



# **VICE CHANCELLOR Recruitment Portal**

**A Unified Recruitment Portal for Vice Chancellor for  
Central Universities**

**A Comprehensive User Application Guide**



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## Introduction

The Vice Chancellor Recruitment Portal is a unified recruitment system designed to streamline the recruitment process for vice-chancellors for all central universities across India.

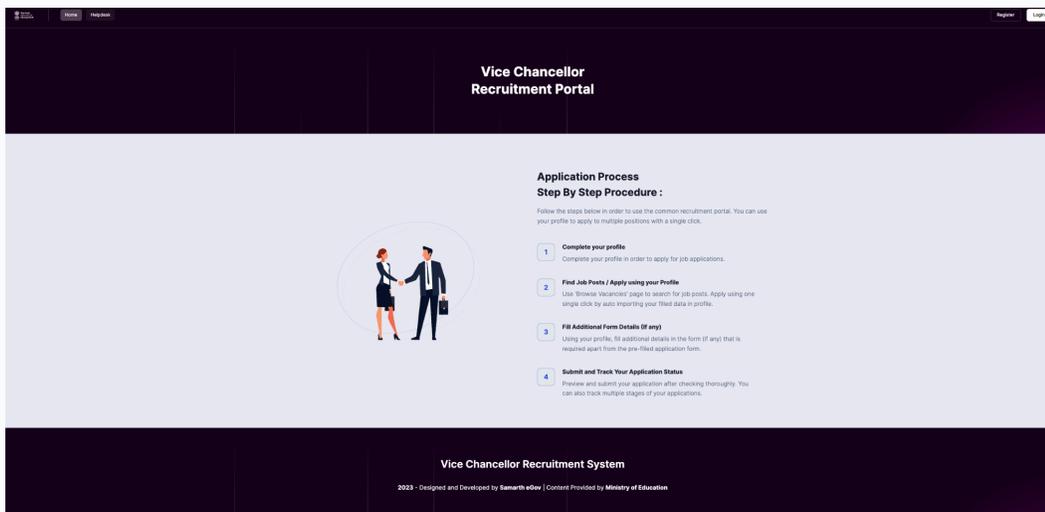
## Registration and Login to Vice Chancellor Recruitment Portal

Registration and login are essential steps to access the Vice Chancellor recruitment portal. The registration process involves providing your personal and contact details and creating a unique login ID and password. Once registered, you can log in to the portal using your login credentials to access various features like creating a profile, applying for jobs, tracking your applications, and accessing helpdesk support. These steps are necessary to use the Vice Chancellor Recruitment Portal portal to its full potential and make the most of the job opportunities available.

The registration process in the Vice Chancellor Recruitment Portal is easy. User needs to register on the portal to apply for any jobs listed by the Universities.

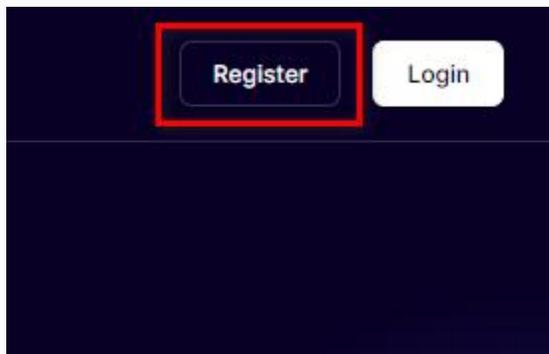
### To register in the Vice Chancellor Recruitment Portal, please follow the below steps:

Visit the **website** of the Vice Chancellor Recruitment Portal

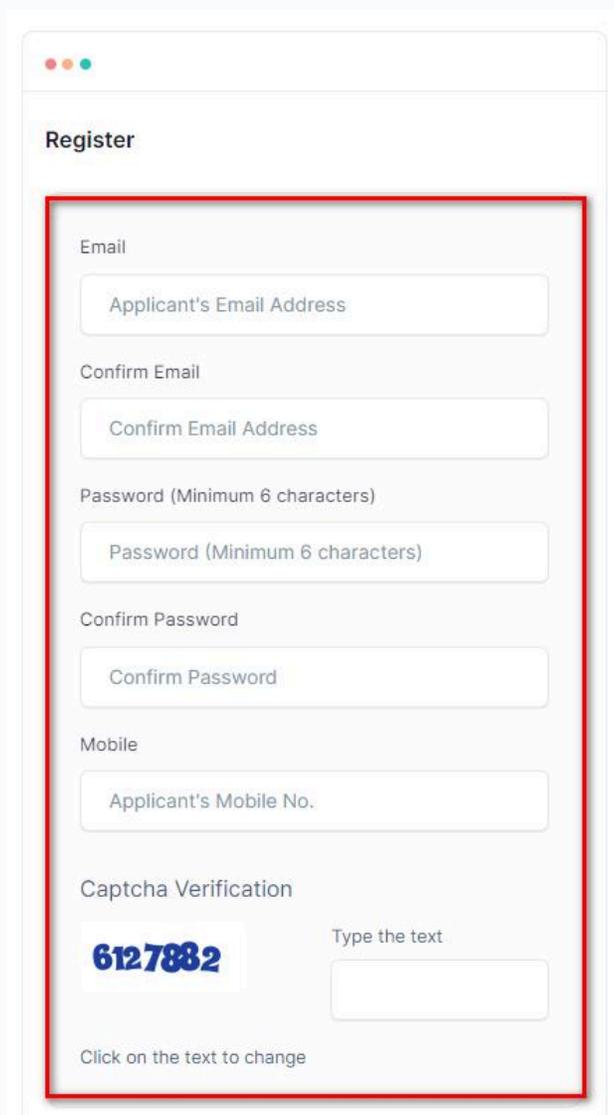


The screenshot shows the homepage of the Vice Chancellor Recruitment Portal. The header includes the Ministry of Education logo and the text 'शिक्षा मंत्रालय MINISTRY OF EDUCATION सत्यमेव जयते'. The main content area features a dark blue header with 'Vice Chancellor Recruitment Portal' and a 'Register' button. Below this, there is a section titled 'Application Process Step By Step Procedure:' with a list of four steps: 1. Complete your profile, 2. Find Job Posts / Apply using your Profile, 3. Fill Additional Form Details (if any), and 4. Submit and Track Your Application Status. A footer at the bottom reads 'Vice Chancellor Recruitment System' and '2023 - Designed and Developed by Samarth eGov | Content Provided by Ministry of Education'.

Click on the **Register** button on the homepage.



