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1. INTRODUCTION

This user guide explains how applicants can apply for vacancies through the FFC Career Portal. It will also help to create applicant's profile and submission of the application.

E-Recruitment website has been designed to be as user-friendly and self-explanatory as possible. It's easy and fast to use it in order to submit an application.

2. ACCESS TO E-RECRUITMENT

FFC e-Recruitment system can be accessed at:

<http://careers.ffc.com.pk/>

3. HELP AND ASSISTANCE

If you require any help or have specific questions regarding the online application process please contact the FFC e-Recruitment Team at careers@ffc.com.pk

4. VIEWING VACANCIES

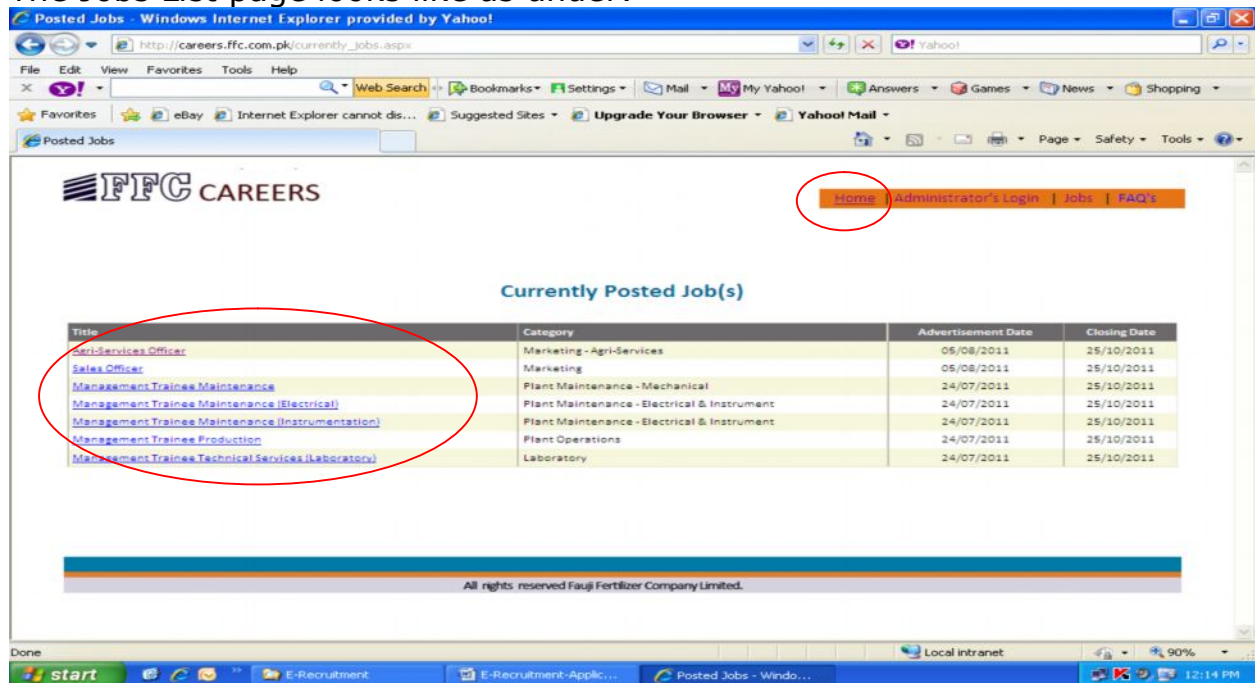
When the Applicant accesses the FFC Career Portal, following Home page appears:



By clicking on **Jobs** links enclosed in red circles, the applicant can view all the current posted jobs. If there is no advertised job, the screen appears with the phrase:

“Currently no jobs are posted”

The Jobs List page looks like as under:



