

# Welcome to our Career Portal

We use an online registration portal for all its Job applicants. The online registration was made to simplify the overall process of Recruitment to both the candidates and the employers.

The Candidates need to log in from the login portal that is available as follows:

## Opening the Career Portal

1. Go to <http://vacancy.nmcbir.edu.np/>

**JOIN OUR TEAM**

**Quality and Operations Manager**

Job Code: 12-06-12-2024  
Job Level: Manager  
Openings: 1  
Type: Vacancy Announcement  
Department Name: ADMINISTRATION  
Qualification: Bachelor's Degree in Healthcare  
Experience: 2 Year  
Job Type: Contract

**Marketing Assistant**

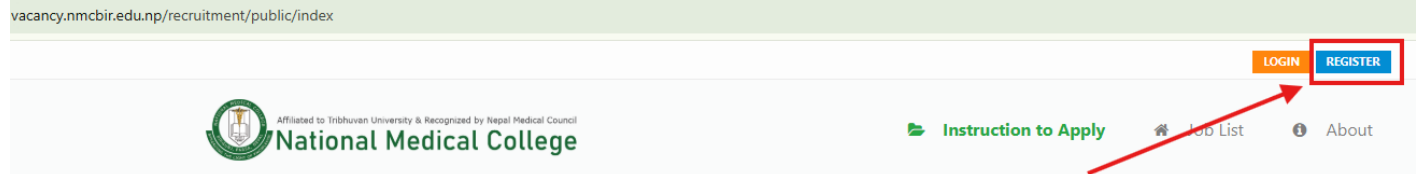
Job Code: 13-06-12-2024  
Job Level: Mid Level  
Job Position: Assistant Officer  
Openings: 1  
Type: Vacancy Announcement  
Department Name: ADMINISTRATION  
Qualification: BBA  
Experience: 1 Year  
Job Type: Contract

You will find the all-job openings on this page.

## How to Register?

After you are in the Career Portal you can do the following:

1. Click the Register Button on the top right of the page.



2. You will redirect to the following page.

**Applicant Registration**

First Name \* Middle Name Last Name \*

Email \* Mobile \* Current City \*

you@example.com

Password \* Confirm Password \*

Experience Type

--Select--

Register Cancel

3. After the page opens you need to fill the Applicants registration form

- Enter your First, Middle and Last Name
- Enter your Email Address
- Enter your Mobile Number
- Enter your Current City
- Create your password and confirm it
- Select your experience type

- If you are a fresher then select Freshers on Experience type

### Applicant Registration

<b>First Name *</b>	<b>Middle Name</b>	<b>Last Name *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Email *</b>	<b>Mobile *</b>	<b>Current City *</b>
<input type="text" value="you@example.com"/>	<input type="text"/>	<input type="text"/>
<b>Password *</b>	<b>Confirm Password *</b>	
<input type="password"/>	<input type="password"/>	
<b>Experience Type</b>		
<input type="text" value="Freshers"/>		

- If you have working experience you need to fill the number of years of experience.

### Applicant Registration

<b>First Name *</b>	<b>Middle Name</b>	<b>Last Name *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Email *</b>	<b>Mobile *</b>	<b>Current City *</b>
<input type="text" value="you@example.com"/>	<input type="text"/>	<input type="text"/>
<b>Password *</b>	<b>Confirm Password *</b>	
<input type="password"/>	<input type="password"/>	
<b>Experience Type</b>	<b>Experience Year</b>	<b>Experience Month</b>
<input type="text" value="Experienced"/>	<input type="text"/>	<input type="text" value="--Select--"/>

6. After you have filled in the form – Click on Register

**Applicant Registration**

<b>First Name *</b>	<b>Middle Name</b>	<b>Last Name *</b>
Abc		Khanal
<b>Email *</b>	<b>Mobile *</b>	<b>Current City *</b>
abc@gmail.com	9800000001	Kathmandu
<b>Password *</b>	<b>Confirm Password *</b>	
.....	.....	
<b>Experience Type</b>	<b>Experience Year</b>	<b>Experience Month</b>
Experienced ▾	2	6 ▾

