# The Institute of Chartered Accountants of Nepal (ICAN) JOB PORTAL

User Manual – Job Provider



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# 1. Profile

#### 1.1. Register

In the address bar of the browser, enter the link (<u>https://jobportal.ican.org.np/user/login</u>) of the user login portal. A login screen will appear as shown below.

S. C. C.	
लेपाल चार्ट THE INSTITUTE OF	र्ड एकाउन्टेन्ट्स संस्था CHARTERED ACCOUNTANTS OF NEPAL
(Established under Welcome to 10	the Nepal Chartered Accountants Act, 1997)
Email	
john@example.com	
Password	Forgot Password?
	©
	Sign in

1. Click **Register Now**. A new form will appear as displayed below.

gister as * Job Seeker Employ	er <b>2</b>	Tan:	
Personal Details			
First Name *	Middle Name	Last Name *	
Enter First Name	Enter Middle Name	Enter Last Name	
Membership no./Reg no.*	Code	Phone *	
Ca-00/ FN012	Nepal (+977)	Enter Phone number	
Create Your Credentials			
Email *	Password *	Retype Password *	
Enter Email			⊚
	Must be 6 characters or longer. At le one number or symbol (like !@#\$%)	ast	

2. Click **Employer**. A new form will appear as shown below.

Job Seeker	Employer		
Personal Deta	ails		
Organization Nar	me *		
Enter organiza	tion name		
PAN Number *		Code	Phone *
Enter PAN Nur	nber	Nepal (+977)	Enter Phone number
Create Your C	redentials		
Email *		Password *	Retype Password *
Enter Email			
		Must be 6 characters or longer. At least	
		one number or symbol (like !@#\$%)	

3. Enter all the required fields and click **Register Now** button to complete the process and create a new account.

Note: Job providers can login to the system only after the admin approves the account first.

#### 1.2. Login

नेपाल टार्ट <u>THE INSTITUTE OF C</u> (Established under th Welcome to IC	े एकाउन्टेन्ट्स संस्था HARTERED ACCOUNTANTS OF NEPAL Re Nepal Chartered Accountants Act, 1997)
Email 1	
Password 2	Forgot Password?
	۲
s	ign in 3

- 1. Enter **Email**.
- 2. Enter **Password**.
- 3. Click **Sign In** button to login. An error message will be displayed if the login credentials are incorrect as shown below.

नेपाल चार्टर्ड	एकाउन्टेन्ट्स संस्था
(Established under the	Nepal Chartered Accountants Act, 1997)
Welcome to ICA	AN Job Portal! 🤞
These credentials d records.	o not match our 🛛 🗙
Email	
superadmin@pndc.com	
Password	Forgot Password?
	0

4. After login is successful, the user will be redirected to the dashboard.



# 1.3. Change Password

नेपाल पार्ट्ड एकाउन्टेन्ट्रस संस्था THE INSTITUTE OF GUARTIBLED ACCOUNTANTS OF HETAL (Established under the Nepal Chartered Accountants Art, 1997)	Q Search by Job Title	1 🔶 Bikesh 🦓
		Dashboard
		A Profile
		🗇 Create Job
		of Change Password
Bikesh		U Logout
Employer		
Dashboard Create Job	Job Seekers Export	2
은 Personal Details	f Active Jobs	
ID Number: 1641445193	The list of jobs that you have posted and currently active.	
PAN Number:	Apply Before 5 months from now	Apply Before 3 weeks from now
PAN Number: Company Name: Peacenepal Dot Com	Apply Before 5 months from now Software Engineer (1) Resences and Dat Com	Apply Before 3 weeks from now Counselor (1) Reseases Dat Com
PAN Number: Company Name: Peacenepal Dot Com Primary Phone: 98765876543	Apply Before 5 months from now Software Engineer (1) Peacenepal Dot Com	Apply Before 3 weeks from now Counselor (1) Peacenepal Dot Com

- 1. Click the profile image of the user located at the top right corner of the screen.
- 2. Click Change Password. A form will appear in pop up as shown below.

Current Password 3	
New Password 4	
	۲
Confirm Password 5	
	۲
	7 6
	Close Change Password

- 3. Enter the **Current Password**.
- 4. Enter **New Password**.
- 5. Enter Confirm Password.

6. Click **Change Password** button to complete the process. An error message will be displayed if the confirmation password does not match with the new password as shown below.

