State Agricultural Universities Of Gujarat

AAU JAU NAU SDAU

Online Application for Recruitment - User Manual

Online Recruitment Application Flow

- Candidate Registration

- Basic Details

- Education Details

- Documents Upload

- Make Payment

- Print Application & Payment Receipt

AAU JAU NAU SDAU
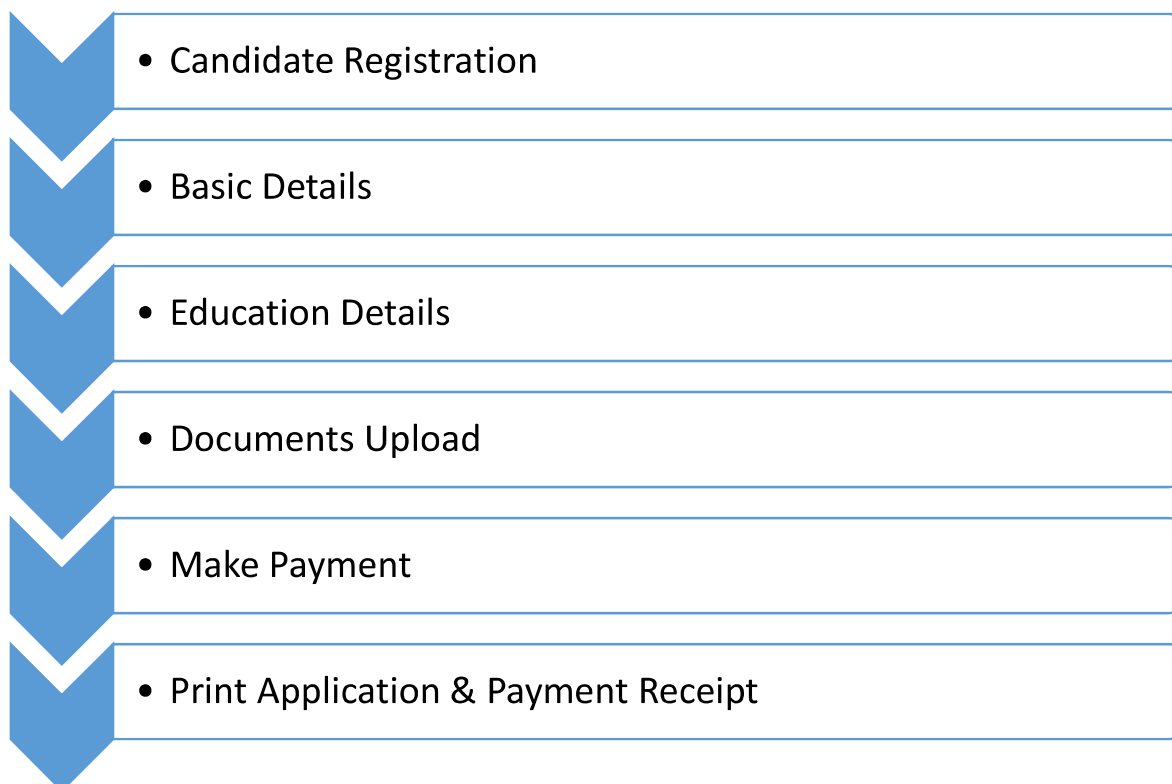
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1. Candidate Registration – Login :

➢ Click on **Register Now** for New Registration

➢ Click on **Candidate Login**, If already registered

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

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

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 ∨
	SELECT TO WHICH CATEGORY DO YOU BELONG
Applied Category *	UNRESERVED
	ST
Are you a Person with Benchmark Disabilities (PwBD)? *	SC
	SEBC
Are you an Ex-Serviceman? *	EWS

➢ Select **Applied Category**

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

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

➢ Select & declare if applied with **Physically Handicapped or Ex-Serviceman**

| Are you a Person With Benchmark Disabilities ? * | ○ Yes ○ No |
| Are You an Ex-Serviceman ? * | ○ Yes ○ No |

