

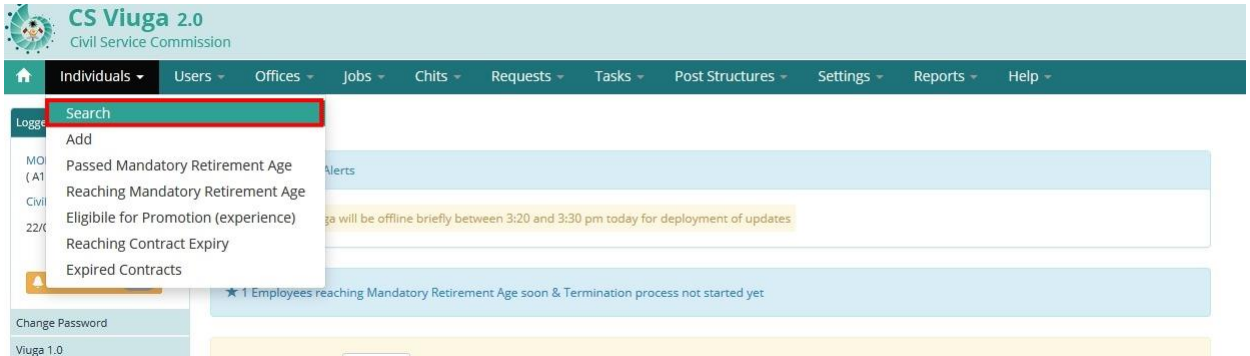
دومى مۇنداق دۇر سەھىھ ئىشلىتىش ۈچۈن لايىھىسى

سەھىھ ئىشلىتىش ۈچۈن لايىھىسى

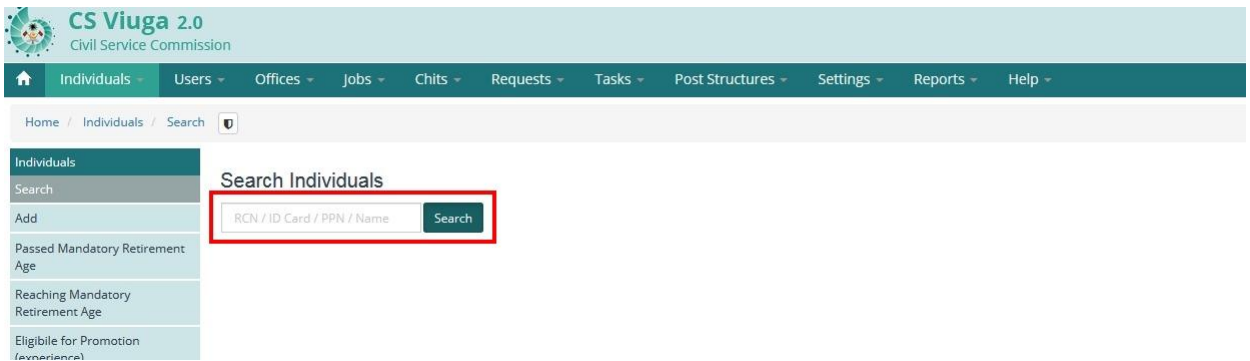


# ސޯޕްޓް ޖަދުވަލު ސަފްޙާ ޖަދުވަލު ސަފްޙާ ޖަދުވަލު ސަފްޙާ ޖަދުވަލު

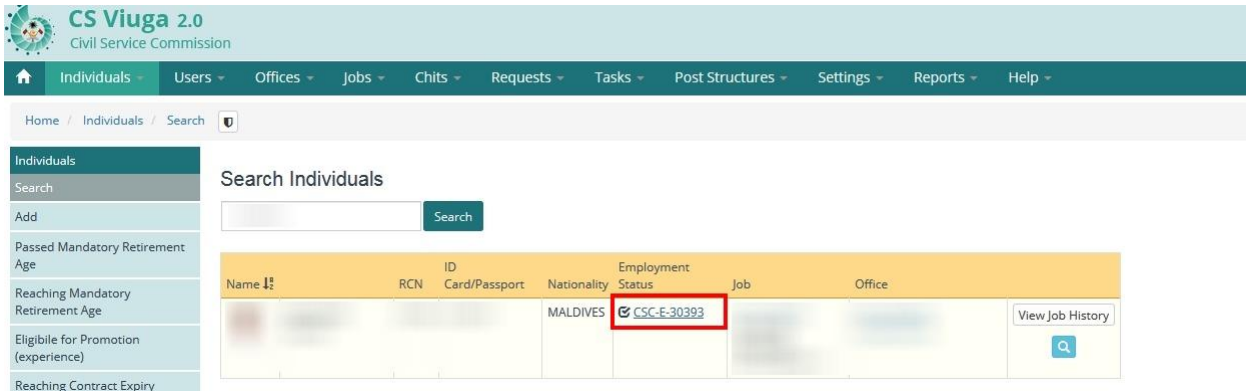
1. ސޯޕްޓް ޖަދުވަލު ސަފްޙާ ޖަދުވަލު ސަފްޙާ ޖަދުވަލު ސަފްޙާ ޖަދުވަލު "Individuals" ގައި "Search" ސަފްޙާ ޖަދުވަލު ސަފްޙާ ޖަދުވަލު ސަފްޙާ ޖަދުވަލު



