VIUGA
User Management

CONTINGENT MODULE

CIVIL SERVICE COMMISION

INFORMATION & COMMUNICATION TECHNOLOGY DIVISION

1.0 ތﷺ: 03

2.0 ﷺ ﷺ ﷺ ﷺ 04

3.0 ﷺﷺﷺﷺ 05

3.1 ﷺﷺﷺ 08

3.2 ﷺﷺﷺﷺ 08

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3.3 ﷺﷺﷺﷺ 14

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3.4 ﷺﷺ 16

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02

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03

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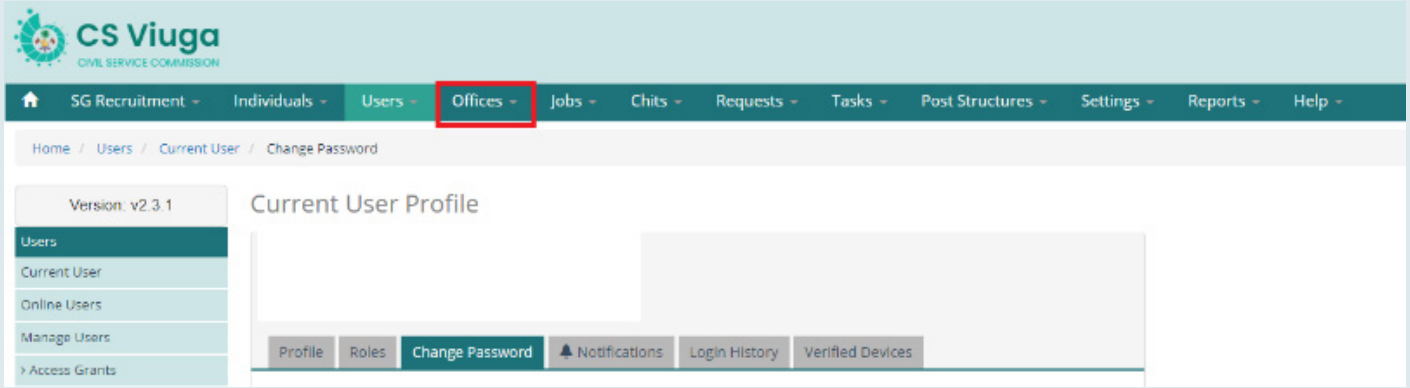
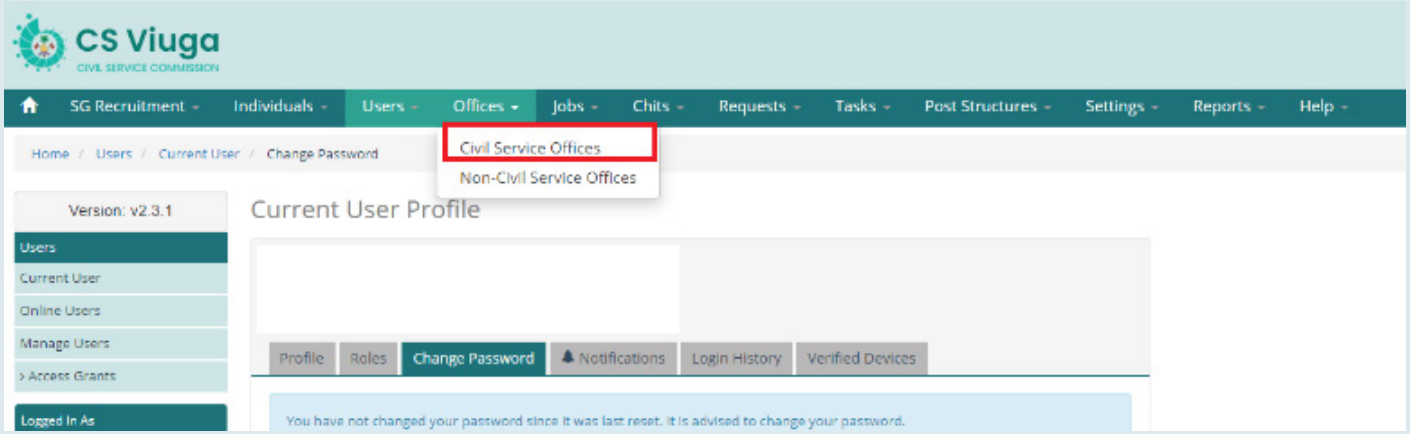
. ބިއުރެއާއި ހުށަހެޅުން ބަދަލުކުރުން ކަން ކުރެވެން ހުންނަންވާނެ.

