




# HOW TO APPLY ONLINE - APPLICANT MANUAL

[LESCO Online Jobs](#)

## **Online Jobs Application Entry:**

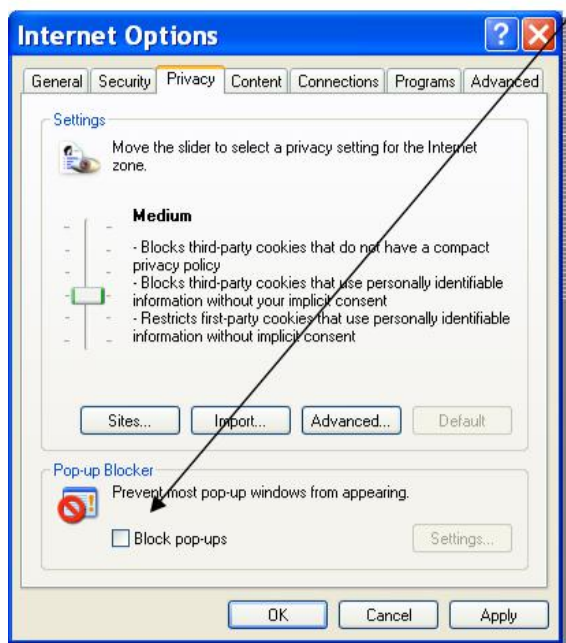
### **Instructions:**

- ☐ Applicant will have to enter his/her complete **Personal Details**.
- ☐ **Qualifications** entry for each Level should be completed as start from Matriculation/Middle to Last Level (Graduation/Masters).
- ☐ **Employment History** should be in sequence of experience wise like first job in first row second 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

