HOW TO APPLY ONLINE - APPLICANT MANUAL
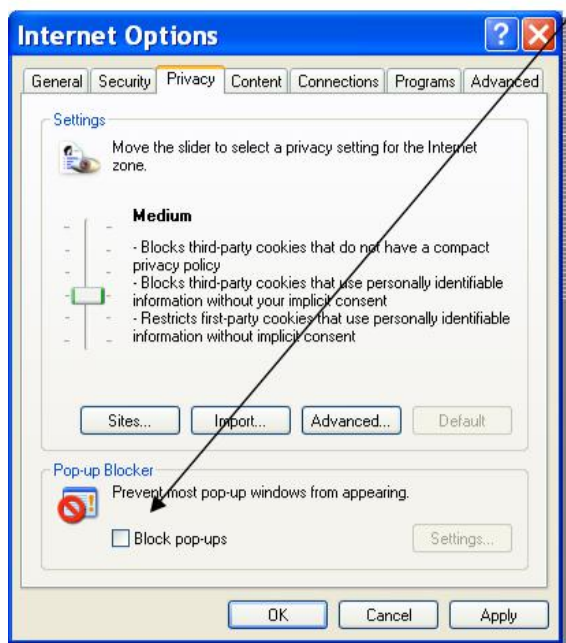
LESCO Online Jobs

Online Jobs Application Entry:

Instructions:

- ☐ Applicant will have to enter his/her complete **Personal Details**.

- ☐ **Qualifications** entry for each Level should be completed as start fromMatriculation/Middle to Last Level (Graduation/Masters).

- ☐ **Employment History** should be in sequence of experience wise like first job in first rowsecond job in second row till last/Current job.

- ☐ Resume or C.V file name must be in this format (Applicant Name-Date of Birth) like **TestData-10231987**

- ☐ The File type of Resume should be in ***.pdf**, ***.doc or *.docx** format and other scanned document should be in ***.jpg** format. File size should not be more than 500 KB.

- ☐ Fields having ✏ will only show stored data in that LOV (List of Values). Applicant cannot enter optionally or manually.

Browser Setting:

Browser setting before Applicant Online Entry.

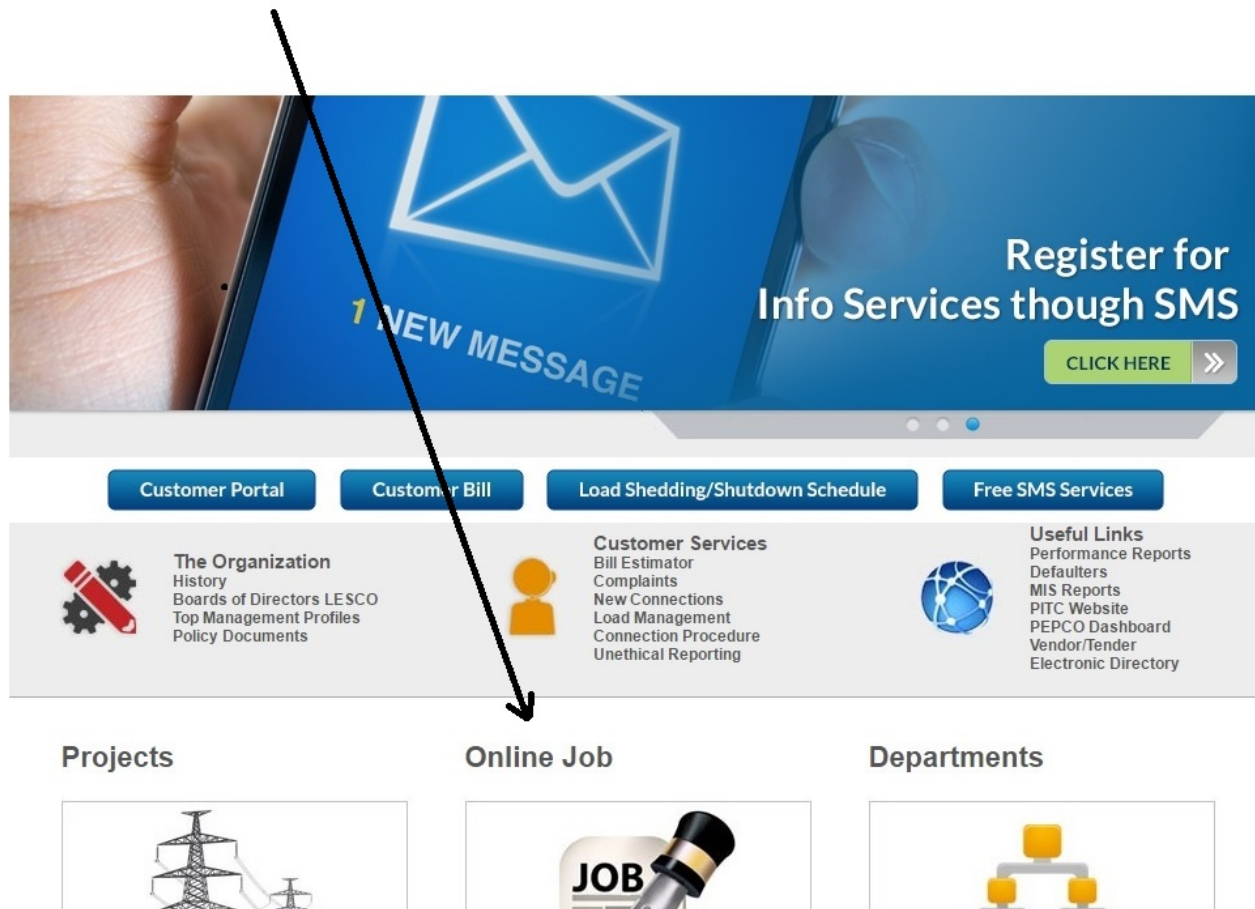- ☐ Navigation>Browser Setting>Options>Privacy> Uncheck this option

