User Manual

For

TTD – Engineering Recruitment

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Distribution List:

Name	Role
B. Bala Kishore.	Project Manager/GL

Document History:

Version	Changes Given By	Change Description	Changes Made By	Changes Date
1.0	New Document	New	New	26/08/2023
2.0	Client	Registration(Step1):- 1. Implemented with Gender, Social Status and Fee Particulars. 2. Navigations for Step-by-step process. ADMIN & Scrutiny Officer Login:- 1. Implemented Reports – Summary & Detail Report and Scrutiny Officer Report.	All Screenshots and process flow in Scrutiny Officer and ADMIN Logins.	13/09/2023

Document Control Information:

Version	Change Description	Affected Section	Page
1.0	New Document	New Document	26
2.0	Registration Screen and ADIM & Scrutiny Officer Login	Registration Screen and Reports.	31

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1. INTRODUCTION:

1.1 About TTD:

Tirumala Tirupati Devasthanams (TTD) is an independent trust which manages the temples including the Tirumala Venkateswara Temple in Andhra Pradesh, India. The trust oversees the operations and finances of the richest and the most visited religious center in the world.

1.2 About TTD|ER:

Tirumala Tirupati Devasthanams (TTD), Tirupati Engineering Recruitment – has released the recruitment Notification for Post of Engineers / Assistant Engineers & etc..,

1.3 Objective:

The objective of this document is to explain the process involved in Tirumala Tirupati Devasthanams (TTD), Tirupati Engineering Recruitment of the candidates who wish to apply through online mode for Junior Assistant / Data Entry Operator / Driver / Office Subordinate positions.

2. SOFTWARE AND TECHNOLOGIES:

The following are the software and technologies are used in this TTD Engineers Recruitments Module;

Table 1: Software and Technologies

S.No	Software	Version
1	.NET	4.5
2	Database	SQL Server 2014
3	Application Server	IIS8

3. PROCESS FLOW FOR APPLICATION SUBMISSION:

It is a four step process as showed in Figure – 1.
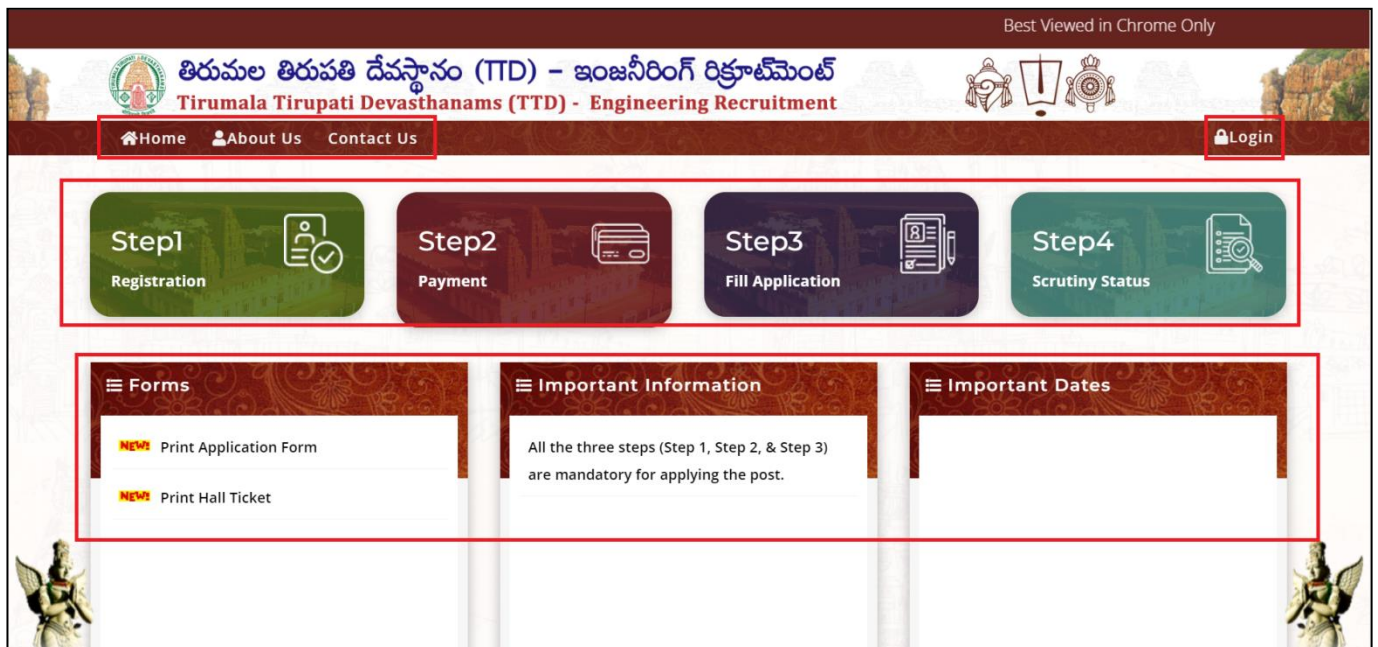
➢ Registration
➢ Payment
➢ Fill Application
➢ Scrutiny Status.

