

Career Site

User Manual

Overview Of Neuland Career Site



The Neuland Laboratories Career Site is designed to offer candidates a seamless experience in exploring career opportunities within the organization. The site provides access to job listings, career resources, and company insights, making it easier for job seekers to find roles that match their qualifications and career aspirations.

Key Features of the Neuland Laboratories Career Site:

- **Search and Apply for Jobs:** The site offers a comprehensive job search tool that allows users to search by keyword, location, or job category. Applying for jobs is straightforward with a user-friendly interface.
- **User Profile Management:** Candidates can create and manage their profiles by uploading resumes, cover letters, and other relevant documents. Profiles can be updated regularly for better job matching.
- **Job Alerts:** The site allows users to set up job alerts based on their preferences, ensuring they are notified of new opportunities that match their criteria.
- **Responsive Design:** The career site is mobile-friendly, providing a seamless browsing experience on desktop, tablet, and mobile devices.
- **Information on Neuland Laboratories Culture:** The site includes sections on Neuland community initiatives, diversity and inclusion efforts, and employee rewards, providing insight into the company's work culture and values.

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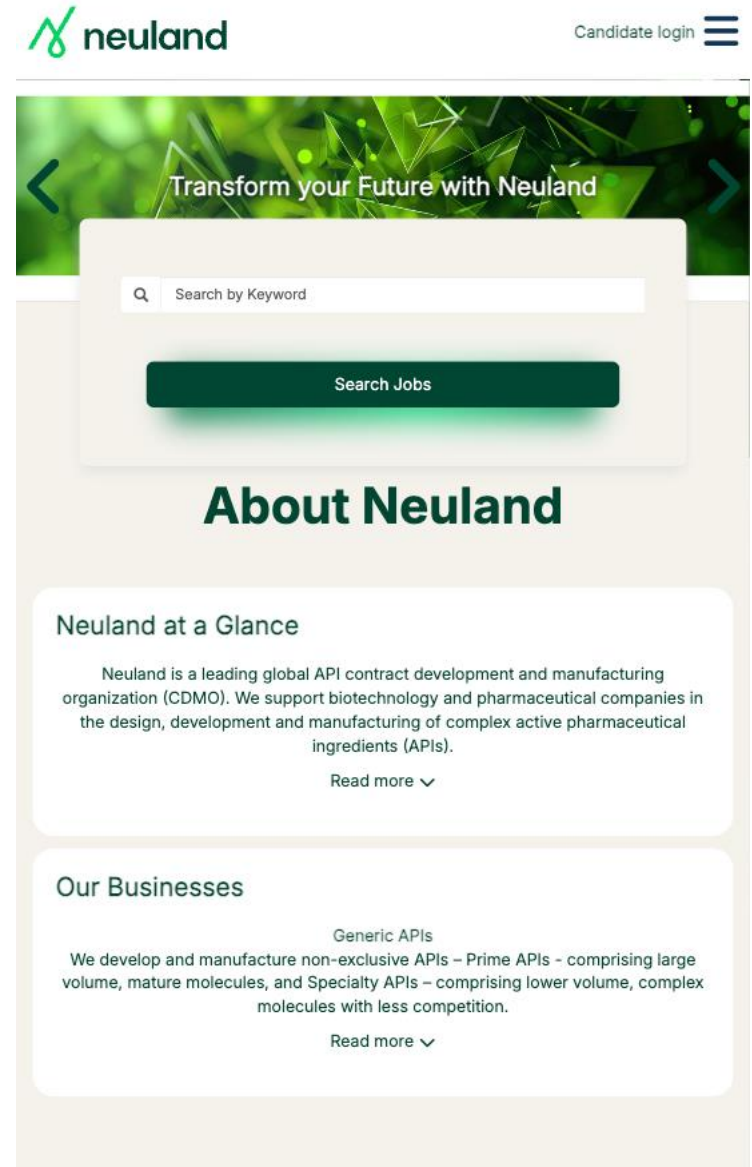
- ❑ Pages
- ❑ Account Creation and Login
- ❑ Job Search and Filters
- ❑ Job Application Process
- ❑ Profile Creation and Resume Upload
- ❑ Notifications and Job Alerts



1. Home Page

The home page provides a welcoming interface and a starting point for job seekers. It includes an overview of the company, quick links to key sections, a search bar for finding jobs.

