



Vidya International Charitable Trust

VAST Campus, Thalakkottukara PO, Thrissur-680501, Kerala, India, Ph No: 04885 287751/52

Recruitment - Help file for Online Application

| Common instructions to the candidates | |
|--|--|
| 1 | <u>Submission of application</u> - Candidates can Save & Edit his/her application any number of times. Once you submit the application, it cannot be edited. |
| 2 | <u>Applicant Name</u> – Should be as per SSLC/10 th Equivalent certificate |
| 3 | Do not change your Mobile Phone No & email id after submission. They should be active in order to enable the authorities to convey messages to the candidates, from time to time. |
| 4 | Apply separately for each college/position |
| 5 | Enter Qualification and other details correctly. Furnishing erroneous or misleading particulars will lead to blacklisting of the candidates. |
| | |

Guidelines for filling the Online Application

Step-1: Go to the URL <http://erp.vidyaacademy.ac.in>

Then you will get the login page as follows.

Click on the ***New User*** link.



Note: Kindly note and preserve your username and password for future use

Step-2: Provide the necessary details for **Vidya ERP user registration** and click on **Sign Up**.



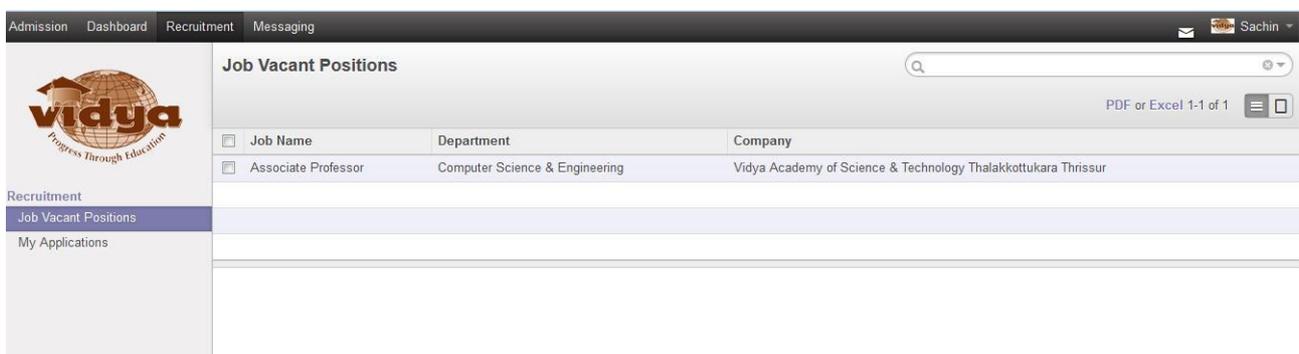
The image shows a registration form for Vidya ERP. At the top is the Vidya logo with the tagline "Progress Through Education". Below the logo is a dark grey rounded rectangle containing the registration fields:

- Name: [Text Input Field]
- Email (Username): [Text Input Field]
- Password: [Text Input Field]
- Confirm Password: [Text Input Field]

At the bottom of the form are three buttons: a red "Sign Up" button, a blue "Back to Login" button, and a blue "Forgot password" button.

