

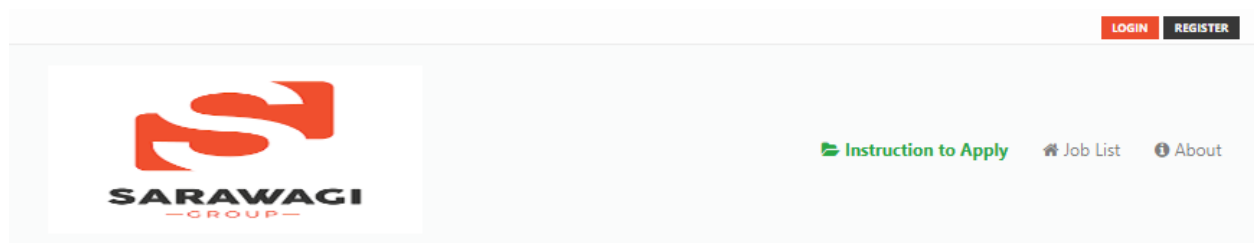
# Welcome to our Career Portal

We use 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 <https://sarawagi.career.officehrm.com/>



Sarawagi Group is one of the leading manufacturers, importers & distributors for premium multinational food and beverage brands in Nepal, **specializing in Bakery**, HORECA (Hotels, Restaurants and Catering), Confectionery and Dairy related products. Sarawagi Group is the brain-child of Mr. Ajay Sarawagi and Mr. Vijay Sarawagi and was incepted in Nepal, during the mid 20th century. It was incorporated as a general trader in Agro Commodity & Cloth Merchants. In 1965, our former Chairman Mr. Chiranjivi Sarawagi ventured into a new journey with the soap industry simultaneously supporting the expansion of the trading business.

In 1992, Executive Director Ajay Sarawagi joined the business with a new perspective of exploring Industrial Trading. He envisioned the need for a portfolio of products in the food and beverage industry when he stumbled across plastic crates, by Supreme, in an exhibition. There has been no looking back ever since.

With more than 2 decade track record in the import and distribution business as well as an in-depth understanding of the complex import structure, Sarawagi Group has been recognized as a one-stop provider of all food and beverage ingredients in Nepal. With an extensive reach to markets all over Nepal, it has redefined distribution with its widespread network. Driven by operational efficiency and strong growth, the group has met an enormous leap of success. It is only because of their passion to support the development of the **food and beverage industry** that has resulted in this brand.

Job Title... ▼ Department... ▼ Business Unit... ▼ Location... ▼ Country... ▼ Search...

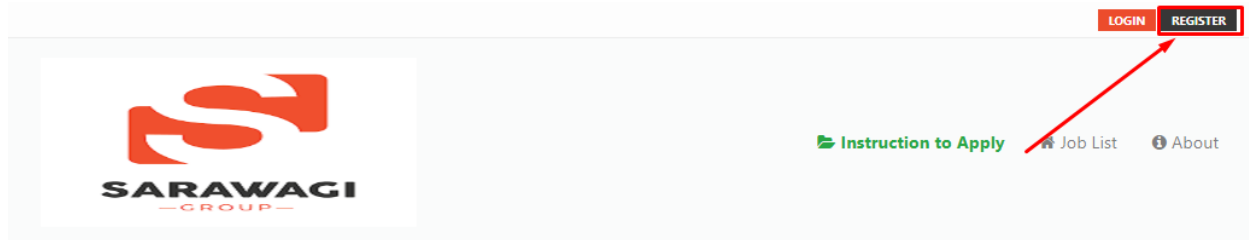
No any vacancy available at the moment, please keep in touch for future vacancies.

You will find the all-job openings on this page.

## How to Register?

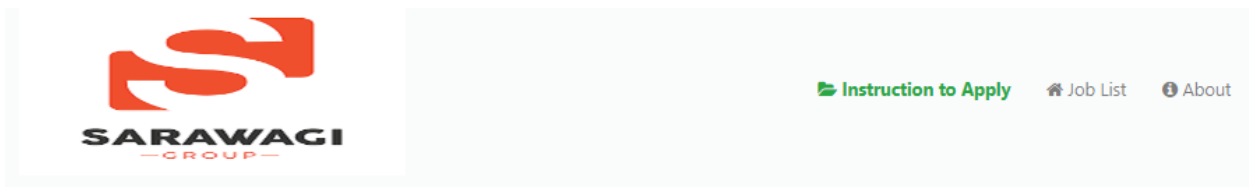
After you are in the Career Portal you can do the following:

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



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2. You will redirect to the following page.



