

# Samarth Employee User

## Tutorial on Updation of Samarth Employee Profile

Login Link: - <https://dhsgsu.samarth.ac.in/index.php/site/login>

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The screenshot shows the login interface for the Samarth Employee User. At the top, the university name "Doctor Harisingh Gour Vishwavidyalaya" is displayed. The login form includes fields for Username (containing "111154"), Password (masked with "\*\*\*\*\*"), and a Captcha Verification section with the text "461516". A "Forgot Password ?" link is next to the password field. A "LOGIN" button is at the bottom right, with a "First Time Login ?" link below it. Annotations include a blue box with an arrow pointing to the login fields containing the text "Please Enter Your Username & Password", a red box at the bottom left with contact information, and a green box with an arrow pointing to the "LOGIN" button containing the text "Click Here to Login".

Please Enter Your Username & Password

Doctor Harisingh Gour Vishwavidyalaya

Username \*  
111154

Password \*  
\*\*\*\*\*

Forgot Password ?

Captcha Verification  
461516  
Type the text  
461516

Click on the text to change

Click Here to Login

LOGIN

First Time Login ?

For Employee Username & Password You may Contact IT CELL or mail at Email- itcell@dhsgsu.edu.in

Activate Windows  
Go to Settings to activate Windows.

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S eGov

## 1) How to update Biographical Details / Contact Details.

The screenshot shows the eGov Dashboard. The top navigation bar includes the eGov logo, the text 'Dashboard', and user information: 'MAYANK RAJAK (111154, Laboratory Attendant, Information Technology Cell)' and 'Doctor Harisingh Gour Vishwavidyalaya'. A green circle highlights the 'Employee Services' link in the left sidebar, with a blue arrow pointing to it from a box labeled 'Click Here'. The main content area features three panels: 'My Leaves' showing 0 available leaves, 'Academic' with links to 'Assigned Courses' and 'Question Paper Management System', and 'What's New' with a 'Personalized Experience' message. The footer contains the copyright notice '© Samarth eGov Suite - Designed & Developed by University of Delhi | An Initiative by Ministry of Education' and an 'Activate Windows' watermark.

The screenshot shows the eGov Employee Services page. The top navigation bar includes the eGov logo, the text 'Employee Services', and user information: '111154-MAYANK RAJAK, Laboratory Attendant (Information Technology Cell) (Employee)' and 'Doctor Harisingh Gour Vishwavidyalaya'. The left sidebar has 'Employee Services' highlighted. The main content area is titled 'Dashboard' and contains three columns: 'Employee', 'Leave', and 'Career Advancement Scheme'. In the 'Employee' column, the 'Profile' link is circled in red, with a green arrow pointing to it from a box labeled 'Click On Profile'. Other links in the 'Employee' column include 'Education Details', 'Service Profile', 'Research Publication', and 'History'. The 'Leave' column has links for 'Station Leave Applications', 'Apply Leave', 'Apply Station Leave', 'My Leaves', and 'History'. The 'Career Advancement Scheme' column has a 'Dashboard' link. The footer contains the copyright notice '© Samarth eGov Suite - Designed & Developed by University of Delhi | An Initiative by Ministry of Education' and an 'Activate Windows' watermark.

S eGov / Employee / Personal Details

Choose your Desired Section to Update

Change Page Font Size : A - A A +

111154-MAYANK RAJAK, Laboratory Attendant (Information Technology Cell) (Employee)

Doctor Harisingh Gour Vishwavidyalaya 111154

REQUESTS UPDATE

Drafts 0

Pending Requests 0

History

PROFILE

Personal Details

Education & Qualification

My Public Profile

Documents

EMPLOYMENT

SAR

Research

Knowledge

Biographical Details

Click Here

Request For Update

Name

Mother Name

Name in Hindi

Gender

Blood Group

Nationality

Religion

Belong to PwBD Category

Date of Birth

Guardian/Father Name

Marital Status

Social Category

PAN

Driving License

Passport Number

Passport Validity

08-08-1992

Activate Windows

Go to Settings to activate Windows.

Scholar Links

REQUESTS UPDATE

Drafts 0

Pending Requests 0

History

PROFILE

Personal Details

Education & Qualification

My Public Profile

Documents

EMPLOYMENT

SAR

Research

Knowledge

Service

Training

Travel History

Driving License

Passport Number

Passport Validity

mp15

Select Date

Professional/Scholar Profile Links

Research Gate ID

Orcid ID

Google Scholar ID

Vid

Click on SAVE

Save

Cancel

Activate Windows

Go to Settings to activate Windows.

