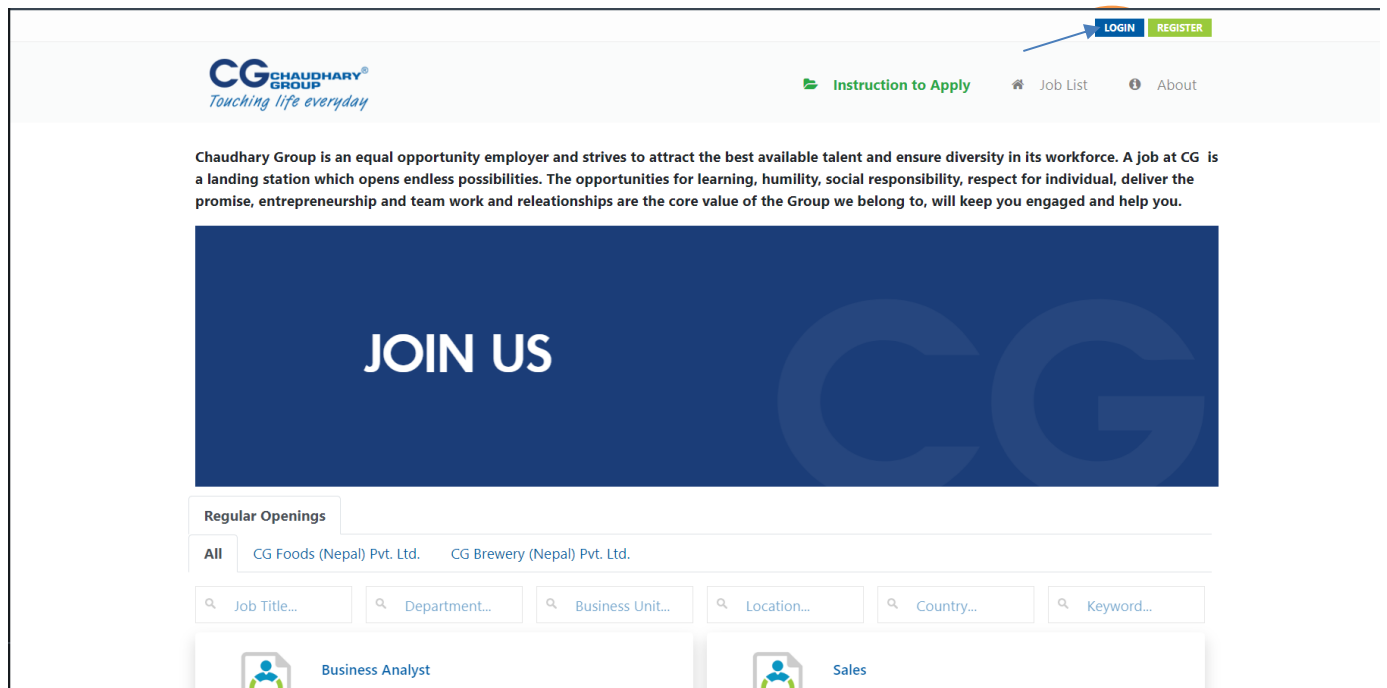


8. Now your account with the Online Career portal has been successfully created.

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.



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

The screenshot shows the Applicant Login page. At the top right, there are buttons for 'LOGIN' and 'REGISTER'. The logo for CGCHAUDHARY GROUP is on the left, with the tagline 'Touching life everyday'. Navigation links include 'Instruction to Apply', 'Job List', and 'About'. The main content area is divided into two columns. The left column is titled 'Applicant Login' and contains a form with fields for 'Login ID or Email' (containing 'user') and 'Password' (containing '....'). Below the password field is a link 'I forgot my password' and a green 'Sign in' button. The right column is titled 'Grow with us!' and contains a blue 'Register with us' button, followed by 'OR' and a blue 'Log in' link.

- After login, you will be on your dashboard.

