

Standard Operating Procedure (SoP)  
For the Web based Application Software for  
Online Recruitment of DTC

In order to make the recruitment system of DTC speedy and hassle free, DTC has developed a Web Application Software for recruitment in DTC and has been launched w.e.f. 22.04.2021 as per the details given as under: -

1. The online recruitment system will have the following steps: -
  - ✓ PLD is to upload the advertisement and relevant circulars on the portal as & when required and simultaneously to create formats for specific vacancies.
  - ✓ After registration, aspiring candidate can apply online for the open advertisements and upload the soft copies of the certificates and will follow the instructions on the user dashboard and received through SMSs on his mobile.
  - ✓ PLD shall verify the documents and other details by calling him physically.
  - ✓ After verification done by PLD, Trade Test (if required) of the candidate will immediately be conducted.
  - ✓ After passing Trade Test (if required), Medical Test shall be conducted at Medical Board Office at IP Depot.
  - ✓ After Medical Test done, PLD shall post the candidate.
2. The online recruitment portal can be accessed through URL <http://dtc-rp.com>.
3. The flow chart of the complete process is enclosed at **Annexure-A**.
4. The FAQs for aspiring candidates is placed at **Annexure-B**.
5. User Manual, i.e. action points for all the stake holders involved in the recruitment of Contractual Drivers like Administrator [Sr.Mgr(IT)], PLD[Manager(P)], Trade Test [Sr.Manager(MS-1) & Medical Board [Pharmacist(MB)]] is enclosed as **Annexure-C**.
6. As per scope of work accepted by M/s IMAAPPWEB LLP, Functionality Testing & User Acceptance Test (UAT) of the developed application was conducted by DTC on 16.04.2021 involving stake holders from all concerned departments/sections.
7. For any new issue in the developed web application, the matter may be taken up with Sr.Manager(IT)/Manager(IT-3).

All concerned are directed to take necessary action in this regard.

This issues with the approval of competent authority.

  
(R.K. Jain) 22/04  
Dy.Chief General Manager (IT)

Dy.CGM(PLD-1)  
Dy.CGM(PLD-2&3)  
Dy.CGM(PLD-4&5)  
CMO  
Sr.Manager(MS-1)

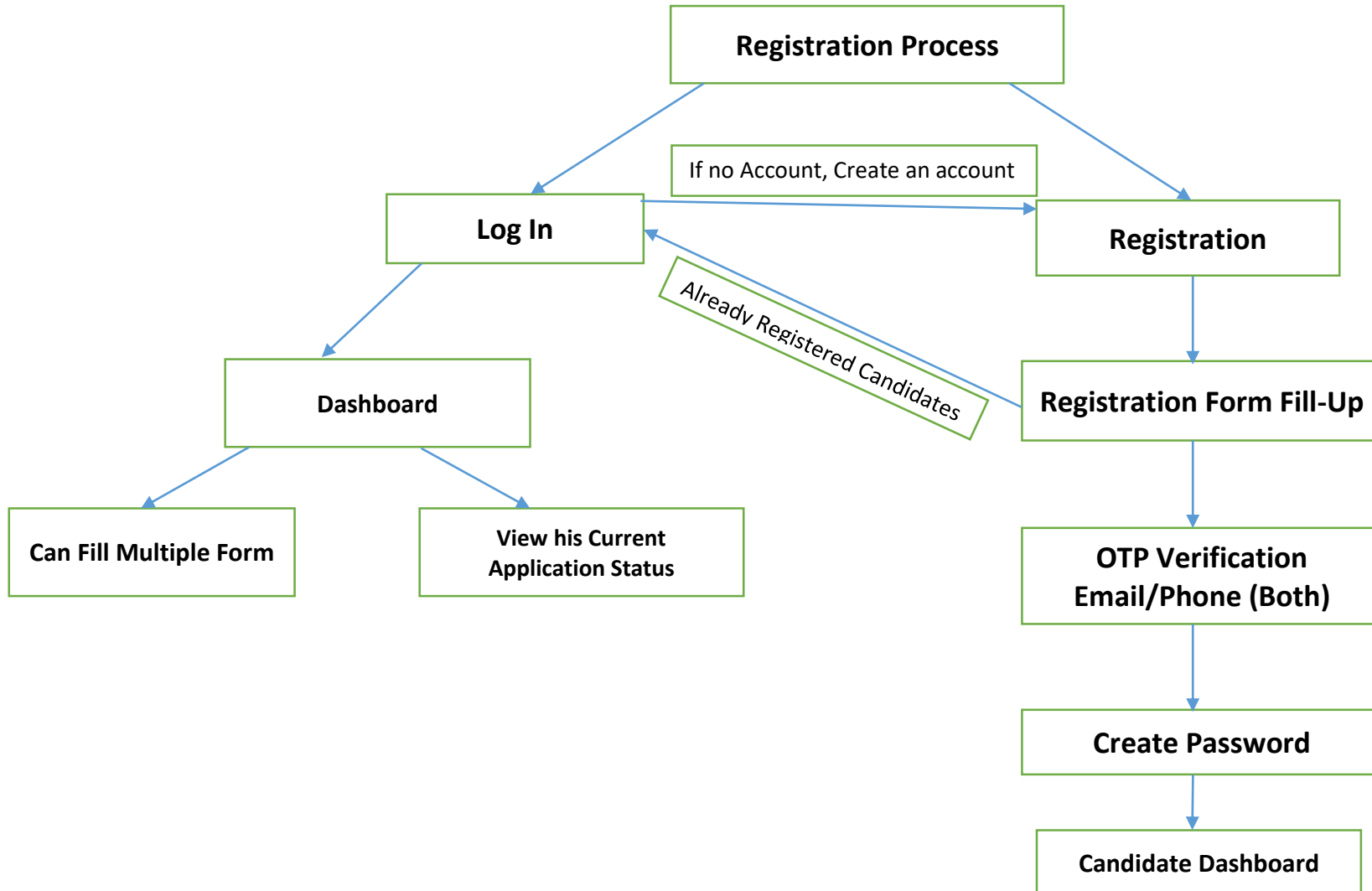
Copy to:

1. CGM (IT)
2. CGM(P)
3. Dy.CGM(IT-1) – for uploading the order and add hyperlink on DTC website.
4. All Dy.CGMs
5. Addl. CAO
6. OSD to MD
7. Manager(PLD-1)
8. Manager(PLD-4)

