

# USER MANUAL



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for

## Registration for Recruitment (University Management System)

Developed for



**VEER MADHO SINGH BHANDARI UTTARAKHAND  
TECHNICAL UNIVERSITY**

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## Table of Contents

<b>1. Introduction .....</b>	<b>3</b>
1.1. Overview of the Web Application	3
1.2. Scope of the User Manual	3
1.3. Intended Audience of the Web Application	3
1.4. Application Convention	3
<b>2. User Registration .....</b>	<b>4</b>
<b>3. Accessing the Applicant Login Page .....</b>	<b>4</b>
<b>4. Dashboard .....</b>	<b>5</b>
<b>5. Recruitment Form(SHORT-TERM ENGAGEMENT) .....</b>	<b>5</b>

## **1. Introduction**

### **1.1. Overview of the Web Application**

This user manual document guides the authorized users for the “Registration for Recruitment” module, which has been developed for Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun. This user manual guides the end user on how to fill out the recruitment form for short-term engagement and submit it. The web portal or web application has been developed to facilitate the recruitment registration and application submission through login to the web portal.

Authorized users and the concerned department can view and perform the required action on the completed and submitted form through this web portal/application.

### **1.2. Scope of the User Manual**

This user manual provides step-by-step guidance to authorized users on how to register and submit the recruitment form.

### **1.3. Intended Audience of the Web Application**

Management and the key stakeholders of the Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun will be the intended audience of this application.

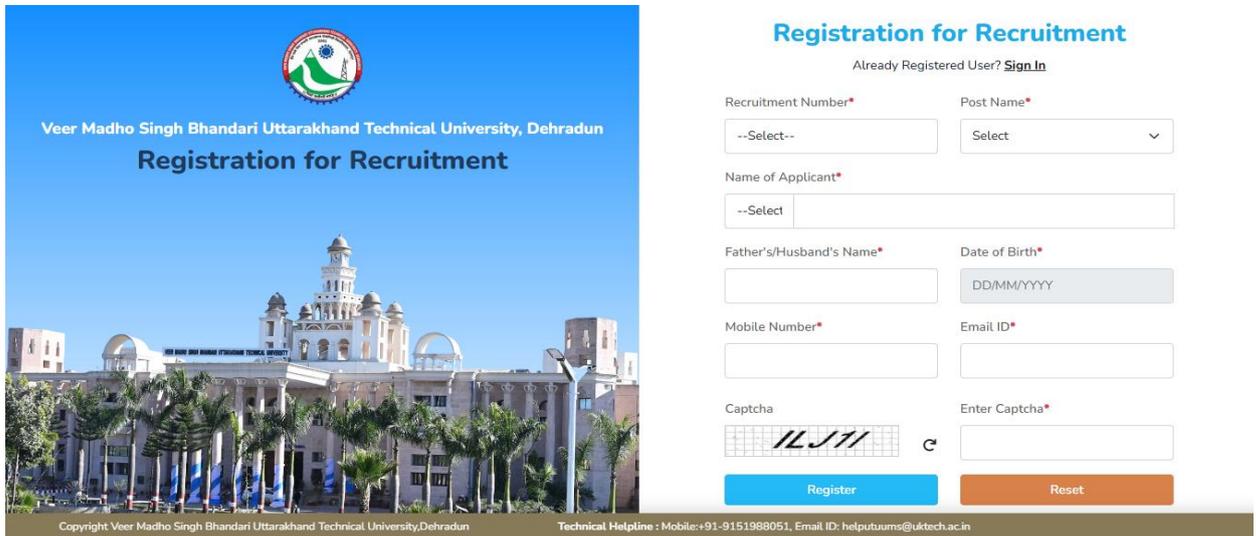
### **1.4. Application Convention**

The application has the following conventions:

- Fields which have \* sign are mandatory.
- All the menu links appear in the side menu.

## 2. User Registration

For new registration, you are required to click on Create Account link. **Registration for Recruitment** page displays, as shown below.



