

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 <https://hr.nepalmediciti.com/>

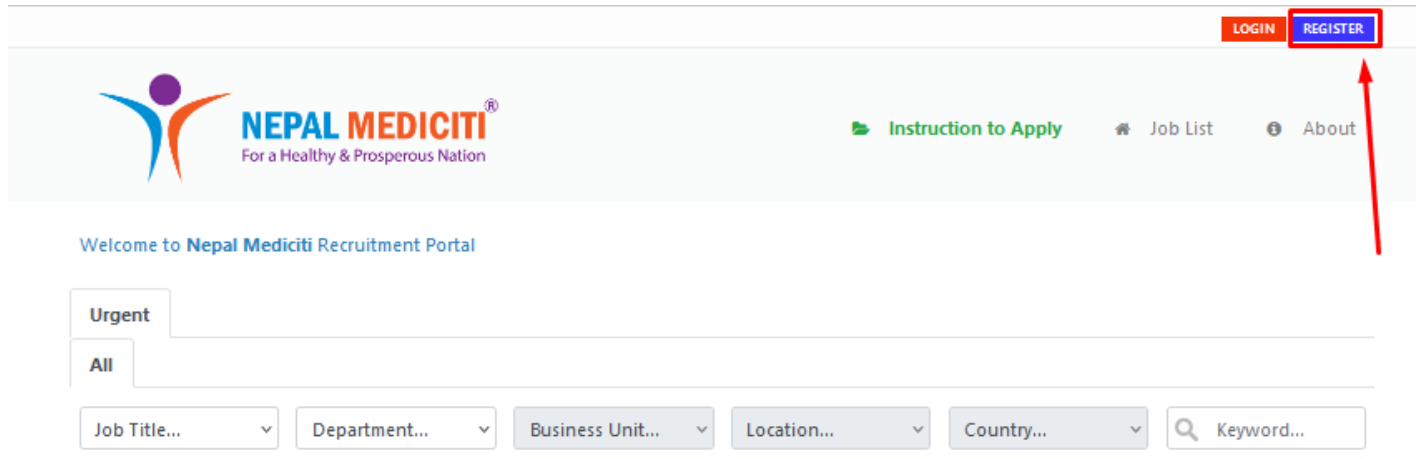
The screenshot displays the Nepal Mediciti Recruitment Portal. At the top, there is a navigation bar with the company logo, "NEPAL MEDICITI For a Healthy & Prosperous Nation", and links for "Instruction to Apply", "Job List", and "About". A "LOGIN" button and a "REGISTER" button are also visible. Below the navigation bar, the page title is "Welcome to Nepal Mediciti Recruitment Portal". There are two tabs: "Urgent" and "All". Below the tabs, there are several filters: "Job Title...", "Department...", "Business Unit...", "Location...", "Country...", and a search bar labeled "Keyword...". The main content area shows two job listings. The first listing is for a "Pharmacy Assistant" with Job Code: 01, Job Level: Assistant, Job Position: Pharmacy Assistant, Openings: 2, Type: vacancy Announcement, Service/Group: (Others - N/A - N/A), Department Name: PHARMACY, Qualification: D. Pharmacy, Experience: 2 Year, and Job Type: Full Time. The expiry date is 2081-02-23 (05/06/2024). The second listing is for an "Assistant Manager" with Job Code: 2024-05-17, Job Level: Other, Job Position: Assistant Manager, Openings: 1, Type: vacancy Announcement, Service/Group: (Others - N/A - N/A), Department Name: PROCUREMENT, Qualification: Masters, Experience: 7 Year, and Job Type: Full Time. The expiry date is 2081-02-18 (31/05/2024). Both listings have "Apply Now" and "View Details" buttons, along with social media icons for Facebook, Twitter, and LinkedIn. The first listing has 80 total views and an application deadline of 9 days, while the second has 54 total views and a 4-day deadline.

You will find the all job openings on this page.

How to Register?