For Further Assistance Contact to LESCO ERP Support Team 0347-0010612

All data required fields must be completed. In other case the Application for any post will not be considered or entertained.

Click on Online Job

Steps for New Applicant or Registered Applicant

For New Applicant

>Click on **Register**

☐ Enter your Name or Email Address ("Test Data" or test@lesco.gov.pk)
☐ Enter Password and Confirm Password (Minimum 6 characters)

For Registered Applicant

> \>Enrter Existing Username
>
> \>Enter Password

After Logon

Click on Personal Details

Add Personal Detail

- ☐ Enter the complete detail:
- ☐ Name
- ☐ Email Address
- ☐ Gender
- ☐ Date of Birth

Select "Applicant" from Context Value

Enter fields that are mandatory

- ☐ Father's Name
- ☐ Religion
- ☐ Domicile
- ☐ CNIC Number (Enter without "-")

Basic Details (* fields are compulsory)

Please enter your personal information

* Name	Test Data
Email Address	test@esco.gov.pk
Gender	Male
* Birth Date	23-Oct-1987
Applying As	Applicant
* Father's Name	Test Data
NTN	
Passport No.	
* Religion	islam
Disability	
Hafiz-e-Quran	
* Domicile	lahore
* CNIC Number (e.g., 3520158412340)	3520153412340

Enter Address :

Address

Please enter the address that you may be contacted at for recruiting purposes.

Context	
* Address	House #1 Street#1
* City	Lahore
* Country	Pakistan

Enter phone number that will be used to call for Interview or Test:

Phone Numbers	
	Phone Number
Home (e.g., +92(42)1234567	92(42)1234567
* Mobile (e.g., +92(321) 1234567	+92(321)1234567
Work (e.g., +92(42)1234567	
Work Fax	

Applicant Employment History & Qualifications Entry:

To enter Employment history and Qualification click on **Professional Details**

1. Add Employer History by clicking on "**Add Employment History**" Button.

Add complete detail of your past employment history

2. Fields having sign will only allow to enter data that is stored in this LOV (List of Values).

Note:

   If applicant gets no value again clicking on Torch then he/she has to Uncheck Popup Blocker in the Browser options (See detail in Starting Instructions).