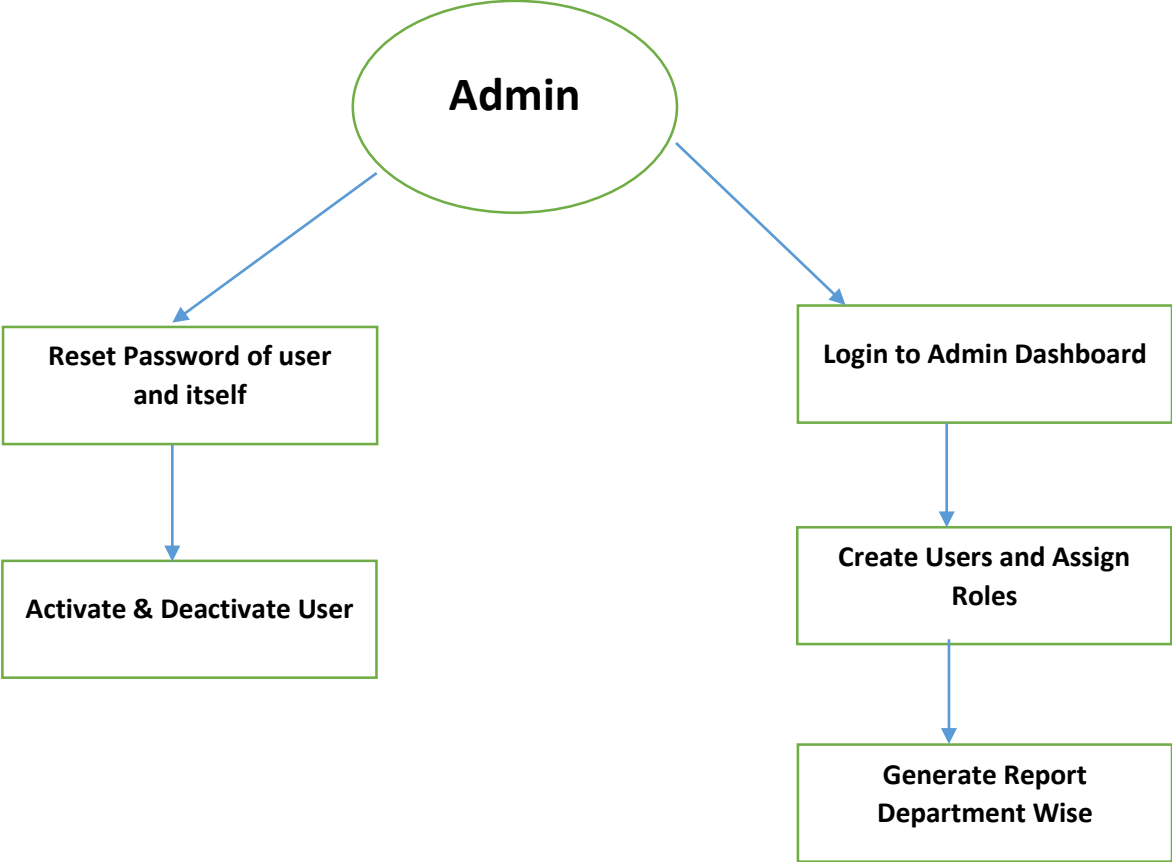
DTC/2021/6317

# Online Process for Recruitment in DTC

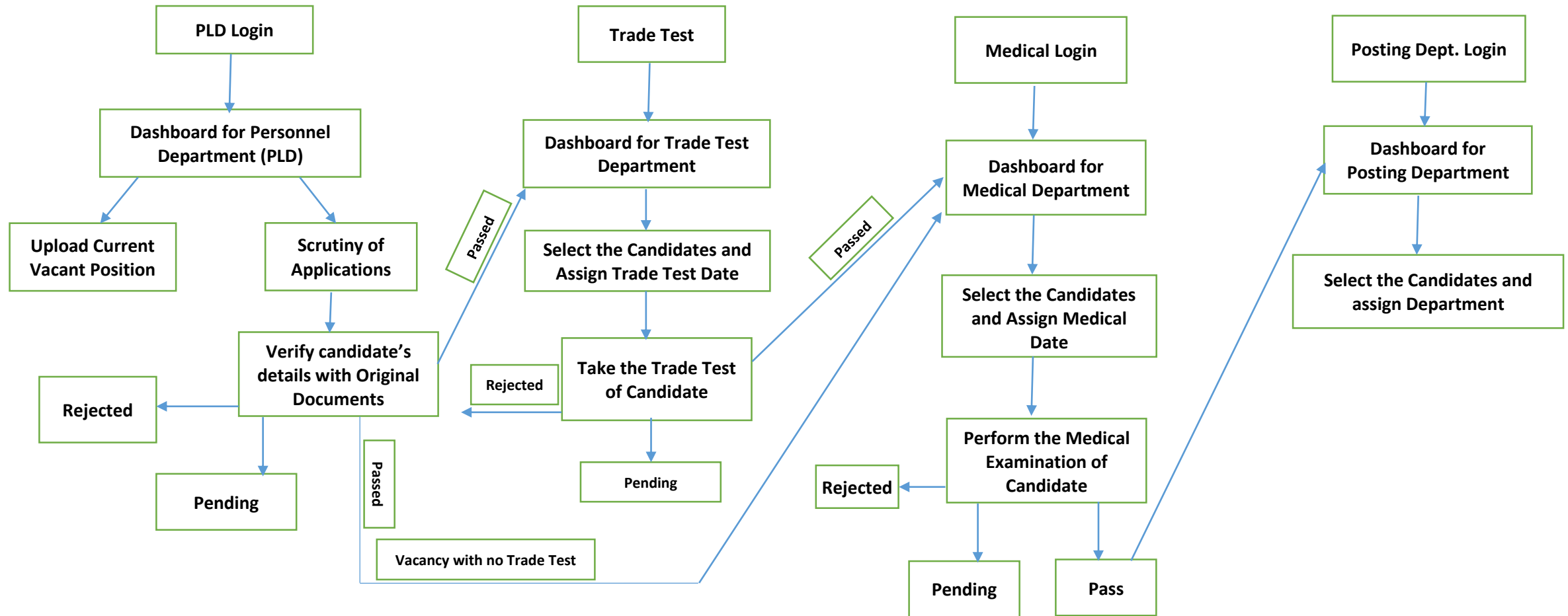
## Applicant Level Block Diagram



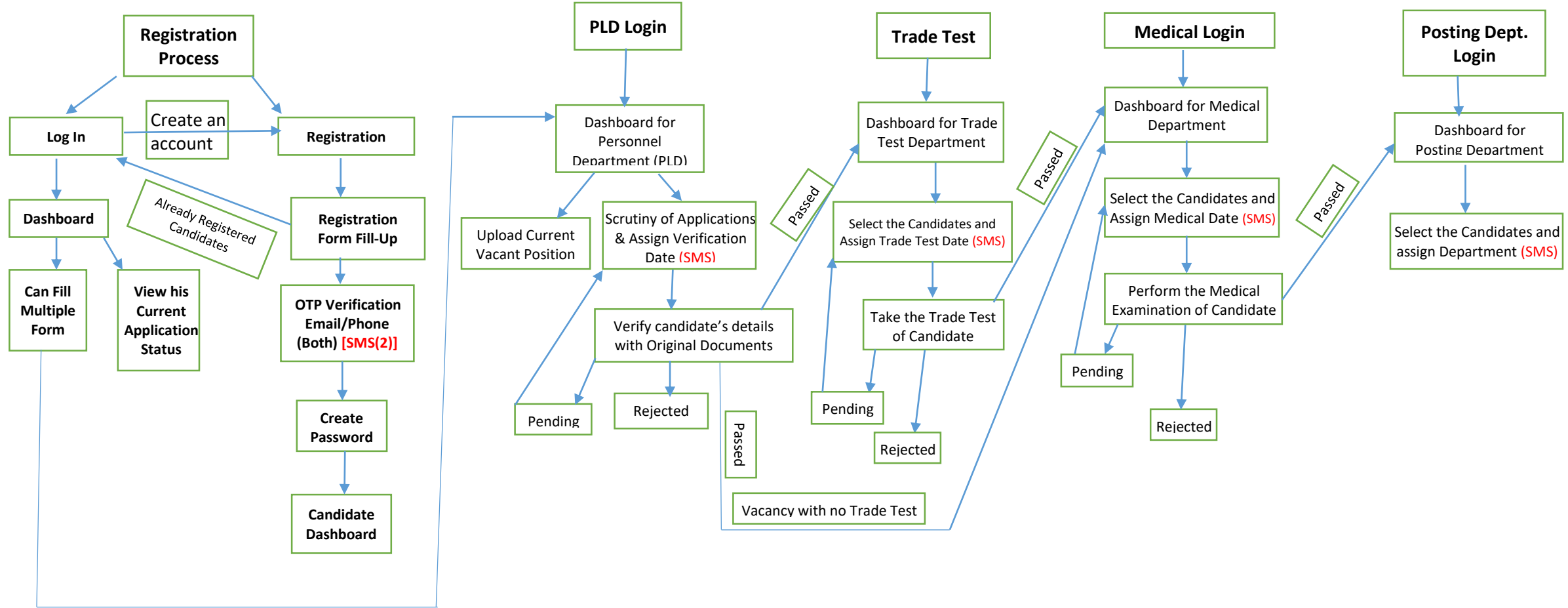
# Admin Block Diagram



# Department Wise Block Diagram



# Flow of Candidate Application & SMS Details



## An initiative by DTC for hassle free and speedy engagement of employees in DTC

**1.Q Can I fill the recruitment form in Hindi language?**

Ans. No.

**2.Q Can I fill the form having first name only?**

Ans. Yes (As per 10<sup>th</sup> Certificate / as per relevant document).

**3.Q What is the maximum age limit for applying the post?**

Ans. As per Advertisement for specific post applying / submission of application. (Age Relaxation as per Govt. Rules).

**4.Q What is the qualification for the post?**

Ans. As per Advertisement for specific post applying / submission of application. (Age Relaxation as per Govt. Rules).

**5.Q What are the timings for filling up of online application form?**

Ans. Any time 24x7 days. (Opening date to closing date).

**6.Q Can I fill the form from anywhere India?**

Ans. Yes

**7.Q What are the duty hours and rest timings?**

Ans. 08.30 hrs. including 30 minutes' rest hours during duty timings.

**8.Q Any Medical facility provided and to Family by DTC?**

Ans. As per the terms and conditions of the Contract/Offer Letter.

**9.Q Any other service benefit provided by DTC ?**

Ans. As per the terms and conditions of the Contract/Offer Letter.

**10.Q What is the salary pattern?**

Ans. Initial Basic Pay of the specific post with Dearness Allowance as applicable at the time Commencement of Service (As per 7<sup>th</sup> Pay Commission).

**11.Q Is there any Incentive Scheme?**

Ans. Not now.

**12.Q Can I apply for the post if I have any Criminal Background?**

Ans. No.

**13.Q Can I apply for the post if I have already worked in DTC ?**

Ans. Yes, if eligible.

**14.Q If I have a higher qualification from anywhere in India and can I apply for DTC Post ?**

Ans. Yes, but Selection will be based on the essential qualification only.

**15.Q Please provide a list of documents required for the post?**

1. Academic Qualification documents as per RRs.
2. Technical qualification as per RRs
3. Aadhaar Card.
4. Pan Card (if available).

**16.Q What will be the procedure for applying online post?**

1. Candidate will have to login **URL <http://dtr-rp.com>**
2. Aadhaar Card No. will be used as a reference Number; hence already used Aadhaar Card No, Candidate cannot apply for the same post twice.
3. New user will have to fill up the application form and submit online. Thereafter keep

monitoring on regular basis for knowing the status of his application and to take action as per directions highlighted in the status bar like when to report for document verification, medical test, posting in depots (in case he is selected for the post) etc.

4. The candidate will have to appear physically for document verification, medical test, and finally reporting for duty.

**17.Q Is there any accommodation facility is to be provided by DTC ?**

Ans. Not now.

**18.Q Whether I will be given any TA / DA for the purpose of appearing for document verification, medical test etc.?**

Ans. No.

**19.Q Any food facility provided by the DTC during my duty hours ?**

Ans. No.

**20.Q What are my future prospects in DTC ?**

Ans. It depends on the policy of Delhi Government declared time to time.

**21.Q Any transport Allowance is provided by the DTC for joining duties ?**

Ans. No.

**22.Q What are the precautions to be taken by in DTC service ?**

- Be courteous
- Be dutiful
- Not to be indulge in any unlawful activities.
- To follow instructions / guidelines issued by DTC time to time.

**ONLINE RECRUITMENT PORTAL OF DTC**

डीटीसी में कर्मचारियों की परेशानी मुक्त और धीरे धीरे अती के लिए डीटीसी द्वारा एक पहल।

**CAREER OPPORTUNITY**

S. No	Advertisement Number	Advertisement Title	Name of Vacancy	Status	Category	Opening Date	Closing Date	Advertisement Details	Apply Link
1.	Assistant_Foreman/2021/7874548777	Filling the form of Assistant Foreman in DTC	Assistant Foreman	Open	Contractual	2021-04-10	2021-07-31		Apply
2.	Assistant Fitter (B&M)/2021/456789	Filling the form of Assistant Fitter (B&M) in DTC	Assistant Fitter	Open	Contractual	2021-04-13	2021-04-30		Apply
3.	Electrician_CED/2021/123456	Filling the form of Electrician(CED) in DTC	Electrician(CED)	Open	Contractual	2021-04-13	2021-04-30		Apply
4.	Assistant_Electrician(B&M)/2021/7852	Filling the form of Assistant Electrician (B&M) in DTC	Assistant Electrician (B&M)	Open	Contractual	2021-04-13	2021-04-30		Apply
5.	Asst. Fitter CED/2021/12345	Filling the post of Asst. Fitter CED in DTC	Asst. Fitter	Open	Contractual	2021-04-15	2021-05-01		Apply
6.	Tyeman/2021/789456777	Filling vacancies for the post of Tyeman	Tyeman	Open	Contractual	2021-04-15	2021-06-01		Apply

**ARCHIVE POSITIONS**

S. No	Advertisement Number	Advertisement Title	Name of Vacancy	Status	Category	Opening Date	Closing Date	Advertisement Details
1.	Assistant_Electrician_CED/2021/55669	Filling the form of Assistant Electrician (CED) in DTC	Assistant Electrician(CED)	Closed	Contractual	2021-04-13	2021-04-14	


1

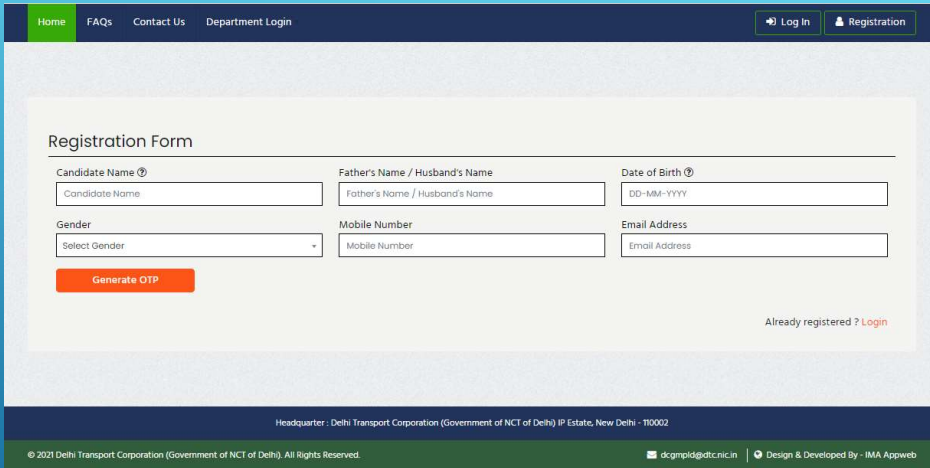
**Abbreviations**

**PLD (Personal Department)**

2




 ▶ For first time, Candidate has to Click on the “**Registration**” Link to register his candidature.

