**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
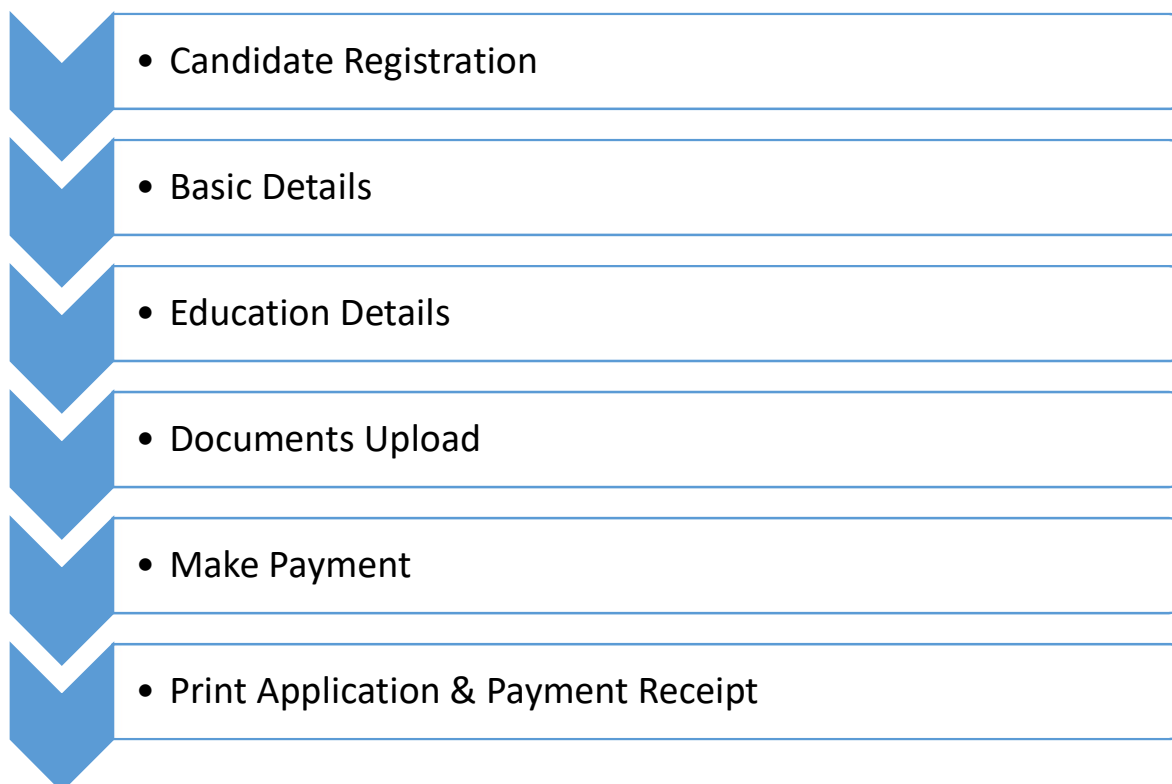
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## 1. Candidate Registration – Login :

➢ 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]<br>[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<br>UNRESERVED<br>ST<br>SC<br>SEBC<br>EWS |
| Are you a Person with Benchmark Disabilities (PwBD)? * | |
| Are you an Ex-Serviceman? * | |

➢ Select **Applied Category**

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

**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

| Are you an Existing Employee of SAU's of Gujarat? * | ● YES  ○ NO |
|---|---|
| University Name * | SELECT UNIVERSITY NAME ⌄ |
| | **SELECT UNIVERSITY NAME** |
| Post Name * | ANAND AGRICULTURAL UNIVERSITY |
| | JUNAGADH AGRICULTURAL UNIVERSITY |
| Date of Joining * | SARDARKRUSHINAGAR DANTIWADA AGRICULTURAL UNIVERSITY |
| | NAVSARI AGRICULTURAL UNIVERSITY |
| Date of Birth * | |

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

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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/F |
|---|---|---|---|---|---|
| 10th / SSC* | 10TH UNIVERSITY/INSTITUTE/BO | Not Applicable | 2007 | PASSED | PERCENTAGE |
| 12th / HSC / Diploma* | 12TH/DIPLOMA UNIVERSITY/INST | 12TH/DIPLOMA/ (SUBJECT/SPECL | 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 Marsheet16814553614427070973.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

| ≡ Disability Details | |
| --- | --- |
| Select Category of Disability * | A PERSON WITH MORE THAN ( ⌄ |
| Type of disability * | ☐ D  ☐ HH  ☐ OA  ☐ BA  ☐ OL  ☐ OAL  ☐ Dw  ☐ AAV  ☐ SD  ☐ SI  ☐ ASD(M,MoD) |
| Certificate Number * | CERTIFICATE NUMBER* |
| Date of Certificate * | 03/06/2025 |

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

| ≡ Language Proficiency | | | |
| --- | --- | --- | --- |
| **Language** | **English** | **Hindi** | **Gujarati** |
| 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**

← Back   ✔ Save and Continue

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## 4. Documents Upload :