Change Password	
Current Password	
New Password	
	0
Confirm Password	
	0
The password confirm	mation and new password must match.
	Close Change Password

7. Click **Close** button to cancel the process.

4.	Edit Pr	ofile				
		नेपाला पार्टर एका THE INSTITUTE OF CHARTERED (Catabilished under the Nepal Cha	उन्टेन्ट्रस संस्था ACCOUNT ANTS OF NEPAL ferred Accountantis Act, 1997)	Q Search by Job Title		Bikesh
C.						Dashboard
						옷 Profile
						🛱 Create Job
						of Change Password
a	4 0 C C.	Bikesh Employer				ტ Logout
		Dashboard Create Job	Job Seekers Export	t.	1	Edit Profile
<u>ې م</u>	Personal Detail	s	ff Active Job	s		

1. Click **Profile** or **Edit Profile** button. A form will appear as shown below.

THE INSTITUTE OF CHARTBERD ACCOUNT AND GO NETAL (Established ander the Nepal Chartored Accountants Act, 1997)	Q Search by Job Title Bikesh
Bikesh	
Employer	
Dashboard Create Job	Job Seekers Export Edit Profile
Organization's Detail	Description
Organization Name	
Peacenepal Dot Com	B I S I <sub>x</sub>   I ∷ : □ : □ : □ : □ : □ : □ : □ : □ : □ :
PAN Number	Peace Nenal DOT Com is a leading IT company based in Nenal. It is an IT company with biobly gualified and dedicated learn members always
	committed for providing state of art and quality output and delivering it on the time committed for.
Country	With the advent of the globalization, it is necessity that the company goes global for finding the potential customers. The success of the company depends on the demand from the customers globally and not how much more it sells than the competitors; we can help the company; business expand
Nepal	and go global with every possible expertise we have. To make the business successful in reaching global customers, we will provide the solutions with vary techniques and consultation by the group of our IT professionals.
State	
bagmati	
	Save
Kathmandu	
	Derofile Photo
City	
Ref 1	Upload Reset
Website	Allowed file types: png. jpg. jpeg.
Employee size	Cover Photo
10-100	
Mobile Number	Allowed file types png. jpg.
98765876543	
Secondary Number	
123456789	
Contact Person	
First Name *	
Bikesh	
Middle Name	
Last Name *	
Serie manufil	

2. Edit all the necessary information and click **Save** button to save the changes.

## 1.5. Logout

तेपाल दार्टिङ एकाउन्टेन्ट्रस संस्था THE INSTITUTE OF CHARTBRED ACCOUNTANTS OF NEPAL (Kaablinded under the Nepal Chartred Accountants Art, 1997)	Q Search by Job Title	Bikesh
		Dashboard
		A Profile
		🗇 Create Job
		d <sup>e</sup> Change Password
Bikesh Employer		் Logout
Dashboard	Create Job Job Seekers Export	Edit Profile
A Personal Details	Active Jobs	1
	The list of jobs that you have posted and currently active.	

- 1. Click **Logout** button to sign out the account and exit the system.
- 1.1. Forgot Password

मियाल या <u>THE INSTITUTE</u> (Established und	ਟਿੱਡ ਪੁਰਸ3ਰਟੋਰਟ੍ਰਦਾ ਦਾਂਦਪਾ OF CHARTERED ACCOUNTANTS OF NEPAL er the Nepal Chartered Accountants Act, 1997)
Email	
john@example.co	m
Password	Forgot Password?
	•
	Sign in

1. Click **Forgot Password**. A form will appear as shown below.

	E INSTITUTE OF CHARTEREI stablished under the Nepal Ch	D ACCOUNTANTS OF N artered Accountants Act,	EPAL 1997)
Forgot P	assword? 🔒		
Enter your ( generated (	email and we'll send bassword.	d you a new	
Email	K <sup>2</sup>		
john@exa	ample.com		
	Reset passwo	ord	
1	/ Back to loo	ain 🚽	

- 2. Enter a valid/registered Email Address.
- 3. Click **Reset Password** button to proceed to send request to change the password. An error message will be displayed if the entered email is invalid as shown below.

Forgot Password? 🔒	us Act, 1997)
① Please enter your valid email.	×
Enter your email and we'll send you a new generated password. Email	
john@example.com	
john@example.com Reset password	

If the email address is valid user will receive a new password in an email which they can login with later.

