



GOVERNMENT OF INDIA
DIRECTORATE OF INCOME TAX
HUMAN RESOURCE DEVELOPMENT
CENTRAL BOARD OF DIRECT TAXES

2nd Floor, Jawaharlal Nehru Stadium, Gate No. 1, New Delhi- 110003

F.No. HRD/PMD/RMM/2018-19/1127

Date: 25/05/2018

To,

All Principal Chief Commissioners of Income Tax (Cadre Controlling Authorities)/
All Principal Director Generals of Income Tax of Attached Directorates of CBDT and
Principal Director General of Income Tax(Training), NADT, Nagpur.

**Sub: Uploading and populating authentic data of Posts on Recruitment
Module of HRMS-reg.**

Ref.: 1. Letter DoR F. No. 14/3/2017-IFU (B & A) DT dated 13/03/2018 (Encl.)
2. Letter F.No. HRD/CM/225/4/2017-18/6104 dated 09/02/2018 (Encl.)

Madam / Sir,

Kindly refer to the above cited subject.

2. The Recruitment Management Module as part of ITBA HRMS is already available for Implementation. The Recruitment Management Module deals with :

- (i) The vacancy positions on real time basis in each region;
- (ii) Receipt of dossiers from SSC and other recruiting agencies;
- (iii) Allocation of dossiers based on rank, category and preferences of the candidates.

3. The usage of this module for uploading vacancy positions and allocating the dossiers will go a long way in simplification of the recruitment process by bringing the entire process online on HRMS.

4. Provision of uploading the yearly vacancy position at the cadres of ITI, TA, Steno Gr.II and MTS has been made available in the Recruitment Management module of HRMS.

5. I have, therefore, been directed to request you to kindly direct the CIT (Admn. & TPS) to upload and populate the authentic working strength/vacancy position of all ranks in the Recruitment Management module of HRMS.

6. Further, in continuation of the earlier correspondence in this regard from the o/o ADIT, CMD-1, HRD as per Ref. letters (Supra), I have also been directed to request you to direct the CIT (Admn. & TPS) to populate the data of vacant post for more than 2 years and data of posts vacant for more than 5-years as per the pro-forma communicated by ADIT, CMD-1, HRD a copy of which is also enclosed herewith for ready reference.

7. The HRMS Recruitment Management Instruction Set, updated HRMS Recruitment Module User Manual including its additional functionality and FAQ's of Recruitment Management Module are enclosed herewith for your ready reference.

8. This issues with the approval of Pr. DGIT (HRD), New Delhi.

Yours faithfully,

Encls : As above

Shashikajle
25/05/18

(Shashi Kajle),

JDIT(PMD & HRMS) (HRD).

Copy to :-

1. Web Manager, for www.irsofficersonline.gov.in to upload it on the website.
2. DDIT-CMD-II with request to assign the role to concerned officers.
3. DDIT- CMD-I with respect to his letters No. HRD/CM/225/1/2017-18(PT. File)/400, Dated: 16.04.2018 and F. No. HRD/CM/225/4/2017-18, Dated: 26.04.2018

JDIT (PMD & HRMS) (HRD)

P.S.: It may kindly be noted that the enclose to this letter being very elaborate document is being separately emailed to the respective CCA charges for necessary action at their end.



DIRECTORATE OF INCOME TAX
HUMAN RESOURCE DEVELOPMENT
CENTRAL BOARD OF DIRECT TAXES

ICADR Building, Plot No. 6, Vasant Kunj Institutional Area Phase-II,
New Delhi - 110070. Ph. 26125213, Fax 26130594.

Dated: 09.02.2018

F.No. HRD/CM/225/4/2017-18/6104

To,

All the Pr. Chief Commissioners of Income Tax (CCAs),

Sir/Madam,


Sub: Submission of an Action Taken Report regarding abolition of posts vacant for more than 5 years- reg.

Kindly find enclosed herewith a copy of OM F.No. 14/3/2016-IFU (B & A) DT dated 29.01.2018 and Department of Expenditure O.M dated 16.01.2018 on the above mentioned subject.

2. In this regard, the undersigned is directed to request you to identify all the posts which are vacant for more than 5 years in your region.
3. Therefore, the undersigned is directed to request you to kindly send the same to this office by fax (011- 26898805) or by email (cbdt.hrd.cmd1@gmail.com) latest by 15.02.2018.
4. Kindly specify the no. of personnel including DEOs deployed on contract.
5. No hard copy is being sent to save paper.

Yours faithfully,

Encls: As above


(Chanchal Meena)
Joint Director of Income Tax
(CMD-1)(HRD), New Delhi.

Copy to: Under Secretary, IFU (B & A) DT, Department of Revenue, North Block, CBDT, New Delhi- 110001.

Joint Director of Income Tax
(CMD-1)(HRD), New Delhi.

0/1

96

New Delhi, the 29th January 2018

Subject: Submission of an Action Taken Report regarding abolition of posts vacant for more than 5 years - reg.

2. The Department of Expenditure vide their O.M. dated 16.01.2018 (copy enclosed) has again requested to identify the posts which are vacant for more than 5 years and submit a comprehensive report of abolition of such posts to DED.

Encl: As above

(Raj Kumar)
Under Secretary to the Government of India
Tele. 23092258

To
The Chairman,
Central Board of Direct Taxes
North Block, New Delhi

Copy for similar action to The Joint Secretary (Admin) (S. B. D.) North Block, New Delhi

(Raj Kumar)
Under Secretary to the Government of India

sent to ADG-2 ^{Sir} 170 (Admin)
 instructed by
 ADG-2 24

27/10

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Restaints ADG-2

Ministry of Finance
Department of Expenditure
Government of India

Joint Secretary (Admin)
New Delhi

OFFICE MEMORANDUM

Subject: Submission of Report on abolition of posts of vacant for more than 05 years.

The undersigned is directed to refer to this Department's O.M. of even no. 12.04.2017 and subsequent reminder even no. dated 02.08.2017 and 21.07.2017. Financial Advisers of all Ministries/Departments were requested to submit an Action Report regarding abolition of posts which are vacant for more than 05 years in their respective attached/subordinate statutory bodies. Some Departments has responded in this regard instead of providing a comprehensive report and requisite information has been provided in piecemeal manner.

2. Therefore, Financial Advisers and Joint Secretaries (Administration) Ministries/Departments are requested to identify the posts which are vacant for more than 05 years and submit a comprehensive report of abolition of such posts in main Ministry and respective attached/subordinate statutory bodies to this Department by 25.01.2018.

This issues with the approval of Joint Secretary (Pers.)

17/1/18
17/1/18

(Sobee)
Under Secretary (E)
Tel: 23

- To,
1. Financial Advisers of all Ministries/Departments of Government of India.
 2. Joint Secretaries (Administration) of all Ministries/Departments of Government of India.

18/01/18
Mr. Secretary

URGENT



**DIRECTORATE OF INCOME TAX
HUMAN RESOURCE DEVELOPMENT
CENTRAL BOARD OF DIRECT TAXES**

ICADR Building, Plot No. 6, Vasant Kunj Institutional Area Phase-II,
New Delhi - 110070. Ph. 26125213, Fax 26130594.

F.No. HRD/CM/225/1/2017-18(Pt. File)/ 7258

Dated: 27.03.2018

To,

The Joint Director of Income Tax (PMD & HRMS)
HRD, New Delhi.

Madam,

Sub: Preparation of database of posts in Govt of India offices- reg.

Kindly refer to the above mentioned subject.

Kindly find enclosed herewith a copy of O.M. F.No. 14/3/2017-IFU(B&A)DT dated 13.03.2018 US, IFU(B & DT) vide which it was requested to furnish the data of Group 'B' (Non-Gazetted) and Group 'C' posts of Income Tax Department in the Department in prescribed proforma.

