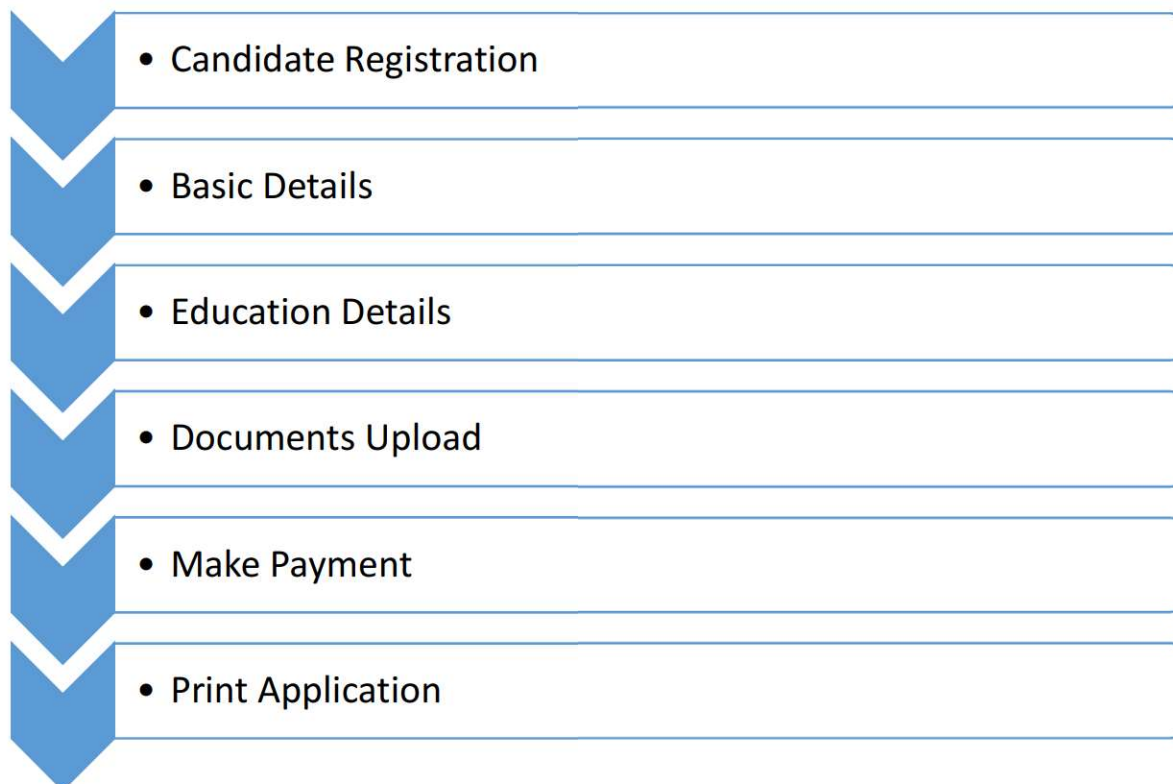




Online Application for Recruitment - User Manual

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

Online Registration Portal
Application For Kamdhenu University

- Enter Applicant's **First Name, Middle Name and Last Name**

Fill Details — Verify Identity — Account Created

First Name FIRST NAME

Middle Name MIDDLE NAME

Last Name LAST NAME

- Enter Applicant's **E-mail ID, Mobile Number and Password**

Email Address EMAIL ADDRESS

Mobile Number MOBILE NUMBER

Password Password

Confirm Password Re-enter Password

Note: Please ensure your registered email address and mobile number remain active throughout the entire recruitment process. All official updates and communications will be sent only to these contact details.



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- Click on **Send OTP**



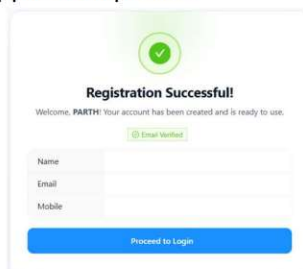
- Enter **OTP** from your SMS & Email for verification
Please note that, the OTP will be sent on given Email ID & Mobile through the system.



