



Vidya International Charitable Trust

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

Recruitment - Help file for Online Application

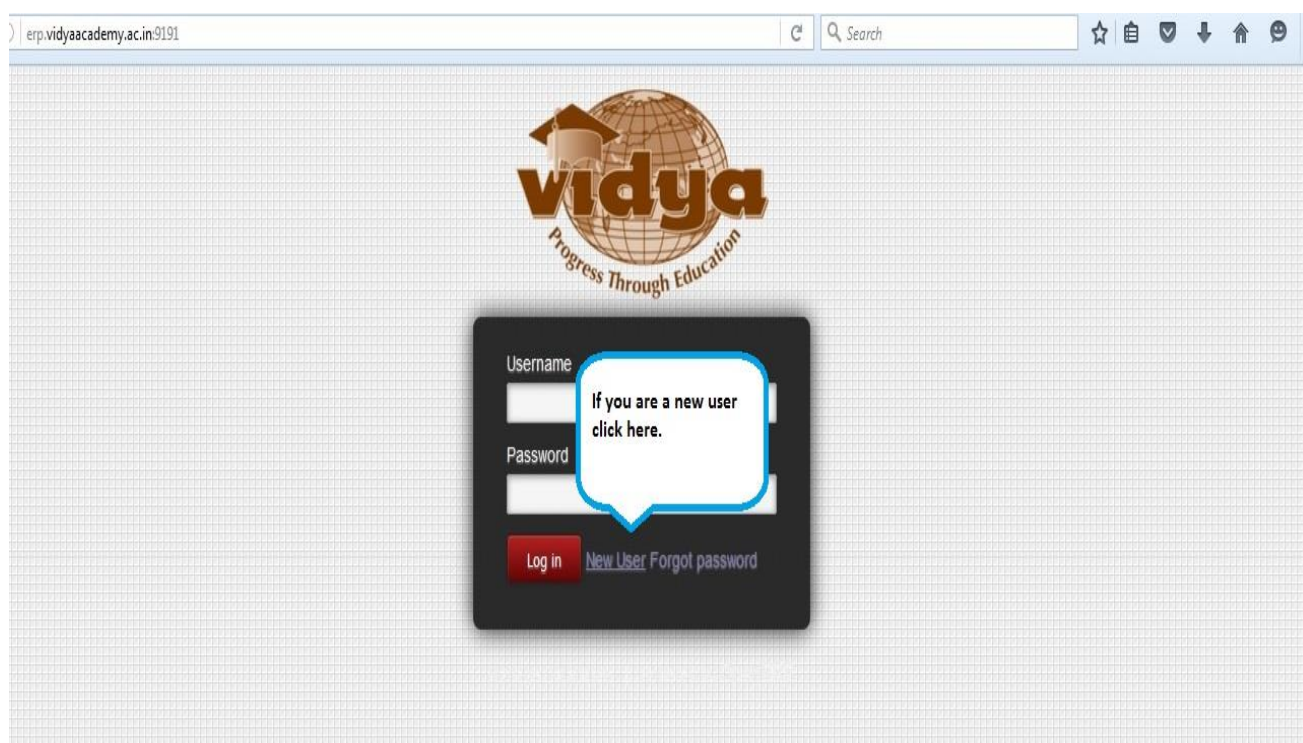
Common instructions to the candidates	
1	<u>Submission of application</u> - Candidates can Save & Edit his/her application any number of times. Once you submit the application, it cannot be edited.
2	<u>Applicant Name</u> – Should be as per SSLC/10 th Equivalent certificate
3	Do not change your Mobile 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