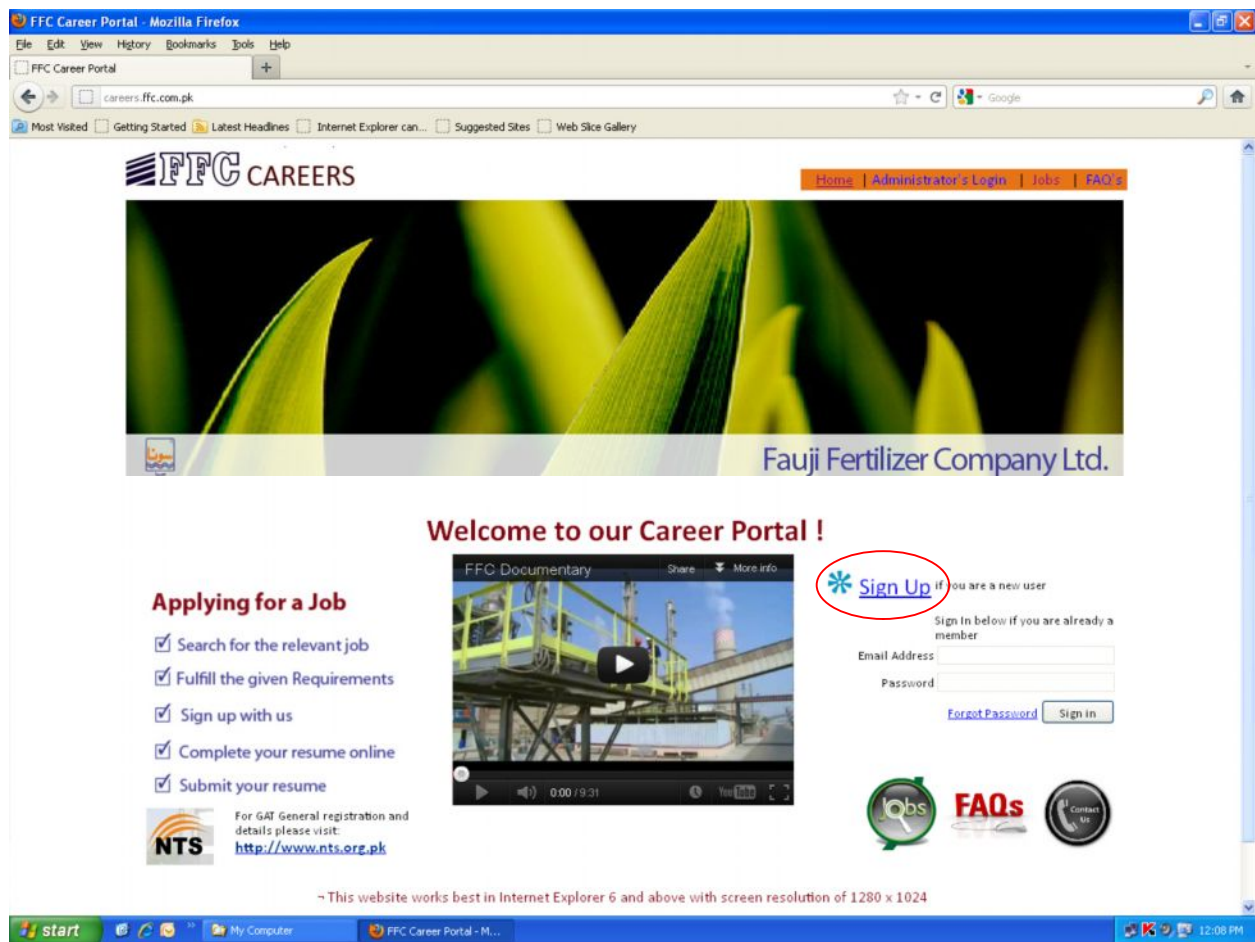
Clicking on the job title will take to the job description where one can find further details of the position.

Please be aware that the application must be **completed and submitted before the Closing Date**. If anyone misses the deadline, the system will prevent him from submitting the application.


If someone wants to apply, click on **Home** Link, on the top of the page, it will display the Portal Home Page.

5. GET REGISTERED

Registration is must to apply. On portal main page, click the link **Sign Up**, if you are a new user.



A form appears as under. Complete the information on **Sign Up** page and click on Sign Up button. (Note: Be sure to include a valid e-mail address)



The image shows a 'Sign up' form with a light gray background and a blue border. At the top, the title 'Sign up' is centered. Below it, the label 'Complete Name' is followed by a white text input field. Underneath the field, the text 'As it appears on your CNIC and Matric Certificate' is displayed. The next section is labeled 'Email Address:' followed by another white text input field. Below this field, the text '(Email Address will be used as your Login Id)' is shown. The third section is labeled 'Password:' followed by a white text input field. The fourth section is labeled 'Confirm Password:' followed by a white text input field. At the bottom of the form, there are two buttons: 'Sign up' and 'Cancel'. The 'Sign up' button is highlighted with a red oval.

Note: A confirmation of Applicant registration will be sent to the e-mail that has been provided by him while signing up.

The Career Portal will use this e-mail to identify the candidate. There can only be one Registration against an e-mail address. Please save this e-mail address and password.

6. NAVIGATING THE APPLICATION FORMS

If the Applicant has already been registered into the e-Recruitment system, then simply type the email address and password to log in.

FFC Career Portal - Mozilla Firefox

File Edit View History Bookmarks Tools Help

FFC Career Portal

careers.ffc.com.pk

Most Visited Getting Started Latest Headlines Internet Explorer can... Suggested Sites Web Slice Gallery

FFC CAREERS

Home Administrator's Login Jobs FAQ's

Fauji Fertilizer Company Ltd.

Welcome to our Career Portal !

