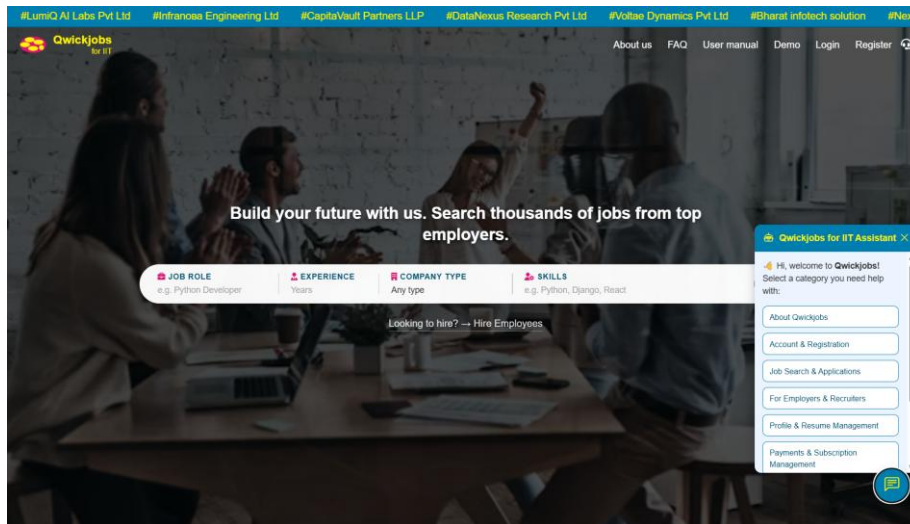


Qwick jobs for IIT user manual

Welcome to the **Qwick jobs for IIT** Job Portal! This platform connects job seekers with employers, making it easy to search for jobs, apply online, and manage career-related activities. Employers can post job openings, manage applicants, and streamline their hiring process. This manual will guide you through all user roles and features.

1. Home Page

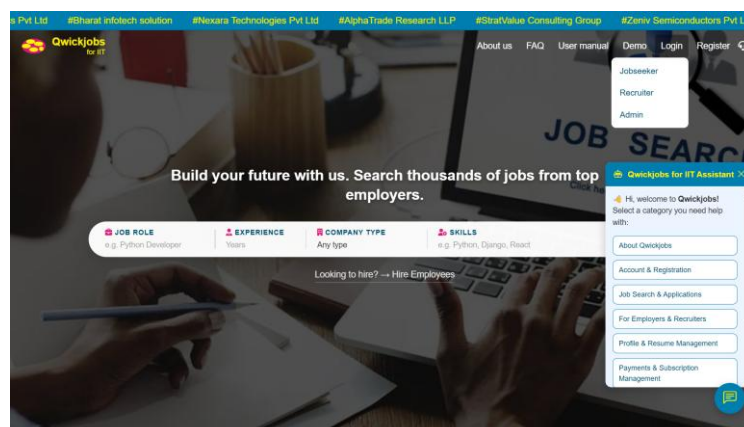
1.1 Filter jobs and job seekers



The homepage of **Qwickjobs for IIT** provides quick and efficient access to job opportunities and recruitment services.

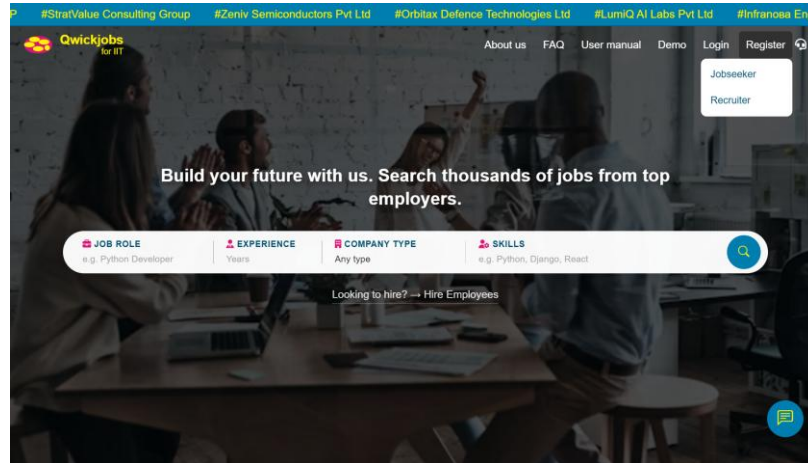
- **Advanced Job Search:** Users can search for jobs using filters such as **Job Role**, **Experience**, **Company Type**, and **Skills**, then click the search icon to view relevant openings.
- **Hire Employees:** Employers can select the **Hire Employees** link to connect with qualified candidates.
- **Navigation Menu:** The top menu includes **About Us**, **FAQ**, **User Manual**, **Demo**, **Login**, and **Register** for easy access to essential pages.
- **Registered Companies Slider:** A scrolling banner at the top showcases companies registered on the platform.
- **Qwickjobs for IIT Assistant (Chatbot):** An interactive chatbot provides instant support. It includes different categorized help sections. Users can select a category to view related questions. Clicking on a question displays its corresponding answer for quick and guided assistance.

1.2 Login Dropdown



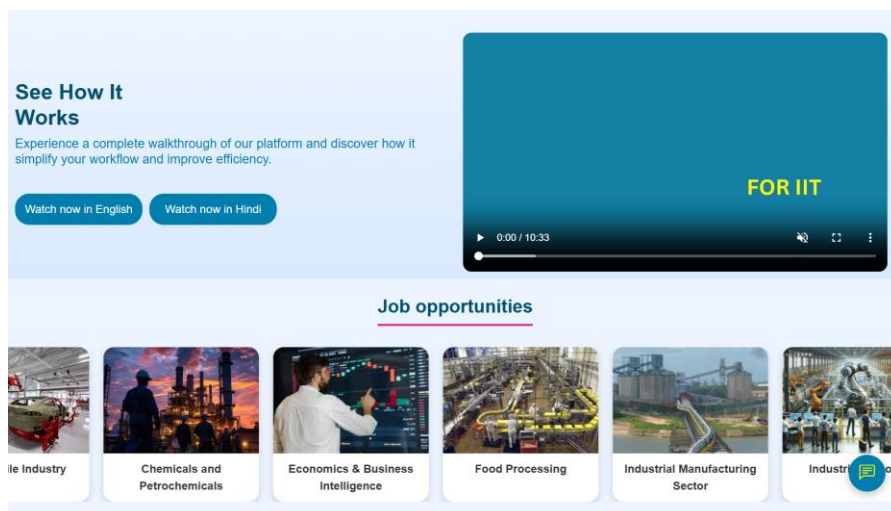
- Select **Jobseeker** or **Recruiter** from the **Log In** dropdown to access your respective dashboard.