2. ސޯޕްޓް ޖަދުވަލު ސަފްޙާ ޖަދުވަލު ސަފްޙާ ޖަދުވަލު ސަފްޙާ ޖަދުވަލު "Search" ގައި ސަފްޙާ ޖަދުވަލު ސަފްޙާ ޖަދުވަލު ސަފްޙާ ޖަދުވަލު ސަފްޙާ ޖަދުވަލު



3. ސޯޕްޓް ޖަދުވަލު ސަފްޙާ ޖަދުވަލު ސަފްޙާ ޖަދުވަލު ސަފްޙާ ޖަދުވަލު ސަފްޙާ ޖަދުވަލު ސަފްޙާ ޖަދުވަލު



4. دواړو لارو ترمنځ توپیر "Education" لار ته "Add Certificate" لار ته لاسوهنه کولو

Employment (د کار په اړه)

The screenshot shows a user profile page for Employment. On the left, there is a profile picture and a list of fields: Job #, Job Type, Designation, Classification, Rank, and Office. On the right, there is a list of fields: RCN, ID Card #, Country, Employment Type, Employment State, Appointed Date, and Last Transfer Date. Below these fields is a horizontal menu with tabs: Profile, Termination, Service Exclusions, Responsibilities, Education (highlighted with a red box), Training, Experience, Licenses, Promotion, PA, Chits, Tasks, Notes, and a notification bell. Below the menu, there is a section titled "Certificates" with a sub-section "{ None }". On the right side of this section, there is a red-bordered button labeled "Add Certificate".

5. د دواړو لارو ترمنځ توپیر "Tertiary Education Certificate" لار ته لاسوهنه کولو

The screenshot shows a dialog box titled "Add Certificate" with a close button (X) in the top right corner. Below the title, there is a section "Select Certificate Type:" followed by a list of five certificate types, each with its name in English and its name in Pashto: Letter of Literacy (د لاسوهنې لار), School Leaving Certificate (د ښوونځي لار), Secondary Examination Certificate (د دویمو کورنيو امتحان لار), Higher Secondary Examination Certificate (د درېيمو کورنيو امتحان لار), and Tertiary Education Certificate (د درېيمو کورنيو امتحان لار). The last option, "Tertiary Education Certificate", is highlighted with a red rectangular box.



7. سنجیه ای که آپلود می‌شود در "Upload" در پنل کاربری قرار می‌گیرد. سنجیه‌ها پس از آنکه آپلود می‌شوند، در پنل کاربری قرار می‌گیرد. سنجیه‌ها پس از آنکه آپلود می‌شوند، در پنل کاربری قرار می‌گیرد. سنجیه‌ها پس از آنکه آپلود می‌شوند، در پنل کاربری قرار می‌گیرد.

توجه: سنجیه‌ها پس از آنکه آپلود می‌شوند، در پنل کاربری قرار می‌گیرد. سنجیه‌ها پس از آنکه آپلود می‌شوند، در پنل کاربری قرار می‌گیرد. سنجیه‌ها پس از آنکه آپلود می‌شوند، در پنل کاربری قرار می‌گیرد.

## Add Certificate

Type: Tertiary Education Certificate

1 - Certificate Details 2 - Documents

Certificate has been added for [redacted] successfully. Please upload documents.