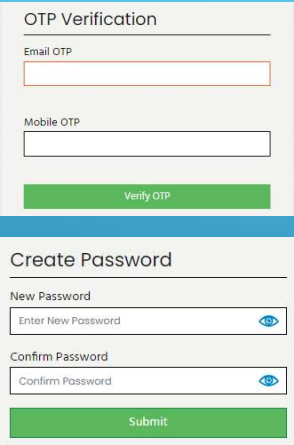


▶ Candidate will see the above screen-shot. He / She has to fill up the above details.

▶ By clicking on the Generate OTP Button, One OTP will be sent to his / her mobile number and One on email address.


3

 ▶ The below figure will appears and Candidate has to enter the Mobile OTP and Email OTP as shown in the below figure. Click on the Verify OTP to Verify.



▶ The next screen will appears as shown in the above figure, the candidate has to create password for his account and click **Submit** button.

4



▶ The below figure appears, the candidate can now enter his / her registered email id and password to login in into the dashboard.

**Login to your account**

Email Address

Password

[Forgot Password?](#)

**Log In**

Not-Registered? Create an account.

▶ If the candidate Forgot the Password, he/she can click on the **Forgot password?** Link to reset password.


**Forgot Password?**

Email Address

**Submit**

▶ For resetting the password candidate have to enter his / her registered email address, as shown in the above figure, and click the submit button.

5



▶ A temporary password has been sent to your Registered Email Id. Use it to login in and reset your password, The Message will appears. Candidate has to check his/her registered email id for the temporary password.

A Temporary Password Has Been Sent To Your Registered Email Id. Use It To Login In And Reset Your Password.

For Login [Click Here](#)

▶ By clicking on **"Click Here"** Link the candidate will be shown the below screen

**Login to your account**

Email Address

Password

[Forgot Password?](#)

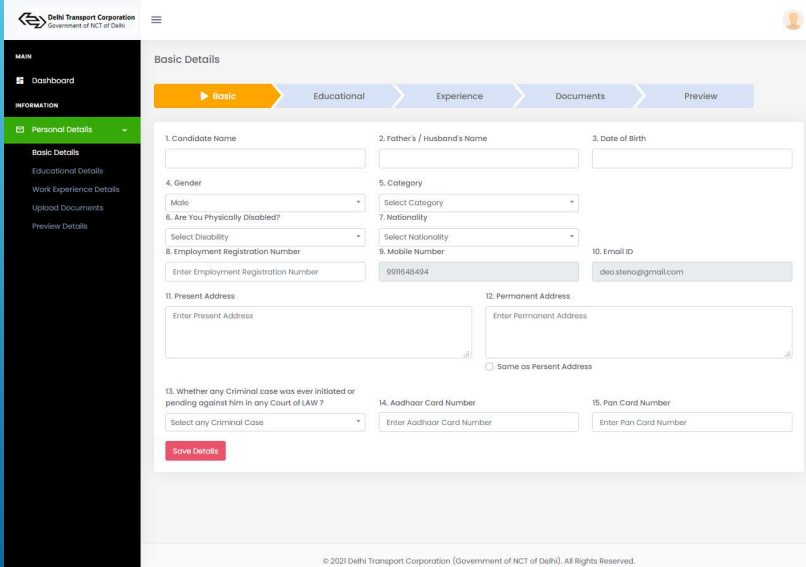
**Log In**

Not-Registered? Create an account.

▶ The candidate has to enter his registered email id and the Temporary Password that was sent to his / her email address. The candidate can reset the Temporary password from Dashboard also by clicking on the "Avatar" section located at the top right hand corner.

6

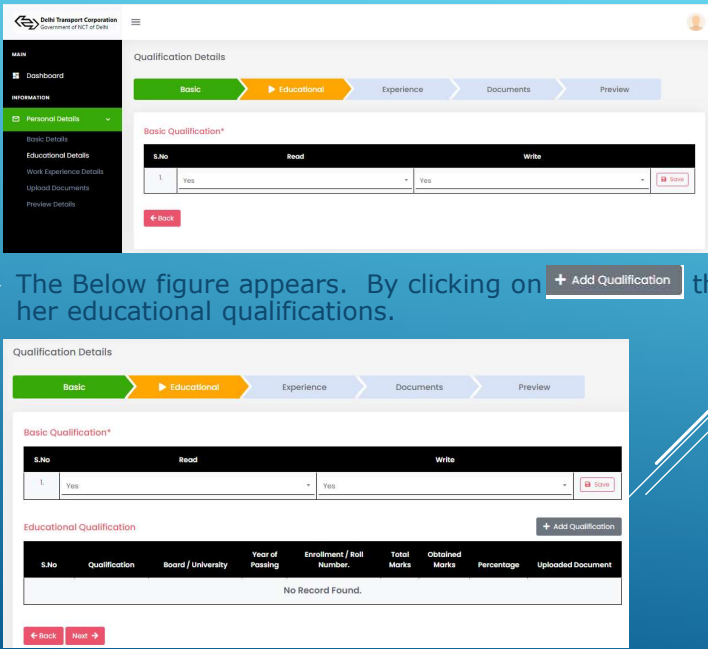
▶ After successfully login, the candidate have to fill up the **Basic Details** and click on **Save Details** Button to save details.



▶ The **Next Button** will appears. Press Next Button to go to next Section.

7

▶ Select "Yes" from Read and Write and click on **Save** Button.



▶ The Below figure appears. By clicking on **+ Add Qualification** the candidate can add his / her educational qualifications.

8

**ima appweb**

- ▶ Candidate has to enter his qualifications and upload the relevant document in PDF format only, and click **Save Qualification** Button to save the details.

**Add Educational Qualification**

Qualification: 10th Board / University: CESE  
 Year of Passing: 2003 Roll No. / Enrollment No.: 12345678  
 Total Marks: 500 Obtained Marks: 260  
 Percentage (%): 52.00 Educational Certificate: Browse... CamScanner 03-08-2021 15:01:43.pdf

**Save Qualification**

---

**Qualification Details**

Basic | **Educational** | Experience | Documents | Preview

**Basic Qualification\***

S.No	Read	Write
1	Yes	Yes

**Educational Qualification**

S.No	Qualification	Board / University	Year of Passing	Enrollment / Roll Number	Total Marks	Obtained Marks	Percentage	Uploaded Document
1	10th	CESE	2003	12345678	500	260	52.00	

**9**

- ▶ By clicking on the Next button the candidate will be navigated to fill the details of Experience he /she have.

**ima appweb**

- ▶ User have to click on **+ Add Experience** button to add his / her experience.

**Experience Details**

Basic | Educational | **Experience** | Documents | Preview

**Work Experience**

S.No	Organization Name	Designation	From Date	To Date	Total Period	Uploaded Document
No Record Found.						

**+ Add Experience**

**Back**

**Add Experience Details**

Designation: Designation Organization Name: Enter Organization Name  
 From Date: Enter From Date To Date: Enter To Date  
 Total Period: Total Period Experience Certificate: Browse... No file selected.

**Save Experience Details**

**10**

- ▶ By clicking on the button the below screen will opens up where the candidate have to fill the relevant experience details and upload he document, and click the Save Experience Details Button to upload the details.

▶ After successfully adding experience details the below mentioned screen will appear. By clicking on the next button the candidate will be navigated into the next section.

**Experience Details**

Basic > Educational > **Experience** > Documents > Preview

Work Experience + Add Experience

S.No	Organization Name	Designation	From Date	To Date	Total Period	Uploaded Document
1.	ABCD	ELECTRICIAN	01-04-2014	01-04-2019	5Y 0M 0D	

◀ Back Next ▶

▶ In this section the candidate has to upload a photograph and signature in JPEG format only by clicking the "Choose File" button. After uploading the candidate has to click on the "UPLOAD DOCUMENT" button.

**Upload Documents**

Basic > Educational > Experience > **Documents** > Preview

Photograph & Other Documents Upload

1. Upload Photograph  No file chosen

2. Upload Signature  No file chosen

◀ Back Upload Documents

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▶ After successfully uploading the documents the candidate has to click on the next button.

**Upload Documents**

Basic > Educational > Experience > **Documents** > Preview

Photograph & Other Documents Upload

1. Upload Photograph  No file chosen

2. Upload Signature  No file chosen

◀ Back Update Documents Next ▶

Uploaded Document Details

S.No	Uploaded Document Name	File
1	Photograph	
2	Signature	

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▶ The form preview will be shown to the candidate

Preview Details

Basic Educational Experience Documents

Profile Details

Father's / Husband's Name:  Physically Challenged:

Date of Birth:  Nationality:

Gender:  Aadhaar Card Number:

Category:  Pan Card Number:

Court Case:

Contact Details

Mobile Number:  Email Address:

Permanent Address:  Permanent Address:

Basic Educational Details

Read	Yes	Write	Yes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Educational Details

S.No	Qualification	Board / University	Enrollment / Roll No.	Year of Passing	Total Marks	Obtained Marks	Percentage	Certificate
1.	12th	CBSE	32456789	1997	300	400	80.00	
2.	12th	CBSE	323654321	1999	300	400	84.00	
3.	Diploma	ABCU	654567890	2003	1000	800	90.87	

Work Experience Details

S.No	Organization Name	Designation	From Date	To Date	Total Period	Uploaded Document
1.	ABCU	ASSISTANT ELECTRICIAN	30-04-2005	30-04-2020	09 Year 00	

Declaration

I do hereby declare that the particulars furnished here in above are true complete and correct as per my knowledge. I have never been convicted by any Court of Law. In case any information furnished above is found false, incomplete or incorrect, the contract awarded between the Management and the undersigned will stand automatically cancelled. The services rendered by me during the period on execution of the contract will not confer any right to claim for the regularization of the services under the Delhi Transport Corporation.

