Recruitment Management System (Teaching) - Admin Portal

Introduction

Teaching Recruitment Management System enables the University to conduct online recruitment with ease of application and tracking. The system also helps in generation of various reports which can be used at the time of application scrutiny and screening.

The portal consists following sections:

1. **Dashboard**
2. **Advertisement**
3. **All Application**
4. **Candidate**
5. **Reports**
6. **Settings**

Dashboard

The following are the details of the dashboard:-

Admin can view the total no of vacancies, total no of candidates registered, no of the submitted application, and in-process applications with their count. Admin can view the applications by clicking on the **Detailed Statistics** Button. Admin can also see all the details of each vacancy with the Advertisement no. Department the vacancy is for, profile/post name, starting and closing date, their status (in-process/submitted), and the total amount received while filling the form by candidates.

Settings

This section contains the configuration details related to the Teaching Recruitment module. Only the admin with the rights of **teaching_recruitment_admin** can view and configure these settings.

In this field, all the Departments which are being added to the Organization Unit will get listed. The Admin can refresh the Departments by clicking on the Add **Department button,** and can also update the Departments by clicking on the **pencil icon.**

Post

In this field, all the posts related to teaching positions are pre-added.

> **Note:** If any other post is required to be added, University can request the Samarth Team to add the same via email.

Category

In this setting, the pre-added Social Categories will get listed.

Admin can add a new category by clicking on the **Add Category** button present on the top right side of the portal and filling in the required details:-

1. **Name**
2. **Short Form**
3. **Description**
4. **Status**
5. **Created At**
6. **Updated At**

PwBD Category

In this setting, all the pre-added PwBD categories will be listed.Admin can add a new category by clicking on the **Add PwBD Category** button present on the top right side of the portal and filling in the required category name

State List

In this setting, the list of pre-added states will appear. The Admin can add a new state by clicking on the **Add State** button. Admin can add a new state by clicking on the **Add State** button present on the top right side of the portal and filling in the required details:-

1. **Country ID**

Country List

In this setting, the list of the pre-added countries will appear. The admin can add a new country by clicking on the **Add Country** button.Admin can add a new country by clicking on the **Add Country** button present on the top right side of the portal and filling in the required details:-

1. **ID**
2. **Name**
3. **Status**

Degree

In this setting, the pre-added Degree list will appear. The admin can add a new degree by clicking on the **Add Degree** button. Admin can add new degree details by clicking on the **Add Degree** button present on the top right side of the portal and filling in the required details:-

1. **Level (Select from the drop-down)**
2. **Name (Name of the membership)**
3. **Stream (select from the drop-down)**

NET Subject

In this setting, the pre-added NET Subject list will appear. The admin can add a new degree by clicking on the **NET Subject** button and updating the existing subject by clicking on the pencil icon. Admin can add new NET Subject details by clicking on the **NET Subject** button present on the top right side of the portal and filling in the required details:-

1. **Subject Code**
2. **Name**
3. **Status (select from the drop-down)**
4. **Description**

Marks/Research Score Rules

In this field, all the configured research score rules will get visible.

Screening Committee

In this setting, the user accounts provided to the screening committee members will be mapped for the respective job postcode.

> **Note:** The respective Screening Committee Member will only be able to see the applications for the assigned job postcode.

Admin can add a new member to the screening committee by clicking on the **Add Screening Committee** button present on the top right side of the portal and filling in the required details:

1. **Job Vacancy**
2. **User**

Content Pages

In this setting, the admin will be able to create a content page through HTML syntax, which will get mapped with the Candidate Portal under the **Important Information** Section. Admin can add a new contribution area by clicking on the Add Content Pages button present on the top right side of the portal and filling in the required details:-

1. **Page Name**
2. **Page Content**
3. **Status(Active/Inactive)**

Admin can view the details by clicking on the Preview of Page Link. Admin can edit/update the details by clicking on the icon available.

Print Application Summary Settings

In this setting, the Admin will be able to configure the columns which will be visible in the Application Summary.

Additional Fields

In this setting, the Admin will be able to configure the Additional Fields by **Create Additional Field** button which will get added to all job-post codes. After clicking on the button, add the details of the

Application Status List

In this setting, all Status of applications that are in the system will be visible. If the Admin wants to add any other status, it can be added using the **Create Application Status** button.