2. The above mentioned proforma contains the column vide which it was requested to provide the data of posts which are vacant for more than 2 years. In this regard, it is submitted that this section does not maintain the requisite data. The above mentioned information should be available on HRMS in your section. Therefore, the undersigned is directed to request you to kindly submit the requisite data at the earliest directly to IFU (B&A), under intimation to this office.

Yours faithfully,

Encls: As above

(Manoj Tiwari)
Asstt Director of Income Tax
(CMD-1)(HRD), New Delhi.

✓ Copy to: The Additional Director General-3, HRD, Vasant Kunj, New Delhi-110070.

Asstt Director of Income Tax
(CMD-1)(HRD), New Delhi

ADG-3

02/04/18

(PMD)

(HRD)

(CMD)

F.No. 14/3/2017 - IFU (B&A) DT 6

FTS NO-7

Government of India
Ministry of Finance
Department of Revenue
IFU (B&A) DT

New Delhi, the 13th March, 2018

OFFICE MEMORANDUM

Subject: Preparation of database of posts in Govt. of India offices - reg.

The undersigned is directed to refer to the Department of Revenue, CBDT's O.I No. A-35015/21/2017-Ad.VI dated 01.03.2018 on the above subject and to say that the information sent by Ad.VI Section is not in the proforma prescribed by the Department of Expenditure (copy enclosed).

2. Accordingly, it is requested to provide the information on the above subject in the proforma prescribed by the Department of Expenditure to this Section at the earliest. Soft copy of the information prepared in MS-Excel sheet may also be e-mailed at r.kumar65@nic.in for onward submission to DoE.

Encl: As above.

Raj Kumar
(Raj Kumar)

Under Secretary to the Government of India
Tele: 2309225.

To
✓ The Chairman,
Central Board of Direct Taxes,
North Block, New Delhi

Copy for similar action to: The Joint Secretary (Admn.), CBDT, North Block, New Delhi.

(Raj Kumar)

Under Secretary to the Government of India

ADG-1
M
21/3

Returned to ADG-2
M
22/3

Dy

21/03/18
12081



Income Tax Department

Department of Revenue, Ministry of Finance, Government of India



INCOME TAX BUSINESS APPLICATION

HRMS Recruitment Module User Manual

August 2018, Version 2.0

1. Getting Started

This section provides information for accessing the application, email services and help desk details.

- **Browser Requirements**

Recommended - IE 9 onwards, Google Chrome 38.0 onwards and Mozilla Firefox 36.0 onwards

- **Accessing ITBA Portal:** <http://itba.incometax.gov.in> (Production URL)



- **Accessing Email Messaging Service:** <http://webmail.incometax.gov.in> (Production URL)



Contact us:

- URL of helpdesk - <http://itbahelpdesk.incometax.net>
- Help desk number – 0120-2772828
- Email ID – helpdesk_messaging@incometax.gov.in
- Help desk Timings – 8.30 A.M. – 7.30 P.M. (Monday to Friday)

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Introduction

Human Resource Management System (HRMS) system covers processes which help in better and effective management of personal & administrative functions related to the ITD officials.

As a part of the HRMS system, the Recruitment module is used to allocate dossiers to different regions on merit cum preference basis keeping in view DOPT instructions as well as various court rulings on the matter.

The steps mentioned below are followed while allocating candidates to various regions:

1. First allocate the PH candidates (even though other candidates exist with better ranks than PH candidates) to respective regions
 - While allocating PH candidates, deduct the seats from the original category, irrespective of the vacancy for PH candidates in a particular region
2. Next allocate the Ex-Servicemen (even though other candidates exist with better ranks than Ex Servicemen) to respective regions
 - While allocating Ex-Servicemen, deduct the seats from the original category, with due consideration to the seats reserved for Ex-Servicemen (i.e. once the Ex-Servicemen vacancies are filled for a particular region, they cannot be allocated any more seats in that region)
3. Next allocate the rest of the candidates on a merit cum preference basis.

List of Abbreviations:

The list of abbreviations is as follows:

Table 1:- List of Abbreviations

S. No	Abbreviations	Description
1.	AO	Assessing Officer
2.	CCIT	Chief Commissioner of Income Tax
3.	CIT	Commissioner of Income Tax
4.	DGIT	Director General of Income Tax
5.	DIT	Director of Income Tax
6.	HRMS	Human Resource Management System
7.	ITBA	Income Tax Business Application
8.	ITD	Income Tax Department
9.	CCA	Cadre Controlling Authority

4. Introduction to Recruitment Module

This section explains how to perform Dossier allocation to various regions using HRMS Recruitment module

4.1 Dossier Allocation using Recruitment Module

Allocation of dossiers using Recruitment module involves 3 steps:

- Uploading Recruitment Vacancies:** Total Vacancies in each region
- Uploading candidate staging details:** Rank and Location preferences of each candidate
- Executing candidate allocation process:** Allocating candidates to respective regions

4.1.1 Uploading Recruitment Vacancies

Recruitment Vacancy Management Screen is used to upload vacancies corresponding to various regions.

Navigation: Main Menu → Workforce Administration → Recruitment → Recruitment Vacancy



Recruitment Vacancy Management

Find an Existing Value | Add a New Value

Post: 

CCA Region:

Year:

Add

Find an Existing Value | Add a New Value

Figure 1: Recruitment Vacancy Management Screen

Click “Add a New Value” to enter vacancies for a region. The following screen (Figure 2) is displayed. Specify the post, region and year for which vacancies are being entered and click “Add”



The screenshot shows a web application titled "Recruitment Vacancy Management". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these, there are three input fields: "Post:" with a text box and a magnifying glass icon, "CCA Region:" with a dropdown menu showing "CCCHE", and "Year:" with a text box. An "Add" button is located below the input fields. At the bottom of the form, there are two links: "Find an Existing Value" and "Add a New Value".

Figure 2: Recruitment Vacancy: Add a New Value

Fields on Recruitment Vacancy Screen:

Post (Lookup): Post for which vacancies are being entered

CCA Region: HRD Admin will have provision to enter Region for which vacancies are being entered, and Region based Admin can only enter the vacancy of their own region.

Year: Year for which vacancies are being entered

Look Up Post

Job Function Code: begins with

Description: begins with

[Basic Lookup](#)

Search Results

View 100 First 1-189 of 189 Last

Job Function Code	Description
ACC	ACCOUT FUNCTION
ADM	Administration
AUD	Internal Audit
CG1	CG1-Job funct Artistic Careers
CGE	CG-Job function for EE
COM	Communications
ENG	Engineering Services
F01	Chairman CBDT
F02	Member
F03	Chief Commissioner of Inc. Tax
F04	Director General of Income Tax
F05	Commissioner of Income Tax
F06	Director of Income Tax
F07	Addl. Commissioner Income Tax

Figure 3: Lookup for Post

Look Up CCA Region

CCA Region: begins with

Description: begins with

[Basic Lookup](#)

Search Results

View 100 First 1-21 of 21 Last

CCA Region	Description
CCAPR	CCA HYDERABAD
CCBBN	CCA BHUBNESWAR
CCBPL	CCA BHOPAL
CCCHE	CCA CHENNAI
CCDEL	CCA DELHI
CCDLC	Set ID For Directorate
CCGHY	CCA GUWAHATI
CCGUJ	CCA AHMEDABAD
CCKAR	CCA BANGALORE
CCKNP	CCA KANPUR
CCKRL	CCA KOCHI
CCLKN	CCA LUCKNOW
CCMUM	CCA MUMBAI
CCNAD	NATIONAL ACADEMY DIRECT TAXES
CCNGP	CCA NAGPUR
CCNWR	CCA CHANDIGARH

Figure 4: Lookup for CCA Region

On clicking “Add” Button, **Vacancy Details Screen** will be displayed where user should enter the total vacancies in each category for the region and Click “Save” and then Submit the data.