- **Key Features:**
- Job Search Bar
- Company Values
- Company Mission and Visions
- Horizons in businesses



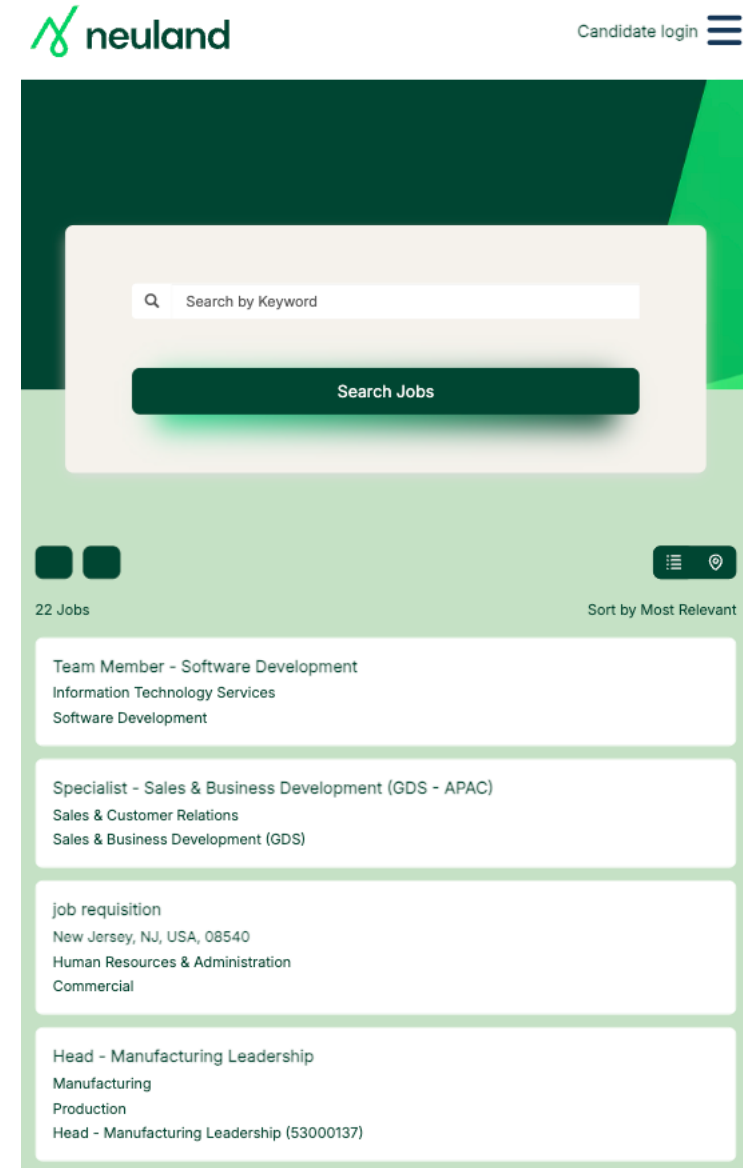


2. Careers Page

This page is the central hub for job seekers to browse available job opportunities at Neuland. It provides filtering options to narrow down job searches based on location, job category, or experience level.

Key Features:

- Job Listings with Filtering Options (by keyword, location, department)
- Detailed Job Descriptions with Application Links





Account Creation and Login

1. Accessing the Neuland Career Site - careers.neulandlabs.com
2. Create an account

Career Opportunities: Create an Account

Already a registered user? [Please sign in](#) Login credentials are case-sensitive

*indicates a required field.

Email Address: *

Retype Email Address: *

Choose Password: *

Retype Password: *

First Name: *

Last Name: *

Country/Region Code: *

Phone Number: *

Country/Region of Residence: *

Notification:

☒ Receive new job posting notifications

Terms of Use: *

[Read and accept the data privacy statement.](#)

Create Account



2. Account Creation Process

- **Navigate to the Account Creation Page**
 - On the Neuland career site homepage, click on the “Candidate Login” button located at the top-right corner of the page.
 - A drop-down menu will appear. From the menu, select "Create Account".
- **Fill in the Registration Form**
 - **You will be redirected to the account creation page.**
 - **Enter the required information:**
 - **First Name:** Provide your first name.
 - **Last Name:** Provide your last name.