**Register** **Cancel**

7. You will then be redirected to the following page

**Applicant Registration**

**Your profile has been successfully created, please login with Email: abc@gmail.com and your password.**

[Goto Login Page](#)

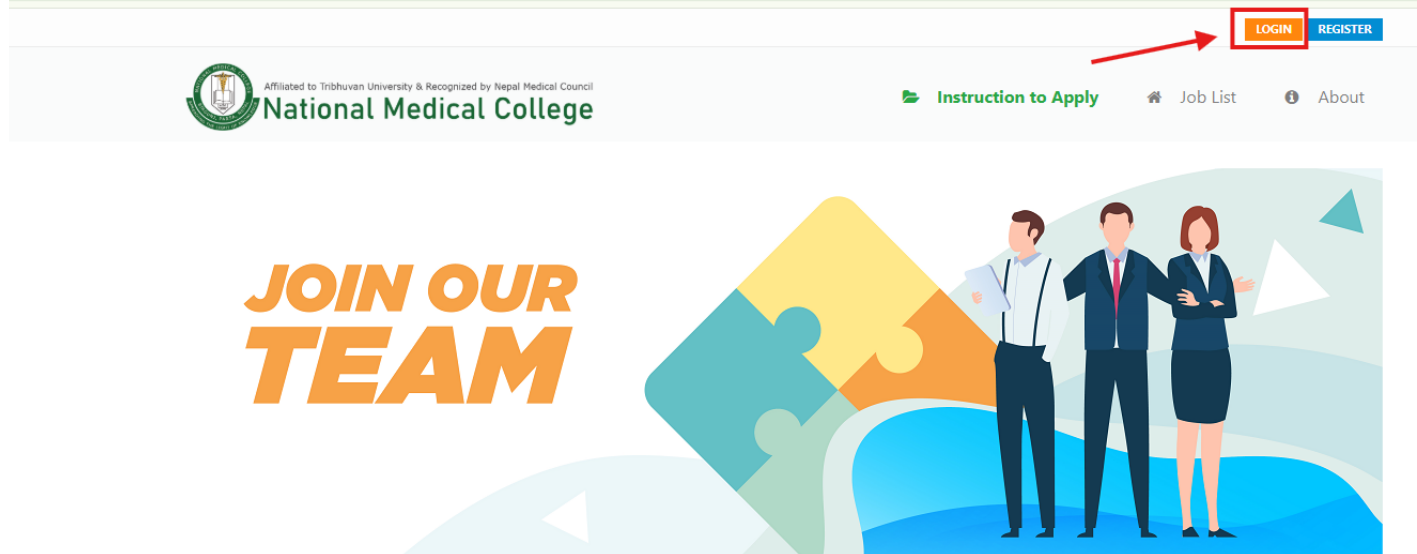
8. Now your account with the career portal has been successfully created.

9. Your next step will be to login using the same Email and Password while you register.

## Log In

1. To login to your account, you need to open the Career Portal using the above- mentioned links.
2. After opening the portal, you need to Login by clicking the Yellow login Key in the top right corner of the page.

vacancy.nmcbir.edu.np/recruitment/public/index



3. You will be directed to the following page where you will have to log in with your previously set email and password.

vacancy.nmcbir.edu.np/recruitment/public/index

LOGIN REGISTER

Affiliated to Tribhuvan University & Recognized by Nepal Medical Council  
**National Medical College**

Instruction to Apply Job List About

**JOIN OUR TEAM**

Grow with us!

Register with us

OR  
[Log in](#)

