

## 1. Online Registration



## 2. Click On New Registration Button





5. After successful save Pre registration form, then open Guidelines to candidate

## UP Purva Sainik Kalyan Nigam Ltd

### दिशा निर्देश

- रजिस्ट्रेशन स्लिप का प्रिंट लें।
- या पॉपअप को क्लोज करके आगे का फॉर्म भरे।
- यदि आप नीचे दिए गए फॉर्म को भरना चाहते हैं। तो रजिस्ट्रेशन स्लिप को प्रिंट लेने के बाद आप निचे दिया गये फॉर्म को भर सकते हैं।
- अन्यथा आप फॉर्म को बिना भरे भी आगे बढ़ सकते हैं और बाकि की जानकारी को बाद में भी भर सकते हैं।
- अगर आप फॉर्म नहीं भरना चाहते हैं तो निचे दी गयी बटन Go to Home पे क्लिक करे लॉगिन पेज पर जाये।
- अपने रजिस्ट्रेशन नंबर और पासवर्ड जोकि आपके मोबाइल पे एस0एम0एस से भेजा गया है।
- लॉगिन करके अपने डैशबोर्ड पर जाये।

PRE - REGISTRATION INSTRUCTIONS

Close

6. REGISTRATION SLIP

U.P. Purva Sainik Kalyan Nigam Limited,  
(A.U.P. Government Undertaking)

Thanks for online registration your registration number - 53M-68858

You are requested to produce the following documents in original for verification of the time at offices at below regional office: (Lucknow Regional Office Lucknow)

1. Exchange Book
2. Educational Certificate
3. PPO
4. ECOM Card
5. Aadar Card
6. ZSA Nichee Card
7. Passport Size Photo (2 Copies)
8. Dain Likhity (For Armed security guard only)
9. Driving License (For Driver Trade only)

Name | RAM SINGH  
Service No | 9472682739

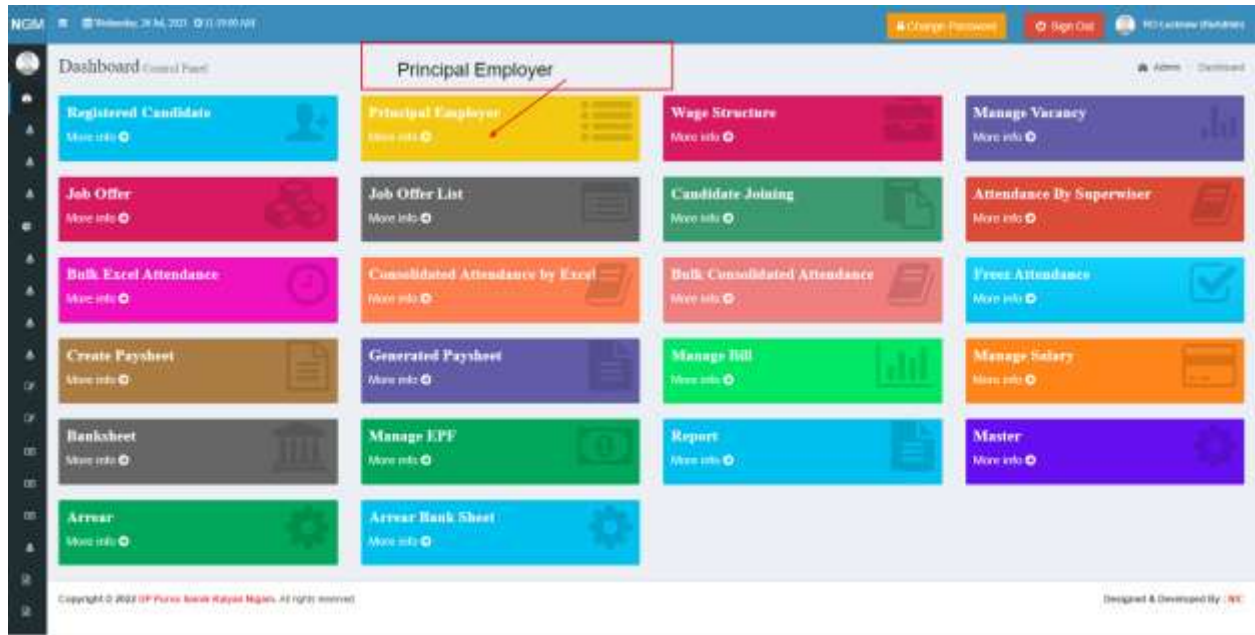
Date : 17/07/2022

STEP (1) - REGISTRATION SLIP

Print Close



## 8. PRINCIPAL EMPLOYER



## 9. CREATE NEW PRINCIPAL EMPLOYER

Manage Principal Employer

Principal Employer

Select Master Employer:  [New Master Employer](#)

Principal Employer Name:

Contact Person Name:

EPF Account No.:

Email ID:

Contact Person No.:

GSTIN No.:

Principal Employer Address:

District:

Pin No.:

[Submit](#) [Refresh](#)

List of Principal Employer

Show: 10 entries

#	Institute Name	Email	District	Contact Person	Contact No.	EPF No.	GSTIN No.	Pin No.	Agreement	Action	Status
1	(BTP) 120V 98 MANMADABAD SITAPUR,SEC		LUCKNOW	The Executive Engineer,			05MAGU86DE129		<a href="#">Agreement</a>	<a href="#">Of List</a>	<a href="#">Active</a>
2	(BTP) 229-52KV 3-SIDE CHARGO(11 4 20-21 3,21)		LUCKNOW	The Executive Engineer,			05MAGU86DE129		<a href="#">Agreement</a>	<a href="#">Of List</a>	<a href="#">Active</a>

**FILL UP ALL FIELDS AND INSURT NEW PRINCIPAL EMPLOYES, LIST PRINCIPAL EMPLOYERS, ADD NEW AGREEMENT AND EDIT PRINCIPAL EMPLOYER**



## 12. ADD NEW AGREEMENT

Manage Principal Employer Modify Search Create Vacancy Back

Principal Employer

9. STEP ADD NEW AGREEMENT

Select Master Employer if Not in List Then Add

+ New Master Employer

Principal Employer Name

Contact Person Name

EPF Account No.

