

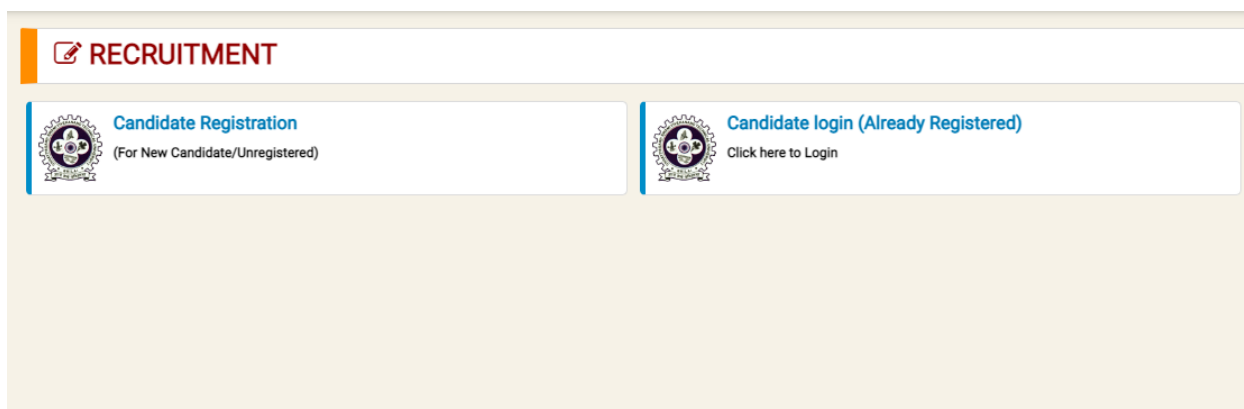
USER MANUAL FOR REGISTRATION & ONLINE APPLICATION FORM SUBMISSION

NOTE:-

1. A candidate has to register himself initially, before login and applying for any post.
2. The password entered by candidate during registration will be provided in his E-mail ID and remains same for further login attempt. (Step 1, Step 2 and Step 3 which will appear during registration is mentioned in this manual.)
3. Candidate have to use the same login ID and Password for applying for One or Multiple posts.

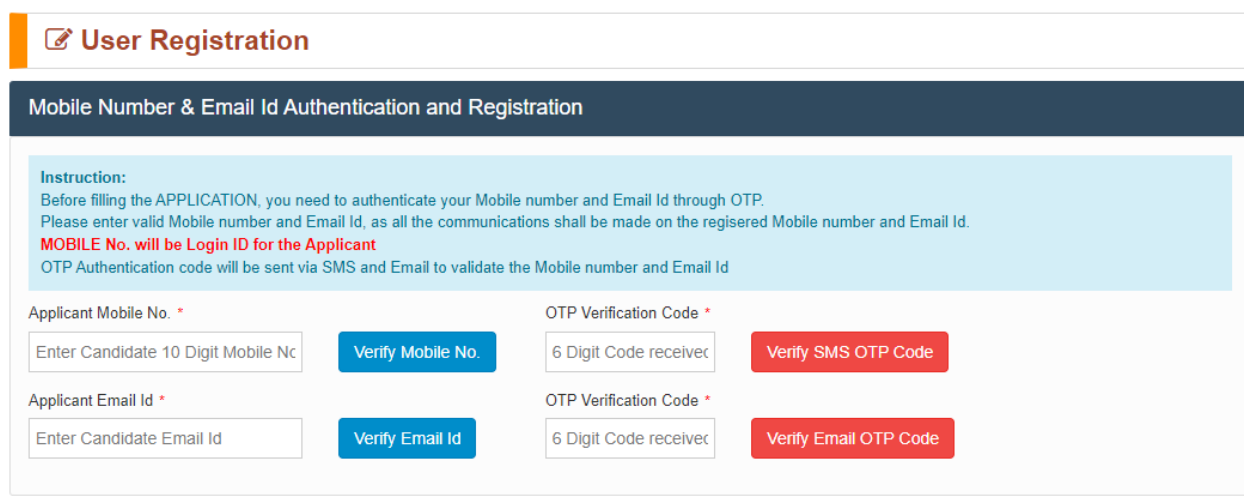
The application form page which will appear during registration and online application form submission(stepwise) is displayed as under: -

Step 1:- Registration



The screenshot shows a web interface for recruitment. At the top, there is a header with a pencil icon and the word "RECRUITMENT" in red. Below this, there are two main buttons. The left button is labeled "Candidate Registration" and includes the text "(For New Candidate/Unregistered)". The right button is labeled "Candidate login (Already Registered)" and includes the text "Click here to Login". Both buttons feature a circular logo with a gear and a person icon.