Recruitment Vacancy Management

Post SR. TAX ASSISTANT

CCA Region CCA CHENNAI

Year 2018

Vacancy Details

Find   First  1-8 of 8  Last

Category	Category Vacancy	Remaining Seat
1 EX-Serviceman	<input type="text" value="5"/>	5
2 HH	<input type="text" value="7"/>	7
3 OBC	<input type="text" value="3"/>	3
4 OH	<input type="text" value="7"/>	7
5 SC	<input type="text" value="5"/>	5
6 ST	<input type="text" value="3"/>	3
7 GENERAL	<input type="text" value="5"/>	5
8 VH	<input type="text" value="2"/>	2

Save

Submit

Total Count (GEN+SC+ST+OBC) - 16

Total Count (HH,VH,OH,Ex-Servicemen) - 21

Vacancy Left (GEN+SC+ST+OBC) - 16

Vacancy Left (HH,VH,OH,Ex-Servicemen) - 21

Figure 5: Recruitment Vacancy Details Screen

Table 2: Regional Preferences for Dossier Allocation

CCA Region	Description
CCAPR	ANDHRA PRADESH
CCBBN	ODISHA
CCBPL	MADHYA PRADESH
CCCHE	TAMILNADU
CCDEL	DELHI
CCGHY	NER
CCGUJ	GUJRAT
CCKAR	KARNATKA
CCKNP	UP(W)
CCKRL	KERALA
CCLKN	UP (E)
CCMUM	MUMBAI
CCNGP	NAGPUR
CCNWR	NWR
CCPNE	PUNE
CCPTN	BIHAR
CCRJN	RAJASTHAN
CCWBG	WEST BENGAL

1.Admin having role “GOV_REG_REC_VAC” can create the Vacancy of their own Region.

2.Admin having role “GOV_HRD_REC_VAC” can create the Vacancy of all Region.

4.1.2 Recruitment Vacancy approval by Role Based Approver

- Role Based Approver can access the Pending, Approved and Denied Vacancy created of their region through Workforce Administration -> Recruitment Vacancy -> Approval for Vacancy
 - He/ She can Approve or deny the Vacancy created by Admin.
1. **Navigation:** Main Menu > Workforce Administration > Recruitment > Approval for Vacancy

Recruitment Vacancy Approval

Status

Start date Till Date

Figure 6: Approval for Vacancy

1. Select Status from the Status Dropdown
2. Enter the Start date and Till date
3. Click on Search Button.

Recruitment Vacancy Approval

Status

Start date Till Date

	Go for Approval	Post	CCA Region	Year	Status	Request Date
1	<input type="button" value="Go for Approval"/>	DEF	CCCHE	2018	Submitted	06.04.2018
2	<input type="button" value="Go for Approval"/>	F06	CCCHE	2018	Submitted	10.04.2018
3	<input type="button" value="Go for Approval"/>	J56	CCCHE	2018	Submitted	11.04.2018

Figure 7: List of Submitted Vacancy

Approver can act upon the submitted Request by Clicking on Approve Button Corresponding to the Request.

After Click on Approve Button, Recruitment Vacancy page will open in New Tab.

Recruitment Vacancy Management

Post SR. TAX ASSISTANT CCA Region CCA CHENNAI

Year 2018

Vacancy Details Find | | First 1-8 of 8 Last

Category	Category Vacancy	Remaining Seat
1 EX-Serviceman	5	5
2 HH	7	7
3 OBC	3	3
4 OH	7	7
5 SC	5	5
6 ST	3	3
7 GENERAL	5	5
8 VH	2	2

Total Count (GEN+SC+ST+OBC) - 16
 Total Count (HH,VH,OH,Ex-Servicemen) - 21
 Vacancy Left (GEN+SC+ST+OBC) - 16
 Vacancy Left (HH,VH,OH,Ex-Servicemen) - 21

Figure 8: Approval Page for a Vacancy Created

Approver can Approve or Deny the Vacancy Created.

1. Admin having role "GOV_REGION_ADM_REC" can approve the Vacancy of their own Region.
2. Admin having role "GOV_HRD_ADM_REC" can approve the Vacancy of all Region.

4.1.3 Uploading candidate staging details

Candidate staging details include the rank as well as the location preferences of each candidate along with their name, category, roll number, post and recruitment year.

In order to upload candidate staging details, following steps are involved:

Step1: Upload the attachment on the Attachment Screen

Navigation: Main Menu → Workforce Administration → Recruitment → Attachment

Attachment

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Attachment Type: = [dropdown] [dropdown]
 Year: begins with [text box]
 Job Function: begins with [text box] 🔍
☐ Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Figure 9: Upload of Candidate Staging Data

Fields on Attachment Screen:

- **Attachment type:** Select Candidate Data while uploading the Staging Data
- **Year:** Year for which recruitment is being done
- **Job Function (Lookup):** Specify the post for which recruitment is being done(Figure 7)
 - ✓ For Income Tax Inspectors: **J20**
 - ✓ For Tax Assistants: **J45**

Look Up Job Function

Job Function Code: begins with [dropdown] [text box]
 Description: begins with [dropdown] [text box]

Look Up | Clear | Cancel | Basic Lookup

Search Results

View 100 | First | 1-189 of 189 | Last

Job Function Code	Description
ACC	ACCOUT FUNCTION
ADM	Administration
AUD	Internal Audit
CG1	CG1-Job funct Artistic Careers
CGE	CG-Job function for EE
COM	Communications
ENG	Engineering Services
F01	Chairman CBDT
F02	Member
F03	Chief Commissioner of Inc. Tax
F04	Director General of Income Tax

Figure 10: Lookup for Job Function

Step2: Execute the Candidate Staging data upload process

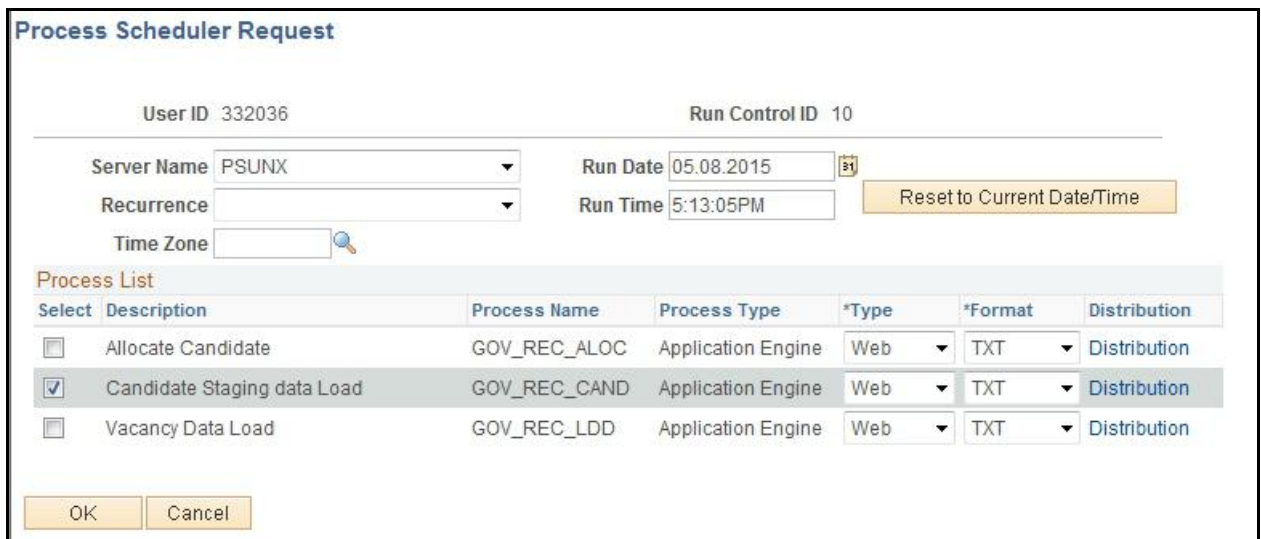
Navigation: Main Menu → Workforce Administration → Recruitment → Recruitment AE Run



The screenshot shows the 'Gov Rec Aerun Pg' header. Below it, there are three links: 'Run Control ID 9', 'Report Manager', and 'Process Monitor'. On the right side, there is a yellow 'Run' button.

