Overview

At present, DGHRD seeks data of Direct Recruitment vacancies for requisition against vacant posts from CCAs under CBIC. This data is reported by the CCAs on a report module on DGHRD website. CCAs also need to submit a certificate regarding vacancies reported for persons with disabilities. However, the numerical data submitted by CCAs is manually compiled & summed up at DGHRD. This data along with certificate in respect of persons with disabilities is submitted to AD IIIB, CBIC. The online module will enable CCAs to submit the numerical data as well as the certificates and module will compile & sum up the data for requisition against Direct Recruitment vacancies and will enable downloading of certificates submitted by CCAs at DGHRD.

PART A: Following are the steps to be followed by the CCAs for submitting vacancy report:

Step 1: CCAs need to open https://dghrdcbic.gov.in/e-vacancy link and login into the module with the credentials of concerned Cadre Control Authorities (CCAs). Credentials, i.e. the User Names are kept same as that of CCA, i.e. office of Principal Chief Commissioner/Chief Commissioner or Principal Commissioner/commissioner, one-Disposition List module. The initial Password for first log-in is same as User Name and can be changed thereafter by authorized user.
**Step 2:** Once login is successful, following screen will appear as default wherein all vacancy reports along with their current status will get displayed:
**Step 3:** To add a report, CCA needs to click on the “+” sign mentioned below the “Add/Edit Details” column against the post for which vacancy report needs to be filed.
Step 4: Clicking on the “+” sign will direct the CCAs to a new page which will appear as shown below:
Step 5: On the above shown screen CCAs can enter the vacancies category wise as available with the CCA and click on “SAVE” button. For reference, some figures are entered below:
**Step 6:** After saving the details, CCA needs to upload the Persons with Disability (PwD) Certificate by clicking on the link “Click here to attach Certificate” appearing in the last column “PWD Certificate”. Clicking on link will open a pop-up page as shown below:
User Manual for E-vacancy module

**Step 7(i):** In the pop-up box, CCA needs to enter the point number of the cycle number on which vacancy(ies) are falling for PwDas per their reservation roster and upload the PwD Certificate in PDF format by clicking “Choose File” button and browsing the required PDF file. The information thereafter is submitted by clicking on the “Upload” button:
Step 7(ii): Once PDF is successfully uploaded, following message box will appear as shown below on which CCA need to click on “OK” button:
**User Manual for E-vacancy module**

**Step 8(i):** Once the vacancies are entered and PwD Certificate is attached, CCA needs to click on “Save” button and then on “Send to DGHRD” button to submit the report to DGHRD, as shown below:
Step 8(ii): Once the report is sent to DGHRD a message of successful submission will appear as shown below after which CCA will not be allowed to edit/alter vacancies or Certificate:
**Step 9:** To check the status of vacancy reports CCA may click on the “Vacancies” tab on the top left corner which will direct CCA to vacancy page wherein latest status of report will be shown to CCA as shown below:
PART B: In case there arises a need to edit/alter vacancies or Certificate, then a request to DGHRD can be sent by clicking on “Request for Change” button and providing the specific ‘reason for change’ in the dialogue textbox.

Step 1: In case CCA needs to raise a request for any change to the report already sent to DGHRD, they need to click on the “+” sign mentioned below “Add/Edit Details” column against the vacancy for which changes are required, which will direct CCA to the page where request can be raised:
**Step 2:** CCA needs to enter the ‘reason for change’ in the dialogue textbox and click on “Request for Change” button as shown below:
Step 3: Thereafter, CCAs may check the status of their request by going on “Vacancies” page which will appear as shown below:
**User Manual for E-vacancy module**

**Step 4:** Once the request is approved by DGHRD, status of the report will change as shown below:

![E-Vacancy Module Screen](image)

**Note:** However, as a note of caution, that once report is validated by DGHRD and conveyed to the Board then no request for change will be accepted and a 'request rejected' message will appear under "Status" column.
**Step 5:** Once the request is approved the CCA may click “+” sign below “Add/Edit Details” column which will direct the CCA to the page where CCA can make the desired changes/updates by following the **Step 5 to Step 7 as in Part A** above:
Step 6: After incorporating the desired changes CCAs need to save the details by clicking on “SAVE” button. Thereafter, ‘updated successfully’ message will get flashed as shown below:
Step 7(i): After successfully saving the details, the CCA needs to click on “Send to DGHRD” button to submit the amended/updated report to DGHRD as shown below:
User Manual for E-vacancy module

**Step 7(ii):** Once the report is sent to DGHRD a message of successful submission will appear on the page.
Step 8: CCAs may check the status of vacancy submitted by clicking on “Vacancies” tab at top left corner, which will direct CCA to vacancy page on which current status of vacancy will appear as shown below:

Here “Status” of vacancies can also be monitored by CCAs for timely submission of the reports.
**NOTE:** Further, CCAs may see their reports by clicking on the “Reports” tab, appearing next to “Vacancies” tab on top left corner, where CCAs can see reports as they desire by selecting options from drop down options as shown below:
PART C: There may arise an occasion where DGHRD returns the vacancy report submitted by the CCA for some reason, then CCA needs to update the report and re-submit it to DGHRD. This can be done by following steps mentioned below:

**Step 1:** If DGHRD returns the vacancy report submitted by the CCA, a blinking message will appear on the "Vacancies" page of the CCA under "Status" column and on bottom left "Action Required" pop-up message will also appear as shown below:

![Vacancy page screenshot](image.png)

To update the report CCA needs to click on the “+” sign mentioned below the “Add/Edit Details” column against the post for which report is returned by DGHRD.
Step 2: As shown below the report screen will now become editable where CCA can make necessary changes/updates by following the **Step 5 to Step 7 as in Part A** above. After making necessary changes, CCA needs to click the "SAVE" button.
Step 3: Once updated report is saved, ‘updated successfully’ message will appear on the screen as shown below:

Once the updates are saved successfully the CCA needs to click on "Send to DGHRD" button for submission of updated vacancy report to DGHRD.
**Step 4:** Once report is sent to DGHRD a message of successful submission will appear as shown below:
User Manual for E-vacancy module

**Step 5:** CCAs may check the status of vacancy submitted by clicking on “Vacancies” tab at top left corner, which will direct CCA to vacancy page on which current status of vacancy will appear as shown below:

CCAs may contact DGHRD at policy.dghrd@nic.in in case of any queries/difficulty.