Figure 1: Main Page – TTD|ER.

3.1 Step1 – Registration:-

➢ Click Step1 for Registration as marked in below Figure – 2.

Figure 2: Home Page – TTD|ER

➢ Applicant must fill all the provided fields - Name of the Candidate (as per SSC), Aadhaar Number, Mobile Number, email ID, Gender and Social Status wise fee particulars as shown in below Figure – 3.

Figure 3: Registration Screen – TTD|ER

➢ Click on SUBMIT button as shown in Figure – 4.

Figure 4: Registration Submission – TTD|ER.

➢ Click OK to submit as shown in Figure – 5.

Figure 5: Confirmation Alert – TTD|ER.

➢ After completion of registration an SMS will be sent to the registered Mobile No & Email ID.
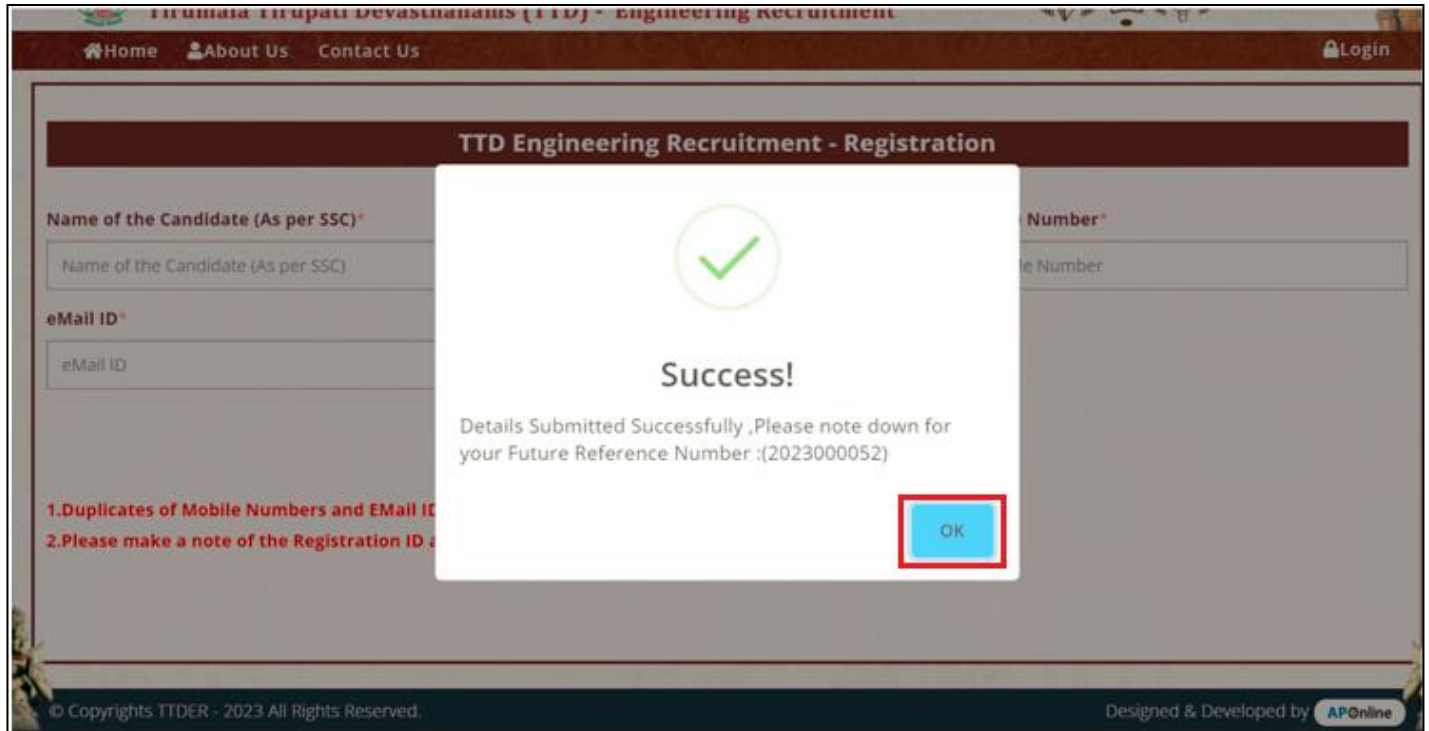➢ A Reference ID will be generated as shown in Figure – 6.

