



GWUIM

Recruitment System

User Guide

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1. Introduction

1.1 Purpose of this Document

This document serves as a comprehensive **User Guide for Applicants** using the Gampaha Wickramarachchi University of Indigenous Medicine Recruitment Management System (GWUIMRMS).

It provides detailed instructions on how to register, log in, apply for vacancies, manage personal information, and track the status of applications.

The purpose of this guide is to ensure that all applicants can efficiently navigate the system and complete the recruitment process with minimal difficulty.

1.2 Target Audience (Job-Seekers)

This guide is intended for **job seekers** who wish to apply for academic or non-academic positions at Wickramarachchi University through the online recruitment system.

It is designed for users with basic computer and internet knowledge, requiring no prior technical experience.

Applicants can use this guide to understand each step of the online application process and manage their personal profiles.

1.3 System Overview

The Wickramarachchi University Recruitment Management System is an online portal developed to streamline and digitalize the recruitment process for university staff positions.

It allows applicants to,

- View and apply for available job vacancies.
- Fill in and submit application forms electronically.
- Upload cv and degree transcript.

- Track the progress of submitted applications.
- Download officially formatted application PDFs.

The system ensures transparency, efficiency, and accessibility by eliminating the need for manual submissions and simplifying the overall recruitment workflow.

2. System Access

2.1 URL or Access Link

Applicants can access the Wickramarachchi University Recruitment Management System using the following web address,

 Recruitment Portal URL: <https://recruitment.gwu.ac.lk/>

It is recommended to bookmark this link for easy future access.

2.2 System Requirements

To ensure smooth and secure user experience, please verify that your device meets the following requirements:

2.2.1 Hardware Requirements

- A desktop or laptop computer, or a modern smartphone/tablet.
- Stable internet connection (minimum speed of 2 Mbps recommended).

2.2.2 Software Requirements

Supported Web Browsers,

- Google Chrome (latest version)
- Mozilla Firefox (latest version)
- Microsoft Edge
- Safari (for macOS/iOS users)

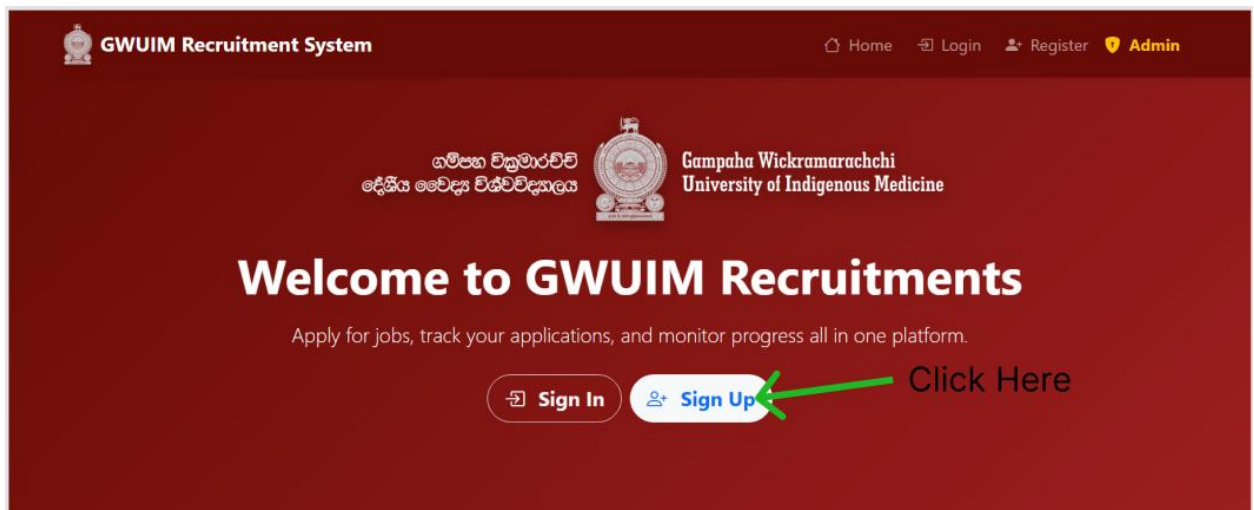
⚠ Note: Internet Explorer is not supported. Some features may not display correctly on outdated browsers.