- **Email Address:** Enter a valid email address that you will use for logging into your account.
- **Password:** Create a password that meets the site's security requirements.
- Re-enter the password to confirm it.
- Accept the Terms and Conditions
- Before proceeding, ensure you read and agree to the Neuland terms and privacy policies by checking the box next to "I agree to the Terms of Use and Privacy Policy".
- Complete Registration
- Click on the "Create Account" button to complete your account setup.
- A confirmation email will be sent to your provided email address. Open your email inbox and click on the verification link to activate your account.



3. Login Process

- Access the Login Page
 - On the Neuland career site homepage, click on the "Candidate Login" button located at the top-right corner.
 - From the drop-down menu, select "Sign In".
- Enter Login Credentials
 - You will be redirected to the login page.
 - Enter your Email Address and Password in the respective fields.
- Enter Login Credentials
 - You can check the "Remember me on this device" option if you prefer to stay logged in on the current device.
- Sign In
 - Click the "Sign In" button to access your account.



4. Forgot Password

- Access the Forgot Password Option
 - If you cannot remember your password, click on the "Forgot Password?" link located under the login form.
- Reset Password Instructions
 - Enter the email address associated with your Neuland account, then click "Submit".
 - An email containing a password reset link will be sent to your inbox.
 - Follow the instructions in the email to reset your password.