Step 2:- Verify mobile no and email id



The screenshot shows a web interface for "User Registration". The page title is "Mobile Number & Email Id Authentication and Registration". Below the title, there is a light blue box with the following text: "Instruction: Before filling the APPLICATION, you need to authenticate your Mobile number and Email Id through OTP. Please enter valid Mobile number and Email Id, as all the communications shall be made on the registered Mobile number and Email Id. MOBILE No. will be Login ID for the Applicant. OTP Authentication code will be sent via SMS and Email to validate the Mobile number and Email Id". Below this instruction, there are two rows of input fields and buttons. The first row is for "Applicant Mobile No. *". It has a text input field with the placeholder "Enter Candidate 10 Digit Mobile No.", a blue button labeled "Verify Mobile No.", a text input field for "OTP Verification Code *" with the placeholder "6 Digit Code received", and a red button labeled "Verify SMS OTP Code". The second row is for "Applicant Email Id *". It has a text input field with the placeholder "Enter Candidate Email Id", a blue button labeled "Verify Email Id", a text input field for "OTP Verification Code *" with the placeholder "6 Digit Code received", and a red button labeled "Verify Email OTP Code".

Step 3:- Create password

Applicant Login & Password Generation

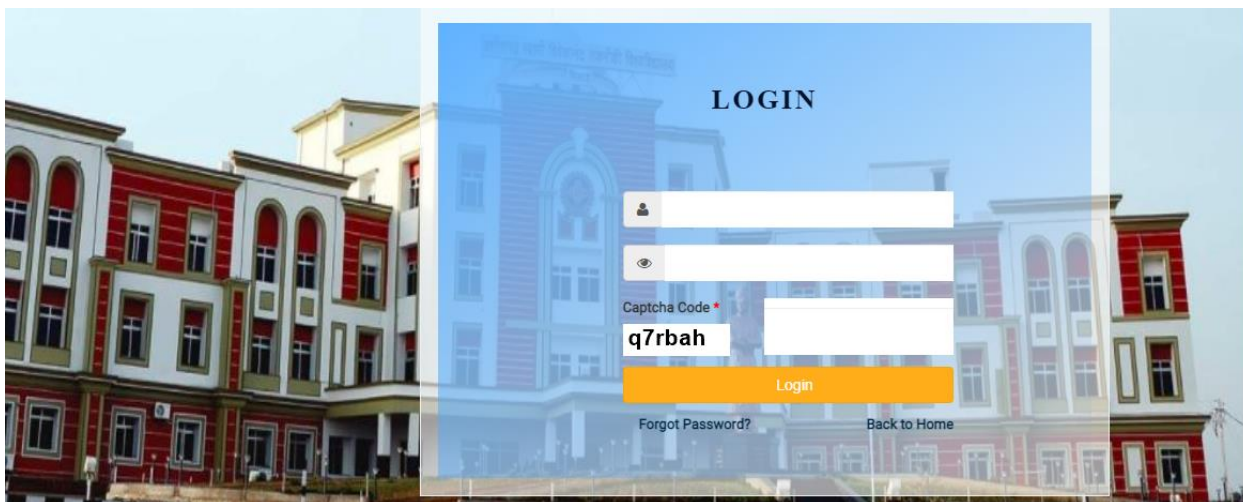
Password must include:

1. Minimum of Eight (8) character
2. One character must be in CAPS (Capital Alphabet A-Z)
3. One character must be in Numeric (0-9) and
4. One character must be special character (!@#\$%^&*)
5. For example World#108

Login Id *	Password *	Confirm Password *
<input type="text" value="9311065150"/>	<input type="text" value="Enter Password"/>	<input type="text" value="Confirm Password"/>

[Login if already Register](#) [Submit Registration](#) [Cancel](#)

Step 4 :- Login with id and password



Step 5:- Select department and post from drop down and click on apply

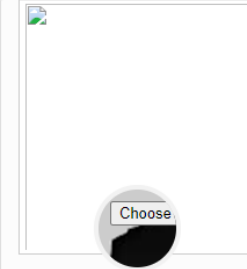
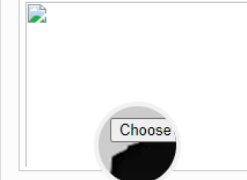
Post / vacancy- Click on the post you wish to apply for(by clicking on Apply Button)

Advertisement *	Department *	Post *	Apply
<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	