3. Login and Registration Steps

The system allows applicants to create an account and log in securely using their email and password.

Step 1: Create a New Account (Registration)

- Visit the recruitment portal link: <https://recruitment.gwu.ac.lk/>
- Click on “Sign Up” on the homepage.



- Fill out the required details

GWUIM Recruitment System

Home Login Register Admin

Create an Account Here

Full Name
Enter your full name

Email Address
Enter your email

Password
Enter your password

Confirm Password
Confirm your password

NIC
Enter your NIC

Phone Number
Enter your phone number

Address
Enter your address

Register

Already have an account? [Login here](#)

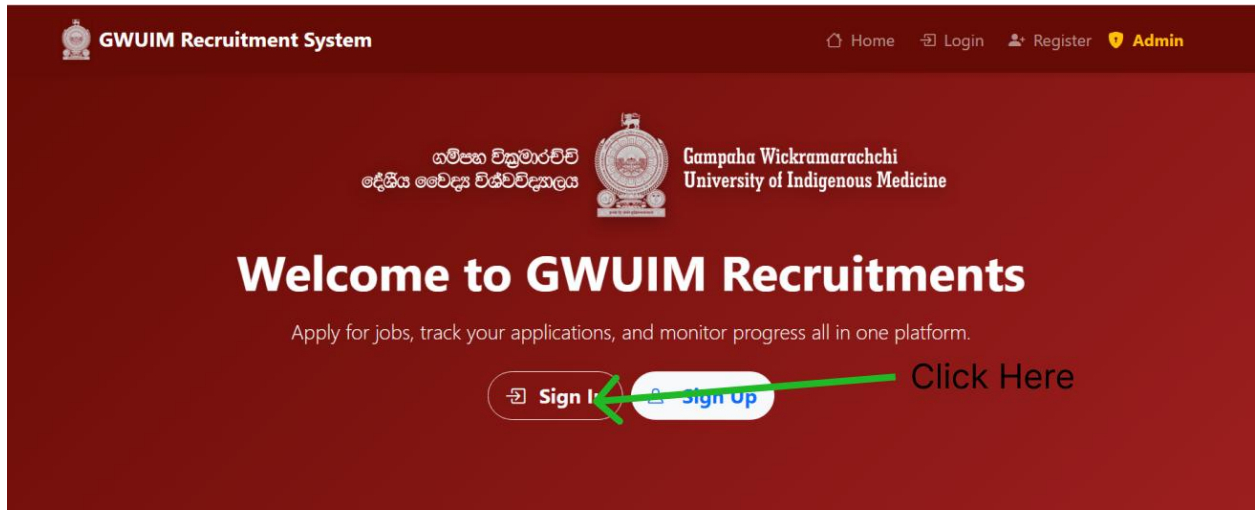
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- Click “Register” to create your account

✅ **After successful registration**, a confirmation message will appear, and you can proceed to log in using your registered email and password.

Step 2: Access the Login Page

- Visit the recruitment portal link: <https://recruitment.gwu.ac.lk/>
- Click on “Sign In” on the homepage.



Step 3: Logging In

- Enter your Email and Password on the Login page.
- Click “Login”.

The image shows the "Sign In Here" page of the GWUIM Recruitment System. The page has a dark red header with the GWUIM logo and the text "GWUIM Recruitment System". To the right of the header are links for "Home", "Login", "Register", and "Admin". The main content area is a white box with a red border. It contains the heading "Sign In Here" and two input fields: "Email Address" and "Password". Below the input fields is a red button labeled "Login". At the bottom of the box, there is a link "Don't have an account? Register here" and a link "Back to Home". The footer of the page is dark red and contains the text "© 2025 GWUIM Recruitment System. All rights reserved." and links for "Privacy Policy", "Terms of Service", and "Contact Us".

✓ Upon successful login, you will be redirected to your Applicant Dashboard, where you can view available vacancies and start your application process.