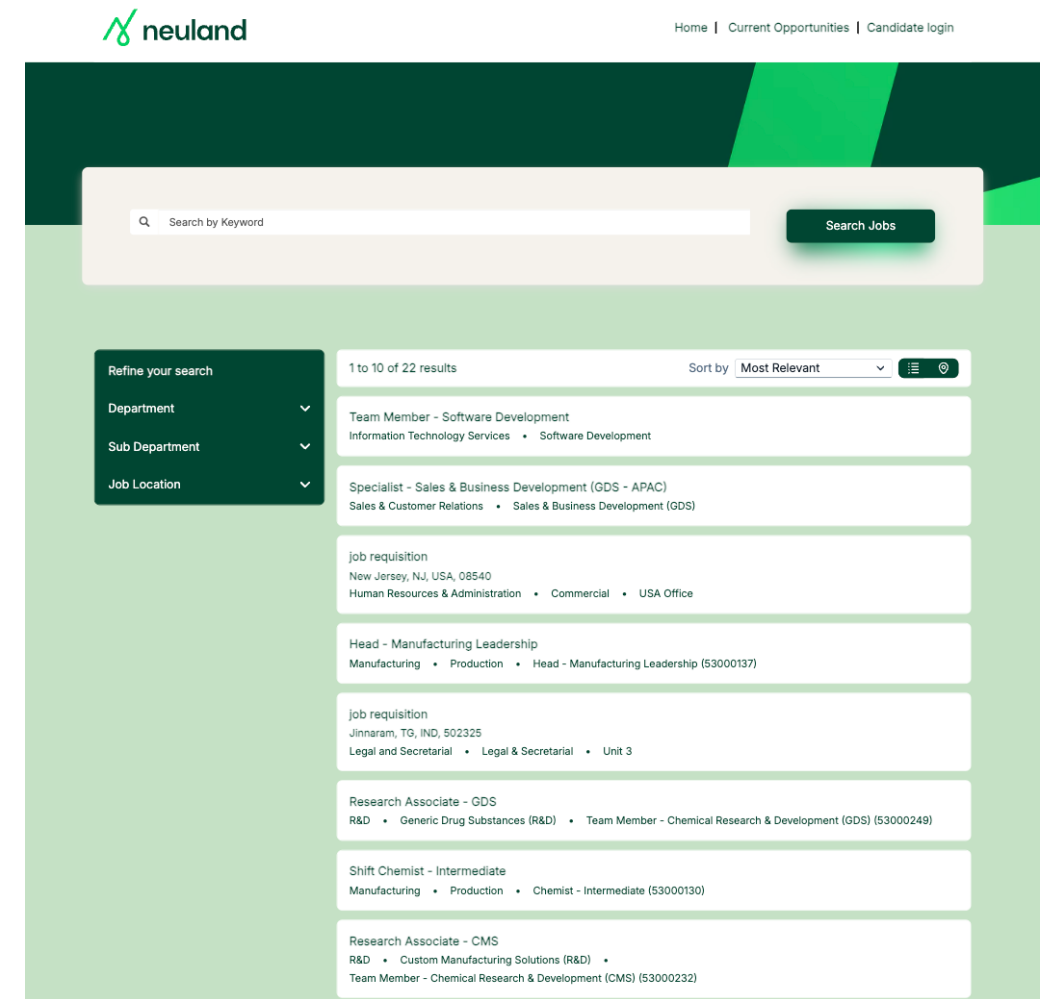
Job Search and Filters

1. Navigate to the Job Search Page

- On the Neuland career site homepage, locate the "Search Jobs"

2. Using the Job Search Bar

- On the job search page, you will find a search bar where you can enter job-related keywords.
- Enter keywords related to the type of job you're looking for (e.g., "Engineer", "HR", "Finance").





- Click on the "Search" button to display the available job listings based on your criteria.

3. Reviewing Search Results

- Once the search is completed, the job listings that match your criteria will be displayed.
- Each listing typically includes the job title, location, department, and posting date.
- Click on the job title to view the full job description, requirements, and details.

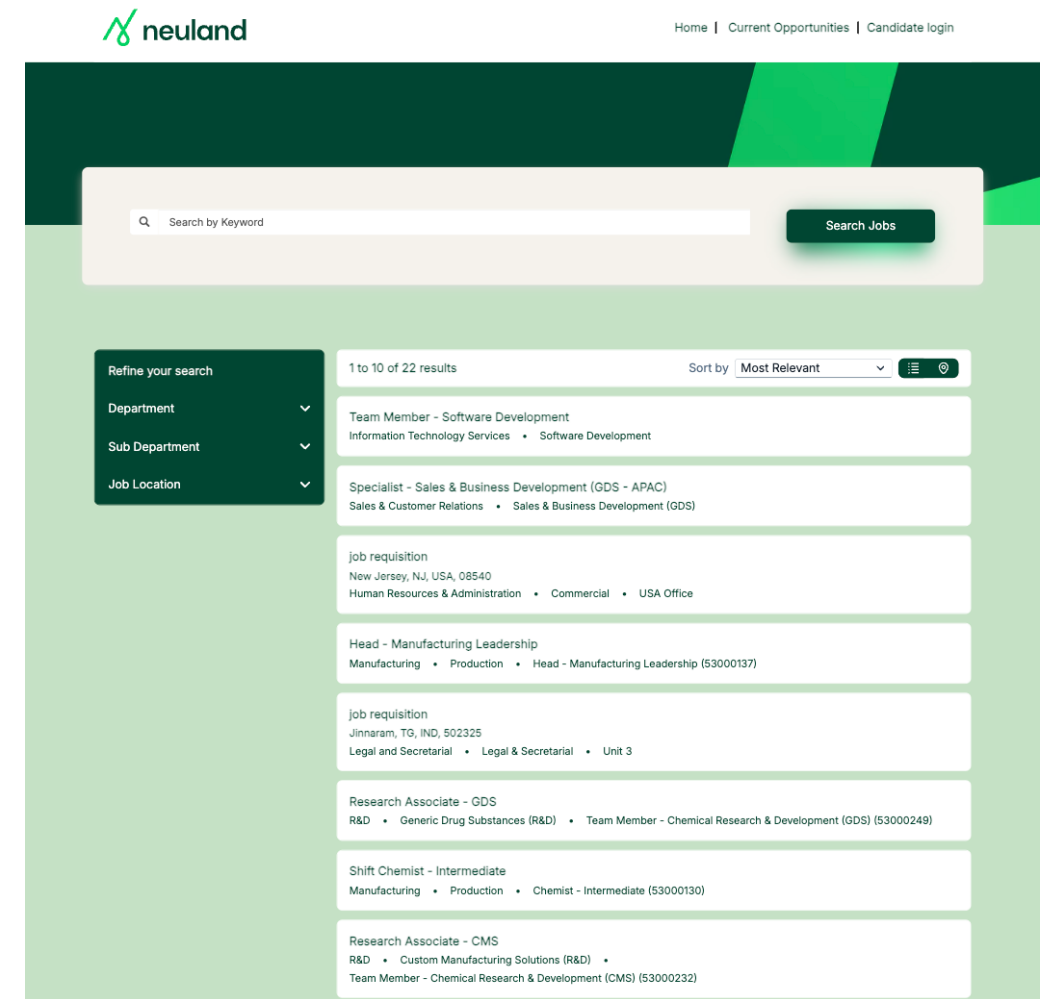
4. Use Filters to Refine Job Search Results



