



Manarat Dhaka International School & College

Online Job Application and Recruitment Portal

User Manual

From Registration to Admit Card Download

A Step-by-Step Illustrated Guide for Applicants

i Portal Address: <https://manaratjobs.aalo.xyz/>

Applying, updating your profile, paying the application fee, and downloading the admit card can all be completed by following the steps below.

Item	Details
Document Name	Manarat Jobs Portal — User Manual
Version	3.0 (Updated Version)
Intended For	All candidates applying for positions through the portal
Topics Covered	Accessing the website, registration, login, completing your profile, applying, paying the application fee, downloading the admit card, and changing/recovering your password

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1. About This Manual

This manual describes every stage of the Manarat Jobs Portal in one place — accessing the website, creating a new account, logging in, completing your profile, viewing job circulars and applying, paying the application fee, downloading the admit card, and changing or recovering your password. The chapters are organized to match the portal's features, so reading from top to bottom will take you through the complete application process in order.

1.1 Where to Find Each Feature

Portal Feature	Chapter
Accessing the website and the home page menu	Chapter 2
Creating a new account (Register)	Chapter 3
Logging in to your account (Login)	Chapter 4
Completing your profile — Personal Information and Work History	Chapter 5
Viewing job circulars, applying, and paying the application fee	Chapter 6
Downloading the admit card	Chapter 7
Changing or recovering your password	Chapter 8

1.2 The Complete Application Journey at a Glance

Step	What You Do	Result
1	Access the portal	The website home page opens
2	Click the Register button to create an account	The account creation page opens
3	Log in with your phone number and password	Your profile page opens
4	Complete Personal Information and Work History	Your profile is ready for applications
5	Select a post from Start Applying and click Apply	The application form is completed and submitted
6	Pay the application fee through bKash	Payment is confirmed and an invoice is generated
7	Download your admit card from Submitted Applications	The admit card PDF is downloaded

1.3 What to Prepare Before You Start

Requirement	Details
An active mobile number	You must use this number when registering
Password	The password you create during registration. If you forget it, see Chapter 8
National ID (NID)	Required in the Personal Details section of your profile
Academic certificates	Required for upload in the Academic Qualifications section (maximum 1 MB)
Photo and signature	Required for upload in the Photo & Signature section
Experience certificate (if applicable)	Required for upload in the Experience Certificate field of Work History (maximum 6 MB)
A bKash wallet number	An active bKash number with sufficient balance to pay the application fee
Internet connection	Mobile data or Wi-Fi
Internet browser	Google Chrome, Mozilla Firefox, or Safari
PDF reader	Required to open the downloaded admit card and invoice
Printer (optional)	For printing a paper copy to bring to the examination hall

Tip

- Complete your profile in advance so that you can apply quickly once a circular is published.
- The bKash payment for the application fee must be completed within 30 minutes, so make sure your wallet has sufficient balance beforehand.
- Download your admit card at least two days before the examination date. The server may experience heavy traffic at the last moment.

2. Accessing the Website and Home Page Overview

2.1 Accessing the Website

1. Open any internet browser on your device (Chrome, Firefox, or Safari).
2. Type **https://manaratjobs.aalo.xyz/** in the address bar and press Enter on your keyboard.
3. Once the website home page appears, you have reached the correct site.

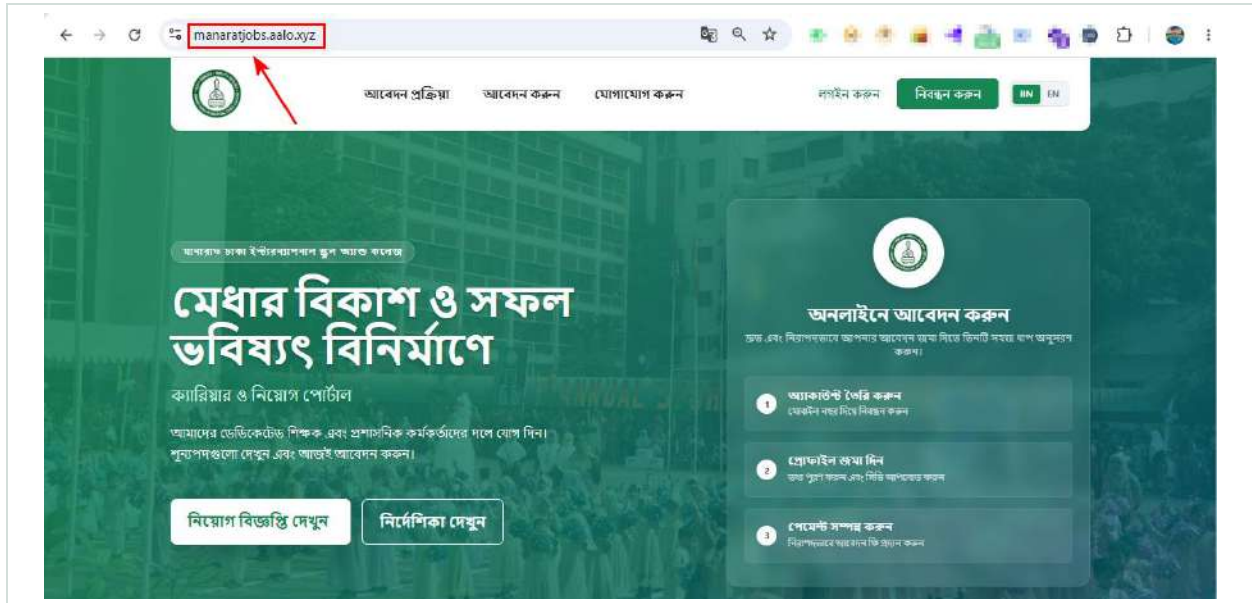


Figure 1: Portal address in the browser's address bar

Warning

Type the address in the browser's address bar, not in a search box. Even a small spelling mistake will prevent you from reaching the correct site.

2.2 Home Page Menu Overview

The following menus are available at the top of the home page. The home page also displays a brief summary of the three application steps (create account, submit profile, complete payment).