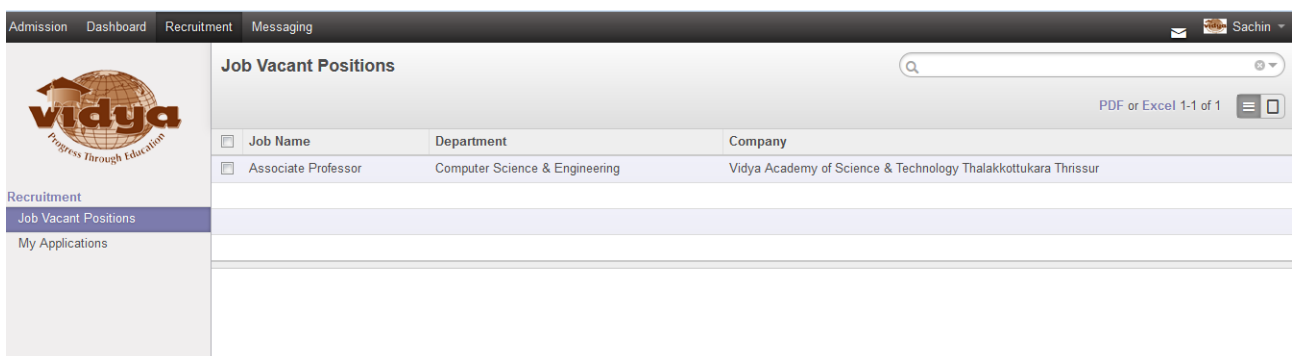
Step-2: Provide the necessary details for **Vidya ERP user registration** and click on **Sign Up**.



The image shows a registration form for Vidya ERP. At the top is the Vidya logo with the tagline "Progress Through Education". Below the logo is a dark grey rectangular box containing the registration fields. The fields are: "Name", "Email (Username)", "Password", and "Confirm Password", each with a corresponding white input field. At the bottom of the box 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

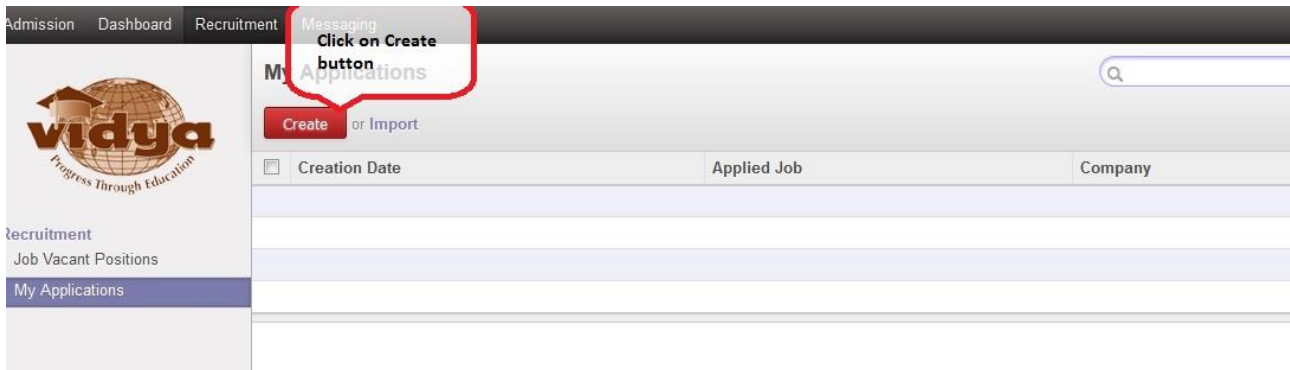
Step-3: Click on Recruitment menu to list the present vacant positions



The image shows a screenshot of the Vidya ERP interface. At the top is a navigation bar with "Admission", "Dashboard", "Recruitment", and "Messaging". The "Recruitment" menu is active. Below the navigation bar is a sidebar with the Vidya logo and the text "Recruitment", "Job Vacant Positions", and "My Applications". The main content area is titled "Job Vacant Positions" and contains a table with one row of data.