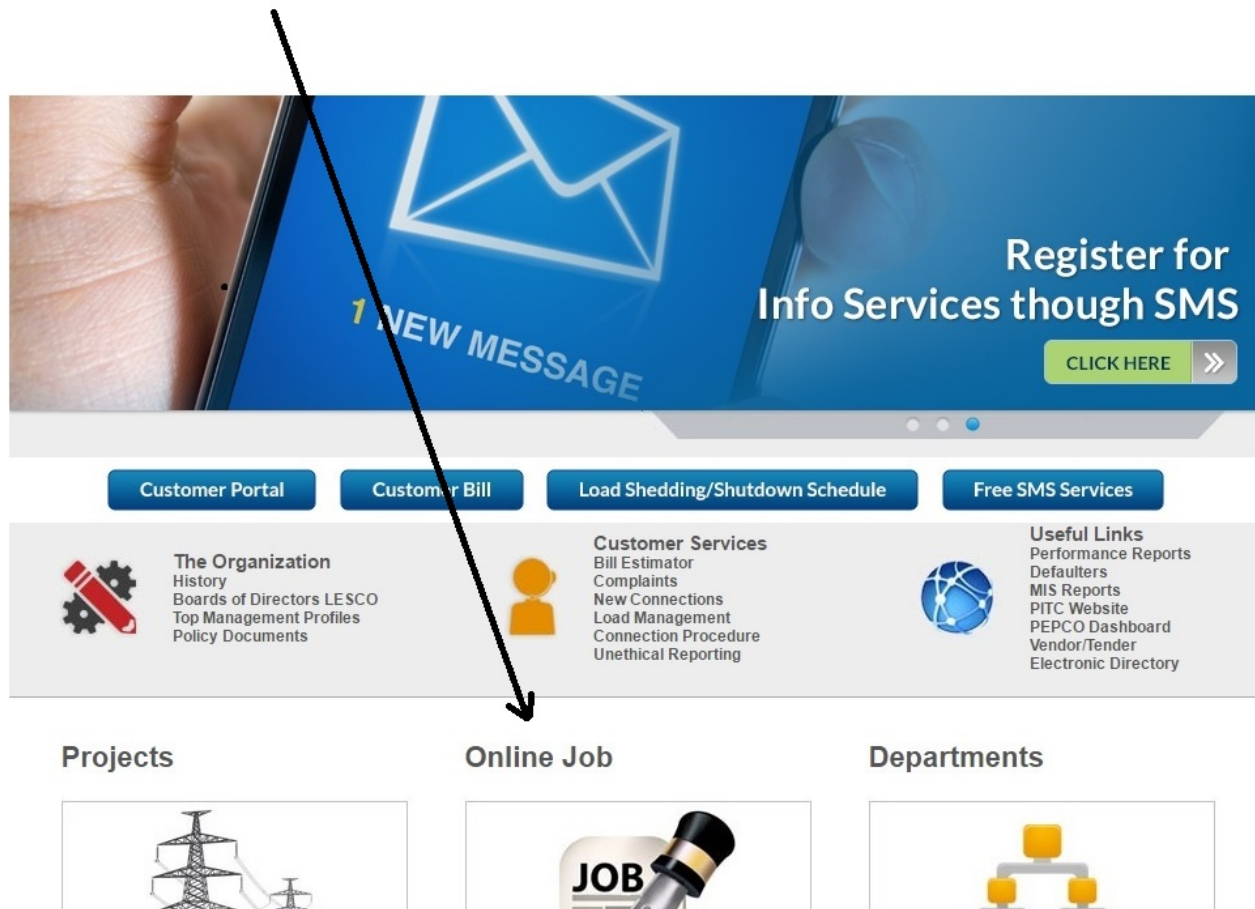


**For Further Assistance Contact to LESCO ERP Support Team 0347-0010612**

***NOTE:***

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](#)



The screenshot shows the iRecruitment login page. On the left is a sidebar with links: "New Jobs (Last 7 Days)", "New Contract Jobs", and "Sales Jobs". The main content area has a blue header with "General | Registration". Below the header is a message: "New User Please Register First to Continue". The page is divided into sections: "Welcome to iRecruitment", "Job Search", and "Login". In the "Login" section, there is a prompt: "New to iRecruitment? [Register](#) today." Below this are input fields for "Existing Username" and "Password", followed by a "Login" button. A link for "Did you forget your password?" is also present. An arrow from the text ">Click on Register" points to the "Register" link in the "Login" section.

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



The screenshot shows the iRecruitment registration page. It has a blue header with "General | Registration". Below the header is the title "Registration" and a message: "If you have already registered with iRecruitment, then please [log in](#) now. If you have not already registered, please enter your details below." A note states: "\* Indicates required field". There are three required fields: "\* Username/Email", "\* Password", and "\* Confirm Password". Each field has an input box. An arrow from the second list item points to the "Password" input field.

## *For Registered Applicant*

>Enter Existing Username

>Enter Password

General | Registration

[New Jobs \(Last 7 Days\)](#)  
[New Contract Jobs](#)  
[Sales Jobs](#)

-----New User Please Register First to Continue-----

Welcome to iRecruitment

Job Search

Login

New to iRecruitment? [Register today.](#)

Existing Username

Password

Did you [forget your password?](#)

## *After Logon*

Click on Personal Details

Email Preferences - Netscape Navigator

File Edit View History Bookmarks Tools Help

http://lesco.gov.pl:8010/OA\_HTML/RF.jsp?function\_id=14271&resp\_id=23350&resp\_appl\_id=800&security\_group\_id=0&lang\_code=US&params=

Netscape.com Getting Started

Email Preferences

iRecruitment

Job Basket Logout

Home Jobs

General | My Account

[Personal Details](#)  
[Professional Details](#)  
[Login Information](#)

Confirmation

Thank you for registering. To better customize our site for you, we'd like to get more information about you. Press [Customize My Account](#) to enter your personal information, specify your job qualifications, setup your email preferences for notifications about jobs matching your interests, and create job searches to find only those jobs matching your interests.

Email Preferences

If you do not want to receive any more email from us, then uncheck both Receive emails of Matching Jobs and Receive General emails.