Principal Employer Address

Submit Refresh

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List of Principal Employer

State:   Search:  PDF Excel Copy CSV

#	Employer Name	Event	District	Contact Person	Contact No.	EPF No.	GSTIN No.	Pin No.	Agreement	Action	Status
1	STP-23-128V-S-3382 HANGDVI 4 23-		LUCKNOW	The Executive Engineer			09AAUC8833E123		<a href="#">Agreement</a>	<a href="#">EPF List</a>	<a href="#">Add New</a>

## 13. WAGE STRUCTURE.

NGM Monday, 24 Aug 2020 09:18:07 PM Change Password Sign Out 102 Lockdown Dashboard

Dashboard (Control Panel) Admin Dashboard

[Registered Candidate](#) More info

[Principal Employer](#) More info

[Wage Structure](#) More info

[Manage Vacancy](#) More info

[Job Offer](#) More info

[Job Offer List](#) More info

[Candidate Joining](#) More info

[Attendance By Supervisor](#) More info

[Bulk Excel Attendance](#) More info

[Consolidated Attendance by Excel](#) More info

[Bulk Consolidated Attendance](#) More info

[Freeze Attendances](#) More info

[Create Paysheet](#) More info

[Generated Paysheet](#) More info

[Manage Bill](#) More info

[Manage Salary](#) More info

[Banksheet](#) More info

[Manage EPF](#) More info

[Report](#) More info

[Master](#) More info

[Arrear](#) More info

[Arrear Bank Sheet](#) More info

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## 14. Wage Structure step

The screenshot shows the 'Manage Salary Structure' interface. At the top, there are several buttons: 'Add New Structure', 'Update New Wage Structure', 'Create Wage Structure From Existing Wage Structure', 'Create Wage Structure With Multiplier', 'VDA Change', 'Wage Structure Report', and 'Back'. Below these are input fields for 'Financial Year' (2023-2024), 'Associated Employer' (Select), 'Job Type' (Select), and 'JobID'. There are also 'View', 'Add New', and 'Reset' buttons. A red-bordered box in the center contains a list of steps, with colored lines connecting them to the corresponding buttons above.

1. CREATE NEW WAGE STRUCTURE.
2. CREATE WAGE STRUCTURE FROM EXISTING STRUCTURE.
3. CREATE WAGE STRUCTURE WITH MULTIPLIER
4. VDA CHANGE.
5. WAGE SGSTRUCTURE REPORT

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## 15. JOB OFFER TO CANDIDATES.

The screenshot shows the 'Offer Job to Candidate' interface. At the top right, there are buttons: 'Create Vacancy', 'Offer Candidate List', 'Candidate Joining', and 'Back'. Below these are input fields for 'Percentage\*' (24) and 'Select Job' (Select). There are 'Search' and 'Cancel' buttons. Below the input fields is a 'Candidate List' table with columns: Select, Sr No, Registration No, Name, Army No, Candidate Type, Mobile, and Waiting No. A red-bordered box in the center contains a list of steps, with red arrows pointing to the 'Percentage\*' field, the 'Select Job' dropdown, and the 'Offer' button.

11. STEP- OFFER JOB TO CANDIDATE- DECIDE % OF VACANCIES, SELECT JOB & OFFER TO CANDIDATES

## 16. JOB OFFER LIST

List Of Candidate Create Vacancy Job Offer Candidate Joining Back

List Of Job

Select Job Offer  Find Candidate

---

List Of Job Accept/Reject

Sr No	Status	Registration No	Army No	Name	Job Title	Employee Name	Appointment Letter	Appointment Letter
<div style="border: 1px solid red; padding: 5px; width: fit-content; margin: 0 auto;"> <b>12. STEP - JOB OFFER LIST- SELECT JOB OFFER LIST AND FIND LIST OF CANDIDATES ACCEPTED OR DENIED, CALL REQUIRED CANDIDATES AS PER VACANCIES</b> </div>								

## 17. OFFER JOB TO CANDIDATE

Offer Job to Candidate Create Vacancy Offer Candidate List Candidate Joining

Offer Job to Candidate

Percentage \*  Select Job  See offer

**13 OFFER JOB TO CANDIDATE**

Job Title : security guard Job Description : security guard Approx Salary : 20000 From Date : 08/01/2023 To Date : 07/10/2023 Status : Active No. Of Vacancy: 18