Advertisement

Admin can see details of advertisements (post, department, start date, close date, status) under this **Advertisement** tab and filter them by post/department according to the requirement.

Add Advertisement

Admin can add a new advertisement by clicking on the **Add Advertisement** button present on the top right side of the portal and filling in the required details:

1. **Advertisement Number**
2. **Title**
3. **Name of the newspaper in which advertised**
4. **Website URL in which advertised**
5. **Advertised in different departments of the University? (Yes/No)**
6. **Description**
7. **Date Of Advertisement**

View

Admin can view the details by clicking on the icon available in front of every entry.

Update

Admin can update/edit the details by clicking on the icon.

View Post

Admin can view the post associated with the advertisement and can perform an action accordingly.

Post

This section will be visible in the front end to opt/apply for by the applicant.

Add Post

Admin can add a new post by clicking on the Add Post button present on the top right side of the portal and filling in the required details:-

1. Post (select from the drop-down which shows the added posts)
2. Department Name (select from the drop-down which shows all the Departments added in the Organization Unit)
3. Session (The Year of Recruitment)
4. Start Date (select the start date of application from Calendar)
5. Close Date (select the last date of application from the Calendar)
6. Job Post Code (mentioned in the Advertisement)
7. Show Status of Application to Candidates (Select Yes/No)
8. Show Screening Comments and Marks/Score of Application to Candidates (Select Yes/No)
9. Send email notification automatically on status change (Select Yes/No)
10. Fee Exemption due to the Previous Advertisement (Select Yes/No)
11. Can the Candidate apply under multiple categories from a single application (Select Yes/No)
12. The reference date for age calculation (select date from the Calendar, it can be the last date of application)
13. Fee exemption required? (Select Yes/No from the drop-down)
14. Previous Advertisement No. (if any, to provide Fee Exemption)
15. Fix Fee for all Categories or Individual Fee for all Categories (Fix/Multiple under a single application number)
16. Age relaxation for Government Employee(in Year)
17. Age relaxation for ex-servicemen(in Year)
18. Age relaxation for Internal Candidate(in Year)
19. Select uploads to be made by the Candidates

Mark Yes if required else mark No:

1. Upload for Academic Section
2. Upload for Present Employee Details
3. Upload for Research Publication
4. Upload for Invited Lectures
5. Upload for Teaching Experience
6. Upload of NOC
7. Upload for Research Project

10. Upload for Research Experience
11. Upload for Research Articles
12. Upload for Research Guidance
13. Upload for Innovation with Library
14. Upload for ICT with Library
15. Extra Field Settings

- Religion
- Is Religion Mandatory
- Father Name
- Is Father Name Mandatory
- Mother Name
- Is Mother Name Mandatory

1. Applied UGC rules on this Job Post

> **Note:** The Admin can select from the following options in the drop-down under the "UGC Rule Applied" as per the post:

- **College Rule:** NET and Master's degrees will be mandatory at the User portal at the time of form submission.
- **University Rule:** Ph.D. will be mandatory at the User portal at the time of form submission.
- **Not Applicable:** None of the above-mentioned rules will be active, it can be selected to make a Ph.D. non-mandatory for the post of Assistant Professor.

Configure Post

Admin can configure the post details before publishing it by clicking on the update button present on every section/block. The updates can be made in category-wise vacancies. The updates can be made in category-wise Registration Fees.

Publish

Admin can publish the post details so that they can be visible on the front end for the applicant by clicking on the Publish button and filling in the following details:

1. **Start Date (select from the Calendar)**
2. **End Date (select from the Calendar)**
3. **Remarks**

Admin can pause the published advertisement in case of any amendment to be made regarding the vacancy count, date, etc. from the Pause button of the respective job postcodes.After changing the respective details, the Admin can click on the Publish radio button to relive the advertisement on the candidate portal. After clicking on the button, enter the remarks and click **Publish** to re-publish the Advertisement.

View Post

Admin can view the entries/application submitted for each post by clicking on the "view" icon. From here the admin can compose mail or mark the application received for further process.Admin can fetch the details of the application by using these filters:

1. **Enter Graduation Percentage range**
2. **Enter Post Graduation Percentage range**
3. **Enter M.Phil. Percentage range**
4. **Enter Total Academic Score Obtained range**
5. **Enter Total Research Score Obtained range**
6. **Enter Total Academic/Research Score Obtained range**
7. **Enter Total Academic/Research Score claimed range**

Compose Mail

Admin can compose mail by clicking on the checkbox against the desired candidate and send the status of their application(selected/not selected) from here itself by selecting the application entries and clicking on the "Compose Mail button and filling in few details:

1. **To**
2. **Choice(Select from the drop-down)**
3. **Subject**
4. **Text Body/Content**

Mark for Entrance/Interview

Admin can mark the application for an entrance exam or interview according to the university rule by clicking on the **Mark for Entrance/Interview** button.