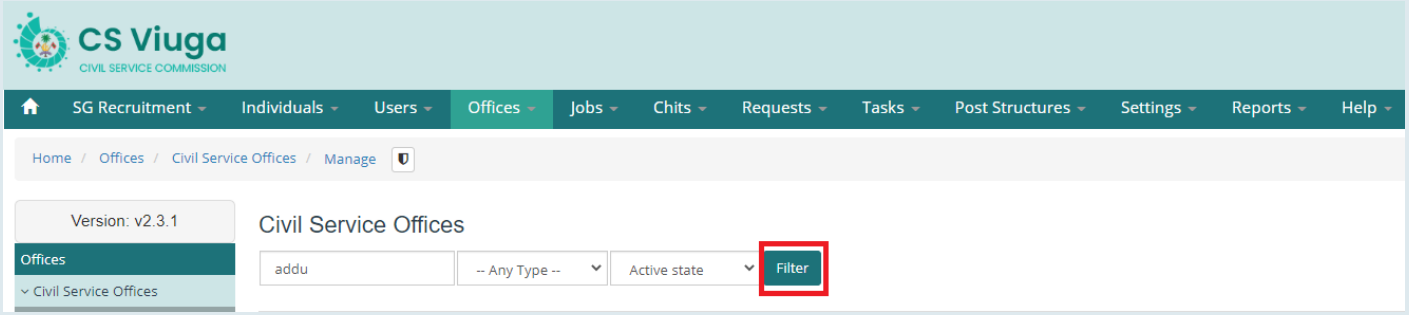
. ބަދަލުކުރަން ބޭނު�ބަންދުކުރުން ބަދަލުކުރުން



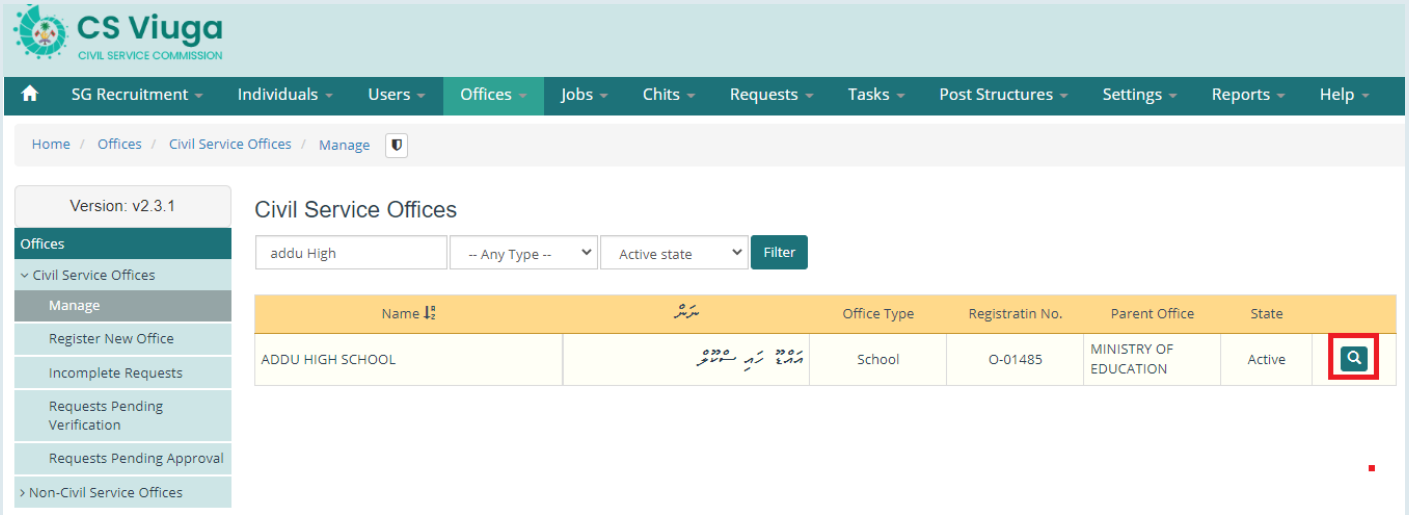
. “Civil Service Offices” ހަދައިގެ



ھۆرشۇۋ ھېڭگىدۇ سۈرۈ ئېرۈۋېدى، “Filter” ھەر ئاچىنا ئاتۇۋۇ.