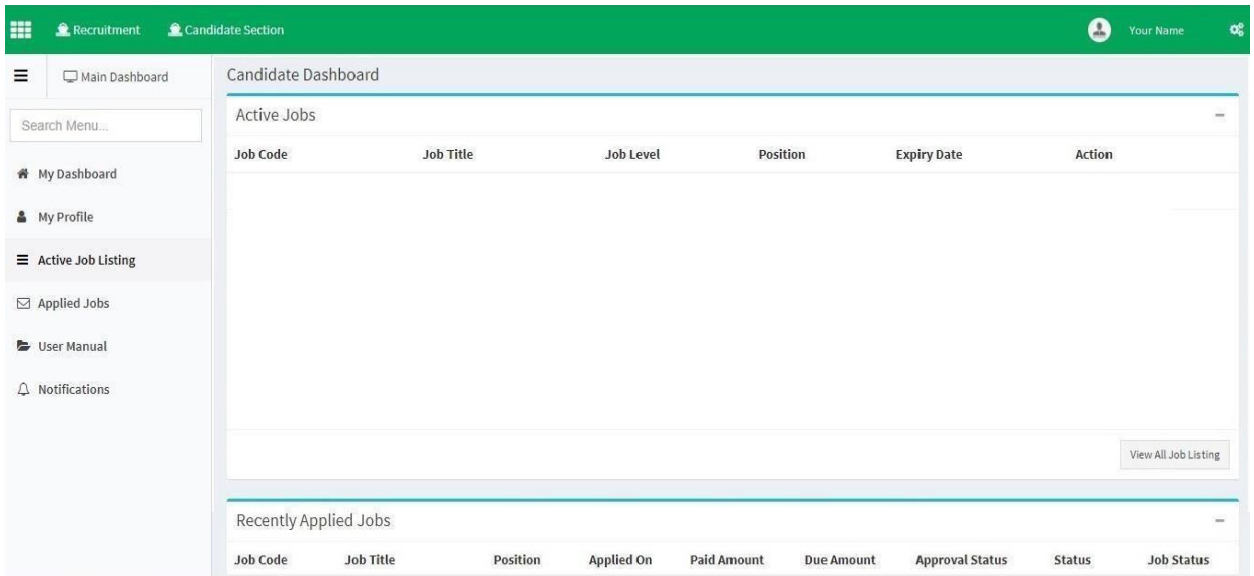
Login

Login ID or Email

Password

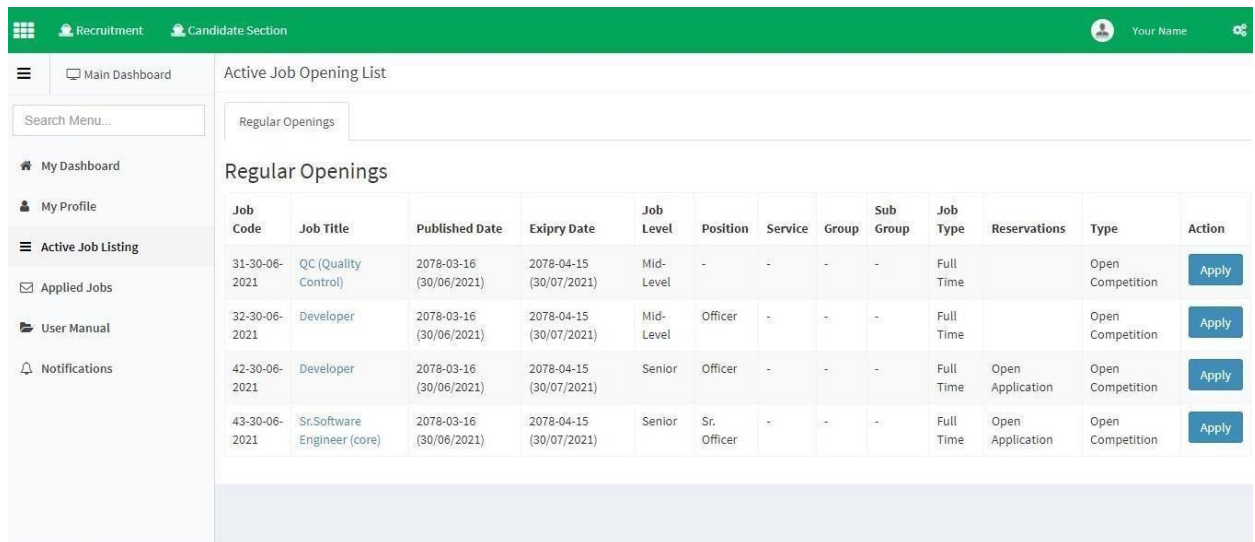
[I forgot my password](#) [Sign in](#)

4. After login, you will be on your dashboard.



## Applying For a Job

1. You are now successfully logged in to your account and are eligible to apply to our job openings.
2. On the left panel of the dashboard, there are a set of menus, Go to My profile menu and update your profile.
3. Then click on Active Job listing to view the active job listings.