Transaction Details

Step 6 :- Fill personal details

A. Personal Details

Applicant Details				Applicant Photograph *	
Name of Applicant (As per academic record without salutation) *		Nationality			
Full Name		Indian			
Mother's Name *	Father's/Husband's Name *	Is Domicile of Chattisgarh *			
Mother's Name	Father's/Husband's Name	No			
Category *	Gender *	Date of Birth *	Age as on 01.01.2023		
-Select-	-Select-	DOB	Year	Month	Day
Religion *	Mobile Number *	Email ID *			
-Select-	[Redacted]	[Redacted]			
Are you Person with Different Abilities? *	Marital Status(Currently) *				
-Select-	No				

Step7:- Fill Address details.

B. Address Details

Permanent Address			Present Address (For correspondence) <input type="checkbox"/> Same as Permanent Address		
Address Line-1 (Care of) *	Address Line-2 (Building)		Address Line-1 (Care of) *	Address Line-2 (Building)	
First Line Address	Second Line Address		First Line Address	Second Line Address	
Road/Street Name	Landmark		Road/Street Name	Landmark	
Road / Street Name	Landmark		Road / Street Name	Landmark	
Locality *	State *	District *	Locality *	State *	District *
Locality	-Select State-	District	Locality	-Select State-	District
Block/Taluka	Panchayat/Village/City	Pin Code *	Block/Taluka	Panchayat/Village/City	Pin Code *
Taluka	Village	PIN	Taluka	Village	PIN

[Home](#)
[< Previous Step](#)
[Save Address](#)
[Next Step >](#)
[Cancel](#)

Step 8 :- Fill Educational details

C. Education Qualification

C.1. Education Qualification (10th & 12th)							
Sl.	Educational Qualification	Name of the School/Institute (with Address) *	Name of the Board *	Major subject/Disciple	Result Type	CGPA/Grade /Percentage	Passing Year *
C.1.1.	Secondary Examination (10th Exam)	Institute/College Name & Address	Name of the Board/University	Name of Discipline / Subject	- v	%	Year
C.1.2.	Higher Secondary Examination +2 (12th Exam)	Institute/College Name & Address	Name of the Board/University	Name of Discipline / Subject	- v	%	Year
C.1.3.	Diploma (if applicable)	Institute/College Name & Address	Name of the Board/University	Name of Discipline / Subject	- v	%	Year

Step 9:- Fill Educational details (Contd...)

C.2. | Higher Studies Qualification (UG / PG)

Sl.	Educational Qualification	Name of Degree	Name of the Institute/College (with Address) *	Name of the University	Branch/discipline /Department	Result Type	CGPA/Grade /Percentage	Division	Passing Year *
C.2.1.	Graduation Examination or +3 Equivalent	-Select- <input type="text"/>	Institute/College Name & Address <input type="text"/>	Name of the Board/University <input type="text"/>	Discipline / <input type="text"/>	<input type="text"/>	% <input type="text"/>	<input type="text"/>	Yea <input type="text"/>
C.2.2.	Master Degree/ Post Graduate / Equivalent	-Select- <input type="text"/>	Institute/College Name & Address <input type="text"/>	Name of the Board/University <input type="text"/>	Discipline / <input type="text"/>	<input type="text"/>	% <input type="text"/>	<input type="text"/>	Yea <input type="text"/>

C.3. | Education Qualification (Ph.D.)

Qualification	Completed *	Year of Registration *	Year of Submission *	Date of Award	Thesis / Dissertation Title	University / Institute	Action
Ph.D.	Select <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Save <input type="button"/>

C.3. | Education Qualification (Ph.D.)

Qualification	Completed *	Year of Registration *	Year of Submission *	Date of Award	Thesis / Dissertation Title	University / Institute	Action
Ph.D.	Select <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Save <input type="button"/>

C.4. | Additional Qualification

Name of the degree/certificate	Subject/Title	Grades /Marks	Grade/Percentage	Year of achievement	University /Institution (with address)	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Save <input type="button"/>

C.5. | Post Doctorate (if applicable) Yes No

Home

Step 10 :- Fill Experience & Research details

D. Experience & Research Details

D.1. | Full-time Teaching Experience (Add Experience in chronological/Ascending order)

Designation	Appointment Status	Salary Type	From Date	To Date	Effective Duration	Action
Designation <input type="text"/>	Select <input type="text"/>	Select <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Save <input type="button"/>

D.2. | Full-time Research/Industry Experience (Post-doctoral Fellow, Research Associate, Research Scientist etc.)

