

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 Bank Slip 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)

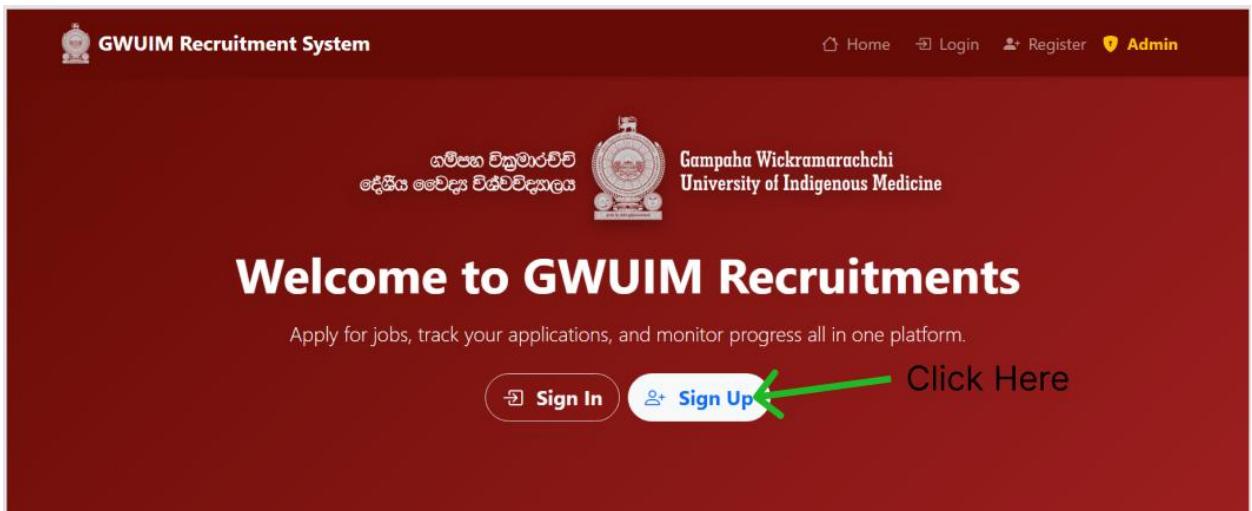
 Note: Internet Explorer is not supported. Some features may not display correctly on outdated browsers.

3. Login and Registration Steps

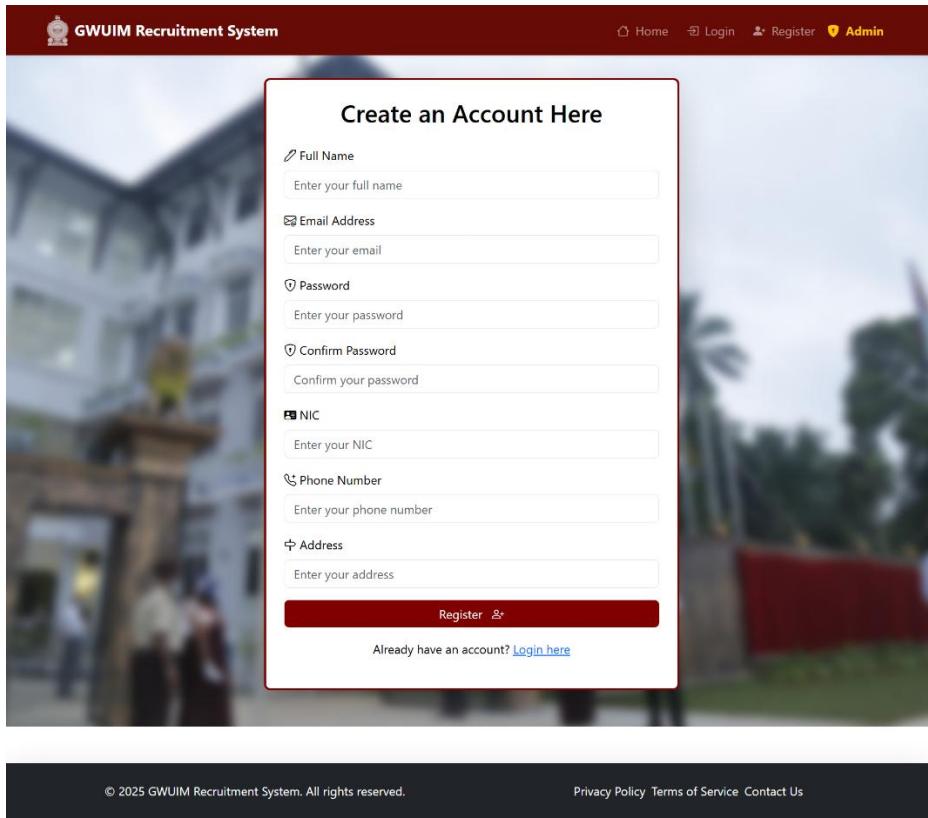
The system allows applicants to create an account and log in securely using their email and password.