Users need to fill the registration form with details such as **Email address** and **Mobile number**

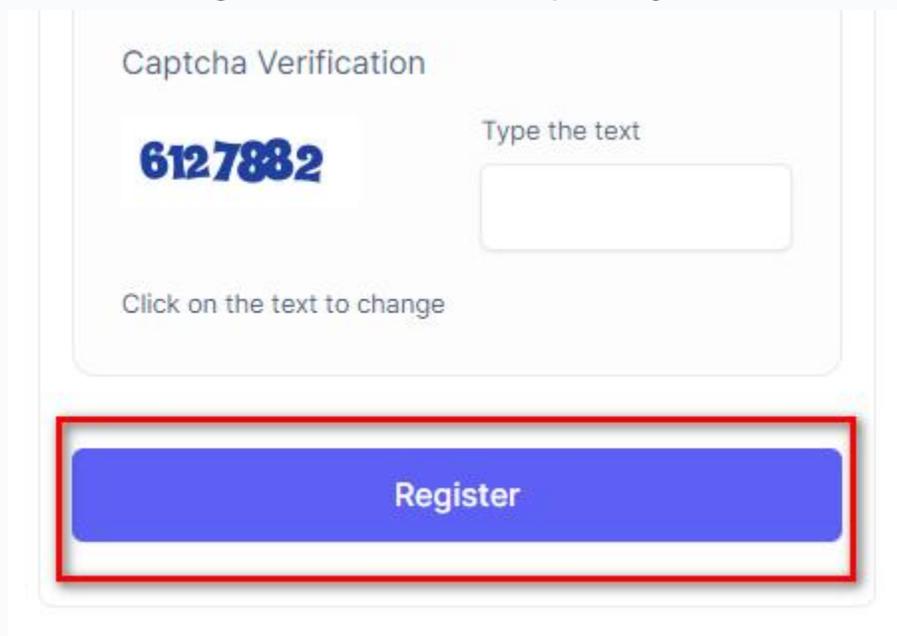
A registration form titled 'Register' with a red border. It contains the following fields:

- Email: Applicant's Email Address
- Confirm Email: Confirm Email Address
- Password (Minimum 6 characters): Password (Minimum 6 characters)
- Confirm Password: Confirm Password
- Mobile: Applicant's Mobile No.
- Captcha Verification: A captcha image showing the number '6127882' and a text input field labeled 'Type the text'.

Below the captcha, there is a link that says 'Click on the text to change'.

Choose a strong password and enter the captcha to verify.

Click on the **Register** button to confirm your registration.



Captcha Verification

**6127882**

Type the text

Click on the text to change

**Register**

You will receive a confirmation message on your registered **email ID**.

**Note: If the user didn't receive any confirmation mail from the website user can resend confirmation mail.**



## To resend the confirmation mail

Click on the **Resend Confirmation Email**

Register

Account Created? [Resend Confirmation Email →](#)

The link will open a page to re-enter the registered email address

Resend Confirmation Email

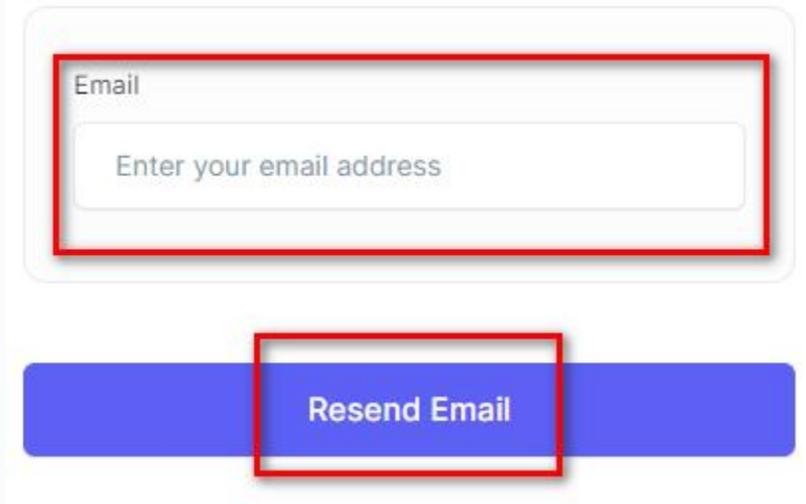
Can't find the Email we sent to you? We can resend the email to you to complete the registration.

Email

Enter your email address

Resend Email

Enter your registered email address and click **Resend Email**



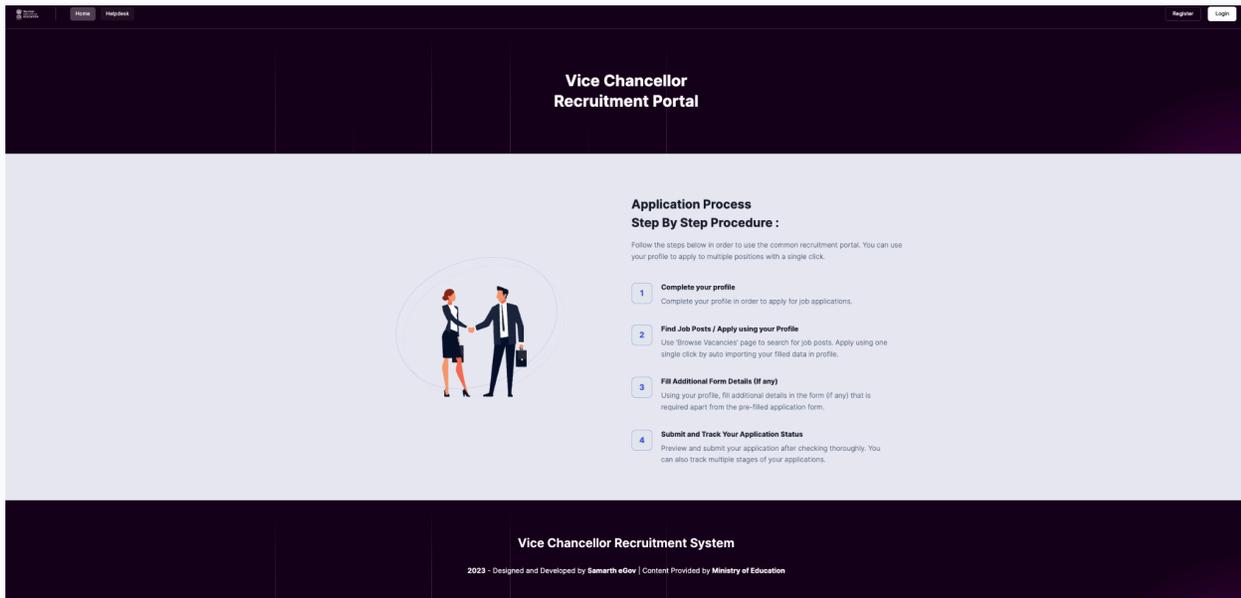
The screenshot shows a web form for sending a password reset email. It features a text input field labeled "Email" with the placeholder text "Enter your email address". Below the input field is a blue button labeled "Resend Email". Both the input field and the button are highlighted with red rectangular boxes.

After the completion of registration user now log in to the portal to apply for a job

**To log in to the Vice Chancellor Recruitment Portal account, please follow the steps:**

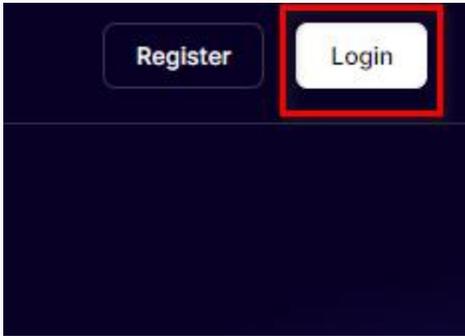
Users will be able to log in to their account in many ways

Go to the Vice Chancellor Recruitment Portal website.



The screenshot displays the homepage of the Vice Chancellor Recruitment Portal. The header includes the portal's name and navigation links for "Home" and "Helpdesk". A "Register" and "Login" button is visible in the top right corner. The main content area features an illustration of a man and a woman shaking hands, followed by the "Application Process Step By Step Procedure" section. This section lists four steps: 1. Complete your profile, 2. Find Job Posts / Apply using your Profile, 3. Fill Additional Form Details (if any), and 4. Submit and Track Your Application Status. The footer contains the text "Vice Chancellor Recruitment System" and "2023 - Designed and Developed by Samarth eGov | Content Provided by Ministry of Education".