University/Institute/Industry	Designation	Salary Type	Details of Work done (within 150 Words)	From Date	To Date	Effective Duration	Action
<input type="text"/>	<input type="text"/>	Select <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Save <input type="button"/>

D.3. | Present Employment Details Are you employed currently? Yes No

Home

Step 11: Fill Research & Achievement details. Click on Add button for multiple entries.

E. Research & Achievements Details

E.1. | Research Papers in Peer-Reviewed or UGC listed journals

Title of the Paper	Authorship	Year	Journal Name	Vol. No.	Page No.	ISSN / ESN No.	DOI/URN	Indexing	Action
<input type="text"/>	Select <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Page"/>	<input type="text"/>	<input type="text"/>	Select <input type="button" value="v"/>	<input type="button" value="Add"/>

E.2. | Publications (Other than Research Papers)

Publication Type	Title	Author/Co-Author	Publisher's Details	Year	ISSN/ ISBN /ESSN No.	DOI/ URN	Level	Action
Select <input type="button" value="v"/>	<input type="text" value="Designation"/>	Select <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select-- <input type="button" value="v"/>	<input type="button" value="Add"/>

E.3. | Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricular

Category	Sub Category	Credits	Name of the Module	Subject	Developed (for Organization/Platform)	Year	Level	Link	Action
--Select-- <input type="button" value="v"/>	--Select-- <input type="button" value="v"/>	S <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

E.4. | Research Guidance

Research Supervision	Ph.D. Thesis Submitted (No. of Candidates)	Degree Awarded (No. of Candidates)	M.Phil./PG Dissertation Degree Awarded	Action
Select <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

E.5. | Research Projects and Consultancy

Title	Type	PI/Co-PI	Duration (in months)	Total Grant/Funding received(Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the Project	Action
<input type="text"/>	Select <input type="button" value="v"/>	Se <input type="button" value="v"/>	<input type="text"/>	Select <input type="button" value="v"/>	<input type="text"/>	Select <input type="button" value="v"/>	<input type="button" value="Add"/>

E.6. | Patents and Policy Documents

Title	Outcome	Level	Reference Number	Sponsoring Agency	Status	Outcome of the Project	Action
<input type="text"/>	Select <input type="button" value="v"/>	Select <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	Select <input type="button" value="v"/>	<input type="text"/>	<input type="button" value="Add"/>

E.7. | Awards/Achievements

Name of Awarding Body	Name of Award/Honor	Date	Level	Action
<input type="text"/>	<input type="text"/>	mm/dd/yyyy <input type="button" value="c"/>	--Select-- <input type="button" value="v"/>	<input type="button" value="Add"/>

*** Please leave this section blank, if you have not received any honor or award. Entries for awards made in this section should be from post graduation onwards only. Junior/Senior research fellowship and non-net fellowship should not be included.***

E.8. | Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings
(Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

Title of the Invited Lecture delivered/Paper presented	Details of Conference / Seminar/ FDP and Organising Institution	Category/Type of Event	Date of Presentation	Duration (in mins.)	Please select Invited Talk/Paper Presented	Action
<input type="text"/>	<input type="text"/>	Select <input type="button" value="v"/>	mm/dd/yyyy <input type="button" value="c"/>	<input type="text"/>	Select <input type="button" value="v"/>	<input type="button" value="Add"/>

Step 12:- Fill Additional Information

F. Additional Information

F.1. | Disclosure

F.1.1. Are you pursuing any course currently?

Yes

No

Course Detail

Duration		Mode of Education	Course Name	College / Institute Name	University / Board	Roll No
From Year	To Year					
<input type="text" value="From Year"/>	<input type="text" value="To Year"/>	<input type="text" value="-Select Educa"/>	<input type="text" value="Name of Course"/>	<input type="text" value="Name of College / Institute"/>	<input type="text" value="Name of the University"/>	<input type="text" value="Roll N"/>

F.1.2. Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed?

Yes

No

→Give details of Medical

F.1.3. Do you have any criminal case pending against you in a court of law?

Yes

No

F.1.3. Do you have any criminal case pending against you in a court of law?

Yes

No

→Give criminal details

F.1.4. Total Number of Membership

F.1.5. Total Number of Fellowship

F.1.6. Have you ever been Prosecuted/FIR Lodged against you (either in group or individual)?