Job Application Process

1. Searching for Jobs

- **Navigate to the Job Search Page**
 - From the Neuland career site homepage, locate the "Search Jobs" section or select the "Careers" or "Job Opportunities" tab.
 - Use the Job Search Bar to enter keywords related to the job you're seeking (e.g., job title, location).





- **Browse Job Listings**

- After performing a search, job listings will appear based on your criteria. You can also apply filters like job category, location, and job type to narrow down your search.

- **Select a Job**

- Click on the job title of the position that interests you to open the detailed job description.

3. Starting the Job Application Process

- **Click "Apply Now"**

- On the job description page, click the "Apply Now" button to start the application process.

- **Sign In or Create an Account**

- If you already have an account, you will be prompted to sign in using your email and password.
- If you don't have an account, you will need to create one by following the account creation steps.



4. Completing the Online Application Form

- Submit Your Application
- Once you have filled out all the required fields and reviewed your application, click the "Submit" or "Apply" button at the bottom of the form.
- Confirmation
- After submitting, you will receive a confirmation message on the screen indicating that your application has been successfully submitted.
- You will also receive a confirmation email to the email address you provided during registration.



Notifications and Job Alerts

1. Create Job Alert Notification

- Navigate to the Job Search Page
 - Search for your desired job.
 - Click on the Get Job Alerts for This Search.
 - Sign in if you are not already signed in.
 - You will receive a message Job Alert created thank you message.

The screenshot displays the Neuland job search platform. At the top, the Neuland logo is on the left, and navigation links for 'Home', 'Current Opportunities', and 'Candidate login' are on the right. A search bar contains the text 'Manager', and a 'Search Jobs' button is to its right. Below the search bar, a link 'Get Job Alerts for This Search' is visible. On the left, a 'Refine your search' sidebar lists 'Department', 'Sub Department', and 'Job Location' with dropdown arrows. The main results area shows '1 to 6 of 6 results' and a 'Sort by Most Relevant' dropdown. Six job listings are displayed, each with a title, location, and a list of related roles and IDs. The footer contains the Neuland logo, 'Quick Links' (About Us, Our Capabilities, Generic APIs, CDMO Services, Peptide Development), 'Stories' (Sustainability, Investors, Careers), 'Get in touch' with a 'Contact Us' button, and 'Connect with us' with social media icons for LinkedIn, Twitter, Facebook, and YouTube.

neuland

Home | Current Opportunities | Candidate login

Manager Search Jobs

Get Job Alerts for This Search

Refine your search

Department

Sub Department

Job Location

1 to 6 of 6 results Sort by Most Relevant

Research Associate - CMS
R&D • Custom Manufacturing Solutions (R&D) • Team Member - Chemical Research & Development (CMS) (53000232)

Analyst - HPLC/ GC
R&D • Analytical R&D • Team Member - HPLC Analysis (53000221)

Research Associate - GDS
R&D • Generic Drug Substances (R&D) • Team Member - Chemical Research & Development (GDS) (53000249)

Research Associate - Peptides
Jinnaram, TG, IND, 502313
R&D • R&D Peptides • Team Member - Chemical Research & Development (Peptides) (53000271) • R&D

Shift Incharge Intermediate
Jinnaram, TG, IND, 502325
Manufacturing • Production • Shift In-charge - Intermediate (53000140) • Unit 3

Shift Incharge -Pharma
Manufacturing • Production • Shift In-charge - Pharma (53000143)

neuland

Quick Links
About Us
Our Capabilities
Generic APIs
CDMO Services
Peptide Development

Stories
Sustainability
Investors
Careers

Get in touch
Contact Us

Connect with us
in x f y

Thank You