Click on the **Login** button on the top right-hand side of the screen



Or, the user can go to their mailbox where they received the confirmation mail from UGC, and click on the Sign-in link given on their confirmation mail.

Password: Click **Sign in** below to set your password and sign in.

[Sign in](#)

Users will be redirected to the login page from the mail via the **Sign-in** link or the **log-in button** on the homepage, Users need to fill in the required fields to log in.

**Login**

Email  
Enter your email address

Password  
Enter your password

Users need to enter the **Registered email address and Password** given during the registration.



Enter the captcha to verify and click on Login to enter the portal.

Captcha Verification

6121882

Type the text

Click on the text to change

Login

If the user forgets their password, the user can request a password reset from the login page.

**To reset the password, please follow the steps.**

Click on the **Request Password Reset** link.



Login

Email

Password

Captcha Verification

6121882 Type the text

Click on the text to change

Login

Forgot Password? [Request Password Reset →](#)

Users will be redirected to the Request Password Reset page. The user needs to enter their registered email address.

Enter the registered email address, enter the captcha to verify, and click on **Resend Email** to reset the password.



## Request Password Reset

Forgot your password? We can help you reset your password, we'll send you a link to reset your password..

Email

Captcha Verification

621882

Type the text

Click on the text to change

Resend Email

Users will get mail in their registered email ID for a password reset, follow the instructions user will easily reset their password. **After successful login users will be able to search for job vacancies, apply for jobs, and track their application status.**

# Create a Profile in the Vice Chancellor Recruitment Portal

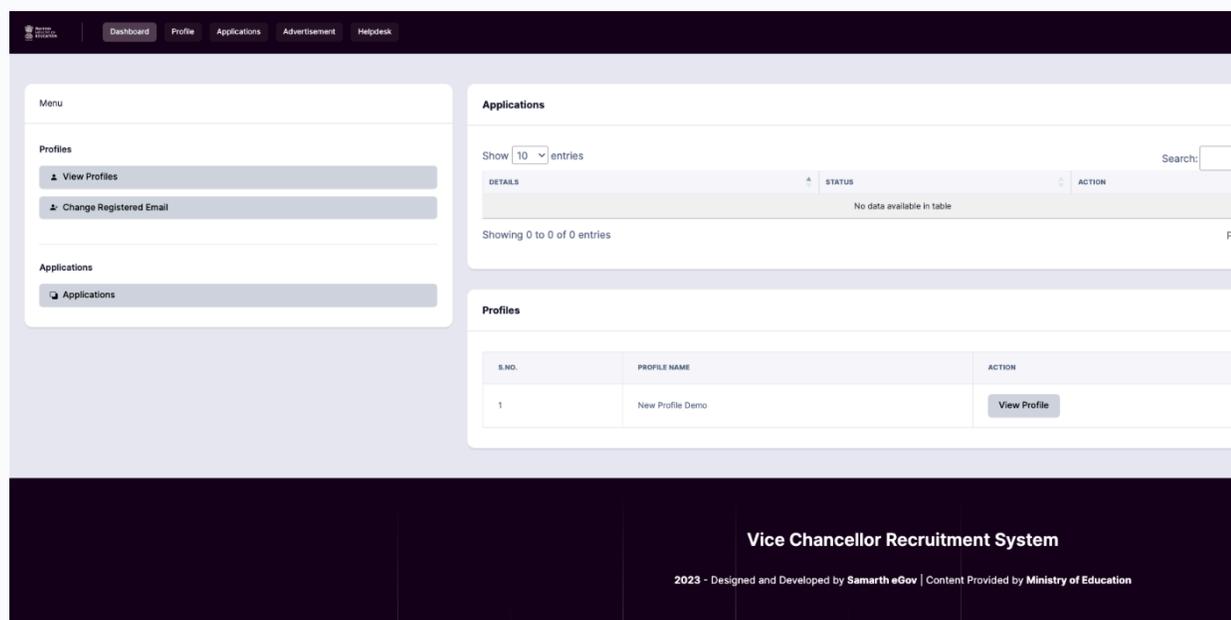
## Recruitment Portal

Creating a profile on the Vice Chancellor Recruitment Portal is an essential step towards applying for job opportunities through the portal. It involves providing your General details, Present position, Education, Experience and other relevant information in various sections. Creating a profile enables you to apply for jobs that match your skills and experience and track the status of your applications. The process is straightforward, and by following a few simple steps, you can easily create a profile and get started with your job search.

Creating a profile on the Vice Chancellor Recruitment Portal is a straightforward process, follow these step-by-step instructions to create a profile:

Log in to your Vice Chancellor Recruitment Portal account. If you don't have an account, you can create one by following the instructions on the **Registration and Login to the Vice Chancellor Recruitment Portal** page.

Once you are logged in, you can check the **Dashboard**.

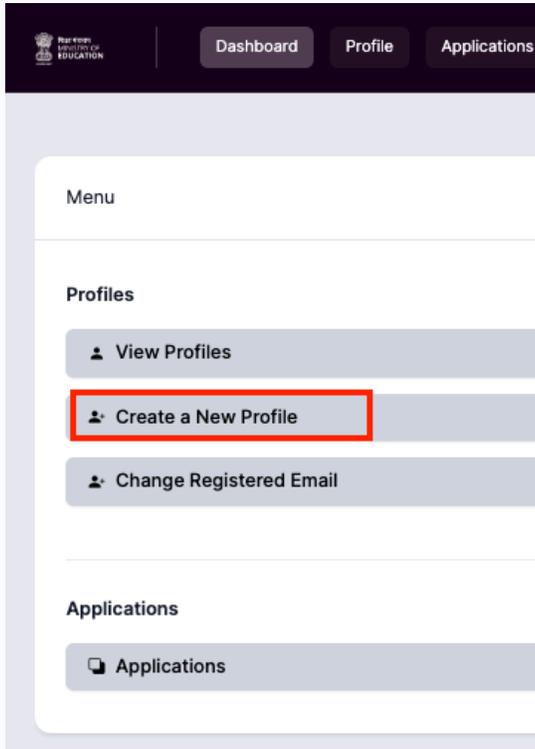


The screenshot shows the dashboard of the Vice Chancellor Recruitment System. The top navigation bar includes links for Dashboard, Profile, Applications, Advertisement, and Helpdesk. The main content area is divided into several sections:

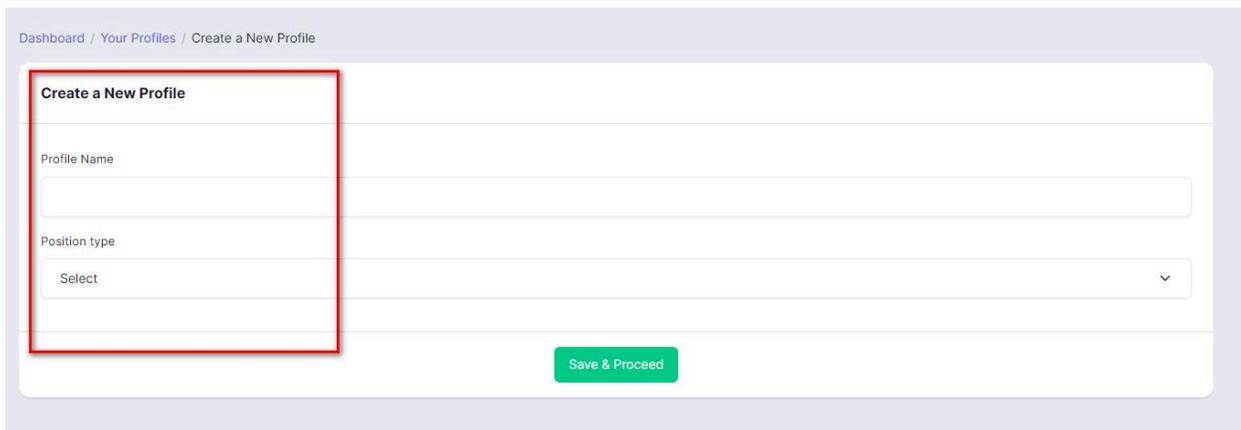
- Menu:** Contains links for Profiles (View Profiles, Change Registered Email) and Applications (Applications).
- Applications:** A table with columns for DETAILS, STATUS, and ACTION. It shows "No data available in table" and "Showing 0 to 0 of 0 entries".
- Profiles:** A table with columns for S.NO., PROFILE NAME, and ACTION. It contains one entry: S.NO. 1, PROFILE NAME "New Profile Demo", and an ACTION button labeled "View Profile".