Yes

No

→Give details of FIR

F.2 | Two References familiar with your Academic work

Sl.	Full Name	Designation	Institutional Affiliation (Present/Former) *	Address	Mobile / Phone No.	Email
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

F.3 | Other Activities and Responsibilities (Academic/Administrative)

Description (within 150 words)


Action

Activities and Responsibilities Details

Step 13:- On filling of above details Preview of the form will be generated as displayed below. Candidate must check the declaration for saving the entered details till here. However, the details are not finally submitted and can be edited multiple times before making payment

Declaration

G. Preview of Application & Declaration

			
CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI			
Preview for			
Status: Application Save Application Fee : Unpaid			
Post Details			
Advertisement		Date of Advertisement	
Department		Post & Category	
A. Applicant Details			

H. | Checklist & List of essential documents (to be enclosed with the application)

Document	Annexure no allotted	No of Pages as Annexure (Manually fill the count of pages for each Annexure)
Secondary Examination (10th Exam)	C.1.2	
Higher Secondary Examination +2 (12th Exam)	C.2	
Graduation Examination or +3 Equivalent	C.2.1	
Master Degree/ Post Graduate / Equivalent	C.2.2	
Full-time Teaching Experience Certificates (experience in chronological/Ascending order)	D.1	
Full-time Research/Industry Experience (Post-doctoral Fellow, Research Associate, Research Scientist etc.) Certificates	D.2	
Research Papers in Peer-Reviewed or UGC listed journals(All)	E.1	
Publications (Other than Research Papers) IF Applicable	E.2	
Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricular(IF Applicable)	E.3	
Research Guidance(IF Applicable)	E.4	
Research Projects and Consultancy(IF Applicable)	E.5	
Patents and Policy Documents(IF Applicable)	E.6	

Important Instructions for enclosing the relevant documents as annexure for sending the same to University.

Candidate must Enclose all the documents against each annexure number along with the copy of the application form which is to be sent to University. The annexure numbers generated are predefined in the preview of application form as shown above and must be written as appearing in the preview mandatorily.

Ex.- Annexure no such as C.1.1, C.1.2....D.1.1, D.1.2....D.2.1, D.1.2, D.1.3,.....E.1.1, E.1.2,E.1.2.,E.1.3, --- --E.8.1.,E.8.2....as shown in the preview of application form must be superscribed/written on top of respective documents

Only the first and last page of each Research Paper and publication; Relevant certificate /Notification in support of ICT, Research Guidance, Research Projects and Consultancy, Patents and Policy Documents, Awards/Achievements, Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings etc. and for every Additional information as mentioned in the Application form must be enclosed as annexure.

Number of pages to be provided by the candidate against each annexure number allotted must be written manually by the candidate in the printout of application form. Count of total number of pages provided as supporting documents must also be written manually at the end of the column.

Declaration

Signature

Home
< Previous Step
Save Declaration
Next Step >
Cancel

Step 14:- Upload mandatory documents

I. Upload Necessary Documents

Upload Supporting Document

Note: Only .Jpeg, .Jpg and .pdf files are allowed to upload !
 File should not be greater than 200 KB !

S.No.	Document Description	Browse File	Upload	View
1. *	Secondary Examination (10th Exam)	Choose file No file chosen	↑	
2. *	Higher Secondary Examination +2 (12th Exam)	Choose file No file chosen	↑	
3. *	Graduation Examination or +3 Equivalent	Choose file No file chosen	↑	
4. *	Master Degree/ Post Graduate / Equivalent	Choose file No file chosen	↑	

Step 15:- On uploading the mandatory document and proceeding further a page for final payment as shown below will appear. A Popup message reminding that no changes can be made any further will appear as shown. On clicking OK, page will be directed to final payment. nt for final form submission.

**CHHATTISGARH SV
TECHNICAL UNIVER**

test.digiversity.online says
 This is the final Submission of the application form, no changes can be made any further if you click to Proceed for Paymet

Ankit arora
LOGOUT

This is the final Submission of the application form, no changes can be made any further if you click to Proceed for Paymet

Applicant's Detail

Application Date: 05/06/2023	Application Number: 383001140192
Application Name: Ankit arora	Applied By: 9713600373
Amount to Pay: Rs 5000.00	

Payment Type

Online Payment Gateway

Proceed for Paymet
Cancel
Home

Step 16:- Post successful payment, application form acknowledgement will be generated which needs to be printed and sent to University along with the self-attested copy of relevant numbered testimonials as instructed in advertisement.

1. For any issues arising during online form submission; the applicants can report it by sending email at facultyrecruitment@csvtu.ac.in
2. Candidates are advised to attach relevant screenshot along with the description in the email of the issues arising, for resolving the concern.
