



# Vidya International Charitable Trust

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

## Recruitment - Help file for Online Application

| <b>Common instructions to the candidates</b> |  |
|--|--|
| 1  | <b><u>Submission of application</u></b> - Candidates can <b>Save &amp; Edit</b> his/her application any number of times. Once you submit the application, it cannot be edited.               |
| 2  | <b><u>Applicant Name</u></b> –<br>Should be as per SSLC/10 <sup>th</sup> Equivalent certificate  |
| 3  | <b>Do not change your Mobile Phone No &amp; email id</b> 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 <https://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

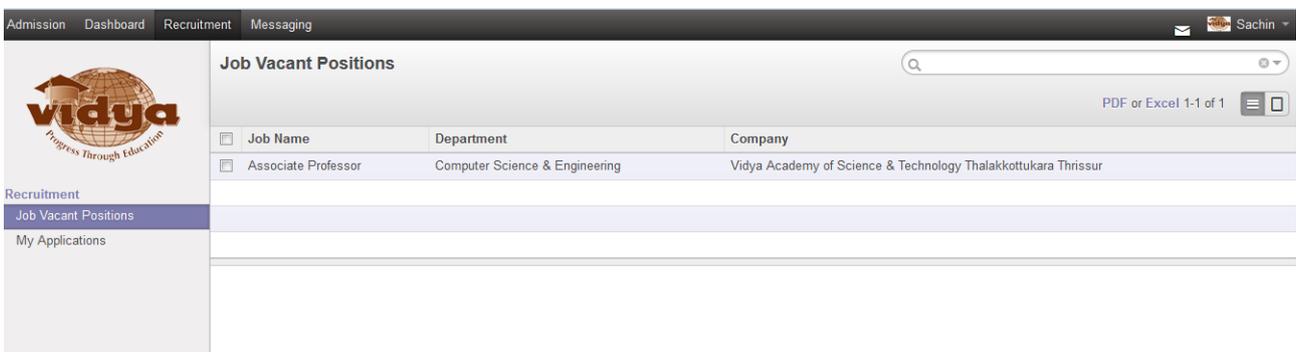
**Step-2:** Provide the necessary details for **Vidya ERP user registration** and click on **Sign Up**.



The image shows a registration form for Vidya ERP. At the top is the Vidya logo with the tagline "Progress Through Education". The form is a dark grey box with the following fields: "Name", "Email (Username)", "Password", and "Confirm Password". Each field has a white input box. At the bottom of the form, there is a red "Sign Up" button and two links: "Back to Login" and "Forgot password".

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

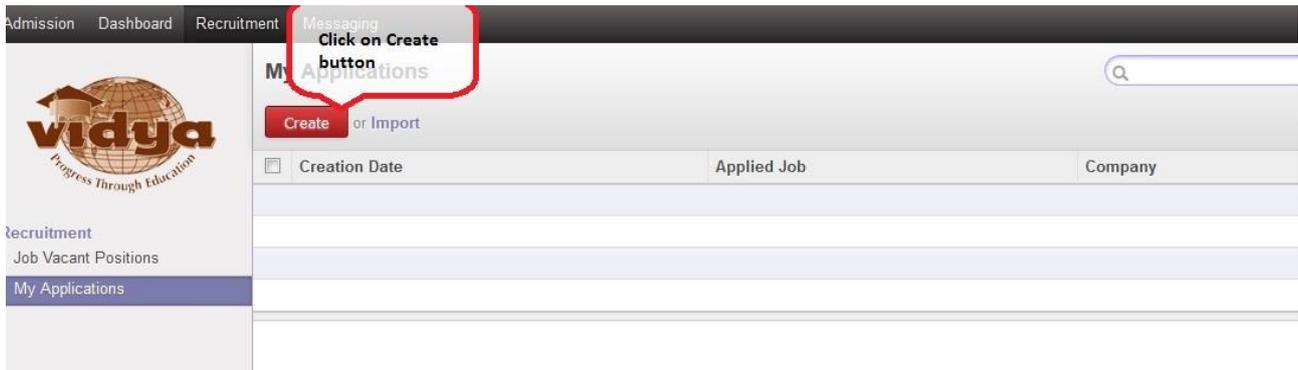
**Step-3:** Click on Recruitment menu to list the present vacant positions



