CU चयन

A Unified Recruitment System for Central Universities/HEIs Pan India

A Comprehensive User Guide

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Introduction

CUचयन is a unified recruitment portal designed to streamline the recruitment process for all Central Universities and Higher Education Institutions (HEIs) across India. It is a platform that connects employers with potential job candidates, simplifying the recruitment process and making it more efficient.

The portal has been created in response to the need for a standardized and transparent recruitment process across all Central Universities and HEIs in India. The system is designed to reduce the time, effort, and resources required for recruitment while ensuring fairness and transparency in the selection process.

About CU चयन Portal

CU चयन is a comprehensive job portal for Central Universities and HEIs in India. It has several features that make it an ideal platform for recruitment. Firstly, it allows candidates to register on the platform and create their profiles which can be easily accessed by Universities looking as per their needs. Candidates can also browse available job listings and apply directly through the platform, making it easier to find relevant posts.

Universities and HEIs can create job listings, set job requirements and post vacancies on the platform. The portal also allows Candidates to track the progress of their recruitment campaigns, thus providing valuable data that can be used to improve the recruitment process in the future.

CU चयन is user-friendly and accessible, with a simple and intuitive interface that anyone can use, regardless of their technical expertise.
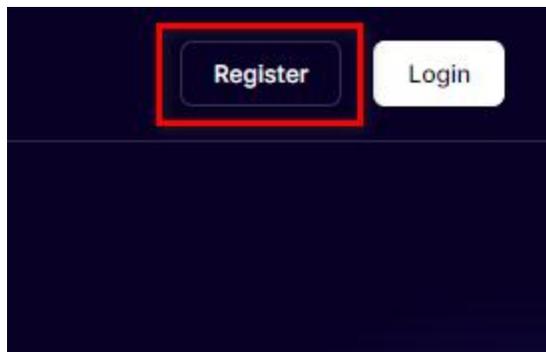
Registration and Login to CU चयन

Registration and login are essential steps to access the CU चयन portal. The registration process involves providing personal and contact details and creating a user login ID and password. Once you have registered, you can log in to the portal using your login credentials to access various features like creating a profile, applying for jobs, tracking your applications, and accessing help-desk support. These steps are necessary to use the CU चयन portal to its full potential and make the most of the job opportunities available. The registration process in CU चयन is easy.

To register on CU चयन, please follow the steps below:
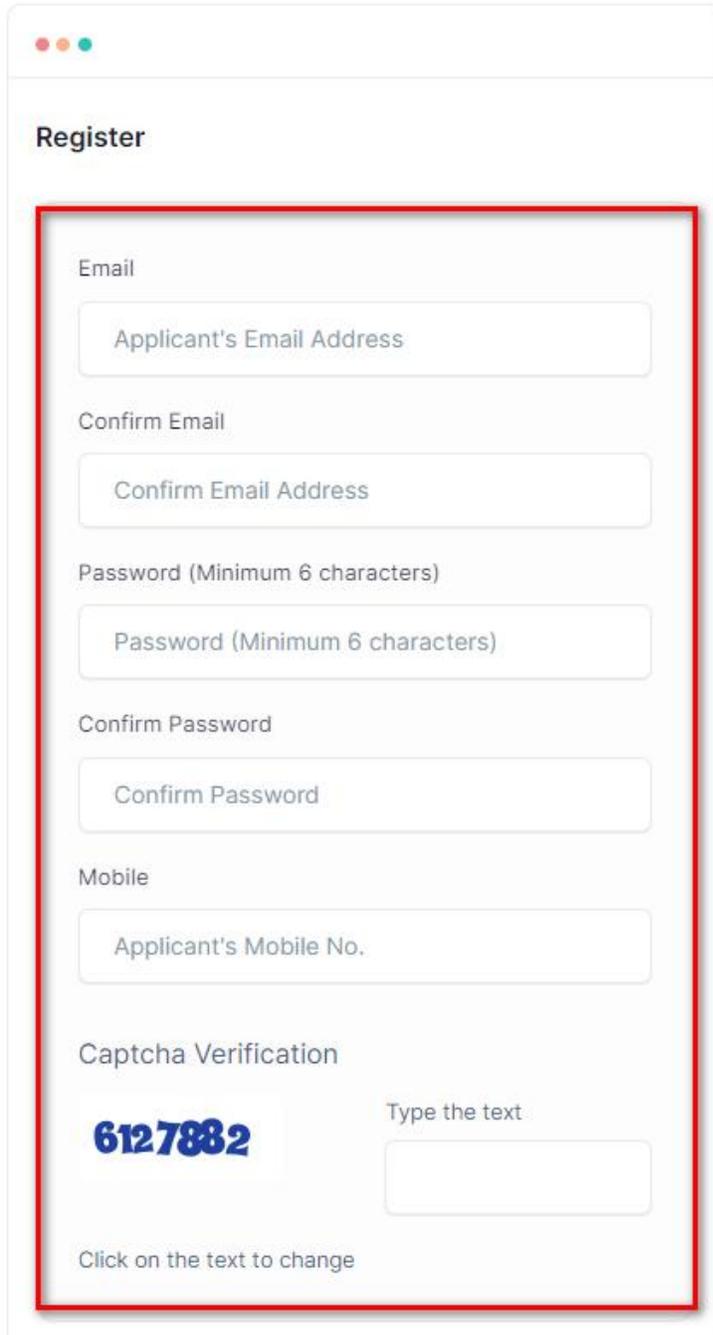
Visit the **website** of CU चयन
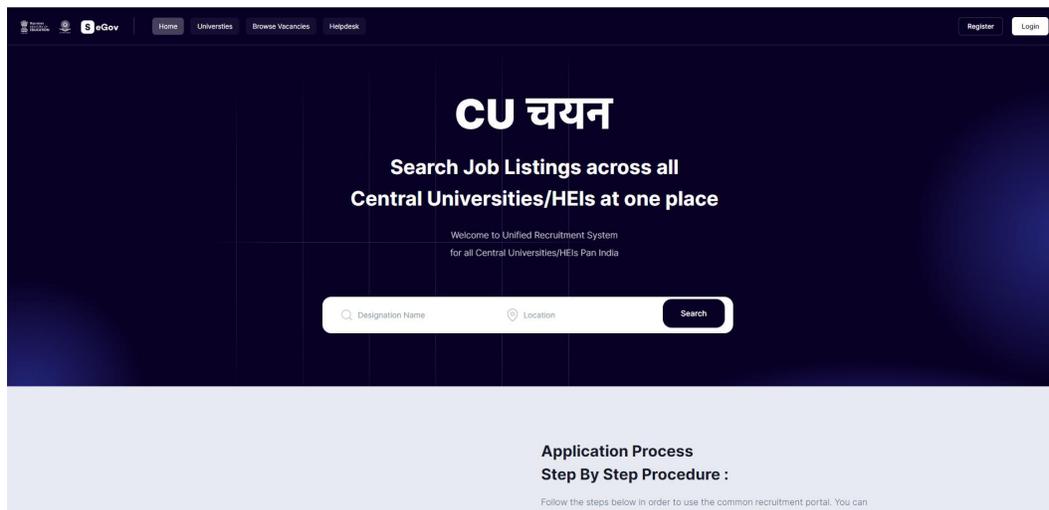
Click on the **Register** button on the homepage.

Users need to fill the registration form with **Email address** and **Mobile number** details.

Choose a strong password and enter the captcha to verify.

Click on the **Register** button to confirm your registration.

You will receive a confirmation message on your registered **Email id**.

Note: If the user has not received any confirmation mail, the user can click on 'Resend Confirmation Email'.

To resend the confirmation mail

Click on the **Resend Confirmation Email**

The link will open a page to re-enter the registered Email address

Enter your registered email address and click **Resend Email**

After completion of the registration process, the user can log in to the portal to apply for a job.