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](#)

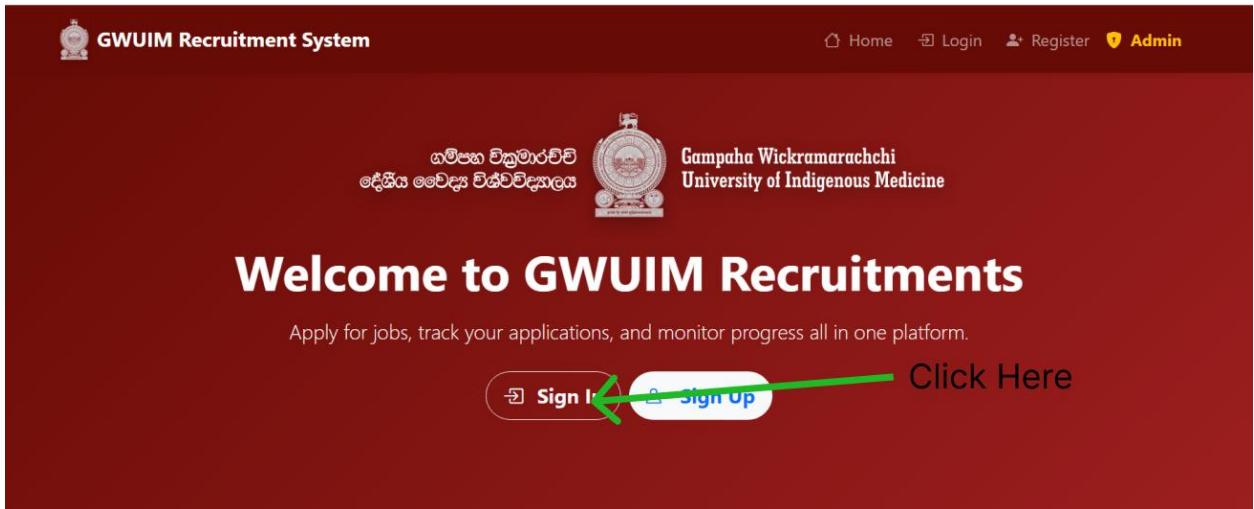
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- Click “Register” to create your account

