



Shahjalal University of Science and Technology

Smart Recruitment System

User Manual

To apply online an applicant must follow the steps outlined below:

Step 1: Registration/Sign up

Smart Recruitment Home Notice Help ▾ বাংলা Register Login

Registration

Home

Smart Recruitment

Registration Form

Full Name

NID/Birth Certificate No

Mobile No (01XXXXXXXX)

Email

Password

Retype password

[Already have an account?](#) [Register](#)

Step 2: Email Verification

Verify your email address by clicking the link sent via email.



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Step 3: Login/Sign in

Smart Recruitment Home Notice Help ▾ বাংলা Register **Login**

Login [Home](#)

Smart Recruitment

Secured Login Panel

Email

Password

Remember Me

[Don't have an account yet?](#) [Sign In](#)

[Forgot Password?](#)

Step 4: Create Profile

Adding 'User Info', Educational Info', 'Other Info' and 'Reference' is mandatory. If you have other information, you can add those too.



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Step 4.1: Add User Information

Smart Recruitment Home Profile Applications Notice Help বাংলা Change Password Logout

Profile Home / User Info


John Doe
john-doe@sust.edu

Payment Pending 0

Payment Completed 0

Total Applications 0

[Apply to a Post](#)

[Application Preview \(Draft\)](#)

[Profile](#) [User Info](#) [Educational Info*](#) [Other Info*](#) [Reference*](#) [Experience](#) [Publication](#) [Thesis](#)

[Extra Curricular Activity](#)

Add User Information * Indicates Required

Name*	Name (Bangla)*	Father Name*
<input type="text" value="John Doe"/>	<input type="text" value="Enter Name (Bangla)"/>	<input type="text" value="Enter Father Name"/>
Mother Name*	Date of Birth*	Mobile No*
<input type="text" value="Enter Mother Name"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="01324567890"/>
NID/Birth Certificate No*	Blood Group*	Gender*
<input type="text" value="Enter NID/Birth Certificate No"/>	<input type="text" value="Select a Blood Group"/>	<input type="text" value="Select a Gender"/>
Religion*	Place of Birth	Nationality*
<input type="text" value="Select a Religion"/>	<input type="text" value="Enter Place of Birth"/>	<input type="text" value="Bangladeshi"/>
Internal Candidate*	Marital Status*	
<input type="text" value="No"/>	<input type="text" value="Select a Marital Status"/>	
NID/Birth Certificate* (PDF, Max: 2MB)	Photo* (300x300px, Max: 100KB)	Signature* (300x80px, Max: 60KB)
<input type="text" value="Choose NID/Birth Certific."/> Browse	<input type="text" value="Choose Photo File"/> Browse	<input type="text" value="Choose Signature File"/> Browse
Present/Mailing Address*	Permanent Address*	
<input type="text"/>	<input type="text"/>	
Submit		



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Step 4.2: Add Educational Information

Smart Recruitment Home Profile Applications Notice Help ▾ বাংলা Change Password Logout

Profile Home / Educational Info


John Doe
john-doe@sust.edu

Payment Pending 0

Payment Completed 0

Total Applications 0

[Apply to a Post](#)

[Application Preview \(Draft\)](#)

Profile User Info* **Educational Info** Other Info* Reference* Experience Publication Thesis

Extra Curricular Activity

Add Educational Information * Indicates Required

Exam Name *	Board/Institute Name *	Grading System *
<input type="text" value="Enter Exam Name"/>	<input type="text" value="Enter Board/Institute Name"/>	<input type="text" value="Select a Grading System"/>
Result *	Academic Period (From) *	Academic Period (To) *
<input type="text" value="Enter Result"/>	<input type="text" value="Enter Academic Period (From)"/>	<input type="text" value="Enter Academic Period (To)"/>
Passing Year *	Group/Subject * (Mention Major [If Any])	Merit Position (If Any)
<input type="text" value="Enter Passing Year"/>	<input type="text" value="Enter Group/Subject (with major)"/>	<input type="text" value="Enter Merit Position"/>
Certificate * (PDF, Max: 2MB)	Transcript/Testimonial (PDF, Max: 3MB)	
<input type="text" value="Choose Certificate File"/> <input type="button" value="Browse"/>	<input type="text" value="Choose Transcript/Testim"/> <input type="button" value="Browse"/>	

Step 4.3: Add Mandatory/Optional Information

Similarly, you can add mandatory and optional information to complete your profile.



