

VSMART

Hand Book

NIC Kerala

Login Page:

In the Login Page enter the

- **User Name**
- **Password**
- **Enter Text (Captcha)**

And then click on the Login Button

If the **Login credentials & Text (Captcha)** provided are corrected, then system will proceed to the Home page of the User. Otherwise, system will give the respective error message. You are only permitted to try four login attempts. If everything fails, then the system will automatically lock for the day.

The screenshot shows the VSMART login interface. At the top, a banner reads 'VSMART VACANT SEAT MONITORING AND ALLOTMENT BY RECRUITMENT TERMS AND RULES'. Below this is a green navigation bar with buttons for 'Home', 'About Us', 'Contact Us', and 'Statistics'. The main content area features a 'Login' form with the following fields: 'Username' (adminahd), 'Password' (masked with dots), and 'Enter Text' (6201). A 'Login' button and a 'Forgot Password?' link are positioned below the form. To the right of the login form is a 'Digital India' logo and a 'Latest News' section with a message: 'are requested to update their Post & Strength Details immediately. You are supposed to enter data into the main site only after you are well versed'.

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Website: <http://www.kerala.nic.in>

Logout:

In order to Logout, click the **icon** displayed on the right top corner. Now system will prompt to click the sign out button. Now system will ask for your assurance. Here if you click the **Ok** button, system will come back to the Login page, otherwise system will return back to your Home page.

The screenshot displays the VSMART web application interface. At the top, there is a navigation bar with links for HOME, HELP, ADMIN, GO, and STRENGTH. A modal dialog box is open, asking 'Do you want to Logout??' with 'OK' and 'Cancel' buttons. On the right side, a user profile menu is visible for 'Dr N N SASI ANIMAL HUSBANDARY', with 'Profile' and 'Sign out' options. The main content area includes a 'WELCOME' message for the user, a bar chart showing 'Post Entered(s)' for 'Strength Entered' (2) and 'Strength Not Entered' (0), and a 'STRENGTH DETAILS' table with columns for Category, Designation, PayScale, SC, and ST. The table currently shows 'No data available in table'.

Basically there are two types of Users

1. Administrative User

He has got the privilege of approving the data entered by the respective Data entry user and entering the master details and basic details.

Menu options are

- A. Home**
- B. Admin**
 - a. Posts Details**
 - b. Pay Scale Details**
 - c. Sub Office Details**
 - d. Employee Sub Office Details**
- C. Strength**
 - a. Strength Entry**
 - b. Strength Inbox**

2. Data entry user

He has got the privilege of entering the Basic details only.

- A. Home**
- B. Admin**
 - a. Posts Details**

C. Strength
a. Strength Entry

Procedures for Entering the Strength Details:

Step I: - First log in as Administrator and then enter all the POSTS in your Department using the Post details option

When you click on the **Post details** option, the Home page display will change as shown below. Here system will automatically display the **Department name** of the Logged in user and waits for the user to select **Pay Scale Type (State / Central / UGC)**. Once you select the **Type** system will automatically display all the **pay scales** with respect to that Pay type. Now you have to select the respective **pay scale** and then enter the **Post name** and the **Category (Gazette / Non Gazette / Last Grade)**. Now click on the **SAVE** button to save the details. Now this entry will be populated in the list box below. This procedure may be continued till the details of the Post in your Department are entered.

