



BHARATI VIDYAPEETH

(Deemed to be University)

User Manual

Step 1:

Register Form:

Registration for Careers
(If already register then Login)

1

abc

abc@gmail.com 2

..... 3

..... 4

10 4 4 8

10448 5

Register 6

- 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



BHARATI VIDYAPEETH Bharati Vidyapeeth, Pune

Check Your Registered Email and Enter OTP!!!

If OTP Not coming in inbox then check spam or junk folder in Mail

Enter OTP 1

2

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

Step 3:

Login Form:

The login form includes the following elements:

- 1) Email input field containing 'abc@gmail.com'
- 2) Password input field containing '.....'
- 3) Captcha input field containing '7917' with a refresh button
- 4) Green 'Login' button
- Blue buttons for 'Home' and 'Register'
- Links for 'Forgot Your Password?' and 'Required Documents'

- 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:

The table displays the following data:

Id	Advertise	View Detail Advertise	Apply Now
2	sampleadvertise	View Detail Advertise	Apply Now

- 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:

Id	Post Name	Institute Name	Department Name	Apply Now	View Applicant Details
2	Associate Professor	BV College of Engineering for Women, Pune-43		1	

- 1) Check the post and click on **Apply Now** button

Step 6:

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

PERSONAL DETAILS

Previous Next

Basic Details

Upload image only jpeg,png,jpg format,Size Maximum- 512kb

Photo (Upload only 512KB image(eg: .png, .jpg, .jpeg)) Signature (Upload only 512KB image(eg: .png, .jpg, .jpeg))

Choose File No file chosen **1** Choose File No file chosen **1**

Upload View **2 3** Upload View **2 3**

Aadhar Card PAN Card

Choose File No file chosen **1** Choose File No file chosen

Upload View **2 3** Upload View **2 3**

Birth Certificate **2**

Choose File No file chosen

Upload View **2 3**

Full Name* **4** Middle Name(Father's / Husband's Name)* **5** Gender* **6**

swati shinde **4** A **5** Female **6**

Date Of Birth* **7** Age As On Blood Group* **8** Marital Status* **9**

06-12-2007 **7** 14 **8** O+ve **9** Married **9**

Contact Details

Mobile Number* **10** Alternate Number* **11** Email Address Nationality* **12**

1111111111 **10** 1111111111 **11** swati.shinde1@gmail.com **12** indian **12**

Address Details

Permanent Details

Permanant Address* 13

w4w

Pincode* 14 City* 15 State* 16

222222 yu yu

17 same correspondence address select this box.
Correspondence Details

correspondence Address*

w4w

Pincode* City* State*

222222 yu yu

Other Details

Whether you belonging to PWD category:* 18 Yes No

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

Upload PWD Certificate* 20 Choose File No file chosen View

PWD Certificate

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 View

Cast Certificate

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	Learning 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**

Choose File No file chosen

Save

EXPERIENCE/EMPLOYMENT DETAILS:

4

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



Last Pay Drawn Certificate (Upload only 512KB image(eg: .png, .jpg, .jpeg)) No file chosen
Experience Certificate (Upload only 512KB image(eg: .png, .jpg, .jpeg)) No file chosen
Approval Certificate (Upload only 512KB image(eg: .png, .jpg, .jpeg)) No file chosen

Save

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

Save

Details	Registration Number	Dist
---------	---------------------	------

Whether a member of Employees Provident Fund? :

7

Provident Fund Account No. Universal Account No.

Save

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

Delete

REFERENCES

8

Name Occupation/Designation Address

Mobile No. Email Id

Save

Name	Mobile No.	Email Id	Address	occupation
[Redacted]	4354344444	[Redacted]	[Redacted]	bvn
[Redacted]	8569741235	[Redacted]	[Redacted]	bvn

Delete

Delete



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

9

Publication/Research Work Title Link

Information

Save

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

Delete

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

Mayuri kokane

Middle Name(Father's / Husband's Name)

A

Gender

Female

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