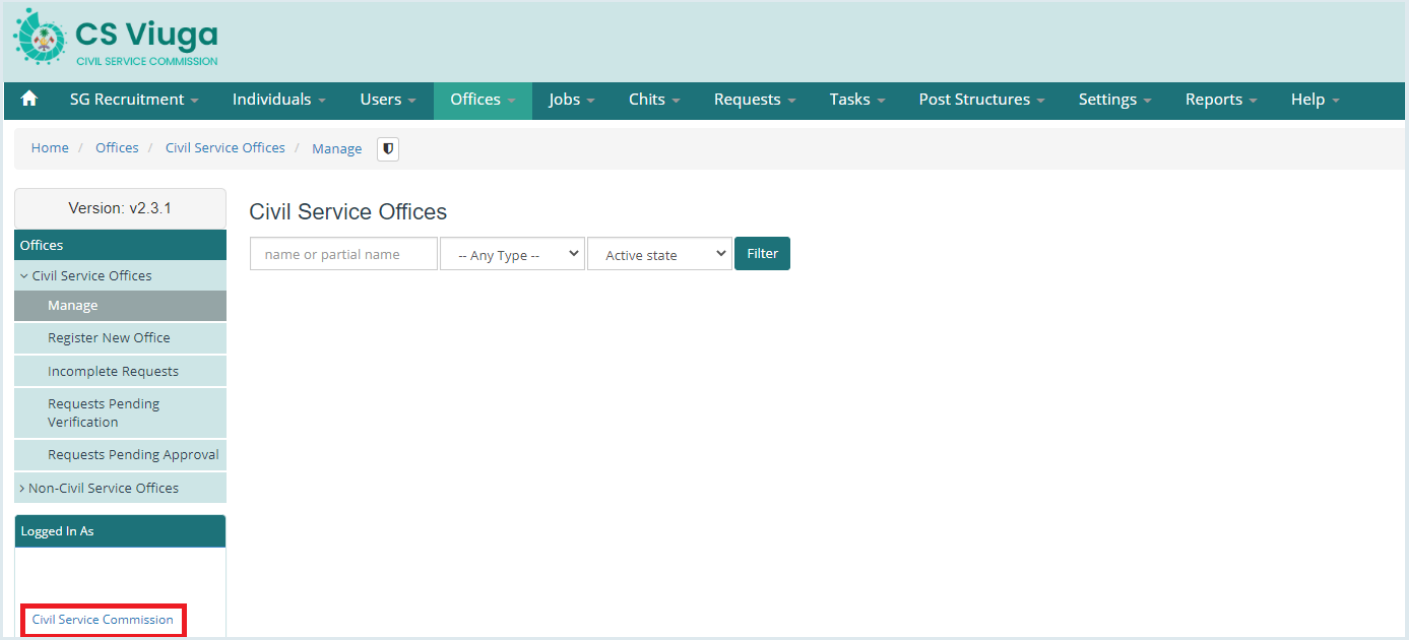


ھېڭگىدۇ ۋېڭژۇرىغۇ ھەر ۋېرۋىرە سۈرىغۇ ئېرىسۈۋۇج ھېچ ۋۇشىر ھېچ ئېرىسۈۋۇجۇ سۈرىغۇ ھەر ئاچىنا ئاتۇۋۇمۇ.



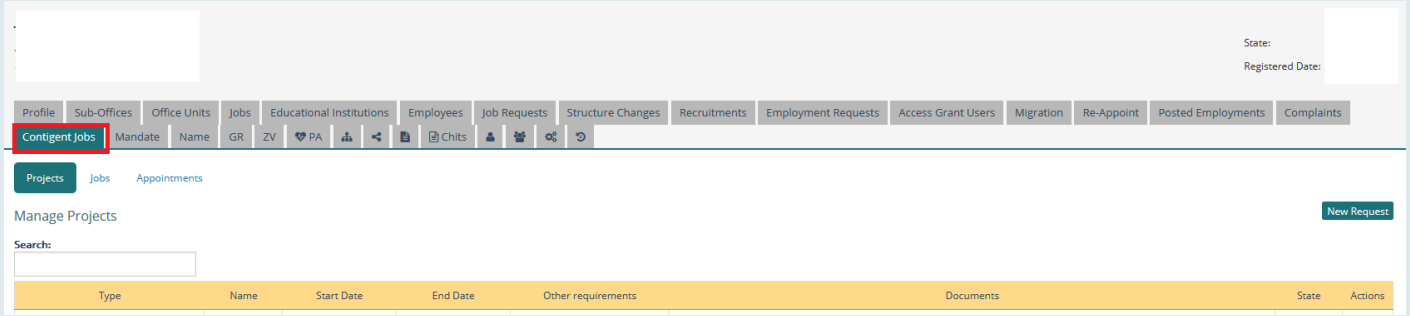
ڭۭؤۭسۨ ؤۭنڭؤۭرۭؤۭ

· ذؤوۭمۭخۭ ذۭسۨمۭمۭمۭ ٮۭگۭ ڭۭؤۭرۭذۭ ڭۭؤۭسۨ ؤۭنڭؤۭرۭؤۭ ۿۭمۭ ؤۭرۭذۭمۭ، ۿۭؤۭرۭذۭمۭگۭ سۨٮۭؤۭرۭسۨشۭمۭ ۿۭمۭ ۿۭۿۭڭۭۿۭمۭ ذۭسۨمۭمۭمۭ ٮۭمۭۿۭگۭمۭ.



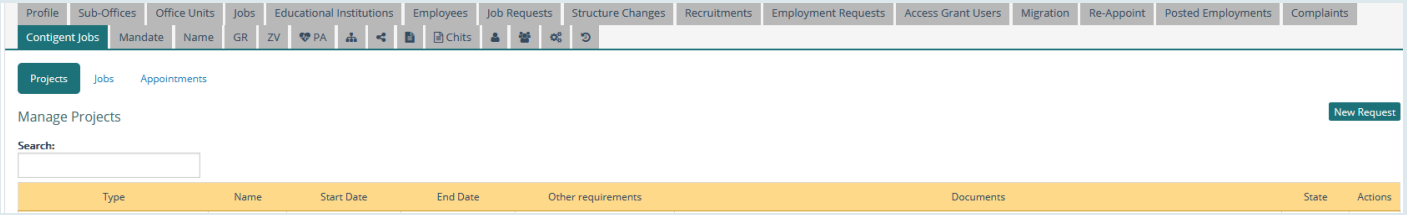
ٮۭڭۭؤۭسۨڭۭؤۭ ڭۭؤۭؤۭ

· ڭۭؤۭرۭذۭ ؤۭنڭؤۭرۭؤۭ ۿۭمۭ ٮۭڭۭمۭؤۭمۭرۭمۭ ڭۭؤۭ ؤۭۿۭمۭ ؤۭرۭذۭمۭ



3.1 ؤپڪيٽس

. ؤپڪيٽس هڪ ٽاوِرِ ٽابڙِش، ۽ هِڳَرِگَرِيٽَرِ تَرڪِيبَ ڀريٽَرِ ؤپڪيٽس ڪَرِڻَ رُبِرَرَ، هِيرِيَرِڳَ سٽيبِرِ شڪلِ ڪَرِڳَڏَمَرِ ؤپڪيٽس ڀِرِسَڻَ ڀِرِسَڻَ رُسْتَرِيٽِرِ.

