

SOP for ORMS OnBoarding Process

For new Candidate Registration:

- Go to <https://epinet.epicentertechnology.com/ORMS/>
- Select Source
- Enter all the details on Personal tab and click on next button at the end of the page.

The screenshot shows the ORMS (Online Recruitment Management System) interface. At the top left is the ORMS logo. At the top right is a 'SUPPORT' link with contact numbers for the US (+1.866.883.2745) and India (022 - 67582801). Below the header is a 'Candidate Profile' section with a 'Source Details' dropdown menu set to 'Walk-In'. There are three tabs: 'Personal', 'Education', and 'Professional'. The 'Personal Information' tab is active, showing a form with fields for First Name, Middle Name, Last Name, Position Applied for, Nationality, Marital Status (Married/Single), Gender, DoB, Age, Mobile, Home Phone, Email, PAN Card, Passport No., Driving License No., Is Aadhar (checked), and Language known (Speak, Read, Write).

- Enter all the details on Education tab click on Next.
- Go to professional tab, fill up all the details and click on Send OTP.
- You will receive an OTP on registered mobile number.
- Click on Save. Registration ID will be generated.
- **Please make sure that the you are using calendar for selecting the date.**
- **Do not using any special characters while filling up the on boarding form.**