Applying for a Job

- ☒ Search for the relevant job
- ☒ Fulfill the given Requirements
- ☒ Sign up with us
- ☒ Complete your resume online
- ☒ Submit your resume

For GAT General registration and details please visit:
<http://www.nts.org.pk>

FFC Documentary

Sign Up here if you are a new user
Sign In below if you are already a member

Email Address

Password

[Forgot Password](#) [Sign in](#)

[Jobs](#) [FAQs](#) [Contact Us](#)

~ This website works best in Internet Explorer 6 and above with screen resolution of 1280 x 1024

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start

Images

FFC Career Portal - M...

Wednesday, April 11, 2012

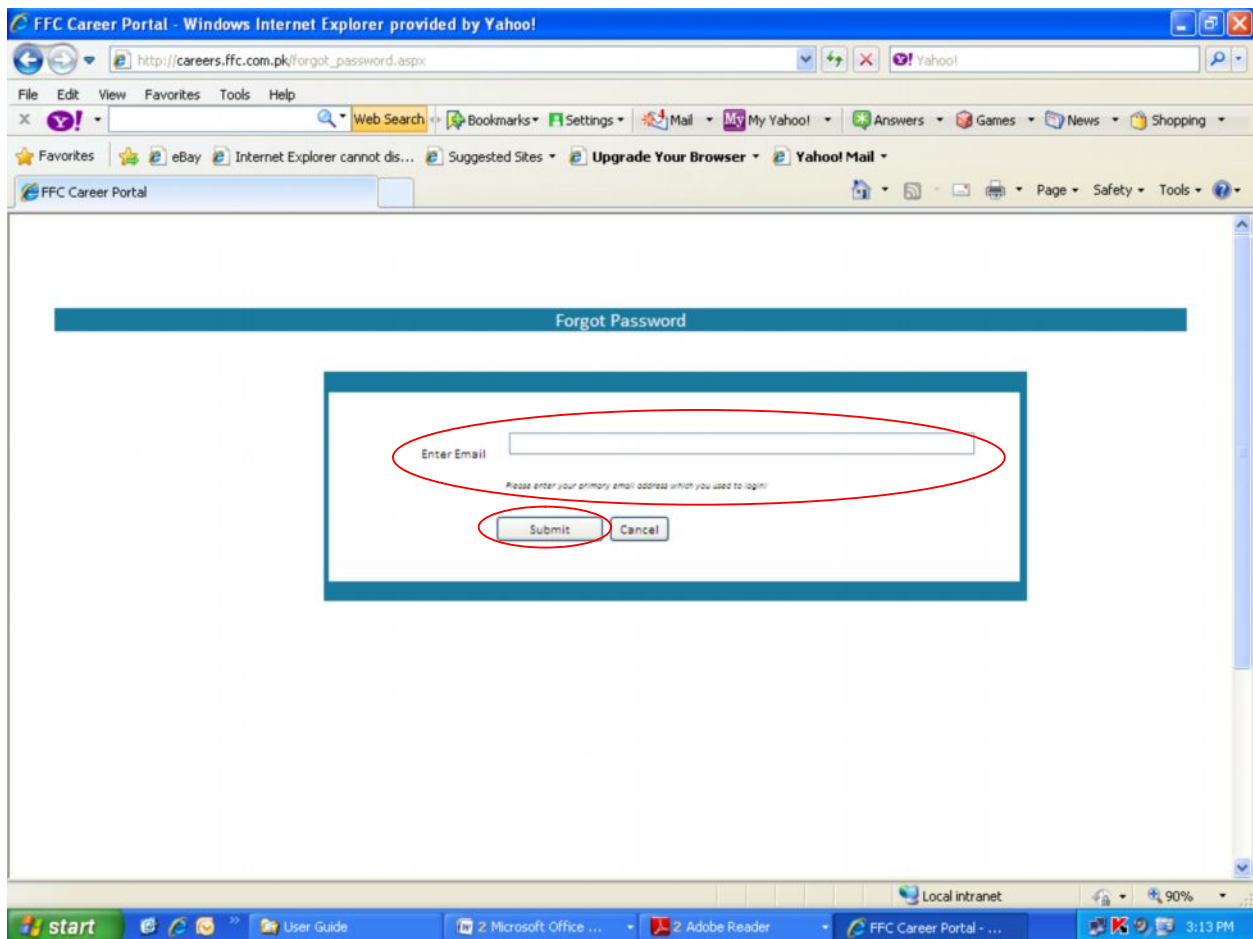
2:49 PM

Successful login will display the different application pages. Work your way by completing the forms. Click **SAVE** button at the bottom of each screen. Have a look on the page. You can still make changes. If you are satisfied,

click **Move to Next Section**. You can Logout from system without completing all the pages, but **SAVE** the work you have completed. You can visit the site anytime to make changes. (Columns with red * are mandatory to fill.) Application will not be submitted if it is not complete.