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

➢ Select & declare if applied holding **Sports Certificate** according to the Advt.

| Are you a sports person? * | ○ YES ○ NO |

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

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➢ Select & declare if applied with **Existing Employee of SUA's of Gujarat** also fill the Job details

Please declare if you are currently working with any State Agriculture University & insert details as required

➢ Select **Date of Birth**

Note: Required to upload documentary evidence/ proof of document

➢ Enter valid **Mobile Number** & **Email Address** for Authentication and all communication from SAU's

➢ 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

OK   Cancel

In online form all the fields marked with red asterick (*) are

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➢ Enter **OTP** from your SMS & Email for verification
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,** detail

Mother's Name *	ASD
Father's / Husband's Name *	ASD
Marital Status *	○ Single ○ Married ⦿ Widow(ER) ○ Divorcee

➢ Enter **Present & Permanent Address** detail

☰ Correspondence Address

Address 1 *	ADDRESS 1
Address 2	ADDRESS 2
State *	GUJARAT
District *	AHMADABAD
Taluka *	AHMADABAD CITY
City/ Village *	CITY/ VILLAGE
Pin Code *	PIN CODE

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➢ 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

Qualification	University/Institute/Board	Subject/Specialization	Year Of Passing	Division	CGPA/P
10th / SSC*	10TH UNIVERSITY/INSTITUTE/BO	Not Applicable	2007	PASSED	PERCENTAGE
12th / HSC / Diploma*	12TH/DIPLOMA UNIVERSITY/INST	12TH/DIPLOMA/ (SUBJECT/SPECI	2018	DISTINCTION	CGPA
Graduation*	GRADUATION(UNIVERSITY/INSTI	GRADUATION (SUBJECT/SPECIALI	2020	SECOND	CGPA
OTHER QUALIFICATION 1	UNIVERSITY/INSTITUTE/BOARD	OTHER GRADUATION1 (SUBJECT/	SELECT YEAR OF PASSING	SELECT DIVISION	SELECT CGPA

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

➢ 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

	Division	Maximum Marks	Obtained Marks	Percentage	Attempts	Marksheet
ST		1100	200	18.18	1	Choose File No file chosen UPLOAD (ONLY PDF, MAXIMUM 1 MB) 12thUpload Marsheet16014555614427070973.pdf
ST		2000	200	10.00	1	Choose File No file chosen UPLOAD (ONLY PDF, MAXIMUM 1 MB) GraduationUpload Marsheet16814554110737070973.pdf

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

≡ Sports Details

Are you a Sports person ? *	● Yes ○ No
Name of Sports *	SELECT NAME OF SPORTS
Sports Level *	SELECT SPORTS LEVEL
Participated Year *	SELECT PARTICIPATED YEAR
Sports Certificate *	Choose File No file chosen UPLOAD (Only Pdf, Maximum 1 MB)

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➢ In case the candidate having any Benchmark **Disabilities Physical**, fill required details and upload documentary evidence in upload document section

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

➢ Click on the checkbox for the undertaking for **Basic Knowledge of Computer** as per the Advt.

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

➢ Click on **Save and Continue**

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4. Documents Upload :

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

Note: Candidate may use Third party tool for resize the Photograph & Signature in prescribed format and size

