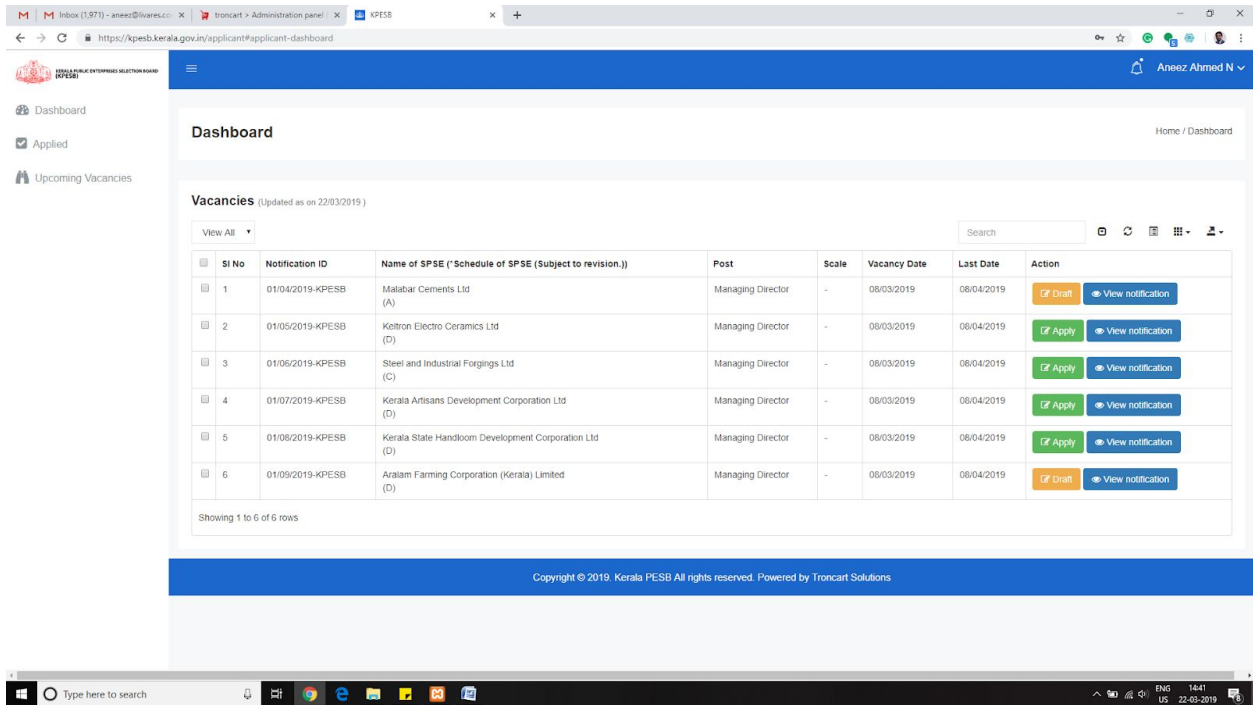


# Applicant Dashboard

On successful login applicant will be able to see the applicant Dashboard page. Please see the screenshot displayed below



(Applicant Dash Board Page)

For Viewing the Notification of a vacancy, applicant may need to click on a **View Notification** Link.

For applying an Application the applicant may need to click the **“Apply Button”**

## The Application Process

Google Sheets x KPESB x +

https://kpesb.kerala.gov.in/applicant#applicant-apply/4/29

Kerala Public Enterprises Selection Board (KPESB)

Dashboard

Applied

Upcoming Vacancies

Name of the post applied for: **Managing Director**

Applicant Name (as per records): [Redacted] Date of Birth: 01-01-1970

Mobile Number: [Redacted] Age as on date of vacancy(08-03-2019): You are 49 Year, 02 Months, 7 Days

Email ID: [Redacted] Service Residual: You have 12 Year, 09 Months, 6 Days

Permanent Address: [Redacted]

**Personal Details** Qualification Experience Other Details

Category as per Employment Status\*  
CPSE

Ministry/Department\*

CPSE\*

Designation of Applicant(in full)\*  
Designation

Office Address\*  
Office Address

Address for Communication (Indian)\*  
Address for Communication(Indian)

NB:Please provide Pincode along with Address for further Communications

Office Mobile Number\*  
Office Phone Number

Alternate Mobile Number\*  
Alternate Phone Number

Reset

Save as Draft Next

The application form will be as given below.