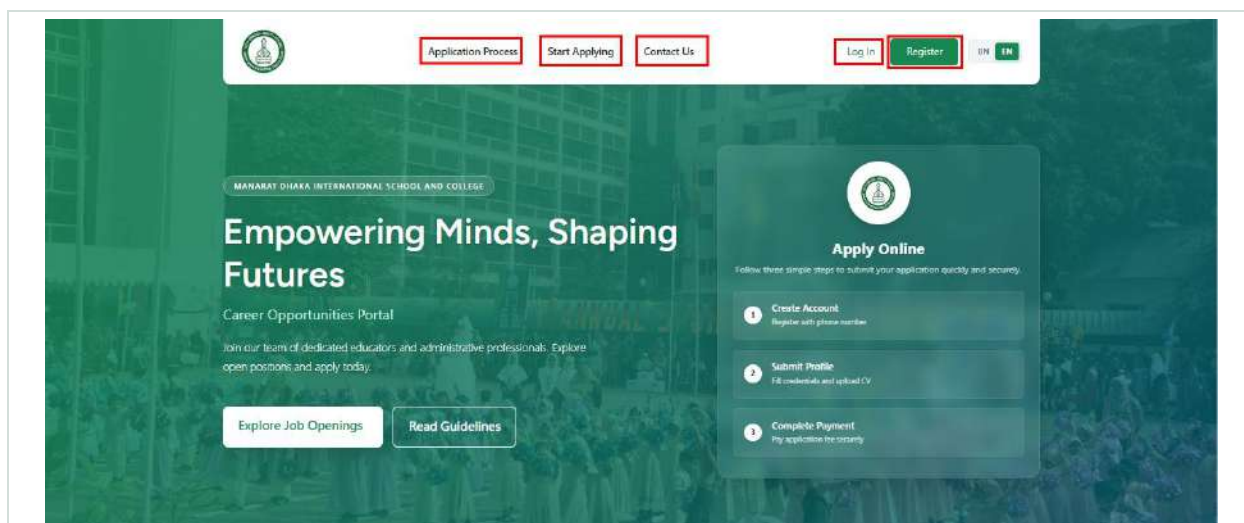


Figure 2: Home page and top menu bar

Menu	Purpose	Link
Application Process	View instructions related to applying	https://manaratjobs.aalo.xyz/#how_to_apply
Start Applying	View published job circulars and start an application	https://manaratjobs.aalo.xyz/#jobs_top
Contact Us	View contact information	https://manaratjobs.aalo.xyz/#contact_us
Login	Access an existing account	See Chapter 4
Register	Create a new account	See Chapter 3

2.3 Changing the Language

Selecting BN on the top right displays the website in Bangla; selecting EN displays it in English.

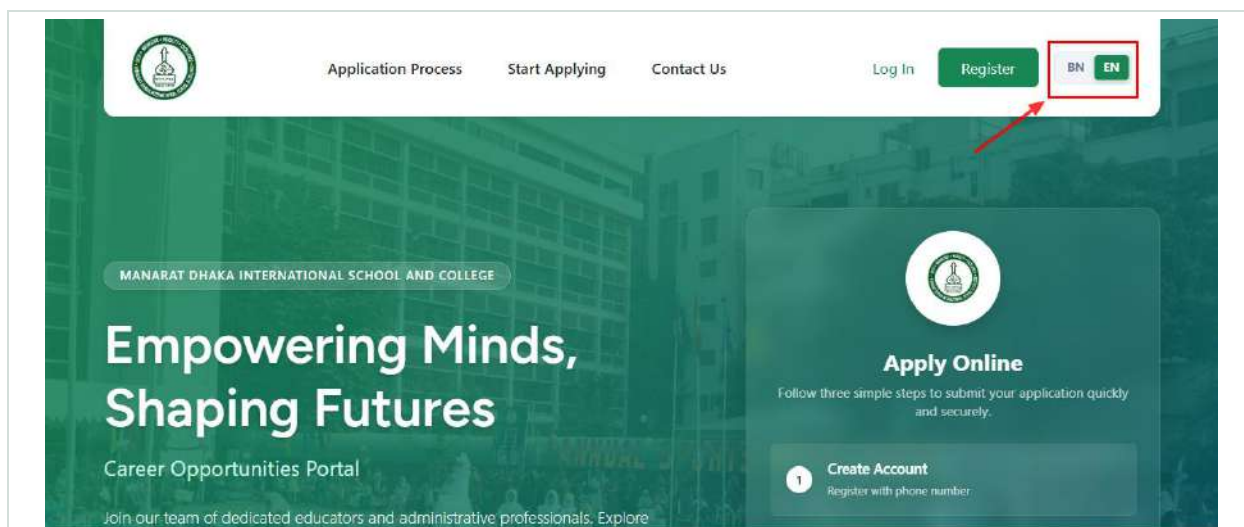


Figure 3: Language selection option (BN/EN)

3. Creating a New Account

You must create an account before you can apply through the portal. If you already have an account, skip this chapter and go directly to Chapter 4.

1. Click the **“Register”** button on the home page.
2. Enter the information below on the registration form.
3. Fill in all the fields and click the **“Register”** button.
4. Once registration is successful, you will be taken to your profile page.

Figure 4: Registration form

Field	Action
Full Name	Enter your full name
Phone Number	Enter an active mobile number
Password	Create a secure password

i Rules for Creating a Strong Password

- Use at least 8 characters.
- Combine uppercase letters, lowercase letters, numbers, and symbols (for example: YourPassword@2026).
- Do not use anything easy to guess, such as your date of birth or phone number.
- Write your password down in a safe place and do not share it with anyone.

4. Logging In to Your Account

1. Click the “Login” button on the home page.
2. Enter the **phone number** you used during registration.
3. Enter the **password** you set during registration.
4. Click “Login”.



Figure 5: Login page

Remember

- Passwords are case-sensitive, so check whether Caps Lock is turned on.
- Enter the phone number in English and do not add any spaces or dashes.
- If you cannot remember your password, follow Chapter 8.

