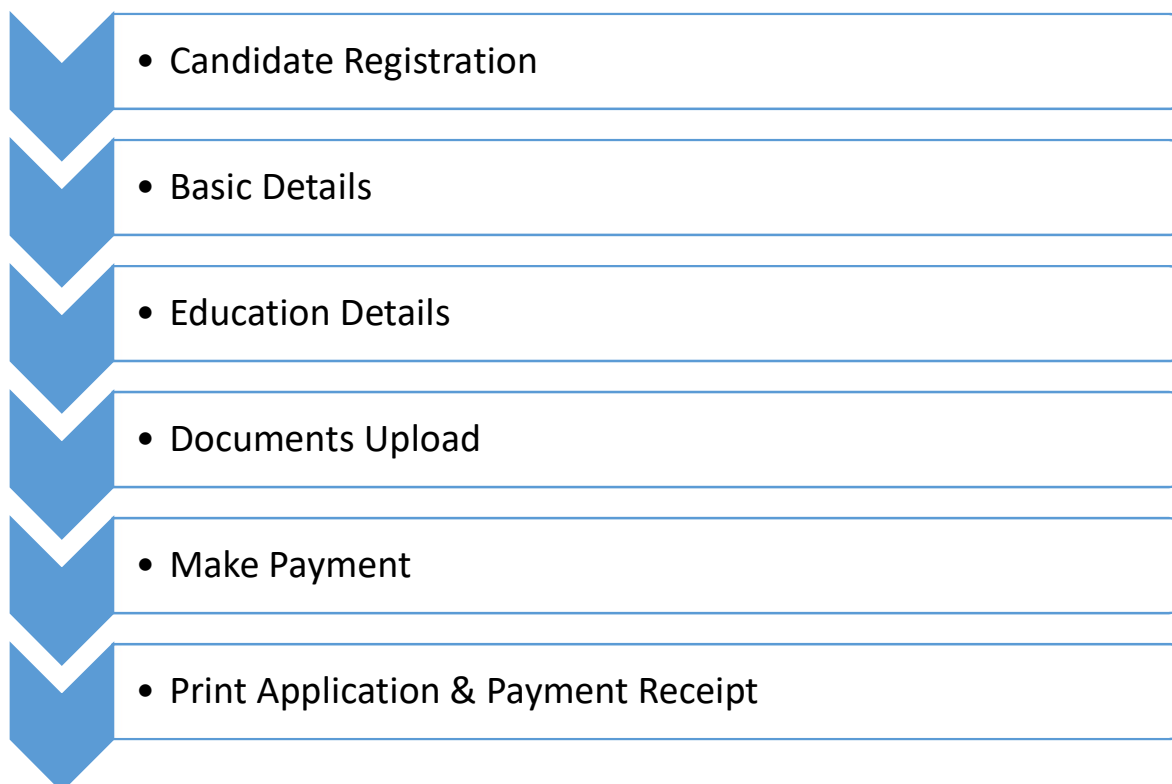


Online Application for Recruitment - User Manual

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**

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](#)

Online Application for Recruitment - User Manual

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

Full Name *	<input type="text" value="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 *	<input type="radio"/> Male <input type="radio"/> Female	

➤ Select **Candidate Category**

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

➤ Select **Applied Category**

Applied Category *	<div>SELECT APPLIED CATEGORY ▾</div> <div>SELECT APPLIED CATEGORY</div> <div>UNRESERVED</div> <div>ST</div> <div>SC</div> <div>SEBC</div> <div>EWS</div>
Are you a Person with Benchmark Disabilities (PwBD)? *	
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 ? *	<input type="radio"/> Yes <input type="radio"/> No
Are You an Ex-Serviceman ? *	<input type="radio"/> Yes <input type="radio"/> 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? *	<input type="radio"/> YES <input type="radio"/> NO
----------------------------	--

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

Online Application for Recruitment - User Manual

- 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 *

Post Name *

Date of Joining *

Date of Birth *

SELECT UNIVERSITY NAME

ANAND AGRICULTURAL UNIVERSITY

JUNAGADH AGRICULTURAL UNIVERSITY

SARDARKRUSHINAGAR DANTIWADA AGRICULTURAL UNIVERSITY

NAVSARI AGRICULTURAL UNIVERSITY

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 SAU's

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

Online Application for Recruitment - User Manual

- 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	<input type="button" value="OTP ON MOBILE"/> <input type="button" value="OTP ON EMAIL"/>	OTP has been sent to your E-mail (abc@gmail.com) and to your Mobile (9122322222) valid for 10 minutes
<input type="button" value="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 *	<input type="text"/> [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. *	<input type="text"/> [Enter Your Mobile Number without 91 or +91 As. 9999988888]
<input type="button" value="Save and Continue"/>	

2. Basic Details :

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

Mother's Name *	<input type="text" value="ASD"/>
Father's / Husband's Name *	<input type="text" value="ASD"/>
Marital Status *	<input type="radio"/> Single <input type="radio"/> Married <input checked="" type="radio"/> Widow(ER) <input type="radio"/> Divorcee

- Enter **Present & Permanent Address** detail

Correspondence Address	
Address 1 *	<input type="text" value="ADDRESS 1"/>
Address 2	<input type="text" value="ADDRESS 2"/>
State *	<input type="text" value="GUJARAT"/>
District *	<input type="text" value="AHMADABAD"/>
Taluka *	<input type="text" value="AHMADABAD CITY"/>
City/ Village *	<input type="text" value="CITY/ VILLAGE"/>
Pin Code *	<input type="text" value="PIN CODE"/>