Note: Kindly note and preserve your username and password for future use

Step-3: Click on Recruitment menu to list the present vacant positions



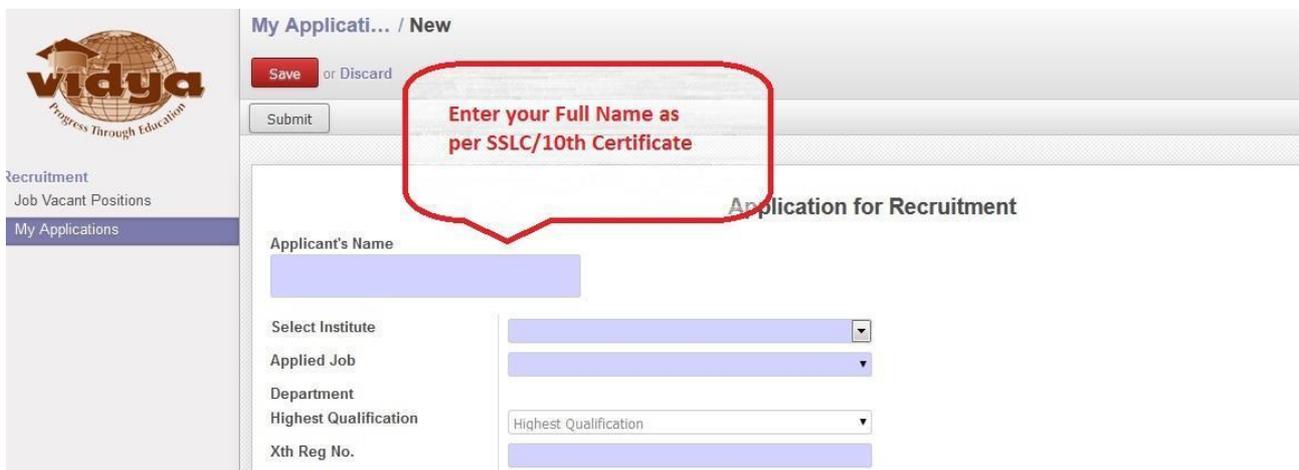
The screenshot shows the Vidya ERP interface. The top navigation bar includes "Admission", "Dashboard", "Recruitment", and "Messaging". The user's name "Sachin" is visible in the top right corner. The left sidebar menu is expanded to show "Recruitment" with sub-items "Job Vacant Positions" and "My Applications". The main content area is titled "Job Vacant Positions" and contains a table with the following data:

| <input type="checkbox"/> | Job Name | Department | Company |
|--------------------------|---------------------|--------------------------------|--|
| <input type="checkbox"/> | Associate Professor | Computer Science & Engineering | Vidya Academy of Science & Technology Thalakkottukara Thrissur |

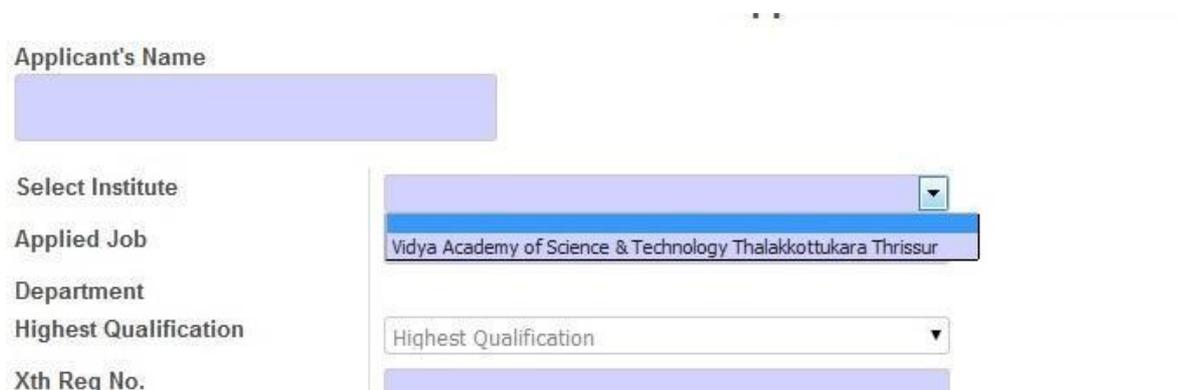
Step-4: Go to My Applications and click on Create



Step-5: Fill the Full Name



Step-6: Select the institute.



Note: You can choose “Vidya Academy of Science and Technology, Thalakkottukara Thrissur” or “Vidya Academy of Science and Technology Technical Campus, Kilimanoor, Thiruvananthapuram” depends on the vacancy position.

Step-7: Select the Job you want to apply. This section will list all the Job positions presently open. Select the applicable position from the dropdown list.

| | |
|-------------------------------|--|
| Select Institute | Vidya Academy of Science & Technology Thalakkottukara Thri |
| Applied Job | |
| Department | Associate Professor, Computer Science & Engineering |
| Highest Qualification | |
| Xth Reg No. | |
| Source of Vacancy Information | |

Step-8: Select Highest Qualification

| | |
|-------------------------------|-----------------------|
| Highest Qualification | Highest Qualification |
| Xth Reg No. | Diploma |
| Source of Vacancy Information | Bachelor Degree |
| GATE Qualified | Master Degree |
| | Doctoral Degree |

Step-9: Fill the 10th Reg No

Step-10: Select Source of vacancy information(Which ever is applicable)

| | |
|-------------------------------|-------------------|
| Source of Vacancy Information | |
| GATE Qualified | VICT Trustee |
| Year of Attempt | Mathrubhumi Daily |
| Score | The Hindu Daily |
| Contract | Vidya Website |
| | Manorama Daily |
| | Others |

Step-11: If you are GATE Qualified select Yes and fill the Year of attempt and Score

A screenshot of a web form with three input fields. The first field is labeled 'GATE Qualified' and has a dropdown menu with 'Yes' selected. The second field is labeled 'Year of Attempt' and is an empty dropdown menu. The third field is labeled 'Score' and is an empty text input field.