The footer of the dashboard displays "Vice Chancellor Recruitment System" and "2023 - Designed and Developed by Samarth eGov | Content Provided by Ministry of Education".

Click on the "Create a New Profile" option in the left-hand side menu

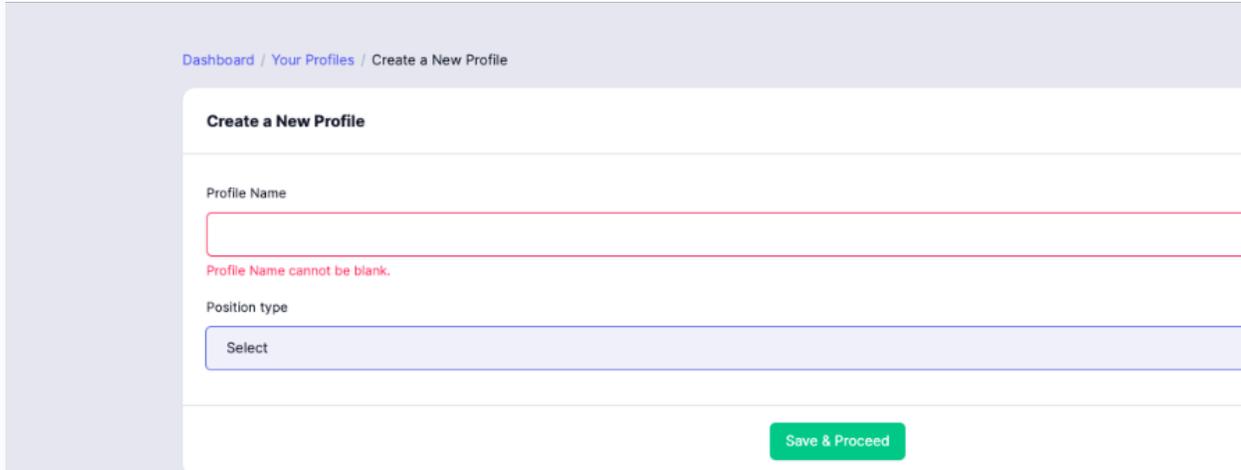


The **Create a New Profile** page will appear. The user will give a name that is relevant and unique.



The screenshot shows the 'Create a New Profile' form. The breadcrumb trail at the top reads 'Dashboard / Your Profiles / Create a New Profile'. The form has a title 'Create a New Profile' and three input fields: 'Profile Name' (text input), 'Position type' (dropdown menu with 'Select' as the current selection), and a 'Save & Proceed' button at the bottom right. A red box highlights the form area.

Select the position type from the drop-down menu. This is important because it will help match the most relevant job opportunities.



Dashboard / Your Profiles / Create a New Profile

### Create a New Profile

Profile Name

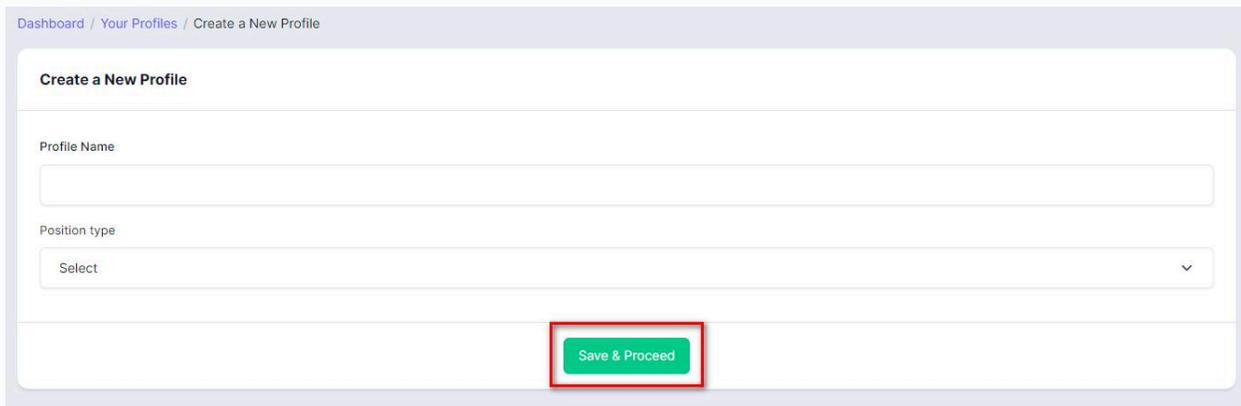
Profile Name cannot be blank.

Position type

Select

Save & Proceed

Click on the **Save and Proceed** button.



Dashboard / Your Profiles / Create a New Profile

### Create a New Profile

Profile Name

Position type

Select

Save & Proceed

Now, the user will see the main profile creation page with various sections like **General details, Present position, Education, Experience, Contribution and Exposure, Additional info, Uploads, and Preview.**



1. General Information of Applicant

Salutation: Select

First Name: [Text Field]

Middle Name: [Text Field]

Last Name: [Text Field]

Gender: Select

Date of Birth: Select Date

Mobile No.: [Text Field]

Landline Number: [Text Field]

Correspondence Address

Address Line 1: [Text Field]

Address Line 2: [Text Field]

City: [Text Field]

State: Select

Country: Select

Pin: [Text Field]

Cancel Save

Dashboard Profile Applications Advertisement Helpdesk

1. General 2. Present Position 3. Education 4. Experience 5. Contribution and Exposure 6. Additional Info 7. Uploads 8. Preview

1. General Information of Applicant New Profile Demo

Salutation

**Congratulations!** On successfully creating a profile on the Vice Chancellor Recruitment Portal.

To edit or check your newly created profile, click on the **Profile** tab in the top tab group bar.

Dashboard Profile Applications Advertisement Helpdesk

1. General 2. Present Position 3. Education 4. Experience 5. Contribution and Exposure 6. Additional Info 7. Uploads 8. Preview

1. General Information of Applicant New Profile Demo

Salutation



Users can check their profile completion status and edit through the portal.

Dashboard / Your Profiles

Your Profiles

S.NO.	PROFILE NAME	COMPLETION STATUS	ACTION
1	Your Name Profile 1	0%	<a href="#">Edit Profile</a>

Users need to complete their profile based on their job application, this is a common profile format for the job application process.