\* Indicates required field

## Add Personal Detail

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

Personal Details - Netscape Navigator

File Edit View History Bookmarks Tools Help

http://irec.lesco.gov.pk:8010/OA\_HTML/OA.jsp?\_rc=IRC\_APL\_HOME\_PAGE&\_ri=8008&OAPB=IRC\_BRAND&\_ti=1846432634&language\_code=US&OAPF

Netscape.com Getting Started

Personal Details Apply Now: Enter Application Details http://irec.lesco....l3dlHmELWIKJe7w... Oracle Applications 11i

LESCO

Home Jobs

General My Account

Personal Details Professional Details Login Information

My Account: Personal Details <Please enter>

\* Indicates required field

Basic Details (\* fields are compulsory)

Please enter your personal information.

\* Name Test Data

Email Address test@lesco.gov.pk

Gender Male

\* Birth Date 23-Oct-1987

Applying As

Address

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

Context

\* Address

\* City

\* Country

Phone Numbers

Phone Number

Home (e.g., +92(42) 1234567






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-Guran:                       |                |
| * Domicile:                          | Lahore  |
| * CNIC Number (e.g., 3520158412340): | 3520158412340   |

### 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**

LESCO iRecruitment

Home Jobs

General | My Account

Personal Details

Professional Details

Login Information

Confirmation

Thank you for registering. To better customize our site for you, we'd like to get more information about you. Press Customize My Account to enter your personal information, specify your job qualifications, setup your email preferences for notifications about jobs matching your interests, and create job searches to find only those jobs matching your interests.

Email Preferences

If you do not want to receive any more email from us, then uncheck both Receive emails of Matching Jobs and Receive General emails.

Customize My Account

1. Add Employer History by clicking on “**Add Employment History**” Button.

Add complete detail of your past employment history

LESCO iRecruitment

Home Jobs

General | My Account

Personal Details

Professional Details

Login Information

My Account: Professional Details


\* Indicates required field

Employment History


| Employer          | Start Date  | End Date    | Job Title | Employer Address | Nature of Job | Update | Delete |
|-------------------|-------------|-------------|-----------|------------------|---------------|--------|--------|
| Test Data Company | 18-Oct-2013 | 17-Oct-2014 | Testing   | Lahore           |               |        |        |


Add Employment History



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

**\*Type**

Matriculation 










ICS 

**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 againsts 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” .

**Qualification**

| *Degree(s)/Certificate(s)  | Subject(s)/Specialization(s) | Date of Completion  | *CGPA/Marks Obtained | *Total CGPA/Marks % of Marks | Institute | Grade | Delete  |
|--|------------------------------|---|----------------------|------------------------------|-----------|-------|---|
| Matriculation   | sciences                     | 06-May-2004   | 600                  | 850                          |           | A     |   |
| FSc (Pre-Engg)  | Engineering                  | 11-Oct-2006  | 773                  | 1100                         |           | A     |  |
| BCS             | Computer Sciences            | 11-Sep-2010  | 3.6                  | 4                            |           | A     |  |

[Add Another Row](#)










Please must enter details of your qualifications.

[Cancel](#) [Save](#)

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

**Qualification**

| *Degree(s)/Certificate(s)  | Subject(s)/Specialization(s) | Date of Completion  | *CGPA/Marks Obtained | *Total CGPA/Marks % of Marks | Institute | Grade | Delete  |
|--|------------------------------|---|----------------------|------------------------------|-----------|-------|---|
| Matriculation   | sciences                     | 06-May-2004  | 600                  | 850                          |           | A     |  |
| FSc (Pre-Engg)  | Engineering                  | 11-Oct-2006  | 773                  | 1100                         |           | A     |  |
| BCS             | Computer Sciences            | 11-Sep-2010  | 3.6                  | 4                            |           | A     |  |

[Add Another Row](#)

Please must enter details of your qualifications.