1.3 Register Dropdown



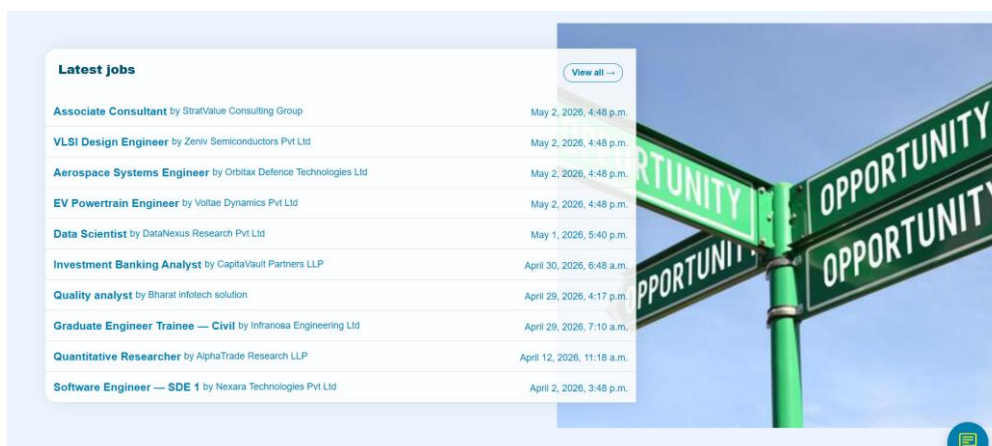
- Choose **Jobseeker** or **Recruiter** from the **Register** dropdown to create a new account based on your role.

1.4 Demo and job opportunities



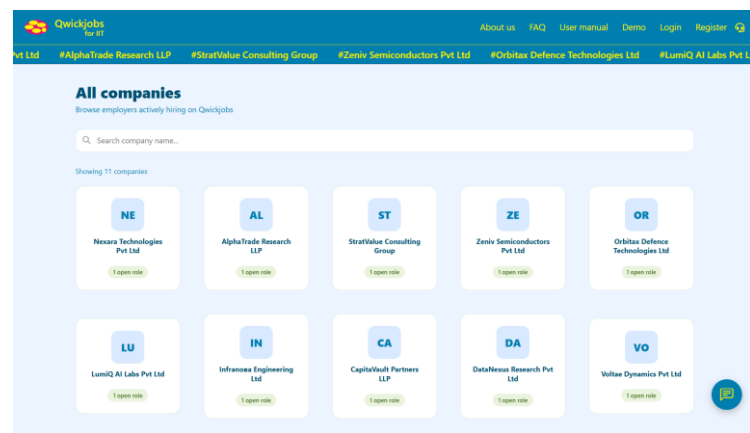
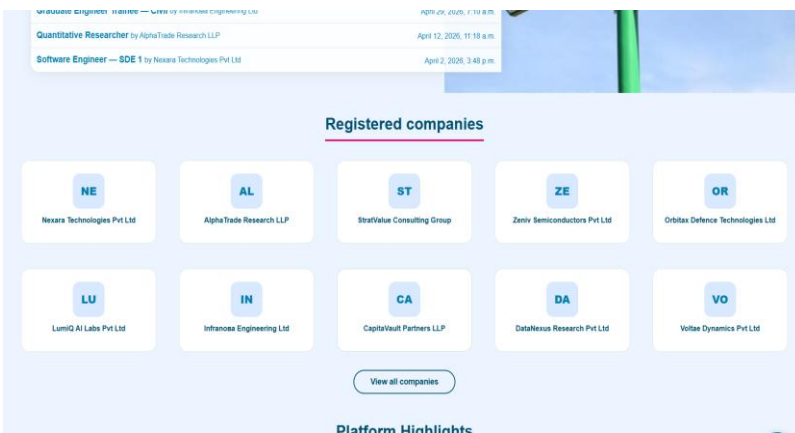
- The **See How It Works** section provides a quick overview of the Qwickjobs for IIT platform. Users can click the **Watch now in English / Watch now in hindi** button to view a walkthrough video in their preferred language. Below this section, the **Job Opportunities** area displays industry-specific categories—click on a category to explore related job openings.

1.5 Latest jobs



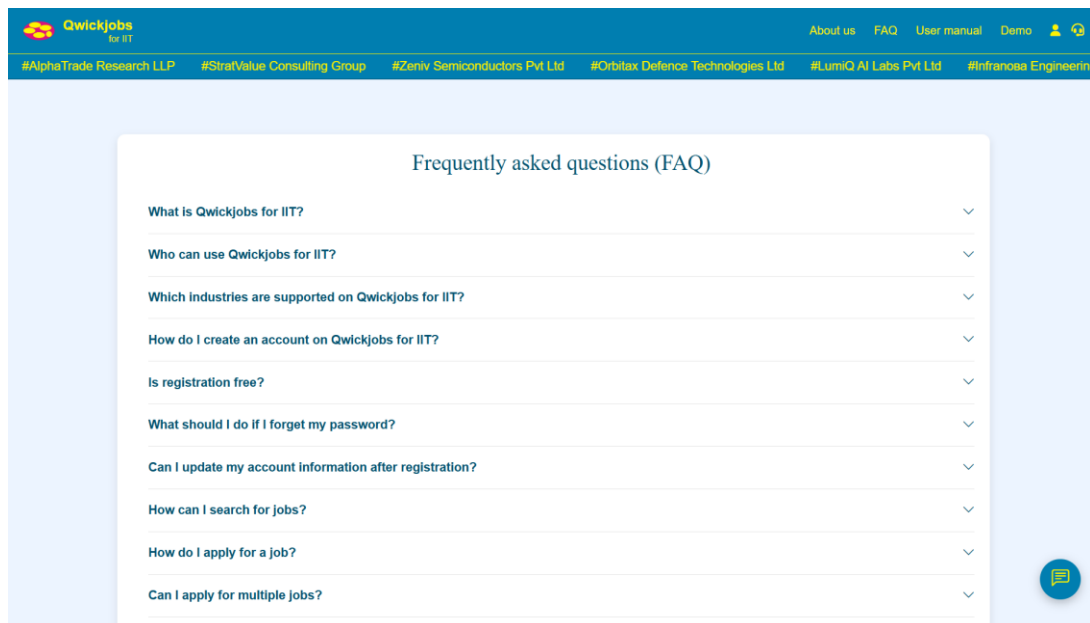
The **Latest Jobs** section showcases recently posted job openings. Click on a job title to view details and apply, or select **View All** to explore all available opportunities.

1.4 Registered Companies



- The **Registered Companies** section showcases organizations actively hiring on the platform. The **View All Companies** button allows users to explore the complete list of registered employers. Users can click on a company card to view its available job openings.