Step-12: Fill the Present Salary and Expected Salary

Step-13: Fill the Personal Information

A screenshot of a web form with three tabs: 'Personal Information', 'Permanent Address', and 'Communication Address'. The 'Personal Information' tab is active. It contains the following fields: 'Father's Name' (text input), 'Mother's Name' (text input), 'Gender' (dropdown menu), 'Date of Birth' (date picker), 'Email' (text input), 'Phone' (text input), 'Mobile' (text input with placeholder 'Mobile No. w/o country code...'), 'Religion' (dropdown menu), 'Caste' (dropdown menu), 'Caste Category' (dropdown menu), 'Marital Status' (dropdown menu), and 'Physically Challenged' (checkbox).

Step-14: Fill the Permanent Address & Communication Address. If both are same, then click on Same as Permanent Address after filling the Permanent Address.

A screenshot of a web form with three tabs: 'Personal Information', 'Permanent Address', and 'Communication Address'. The 'Permanent Address' tab is active. It contains the following fields: 'Address' (text input), 'Street...' (text input), 'Address...' (text input), 'City...' (text input), 'Pincode' (text input), 'Country' (dropdown menu), and 'State' (dropdown menu).

A screenshot of a web form with three tabs: 'Personal Information', 'Permanent Address', and 'Communication Address'. The 'Communication Address' tab is active. It contains a checkbox labeled 'Same as Permanent Address' which is checked. Below it are the same address fields as in the previous screenshot: 'Address', 'Street...', 'Address...', 'City...', 'Pincode', 'Country', and 'State'.

Step-15: Fill all the Qualification details by clicking on the Add an item.

Expected Salary: 0.00 Extra advantages...

Personal Information Permanent Address Communication Address

Same as Permanent Address

Address: Street... Country: [dropdown]

Qualifications

Qualifying Examinations

Add an item

Additional

Self Introduction...

Create: Add Qualifications (Enter Details of Passed exams from +2 Level)

Qualification Level: [dropdown] Type: [dropdown]

Qualifying Examinations: [dropdown] Year: [dropdown]

Subject Specialization: [dropdown] Others:

Name of School or College: [dropdown] Others:

Name of Board or University: [dropdown] Others:

Percentage %: 0.00

Save & Close Save & New or Discard

Step-16: Fill all the Previous employment history by clicking on the Add an item.

Source of Vacancy Information: [dropdown]

GATE Qualified: Yes [dropdown]

Year of Attempt: 2016 [dropdown]

Score: 800

Contract

Present Salary

Expected Salary

Personal Information

Same as Permanent Address

Address

Create: Previous Employment History (Save after each term and add new tab to cover the whole period)

Name of Institution: [dropdown] Others:

From: [dropdown] To: [dropdown]

Post Held: [dropdown] Till Date:

Experience: 0 years 0 months Nature of Experience: [dropdown]

Responsibilities: [text area]

Save & Close Save & New or Discard

Qualifications Previous Employment History Present Employment History Experience Other Activities Seminars/Workshops Reference

Name of Institution Post Held Responsibilities

Add an item

Step-17: Fill the Present employment details

Qualifications Previous Employment History **Present Employment History** Experience Other Activities Seminars/Workshops Reference

Name of Institution

Other Institution

Role

From Date

To Date

Till Date

Nature of Experience

Notice Period (in days)

Step-18: Experience Section – Total Experience will be automatically listed here after saving the application.

Qualifications Previous Employment History Present Employment History **Experience** Other Activities Seminars/Workshops Reference

| Nature of Experience | Years | Months |
|----------------------|-------|--------|
| | 0 | 0 |

Additional Explanatory note if any

Step-19: Fill Other Activities. Certifications/Achievements, Books/Papers published etc.

