

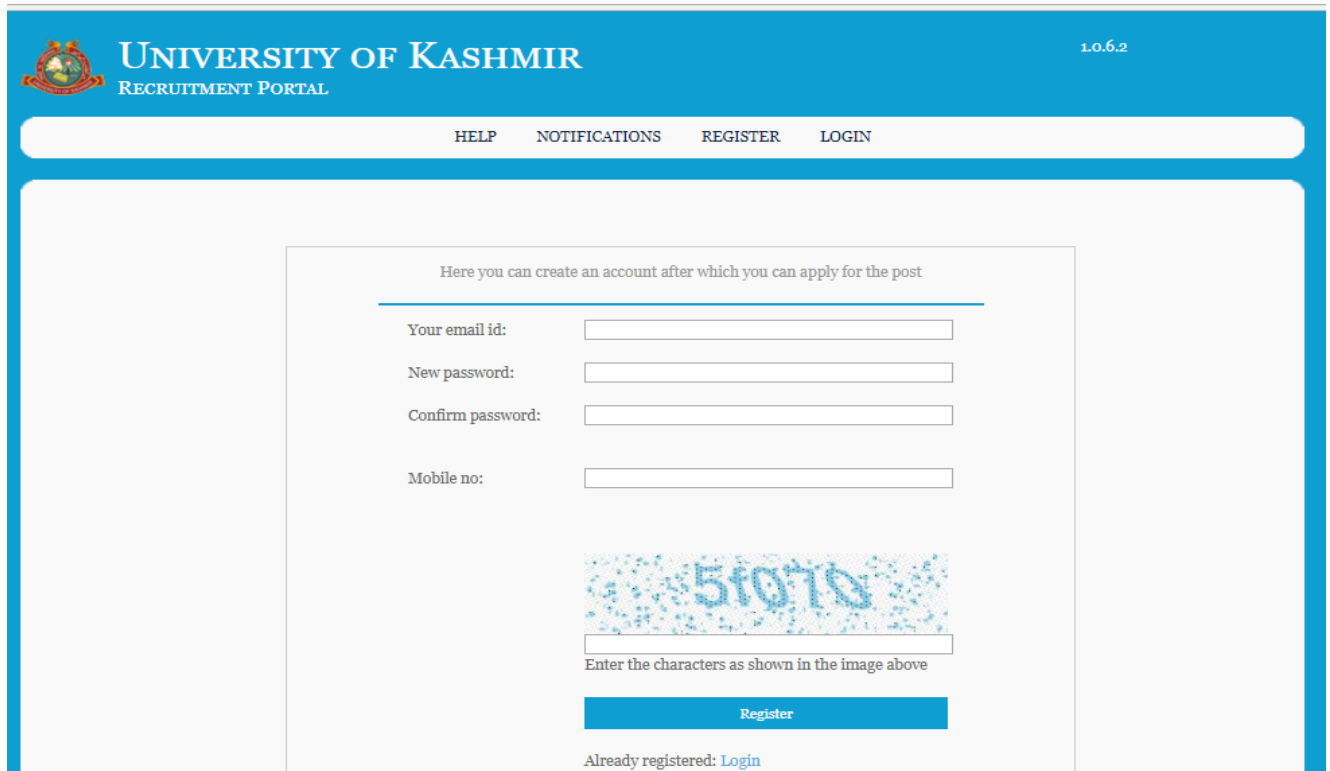
## Advantages of Online form for CAS

1. An applicant can preview the eligibility & score generated before submitting the form.
2. Information entered in DIQA profile can be imported to CAS form thus helping in filling of the form.
3. If for some reason CAS stage is not passed in current notification, the information entered is all preserved for next notification and applicant has to only update/add new information- no need to enter the whole form again. The information will be preserved till the CAS stage is passed.
4. The online CAS also helps in speedy processing of the CAS case by Recruitment & DIQA by providing automatic score generation, various reports, quick auditing, etc.