The screenshot shows the Candidate Dashboard. The top navigation bar is green and contains 'Recruitment Admin' on the left and 'Your Name' with a settings gear icon on the right. Below the navigation bar, there is a 'Main Dashboard' tab and a 'Candidate Dashboard' title. A search bar labeled 'Search Menu...' is present. The left sidebar menu includes: 'My Dashboard' (home icon), 'My Profile' (person icon), 'Active Job Listing' (list icon), 'Applied Jobs' (envelope icon), 'User Manual' (book icon), and 'Notifications' (bell icon). The main content area is a large, empty light blue space.

## 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 Chaudhary Group.

The screenshot shows the Recruitment Admin dashboard. The top navigation bar is green with the text 'Recruitment Admin' and a user profile icon. The left sidebar contains a menu with items: 'Main Dashboard', 'My Dashboard', 'My Profile', 'Active Job Listing', '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, there is a table of job openings. The table has columns: Job Code, Job Title, Published Date, Expiry Date, Job Level, Position, Service, Group, Sub Group, Job Type, Reservations, Type, and Action. One job is listed with Job Code 123, Job Title 'Vacancy\_test Officer Level', Published Date '2027-05-16 (01/09/2020)', Expiry Date '2027-06-14 (30/12/2020)', Job Level 'Senior', Position 'Sr. Manager III', Service '-', Group '-', Sub Group '-', Job Type 'Part Time', Reservations '-', Type 'Open Competition', and an 'Apply' button.

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	2027-05-16 (01/09/2020)	2027-06-14 (30/12/2020)	Senior	Sr. Manager III	-	-	-	Part Time	-	Open Competition	Apply

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 job 'Vacancy\_test Officer Level - Senior'. The page has a green header with 'Recruitment Admin' and a user profile icon. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Apply for Job Opening' and 'Vacancy\_test Officer Level - Senior'. It displays 'Basic Information' for the job: Job Code 123, Job Category, Job Level Senior, Employment Type Part Time, Hiring Source Open Competition, Service/Group -, Primary Reservation Open Application, Addition Reservation -, No Of Vacancy 5, Published Date 01/09/2020 AD, 2027-05-16 BS, and Apply Before/Deadline 30/12/2020 AD, 2027-06-14 BS (78 days from now). Below this, there is a section 'Input following information to Apply for the Job' with a dropdown for 'Select First Application Type \*' (Open Application), three dropdowns for 'Preferred Location1 (Optional)', 'Preferred Location2 (Optional)', and 'Preferred Location3 (Optional)', and a checkbox 'I have carefully read all instructions, completed all required documents and applied for the Job.' At the bottom, there are 'Apply Now' and 'Cancel' buttons.

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.

The screenshot shows the 'Candidate Applied List' page in the Recruitment Admin system. The header includes 'Recruitment Admin' and a user profile icon. A sidebar on the left contains navigation options: Main Dashboard, My Dashboard, My Profile, Active Job Listing, Applied Jobs, User Manual, and Notifications. The main content area displays the following information:

Applicant Name: [Redacted]  
 Applied Job Title: Vacancy\_test Officer Level      Job Code: 123      Due Amount: 0.00  
 Submit Status: **Not Submitted**      Verification Status: **Not Verified**      Applied On : 13/10/2020

Applicant Name		Candidate ID	10	Application ID	3
Job Title	Vacancy_test Officer Level - Level Sr. Manager III	Job Code	123	Payable Amount	0.00
Applied ON	13/10/2020	Mobile	9841778751	Paid Amount	0.00
Submit Status	<b>Not Submitted</b>	Submitted Date		Payment Due	0.00
Primary Application	Open Application	Additional Application		Job Status	<b>Open</b>
Preferred Location 1	East 1	Preferred Location 2			
Selection Stage Name		Stage Changed Date			
Stage Change Remarks					

Buttons: **Submit Application** (bottom left), **Modify Application** (bottom right), **View Details** (top right).

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.

Buttons: **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 Chaudhary Group.

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