The screenshot displays the VSMART system interface. At the top, there is a navigation bar with 'HOME', 'HELP', 'ADMIN', 'GO', and 'STRENGTH' options. The main content area is divided into two sections. The first section, titled 'Add Posts Entry', contains a form with the following fields: 'Department *' (with 'ANIMAL HUSBANDARY' selected), 'PayScale Type *' (with 'Select' selected), 'Pay Scale *' (empty), 'Post Name *' (with 'Only letters allowed' as a placeholder), 'Category *' (with '--Select--' selected), and 'Active *' (checked). There are 'Save' and 'Cancel' buttons at the bottom of the form. The second section, titled 'View Post Details', shows a table with two entries. The table has columns for 'Active', 'Category', 'PayScale Type', 'Pay Scale', 'Post Name', 'Edit', and 'Delete'. The first entry is for 'Non-Gazetted' category, 'State' pay scale type, with pay scale '14620-25280' and post name 'JUNIOR INSTRUCTOR/CHICK SEXING EXPERT'. The second entry is for 'Last Grade' category, 'State' pay scale type, with pay scale '8730-13540' and post name 'GARDNER'. The table also shows 'Showing 1 to 2 of 2 entries' and navigation buttons for 'Previous' and 'Next'.

Step II: - Enter all the PAY SCALE of each POST in your Department using the Pay Scale details option

When you click on the **Pay Scale details** option, the Home page display will change as shown below. Now you have to select the respective **Category (Gazette / Non Gazette / Last Grade)** and then enter the **Pay Scale**. Then select **Pay Scale Type (State / Central / UGC)** and enter the

Grade Pay and Allowance. Now click on the **SAVE** button to save the details. Now this entry will be populated in the list box below.

Pay Scale Details Form:

Category: --Select-- Pay Scale: Numbers and dash allowed Active:

PayScale Type: Select Grade Pay: Allowance:

All fields marked with * are Mandatory !!!

Save

No	Category	Pay Scale Type	Pay Scale	Active	EDIT	DELETE
1	Non-Gazetted	State	19000-43600	Y		
2	Non-Gazetted	State	18000-41500	Y		
3	Non-Gazetted	State	19000-43600	Y		
4	Non-Gazetted	State	20000-45900	Y		
5	Non-Gazetted	State	22200-48000	Y		
6	Non-Gazetted	State	25200-54000	Y		
7	Non-Gazetted	State	26500-56700	Y		

Step III: - Enter all the SUB OFFICE under the Department using the Sub Office details option.

When you click on the **Sub Office details** option, the Home page display will change as shown below. Here system will automatically display the **Department name** of the logged in user. Now you have to enter the **Office Abbreviation, Office Description** and **Name to Display** under the corresponding department. Now click on the **SAVE** button to save the details. Now this entry will be populated in the list below.

SubOffice Details Form:

Department:

Office Abbreviation: Office Description: Name to Display:

All fields marked with * are Mandatory !!!

Save

Abbreviation	Description	Name To Display	Edit	Delete
DISTRICT OFFICE KOLLAM	DISTRICT OFFICE KOLLAM	DISTRICT OFFICE KOLLAM		

Showing 1 to 1 of 1 entries

Step IV: - Enter all the EMPLOYEES of SUB OFFICE under the Department using the Employee Sub Office details option.

When you click on the **Employee Sub Office details** option, the Home page display will change as shown below. Now you have to select the **Sub Office** of a particular employee. Then select **prefix** and enter the **Name** and **Initial** of particular employee. Then you have to select the **Position of Initial(After/Before)** that time **Full name** of employee is displayed in Full name box. Then you have to select the **gender** of employee and choose **Designation** of Employee. Then you have to select the **Employee Type (Administrator/Data Entry Officer)** and select the respective **Category (Gazette / Non-Gazette / Last Grade)**. Then you have to enter the **Residence Phone** and **Mobile Number** of contacting person. Then you have to enter the **Email Id**, that Email id is used to Login in your account. Now click on the **SAVE** button to save the details. Now this entry will be populated in the list below.