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

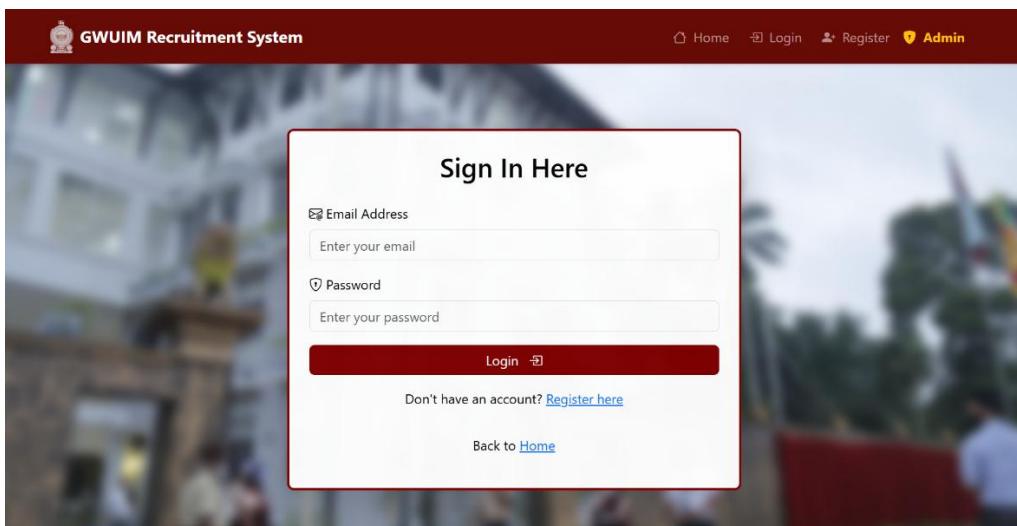
Step 2: Access the Login Page

- 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”.



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

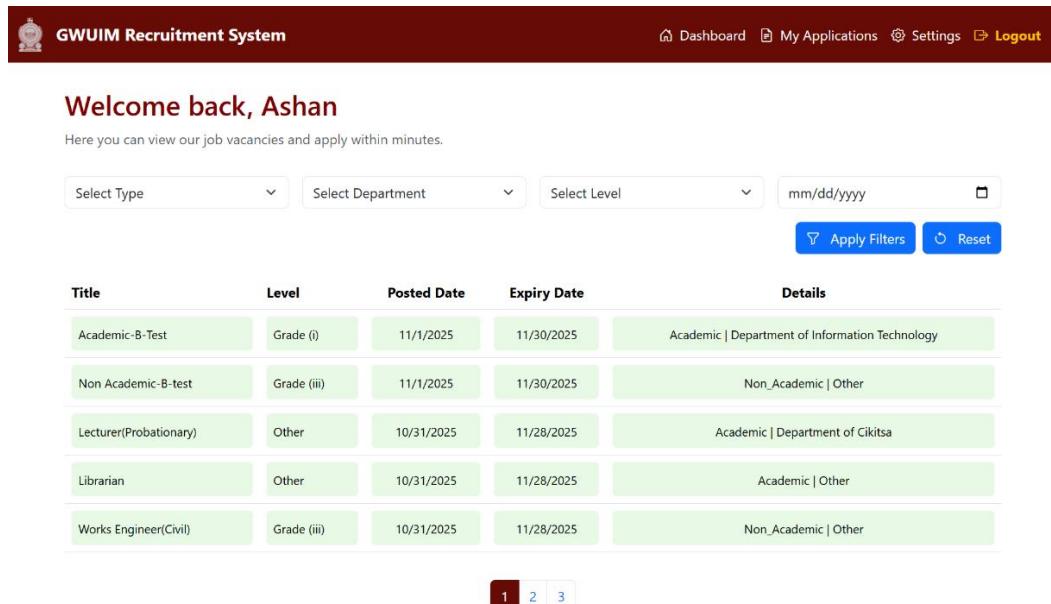
3. Dashboard Overview

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.



The screenshot shows the GWUIM Recruitment System dashboard. At the top, there is a header bar with the system logo and name, and links for Dashboard, My Applications, Settings, and Logout. Below the header, a welcome message says "Welcome back, Ashan" and a sub-instruction says "Here you can view our job vacancies and apply within minutes." There are four filter dropdowns: "Select Type", "Select Department", "Select Level", and a date input "mm/dd/yyyy". Below the filters are two buttons: "Apply Filters" and "Reset". The main area displays a table of job listings with columns: Title, Level, Posted Date, Expiry Date, and Details. The table contains five rows of data. At the bottom of the table is a pagination control with buttons for 1, 2, and 3.