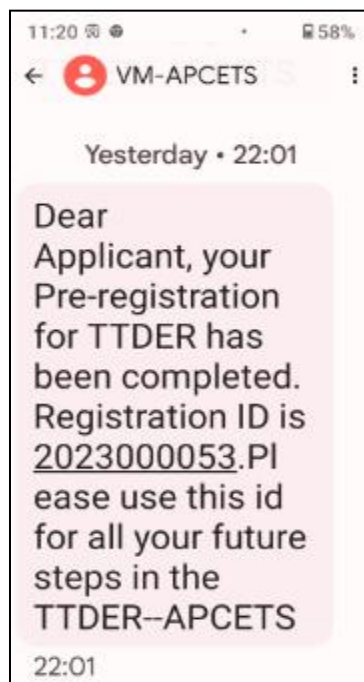*Figure 6: Success Alert – TTD|ER.*

➢ **Sample SMS Message**:-

Figure 7: SMS template – TTD|ER

3.2 Step2 – Payment:-

➢ Click Step 2 for Payment as marked in below Figure – 8.

Figure 8: Payment Process – TTD|ER.

➢ Applicant must select the Post, Enter Mobile Number & Registration ID as shown in below Figure – 9.
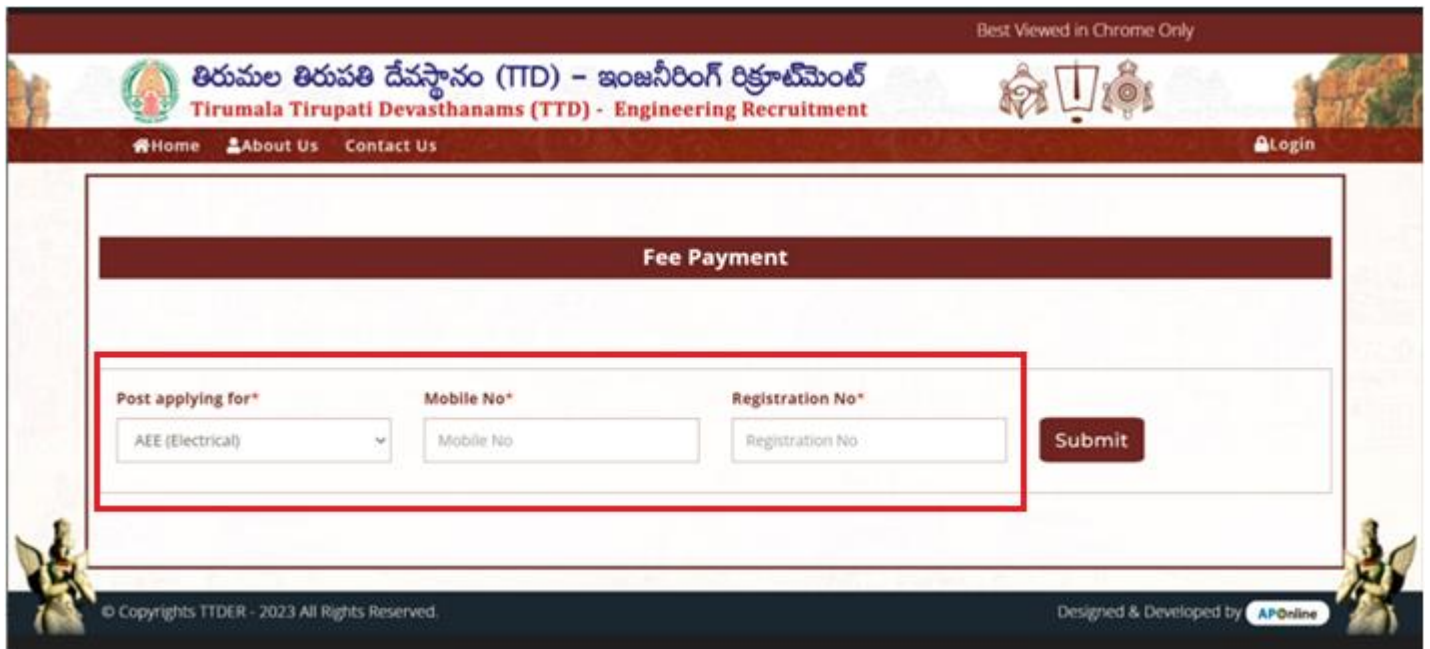