To log in to CU चयन account, please follow the steps listed below:

Go to the CU चयन website.
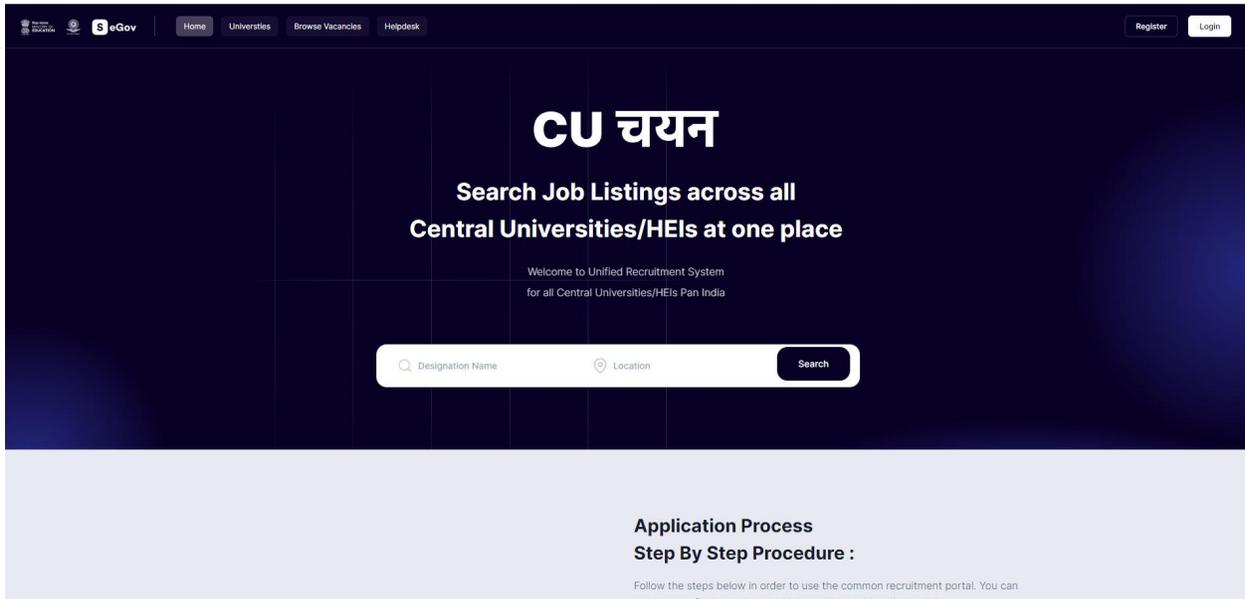
Click on the **Login** button on the top right-hand side of the screen
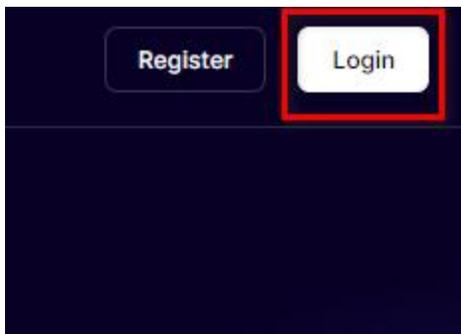
Or, the user can go to their mailbox where they received the confirmation mail from UGC, and click on the Sign-in link given in the confirmation mail.

Users will be redirected to the login page from the mail via the **Sign-in** link or the **log-in button** on the homepage. Users need to fill in the required fields to log in.
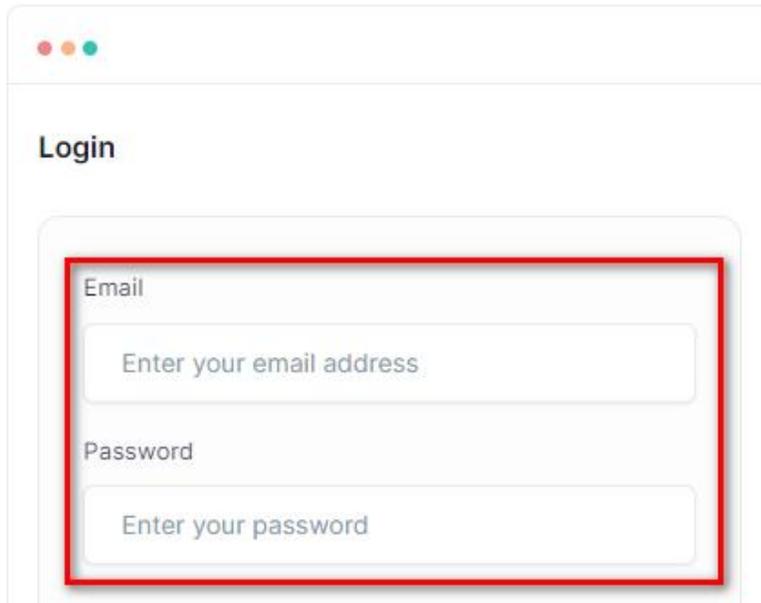
Users need to enter the **Registered email address and Password** given during the registration. Enter the captcha to verify and click on Login to enter the portal.
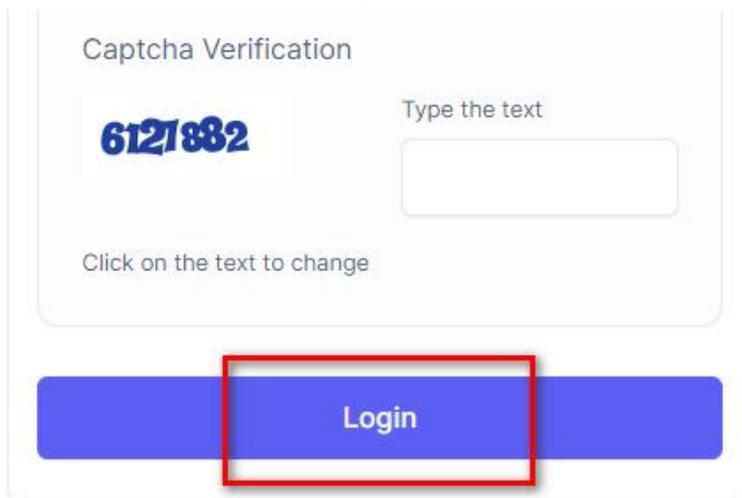
If the user forgets their password, the user can request a password reset from the login page.

To reset the password, please follow the steps.

Click on the **Request Password Reset** link.

Users will be redirected to the Request Password Reset page. The user needs to enter their registered email address.

Enter the registered email address, followed by the captcha to verify and click on **Resend Email** to reset the password.

Users will receive a mail in their registered email id for a password reset: follow the instructions to reset the password. **After a successful login, users can search for job vacancies, apply for jobs, and track their application status.**

Create Profile in CU चयन

Creating a profile on CU चयन is an essential step towards applying for job opportunities through the portal. It involves providing your personal, educational, research, and other relevant information in various sections. Creating a profile enables you to apply for jobs that match your skills and experience and track the status of your applications.
Follow these step-by-step instructions to creating a profile on CU चयन:

Log in to your CU चयन account. If you don't have an account, you can create one by following the instructions on the **Registration and Login to CU चयन** page.

Once you are logged in, you can check the **Dashboard.**
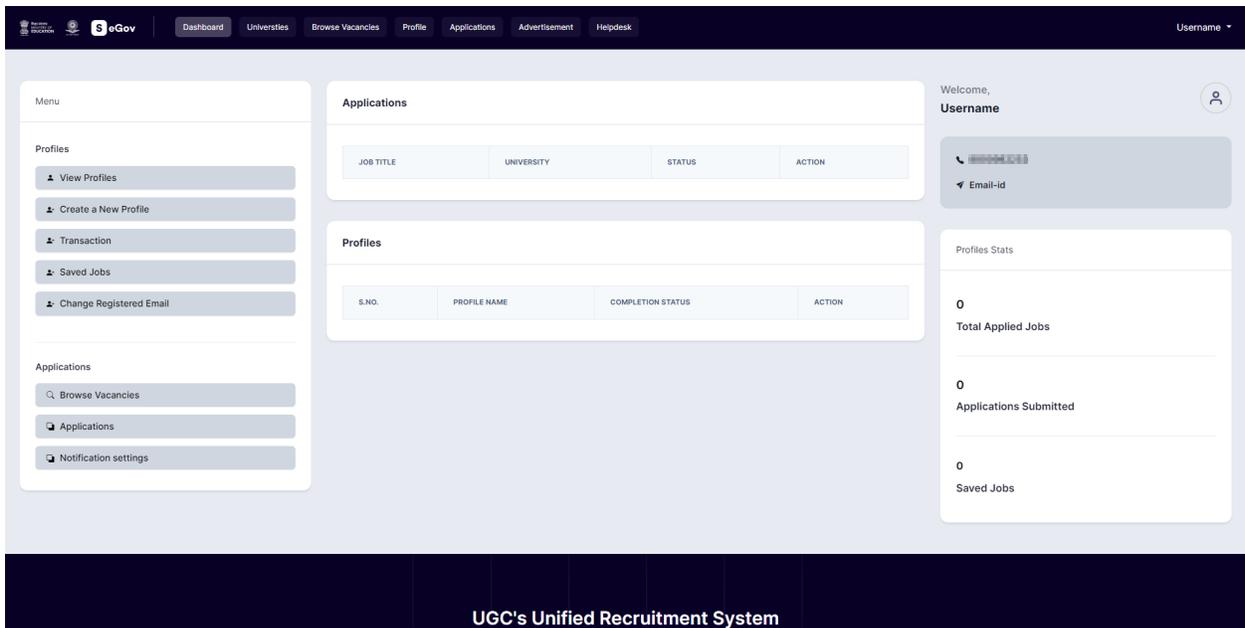
Click on the "Create a New Profile" option on the left-hand side menu

Menu

Profiles

- 👤 View Profiles
- 👤 **Create a New Profile**
- 👤 Transaction
- 👤 Saved Jobs
- 👤 Change Registered Email