# Fields of Profile Cum Application form

## Particulars To Be Filled In The Online Application Form

The Columns to be filled in the Online Application Form of Vice Chancellor Recruitment Portal are as follows. All candidates shall fill up the information as given below:

Form type	Label Name	Extra/Req Label	Type	Default value	Placeholder	Description
<b>Create and Edit Profile Application Form Label</b>						
<b>1. General</b>						
<b>Personal Details</b>	(Created profile name for a particular position like Teaching)					
	First name		Text input			
	Middle name		Text input			
	Last name		Text input			
	Gender		Selection	Male/female/transgender	Select	
	Date of birth		Calender box	User will add date of birth	Enter the date of birth	
	Phone no.		Text input	Add Landline number		
	Mobile no		Text input	Add mobile number		
	Father's name		Text input			
	Mother's name		Text input			



<b>Address for Correspondence</b>						
	Address line 1		Text input			
	Address line 2		Text input			
	City		Text input			
	State		Selection	Add form pre-defined city list	Select	
	Country		Selection	Add form pre-defined country list	Select	
	Pin		Text input			
<b>2. Present Position</b>						
<b>2.1. Present Position</b>						
	Organisation		Text Input			
	Designation		Text Input			
	Pay Scale/Consolidated		Text Input			
	Date of Appointment		Select Date			
<b>3. Education Details</b>						
<b>3.1 Educational Qualification (In</b>						



chronological order from latest to Graduation level						
	Secondary/10th		Fill rows according to given label columns			
	Sr.Secondary/12th		Fill rows according to given label columns			
Examination	Name of the board		Text			
	Subjects		Text			
	Result Type		Selection	Percentage/Grade/CGPA	Select	
	Percentage/Grade/CGPA		Text	Add text in numbers		
	Year		Text			
	School		Text			



Examinations	Bachelor's Degree		Selection	B.A / B.A.(Hons) / B.A.(Prog) / BCom / BCom(Hons) / BCom(Prog) / B.Ed. / LL.B 3 yr program / BSc / BSc(Hons) / BSc (Prog) / B.Tech / B.E. / B.C.A / Other Sciences / Other Sciences degree / Other Arts and Commerce degree / LL.B 5yr Integrated program / B.El.Ed		
	Master's / Post Graduate Degrees (if yes)		Selection	M.A./ MCom / M.Ed / LL.M 1yr Programme / MSc. / M.Tech / M.E./ M.C.A / Other Sciences Degree / Other Arts and Commerce Degree / LL.M 2yr program / LL.M 3yr program / MBA		
	M.Phil and Ph.D (if yes)	Year of Registration /Admission	Date of registration/admission			
	Year of Submission	Date of Submission				
	Date of Award / Year of Award					
	Thesis/Dissertation Title					
	University/Institute					
	Overall Percentage					



		Salient features of Ph.D. research work	Text			
	Add Specialization	Name of the Subject	Text			
<b>3.2 Other Education Details</b>						
	Degree/Certificate name		Text			
	Main Subject		Text			
	Grade/Marks		Selection	Percentage/Grade/CG PA	Select	
	Percentage/Grade/CGPA		Text	Add numbers		
	Year		Selection	Year list From 1963-Current	Select year	
	Month		Selection	Month list	Select month	
	University/Institution		Text			
	State/Union Territory		Text			
	Country		Text			
<b>4. Experience</b>						
<b>3.1 Details of Academic/Teaching Experience &amp; Responsibilities (In</b>						



Chronological order from latest to oldest)						
	Name of the University		Text	Enter University Name		
	Post		Text	Enter designation		
	From		Calendar input	Input date from	Select date	
	To		Calendar input	Input date to	Select date	
<b>3.2. Details of Research Experience &amp; Responsibilities (in Chronological order from latest to oldest)</b>	Please leave this blank if not relevant					This form is particular for (Post-doctoral Fellows, Research Associates, Research Scientists, etc.)
	University/Organization		Text	Enter organization name		
	Post		Text	Enter designation		
	From		Calendar input	Input date from	Select date	
	To		Calendar input	Input date to	Select date	
<b>3.3 Administrative Experience / Posts &amp; Responsibilities held</b>						



	Name of the organization/institution		Text	Enter your organization name		
	Post		Text	Enter designation		
	From		Calendar input	Input date from	Select date	
	To		Calendar input	Input date to	Select date	
<b>5. Contribution and Exposure</b>						
<b>5.1 Participation and Contribution in relevant areas in higher education</b>						
	Designation		Selection	Visiting person/Resource Person/Others(Specify )		
	Organisation		Text			
	Area of Specialisation		Text			
<b>5.2 Involvement with formulation of academic programmes:</b>						
	Nomenclature of innovative academic programmes formulated		Text			
	Date of approval by Academic Council		Text			
	Year of Introduction		Text			
<b>5.3 Important MoUs formulated for academic collaborations</b>						
	MOUs formulated		Text			
	Name of the Agencies/Departments involved		Text			
	Year of MoU		Text			



5.4. Position of Chairs						
	Chair Name		Text			
	Name of the Agencies/Department involved		Text			
	Period of holding the chair		Text			
5.5. International academic Exposure, if any						
	Organization/University		Text			
	Post/Assignment		Text			
	Area of Assignment					
	From		Selection	Select Date		
	To		Selection	Select Date		
5.6 Contribution to Journals/Books/Article						
	Type		Selection	Books Authored/Editor in chief/Editorship/Peer reviewer for/Member of Interational Advisory Board/Other(Specify)		
	Nature of Publication		Selection	Books / Journals / Articles	Select	
	Title		Text			
5.7 Kindly provide list of scholarly publications in recognised professional and/or academic journals						
	Title		Text	Add awarding body		
	Name of the Journal		Text	Add award/fellowship name		
	Refereed Journal		Selection	Yes / No	Select	



	Type		Selection	Regional / National / International	Select	
	ISSN		Text			
<b>5.8 List of articles in popular magazines or newspapers</b>						
	Date					
	Title		Text	Enter name		
	Name of Magazine/Newspaper		Text	Name of the Magazine		
<b>5.9 Participation and scholarly presentations in conferences</b>						
	Date		Select Date			
	Title of Conference or Institution		Text			
	Title / Subject of presentation (if made)		Text			
	Type		Selection	National / International		
<b>5.10. Participation and contribution in National/International Fora in the area of your academic and professional expertise</b>						
	Type		Selection	Plenary Lectures/Invited Talks / Congress Attended / Examinership etc. / Others (Specify)		
	Type of Event		Selection	National / International		
	Numbers		Text			



5.11. Research Projects						
	Client/Organisations Name		Text			
	Nature of Project		Text			
	Duration of Project (Months) must be integer		Text			
	Amount of Grant		Text			
	Level		Selection	National / International		
5.12 Consulting experience (List key consulting assignments undertaken)						
	Client/Organisation Name		Text			
	Nature of Assignment		Text			
	Duration of Assignment		Text			
5.13 Honours /Awards & Fellowships for Outstanding Work						



	Name of the Award/Fellowship		Text			
	Elected/Honorary Name		Text			
	Awarded By		Text			
	Year of Award		Selection	Select Yesr		
<b>5.14 No. of PhD successfully guided</b>						
	Name of Programme		Text			
	Awarde (No.) (Under-progress should not be included)		Text			
<b>6. Additional Info</b>						
<b>6.1 Miscellaneous Information</b>						
	Your Vision for the University		Text			
	Strengths (in 100 words)		Text			



# Job Application Process

The job application process through the Vice Chancellor Recruitment Portal involves creating a comprehensive profile that highlights your skills, experience, and education. The profile completion process varies depending on the position type you are applying for. Once you have completed your profile, you can apply for jobs that match your skills and experience, and track the status of your applications. The process is simple and user-friendly, and you can easily apply for multiple job openings depending on your interest and eligibility.