***The Fields are as follows. Some inputs may change according to the input you have given in certain fields.***

The first section you may need to fill in the application form is the ***personal details***.

### **1. Category as per Employment Status\***

The first field is to select your current/last job category.

If you select CPSE,

You may have to enter the following

- a. **Ministry/Department\***: Ministry under which the CPSE is functioning.
- b. Name of the Central Public Sector Enterprises Unit

If you select **Central Government Officer**

You may have to enter the Following

- a. Your Service Category (For Example **Ministry of Defence, Government of India**)

If you select SPSE,

You may have to enter the Following

- a. Name of the State under which the SPSE is functioning
- b. Name of the State Public Sector Enterprises Unit
- c. **Board level Status**: You have to specify whether your status of designation in the SPSE is in **Board level** or **Below Board Level**.

If you select Private Company,

- a. You may have to enter the Name of the Company

**Designation of Applicant (in full)\***

2. Now you may have to enter the Designation of your Current/Last Employment in Full Expansion.

**Office Address\***

3. You may have to enter your current/Last Office Address

**Address for Communication(Indian)\***

- 4. You may have to enter your permanent/communication address through which you can be contacted

**Office Mobile Number\***

- 5. Enter your current workplace phone number not exceeding 14 digits

**Alternate Mobile Number\***

- 6. You have to enter a valid phone number through which you can be contacted.

After filling in all the above fields please click on the “Next” button. If you don’t want to go to the next form, you can save the details you have written by clicking on the “Save as Draft” button and continue with it, the next time you log in.

The second section you have to fill in the application form is “Qualification”

(Add Qualification Form)

**Qualification\***

1. You may have to enter your most recent or highest degree of qualification attained. You can keep adding your other qualifications one by one by clicking on “Add more Qualifications” button.

**Area of Specialization/Stream/Field of study/Subject\***

2. You have to specify your stream or branch of study or specialization area of your appropriate qualification. If not applicable, just type in “N/A”

**Name of Institution\***

3. You have to enter the name of the institution you have studied in.

**Period of Study from(Year)\***

4. You have to select the year you started the course, from the date picker provided.

**Period of Study to(Year)\***

5. You have to select the year you completed the course ,from the date picker provided.

**Course Duration Type\***

6. You have to specify the duration of the course whether it is part time, full time or Correspondence

**Course Certificate Type\***

7. You may have to specify the type of certificate you have received upon course completion. You can select a value from the dropdown menu.

**Percentage of marks\***

8. You have to enter percentage of marks received in numerals. Numeric value between 0 & 100 will only be accepted in this field.

**Self Declaration (whether meets the Eligibility Qualification requirements)\***

9. You may have to self certify that you meet the eligibility requirements of the post you are applying for.

After filling in the above mentioned fields, click on the Add Qualification button. To save the details you have entered, please click on the “**Save as Draft**” or “**Next**” Button.

To add more qualifications, click on the “**Add More Qualification**” Button.