Documents Related to Certificate

Certificate

Document Date\*: 23/01/2018

Reference Number: [redacted]

**Upload**

Save



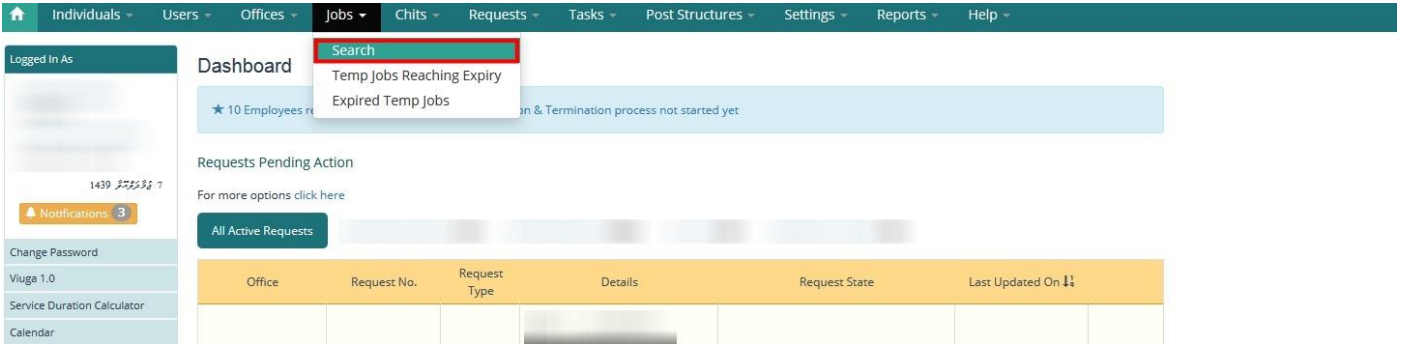






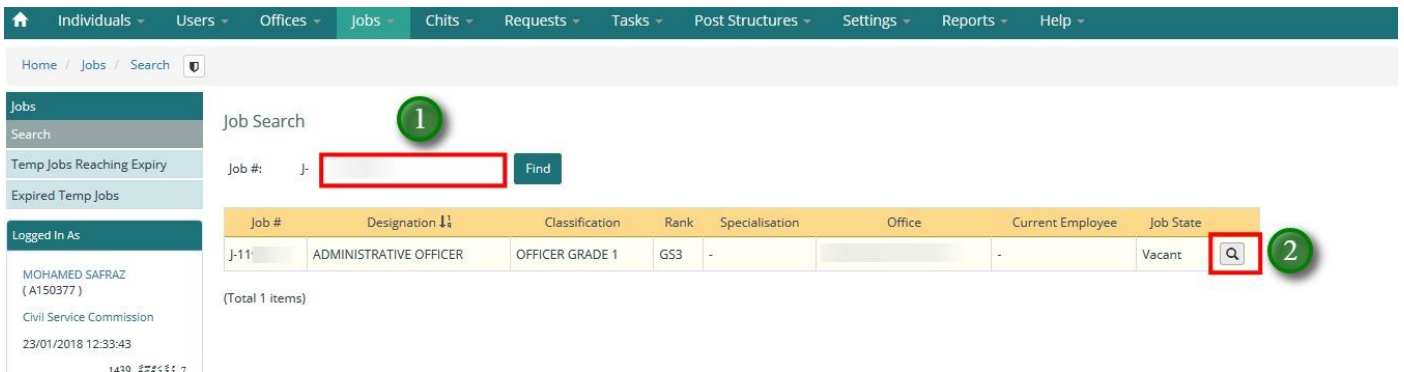
# سہولت واری سہولتوں کے لئے درخواستیں

1. سہولت واری سہولتوں کے لئے درخواستیں "Jobs" اور "Search" سرسری

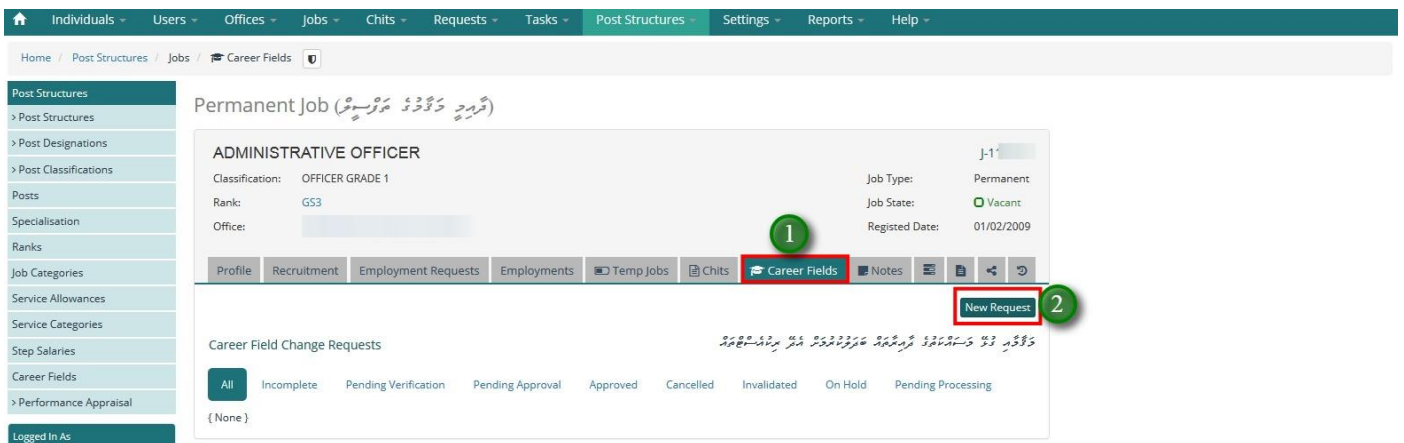


2. ڈیڈ ڈسپوزیشن کے لئے درخواستیں "Find" اور "Job Search" سرسری

سہولت واری سہولتوں کے لئے درخواستیں "Find" اور "Job Search" سرسری



3. ڈیڈ ڈسپوزیشن کے لئے درخواستیں "Career Fields" اور "New Request" سرسری



Permanent Job (مٿي ڏنل ڪارٽر ۽ ڊاڪٽر)

**ADMINISTRATIVE OFFICER**  
 Classification: OFFICER GRADE 1  
 Rank: GS3  
 Office: \_\_\_\_\_

J-11  
 Job Type: Permanent  
 Job State:  Vacant

Profile Recruitment Employment Requests Employments Temp Jobs Chits Career Fields Notes

Career Field Change Request

1 - Details 2 - Supporting Documents

Career Field Change Details

Available Career Fields **1**

- ADMINISTRATION AND MANAGEMENT