4. Click **Back to Login** button to cancel the process and go back to the previous page.



1. Click **Create Job**. A form will appear as shown below.

ob Details						
tle *		Select Industry Type *		Select Job Category *	Number of vacancy *	
		Select Industry Type		Select Category		
ocation *		Published Date *		Expired Date *	Select level	
		ddуууу:		ddyyyy:	Select level	
alary						
ob Requirement						
elect Qualification		Select Experience *		Select Tags		
Select Qualification		Select Experience		Select tags		
bb Description * × ℃ @ @ @ [4 → ) ¶ B I S   T <sub>4</sub>   2: 2:   4: 4	5•   500 erg   <b>10</b> (E   55   Styles	⊑ ☶ ☴ Ω   55   ⊕ S -   Format -   ?	ource			
ob Description ● × ℃ ⓑ @ @ @ \$ ← → B I S   T <sub>k</sub>   ﷺ ∷   4 ↔	5-   680 mg   <b>阿</b> 提   99   Styles	Σ ⊞ ≣ Ω   St   @ S -   Format -   ?	ource			
ob Description * ※ 6 @ 균 @ 속 수 목 B I 5 I 도   2 :::   4 : 4 tin10 words & Marc 1000 words	5- 100 명   <b>미</b> 전 199   Styles	E	ource			
ob Description •	5-   m 可   P 崔   99   Styles	E ⊞ ≣ Ω   X   @ S	ource			
ob Description * X	5- 回 可 严 崔 19   Styles	E E E Ω   X   @ S -   Format -   ?				
bb Description *           X         6         교         4         4           B         I         5         I_x         12         12         14           B         I         5         I_x         12         14         4           In10 words & Max 1000 words         5         5         5         1	5- 回 町 門 崔 19 Styles 5- 回 町 門 准 19 Styles	$\begin{tabular}{ c c c c c } \hline \blacksquare & \blacksquare & \blacksquare & \square &$	ource			
b Description * ※ 6 월 월 속 수 명 B I S I , 1 프 프 4 4 into words & Max 1000 words ob Specification ※ 6 월 월 속 수 명 B I S I , 1 프 프 4 4	5- 100 町   Pi 復 139   Styles 5- 100 町   Pi 復 139   Styles	$\begin{tabular}{ c c c c c } \hline \blacksquare & \blacksquare & \square &$	purce			
b) Description *           ※ 6) 응 관 응 속 수 1 %           B I 5 I I %   2: :::   ④ +           itn10 words & Max 1000 words           b) Specification           ※ 6) 응 관 응 1 %   2: :::   ④ +           B I 5 I I %   2: :::   ④ +	5-   四 型   P 茶   19   Syles 5-   四 型   P 茶   10 型   P	$\begin{tabular}{ c c c c } \hline \Box & \blacksquare & \blacksquare & \Omega &   \ S &   \ \Box & S \\ \hline & &   & \mbox{Format} & & &   \ \ ? \\ \hline \hline & & \blacksquare & \blacksquare & \Omega &   \ S &   \ \Box & S \\ \hline & & & \hline \hline \hline \\ \hline \hline \hline \hline$	nurce			
b Description *         ×       0:<	5- 100 型  P 在 199   Styles 5- 100 型  P 在 199   Styles	$\begin{tabular}{ c c c c } \hline \blacksquare & \blacksquare & \blacksquare & \square & \clubsuit & \blacksquare & \blacksquare$	ource			
b Description •         X       0       (a)       (b)       (c)	5-   100 可    P 注   19   Styles 5-   100 可   P 崔   19   Styles	E	ource			
bob Description *         X       Image:	5- 100 可   P 注 199   Styles 5- 100 可   P 夜 199   Styles	E	ource			

2. Enter all the required fields and click **Post Job** button to create a new job.

**Note:** After a job is posted, it will require admin approval first in order to be displayed as open vacancy.

## 2.1. Edit Job

नेपाल साउँउ एकाउन्टेन्ट्स संस्था <u>संसक्षात्रात् व GAN Table ACCOUNTANTS of PARA</u> Disabilised water to Yugid Charined Accountion Ma, 1977	Q Search by Job Title	Bikesh 🦄
Bikesh Employer Dashboard Create Job	Job Seekers Export	Edit Profile
은 Personal Details	The list of jobs that you have posted and currently active.	
PAN Number: Company Name: Peacenepal Dot Com Primary Phone: 98765876543 Secondary Phone: 123456789 Country: Nepal	Apply Before 5 months from new Software Engineer (1) Peacenepal Dot Com	Apply Before 3 weeks from now Counselor (1) Peacenepal Dot Com Applicants