### Applicant Registration

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email *	Mobile *	Current City *
<input type="text" value="you@example.com"/>	<input type="text"/>	<input type="text"/>
Password *	Confirm Password *	
<input type="password"/>	<input type="password"/>	
Experience Type		
<input type="text" value="--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

- If you are a fresher then select Freshers on Experience type

### Applicant Registration

<b>First Name *</b>	<b>Middle Name</b>	<b>Last Name *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Email *</b>	<b>Mobile *</b>	<b>Current City *</b>
<input type="text" value="you@example.com"/>	<input type="text"/>	<input type="text"/>
<b>Password *</b>	<b>Confirm Password *</b>	
<input type="password"/>	<input type="password"/>	

**Experience Type**

Freshers

- If you have working experience you need to fill the number of years of experience.

### Applicant Registration

<b>First Name *</b>	<b>Middle Name</b>	<b>Last Name *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Email *</b>	<b>Mobile *</b>	<b>Current City *</b>
<input type="text" value="you@example.com"/>	<input type="text"/>	<input type="text"/>
<b>Password *</b>	<b>Confirm Password *</b>	
<input type="password"/>	<input type="password"/>	

<b>Experience Type</b>	<b>Experience Year</b>	<b>Experience Month</b>
Experienced <input type="button" value="v"/>	<input type="text"/>	--Select-- <input type="button" value="v"/>

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

Applicant Registration

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email *	Mobile *	Current City *
<input type="text" value="you@example.com"/>	<input type="text"/>	<input type="text"/>
Password *	Confirm Password *	
<input type="password"/>	<input type="password"/>	
Experience Type	Experience Year	Experience Month
<input type="text" value="Experienced"/>	<input type="text"/>	<input type="text" value="--Select--"/>

7. You will then be redirected to the following page

Applicant Registration

Applicant Registration

Your profile has been successfully created, please login with Email: **test@nimble.com.np** and your password.

[Goto Login Page](#)

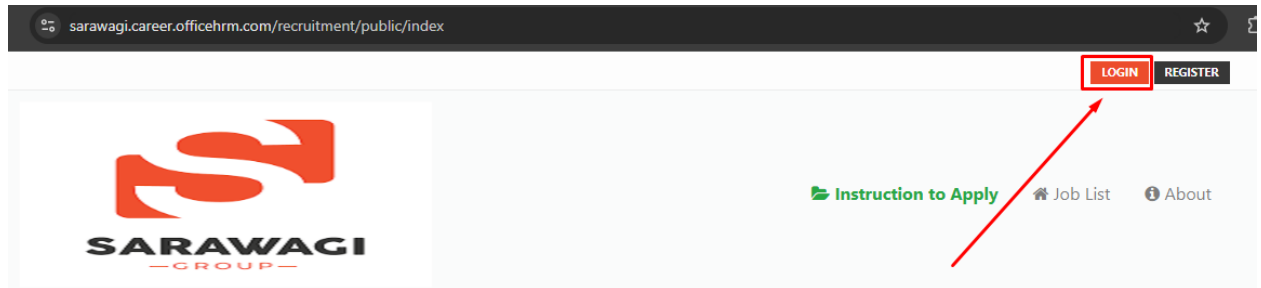
8. Now your account with the career portal has been successfully created.