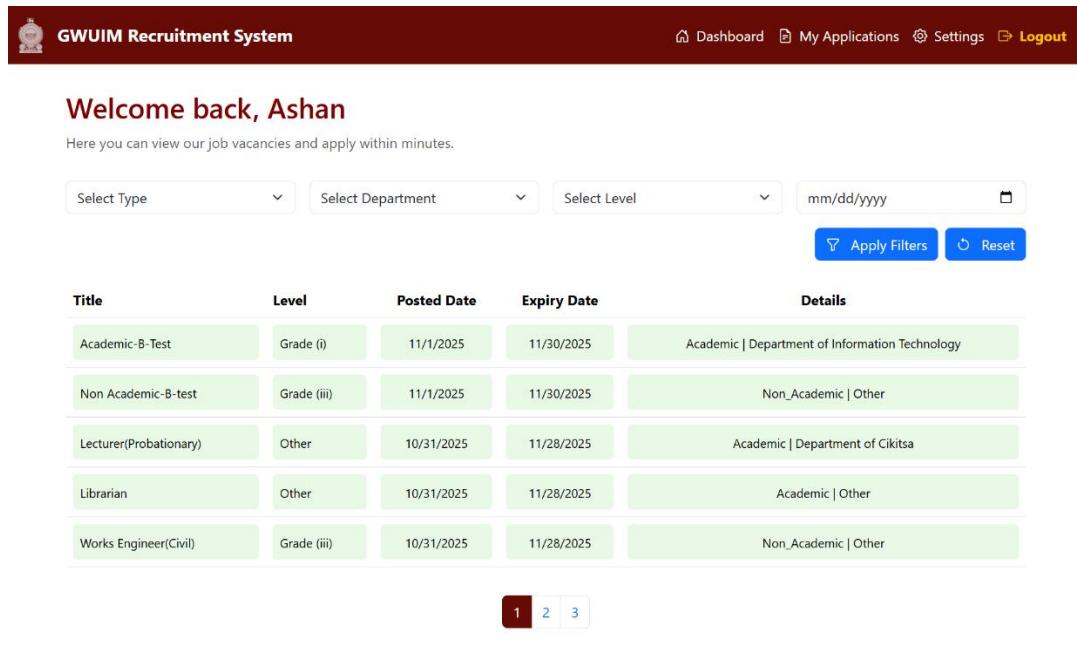
Title	Level	Posted Date	Expiry Date	Details
Academic-B-Test	Grade (i)	11/1/2025	11/30/2025	Academic Department of Information Technology
Non Academic-B-test	Grade (iii)	11/1/2025	11/30/2025	Non_Academic Other
Lecturer(Probationary)	Other	10/31/2025	11/28/2025	Academic Department of Cikitsa
Librarian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