7. FORGOT PASSWORD

If the applicant forgot his password, the system will help to set up a new one. Clicking on **Forgot Password** Link on main page of FFC Career Portal will take him to the Forgot Password form.



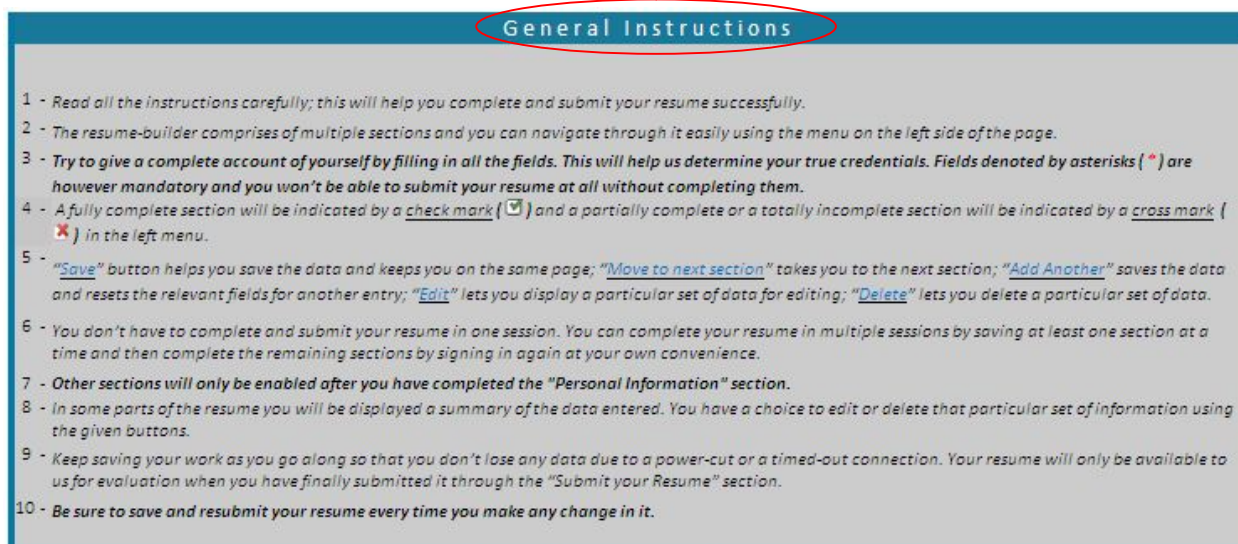
The screenshot shows a web browser window titled "FFC Career Portal - Windows Internet Explorer provided by Yahoo!". The address bar shows the URL "http://careers.ffc.com.pk/forgot_password.aspx". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, bookmarks, settings, mail, and other services. The main content area displays the "Forgot Password" form. The form has a title bar "Forgot Password" and a central input field labeled "Enter Email". Below the input field, there is a small text instruction: "Please enter your primary email address which you used to login!". At the bottom of the form, there are two buttons: "Submit" and "Cancel". The "Submit" button is highlighted with a red oval. The browser's status bar at the bottom shows the Windows taskbar with the Start button, several open applications (User Guide, Microsoft Office, Adobe Reader, FFC Career Portal), and the system clock showing 3:13 PM.

Here enter E-mail address and click on Submit button. System will send a new password to Applicant's e-mail address.

Using the email address and new password, the Applicant can log into the system.

8. FFC CAREER PORTAL

Successful log in will direct the Applicant to the main page of the CV. General Instructions is written here. The Applicant must go through the instructions. They will help to fill the application.