After click on SAVE Button the details are Draft. You have to check and submit the draft for verification.

\*Steps to submit the draft given below

REQUESTS UPDATE

Drafts1

Pending Requests0

History

PROFILE

Personal Details

Education & Qualification

My Public Profile

Documents

EMPLOYMENT

SAR

Research

Knowledge

Service

Training

Travel History

Change Page Font Size : A - A +

111154-MAYANK RAJAK, Laboratory Attendant (Information Technology Cell) (Employee)

Doctor Harisingh Gour Vishwavidyalaya111154

Drafts

Bulk Discard

Showing 1-1 of 1 item.

<input type="checkbox"/>	Employee	Organizational Unit	Section Name	Status	Activity	Last Action Taken By	Action
<input type="checkbox"/>	(111154) MAYANK RAJAK - Laboratory Attendant	Information Technology Cell	Biographical Details	Draft1	Added 0 days, 0 hours, 1 minutes and 15 seconds ago	111154	<a href="#">View</a>

REQUESTS UPDATE

Drafts1

Pending Requests0

History

PROFILE

Personal Details

Education & Qualification

My Public Profile

Documents

EMPLOYMENT

SAR

Research

Knowledge

Service

Change Page Font Size : A - A +

111154-MAYANK RAJAK, Laboratory Attendant (Information Technology Cell) (Employee)

Doctor Harisingh Gour Vishwavidyalaya111154

Draft View

[Submit For Review](#)[Edit](#)[Discard Draft](#)[Back](#)

Section Name

Personal Details

Section Data

Field	Change Request Values
Title	
First name	
Middle name	
Last name	
Name in hindi	
Guardian name	
Mother name	
Marital status	

← ↻ 📄 https://dhsgsu.samarth.ac.in/index.php/employee/record/request-info-view?empld=d23d0f1eb2954493094cbfd7bee4592c9d443dc... 🔍 🌐 📄 📌 🔄 ⋮

REQUESTS UPDATE

- Drafts 1
- Pending Requests 0
- History

PROFILE

- Personal Details
- Education & Qualification
- My Public Profile
- Documents

EMPLOYMENT

- SAR
- Research
- Knowledge
- Service
- Training

Personal Details

Date of birth	
Religion	
Pan number	
Driving license	mp
Passport number	
Passport validity	
Social media	{"Research_Gate_ID":"","Orcid_ID":"","Google_Scholar_ID":"","Vidwan":""}

Upload Supporting Document + Select file

Accepted formats .pdf .Jpg .Jpeg (Max File Size is 100KB)

Employee Remark \*

Write Here

Submit Back

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## 2) How to Update Family Details/ Dependent Details.

eGov / Employee / Personal Details Change Page Font Size : A - A + 11154-MAYANK RAJIAK, Laboratory Attendant (Information Technology Cell) (Employee) Doctor Harish Singh Gour Vishwavidyalaya 11154

REQUESTS UPDATE

- Drafts 0
- Pending Requests 0
- History

PROFILE

- Personal Details
- Education & Qualification
- My Public Profile
- Documents

EMPLOYMENT

- SAR
- Research
- Knowledge
- Service
- Training
- Travel History

Biographical Details Contact Details **Family Details** Additional Details

**Dependant Members**

Actions	Name	Relation	Gender	Date of Birth	Employment Status	Marital Status	Is PwBD	Dependent	PAN

Export This Table

Click on Add Add Draft 0 Pending Requests 0

Activate Windows  
Go to Settings to activate Windows.

REQUESTS UPDATE

Drafts 0

Pending Requests 0

History

PROFILE

Personal Details

Education & Qualification

My Public Profile

Documents

EMPLOYMENT

SAR

Research

Knowledge

Service

Training

Travel History

Biographical Details Contact Details Family Details Additional Details

### Dependant Members

Draft 0 Pending Requests 0

Name \* M

Gender F

Relation \* S

Date of Birth \* 15

Age 3

Is PwBD S

Marital Status S

PAN A

Employment Status \* UN.

Dependent \* No

Fill the Required Details

Click here

Save As Draft Cancel

Activate Windows  
Go to Settings to activate Windows.

After click on SAVE As Draft Button the details are Draft. You have to check and submit the draft for verification.