1.5 Frequently asked questions



- The **FAQ** page provides answers to common queries about the Qwickjobs for IIT platform. Users can click on a question to expand and view detailed information, enabling quick and convenient access to support without contacting customer service.

2 Registration page

2.4 Register Job seeker

The screenshot shows the 'Create Job-seeker Account' form on the Qwickjobs website. The form is set against a dark blue background with a white form area. It includes the following fields and options:

- First Name (text input)
- Middle name (text input)
- Last Name (text input)
- Username (text input)
- Phone number (text input)
- Email (text input)
- Password (password input)
- Confirm password (password input)
- Choose Institution (dropdown menu)
- Select Current country (dropdown menu)
- Select Current state (dropdown menu)
- Select Current city (dropdown menu)
- Upload Degree Certificate section with a 'Choose File' button and 'No file chosen' text.
- A blue 'Create account' button.
- A link for 'Already have an account? Log In'.

- Complete the registration form by entering your First Name, Middle Name (optional), Last Name, Username (must be unique), Phone Number (must be unique), Email (must be unique), Password, and select the IIT institute you graduated from. Select your Current Country, State, and City from the dropdown menus, then click **"Register"** to create your account.
- Upload your degree certificate. To verify that the user belongs to the selected IIT institute, uploading a Degree Certificate is mandatory.

2.5 Register Recruiter

The screenshot shows the 'Create Recruiter Account' form on the Qwickjobs website. The form is set against a dark blue background with a white form area. It includes the following fields and options:

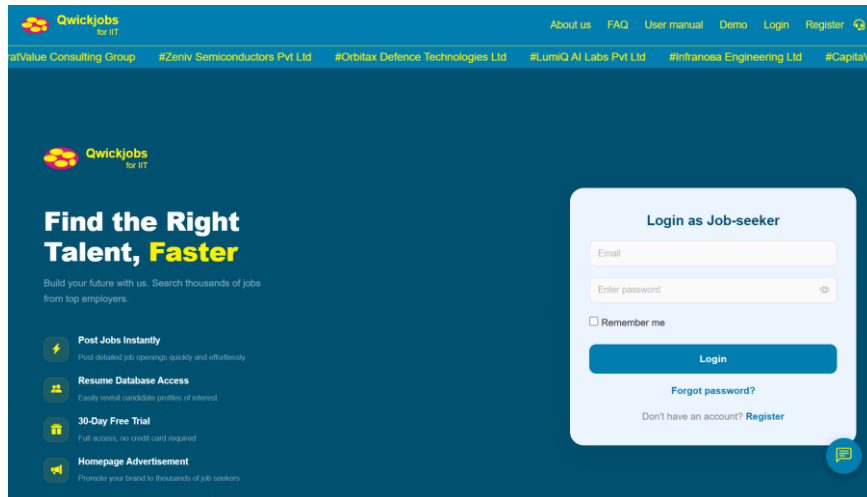
- LOGO (circular logo placeholder)
- Company Logo (text input)
- Company Name (text input)
- Work email (text input)
- Contact number (text input)
- Website URL (text input)
- No. of employees (text input)
- Password (password input)
- Confirm password (password input)
- Select country (dropdown menu)
- Select state (dropdown menu)
- Select city (dropdown menu)
- A blue 'Create account' button.
- A link for 'Already have an account? Log In'.

- Complete the registration form by entering your Logo, Company Name, Work Email (must be unique), Contact Number (must be unique), Website Link, Number of Employees, Password, and Confirm Password. Click **"Register"** to create your employer account and start posting jobs or searching for candidates.

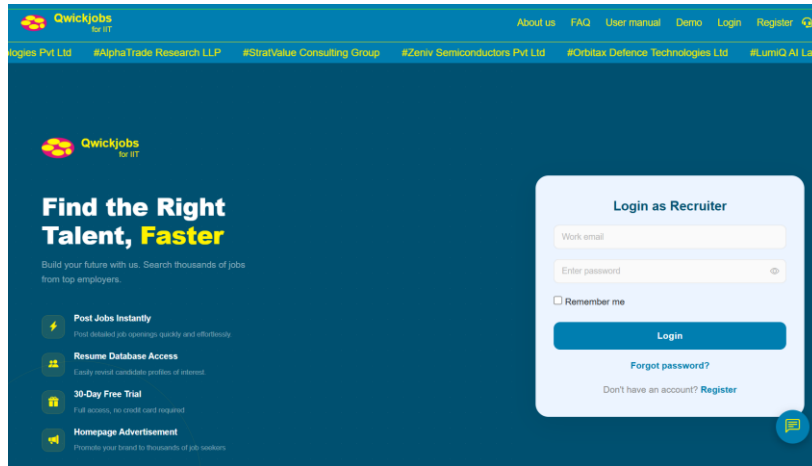
Password Requirements: Password and Confirm password both must match and be at least 8 characters long, containing at least one digit, one uppercase letter, and one special character [!@#%\$%^&*()_+=[]|;:'.<>?/'~].

3 Login page

3.4 Login Job seeker



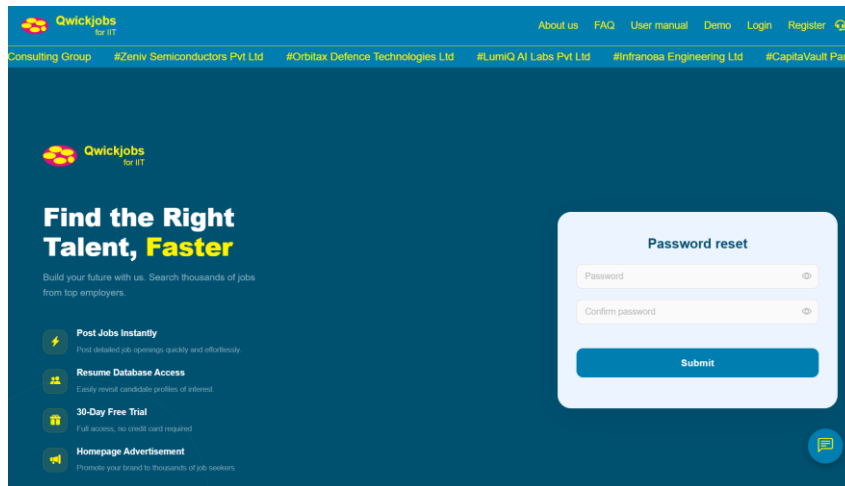
3.5 Register Recruiter



Enter your registered email and password to access your account.

Check the **"Remember me"** box to skip OTP verification for future logins. If you've forgotten your password, click **"Forgot password?"** to receive a password reset link via email.

