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CIRCULAR

Introduction of Virtual Hiring Module in HRMS Portal

In continuation to efforts of the corporation towards complete digitisation of HR process, a new module of HRMS system, “**Virtual Hiring**” is introduced. Considering that recruitment is backbone of HR process in any organisation it is imperative that records of new recruitees are digitised and utilised subsequently for various HR functions. This new tool will reduce efforts and facilitate better efficiency.

Various steps involved in the process of Virtual Hiring are as follows:

1. A basic digital profile, with the available data, will be created at CO for all new recruitees to whom offer letter has been issued by the Recruitment Section. Subsequently, a link shall be sent through email to these recruitees to complete the profile.
2. New recruitees shall fill in the complete joining details such as Contact Detail, Family Detail, Nominee Detail, Qualification, Languages Known, Previous Employment and Attached Documents (all the joining documents filled by the candidates have to be uploaded under this tab) and click on submit button after filing desired details.
3. After submission of the desired details by the new recruitee, a reference no./temporary id shall be allocated to the employee.
4. The details submitted by all new recruitees will be visible under Approval tab for Corporate HR Approval.



5. Corporate HR shall verify all the details of the new recruitees and authenticate all types of nomination forms submitted/attached by the candidates through the system. After which the necessary approval will be provided by the Corporate HR.

Once the module is fully operational all the information of employees will be available at single platform which will facilitate instant accessibility and availability of information thus enabling faster and better decision making.

Support from all RMs and field offices is highly solicited to make this endeavour towards achieving the goal of digitised HR processes in the corporation a success.

(Pawan Kumar)
Dy General Manager (Pers)

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