1. Click on the title of the job. A detail view of the job will appear as shown below.

Basic Job Information	Views Count : 136   Apply Before 5 months from now	18)	Peacenepal Dot Com	
Industry Type	Banking and Financial Institutions		View Details	
Job Category	Computer application			
Job Level	Entry Level			
No. of Vacancy/s	Soluta lorem sed vel			
Education Level	["java"]			
Job Location	Totam voluptatem cor			
Deadline	26 Oct 2022			
Professional Skill Required	PHP			
lob Description				
ob is fully remote and requires windo <b>Vlease Note:</b> This is a full time job (8 hrs per day) thi • Monday-Friday, from 145 PM to 94 vary +1 hour during daylight savin Nob Specification Requirements:	ws ID PC computer, a reliable internet connection. It requires working in the following hours (Kathmandu time): 5 PM (or at least 5 hours availability during that time, from 145PM till 6:45PM; time might g time) (Kathmandu time)			
You need to have practice (independent of a contraction of a creating your code)	ndently read and understand the code, find answers in documentation/internet, modify			
<ul> <li>JAVA</li> <li>Knowledge of WEB apps and micro</li> <li>Ablity to use IDE Tools (for example)</li> <li>Ablity to debug applications</li> <li>Vilce to have:</li> <li>nondejs</li> <li>angular/react.</li> <li>spring (poing boot)</li> <li>Understanding DB schema (relation)</li> </ul>	oservices architecture e: NetBeans, Intelij) inal databases)			

2. Click **Edit** button to proceed to edit the job. A form containing existing information of the job will open as displayed in the image below.

lob Details			
itle *			
	Select Industry Type *	Select Job Category *	Number of vacancy *
Software Engineer	Banking and Financial Institutions $\sim$	Computer application 🗸	Soluta lorem sed vel
ocation *	Published Date*	Expired Date *	Select level
Totam voluptatem cor	28-Mar-2003 02:28 AM	26-Oct-2022 03:47 AM	Entry Level ~
alary			
Et repudiandae et qu			
ob Requirement			
elect Qualification	Select Experience*	Select Tags	
Select Qualification $\lor$	1-6 month Intern V	PHP ×	
B I 5 I I <sub>x</sub> I = := := := : I > Style	ts -   Format -   ?	any is mulding IT sensings for Europage and US sustamore	
B I S Iz, a provide the second	seeking for strong developers to support the team. The comp nputer, a reliable internet connection. wring in the following hours (Kathmandu trns): at least 5 hours availability during that time, from 1 45PM till de an exact 5 hours availability during that time, from 1 45PM till de an exact 5 hours availability during that time, from 1 45PM till de an exact 5 hours availability during that time, from 1 45PM till de an exact 5 hours availability during that time, from 1 45PM till de an exact 5 hours availability during that time, from 1 45PM till de an exact 5 hours availability during that time, from 1 45PM till de an exact 5 hours availability during that time, from 1 45PM till de an exact 5 hours availability during that time, from 1 45PM till de an exact 5 hours availability during that time, from 1 45PM till de an exact 5 hours availability during that time, from 1 45PM till de an exact 5 hours availability during that time, from 1 45PM till de an exact 5 hours availability during that time, from 1 45PM till de an exact 5 hours availability during that time, from 1 45PM till de an exact 5 hours availability during that time, from 1 45PM till de an exact 5 hours availability during that time, from 1 45PM till de an exact 5 hours availability during that time, from 1 45PM till de an exact 5 hours availability during that time, from 1 45PM till de an exact 5 hours availability during that time, from 1 45PM till de an exact 5 hours availability during that time, from 1 45PM till de an exact 5 hours availability during that time 5 hours availability during that	any is providing IT services for European and US customers 45PM; time might vary +-1 hour during daylight saving time)	(Kathmandu tme)
B         I         S         T <sub>n</sub> It         Style           For our customer, a large Polish IT company, we are Job is fully remote and requires Windows 10 PC con Please Note:         Please Note:         This is a full time job (it hirs per day) that requires we • Monday-Friday, from 1:45 PM to 0:45 PM (or	es • Format • ? seeking for strong developers to support the team. The comp nputer, a reliable internet connection. srking in the following hours (Kathmandu tme): at least 5 hours availability during that time, itom 1.45PM till 6	any is providing IT services for European and US customers 45PM: time might vary +-1 hour during daylight saving time)	(Kathmandu Eme)
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B     I     S     I_a     III     IIII     IIIII     Style       For our customer, a large Polish IT company, we are Job is fully remote and requires Windows 10 PC or Please Note:     This is a full time job (it has per day) that requires we • Monday-Friday, tom 1:45 PM to 0:45 PM (or ited) words & Max 1000 words       thrid0 words & Max 1000 words       Ob Specification       X     Iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii	Format ?      seeking for strong developers to support the team. The component of the team is the component of the team is the set of team is	any is providing IT services for European and US customers 45PM: time might vary +-1 hour during daylight saving time)	(Kathmandu Eme)
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$\begin{array}{c c c c c c c c c c c c c c c c c c c $	$s_{2}$ - Format - ? seeking for strong developers to support the team. The comp imputer, a reliable intermet connection. while in the following hours (Kathmandu Irms): at least 5 hours availability during that time, from 1.45PM till d $m$   $m \equiv m \equiv \Omega$ , $S_{2}$   $m$ Source   $s_{2}$ - Format - ? at and understand the code, find answers in documentation in architecture ns, Intring)	any is providing IT services for European and US customers 45PM, time might vary +-1 hour during daylight saving time) ernet, modify existing code, creating your code).	(Kathmandu time)
B I S I, a product of the set of	$s_{1}$ - Format - ? s seeking for strong developers to support the team. The comp product, a reliable intermet connection. whing in the following hours (Kathmandu trms): at least 5 hours availability during that time, from 1.45PM till d $m$ $m \equiv \Omega$ , $S_{2}$ $m$ $Source  $ $s_{2}$ - Format - ? at and understand the code, find answers in documentation/in architecture. $s_{2}$ (mathing):	any is providing IT services for European and US customers 45PM; time might vary +-1 heur during daylight saving time) ernet, modify existing code, creating your code).	(Gathmandu Emo)
B I S Iz, Iz III III III III III III III III	29 Format ? seeking for strong developers to support the team. The component of reliable intermet connection.           vision         are intermet connection.           vision         intermet connection.	any is providing IT services for European and US customers 45PM; time might vary +-1 hour during daylight saving time)	(Kathmandu tme)