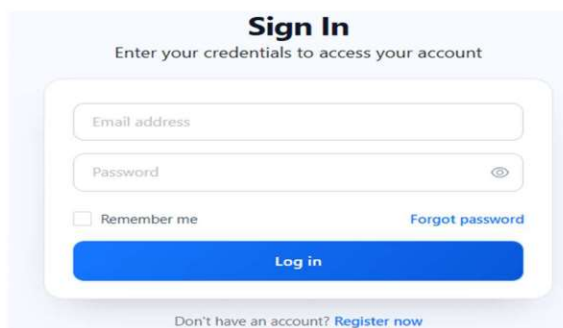
- After click on **Complete Registration** button or you may edit your entered details



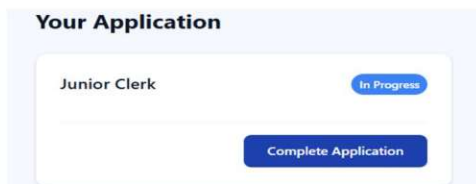
- The Message displayed for the successfully registration with your given details, Click to **Proceed to Login** for further application process



- Enter the details of Email ID and Password, Incase not remember the password, click on **Forgot password** to generate new password



- Your application still under process, Click on to **Complete Application**





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➤ Select Post Applied For

Registration Information	Basic Details	Educational Details	Documents Upload
--------------------------	---------------	---------------------	------------------

Post Applied For *	Type to search JUNIOR CLERK
Gender *	
To which category do you belong *	
Applied Category *	

➤ Select Gender & Select your Original Category

Gender *	☐ MALE ☐ FEMALE
To which category do you belong *	Type to search UNRESERVED
Applied Category *	
Are you a Person with Benchmark Disabilities (PwBD)? *	
Are you Ex-Serviceman? *	
Are you a sports person? *	
Are you an Existing Employee of Kamdhenu University? *	

➤ Select your Applied Category

Applied Category *	Type to search UNRESERVED
Are you a Person with Benchmark Disabilities (PwBD)? *	
Are you Ex-Serviceman? *	
Are you a sports person? *	
Are you an Existing Employee of Kamdhenu University? *	
Date of Birth *	

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

➤ Select & declare if applied with Physically Handicapped and fill required details

Are you a Person with Benchmark Disabilities (PwBD)? *	☒ YES ☐ NO
Select Category of Disability *	Type to search CATEGORY- A
Type of Disability *	
Disability Percentage *	
Certificate Number *	
Date of Certificate issue *	

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

➤ Select & declare if applied with Ex-Serviceman and fill duty period details



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Are you Ex-Serviceman? * ☒ YES ☐ NO

Service Period From *

Service Period To *

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

- Select & declare if holding valid **sports certificate** incompliance of the Advt. and fill the details

Are you a sports person? * ☒ YES ☐ NO

Name of Sports *

Sports Level *

Sports Participated Year *

Sports Certificate No. *

Sports Certificate Issuance Date *

Are you an Existing Employee of Kamdhenu University? * ☐ YES ☒ NO

Date of Birth *

Type to search

- BASKETBALL
- CRICKET
- FOOTBALL
- HOCKEY
- SWIMMING
- TABLE-TENNIS
- WALLY-BOLL

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

- Select & declare if applied with **Existing Employee of Kamdhenu University**
- Please declare if you are currently working with Kamdhenu University & insert details as required

Are you an Existing Employee of Kamdhenu University? * ☒ YES ☐ NO

Post Name *

Date of Joining

- Select **Date of Birth**

To which category do you belong *

Applied Category *

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 Kamdhenu University? * ☐ YES ☒ NO

Date of Birth *

Candidate Age as on 30.06.2026

June 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Note: Required to upload documentary evidence/ proof of document

- Review the submitted details and click on **Next**



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2. Basic Details :

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

Father's / Husband's Name *	FIRST + MIDDLE + SURNAME	ⓘ
Father's / Husband's Name is required		
Mother's Name *	FIRST + MIDDLE + SURNAME	ⓘ
Mother's Name is required		
Marital Status	☒ SINGLE ☐ MARRIED ☐ WIDOW ☐ DIVORCEE	

- Enter **Present & Permanent Address** detail

Correspondence Address	
Address Line 1 *	
Address Line 1 is required	
Address Line 2	
State *	
State is required	
City *	
City is required	
Pin Code *	
Pin Code is required	
☐ Same as Correspondence Address	

- Review the submitted details and click on **Next**

3. Education Details :

- Select and fill the 10th & 12th/ Diploma education details and upload (in PDF file format) Degree Certificate or latest Marksheet in case Degree Certificate not available

10th	12th/Diploma
Board *	University/Institute/Board *
Board is required	
Year Of Passing *	Subject/Specialization *
Division *	Year Of Passing *
CGPA/Percentage *	Division *
Obtained Marks *	CGPA/Percentage *
Maximum Marks *	Obtained Marks *
Percentage (%)	Maximum Marks *
Marksheet / Degree (ONLY PDF, MAX 2MB) *	Percentage (%)
File Name	Marksheet / Degree (ONLY PDF, MAX 2MB) *
Drop files to attach, or browse	File Name
	Drop files to attach, or browse

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



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- Fill the Graduation education details and upload (in PDF file format) Degree/ Provisional Degree Certificate or latest Marksheet in case Degree/ Provisional Degree Certificate not available