**Registration for Recruitment**  
Already Registered User? [Sign In](#)

Recruitment Number\*  Post Name\*

Name of Applicant\*

Father's/Husband's Name\*  Date of Birth\*

Mobile Number\*  Email ID\*

Captcha  Enter Captcha\*

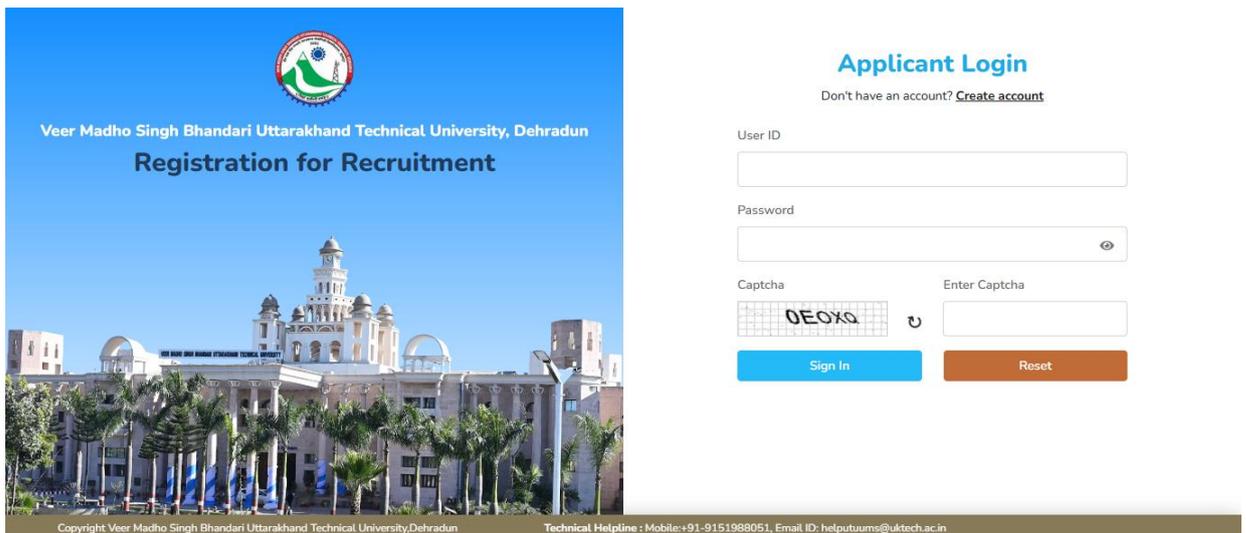
[Register](#) [Reset](#)

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- Enter the required details in the registration fields and then click the **Register** button.
- Click the **Reset** to clear your entries or cancel the action.
- Register and create login for each post.

## 3. Accessing the Applicant Login Page

Enter the login URL in your web browser. The applicant's login page opens, as shown below.



**Applicant Login**  
Don't have an account? [Create account](#)

User ID

Password

Captcha  Enter Captcha

[Sign In](#) [Reset](#)

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- Enter your **User ID**, **Password**, and **Captcha** in the given fields and then click **Sign In**.
- Click the **Reset** to clear your entries or cancel the action.
- Click the **Create Account** to redirect to the registration page.

## 4. Dashboard

After you log in successfully, the **Dashboard** page appears, as shown below.

The screenshot shows the 'University Management System' dashboard for 'RECRUITMENT (SHORT TERM ENGAGEMENT)'. It features a table titled 'Application Details' with the following data:

S.No.	Application No.	Recruitment No.	Post Name	Applicant Name	Father's/Husband's Name	Date of Birth	Mobile Number	Email ID	Action
1	AP260000009	2638/ सीएमएल/१०५०३०१०/२०२६	01- Senior Consultant (Civil Engineering)	Mrs. Rinka Prajapati	XYZ XYZ	20/03/1999	9695554494	prajapati1999rinka@gmail.com	

A blue callout bubble with the text 'Click the Edit icon to edit.' points to the edit icon in the 'Action' column of the first row.

- The completed and submitted recruitment form appears on the Dashboard page, as shown above.

## 5. Recruitment Form(SHORT-TERM ENGAGEMENT)

### Step-1:

After you log in successfully, the recruitment form appears, as shown below.