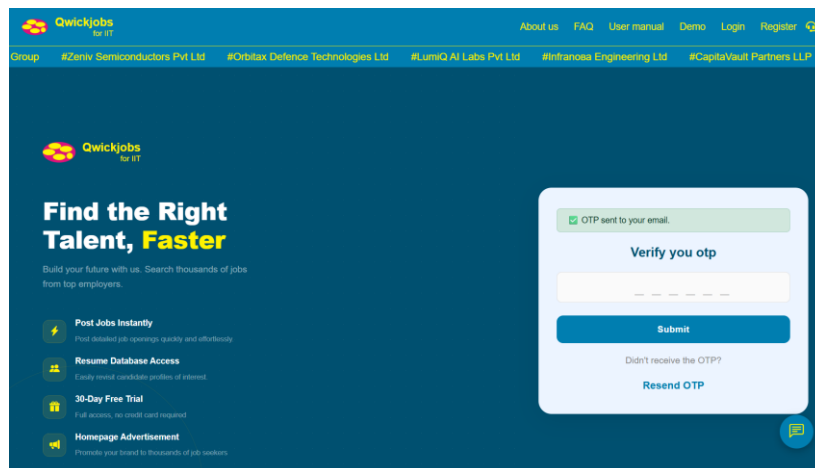
4 Password Reset



The screenshot shows the Qwickjobs website interface. The main heading is "Find the Right Talent, Faster". Below this, there are several service highlights: "Post Jobs Instantly", "Resume Database Access", "30-Day Free Trial", and "Homepage Advertisement". On the right side, there is a "Password reset" form with two input fields: "Password" and "Confirm password", and a "Submit" button.

- Enter your new password in the **"Enter new password"** field, then re-enter the same password in the **"Confirm password"** field to verify. Click **"Submit"** to reset your password, or click **"Back to Login"** to return to the login page.
- Ensure your password meets the required criteria (at least 8 characters with one digit, one uppercase letter, and one special character).

5 OTP Verification

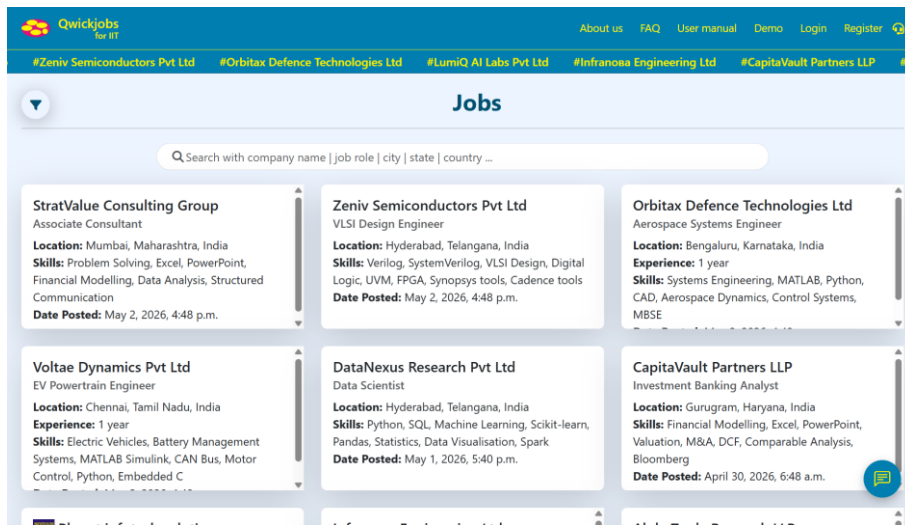


The screenshot shows the Qwickjobs website interface. The main heading is "Find the Right Talent, Faster". Below this, there are several service highlights: "Post Jobs Instantly", "Resume Database Access", "30-Day Free Trial", and "Homepage Advertisement". On the right side, there is an "OTP Verification" form. It includes a green notification bar that says "OTP sent to your email.", a "Verify you otp" heading, a text input field for the OTP, a "Submit" button, and a "Resend OTP" link below the input field.

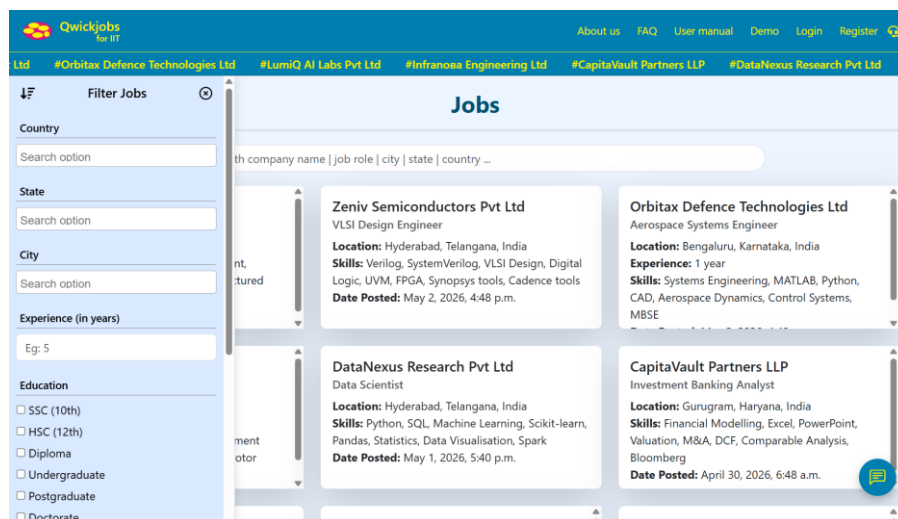
- Enter the One-Time Password (OTP) sent to your registered email address, then click "Verify OTP" to proceed. If you have not received the OTP, click "Resend OTP" to request a new code.