5. Completing Your Profile

Your profile may remain incomplete after registration. The profile has two main sections — Personal Information and Work History. Use the Edit Profile button whenever you need to add or correct information.

Figure 6: Profile page and Personal Details section

5.1 Personal Information

Click Personal Information and complete the applicable and required fields in the following seven sections.

5.1.1 Personal Details

Field	Information
Full Name / Email Address	Your full name and email address
Father Name / Mother Name	Your father's and mother's names
NID Number / Nationality	Your National ID number and nationality
Date of Birth / Sex / Blood Group	Your date of birth, sex, and blood group
Religion / Marital Status	Your religion and marital status
Notice Required for Joining (Days)	The notice period you require before joining (in days)

5.1.2 Contact Information

Enter the applicable contact numbers in the Work, Residence, and Personal fields.

Figure 7: Contact Information section

5.1.3 Mailing Address

Complete the Local Address, Division, District, Upazila / City Corporation, and Post Office fields for your mailing address.

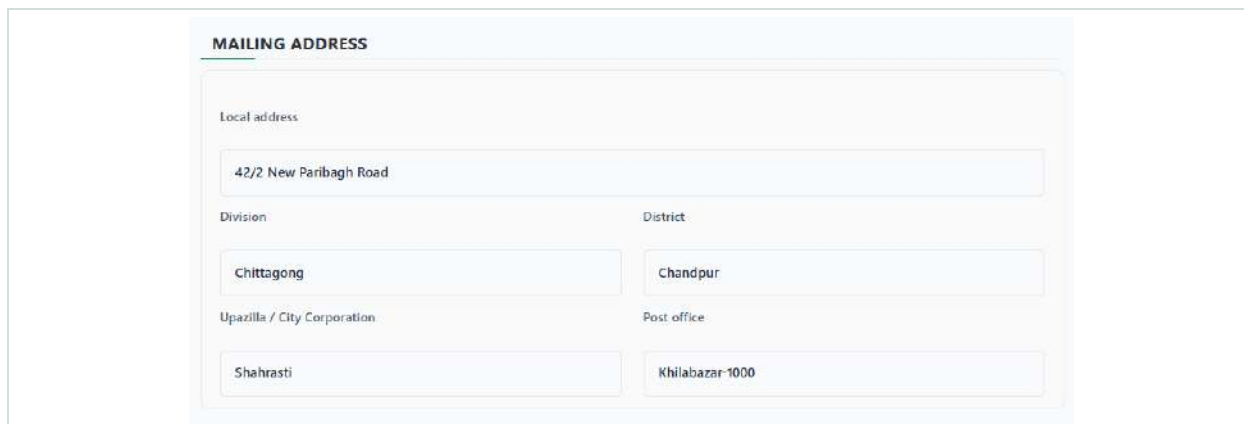


Figure 8: Mailing Address section

5.1.4 Permanent Address

Enter the detailed address, division, district, upazila / city corporation, and post office for your permanent address. If it is the same as your mailing address, simply check “Same as mailing address.”



Figure 9: Permanent Address section

5.1.5 Academic Qualifications

Field	Information
Level of Education / Name of Degree	Your level of education and the name of your degree
Educational Institution / Passing Year	The name of your institution and year of passing
Class / CGPA / Grade / Division	Your result
Subject / Group	Your subject or group
Upload Certificate	Upload the required academic certificate (maximum 1 MB)

If you have more than one degree, use the “Add” option to add additional entries and provide details for each degree separately.

ACADEMIC QUALIFICATIONS

Level of Education * Name of Degree Educational Institution Passing Year

MASTERS

Class / CGPA / Grade / Division Subject / Group Upload certificate (max 1 MB) *

HONOURS

Class / CGPA / Grade / Division Subject / Group Upload certificate (max 1 MB) *

Figure 10: Academic Qualifications section

5.1.6 Language Proficiency

In the Language, Speak, Understand, Read, and Write fields, enter each language and rate your proficiency in speaking, understanding, reading, and writing it.

LANGUAGE PROFICIENCY

Language	Speak	Understand	Read	Write
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 11: Language Proficiency section

5.1.7 Photo & Signature

Upload your photo and signature, following the file type and size requirements shown on the website. This photo will later appear on your admit card, so use a clear and recent image.

PHOTO & SIGNATURE

Photo Signature

Figure 12: Photo & Signature section

5.2 Work History

Click Work History. Complete the Occupation & Experience Summary section with a summary of your profession and experience, and the Previous Experience section with details of your past employment. All required fields must be completed.

Occupation & Experience Summary

Enter your current occupation, total years of experience, technical qualification, and your experience certificate (maximum 6 MB) in this section.

