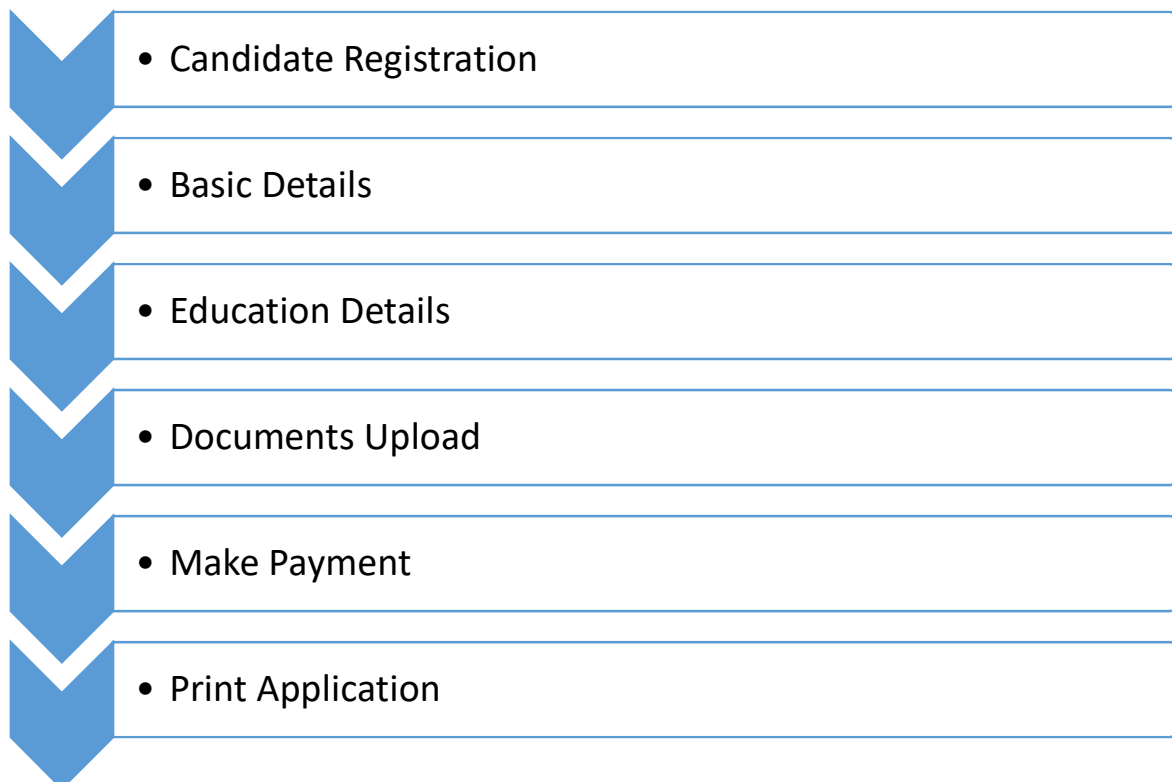


Online Application for Recruitment - User Manual

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](#)

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

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

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➤ Select Candidate Category

To which category do you belong*	SEBC
Applied Category*	SELECT TO WHICH CATEGORY DO YOU BELONG
Non-Creamy layer Certificate No.*	UNRESERVED
Date of Issue*	ST
	SC
	SEBC
	EWS

➤ Select Applied Category

Applied Category*	SEBC
Non-Creamy layer Certificate No.*	SELECT APPLIED CATEGORY
Date of Issue*	UNRESERVED
Are you a Person with Benchmark Disabilities (PwBD)?*	ST
	SC
	SEBC
	EWS

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

- In case of applied with SEBC or EWS Category, fill the details of valid Certificate No. & Date of Issue

Non-Creamy layer Certificate No.*	NON-CREAMY LAYER CERTIFICAT
Date of Issue*	

➤ 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 with Existing Employee of SUA's

Are you a existing employee of the State Agriculture University? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Post Name *	POST NAME
Date Of Joining *	
Date Of Birth *	

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

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

Are you a existing employee of the State Agriculture University? * ☒ Yes ☐ No

Post Name *

Date Of Joining *

- 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 GNFSU

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	<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** details

