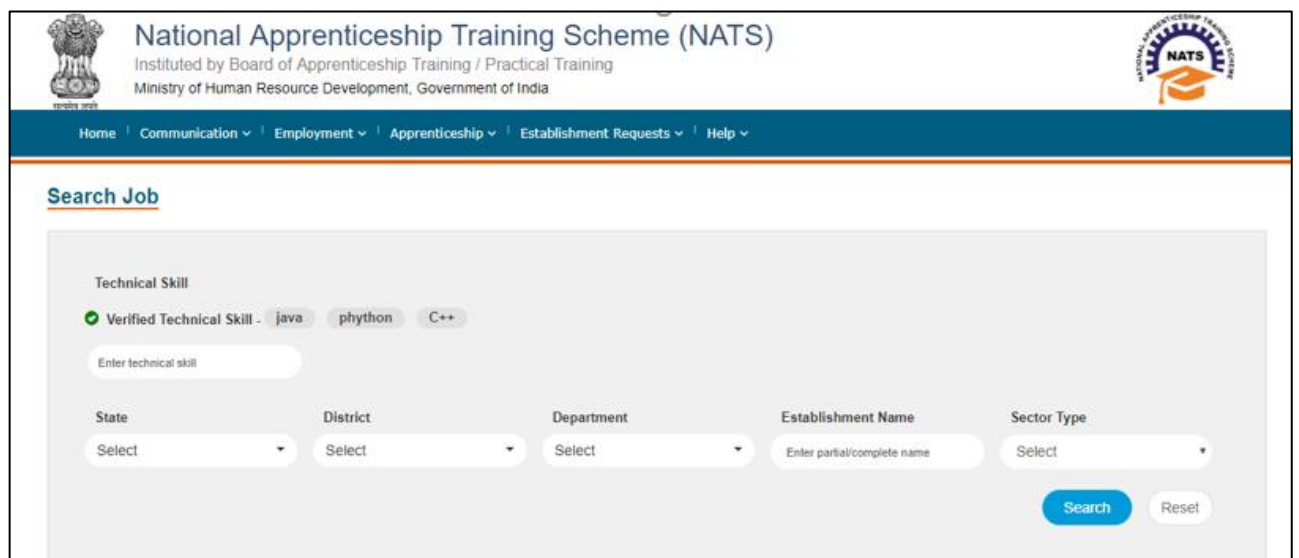## Eligibility criteria for Search Job?

- Jobs Menu will be available if you come under any one of the following categories:
    - Contract completed
    - Only if your job status is unemployed
- You can search jobs by using the following search filters
    - Technical skills
    - State
    - Districts
    - Department
    - Company Name
    - Sector

How Search Job Works?

- Login to NATS portal with your credentials and then select **Employment → Jobs → Search Job** from the menu.

- You can select multiple technical skills, states, Departments while searching jobs.
- Suggestions for establishment name will be provided based on the skills, states, districts, department and sector type if available.
- On clicking **Search**, the list of establishments matching the search criteria will be listed as below.

- Job Advertisements will be listed based on your search criteria.
- On clicking **View Job Details,** the user will be redirected to Establishment job details page.

- On Clicking the **View Additonal Information**, all the information mentioned during job posting will get dispalyed.

- If the establishment has posted any job advertisement based on the student skills (eg, Testing , Development) you can apply for the same.
- You can also apply for multiple advertisements within the same establishment.
- If job advertisement is not available, the student can still apply to the establishment and will be notified when the establishment posts any job.
- You can apply for a **maximum of 50 jobs**.
- After you apply for a job, success message will be displayed with Job ID.

How to Track the applied Job applications?