Figure 11: Recruitment AE Run Screen

Click "Run". The following screen is displayed



The screenshot shows the 'Process Scheduler Request' screen. It includes fields for 'User ID 332036' and 'Run Control ID 10'. Below these are dropdowns for 'Server Name' (PSUNX), 'Recurrence', and 'Time Zone'. There are also input fields for 'Run Date' (05.08.2015) and 'Run Time' (5:13:05PM), with a 'Reset to Current Date/Time' button. A 'Process List' table is shown with three rows: 'Allocate Candidate', 'Candidate Staging data Load' (which is selected with a checkbox), and 'Vacancy Data Load'. Each row has columns for 'Select', 'Description', 'Process Name', 'Process Type', '*Type', '*Format', and 'Distribution'. At the bottom, there are 'OK' and 'Cancel' buttons.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Allocate Candidate	GOV_REC_ALOC	Application Engine	Web	TXT	Distribution
<input checked="" type="checkbox"/>	Candidate Staging data Load	GOV_REC_CAND	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Vacancy Data Load	GOV_REC_LDD	Application Engine	Web	TXT	Distribution

Figure12: "Candidate Staging Data Load" Selection on Recruitment AE Run Screen

Select the Checkbox "Candidate Staging Data Load" below process List and Click "OK"

Once the Candidate Staging Data upload process is executed, the staging data can be checked through the **Candidate Staging Details Screen**

Navigation: Main Menu → Workforce Administration → Recruitment → Candidate Staging Details

Candidate Staging Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Direct Recruitment Type: = Open Examination

Search Clear Basic Search Save Search Criteria

Figure 13: Candidate Staging Details Screen

The user should select Direct Recruitment type as “Open Examination” and click on “Search” button. The **Candidate Staging Details Page** is displayed as shown below (Figure 11):

Candidate Details Staging Page

	Post	Year	Examination Rank	Employee Name	Roll Number	Category in which allocated	Sub-Category / Original Category	Location Preference 1	Location Preference 2	Preference Location 3	Preference Location 4	Preference Location 5	Preference Location 6	Preference Location 7
1	J20	2014	5327	AMRENDRA KUMA	3206546975	HH	OBC	CCDEL	CCNWR	CCMUM	CCAR	CCRL	CCGUJ	CCBPL
2	J20	2014	5326	MANJEET KUMAR	9001003312	HH	Gen	CCMUM	CCDEL	CCAR	CCPNE	CCNWR	CCKNP	CCPTN
3	J20	2014	5325	BABAR CHANDRA	7208718202	HH	Gen	CCPNE	CCMUM	CCNGP	CCGUJ	CCAR	CCAPR	CCRJN
4	J20	2014	5324	AMIT KUMAR	2201144285	HH	OBC	CCDEL	CCPTN	CCKNP	CCLN	CCNWR	CCWBG	CCRJN
5	J20	2014	5321	SAPAN KUMAR DA	4604011155	HH	Gen	CCBBN	CCWBG	CCBPL	CCPTN	CCAPR	CCMUM	CCNGP
6	J20	2014	5320	SURAJ KUMAR	2201246434	HH	Gen	CCPTN	CCWBG	CCDEL	CCBPL	CCLN	CCBBN	CCNGP
7	J20	2014	5318	MD EJAZ AHMAD	3206559236	VH	OBC	CCPTN	CCDEL	CCLN	CCWBG	CCKNP	CCNWR	CCBPL
8	J20	2014	5317	MD SARFARAZ AH	3206523561	VH	OBC	CCPTN	CCDEL	CCLN	CCWBG	CCKNP	CCNWR	CCBPL
9	J20	2014	5314	SUNIT KUMAR NA	9001023951	VH	Gen	CCDEL	CCMUM	CCAR	CCAPR	CCGUJ	CCNWR	CCPNE
10	J20	2014	5313	DEVKINANDAN MA	6001004886	VH	SC	CCBPL	CCMUM	CCDEL	CCPNE	CCGUJ	CCNWR	CCAPR

Figure 14: Candidate Staging Details Page

Fields on Candidate Staging Details Page:

- **Post:** The post for which recruitment is being done
- **Year:** Year for which allocation is done
- **Examination Rank:** Rank secured by the candidate in the Examination
- **Employee Name:** Candidate's Name
- **Roll Number:** Candidate's Roll Number
- **Category in which Allocated:** Category in which candidate is allocated/selected
- **Sub-Category/Original Category :** Original category of candidate
- **Location Preference 1:** First location preference as received from each candidate
- **Location Preference 2 ...18:** Next set of Location preferences for each candidate
- **Allocation Flag:** Denotes whether that specific candidate is allocated to any region or not

NOTE:

Allocation Flag is 'Y' if candidate is allocated to some region

Allocation flag is blank if candidate is a surplus candidate (not allocated to any region)

NOTE:

The user can export the data on Candidate Staging Details Page into an Excel sheet by clicking on the relevant button towards the right of the page as shown below:



Figure 15: Candidate Staging Details - Export to Excel Functionality

4.1.4 Executing candidate allocation process

In order to allocate candidates to their respective regions, the user should execute the "Allocate Candidate" process through the **Recruitment AE Run** Screen:

Navigation: Main Menu → Workforce Administration → Recruitment → Recruitment AE Run



Figure 6: Recruitment AE Run Screen

Click "Run". The following screen is displayed

Process Scheduler Request

User ID 332036 Run Control ID 1.00

Server Name Run Date 05.08.2015

Recurrence Run Time 6:37:57PM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Allocate Candidate	GOV_REC_ALOC	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Candidate Staging data Load	GOV_REC_CAND	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Vacancy Data Load	GOV_REC_LDD	Application Engine	Web	TXT	Distribution


Figure 7: Execute Candidate Allocation Process

Select the Checkbox “Allocate Candidate” below process List and Click “OK”.

Once the Candidate Allocation process is executed, the Candidate allocation Details can be checked and submitted for approval. Role based approver can approve or deny the Allocation. **Candidate Allocation Details Screen**

Navigation: Main Menu → Workforce Administration → Recruitment → Candidate Allocation Details

NOTE: The user can export the data on Candidate Allocation Details Screen into an Excel sheet by clicking on the relevant button as shown below

Candidate Allocation Details									
<div> Personalize Find View 100  First 1-20 of 319 Last </div>									
Rank	Display Name	Examination Rank	Roll Number	Year	Category in which allocated	Sub-Category / Original Category	CCA Region	Merit/Own-Merit	
1 J20	RAMANDEEP BANSAL	96	1401008852	2015	Gen	Gen	CCMUM	Merit	
2 J20	ABHINAV BANSAL	17	1401013252	2015	Gen	Gen	CCNWR	Merit	
3 J20	GAGAN GARG	208	1403006121	2015	Gen	Gen	CCPNE	Merit	
4 J20	JINSU BANSAL	297	1403014498	2015	Gen	Gen	CCKAR	Merit	
5 J20	PRINCE	2478	1404000924	2015	SC	SC	CCNWR	Merit	
6 J20	AMAN DHULL	393	1601001234	2015	Gen	Gen	CCCHE	Merit	
7 J20	NARESH	2258	1601005384	2015	SC	SC	CCDEL	Merit	
8 J20	ABHINAV SINGLA	326	1601006552	2015	Gen	Gen	CCCHE	Merit	
9 J20	HARDEEP KAUR	82	1601008388	2015	Gen	OBC	CCPNE	Merit	
10 J20	NANCY GUPTA	352	1601011028	2015	Gen	Gen	CCCHE	Merit	
11 J20	SAHIL BANSAL	45	1601011869	2015	Gen	Gen	CCRJN	Merit	
12 J20	SANDEEP KUMAR	2847	1601018769	2015	SC	SC	CCPNE	Merit	
13 J20	MUNISH KUMAR	496	1601027713	2015	Gen	Gen	CCCHE	Merit	
14 J20	VIKAS KUMAR	417	1601028140	2015	Gen	Gen	CCCHE	Merit	
15 J20	MANEESH KUMAR	2563	1601041277	2015	SC	SC	CCDEL	Merit	