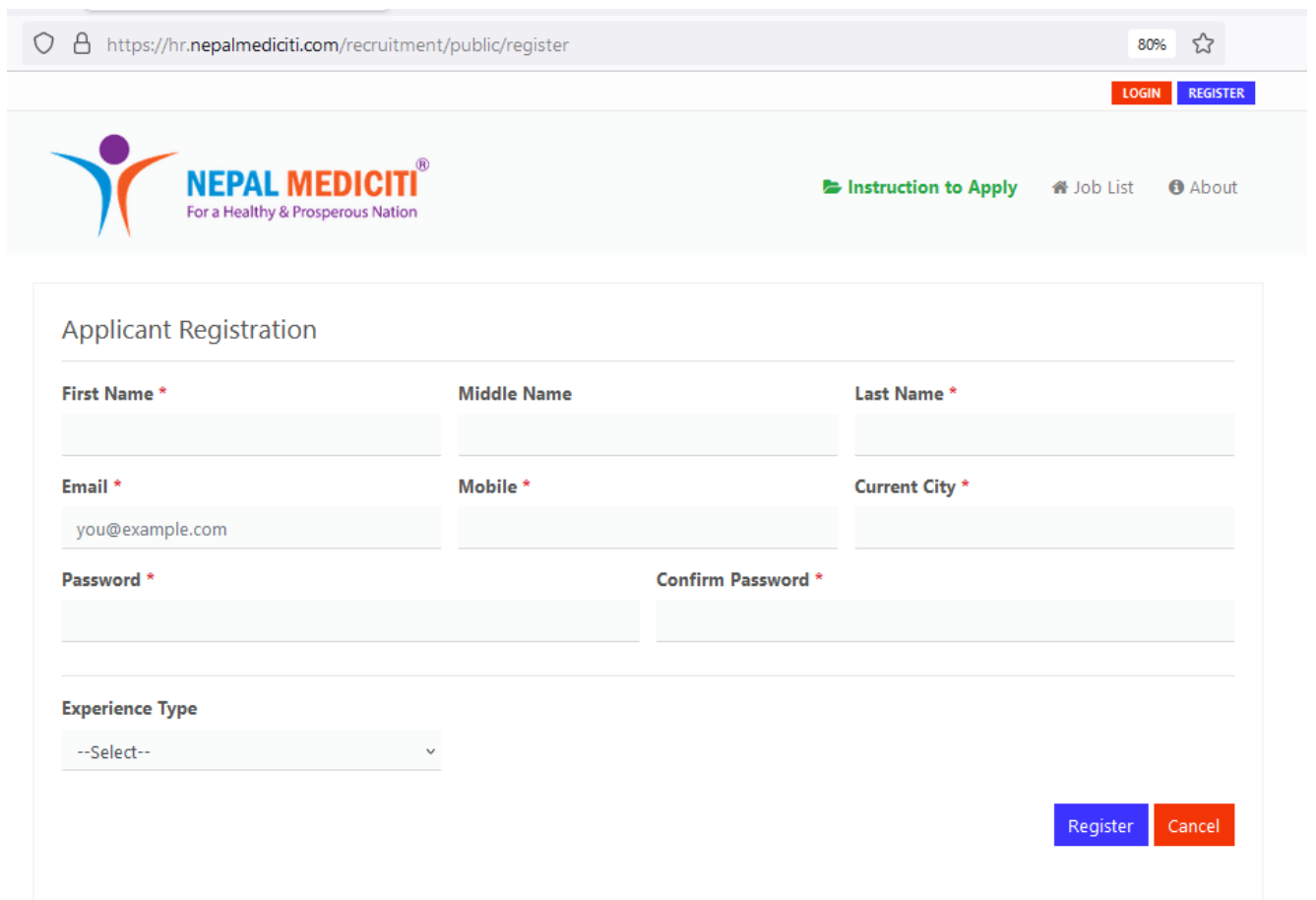
After you are in the Career Portal you can do the following:

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



The screenshot shows the top navigation bar of the Nepal Medicit Recruitment Portal. On the right side, there are two buttons: 'LOGIN' (orange) and 'REGISTER' (blue). The 'REGISTER' button is highlighted with a red rectangular box, and a red arrow points to it from the right edge of the image. Below the navigation bar is the Nepal Medicit logo and tagline 'For a Healthy & Prosperous Nation'. To the right of the logo are links for 'Instruction to Apply', 'Job List', and 'About'. Below the navigation bar, there is a welcome message 'Welcome to Nepal Medicit Recruitment Portal' and a search filter section with dropdown menus for 'Urgent', 'All', 'Job Title...', 'Department...', 'Business Unit...', 'Location...', and 'Country...', along with a 'Keyword...' search box.

2. You will redirect to the following page.



The screenshot shows the 'Applicant Registration' page in the Nepal Medicit Recruitment Portal. The page contains a registration form with the following fields: 'First Name *', 'Middle Name', 'Last Name *', 'Email *' (with the placeholder 'you@example.com'), 'Mobile *', 'Current City *', 'Password *', and 'Confirm Password *'. Below these fields is an 'Experience Type' dropdown menu with the option '--Select--'. At the bottom right of the form, there are two buttons: 'Register' (blue) and 'Cancel' (orange).


