

# How the Application works Manual

1. After Successful Login, you will be provided with the Home Page/Dashboard. This a three step Process i.e. Step 1 (Incomplete Admission Forms), Step 2(Forms Completed but Pending for Payments) and finally, Step 3(Form Submitted and Application Fee Paid). Your Form must be in Step 3 Section for Successful Submission.

The screenshot shows the SMVDU Online Recruitment Portal System dashboard. At the top center is the logo of SMVDU with the motto 'विज्ञानं ब्रह्म' (Vignanam Brahma). Below the logo is the text 'SMVDU Online Recruitment Portal System'. A red arrow points from the text 'Click to start New Application Form' to the 'Start New Application Form' button in the navigation bar. The navigation bar also contains 'Online Online Recruitment System', 'Home', and 'Logout'.

**Important Notices:**

- Download: Endorsement by the Employer Form
- Advertisement
- Instruction Manual[Step by Step]
- Frequently Asked Queries

**Step 1: Incomplete Admission Forms:**

Form Number	Basic Form Status	Qualification Form Status	File Upload Status
<input type="button" value="Submit"/>			

**Step 2: Forms Completed but Pending for Payments**

Form Number	Lock Status of Form	Payment Status	
Following Forms will be considered as Submitted, only After Payment of Application Form Fee.			
<input type="button" value="Check Form For Error"/>	<input type="button" value="Edit if Required"/>	<input type="button" value="Lock Form before Payment"/>	<input type="button" value="Make Payment"/>

**Step 3: Form Submitted & Application Fee Paid:**

Form Number	Lock Status of Form	Payment Status
<input type="button" value="Display"/>		

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2. After Clicking the New Application Menu from the top, you will be provided with a new Form, where you can enter your Personal Details. This form has three Parts **A. Personal Details**, **B. Referee Details** and **C. Knowledge of Computer and Typing**. The Fields which contains (\*) are compulsory and rest of them are optional.

Part-A Screenshot: Select the Post Group (Non-Teaching In this case), and wait for a while and select the corresponding Post, you want to apply for. Fill up the Form according to the Instructions below every control.

1. Post Type:	<input type="text" value="Select Post Group"/>	* Select Post Type
2. Post Applied for:	<input type="text" value="Select Post Name"/>	* Select the Post

A. Basic Details[For all the Posts]:

3. Your Full Name: <input type="text" value="Your name..."/> <small>*Alphabets with space only!</small>	4. Father's Name: <input type="text" value="Father's Name..."/> <small>*Alphabets with space only!</small>	5. Mother's Name: <input type="text" value="Mother's Name..."/> <small>*Alphabets with space only!</small>	6. Date of Birth: <input type="text" value="dd"/> <input type="text" value="mm"/> <input type="text" value="yyyy"/> <small>* Required</small>
7. Email: <input type="text" value="Your email..."/> <small>* Format must be like web@gmail.com !</small>	8. Mobile: <input type="text" value="Your Mobile No..."/> <small>* Numbers only like 9458758655 !</small>	9. Phone No.: <input type="text" value="Your Phone No..."/> <small>Format must be 0191-2589875 !</small>	10. Fax <input type="text" value="Your Fax No..."/> <small>Format must be 0191-2589875 !</small>
11. Permanenet Address: <input type="text" value="Enter Permanent Address..."/> <small>*Alphanumerics with space, dash and comma only!</small>	11.1. Pincode: <input type="text" value="Pincode..."/> <small>*Numbers only!</small>	12. Correspondence Address: <input type="text" value="Enter Correspondence Address..."/> <small>*Alphanumerics with space, dash and comma only!</small>	12.1. Pincode: <input type="text" value="Pincode..."/> <small>*Numbers only!</small>
13. Gender <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other <small>* Required !</small>	14. Marital Status <input type="radio"/> Married <input type="radio"/> UnMarried <small>* Required !</small>	15. State of Domicile <input type="text" value="Enter State..."/> <small>*Alphabets with space only e.g. [jammu and kashmir]!</small>	16. Nationality <input type="text" value="India"/> <small>* Required !</small>
17. Category <input type="text" value="--Please Choose--"/> <small>* Required !</small>	18. Physically Challenged <input type="radio"/> Yes <input type="radio"/> No <small>* Required !</small>		
19. National/International Awards/Fellowship <input type="text" value="Enter here..."/> <small>Alphabets with Space Only!</small>	20. Self-evaluation - activity related to the job <input type="text" value="Enter here..."/> <small>Alphabets with Space Only!</small>		
21. Time required for joining, if selected: <input type="text" value="Enter here..."/> <small>Alphabets with Space Only!</small>	22. Any other information relevant to the Post Applied <input type="text" value="Enter here..."/> <small>Alphabets with Space Only!</small>		