9. Your next step will be to login using the same Email and Password while you register.

### Log In

1. To login to your account, you need to open the Career Portal using the above- mentioned links.

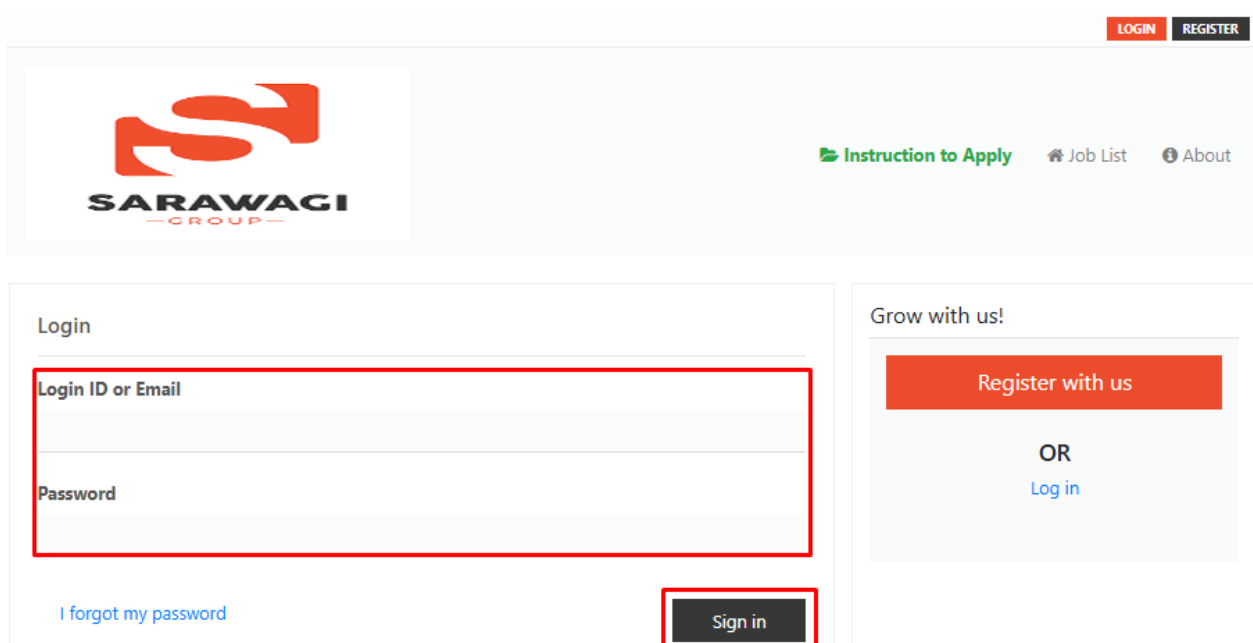
2. After opening the portal, you need to Login by clicking the Yellow login Key in the top right corner of the page.



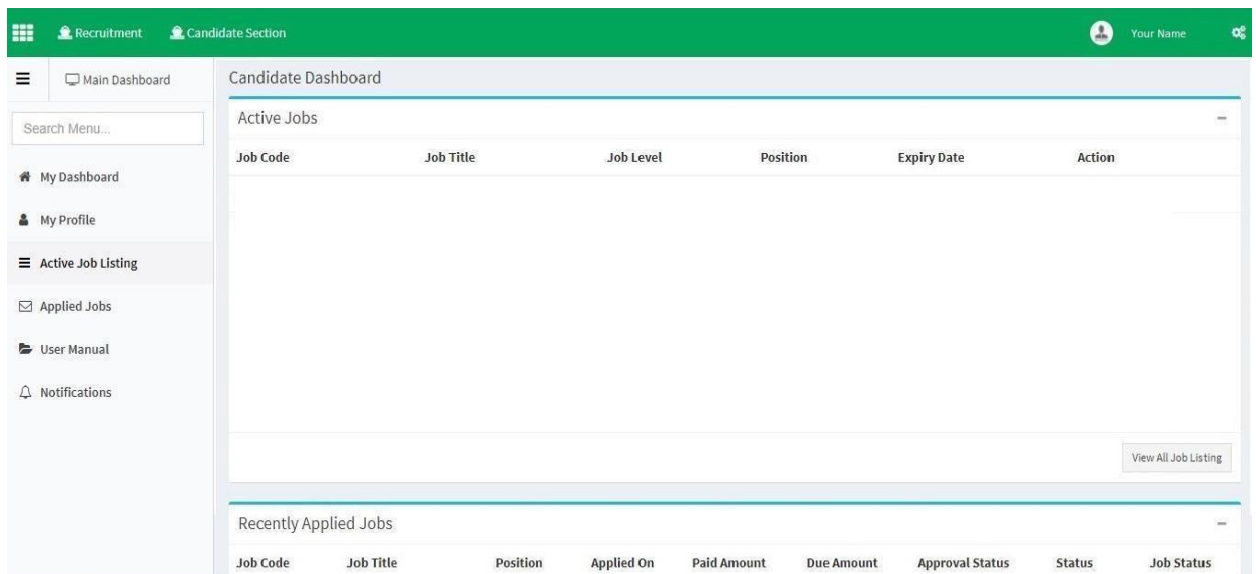
Sarawagi Group is one of the leading manufacturers, importers & distributors for premium multinational food and beverage brands in Nepal, **specializing in Bakery**, HORECA (Hotels, Restaurants and Catering), Confectionery and Dairy related products. Sarawagi Group is the brain-child of Mr. Ajay Sarawagi and Mr. Vijay Sarawagi and was incepted in Nepal, during the mid 20th century. It was incorporated as a general trader in Agro Commodity & Cloth Merchants. In 1965, our former Chairman Mr. Chiranjiwi Sarawagi ventured into a new journey with the soap industry simultaneously supporting the expansion of the trading business.

