Samarth

Screening Process of Teaching Recruitment

Screening through Samarth Portal

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

Roles

teaching_recruitment_admin	Admin for Teaching Faculty Recruitment
teaching_recruitment_screening	Role for Teaching recruitment screening
teaching_screening_special_admin	Role which have controls to pause advertisement and show screening

Prerequisites to start Screening

The Screening can be done online for all Teaching Job Postcodes by the Samarth Teaching Recruitment Management module after assigning the role of **teaching_recruitment_screening** to the respective user accounts of the screening committee members.

Creating Screening Committee

After assigning the aforementioned role, the Recruitment Administrator has to click on **Settings** in the Teaching Recruitment Management module 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*

1. Screening members can view the list of candidates who have applied for the respective job postcode by clicking on the **Department Name.**

2. This list of Applicants will appear on the Screen and the Admin will be able to view the following:

3. The Screening Committee Member has to select the **View** button to view the application in detail with the following information:-

- **Form Number**

- **Summary of Point** (Out Of 100, which are calculated by the System)

- **Personal Details**

- **Academic Qualifications**

- **Other/Additional Qualification**

- **Full-time Teaching Experience**

- **Full-time Research/Industry Experience**

- **Associate, Research Scientist, etc.**

- **Present Employment Details**

- **Research Papers in Peer-Reviewed or UGC listed Journals**

- **Awards**

- **Miscellaneous Information**

- **Languages Known**

- **No Objection Certificate**

- **Declaration**

- Screening members can print the summary of the application by clicking on **the Print Application** button. They can perform the following actions by clicking on the **Action** button:-

1. **Start Screening**

2. **Update Status**

> Note: The Screening Committee Member has to verify all details uploaded documents by clicking on the View button and adding their marks and remarks accordingly.

1. The screening committee has to click on **Save** for all comments and marks to get saved in the system, and then only they should click on "Go to Next Section" for all sections.**

2. It is mandatory to put **Screening Committee Points** in order to be considered in total marks by the screening committee else it will be treated as zero.

3. Academic Qualifications

4. Full-time Teaching Experience

5. Research Papers in Peer-Reviewed or UGC listed Journals.

> Note: After the screening of the Research Section click on the "Finish Screening" button to finish the screening process for the respective candidate.

Finishing the Screening for a Candidate

- When the screening members click on the **Finish Screening** button then a form will appear on the screen, where they need to enter the following information

1. **Enter Verification Code**: Here, the Screening members need to enter the Numeric value of the Form number. It is mentioned in the brackets after the **Finish Screening** heading.

2. **Enter Name of Screening Committee Members**: In this section Screening Committee Members have to enter their names.

3. **Change Status:** Screening Committee Members can change the status of their application via this option.

All the above four fields are **mandatory.**

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] (https://youtu.be/3G7WHysjEp4)

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CU Admission Userguide

CUCET Administrative Portal - CUSB

CUCET User Guide for Registration 2021

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Samarth

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Recruitment Management (Candidate Portal) - Non-Teaching

Recruitment Management (Candidate Portal) - Teaching

Screening Process of Non-Teaching Recruitment

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