Process Flow of UPCOS Application

Demand Genereation to Hiring of Candidates and Joining to Salary Disbursment

Department On-boarding with Nodal details by Admin under the UPCOS platform.

Requisition is assigned to empanelled vendors/agencies those have beed On-boarded by Admin under the UPCOS platform.

STEP 1
Demand Generation by Line Department

STEP 2
Department HOD approval on generated demand

STEP 3
UPCOS Received, Acknowledged and allocate the empaneled vendor to the approved Demand

STEP 4
Vendor fetch as per required Candidates from Employment Exchange (Sewayojan) portal via API

STEP 5
Sewayojan Portal API provides candidates details against the vacancies under a demand, in 3X count for next level screening

STEP 6
Vendor forward the candidates details fetched from the Sewayojan Portal to the requisitioning department against the generated demand

STEP 7
The **Appointed Screening Committee (D1 to D4) shall evaluate the shortlisted candidates** & assign marks to each candidate based on their qualifications, experience, and eligibility criteria in accordance with the UPCOS Selection Policy

STEP 8
Department Lets know to Vendor the summary of shortlisted candidates

If Required candidates have not been shortlisted by the Committee post screening then again Vendor sends/pushes the required candidates count again to the Employment Exchange (Sewayojan) portal via API.

STEP 9
Allotment letter will be issued to the candidates by Vendor with joining date info

STEP 10
Post Joining Monthly attendance & Leave records will be send by the department on every **29th day of the month** to Vendor for payroll generation.

STEP 11
Vendor shall compute and disburse employees' salaries, including statutory deductions such as EPF and ESIC, **on or before the 5th day of every month**

STEP 12
Vendor Compliance the monthly EPF/ESIC deductions via EPFO & ESIC Portal API

STEP 13
Vendor raises the monthly bill to the department for the payroll generated of the previous month with service charges

STEP 14
Department releases the Salary amount only of the previous month payroll to the vendor & UPCOS centage + Vendor Commission to the UPCOS

STEP 15
Vendor request to UPCOS for the release of the commission within 10th day of every month with sharing of EPF/ ESIC compliance

STEP 16
Then UPCOS verify the submitted compliance by vendor & release the vendor commission

STEP 17
Realtime MIS Dashboard For all Stakeholder s Group

STEP 18
Grievance logging — Auto Escalation — Resolution