Applications

- 🔍 Browse Vacancies
- 🗔 Applications
- 🗔 Notification settings
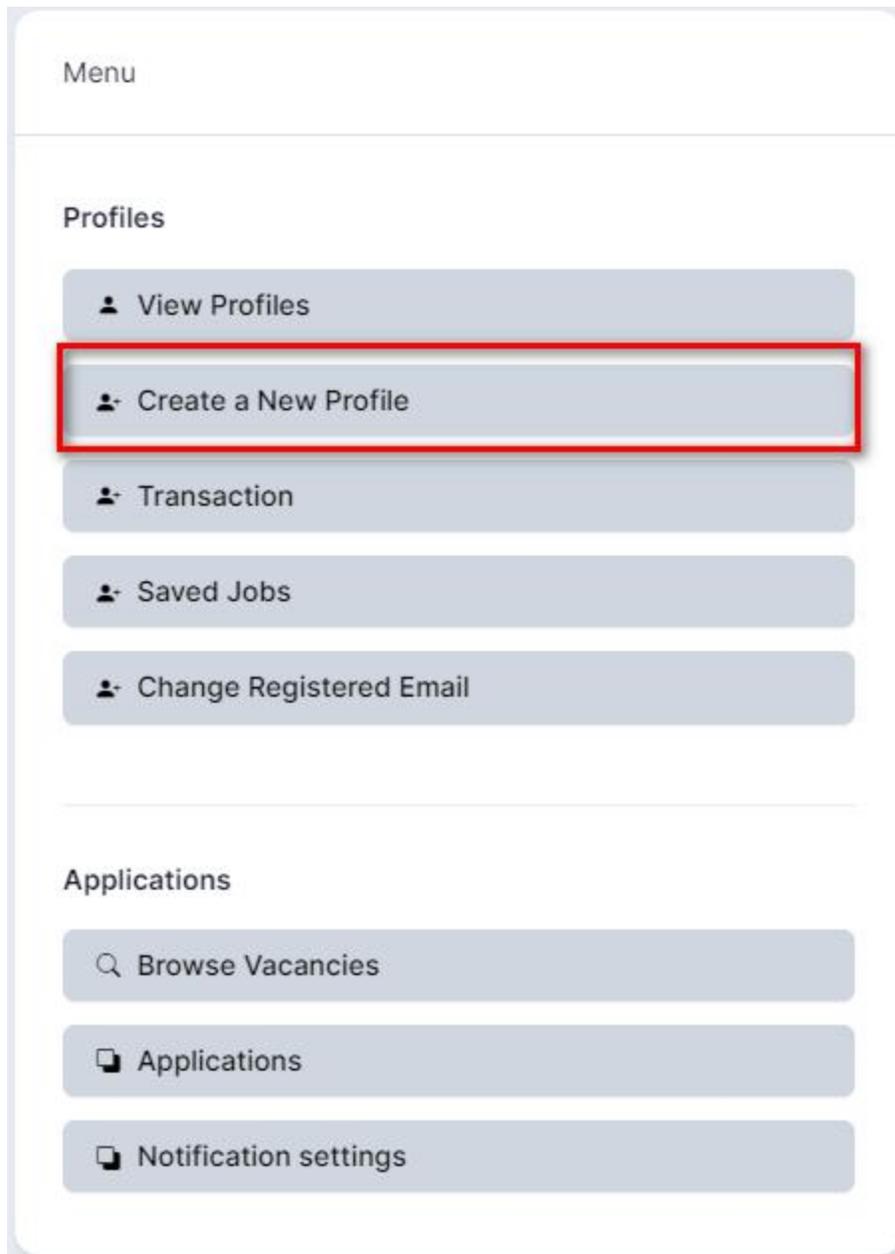
The **Create a New Profile** page will appear. The user will give a name that is relevant and unique.

Select the position type from the drop-down menu. This is important because it will help match the most relevant job opportunities.

Click on the **Save and Proceed** button.

The user will now see the main profile creation page with sections like **General details**, **Education**, **Research**, **Additional info**, **Declaration**, **Uploads**, and **Preview**.

Congratulations on successfully creating a profile on CU चयन!

To edit or check your newly created profile, click on the **Profile** tab in the top tab group bar.
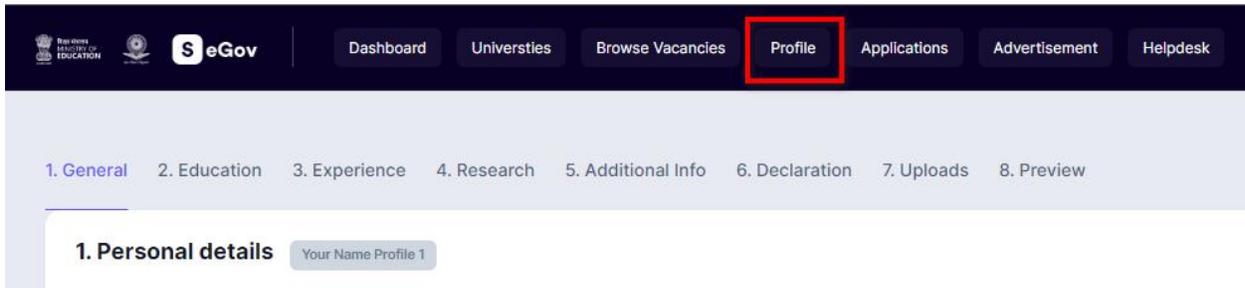
Users can check their profile completion status and edit the same in case any changes are required through the portal.
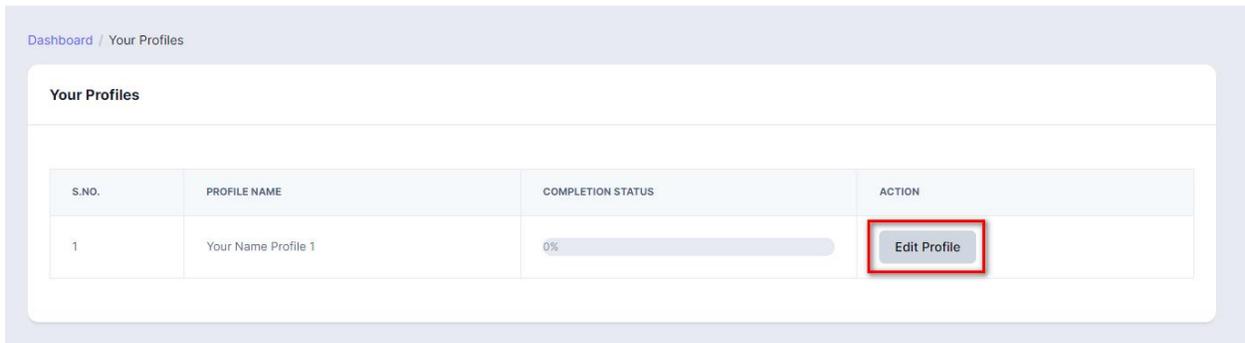
Users need to complete their profile on the basis of their job application. The Job application requires details that are standard application details given by UGC. For more information, click on this - UGC Gazette Link

Fields of Profile Cum Application form

Particulars to be filled in the Online Application Form

The columns to be filled in the Online Application Form of CU चयन are as follows:

Form type	Label Name	Extra/Req Label	Type	Default value	Placeholder	Description
**Create and Edit Profile Application Form Label**
**1. General**
Personal Details	(Created profile name for a particular position like Teaching)					
	First name		Text input			
	Middle name		Text input			
	Last name		Text input			
	Gender		Selection	Male/female/ transgender	Select	
	Social category		Selection	Unreserved(UR)/OBC(Non-creamy layer)/SC/ST/EWS		If unreserved
	Category certificate issue date		Calender box	User will add issue date	Enter issue date	This particular box/label will only appear if an applicant has selected their social category other than unreserved
	Person with Benchmark disability category		Selection	Not applicable/Visually Impaired/ Locomotor Disability	Select	
	Nationality		Selection	Indian/Overseas a citizen of India	Select	
	Date of birth		Calendar box	User will add date of birth	Enter the date of birth	

	Marital Status		Selection	Never Married/Married/ Divorced	Select	
	Country code		Selection	List of country code for phone number	Select	
	Area/STD code		Text input	Add numeric code		
	Phone no.		Text input	Add Landline number		
	Country code		Selection	List of country code for phone number	Select	
	Mobile no		Text input	Add mobile number		
	Religion		Selection	Hindu/Muslim/SSikh/Christian/Buddhist/Zoroastrian(Parsi)/Jain/Other		
	Father's name		Text input			
	Mother's name		Text input			
Address for Correspondence						
	Address line 1		Text input			
	Address line 2		Text input			
	City		Text input			
	State		Selection	Add from pre-defined city list	Select	
	Country		Selection	Add from pre-defined country list	Select	
	Pin		Text input			
Permanent address	(Check box given to copy automatically if permanent					

	address is the same with Address for correspondence is same)					
	Address line 1		Text input			
	Address line 2		Text input			
	City		Text input			
	State		Selection	Add from pre-defined city list	Select	
	Country		Selection	Add from pre-defined country list	Select	
	Pin		Text input			
2. Education Details					
2.1 Academic Qualification					
Examination	Secondary/10th		Fill rows according to given label columns			
	Sr.Secondary/12th		Fill rows according to given label columns			
	Name of the board		Text			
	Subjects		Text			
	Result Type		Selection	Percentage/Grade	Select	
	Grade/Percentage		Text	Add text in numbers		
	Year		Text			
	School		Text			