6 Job Seekers

6.4 Find current openings

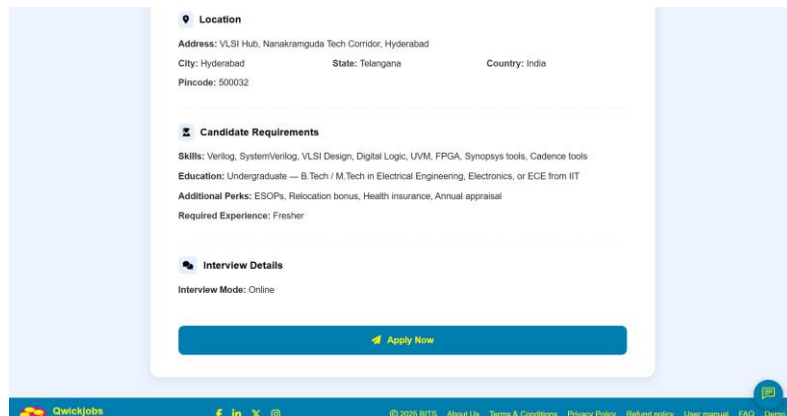
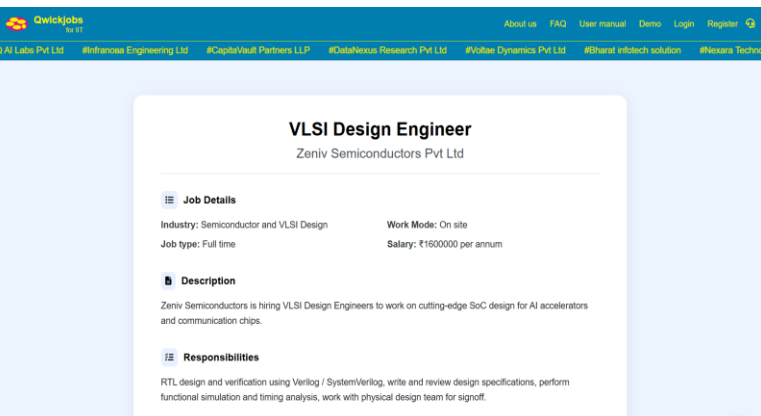


- Use the search bar to find jobs by company name, job role, city, state, or country. Click on any job card to view the complete job description, requirements, and application details.



- Explore available job opportunities. Use the left sidebar to filter results, then click "Apply" to activate your filters or "Clear" to reset them.

6.5 Job posting description and apply now



- Find detailed description of job post and click the **"Apply Now"** button at the bottom of the page to proceed toward submitting your application to the recruiter.

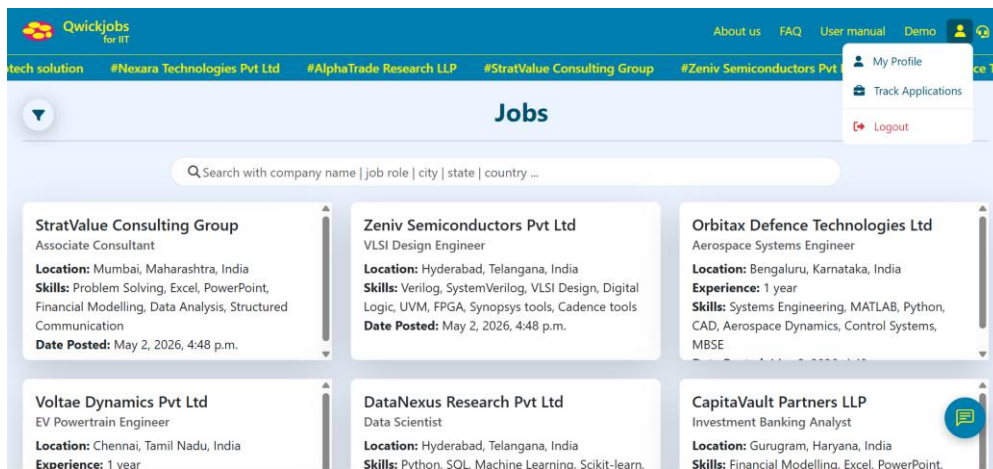
6.6 Application

The screenshot shows the application form for an Associate Consultant role at StratValue Consulting Group. The form is divided into several sections:

- Apply for 'Associate Consultant' role at StratValue Consulting Group:** Includes fields for Full Name (Aayushi Bhavsar), Email (infobits.3207@gmail.com), Expected Salary (per annum, Eg: 300000, with a checkbox for Negotiable), Current company, and Current Salary (per annum, Eg: 400000, with a checkbox for Negotiable).
- Job Details:**
 - Department: Consulting
 - Role: Associate Consultant
 - Location: Mumbai, Maharashtra, India
 - Employee preferred from: None, None, India
 - Education: Undergraduate
 - Job Type: Full time (On site)
 - Salary: 2000000
 - Skills: Problem Solving, Excel, PowerPoint, Financial Modelling, Data Analysis, Structured Communication
 - Responsibilities: Conduct industry research and market analysis, build financial models and business cases, prepare client presentations and reports, support senior consultants on engagement delivery.
 - Description: StratValue Consulting Group is hiring sharp IIT graduates for our strategy consulting practice. You will work
- Application Form:**
 - Current Salary (per annum): Eg: 400000
 - Notice period (in months)
 - Retainer amount if any
 - Resume: Choose File (No file chosen)
 - Cover Letter: Write your cover letter here... (Max length: 1000 character)
 - Submit Application button
- Additional Information:**
 - Responsibilities: Conduct industry research and market analysis, build financial models and business cases, prepare client presentations and reports, support senior consultants on engagement delivery.
 - Description: StratValue Consulting Group is hiring sharp IIT graduates for our strategy consulting practice. You will work
 - Date Posted: May 2, 2026, 4:48 p.m.

- Complete the application form, upload your Resume and write a Cover Letter (maximum 1000 characters) explaining your interest in the position , then click **"Submit Application"** to send your application to the recruiter.

6.7 Menu bar




- Click on the profile icon in the top-right corner to access the dropdown menu. Select **"My Profile"** to view and edit your details, or choose **"Track Applications"** to manage all your submitted job applications. Click **"Logout"** to securely sign out of your account.

6.7.1 User profile

Qwickjobs for BT

About us | FAQ | User manual | Demo

#Pvt Ltd #Infraosha Engineering Ltd #CapitaVault Partners LLP #DataNexus Research Pvt Ltd #Vitalae Dynamics Pvt Ltd #Bharat Infotech solution #Nexara Technologies Pvt Ltd #AlphaTrade



aayushi
User ID:
infobits.3207@gmail.com

About me

Engineering student, Done B.Tech degree in computer science and engineering. Passionate for building career as python developer.

Personal Information

First Name: Aayushi Middle name: Chetankumar Last Name: Bhavsar

Email: infobits.3207@gmail.com Username: aayushi

Password: Password Phone number: 9812763405

Location

Origin

Country of Origin: Search option State of Origin: Search option City of Origin: Search option

Current Location

Current Country: India Current State: Goa Current City: Colva

Preferred Location

Preferred Country: Search option Preferred State: Search option Preferred City: Search option

Professional Information

Current Salary (per annum): e.g. 400000 Expected Salary (per annum): e.g. 400000 Total years of experience:

Education Level

Select education level

Degree: Select an education level first

Subject: Select a degree first

Institute: Institute

Start Date: dd-mm-yyyy End Date: dd-mm-yyyy

Experience

Company name: Company Name

Job title: Job Title

From: dd-mm-yyyy To: dd-mm-yyyy

Responsibilities: Responsibilities

Address: Location

Language Proficiency

Can Read: Select Languages Can Write: Select Languages Can Speak: Select Languages

None None None

Other Information

Gender: Select option Religion: Select option Status: Select option

Hobbies:

Skills: None

Resume Upload

Upload Resume

Choose File No file chosen

Certificates

Highest Qualification

Degree certificate

Other certificates

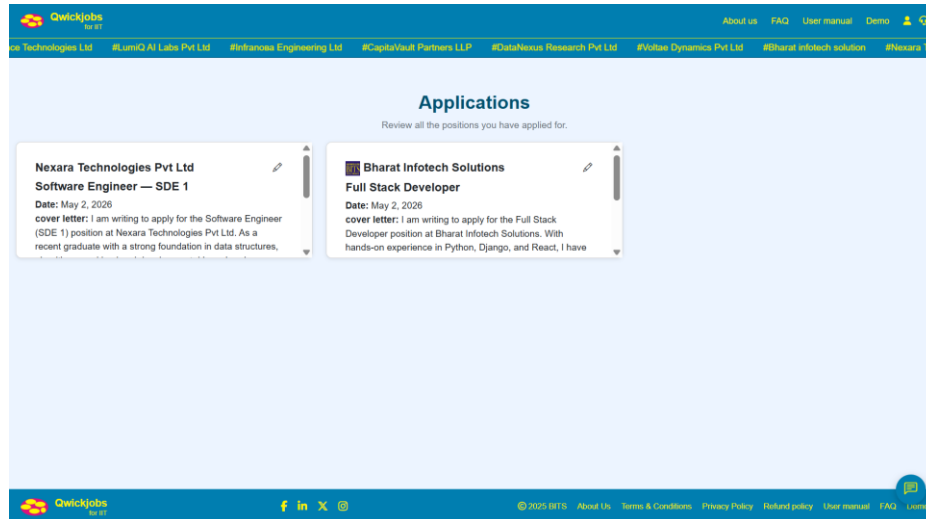
Certificate 1: Exam certificate

Add certificate

Delete account Save Changes

- Click "**Save Changes**" to update your profile—note that editing certain credentials like email or phone number or password will require OTP verification. Keeping your profile complete and updated helps recruiters find and match you with relevant job opportunities.
- To permanently remove your account from this site, click the "**Delete account**" button at the bottom of the page.

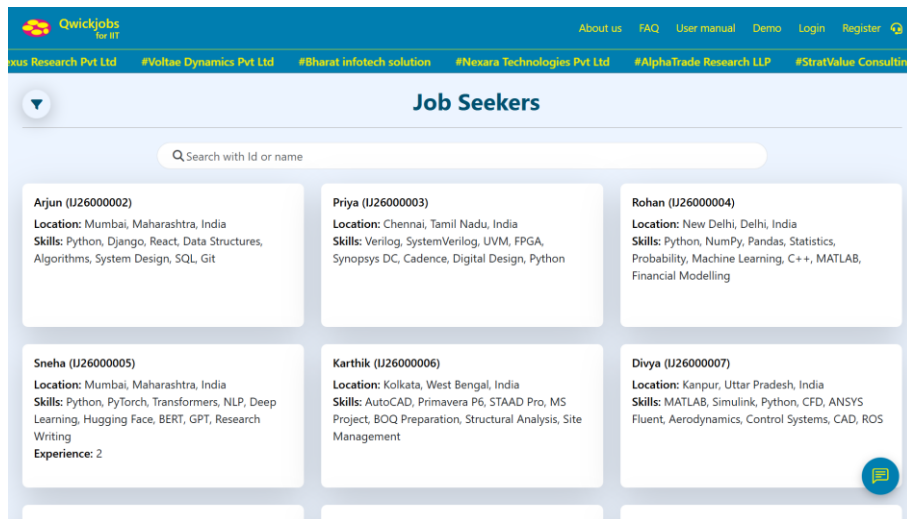
6.7.2 Track application



- View all the job positions you have applied for on this page. Click the **edit icon** (pencil icon) on any application card to modify your application details or delete your application if you wish to withdraw it.

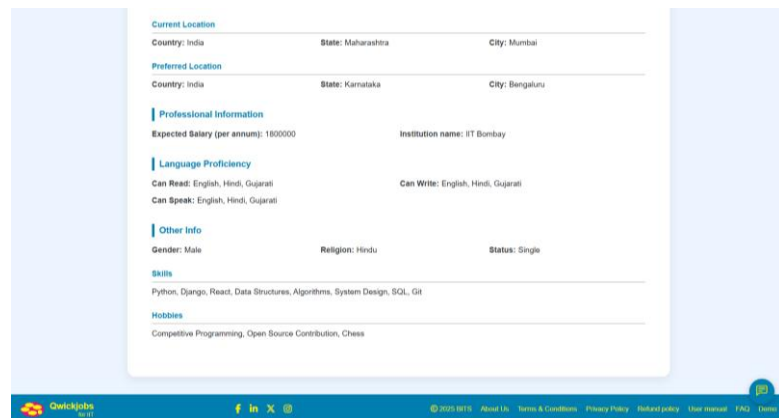
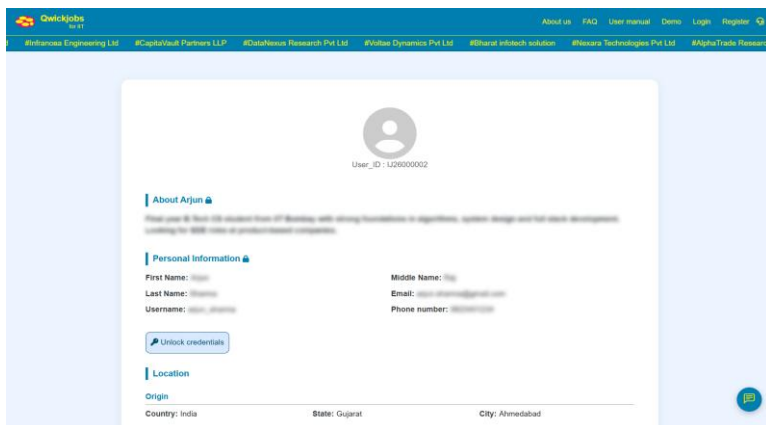
7 Recruiter

7.1 Explore job seekers



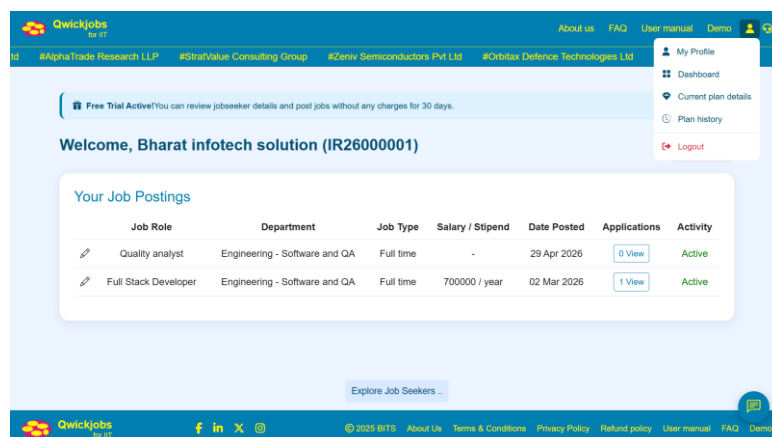
- Use the search bar to find jobseekers by first name or id. Click on any card to view the complete details of job seeker. Use the left sidebar to filter results, then click **"Apply"** to activate your filters or **"Clear"** to reset them.