Candidate List

Select	Sr No.	Registration No.	Name	Army No.	Candidate Type	Mobile	Waiting No.
<input checked="" type="checkbox"/>	1	ESM-030403	KANCHAN SINGH	JC-412085P	EX-Serviceman	896659776	1
<input checked="" type="checkbox"/>	2	ESM-030404	SHRESH NATH YADAVA	JC-418753H	EX-Serviceman	8006475100	2
<input checked="" type="checkbox"/>	3	ESM-030405	JAI SINGH KUSHAWAHA	0491891X	EX-Serviceman	8317549030	3
<input checked="" type="checkbox"/>	4	ESM-030406	JADPAL SINGH	1537748H	EX-Serviceman	7317077798	4
<input checked="" type="checkbox"/>	5	ESM-030407	SHARDA NAND	15200388X	EX-Serviceman	7967847593	5
<input checked="" type="checkbox"/>	6	ESM-030408	RAJESH KUMAR	9226431Y	EX-Serviceman	0001511664	6
<input checked="" type="checkbox"/>	7	ESM-030409	LALJI SINGH YADWA	4570801P	EX-Serviceman	9632852137	7
<input checked="" type="checkbox"/>	8	ESM-030411	ANKIT TIWARI	1572465K	EX-Serviceman	817688123	8
<input checked="" type="checkbox"/>	9	ESM-030412	AMAR NATH	14837014P	EX-Serviceman	9463715890	9
<input checked="" type="checkbox"/>	10	ESM-030413	BRJESH KUMAR SHUKLA	15390436	EX-Serviceman	7007579714	10
<input type="checkbox"/>	11	ESM-030414	DHARMISEN SINGH	1578610P	EX-Serviceman	861162013	11
<input type="checkbox"/>	12	ESM-030417	PUSHKAR SINGH	JC-414907A	EX-Serviceman	8318793757	12

## 18. ATTENDANCE BY SUPERVISOR

Supervisor Dashboard

[Change Posting](#) [Attendance By Admin](#) [Generate Attendance](#) [Attendance Review](#)

**SELECT PRINCIPAL EMPLOYER**

Year: 2023-2024 | Month: July | Principal Employer: Select

If you want to change posting then, Please change posting and then mark attendance. [Change Posting](#)

**CHOOSE CANDIDATE & MARK ATTENDANCE**

Choose Candidate: [Dropdown] | In Date Time: [Dropdown] | Out Date Time: [Dropdown]

Select Skill: [Dropdown] | Extra Duty Day: [Dropdown] | Extra Duty Hours: [Dropdown]

[Save](#) [Cancel](#)

**DUTY DETAIL**

Sl. No.	Nigan No.	Name	Employer Name	No. of Duty	In Time	Out Time	ED	ED Days	ED Hours	Action
No Record Exists										

15.STEP- ATTENDANCE BY SUPERVISOR

## 19. CONSOLIDATED ATTENDANCE BY EXCEL.

Dashboard Control Panel

**Registered Candidate** [More info](#)

**Job Offer** [More info](#)

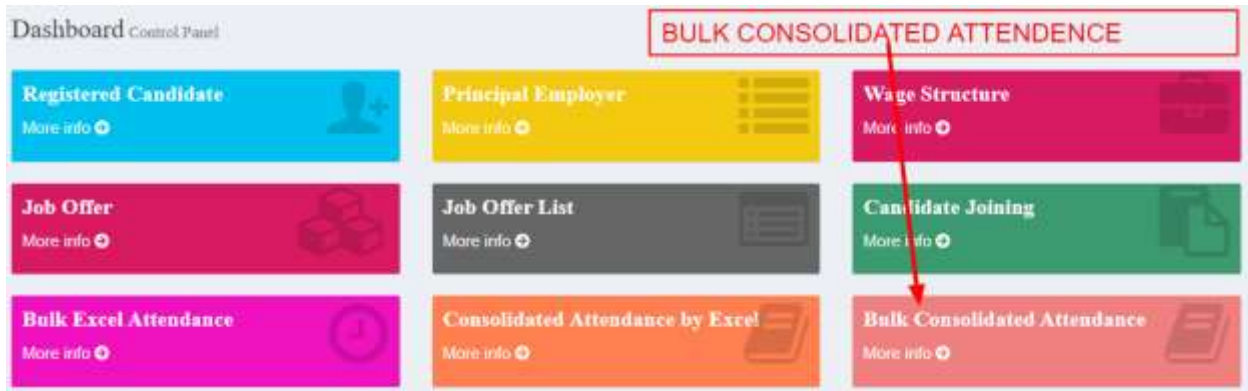
**Bulk Excel Attendance** [More info](#)

**Job Offer List** [More info](#)

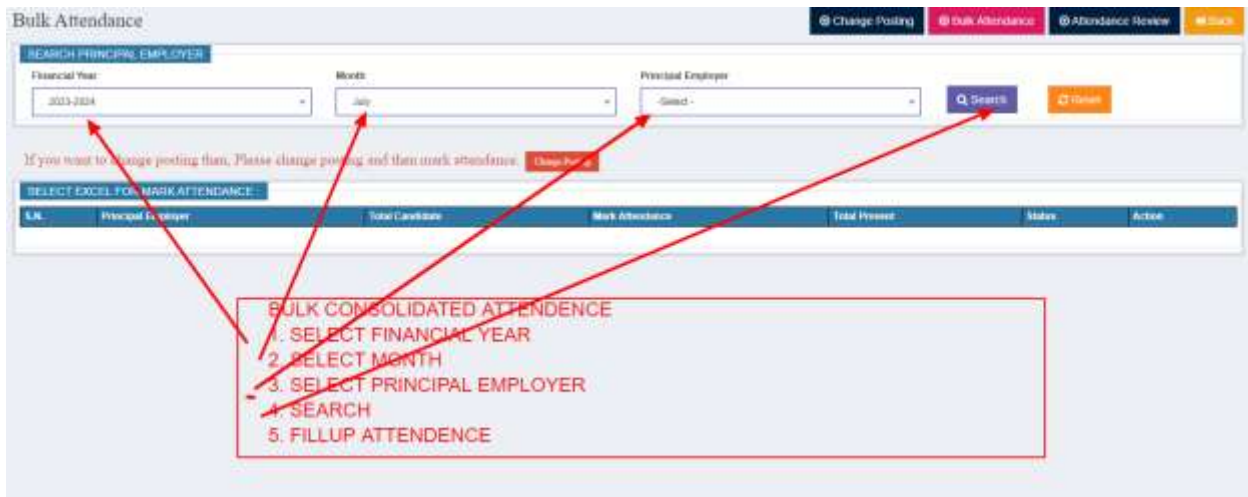
**Consolidated Attendance by Excel** [More info](#)