The third section, you have to fill in the application form is “**Experience**”

**🌟 Add Experience**

<p><b>Complete Designation and Place of Posting*</b></p> <input style="width: 95%;" type="text" value="Complete Designation and Place of Posting"/>	<p><b>Reporting to Designation*</b></p> <input style="width: 95%;" type="text" value="Reporting to Designation"/>
<p><b>Name of Organisation*</b></p> <input style="width: 95%;" type="text" value="Name of Organisation"/>	<p><b>Self Declaration(Whether meets the eligibility qualification requirements)*</b></p> <input style="width: 95%;" type="text" value="select"/>
<p><b>Payscale(In INR Only)*</b></p> <input style="width: 95%;" type="text"/>	
<p><b>Period of Work from*</b></p> <input style="width: 95%;" type="text"/>	
<p><b>Period of Work to*</b></p> <input style="width: 95%;" type="text"/>	

(Add Experience form)

**Complete Designation & Place of Posting\***

1. You may have to enter your current/latest "Designation & Place of work."

**Name of Organisation\***

2. You have to enter the name of the organisation you are presently working with or have previously worked with.

**Pay scale (In INR Only)\***

3. You may have to enter your monthly salary in INR.

**Period of Work from\***

4. You may have to select the date in (dd/mm/yy) format, from which you started working at the organisation, using the date picker provided beside the field

**Period of Work to\***

5. You have to select the date till which you worked at the organization, using the date picker provided beside the field.

**Reporting to Designation\***

6. You have to enter the designation of the person you report to.

**Self Declaration\***

7. You can either select a Yes/No for this field. If your option is “Yes”, please explain the nature of duties you are involved, in the field given below in not more than 1200 characters

Click on “**Add experience**” button to save the details of this form. To add more experiences, Click on “**Add More Experience**”. By clicking on the “**Previous**” button, you will be directed to the previous form.

The final section of this application is the “**Other Details**” form.

- [Dashboard](#)
- [Applied](#)
- [Upcoming Vacancies](#)
- [Instructions](#)
- [Download UserManual](#)

Please attach a write-up, not exceeding 2500 characters(400 words), in support of your candidature for reference at the time of interview\*

Do you hold any lien in any other organization other than where currently working?\*

Select

Are you on deputation?\*

Select

7 (a) Whether any penalty / punishment awarded to the applicant during the last 10 years?\*

Select

7 (b) Whether any civil or criminal action or inquiry is going on against the applicant as far as his / her knowledge goes\*

Select

8. Year wise Audited Annual Turnover (ATO) of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised (e.g: 2014-15, 2015-16 and 2016-17 for a post advertised in calendar year 2018).

**NB: If Audited Annual Turnover (ATO) is in foreign currency, the exchange rate as on the date of uploading of vacancy (advertisement) on the KPE SB website may be used.**

Company in which candidate is currently serving* <input style="width: 95%;" type="text"/>	For the year* <div style="border: 1px solid #ccc; padding: 2px;">2016-2017</div>	Annual Turnover of the Company (in Rupees Crores)* <input style="width: 95%;" type="text"/>
Company in which candidate is currently serving* <input style="width: 95%;" type="text"/>	For the year* <div style="border: 1px solid #ccc; padding: 2px;">2016-2017</div>	Annual Turnover of the Company (in Rupees Crores)* <input style="width: 95%;" type="text"/>
Company in which candidate is currently serving* <input style="width: 95%;" type="text"/>	For the year* <div style="border: 1px solid #ccc; padding: 2px;">2016-2017</div>	Annual Turnover of the Company (in Rupees Crores)* <input style="width: 95%;" type="text"/>

(i) Please provide URL of company website & CIN (Corporate Identity Number) of company

(a) URL (Company Website Address)* <input style="width: 95%;" type="text"/>	(b) CIN (Corporate Identity Number)* <input style="width: 95%;" type="text"/>
--	--

(ii) The Annual report for last 3 years(URL or Enclosed)

(a) URL* <input style="width: 95%;" type="text"/> Report Uri	(b) Enclosed no file selected <span style="float: right; border: 1px solid #ccc; padding: 2px 5px; background-color: #007bff; color: white; cursor: pointer;">Browse</span>
---	--

(ii) I certify that I am:

(a) Working at Board level* <div style="border: 1px solid #ccc; padding: 2px;">Select</div>	(b) Holding a post at the level immediately below the Board* <div style="border: 1px solid #ccc; padding: 2px;">Select</div>
Name of your reporting officer* <input style="width: 95%;" type="text"/>	Designation of your reporting officer* <input style="width: 95%;" type="text"/>

(ii) I certify that I am:

The company i am working in is listed in stock exchange\*

Select

Photo* (Please upload your photograph in .jpg format with size not more than 50kb) no file selected <span style="float: right; border: 1px solid #ccc; padding: 2px 5px; background-color: #007bff; color: white; cursor: pointer;">Browse</span>	Signature* (Please upload your scanned signature in .jpg format with size not more than 25kb) no file selected <span style="float: right; border: 1px solid #ccc; padding: 2px 5px; background-color: #007bff; color: white; cursor: pointer;">Browse</span>
--	---

Self certified copies for proof of age & educational qualification,all certificates should be scanned as one file as continuing sheet (enclosed)\*  
(Ensure that the size of the pdf file is not more than 1MB)

no file selected

Browse

**Certificate**

I certify that the details furnished by me in this application wherever applicable are true to the best of my knowledge & belief. I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

**Declaration**

Vivin Francis      Father's Na

I certify that I have not been disqualified to act as a director under section 164 or any other relevant sections of the Indian Companies Act 2013

**Undertaking**

I hereby undertake to join the post, if selected. I understand that:  
 (a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any SPSE.  
 (b) further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any SPSE.



**Attach a write up not exceeding 2500 characters (400 words), in support of your candidature for your reference at the time of interview\***

1. You may have to add a write up regarding your Roles & responsibilities in support of your candidature not exceeding in more than 2500 characters.

**Do you hold in lien any other organization other than where currently working\***

2. You have to Select Yes/No from the dropdown menu. If “Yes” is your selection, then please specify the “Name of the Organization in which you hold a lien in” & “Date from which you hold a lien in the organisation”. Please select the date using the date picker provided

**Are you on Deputation\***

3. You may have to select a Yes/No from the dropdown menu. If “YES” is your selection, then you need to specify the “Name of your Parent Organization”, & “ Date from which you are on Deputation”. Please select the date using the date picker provided

**Whether any penalty or punishment, awarded to the applicant in the last 10 years\***

4. You may have to select a Yes/No from the dropdown menu. If “YES” is your selection, then please specify the following:
  - i. Punishment Type – select an option from the dropdown menu
  - ii. Details thereof Civil/Criminal
  - iii. Details there of Departmental Inquiry

**Whether any civil/criminal action or Inquiry is going on against the applicant as far as his/her knowledge goes\***

5. You may have to select a Yes/No from the dropdown menu. If “YES” is your selection, then please specify the following:
  - i. Inquiry Type – select an option from the dropdown menu
  - ii. Details thereof Civil/Criminal
  - iii. Details there of Departmental Inquiry

**Photo\***

6. You may have to upload your photo in jpg,png format not exceeding more than 50kb

**Self certified copies for proof of age & educational qualification(enclosed)\***

7. You need to upload a pdf file containing your age proof & all educational certificates; size should be below 1 Mb. Should upload all supporting documents as a single file.

**Signature\***

8. Please upload your scanned signature in jpg format with a size not more than 25 kb

Click on the checkboxes of certificate & undertaking sections, to confirm your willingness.

The above form is same for the following 3 categories of Employment:

- i. CPSE
- ii. Central Govt Officer
- iii. SPSE

There are few additional fields in case of “Private” company registration as shown in the screenshot below

8. Year wise Audited Annual Turnover (ATO) of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised (e.g: 2014-15, 2015-16 and 2016-17 for a post advertised in calendar year 2018).

