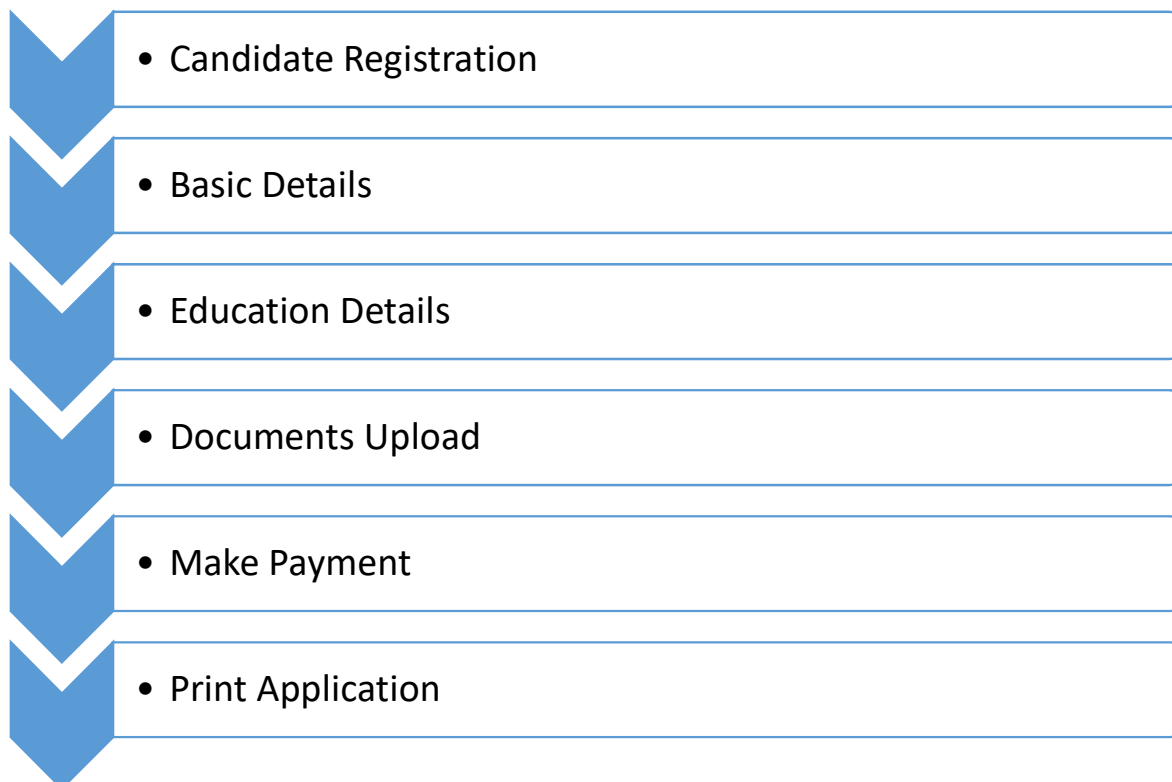


Online Application for Recruitment - User Manual

Online Recruitment Application Flow



Online Application for Recruitment - User Manual

1. Candidate Registration – Login :

- Click on **Register Now** for New Registration
- Click on **Candidate Login**, If already registered

☒ New Registration

☐ Candidate Login

The following steps are required to fill up the On-line application form:

- Applying for registration, you need to have a valid Email Address.
- After entering the required information in On-line form, submit the form by clicking on SUBMIT button.
- Mail containing application number and login ID information shall be forwarded to your registered email id.
- Login to URL through credentials provided in your registered email id

Note: Please note down the application number carefully as you need to essentially mention it in all your future correspondence/queries related to your application form.

- Fill all the required fields in the registration form.
- Upload Passport size Photograph:- (ONLY JPG/PNG, Max 200 KB).
- After you click on **Preview & Submit** button, you will be redirected to **Preview Application** page.
- Once you click on **Submit Form** button after filling all required fields, your application form will get submitted.