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

4. If you are a fresher then select Freshers on Experience type

https://hr.nepalmediciti.com/recruitment/public/register 80% ☆

LOGIN REGISTER

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[Instruction to Apply](#) [Job List](#) [About](#)

Applicant Registration


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

Register Cancel

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

https://hr.nepalmediciti.com/recruitment/public/register 80% ☆

LOGIN REGISTER

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Applicant Registration

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

Experience Type **Experience Year** **Experience Month**

<input type="text" value="Experienced"/>	<input type="text"/>	<input type="text" value="--Select--"/>
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Register Cancel



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

https://hr.nepalmediciti.com/recruitment/public/register 80% ☆

LOGIN REGISTER

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Applicant Registration

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

Register **Cancel**

7. You will then be redirected to the following page

LOGIN REGISTER

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[Instruction to Apply](#) [Job List](#) [About](#)

Applicant Registration

Applicant Registration

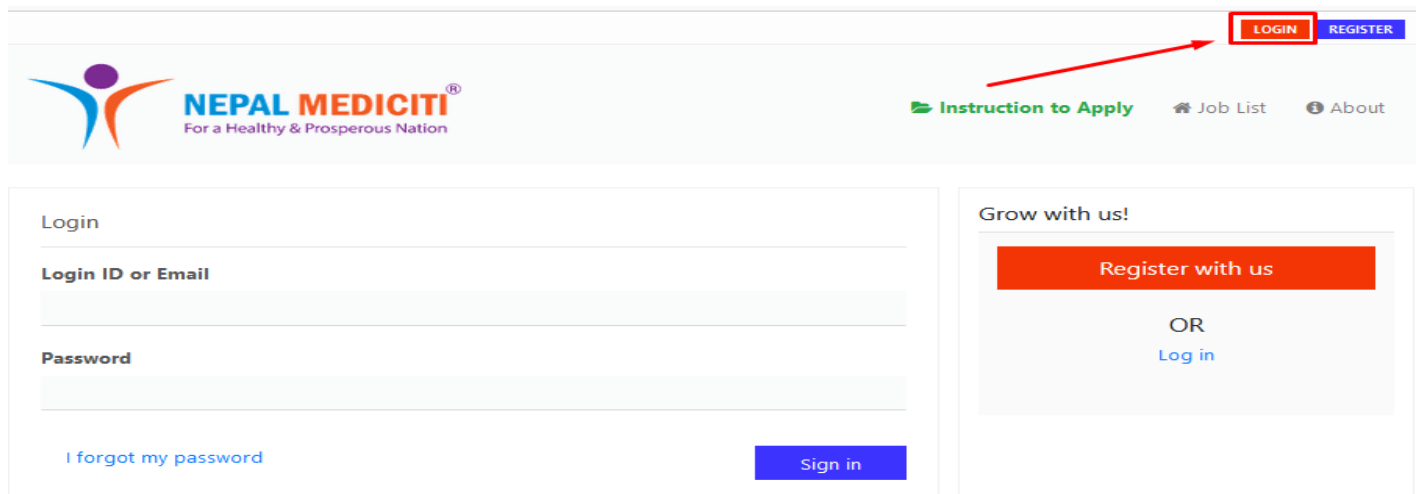
Your profile has been successfully created, please login with Email:
binaya.aryal@nimble.com.np and your password.

[Goto Login Page](#)