Figure 9: Fill Particulars – TTD|ER.

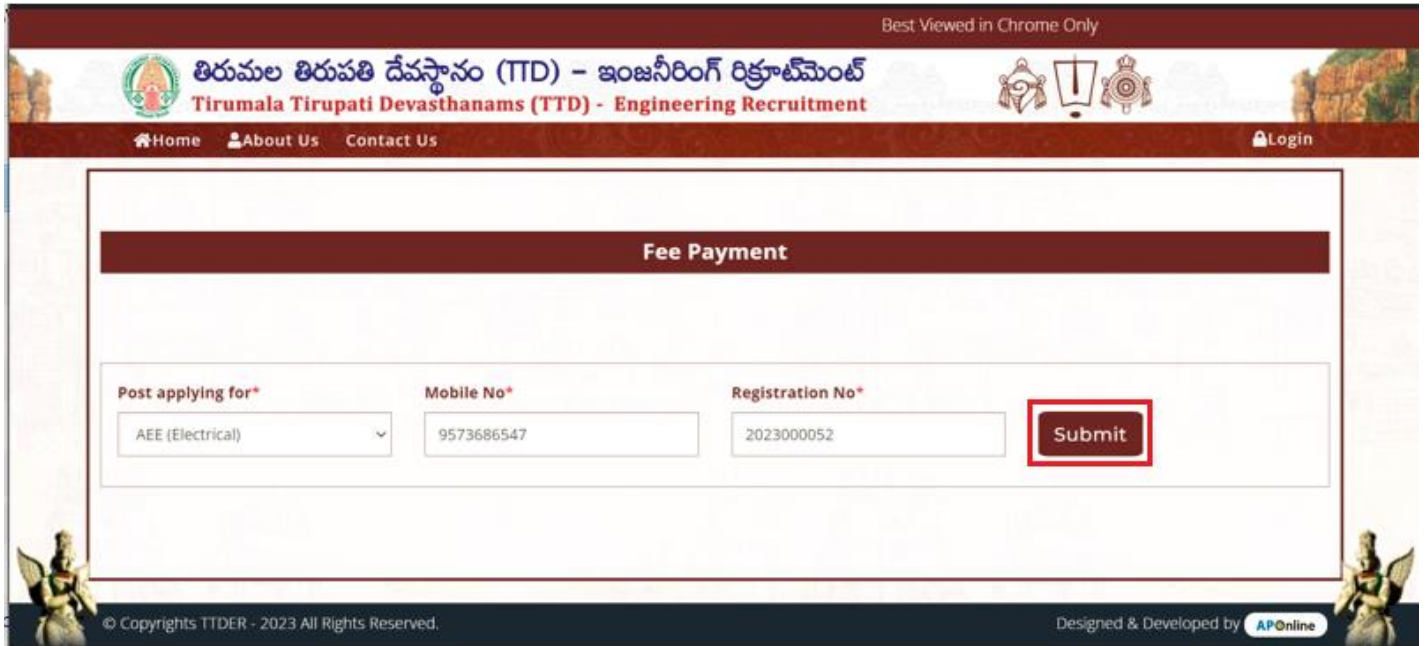➢ Click on SUBMIT as shown in Figure – 10.