Online Application for Recruitment - User Manual

- 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/INST	GRADUATION (SUBJECT/SPECIAL	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	<div>Choose File No file chosen</div> <div> <div>UPLOAD (ONLY PDF , MAXIMUM 1 MB)</div> <div>12thUpload</div> <div>Marksheet16814553614427070973.pdf</div> </div>
ST	2000	200	10.00	1	<div>Choose File No file chosen</div> <div> <div>UPLOAD (ONLY PDF , MAXIMUM 1 MB)</div> <div>GraduationUpload</div> <div>Marksheet16814554110737070973.pdf</div> </div>

- 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)

Online Application for Recruitment - User Manual

- 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 C

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 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

Online Application for Recruitment - User Manual

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 *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="UPLOAD"/> (Only jpg & jpeg, Maximum 100 KB, Dimension: Min 100px; Max: 150px)
Signature *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="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 *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="UPLOAD"/> (ONLY PDF , MAXIMUM 1 MB)
Widow Certificate *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="UPLOAD"/> (ONLY PDF , MAXIMUM 1 MB)
Disability Certificate *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="UPLOAD"/> (ONLY PDF , MAXIMUM 1 MB)
Document for Computer Proficiency	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="UPLOAD"/> (ONLY PDF , MAXIMUM 1 MB)
Any Other Document in case not listed under Application	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="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 incorrect 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

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

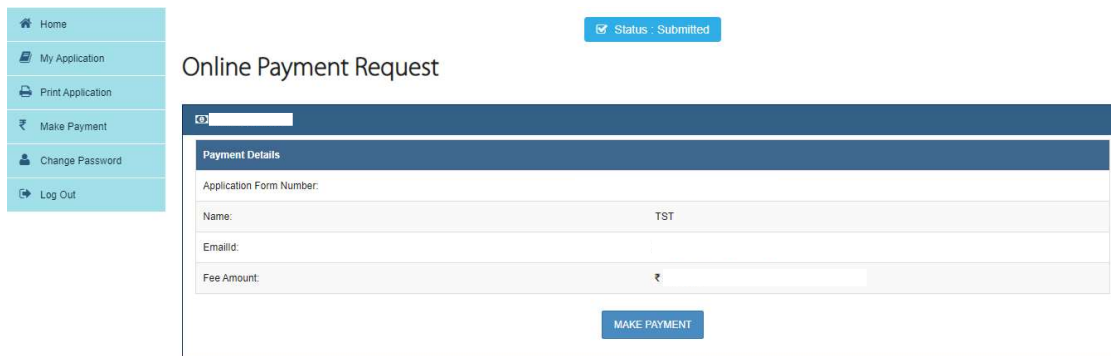
Please ensure to check the details no request for edit will be allowed after the proceed button is clicked.

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.

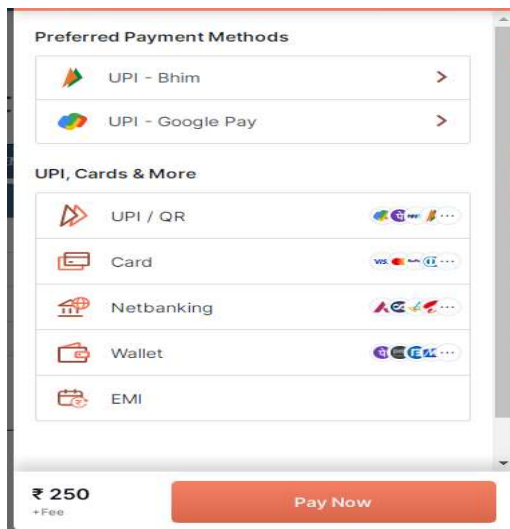
Online Application for Recruitment - User Manual

5. Payment Process :

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

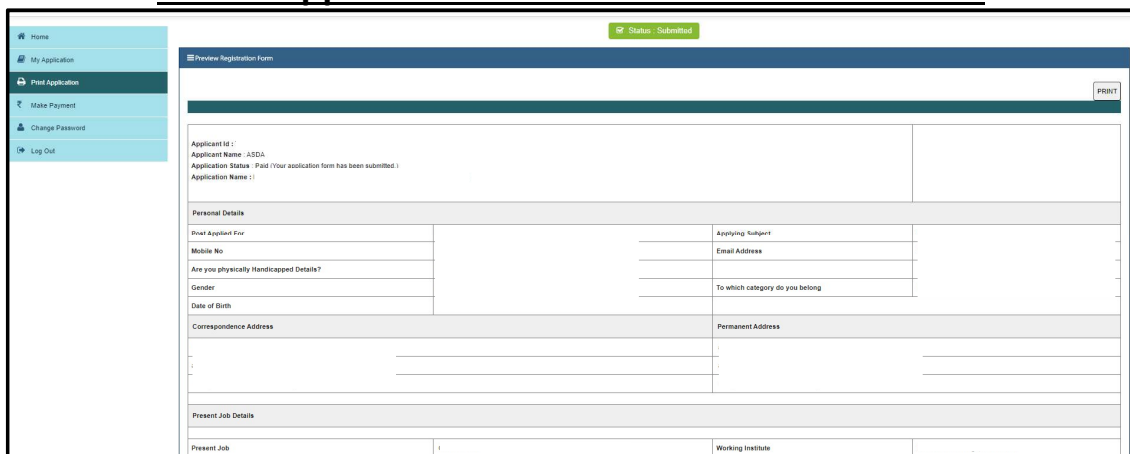


- Select Payment option Credit Card/ Debit Card/ UPI/ Wallet/ Others
- Enter details and click **Pay Now** button for payment gateway



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

Online Application for Recruitment - User Manual



Helpdesk for Technical Support Details:

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

End