Online Job Application System for Government of Gujarat

Those who are looking for the jobs in Gujarat State government or thinking of making careers along with the various Gujarat Government departments, they can now apply through Online Job Application System. The vision of this online system is to devise an Information and Communication Technology (ICT) enabled system which expedites the process of candidate selection for government job with speed and transparency.

IN Govt. of Gujarat, there are two bodies which do the recruitment process starting from accepting application forms to conducting exam and personal interview for finalizing the selection list. Gujarat Public Service Commission (GPSC) basically does the work related to selection of Class I and II officers while Gujarat Subordinate Staff Selection Board (GSSSB) does the work related to Class III selection. Rules and recruitment process is same for both the agencies. In a year, GPSC does the recruitment of 1000-1500 officers on an average while GSSSB execute the selection of approx. 5000-6000 vacancies.

In 2012, retirement is expected in large number in all categories. Right now, GPSC and GSSSB has very high work load of 5000+ vacancies each. In addition, individual departments and government undertakings are also doing recruitment separately.

Objective of OJAS

OJAS is designed to provide the functionalities with following objectives.

- System should provide the complete solution to the government for speedy and transparent recruitment process.
- System minimizes the manual work at the office as well as provides easy environment to the applicants to apply online.
- System should have sufficient security to the data generated and reduce the legal actions from applicants.

Main Features of OJAS

OJAS offers end-to-end candidate selection process using ICT. The system offers online selection of advertisement, application filing, application print, call letter printing when released etc. to the candidates on internet on 24x7. From OJAS, managers of GPSC/GSSSB get day to day progress of applications for future exam and interview planning. Utility reports with necessary communication letters are the crucial factor for speedy work disposal. The system

OJAS Interface

has full back-office operation duly digitized with secured login authentication and finger print verification for each process. The system has also features like edit application, make online payment and upload one's picture where needed. Jobseekers can also keep track of the positions they have applied for.

OJAS (http://ojas.guj.nic.in) available on internet provides

- Online advertisement announcement (currently open and forthcoming)
- Online Application
- Photo and Signature upload
- Confirmation of an application
- SMS intimation of confirmation of an application
- Printing of an application form

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(Barcoded print with photo and sign)

- Call letter for written exam (Barcoded print with photo)
- Instructions for vacancy, application and exam
- Availability of Payment Gateway for fees payment
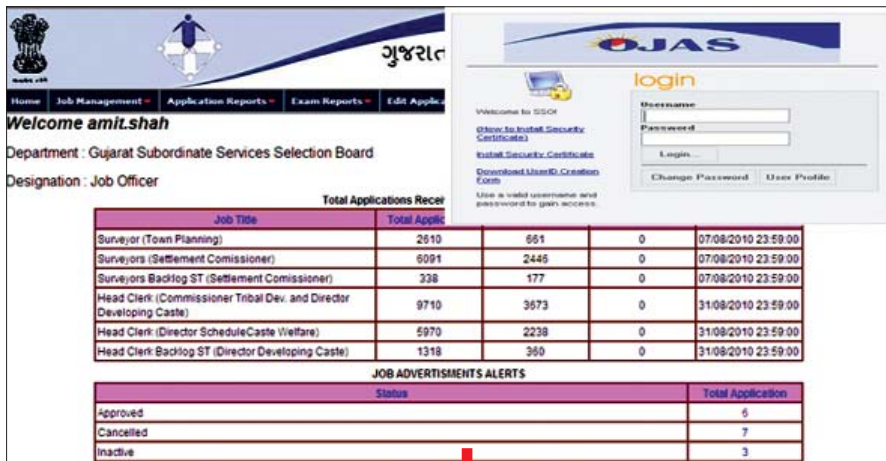
OJAS Admin

(http://ojasadmin.guj.nic.in) available on intranet provides

- Create Advertisement
  - Define age limit, exam centers, payment details etc. for each advertisement. These are all parameters driven selection options. No. of vacancies, its recruitment caste and age criteria, required education qualifications etc.
  - OJAS Admin has the facility to include different departments easily for their requirements with minor addition.
- Schedule Advertisement i.e. when to start and when to end on internet and if required extension of deadlines.
- MIS reports and queries for exam planning i.e. center wise no. of applications, caste wise and gender wise no. of applications
- Special restricted application update facility
- Different reports for application scrutiny process
- Application Rejection with reason
- Exam day reports i.e. Attendance sheets, invigilators report, IPO payment report, Exam place notice board report etc.
- Automated process of Roll No. generation and allotment of exam place and block no (seating room).
- Bulk SMS alert for call letter release and exam date intimation
- Attendance management using bar code reader

Benefits from the System

The important benefits of the system can be concluded as below:

- The Application forms available 24x7 and in bi-lingual format.

OJAS User Administration Interface

- Simplified forms with no paper work and elimination of application form sale
- Intimation through SMS of acceptance of application form, call letter intimation etc.
- Saves time at each stage and ensures Accuracy and Transparency
- Saves expenditure incurred by the applicant and recruiting agency by eliminating the sale of application forms
- Restricts applications by enforcing Validation Rules.
- Minimizes management issues like keeping 2-3 lacs of applications with their enclosures, data entry of forms, planning exams and preparing results etc.
- An Eco-Friendly system due to less consumption of papers
- This will result in time saving by at least Six months.

Future Scope of OJAS

- Online Indenting of Vacancies by the Departments
- Availability of pending vacancies and its MIS
- Candidate's authentication by Finger Print Verification (By way of Bio- Metric System)
- Online submission of selected and wait list candidates
- Back-office process system for finalizing candidates

The Online Job Application System of Gujarat is a comprehensive system which is designed to provide better and speedy employment opportunity to the educated youths of the state. This unique system implemented in Gujarat is hoped to bring new trend in applying government jobs in the coming future and empower the government with the best human resources.

For further information

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