CONSOLIDATED ATTENDANCE BY EXCEL TO BE SENT BY SUPERVISOR OF INSTITUTION TO REGIONAL OFFICE

## 20. BULK CONSOLIDATED ATTENDENCE.



## 21. Bulk-Attendance



## 22. Bulk Attendance.-EXAMPLE

Candidate Attendance Employer : AWAS VIKAS (HQS) Month : June, 2023

Show 100 entries Search: [ ] PDF Excel CSV

ID#	ReganNo	AppNo	Name	Designation	BankName	AccountNo	Present	EDDays	ExtraHours	Action
1	4130002N	4130002N	HARISH RATH GOSWAMI	IND	IBD SOUTH CITY	70160210005426		3	0	[ ]

Showing 1 to 1 of 1 entries Previous 1 Next

FILLING OF ATTEDENCE & GENERATE PAY SHEET

- 1.CHOOSE PDF FILE
- 2.MARK ATTENDENCE
- 3.CREATE PAY SHEET
- 4.ADD/CHANGE POSTING

[Add/Change Posting](#) [Choose FW \(No file chosen\)](#) [Mark Attendance](#) [Close](#)

## 23. CREATE PAYSHEET

Dashboard Admin Dashboard

**Registered Candidate**  
More info

**Principal Employer**  
More info

**Wage Structure**  
More info

**Manage Vacancy**  
More info

**Job Offer**  
More info

**Job Offer List**  
More info

**Candidate Joining**  
More info

**Attendance By Supervisor**  
More info

**Bulk Excel Attendance**  
More info

**Consolidated Attendance by Excel**  
More info

**Bulk Consolidated Attendance**  
More info

**Freez Attendance**  
More info

**Create Paysheet**  
More info

**Generated Paysheet**  
More info

**Manage Roll**  
More info

**Manage Salary**  
More info

**Banksheet**  
More info

**Manage**  
More info

**Report**  
More info

**Master**  
More info

**Arrear**  
More info

**Arrear Bank Sheet**  
More info

CREATE PAY SHEET-  
AFTER CONSOLIDATED ATTENDANCE, CLICK CREATE  
PAYSHEET.

## 24. CREATE PAYSHEET STEPS

The screenshot shows the 'Pay Detail' form with the following fields: Financial Year (2023-2024), Year (2023), Select Month (July), and Select Principal Employer (Select). A search button is located to the right of the employer field. A red-bordered box contains the following instructions:

**CREATE PAYSHEET:-**  
1. SELECT FINANCIAL YEAR.  
2. SELECT YEAR.  
3. SELECT MONTH.  
4. SELECT PRINCIPAL EMPLOYER.  
5. SEARCH FOR PAYSHEET

Colored arrows point from the instructions to the corresponding fields: a green arrow from step 1 to the Financial Year field, a red arrow from step 2 to the Year field, a purple arrow from step 3 to the Select Month field, a red arrow from step 4 to the Select Principal Employer field, and a green arrow from step 5 to the Search button.

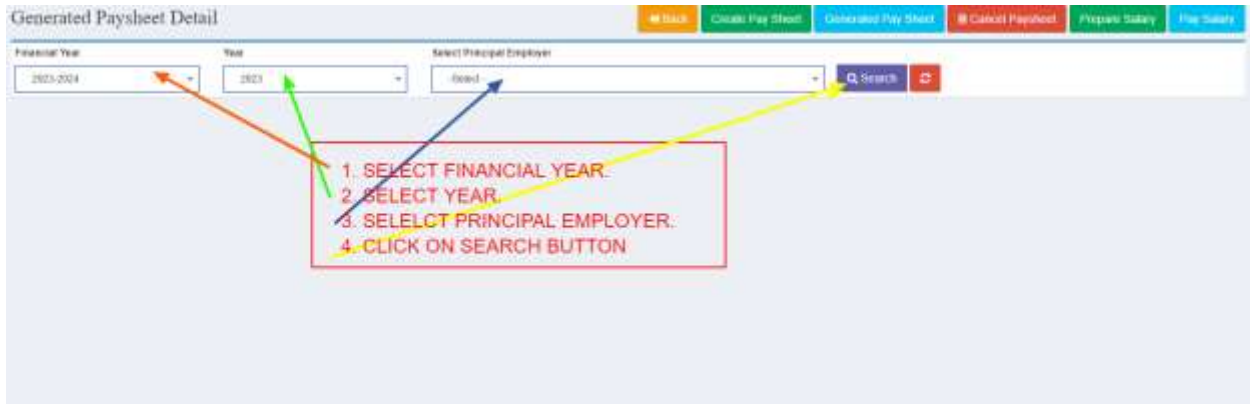
## 25. GENERATED PAYSHEET

The screenshot shows a dashboard with various modules. A red-bordered box highlights the 'Generated Paysheet' button with the following text:

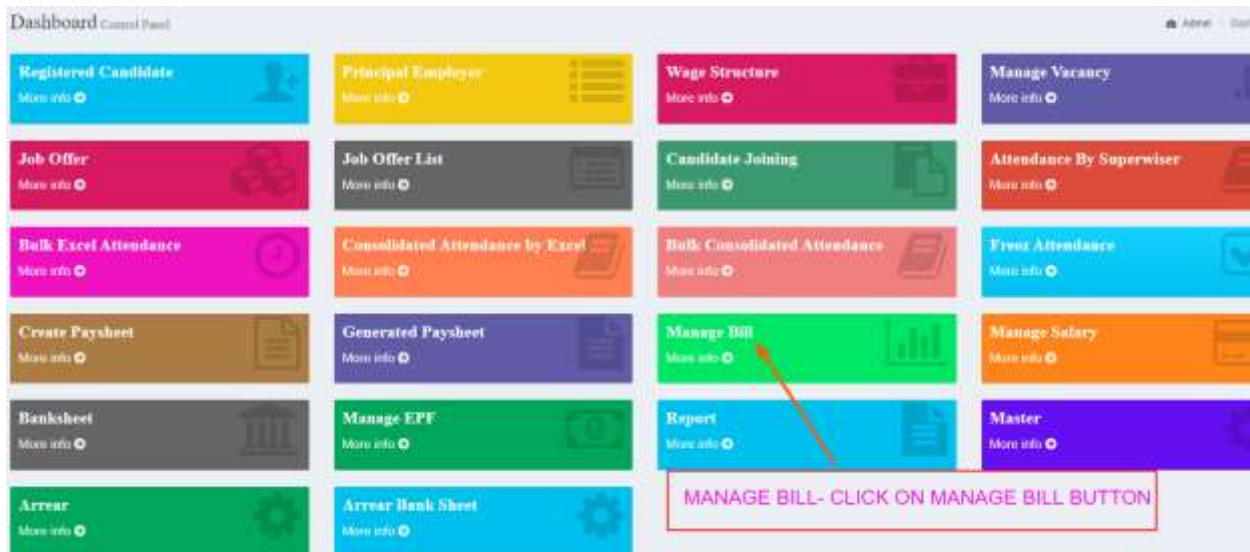
**GENERATED PAYSHEET**  
- CLICK ON GENERATED PAYSHEET BUTTON

The dashboard includes the following modules: Registered Candidate, Principal Employer, Wage Structure, Manage Vacancy, Job Offer, Job Offer List, Candidate Joining, Attendance By Supervisor, Bulk Excel Attendance, Consolidated Attendance by Excel, Bulk Consolidated Attendance, Freeze Attendance, Create Paysheet, Generated Paysheet, Manage HR, Manage Salary, Banksheet, Manage EPF, Report, and Master. Arrear and Arrear Bank Sheet are also visible at the bottom left.

## 26. GENERATED PAYSHEET STEPS



## 27. MANAGE BILL



## 28. Prepare-Bill STEPS

The screenshot shows the 'Prepare Bill' interface with the following steps and arrows:

1. CLICK NEW BILL PREPARE BUTTON. (Green arrow pointing to 'New Bill Prepare')
2. PRINT BILL IN MULTIPLE FORMATE. (Cyan arrow pointing to 'Print Bill in Multiple Formate')
3. PRINT COVERING LETTER. (Red arrow pointing to 'Print Covering Letter/Cancel Bill')
4. RECEIVE BILL. (Dark blue arrow pointing to 'Receive Bill')
5. RECEIVED BILL LIST. (Red arrow pointing to 'Received Bill List')
6. FILL UP ALL FIELDS FOR PREPARATION OF BILL. (Red arrow pointing to the form fields)

The interface includes a top navigation bar with buttons: 'Back', 'New Bill Prepare', 'Print Bill in Multiple Formate', 'Print Covering Letter/Cancel Bill', 'Receive Bill', 'Received Bill List', and 'Cancel Receipt'. The main form contains fields for 'Financial Year' (2024-2024), 'Month' (Apr), 'Select Institution' (Govt), 'Bill No' (100/2024), and 'Bill Date' (18/07/2023). A 'Prepare Sheet' button is located at the bottom right.

## 29. Manage Salary

The screenshot shows the 'Manage Salary' dashboard with a grid of tiles. A red box highlights the 'Manage Salary' tile, and a cyan arrow points to it from the top right. The dashboard includes various other tiles such as 'Registered Candidate', 'Principal Employee', 'Job Offer', 'Job Offer List', 'Bulk Excel Attendance', 'Consolidated Attendance by Excel', 'Create Paysheet', 'Generated Paysheet', 'Manage Bill', 'Manage Salary', 'Bankbook', 'Manage EPF', 'Report', and 'Master'. The 'Manage Salary' tile is located in the bottom right quadrant of the grid.

### 30. Prepare-Salary - STEPS

Financial Year: 2021-2024  
 Select Month of which salary is to be paid: Apr  
 Select Institution of which salary is to be paid: ANSAL VIKAS (VKSZ)

**PREPARE SALARY**  
 1. CHOOSE FINANCIAL YEAR  
 2. SELECT MONTH OF WHICH SALARY IS TO BE PAID  
 3. SELECT INSTITUTION OF WHICH SALARY IS TO BE PAID  
 4. SEARCH

### 31. Prepare-Salary-By steps to see employees details.

Financial Year: 2021-2024  
 Select Month of which salary is to be paid: Apr  
 Select Institution of which salary is to be paid: ANSAL VIKAS (VKSZ)