- AGRICULTURE MANAGEMENT AND DEVELOPMENT
- ALTERNATIVE AND COMPLEMENTARY MEDICINE
- ANIMAL HEALTH SERVICES
- ANIMAL SYSTEM
- ARCHITECTURE AND DESIGN
- AUDIO - VIDEO TECHNOLOGY AND FILMS / VISUAL ARTS

Selected Career Fields **2**

Effective Date: \*  **3**

Reason/Remarks: \*  **4**

Remarks Language:  Urdu  English **5**

**Save & Next Step**

1. ڪارٽر ۽ ڊاڪٽر ۽ ٻين ڪارٽر ۽ ڊاڪٽر ۽ ٻين ڪارٽر ۽ ڊاڪٽر
  2. ڪارٽر ۽ ڊاڪٽر ۽ ٻين ڪارٽر ۽ ڊاڪٽر ۽ ٻين ڪارٽر ۽ ڊاڪٽر
  3. ڪارٽر ۽ ڊاڪٽر ۽ ٻين ڪارٽر ۽ ڊاڪٽر ۽ ٻين ڪارٽر ۽ ڊاڪٽر
  4. ڪارٽر ۽ ڊاڪٽر ۽ ٻين ڪارٽر ۽ ڊاڪٽر ۽ ٻين ڪارٽر ۽ ڊاڪٽر
  5. ڪارٽر ۽ ڊاڪٽر ۽ ٻين ڪارٽر ۽ ڊاڪٽر ۽ ٻين ڪارٽر ۽ ڊاڪٽر
- ٽيڪس ۽ ڪارٽر ۽ ڊاڪٽر ۽ ٻين ڪارٽر ۽ ڊاڪٽر ۽ ٻين ڪارٽر ۽ ڊاڪٽر "Save & Next Step" ۽ ٻين ڪارٽر ۽ ڊاڪٽر ۽ ٻين ڪارٽر ۽ ڊاڪٽر

Permanent Job (ثوابت شغل)

**ADMINISTRATIVE OFFICER** J-1

Classification: OFFICER GRADE 1 Job Type: Permanent

Rank: GS3 Job State: Vacant

Office: Registered Date: 01/02/2009

Profile Recruitment Employment Requests Emplacements Temp Jobs Chits Career Fields Notes