## Instructions for filling online form for CAS

1. If you have already created an account on University of Kashmir Online Recruitment Portal, then you can fill-in your CAS form through that account.
2. In case you are a new user, then you need to create account on University of Kashmir Online Recruitment Portal at the link - <http://kashmiruniversity.net/Recruitment/Main/Register.aspx#no-back-button>

kashmiruniversity.net/Recruitment/Main/Register.aspx#no-back-button



The screenshot shows the registration page of the University of Kashmir Recruitment Portal. The page has a blue header with the university's logo and name. Below the header is a navigation menu with links for HELP, NOTIFICATIONS, REGISTER, and LOGIN. The main content area is white and contains a registration form. The form has a title "Here you can create an account after which you can apply for the post" and four input fields: "Your email id:", "New password:", "Confirm password:", and "Mobile no:". Below these fields is a CAPTCHA image showing the number "51070" and a text input field for the CAPTCHA. A blue "Register" button is located below the CAPTCHA field. At the bottom of the form, there is a link for "Already registered: Login".

**Note:** While creating the account please enter active Email-Id and Mobile-No, these will be used for future communications with you.

3. Once you create an account or login to an existing account you will land on 'Dashboard'. On Dashboard select the CAS Notification and 'Apply' against appropriate CAS Stage.

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UNIVERSITY OF KASHMIR  
RECRUITMENT PORTAL

HELP DASHBOARD CHANGE PASSWORD LOG OUT

You can enter the details in multiple sittings by logging-in using your email-id and password and continuing from where you last left. However once you 'Submit' the application you would not be able to edit it afterwards, you can then only pay, view and download the application. More importantly, only Submitted applications will be considered for shortlisting. Also, make sure that you submit the application & pay the fee before expiry of the last date of submission.

Please select the notification below

Notifications: CAS Jan-18 notification | Dated: 14-12-2017 | Last Date: 15-02-2018

CAS notification

Post Code	Post Name	Misc Info	
CAS-2	Assistant Professor Stage 1 to Satge 2		Apply
CAS-3	Assistant Professor Stage 2 to Satge 3		Apply
CAS-4	Assistant Professor Stage 3 to Associate Professor (Stage 4)		Apply
CAS-5	Associate Professor (Stage 4) to Professor (Stage 5)		Apply

**Note:** You can enter the details in multiple sittings by logging-in using your email-id and password and continuing from where you last left. However once you 'Submit' the application you would not be able to edit it afterwards, you can then only view and download the application. More importantly, only Submitted applications will be considered. Also, make sure that you submit the application before expiry of the last date of submission.

4. Once you click on Apply, following screen will be displayed. Start with by first entering the values in Basic Information screen.

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**UNIVERSITY OF KASHMIR**  
RECRUITMENT PORTAL

HELP   DASHBOARD   CHANGE PASSWORD   LOG OUT

PostCode: CAS-2   FormNo: 92

**Basic Information**   **Cat-I**   **Cat-II**   **Cat-III**   **Finish**

Basic Info   Personal Details   Qualification   Experience   Other Details   Misc Info

CAS stage applied for 2  
(Assistant Professor Stage 1 to Satge 2)

**Please enter below information**

Department / Centre / Campus: *	<input type="text"/>
Emp Code: *	<input type="text"/>
Date of direct appointment: *	<input type="text"/>
Date of last promotion: (if applicable)	<input type="text"/>
Period of assessment: *	From: <input type="text"/>
	To: <input type="text"/>
Confirmation of Service: *	No: <input type="text"/>

5. After entering the information in Basic Information screen enter the information in rest of screens.

**Note:**

1. In screens where information is to be entered in Grid, like in below screen, it is **IMPORTANT** that after entering / updating an information in a line, click corresponding **Save / Update** button before **moving** to next line.

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UNIVERSITY OF KASHMIR  
RECRUITMENT PORTAL

HELP DASHBOARD CHANGE PASSWORD LOG OUT

PostCode: CAS-2 FormNo: 92

Basic Information Cat-I Cat-II **Cat-III** Finish

Category III : RESEARCH AND ACADEMIC CONTRIBUTION

Journal Book Projects Research Guidance Awards E-Learning

After entering / updating an information in a line, click corresponding Save button before moving to next line

Development of E-Learning delivery process / material

Title of the Content	Role	Sequence	No. of Modules Produced	Volume - Number - Year of Publication	Agency		
		▼					Save

Prev Next

2. In **Cat-I** section, please enter the information for each academic year separately. Information of multiple academic years must not be clubbed into single entry.