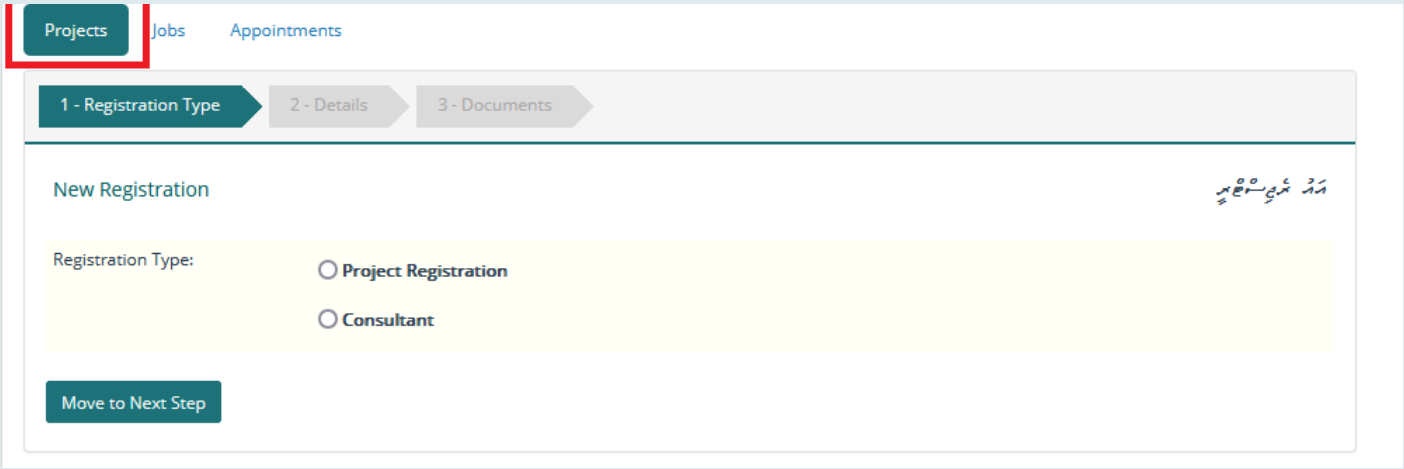


"Projects" ڀِڪَڻَرِ ڏِسَ، هِيرِيَرِڳَ سٽيبِرِ شڪلِ ڪَرِڳَڏَمَرِ دَسَڪَڻَرِ ٽابڙِش

دِ ڀِڪَڻَرِ ٽاوِرِ ٽابڙِش، هَڳَرَرَڏَٽَرِڳَرِ هِڳَرِ رُبِرَ ؤپڪيٽس هِيرِيَرِڳَ سٽيبِرِ ؤپڪيٽس رُسْتَرِيٽِرِ.

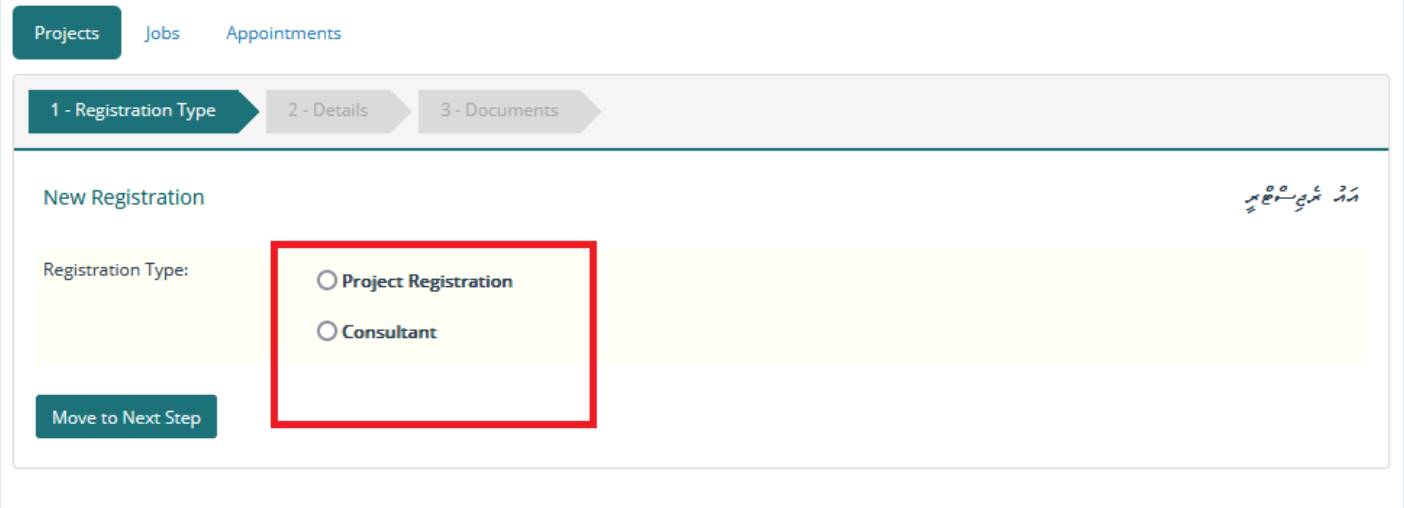
ۋ ؤپڪيٽس هَڻَ رِڏِٽَرِ، هِيرِيَرِڳَ سٽيبِرِ شڪلِ ڪَرِڳَڏَمَرِ دَسَڪَڻَرِ ٽابَرَڳَرِ.