**\*Steps to submit the draft given below.**

S eGov / Employee / Personal Details

Change Page Font Size : A - A A+

111154-MAYANK RAJIAK, Laboratory Attendant (Information Technology Cell) (Employee)

Doctor Harisingh Gour Vishwavidyalaya

111154

REQUESTS UPDATE

Drafts 1

Pending Requests 0

History

PROFILE

Personal Details

Education & Qualification

My Public Profile

Documents

EMPLOYMENT

SAR

Research

Knowledge

Service

Training

Travel History

Biographical Details Contact Details Family Details Additional Details

### Dependant Members

Add Draft 1 Pending Requests 0

Actions	Member Name	Gender	Dob	Employment Status	Marital Status	Is PwBD	Dependent	Pan Number
				UNEMPLOYED			No	
				UNEMPLOYED	Married		Yes	

Export This Table

Activate Windows  
Go to Settings to activate Windows.

Click on Eye Button for review your Draft

S eGov / Employee / Drafts

Change Page Font Size : A - A A+ 111154-MAYANK RAJAK, Laboratory Attendant (Information Technology Cell) (Employee) Doctor Harisingsh Gour Vishwavidyalaya 111154

REQUESTS UPDATE

Drafts 1

Pending Requests 0

History

PROFILE

Personal Details

Education & Qualification

My Public Profile

Documents

EMPLOYMENT

SAR

Research

Knowledge

Service

Training

Travel History

## Drafts

Bulk Discard

Showing 1-1 of 1 item.

<input type="checkbox"/>	Employee	Organizational Unit	Section Name	Status	Activity	Last Action Taken By	Action
<input type="checkbox"/>	(111154) MAYANK RAJAK - Laboratory Attendant	Information Technology Cell	Dependant Family Members Detail	Draft	hours, 0 minutes and 32 seconds ago	111154	<a href="#">Submit For Review</a> <a href="#">View</a>

Activate Windows  
Go to Settings to activate Windows.

S eGov / Employee / Drafts

Change Page Font Size : A 111154-MAYANK RAJAK, Laboratory Attendant (Information Technology Cell) (Employee) Doctor Harisingsh Gour Vishwavidyalaya 111154

REQUESTS UPDATE

Drafts 1

Pending Requests 0

History

PROFILE

Personal Details

Education & Qualification

My Public Profile

Documents

EMPLOYMENT

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Service

Training

## Drafts

Bulk Discard

Showing 1-1 of 1 item.

<input type="checkbox"/>	Employee	Organizational Unit	Section Name	Status	Activity	Last Action Taken By	Action
<input type="checkbox"/>	(111154) MAYANK RAJAK - Laboratory Attendant	Information Technology Cell	Dependant Family Members Detail	Draft	Added 0 days, 0 hours, 0 minutes and 32 seconds ago	111154	<a href="#">Submit For Review</a> <a href="#">View</a>

Alert!

Are you sure you want to submit this data for verification?

Click on YES to Submit Details for verification

Cancel Yes

Activate Windows  
Go to Settings to activate Windows.

<https://dhs.gsu.samarth.ac.in/index.php/employee/ems-update-history/submit-for-verification?id=caaa4c3c-f58a-54b8-b09b-bf29e32d5c29>

\*The Request for Update (All Type) will be verified within 2 working days. In case if the Details are not updated you may Contact the concerned Section:-

-NON-TEACHING STAFF - Contact Establishment section.

-TEACHING STAFF - Contact DOFA.

### 3) How to update Educational details

The screenshot shows the eGov Employee Services dashboard. On the left, a vertical navigation menu lists various services: Employee Services, Finance, Governance, Academic, Recruitment, Campus Services, Data Management, Administration, and Account Settings. The 'Employee Services' link is circled in red, with a green arrow pointing to it. The main dashboard area is titled 'Dashboard' and contains three columns of links. The first column, under the heading 'Employee', includes links for Profile, Education Details (circled in green), Service Profile, Research Publication, and History. The second column, under 'Leave', includes links for Leave Applications, Station Leave Applications, Apply Leave, Apply Station Leave, My Leaves, and History. The third column, under 'Career Advancement Scheme', includes a link for Dashboard. At the bottom of each column are links to 'Visit Employee', 'Visit Leave', and 'Visit Career Advancement Sc...' respectively. The footer of the page states '© Samarth eGov Suite - Designed & Developed by University of Delhi | An Initiative by Ministry of Education' and includes the eGov logo.

The screenshot shows the eGov Education Qualification page. On the left, a vertical navigation menu lists various sections: REQUESTS UPDATE (Drafts, Pending Requests, History), PROFILE (Personal Details, Education & Qualification, My Public Profile, Documents), and EMPLOYMENT (SAR, Research, Knowledge, Service, Training, Travel History). The main content area is titled 'Education' and has a sub-tab 'Qualification'. A green arrow points to the 'Add' button, which is circled in red. The 'Add' button is located next to 'Draft' and 'Pending Requests' buttons. Below the buttons is a table with columns: Actions, Type Of Degree, Name Of Degree, Year Of Passing, Subject, University, Country, and Status. The table currently shows 'No results found.'.