The screenshot shows the 'University Management System' recruitment form for 'RECRUITMENT (SHORT TERM ENGAGEMENT)'. The form is organized into several sections:

- Applicant Details:** Includes fields for Recruitment Number (2638/सीएमएल/१०५०३०१०/२०२६), Post Name (01- Senior Consultant (Civil Engineering)), Name of Applicant (Mrs. Rinka Prajapati), Father's/Husband's Name (XYZ XYZ), Date of Birth (20/03/1999), Mobile Number (9695554494), Email ID (prajapati1999rinka@gmail.com), Place of Birth (Lucknow), Gender (Female), Highest Qualification (10th), and Aadhar Card No. (552022287303).
- Permanent Address:** Includes fields for State (Uttar Pradesh), District (Azamgarh), City (Azamgarh), Address (Leddupar.post chewata), and PIN Code (276141).
- Present Address:** Includes fields for State (Uttar Pradesh), District (Azamgarh), City (Azamgarh), Address (Leddupar.post chewata), and PIN Code (276141).
- Photograph of Applicant:** A field for uploading a photograph, currently showing a placeholder image and the text 'No file chosen'.
- Signature of Applicant:** A field for uploading a signature, currently showing a handwritten signature and the text 'No file chosen'.
- PAN No.:** A field for entering the PAN number, currently containing 'FAJPR9787P'.

- Enter your **Personal Information** in the form fields, and then click **Update and Next**.

### Step-2:

- In the **Education Qualification** section, enter your educational details, and then click the **Update and Next**.
- Click the **Reset** to clear your entries or cancel the action.
- Click the **Previous** to return to the previous screen.



**University Management System**  
Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun

Dashboard 

RECRUITMENT (SHORT TERM ENGAGEMENT)

Personal Information

Education Qualification

Other Information

Award & Reference

Application Preview

Fee Submission

**Education Qualification**

Particulars of all examinations passed and degree and technical qualification commencing from the matriculation or equivalent examination\*

Examination Passed /Degree Obtained	Board/University	Subject(s) Studied	Year of Passing	Division/Grade	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<span style="color: green;">+</span>
Examination Passed /Degree Obtained	Examination Passed /Degree Obtained	Subject(s) Studied		Grade A	<span style="color: orange;">-</span>
B.Com	A.K.TU	Math,Physics		Grade-A+	<span style="color: orange;">-</span>

Any additional qualification (such as, training/short-tem courses attended, webinar/seminar organized etc.) \*

Examination Passed /Degree Obtained	Board/University	Subject(s) Studied	Year of Passing	Division/Grade	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<span style="color: green;">+</span>
Examination Passed /Degree Obtained	Board/University	Subject(s) Studied			<span style="color: orange;">-</span>
B.Tech	UKTECH-VMSBUTU	SS,hhhh,ppp	2024	Grade - A++	<span style="color: orange;">-</span>

**Service Experience, if any \***

Name of the University/Institute/Organization	Designation	Type of experience (Teaching/Research Industrial)	Experience		Total Experience (year & month)	Action
			From	To		
<input type="text"/>	<input type="text"/>	<input type="text"/>	DD/MM/YYYY	DD/MM/YYYY	<input type="text"/>	<span style="color: green;">+</span>
Name of the University/Institute/Organization	Designation	Type of experience (Teaching/Research Industrial)	01/01/2017	01/01/2026	9 Year 0 Months	<span style="color: orange;">-</span>

Previous
Update and Next
Reset

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### Step-3:

- In **Other Information** section, enter the information, and then click the **Update and Next**.
- Click the **Reset** to clear your entries or cancel the action.
- Click the **Previous** to return to the previous screen.

# User Manual for Registration for Recruitment, Developed for Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun

University Management System  
Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun

RECRUITMENT (SHORT TERM ENGAGEMENT)

Other Information

Publications : (Number of each category) published and /or accepted .

No. Of Research Paper/Review/Book/Chapter/Popular Article \*    No. Of Book/Bulletin/Monograph \*    No. Of Patents/Copyrights \*

3    5    3

Research/Project Supervised (No.)

No. Of UG Level Project\*    No. Of PG Level Project\*    No. of Doctoral Theses Guided (Complete Only) \*

4    4    4

Previous    Update and Next    Reset

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## Step-4:

- In the **Awards and References** section, enter the details, and then click the **Update and Next**.
- Click the **Reset** to clear your entries or cancel the action.
- Click the **Previous** to return to the previous screen.