[Cancel](#) [Save](#)

### ***Resume or C.V Attachement:***

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

**Documents**  
[Personalize "List of Documents"](#)

| File Name         | File Type | Upload Date | Description | Preview | Delete |
|-------------------|-----------|-------------|-------------|---------|--------|
| No results found. |           |             |             |         |        |

[Upload Document](#)

To upload additional documents to your account, choose the Upload Document button.

[Cancel](#) [Save](#)

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.***

[Home: My Account](#) >

**Upload Document**

Please select the file you wish to upload. Enter a description of the file and choose a file type. [Cancel](#) [Upload](#)

\* Indicates required field

[Personalize "Document Upload"](#)

\* File Path  [Browse...](#)

Description

\* File Type 

Resume ▼  
Cover Letter  
Other Document Type  
Resume

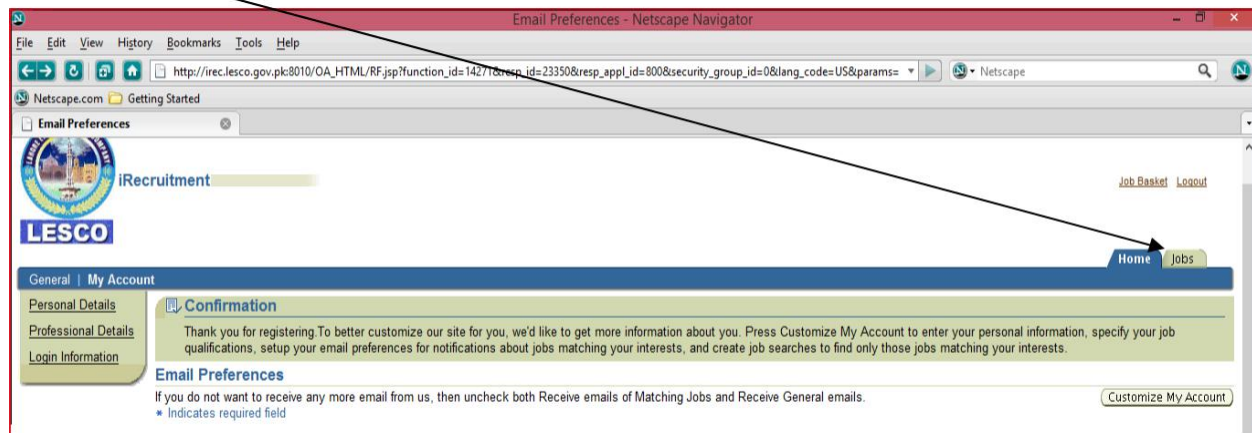
[Cancel](#) [Upload](#)

[Job Basket](#) | [Logout](#) | [Personalize Page](#)

Privacy Statement

*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.

**Available Jobs**

**Jobs: Available Jobs**

**Search**

Want to find a job quickly? Choose one of the job categories on the left or use the fields below to refine your search and click Go to begin. Choose [Advanced Search](#)

Keywords

(example: Marketing Java DBA)


Date Posted

**Select Jobs:**   1-10

| Select                   | Name                   | Job Title               | Organization Name | Professional Area | Brief Description  | Location | Distance From Location | Date Posted | Employment Status | Apply Now |
|--------------------------|------------------------|-------------------------|-------------------|-------------------|--|----------|------------------------|-------------|-------------------|-----------|
| <input type="checkbox"/> | <a href="#">IRC996</a> | Sweeper                 | LESCO             | Others            | Literate.<br>Age Limit on 10.04.2012: 18 to 30 years.  |          |                        | 24-Mar-2012 |                   |           |
| <input type="checkbox"/> | <a href="#">IRC995</a> | Mali                    | LESCO             | Others            | Middle.<br>Age Limit on 10.04.2012: 18 to 30 years.  |          |                        | 24-Mar-2012 |                   |           |
| <input type="checkbox"/> | <a href="#">IRC994</a> | Naib Qasid              | LESCO             | Others            | At least Middle.<br>Age Limit on 10.04.2012: 18 to 30 years.   |          |                        | 24-Mar-2012 |                   |           |
| <input type="checkbox"/> | <a href="#">IRC983</a> | Sub Station Operator-II | LESCO             | Operations        | 3-years Diploma in Associate Engineering (Electrical/Electronics) with at least "B" Grade from any Govt. Poly Technical Institute. Computer knowledge is compulsory for this post.<br>Age Limit on 10.04.2012: 18 to 30 years. |          |                        | 24-Mar-2012 |                   |           |
| <input type="checkbox"/> | <a href="#">IRC982</a> | Line Superintendent-II  | LESCO             | Operations        | 3-years Diploma in Associate Engineering (Electrical) with at least "B" Grade from any Govt. Poly Technical Institute. Computer knowledge is compulsory for this post.   |          |                        | 24-Mar-2012 |                   |           |