Career Field Change Request

[Back to List](#)

Request #: R-CFC/2018/00002 Last Submitted On: 23/01/2018 14:02:00

Submitted Times: 1

Marked Incomplete Reason:

Request Type: Job Career Field Change Request

Reason: د شغل ځانگړتياوو ته د بدلون لاسوهنه

Effective Date: 23 Jan 2018

1 - Details 2 - Supporting Documents

Supporting Documents

د پورته شويو سندونو لاسوهنه

{ None }

Add Extra Documents

DocumentTypeID: HRMD NIMMUN

Document Date\*: DD/MM/YYYY

Reference Number:

Description:

- د ځانگړتياوو ته د بدلون لاسوهنه
- د "HRMD NIMMUN" سره سم
- د ځانگړتياوو په نوم کې بدلون
- د ځانگړتياوو په نوم کې بدلون
- د ځانگړتياوو په نوم کې بدلون
- د "Upload" په نوم کې بدلون
- د "Finish & Submit" په نوم کې بدلون

## DATA VERIFICATION LEVEL USERS

تاییدکننده سطح کاربر "Data Verification" می‌تواند داده‌ها را بررسی کند.



## Process Request



The request's state will be changed to 'Pending Approval'

Remarks:

Submit for Approval

سُرُوح: "Mark As Incomplete" سُرُوح "Cancel Request" نِزَامَتِنَا مَعْرُوفِ وَ سُرُوح "Remarks" يِ مَعْرُوفِنَا سُرُوح  
مَعْرُوفِنَا مَعْرُوفِنَا سُرُوح. "Submit For Approval" نِزَامَتِنَا مَعْرُوفِ وَ سُرُوح "Remarks" يِ مَعْرُوفِنَا مَعْرُوفِنَا نِزَامَتِنَا  
مَعْرُوفِنَا مَعْرُوفِنَا سُرُوح.

## DATA APPROVAL LEVEL USERS

تصميم وتصوير مستخدمين "Data Approval" في قاعدة البيانات.



1. පෙරනිකුත් කළ පෙට්ෂන් "Dashboard" හි "Pending Approval" තත්වයේ පෙන්වනු ලබන බවට තහවුරු කිරීම.

පෙට්ෂන් "Q" හි "Pending Approval" තත්වයේ පෙන්වනු ලබන බවට තහවුරු කිරීම.

Dashboard

Requests Pending Action

For more options click here

All Active Requests Pending Verification **Pending Approval** On Hold Pending Processing

Office	Request No.	Request Type	Details	Request State	Last Updated On
	R-CFC/2018/00002	Job Career Field Change Request		Pending Approval (Office Level) Level: A	24/01/2018 08:13:06

2. පෙට්ෂන් අනුමැතිය ලබාදීම.

### Career Field Change Request (පෙට්ෂන් අනුමැතිය ලබාදීම)

Job #: J- [redacted] R-CFC/2018/00002

Designation: ADMINISTRATIVE OFFICER Submitted On: 24/01/2018 (# 3)

Classification: OFFICER GRADE 1 State: Pending Approval

Rank: GS3 Awaiting Approval:

Office: [redacted] Level: Office

Office: [redacted]

Marked Incomplete Details

Profile

Approve Request Mark As Incomplete Cancel Request

Effective Date: 23/01/2018

Reason/Remarks: [redacted]

Career Fields Before/Previous	Career Fields After/New
{ None }	• ADMINISTRATION AND MANAGEMENT

Documents

Sample.pdf (80.2 KB)  
HRMD NIMMUN  
[redacted]  
23/01/2018

1. පෙට්ෂන් අනුමැතිය ලබාදීම සඳහා "Approve Request" බොත්මන කැපී පෙන්වීම.
  2. පෙට්ෂන් අනුමැතිය ලබාදීම සඳහා "Mark As Incomplete" බොත්මන කැපී පෙන්වීම.
- පෙට්ෂන් අනුමැතිය ලබාදීම සඳහා "Submit for Approval" බොත්මන කැපී පෙන්වීම.
  - පෙට්ෂන් අනුමැතිය ලබාදීම සඳහා "Mark As Incomplete" බොත්මන කැපී පෙන්වීම.
  - පෙට්ෂන් අනුමැතිය ලබාදීම සඳහා "Cancel Request" බොත්මන කැපී පෙන්වීම.