➢ Select the **Declaration** checkbox

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

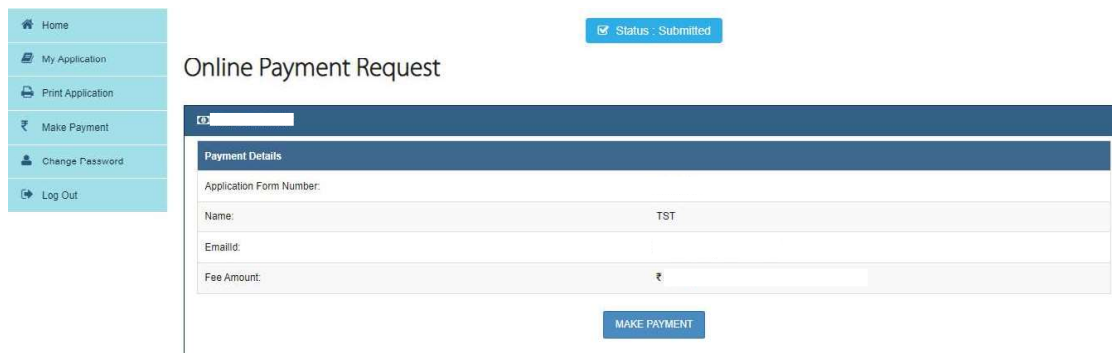➢ Click **Submit Form** button for final submission of application or click edit if required

Note: Before submission of the form, Candidate must check and validate all filled details. Once the application submitted, the submitted application details cannot be changed.

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5. Payment Process :

➢ After Final Submission of application click **Make Payment** button for payment process
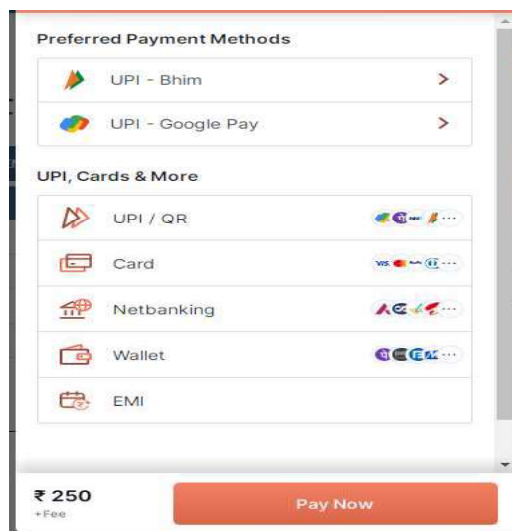
➢ Select Payment option Credit Card/ Debit Card/ UPI/ Wallet/ Others
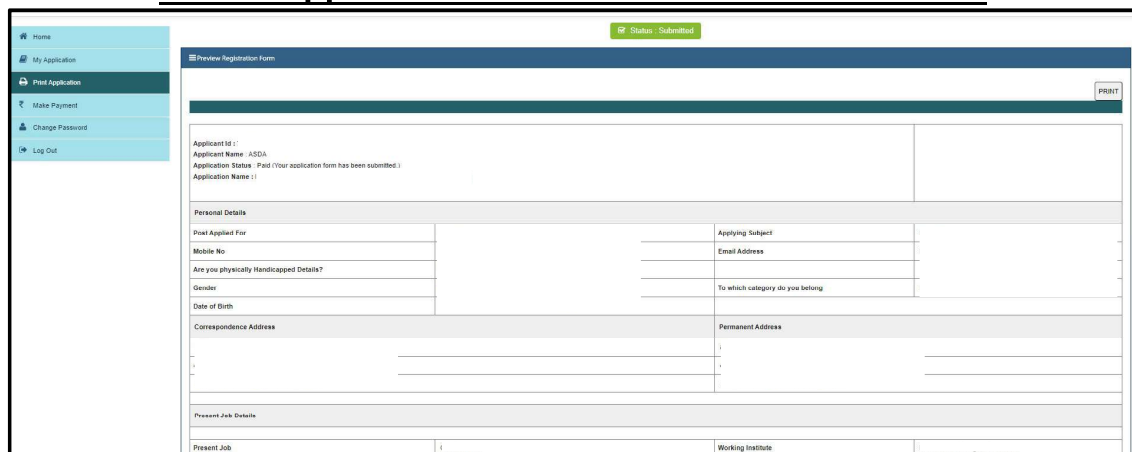➢ Enter details and click **Pay Now** button for payment gateway

➢ 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

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