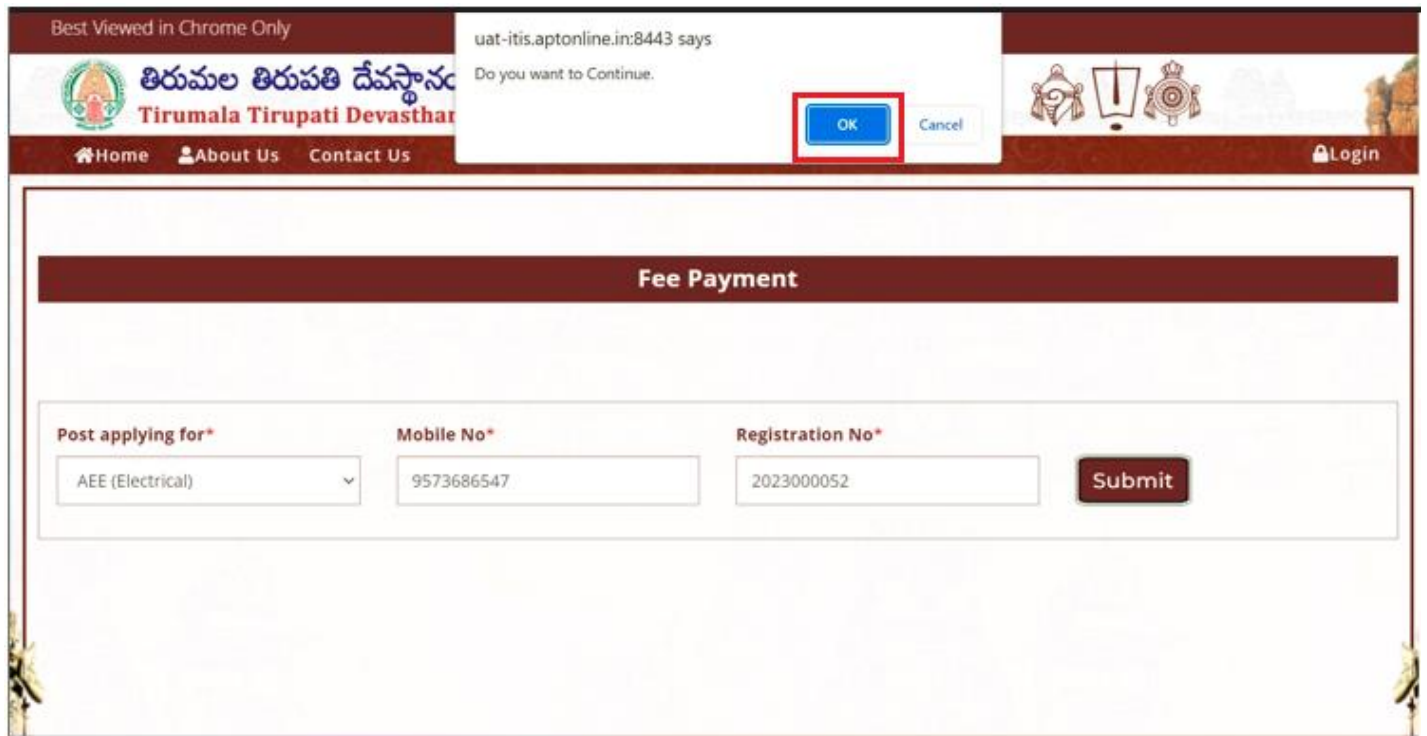*Figure 10: Payment Initiation – TTD|ER.*

➢ Click OK as shown in Figure – 11.

Figure 11: Fee Payment – TTD|ER.

➢ Select the Payment Type and
➢ Select the check box to agree the terms & conditions as shown in Figure – 12.

Figure 12: Check Terms and Conditions – TTD|ER.

➢ Click 'Pay Now' as shown in Figure – 13.

Figure 13: Pay Now – TTD|ER.

➢ After successful Payment details will be shown as given in Figure – 14.

Figure 14: Successful Payment – TTD|ER.

3.3 Step 3 – Fill Application:-

➤ Click Step 3 for Filling of Application as marked in below Figure – 15.

Figure 15: Fill Application – TTD|ER.

- Applicant must select the Post Applied, Enter Mobile Number & Registration ID and click Get button as shown in below Figure – 16.

Figure 16: Candidate Form – TTD|ER.

- Applicant must fill all the information and submit the details as shown in below Figure – 17.

Figure 17: Application Form – TTD|ER.