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

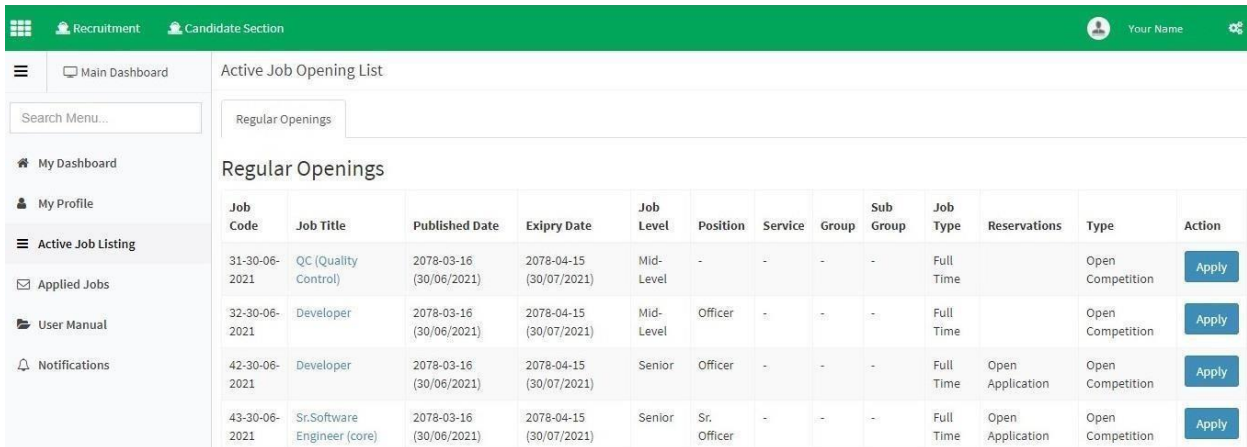


4. After login, you will be on your dashboard.



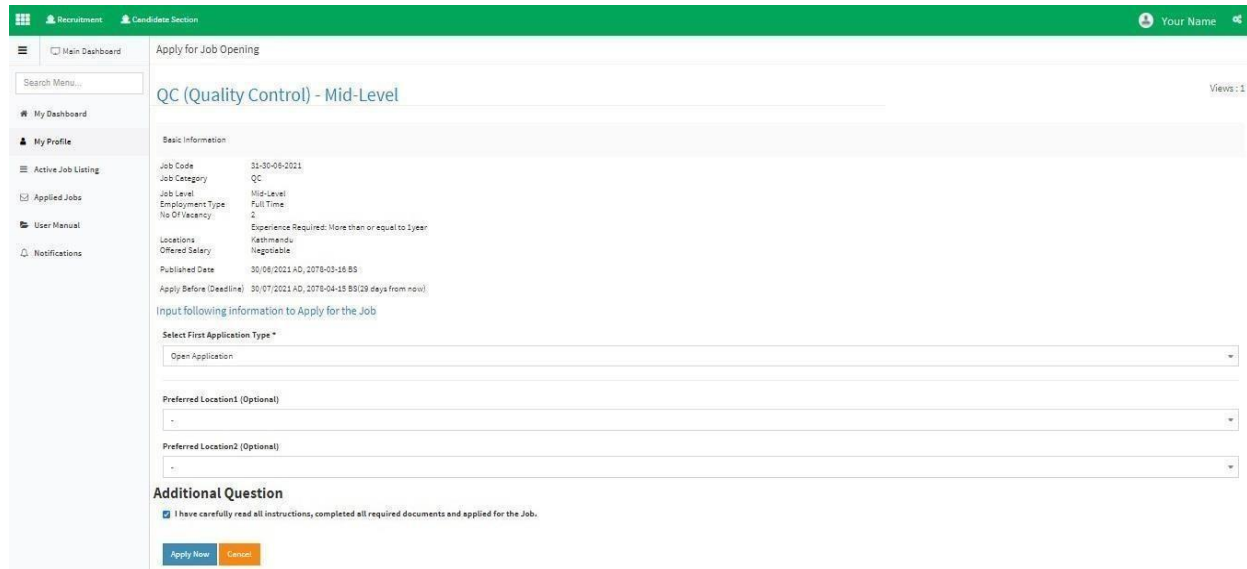
## Applying For a Job

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.



Job Code	Job Title	Published Date	Expiry Date	Job Level	Position	Service	Group	Sub Group	Job Type	Reservations	Type	Action
31-30-06-2021	QC (Quality Control)	2078-03-16 (30/06/2021)	2078-04-15 (30/07/2021)	Mid-Level	-	-	-	-	Full Time		Open Competition	<a href="#">Apply</a>
32-30-06-2021	Developer	2078-03-16 (30/06/2021)	2078-04-15 (30/07/2021)	Mid-Level	Officer	-	-	-	Full Time		Open Competition	<a href="#">Apply</a>
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	<a href="#">Apply</a>
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	<a href="#">Apply</a>

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.



Apply for Job Opening

### QC (Quality Control) - Mid-Level

Views: 1

**Basic Information**

Job Code: 31-30-06-2021  
Job Category: QC  
Job Level: Mid-Level  
Employment Type: Full Time  
No Of Vacancy: 2  
Experience Required: More than or equal to 1 year  
Locations: Kathmandu  
Offered Salary: Negotiable  
Published Date: 30/06/2021 AD, 2078-03-16 BS  
Apply Before (Deadline): 30/07/2021 AD, 2078-04-15 BS (29 days from now)

Input following information to Apply for the Job

Select First Application Type \*

Open Application

Preferred Location1 (Optional)

-

Preferred Location2 (Optional)

-

**Additional Question**

I have carefully read all instructions, completed all required documents and applied for the Job.