Mother's Name*	ADASD
Father's / Husband's Name*	ASDAS
Marital Status*	<input type="radio"/> Single <input checked="" type="radio"/> Married <input type="radio"/> Widow <input type="radio"/> Divorcee

- Enter **Present & Permanent Address** detail

Correspondence Address	
Address 1 *	ADDRESS 1
Address 2	ADDRESS 2
State*	GUJARAT
District*	SELECT DISTRICT
Taluka*	SELECT TALUKA
City/ Village*	CITY/ VILLAGE
Pin Code*	PIN CODE
Permanent Address	
<input type="checkbox"/> Same as Correspondence Address	

- Click on **Save and Continue**

<input type="button" value="Back"/> <input type="button" value="Save and Continue"/>
--

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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
10th / SSC*	10TH UNIVERSITY/INSTITUTE/BO	Not Applicable	SELECT 10TH YEAR OF PAS!	SELECT 10TH DIVISION
12th / HSC / Diploma*	12TH/DIPLOMA UNIVERSITY/INST	12TH/DIPLOMA/ (SUBJECT/SPECL	SELECT 12TH/DIPLOMA(YOI	SELECT 12TH/DIPLOMA(DIV
Graduation*	GRADUATION(UNIVERSITY/INST	SELECT GRADUATION (SUB.	SELECT GRADUATION (YOP,	SELECT GRADUATION (DIVI

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

- Please fill/ select the Subject/ Specialization under 12th, UG, PG and higher degree

Graduation*	GRADUATION(UNIVERSITY/INST	SELECT GRADUATION (SUB.	SELECT GRAD
OTHER QUALIFICATION 1	UNIVERSITY/INSTITUTE/BOARD	SELECT GRADUATION (SUBJECT/SPECIALIZATION) AGRI. BIOTECH AGRI-MICROBIOLOGY MICROBIOLOGY CHEMISTRY BIO-CHEMISTRY HOME SCIENCE NUTRITION FOOD PROCESSING TECHNOLOGY	
OTHER QUALIFICATION 2	UNIVERSITY/INSTITUTE/BOARD		

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

CGPA/Percentage	Maximum Marks/Maximum CGPA	Obtained Marks/Obtained CGPA	Percentage (%) /CGPA
CGPA SELECT CGPA/PERCENTAGE CGPA PERCENTAGE	MAXIMUM CGPA	OBTAINED 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 Marksheet16814553614427070973.pdf
ST	2000	200	10.00	1	Choose File No file chosen UPLOAD (ONLY PDF, MAXIMUM 1 MB) GraduationUpload Marksheet16814554110737070973.pdf

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

Sports Details	
Are you a Sports person ? *	<input checked="" type="radio"/> Yes <input type="radio"/> 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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- Fill the details of obtained training as per the minimum eligibility

Laboratory Technician Training Details

Training Name*

TRAINING NAME

Organisation Name*

ORGANISATION NAME

Organisation Type*

SELECT ORGANISATION TYPE

Laboratory Technician Training Certificate*

Choose File

No file chosen

UPLOAD

(ONLY PDF, MAXIMUM 1 MB)

LaboratoryTechnician Training Certificate17560970655897654663.pdf

- In case of Candidate having Physical Disability, Fill the Disability details

Disability Details

Select Category of Disability*

FULL OR LESS LISTENER (CATE

Type of disability*

☐ D
 ☐ HH

Certificate Number*

CERTIFICATE NUMBER

Date of Certificate*

01/08/2025

- 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"/>

- 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

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4. Documents Upload :

- Upload all the relevant documents as per the given format and 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 School Leaving Certificate or any document which showing Date of Birth17560971210007654663.pdf	<input type="button" value="UPLOAD"/> (ONLY PDF, MAXIMUM 1 MB)
EWS (Economically Weaker Sections) certificate*	<input type="button" value="Choose File"/> No file chosen EWS(Economically Weaker Sections) certificate17560971353257654663.pdf	<input type="button" value="UPLOAD"/> (ONLY PDF, MAXIMUM 1 MB)
Disability Certificate*	<input type="button" value="Choose File"/> No file chosen DisabilityCertificate17560971451467654663.pdf	<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)