Save Submit

Figure 8: Candidate Allocation Details Screen

Fields on Candidate Allocation Details Screen:

- **Post:** The post for which dossier allocation is done
- **Display Name:** Candidate's Name
- **Examination Rank:** Rank secured by the candidate in the Examination
- **Roll Number:** Candidate's Roll Number
- **Year:** Year for which allocation is done
- **Caste:** Category in which candidate is selected
- **Count:** Vacancies left in Candidate's original category in that region to which the specific candidate is allocated
- **Merit/Own Merit:** Whether candidate's allocation is done based on merit or own merit

4.1.5 Approval for Candidate allocation process

1. Role Based Approver can access the Pending, Approved Allocation created through

Workforce Administration -> Recruitment Management -> Approval for Allocation

2. He/ She can Approve or deny the Allocation done created by Admin.

3. **Navigation:** Main Menu > Workforce Administration -> Recruitment Management -> Approval for Allocation

Figure 19: Approval for Allocation

1. Select Status from the Status Dropdown
2. Enter the Start date and Till date
3. Click on Search Button.

	Approve	Post	Year	Status	Request Date
1	Approve	J20	2015	Submitted	16.04.2018

Figure 20: List of Submitted Allocation

Approver can act upon the submitted Request by Clicking on Approve Button Corresponding to the Request.

After Click on Approve Button, Candidate Allocation page will open in New Tab.

Candidate Allocation Details

Personalize | Find | View 100 | First 1-50 of 319 Last

	Rank	Display Name	Examination Rank	Roll Number	Year	Category in which allocated	Sub-Category / Original Category	CCA Region	Merit/Own-Merit
1	J20	RAMANDEEP BANSAL	96	1401008852	2015	Gen	Gen	CCMUM	Merit
2	J20	ABHINAV BANSAL	17	1401013252	2015	Gen	Gen	CCNWR	Merit
3	J20	GAGAN GARG	208	1403006121	2015	Gen	Gen	CCPNE	Merit
4	J20	JINSU BANSAL	297	1403014498	2015	Gen	Gen	CCKAR	Merit
5	J20	PRINCE	2478	1404000924	2015	SC	SC	CCNWR	Merit
6	J20	AMAN DHULL	393	1601001234	2015	Gen	Gen	CCCHE	Merit
7	J20	NARESH	2258	1601005384	2015	SC	SC	CCDEL	Merit
8	J20	ABHINAV SINGLA	326	1601006552	2015	Gen	Gen	CCCHE	Merit
9	J20	HARDEEP KAUR	82	1601008388	2015	Gen	OBC	CCPNE	Merit
10	J20	NANCY GUPTA	352	1601011028	2015	Gen	Gen	CCCHE	Merit
11	J20	SAHIL BANSAL	45	1601011869	2015	Gen	Gen	CCRJN	Merit
12	J20	SANDEEP KUMAR	2847	1601018769	2015	SC	SC	CCPNE	Merit
13	J20	MUNISH KUMAR	496	1601027713	2015	Gen	Gen	CCCHE	Merit
14	J20	VIKAS KUMAR	417	1601028140	2015	Gen	Gen	CCCHE	Merit
15	J20	MANEESH KUMAR	2563	1601041277	2015	SC	SC	CCDEL	Merit

Approve

Deny

Figure 21: Approval Page for Allocation Created

Approver can Approve or Deny the Allocation Created.

- Admin having role "GOV_HRD_ADM_REC" can approve the Allocation Created.

Candidate Allocation Details									
Personalize Find View 100 First 1-50 of 319 Last									
	Rank	Display Name	Examination Rank	Roll Number	Year	Category in which allocated	Sub-Category / Original Category	CCA Region	Merit/Own-Merit
1	J20	RAMANDEEP BANSAL	96	1401008852	2015	Gen	Gen	CCMUM	Merit
2	J20	ABHINAV BANSAL	17	1401013252	2015	Gen	Gen	CCNWR	Merit
3	J20	GAGAN GARG	208	1403006121	2015	Gen	Gen	CCPNE	Merit
4	J20	JINSU BANSAL	297	1403014498	2015	Gen	Gen	CCKAR	Merit
5	J20	PRINCE	2478	1404000924	2015	SC	SC	CCNWR	Merit
6	J20	AMAN DHULL	393	1601001234	2015	Gen	Gen	CCCHE	Merit
7	J20	NARESH	2258	1601005384	2015	SC	SC	CCDEL	Merit
8	J20	ABHINAV SINGLA	326	1601006552	2015	Gen	Gen	CCCHE	Merit
9	J20	HARDEEP KAUR	82	1601008388	2015	Gen	OBC	CCPNE	Merit
10	J20	NANCY GUPTA	352	1601011028	2015	Gen	Gen	CCCHE	Merit
11	J20	SAHIL BANSAL	45	1601011869	2015	Gen	Gen	CCRJN	Merit
12	J20	SANDEEP KUMAR	2847	1601018769	2015	SC	SC	CCPNE	Merit
13	J20	MUNISH KUMAR	496	1601027713	2015	Gen	Gen	CCCHE	Merit
14	J20	VIKAS KUMAR	417	1601028140	2015	Gen	Gen	CCCHE	Merit
15	J20	MANEESH KUMAR	2563	1601041277	2015	SC	SC	CCDEL	Merit

Approve Deny

Figure 22: Approval Page for Allocation Created

Candidate Allocation Details									
Personalize Find View 100 First 1-50 of 319 Last									
	Rank	Display Name	Examination Rank	Roll Number	Year	Category in which allocated	Sub-Category / Original Category	CCA Region	Merit/Own-Merit
1	J20	RAMANDEEP BANSAL	96	1401008852	2015	Gen	Gen	CCMUM	Merit
2	J20	ABHINAV BANSAL	17	1401013252	2015	Gen	Gen	CCNWR	Merit
3	J20	GAGAN GARG	208	1403006121	2015	Gen	Gen	CCPNE	Merit
4	J20	JINSU BANSAL	297	1403014498	2015	Gen	Gen	CCKAR	Merit
5	J20	PRINCE	2478	1404000924	2015	SC	SC	CCNWR	Merit
6	J20	AMAN DHULL	393	1601001234	2015	Gen	Gen	CCCHE	Merit
7	J20	NARESH	2258	1601005384	2015	SC	SC	CCDEL	Merit
8	J20	ABHINAV SINGLA	326	1601006552	2015	Gen	Gen	CCCHE	Merit
9	J20	HARDEEP KAUR	82	1601008388	2015	Gen	OBC	CCPNE	Merit
10	J20	NANCY GUPTA	352	1601011028	2015	Gen	Gen	CCCHE	Merit
11	J20	SAHIL BANSAL	45	1601011869	2015	Gen	Gen	CCRJN	Merit
12	J20	SANDEEP KUMAR	2847	1601018769	2015	SC	SC	CCPNE	Merit
13	J20	MUNISH KUMAR	496	1601027713	2015	Gen	Gen	CCCHE	Merit
14	J20	VIKAS KUMAR	417	1601028140	2015	Gen	Gen	CCCHE	Merit
15	J20	MANEESH KUMAR	2563	1601041277	2015	SC	SC	CCDEL	Merit

Figure 23: Approved Request of Allocation



Income Tax Business Application (ITBA)

HRMS Recruitment MODULE – Frequently Asked Questions (FAQs)

April 2018, Version 2.0

❖ **I don't know my employee ID, to whom should I contact?**

Please contact your RCC admin of your region for the employee id.