University Management System  
Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun

RECRUITMENT (SHORT TERM ENGAGEMENT)

Award & Reference

Award & recognitions at National/International Level \*

Name	Year	Awarded by	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="🗑"/>
Award & recognitions at National/International Level	2024	Alex	<input type="button" value="🗑"/>

Participation in National/International Seminar/Conference/Summit, etc.\*

Conference	Numbers	Action
<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="🗑"/>
Participation in National/International Seminar/Conference/Summit, etc.	323	<input type="button" value="🗑"/>

Reference (These should be persons resident of India and intimately acquainted with the applicant character and work, but must not be relative. Please provide details of affiliation, mobile no. and e- mail for these reference) \*

Reference 1\*

Name    Affiliation    Mobile No.    E-Mail ID

Reference 1    Reference 1 Affiliation    9999999999    prajapati1999rinka@gmail.com

Reference 2

Name    Affiliation    Mobile No.    E-Mail ID

Rinka    ER TER    9695554494    prajapati1999rinka@gmail.com

Other information not covered above, such as Membership of Professional Societies /Fellowship etc.\*

Other information not covered above, such as Membership of Professional Societies /Fellowship etc.

Previous    Update and Next    Reset

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**Step-5:**

- After successfully uploading the required details, the **Application Preview** page displays the uploaded details, as shown below.

**University Management System**  
Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun

Dashboard

Application Preview

[Print](#)

**Personal Information**

Recruitment Number	2638/01000104030000/2026
Post Name	01- Senior Consultant (Civil Engineering)
Name of Applicant	Mrs. Rinka Prajapati
Father's/Husband's Name	XYZ XYZ
Date of Birth	20/03/1999
Mobile Number	9695554494
Email ID	prajapati1999rinka@gmail.com
Place of Birth	Lucknow
Category	GEN
Gender	Female
Marital Status	No
Highest Qualification	10th
Aadhar Card No.	552022287303
PAN No.	FAJPR9787P
Permanent Address	Leddupar,post chewata , City :Azamgarh , District : Azamgarh , State : Uttar Pradesh, PIN Code : 276141
Present Address	Leddupar,post chewata , City :Azamgarh , District : Azamgarh , State : Uttar Pradesh, PIN Code : 276141

**Particulars of all examinations passed and degree and technical qualification commencing from the matriculation or equivalent examination**

Sr.	Examination Passed /Degree Obtained	Board/University	Subject(s) Studied	Year of Passing	% Marks	Division/Grade
1	Examination Passed /Degree Obtained	Examination Passed /Degree Obtained	Subject(s) Studied	2010	67.00	Grade A
2	B.Com	A.K.TU	Math,Physics	2025	75.25	Grade-A+

**Any additional qualification (such as, training/short-tem courses attended, webinar/seminar organized etc.)**

Sr.	Examination Passed /Degree Obtained	Board/University	Subject(s) Studied	Year of Passing	% Marks	Division/Grade
1	Examination Passed /Degree Obtained	Board/University	Subject(s) Studied	2012	78.00	Grade A
2	B.Tech	UKTECH-VMSBUTU	SS,HHH,PPP	2024	76.09	Grade - A++

**Service Experience**

Sr.	Name of the University/Institute/Organization	Designation	Type of experience (Teaching/Research Industrial)	Experience		Total Experience (year & month)
				From	To	
1	Name of the University/Institute/Organization	Designation	Type of experience (Teaching/Research Industrial)	01/01/2017	01/01/2026	9 Year 0 Months

**Publications : (Number of each category) published and/or accepted**

No. of Research Paper/Review /Book/Chapter/Popular Article	5
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No. of Patents/Copyrights	5

**Research/Project Supervised (No.)**

No. of UG Level Project	4
No. of PG Level Project	4
No. of Doctoral Theses Guided (Complete Only)	4

**Award & recognitions at National/International Level**

Sr.	Name	Year	Awarded by
1	Award & recognitions at National/International Level	2024	Alex

**Participation in National/International Seminar/Conference/Summit, etc.**

Sr.	Conference	Numbers
1	Participation in National/International Seminar/Conference/Summit, etc.	323

**Reference (These should be persons resident of India and intimately acquainted with the applicant character and work, but must not be relative. Please provide details of affiliation, mobile no. and e- mail for these reference)**

**Reference 1**

Name	Reference 1	Affiliation	Reference 1 Affiliation
Mobile No.	9999999999	E-Mail ID	prajapati1999rinka@gmail.com

**Reference 2**

Name	Rinka	Affiliation	ER TER
Mobile No.	9695554494	E-Mail ID	prajapati1999rinka@gmail.com

**Other Information not covered above, such as Membership of Professional Societies /Fellowship etc. (Attach Separate Sheet if required)**

Other information not covered above, such as Membership of Professional Societies /Fellowship etc.