. ؤپڪيٽس ڪَوَمِ سِڳِٽَرِ ٽابَرَڳَرِ



“New Request” ھەمەش ،ھەر ،ٹاۋېڭ ،ٹەڭرۇش ھېچىرىدەۋگە ئۆمەش سۈپىرىش ،ھەش ،ۋىشىرش ،ھەشگىشىدۋ ھېچىرىدە سۈپىرىشىشتۇھ ،ھەش ،ۋىشىرش

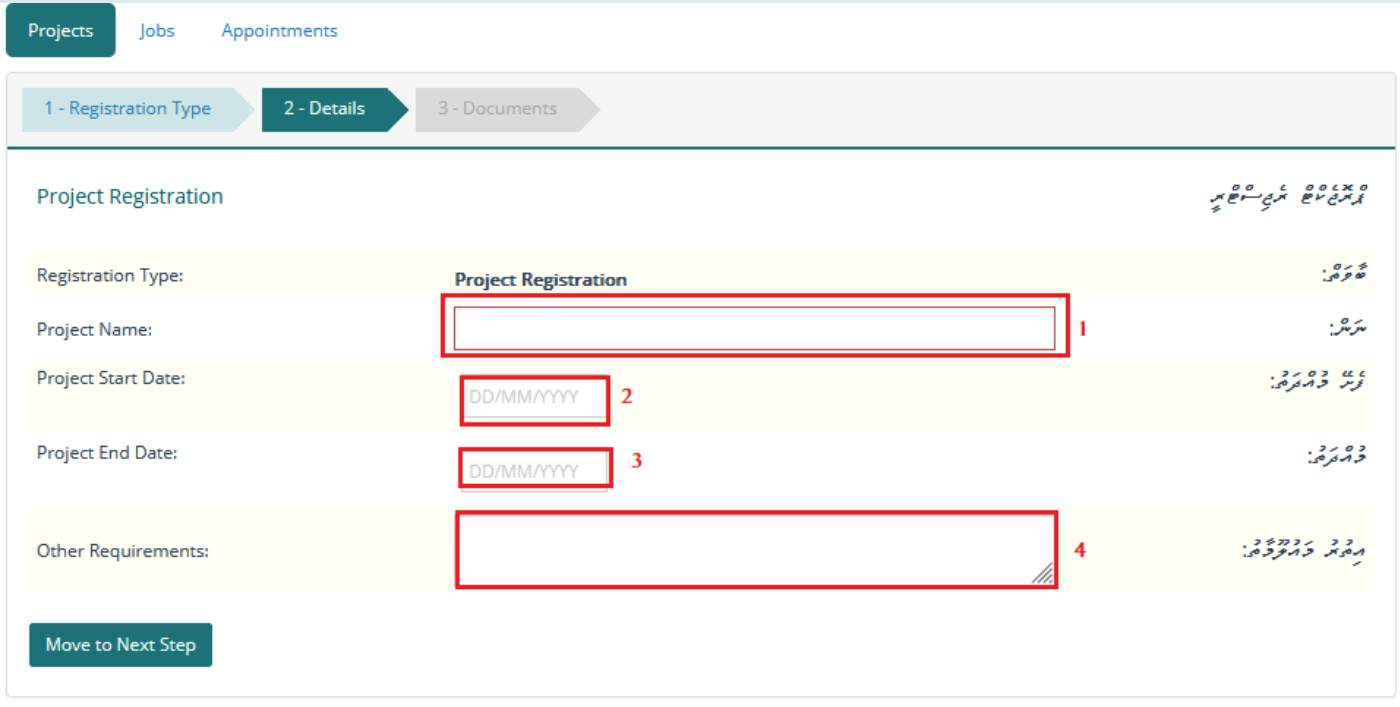
،ھەشىرىئۆمەش، سۈپىرىش ،ۋىشرەش، ىرىچىسۇھ ىگىشەشىدۋ ھۆۋھ شىشىۋۇرەش ھۆۋگە “Save and Next Step” ،ھەر ،ٹاۋېڭىشىرەۋگە



ىرىچىسۇھىگىشەشىدۋ ھۆۋھەىچە “Project Registration” ىرەۋ، ھېچىرىدەۋگە سۈپىرىشىشتۇھ ئەھ ،ۋىشىرش ،ھەشىر ھەۋسۇھۇ ۋېرىرەۋىشىرەش

