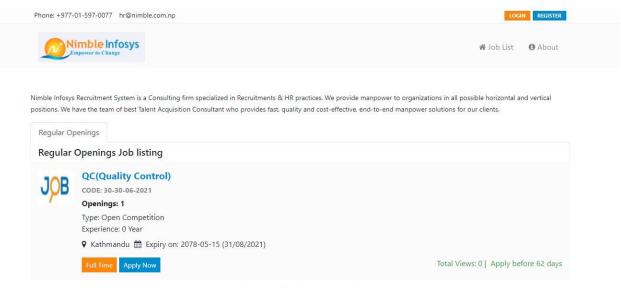
# Welcome to Nimble Career Portal

Nimble uses an online registration portal for all its Job applicants. The online registration was made to simplify the overall process of Recruitment to both the candidates and the employers.

The Candidates need to log in from the login portal that is available as follows:

# **Opening the Career Portal**

1. Go to www.nimblecareer.officehrm.com

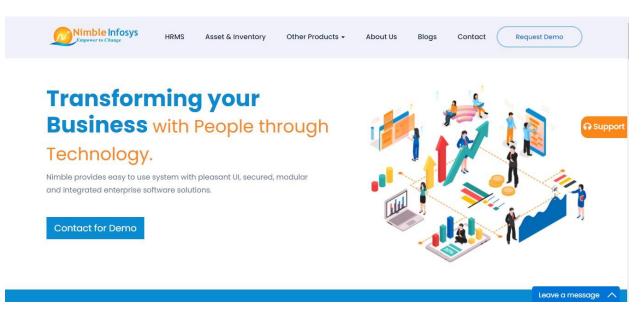


Note: You may either apply through our recruitment portal or drop your CV with a Cover letter directly @ hr@nimble.com.np

You will find the all Nimble opening on this page.

2. You can also browse from our official website.

www.nimbleinfosys.com



Now go to the bottom of the page and click on **Career** which will redirect you to <u>www.nimblecareer.officehrm.com</u>

CONTACT US	ABOUT NIMBLE	PRODUCTS	RESOURCES
Corporate Office	Company	HRMS Software	HR Meet Journey
🕈 Tinkune, Kathmandu, Nepal		Fixed Asset & Inventory	User Manual
<b>J</b> +977-1-597-0077			
➡ info@nimble.com.np	Events	DMS and Process Flow	Software Updates
Customer Support	Products	School and College ERP	Blogs
<b>+</b> 977-9801904464, 9801904461	Services	Performance Appraisal	Partners
Sales Inquiry	Customer	Banking Loan Automation	FAQ
+977-9801058341, 9801038302	Send Feedback	All Products	All Resources

### You will redirect to our career portal page.

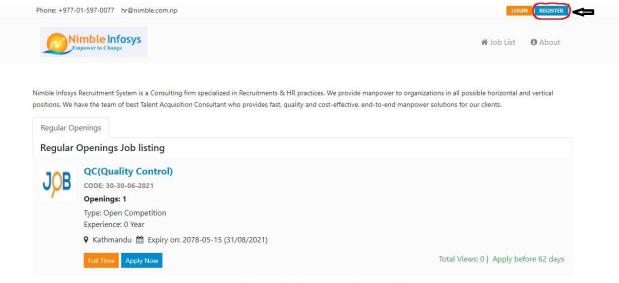
Phone: +977-	-01-597-0077 hr@nimble.com.np	LOGIN REGISTER
	impole Infosys	🕷 Job List 🛛 Ə About
positions. We h Regular Op	s Recruitment System is a Consulting firm specialized in Recruitments & HR practices. We provide manpo have the team of best Talent Acquisition Consultant who provides fast, quality and cost-effective, end-to penings Openings Job listing	
Regular	Openings Job listing	
JOB	QC(Quality Control) CODE: 30-30-06-2021 Openings: 1	
1	openings. I	
'	Type: Open Competition Experience: 0 Year	
1	Type: Open Competition	

Note: You may either apply through our recruitment portal or drop your CV with a Cover letter directly @ hr@nimble.com.np

### How to Register?

After you are in the Career Portal you can do the following:

1. Click the Register Button on the top right of the page.



Note: You may either apply through our recruitment portal or drop your CV with a Cover letter directly @ hr@nimble.com.np

### 2. You will redirect to the following page.

Phone: +977-01-597-0077 hr@nimble.com.np	LOGIN REGISTER
Empower to Change	🏶 Job List 🛛 About