	Qualification Pattern		Selection	UG+PG+M.Phil./Ph.D. or Integrated Masters + M.Phil/Ph.D	Select	
Examinations	Stream		Selection	Faculty of Science / Engineering / Agriculture / Medical / Veterinary Sciences or Faculty of Languages / Humanities / Arts / Social Sciences / Library / Education / Physical Education / Commerce / Management and other related disciplines	Select	
	Bachelor's Degree		Selection	B.A / B.A.(Hons) / B.A.(Prog) / BCom / BCom(Hons) / BCom(Prog) / B.Ed. / LL.B 3 yr program / BSc / BSc(Hons) / BSc(Prog) / B.Tech / B.E. / B.C.A / Other Sciences / Other Sciences degree / Other Arts and Commerce degree / LL.B 5yr Integrated program / B.El.Ed		
	Master's / Post Graduate Degrees (if yes)		Selection	M.A./ MCom / M.Ed / LL.M 1yr Programme / MSc. / M.Tech / M.E./ M.C.A / Other Sciences Degree / Other Arts and Commerce Degree / LL.M 2yr program / LL.M 3yr program / MBA		
	M.Phil and Ph.D (if yes)	Year of Registration/ Admission	Date of registration /admission			

		Year of Submission	Date of Submission			
		Date of Award / Year of Award				
		Thesis/Dissertation Title				
		University/Institute				
		Overall Percentage				
		Salient features of Ph.D. research work	Text			
	Name of the Degree		Selection	Select from the above-mentioned list relevant to the degrees	Select	
	Subjects		Text			
	Overall Percentage					
	Year		Selection			
	University/Institute		Text			
Whether Qualified UGC/CSIR NET	UGC-CSIR NET		Selection	NET with JRF / NET / None / Ph.D. from foreign University		
	NET Subject		Selection	All subjects relevant to NET	Select	
	Certificate no. / Roll No.					
	Check					
	Are you applying as per the eligibility rules indicated under		Selection	Yes/No	Select	

	criteria B for the post of Professor in the UGC regulation Act 18th July 2018?					
* Candidate with Grade Point Average result should convert it into overall percentage.					
	Gradation of the applicant by All India Radio(AIR)/Doordarshan		Text			
	Are you applying under Eligibility B, as prescribed for Assistant Professor in Music?		Selection	Yes/No	Select	
2.2 Other Education Details						
	Degree/Certificate name		Text			
	Main Subject		Text			
	Grade/Marks		Selection	Percentage/Grade/CGPA	Select	
	Percentage/Grade/CGPA		Text	Add numbers		
	Year		Selection	Year list From 1963-Current	Select year	

	Month		Selection	Month list	Select month	
	University/Institution		Text			
	State/Union Territory		Text			
	Country		Text			
2.3 Details of Traditional Master(s)/ Artist (s) under whom the applicant has studied/received training	(Note: This section is for candidates who are applying for "Music" specialization.)					
	Guru		Text			
	Gharana/Sampradaya/Bani		Text			
	Lineage		Text			
	Genre/Area of Specialization		Text			
	Contribution/Achievement		Text			
2.4 Details of the Applicant						
	Guru		Text			
	Gharana/Sampradaya/Bani		Text			
	Lineage		Text			
	Genre/Area of Specialization		Text			
	Contribution/Achievement		Text			

3. Experience					
3.1 Full-time Teaching Experience	**Please leave this blank if it is not relevant**. The time taken by candidates to acquire M.Phil. and/or Ph.D. Degree/ Part-time Teaching/Guest Lecturer/Teaching Assistantship shall not be considered as teaching/ research experience. Further, the period of active service spent on pursuing a research degree simultaneously with teaching assignments without taking any kind of leave shall be counted as a teaching experience for the purpose of direct recruitment. (Each period of experience claimed must be supported by an Experience Certificate issued by the employer.). Kindly do not include the period(s) of break(s) in service(s) or any kind of leave taken to pursue an M.Phil. or Ph.D. while mentioning the dates in a column for "From" and "To" regarding experience.				
3.1 Full-time Teaching Experience					
	Name of the University		Text	Enter University Name	
	Designation		Text	Enter designation	
	Status		Selection	Permanent / Ad-hoc / Temporary / Contractual	Select
	Pay Scale/Consolidate Salary		Text	Enter the amount in number	
	Programme		Selection	Undergraduate / Post Graduate / Other	Select
	Course/Subject		Text	Enter course/subject	
	Work Equivalent to asst.Professor or higher?		Selection	Yes/No	
	From		Calendar input	Input date from	Select date
	To		Calendar input	Input date to	Select date
	Is this your present experience?		Selection	Yes/No	Select

3.2 Full-time Research/Industry Experience	Please leave this blank if not relevant				This form is particular for (Post-doctoral Fellows, Research Associates, Research Scientists, etc.)
	University/Institution/Industry		Text	Enter organization name	
	Designation		Text	Enter designation	
	Pay Scale/Consolidate Salary		Text	Add in number	
	Details of your work/responsibility		Text	Enter your roles and responsibilities	
	Equivalent to Asst. Prof or higher?		Selection	Yes/No	Select	
	From		Calendar input	Input date from	Select date	
	To		Calendar input	Input date to	Select date	
3.3 Full Time Admin Experience					
	Type		Selection	Administrative / Technical / Financial / All three (Administrative,Technical & Financial) / Both the Administrative & Technical / Both (Technical & Financial) / Both (Administrative & Financial) / Teaching / Any other	Select
	Pay Band and Grade Pay(6th CPC)/Equivalent		Text	Add your number	

	Type of Employment		Selection	Permanent / Ad-hoc / Temporary / Contractual	Select	
	From		Calendar input	Input date from	Select date	
	To		Calendar input	Input date to	Select date	
	Name of the organization/institution		Text	Enter your organization name		
	Designation		Text	Enter designation		
**4. Research**						
4.1 Research Papers in Peer-Reviewed or UGC listed journals	Note: Please ensure that all the entries are filled in the "Education" section before filling Section 4.1 * Please indicate your five best publications from among those entered in Section 4.1(I) and/or 4.2(II) by ticking on the checkbox provided against each entry.					
	Title of the paper		Test	Enter title		
	Authorship		Selection	Single Author or First Co Author / Corresponding Author / One of the two authors or Other / Joint Author		
	Year		Selection	Select the Year from 1930 to current year		
	Journal Name		Text			
	Vol, No		Text			
	Page No.		Text			
	Peer Reviewed/UGC		Selection	Peer reviewed or UGC Listed		
	DOI		Text			
	Impact factor		Selection	No Impact factor / less than 1 / Between 1 and 2 / Between 2 and		

				5 / Between 5 to 10 / above 10		
	SCOPUS Indexed		Selection	Yes/No		
4.2 Publications (Other than Research Papers)	* Kindly indicate your five best publications from among those entered in Section 4.1(I) and/or 4.2(II) by clicking the checkbox provided against each entry.					
	Type		Selection	Books Authored / Editor of the Book / Chapter in edited book / Translation work in Indian and Foreign languages - Chapter/Research paper or Translation work in Indian and Foreign Languages - Book		
	Title		Text	Enter Book Title		
	ISSN No,		Text	Add the ISSN/ISBN no.		
	Author		Selection	Single Author / First and Principle/Corresponding Author / One of the two authors / Other Author/Co-author / Single Editor / First Editor/One of the two editors / Co-editor / Single Translator / First translator/One of the two translator / Co-Translator		
	Editor's Name		Text			
	Year		Selection	Select from a year from 1930 to current year		

	National/International		Selection	Any / National / International		Book author or Editor of the book can select options like National / International gets added

	Publisher Name		Text			

4.3 Creation of ICT mediated Teaching Learning pedagogy, content, and development of new and innovative courses and curriculum.