- Click **Employment → Jobs → Track My Application**
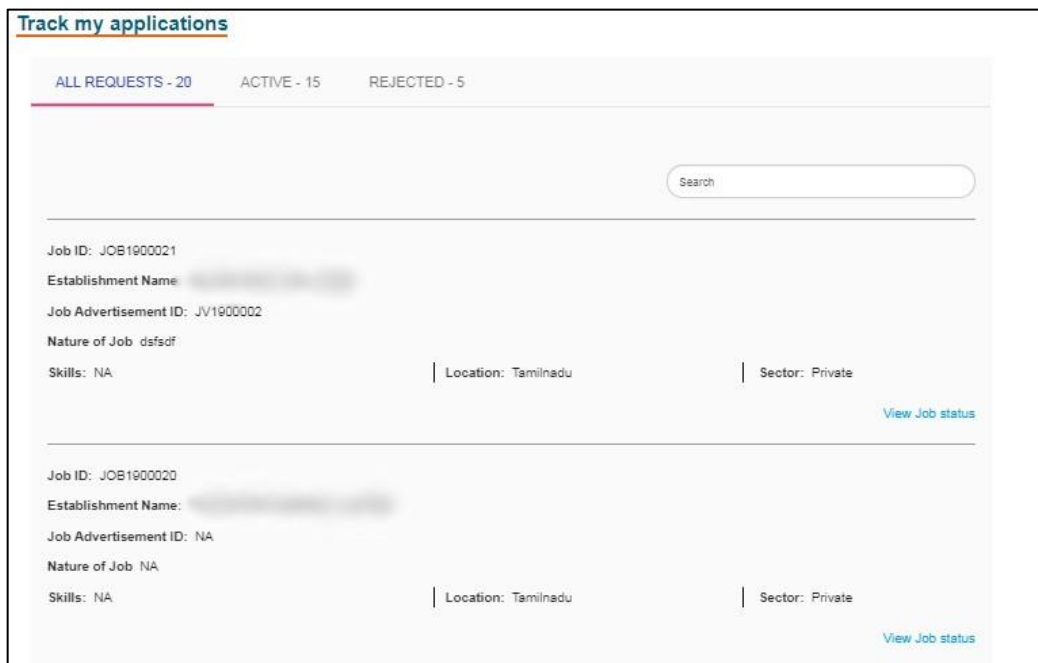
- The page will be loaded with all job applications.
- You can track step by step status of the job application by clicking on **View Job Status.**
- The applied jobs can be removed by clicking the **Remove** button.
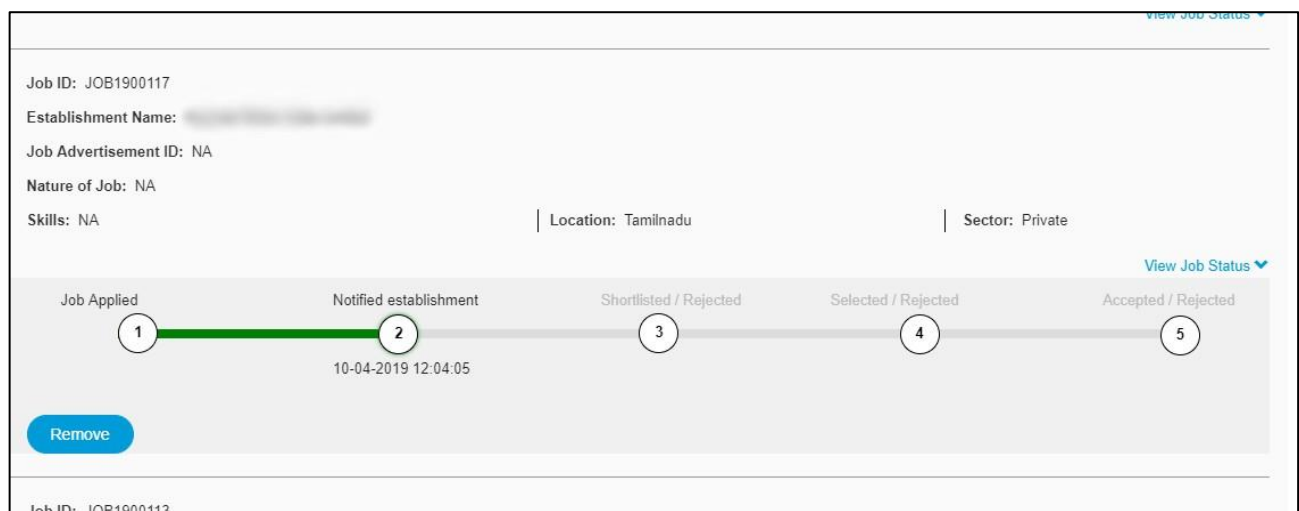
- If your application is accepted by the establishment, Interview Venue, Date, Time, Job description can be viewed.

Job ID: JOB1900120
Establishment Name:
Job Advertisement ID: JV1900079
Nature of Job dfadfadfadf
Skills: NA | Location: Karnataka | Sector: Private

View Job status ⌄

Job Applied	Notified establishment	Interview Shortlisted	Selected / Rejected	Accepted / Rejected
1	2	3	4	5
	10-04-2019 12:24:14	10-04-2019 16:51:12		

Interview Details
Venue: Chennai | Date: 16-04-2019 | Time: 10:00 AM | Additional Information: Bring Resume.

- If you got rejected by the establishment, the status will be updated as **Rejected**.

Job ID: JOB1900113
Establishment Name:
Job Advertisement ID: NA
Nature of Job NA
Skills: NA | Location: Karnataka | Sector: Private

View Job status ⌄

Job Applied	Notified establishment	Rejected	Selected / Rejected	Accepted / Rejected
1	2	3	4	5
	10-04-2019 11:54:00	10-04-2019 16:54:06		

Remarks
NA

- If you got selected after the interview by the Establishment, the status will be "**Interview Selected**".

Job ID: JOB1900120
Establishment Name:
Job Advertisement ID: JV1900079
Nature of Job: dfadfadfadf
Skills: NA | Location: Karnataka | Sector: Private

View Job Status ⌄

Job Applied	Notified establishment	Interview Shortlisted	Interview Selected	Accepted / Rejected
1	2	3	4	5
	10-04-2019 12:24:14	10-04-2019 16:51:12	10-04-2019 17:10:10	

Accept   Reject

- If you are selected in the interview, you can either accept or reject the job offer.
- If you got rejected after attending interview the status will be "Rejected".

How to View all Vacancy Details posted by establishment?

- Click **Employment → Jobs → Vacancy Details**

- Student can apply for the desired job by clicking the **View Job Details**.