❖ **I know my employee ID, how will I login in the HRMS?**

The employee ID pre fixed by U becomes your user id, like 123456 is your employee ID than your user ID will be 'U123456'. Click on the below mentioned linked and you will be asked to enter your login details like user id and password details. Once you have successfully entered your credentials than you will be login inside the HRMS Application.

URL LINK: <https://itba.incometax.gov.in>

❖ **I forget or don't remember my password, how will I recover it?**

There is forget password option on the in the login screen, once you have reset the password the new password will sent to your income tax email id.

❖ **How to navigate to HRMS Recruitment Module?**

Navigation: Main Menu > Workforce Administration > Recruitment

❖ **What are the functionalities present in Recruitment Module?**

In this section following functionalities are performed:

1. Recruitment Vacancy Management
2. Approval for Vacancy
3. Uploading Candidate Staging details
4. Executing Candidate Allocation Process
5. Approval for Candidate Allocation

❖ **How to navigate to Vacancy Management?**

Navigation: Main Menu > Workforce Administration > Recruitment > Vacancy Management

❖ **How to Upload Candidate Staging details?**

Follow the below navigation to upload candidate staging csv file

Navigation: Main Menu > Workforce Administration > Recruitment > Recruitment Attachment

Run the Staging data load Process

Navigation: Main Menu → Workforce Administration → Recruitment → Recruitment AE Run

Once the Candidate Staging Data upload process is executed, the staging data can be checked through the Candidate Staging Details Screen

Navigation: Main Menu → Workforce Administration → Recruitment → Candidate Staging Details

❖ **How to Execute the candidate allocation process**

Admin should execute the “Allocate Candidate” process through the **Recruitment AE Run** Screen:

Navigation: Main Menu → Workforce Administration → Recruitment → Recruitment AE Run

Once the Candidate Allocation process is executed, the Candidate allocation Details can be checked and submitted for approval. Role based approver can approve or deny the Allocation. Candidate Allocation Details Screen

Navigation: Main Menu → Workforce Administration → Recruitment → Candidate Allocation Details



Income Tax Department

Department of Revenue, Ministry of Finance, Government of India



INCOME TAX BUSINESS APPLICATION

HRMS Recruitment Management Instruction Set 2.0

1. Dossier Allocation using Recruitment Module

Allocation of dossiers using Recruitment module involves 3 steps:

- Uploading Recruitment Vacancies:** Total Vacancies in each region
- Uploading candidate staging details:** Rank and Location preferences of each candidate
- Executing candidate allocation process:** Allocating candidates to respective regions

1.1 Uploading Recruitment Vacancies

Recruitment Vacancy Management Screen is used to upload vacancies corresponding to various regions.

Navigation: Main Menu → Workforce Administration → Recruitment → Recruitment Vacancy

Recruitment Vacancy Management

Post:

CCA Region:

Year:

Find an Existing Value | Add a New Value

Figure 1: Recruitment Vacancy Management Screen

On clicking “Add” Button, **Vacancy Details Screen** will be displayed where user should enter the total vacancies in each category for the region and Click “Save” and then Submit the data.

Recruitment Vacancy Management

Post SR. TAX ASSISTANT CCA Region CCA CHENNAI

Year 2018

Vacancy Details Find First 1-8 of 8 Last

Category	Category Vacancy	Remaining Seat
1 EX-Serviceman	5	5
2 HH	7	7
3 OBC	3	3
4 OH	7	7
5 SC	5	5
6 ST	3	3
7 GENERAL	5	5
8 VH	2	2

Total Count (GEN+SC+ST+OBC) - 16
 Total Count (HH,VH,OH,Ex-Servicemen) - 21
 Vacancy Left (GEN+SC+ST+OBC) - 16
 Vacancy Left (HH,VH,OH,Ex-Servicemen) - 21

Figure 2: Recruitment Vacancy Details Screen

1. Admin having role "GOV_REG_REC_VAC" can create the Vacancy of their own Region.
2. Admin having role "GOV_HRD_REC_VAC" can create the Vacancy of all Region.

1.2 Recruitment Vacancy approval by Role Based Approver

- Role Based Approver can access the Pending, Approved and Denied Vacancy created of their region through Workforce Administration -> Recruitment Vacancy -> Approval for Vacancy
- He/ She can Approve or deny the Vacancy created by Admin.

1. **Navigation:** Main Menu > Workforce Administration > Recruitment > Approval for Vacancy

Recruitment Vacancy Approval

Status

Start date Till Date

Figure 3: Approval for Vacancy

1. Select Status from the Status Dropdown
2. Enter the Start date and Till date
3. Click on Search Button.

Recruitment Vacancy Approval

Status

Start date Till Date

	Go for Approval	Post	CCA Region	Year	Status	Request Date
1	<input type="button" value="Go for Approval"/>	DEF	CCCHE	2018	Submitted	06.04.2018
2	<input type="button" value="Go for Approval"/>	F06	CCCHE	2018	Submitted	10.04.2018
3	<input type="button" value="Go for Approval"/>	J56	CCCHE	2018	Submitted	11.04.2018

Figure 4: List of Submitted Vacancy

Approver can act upon the submitted Request by Clicking on Approve Button Corresponding to the Request.

After Click on Approve Button, Recruitment Vacancy page will open in New Tab.

Recruitment Vacancy Management

Post SR. TAX ASSISTANT CCA Region CCA CHENNAI

Year 2018

Vacancy Details Find | | First | 1-8 of 8 | Last

Category	Category Vacancy	Remaining Seat
1 EX-Serviceman	5	5
2 HH	7	7
3 OBC	3	3
4 OH	7	7
5 SC	5	5
6 ST	3	3
7 GENERAL	5	5
8 VH	2	2

Total Count (GEN+SC+ST+OBC) - 16
 Total Count (HH,VH,OH,Ex-Servicemen) - 21
 Vacancy Left (GEN+SC+ST+OBC) - 16
 Vacancy Left (HH,VH,OH,Ex-Servicemen) - 21

Figure 5: Approval Page for a Vacancy Created

Approver can Approve or Deny the Vacancy Created.

1. Admin having role "GOV_REGION_ADM_REC" can approve the Vacancy of their own Region.
2. Admin having role "GOV_HRD_ADM_REC" can approve the Vacancy of all Region.

1.3 Uploading candidate staging details

Candidate staging details include the rank as well as the location preferences of each candidate along with their name, category, roll number, post and recruitment year.

In order to upload candidate staging details, following steps are involved:

Step1: Upload the attachment on the Attachment Screen

Navigation: Main Menu → Workforce Administration → Recruitment → Attachment

Attachment

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Attachment Type: =

▼


▼

Year: begins with

▼

Job Function: begins with

▼



☐ Case Sensitive

Search

Clear


[Basic Search](#)  [Save Search Criteria](#)