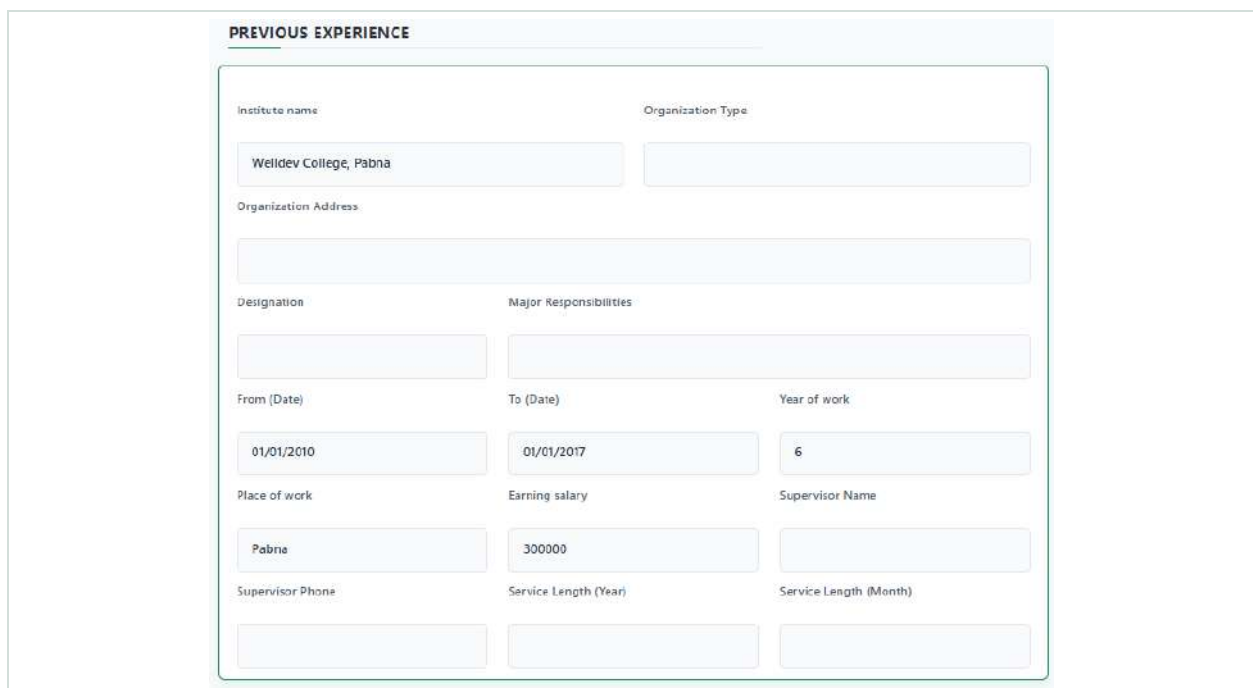


The screenshot shows a web form titled "OCCUPATION & EXPERIENCE SUMMARY" under a "Work Experience" tab. The form has four main input areas: "Current occupation" (filled with "ICT Lecturer"), "Total years of experience" (filled with "10"), "Technical qualification" (filled with "Complete ICT Course"), and "Experience Certificate" (with a "Document" button and a file upload icon).

Figure 13: Occupation & Experience Summary section

Previous Experience

Enter the name of your previous organization, the type of organization, its address, your designation, responsibilities, period of employment, place of work, salary, and supervisor's details. If you have worked at more than one organization, you can add each one separately.



The screenshot shows a web form titled "PREVIOUS EXPERIENCE". It contains several input fields: "Institute name" (filled with "Weldev College, Pabna"), "Organization Type" (empty), "Organization Address" (empty), "Designation" (empty), "Major Responsibilities" (empty), "From (Date)" (filled with "01/01/2010"), "To (Date)" (filled with "01/01/2017"), "Year of work" (filled with "6"), "Place of work" (filled with "Pabna"), "Earning salary" (filled with "300000"), "Supervisor Name" (empty), "Supervisor Phone" (empty), "Service Length (Year)" (empty), and "Service Length (Month)" (empty).

Figure 14: Previous Experience section

5.3 Profile Verification

After saving your information, review the items below. Once everything is correct, your profile is ready for job applications.

- ☐ Personal Details have been completed correctly

- ☐ Contact Information and both addresses have been completed
- ☐ Academic Qualifications and certificates have been added
- ☐ Language Proficiency information has been provided
- ☐ Photo and signature have been uploaded
- ☐ Applicable Work History information has been completed

6. Viewing Job Circulars, Applying, and Paying the Fee

1. Click **“Start Applying”** on the home page.
2. If needed, filter job circulars by institution name.
3. Review the details and eligibility requirements of your preferred circular.
4. Click the **“Apply”** button for the relevant post.
5. Complete the application by following the instructions shown on the application submission form that follows.

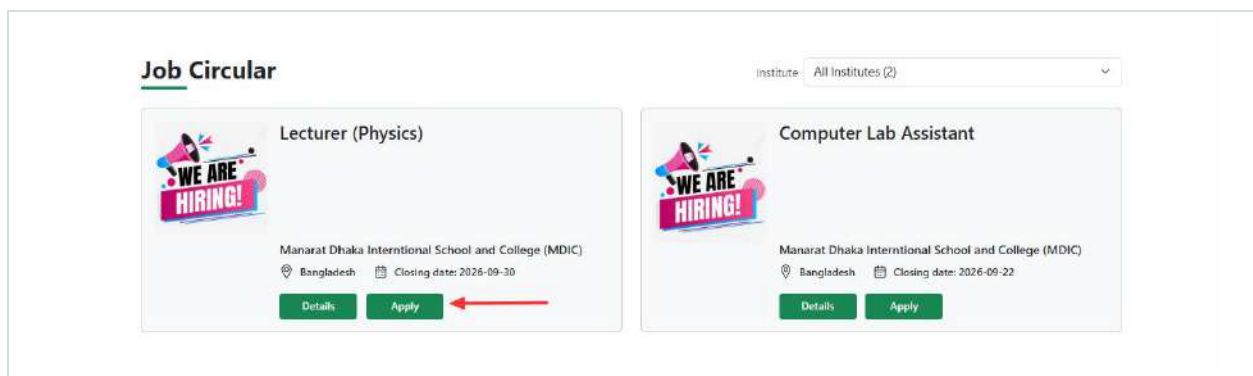


Figure 15: List of job circulars and the Apply button

6.1 Application Submission Form

After clicking Apply, you will see a detailed form showing the post name along with all the information provided in your profile (personal details, academic qualifications, and work experience). Select the Relevant Subject if applicable. Once all the information is correct, click the Submit button at the bottom of the page to proceed to the next step.

The screenshot shows the 'Application Submission' form for a 'Lecturer (Physics)' position. The form is divided into several sections:

- PERSONAL DETAILS:** Includes fields for Full Name, Email Address, Father Name, Mother Name, National ID, Date of Birth, Sex, Blood Group, Address, and a checkbox for 'I am a female'.
- ACADEMIC QUALIFICATIONS:** Includes fields for Level of Education, Name of Degree, Educational Institution, Starting Year, and a checkbox for 'I am a female'.
- OCCUPATION & EXPERIENCE SUMMARY:** Includes fields for Current occupation, Total years of experience, Previous occupation, and a checkbox for 'I am a female'.
- PREVIOUS EXPERIENCE:** Includes fields for Institute name, Registration Type, Organization Address, Organization, Major Responsibilities, Issue Date, To Date, Year of work, Place of work, Working salary, Supervisor Name, Supervisor Phone, and Service length (Month).