## To Apply for this Vacancy

Click on Apply Button

 **LESCO** iRecruitment

[Job Basket](#) [Logout](#) [Personalize Page](#)

[Home](#) [Jobs](#)

**Available Jobs** | [Jobs Applied For](#)

[Jobs: Available Jobs](#) >

**Job: IRC888**

[Add To Basket](#) [Refer](#) [Apply Now](#)

[Personalize Stack Layout](#)  
[Personalize "Description"](#)

**Description**

|                        |                          |
|------------------------|--------------------------|
| Job Title              | <b>Assistant Manager</b> |
| Location               |                          |
| Organization Name      | <b>Chief Office</b>      |
| Department Description |                          |
| Brief Description      |                          |
| Detailed Description   |                          |

## ***Review your Account & enter data if Missing:***

- ☐ Review Personal Detail and enter data if missing.
- ☐ Click on Continue Button

The screenshot shows a web application interface for reviewing account details. At the top, there are two buttons: 'Review Account' (highlighted with a blue circle) and 'Enter Application Details' (circled in blue). Below these are navigation tabs: 'Address', 'Phone Numbers', 'Documents', 'Employment History', and 'Qualifications'. The main heading is 'Application: Review Account IRC1124'. A message states: 'As part of your application, we will submit the following from your Account. You may use the fields below to make any corrections to your Account prior to completing this Application.' Below this message are 'Cancel' and 'Continue' buttons. The 'Continue' button is pointed to by an arrow from the 'Click on Continue Button' instruction. The 'Basic Details' section is titled 'Please enter your personal information.' and contains several fields, some marked with an asterisk to indicate they are required. The fields and their values are: Name (Test Data), Birth Date (23-Oct-1987), Gender (Male), Email Address (test@lesco.gov.pk), Applying As (Applicant), Father's Name (Test Data), NTN (empty), Passport No. (empty), Religion (Islam), Disability (empty), Hafiz-e-Quran (empty), Domicile (lahore), and CNIC Number (e.g., 3520158412340) (3520158412340). An arrow from the 'Review Personal Detail and enter data if missing.' instruction points to the 'Name' field.

Review Account Enter Application Details

Address Phone Numbers Documents Employment History Qualifications

Application: Review Account IRC1124

As part of your application, we will submit the following from your Account. You may use the fields below to make any corrections to your Account prior to completing this Application.

Cancel Continue

Basic Details

Please enter your personal information.

\* Name Test Data

\* Birth Date 23-Oct-1987

Gender Male

Email Address test@lesco.gov.pk

Applying As Applicant

\* Father's Name Test Data

NTN

Passport No.