Change Status

Print Application Summary

Admin can Print the Application Summary by clicking on the Print Application Button.

Filter

Admin can filter/sort the application by clicking on icon.

Personalized grid setting

Admin can configure/customize the grid setting by clicking on the icon.

Export

Admin can even export the data in the form of (pdf, CSV, etc) as required by clicking on "click here to Export data" by clicking on icon.

MIS Report

Admin can view/generate the MIS report according to the status selected. It helps the admin to check all applications directly by searching for their shortlisting status.

Conduct selection Round

Admin can conduct the selection Round by clicking the Conduct Selection Round button. Admin can create the Selection Round by selecting the option Add selection Round and filling in the required details-

1. **Selection round**

2. **Selection round Name**

3. **do you want to generate a new rollno for this exam?**

After Adding the Round then click on the **Proceed** button to go further.

The followings steps are to be configured to conduct the Entrance or Interview for a specific job postcode:

1. **Step 1 Add Centers**
2. **Step 2 Add Instructions**
3. **Step 3 Add Schedule**
4. **Step 4 Generate Admit Card**
5. **Step 5 Release Admit Card**
6. **Step 6 Download Attendance Sheet**
7. **Step 7 Mark Attendance**

All Application

- This section will contain all the applications submitted so far.
- Here admin can see theapplication and filter it by post, department, etc.
- It will show the admin all the application for a particular post and their status together.

View

Admin can view the full application details by clicking on the view icon and can perform two actions:-

1. **Start Screening**
2. **Update Status**

Compose Mail

Admin can compose mail and send the applicant the status of their application(selected/not selected) from here itself by selecting the application entries and clicking on the "Compose Mail" button and filling in a few details:

1. **To**
2. **Choice (Select from the drop-down)**
3. **Subject**
4. **Text Body/Content**

Candidate

Reports

This section helps to generate and view all data at a glance at any time, get instant reports & be able to make an authentic decision.

Report on Category Ratio

It helps to generate the category-wise report.

Report on Gender Ration

It helps to generate the gender-wise report per advertisement. Admin can select the post according to the need.

Report on Status Ration

It helps to generate the Status-wise report.

Status Wise all Application

It helps to generate the advertisement-wise status report.

Category Wise Distribution

It helps to generate the Category Distribution for each Advertisement.

✎ Edit this page

← User Administration

ACADEMICS

Academics

Alumni Portal

Evaluation & Grading

Evaluation & Grading (for evaluator)

Hostel Management

Programme Management System

Student Feedback Management

Training and Placement

ACCOUNTS & FINANCE

Bill Tracking System

Budget & Accounts

Endowment

Payroll Management System

Research Project & Management System

ADMISSIONS

CU Admission Userguide

CUCET Administrative Portal - CUSB

CUCET User Guide for Registration 2021

DU Admission - PG

DU Admission - UG

DU Admission Backend

BASE MODULES

University Profile - Organizational Unit & Organigram

User Administration

Samarth

Content Federation System System

Minutes Resolutions Archive Retrieval System

University Web Portal - Technical Document

EMPLOYEE SERVICES

Career Advancement Scheme

Employee Management - Admin

Employee Management - Non Teaching

Employee Management - Teaching

Knowledge

Leave Management System

ToT Management

GOVERNANCE

Affiliation Management

Estate Management System

File Management & Tracking System

Inventory Management System

IT Service Desk

Legal Case Management System

Residence Alloaction (E-housing)

RTI Management System

RECRUITMENT

Recruitment Management (Candidate Portal) - Non-Teaching

Recruitment Management (Candidate Portal) - Teaching

Screening Process of Non-Teaching Recruitment

Screening Process of Teaching Recruitment

Screening Process of Teaching Recruitment- University of Delhi

Recruitment Management System (Teaching) - Admin Portal

Samarth

Core Communication System

Essential Services

Grievance Management

Health Management System

Security Management System

Sports Management System

Transport Management System