



# RSUTH RECRUITMENT APPLICATION MANUAL

# INTRODUCTION

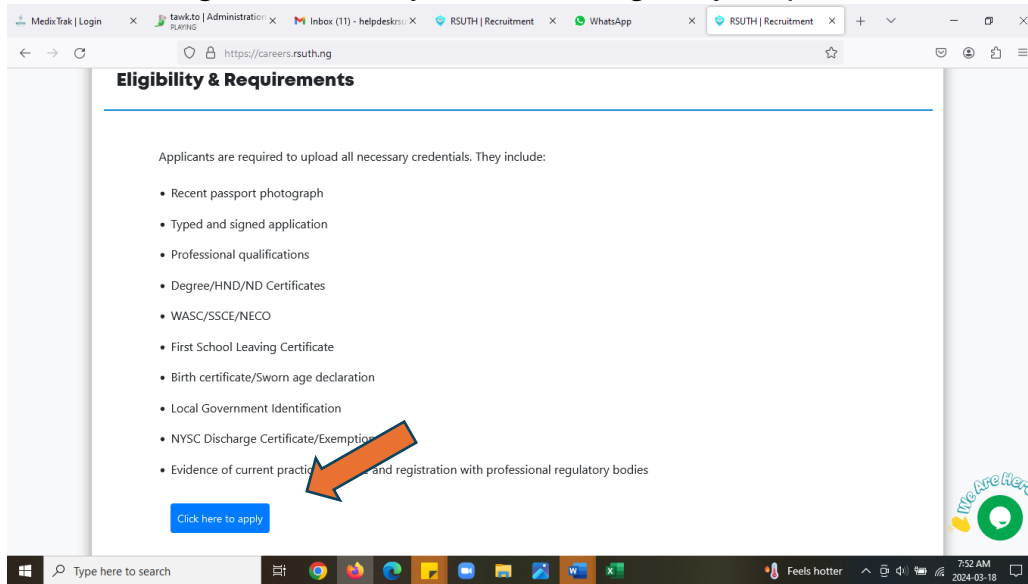
This document is a user guide for the RSUTH online recruitment application process.

## HOW TO APPLY

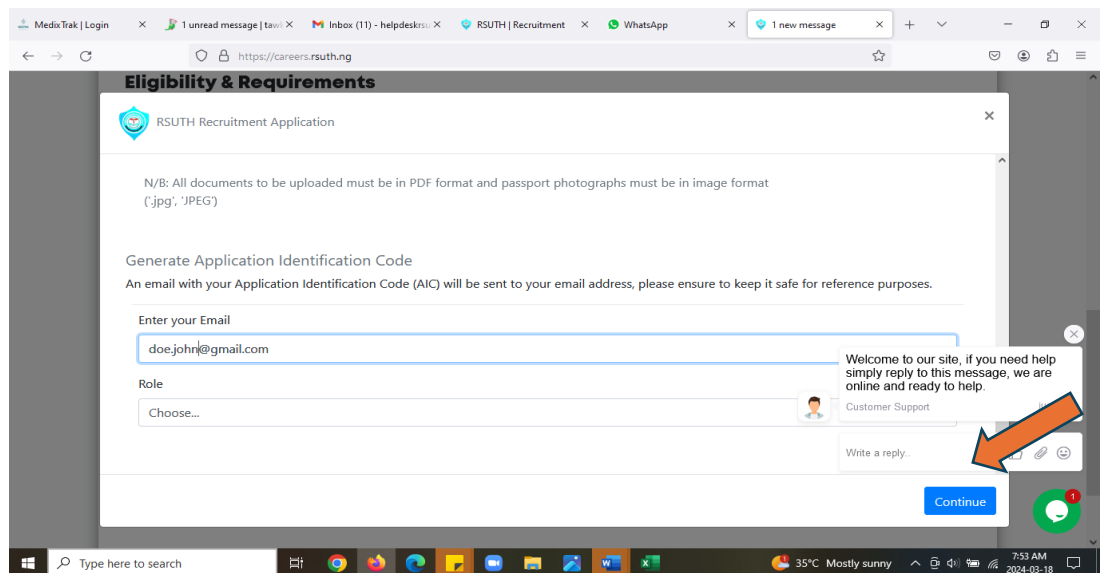
- Launch chrome browser.
- Log on to <https://careers.rsuth.ng/>