3. Dashboard Overview

After logging in, applicants are directed to the Dashboard, which acts as the main control panel for all actions.

3.1 Dashboard Layout

The dashboard includes,

- Navigation Menu: Access main sections quickly.
- Main Display Area: Shows available jobs with filters.
- Header Bar: Displays user name, notifications, and logout.

 **GWUIM Recruitment System**

[Dashboard](#) [My Applications](#) [Settings](#) [Logout](#)

Welcome back, Ashan

Here you can view our job vacancies and apply within minutes.

Select Type

Select Department

Select Level

mm/dd/yyyy

Apply Filters

Reset

Title	Level	Posted Date	Expiry Date	Details
Academic-B-Test	Grade (i)	11/1/2025	11/30/2025	Academic Department of Information Technology
Non Academic-B-test	Grade (iii)	11/1/2025	11/30/2025	Non_Academic Other
Lecturer(Probationary)	Other	10/31/2025	11/28/2025	Academic Department of Cikitsa
Librarian	Other	10/31/2025	11/28/2025	Academic Other
Works Engineer(Civil)	Grade (iii)	10/31/2025	11/28/2025	Non_Academic Other

1

2

3

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3.2 Key Sections

3.2.1 Available Vacancies

View all active job openings, filter, and click to Apply.

**GWUIM Recruitment System**

[Dashboard](#) [My Applications](#) [Settings](#) [Logout](#)

Welcome back, Ashan

Here you can view our job vacancies and apply within minutes.

Select Type

Select Department

Select Level

mm/dd/yyyy

Apply Filters

Reset

Title	Level	Posted Date	Expiry Date	Details
Academic-B-Test	Grade (i)	11/1/2025	11/30/2025	Academic Department of Information Technology
Non Academic-B-test	Grade (iii)	11/1/2025	11/30/2025	Non_Academic Other
Lecturer(Probationary)	Other	10/31/2025	11/28/2025	Academic Department of Cikitsa
Librarian	Other	10/31/2025	11/28/2025	Academic Other
Works Engineer(Civil)	Grade (iii)	10/31/2025	11/28/2025	Non_Academic Other

1

2

3

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3.2.2 My Applications

Track submitted applications, view their current status and delete it if need.

**GWUIM Recruitment System**

[Dashboard](#) [My Applications](#) [Settings](#) [Logout](#)

My Applications

mm/dd/yyyy

Filter

Reset

Job Title	Applied Date	Status	Actions
Academic-B-Test	11/2/2025	New	Delete
Lecturer(Probationary)	10/31/2025	New	Delete
Lecturer(Probationary)/Lecturer(Unconfirmed)/Senior Lecturer Gr.II/Senior Lecturer Gr. I	10/30/2025	New	Delete
Senior Lecturer Gr. I	10/27/2025	New	Delete

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3.2.3 Profile Settings

Update password.

 **GWUIM Recruitment System**

[Dashboard](#) [My Applications](#) [Settings](#) [Logout](#)

Change Password

Password Reset

Registered Email

We will send OTP to the number linked with this Email used to register.

[Send OTP](#)

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4. Applying for a Job

4.1 Viewing Available Vacancies

Navigate to “Available Vacancies” from the dashboard to see all open positions.

You can filter by category, department, job type, or closing date.

 **GWUIM Recruitment System**

[Dashboard](#) [My Applications](#) [Settings](#) [Logout](#)

Welcome back, Ashan

Here you can view our job vacancies and apply within minutes.

Select Type

Select Department

Select Level

mm/dd/yyyy

[Filter Section](#)

[Available Job Section](#)

[Apply Filters](#) [Reset](#)