3. Edit all the information as required and click **Update** button to save the changes.

# 3. Applicants/Job Seekers

### 3.1. View Applicant Profile

तिराल हार्ट्ड एकाउन्टेक्ट्स संस्था <u>THE INSTITUTE OF GHAAT GREED ACCOUNT ANTS OF NETAL</u> (Established under the Nepal Chartered Accountants Act, 1997)	Q Search by Job Title	Bikesh j
Bikesh Employer Dashboard Create Job	Job Seekers Export	Edit Profile
Personal Details      ID Number: 1641445193 PAN Number: Company Name: Peacenepal Dot Com Primary Phone: 98765876543 Secondary Phone: 123456789	Active Jobs The list of jobs that you have posted and currently active.     Apply Before 5 months from now     Software Engineer (1)     Peacenepal Dot Com     Applicants	Apply Before 3 weeks from now Counselor (1) Peacenepal Dot Com Applicants

1. Click Job Seekers. A new page will open displaying the list of applicants.

APPLICANT DE	TAILS	WORK EXPERIENCE	QUALIFICATION	
A Full Name S Contact E Email ⊙ Address A Gender ♡ Marital Statu Profile Complete	Suresh Tamang 9849501483 suresh@pndc.com ktm Male s Married 20 %	peace	School Level Bachelor Level School Level	View Profile
A Full Name ♀ Contact ⊠ Email ⊙ Address A Gender	bikesh sth 123456789 bikesh.shrestha+22@peacenepal.com kathmandu Male	ld voluptatem (psam	School Level	View Profile

2. Click **View Profile** button. The detail page of the applicant will be displayed as follows.

े नेपाल धार्टि एन)उन्हेन्ट्र से संस्था THE INSTITUTE OF GAAR THE D ACCOUNTANTS OF NETAL (Enablished under die Vagel Charlierd Accountants Arts 1997)	Q Search by Job Title	Bikesh
Suresh Tama	ang	
A Basic Info Name: Suresh Tamang Email: suresh@pndc.com	Contact: 9849501483 Linked In: https://www.linkedin.com/	은, Other Applicants TEST Rajan Shrestha 9841800901

#### Note:

- a. In applicants listing page, the profile detail of the jobseekers can be viewed if the jobseekers have made their profile publicly accessible.
- b. If applicants have applied for a job, the job providers can automatically view their profile regardless of if the applicants have made their profile public or not.

## 4. Export Jobs

THE INSTITUTE OF CHARTBOARD CACCONTAINTS OF ANAL TRANSFIRME OF CHARTBOARD ACCONTAINTS OF ANAL (Chardbilded under the Nepel Chartered Accounting And, 1997)	Q Search by Job Title	Bikesh
Bikesh Employer		
Bikesh Employer Dashboard Create Job	Job Seekers Export	Edit Profile
Bikesh Employer Dashboard Create Job	Job Seekers Export 1	Edit Profile

1. Click the **Export** button to export the information of the jobs that includes the detail of applicants.

#### Note:

- a. **"Active Jobs"** means the list of jobs currently available which is visible to the jobseekers.
- b. "Pending Jobs" means the list of jobs that are waiting admin approval to be published.
- c. "**Expired Jobs**" means the list of jobs that have already crossed the apply deadline and are not visible to the jobseekers.