4. If there is an opening for your desired job press the apply action on the right of each job opening.

5. After clicking the apply action you will get the details of the Active job.

Recruitment Candidate Section Your Name

Main Dashboard Apply for Job Opening

QC (Quality Control) - Mid-Level Views: 1

Basic Information

Job Code 31-30-06-2021  
Job Category QC  
Job Level Mid-Level  
Employment Type Full Time  
No Of Vacancy 2  
Experience Required: More than or equal to 1 year  
Locations Kathmandu  
Offered Salary Negotiable  
Published Date 30/06/2021 AD, 2078-03-16 BS  
Apply Before (Deadline) 01/07/2021 AD, 2078-04-19 BS (9 days from now)

Input following information to Apply for the Job

Select First Application Type \*

Open Application

Preferred Location1 (Optional)

Preferred Location2 (Optional)

Additional Question

I have carefully read all instructions, completed all required documents and applied for the Job.

Apply Now Cancel

6. There are options to choose from about your application type and preferred location, choose the location and application type as per your preference

7. After reading the details of the Job, tick the box below

8. After you have completed all the above process you can click the apply now button on the bottom of the page

9. Then you will be redirected to the details page of your application.

Recruitment Candidate Section Your Name

Main Dashboard Candidate Applied List

Applicant Name: Your Name  
Applied Job Title: QC (Quality Control) Job Code: 31-30-06-2021 Due Amount: 0.00  
Submit Status: **Not Submitted** Verification Status: **Not Viewed** Applied On : 01/07/2021 [View Details](#)

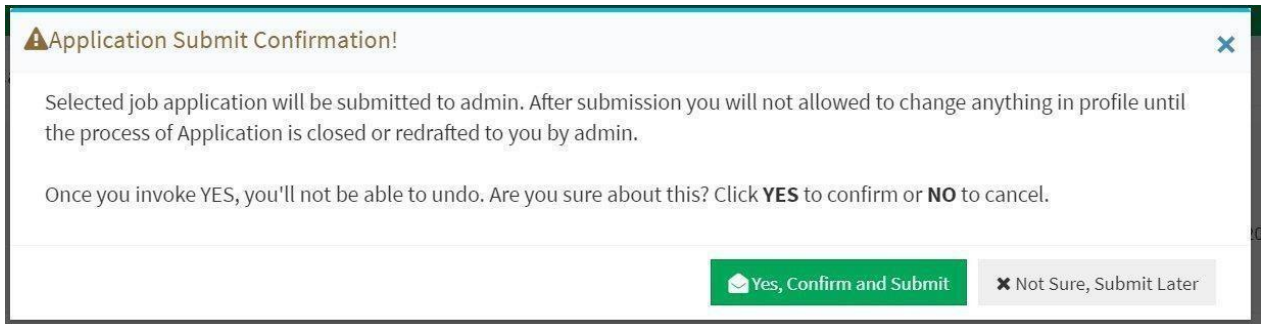
Applicant Name	Your Name	Candidate ID	1005	Application ID	4
Job Title	QC (Quality Control) - Level -	Job Code	31-30-06-2021	Payable Amount	0.00
Applied ON	01/07/2021	Mobile		Paid Amount	0.00
Submit Status	<b>Not Submitted</b>	Submitted Date		Payment Due	0.00
Primary Application	Open Application	Additional Application		Job Status	<b>Open</b>
Preferred Location 1	Kathmandu	Preferred Location 2			
Selection Stage Name	<b>Hired</b>	Stage Changed Date			
Stage Change Remarks					

Submit Application Modify Application

10. If changes are required you may make changes by clicking modify the application on the bottom right corner of the application.

11. If no changes are required you may proceed to apply by clicking the submit application button on the bottom left corner of the details.

12. A confirmation note will appear



13. If you have no changes to make press the Yes, confirm, and submit button.

14. A small notification of confirmation will pop up after your confirmation. After following all the above-mentioned processes, you have now successfully registered and submitted your application for your desired job. You will be contacted shortly after a review of your application.

**Thank You**