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Step 5: Check the Application Preview and Apply to a Post

The screenshot displays the 'Smart Recruitment' user interface. At the top, there is a navigation bar with links for Home, Profile, Applications, Notice, and Help. The user is logged in as 'John Doe' (john-doe@sust.edu). The main content area is titled 'Profile' and includes a sidebar on the left with statistics: Payment Pending (0), Payment Completed (0), and Total Applications (0). A blue 'Apply to a Post' button is visible, and a red box highlights the 'Application Preview (Draft)' button. The main profile area has tabs for Profile, User Info*, Educational Info*, Other Info*, Reference*, Experience, Publication, and Thesis. Below these tabs is a list of profile sections: Extra Curricular Activity, User Information, Educational Information, Experiences, Publications, Theses, References, Other Information, and Extra Curricular Activities.



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Step 6: Apply to a Post/Upgradation & Pay Online

Smart Recruitment Home Profile Applications Notice Help ▾ বাংলা Change Password Logout

Available Jobs Home

Apply for Upgradation Search by job post type 🔍

7 Days Remaining

Lecturer
Department : Electrical and Electronics Engineering
Job Type : Teacher

Vacancy #: 2
Grade : 9 (22000-53060 BDT)
Deadline : 16th Dec 2024 11:59 PM

Apply Online **View Details**

Step 6.1: Confirm and Proceed

Smart Recruitment Home Profile Applications Notice Help ▾ বাংলা Change Password Logout

Available Jobs Home

Confirmation ✕

Are you sure you want to apply & make payment?

Once you apply or complete the payment you will not be able to change your submitted application information.

Note:

1. Make sure you've checked the application draft preview from profile page.
2. The application process is irreversible.
3. Service charges will be added with the application fee.
4. The payment is non-refundable.
5. The authority's decision on any application related matter shall be considered final.

Cancel **Apply & Pay**



Step 6.2: Proceed to Payment

The screenshot shows a payment interface with a 'DEMO' header. Below the header are navigation icons for Support, FAQ, Offers, and Login. A menu bar contains 'CARDS', 'MOBILE BANKING', and 'NET BANKING'. The 'CARDS' section is active, displaying logos for VISA, Mastercard, and 'Other Cards'. There is a text input field for 'Enter Card Number', followed by instructions: 'First digit is 37 or 4 or 5 and rest digits are 1'. Below this are input fields for 'MM/YY', 'CVC/CVV', and 'Card Holder Name'. A checkbox for 'Save card & remember me' is present, along with a link to 'Terms of Service'. At the bottom, a button labeled 'PAY 700 BDT' is visible.



The screenshot shows the same payment interface as the previous one, but with the 'MOBILE BANKING' option selected in the menu. It displays logos for various mobile banking services: bKash, Naya, Rocket, AB, tap, and U. At the bottom, the 'PAY 700 BDT' button is still present.

OTP Page

Do not press browser back or forward button while you are in payment page

Payment Summary	
Please review the following detail for this transaction:	
Amount:	700.00
Invoice number:	2412091127280GSfUMCQIP7r1qi
Description:	Products

Enter Card Information

OTP:

SuccessFailed

Success with risk

Your entered card information could not be corrupted or become known to the third party, as all transmitted data is encrypted by the SSL protocol.

Note

- For VISA and MC, look at the back side of your Card to find 3-digit CVV2/ CVC2. For AMEX, look at the upper right corner of the front side of your Card to find 4-digit CSC.
- The cardholder's name should be entered just as it's written on the card.

SSLCOMMERZ TESTBOX GATEWAY (NO CARD INFORMATION WILL BE SAVED AND DUMMY CARD WILL BE DISPLAYED IN DISPLAY)



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Step 7: Check the Invoice, Submitted Application

Smart Recruitment Home Profile **Applications** Notice Help ▾ বাংলা Change Password Logout

Applied Applications [Home / Applications](#)

Applications [Apply to a Post](#)

New/Promotion Applications:

#	Institute/Dept/Office	Designation	Amount	Status	Action
1.	Electrical and Electronics Engineering	Lecturer	600 BDT	PAID	Details Invoice Application

Step 8: Download the Admit Card

Smart Recruitment Home Profile Applications Notice Help ▾ বাংলা Change Password Logout

Applied Applications [Home / Applications](#)

Applications [Apply to a Post](#)

New/Promotion Applications:

#	Institute/Dept/Office	Designation	Amount	Status	Action
1.	Electrical and Electronics Engineering	Lecturer Eligible	600 BDT	PAID	Details Invoice Application Admit Card

Step 9: Application Closed

Smart Recruitment Home Profile Applications Notice Help ▾ বাংলা Change Password Logout

Applied Applications [Home / Applications](#)

Applications [Apply to a Post](#)

New/Promotion Applications:

#	Institute/Dept/Office	Designation	Amount	Status	Action
1.	Electrical and Electronics Engineering	Lecturer Eligible Inactive	600 BDT	PAID	Details Invoice Application Admit Card