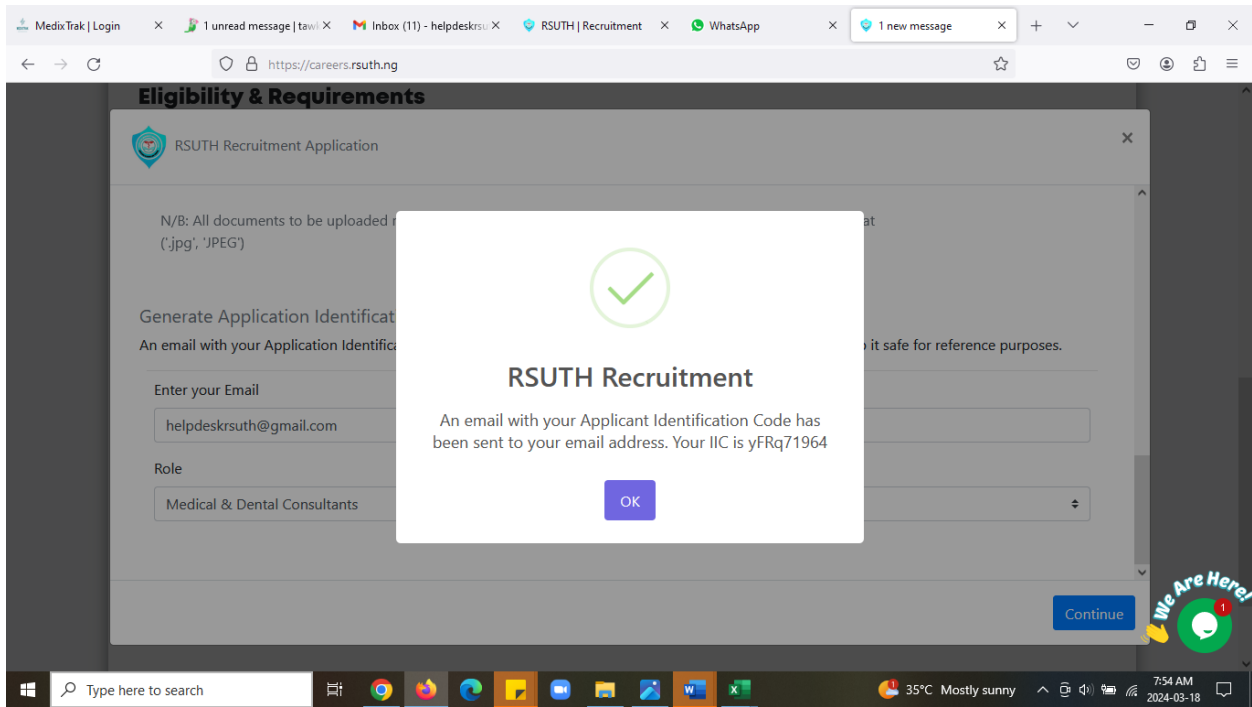
The screenshot displays a web browser window with the URL <https://careers.rsuth.ng/> in the address bar. The browser tabs include MedixTrak | Login, tawktto | Administration, Inbox (11) - helpdesksu, RSUTH | Recruitment, WhatsApp, and RSUTH | Recruitment. The website header features the RSUTH logo and a search bar with the placeholder text "Enter your AIC". The main content area has a blue background with the text "RSUTH RECRUITMENT" in large white letters. Below this, a paragraph states: "Following the approval of His Excellency, Sir Siminalayi Fubara, GSSRS, Governor of Rivers State, for employment of Medical & Health Workers into the Rivers State University Teaching Hospital, eligible candidates are welcome to apply to fill the underlisted vacant positions in the Hospital". A green button labeled "Apply here" is positioned below the text. A grey overlay box on the right side of the page displays a countdown timer: "APPLICATION ENDS IN 11 D -8 H -7 M -47 S". In the bottom right corner, there is a "We Are Here!" logo with a WhatsApp icon. The Windows taskbar at the bottom shows the search bar, task view, and various application icons, along with the system tray displaying "Feels hotter" and the date/time "7:52 AM 2024-03-18". Two orange arrows are overlaid on the image: one pointing to the address bar and another pointing to the "Apply here" button.

- Scroll through to carefully read the Eligibility requirement.