**Recruitment Fee Details**

Recruitment Number	2638/01000104030000/2026
Post Name	01- Senior Consultant (Civil Engineering)
Applicant Name	Mrs. Rinka Prajapati
Father Name	XYZ XYZ
Reference Number	26000012
Bank Transaction Number	order_50yA4AvjVnaX
Transaction Date	07/01/2026
Amount	1000 INR

**Declaration to be Signed by The Candidate**

- I hereby declare that I have read Important Instructions and Terms & Conditions and agree to abide by them.
- I certify that the information furnished above is true to the best of my knowledge and belief.
- I declare that in case an opportunity is given to serve the Veer Madho Singh Bhandari Uttarakhand Technical University, (VMSBUTU), I shall join the University, within the prescribed period.
- I declare that all the material/information has been disclosed and nothing has been cancelled in this regard.
- I will not leave my duties during period of engagement and also will not take any assignment elsewhere during my service in VMSBUTU.
- In case of applying for some post (adhoc/temporary/regular) elsewhere, I will apply through proper channel as laid out by the VMSBUTU, if applicable.
- I submit this application for Engagement of Sr. Consultant and Consultant on short term contract/fixed tenure basis which is purely temporary for a maximum 02 years (which could be revoked in between as per terms and conditions of this engagement) after which the engagement shall be terminated automatically, and I will not claim any extension or continuation of engagement or absorption in the University.
- However, if the performance of the candidate is not satisfactory / found in any indiscipline act / services is not required by the University/ candidate wants to resign, then the services may be terminated with one month notice from either side.
- I also understand that if any information provided above is found false or inaccurate, my candidature shall be treated as cancelled and necessary action may be taken against me as deemed fit as per University rules.
- I also declare that I am ready to visit any of the campus institutions of University for any official assigned work as per directions issued from time to time and my refusal to comply with orders of the University will lead to my termination from this engagement and also I will be debarred from applying to any post in VMSBUTU and its campus institutions.
- The candidate has to sign a contract before joining as Consultant/Senior consultant.
- The candidate has to obey the disciplinary and leave rules of the university.
- During the time of interview, the candidate has to produce two set of all self-attested qualification certificates, experience certificate, proof of research papers published along with all original documents for verification.

I Agree \*

[Previous](#)

[Submit and Proceed to Payment](#)

[Reset](#)

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- Click the **Submit and Proceed to Payment**.
- Click the **Previous** to return to the previous screen.
- Click the **Reset** to clear your entries or cancel the action.

**Step-6:**

Once you clicked the Proceed to Payment, **Payment Reconciliation** page with an option to pay displays, as shown below.

The screenshot shows the 'Payment Reconciliation' page in the University Management System. The page header includes the university logo and name. Below the header, there are navigation tabs for 'Personal Information', 'Education Qualification', 'Other Information', 'Award & Reference', 'Application Preview', and 'Fee Submission'. The main content area displays a table with the following details:

Recruitment Number	2638/वीएमएसिं००३०००००/2026
Post Name	01- Senior Consultant (Civil Engineering)
Applicant Name	Rinka Prajapati
Father Name	XYZ.XYZ
Amount	1000.00 /-