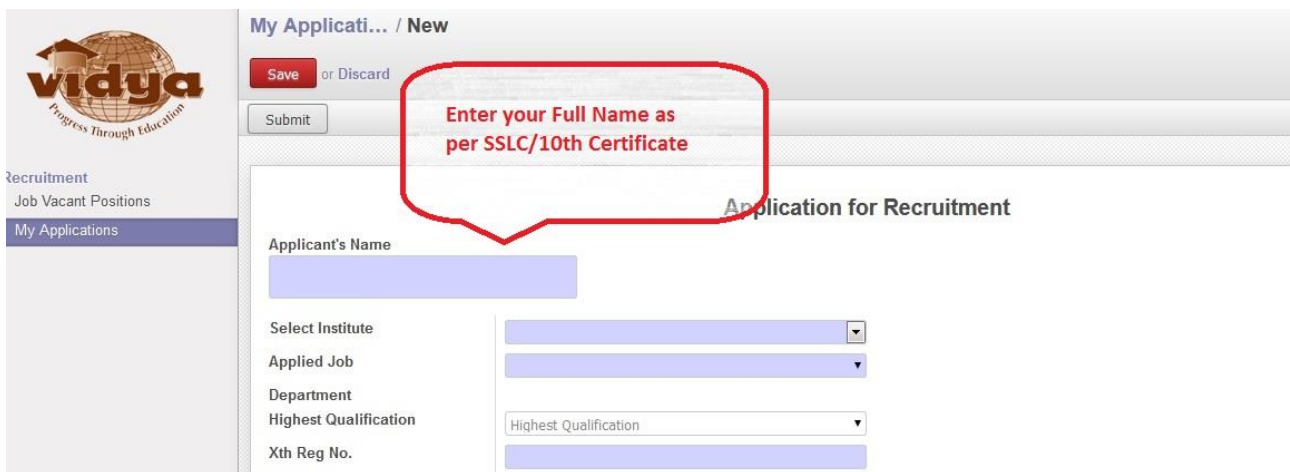
☐	Job Name	Department	Company
☐	Associate Professor	Computer Science & Engineering	Vidya Academy of Science & Technology Thalakkottukara Thrissur

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



The screenshot shows the Vidya Academy recruitment portal. The left sidebar contains the Vidya logo and navigation links: Recruitment, Job Vacant Positions, and My Applications. The main content area is titled 'My Applications' and features a 'Create' button (highlighted with a red box and the text 'Click on Create button') and an 'Import' button. Below these buttons is a table with columns for 'Creation Date', 'Applied Job', and 'Company'.

Step-5: Fill the Full Name



The screenshot shows the 'New Application' form. The left sidebar is the same as in Step 4. The main content area is titled 'My Applications / New' and features a 'Save' button (highlighted with a red box and the text 'Enter your Full Name as per SSLC/10th Certificate') and a 'Discard' button. Below these buttons is a 'Submit' button. The form fields include: Applicant's Name, Select Institute, Applied Job, Department, Highest Qualification, and Xth Reg No.

Step-6: Select the institute.



The screenshot shows the 'Select Institute' dropdown menu. The dropdown is open, showing 'Vidya Academy of Science & Technology Thalakkottukara Thrissur' as the selected option. The form fields include: Applicant's Name, Select Institute, Applied Job, Department, Highest Qualification, and Xth Reg No.

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 10th 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
	Vidya Website
	Manorama Daily
	Others
Contract	
Report Status	

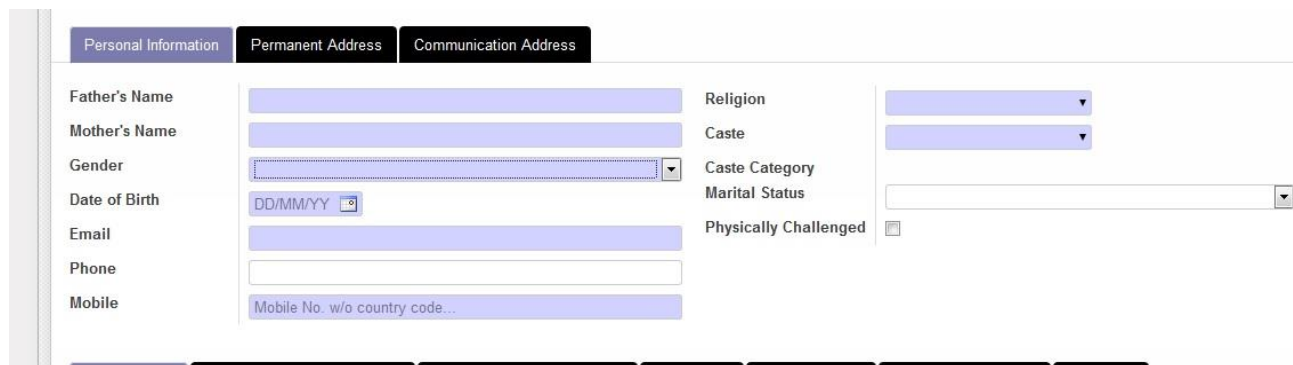
Step-11: If you are GATE Qualified select Yes and fill the Year of attempt and Score