Part-B and C Screenshot: Please enter the Referee Details and the Knowledge of Computer and Typing Details according to the Instructions, given below every control and Press “Save and Continue” Button. Your data will be saved and move to the **Next Form** where you will enter your **Qualification Details**.

B. Referees Details:

S.No.	Name	Address	Email	Mobile
The Referee should be the last employers of the candidate or any other person having know-how of candidate's experience/knowledge and should not be related to the applicant.				
Refree 1.	<input type="text" value="Refree Name..."/> <small>Alphabets with space only!</small>	<input type="text" value="Refree Address..."/> <small>Alphanumeric with space,comma and dash(-) only!</small>	<input type="text" value="Refree Email..."/> <small>Format must be like <b>web@gmail.com</b> !</small>	<input type="text" value="Refree Mobile..."/> <small>Format must be like <b>9658565877</b> !</small>
Refree 2.	<input type="text"/> <small>Alphabets with space only!</small>	<input type="text"/> <small>Alphanumeric with space,comma and dash(-) only!</small>	<input type="text"/> <small>Format must be like <b>web@gmail.com</b> !</small>	<input type="text"/> <small>Format must be like <b>9658565877</b> !</small>
Refree 3.	<input type="text"/> <small>Alphabets with space only!</small>	<input type="text"/> <small>Alphanumeric with space,comma and dash(-) only!</small>	<input type="text"/> <small>Format must be like <b>web@gmail.com</b> !</small>	<input type="text"/> <small>Format must be like <b>9658565877</b> !</small>

C. Knowledge of Computers and Typing:

S.No.	Course Undertaken	Organization/Institute	Year	Grade
<b>Instructions</b>				
1.	<input type="text" value="Course..."/> <small>Alphabets with space only!</small>	<input type="text" value="Organization..."/> <small>Alphabets with space only!</small>	<input type="text" value="Year..."/> <small>Numbers only!</small>	<input type="text" value="Grade..."/> <small>Alphanumeric with space only!</small>
2.	<input type="text"/> <small>Alphabets with space only!</small>	<input type="text"/> <small>Alphabets with space only!</small>	<input type="text"/> <small>Numbers only!</small>	<input type="text"/> <small>Alphanumeric with space only!</small>
3.	<input type="text"/> <small>Alphabets with space only!</small>	<input type="text"/> <small>Alphabets with space only!</small>	<input type="text"/> <small>Numbers only!</small>	<input type="text"/> <small>Alphanumeric with space only!</small>

Submit



4. **Work Experience Details:** Please input all the entries of the row as per the instructions above every control. Also, see the Screenshot below:

## 27. Chronical list of experiences(including current position or employment)

S.No.	Name & address of employers	Designation	From date	To date	Scale of pay	Nature of work / duties
	Alphanumeric with space, dash and comma only!	Alphabets with space only!	e.g.: 01-02-2002	e.g.: 01-02-2002	e.g.: 9300-30000 or 10000	Alphanumeric with space only!
1.	<input type="text"/>	<input type="text"/>	<input type="text" value="dd-mm-yyy"/>	<input type="text" value="dd-mm-yyy"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text" value="dd-mm-yyy"/>	<input type="text" value="dd-mm-yyy"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text" value="dd-mm-yyy"/>	<input type="text" value="dd-mm-yyy"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text" value="dd-mm-yyy"/>	<input type="text" value="dd-mm-yyy"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text" value="dd-mm-yyy"/>	<input type="text" value="dd-mm-yyy"/>	<input type="text"/>	<input type="text"/>

**Note:- Please ensure, that the Information Entered in the Application Form, is Correct.!**

Please fill all the fields of the row if you have the work experience, one or more than one.

