

# 5-Step Job Portal Process

## Visit [www.kapurthalaonline.com](http://www.kapurthalaonline.com)

CLICK ON "JOB ALERTS" LINK IN THE NAVIGATION BAR.  
MATCH JOB DESCRIPTION WITH YOUR SKILLS AND EXPERIENCE.

You will reach the [Kapurthala Job Alerts Web page](#), where current jobs from Private and Government Departments are listed.

## Match the requirements and your job expectations

### GO THROUGH THE CURRENTLY POSTED JOBS

There will be multiple job postings. You should compare employers job description. In the Job description; Qualification, Experience, Timings are most important. You should match those with your own job expectations. Job seeker should match own expectations with those of employer.

## Apply for the Job

### FILL THE FORM AT THE END OF PAGE WITH BASIC INFORMATION ABOUT YOUR QUALIFICATION, EXPERIENCE AND CONTACT DETAILS.

At the end of Kapurthala Job Alerts page, there is form which can be filled to apply for the private jobs mentioned on the page.

***Please note, Government Jobs (if any on the page) must be applied at the Government Departments Official Website Only.***

## Check your email regularly

### ENSURE EMAIL ID IS CORRECT, YOU WILL RECEIVE EMPLOYER DETAILS IN EMAIL BASED ON YOUR JOB APPLICATION.

You will be contacted through Email or Whatsapp with employer details once you are shortlisted. After you receive the employer contact details. You need to get in touch with employer for interview. We don't play any role in selection. It is totally between Job provider and Job Seeker.

## Face the interview, On selection, join the job

### KEEP YOUR LATEST RESUME READY!! FACE THE INTERVIEW WITH CONFIDENCE

The employers look for skills for their tasks. Wear Formals. Appear in interview with confidence. Be truthful with your skills and experience.

Your plain speaking will increase chances of hiring.

On selection, settle the final terms with employer and Join the Job.

**KAPURTHALA JOB ALERTS INITIATIVE IS FREE COMMUNITY SERVICE. WE DON'T CHARGE FROM EMPLOYERS OR EMPLOYEES. NO REGISTRATION CHARGES.**

**PANKAJ SHARMA [WWW.KAPURTHALAONLINE.COM](http://WWW.KAPURTHALAONLINE.COM)**

**YOU CAN WRITE SHARE YOUR SUGGESTIONS AND FEEDBACK ON [KAPURTHALAONLINE@GMAIL.COM](mailto:KAPURTHALAONLINE@GMAIL.COM)**