Graduation	Other Qualification
Degree * DEGREE	Degree DEGREE
University/Institute * UNIVERSITY/INSTITUTE	University/Institute UNIVERSITY/INSTITUTE
Year Of Passing * SELECT YEAR OF PASSING	Year Of Passing SELECT YEAR OF PASSING
Division * SELECT DIVISION	Division SELECT DIVISION
CGPA/Percentage * CGPA	CGPA/Percentage SELECT CGPA/PERCENTAGE
Obtained CGPA *	Obtained CGPA
Scale Of CGPA *	Scale Of CGPA
Marksheet / Degree (ONLY PDF, MAX 2MB) *	Marksheet / Degree (ONLY PDF, MAX 2MB)
File Name Drop files to attach, or browse	File Name Drop files to attach, or browse

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

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

- Review the submitted details and click on **Next**



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4. Documents Upload :

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

The screenshot shows the 'Documents Upload' tab selected in the application form. It contains several upload fields with their respective requirements:

- Photo ***: Drop files to attach, or browse. Only jpg/jpeg allowed | Max size: 100 KB | Dimensions: Min 100×100px, Max 150×150px.
- Signature ***: Drop files to attach, or browse. Only jpg/jpeg allowed | Max size: 50 KB | Dimensions: Min 50×50px, Max 150×150px.
- Birth Date Certificate/School Leaving Certificate or any document which showing Date of Birth ***: File Name. Drop files to attach, or browse.
- OBC Non-Creamy Layer certificate ***: File Name. Drop files to attach, or browse.
- Caste Certificate ***: File Name. Drop files to attach, or browse.

- Select the Declaration

The screenshot shows the 'Declaration' section with a single radio button option:

☐ 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 **Submit Form** button for Preview Application

The screenshot shows two blue buttons: 'Previous' and 'Submit Form'.

Note: Under the Preview Form View, Candidate should check and review all the filled details alongwith the uploaded document.

- Click **Submit & Pay** button for final submission of application or click **Back to Form** if required any change. Candidate also download the **Preview Form** in PDF File format.

The screenshot shows three buttons: 'Back to Form' (blue), 'Submit & Pay' (blue), and 'Download PDF' (black with a download icon).

Note: Once Submit the application, candidate can't change any details of the submitted application.

5. Payment Process :

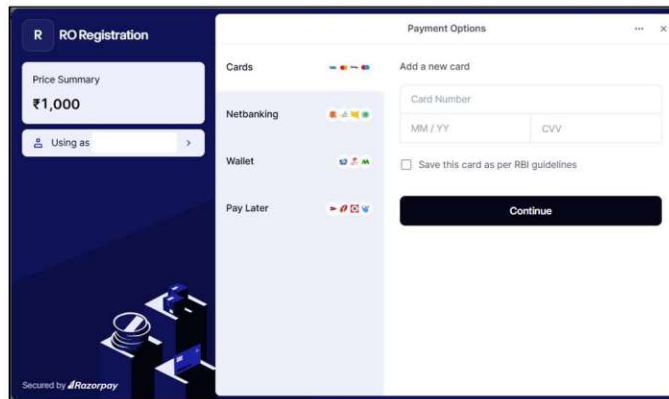
- After Final Submission of application click **Make Payment** button for payment process

The screenshot shows the 'Fee Summary' section with the following details:

Fee Summary	
Total Fee	INR 1,000.00
Make Payment	

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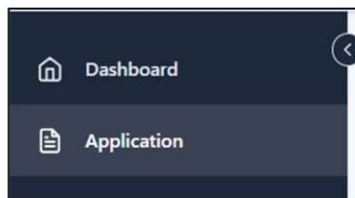
- Select Payment option Credit Card/ Debit Card/ UPI/ Wallet/ Others
- Enter details and click **Pay Now** button for payment gateway



- After completion of payment process, please take printout of Payment Acknowledgement for your record only



- Click on Left Side arrow and Click on Dashboard



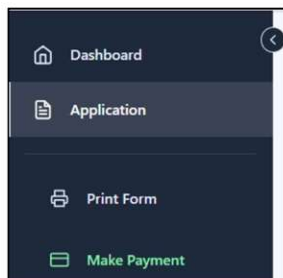
- It shows your application is Paid & Complete. Click on **View Application** to take a download your submitted application



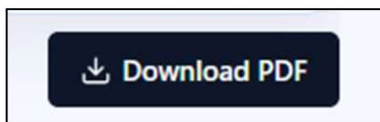


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- Click on **Print Form** to take a download your submitted application



- Click on **Download PDF** to download your submitted application



Helpdesk for Technical Support Details:

- Call : 08595904407, 08062675657
- Email : support@registernow.in / aid.exams@gmail.com

End