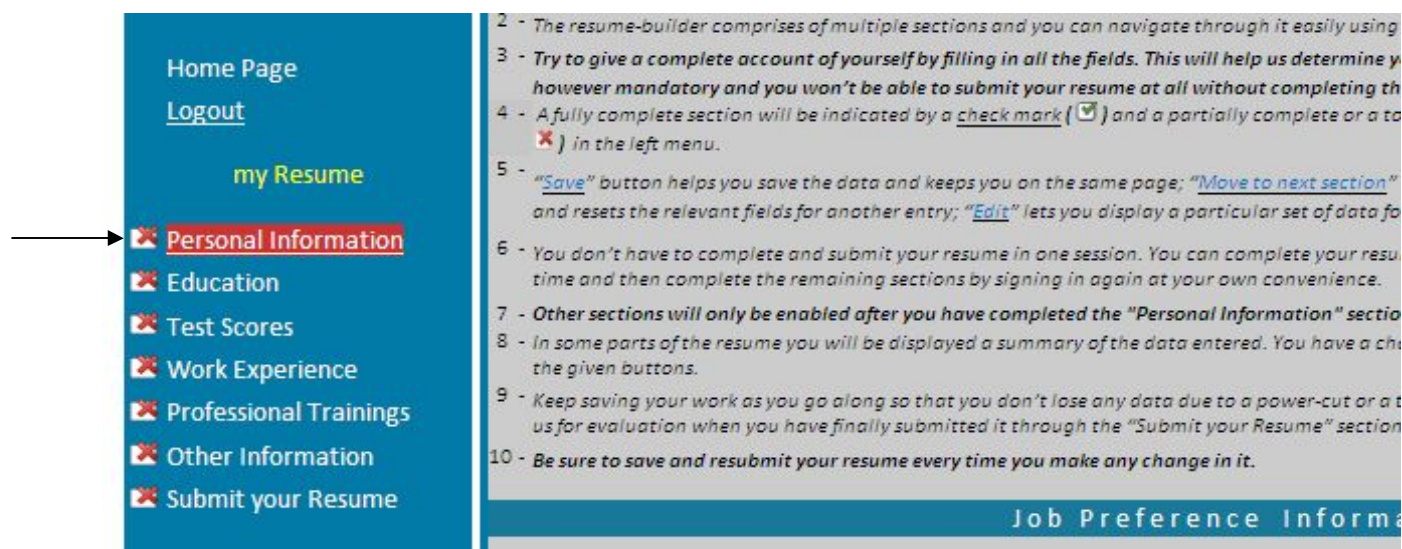


General Instructions

- 1 - Read all the instructions carefully; this will help you complete and submit your resume successfully.
- 2 - The resume-builder comprises of multiple sections and you can navigate through it easily using the menu on the left side of the page.
- 3 - Try to give a complete account of yourself by filling in all the fields. This will help us determine your true credentials. Fields denoted by asterisks (*) are however mandatory and you won't be able to submit your resume at all without completing them.
- 4 - A fully complete section will be indicated by a check mark (✓) and a partially complete or a totally incomplete section will be indicated by a cross mark (✗) in the left menu.
- 5 - "Save" button helps you save the data and keeps you on the same page; "Move to next section" takes you to the next section; "Add Another" saves the data and resets the relevant fields for another entry; "Edit" lets you display a particular set of data for editing; "Delete" lets you delete a particular set of data.
- 6 - You don't have to complete and submit your resume in one session. You can complete your resume in multiple sessions by saving at least one section at a time and then complete the remaining sections by signing in again at your own convenience.
- 7 - Other sections will only be enabled after you have completed the "Personal Information" section.
- 8 - In some parts of the resume you will be displayed a summary of the data entered. You have a choice to edit or delete that particular set of information using the given buttons.
- 9 - Keep saving your work as you go along so that you don't lose any data due to a power-cut or a timed-out connection. Your resume will only be available to us for evaluation when you have finally submitted it through the "Submit your Resume" section.
- 10 - Be sure to save and resubmit your resume every time you make any change in it.

9. NAVIGATION PANEL

Form displays a menu on left navigation panel. First time only enable option is Personal Information. Others enable after saving the Personal Information form. After saving Personal Information, clicking on menu options will take to that particular page.



Home Page
[Logout](#)
my Resume
✗ **Personal Information**
✗ Education
✗ Test Scores
✗ Work Experience
✗ Professional Trainings
✗ Other Information
✗ Submit your Resume

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Job Preference Informa

10. PERSONAL INFORMATION

The page requires personal details of the applicant. It is divided into sections. Following is the section's detail:

Section 1: Job Preference

Job Preference Information

Select your preferred Job category out of the four given choices. Understand these categories clearly - as explained below - before making a choice. You can change your preference at a later time also, but be sure to save it and go through all the sections of your resume again and fill in additional set of information that might be required as a result of your changed preference.

- **Management:** Select this option if you are looking for a job as an officer/management trainee and have minimum of 16 years of education (at least 4 years of university education) with concentration in relevant area or appropriate accreditation such as CA, ACMA, or ACCA etc. in case of accounting/finance.
- **Management (Ex-Servicemen):** Select this option if you are looking for a job as an officer and have served in Armed Forces of Pakistan as a commissioned officer and have the relevant work experience or education.
- **Non-management: i.e. Operator, Technician, Clerk etc.:** Select this option if you are looking for a job as a non-management employee / apprentice and have diploma in relevant area or have the relevant work experience.
- **Non-Management (Ex-Servicemen):** Select this option if you are looking for a job as a non-management employee and have served in Armed Forces of Pakistan as a Junior/Non-Commissioned Officer or in "Ranks" and have the relevant work experience or education.

Job Category

--Select--

(Select the job category you are applying for)

Sub Category

-- Select --

(Select the Sub Category you are applying for)

Applicant is asked to select Job Category and Sub Category. Applicant has to read the instructions carefully to select these categories.

Section 2: Personal Information

Personal Information

Complete Name Required Field

(As it appears on your CNIC and Matric Certificate)

CNIC / Passport * Required Field

Date of Birth * Required Field

Father's Name * Required Field

Gender * ☒ Male ☐ Female

Marital Status Required Field

(Single includes bachelor, divorced, widower, widow etc.)