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3.2 Key Sections

3.2.1 Available Vacancies

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



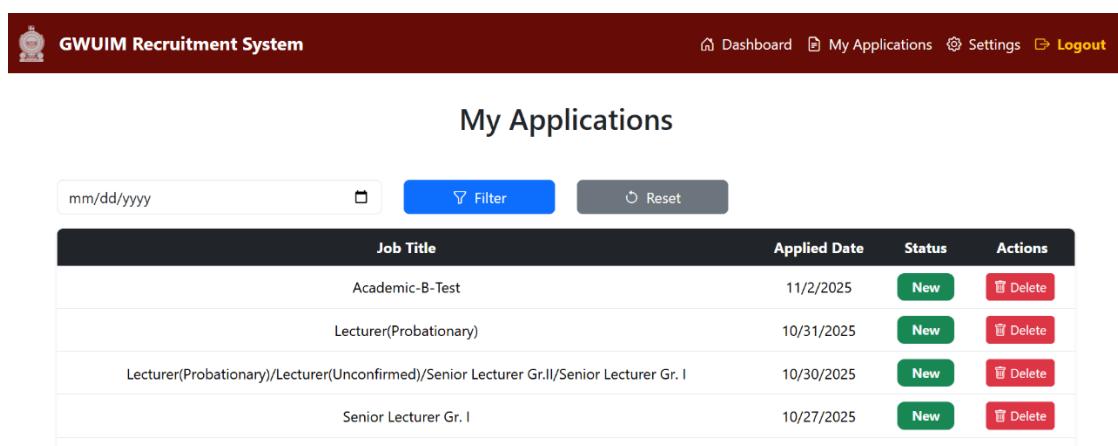
The screenshot shows the GWUIM Recruitment System interface. At the top, there is a navigation bar with a logo, the text "GWUIM Recruitment System", and links for "Dashboard", "My Applications", "Settings", and "Logout". Below the navigation bar, a welcome message "Welcome back, Ashan" is displayed, followed by a sub-instruction "Here you can view our job vacancies and apply within minutes." Below this, there is a search/filter section with dropdowns for "Select Type", "Select Department", "Select Level", and a date input "mm/dd/yyyy", along with "Apply Filters" and "Reset" buttons. The main content area displays a table of job vacancies with columns: Title, Level, Posted Date, Expiry Date, and Details. The table contains five rows of data. At the bottom of the table, there are navigation links "1", "2", and "3".

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

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3.2.2 My Applications

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



The screenshot shows the "My Applications" section of the GWUIM Recruitment System. At the top, there is a navigation bar with a logo, the text "GWUIM Recruitment System", and links for "Dashboard", "My Applications", "Settings", and "Logout". Below the navigation bar, the title "My Applications" is displayed. There is a search/filter section with a date input "mm/dd/yyyy", "Filter" and "Reset" buttons. The main content area displays a table of submitted applications with columns: Job Title, Applied Date, Status, and Actions. The table contains four rows of data. Each row includes a "New" status button and a "Delete" button. At the bottom of the table, there is a footer message "© 2025 GWUIM Recruitment System. All rights reserved."

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

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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

Enter your 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.

Filter Section

Select Type Select Department Select Level mm/dd/yyyy

Apply Filters Reset

Available Job Section

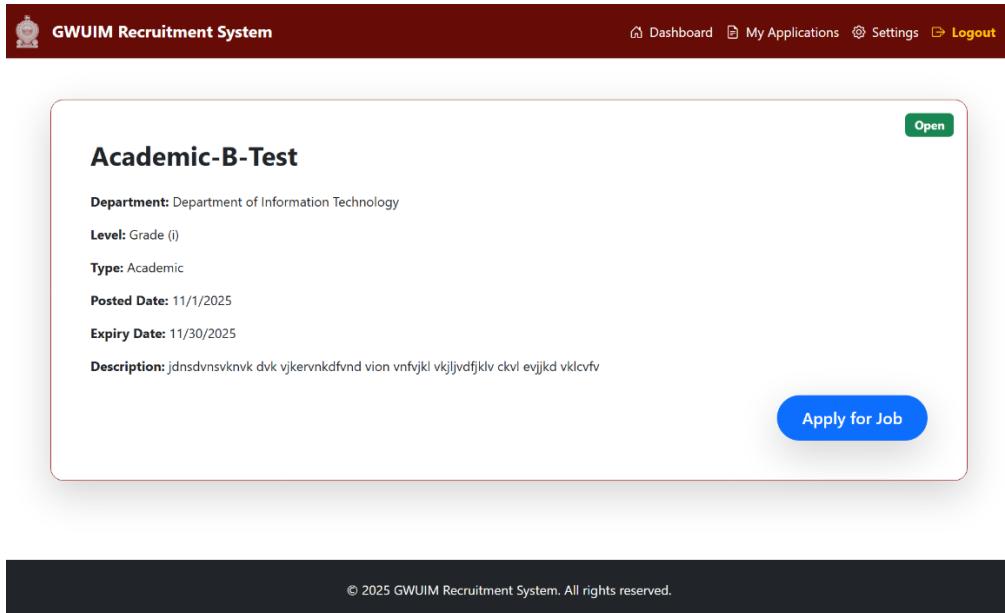
Title	Level	Posted Date	Expiry Date	Details
Academic- B-Test	Grade (ii)	11/1/2025	11/30/2025	Academic Department of Information Technology
Non Academic-B-test	Grade (ii)	11/1/2025	11/30/2025	Non_Academic Other
Lecturer(Probationary)	Other	10/31/2025	11/28/2025	Academic Department of Gikitsa
Librarian	Other	10/31/2025	11/28/2025	Academic Other
Works Engineer(Civil)	Grade (ii)	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 shows a job detail page with the following information:

- Job Title:** Academic-B-Test
- Department:** Department of Information Technology
- Level:** Grade (i)
- Type:** Academic
- Posted Date:** 11/1/2025
- Expiry Date:** 11/30/2025
- Description:** jdhsdvnsvknvk dvk vjkervnkdfvnd vion vnfvjkl vkljvdfjklv ckvl evjjkd vklcvfv

At the top right, there is a green "Open" button. At the bottom right, there is a blue "Apply for Job" button. The footer of the page contains the text: "© 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	Full Name	
Academic-B-Test	Full Name	
Name with Initials	NIC	
Name with Initials	NIC Number	
Date of Birth	Gender	
mm/dd/yyyy	Select gender	
Phone Number	Email	
07XXXXXXXX	name@example.com	
Present Address		
Present Address		
Permanent Address		
Permanent Address		
Civil Status	Citizenship Type	Citizenship Details
Select	Select	Details
Ethnicity/Religion		
Ethnicity / Religion		

(*Please verify all details before saving*)

4.4.2 Secondary Education

GWUIM Recruitment System [Dashboard](#) [My Applications](#) [Settings](#) [Logout](#)

Academic-B-Test [Open](#)

Department of Information Technology · Grade (i) · Academic

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

1 General Details 2 Academic Form

Secondary Education

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

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

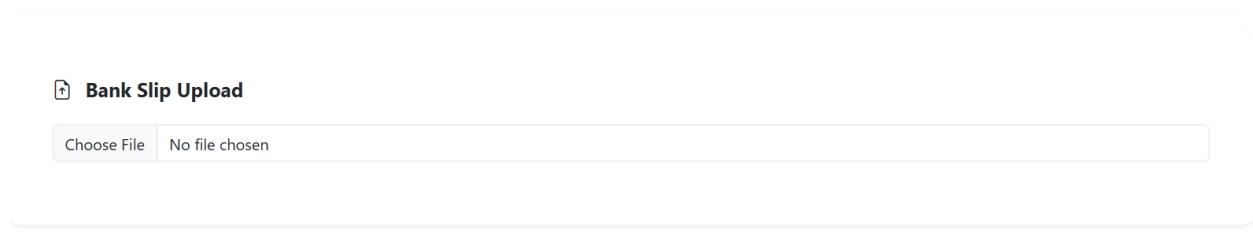
 Save Additional Info

4.4.14 Degree Transcript Upload

Degree Transcript Upload

Choose File No file chosen

4.4.15 Bank Slip Upload



Bank Slip 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 Submition”.

Once clicked, the complete application download.

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

(Applying via Post is Mandatory!!)
තැපෑලෙන් අයදුම 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



My Applications

mm/dd/yyyy



Filter



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

Lecturer(Probationary)/Lecturer(Unconfirmed)/Senior Lecturer Gr.II/Senior Lecturer Gr. I

Senior Lecturer Gr. I

10/27/2025

New



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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.**