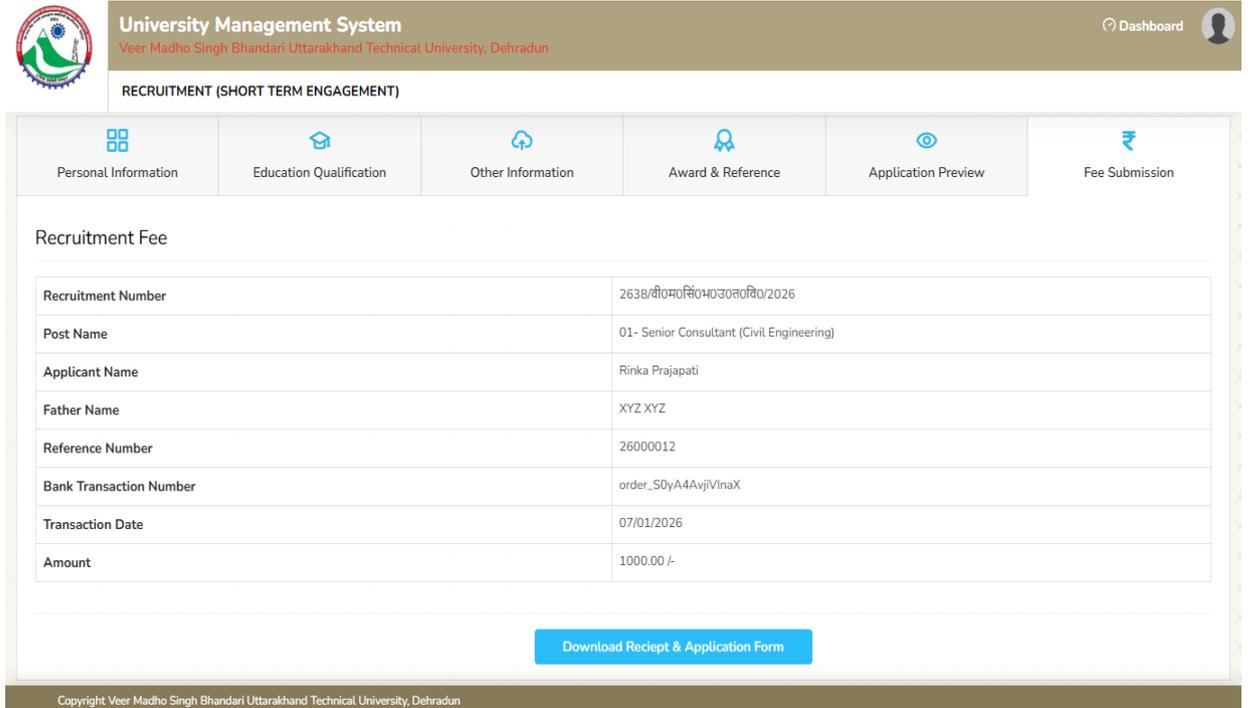
At the bottom of the table, there are three buttons: 'Proceed to Payment' (blue), 'payment reconcile' (dark blue), and 'Cancel' (grey).

- Click **Payment Reconcile** to proceed with payment reconciliation.
- Click **Cancel** to cancel the action.
- Click **Proceed to Payment** to pay the respective amount.

The screenshot shows the 'Payment Gateway' page. On the left, there are three payment methods: 'Credit/Debit Card' (with sub-options: Visa, Mastercard, Maestro, Rupay), 'Netbanking' (Pay with Internet Banking Account), and 'UPI' (Pay using BHIM, GPay and other UPI apps). On the right, the 'Amount payable is ₹1,000 + Convenience Charges' is displayed. Below this, there are input fields for 'Card Number', 'Expiry Date' (MM / YY), 'CVV' (\*\*\*), and 'Cardholder's Name'. A 'PAY NOW' button is located at the bottom right.

**Step-7:**

Once clicked the **Submit and Proceed to Payment**, **Fee Submission** page displays the required details, as shown below.



The screenshot displays the 'University Management System' interface for Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun. The page is titled 'RECRUITMENT (SHORT TERM ENGAGEMENT)'. A navigation bar at the top includes 'Personal Information', 'Education Qualification', 'Other Information', 'Award & Reference', 'Application Preview', and 'Fee Submission'. The 'Fee Submission' section is active, showing a table with recruitment details. Below the table is a blue button labeled 'Download Receipt & Application Form'.

Field	Value
Recruitment Number	2638/वीएमएसिंभउउतविउ/2026
Post Name	01- Senior Consultant (Civil Engineering)
Applicant Name	Rinka Prajapati
Father Name	XYZ XYZ
Reference Number	26000012
Bank Transaction Number	order_50yA4AvjVlnaX
Transaction Date	07/01/2026
Amount	1000.00 /-

- Click **Download Receipt & Application Form** to download the receipt and the application form.