No. of Children Required Field

(Real and legally adopted)

Nationality * Required Field

Domicile Region * Required Field

Domicile District * Required Field

Have you ever served in Armed Forces or Civil Armed Forces? * Required Field

Name of the force

For how long To

Reasons for the retirement/separation as stated in your official retirement notification

Applicant enters data, some columns are mandatory (indicated with a red *) on the page.

Section 3: Contact Information

Contact Information

Email Address

Permanent Address * Required Field

(Address Line 1)

(Address Line 2)

Country * Required Field

City Required Field

(Not Applicable)

Present/Mailing Address * Required Field

(Address Line 1)

(Address Line 2)

Country * Required Field

City Required Field

(Not Applicable)

Landline * Required Field

(For example 0092331234567)

Cell Phone * Required Field

(For example 00923335512345)

At the bottom of the page, click the **Save** button.

If applicant selects Ex-Servicemen from Job Category, then the following page appears:

Service Information

Name of Service: Pakistan Army

Actual Rank at the time of retirement / separation - Write complete rank (no abbreviations):

Select Army equivalent: 2/Lieutenant

Service ID i.e. PA, PSS etc.:

Corps/Regiment/Battalion equivalent:

Reasons for retirement/separation (as stated in your official retirement notification):

Medical Category and brief background:

Date of commission: -- -- -- --

Date of SOS: -- -- -- --

(Struck Off Strength)

Date of SOD: -- -- -- --

(Struck Off Duty)

Are you on LPR: No

Are you on reservist list? No

Has any disciplinary action been taken against you during the service service: No

He has to enter their Service Benefits on this page as follows:

Service Benefits

Enter each one of the service benefits that you have received during the service in a chronological order with the most recent first. Use "Add Another" to add a new benefit.

Select the Benefit: -- Select --

Save + Add another

Save Move to Next Section

11. EDUCATION

The next option on left panel is Educational record. The Applicant is expected to read the text carefully and complete all of the mandatory fields (indicated with a red *) on the page.

To add more than one degrees or diplomas in the educational history section, click on the button **+Add another**

At the bottom of the page, the education details will be displayed in a grid. Facility is available to Edit or Delete any record at any time. All the degrees have to be entered, this will make the merit.

A weighted value is given to every Degree / Certificate. System automatically calculates the weighted percentage.

The screenshot shows the 'Education' section of the FFC Career Portal. The browser is Windows Internet Explorer provided by Yahoo!, with the URL <http://careers.ffc.com.pk/Education.aspx>. The left sidebar contains a 'Welcome' section with links to 'Home Page' and 'Logout', and a 'my Resume' section with links to 'Personal Information', 'Education' (highlighted with a red box and an arrow), 'Test Scores', 'Work Experience', 'Professional Trainings', 'Other Information', and 'Submit your Resume'. The main content area is titled 'Education' and contains instructions: 'You MUST enter all of your degrees/certificates i.e. Matric, Intermediate, Bachelors and Masters etc. as EACH ONE of these will contribute towards your MERIT.', 'Pick non-matriculation if you have not completed your Matric.', 'Select "Not Applicable" in Marks/GPA field if a particular exam was not scored or the result is still awaited. If required, be sure to update your scores later on.', and 'If you have been given a letter grade e.g. A, B, C etc. in any particular exam, then please have it equated (in quantifiable terms) from the relevant authority such as IBCC or HEC.' The form fields include: 'Degree Level' (dropdown), 'Name of Degree/Diploma/Certificate' (dropdown), 'Field of Study' (dropdown), 'Area of Concentration' (dropdown), 'Program Status' (dropdown), 'Type of Program' (dropdown), 'School / College / Institute' (text input), 'Affiliating Institute' (dropdown), 'Duration From' (dropdown), 'To' (dropdown), 'Marks / CGPA' (dropdown with a note 'select which ever is applicable'), and 'Total' and 'Obtained' (text inputs). There are 'Save' and '+ Add Another' buttons at the bottom right. The taskbar at the bottom shows the start button, taskbar icons for 'E-Recruitment', 'E-Recruitment-Applic...', 'FFC Career Portal - ...', and 'step_by_step_guide_...', and the system clock showing '2:54 PM'.

In case of Ex-Servicemen Applicants, they have to enter their Military Education also.

Military Education entry adds the value in merit calculation.

Military Education

• You MUST enter all of your military education, out of the ones listed below in "Type of Training" field, as each one of these will contribute towards your cumulative score.

Type of Training* -- Select --

Institution Name*

Save

+ Add Another

Save

Move to Next Section

12. TEST SCORES

You can Skip the page, if applying for Staff Apprenticeship.