	Category		Selection	Development of Innovative Pedagogy / Design of New Curriculum and Courses / MOOCs / E-Content		
	Sub Category		Selection	Development of MOOCs in 4 quadrants / MOOCs (developed in 4 quadrants) per module/lecture / Content writer/subject matter expert (at least one quadrant) / Course Coordinators for MOOCs		If MOOCs or E-content gets selected the selection types of sub-category appears as mentioned in the list
				Development of MOOCs in 4 quadrants for a complete course/e-book / e-content (developed in 4 quadrants) per module / Contribution to the development of e-content module in complete course/paper/e-book (at least 1 quadrant) / Editor of e-content for complete course/papers/e-book		
	Credits		Selection	1 / 2 / 3 / 4 or greater than 4 / Not applicable		

	Name of the Module		Text	Enter name of the module		
	Subject		Text	Enter subject name		
	Organization for which it was developed		Text	Enter the organization name		
	Year		Selection	Select from a year from 1930 to current year		
	National/International		Selection	UG / PG / Other		
	Link		Text	Enter website link		
4.4 Research Guidance						
	Research Supervision	Sole Supervision				
		Joint supervision				
	Ph.D. Degree Submitted		Text			
	Ph.D. Degree Awarded		Text			
	M.Phil./PG Dissertation Degree Awarded		Text			
	Research Score		Automatic calculation	0		The calculation of research guidance is based on the UGC Guidelines. Please visit this link to know about the calculation - https://www.ugc.gov.in/pdfnews/5323630_New_Draft_UGCRegulation-2018-9-2.pdf
4.5. Research						

Projects and Consultancy					
	Title		Text		
	Type & Status of the Project		Selection	Research project completed / Research project ongoing / Ongoing consultancy / Completed Consultancy	Select	
	PI/Co-Pi		Selection	PI/ Co-PI / Sole PI		
	Duration (in months)		Text	Enter the duration in months		
	Total Grant/Funding Received (in Rs.)		Selection	More than 10 Lakhs / Less than 10 Lakhs	Select	
	Name of the Sponsoring/Funding Agency		Text	Enter sponsor name		
	Outcome Output		Selection	Publication / Patent / Product / Policy Document / Other	Select	
4.6 Patents and Policy Documents						
	Title		Text	Enter the patent name		
	Type of Document		Selection	Patent / Policy Document	Select	
	National/International		Selection	National / International	Select	
	Reference Number		Text	Add reference number		
	Sponsoring Agency		Text	Add Agency name		
	Stage		Selection	Awarded / Filed/In-process	Select	

4.7 Awards & Fellowships	**Please leave this blank if it is not relevant.** Entries for awards made in this section should be from Post Graduation onwards only. Junior/Senior research fellowships and non-NET fellowships should not be included.					
	Awarding Body		Text	Add awarding body		
	Award/Fellowship Name		Text	Add award/fellowship name		
	Date of Award		Calendar Date Selection	Select Date-Month-Year of the award	Select	
	National / International		Selection	State-level / National / International	Select	
4.8 Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings						
	Paper presented in Seminars/Conferences published as a full paper in Conference Proceedings will be counted only once.					
	Title of the invited lecture delivered/Paper presented		Text	Enter name		
	Organization where		Text	Enter organization name		

	presentation is being made					
	Category/type of event		Selection	International (Abroad) / International (within country) / National / State/University	Select	
	Date of presentation (YYYY-MM-DD)		Calendar Date Selection	Select Date-Month-Year of the award	Select	
	Duration (in minutes)		Text	Add duration in minutes		
	Type		Selection	Invited Lecture / Resource Person / Paper Presentation in Seminar / Paper Presented	Select	
4.9 Contributi on towards Innovative Library Services	Note: This section is for candidates who are applying for the post of "Librarian" and related positions.					Clickable button to add information
		Add innovation				
	University / College / Institution		Text			
	Designation		Text			
	Status		Selection	Permanent / Ad-hoc / Temporary / Contractual	Select	
	Details of Contribution made		Text			
	From		r r Calendar date input	Add Date in DD-MM-YYYY	Select	

	To		Calendar date input	Add Date in DD-MM-YYYY		
4.10 Contribution towards Integration of ICT with Library	Note: This section is for candidates who are applying for the post of "Librarian" and related positions.					Clickable button to add information
		Add Contribution				
	Name of the University / College / Institution		Text			
	Designation		Text			
	Status		Selection	Permanent / Ad-hoc / Temporary / Contractual	Select	
	Details of Contribution made		Text			
	From		Calendar date input	Add Date in DD-MM-YYYY	Select	
	To		Calendar date input	Add Date in DD-MM-YYYY		
5. Additional Info						
5.1 Miscellaneous Information						
	Which language are you comfortable teaching in?		Check box selection	English/Hindi/Both English & Hindi	Select or check multiple options	
	Which mode would you prefer		Check box selection	Self-assessment / Student feedback / Peer review / Experts	Select or check	

	to an assessment of teaching?			from other departments / None of the above	multiple options	
	How would you create an innovative learning environment? (max 100 words)		Text Box	Please be specific and descriptive		
	Outline your most significant contribution towards research (in 100 words)		Text Box	Please be specific and descriptive		
	Outline your proposed roadmap for teaching and research for the next five years (in 100 words)		Text Box	Please be specific and descriptive		
	Membership/Fellowship of Academies/Institutions/Professional Societies		Text Box	Please be specific and descriptive		
	Present your vision for the department for the next five years		Text Box	Please be specific and descriptive		
	Other activities/responsibilities: (academic/administrative)		Text Box	Please be specific and descriptive		
	Any other relevant information, if not given above		Text Box	Please be specific and descriptive		

	Are you willing to accept the minimum initial pay in the grade? If not, state reasons for the same.		Text Box	Please be specific and descriptive		
	If selected, how much time would you require to join? (In Numbers)	Months				
		Days				
Disclosure						
	Have you ever been punished for Gender/Caste related offenses or convicted by a court of law?		Check box selection	Yes / No	Options should not be left blank. Please select one option.	
	Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed?		Check box selection	Yes / No	Options should not be left blank. Please select one option.	
	Do you have any criminal case pending against you in a Court of law?		Check box selection	Yes / No	Options should not be left blank. Please select one option.	
Two References familiar with your Academic work						
	Full Name		Text			Please add two references

	Institutional Affiliation Present/Former)		Text		Please add two reference
	Designation		Text		Please add two reference
	Address		Text		Please add two reference
	Mobile / Phone No.		Text		Please add two reference
	Email		Text		Please add two reference
Languages Known					
	Languages name		Check box selection	Speak - Read - Write	Options should not be left blank. Please select one option.
5. Declaration					
6. No Objection Certificate					
	Please select the check box if NOC is not available (Advance Copy) or you are not working presently		Check box	If NOC is available then the following things need to be filled	**Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this Institution/ Organization has no objection to the candidature of the applicant being considered for the post applied for.**
	Name of the officer issuing NOC		Text		
	Place		Text		
	Designation		Text		
	Date		Calendar date input		
	Address		Text		

		Have you applied in this department for the same position against advertisement No. or its addendum/corrigendum ?				
**7. Uploads**						
7.1 Please upload your Passport size Photo and Signature	(Only jpg/jpeg/png files of size 20-100 KB each is accepted)					
	Photo (Passport Size Only)		Select file	File size should be less than or equal to 100 Kb.		
	Signature		Select file	File size should be less than or equal to 100 Kb.		
	X/XII Certificate (Indicating DOB)		Select file	File size should be less than or equal to 100 Kb.		
7.2 Academic Qualifications	(Only pdf/jpg/jpeg/png files of max size 500KB each is accepted)					
	Master's Marksheet		Select file	File size should be greater than or equal to 100 Kb.		
	NET Certificate		Select file	File size should be greater than or equal to 100 Kb.		

7.3 Full-time Teaching Experience	(Only pdf/jpg/jpeg/png files of max size 500KB each is accepted)			(Only pdf/jpg/jpeg/png files of max size 500KB each are accepted)		
	Added Experience relevant document is required here (if added)		Select file	File size should be greater than or equal to 100 Kb.		
7.4 Library/Post Ph.D Research Experience	(Only pdf/jpg/jpeg/png files of max size 500KB each are accepted)					
	Added Experience relevant document is required here (if added)		Select file	File size should be greater than or equal to 100 Kb.		
7.5 Contribution towards Innovative Library Services	(Only pdf/jpg/jpeg/png files of max size 500KB each are accepted)					
	Added Experience relevant document is required here (if added)		Select file	File size should be greater than or equal to 100 Kb.		
7.6 contribution towards Integration of ICT with Library	(Only pdf/jpg/jpeg/png files of max size 500KB each are accepted)					
	Added Experience relevant document is		Select file	File size should be greater than or equal to 100 Kb.		

	required here (if added)				
7.7 Present Employment Details Certificate (Appointment letter)	(Only pdf/jpg/jpeg/png files of max size 500KB each are accepted)				
	Added Experience relevant document is required here (if added)		Select file	File size should be greater than or equal to 100 Kb.	
7.8 No Objection Certificate	**If not declared then please add information. You shall produce the No Objection Certificate before/at the time of Interview/Document Verification. (For those who are not working presently or do not have the NOC)**	(Only pdf/jpg/jpeg/png files of max size 500KB each are accepted)			
	Upload NOC letter		Select file	File size should be greater than or equal to 100 Kb.	Upload
7.9 Research Papers				(Only pdf/jpg/jpeg/png files of max size 500KB each are accepted)	
	Added Experience relevant document is required here (if added)		Select file	File size should be greater than or equal to 100 Kb.	
7.10 Research Publications				(Only pdf/jpg/jpeg/png files of max size 500KB each are accepted)	
	Added Experience relevant document is required here (if added)		Select file	File size should be greater than or equal to 100 Kb.	