**SELECT INSTITUTE FOR SALARY TO BE PAID**

Inst No.	Name	Amount
ANSAL VIKAS (VKSZ)		0.00

**EMPLOYEES DETAIL**

Total: 13627648 for employees in selected dates in selected month

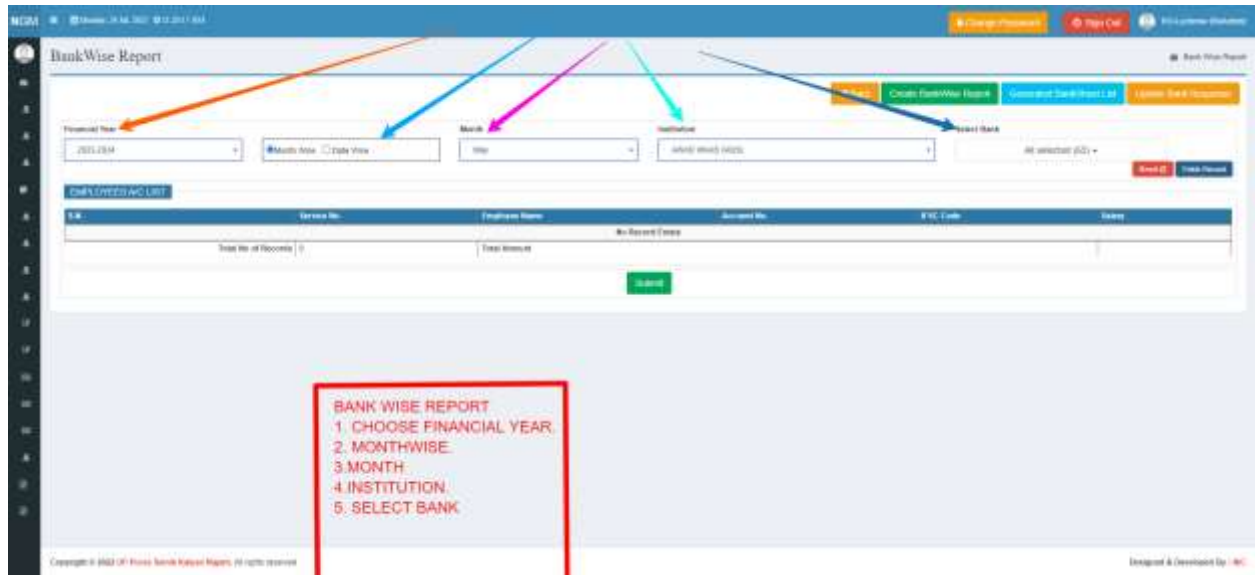
S.No.	Institution Name	Emp No.	Name	Bank Name	Integrated	Emp. Status	LR	LR	Total Salary	Net Salary	Additional Head	Ass Paid
1	ANSAL VIKAS (VKSZ)	12678014	ANSAL VIKAS (VKSZ)	ANSAL VIKAS (VKSZ)	DAI	0	0	0.00	1587.00	1587.00	4451.00	0
2	ANSAL VIKAS (VKSZ)	12678017	ANSAL VIKAS (VKSZ)	ANSAL VIKAS (VKSZ)	DAI	0	0	0.00	2875.48	2875.48	1621.00	0
3	ANSAL VIKAS (VKSZ)	12678018	ANSAL VIKAS (VKSZ)	ANSAL VIKAS (VKSZ)	DAI	0	0	0.00	1875.41	1875.41	1488.00	0
4	ANSAL VIKAS (VKSZ)	12678021	ANSAL VIKAS (VKSZ)	ANSAL VIKAS (VKSZ)	DAI	0	0	0.00	1875.41	1875.41	1488.00	0
5	ANSAL VIKAS (VKSZ)	14442018	ANSAL VIKAS (VKSZ)	ANSAL VIKAS (VKSZ)	DAI	0	0	0.00	3325.89	3325.89	2144.00	0
6	ANSAL VIKAS (VKSZ)	14442019	ANSAL VIKAS (VKSZ)	ANSAL VIKAS (VKSZ)	DAI	0	0	0.00	1875.41	1875.41	1488.00	0
7	ANSAL VIKAS (VKSZ)	14442020	ANSAL VIKAS (VKSZ)	ANSAL VIKAS (VKSZ)	DAI	0	0	0.00	1875.41	1875.41	1488.00	0