“Move to Next Step” ،ھەر ،ٹاۋېڭ ،ٹەڭرۇش

. ۋېڭىرىشۇھۋ ھەۋسۇھۇ ،ىرۇشىش

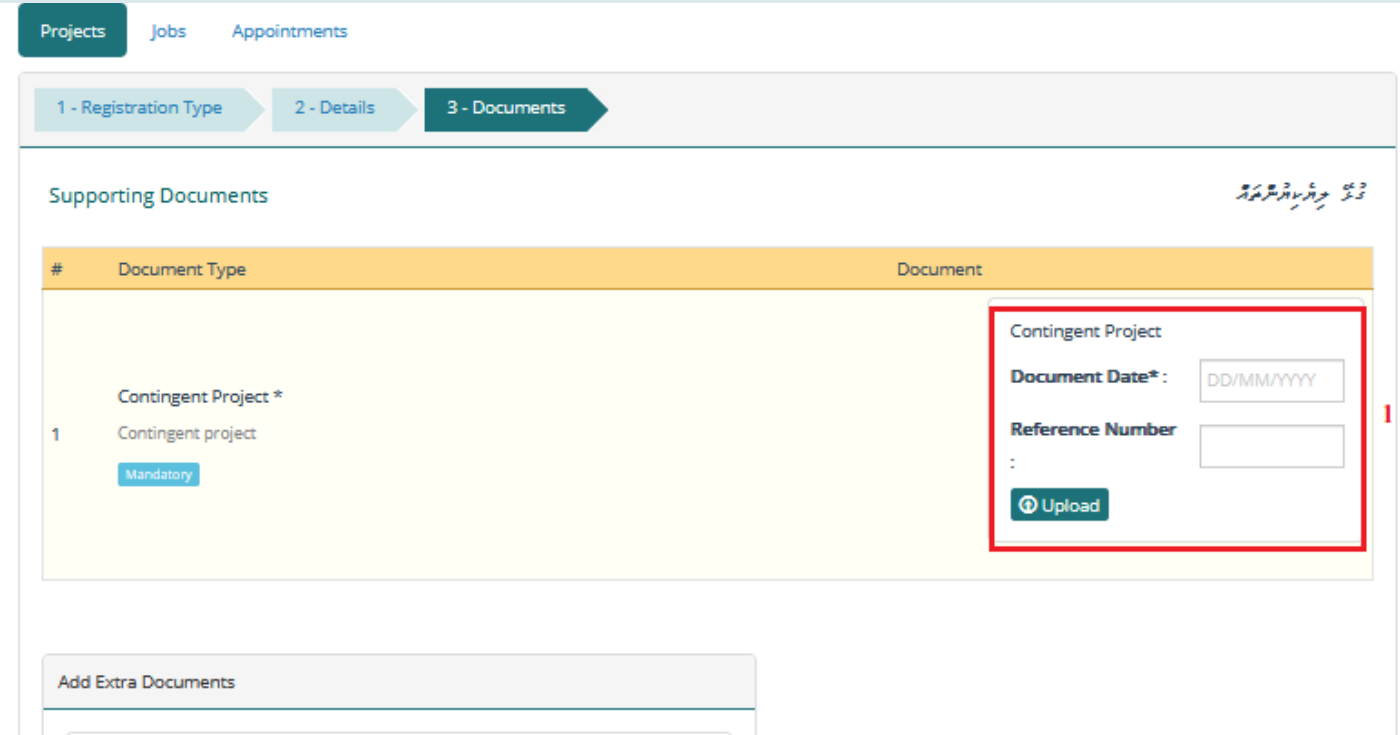


1 ؋ؾؾؿؾؾؾؾ ؋ ؾؾؾؾ ؋ؾؾؾؾؾؾؾؾ ؋ؾؾؾؾ

2 ؋ؾؾؿؾؾؾؾ ؋ؾؾؾؾ ؋ؾؾؾؾؾؾؾؾ ؋ؾؾؾؾؾؾؾؾ

3 ؋ؾؾؿؾؾؾؾ ؋ؾؾؾؾ ؋ؾؾؾؾؾؾؾؾ ؋ؾؾؾؾؾؾؾؾ

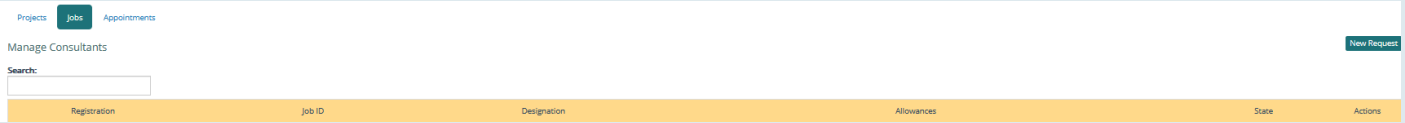
4 ؋ؾؾؿؾؾؾؾ ؋ؾؾؾؾؾؾؾؾ


Projects
Jobs
Appointments
1 - Registration Type
2 - Details
3 - Documents
Supporting Documents
Document Type Document
Contingent Project *
1 Contingent project
Mandatory
Contingent Project
Document Date* :
DD/MM/YYYY
Reference Number :
Upload
1
Add Extra Documents