A screenshot of a web form for Step 11. It contains three input fields: 'GATE Qualified' with a dropdown menu showing 'Yes', 'Year of Attempt' with a dropdown menu, and 'Score' with a text input field.

Step-12: Fill the Present Salary and Expected Salary

Step-13: Fill the Personal Information



A screenshot of a web form for Step 13, titled 'Personal Information'. It has three tabs: 'Personal Information', 'Permanent Address', and 'Communication Address'. The form includes fields for 'Father's Name', 'Mother's Name', 'Gender' (dropdown), 'Date of Birth' (DD/MM/YY), 'Email', 'Phone', 'Mobile' (with a hint 'Mobile No. w/o country code...'), 'Religion' (dropdown), 'Caste' (dropdown), 'Caste Category' (dropdown), 'Marital Status' (dropdown), and a '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 for Step 14, showing the 'Permanent Address' tab. It includes fields for 'Address' (Street, Address, City, Pincode) and 'Country' (dropdown). The 'State' dropdown is also visible.



A screenshot of a web form for Step 14, showing the 'Communication Address' tab. It includes a checkbox labeled 'Same as Permanent Address'. Below it, the 'Address' fields (Street, Address, City, Pincode) and 'Country' (dropdown) are visible, along with the 'State' dropdown.

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

The screenshot shows a web application interface with a modal dialog box titled "Create: Add Qualifications (Enter Details of Passed exams from +2 Level)". The dialog box 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 dialog box, 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 application interface with a modal dialog box titled "Create: Previous Employment History (Save after each term and add new tab to cover the whole period)". The dialog box 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: Three checkboxes
- To: Date picker
- Till Date: Text input field
- Nature of Experience: Dropdown menu

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

Below the dialog box, there is a horizontal menu with the following tabs: "Qualifications", "Previous Employment History", "Present Employment History", "Experience", "Other Activities", "Seminars/Workshops", and "Reference".

Below the tabs, there is a table with the following columns: "Name of Institution", "Post Held", and "Responsibilities".

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 DD/MM/YY						
To Date DD/MM/YY						
Till Date ☐						
Nature of Experience						
Notice Period (in days) 0.00						

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 0						
Months 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 Cultural, Sports, Community work and Hobbies						
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 National/International						
Year						
Add an item Add						

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 top navigation bar containing tabs: Qualifications, Previous Employment History, Present Employment History, Experience, Other Activities, Seminars/Workshops, and Reference. The 'Reference' tab is active. On the left, there is a sidebar with a 'Name' section containing an 'Add an item' button and an 'Additional Explanation' section with a 'Self Introduction...' text area. A modal window titled 'Create: Reference' is open in the center. It contains 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'. Below the modal, the 'Declaration by Applicant' section is partially visible.

Step-22: Fill additional explanatory note if any.

Step-23: Check the declaration checkbox.

The screenshot shows the 'Additional Explanatory note if any' section of a web application. It features a large text area with the placeholder text 'Self Introduction...'. Below this text area is the 'Declaration by Applicant' section, which contains two checkboxes:
☐ I, hereby declare that my statements on this application and on my resume or documents provided by me are correct to the best of my knowledge.
☐ I, hereby agree to get 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 Application / 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 & Engineering

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 Application / 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