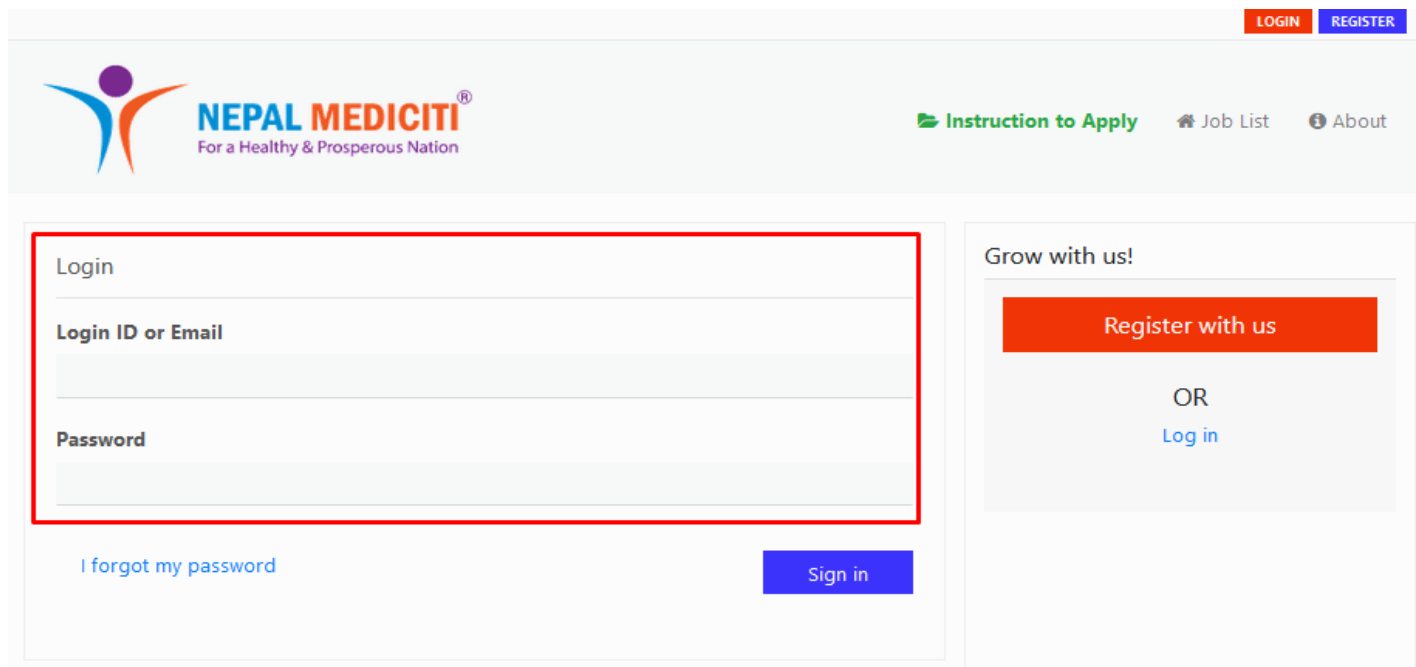
8. Now your account with the career portal has been successfully created.
9. Your next step will be to login using the same Email and Password while you register.

Log In

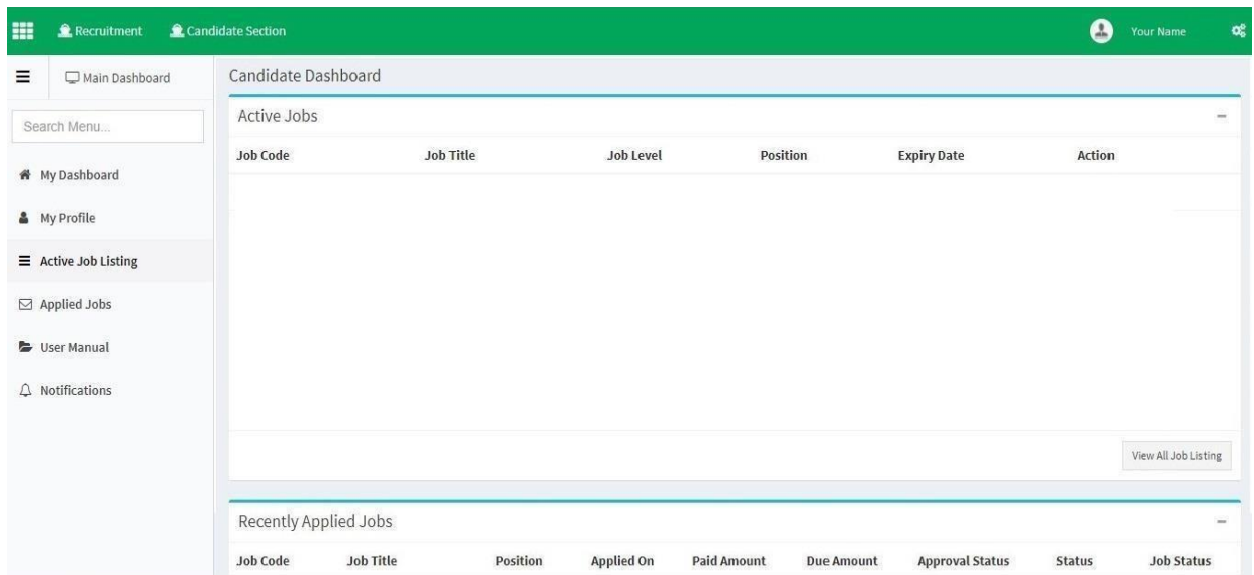
1. To login to your account, you need to open the Career Portal using the above- mentioned links.
2. After opening the portal, you need to Login by clicking the Yellow login Key in the top right corner of the page.