*[Signature]*

[Click Here To Apply](#)

▶ After clicking on "Click Here to Apply" candidate will be diverted into the **All Vacancy Details** Section. Candidate will see multiple vacancy, by clicking **Apply** button to respective Advertisement Number a candidate can apply to the respective positions. If a candidate is not able to apply then he has to give certain details which were asked for the respective positions.

All Vacancy Details

Show 10 entries Search:

S.No	Advertisement Number	Advertisement Title	Name of Vacancy	Category	Closing Date	Details	Action
1.	Assistant_Foreman/2021/7874548777	Filling the form of Assistant Foreman in DTC	Assistant Foreman	Contractual	2021-07-31		<a href="#">Apply</a>
2.	Assistant Fitter (R&M)/2021/456789	Filling the form of Assistant Fitter (R&M) in DTC	Assistant Fitter	Contractual	2021-04-30		<a href="#">Apply</a>
3.	Electrician_(CED)/2021/23456	Filling the form of Electrician(CED) in DTC	Electrician(CED)	Contractual	2021-04-30		<a href="#">Apply</a>
4.	Assistant_Electrician_(R&M)/2021/7852	Filling the form of Assistant Electrician (R&M) in DTC	Assistant Electrician (R&M)	Contractual	2021-04-30		<a href="#">Apply</a>
5.	Asst. Fitter CED/2021/2345	Filling the post of Asst. Fitter CED in DTC	Asst. Fitter	Contractual	2021-05-01		<a href="#">Apply</a>

Showing 1 to 5 of 5 entries

[Previous](#) [Next](#)

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## Department LOGIN Tab in Menu Bar

Delhi Transport Corporation  
Government of NCT of Delhi

DTC's Landmark Distinction  
World's Largest Eco-Friendly CNG Bus Service

Home FAQs Contact Us **Department Login** Log In Registration

Senior Mgt. Login  
Super Admin Login  
PLD Login  
Trade Test Login  
Medical Login  
Posting Login


**An Initiative By DTC For Hassle-Free And Speedy Recruitment Of Employees In DTC**

CAREER OPPORTUNITY

S. No	Advertisement Number	Advertisement Title	Name of Vacancy	Status	Category	Opening Date	Closing Date	Advertisement Details	Apply Link
1.	Assistant_Foreman/2021/7874548777	Filling the form of Assistant Foreman in DTC	Assistant Foreman	Open	Contractual	2021-04-30	2021-05-31		<a href="#">Apply</a>
2.	Assistant Fitter (R&M)/2021/456789	Filling the form of Assistant Fitter (R&M) in DTC	Assistant Fitter	Open	Contractual	2021-04-13	2021-04-30		<a href="#">Apply</a>
3.	Electrician_(CED)/2021/23456	Filling the form of Electrician(CED) in DTC	Electrician(CED)	Open	Contractual	2021-04-13	2021-04-30		<a href="#">Apply</a>
4.	Assistant_Electrician_(R&M)/2021/7852	Filling the form of Assistant Electrician (R&M) in DTC	Assistant Electrician (R&M)	Open	Contractual	2021-04-13	2021-04-30		<a href="#">Apply</a>
5.	Asst. Fitter CED/2021/2345	Filling the post of Asst. Fitter CED in DTC	Asst. Fitter	Open	Contractual	2021-04-15	2021-05-01		<a href="#">Apply</a>
6.	Tyreman/2021/7874548777	Filling vacancies for the post of Tyreman	Tyreman	Open	Contractual	2021-04-15	2021-06-01		<a href="#">Apply</a>

▶ By clicking on the Respective Department Login Link like **Senior Mgt Login, Super Admin Login, PLD Login, Trade Test Login, Medical Login, Posting Login** the user will be diverted to their respective Dashboard, where they can perform their duties.

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## Admin LOGIN

- ▶ By clicking on the "Super Admin Login" link in menu bar under Dept. Login. The following Login Screen will appear. Admin has to enter his Credentials to enter in his Dashboard.

Department Login

---


Login Username

Login Password

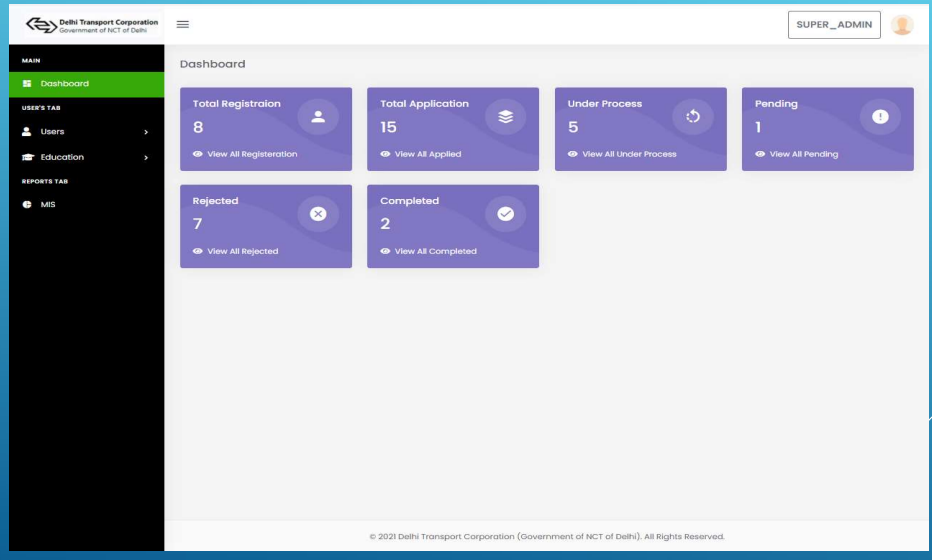
[Log In](#)

[Click Here To Go Home Page](#)

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- ▶ After entering Super Admin Credential and clicking Login Button, the Super Admin Dashboard will appear. The following screen shows the Overall Applications Status.



Delhi Transport Corporation  
Government of NCT of Delhi

MAIN

- Dashboard

USERS TAB

- Users
- Education

REPORTS TAB

- MIS

Dashboard

Total Registration 8 <a href="#">View All Registration</a>	Total Application 15 <a href="#">View All Applied</a>	Under Process 5 <a href="#">View All Under Process</a>	Pending 1 <a href="#">View All Pending</a>
Rejected 7 <a href="#">View All Rejected</a>	Completed 2 <a href="#">View All Completed</a>		

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Admin can View users by clicking on Users Icon located on left side of the screen under Dashboard. He can view All Users Details and create new users by clicking on **+Add New Users**. The In-Active Users Tab will show the inactive users who are disabled by the **Super Admin**.

S. No	Name	Designation	Mobile Number	Login ID	User Type	Edit	Delete
1.	Super Admin	Senior IT Manager	8888888888	SUPER_ADMIN	SUPER_ADMIN		
2.	PLD	Personal Department	8888888888	PLD_1	PLD		
3.	rmedical	medical	7987029244	MEDICAL	MEDICAL		
4.	Trade Test	Trade Test	8888888888	TRADE_1	TRADE_TEST		
5.	Posting Login	Posting Login	9999999999	POSTING	POSTING		
6.	PLD	Personal Department	9999999999	PLD_2	PLD		
7.	PLD	Personal Department	9999999999	PLD_3	PLD		
8.	PLD	Personal Department	9999999999	PLD_4	PLD		
9.	Trade Test	Trade Test	9999999999	TRADE_2	TRADE_TEST		
10.	Trade Test	Trade Test	9999999999	TRADE_3	TRADE_TEST		
11.	Senior Management	Senior Managers	7777777777	SENIOR_MANAGEMENT	SENIOR_MANAGEMENT		

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By clicking **+ Add New user** The Following Screen will appear, where **Super Admin** can create users according to respective Department.

1. User Name:

2. Designation:

3. User Contact Number:

4. User Type:

5. Status:

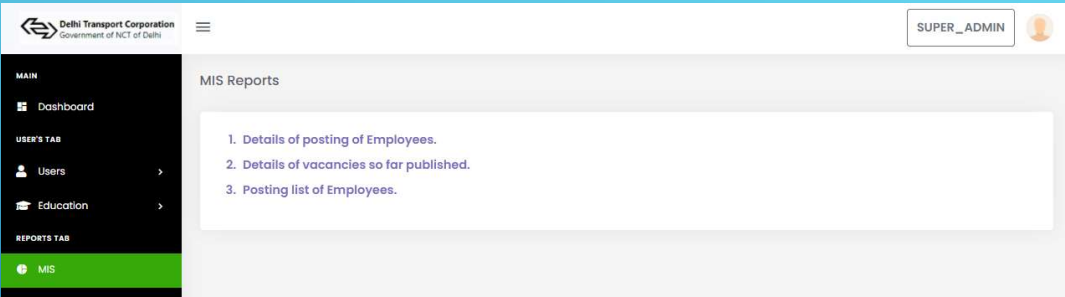
6. Login ID:

7. User Login Password:

Admin can Edit users or Delete users as per requirement. He can change the Role of the users as well.

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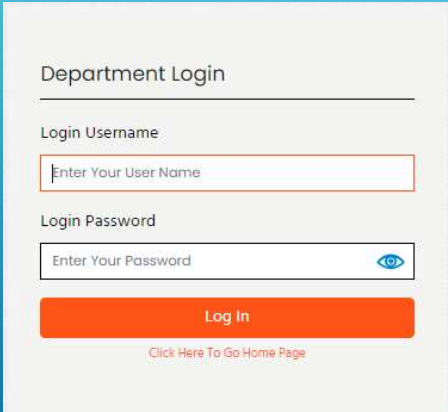


▶ By clicking on the "MIS" located in the left side of Dashboard, the **Super Admin** can View different types of reports. By clicking on them he can view the respective reports.

The screenshot shows the application interface for the Delhi Transport Corporation. The left sidebar is expanded to the 'MIS' section. The main content area displays 'MIS Reports' with a list of three items:

1. Details of posting of Employees.
2. Details of vacancies so far published.
3. Posting list of Employees.

The top right of the dashboard shows the user is logged in as 'SUPER\_ADMIN'.