A red arrow points to the 'Submit' button at the bottom left of the form.

Figure 16: Application submission form

6.2 Checklist Before Final Submission

- ☐ Registration has been completed
- ☐ Personal Details, Contact Information, and both addresses have been completed
- ☐ Academic Qualifications and Language Proficiency have been completed
- ☐ Photo and signature have been uploaded
- ☐ Applicable Work History information has been completed
- ☐ The job circular's terms and eligibility requirements have been reviewed
- ☐ The bKash wallet has sufficient balance to pay the application fee

6.3 Application Fee Payment

After you submit the application, you will be taken to a bKash Payment Gateway page to pay the application fee. This payment must be completed within 30 minutes; otherwise, you will need to start the payment process again.

1. Review the **Fee**, **Online Convenience Charge**, and **Grand Total** shown on the page.
2. Enter your active **bKash Wallet Number** in the field provided.
3. Click **“Pay Now”** and follow the bKash instructions to complete the payment.
4. Once the payment is successful, your application process is complete and you can download the invoice.

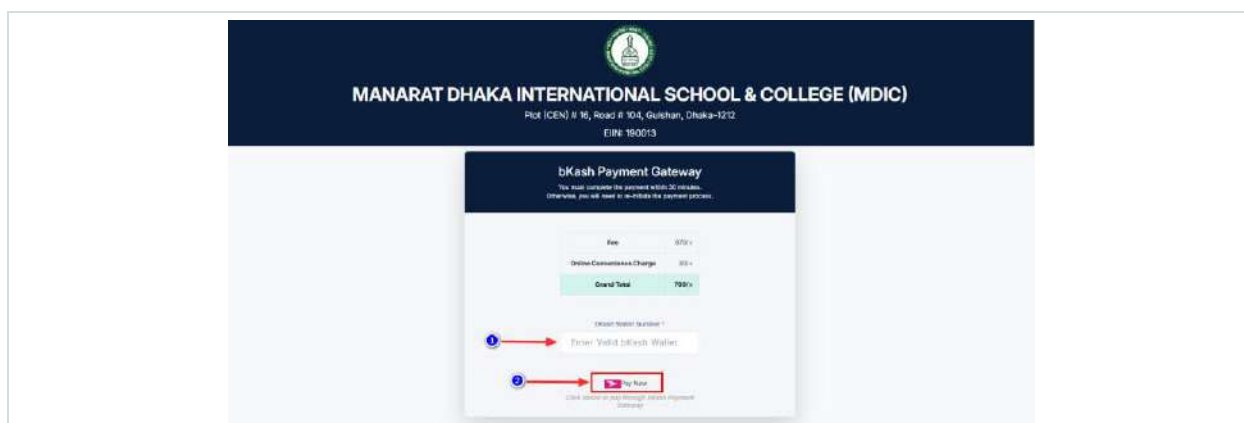


Figure 17: bKash Payment Gateway for the application fee

i About the Application Fee

- As an example, a fee of BDT 670 and an online convenience charge of BDT 30 are shown, for a grand total of BDT 700. The actual fee may vary depending on the post; the amount shown on this page is considered final.
- Save the invoice after the payment is completed.

7. Downloading the Admit Card

Once your application has been submitted and the fee paid, follow the steps below to download your admit card.

Step 1: Go to the “Submitted Applications” Page

1. After logging in, click **your profile name** at the top of the page.
2. From the menu that appears, select **“Submitted Applications.”** This menu also allows you to **“Change Password”** or **“Log Out.”**

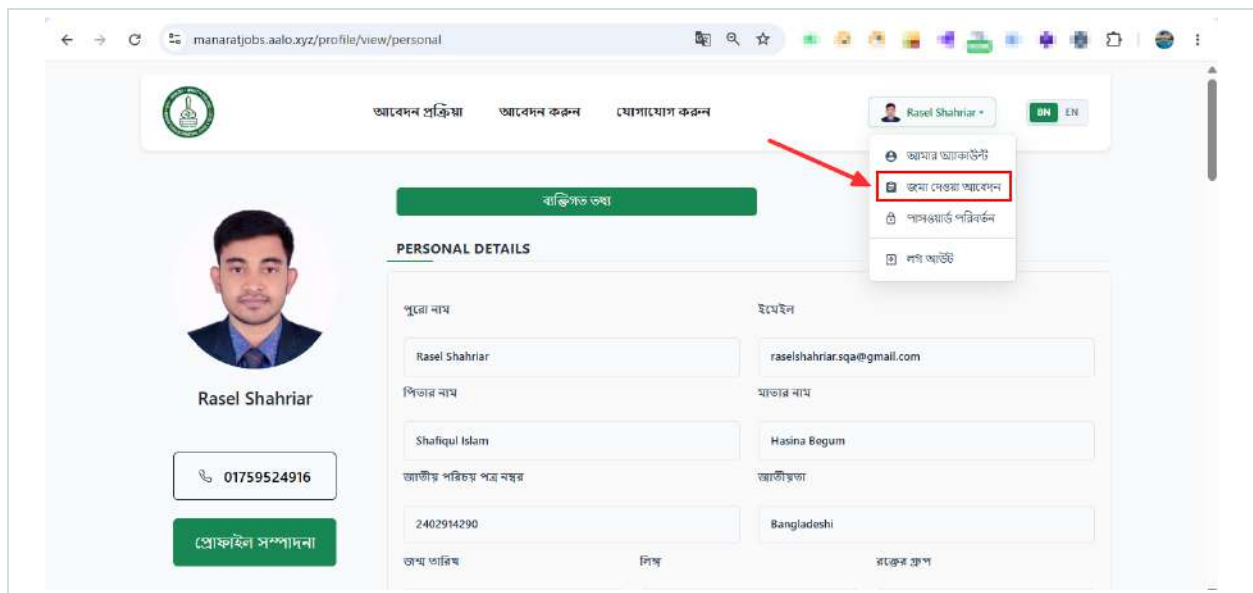


Figure 18: Selecting “Submitted Applications” from the profile menu

Step 2: Download the Admit Card

1. The list of posts you have applied for will appear on the screen.
2. For the post whose admit card you need, click the “**Download Invoice**” button.
3. The PDF file will be downloaded. You can open it to view, save, or print your admit card.