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

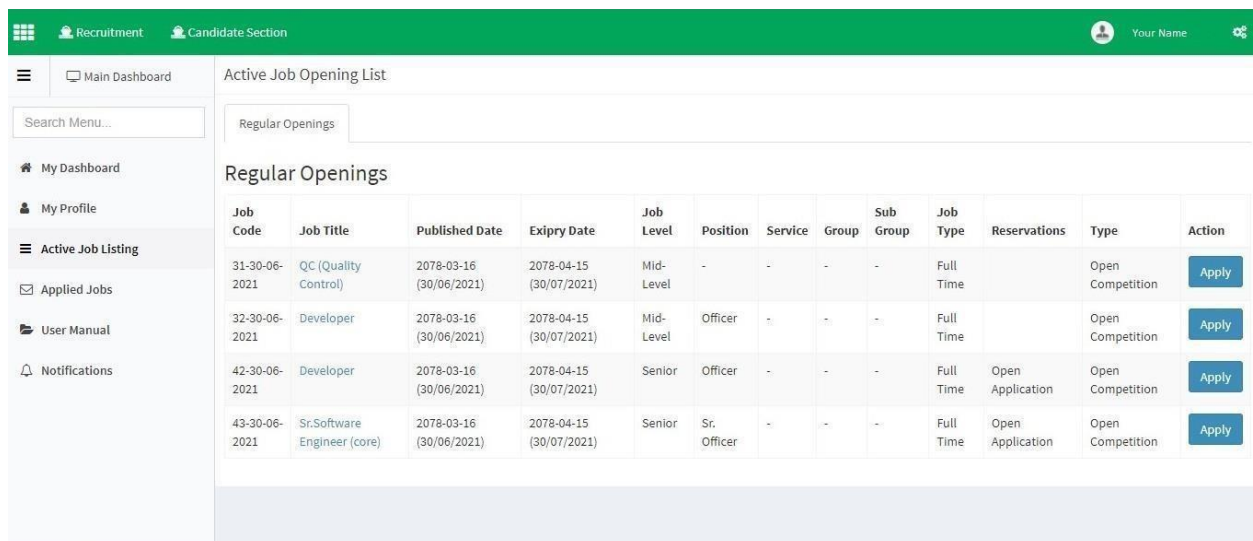


4. After login, you will be on your dashboard.



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 1year
 Locations Kathmandu
 Offered Salary Negotiable
 Published Date 30/06/2021 AD, 2078-03-18 BS
 Apply Before (Deadline) 30/07/2021 AD, 2078-04-15 BS(29 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

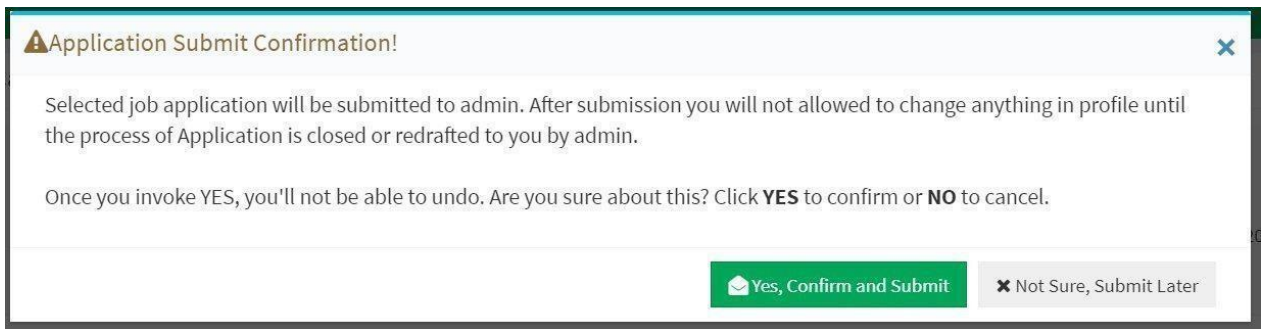
Main Dashboard Candidate Applied List

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 Verified 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	Not Submitted	Submitted Date		Payment Due	0.00
Primary Application	Open Application	Additional Application		Job Status	Open
Preferred Location 1	Kathmandu	Preferred Location 2			
Selection Stage Name	Hired	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