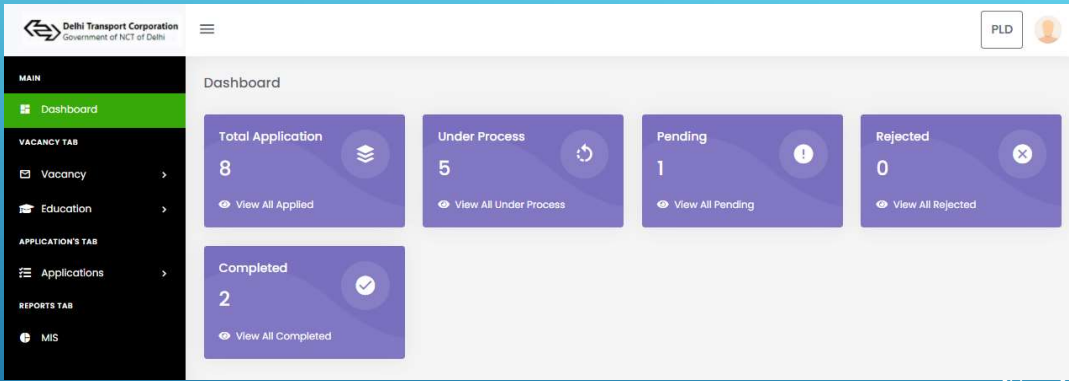
▶ By clicking on the "PLD Login" link in menu bar under **Dept. Login**. The following Login Screen will appear. PLD has to enter his **Credentials** to enter in his Dashboard.

The screenshot shows the 'Department Login' form with the following fields and elements:

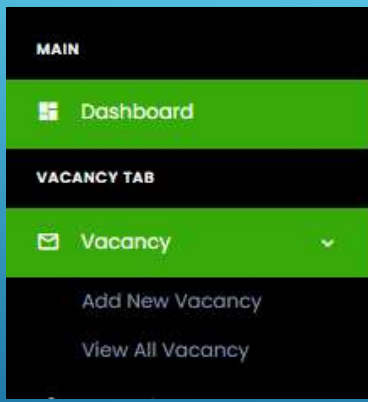
- Department Login
- Login Username:
- Login Password:  (with a toggle eye icon)
- Log In** button
- [Click Here To Go Home Page](#)



▶ After entering PLD Credential and clicking Login Button, the **PLD Dashboard** will appears. The following screen shows the Overall Applications Status.



▶ By clicking on the Vacancy link Two options will appear for PLD :  
▶ 1. Add New Vacancy  
▶ 2. View All Vacancy





By clicking Add new vacancy the PLD has to fill up the following form with relevant Advertisement, and click on Save Details to upload the Vacancy.

New Vacancy

Vacancy Details

1. Advertisement Number  
Enter Advertisement Number

2. Advertisement Title  
Enter Advertisement Title

3. Name of Vacancy  
Enter Name of Vacancy

4. Vacancy Category  
Select Vacancy Category

5. Opening Date  
Enter Opening Date

6. Closing Date  
Enter Closing Date

7. Vacancy Status  
Select Vacancy Status

Age & Work Experience Criteria

8. Minimum Age  
Select Minimum Age

9. Maximum Age  
Select Maximum Age

10. Work Experience (In Years)  
Select Work Experience

Essential Educational Qualification Criteria

11. Essential Education  
Select Essential Education

Technical Qualification Criteria

12. Technical Education  
Select Technical Education

License Criteria

13. License Required  
Select License

Trade Test

14. Trade Test  
Trade Test required or not

Upload Vacancy Circular

15. Upload Circular (Upload File in PDF Format Only.)  
Browse... No file selected

Save Details

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By clicking View All Vacancy, all Vacancy Details will open, which will show Open Vacancy, Closed Vacancy & Pending Vacancy. PLD can Delete the Vacancy by clicking on Delete Icon

All Vacancy Details

Open Vacancy			Closed Vacancy				Pending Vacancy			
S. No	Advertisement Number	Advertisement Title	Name of Vacancy	Status	Category	Opening Date	Closing Date	Details / Corrigendum	Edit	Delete
1.	Assistant_Foreman/2021/7874548777	Filling the form of Assistant Foreman in DTC	Assistant Foreman	Open	Contractual	2021-04-10	2021-07-31			
2.	Assistant Fitter (R&M)/2021/456789	Filling the form of Assistant Fitter (R&M) in DTC	Assistant Fitter	Open	Contractual	2021-04-13	2021-04-30			
3.	Electrician_(CED)/2021/23456	Filling the form of Electrician(CED) in DTC	Electrician(CED)	Open	Contractual	2021-04-13	2021-04-30			
4.	Assistant_Electrician_(R&M)/2021/7852	Filling the form of Assistant Electrician (R&M) in DTC	Assistant Electrician (R&M)	Open	Contractual	2021-04-13	2021-04-30			
5.	Asst. Fitter CED/2021/2345	Filling the post of Asst. Fitter CED in DTC	Asst. Fitter	Open	Contractual	2021-04-15	2021-05-01			
6.	Tyreman/2021/7874548777	Filling vacancies for the post of Tyreman	Tyreman	Open	Contractual	2021-04-15	2021-06-01			

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▶ By clicking on the Education link the PLD will be shown the following figure. PLD can add or delete Education as per his requirement.

The screenshot shows the 'Essential Education Details' page. On the left is a navigation menu with 'Education' highlighted. The main content area features a table titled 'Education List' with columns for 'S.No', 'Education', 'Edit', and 'Delete'. An orange arrow points to the 'Education' column header. The table contains 11 rows of data.

S.No	Education	Edit	Delete
1.	10th	[Edit]	[Delete]
2.	12th	[Edit]	[Delete]
3.	8th	[Edit]	[Delete]
4.	B.A	[Edit]	[Delete]
5.	B.COM	[Edit]	[Delete]
6.	B.E./B.Tech	[Edit]	[Delete]
7.	B.SC	[Edit]	[Delete]
8.	Diploma	[Edit]	[Delete]
9.	ITI	[Edit]	[Delete]
10.	ME/M.Tech	[Edit]	[Delete]
11.	Read and Write	[Edit]	[Delete]

25



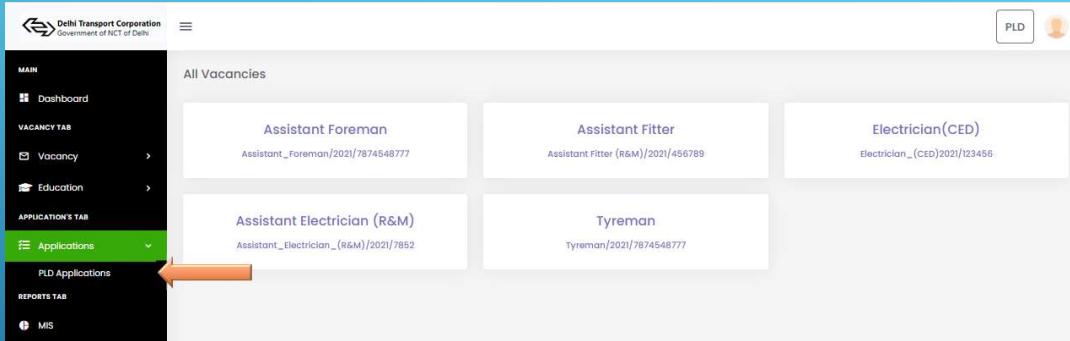
▶ By clicking on the Add new Education the PLD can create education list as per his requirements.

The screenshot shows the 'Add New Education' form. It has two input fields: 'Education Title' with the placeholder text 'Enter Education Title' and 'Education Type' with the placeholder text 'Select Educational Type'. A red 'Submit' button is located at the bottom of the form.

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▶ By clicking on the Applications Link → **PLD Applications** the following figure will appears where the PLD can view how many vacancy he / she has uploaded.



▶ By clicking on respective vacancy he /she can view the Applicant List

All Applications For Assistant Foreman Vacancy

Application List    Verification Process    Pending Applications    Rejected Applications

All	S.No	File No.	Candidate Name	Father's Name	Mobile No.	Aadhaar No.	Category	Physically Handicap	Date of Birth	Age As on Last Date Of Apply	10th	Diploma	Experience
<input type="checkbox"/>	1.	014042128	SURESH	MOHAN BAHADUR	8750280586	1234567890098	General	No	04-04-1991	30 Year	84.00	87.50	12Y 0M 10D
<input type="checkbox"/>	2.	113042123	DEEPAK KUMAR SINGH	MOHAN SINGH	9911648494	1145455	OBC	No	06-11-1986	34 Year	80.00	91.67	6Y 0M 10D
<input type="checkbox"/>	3.	714042159	MUSIFA	RIYAHUDIN	8527647776	789898989898	General	No	10-08-1991	29 Year	75.00	90.00	5Y 0M 0D
<input type="checkbox"/>	4.	1014042129	PANKAJ	MAHESH YADAV	9717043263	393660800157	General	No	16-01-1998	23 Year	49.40	93.33	13Y 0M 0D



- ▶ By selecting number of applications PLD can , **“Assign Verification Date”** Button will appear in the Right hand side of Screen.

All Applications For Assistant Foreman Vacancy

Application List    Verification Process    Pending Applications    Rejected Applications

**Assign Verification Date**

All	S.No	File No.	Candidate Name	Father's Name	Mobile No.	Aadhaar No.	Category	Physically Handicapp	Date of Birth	Age As on Last Date of Apply	10th	Diploma	Experience
<input checked="" type="checkbox"/>	1.	014042026	SURESH	MOHAN BAHADUR	8780290598	123456780098	General	No	04-04-1991	30 Year	84.00	87.50	12Y OM 100
<input checked="" type="checkbox"/>	2.	112042023	DEEPESH KUMAR SINGH	MOHAN SINGH	907048404	1145485	OBC	No	06-11-1995	34 Year	89.00	91.07	6Y OM 110
<input checked="" type="checkbox"/>	3.	714042050	MUSITA	RIYASHDEN	8527647770	790888888808	General	No	10-08-1991	29 Year	75.00	90.00	5Y OM 30
<input checked="" type="checkbox"/>	4.	1014042028	PANKAJ	MANESH YADAV	9717043283	303660850057	General	No	16-01-1998	23 Year	49.40	93.33	13Y OM 00

- ▶ By clicking on the **“Assign Verification Date”**. Below Screen will Appears. PLD has to select the date when he want the Candidate to come for Verification with Original Document. A SMS will be Deliver when the Verification Date is Assigned.

**Assign Verification Date**

1. Assign Verification date  
Enter Verification Date (DD/MM/YYYY)

2. Board Member - I  
Enter Board Member - I

3. Board Member - II  
Enter Board Member - II

4. Chairperson  
Enter Chairperson

**Submit**

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- ▶ After assigning Verification Date to Candidate, the Candidate list will appears in the **“Verification Process”** Tab.