Figure 6: Upload of Candidate Staging Data

Recruitment Attachment

Attachment Type: Candidate Data

Year 2017

Job Function F10 Joint Director of Income Tax

Add Attachment

Delete Attachment

View Attachment

Figure 7: Upload of Candidate Staging Data

Income Tax Business Application

Internal Use

6

Step2: Execute the Candidate Staging data upload process

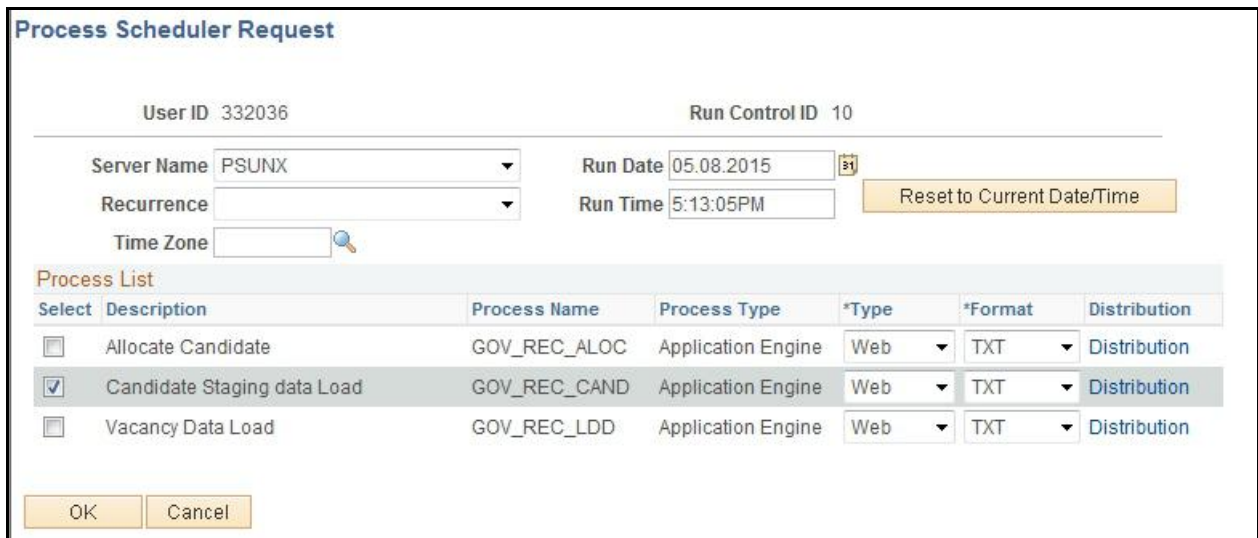
Navigation: Main Menu → Workforce Administration → Recruitment → Recruitment AE Run



The screenshot shows the 'Recruitment AE Run' screen. At the top, there is a tab labeled 'Gov Rec Aerun Pg'. Below the tab, there are three links: 'Run Control ID 9', 'Report Manager', and 'Process Monitor'. On the right side, there is a yellow button labeled 'Run'.

Figure 8: Recruitment AE Run Screen

Click "Run". The following screen is displayed



The screenshot shows the 'Process Scheduler Request' screen. At the top, there are two fields: 'User ID 332036' and 'Run Control ID 10'. Below these, there are several input fields: 'Server Name' (PSUNX), 'Run Date' (05.08.2015), 'Recurrence', 'Run Time' (5:13:05PM), and 'Time Zone'. There is a yellow button labeled 'Reset to Current Date/Time'. Below the input fields, there is a table titled 'Process List'.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Allocate Candidate	GOV_REC_ALOC	Application Engine	Web	TXT	Distribution
<input checked="" type="checkbox"/>	Candidate Staging data Load	GOV_REC_CAND	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Vacancy Data Load	GOV_REC_LDD	Application Engine	Web	TXT	Distribution

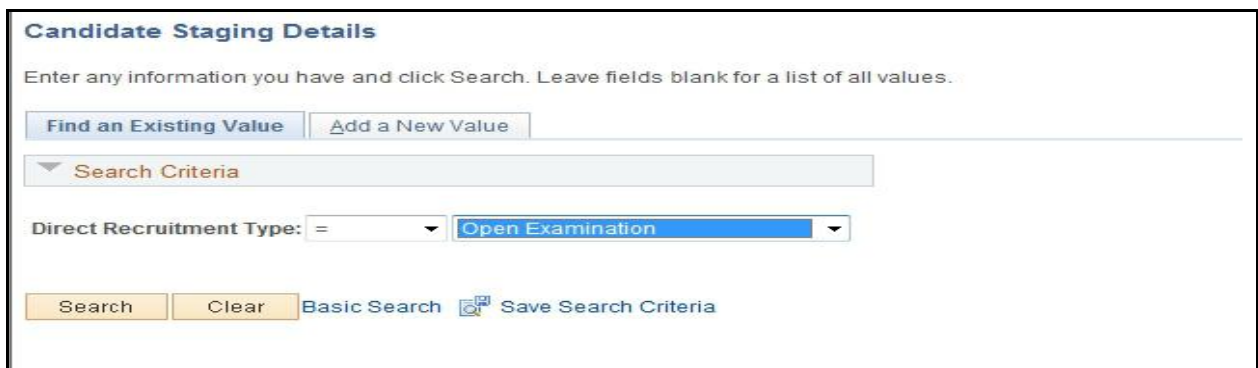
At the bottom of the screen, there are two buttons: 'OK' and 'Cancel'.

Figure9: Candidate Staging Data Load” Selection on Recruitment AE Run Screen

Select the Checkbox “Candidate Staging Data Load” below process List and Click “OK”

Once the Candidate Staging Data upload process is executed, the staging data can be checked through the **Candidate Staging Details Screen**

Navigation: Main Menu → Workforce Administration → Recruitment → Candidate Staging Details



The screenshot shows the 'Candidate Staging Details' screen. At the top, there is a text box with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these buttons, there is a section titled 'Search Criteria' with a dropdown menu. Below the dropdown menu, there is a field labeled 'Direct Recruitment Type:' with a value of '=' and a dropdown menu showing 'Open Examination'. At the bottom, there are three buttons: 'Search', 'Clear', and 'Basic Search'. To the right of the 'Basic Search' button, there is a link labeled 'Save Search Criteria'.

Figure 10: Candidate Staging Details Screen

The user should select Direct Recruitment type as “Open Examination” and click on “Search” button. The **Candidate Staging Details Page** is displayed as shown below (Figure 11):

Candidate Details Staging Page

	Post	Year	Examination Rank	Employee Name	Roll Number	Category in which allocated	Sub-Category / Original Category	Location Preference 1	Location Preference 2	Preference Location 3	Preference Location 4	Preference Location 5	Preference Location 6	Preference Location 7
1	J20	2014	5327	AMRENDRA KUMA	3206546975	HH	OBC	CCDEL	CCNWR	CCMUM	CCAR	CCRL	CCGUJ	CCBPL
2	J20	2014	5326	MANJEET KUMAR	9001003312	HH	Gen	CCMUM	CCDEL	CCAR	CCPNE	CCNWR	CCKNP	CCPTN
3	J20	2014	5325	BABAR CHANDRA	7208718202	HH	Gen	CCPNE	CCMUM	CCNGP	CCGUJ	CCAR	CCAPR	CCRJN
4	J20	2014	5324	AMIT KUMAR	2201144285	HH	OBC	CCDEL	CCPTN	CCKNP	CCLKN	CCNWR	CCWBG	CCRJN
5	J20	2014	5321	SAPAN KUMAR DA	4604011155	HH	Gen	CCBBN	CCWBG	CCBPL	CCPTN	CCAPR	CCMUM	CCNGP
6	J20	2014	5320	SURAJ KUMAR	2201246434	HH	Gen	CCPTN	CCWBG	CCDEL	CCBPL	CCLKN	CCBBN	CCNGP
7	J20	2014	5318	MD EJAZ AHMAD	3206559236	VH	OBC	CCPTN	CCDEL	CCLKN	CCWBG	CCKNP	CCNWR	CCBPL
8	J20	2014	5317	MD SARFARAZ AH	3206523561	VH	OBC	CCPTN	CCDEL	CCLKN	CCWBG	CCKNP	CCNWR	CCBPL
9	J20	2014	5314	SUNIT KUMAR NAI	9001023951	VH	Gen	CCDEL	CCMUM	CCAR	CCAPR	CCGUJ	CCNWR	CCPNE
10	J20	2014	5313	DEVKINANDAN MA	6001004886	VH	SC	CCBPL	CCMUM	CCDEL	CCPNE	CCGUJ	CCNWR	CCAPR

Figure 11: Candidate Staging Details Page

1.4 Executing candidate allocation process

In order to allocate candidates to their respective regions, the user should execute the “Allocate Candidate” process through the **Recruitment AE Run Screen**:

Navigation: Main Menu → Workforce Administration → Recruitment → Recruitment AE Run

Gov Rec Aerun Pg

Run Control ID 9 Report Manager Process Monitor **Run**

Figure 2: Recruitment AE Run Screen

Click “Run”. The following screen is displayed

Process Scheduler Request

User ID 332036 Run Control ID 1.00

Server Name Run Date 05.08.2015

Recurrence Run Time 6:37:57PM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Allocate Candidate	GOV_REC_ALOC	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Candidate Staging data Load	GOV_REC_CAND	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Vacancy Data Load	GOV_REC_LDD	Application Engine	Web	TXT	Distribution

Figure 3: Execute Candidate Allocation Process

Select the Checkbox "Allocate Candidate" below process List and Click "OK".