3. Use the "%" for better/fine search agaisnt any Degree/Certificate Type. Like if you want to enter BA/BCS/BBIT etc then enter "B%" that will get you List starting from "B" .

4. Add Qualification Row By Row. Starts from lower (Matriculation/Middle) to end of your higher education like Graduation or Master Degree.
      □ Marks obtain and Total Marks are Mandatory fields

Resume or C.V Attachement:

To Upload your Resume and other scanned documents. please Click on the Button "Upload Document"

Your C.V or Resume name should be like *"TestData- 10231987"* Applicant Name - Date of Birth.

Note: C.V or Resume with other name will not be entertained. Select

the File Type as "Resume" and upload your C.V or Resume.

After Entering all data

Click on Job
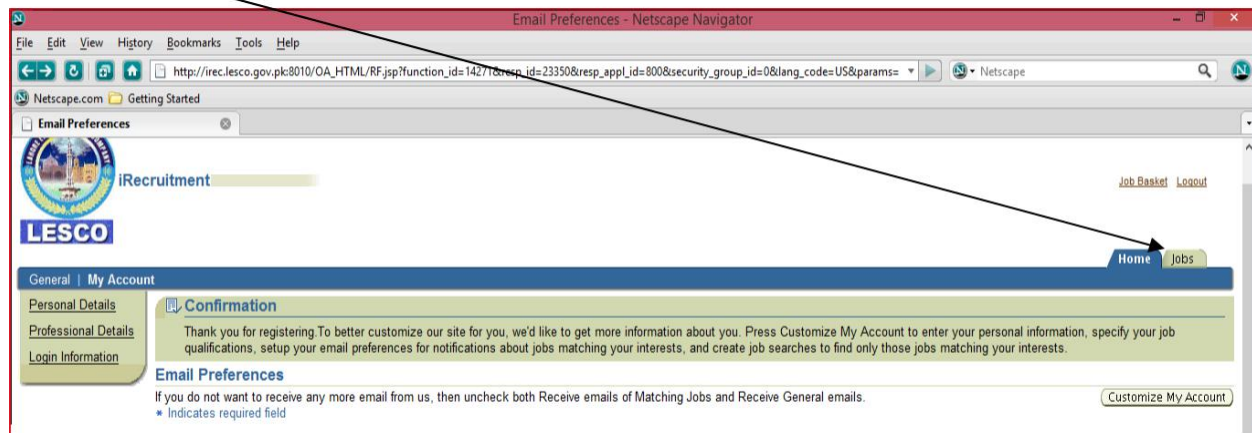
Search the Vacancies

☐ Select "**Last 6 Weeks**" from Date Posted Field.

☐ Click on "**GO**" Button.

☐

Select Vacancy

☐   Select Vacancy from list.

☐   Click on Vacancy Name that will show you detail of Vacancy.

To Apply for this Vacancy

Click on Apply Button

Review your Account & enter data if Missing:

☐   Review Personal Detail and enter data if missing.

☐   Click on Continue Button

Enter Source Detail

☐ Enter the detail regarding source of vacancy information.

☐ Click on Finish Button

Review Account   Enter Application Details

Application: Other Info IRC994

* Indicates required field

Cancel   Back   Finish

How Did You Hear About Us

Job Posting Source   News Paper Advertisement

Source Name   Jang

(example: if you saw our ad in a Newspaper, which Newspaper?)

Equal Employment Opportunity

All information which you voluntarily provide is confidential and is used only in accordance with the regulations governing Equal Employment Opportunity and Affirmative Action. If you do not wish to provide this information, you will not be subject to any adverse treatment.

Cancel   Back   Finish

Confirmation Message

You will get a Confirmation Message of Successful Job application.

How to get Tracking Number.

You will have to get and keep your Tracking Number for further Reference

Click on "**Jobs Applied For**"

Click on **Application Details** according to your applied Vacancy.

Note the **Tracking Number**

NOTE:

☞ *Keep your Tracking Number for further references.*

For Further Assistance Contact to LESCO ERP Support Team 0347-0010612