All Applications For Assistant Foreman Vacancy

Application List    **Verification Process**    Pending Applications    Rejected Applications

Serial Number	Verification Date	Number Of Candidates	Remaining Candidates	View List
1.	16-04-2021	2	2	<b>View</b>

30





▶ If the candidate is in Rejected State or in Pending State then the Candidate application will be visible in the PLD Dashboard. Under the Respective Tabs mentioned Below.

▶ **Pending Applications figure mentioned below**

All Applications For Assistant Foreman Vacancy ← Back

Application List      Verification Process      **Pending Applications**      Rejected Applications

All <input type="checkbox"/>	S.No	File No.	Candidate Name	Father's Name	Mobile No.	Aadhaar No.	Category	Physically Handicap	Date of Birth	Age As on Last Date Of Apply	Education	Experience	Application Status	Remarks
<input type="checkbox"/>	1.	714042159	MUSTAFA	RIYAHUDIN	8527647776	789898989898	General	No	10-08-1991	29 Year	10th, 12th, Diploma.	EY OM OD	Pending	Absent

▶ PLD can Reassign the Verification date to the Candidate by clicking the  button.



▶ **Rejected Applications figure mentioned below in PLD**

All Applications For Assistant Foreman Vacancy ← Back

Application List      Verification Process      Pending Applications      **Rejected Applications**

S.No	File No.	Candidate Name	Father's Name	Mobile No.	Aadhaar No.	Category	Physically Handicap	Date of Birth	Age As on Last Date Of Apply	Education	Experience	Application Status	Remarks
1.	1014042129	PANKAJ	MAHESH YADAV	9717043293	393960900157	General	No	16-01-1998	23 Year	10th, 10th, 12th, Diploma.	13Y OM OD	Reject	Other

▶ By clicking on the "Rejected Applications" Tab, the PLD can view the Rejected Applications.





### Final Posting by PLD

- ▶ By clicking on the "Posting Login" link in menu bar under Dept. Login. The following Login Screen will appear. PLD has to enter his Credentials to enter in his Dashboard.

Department Login

---

Login Username

Login Password

[Log In](#)

[Click Here To Go Home Page](#)



- ▶ The Dash board of Posting department is shown below.

**Delhi Transport Corporation**  
 Government of NCT of Delhi

POSTING

MAIN

Dashboard

APPLICATION'S TAB

Applications

REPORTS TAB

MIS

Dashboard

Total Application

2

View All Applied

Under Process

0

View All Under Process

Pending

0

View All Pending

Rejected

0

View All Rejected

Completed

2

View All Completed

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I-128, 1st & 2nd Floor, Mohammadpur Village, Near Bhikaji Cama Place, New Delhi - 110066

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**ima appweb**

- MAIN
  - Dashboard
- APPLICATION'S TAB
  - Applications
  - Posting
- REPORTS TAB
  - MIS

▶ By clicking on the Applications link the Posting link will appear.

▶ Respective Vacancies will be shown on the panel of Posting Department

Delhi Transport Corporation  
Government of NCT of Delhi

POSTING

MAIN

- Dashboard
- Applications
- Posting
- MIS

All Vacancies

Assistant Foreman Assistant_Foreman/2021/7874548777	Assistant Fitter Assistant Fitter (R&M)/2021/456789	Electrician(CED) Electrician_(CED)2021/123456
Assistant Electrician (R&M) Assistant_Electrician_(R&M)/2021/7852	Asst. Fitter Asst. Fitter CED/2021/12345	Tyreman Tyreman/2021/7874548777

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**ima appweb**

▶ Posting Department has to click on the under process tab and download the Excel file from and fill the respective blank column in excel file and fill – up the letter number, date, pay bank, grade pay, pay matrix and upload the CSV file and submit data.

All Applications For Electrician(CED) Vacancy

← Back

<b>Total Applications</b> 1 View Total Applications	<b>Under Process</b> 0 View Total Under Process	<b>Completed</b> 1 View Total Completed
---	---	---

1. PLD Letter Number:

2. Date:


3. Pay Band:

4. Grade Pay:

5. Pay Matrix Level:

6. Upload Posting File (CSV Only):  No file chosen

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## Trade LOGIN

- ▶ By clicking on the “Trade Login” link in menu bar under **Dept. Login**. The following Login Screen will appear. PDT has to enter his **Credentials** to enter in his Dashboard.

Department Login

---


Login Username

Login Password

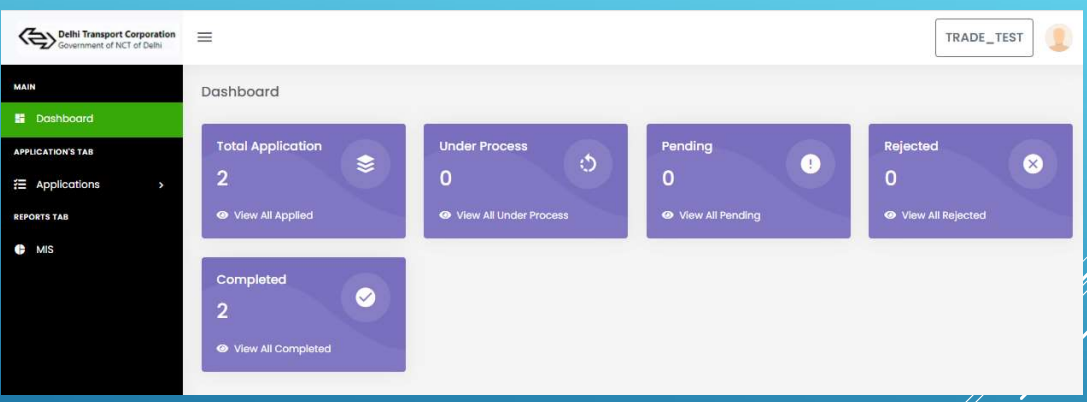
[Log In](#)

[Click Here To Go Home Page](#)

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- ▶ After entering Trade Login Credential and clicking **Login** Button, the **Trade Dashboard** will appear. The following screen shows the **Overall Applications Status** in Trade Dashboard.




Delhi Transport Corporation  
Government of NCT of Delhi

TRADE\_TEST

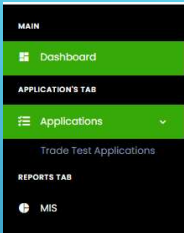
Dashboard

Category	Count	Action
Total Application	2	View All Applied
Under Process	0	View All Under Process
Pending	0	View All Pending
Rejected	0	View All Rejected
Completed	2	View All Completed

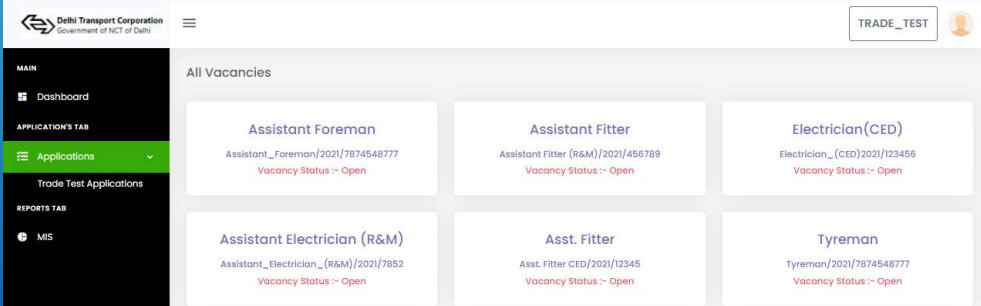
40

 ▶ By clicking on the Applications link, the Trade Test Applications option will appear:


- ▶ 1. Trade Test Applications



▶ By clicking on **Trade Test Application's** the Following Figure will appears





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 ▶ By clicking on Respective Vacancy Tab the Following Figure will appears

All Applications For Electrician(CED) Vacancy ← Back

Application List    Trade Test Process    Pending Applications    Rejected Applications

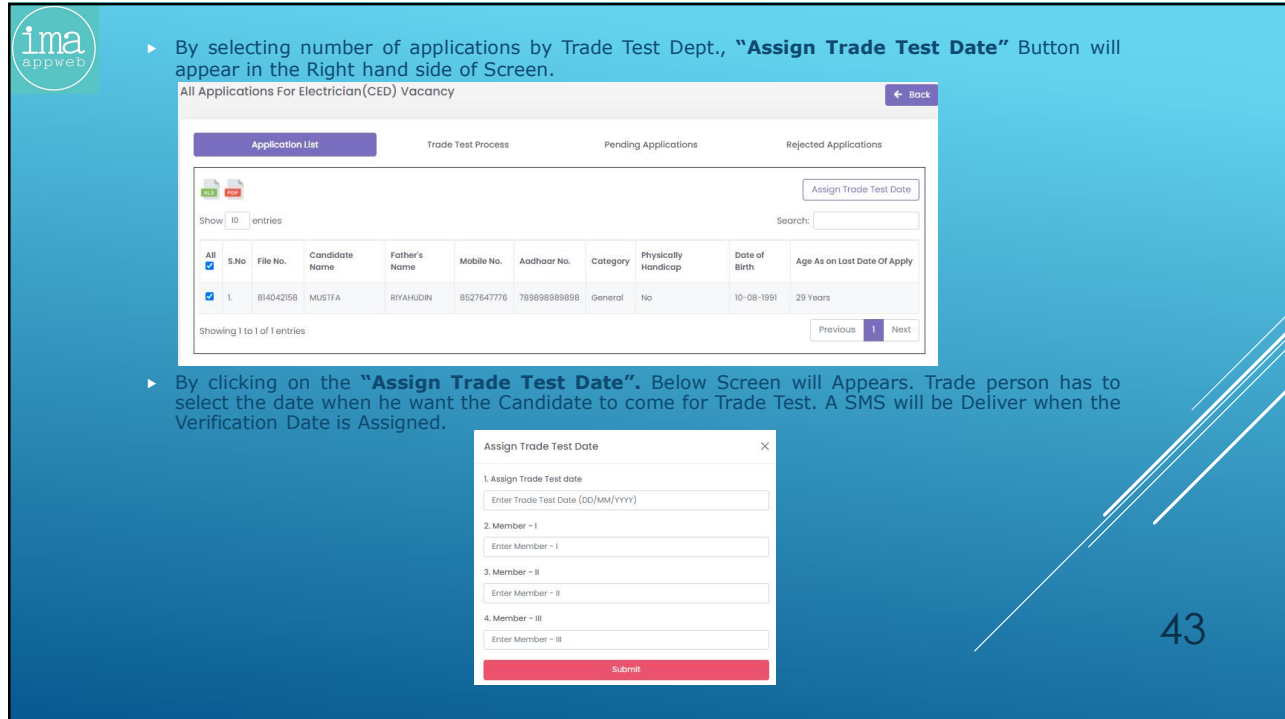



Show  entries Search:

All	S.No	File No.	Candidate Name	Father's Name	Mobile No.	Aadhaar No.	Category	Physically Handicap	Date of Birth	Age As on Last Date Of Apply
<input type="checkbox"/>	1.	814042158	MUSTFA	RIYAHUDIN	8527647776	789898989898	General	No	10-08-1991	29 Years

Showing 1 to 1 of 1 entries Previous **1** Next

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**ima appweb**

- ▶ By selecting number of applications by Trade Test Dept., **"Assign Trade Test Date"** Button will appear in the Right hand side of Screen.