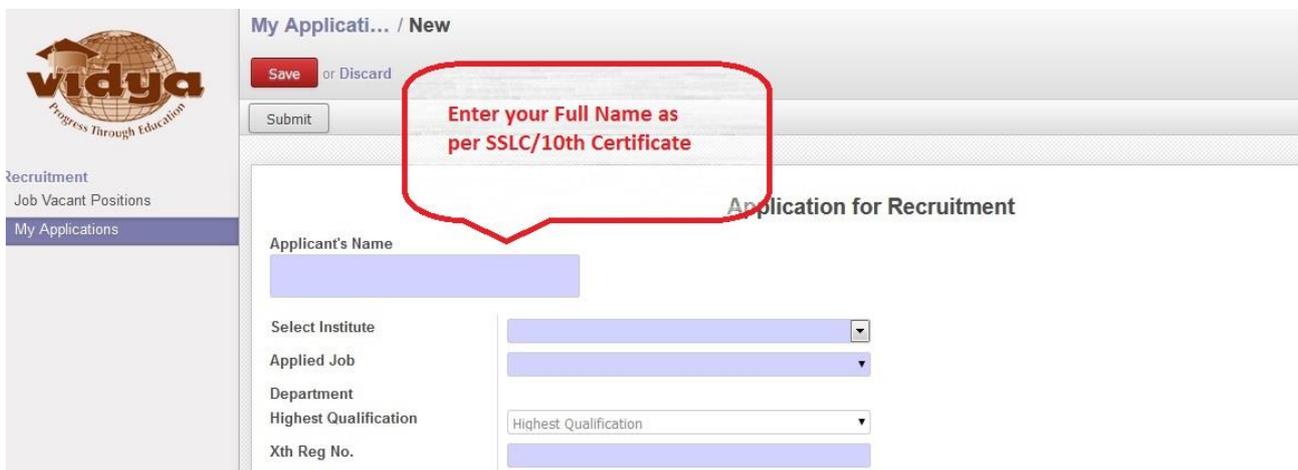
The screenshot shows the Vidya ERP interface. The top navigation bar includes "Admission", "Dashboard", "Recruitment", and "Messaging". The user's name "Sachin" is visible in the top right. The "Recruitment" menu is active, showing "Job Vacant Positions" and "My Applications". The "Job Vacant Positions" section displays a table with one entry:

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

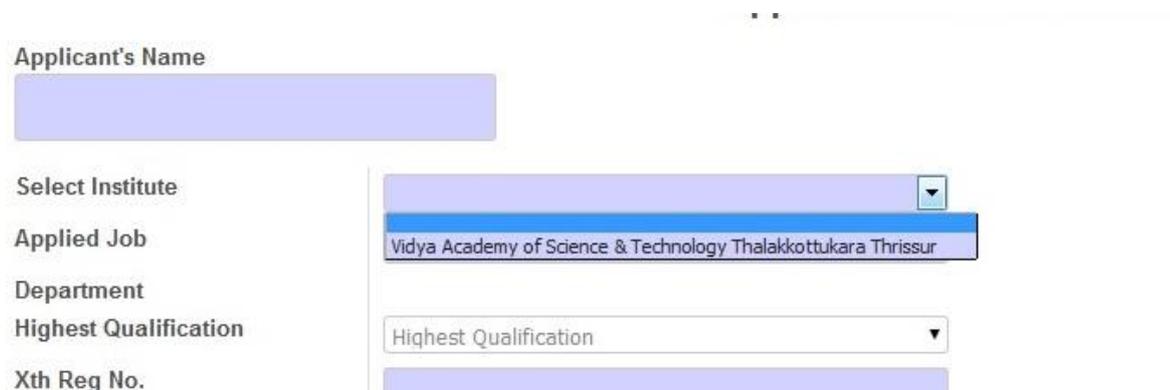
**Step-4:** Go to My Applications and click on Create



**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 10<sup>th</sup> 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' (calendar input), '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' (text input), 'Street...' (text input), 'Address...' (text input), 'City...' (text input), 'Pincode' (text input), 'Country' (dropdown menu), and 'State' (dropdown menu).

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

The screenshot shows a web form with a modal window titled "Create: Add Qualifications (Enter Details of Passed exams from +2 Level)". The modal contains the following fields:

- Qualification Level: dropdown menu
- Qualifying Examinations: dropdown menu
- Subject Specialization: dropdown menu
- Name of School or College: dropdown menu
- Name of Board or University: dropdown menu
- Percentage %: text input field with value "0.00"
- Type: dropdown menu
- Year: dropdown menu
- Others: three checkboxes

At the bottom of the modal, there are three buttons: "Save & Close", "Save & New", and "or Discard".

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

The screenshot shows a web form with a modal window titled "Create: Previous Employment History (Save after each term and add new tab to cover the whole period)". The modal contains the following fields:

- Name of Institution: dropdown menu
- From: date picker
- Post Held: text input field
- Experience: text input field with value "0 years 0 months"
- Responsibilities: text input field
- Others: checkbox
- To: date picker
- Till Date: checkbox
- Nature of Experience: dropdown menu

At the bottom of the modal, there are three buttons: "Save & Close", "Save & New", and "or Discard".

Below the modal, there are several tabs: "Qualifications", "Previous Employment History", "Present Employment History", "Experience", "Other Activities", "Seminars/Workshops", and "Reference". The "Previous Employment History" tab is currently selected.

### 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 | <input type="text"/> |

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 menu at the top containing tabs for 'Qualifications', 'Previous Employment History', 'Present Employment History', 'Experience', 'Other Activities', 'Seminars/Workshops', and 'Reference'. The 'Reference' tab is active. A modal window titled 'Create: Reference' is open, featuring the following fields: 'Name', 'Designation', 'Company Name', 'Email', 'Contact No.', and 'Address'. At the bottom of the modal are three buttons: 'Save & Close', 'Save & New', and 'or Discard'. The background interface includes a 'Name' section with an 'Add an item' button and an 'Additional Explanatory Note' section with a text area labeled 'Self Introduction...'. At the bottom of the page, there is a 'Declaration by Applicant' section.

**Step-22:** Fill additional explanatory note if any.

**Step-23:** Check the declaration checkbox.

The screenshot displays the 'Additional Explanatory note if any' section of the application. It features a large text area for 'Self Introduction...'. Below this, the 'Declaration by Applicant' section contains two checkboxes: the first is for declaring the accuracy of the application and resume documents, and the second is for agreeing to receive 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