**PREPARE SALARY**  
 1. SELECT INSTITUTION OF WHICH SALARY TO BE PAID  
 2. TO SEE- EMPLOYEES DETAIL

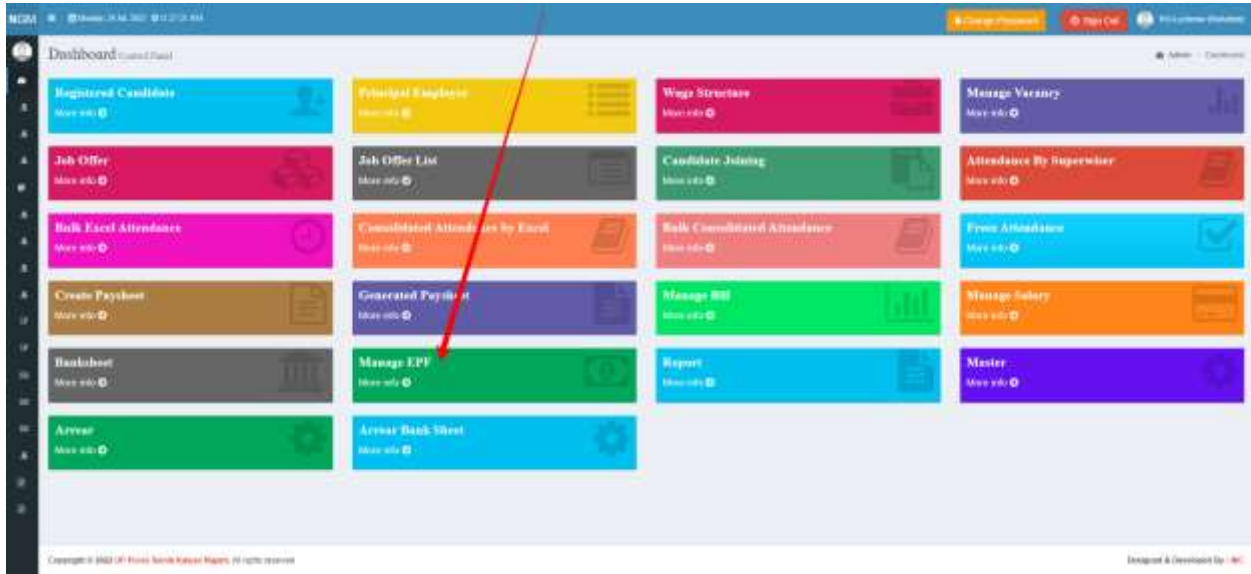
### 32. BANK SHEET



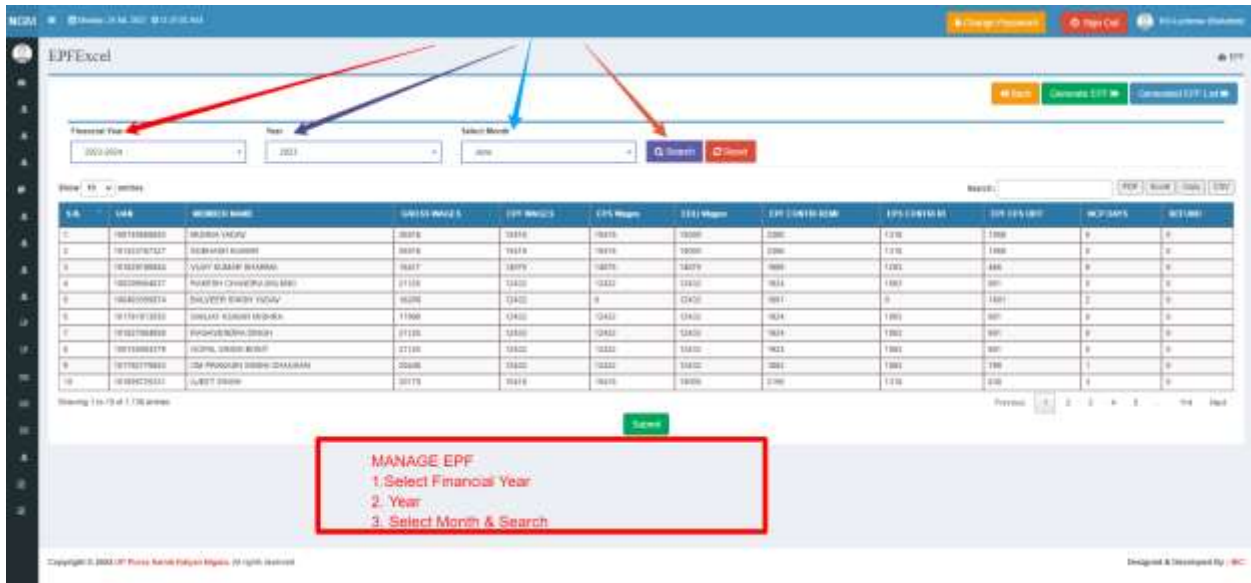
### 33. Bank-Wise-Report-BY STEPS



### 34. MANAGE EPF



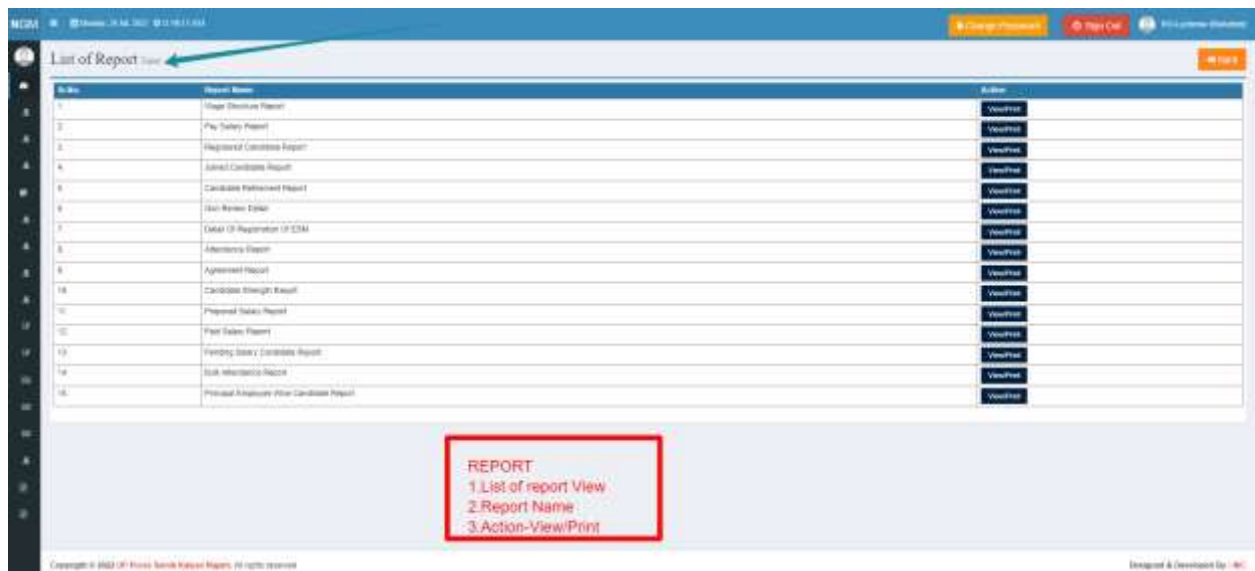