[Apply Now](#) [Cancel](#)

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.

The screenshot displays the 'Candidate Applied List' page. The top navigation bar includes 'Recruitment' and 'Candidate Section' with a user profile 'Your Name'. The left sidebar contains navigation items: 'Main Dashboard', 'My Dashboard', 'My Profile', 'Active Job Listing', 'Applied Jobs', 'User Manual', and 'Notifications'. The main content area shows the following details:

- Applicant Name: Your Name
- Applied Job Title: QC (Quality Control)
- Job Code: 31-30-06-2021
- Due Amount: 0.00
- Submit Status: **Not Submitted**
- Verification Status: **Not Viewed**
- Applied On: 01/07/2021

A table below provides further details:

Applicant Name	Your Name	Candidate ID	1005	Application ID	4
Job Title	QC (Quality Control) - Level -	Job Code	31-30-06-2021	Payable Amount	0.00
Applied ON	01/07/2021	Mobile		Paid Amount	0.00
Submit Status	<b>Not Submitted</b>	Submitted Date		Payment Due	0.00
Primary Application	Open Application	Additional Application		Job Status	<b>Open</b>
Preferred Location 1	Kathmandu	Preferred Location 2			
Selection Stage Name	<b>Hired</b>	Stage Changed Date			
Stage Change Remarks					

At the bottom of the application details, there are two buttons: 'Submit Application' on the left and 'Modify Application' on the right.

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 **YES** to confirm or **NO** to cancel.

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. You will be contacted shortly after a review of your application.

**Thank You**