Company in which candidate is currently serving*	For the year*	Annual Turnover of the Company (in Rupees Crores)*
<input type="text"/>	2016-2017	<input type="text"/>
Company in which candidate is currently serving*	For the year*	Annual Turnover of the Company (in Rupees Crores)*
<input type="text"/>	2016-2017	<input type="text"/>
Company in which candidate is currently serving*	For the year*	Annual Turnover of the Company (in Rupees Crores)*
<input type="text"/>	2016-2017	<input type="text"/>

(i) Please provide URL of company website & CIN (Corporate Identity Number) of company

(a) URL (Company Website Address)\*

(b) CIN (Corporate Identity Number)\*

(ii) The Annual report for last 3 years(URL or Enclosed)

(a) URL\*

(b) Enclosed

(ii) I certify that I am:

(a) Working at Board level\*

(b) Holding a post at the level immediately below the Board\*

(a) Working at Board level\*

(b) Holding a post at the level immediately below the Board\*

Name of your reporting officer\*

Designation of your reporting officer\*

(ii) I certify that I am:

The company I am working in is listed in stock exchange\*

Photo\* (Please upload your photograph in .jpg format with size not more than 50kb)

Signature\* (Please upload your scanned signature in .jpg format with size not more than 25kb)

Self certified copies for proof of age & educational qualification (enclosed)\* (Ensure that the size of the pdf file is not more than 1MB)

**Certificate**

I certify that the details furnished by me in this application wherever applicable are true to the best of my knowledge & belief. I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

**Declaration**

I certify that I have not been disqualified to act as a director under section 164 or any other relevant sections of the Indian Companies Act 2013

(Private company Registration Additional fields in the form)

**Yearwise Audited Annual Turnover (ATO) of the company in which currently working for 3 financial years preceding the calendar year in which the post was applied\***

- i. Company in which candidate is currently working - You have to enter the name of the company you are currently working in.
- ii. For the year – You have to enter the year in which you were a part of the company
- iii. Annual Turnover(In crores)- Enter the annual income in Crores for the last 3 years

**Please provide URL of company website & CIN(Corporate Identity Number)of company\***

- iv. You have to enter the URL of your company website & a CIN number which is alphanumeric in format

**Annual Report for last 3 years(URL or Enclosed)\***

- v. You may have to enter the URL of the company or the Pdf file of the annual report of the company

**I certify that I am\***

- vi. **Working at board level** – Select an option Yes/No from the drop down menu. If “Yes” is your option, then enter your Direct Identification Number (DIN).
- vii. **Holding a level Immediately below the board** - Select Yes/No from the dropdown menu
- viii. **Name & Designation of your reporting officer** - You may have to enter the name & designation of your reporting officer.
- ix. **The company I am working for is listed in Stock Exchange**- Select Yes/No from the dropdown menu. If you have selected “Yes”, then please specify the “Stock Exchange Name & Stock Exchange URL” respectively in the underlying fields.
- x. Attach copies of your photos & Id Proofs