### 35. MANAGE EPF BY STEPS



### 36. REPORT



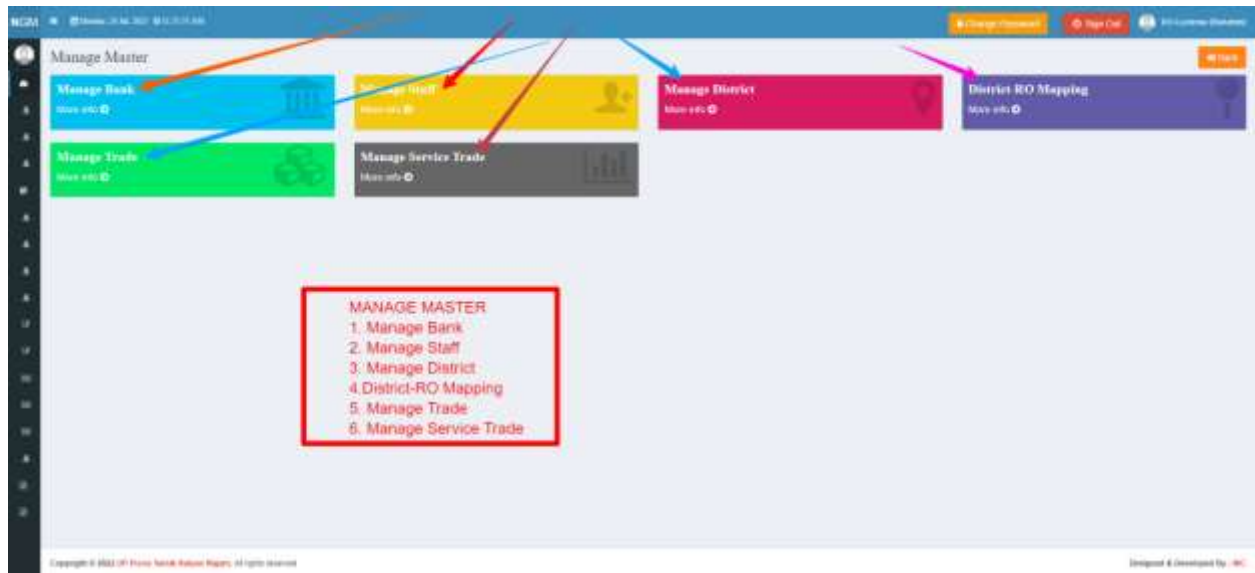
### 37. REPORT-List of Report View



### 38. MASTER



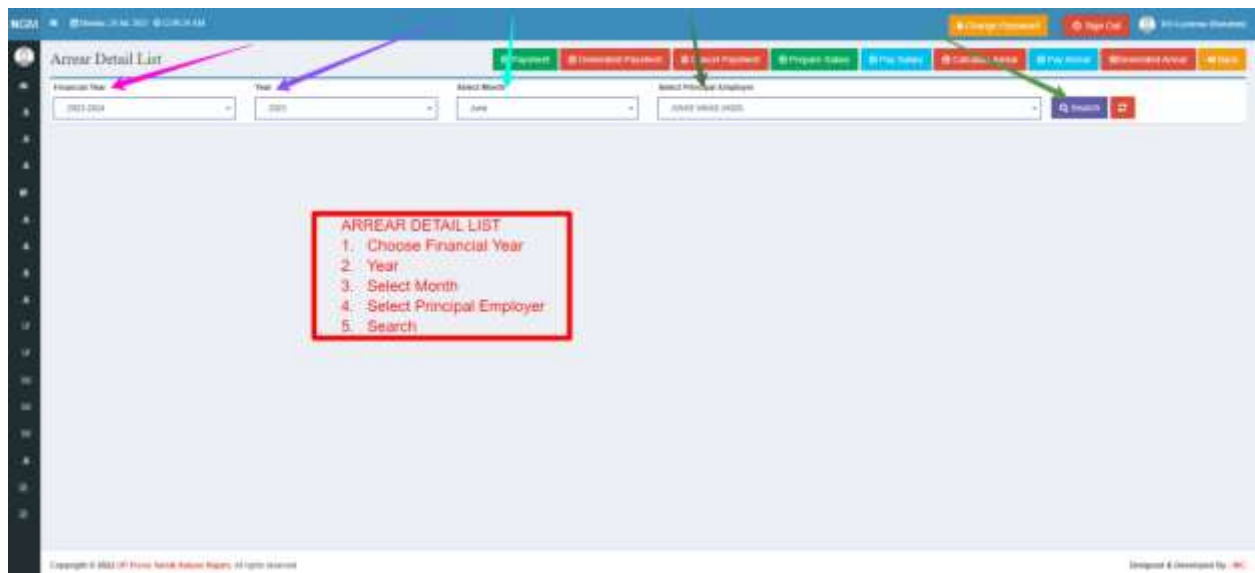
### 39. MANAGE-by steps



#### 40. ARREAR



#### 41. ARREAR DETAILS LIST-BY STEPS



## 42. ARREAR BANK SHEET



## 43. Arrear BankSheet-by steps.