Note: **IMPORTANT:** The candidates should note that after submitting on-line application form, no changes are allowed in any field at later stage.

- Click On **Proceed to Payment** button to complete your payment (if applicable).
- If the payment of the fee is made through online (e-payment) and due to some difficulties the candidate is not sure whether the payment is processed or not, then please use login tab to enter in your login account and use **Check your previous transaction status** option to check whether your payment is successful or not.
- Download and Retain a copy of Online Application Form for future reference.

[Register Now](#)

- Go through the details and click on **Got it**

and Research Centre
a Ahmedabad 380015

Privacy Notice

We respect your privacy and shall only collect and use as much personal information from you as is required to administer your account and provide the products and services you have requested from us. If we should require additional information from you, we shall collect and use the same only after getting your explicit consent. Please find the list of personal data we collect and the purposes thereof.

Personal Data	Purpose
Gender	To capture the gender of candidate
Mother's Name	Mother's Name will be captured to verify the documents uploaded
Father's Name	Father's Name will be captured to verify the documents uploaded
Email Id	To send application related communication
Mobile No	To send application related communication
Date of Birth	To check the applicants eligibility for the application
Applicant Name	Candidate Name will be captured to verify the documents uploaded

[Got It](#)

- Select the post from **Post Applied For**

Post Applied For *

Name of the Applicant *

AGRICULTURAL ASSISTANT

SELECT POST APPLIED FOR
 AGRICULTURAL ASSISTANT

- Enter Applicant **Full Name** & Select **Gender**

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Full Name *	FULL NAME	[Note 1: Name as recorded in the Matriculation/Secondary Examination Certificate] [Note 2: Please do not use any prefix such as Shri/ Mr./ Ms./ Dr./ Mrs. Etc.]
Gender *	☐ Male ☐ Female	

➤ Select Candidate Category

To which category do you belong	SELECT TO WHICH CATEGORY ▼
Applied Category *	SELECT TO WHICH CATEGORY DO YOU BELONG
Are you a Person with Benchmark Disabilities (PwBD)? *	UNRESERVED
Are you Ex-Serviceman? *	ST
	SC
	SEBC
	EWS

➤ Select Applied Category

Applied Category *	SELECT APPLIED CATEGORY ▼
Are you a Person with Benchmark Disabilities (PwBD)? *	SELECT APPLIED CATEGORY
Are you Ex-Serviceman? *	UNRESERVED
Are you a sports person? *	ST
	SC
	SEBC
	EWS

Note: Required to upload documentary evidence for all category, except Unreserved

- In case of applied with any reserved category, The details should be insert for details of document

Applied Category *	SEBC ▼
Non-Creamy Layer Certificate No.	NON-CREAMY LAYER CERTIFICAT
Validity date (If applied under SEBC/EWS)	

➤ Select & declare if applied with **Physically Handicapped / Ex-Serviceman/ Sports person**

Are you a Person with Benchmark Disabilities (PwBD)? *	☐ YES ☐ NO
Are you Ex-Serviceman? *	☐ YES ☐ NO
Are you a sports person? *	☐ YES ☐ NO
Are you an Existing Employee of SAU's? *	☐ YES ☐ NO

Note: If yes, Required to upload documentary evidence/ proof of document

- Select & declare if applied with **Existing Employee of SUA's**

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Are you an Existing Employee of SAU's? * ☒ YES ☐ NO

University Name *

Post Name

Date of Joining

Date of Birth *

Note: If yes, Required to upload documentary evidence/ proof of document

- Please declare if you are currently working with any State Agriculture University & insert details as required
- Select **Date of Birth**

Are you a physically Handicapped? * ☐ Yes ☒ No

Are you Ex-Serviceman? * ☐ Yes ☒ No

Date Of Birth *

Candidates Age/As on 01/02/2023 *

Email Address *

Phone No *

Note: Required to upload documentary evidence/ proof of document

- Enter valid **Mobile Number & Email Address** for Authentication and all communication from SAUs