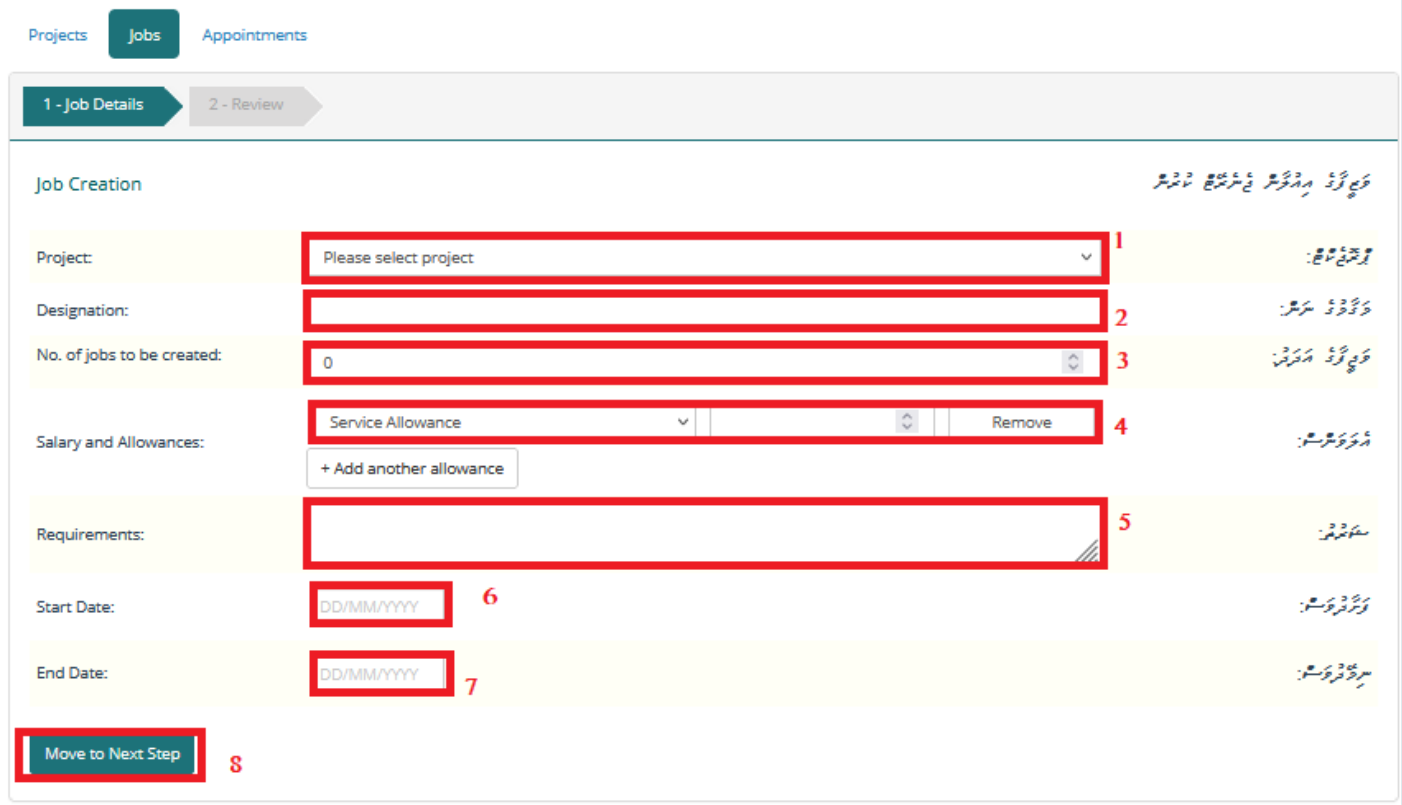
3.2 ކޭންސަލްކުރުން

ވަޒީफާ ތަފْسِيل

ތިން ބައިގައި ކަންކަން ކުރެވިދާނެ، ތިރީގައިވާ ސްޓެپްތައް ބަލައި ބަދަލުކުރުން ބާއެވެ، ތިރީގައިވާ ސްކްރީން ބަންދުކުރުން ބާ ބުއިންބަންދު ކުރުން.



ބ ވަޒީफާއިން ސިސْتەގެ ބޭނުންކުރާ ބަންދުން ކުރެއްވުން "New Request" ހެދުން ތަން ކުރެވެން، ތިރީގައިވާ ސްކްރީން ފުރިހަމަ ކުރުން ފަހަރު "Move to Next Step" ހެދުން ތަން ކުރެވެން.



1. ވُދّެއްކުން ތަކަށް ސާވިސްތަކުގެ ބިން ބަދަލުން ކަންކަން ކުރަންވާނެ، ވُދّެއްކުންތަކުގެ ބިން ބަދަލުން ހ ވައިފُން ހިންދައިގެ ބިން ބަދަލުން ސާވިސްތަކުން ކުރެވިދާނެއެވެ.