## Process Request



The request's state will be changed to 'Pending Approval'

Remarks:

Submit for Approval

سُرْعَة: "Mark As Incomplete" سُرْعَة "Cancel Request" نَبْرْتَمْرِنَا مَرَوَرِ وِسْرَك "Remarks" يَرِ كَوْرَسُو مَرْتَانَر سَكَا  
كَا مَرْتَمْرِنَا مَرَوَرِ وِسْرَك. "Submit For Approval" نَبْرْتَمْرِنَا مَرَوَرِ وِسْرَك "Remarks" يَرِ كَوْرَسُو مَرْتَمْرِنَا مَرَوَرِ وِسْرَك  
كَا مَرْتَمْرِنَا مَرَوَرِ وِسْرَك.

## DATA APPROVAL LEVEL USERS (PARENT OFFICE)

تاسیساتی دپارٹمنٹ کے سربراہان "Data Approval - Parent Office" کے اختیارات کو دیکھ سکتے ہیں۔  
یہ دیکھنے کے لیے ان کے پاس "Data Approval - Parent Office" کے اختیارات ہونے چاہئیں۔



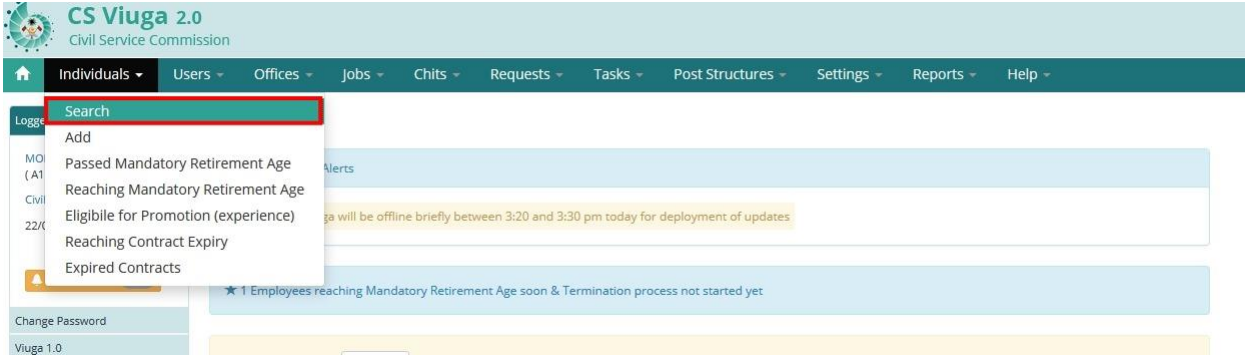




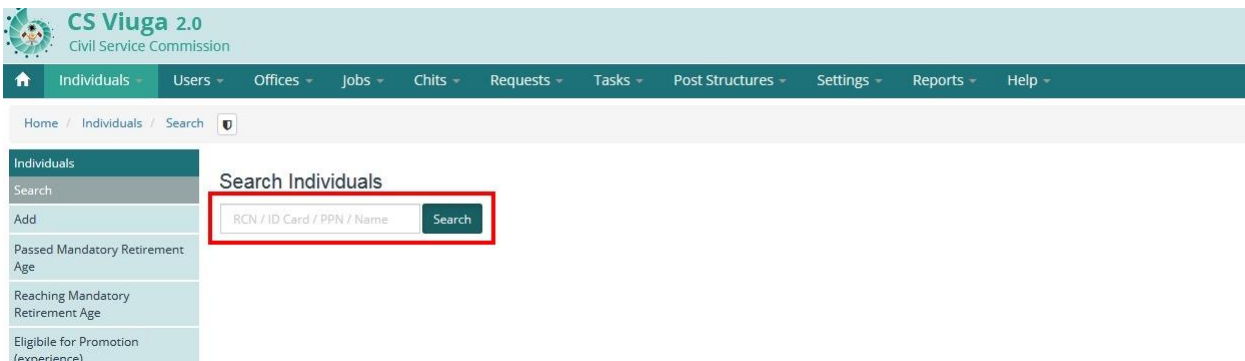


# සෙවීමේ ක්‍රියාදාමයේ පියවර 1 සිට 3 දක්වා

1. සෙවීමේ ක්‍රියාදාමයේ පියවර 1 සිට 3 දක්වා



2. සෙවීමේ ක්‍රියාදාමයේ පියවර 2 සිට 3 දක්වා



3. සෙවීමේ ක්‍රියාදාමයේ පියවර 3 සිට 4 දක්වා