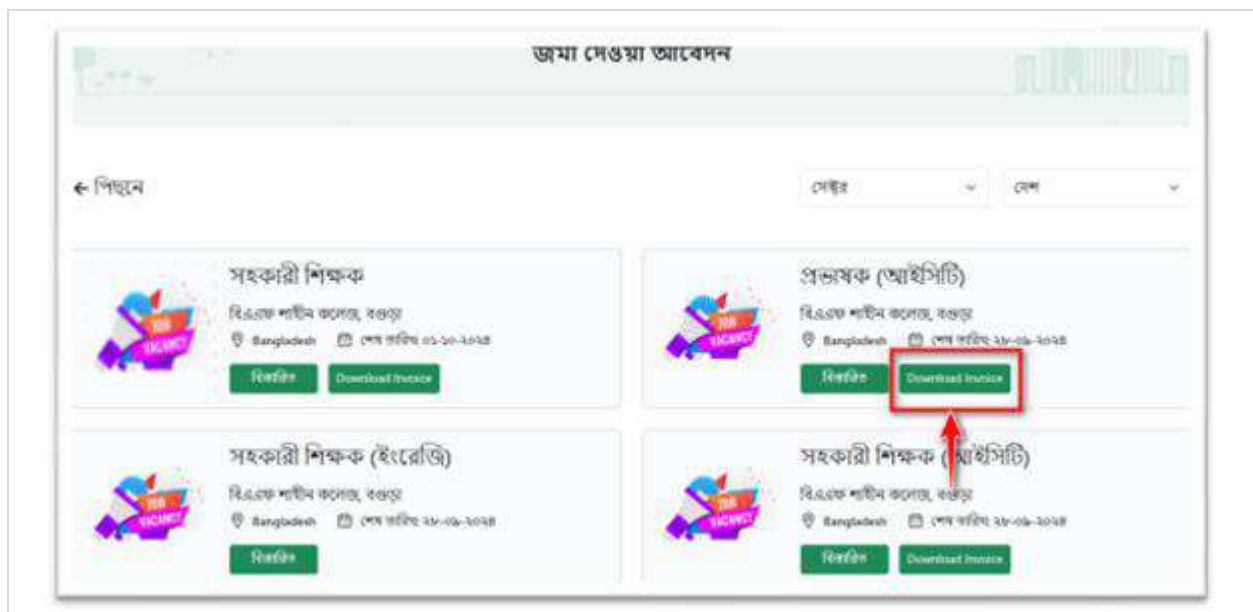


Figure 19: Application list and download button

i Downloading the Admit Card

Although the button says “Download Invoice,” clicking it downloads your admit card. If you have applied for more than one post, you must download each one separately.

7.1 Sample Admit Card

Your downloaded admit card will look similar to the image below.

Manarat Dhaka International School & College (MDIC)

Admit Card

	Name :	Rasel Shahriar	Roll:	LICT-101
	Father Name :	Shafiqul Islam		
	Mother Name :	Hasina Begum		
Tnx ID :	CJH2D1H6SM	Mobile Number :	01625759093	
NID :	3759189263	DOB :	2000-08-31	
Present Address :	New Paribagh Road, Dhaka	Post :	Lecturer(ICT)	


Signature

১। আগামী ১৫/১১/২০২৫ খ্রিষ্টাব্দ তারিখে সকাল ১০ ঘটিকার রোডঃ শনিবার লিখিত পরীক্ষা অনুষ্ঠিত হবে। ঐ দিন প্রার্থীদেরকে ৯.৩০ মিনিটের মধ্যে প্রবেশপত্র সহ প্রতিষ্ঠানে উপস্থিত থাকতে হবে। লিখিত পরীক্ষার ফলাফল প্রতিষ্ঠানের ওয়েবসাইটে প্রকাশ করা হবে ও মৌখিক পরীক্ষার তারিখ পরবর্তীতে এসএমএস এর মাধ্যমে জানিয়ে দেওয়া হবে।
২। নিয়োগ পরীক্ষায় অংশগ্রহণের জন্য কোনো প্রকার ভিএ/ভিএ প্রদান করা হবে না।
৩। কর্তৃপক্ষ কোনো কারণ দর্শানো ব্যতিরেকে নিয়োগ বিজ্ঞপ্তি আবেদিক বা সম্পূর্ণ বাতিল করার ক্ষমতা রাখে।
৪। লিখিত পরীক্ষায় ৬০% নম্বর না পেলে মৌখিক পরীক্ষায় অংশ গ্রহণের সুযোগ দেয়া হবে না।

Figure 20: Sample admit card

What to Check After Downloading

- ☐ Your name and your father's and mother's names are correct
- ☐ Your roll number and the name of the post you applied for are correct
- ☐ Your photo and signature are clearly visible
- ☐ You have read the examination date, time, and instructions

Printing Recommendations

- Print in color on white A4 paper so your photo and signature remain clear.
- In addition to the printed copy, also save the PDF file on your mobile phone.
- If any information is incorrect, contact the relevant office before the examination.

8. Changing or Recovering Your Password

There are two ways to change your password — directly through your profile while logged in, or through the “Forgot Password?” option if you cannot log in. Both methods are described step by step below.

Step 1: Change Password from Your Profile (While Logged In)

1. While logged in, click **your profile name** at the top of the page.

2. Select “**Change Password**” from the menu.
3. Enter your old password in the **Current Password** field, and your new password in the **New Password** and **Confirm Password** fields.
4. Click “**Update Password.**” Your password will be changed immediately.