➢ After filling all the required information click 'Verify & Submit'.
➢ Click 'OK' button for final submission of application as shown in below Figure – 18.

Figure 18: Final submission– TTD|ER.

➢ After Submission of Application an SMS will be sent to the registered Mobile No & Email ID.
➢ Application ID will be generated as shown in Figure – 19.

Figure 19: Success Application ID – TTD|ER.

3.4 Step 4 – Scrutiny Status:-

➢ Application Status of the applicant can be accessed by clicking Step 4 as shown in Figure – 20.
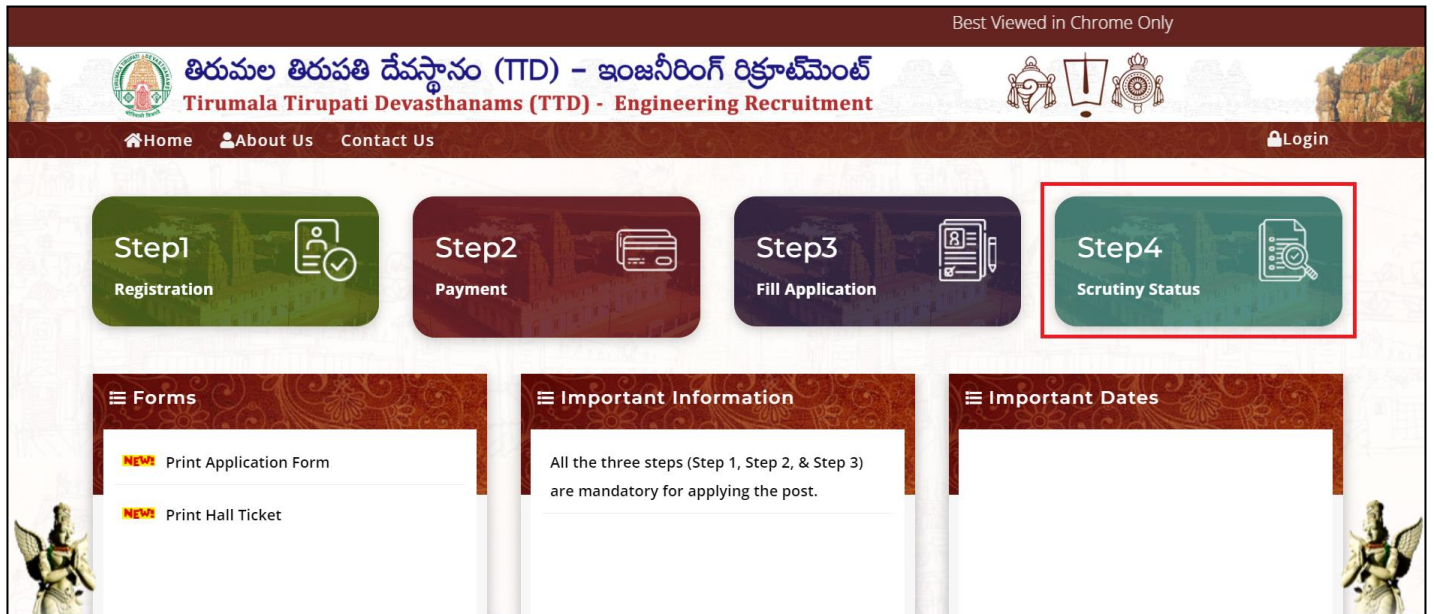
Figure 20: Scrutiny Status of Applicant – TTD|ER.

➢ Scrutiny Officer can Login with credentials as shown in Figure – 21.

Figure 21: Application Scrutiny Status – TTD|ER.

Figure 22: Application Status – TTD|ER

➤ Applicant can view the Application status and do corrections under Step-3 "Fill Application" and resubmit for Scrutiny Process.