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UNIVERSITY OF KASHMIR  
RECRUITMENT PORTAL

HELP DASHBOARD CHANGE PASSWORD LOG OUT

PostCode: CAS-2 FormNo: 92

Basic Information **Cat-I** Cat-II Cat-III Finish

Category I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (year-wise)

Direct teaching Examination duties Innovative teaching

After entering / updating an information in a line, click corresponding Save button before moving to next line

Candidates are requested to fill details of each Academic Year separately (do not club them in one entry)

Please enter direct teaching activities made within this University only

From	To	Program / Course / Paper	Credit/s	Mode of teaching	No of direct teaching (hours) per week allotted	No of direct teaching hours per year undertaken		
				▼				Save

Prev Next

6. While filling in form you can preview your eligibility status and score based on the information entered so far in 'Finish' screen, by clicking 'Preview Score' button.

You can also preview the form by clicking 'Preview Form' button

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UNIVERSITY OF KASHMIR  
RECRUITMENT PORTAL

HELP DASHBOARD CHANGE PASSWORD LOG OUT

PostCode: CAS-2 FormNo: 92

Basic Information Cat-I Cat-II Cat-III **Finish**

Submit for evaluation Finish

Almost complete.

Resume: \*

No File

Choose File No file chosen

Allowed extentions - doc,docx,pdf; Maximum size - 5 MB

Save

Prev

Preview Score Preview Form Submit

**Note:** The 'Preview Score' report is tentative report and does not reflect the final score / eligibility. If you feel score / eligibility should be different please contact Recruitment Section at earliest.

7. You can import data like Journals, Projects, Research Guidance, **etc.** from your DIQA profile. This will save you time in filling the form. 'Import from DIQA' link will be displayed where the data can be imported from DIQA.

On clicking the link, DIQA login screen will be displayed, please enter your DIQA credentials, you will need to do it once only. On successful login a grid with respective DIQA records will be displayed, select the records you want to import and then click '**Import selected record(s)**' button. After you are done with import close the dialog by clicking on '**Done**' button (not by 'Close' button).

The screenshot shows the University of Kashmir Recruitment Portal. At the top, there is a navigation bar with 'HELP', 'DASHBOARD', 'CHANGE PASSWORD', and 'LOG OUT'. Below this, the user's profile information is displayed: 'PostCode: CAS-3 FormNo: 81'. The main content area is divided into tabs for 'Basic Information', 'Cat-I', 'Cat-II', 'Cat-III', and 'Finish'. Under 'Cat-III', there is a section for 'Category III : RESEARCH AND ACADEMIC CONTRIBUTION' with sub-tabs for 'Journal', 'Book', 'Projects', 'Research Guidance', 'Awards', and 'E-Learning'. A message states: 'After entering / updating an information in a line, click corresponding Save button before moving to next line'. Below this, there is a table with columns: 'Title', 'Year Published', 'Name of Journal', 'Publisher', 'ISSNNo', and 'Update'. A red arrow points to the 'Import from DIQA' link in the 'Update' column.

The screenshot shows a dialog box for importing data from a DIQA account. The dialog has a 'Close' button in the top right corner. The main text reads: 'Here you can import data from your DIQA account.' Below this, there is a 'test' label and a 'Re-Login' link. The 'Importing:' section shows 'Training' as the selected category. The 'Date:' field is set to '02-12-2009' and the 'To:' field is set to '01-12-2017'. A 'Show Records' button is located below these fields. The 'Select record(s) for import:' section contains a table with the following data:

Select	Training	Details	Organizer	StartDate	EndDate	Category
<input checked="" type="checkbox"/>	Refresher Course	Theme	Organized By	01-12-2017 00:00:00	31-12-2017 00:00:00	Local

At the bottom of the dialog, there are two buttons: 'Import selected record(s)' and 'Done'. A red arrow points to the 'Done' button.

**Note:** Before importing the records, you will be prompted that you agree that 'You will verify the details of all the imported records'. That implies you will have to verify the details of each record that has been imported from DIQA.

8. Once you are done with entering all the information you can submit the 'Form' by clicking on 'Submit' button on 'Finish' screen.

**Note:** You have to submit the Form before last date of submission, otherwise Form will not be considered.

9. In case you did not pass the CAS Stage for some reason in the current notification; while applying against next notification later, the details you had entered for previous notification will be there until you pass the CAS stage and you do not have to enter the whole of information all again. Only the updated and new information will need to be entered.

10. For queries / help / reporting a bug regarding online recruitment portal contact 'recsupport@uok.edu.in'. For other CAS related queries contact recruitment office.