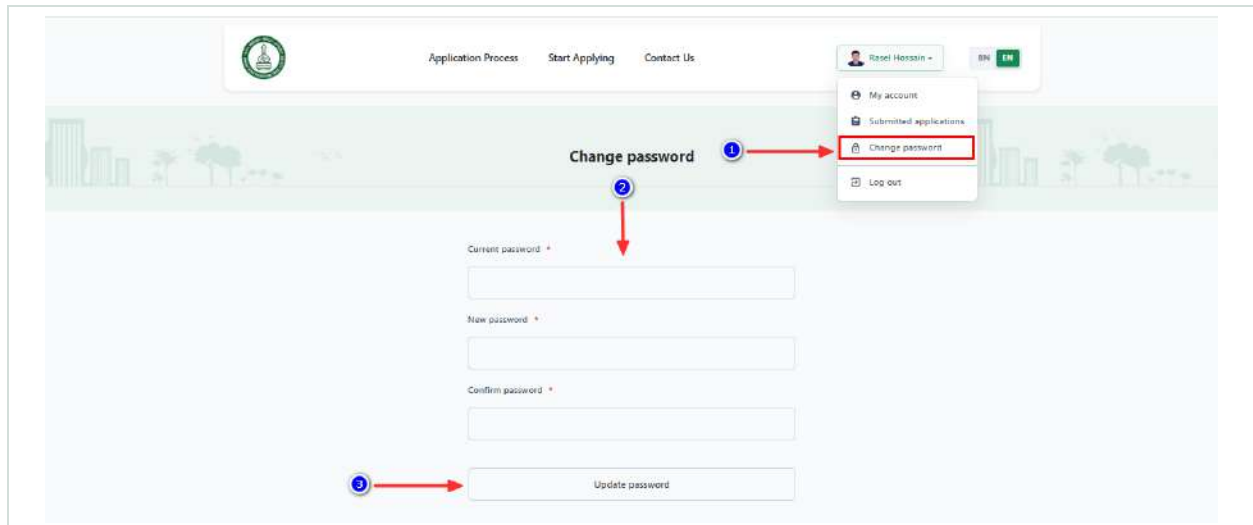


Figure 21: Changing your password from the profile menu

Remember

You must already be logged in to change your password this way.

If you cannot log in, or have completely forgotten your password, follow Step 2 below.

Step 2: Click “**Forgot Password?**” (If You Cannot Log In)

If you cannot log in, you can create a new password by following the five steps below. Keep the phone number you used during registration close at hand, as the verification code (OTP) will be sent to that number.