Once the Candidate Allocation process is executed, the Candidate allocation Details can be checked and submitted for approval. Role based approver can approve or deny the Allocation. **Candidate Allocation Details Screen**

Navigation: Main Menu → Workforce Administration → Recruitment → Candidate Allocation Details

1.5 Approval for Candidate allocation process

1. Role Based Approver can access the Pending, Approved Allocation created through Workforce Administration -> Recruitment Management -> Approval for Allocation
2. He/ She can Approve or deny the Allocation done created by Admin.
3. **Navigation:** Main Menu > Workforce Administration -> Recruitment Management -> Approval for Allocation

Candidate Allocation Approval

Status

Start date Till Date

Figure 14: Approval for Allocation

1. Select Status from the Status Dropdown
2. Enter the Start date and Till date
3. Click on Search Button.

Candidate Allocation Approval

Status

Start date Till Date

	Approve	Post	Year	Status	Request Date
1	<input type="button" value="Approve"/>	J20	2015	Submitted	16.04.2018

Figure 15: List of Submitted Allocation

Approver can act upon the submitted Request by Clicking on Approve Button Corresponding to the Request.

After Click on Approve Button, Candidate Allocation page will open in New Tab.

Candidate Allocation Details

Personalize | Find | View 100 |

First 1-50 of 319 Last

	Rank	Display Name	Examination Rank	Roll Number	Year	Category in which allocated	Sub-Category / Original Category	CCA Region	Merit/Own-Merit
1	J20	RAMANDEEP BANSAL	96	1401008852	2015	Gen	Gen	CCMUM	Merit
2	J20	ABHINAV BANSAL	17	1401013252	2015	Gen	Gen	CCNWR	Merit
3	J20	GAGAN GARG	208	1403006121	2015	Gen	Gen	CCPNE	Merit
4	J20	JINSU BANSAL	297	1403014498	2015	Gen	Gen	CCKAR	Merit
5	J20	PRINCE	2478	1404000924	2015	SC	SC	CCNWR	Merit
6	J20	AMAN DHULL	393	1601001234	2015	Gen	Gen	CCCHE	Merit
7	J20	NARESH	2258	1601005384	2015	SC	SC	CCDEL	Merit
8	J20	ABHINAV SINGLA	326	1601006552	2015	Gen	Gen	CCCHE	Merit
9	J20	HARDEEP KAUR	82	1601008388	2015	Gen	OBC	CCPNE	Merit
10	J20	NANCY GUPTA	352	1601011028	2015	Gen	Gen	CCCHE	Merit
11	J20	SAHIL BANSAL	45	1601011869	2015	Gen	Gen	CCRJN	Merit
12	J20	SANDEEP KUMAR	2847	1601018769	2015	SC	SC	CCPNE	Merit
13	J20	MUNISH KUMAR	496	1601027713	2015	Gen	Gen	CCCHE	Merit
14	J20	VIKAS KUMAR	417	1601028140	2015	Gen	Gen	CCCHE	Merit
15	J20	MANEESH KUMAR	2563	1601041277	2015	SC	SC	CCDEL	Merit

Approve

Deny

Figure 16: Approval Page for Allocation Created

Approver can Approve or Deny the Allocation Created.

- Admin having role "GOV_HRD_ADM_REC" can approve the Allocation Created.

Candidate Allocation Details

Personalize | Find | View 100 |

123

 | | First 1-50 of 319 Last

Rank	Display Name	Examination Rank	Roll Number	Year	Category in which allocated	Sub-Category / Original Category	CCA Region	Merit/Own-Merit
1 J20	RAMANDEEP BANSAL	96	1401008852	2015	Gen	Gen	CCMUM	Merit
2 J20	ABHINAV BANSAL	17	1401013252	2015	Gen	Gen	CCNWR	Merit
3 J20	GAGAN GARG	208	1403006121	2015	Gen	Gen	CCPNE	Merit
4 J20	JINSU BANSAL	297	1403014498	2015	Gen	Gen	CCKAR	Merit
5 J20	PRINCE	2478	1404000924	2015	SC	SC	CCNWR	Merit
6 J20	AMAN DHULL	393	1601001234	2015	Gen	Gen	CCCHE	Merit
7 J20	NARESH	2258	1601005384	2015	SC	SC	CCDEL	Merit
8 J20	ABHINAV SINGLA	326	1601006552	2015	Gen	Gen	CCCHE	Merit
9 J20	HARDEEP KAUR	82	1601008388	2015	Gen	OBC	CCPNE	Merit
10 J20	NANCY GUPTA	352	1601011028	2015	Gen	Gen	CCCHE	Merit
11 J20	SAHIL BANSAL	45	1601011869	2015	Gen	Gen	CCRJN	Merit
12 J20	SANDEEP KUMAR	2847	1601018769	2015	SC	SC	CCPNE	Merit
13 J20	MUNISH KUMAR	496	1601027713	2015	Gen	Gen	CCCHE	Merit
14 J20	VIKAS KUMAR	417	1601028140	2015	Gen	Gen	CCCHE	Merit
15 J20	MANEESH KUMAR	2563	1601041277	2015	SC	SC	CCDEL	Merit

Approve

Deny

Message

Do you want to Approve the Request.

Yes

No

Figure 17: Approval Page for Allocation Created

Candidate Allocation Details									
Personalize Find View 100 First 1-50 of 319 Last									
	Rank	Display Name	Examination Rank	Roll Number	Year	Category in which allocated	Sub-Category / Original Category	CCA Region	Merit/Own-Merit
1	J20	RAMANDEEP BANSAL	96	1401008852	2015	Gen	Gen	CCMUM	Merit
2	J20	ABHINAV BANSAL	17	1401013252	2015	Gen	Gen	CCNWR	Merit
3	J20	GAGAN GARG	208	1403006121	2015	Gen	Gen	CCPNE	Merit
4	J20	JINSU BANSAL	297	1403014498	2015	Gen	Gen	CCKAR	Merit
5	J20	PRINCE	2478	1404000924	2015	SC	SC	CCNWR	Merit
6	J20	AMAN DHULL	393	1601001234	2015	Gen	Gen	CCCHE	Merit
7	J20	NARESH	2258	1601005384	2015	SC	SC	CCDEL	Merit
8	J20	ABHINAV SINGLA	326	1601006552	2015	Gen	Gen	CCCHE	Merit
9	J20	HARDEEP KAUR	82	1601008388	2015	Gen	OBC	CCPNE	Merit
10	J20	NANCY GUPTA	352	1601011028	2015	Gen	Gen	CCCHE	Merit
11	J20	SAHIL BANSAL	45	1601011869	2015	Gen	Gen	CCRJN	Merit
12	J20	SANDEEP KUMAR	2847	1601018769	2015	SC	SC	CCPNE	Merit
13	J20	MUNISH KUMAR	496	1601027713	2015	Gen	Gen	CCCHE	Merit
14	J20	VIKAS KUMAR	417	1601028140	2015	Gen	Gen	CCCHE	Merit
15	J20	MANEESH KUMAR	2563	1601041277	2015	SC	SC	CCDEL	Merit

Figure 18: Approved Request of Allocation