Qualifications Previous Employment History Present Employment History Experience **Other Activities** Seminars/Workshops Reference

Certifications/Achievements

Other Interests

Books/Papers Published

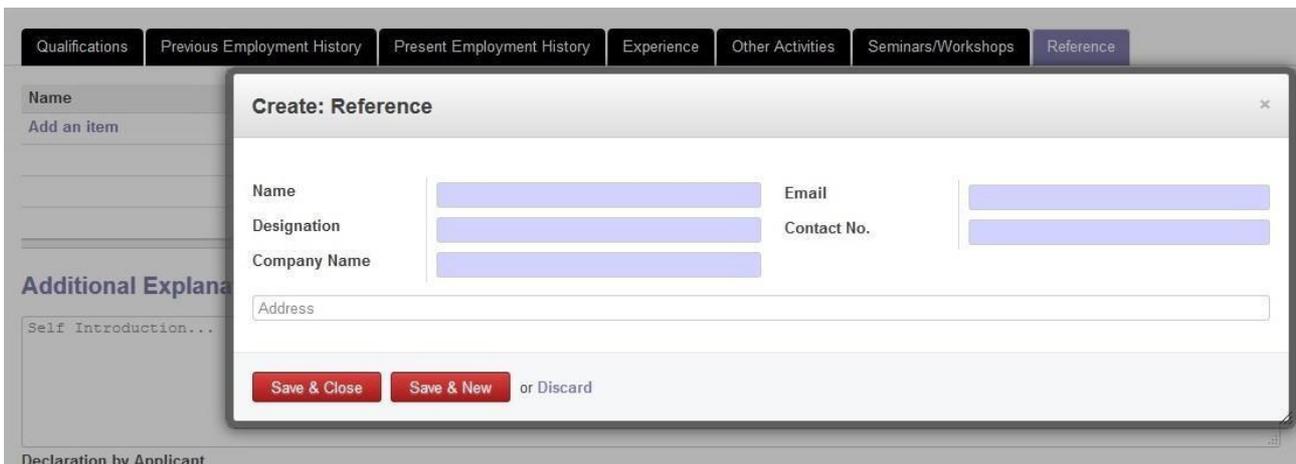
Step-20: Fill the Seminars and Workshops attended.

Qualifications Previous Employment History Present Employment History Experience Other Activities **Seminars/Workshops** Reference

| Name | Level | Year |
|------|------------------------|------|
| | National/International | |

Add an item

Step-21: Fill the contact Reference persons details. References from organizations worked . In case of Fresher :- reference from educational institution studied would need to be mentioned.



The screenshot shows a web application interface with a navigation bar at the top containing tabs: Qualifications, Previous Employment History, Present Employment History, Experience, Other Activities, Seminars/Workshops, and Reference. The 'Reference' tab is selected. Below the navigation bar, there is a section for 'Name' with a sub-label 'Add an item'. A modal window titled 'Create: Reference' is open, featuring input fields for Name, Designation, Company Name, Email, Contact No., and Address. At the bottom of the modal, there are three buttons: 'Save & Close', 'Save & New', and 'or Discard'. Below the modal, there is a section for 'Additional Explanatory Note' with a sub-label 'Self Introduction...'. At the bottom of the page, there is a 'Declaration by Applicant' section with two checkboxes.

Step-22: Fill additional explanatory note if any.

Step-23: Check the declaration checkbox.



The screenshot shows the 'Additional Explanatory note if any' section with a sub-label 'Self Introduction...'. Below this is a large text area for entering the note. At the bottom, there is a 'Declaration by Applicant' section with two checkboxes: I, hereby declare that my statements on this application and on my resume or documents provided by me are correct to the best of my knowledge. and I, hereby agree to get Email/SMS alerts from Vidya.

Step-24: You can save your application as draft and submit it later. Otherwise you can submit the form if you have entered all the details.

My Applicati... / Sachin Sanyal

Save or Discard

Submit

Application for Recruitment

Applicant's Name
Sachin Sanyal

Select Institute
Vidya Academy of Science & Technology Thalakkottukara Thri

Applied Job
Associate Professor, Computer Science & Engineerinc

Department
Computer Science & Engineering

Highest Qualification
Master Degree

Xth Reg No.
45878

Source of Vacancy Information
The Hindu Daily

Step-25: Submit the application

My Applicati... / Sachin Sanyal

Edit Create More

Submit

Sachin Sanyal

Select Institute
Applied Job
Department

Confirmation

Once submitted, this application form cannot be edited. Are you sure you want to submit this application?

Submit or Cancel

Computer Science & Engineering