**Certificate\***

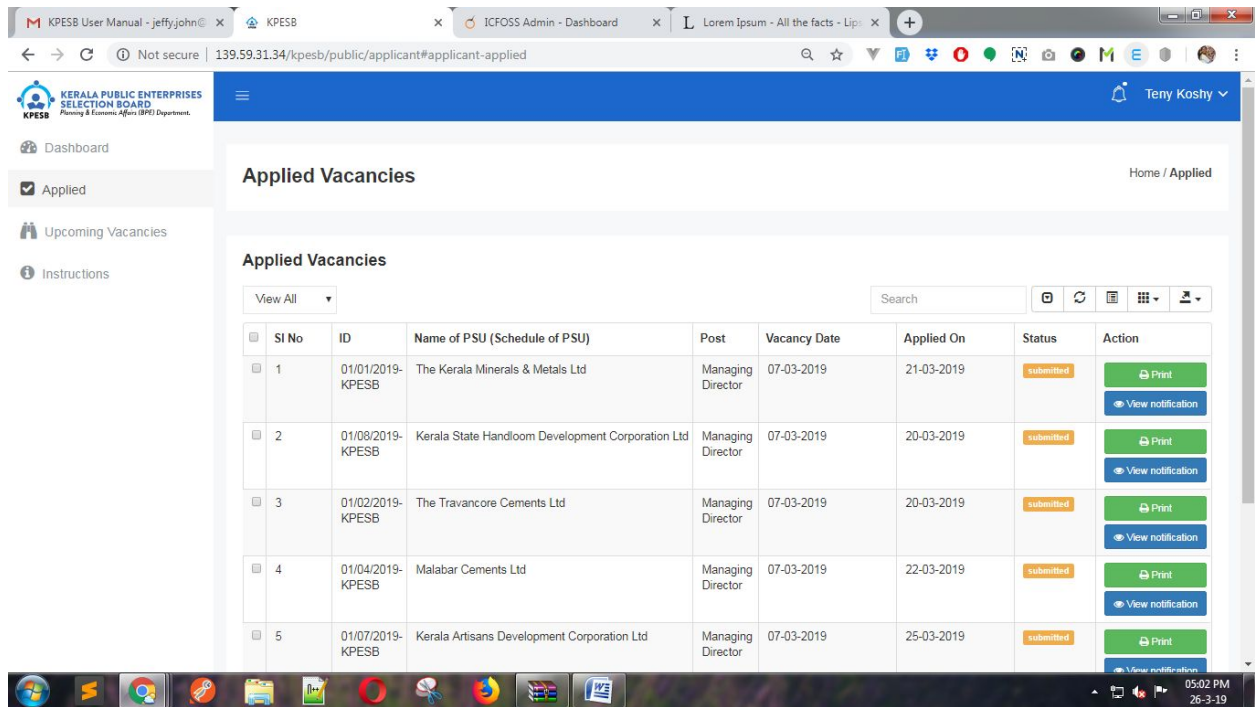
In the Declaration field, Enter your Father’s name & Tick all the checkboxes in support of your acceptance.

After filling in all the fields, You can have a “**Preview**” of your application before submitting it. You can also Save it as draft by clicking on the “**Save as Draft**” button. Or else You can submit the application by clicking on the “**Submit**” button.

After an application is submitted, The submitted application can be viewed under the “Applied “ submenu of the dashboard.

**Applicant – Applied:**

On successfully applying for a post, you will be able to see all the vacancies you have applied for, Applied date, status of the application etc as shown in the screenshot below.



(Applied dashboard page)

On clicking the “Print” button, you will be able to see all the details ,you have entered in the application form on a new tab. The “View Notification” button shows the Job description of the post applied for & it will be downloaded as pdf on clicking the button.

### Upcoming Vacancies: \*Currently this feature is unavailable\*

You will be able to view a list of all upcoming vacancies

### Instructions:

Instructions to the Applicant about how to apply & other features relating to it can be seen here.

### My Profile:

You will be able to see your personal details like Name, E-mail id, Date of Birth, Address & Phone Number. Phone Number, Name & Address can be edited & updated.

### Notifications:

We have a notification icon (Bell icon) on the top right corner of the applicant dashboard. Here the applicant will be able to see the following notifications:

- There are X vacancies nearing the application submission end date. On clicking the link, user will be directed to the dashboard.
- The application submission date for the post of post name, PSU name will be closed by today/tomorrow. On clicking the link, the user will be directed to the dashboard.
- A new vacancy is published for the post of postname, PSU name. On clicking the link, the user will be directed to the dashboard.
- An interview call letter is sent to you, please check email. For any queries, please contact us. On clicking the link, the user will be directed to vacancy page, till the vacancy is over
- A new recommendation is published for PSU NAME, POST. On clicking the link, the user will be directed to the public recommendations page

**Note:** If any candidate fails to fill up any column or finds any False statement in his/her application, the same will be rejected as incomplete.