First Name *	N	Middle Name		Last Name *		
Email * you@example.com	M	lobile *		Current City *		
Password *			Confirm Password *			
Experience Type						
Select	~					

- 3. After the page opens you need to fill the Applicants registration form
  - > Enter your First, Middle and Last Name
  - Enter your Email Address
  - > Enter your Mobile Number
  - Enter your Current City
  - Create your password and confirm it
  - Select your experience type

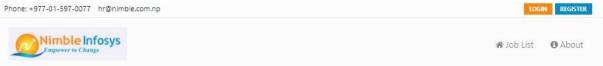
#### 4. If you are a fresher then select Freshers on Experience type

hone: +977-01-597-0077 hr@nimble.com.np				LOG	REGISTER
Empower to Change				🖨 Job List	0 About
Applicant Registration					
First Name *	Middle Name		Last Name *		
Email * you@example.com	Mobile *		Current City *		
Password *		Confirm Password *			
Experience Type Freshers	, K				
				Register	Cancel

5. If you have working experience you need to fill the number of years of experience Phone: +977-01-597-0077 hr@nimble.com.np

ne: +977-01-597-0077 hr@nimble.	com.np		LOGIN	REGIST	
Campower to Change			🖷 Job List	0 Abou	
Applicant Registratio	n				
First Name *	Middle Name	Last Name *	Last Name *		
Email *	Mobile *	Current City *			
you@example.com					
Password *		Confirm Password *			
Experience Type	Experience Year	Experience Month			
Experienced	<b>v</b> 1	2		~	
^	т	$\mathbf{T}$			
			Register		

6. After you have filled in the form – Click on Register



First Name *	Midd	e Name		Last Name *	
Email *	Mobi	e *		Current City *	
you@example.com					
Password *			Confirm Password *		
Experience Type					
Select	~				

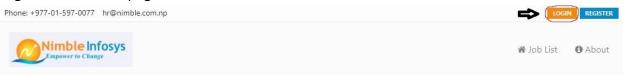
#### 7. You will then be redirected to the following page

Phone: +977-01-597-0077 hr@nimble.com.np		LOG	REGISTER
Empower to Change	Instruction to Apply	😭 Job List	About
Applicant Registration			
Your profile has been successfully created, please login with Email:@live.com and your password.			
Goto Login Page			

- 8. Now your account with the Nimble Career portal has been successfully created.
- 9. Your next step will be to login using the same Email and Password while you register.

### <u>Log In</u>

- 1. To login to your account, you need to open the Career Portal using the abovementioned links.
- 2. After opening the portal, you need to Login by clicking the Yellow login Key in the top right corner of the page.



Nimble Infosys Recruitment System is a Consulting firm specialized in Recruitments & HR practices. We provide manpower to organizations in all possible horizontal and vertical positions. We have the team of best Talent Acquisition Consultant who provides fast, quality and cost-effective, end-to-end manpower solutions for our clients.



3. You will be directed to the following page where you will have to log in with your previously set email and password.

Phone: +977-01-597-0077 hr@nimble.com.np	LOGIN REGISTER
Empower to Change	😤 Job List 🛛 🔞 About
Applicant Login	Grow with us!
Login with email address and password Login ID or Email	Register with us
1	OR Log in
Password	
I forgot my password	Sign in

4. After login, you will be on your dashboard.

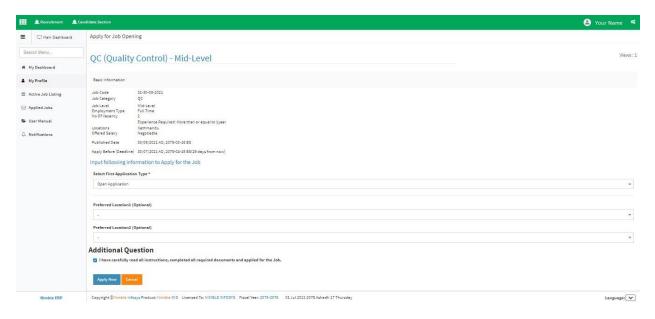
🔒 🧟 Recruitment 🔔 Ca	ndidate Section							٩	Your Name
Main Dashboard	Candidate Da	ashboard							
Search Menu	Active Jobs								
🖨 My Dashboard	Job Code	Job T	itle	Job Level	Posit	tion	Expiry Date	Action	
My Profile									
Active Job Listing									
Applied Jobs									
User Manual									
) Notifications									
									View All Job Listing
	Recently Ap	pplied Jobs							
	Job Code	Job Title	Position	Applied On	Paid Amount	Due Amount	Approval Status	Status	Job Status
Nimble ERP	Copyright ©Nim	ble Infosys Product: Nimbl	e MIS Licensed To	NIMBLE INFOSYS	Fiscal Year: 2075-2076	01 Jul 2021 207	'8 Ashadh 17 Thursday		Language:

### **Applying For a Job**

- 1. You are now successfully logged in to your account and are eligible to apply to our job openings.
- 2. On the left panel of the dashboard, there are a set of menus, Go to My profile menu and update your profile.
- 3. Then click on Active Job listing to view the active job listings.

🖵 Main Dashboard	Active Jo	b Opening List											
Search Menu	Regular C	Openings											
My Dashboard	Regula	r Openings											
My Profile	Job Code	Job Title	Published Date	Exipry Date	Job Level	Position	Service	Group	Sub Group	Job Type	Reservations	Туре	Action
Active Job Listing	31-30-06- 2021	QC (Quality Control)	2078-03-16 (30/06/2021)	2078-04-15 (30/07/2021)	Mid- Level	-	2	-	-	Full Time		Open Competition	Apply
• User Manual	32-30-06- 2021	Developer	2078-03-16 (30/06/2021)	2078-04-15 (30/07/2021)	Mid- Level	Officer	-		•	Full Time		Open Competition	Apply
Notifications	42-30-06- 2021	Developer	2078-03-16 (30/06/2021)	2078-04-15 (30/07/2021)	Senior	Officer	•	-	-	Full Time	Open Application	Open Competition	Apply
	43-30-06- 2021	Sr.Software Engineer (core)	2078-03-16 (30/06/2021)	2078-04-15 (30/07/2021)	Senior	Sr. Officer	•	-	-	Full Time	Open Application	Open Competition	Apply

- 4. If there is an opening for your desired job press the apply action on the right of each job opening.
- 5. After clicking the apply action you will get the details of the Active job.



- 6. There are options to choose from about your application type and preferred location, choose the location and application type as per your preference
- 7. After reading the details of the Job, tick the box below
- 8. After you have completed all the above process you can click the apply now button on the bottom of the page
- 9. Then you will be redirected to the details page of your application.

🚊 Recruitment 🚊 C	andidate Section					💄 Your Name 🗳
📕 🖵 Main Dashboard	Candidate Applied List					
Search Menu	Applicant Name: You Applied Job Title: QC (Qua Submit Status: Not Submit	lity Control)	Job Code: 31-30-06-2021 Verification Status: NetView	_	Due Amount: 0.00 Applied On : 01/07/2021	
My Profile	Submit Status. Not Submit		vermeation status. Notice		Applied 011.01/01/2021	View Details
■ Active Job Listing	Applicant Name	Your Name	Candidate ID	1005	Application ID	4
Applied Jobs	Job Title	QC (Quality Control) - Level -	Job Code	31-30-06-2021	Payable Amount	0.00
🝃 User Manual	Applied ON	01/07/2021	Mobile		Paid Amount	0.00
△ Notifications	Submit Status	Not Submitted	Submitted Date		Payment Due	0.00
	<b>Primary Application</b>	Open Application	Additional Application		Job Status	Open
	Preferred Location 1	Kathmandu	Preferred Location 2			
	Selection Stage Name	Hired	Stage Changed Date			
	Stage Change Remarks					
Nimble ERP	A Submit Application					Modify Application

- 10. If changes are required you may make changes by clicking modify the application on the bottom right corner of the application.
- 11. If no changes are required you may proceed to apply by clicking the submit application button on the bottom left corner of the details.
- 12. A confirmation note will appear

Application Submit Confirmation!	×
Selected job application will be submitted to admin. After submission you will not allowed to change anything in profile until the process of Application is closed or redrafted to you by admin.	
Once you invoke YES, you'll not be able to undo. Are you sure about this? Click <b>YES</b> to confirm or <b>NO</b> to cancel.	
Ses, Confirm and Submit X Not Sure, Submit Later	

13. If you have no changes to make press the Yes, confirm, and submit button.

14. A small notification of confirmation will pop up after your confirmation.

After following all the above-mentioned processes, you have now successfully registered and submitted your application for your desired job at Nimble Infosys. You will be contacted shortly after a review of your application.

# <u>Thank You</u>