4. Forms Tab:-

➤ Forms tab consists of Printing of Application & Hall Ticket as shown in below Figure – 23.
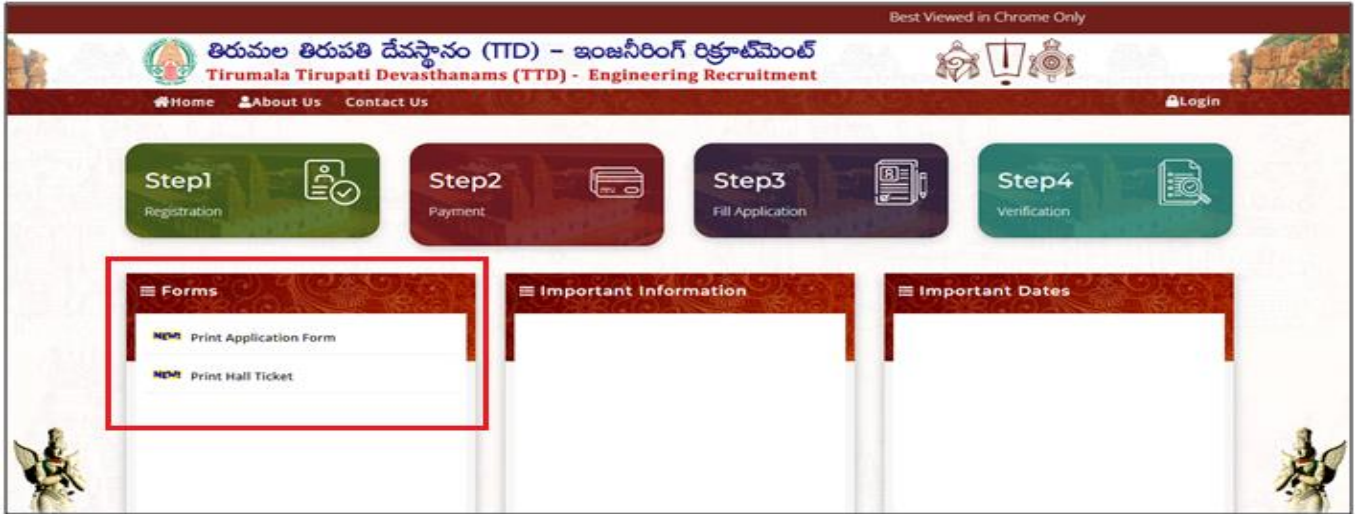
Figure 23:Printing of Application and Hall Ticket – TTD|ER.

4.1 **Application Form – Printing:-**

➤ Click "Print Application" to print the application form as shown in Figure – 24.

Figure 24: Application Print Link – TTD|ER.

➤ Entry Application No., Mobile No and click Submit as shown in Figure – 25.

Figure 25: Print Application Form – TTD|ER.

➢ Click on Print button as shown in Figure – 26.

Figure 26: Print Application – TTD|ER.

4.2 Hall Ticket – Printing:-

➢ Click "Print Hall Ticket" to print the hall ticket as shown in Figure – 27.

Figure 27: Print Hall Ticket Link – TTD|ER.

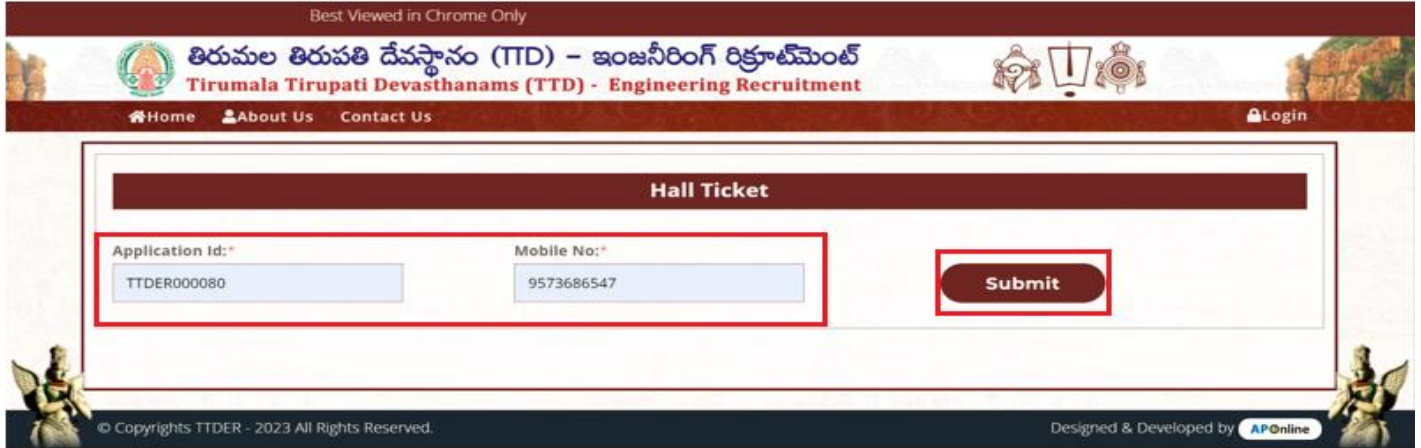➢ Entry Application ID, Mobile No and click Submit as shown in Figure – 28.