All Applications For Electrician(CED) Vacancy

Application List | Trade Test Process | Pending Applications | Rejected Applications

Assign Trade Test Date

Show 10 entries

All	S.No	File No.	Candidate Name	Father's Name	Mobile No.	Aadhaar No.	Category	Physically Handicap	Date of Birth	Age As on Last Date Of Apply
<input checked="" type="checkbox"/>	1.	814042158	MUSTAFA	RIYAHUDIN	8527647776	785898989898	General	No	10-08-1991	29 Years

Showing 1 to 1 of 1 entries

Assign Trade Test Date

1. Assign Trade Test date  
Enter Trade Test Date (DD/MM/YYYY)

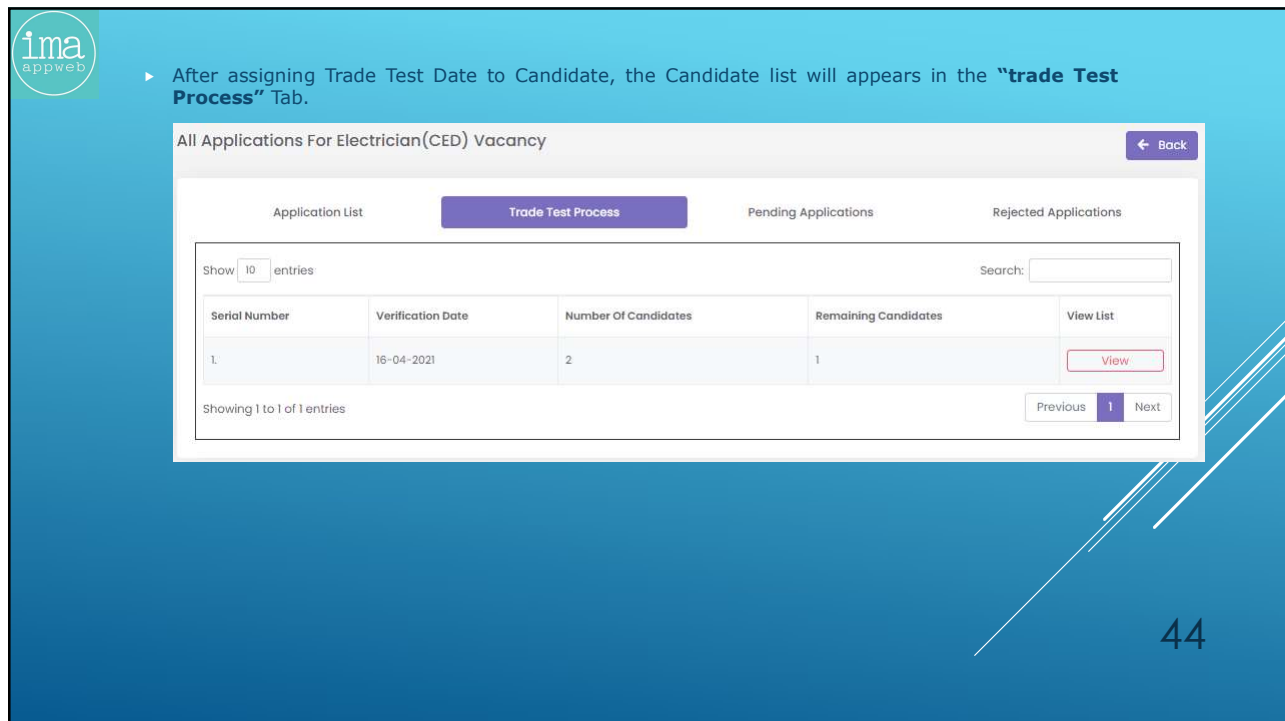
2. Member - I  
Enter Member - I

3. Member - II  
Enter Member - II

4. Member - III  
Enter Member - III

Submit

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**ima appweb**

- ▶ After assigning Trade Test Date to Candidate, the Candidate list will appears in the **"trade Test Process"** Tab.

All Applications For Electrician(CED) Vacancy

Application List | Trade Test Process | Pending Applications | Rejected Applications

Show 10 entries

Serial Number	Verification Date	Number Of Candidates	Remaining Candidates	View List
1.	16-04-2021	2	1	View

Showing 1 to 1 of 1 entries

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- ▶ By clicking on the **“View”** under **“View List”** Column, In Below Figure the List of Candidates will be shown to the Trade User.

All Applications For Electrician(CED) Vacancy

Application List | **Trade Test Process** | Pending Applications | Rejected Applications

Show 10 entries

Serial Number	Verification Date	Number Of Candidates	Remaining Candidates	View List
1.	16-04-2021	2	1	<a href="#">View</a>

Showing 1 to 1 of 1 entries

- ▶ After clicking on the **“View”** link the following screen will be shown to the Trade user.

List of Candidates For Electrician(CED) Vacancy

Show 10 entries

S.No	Trade Test Date	File No.	Candidate Name	Father's Name	Mobile No.	Aadhaar No.	Category	Physically Handicap	Date of Birth	Age As on Last Date Of Apply	Trade Test Form
1.	16-04-2021	814042158	MUSTFA	RIYAHUDIN	8527547776	789898989898	General	No	10-08-1991	29 Years	<a href="#">Fill-Up Form</a>

Showing 1 to 1 of 1 entries

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Trade person have to click on the **“Fill-up Form”** Link in the Column named **“Trade Test Form”** to open the Applicant Form.

- ▶ Trade person have to take the Trade Test and fill the respective marks in the **“Obtained”** column.
- ▶ Based on marks the result will be calculated.
- ▶ If the candidate eligibility criteria is in pending state then Trade Person have to select the Remarks in the Drop down.
- ▶ Trade Person have to enter the 3 Board Member names.
- ▶ By clicking on Submit Form Button the Eligible candidate will be visible in the **“Dashboard of Medical”**.

Trade Test Form For - Electrician(CED)

DELHI TRANSPORT CORPORATION  
11, CELL, CWS-1, BDM COMPLEX  
NEW DELHI - 110009

Name of Candidate: MUSTFA | File Number: 814042158  
Father's / Husband Name: RIYAHUDIN | Date of Birth: 10-08-1991

**Report of Testing Office**

1. Date of Trade Test: 16-04-2021  
2. Time Taken: \_\_\_\_\_  
3. Job entrusted: Electrician(CED)  
4. Accuracy of setting/or Adjustment/Manufacturers: \_\_\_\_\_


Practical		Theoretical		Marks	
Total	Obtained	Total	Obtained	Total	Obtained
50		50		100	

Percentage: \_\_\_\_\_ %  
Trade Test Result: [Select Result](#)

( Sr. Manager (M) MS-1) | ( Manager (P&A) MS-1) | ( Manager (MS-1 & II)

[Submit Form](#)

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▶ If the candidate is in Rejected State or in Pending State then the Candidate record will be visible in the Trade Dashboard. Under the Respective Tabs mentioned Below.

▶ **Pending Applications figure mentioned below**

All Applications For Electrician(CED) Vacancy ← Back

Application List      Trade Test Process      Pending Applications      Rejected Applications

---


Show  entries Search:

<input type="checkbox"/> All	S.No	File No.	Candidate Name	Father's Name	Mobile No.	Aadhaar No.	Category	Physically Handicap	Date of Birth	Age As on Last Date Of Apply	Application Status	Remarks
No data available in table												

Showing 0 to 0 of 0 entries Previous Next

▶ Trade person can Reassign the Verification date to the Candidate by clicking the check box button.

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▶ **Rejected Applications figure mentioned below in Trade Test.**

All Applications For Electrician(CED) Vacancy ← Back

Application List      Trade Test Process      Pending Applications      Rejected Applications

---

Show  entries Search:

S.No	File No.	Candidate Name	Father's Name	Mobile No.	Aadhaar No.	Category	Physically Handicap	Date of Birth	Age As on Last Date Of Apply	Application Status	Remarks
No data available in table											

Showing 0 to 0 of 0 entries Previous Next

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# Medical Login

▶ By clicking on the "Medical" link in menu bar under **Dept. Login**. The following Login Screen will appear. Medical Person has to enter his **Credentials** to enter in his Dashboard.

Department Login

---

Login Username

Login Password

[Log In](#)

[Click Here To Go Home Page](#)



▶ After entering Medical Credential and clicking Login Button, the **Medical Dashboard** will appears. The following screen shows the Overall Applications Status.

Delhi Transport Corporation  
Government of NCT of Delhi

MEDICAL

MAIN

Dashboard

APPLICATION'S TAB

Applications

REPORTS TAB

MIS

Dashboard

Total Application

3

View All Applied

Under Process

1

View All Under Process

Pending

0

View All Pending

Rejected

0


View All Rejected

Completed

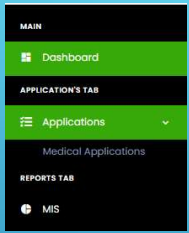
2

View All Completed

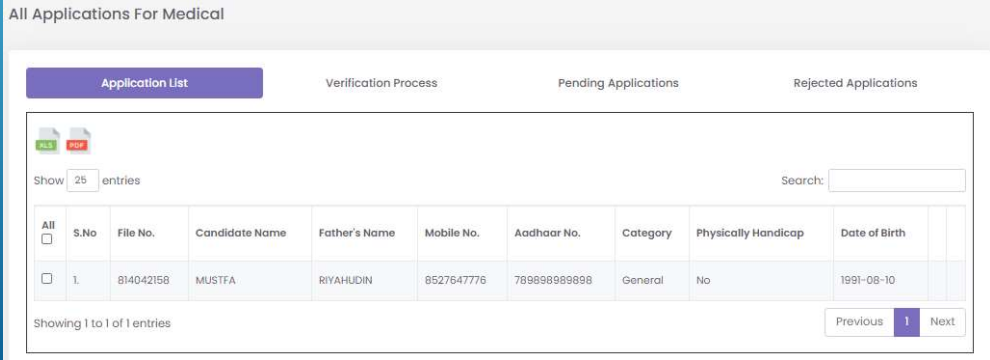


 ▶ By clicking on the Applications link Medical Applications options will appear for Medical Person:

- ▶ 1. Medical Applications



▶ 1. By clicking on Medical Applications the Following Medical Dashboard will open.