Candidates Age/As on 01/02/2023 *

Email Address *

Phone No *

- After that Click on **Continue**
 - Click on **OK** for further process of Registration
- Please note that, the submitted details can't edit after submission

uat.examonline.in says

Please ensure that all the details that you have entered are correct. It will not be possible to make any corrections after submitting the Basic Registration Form

- Enter **OTP** from your SMS & Email for verification

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Please note that, the OTP will be sent on given Email ID through the system.
Subsequently, the Username and Password will be sent on same email id

Mobile No *	9122322222	[Enter Your Mobile Number without 91 or +91 As. 9999988888]
Email Address *	ABC@GMAIL.COM	[Enter Your E-mail Address which is current and active] [Please Note that All the communication from JuMC will be made on this e-mail address only.]
OTP	OTP ON MOBILE OTP ON EMAIL	OTP has been sent to your E-mail (abc@gmail.com) and to your Mobile (9122322222) valid for 10 minutes
Continue		

- After click **Continue** button
- Review the submitted details and click on **Save and Continue**

Age as on 01/08/2023 *	18 YEAR(S) 0 MONTH(S) 13 DAY(S)
Email Address *	 [Enter Your E-mail Address which is current and active] [Please Note that All the communication from IMU will be made on this e-mail address only.]
Mobile No. *	 [Enter Your Mobile Number without 91 or +91 As. 9999988888]
Save and Continue	

2. Basic Details :

- Enter basic details such as **Father/ Spouse, Mother Name & Marital Status** details

Mother's Name *	MOTHER'S NAME
Father's / Husband's Name *	FATHER'S / HUSBAND'S NAME
Marital Status *	☐ Single ☐ Married ☐ Widow ☐ Divorcee

- Enter **Present & Permanent Address** detail

Address 1 *	ADDRESS 1
Address 2	ADDRESS 2
State *	SELECT STATE
District *	DISTRICT
Taluka	TALUKA
City/ Village *	CITY/ VILLAGE
Pin Code *	PIN CODE

- Click on **Save and Continue**

Back Save and Continue
--

3. Education Details :

- Select and fill the education details and upload Degree Certificate or latest Marksheet in case Degree Certificate not available

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Qualification	University/Institute/Board	Subject/Specialization	Year Of Passing	Division	CGPA/Percentage	Maximum Marks/CGPA	Obtained Marks/CGPA	Percentage (%)	Marksh / Transci (ONL PDF MAXIM 2 MB)
10th	10TH UNIVERSITY/INSTITU	Not Applicable	SELECT 10TH YEAR	SELECT 10TH DIVIS	SELECT 10TH CGPA	10TH MAXII	10TH OBTA	10TH PER	Choos UPLOA
Diploma	DIPLOMA UNIVERSITY/INST	SELECT DIPLOMA(SI	SELECT DIPLOMA(YI	SELECT DIPLOMA(D	SELECT DIPLOMA(C	DIPLOMA(M	DIPLOMA(O	DIPLOMA(	Choos UPLOA

Note: Education Qualification details are mandatory based on the minimum requirement of applied's post

- Please select the Subject/ Specialization under Diploma degree

Qualification	University/Institute/Board	SELECT DIPLOMA(SUBJECT/SPECIALIZATION)
10th	10TH UNIVERSITY/INSTITU	AGRICULTURE HORTICULTURE AGRO PROCESSING AGRICULTURAL ENGINEERING NUTRITION & COMMUNITY SCIENCE FOOD TECHNOLOGY & NUTRITION FOOD NUTRITION & DIETETICS AGRICULTURE CO-OPERATION, BANKING AND MARKETING HOME SCIENCE
Diploma	DIPLOMA UNIVERSITY/INST	SELECT DIPLOMA(SI

- Please select the type of matrix of obtained Marksheet or Degree

CGPA/Percentage	Maximum Marks/Maximum CGPA	Obtained Marks/Obtained CGPA	Percentage (%) /CGPA
CGPA	MAXIMUM CGPA	OBTAINED CGPA	PERCENTAGE (%)
SELECT CGPA/PERCENTAGE			
CGPA			
PERCENTAGE			