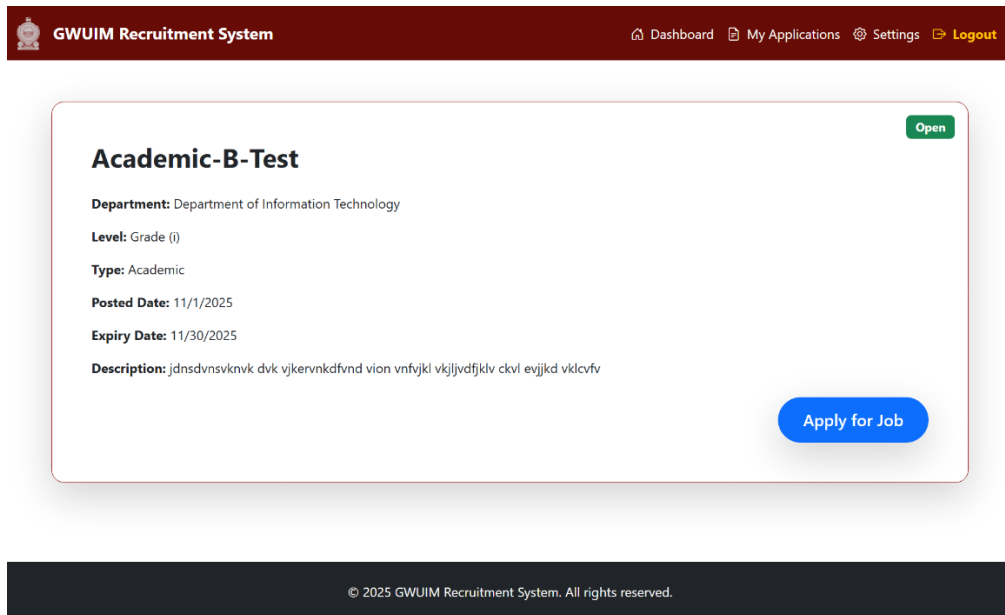
Title	Level	Posted Date	Expiry Date	Details
Academic-B-Test	Grade (i)	11/1/2025	11/30/2025	Academic Department of Information Technology
Non Academic-B-test	Grade (ii)	11/1/2025	11/30/2025	Non_Academic Other
Lecturer(Probationary)	Other	10/31/2025	11/28/2025	Academic Department of Cikitsa
Librarian	Other	10/31/2025	11/28/2025	Academic Other
Works Engineer(Civil)	Grade (iii)	10/31/2025	11/28/2025	Non_Academic Other

[1](#) [2](#) [3](#)

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4.2 Viewing Job Details

Click on a job title to open its Detailed Description, which includes position requirements, qualifications, and application deadlines.



The screenshot displays the GWUIM Recruitment System interface. At the top, a dark red header bar contains the system name and navigation links: Dashboard, My Applications, Settings, and Logout. The main content area features a white card with a red border. The card is titled 'Academic-B-Test' and includes a green 'Open' button in the top right corner. Below the title, the following details are listed: Department: Department of Information Technology, Level: Grade (I), Type: Academic, Posted Date: 11/1/2025, Expiry Date: 11/30/2025, and a placeholder description. A blue 'Apply for Job' button is located at the bottom right of the card. The footer of the page is a dark gray bar with the copyright notice: © 2025 GWUIM Recruitment System. All rights reserved.

4.3 Starting a New Application

Select “Apply For job” to begin a new application for the chosen vacancy.

A new Application Form will open with multiple sections to complete.

4.4 Filling Out Application Sections

Complete each section carefully

4.4.1 General Details

1

General Details

2

Academic Form

General Details (*All fields are mandatory*)

Post Applied

Academic-B-Test

Full Name

Full Name

Name with Initials

Name with Initials

NIC

NIC Number

Date of Birth

mm/dd/yyyy

Gender

Select gender

Phone Number

07XXXXXXXX

Email

name@example.com

Present Address

Present Address

Permanent Address

Permanent Address

Civil Status

Select

Citizenship Type

Select

Citizenship Details

Details

Ethnicity/Religion

Ethnicity / Religion

(*Please verify all details before saving*)

Save & Continue

4.4.2 Secondary Education

**WUIM Recruitment System**

[Dashboard](#) [My Applications](#) [Settings](#) [Logout](#)

Academic-B-Test

 Department of Information Technology ·  Grade (i) ·  Academic

 Posted: 11/1/2025 ·  Expires: 11/30/2025

[Open](#)

1

General Details

2

Academic Form

 **Secondary Education**

School	From Year	To Year	Examination Passed	Passed Year	Actions
No secondary education added yet.					