The screenshot displays the VSMART web application interface. At the top, there is a navigation bar with 'HOME', 'HELP', 'ADMIN', and 'STRENGTH' options. The main content area is titled 'Employee Details' and contains a form with the following fields:

- Please select The Name Of Suboffice* (Dropdown menu)
- District* (Dropdown menu)
- Prefix* (Dropdown menu)
- Name* (Text input)
- Initial (Text input)
- Initial Position (Dropdown menu)
- Full Name* (Text input)
- Gender* (Dropdown menu)
- Designation* (Dropdown menu)
- Employee Type* (Dropdown menu)
- Category* (Dropdown menu)
- Residence Phone (Text input)
- Mobile Phone (Text input)
- Email ID* (Text input)

Below the form, there is a 'Save' button and a note: 'All fields marked with * are Mandatory !!'. At the bottom of the page, there is a 'List Of Employees' table with columns for Name, Designation, Mobile No, and Email ID. The table currently shows 5 entries.

Step v: - The Staff Strength of your Department can be entered either by the Administrator or by the Data Entry User.

In both the cases the entry form will be the same. Here you are supposed to select the **category & designation** and the system will display the **Pay Scale** with respect to that Designation.

Government of Kerala

HOME HELP ADMIN GO STRENGTH

VSMART

Strength Entry as on 01-01-2017

Year: 2017

Details of sanctioned posts as on 1st January with category wise details (excluding those supernumerary posts created for special Recruitment and those working on deputation from other depts. with Special Pay.

Category: -select- Designation: -select- Pay Scale: Action: ADD

List Of Strength Entry

Category	Designation	PayScale	SC Representation	ST Representation	Edit	Delete
Gazetted	DIRECTOR	68700-110400	60	60		

Now confirm the entry by clicking on the **ADD** button and the system will prompt to enter the strength details with respect to that post. After entering the details, click on the **SAVE** button.

Year: 2017
Category: Non-Gazetted
Designation: CLERK
PayScale: 19000-45600

Strength Entry Form

2 Details of sanctioned posts as on 1st January (No of posts)

3 No of Regular vacancies

4 Actual Strength

5 No of SC-ST officers as on 1st Jan. including those appointed under the special recruitment programme with category wise details

6 No of deputationists to other department belonging to SCs/STs to be given separately

7 No of posts reserved but pending for appointment by special recruitment with category wise details

8 Total representations (sum of 5,6,7)

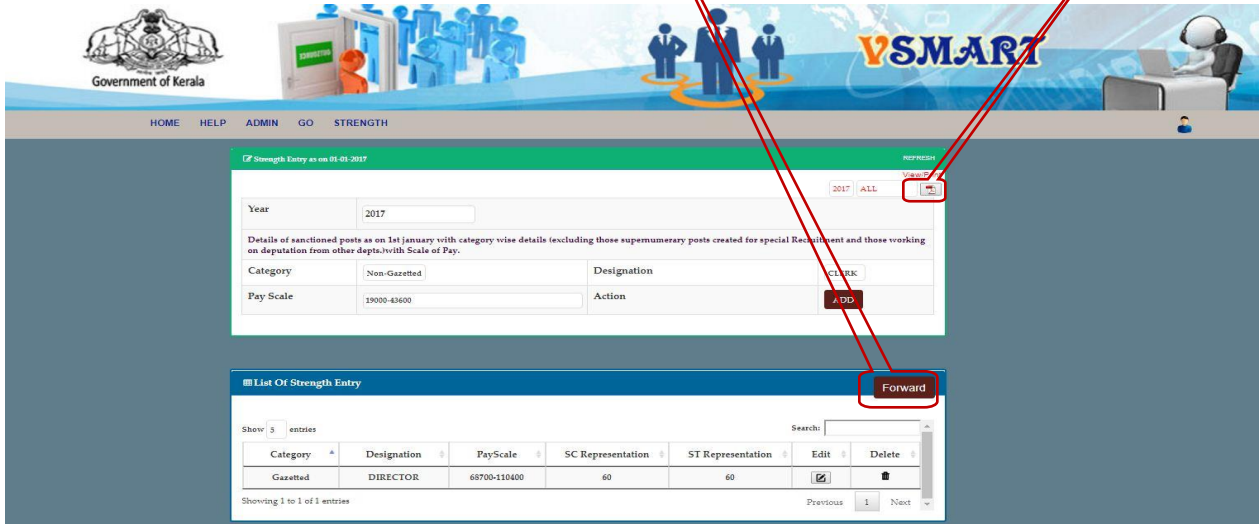
9 Whether there is any increase or decrease in the total number of posts than the previous years. If so give details