REQUESTS UPDATE

Drafts 0

Pending Requests 0

History

PROFILE

Personal Details

Education & Qualification

My Public Profile

Documents

EMPLOYMENT

SAR

Research

Knowledge

Service

Training

Travel History

Education

Qualification

Bulk Upload

Draft 0

Pending Requests 0

Degree/Certificate \*

Diploma

Name of Degree \*

P G Diploma in International Business and Export Management

Subjects Studied

International Business and Export Management

Marking Scheme

Percentage

Obtained Percentage \*

75

Year of Passing

2019

University/Board \*

DHSGSU

University/Board (Country)

india

University/Board (State/UT)

DHSGSU

Save

Cancel

S eGov

Employee / Education & Qualification

Change Page Font Size : A - A A+

11154-MAYANK RAJIAK, Laboratory Attendant (Information Technology Cell) (Employee)

Doctor Harisingh Gour Vishwavidyalaya

11154

REQUESTS UPDATE

Drafts 1

Pending Requests 0

History

PROFILE

Personal Details

Education & Qualification

My Public Profile

Documents

EMPLOYMENT

SAR

Research

Knowledge

Service

Training

Travel History

Education

Qualification

Bulk Upload

Add

Draft 1

Pending Requests 0

Actions	Type Of Degree	Name Of Degree	Year Of Passing	Subject	University	Country	Status
<div> <div></div> </div>	Diploma	P G Diploma in International Business and Export Management	2019	International Business and Export Management	DHSGSU	india	<div>Draft</div> <div>0</div>

Export This Table

S eGov / Employee / Education & Qualification / Education / Draft View

Change Page Font Size : A A+ 11154-MAYANK RAJAK, Laboratory Attendant (Information Technology Cell) (Employee) Doctor Harisingh Gour Vishwavidyalaya 11154

REQUESTS UPDATE

Drafts 1

Pending Requests 0

History

PROFILE

Personal Details

Education & Qualification

My Public Profile

Documents

EMPLOYMENT

SAR

Research

Knowledge

Service

Training

Travel History

### Draft View

Submit For Review Edit Discard Draft Back

Type Of Degree	Diploma	Name Of Degree	P G Diploma in International Business and Export Management
Year Of Passing	2019	Subject	International Business and Export Management
University	DHSGSU	Country	India
Remarks		Verified Status	Draft

\*The Request for Update (All Type) will be verified within 2 working days. In case if the details are not updated, you may contact the concerned section :-

-NON-TEACHING STAFF- Contact Establishment section.

-TEACHING STAFF - Contact DOFA.

#### 4) How to Update / Change your Login Password

S eGov / Dashboard

Change Page Font Size : A A+ 11154-MAYANK RAJAK, Laboratory Attendant (Information Technology Cell) (Employee) Doctor Harisingh Gour Vishwavidyalaya 11154

Employee Services

Finance

Governance

Academic

Recruitment

Campus Services

Data Management

Administration

Account Settings

### Dashboard

My Leaves

0 Available

Availed

Upcoming Leaves

You have no Upcoming Leaves!

Academic

Assigned Courses (Programme-Course)

Question Paper Management System

What's New

Personalized Experience

Module and App specific personalized statistics straight away on the dashboard for quick access and a redefined navigation for a better user experience along with entire redesigned theme's user experience.

View Leave Account

View all Leave Applications

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S eGov

S eGov / Account Settings

Change Page Font Size : A - A A+111154-MAYANK RAJIAK, Laboratory Attendant (Information Technology Cell) (Employee)Doctor Harisingsh Gour Vishwavidyalaya111154

Employee Services

Finance

Governance

Academic

Recruitment

Campus Services

Data Management

Administration

Account Settings

Account Settings

Account Settings

You Are Trying To Access A Secured Section Of Your Dashboard. Please Enter Your User Information To Proceed.

Username \*

111154

Password \*

Next

Enter Your Current Password

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S eGov

Change Page Font Size : A - A A+111154-MAYANK RAJIAK, Laboratory Attendant (Information Technology Cell) (Employee)Doctor Harisingsh Gour Vishwavidyalaya111154

Employee Services

Finance

Governance

Academic

Recruitment

Campus Services

Data Management

Administration

Account Settings

Account Settings

Account Settings

Username

111154

Email

Mobile

Last login at

Reset Password

Click here >>

2-Factor Authentication

☐ On ☒ Off

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