7.2 Details of job seeker



- View comprehensive candidate and find exact match for your posting. Credentials (contact details) and the candidate's resume are locked and only visible to subscribed recruiters—unlocking credentials or accessing the resume will deduct 1 token from your current plan.

7.3 Menu bar



- Click on the profile icon in the top-right corner to access the dropdown menu with options: **"My Profile"** to view and edit your company details, **"My dashboard"** to manage job postings and applications, **"Current plan details"** to view your subscription and available tokens, **"Plan history"** to review past subscription transactions, and **"Logout"** to securely sign out of your account.

7.3.1 Employer profile

The screenshot shows the 'My Profile' page for 'Bharat infotech solution'. The form contains the following information:

- Company Name: Bharat infotech solution
- Company Type: Corporate
- Website: www.bharatinfotecholutions.com
- Email: info@bharatinfotecholutions.com
- Number of Employees: 20
- Contact Number: 7567148677
- Password: [Masked]
- Country: India
- State: Gujarat
- City: Vadodara
- Address: 306-307, World Trade Centre, 3rd Floor, Sayajigunj, Vadodara

Buttons: 'Delete account' (red), 'Save Changes' (blue).

- Click **"Save Changes"** to update your profile—note that editing certain credentials like email or phone number or password will require OTP verification.
- To permanently remove your account from this site, click the **"Delete account"** button at the bottom of the page.

7.3.2 dashboard

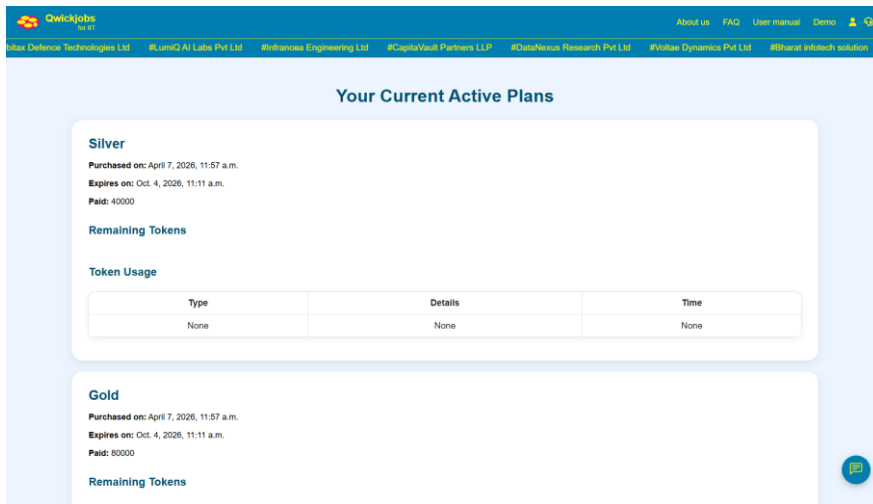
The screenshot shows the dashboard for 'Bharat infotech solution (IR26000001)'. It features a 'Free Trial Active!' notification and a 'Your Job Postings' table:

Job Role	Department	Job Type	Salary / Stipend	Date Posted	Applications	Activity
Quality analyst	Engineering - Software and QA	Full time	-	29 Apr 2026	0 View	Active
Full Stack Developer	Engineering - Software and QA	Full time	700000 / year	02 Mar 2026	1 View	Active

Buttons: 'Create job', 'Explore Job Seekers ...'

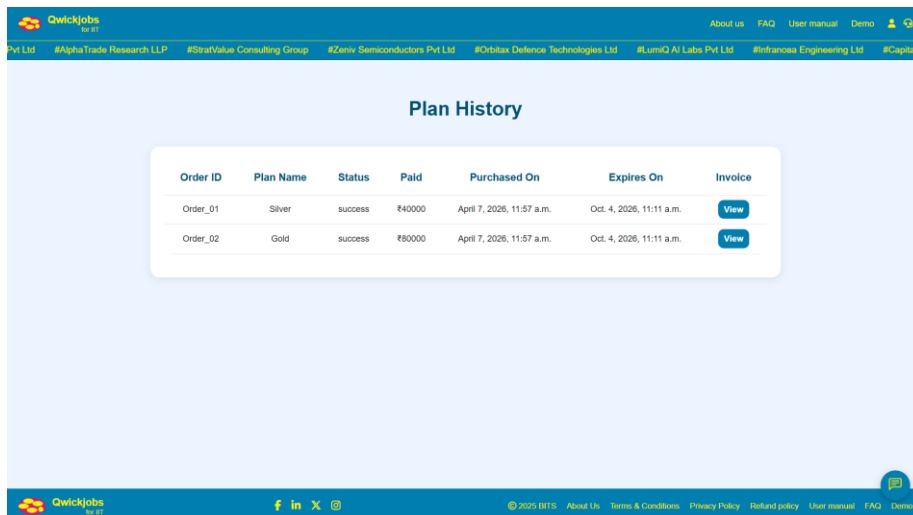
- A 30-Day Free Trial notification is displayed above the welcome message, informing users about their complimentary access period and encouraging them to explore premium features.
- View all your posted with number of Applications received, and Activity Status (Active/Inactive). Click the **edit icon** to modify or delete a job posting
- Click **"View"** to review applications for that position, or click
- **"Create job"** to post a new opening (available only for premium members—posting a job consumes 1 token from your plan).
- Use the **"Explore Job Seekers"** button to browse candidate profiles beyond just those who have applied to your postings.

