BHARATI VIDYAPEETH

(Deemed to be University)

User Manual

Step 1:

Register Form:

1) Enter your name
2) Enter your email ID
3) Enter your password
4) Enter confirm password->click on enter button or tab button
5) Enter the displayed captcha code
6) Click on "Register"

Step 2: Enter otp

1) Check your registered mail.
2) Enter OTP.
3) Click on Validate Button.

Step 3:

Login Form:

1) **Email**: Enter your email ID
2) **Password**: Enter your Password
3) **Captcha code**: Enter the displayed captcha code->press enter button
4) Click on Login button

Step 4:

1) Click on **View detailed Advertisement** button and check details of an advertisement.

2) Click **Apply Now** Button. After the Applied For form is opened, apply for the post ->click on **Apply** button

Step 5:

1) Check the post and click on Apply Now button

Step 6:

Open Personal Details Form and enter all your details, as applicable.

Address Details

Permanent Details

Permanant Address* 13

w4w

Pincode* 14
222222

City* 15
yu

State* 16
yu

17 ☐ If same correspondence address select this box.

Correspondence Details

correspondence Address*

w4w

Pincode*
222222

City*
yu

State*
yu

Other Details

Whether you belonging to PWD category :*
● Yes   ○ No   18

if YES then specify (% of disability Only if above 40%)
50   19

Upload PWD Certificate* 20
Choose File   No file chosen

PWD Certificate
View

Caste / Sub Caste* 21
abc

Category* 22
SBC

Upload Cast Certificate Card* (Upload only 512KB image(eg: .png, .jpg, .jpeg)) 23
Choose File   No file chosen

Cast Certificate
View

Upload Validity Certificate (Upload only 512KB image(eg: .png, .jpg, .jpeg)) 24
Choose File   No file chosen

Validity Certificate
Validity Certificate Not Uploaded

25

Save & Next

1) Step-by-step enter all the relevant Information.

Click on Next button->open educational Details   .   .

EDUCATIONAL QUALIFICATIONS

Previous   Go To Final submit   10

EDUCATIONAL QUALIFICATIONS,in chronologically reverse order   1

Select Qualification:
--Select Qualification--

Select Learning
--Select Learning--

Special Subject/ Branch

Exam Passed

Year of Passing

% of Marks

Division/Class

Board/University

Upload Marksheet (Upload only 512KB image(eg: .png, .jpg, .jpeg))
Choose File   No fil...osen

Upload Certificate (Upload only 512KB image(eg: .png, .jpg, .jpeg))
Choose File   No fil...osen

Save

id	Qualification	Learing Type	Special Subject	Exam Passed	Passing Year	Marks	Class	Board	Course Name	Professional Qualification	Marksheet	Certificate	Record Delete
53	Post Graduation		abc	pg	2012	89	a	maharastra	MCA		View Marksheet	View Certificate	Delete
54	Graduation		abc	yi	2012	78	a	pune	BCS		View Marksheet	Not Uploaded	Delete
55	Junior College (HSC)		abc	yi	2018	89	a	BAMU	Science		View Marksheet	Not Uploaded	Delete
56	School (SSC)		abc	yi	2012	78	a	pune	Marathi Medium		View Marksheet	Not Uploaded	Delete

LANGUAGE DETAILS: 2

English   Read ☑   Write ☐   Speak ☐

Hindi   Read ☐   Write ☑   Speak ☐

Marathi   Read ☐   Write ☐   Speak ☑

Save

TOTAL APISCORE (for the post of teaching position):   3

Category   **Score**   **Score Verified**   **Upload Certificate**Certified By University (If Applicable)

Select   Choose File | No file chosen   Save

EXPERIENCE/EMPLOYMENT DETAILS: 4

Organization   **Designation**

Select

From Date   **To Date (If you currently working in same Organization then select today's Date)**   **Number of Year/Month/Days Working**

dd-mm-yyyy   dd-mm-yyyy

Reason For Leaving

Last Pay Drawn Certificate (Upload only 512KB image(eg: .png, .jpg, .jpeg))   **Experience Certificate (Upload only 512KB image(eg: .png, .jpg, .jpeg))**   **Approval Certificate (Upload only 512KB image(eg: .png, .jpg, .jpeg))**   Save

Choose File | No file chosen   Choose File | No file chosen   Choose File | No file chosen

Organization	Designation	From Date	To Date	Number OF Days Working	Reason For Leaving	Last Pay Drawn Certificate	Experience Certificate	Approval Certificate	
▬▬▬	Assistant Professors	2021-01-01	2022-07-10	1 - Year |7 - Month |		View Certificate	Not Uploaded	Not Uploaded	Delete
▬▬▬	Associate Professor	2021-01-01	2022-02-28	1 - Year |2 - Month |		View Certificate	Not Uploaded	Not Uploaded	Delete

Whether a Student Of Bharati Vidyapeeth? :   5

Name Of School/College   **Year**   Save

Name Of School/College	Year	

Whether registered with the Employment Exchange? : 6

Details | Registration Number | Dist

Details	Registration Number	Dist	

Whether a member of Employees Provident Fund? : 7

Provident Fund Account No. | Universal Account No.

Provident Fund Account No.	Universal Account No.	
mh-20200	123456	Delete

REFERENCES 8

Name | Occupation/Designation | Address

Mobile No. | Email Id

Name	Mobile No.	Email Id	Address	occupation	
~~vasantrao kokane~~	4354344444	~~mayurineshinde11@gmail.com~~	~~name~~	bm	Delete
~~mayuri kokane~~	8569741235	~~mayurineshinde11@gmail.com~~	~~cbe~~	bvn	Delete

Other Information (If Any)(e.g.Paper Publication, Research Work): 9

Publication/Research Work | Title | Link

Select

Information

Save

Research Type	Title	Publication Info	Link	Patents Type	Project Name	Amount	
Patents	a	a	a	published			Delete
SCIJournel	a	a	a				Delete

Go To Final submit 10

1) Step-by-step enter all the relevant Information.

Click on next button->open All Details preview form-

ALL DETAILS:

Back

Apply for which Department*

Select Department   1

Expected Salary

[   ]   2   Save & Final Submit   3

PERSONAL DETAILS

Photo [View]   Signature [View]   Aadhar Card [View]   PAN Card [View]   Birth Certificate [View]

Full Name	Middle Name(Father's / Husband's Name)	Gender
Mayuri kokane	A	Female

1) Check all details-> select the department -> enter Expected Salary and click on Submit button to finally submit the form.