The profile section is divided into the following sections/forms:

- **General Details**
- **Present Position**
- **Education**
- **Experience**
- **Contribution**
- **Additional information**
- **Uploads**
- **Preview**

## General Details

User needs to fill in the General details section, including name, address, contact details, and any other relevant personal information.

To **Edit** your profile, Click on **Edit Profile**, in the profile section or in the dashboard.

Dashboard / Your Profiles

Your Profiles

S.NO.	PROFILE NAME	COMPLETION STATUS	ACTION
1	Your Name Profile 1	0%	<a href="#">Edit Profile</a>

Users need to fill in all the fields present in the Profile Details



1. General 2. Education 3. Experience 4. Research 5. Additional Info 6. Declaration 7. Uploads 8. Preview

### 1. Personal details Your Name Profile 1

First Name  Middle Name

Last Name  Gender

Social Category  Category Certificate Date

Persons with Bench Mark Disability Category  Nationality

Date of Birth  Marital Status

Country Code  Area/STD Code  Phone No  Country Code  Mobile No

Religion  Father's Name

Click on **Save** to fill in the next form

Address for Correspondence Permanent Address  Copy Address of Correspondence

Address Line 1  Address Line 2  Address Line 1  Address Line 2

City  State  City  State

Country  Pin  Country  Pin

## Present Position

Users need to fill in the Present position details, regarding the organisation, designation, pay scale and date of appointment.

To add the Present Position, click on the Present Position section

Dashboard **Profile** Applications Advertisement Helpdesk

1. General 2. Present Position 3. Education 4. Experience 5. Contribution and Exposure 6. Additional Info 7. Uploads 8. Preview

### 1. General Information of Applicant New Profile Demo

Salutation



Click on **Save** to fill in the next form

Address for Correspondence		Permanent Address ( <input type="checkbox"/> Copy Address of Correspondence )	
Address Line 1	Address Line 2	Address Line 1	Address Line 2
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City	State	City	State
<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text" value="Select"/>
Country	Pin	Country	Pin
<input type="text" value="Select"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>

## Education

User needs to fill in the Education section, including the user's Educational qualification, Other Educational Details, marks, and any other relevant information,

To add Educational Details. Click on **Education**

1. General   2. Present Position   **3. Education**   4. Experience   5. Contribution and Exposure

3. Education

Click on **Educational Qualification**.

3. Education

**3.1 Educational Qualification (In chronolo...**

3.2 Other Education Details



Click on **Edit Academic Detail** to add/edit **Education Qualification**

The screenshot shows a user interface for editing academic details. At the top right, there is a blue button labeled "Edit Academic Details" with a red border. Below this is a table with three columns: "GRADE/PERCENTAGE", "YEAR", and "SCHOOL". The table is currently empty, with only the headers visible.

After filling in the details, Click **Save** to save the entered details and proceed to the next form.

The screenshot shows a form with a dropdown menu. The dropdown menu is labeled "Are you applying under Eligibility B, as prescribed for Assistant Professor in Music" and has "Yes" selected. Below the dropdown menu, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red border.



## Experience

User will fill in the Experience section, including any Details of Academic/Teaching Experience & Responsibilities, Details of Research Experience & responsibilities and Administrative Experience/Post(s) & responsibilities held

To add Experience, Click on the **Experience** section.

1. General 2. Present Position 3. Education 4. Experience 5. Contribution and Exposure 6. Additional Info

4. Experience

4.1 Details of Academic/Teaching Experi...

4.2 Details of Research Experience & res...

4.3 Administrative Experience/Post(s) & ...

4.1 Deta

#
1
2

Click on **Add Academic/Teaching Experience**. If the user finds it relevant for the profile, otherwise - click on **Proceed to Next Section**

Al order from latest to oldest)

Add Teaching Experience

EFFECTIVE TIME PERIOD	ACTION
00 years, 11 months, 02 days	Delete
04 years, 00 months, 01 days	Delete

Proceed to Next Section



Click on the next section to **Details of Research Experience & responsibilities**. If the user finds it relevant for the profile, otherwise - click on **Proceed to Next Section**

Research/Industry Experience (Post-doctoral Fellow, Research Associate, Research Scientist etc.) Add Industry Experience

If it is not relevant .

RESEARCH/INDUSTRY EXPERIENCE DETAILS	TIME PERIOD	ACTION
<span>Proceed to Next Section</span>		

Click on the next section to **Administrative Experience/Post(s) & responsibilities held**. If user finds it relevant for the profile, otherwise - click on **Proceed to Next Section**

Full Time Admin Experience Add Admin Experience

DETAILS	EXPERIENCE	ACTION
<span>Proceed to Next Section</span>		

## Contribution and Exposure

Fill in the Contribution and Exposure section, including any Position of chairs, Participation in National or international foma, research projects, publications, or awards you may have.

To add Research Details. Click on **Contribution and Exposure**

1. General 2. Present Position 3. Education 4. Experience 5. Contribution and Exposure 6. Additional Information

5. Contribution and Exposure

5.1 Participation and Contribution in relev...



Click on **Participation and Contribution**. If the user finds it relevant for the profile, otherwise - click on **Proceed to Next Section**.

[Add Participation and contribution](#)

	ACTION
	<a href="#">Delete</a>

[Proceed to Next Section](#)

Click on **Involvement with the formulation of academic programmes**. If the user finds it relevant for the profile, otherwise - click on **Proceed to Next Section**.

[Add Involvement Academic Programmes](#)

	ACTION
Basics	<a href="#">Delete</a>

[Proceed to Next Section](#)

Click on **Important MoUs formulated for academic collaborations**. If the user finds it relevant for the profile, otherwise - click on **Proceed to Next Section**.

[Add Involvement Academic Programmes](#)

	ACTION
ulating Basics	<a href="#">Delete</a>

[Proceed to Next Section](#)



Click on **Position of Chairs**. If the user finds it relevant for the profile, otherwise - click on **Proceed to Next Section**.

[Add Involvement Academic Programmes](#)

	ACTION
	<a href="#">Delete</a>

[Proceed to Next Section](#)

Click on **International Academic Exposure, if any**. If the user finds it relevant for the profile, otherwise - click on **Proceed to Next Section**.

**Academic programmes:**

[Add Involvement Academic Programmes](#)

	ACTION
Programmes formulated:- Quantum Computing Basics 18-2020	<a href="#">Delete</a>

[Proceed to Next Section](#)

Click on **Contribution to Journals/Books/Article**. If the user finds it relevant for the profile, otherwise - click on **Proceed to Next Section**.

**Conferences:**

[Add Involvement Academic Programmes](#)

	ACTION
Quantum Computing Basics	<a href="#">Delete</a>

[Proceed to Next Section](#)

Click on **Add Details** to add **scholarly publications in recognised professional and/or academic journals**. If user finds it relevant for the profile, otherwise - click on **Proceed to Next Section**.

**4.7 Awards & Fellowship** Add Details

Please leave this blank if it is not relevant .  
 Entries for awards made in this section should be from Post Graduation onwards only. Junior/Senior research fellowships and non-NET fellowship should not be included.