\* Religion Islam

Disability

Hafiz-e-Quran

\* Domicile lahore

\* CNIC Number (e.g., 3520158412340) 3520158412340

## ***Enter Source Detail***

- ☐ Enter the detail regarding source of vacancy information.
- ☐ Click on Finish Button

The screenshot shows a web application interface for entering source details. At the top, a progress bar indicates two steps: 'Review Account' (completed, marked with a yellow circle) and 'Enter Application Details' (current step, marked with a blue circle). Below the progress bar, the application title is 'Application: Other Info IRC994'. A note states '\* Indicates required field'. On the right side of this section are three buttons: 'Cancel', 'Back', and 'Finish'. The main section is titled 'How Did You Hear About Us'. It contains a 'Job Posting Source' dropdown menu with 'News Paper Advertisement' selected, and a 'Source Name' text input field containing 'Jang'. A note below the input field reads '(example: if you saw our ad in a Newspaper, which Newspaper?)'. Below this section is a section titled 'Equal Employment Opportunity' with a paragraph of text: '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.' At the bottom right of the form are three buttons: 'Cancel', 'Back', and 'Finish'. Two arrows from the list above point to the form: one points to the 'Job Posting Source' dropdown, and the other points to the '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.

**Available Jobs | Jobs Applied For**

**Confirmation**

Thank you for submitting your application.

**Jobs: Available Jobs**

**Search**

Use the fields below to refine your job search. For more search capabilities, choose the Advanced Search button.

Keywords

(example: Marketing Java DBA)

City Location

Date Posted

| Select Name          | Job Title | Organization Name | Professional Area | Brief Description | Location | Distance From Location |
|----------------------|-----------|-------------------|-------------------|-------------------|----------|------------------------|
| No search conducted. |           |                   |                   |                   |          |                        |

## How to get Tracking Number.

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

Click on “Jobs Applied For”

**Available Jobs | Jobs Applied For**

**Jobs: Available Jobs**

**Search**

Use the fields below to refine your job search. For more search capabilities, choose the Advanced Search button.

Keywords

(example: Marketing Java DBA)

City Location

Date Posted

| Select Name          | Job Title | Organization Name | Professional Area | Brief Description | Location | Distance From Location | Date Posted | Employment Status | Apply Now |
|----------------------|-----------|-------------------|-------------------|-------------------|----------|------------------------|-------------|-------------------|-----------|
| No search conducted. |           |                   |                   |                   |          |                        |             |                   |           |



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

| Available Jobs   Jobs Applied For |                                   |            |  |                                |                    |   |
|-----------------------------------|-----------------------------------|------------|--|--------------------------------|--------------------|---|
| Jobs Applied For                  |                                   |            |  |                                |                    |   |
| Status                            | <input type="button" value="Go"/> |            |  |                                |                    |   |
| Select Jobs:                      | Withdraw                          |            |  |                                |                    |   |
| Select All                        | Select None                       |            |  |                                |                    |   |
| Select                            | Name                              | Job Title  | Brief Description  | Organization                   | Location           | Application Details   |
| <input type="checkbox"/>          | IRC995                            | Mali       | Middle.<br>Age Limit on 23.04.2012: 18 to 30 years.          | LAHORE ELECTRIC SUPPLY COMPANY | Active Application |  |
| <input type="checkbox"/>          | IRC996                            | Sweeper    | Literate.<br>Age Limit on 23.04.2012: 18 to 30 years.        | LAHORE ELECTRIC SUPPLY COMPANY | Active Application |  |
| <input type="checkbox"/>          | IRC994                            | Naib Qasid | At least Middle.<br>Age Limit on 23.04.2012: 18 to 30 years. | LAHORE ELECTRIC SUPPLY COMPANY | Active Application |  |

Note the **Tracking Number**

| Available Jobs   Jobs Applied For   |                                |
|---|--------------------------------|
| Jobs: Jobs Applied For >  |                                |
| Application Details: IRC995   |                                |
| <input type="button" value="OK"/> <input type="button" value="Withdraw"/> |                                |
| <b>Description</b>  |                                |
| Job Code  | IRC995                         |
| Organization  | LAHORE ELECTRIC SUPPLY COMPANY |
| Tracking Number:  | 219177 - 1142012 - 204216      |
| <b>Application Status History</b>   |                                |
| Status  | Status Change Date             |
| Active Application  | 26-Mar-2012 10:35:45           |

## NOTE:

 **Keep your Tracking Number for further references.**

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