7.11 Patents/Policy Documents				(Only pdf/jpg/jpeg/png files of max size 500KB each are accepted)		
	Added Experience relevant document is required here (if added)		Select file	File size should be greater than or equal to 100 Kb.		
7.12 Research Guidance				(Only pdf/jpg/jpeg/png files of max size 500KB each are accepted)		
	Added Experience relevant document is required here (if added)		Select file	File size should be greater than or equal to 100 Kb.		
7.13 Honors and Awards				(Only pdf/jpg/jpeg/png files of max size 500KB each are accepted)		
	Added Experience relevant document is required here (if added)		Select file	File size should be greater than or equal to 100 Kb.		
7.14 Document evidence for Invited Lecture				(Only pdf/jpg/jpeg/png files of max size 500KB each are accepted)		
	Added Experience relevant document is required here (if added)		Select file	File size should be greater than or equal to 100 Kb.		
7.15 Document evidence				(Only pdf/jpg/jpeg/png files		

for Research Projects.				of max size 500KB each are accepted)		
	Added Experience relevant document is required here (if added)		Select file	File size should be greater than or equal to 100 Kb.		

Job Application Process

The job application process through CU चयन involves creating a comprehensive profile that highlights your skills, experience and education. The profile completion process varies depending on the position/designation you are applying for. Provide information about your work experience, certifications and other relevant details. Once you have completed your profile, you can apply for jobs that match your skills and experience and track the status of your applications. The process is simple and user-friendly and you can easily apply for multiple job openings depending on your interest and eligibility.

The profile section is divided into the following sections/forms:
- **General Details**
- **Education**
- **Experience**
- **Research**
- **Additional information**
- **Declaration**
- **Uploads**
- **Preview**

General Details

Users need to fill in the General details section, including name, address, contact details, and any other relevant personal information.

To **Edit** your profile, Click on **Edit Profile** in the profile section or in the dashboard.

Users need to fill in all the fields present in the Profile Details

Click on **Save** to fill the next form

Education

User need to fill in the Education section, including users Academic qualification, Other Educational Details, marks and any other relevant information,

To add Educational Details. Click on **Education**

Click on **Academic Qualification.**

Click to **Edit Academic Detail** to add/edit **Academic Qualification**

After filling in the details, Click **Save** to save the entered details and proceed to the next form.

Experience

User will fill in the Experience section, including any Full-time teaching for teaching post research/industry experience, or full-time administrative/financial/technical for non-teaching posts.

To add Experience, click on the **Experience** section.

Click on **Add Teaching Experience** if the user finds it relevant for the profile, otherwise - click on **Proceed to Next Section**

Click on the next section to **Add Research/Industry Experience**if the user finds it relevant for the profile. Otherwise, click on **Proceed to Next Section**

Click on the next section to **Add Research/Industry Experience** if the user finds it relevant for the profile; otherwise, click on **Proceed to Next Section**

Research

Fill in the Research section, including any research experience, publications, or awards you may have.
To add Research Details, click on **Research**

Click on **Add Research Papers.** If the user finds it relevant for the profile, otherwise - click on **Proceed to Next Section.**

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4.1 Research Papers in Peer-Reviewed or UGC listed journals

Add Research Paper

Note: Please ensure that all the entries are filled in the "Education" section before filling Section 4.1

* Please indicate your five best publications from among those entered in Section 4.1(I) and/or 4.2(II) by by ticking on the checkbox provided against each entry.

#	RESEARCH PAPER DETAILS	MARK AS BEST*	ACTION

Proceed to Next Section

Click on **Add Publications**if the user finds it relevant for the profile, otherwise - click on **Proceed to Next Section.**

4.2 Publications (Other than Research Papers)

Add Publication

* Kindly indicate your five best publications from among those entered in Section 4.1(I) and/or 4.2(II) by clicking the checkbox provided against each entry.

#	DETAILS	MARK AS BEST*	ACTION

Proceed to Next Section

If the user finds it relevant for the profile, click on **Add Learnings** otherwise - click on **Proceed to Next Section.**

4.3 Creation of ICT mediated Teaching Learning pedagogy, content and development of new and innovative courses and curriculum.

Add Learning

Please leave this blank if it is not relevant .

#	DETAIL	CREDITS	NATIONAL/INTERNATIONAL	ACTION

Proceed to Next Section

Click on **Add Research Guidance i**f the user finds it relevant for the profile, otherwise - click on **Proceed to Next Section.**

 If the user finds it relevant for the profile, click on Add Research Project otherwise - click on **Proceed to Next Section.**

Click on **Add Patents and Policies**if the user finds it relevant for the profile, otherwise - click on **Proceed to Next Section.**

Click on **Add Details** to add Awards and fellowship details if the user finds it relevant for the profile, otherwise - click on **Proceed to Next Section.**

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4.7 Awards & Fellowship   **Add Details**

Please leave this blank if it is not relevant .

Entries for awards made in this section should be from Post Graduation onwards only. Junior/Senior research fellowships and non–NET fellowship should not be included.

#	AWARDS DETAILS	NATIONAL/INTERNATIONAL	ACTION

Proceed to Next Section

Click on **Add Details** to add **Invited lectures / Resource persons/ paper presentations in Seminars/ Conferences/full papers in Conference Proceedings** if it is relevant for your profile, otherwise - click on **Proceed to Next Section.**

4.8 Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings   **Add Details**

Paper presented in Seminars/Conferences published as a 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	PLEASE SELECT INVITED TALK/PAPER PRESENTED	ACTION

Proceed to Next Section

Click on **Add Innovation** to add **Contribution towards Innovative Library Services** if it is relevant, otherwise - click on **Proceed to Next Section.**

4.9 Contribution towards Innovative Library Services   **Add Innovation**
Note: This section is for candidates who are applying for the post of "Librarian" and related positions.

Note: The candidate will have to upload certificates from the concerned institution for the details given .

#	Contribution Details	Effective Time Period	Action

Proceed to Next Section

Click on **Add Contribution** to add **Contribution towards Integration of ICT with the Library** if the user finds it relevant for the profile, otherwise - click on **Proceed to Next Section.**

4.10 Contribution towards Integration of ICT with Library
Note: This section is for candidates who are applying for the post of "Librarian" and related positions.

Add Contribution

Note: The candidate will have to upload certificates from the concerned institution for the details given

#	Contribution Details	Effective Time Period	Action

Proceed to Next Section

Additional Information

User needs to fill in the Additional Info section, including any additional skills or experience that may be relevant to the job being applied for.

To add Additional information. Click on **Addition Info** section if required, otherwise - click on **Proceed to Next Section.**

1. General   2. Education   3. Experience   4. Research   5. Additional Info   6. Declaration   7. Uploads   8. Preview

5.1 Miscellaneous Information

Which language are you comfortable teaching in?

Which mode would you prefer for assessment of teaching ?

How would you create an innovative learning environment? (max 100 words)

Click on **Edit Details** to add **Miscellaneous Information.**

Edit Details

Which mode would you prefer for assessment of teaching ?

Two References familiar with your Academic work

S NO.	References 1 .
FULL NAME	
INSTITUTIONAL AFFILIATION (PRESENT/FORMER)	
DESIGNATION	
ADDRESS	
MOBILE / PHONE NO.	
EMAIL	

Proceed to Next Section

Declaration

Fill in the Declaration section by ticking the appropriate boxes. The declaration asks for NOC from your existing employee to work and apply for a job. It also requires a self declaration validating and confirming that the information provided in the profile is verified and self attested.

To add Declaration or NOC, click on **Declaration** section.

If the user has an NOC, click on **Add Details** to add the NOC and self attest the information added in the profile application form.

Add Details of your NOC and click **Save** to **proceed to next section**

Upload

Upload any relevant documents such as your certificates, NOC or reference letters, in the Uploads section.

To upload, click on **Select file,** to select it from your system.

Now, click on **Start Upload** to upload your documents.

Preview

Review your profile in the Preview section to ensure that all the information you have provided is accurate and complete.

To review your profile application details before submission, click on **Preview**

Click on the **Proceed to Next Section button** to submit/complete the profile creation process.

Apply for a Job from CU चयन

CU चयन portal provides a seamless and user-friendly platform for candidates to apply for job vacancies across various Central Universities and HEIs in India. Once the candidate has created a profile, he/she can browse vacancies from different Universities and HEIs through the dashboard from the application tab group. The portal also provides features for candidates to check their total count of applications applied, application status and saved jobs, making it easier to track their job applications. Additionally, candidates can also check the list of each applied application status and take required actions.