Figure 28: Print Hall Ticket – TTD|ER.

➢ Click Print button to print the Hall Ticket as shown in Figure – 29.

Figure 29: View Hall Ticket – TTD|ER.

5. Important Information & Dates Tab:-

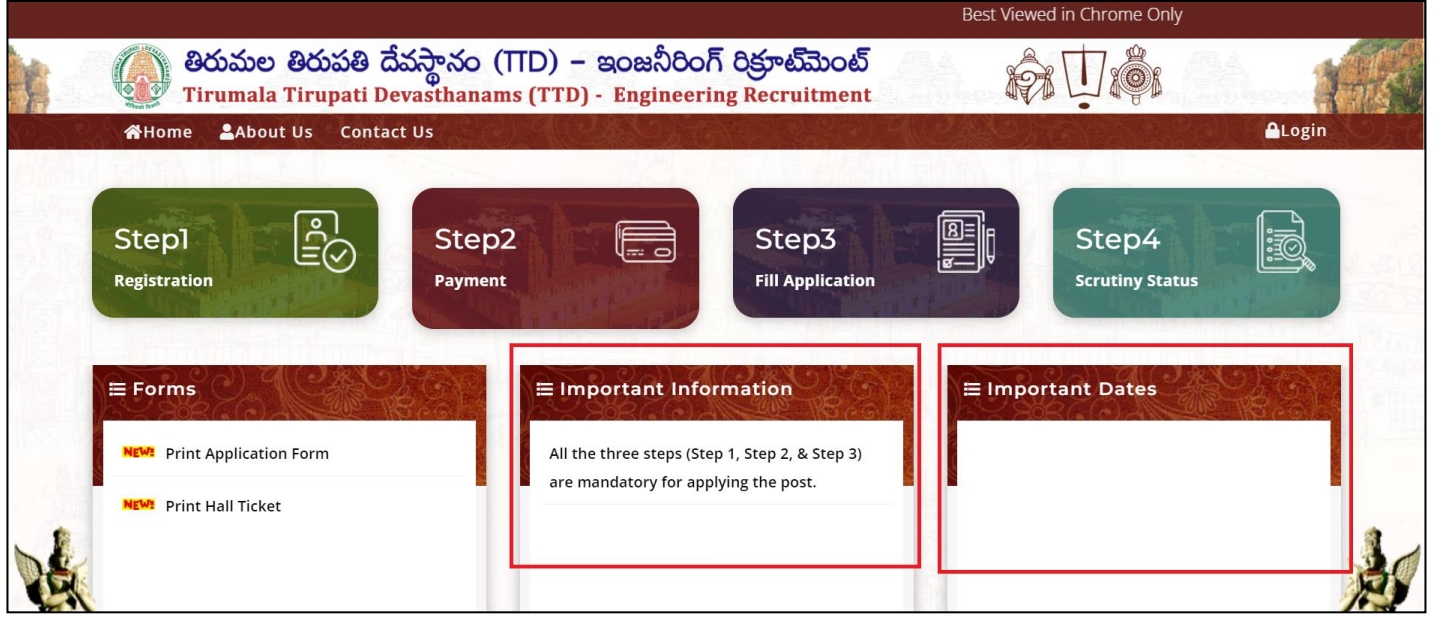➢ Important information and Dates will be published in the relevant blocks as shown in below Figure – 30.

Figure 30: Important Information and Dates – TTD|ER.

6. **Change Management:-**

This document is meant for usage by the Tirumala Tirupati Devasthanams (TTD) Engineering Recruitment team and shall be the basis for preparing the submission of Application process to apply for the Posts. Any changes made to the requirements in future shall have to go through a formal change approval process. Wherever necessary and shall not make any alterations without the permission of the client and the development team.

7. **Approvals:-**

Table 2: Approval Authorities

Inspected By	Date	Signature
P. Srinivasa.	13.09.2023	
Approved By	**Date**	**Signature**
B. Bala Kishore.	13.09.2023	