7.3.3 Current plan details



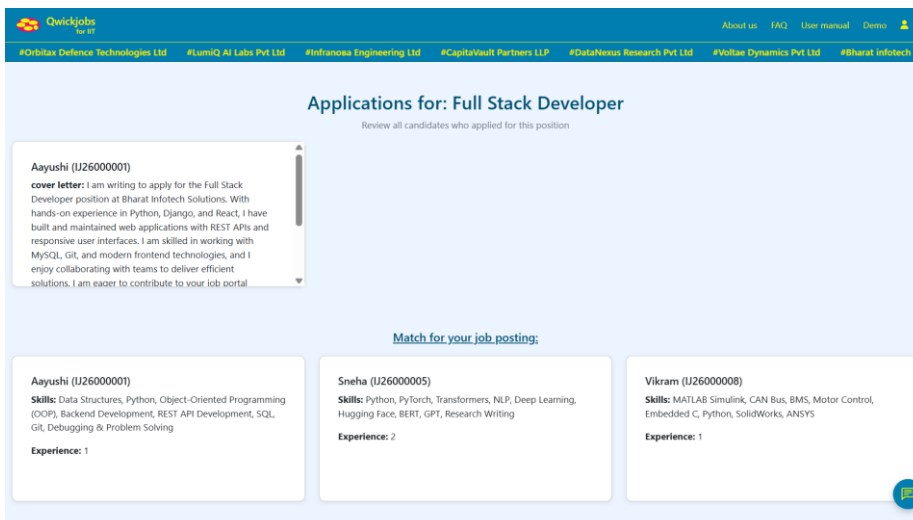
- View all your active subscription plans with details and Monitor your **Remaining Tokens**. The **Token Usage** section displays a detailed history of all token consumption activities (Profile Reviews, Job Postings, Credential/Resume Reviews) with timestamps, helping you track how and when your plan resources are being utilized.

7.3.4 Plan history



- View a comprehensive record of all your past and current subscription purchases.

7.4 View applications



- Review all candidates who have applied for your specific job position. The **"Match for your job posting"** section shows recommended candidates whose skills and experience align well with your job requirements, helping you identify the most suitable applicants. Click the **view icon** (eye icon) on any candidate card to access their complete profile and resume.

7.5 Edit job posting

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#Anosa Engineering Ltd | #CapitaVault Partners LLP | #DataNexus Research Pvt Ltd | #Voltae Dynamics Pvt Ltd | #Bharat infotech solution | #Nesara Technologies Pvt Ltd | #AlphaTrade Research LLP

Bharat infotech solution

Quality analyst

Job details

Industry: Engineering - Software and QA

Job role: Quality analyst | Work mode: On site

Job type: Full time | Salary: []

Description: []

Challenges: []

Additional perks: Eg: Flexible working hours, Weekly payout, Overtime pay, PF, Two-way cab, Health insurance, Laptop

Location

Country: India | State: Gujarat

City: Vadodara | Pincode: []

Address: []

Candidate details

Skills: Quality Assurance, Selenium

Experience (in year): 0 | Education: Undergraduate

Educational details: []

Supervisor / Reporting Person: []

Employee preferred from

Country: Select preferred emp country | State: Select preferred emp state | City: Select preferred emp city

Interview details

Is this a walkin interview? Yes No

Walk in interview address: []

Start date: dd-mm-yyyy | End date: dd-mm-yyyy

Start time: --:-- | End time: --:--

Instructions: []

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- Edit your job posting and click **"Save Changes"** to publish your job posting or **"Delete"** to remove an existing posting.

7.6 Create job

QwickJobs for IT

1 Job Details
2 Candidate Details
3 Interview Details

Cancel

*Industry
Select industry

*Job Role / Title
Ex: Frontend Engineer

Country State City
Country State City

Building Name / Number
Eg: "101, Crystal Plaza" or "Plot No. 23"

Street / Road Name
Eg: "MG Road" or "Bandra Kurla Complex"

Landmark
Eg: "Near City Mall" or "Opposite Metro Station"

Pincode

*work mode
Choose job mode

*Job type
Choose job mode

Job Description
A brief note about the role, skills required, or perks...
Max length: 600 character

Challenges
A brief note about the Responsibilities...
Max length: 600 character

Additional perks
Eg: Flexible working hours, Weekly payout, Overtime pay, PF, Two-way cab, Health insurance, Laptop

Next

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QwickJobs for IT

1 Job Details
2 Candidate Details
3 Interview Details

Cancel

Education
Select Education Level

Education details
Required degree for this role...

*Required Skills
e.g. Python, Django, React

Experience in year

Employee preferred from
Preferred_country Preferred_state Preferred_city

Supervisor / Reporting Person
The name or designation of the person the employee will report to during working period (e.g., Project Manager, HR Head)

Previous

Next

QwickJobs for IT

1 Job Details
2 Candidate Details
3 Interview Details

Cancel

Is this a walkin interview?
 Yes
 No

Walk in interview address

Start date End date
dd-mm-yyyy dd-mm-yyyy

Start time End time
--:-- --:--

Instructions
Instructions for Candidates who will gonna attend walk in drive

Previous

Submit

Add details based on requirements at different level. Fill job details in stage one, Candidate details at stage two and Interview details at stage 3. Click **"Next"** to proceed between steps, **"Previous"** to go back, and **"Submit"** to publish your job posting (consumes 1 token from your plan).

7.7 Plans

Choose Your Plan
Select the best plan to unlock applicant resumes and insights.

Display in: **INR – Indian Rupee (₹)**

* All payments are processed in INR via Razorpay. Converted prices are for reference only.

Plan	Duration	Price (₹)	Key Features
Silver	30 Days	₹40,000	Ideal for small teams, 6 job posting credits, 200 credential/resume view credits, Each job active for 30 days
Gold	90 Days	₹80,000	Perfect for growing businesses, 12 job posting credits, 400 credential/resume view credits, Each job active for 30 days
Platinum	180 Days	₹1,50,000	Best fit for larger hiring needs, 18 job posting credits, 1600 credential/resume view credits, Each job active for 30 days
Silver Plus	30 Days	₹60,000	Ideal for small teams, 6 job posting credits, 200 credential/resume view credits, Homepage ad for 12 days, Each job active for 30 days
Gold Plus	90 Days	₹1,00,000	Perfect for growing businesses, 12 job posting credits, 400 credential/resume view credits, Homepage ad for 30 days, Each job active for 30 days
Platinum Plus	180 Days	₹1,80,000	Best fit for larger hiring needs, 18 job posting credits, 1600 credential/resume view credits, Homepage ad for 60 days, Each job active for 30 days

Get our expert assistance

Service	Price (₹)	Key Features
Expertise Job Posting	₹26,000	Personalized consultation, job posting on Qwickjobs.com, shortlisting, and sharing profiles for final selection.
Expert Matching Simulation for Resume Database	₹80,000	Personalized consultation, tailored search in Resdex, connecting with top matches, and access to 100 CV views.

- Select from multiple subscription plans based on your hiring needs.
- **Plus Plans** Include additional benefits like advertisement on the home page
- Purchase "Expertise Job Posting" for personalized consultation and candidate shortlisting, or "Expert Matching Simulation for Resume Database" for candidate matching with 100 CV views.
- Click the **"Buy"** button on your preferred plan to proceed with payment.