- Select the Declaration

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 or suppressed, the appointment shall be liable to be terminated forthwith without prejudice to any legal/disciplinary action as deemed fit by the Institute. I have gone through the full text of the advertisement and agree to all the conditions detailed therein. In case at any time it is found that I am not meeting the eligibility criteria, my candidature may be rejected at any stage. I have gone through the advertisement and the General conditions mentioned therein and fulfill all the eligibility criteria 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

5. Payment Process :

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

Home

My Application

Print Application

₹ Make Payment

Change Password

Log Out

Status : Submitted

Online Payment Request

Payment Details

Application Form Number:

Name: TST

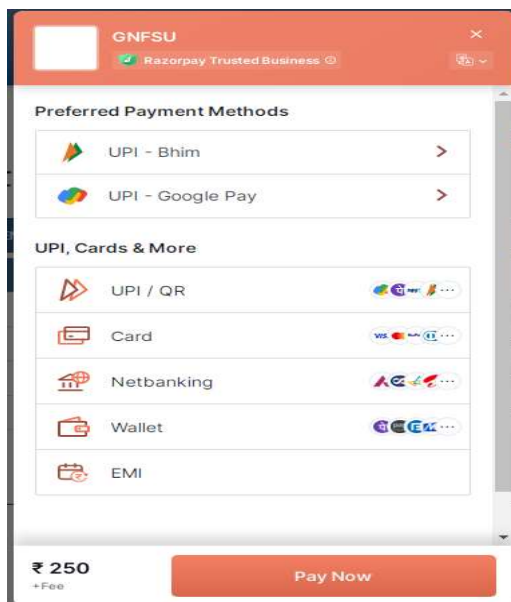
Emailid:

Fee Amount: ₹

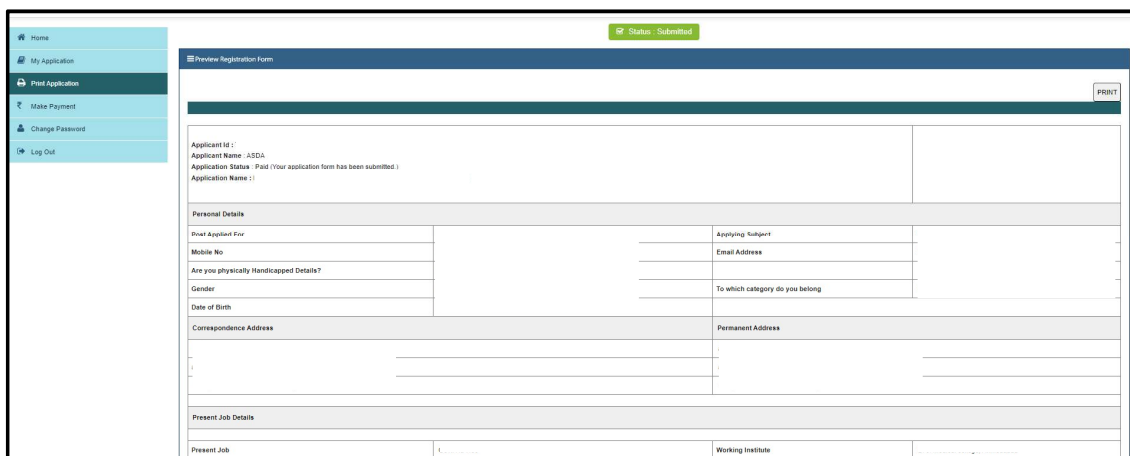
MAKE PAYMENT

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- 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



Preview Registration form

Applicant Id :
 Applicant Name : ASDA
 Application Status : Paid (Your application form has been submitted.)
 Application Name :

Personal Details

First Applicant For	Applying Subpart
Mobile No	Email Address
Are you physically Handicapped Detail?	To which category do you belong
Gender	
Date of Birth	
Correspondence Address	Permanent Address

Present Job Details

Present Job	Working Institute

Helpdesk for Technical Support Details:

- Call : +91-8595904407, 08062675657
- Email : support@registernow.in / aid.exams@gmail.com

End