For Management positions, NTS / FFC Tests Scores have a major percentage in calculating merit position. The applicant has to select which type of test he has taken and how much marks he has obtained through the following page:

Welcome

[Home Page](#)
[Logout](#)

my Resume

[Personal Information](#)
[Education](#)
[Test Scores](#)
[Work Experience](#)
[Professional Trainings](#)
[Other Information](#)
[Submit your Resume](#)

Test Scores

• Select "Yes", if you have been asked to take the test - as given in the job advertisement/posting - otherwise select "No" and save it.

• We prefer NTS' GAT-General scores. Pick the relevant category of the test i.e. GAT-A, GAT-B, or GAT-C. For information on GAT Tests please visit www.nts.org.pk

• We'll accept your GRE-General and GMAT scores also as long as they are valid and you can verify to us your original score report.

• You can create only one record so make sure to enter your best valid scores only

• A valid GAT-General score means that the test was taken not earlier than two years from the close of a posted job.

Have you taken a test? --Select--

Move to Next

14

13. WORK EXPERIENCE

You can Skip the page, if applying for Staff Apprenticeship.

Work experience demonstrates applicant's skills and experience duration. The applicant can enter his previous service record through this form:

Welcome

Home Page

Logout

my Resume

Personal Information

Education

Test Scores

Work Experience

Professional Trainings

Other Information

Submit your Resume

Work Experience

☐ List all the organizations that you have worked for including Armed Forces (if applicable). Use 'Add Another' to add a new work experience.

☐ Enter the complete details of military experience (if any) in the "Military Experience" section.

Do you have work experience?

Professional Industry *

Organization Name *

Organization Address

Job Title (most recent) *

Brief Job Description *

How many people have you managed in this job?

Duration From * To *

☐ Currently working

Place of Job *

Gross Salary in PKR (per month)

Ex-Servicemen can enter their service experience as follows:

Military Experience

☐ You MUST enter all of your military assignments from date of commission/enrollment till retirement, as each one of these will contribute towards your cumulative score.

Assignment e.g. Commanding Officer/GSO-I (Ops) etc.

Rank e.g. Lt. Col etc.

Type of Assignment

Type of Sub Assignment

Duration To

Save + Add another

Save Move to Next Section

14. PROFESSIONAL TRAINING

You can Skip the page, if applying for Staff Apprenticeship.

Professional trainings can be entered through the following form:

Welcome

Home Page
Logout
my Resume
Personal Information
Education
Test Scores
Work Experience
Professional Trainings
Other Information
Submit your Resume

Professional Trainings

• Enter all of your professional trainings.

Have you done professional training(s)? --Select--

Training Title *

Training Organization *

Trainer's Name *

Year of Training *

Duration of Training * --Select--

15. OTHER INFORMATION

Page contains different sections. You can skip all the sections except **References**. Enter any two references and save the form.

References (Please enter any two references)

• The referees should have known you very well (no relatives). Preferably one of the referees should be your former supervisor or teacher. We shall be asking them for their feedback.

Name *

Job Title *

Organization *

Address *

Telephone *

Email *

In what capacity has he / she known you?

For how long has he / she known you?

Save + Add Another

Referee	Job Title	Organization	
asd	sad	asdasd	Delete Edit
hfg	fgfhg	fgfhg	Delete Edit

16. SUBMITTING YOUR APPLICATION

The application is now complete. You have to submit it.

Welcome

[Home Page](#)

[Logout](#)

my Resume

- ☒ [Personal Information](#)
- ☒ [Education](#)
- ☒ [Test Scores](#)
- ☒ [Work Experience](#)
- ☒ [Professional Trainings](#)
- ☒ [Other Information](#)
- ☒ [Submit your Resume](#)

Fauji Fertilizer Company Limited

Submit your Resume

- * You might want to review your resume before submitting it by clicking on "Review your Resume" button.
- * Check mark the "Statement of Declaration" and sign-up by clicking on "I accept" button.
- * Apply for upto 3 posted jobs at a time by clicking on relevant "Apply" links. Assign a priority to the job and select the Preferred Test/Interview
- * Finally submit your resume by clicking on "Submit your Resume" button. Your resume will be considered only after you have submitted it.
- * Be sure to submit your resume even if no jobs are posted and it is an unsolicited application.
- * Make sure to resubmit your resume everytime you make any change in it or when you apply for a new job.

[Review your Resume](#)

Statement of Declaration

☒ I certify that all information submitted in this document is true, accurate and complete to the best of my knowledge and belief. I also understand that any false statement made in this document may be sufficient grounds for denial, suspension or revocation of job at any time.

[I accept](#)

Read the instructions carefully on the top of the page. You can Preview your resume by clicking "**Review your Resume**". If you want to make any changes, you can make it. Otherwise click on the button "**I accept**". This will take you a section where jobs can be viewed. Click **Apply** and **Submit it**.