Save & Continue

After filling up of the form hit **Save and Continue** to save your data and move to the next form i.e. **Documents Uploading Form**.

5. **Upload Documents Form:** Please browse and upload your documents, **10<sup>th</sup> and 12<sup>th</sup> are compulsory**, then browse and upload **your passport size picture and signature (format must be jpeg)**, check the **Declaration Checkbox** and hit **Upload and Continue** button to upload your documents and move to the **Home Page** for further processing. Also, see the Screen shot below:

S.No.	Name of the course	Choose File to Upload	Name of the file [ optional ]
1.	Secondary School(10th) certificate:	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="Name of Document"/>
2.	Higher Secondary(12th) School certificate:	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="Name of Document"/>
3.	Graduation Degree:	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="Name of Document"/>
4.	Masters Degree:	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="Name of Document"/>
5.	Others:	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="Name of Document"/>
6.	Others:	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="Name of Document"/>
7.	Others:	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="Name of Document"/>
8.	Others:	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="Name of Document"/>

choose your files in pdf format less than 2MB, first two entries are compulsory i.e. 10th and 12th

26. Upload Your Recent Coloured Passport Size Photo (in JPEG Format size less than 1 MB):

No file chosen

27. Upload Signature of Applicant (in JPEG Format size less than 1 MB):

No file chosen

choose your passport size image and signature, less than 1 mb and having format of jpeg

I hear-by declare that all the entries made by me in this application are true, to the best of my knowledge and belief. No disciplinary/vigilance case has ever been held or contemplated or is pending against me. If anything is found false or incorrect at any stage, my candidature/appointment may be cancelled by the university without assigning any reason thereof.

**Note:- Please ensure, that the Documents Uploaded in the Application Form, are Correct. Once the Application Form is Saved, the Information Stored, cannot be changed !**

Click the button to upload your files and move to the Home Page for further processing

Note: Uploading Files may take a while

6. 1. check form for any error; 2. Edit if required; 3. Lock the Form 4. Make Payment. Also, see the Screenshot below:



### SMVDU Online Recruitment Portal System

Online Online Recruitment System   Home   Start New Application Form   **Logout**

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- Instruction Manual[Step by Step]
- Frequently Asked Queries

#### Step 1: Incomplete Admission Forms:

Form Number	Basic Form Status	Qualification Form Status	File Upload Status
<input type="button" value="Submit"/>			

#### Step 3: Form Submitted & Application Fee Paid:

Form Number	Lock Status of Form	Payment Status
<input type="button" value="Display"/>		

#### Step 2: Forms Completed but Pending for Payments

Form Number	Lock Status of Form	Payment Status
Following Forms will be considered as Submitted, only After Payment of Application Form Fee.		
<input type="radio"/> SMVDUR01201624	UNLOCKED	PENDING
<input checked="" type="radio"/> SMVDUR01201625	UNLOCKED	PENDING

       

1. check you form for any error, if required click Edit button.

2. edit your personal and academic information if required

3. Lock the form

4. Make Payment

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7. Select the Desired option one at time, Edit your form and then click Submit button.



SMVDU Online Recruitment Portal System

Online Online Recruitment System

Home

Start New Application Form

Logout

Edit Details!

Choose the Form to Edit:

Basic/Personal Information

Qualification Information

Submit

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select the desired  
option and click  
submit

The Selected Form with the data will appear, correct your entries, if any, and click update.

You can change Basic/Personal and Qualification/Experience information, using these forms.



8. Lock the Form before Clicking Make Payment button.
9. Form once Locked you can now proceed for Payment.
10. After your payment is Successful(**only when Transaction Status is Success and not otherwise**) , the form will be moved to Final Stage i.e. Step 3: Form Submitted Successfully. Here you can take print out of the form and Proceed according to the conditions set in the Advertisement.