To apply for a vacancy through CU चयन portal, follow these steps:

Log in to the portal using your login credentials.

On the **Application** tab group from the dashboard.

Click on **Browse Vacancies** through the available vacancies and select the one that matches your skills and experience.

Click on the Apply for this Job button for the selected vacancy.

Select your created profile from **Select Profile for this Application** to send your application to the selected post

Click **Proceed** to submit your application.

After submitting the application, you can track the status of your application through the **Applications** section of the dashboard.

Click on **Application** to check the application status and take necessary actions.
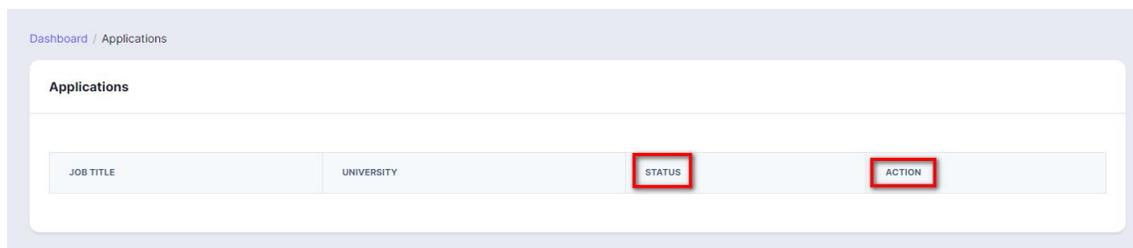
The portal also provides options to take necessary actions such as withdrawing your application or modifying your application details if needed.

CU चयन **Portal**

The home screen of the CU चयन portal has components where users can search for jobs listed on the website.

Here are some of the tabs listed below:

- Home button
- Universities button
- Browse Vacancies button
- Help-desk button

Home Button

The Home button is the main page or the landing page of the website. Users can navigate the website with the components and tabs present on the website.
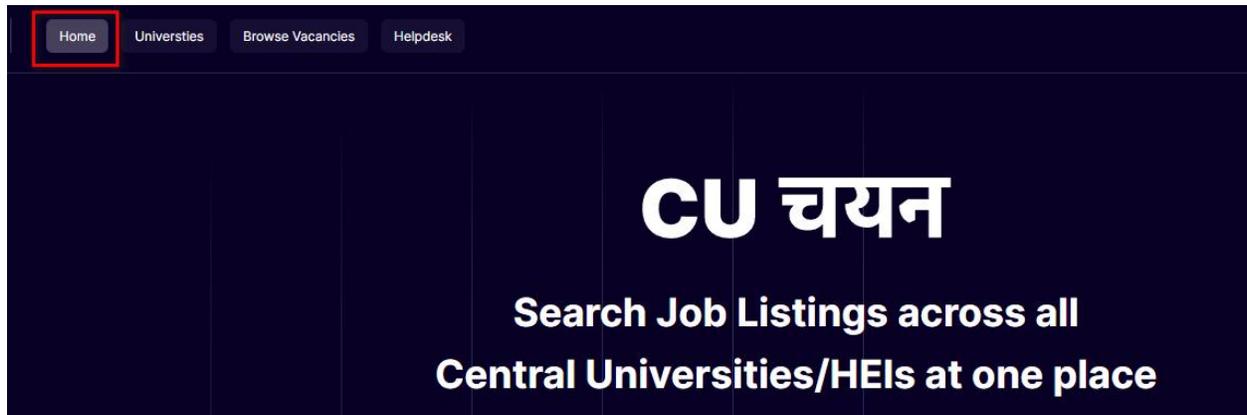
On the home page, the **Search Bar** allows the user to search their suitable jobs Users can enter **Designation** or **Location to** search for job openings.
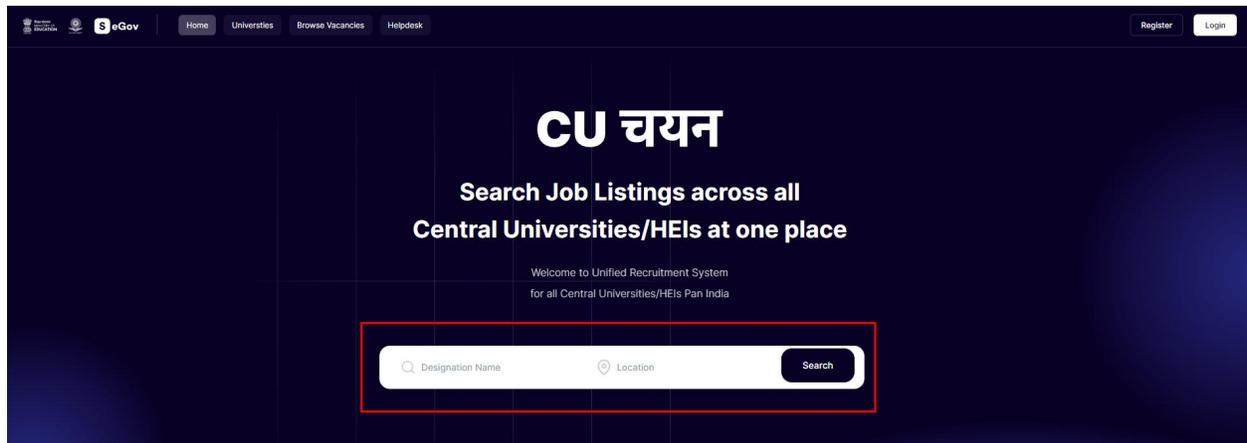
Universities

This button shows the list of different Universities where theUser can pick and choose particular Universities or HEIs to check the advertisements posted by them.