10 Remarks

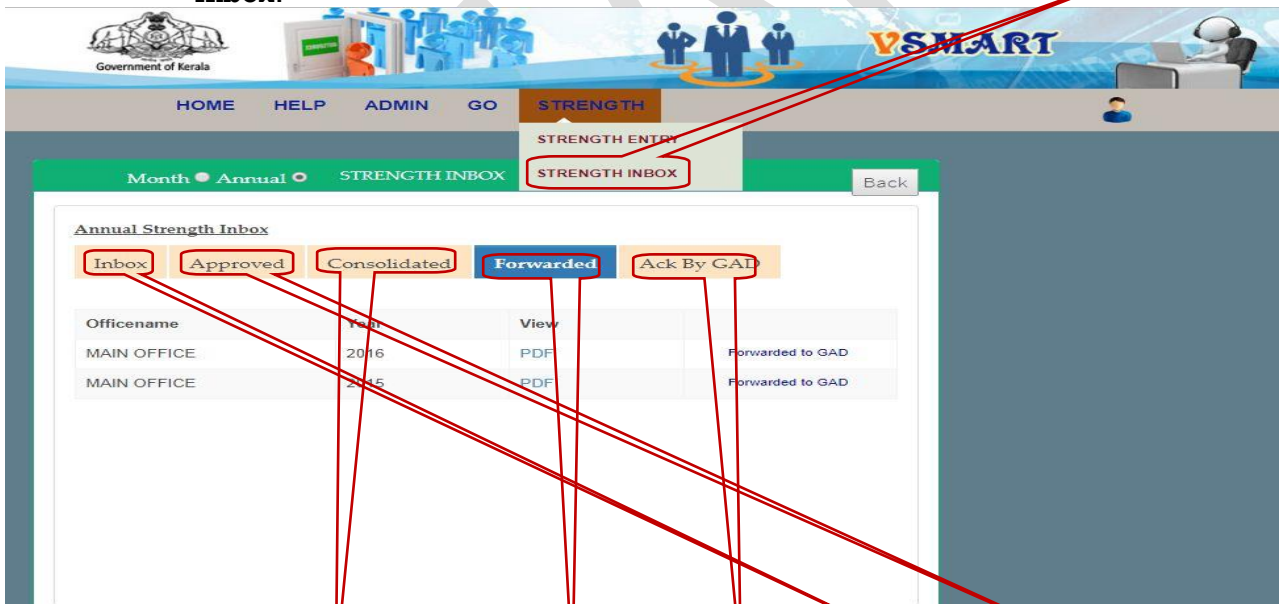
All fields are Mandatory.....!!!

Save Clear Data

If the entry was done by the Data Entry User, then after the Strength entry of all the Posts are over, **FORWARD** the details to the **ADMIN** User for **Approval**. The details once entered can be viewed by clicking the **View / Print** Button at the top. The previous year details can also be viewed by changing the year.



The Forwarded details will be available to the **Admin user** in **Strength inbox**.



There are five tabs displayed in this page. They are **INBOX, APPROVED, CONSOLIDATED, FORWARDED, ACK BY GAD**.

Here Inbox shows the Strength details forwarded by the Data Entry User. For this, select the office and then click the **Approve** Button. Then click **Approved** Tab click the **Consolidate** button. Then click on **Consolidated** tab click on the **Forward** button to forward details to GAD. Forwarded details shown in **Forwarded** tab. All the details forwarded to GAD, once they have acknowledged will be displayed in the **Ack By GAD** tab.

Thank you