#	AWARDS DETAILS	NATIONAL/INTERNATIONAL	ACTION
<span style="border: 1px solid red; padding: 5px 15px; background-color: #28a745; color: white; border-radius: 5px;">Proceed to Next Section</span>			

Click on **Add Details** to add a **List of articles in popular magazines or newspapers**. If the user finds it relevant for the profile, otherwise - click on **Proceed to Next Section**.

**4.8 Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings** Add Details

Paper presented in Seminars/Conferences published as a full paper in Conference Proceedings will be counted only once.

#	TITLE OF THE INVITED LECTURE DELIVERED/PAPER PRESENTED	DETAILS OF CONFERENCE / SEMINAR/ FDP AND ORGANISING INSTITUTION	PLEASE SELECT INVITED TALK/PAPER PRESENTED	ACTION
<span style="border: 1px solid red; padding: 5px 15px; background-color: #28a745; color: white; border-radius: 5px;">Proceed to Next Section</span>				

Click on the **Participation Form** to add **Participation and scholarly presentations in conferences**. If a user finds it relevant for the profile, otherwise - click on **Proceed to Next Section**.

**4.9 Contribution towards Innovative Library Services** Add Innovation

Note: This section is for candidates who are applying for the post of "Librarian" and related positions.

Note: The candidate will have to upload certificates from the concerned institution for the details given .

#	Contribution Details	Effective Time Period	Action
<span style="border: 1px solid red; padding: 5px 15px; background-color: #28a745; color: white; border-radius: 5px;">Proceed to Next Section</span>			



Click on **Add Details** to add **CParticipation and contribution in National/International Fora in the area of your academic and professional expertise**. If the user finds it relevant for the profile, otherwise - click on **Proceed to Next Section**.

**4.10 Contribution towards Integration of ICT with Library**

Note: This section is for candidates who are applying for the post of "Librarian" and related positions.

Note: The candidate will have to upload certificates from the concerned institution for the details given

#	Contribution Details	Effective Time Period	Action
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**Proceed to Next Section**

Click on **Add Research Project** to add **Research Projects**. If the user finds it relevant for the profile, otherwise - click on **Proceed to Next Section**.

Click on **Consulting Experience** to add. If the user finds it relevant for the profile, otherwise - click on **Proceed to Next Section**.

Click on **Add Details** to add **Honours /Awards & Fellowships for Outstanding Work**. If the user finds it relevant for the profile, otherwise - click on **Proceed to Next Section**.

Click on **Add Details** to add the **No. of PhD successfully guided**. If the user finds it relevant for the profile, click on **Proceed to Next Section**.

Fill in the Additional Info section, including any additional skills or experience that may be relevant to the job you are applying for.

Upload any relevant documents, such as your resume, certificates, or reference letters, in the Uploads section.

Review your profile in the Preview section to ensure that all the information you have provided is accurate and complete.

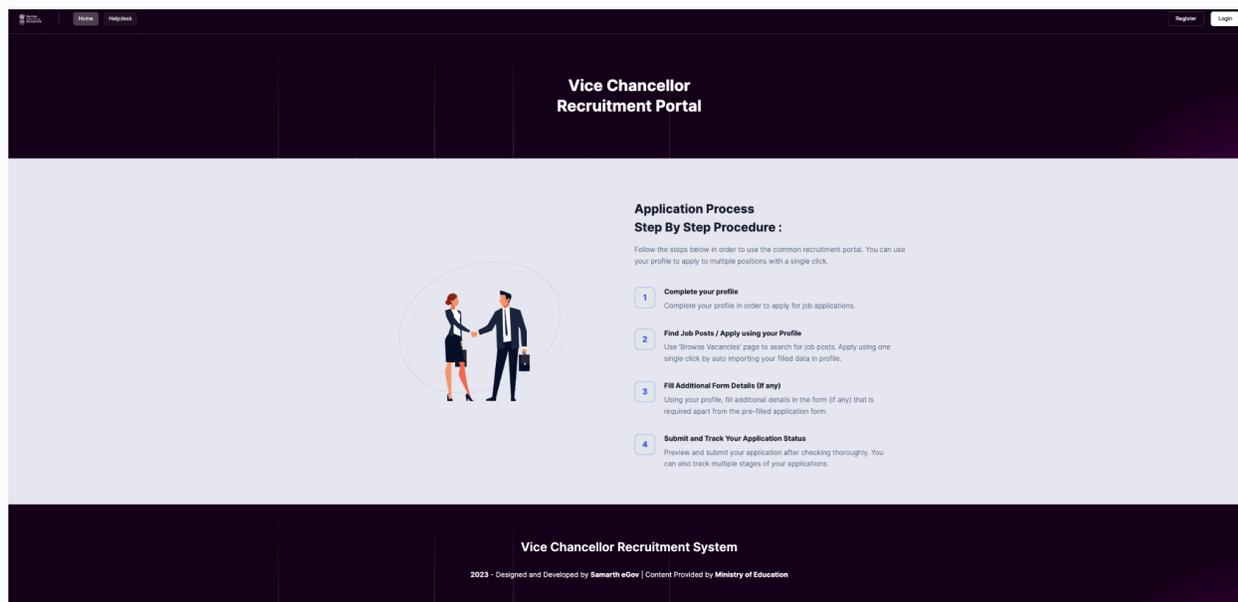
Click on the "Submit" button to complete the profile creation process.

# Vice Chancellor Recruitment Portal Website Walkthrough

The Vice Chancellor Recruitment Portal website is simple and intuitive for people applying to Central Universities and HEIs. The home screen has components where users can search for jobs listed on the website.

Here are some of the tabs listed below:

- Home button
- Advertisement
- Applications
- Register button
- Login button
- Helpdesk button



## Home Button

The Home button is the main page or the landing page of the website. Users can navigate the website with the components and tabs present on the website.



## Advertisement

After completing your profile, the user can click on the **Advertisement Tab** to apply for the list of available posts of Vice Chancellor, Click on the **View Post** button To check the job post details.

List of Advertisement Active Closed

Show 10 entries Search:

S.no	University	ADVERTISEMENT NUMBER	ACTION	ADVERTISEMENT STATUS	DESCRIPTION	ADVERTISEMENT E
1	Sammakka Sarakka Central Tribal University	DEMO777	<a href="#">View Post</a>	<span>Active</span>	This is a demo advertisement	2024-01-12

User can click on the **Apply For The Job** button to start their application process.

Dashboard / Universities / Sammakka Sarakka Central Tribal University



**Sammakka Sarakka Central Tribal University**  
Telangana

Expand Details +

Published Post

Show 10 entries Search:

S.no	ACTION	POST	DEPARTMENT	POST START DATE	POST CLOSE DATE	ADVERTISEMENT NO
1	<a href="#">Apply</a>	Vice Chancellor	Sammakka Sarakka Central Tribal University	2024-02-12 00:00:26	2024-03-31 00:00:27	DEMO777

Showing 1 to 1 of 1 entries Previous 1 Next

**Note: Only registered users can Apply or Save the jobs, it is required for the user to Register and log in on the portal first.**

## Applications

The application tab provides you with the list of applications that have been applied and submitted, Users will be able to check their application status from time to time

Dashboard / Applications

### Applications

Show  entries Search:

DETAILS	STATUS	ACTION
Vice Chancellor Sammakka Sarakka Central Tribal University Sammakka Sarakka Central Tribal University DEMO777	Submitted	<a href="#">Print Form-HTML</a> <a href="#">Print Form-PDF</a>

Showing 1 to 1 of 1 entries Previous  Next

## Helpdesk

The helpdesk tab provides a central location for users to access support related to the website's services, users can check the helpdesk tab for contact details for assistance.