Click on the '**University'** Tab

User can **Select** the universities from the list or
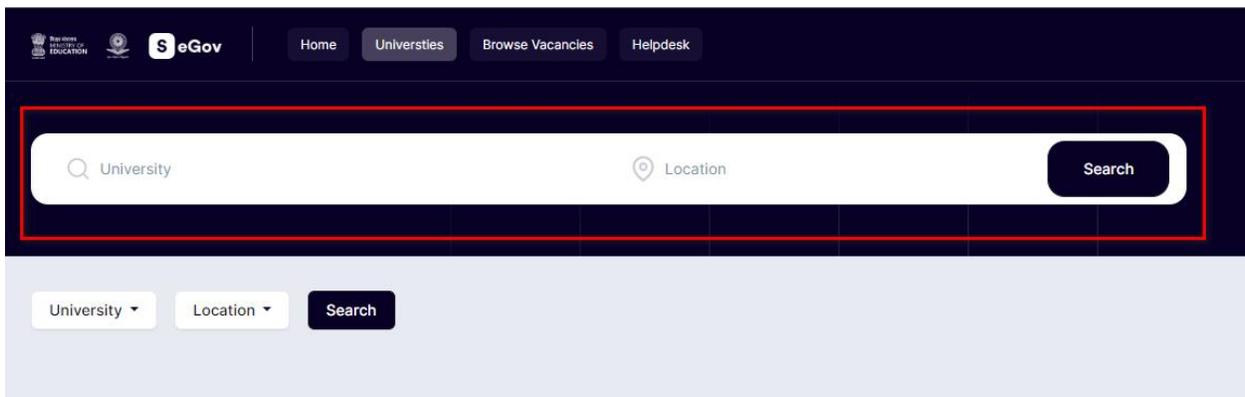
The user can use the **Search Bar** to find the University or
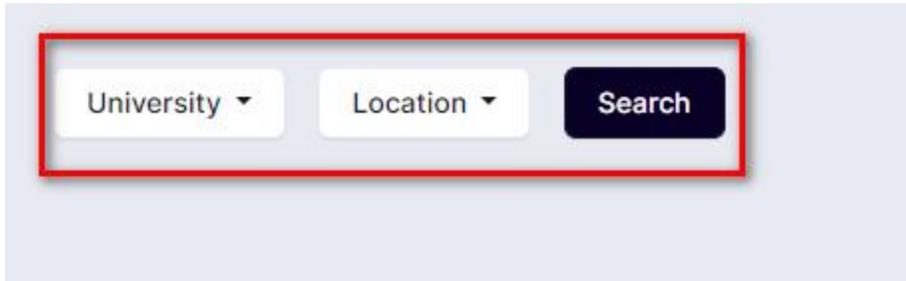
the user can use the list **filter** to search by **University** and its **Location**
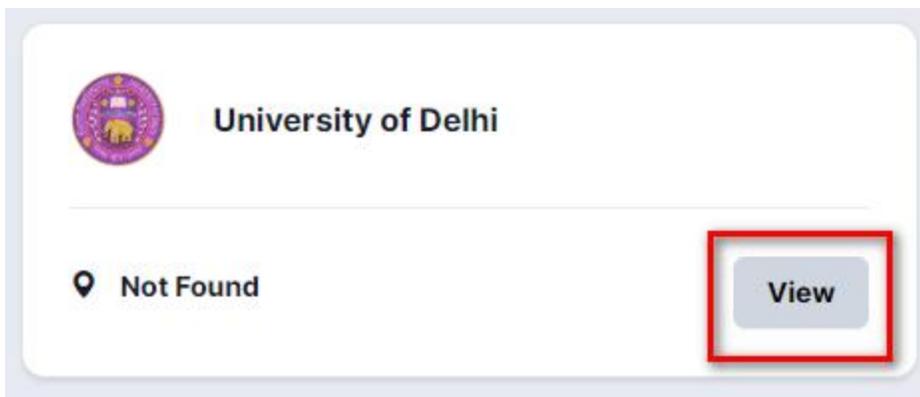
Click on the selected University card **View** button.
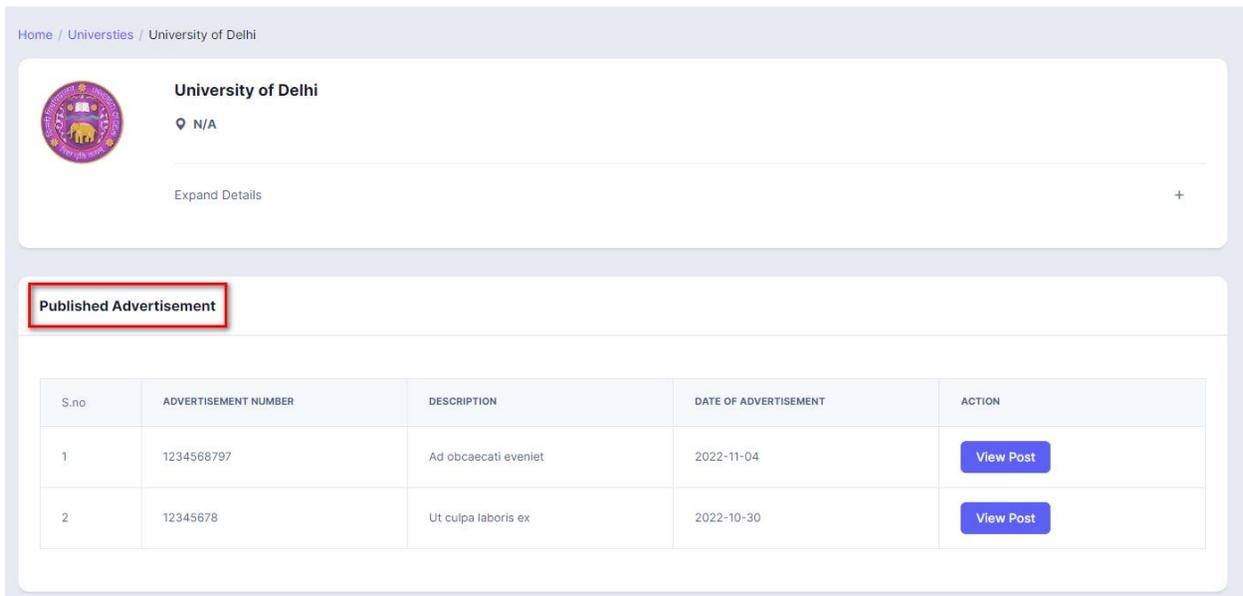
Check the university's **Published Advertisement** list

S.no	POST	DEPARTMENT	POSITION TYPE	STATE	ACTION
1	Assistant Professor	124356	Contractual	Delhi	Apply

Click on the **View Post button** to **Apply for a particular post.**

Browse Vacancies Tab

The browse vacancies tab shows all the available jobs listed in the portal added by different Universities.

To check the list of all jobs:

Click on **Browse Vacancies**

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Here, the user will see the list of vacancies. There are several ways to search for jobs as well:

Users can search for a Job by **Designation** and **Location** of University with the help of a search bar.

or

Users can search through various filters added on the page depending on their requirements such as by **University, Location, Designation, Category, Subject, Type of Employment, Minimum expertise level, Maximum expertise level,** and **Education level.** To narrow down the search list,after getting the desired job in the **Browse Vacancies** tab

User can click on **Apply For The Job** button to start their application process or click on the **Save the Job** button to apply later.

Note: Only registered users can **Apply** or **Save the jobs.**

Help-desk

The help-desk tab provides a central location for users to access the portal's service support.
Click on the **Helpdesk** tab
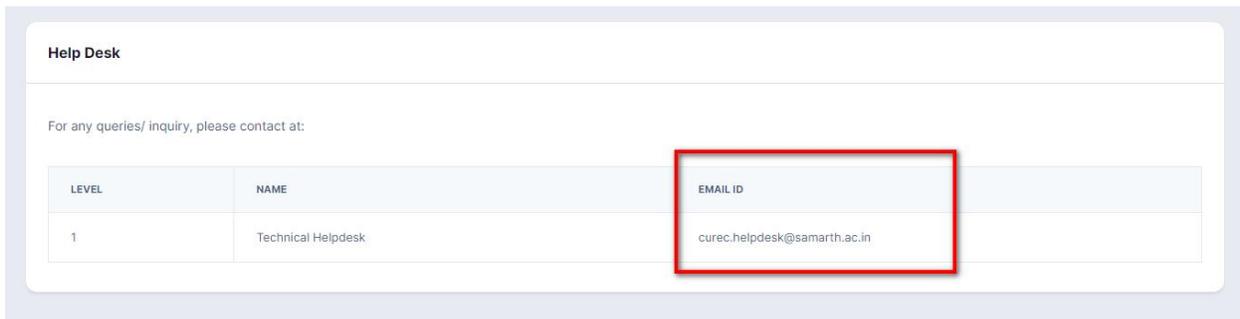
The helpdesk tab will show the contact information for assistance. Users can reach out to the helpdesk via **E-mail**

General FAQs

Question: What is the procedure to apply for a post?

Answer: Once the Advertisement is published on the Portal, the candidate will be able to apply for the post. At the outset, the candidate needs to register on the Portal after which he/she will be able to apply for the published Post.

Question: Is an auto-calculated API system available?

Answer: Yes it is available.

Question:

Is the option of uploading documents for top five publications available for the post of Professor and Associate Professor?

Answer: Yes this option is available. Once the application is applied for, the candidate for these posts will be able to upload the required document.

Question: Is the API calculation System available in the Portal?

Answer: Yes it is available in the Recruitment Portal.

Question: Are the Additional fields Mandatory?

Answer: They can be Mandatory and Non-Mandatory both as per the University requirements of the portal.

Question: What will be the size of Uploaded Documents?

Answer: The Size of Uploaded Documents is up to 500Kb.

Question: Is it possible to login in to the Candidate portal without a Username or password?

Answer: No, this is not possible. All aspiring candidates needs to sign up then only the Candidate will be able to log in.

Question: If the "Not Applicable" is selected in the UGC Rule Applied category, will it affect the Marks Research Rules?

Answer: No, it will not affect the marks research score rules and the marks will be visible in the preview section.

Question: In case a candidate has done Double MA, where can this be mentionedAnswer: This has to be mentioned in the Additional qualification.

Question: Does a candidate require multiple email id to apply for more than one post?

Answer: No, aspiring candidates can apply for more than one post by registering with a single email id for more than one post.

Question: Who will decide the eligibility criteria during the application that has been submitted?

Answer: It will be decided by the University, what qualification and eligibility University want to mention. Once the advertisement is finalized, University can configure all the settings as per that advertisement.

Question: How will the interview be conducted? Will it be online or offline?

Answer: It depends on the University as all the processes whether teaching or non-teaching can be managed in the Recruitment module.

Question: What are the advantages of this portal compared to the traditional method?

Answer: There are many sections available in the portal so it will be easy for all the Universities to configure all the advertisements. It also makes the screening process easy for the Universities.

Question: How easy is the process of uploading documents in the portal?

Answer: The candidate can upload all required documents in PDF format. One only needs to fill in the required details and upload the documents to the portal. The Pdf document can be kept as a record and for the screening process in the University for future recruitment.

Question: How can the judgment be considered by the screening committee while uploading the documents?

Answer: There is the automatic calculation of API points which is done by the system but there is a provision in the APIs system while verifying the documents if there are any errors etc, the screening committee can comment on them and they will be visible to the candidate in the portal.

Question: What details are required to be filled in the Experience section?

Answer: The following details need to be filled

1. Full-time Teaching Experience
2. Full-time Research/Industry Experience
3. Present Employment Details

Question: Can the same candidate apply for more than one post?

Answer: Yes, candidates can apply for more than one post from a single Login and a separate application number will get generated.

Question: Will the screening committee be able to screen online?

Answer: Yes, the screening process will be done online.

Question: Does the system have auto-calculated marks provision?

Answer: Yes, the system has configured API Scores as per the UGC Guidelines which calculates the marks for a candidate on the basis of details entered by them in the respective field.