- Upload proof of document only in PDF format for each educational details Marksheet and Degree Certificate for Diploma

Percentage	Maximum Marks/CGPA	Obtained Marks/CGPA	Percentage (%)	Marksheet / Transcript (ONLY PDF, MAXIMUM 2 MB)	Degree / Provisional Degree Certificate (ONLY PDF, MAXIMUM 2 MB)
10TH CGPA	10TH MAXII	10TH OBTA	10TH PER	Choose file UPLOAD	
DIPLOMA(C	DIPLOMA(M	DIPLOMA(O	DIPLOMA(	Choose file UPLOAD	Choose file UPLOAD

- Declare if you are a **sports person** fill required details and upload documentary evidence

Name of Sports	Sports Level	Sports Participated Year	Sports Certificate No.	Sports Certificate (ONLY PDF, MAXIMUM 1 MB)
SELECT NAME OF SPORTS	SELECT SPORTS LEVEL	SELECT SPORTS PARTICIPATED	SPORTS CERTIFICATE NO.	Choose file No file chosen UPLOAD

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- Declare if you are a **Disabled person** fill required details and upload documentary evidence

Disability Details

Select Category of Disability

SELECT CATEGORY OF DISABII

Type of disability *

TYPE OF DISABILITY

Certificate Number *

CERTIFICATE NUMBER*

Date of Certificate *

- Select the **Language Proficiency** of Read, Write & Speak

Language Proficiency

Language	English	Hindi	Gujarati
Read	☐	☐	☐
Write	☐	☐	☐
Speak	☐	☐	☐

- Select declaration of **Computer Basic Knowledge** status

☐ I have the basic knowledge of computer and I will produce the certificate whenever demanded by the appointing authority before the appointment.

Note: If select Passed Examination than required to upload documentary evidence

- Click on **Save and Continue**

← Back

✓ Save and Continue

4. Documents Upload :

- Upload all the relevant documents as per the given file size limitation

Registration Info
Basic Details
Educational Details
Experience Details
Document Upload

In online form all the fields marked with red asterisk (*) are compulsory fields.

Form saved successfully!!

Photo *	Choose File No file chosen	UPLOAD	(Only jpg/png , Max 1 MB, Dimension: Min 100px; Max: 150px)
Signature *	Choose File No file chosen	UPLOAD	(Only jpg/png, Max 1 MB, Dimension : Min 50px; Max : 150px)
School Leaving Certificate *	Choose File No file chosen	UPLOAD	(ONLY PDF , MAXIMUM 1 MB)
Cast Certificate *	Choose File No file chosen	UPLOAD	(ONLY PDF , MAXIMUM 1 MB)
NET/ SLET/ SET/ NET/ with JRF Certificate	Choose File No file chosen	UPLOAD	(ONLY PDF , MAXIMUM 1 MB)
Disability Certificate *	Choose File No file chosen	UPLOAD	
Any Other Document	Choose File No file chosen	UPLOAD	(ONLY PDF , MAXIMUM 1 MB)

- Click on **Preview & Submit** button for Preview Application

✓ Preview & Submit

← Back

- Click **Submit Form** button for final submission of application or click edit if required