# User Manual for Registration for Recruitment, Developed for Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun



RECRUITMENT (SHORT TERM ENGAGEMENT)

Application Preview

Print

Personal Information		Application No. AP26000014
Recruitment Number	2638/d0a0f8f04030f80/2026	
Post Name	O1- Senior Consultant (Civil Engineering)	
Name of Applicant	Mrs. Rinka Prajapati	
Father's/Husband's Name	XYZ XYZ	
Date of Birth	20/03/1999	
Mobile Number	969554494	
Email ID	prajapati1999rinka@gmail.com	
Place of Birth	Varanasi	
Category	GEN	
Gender	Male	
Marital Status	ok	
Highest Qualification	Graduation	
Aadhar Card No.	878974654564	
PAN No.	ASDFG1234A	
Permanent Address		
Address	Gopalpur , City :Bhadohi , District : Varanasi , State : Uttar Pradesh, PIN Code : 256305	
Present Address for Correspondence		
Address	Gopalpur , City :Bhadohi , District : Varanasi , State : Uttar Pradesh, PIN Code : 276141	

Particulars of all examinations passed and degree and technical qualification commencing from the matriculation or equivalent examination						
Sn.	Examination Passed /Degree Obtained	Board/University	Subject(s) Studied	Year of Passing	% Marks	Division/Grade
1	Examination Passed /Degree Obtained	Examination Passed /Degree Obtained	Subject(s) Studied	2010	67.00	Grade A
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2	B.Tech	UKTECH-VMSBUTU	SS,hhhh,ppp	2024	76.09	Grade - A++

Service Experience						
Sn.	Name of the University/Institute/Organization	Designation	Type of experience (Teaching/Research Industrial)	Experience		
				From	To	Total Experience (year & month)
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**Reference 2**

Name	Rinka	Affiliation	ER TER
Mobile No.	969554494	E-Mail ID	prajapati1999rinka@gmail.com

**Other information not covered above, such as Membership of Professional Societies /Fellowship etc. (Attach Separate Sheet if required)**

Other information not covered above, such as Membership of Professional Societies /Fellowship etc.

Recruitment Payment Fee Details			
Reference Number	26000012	Bank Transaction Number	order_S0yAAAvjVlnaX
Transaction Date	07/01/2026	Amount	1000 /-

**DECLARATION TO BE SIGNED BY THE CANDIDATE**

- I hereby declare that I have read Important Instructions and Terms & Conditions and agree to abide by them.
- I certify that the information furnished above is true to the best of my knowledge and belief.
- I declare that in case an opportunity is given to serve the Veer Madho Singh Bhandari Uttarakhand Technical University, (VMSBUTU), I shall join the University, within the prescribed period.
- I declare that all the material/information has been disclosed and nothing has been concealed in this regard.
- I will not leave my duties during period of engagement and also will not take any assignment elsewhere during my service in VMSBUTU.
- In case of applying for some post (ad hoc/temporary/regular) elsewhere, I will apply through proper channel as laid out by the VMSBUTU, if applicable.
- I submit this application for Engagement of Sr. Consultant and Consultant on short term contract/fixd tenure basis which is purely temporary for a maximum one Year and extendable for one more year (which could be revoked in between as per terms and conditions of this engagement) after which the engagement shall be terminated automatically, and I will not claim any extension or continuation of engagement or absorption in the University.
- However, if the performance of the candidate is not satisfactory / found in any indiscipline act / services is not required by the University/ candidate wants to resign, then the services may be terminated with one month notice from either side.
- I also understand that if any information provided above is found false or inaccurate, my candidature shall be treated as cancelled and necessary action may be taken against me as deemed fit as per University rules.
- I also declare that I am ready to visit any of the campus Institutions of University for any official assigned work as per directions issued from time to time and my refusal to comply with orders of the University will lead to my termination from this engagement and also I will be debarred from applying to any post in VMSBUTU and its campus Institutions.
- The candidate has to sign a contract before joining as Consultant/Senior consultant.
- The candidate has to obey the disciplinary and leave rules of the university.
- During the time of interview, the candidate has to produce two set of all self-attested qualification certificates, experience certificate, proof of research papers published along with all original documents for verification.

Registration Date : 07/01/2026

Date : \_\_\_\_\_  
Place : \_\_\_\_\_

Signature of Applicant  
Name : Mrs. Rinka Prajapati  
Mobile No. : 969554494  
Email ID : prajapati1999rinka@gmail.com