1. On the login page, click the “**Forgot Password?**” link.

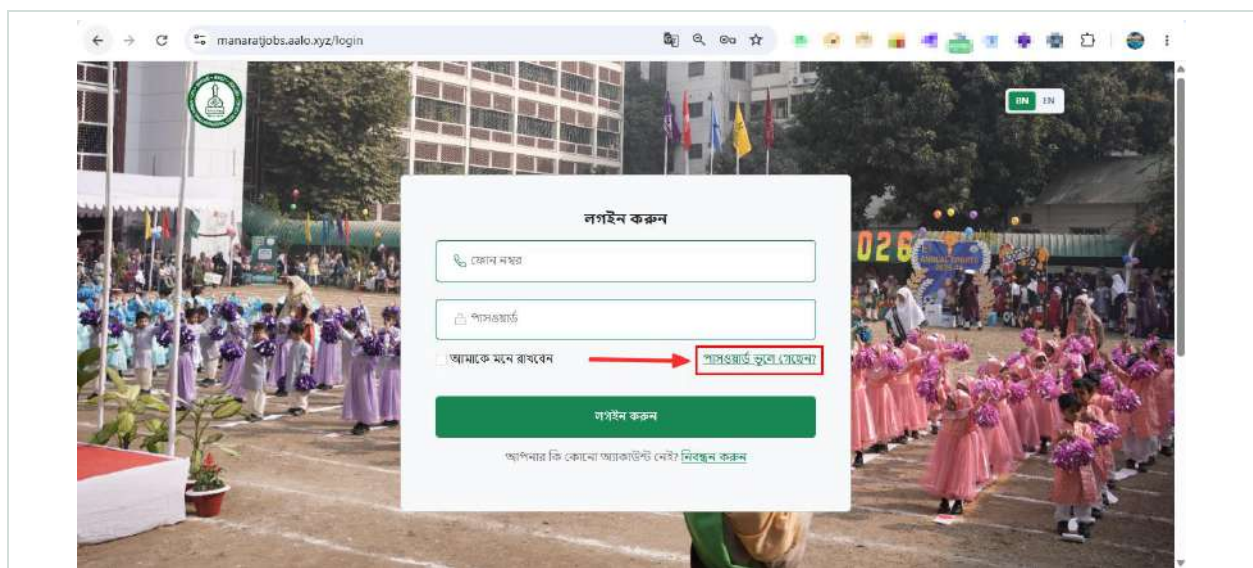


Figure 22: Password recovery link on the login page

Step 3: Enter Your Phone Number

1. Enter the **phone number** you used during registration in the field provided.
2. Click **“Submit.”**

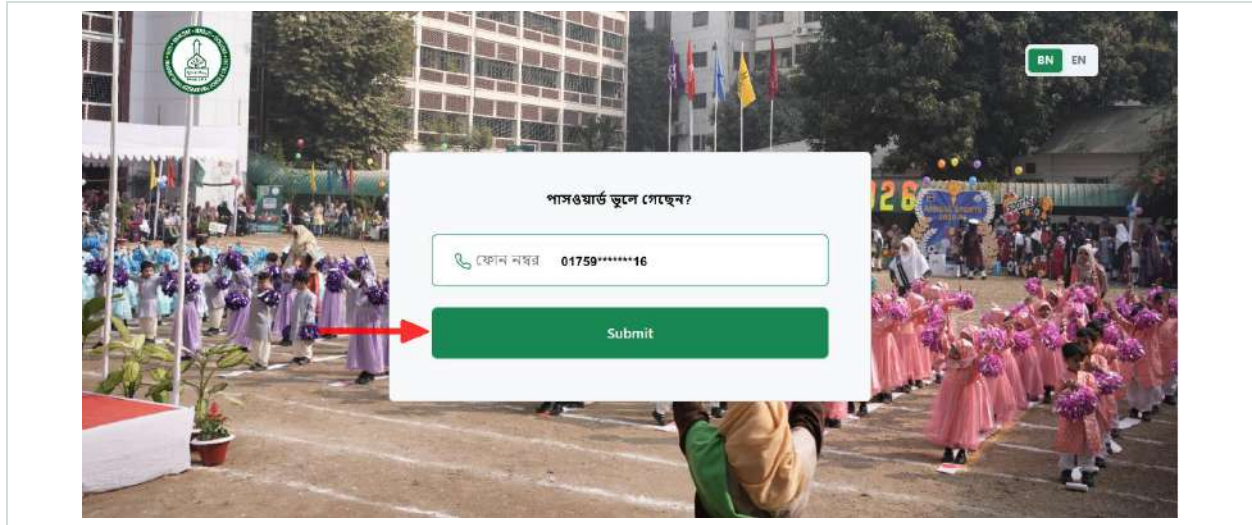


Figure 23: Phone number submission form

Warning

If you enter an incorrect number, no code will be sent. The number must match the one used during registration.

Step 4: Verify the OTP Code

1. A 4-digit verification code (OTP) will be sent to your phone.
2. Enter the code in the field provided and click **“Verify.”**

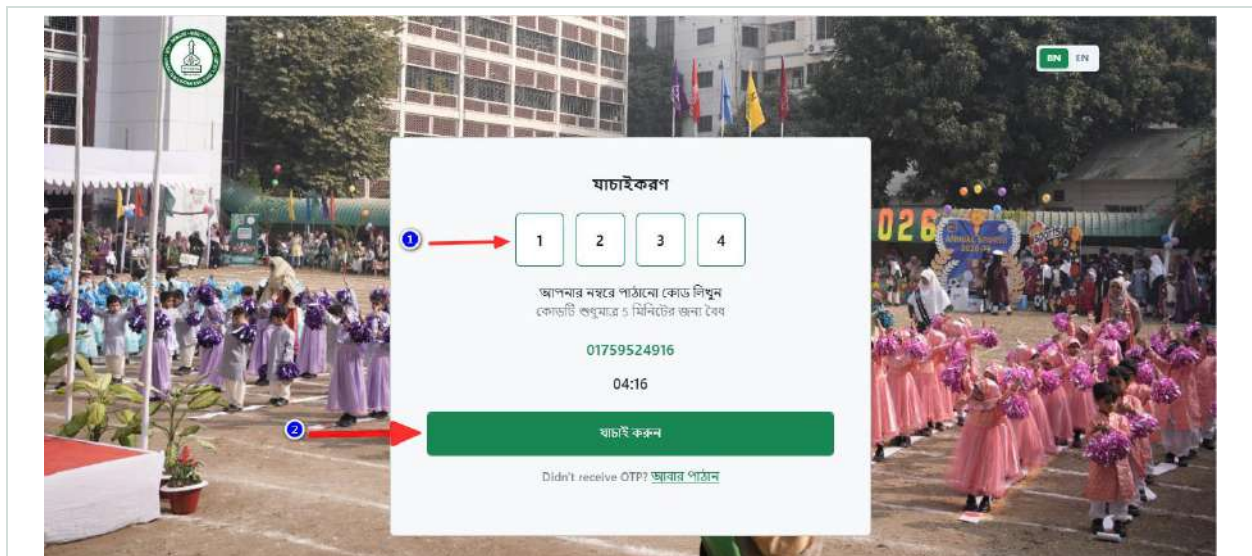


Figure 24: OTP verification form

 Not Receiving the OTP?

- Wait 1–5 minutes; network delays can cause the message to arrive late.
- Check whether your phone has network coverage and whether your inbox is full.
- If it still does not arrive, refresh the page and request a new code.

Step 5: Set a New Password

1. Once the OTP is verified successfully, a page will open for you to set a new password.
2. Enter exactly the same password in both the **“New Password”** and **“Confirm Password”** fields.
3. Click **“Submit.”**

The rules for creating a strong password are provided in Chapter 3.

Step 6: Confirmation Message and Logging In Again

1. Once the password change is successful, a confirmation message will appear on the screen.
2. Return to the login page and log in with your new password.
3. After logging in, follow Chapter 7 to download your admit card.

9. Frequently Asked Questions

Question 1: What information is required to register?

Answer: Your full name, an active mobile number, and a password.

Question 2: How do I pay the application fee?

Answer: After submitting your application, you will be shown a bKash Payment Gateway. Enter your wallet number and click Pay Now to pay the fee.

Question 3: I applied for more than one post. Will I receive all the admit cards at once?

Answer: No. You must click the download button separately for each post in the list.

Question 4: Can I download the admit card on a mobile phone?

Answer: Yes. You can follow the same steps using a mobile browser.

Question 5: Can I download the admit card again after downloading it once?

Answer: Yes, you can download it as many times as needed.

Question 6: What should I bring to the examination hall?

Answer: Bring the printed admit card and any documents specified on it.

Question 7: Will changing my password delete my application data?

Answer: No. Changing your password does not affect any of your application information.

10. Contact for Support

If you continue to experience a problem after following this manual, please use the “Contact Us” menu on the home page to find contact details for the relevant office. When you get in touch, mention your registered phone number and the name of the post you applied for — this will help resolve your issue faster.

Link: https://manaratjobs.aalo.xyz/#contact_us

Security Warning

Never share your password or OTP code with anyone. The authority will never call you to ask for your password or OTP.

Never share your bKash PIN. bKash will never call you to ask for your PIN either.