 Add School

 Save Secondary Education

4.4.3 Higer Education

 **Higher Education / University Education**

Degree / Diploma	Institute	From Year	To Year	Class	Year Obtained/Expected	Effective Date	Actions
No university education added yet.							

 Add University

 Save All

4.4.4 First Degree Subjects

 **First Degree Subjects**

Select University:

-- Select University --

 Add Subject

 Save Subjects

4.4.5 Professional Qualifications

 **Professional Qualifications**

Institution	Qualification Name	From Year	To Year	Result / Exam Passed	Actions
No professional qualifications added yet.					

 Add Qualification

 Save Professional Qualifications

4.4.6 Special Qualifications

 **Special Qualifications / Extra-curricular**

 Add Special Qualification

 Save Special Qualifications

4.4.7 Academic Distinctions

 **Academic Distinctions**

 Add Distinction

 Save Academic Distinctions

4.4.8 Language Proficiency

 **Languages Proficiency**

 Add Language

 Save Languages

4.4.9 Employment Records

 **Employment Records**

Post Held	Institution	From Date	To Date	Last Salary	Actions
No employment records added yet.					

 Add Employment

 Save Employment

4.4.10 Experiences

 **Experiences Related to the Job**

 Add Experience

 Save Experience

4.4.11 Research & Publications

 **Research & Publications**

 Add Publication

 Save Publications

4.4.12 Non-Related Referees

 **Non-Related Referees**

 Add Referee

 Save Referees

4.4.13 Additional Information

 **Additional Information**

Additional Info

 Save Additional Info

4.4.14 Degree Transcript Upload

 **Degree Transcript Upload**

Choose File

No file chosen

4.4.15 CV Upload

 **CV Upload**

Choose File

No file chosen

4.4.16 Submitting the Application & Download Application

After completing all sections, review your information carefully and click “Download Application & Complete Submission”.

Once clicked, the complete application download.

↓ Download Application and Complete Submission
(Applying via Post is Mandatory!!)
තැපෑලෙන් අයදුම් කිරීම අනිවාර්ය වේ!!

(Applying via Post is Mandatory!!)
තැපෑලෙන් අයදුම් කිරීම අනිවාර්ය වේ!!

4.4.17 Tracking Application Status

Go to “My Applications” to check your progress.

Statuses may include:

- New
- In Review
- Called for Interview
- Hired
- Rejected


GWUIM Recruitment System

[Dashboard](#)
[My Applications](#)
[Settings](#)
[Logout](#)

My Applications

Job Title	Applied Date	Status	Actions
Academic-B-Test	11/2/2025	New	Delete
Lecturer(Probationary)	10/31/2025	New	Delete
Lecturer(Probationary)/Lecturer(Unconfirmed)/Senior Lecturer Gr.II/Senior Lecturer Gr. I	10/30/2025	New	Delete
Senior Lecturer Gr. I	10/27/2025	New	Delete

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⚠ If you need to remove your application, you can click “Delete” in the My Applications section before the closing date.

5. Support and Help

If you encounter any issues while using the recruitment system, the following support options are available.

5.1 Contact Information

For assistance, you can reach the support team through the following channels,

- Technical Support: For login issues, errors, or system-related problems
 Hotline: 077 865 6171 (8. 30 am – 6 .00 pm)
- Recruitment Inquiries: For questions related to job vacancies or application requirements
 Non - Academic Email: arnacad@gwu.ac.lk
 Non – Academic Hotline : 033 2 215 829
 Academic Email: drae@gwu.ac.lk
 Academic Hotline : 033 2 215 827

5.2 Common Issues and Troubleshooting Tips

- Login Failed: Ensure your email and password are entered correctly. If forgotten, use the “Forgot Password” option.
- Page Not Loading: Check your internet connection or try refreshing the page.
- File Upload Error: Confirm the file format and size match the system’s upload requirements.
- Application Not Submitting: Make sure all mandatory fields are filled before clicking “Submit.”

 If issues persist, contact Technical Support with your registered email and a short description of the problem.