

# How To Apply For Jobs @ Aditya Birla

## GROUP COMPANIES



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## INTRODUCTION:

Through the online application form, we are generally looking to understand more about you, your academic background, and your work experience.

This document is a step by step reference guide that helps you as applicants to get acquainted with key terminologies within the application form complete it with ease.

It is imperative for you to fill up the online application form to apply for jobs with the Aditya Birla Group. Additionally, you can also choose to copy paste your resume online.

The Online Application form consists of the following 3 sections:



**1. My Profile**

**2. Personal Information**

**3. Education & Work Experience**

## 1. MY PROFILE:

The Profile section captures personal details like your name, contact address, phone and email id. Please mention your primary email id and phone no as it would be used to intimate you of the progress of your candidature.

Field Name	Description
<b>Name Prefix</b>	Select the appropriate value from the available list
<b>*First Name</b>	Enter your first name. This is a mandatory field.
<b>*Last Name</b>	Enter your last name. This is a mandatory field.
<b>Address Details</b>	Enter your address in the address fields.
<b>*Email</b>	Enter your Email address. Click  to enter multiple email address like Personal, Business etc. It is mandatory to enter your primary Email id.
<b>*Phone Numbers</b>	Enter your Phone Number. Click  to enter multiple phone numbers like Cell, Home and Business etc. It is mandatory to enter your primary Phone numbers.

## **2. PERSONAL INFORMATION:**

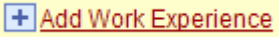
The section captures information like your date of birth, gender and marital status.

You must click on next hyperlink **Next** at the bottom of the page to proceed to the next page.

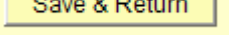
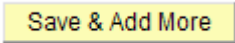
## **3. EDUCATION AND WORK EXPERIENCE:**

The section captures your educational details and the work experience history. It is this section that is paid significant attention to by all recruiters across the Group and forms the basis of the Screening and Short Listing process. Hence, it would be advisable to furnish as much information as possible in this section. The information to be filled under this section is fairly self explanatory.

### **WORK EXPERIENCE DETAILS:**

Your Work Experience can be entered by clicking on the  link. This section will be used to record the information about the different previous organizations that you may have worked for, including details of your responsibilities in the previous organization/s, your ending job title, and the break-up of your pay as in your previous organization. Your Work Experience details should be entered in a chronological sequence.

On this page, you will see a ‘Relevant Experience’ checkbox. It is important to check this checkbox since it would calculate your total work experience in years. Work Experience is an important short listing and screening criteria with our recruitment process.

Once you have entered all the Work Experience information, click on . This will save your data entered on the work experience page and bring you back to the ‘complete application’ page. By clicking on the  button, you can enter any additional employment history data.

### **EDUCATION DETAILS:**

After entering the Work Experience details, you will then have to enter your Education Qualifications. Within this section, you will be prompted to specify your Highest Educational Level. The Highest Education Level is the highest level of education achieved by you. To explain this further, look at the table mentioned below.

Highest Education Level	Description
<b>Graduate</b>	Highest Education Level of 'Graduate' indicates that you have only completed your Bachelors Degree like Bachelors of Commerce, Bachelors of Arts, and Bachelors of Science.
<b>Graduate Professional</b>	Highest Education Level of 'Graduate Professional' indicates that you have completed a professional Bachelors Degree like Bachelors of Engineering.
<b>Post Graduate</b>	Highest Education Level of 'Post Graduate' indicates that you have also completed a Post Graduate degree. Eg. Master of Arts, Master of Science, Masters of Commerce along with a Bachelors degree.
<b>Post Graduate Professional</b>	Highest Education Level of 'Post Graduate Professional' indicates that you have completed a professional Post Graduate Degree like Masters in Business Administration, Chartered Accountancy, Cost Accountancy, Post Graduate Diploma in Business Administration etc.

You capture the details of the graduate/post graduate degrees acquired by clicking on the [+ Add Post-Secondary Education History](#) Hyperlink. The Average Grade field will be used to capture the grades/marks/percentage obtained by you, and the major field will be used to capture the specialization corresponding to the degree/diploma. The School field will be used to capture the university/institute that provides the degree/diploma, while the Educator field will be left blank.



Select the degree and the major codes from the available list. You can either select the school code from the available list, or key in the school name directly in the school name field.

You can additionally also mention any professional licenses and certifications acquired and your proficiency in various languages by clicking on the respective hyperlinks.

 **REFERRAL INFORMATION :**

The Referral Information section captures details of your referral source. From our perspective this section is a significant one, since it gives us an idea as to how you have come to know about various job vacancies of the Aditya Birla Group. As an applicant you could come from various sources including consultants, newspapers, the adityabirla.com careers pages and job portals like monster.com, naukri.com and jobstreet.com.

Referral Sources	Description
<b>*Source ID</b>	Select from the values in the drop down list. E.g. If an employee of the Aditya Birla Group has referred you to this job opening then the Source ID will be an 'Employee'. If you have come through a Consultant, then the Source ID will be 'Consultant'
<b>Sub Source</b>	Select the corresponding Sub Source value. E.g. The Sub Source ID for Consultant will be ABC Consultants Pvt. Ltd, Advance Computer Services etc.

**All The Best**