

Screening Process of Non-Teaching Recruitment

Screening through Samarth Portal

It is the process of reviewing Non-Teaching recruitment applications and involves scanning through the resumes and finding the closest applicant who matches the requirements mentioned in the advertisement for the specific post.

Roles

Role Name	Description
<i>nonteaching_recruitment_admin</i>	The Administrative Role for Non-Teaching Recruitments, who will map the screening committee members with assigned job postcode
<i>nonteaching_recruitment_screening</i>	The role for Non-Teaching Recruitment Screening Committee Members

Prerequisites to start Screening

The Screening can be done online for all Non-Teaching job postcodes by the Samarth Non-Teaching Recruitment Management module after assigning the role of **non_teaching_recruitment_screening** to the respective user accounts of the screening committee members.

After assigning the aforementioned role, the Recruitment Administrator has to click on **Settings** in the Non-Teaching Recruitment Management module. In setting the user has to click on the Screening **Committee** and create the screening committee by clicking on the **Add Screening Committee** button.

screening process.

Screening Committee Dashboard

The Screening Committee member will be able to view the following information in their dashboards:-

- **Advertisement Number**
- **Department Name**
- **Post Name**
- **Starting and Closing Date**
- **Candidates Applied (Count)**
- **Submitted (Submitted Application Count)**
- **Total Amount (of received Fee)**

Screening Process by Screening Committee Members

- Screening members can view the list of candidates who have applied for the respective job postcode by clicking on the **Department Name**.
- This list of Applicants will appear on the screen and the Admin will be able to view the following:
- The Screening Committee Member has to select the **View** button to view the application in detail with the following information:-

1. Form Number

2. Additional Uploads (if any)

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4. Personal Details
 5. Schooling Details
 6. Under-Graduation Details
 7. Post-Graduation Details
 8. M.Phil. Details
 9. Ph.D. Details
 10. Other Distinctions
 11. Present Employment Details
 12. Relevant Experience
 13. Research Papers / Review Articles / Conference Proceedings (In Related Areas Only)
 14. Research Publications - Books, Chapters, Edited work, Articles, etc. (In Related Areas Only)
 15. Research Projects
 16. Miscellaneous Information
 17. Languages Known
 18. No Objection Certificate
 19. Declaration

- Screening members can perform the following actions by clicking on the **Action** button:-
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2. Update Status

- **Comment:** Screening Committee Members can update the comments for the respective application with help of the **Comment**. The Screening Committee Members can click on the **Save** button to save the comments.
- **Update Status:** When the Screening Committee Members click on the **Update Status** button, a form will appear on the screen where they need to enter the following information:-
- **Enter Verification Code:** Here, the Screening members enter the Numeric value of the Form number
- **Change Status:** Screening Committee Members can change the status of their application via this option.
- **Remarks:** Here the committee members can add remarks accordingly.

After entering the aforementioned details, the Committee Member has to save details and finish the screening process by clicking on the **Save** button.

 [Module Training Video ↗ | Post Recruitment, Screening](#)

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INTRO

Getting Started

Module Breakup and Prerequisites

Academics

Alumni Portal

Evaluation & Grading

Evaluation & Grading (for evaluator)

Hostel Management

Programme Management System

Student Feedback Management

Training and Placement

ACCOUNTS & FINANCE

Bill Tracking System

Budget & Accounts

Endowment

Payroll Management System

Research Project & Management System

ADMISSIONS

CU Admission Userguide

CUCET Administrative Portal - CUSB

CUCET User Guide for Registration 2021

DU Admission - PG

DU Admission - UG

DU Admission Backend

BASE MODULES

University Profile - Organizational Unit & Organigram

User Administration

DATA MANAGEMENT

Content Federation System System

EMPLOYEE SERVICES

Career Advancement Scheme
Employee Management - Admin
Employee Management - Non Teaching
Employee Management - Teaching
Knowledge
Leave Management System
ToT Management

GOVERNANCE

Affiliation Management
Estate Management System
File Management & Tracking System
Inventory Management System
IT Service Desk
Legal Case Management System
Residence Allocation (E-housing)
RTI Management System

RECRUITMENT

Recruitment Management (Candidate Portal) - Non-Teaching
Recruitment Management (Candidate Portal) - Teaching

[Screening Process of Non-Teaching Recruitment](#)

Screening Process of Teaching Recruitment

Screening Process of Teaching Recruitment- University of Delhi

Recruitment Management System (Teaching) - Admin Portal

UNIVERSITY FACILITY

Core Communication System

Health Management System
Security Management System
Sports Management System
Transport Management System