Click on the **Helpdesk** tab

Home Universities Browse Vacancies **Helpdesk**

**Help Desk**

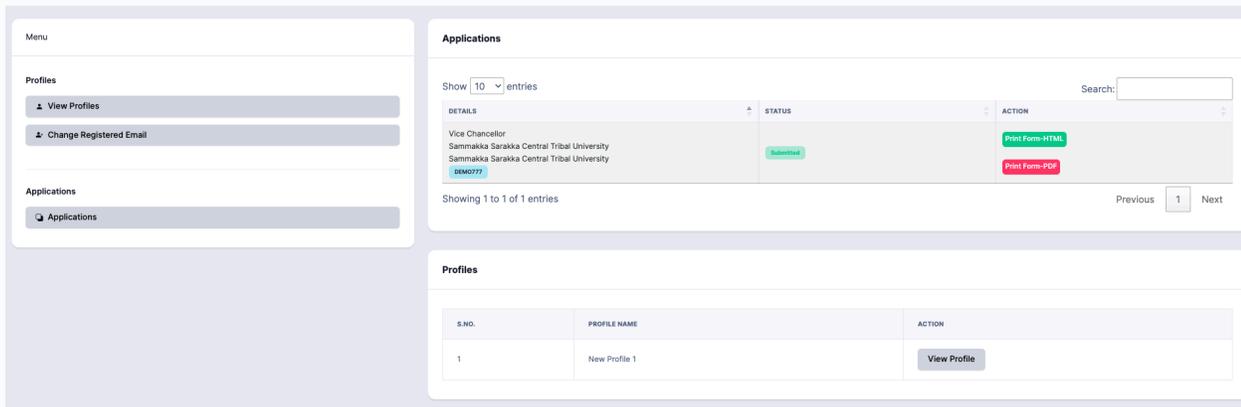
For any queries/ inquiry, please contact at:

LEVEL	NAME	EMAIL ID	CONTACT NO.
1	Helpdesk	projectsamarth@lic.ac.in	011-40759000

The helpdesk tab will show the contact information for assistance. Users can reach out to the helpdesk via **E-mail** or **Mobile no.**

# Apply for a Job through the Vice Chancellor Recruitment Portal

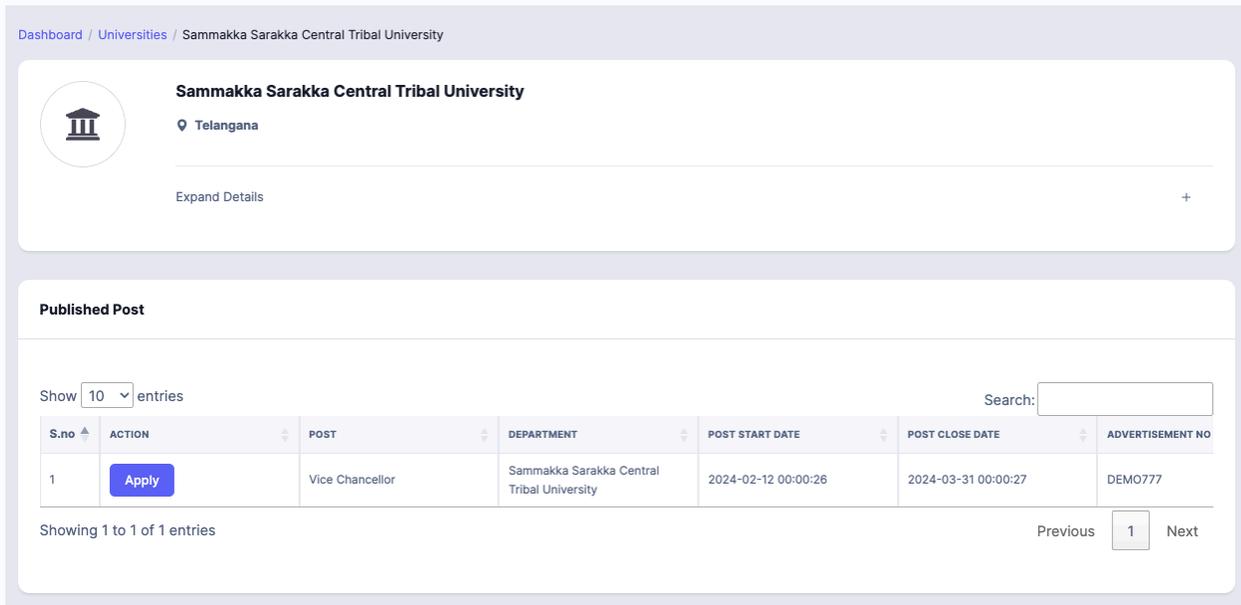
After successful registration and login process users now see their dashboard so they can apply. Complete your profile by adding your educational and professional details.



The dashboard shows a 'Menu' on the left with options for 'Profiles' (View Profiles, Change Registered Email) and 'Applications'. The main content area is divided into two sections:

- Applications:** A table with columns for DETAILS, STATUS, and ACTION. It shows one application for 'Vice Chancellor' at 'Sammakka Sarakka Central Tribal University' with a status of 'Submitted'. Action buttons include 'Print Form-HTML' and 'Print Form-PDF'.
- Profiles:** A table with columns for S.NO., PROFILE NAME, and ACTION. It shows one profile named 'New Profile 1' with a 'View Profile' button.

Users can now search for Advertisements by clicking on the **Advertisement** section and checking the list of posts Users can apply for jobs, and track application status.



The 'Published Post' section displays a table of available job advertisements. The table has columns for S.no, ACTION, POST, DEPARTMENT, POST START DATE, POST CLOSE DATE, and ADVERTISEMENT NO.

S.no	ACTION	POST	DEPARTMENT	POST START DATE	POST CLOSE DATE	ADVERTISEMENT NO
1	<a href="#">Apply</a>	Vice Chancellor	Sammakka Sarakka Central Tribal University	2024-02-12 00:00:26	2024-03-31 00:00:27	DEMO777

The interface includes a search bar, a 'Show 10 entries' dropdown, and pagination controls (Previous, 1, Next).

Click on **Apply**, on the relevant post. Select the profile, and Click on **Proceed**

Dashboard / Sammakka Sarakka Central Tribal University / Vice Chancellor

**Vice Chancellor at Sammakka Sarakka Central Tribal University**

Type: Permanent      Institution: Sammakka Sarakka Central Tribal University      State: Telangana

Select Profile for this Application

Select Profile

Proceed

Check your application add or edit the details then click on the **Submission** section to verify your application submission against the selected post. Click on **Submit Your Application** to finally Submit

1. General   2. Present Position   3. Education   4. Experience   5. Contribution and Exposure   6. Additional Info   7. Uploads   8. Preview   **9. Submission**

**9. Submission**

**Important Information**

Important : You cannot edit your application form after clicking the submission button. Please proceed accordingly.

University Name	Sammakka Sarakka Central Tribal University
Advertisement No.	DEMO777
Post	Vice Chancellor
Post No	TEST
Full Name	Demo User
Email Address:	kaushik.barua@samarth.ac.in

Submit Your Application

It is important to note that registration in the Vice Chancellor Recruitment Portal is free of charge, and it is open to all job seekers who meet the eligibility criteria. Additionally, if you face any issues during the registration process or have any queries, you can click on the Helpdesk tab on the Vice Chancellor Recruitment Portal website for assistance.