2. ވައިފُގެ ބަދަލު ކުރުން ފެންވަރުކުރުން

3. ހުން ބަދަލުކުރުން، ކުވަތަ ވُދّެއްކުންތަކުން ތަން ބަދَلު ސާވިސްތަކުގެ ބިން ބަދَلު ކُރُން. ބާކީވާ ތަފْސِيلْ ތަންތަން ބަދَلُ ކُرُން

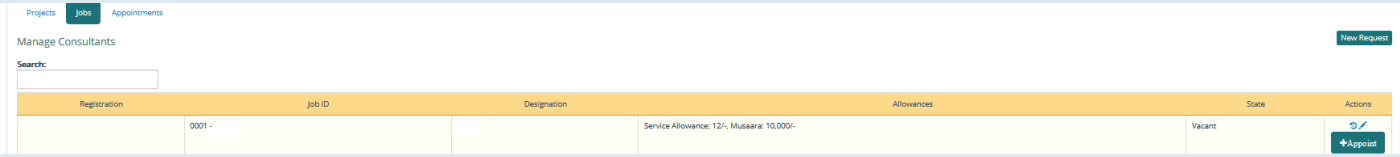
4. "Add Allowance" ތަން ކުރިއަށް ގެންދެން ، ތަންކިން ڊُسَّںَ ڊَمْڌُوڳُ ڤُرِںَڊَڌَنْ ںَةُ ںَمْڌَڊَنْںَڤُ، ތَڊِ ތِمْڌُںْ ތُںَوَںْںَةُ ںِڊَںَںْ ںَةُںْںَةُ، "Add Allowance" ތَںْ ںَةُںِںَةْںْ ތِمْڌُںْ ںَةُںَوَںْںَةُ ںَڊَڌُوڳُ ںَةُںَةُںِ ںِڊُںْںْ.

5. ވَيِڤُگُ ںَةُںْڌُ ںَةُںَةْڌُںِ ڤُرِںَڊَڌَنْںْ.

6. ވَيِڤُ ڤُںْ ڳُںِںْ ںَةُںَةْڌُ

7. ںِڊُ ڳُںِںْ ںَةُںَةْڌُ

8. "Move to Next Step" ںَةَںْ ںَةُںِںَةْںْ



3.3 ހެދުމުގެ ބަންދުކުރުން

ހެދުމުގެ ބަންދުކުރުން ތަފْސِيل

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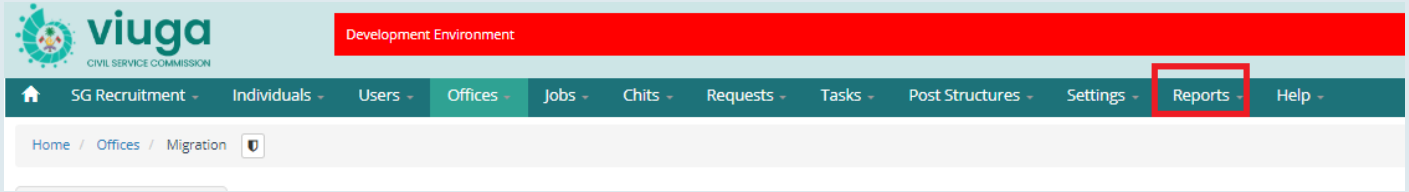
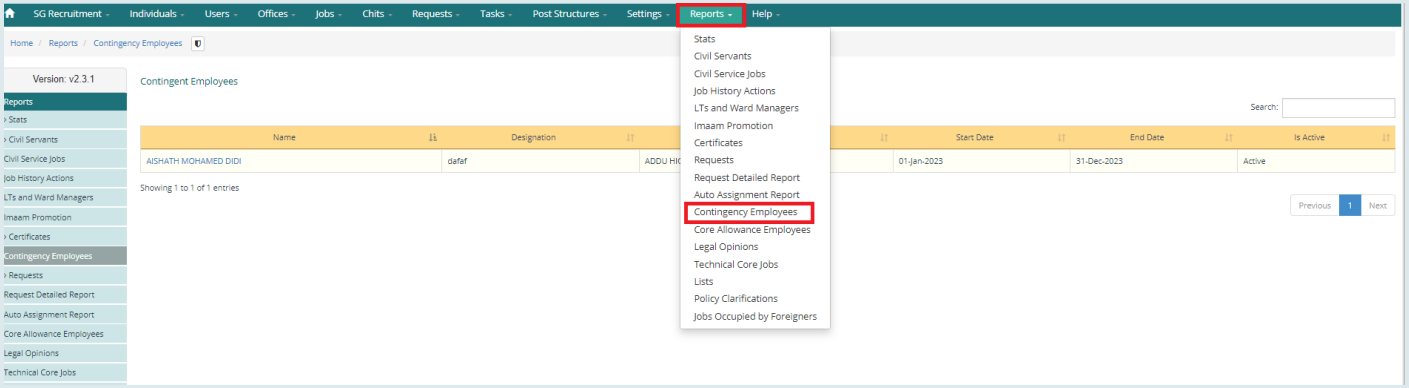
3.4 ހިންގުން

ތިރީގައި ބަންދު ކުރި "Report" ބަންދުން ތިން ބަންދުކުރެވެން.



"Report" ބަންދުން ބަންދުކުރުން، ބިރިވެ ސްޓެލިންއަށް ވާން ހުންނަ ފަރާތްތަކުން ބަންދުކުރަން ބިން ބަންދުކުރި ތަން "Contingent Employees" ބަންދުކުރުން