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

May use this third-party URL - **Click here** for resizing Photo and Signature

| | | | |
|---|---|---|---|
| Photo * | Choose File No file chosen | UPLOAD | (Only jpg & jpeg, Maximum 100 KB, Dimension: Min 100px; Max: 150px) |
| Signature * | Choose File No file chosen | UPLOAD | (Only jpg & jpeg, Maximum 50 KB, Dimension: Min 50px; Max: 150px) |
| Birth Date Certificate/School Leaving Certificate or any document which showing Date of Birth * | Choose File No file chosen | UPLOAD | (ONLY PDF , MAXIMUM 1 MB) |
| Widow Certificate * | Choose File No file chosen | UPLOAD | (ONLY PDF , MAXIMUM 1 MB) |
| Disability Certificate * | Choose File No file chosen | UPLOAD | (ONLY PDF , MAXIMUM 1 MB) |
| Document for Computer Proficiency | Choose File No file chosen | UPLOAD | (ONLY PDF , MAXIMUM 1 MB) |
| Any Other Document in case not listed under Application | Choose File No file chosen | UPLOAD | (ONLY PDF , MAXIMUM 1 MB) |

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

➢ Select the **Declaration** checkbox

≡ Declaration

☐ I hereby certify that the information provided above is true to the best of my knowledge and in case it is found to be false or incor without prejudice to any legal/disciplinary action as deemed fit by the Institute. I have gone through the full text of the advertisement that I am not meeting the eligibility criteria, my candidature may be rejected at any stage. I have gone through the advertisement and conditions/requirements specified therein.

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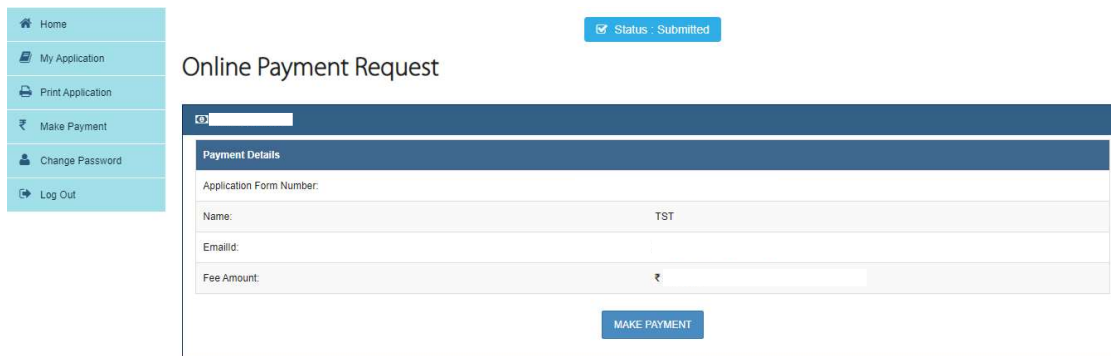
Please ensure to check the details no request for edit will be allowed after the proceed button is clicked.

✔ Submit Form ← Click here for editing the form

**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.**
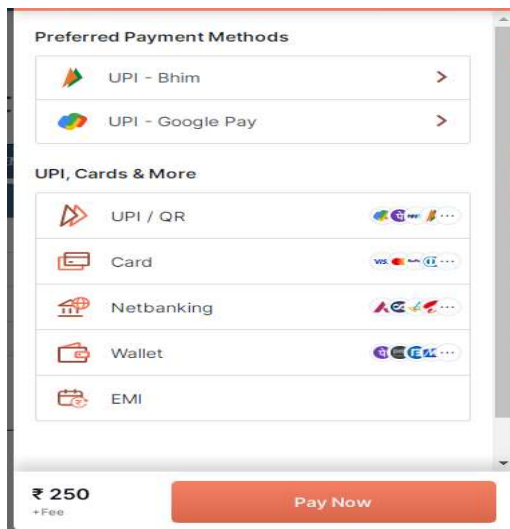
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### 5. Payment Process :

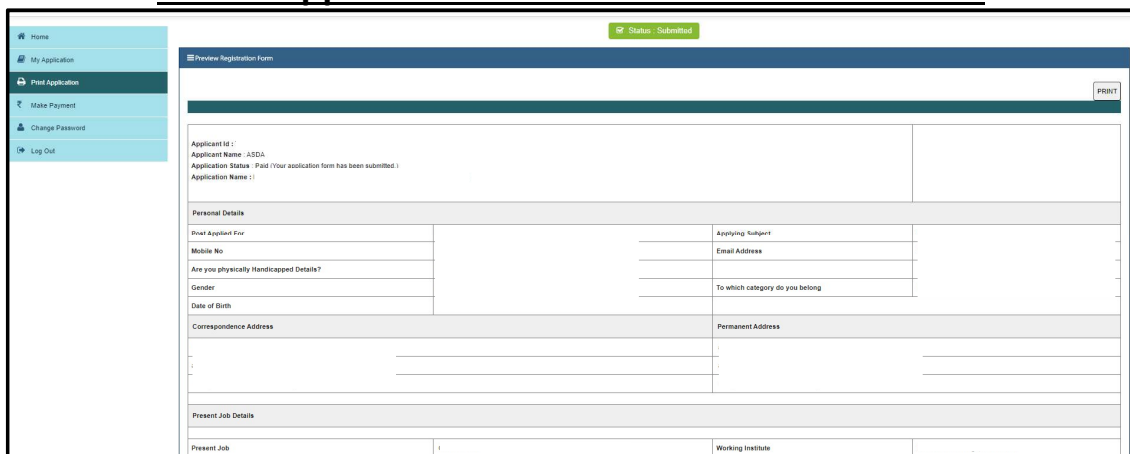➤ After Final Submission of application click **Make Payment** button for payment process



➤ 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

## End