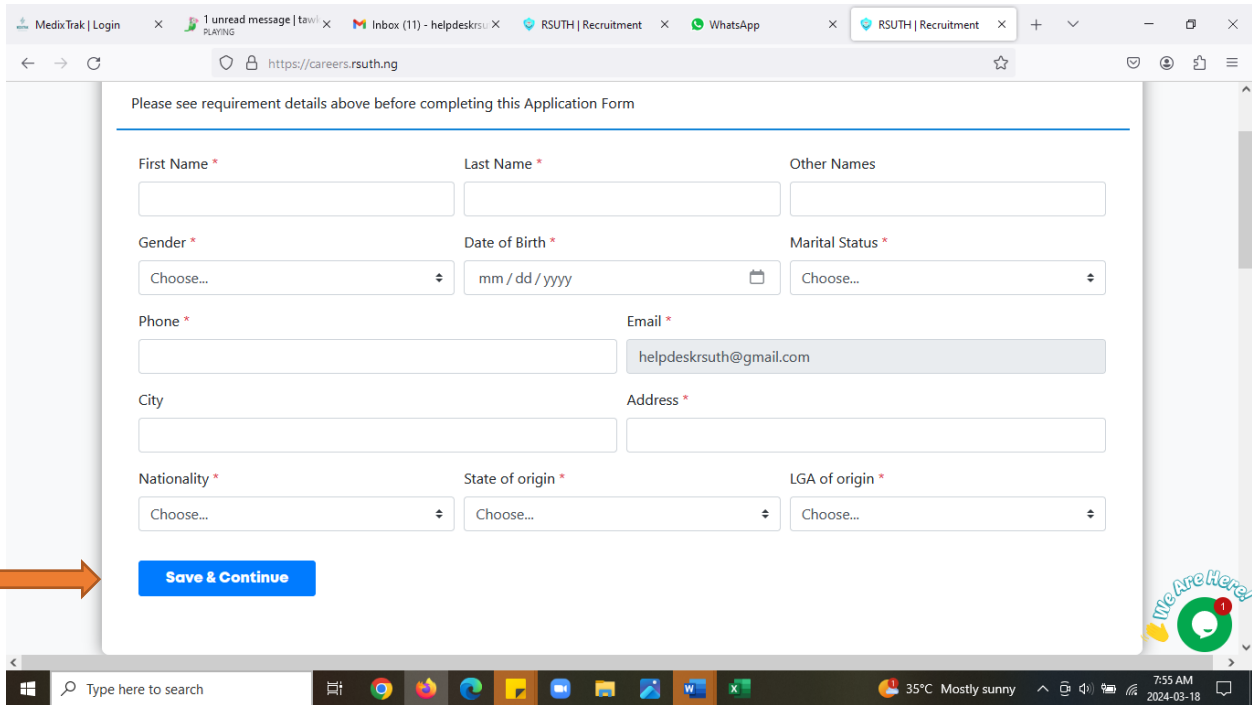


- Enter your email address, select a role from the drop-down list box and click “Continue”
- Ensure you save your “AIC number” and keep safe for further use.





➤ Fill in your details and click on “Save and Continue”.



- Click **“Save”**
- Click on the + sign to add more qualification section

The screenshot displays a web browser window with the URL <https://careers.rsuth.ng>. The main content is a form titled "Qualifications \*". The form contains the following fields:

- Qualification \***: A dropdown menu with "FSLC" selected.
- Institution \***: An empty text input field.
- Date \***: A date picker showing "mm / dd / yyyy".
- Additional Qualification**: An empty text input field.
- Institution**: An empty text input field.
- Date**: A date picker showing "mm / dd / yyyy".
- Role \***: A dropdown menu with "Medical & Dental Consultants" selected.
- Licence/Registration Number \***: An empty text input field.

A blue "Save" button is located at the bottom left of the form. A large orange arrow points to this button. In the bottom right corner of the browser window, there is a "We Are Here?" chat icon.

- Click on the drop-down list box to select the document name then click in the Click to upload box to upload document.

## Upload Documents

Select Document

Choose... Choose...

application letter

Curriculum Vitae

Passport photograph

Finish

Licence/registration.

Degree certificate

Statement of result

Drop files here or click to upload.  
(Only .jpg and .pdf files can be uploaded here Max. 3mb)

- When you have uploaded all documents
- Click “Finish” to Preview, Print and Close your application.

## FAQS

1. How do I get my AIC?

ANS: Check the email sent to you.

2. I navigated out of the application page please how do I get back to my application?

ANS: Reload the application page and enter your AIC in the text box provided as shown below and click on the search icon.

MedixTrak | Login x taw.kto | Administration x Inbox (11) - helpdesks... x RSUTH | Recruitment x WhatsApp x RSUTH | Recruitment x + -

https://careers.rsuth.ng

RSUTH

Enter your AIC

# RSUTH RECRUITMENT

APPLICATION ENDS IN  
**11 D -8 H -7 M -47 S**

Following the approval of His Excellency, Sir Siminalayi Fubara, GSSRS, Governor of Rivers State, for employment of Medical & Health Workers into the Rivers State University Teaching Hospital, eligible candidates are welcome to apply to fill the underlisted vacant positions in the Hospital

[Apply here](#)

We Are Here!

Type here to search

Feels hotter

7:52 AM  
2024-03-18

