Vidya International Charitable Trust

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

Recruitment - Help file for Online Application

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

Guidelines for filling the Online Application

Step-1: Go to the URL   **https://erp.vidyaacademy.ac.in/**

Then you will get the login page as follows.
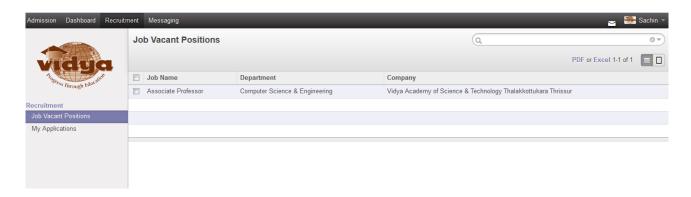
Click on the *New User* link.

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**.

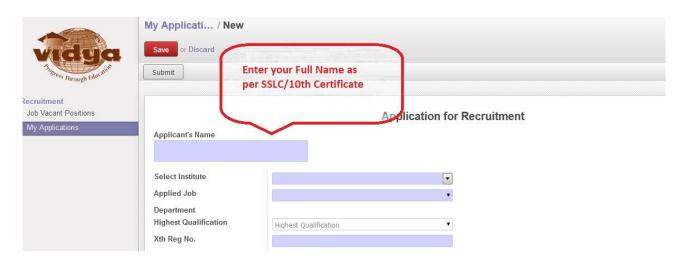**Note:** Kindly note and preserve your username and password for future use

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

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

Step-5: Fill the Full Name

Step-6: Select the instituite.

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.

Step-8: Select Highest Qualification

Step-9: Fill the 10th Reg No

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

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

Step-12: Fill the Present Salary and Expected Salary

Step-13: Fill the Personal Information

Step-14: Fill the Permanent Address & Communication Address. If both are same, then click on Same as Permanent Address after filling the Permanent Address.
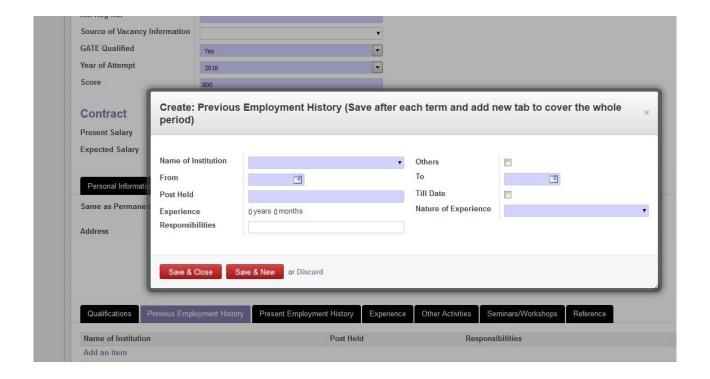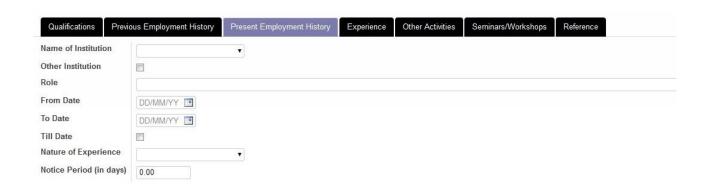
Step-15: Fill all the Qualification details by clicking on the Add an item.
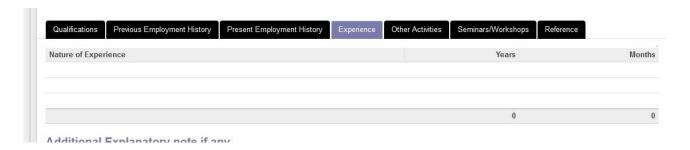

Step-16: Fill all the Previous employment history by clicking on the Add an item.

Step-17: Fill the Present employment details

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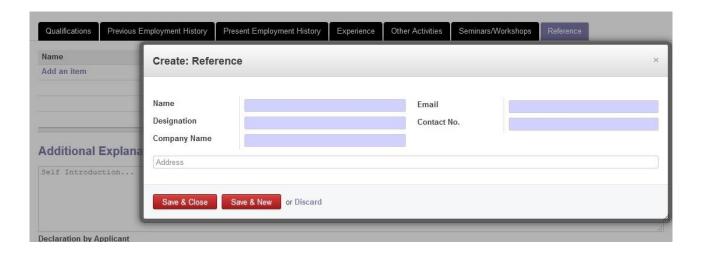

Step-19: Fill Other Activities. Certifications/Achievements, Books/Papers published etc.

Step-20: Fill the Seminars and Workshops attended.

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.

Step-22: Fill additional explanatory note if any.

Step-23: Check the declaration checkbox.

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.

Step-25: Submit the application