**All Applications For Medical**


Application List    Verification Process    Pending Applications    Rejected Applications

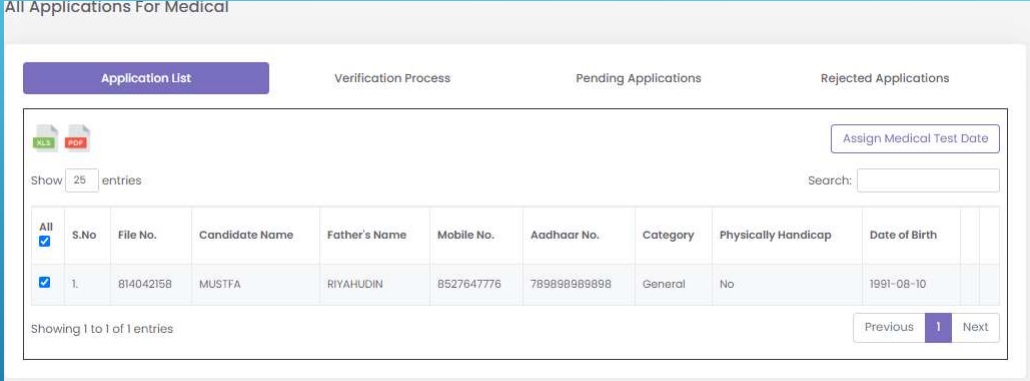
Show 25 entries    Search:

All <input type="checkbox"/>	S.No	File No.	Candidate Name	Father's Name	Mobile No.	Aadhaar No.	Category	Physically Handicap	Date of Birth
<input type="checkbox"/>	1.	814042158	MUSTFA	RIYAHUDIN	8527647776	789898989898	General	No	1991-08-10

Showing 1 to 1 of 1 entries    Previous 1 Next

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 ▶ **Medical Person** can select the number of users by clicking the check box on the left hand side of the application. If he want to select all the records, he can simply click on ALL Check Box.



**All Applications For Medical**


Application List    Verification Process    Pending Applications    Rejected Applications

Show 25 entries    Search:     Assign Medical Test Date

All <input checked="" type="checkbox"/>	S.No	File No.	Candidate Name	Father's Name	Mobile No.	Aadhaar No.	Category	Physically Handicap	Date of Birth
<input checked="" type="checkbox"/>	1.	814042158	MUSTFA	RIYAHUDIN	8527647776	789898989898	General	No	1991-08-10

Showing 1 to 1 of 1 entries    Previous 1 Next

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▶ By selecting number of applications in Contractual Driver Applications List by Medical Person, **"Assign Date for Medical Test"** Button will appear in the Right hand side of Screen.

All Applications For Medical

Application List    Verification Process    Pending Applications    Rejected Applications

Show 25 entries    Search:

Sl	S.No	File No.	Candidate Name	Father's Name	Mobile No.	Aadhaar No.	Category	Physically Handicap	Date of Birth
<input checked="" type="checkbox"/>	1.	814042158	MUSTA	RIYAHUDIN	8527547776	786698989898	General	No	1991-08-10

Showing 1 to 1 of 1 entries    Previous 1 Next

▶ By clicking on the **"Assign Medical Test Date"**. Below Screen will Appear. Medical Person has to select the date when he want the Candidate to come for Verification. A SMS will be Deliver when the Verification Date is Assigned.

Assign Medical Test Date


1. Assign Medical Test date  
Enter Verification Date (DD/MM/YYYY)

2. Board Member - I  
Enter Board Member - I

3. Board Member - II  
Enter Board Member - II

Submit

53



▶ After assigning Verification Date to Candidate, the Candidate list will appears in the **"Verification Process"** Tab

All Applications For Medical

Application List    **Verification Process**    Pending Applications    Rejected Applications

Show 25 entries    Search:

Serial Number	Verification Date	Number Of Candidates	Remaining Candidates	View List
1.	2021-04-17	1	0	<a href="#">View</a>
2.	2021-04-16	2	0	<a href="#">View</a>

Showing 1 to 2 of 2 entries    Previous 1 Next

54



- ▶ By clicking on the **"View"** Column, In Below Figure the List of Candidates will be shown to the **Medical Person**.

All Applications For Medical

Application List    **Verification Process**    Pending Applications    Rejected Applications

Show  entries    Search:

Serial Number	Verification Date	Number Of Candidates	Remaining Candidates	View List
1.	2021-04-17	1	0	<a href="#">View</a>
2.	2021-04-16	3	1	<a href="#">View</a>

Showing 1 to 2 of 2 entries    Previous **1** Next

List of Candidates For Verification

Show  entries    Search:

S.No	Verification Date	File No.	Candidate Name	Father's Name	Mobile No.	Aadhaar No.	Category	Physically Handicap	Date of Birth	Age as on Verification Date	Medical Test
1.	16-04-2021	814042168	MUSTFA	RIYAHUDIN	8527647776	789898989898	General	No	10-08-1991	29 Y, 08 M, 6 D	Prescription Form

Showing 1 to 1 of 1 entries    Previous **1** Next

55



- ▶ **Medical Person** have to click on the **"Prescription Form"** Link in the Column named **"View Prescription Form"** to open the Prescription Form.

- ▶ Medical Person have to take the print out of the user details and ask him to perform the **Urine Test**.
- ▶ Medical Person will assign another date to the Candidate.

DELHI TRANSPORT CORPORATION  
(GOVT. of NCT of Delhi)  
MEDICAL BOARD  
I.P. ESTATE: NEW DELHI

File Number :-	814042168
Candidate Name :-	MUSTFA
Age (as on last date of apply) :-	29 Year, 08 Months, 20 Days
Sex :-	Male
Father/Husband Name :-	RIYAHUDIN
Residential Address :-	NEW DELHI
Aadhaar Card Number :-	789898989898
For The Post Of :-	Electrician (CED)
Identification Mark :-	<input type="text" value="Enter Identification Mark 1"/>
	<input type="text" value="Enter Identification Mark 2"/>
Applicant Status :-	Pending
Pending Reason :-	Urine -Test

[Proceed](#)

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▶ The candidate record will be shown in the Pending Applications tab from where the medical person will assign the next date when he has to come with the **Urine Test Report**. If candidate is Absent then his application is also shown in the Pending Applications Tab.

All Applications For Medical

Application List      Verification Process      **Pending Applications**      Rejected Applications

Show 25 entries      Search:

All <input type="checkbox"/>	S.No	File No.	Candidate Name	Father's Name	Mobile No.	Aadhaar No.	Category	Physically Handicap	Date of Birth	Application Status	Remarks
<input type="checkbox"/>	1.	814042158	MUSTFA	RIYAHUDIN	8527647776	789898989898	General	No	1991-08-10	Pending	Urine-Test

Showing 1 to 1 of 1 entries      Previous 1 Next

▶ Medical Person has to select the check box and click the **"Re-assign Date for Medical Test"** and give the candidate next date for medical test. A SMS will be Deliver when the verification date is assigned to the candidate.

All Applications For Medical

Application List      Verification Process      **Pending Applications**      Rejected Applications

Show 25 entries      Search:

**Re-Assign Medical Test Date**

All <input type="checkbox"/>	S.No	File No.	Candidate Name	Father's Name	Mobile No.	Aadhaar No.	Category	Physically Handicap	Date of Birth	Application Status	Remarks
<input checked="" type="checkbox"/>	1.	814042158	MUSTFA	RIYAHUDIN	8527647776	789898989898	General	No	1991-08-10	Pending	Urine-Test

Showing 1 to 1 of 1 entries      Previous 1 Next

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All Applications For Medical

Application List      **Verification Process**      Pending Applications      Rejected Applications

Show 25 entries      Search:

Serial Number	Verification Date	Number Of Candidates	Remaining Candidates	View List
1.	2021-04-17	2	1	<a href="#">View</a>
2.	2021-04-16	2	0	<a href="#">View</a>

Showing 1 to 2 of 2 entries      Previous 1 Next

▶ By clicking on **View** from the View List Column the below screen will appears from where the Medical Person has to click on the **"Fill-up Form"**.


List of Candidates For Verification

Show 10 entries      Search:

S.No	Verification Date	File No.	Candidate Name	Father's Name	Mobile No.	Aadhaar No.	Category	Physically Handicap	Date of Birth	Age as on Verification Date	Medical Test
1.	17-04-2021	814042158	MUSTFA	RIYAHUDIN	8527647776	789898989898	General	No	10-08-1991	29 Y, 08 M, 7 D	Fill-Up Form


Showing 1 to 1 of 1 entries      Previous 1 Next

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- ▶ **Medical Person** have to click on the **"Fill-Up Form"** Link in the Column named **"Medical Test"** to open the **Medical Test Form**.
  
- ▶ Based on the medical condition of candidate, Applicant status will be assigned like Fit, Un-Fit & Pending.
- ▶ If the candidate eligibility criteria is in pending state then Medical Person have to give the Remarks in the box.
- ▶ If the candidate eligibility criteria is **Un-Fit** then Medical have to give the Remarks in box.
- ▶ Medical Person have to enter the 2 Officer names in the box.
- ▶ By clicking on proceed button the Eligible candidate will be visible in the **"Dashboard of Posting"**

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- ▶ If the candidate is in Pending State then the Candidate application will be visible in the Medical Dashboard. Under the Respective Tabs mentioned Below.
- ▶ **Pending Applications figure mentioned below**

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All Applications For Medical

Application List
Verification Process
Pending Applications
Rejected Applications

All <input type="checkbox"/>	S.No	File No.	Candidate Name	Father's Name	Mobile No.	Aadhaar No.	Category	Physically Handicap	Date of Birth	Application Status	Remarks
No data available in table											

Showing 0 to 0 of 0 entries Previous Next

- ▶ PLD can Reassign the Verification date to the Candidate by clicking the check box. A SMS will be sent when reassign date is given to candidate.



▶ **Rejected Applications figure mentioned below in Medical**

All Applications For Medical

Application List      Verification Process      Pending Applications      **Rejected Applications**

Show 25 entries      Search:

S.No	File No.	Candidate Name	Father's Name	Mobile No.	Aadhaar No.	Category	Physically Handicap	Date of Birth	Age As on Last Date Of Apply	Education	Experience	Status	Remarks
No data available in table													

Showing 0 to 0 of 0 entries      Previous      Next

▶ By clicking on the "Rejected Applications" Tab, the Medical Person can view the Rejected Applications.