Apply for a Job

Title	Category	Advertisement Date	Closing Date	
Chemical Plant Operator	Plant Operations	08/04/2012	01/05/2012	Apply
Electrical Technician	Plant Maintenance - Electrical & Instrument	08/04/2012	01/05/2012	Apply
Lab Analyst	Laboratory	08/04/2012	01/05/2012	Apply
Material Operator	Materials Management	08/04/2012	01/05/2012	Apply
Mechanical Technician (Fitter and Machinist)	Plant Maintenance - Mechanical	08/04/2012	01/05/2012	Apply

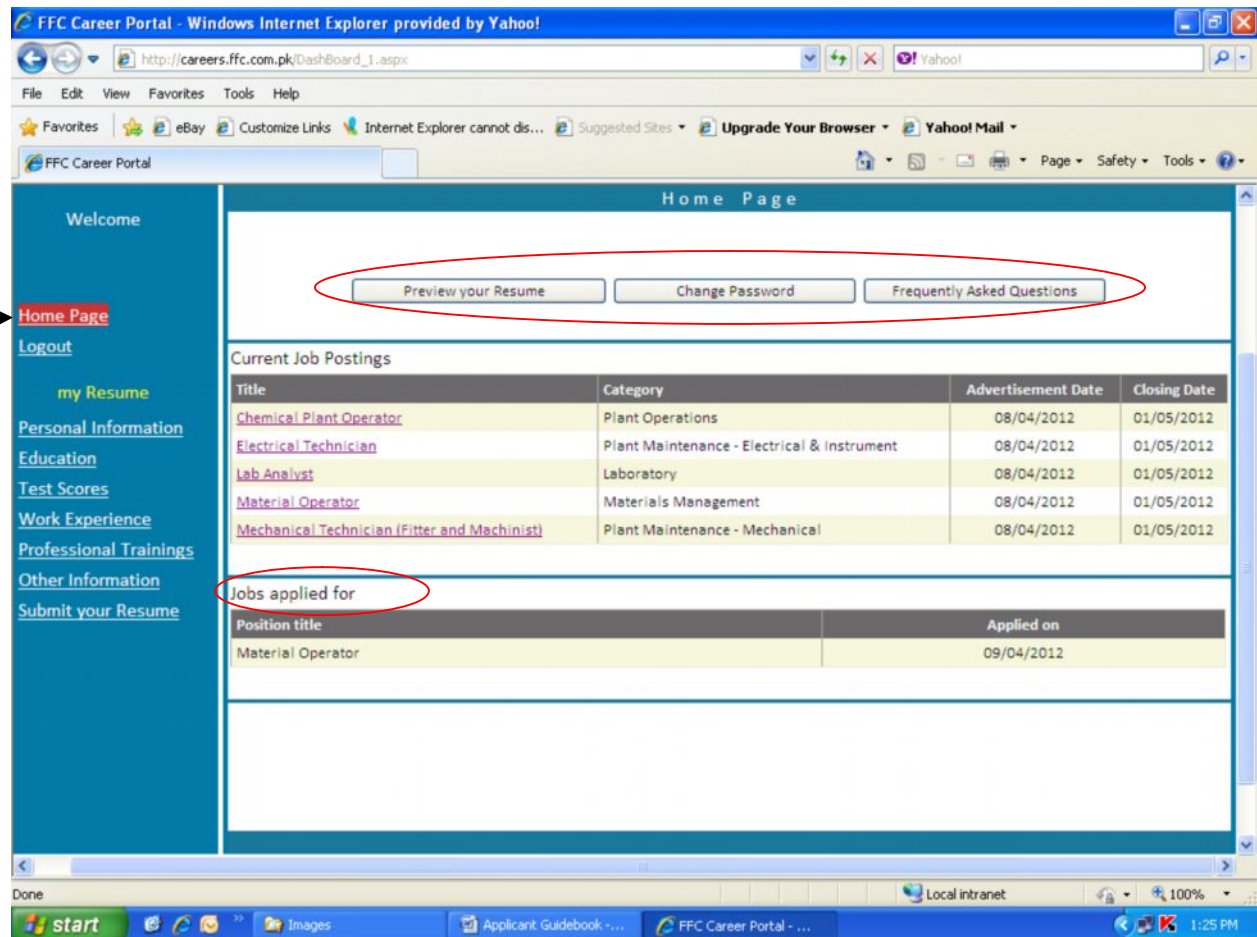
Selected Jobs

Title	Date Applied On	Priority	
Material Operator	09/04/2012	1	Delete

[Submit your Resume](#)

17. APPLICANT'S HOME PAGE

After submitting the application, you can always see your resume. When you will be login or click on the option **Home Page**, the page will be displayed like this:



Here you can see many options:

- Preview your Resume
- Change Password
- FAQs
- Current Job Postings
- Your applied Job Title