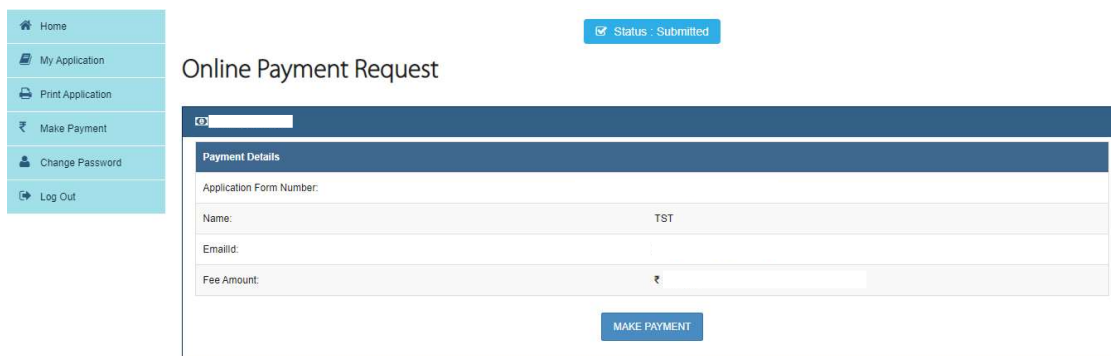
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Please ensure to check the details no request for edit will be allowed after the proceed button is clicked.

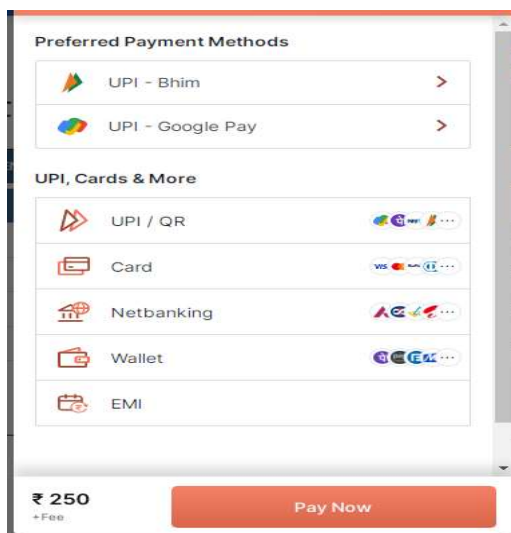
[✔ Submit Form](#) [← Click here for editing the form](#)

5. Payment Process :

- After Final Submission of application click **Make Payment** button for payment process

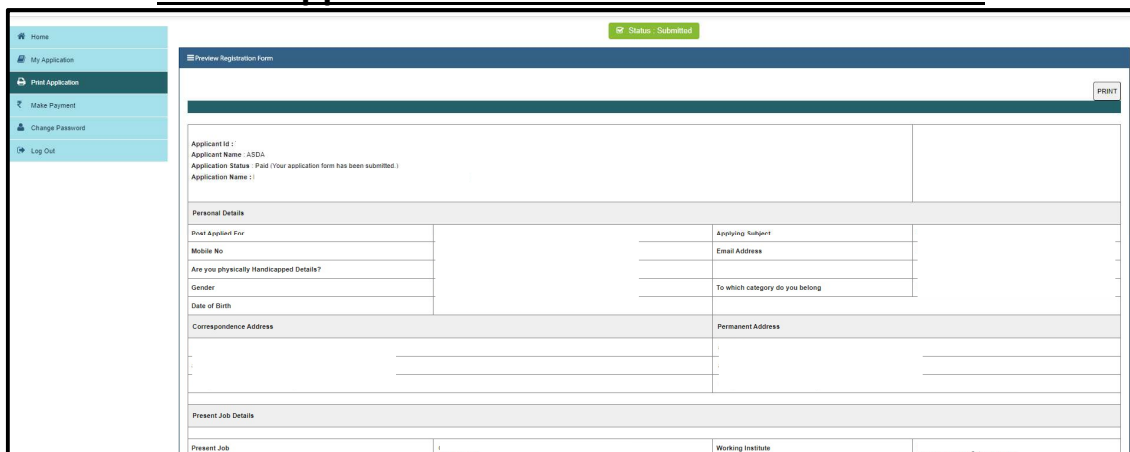


- Select Payment option Credit Card/ Debit Card/ UPI/ Wallet/ Others
- Enter details and click **Pay Now** button for payment gateway



- After completion of payment process please take printout of submitted Application and check payment status

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Helpdesk for Technical Support Details:

- Call : +91-8595904407
- Email : support@registernow.in / aid.exams@gmail.com

End