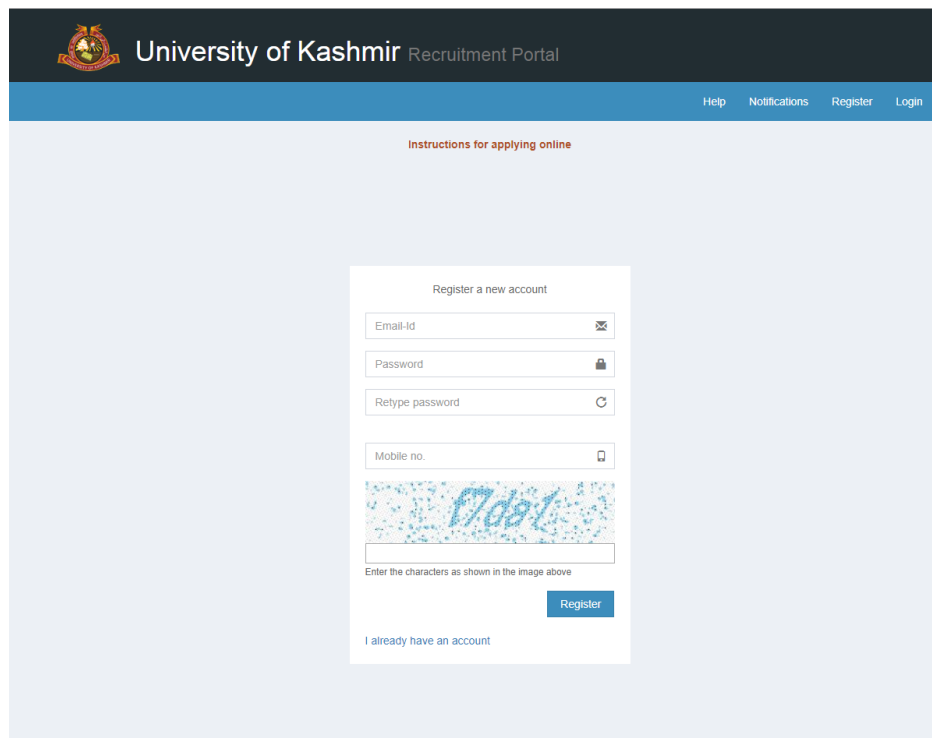


## Advantages of Online form for CAS

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

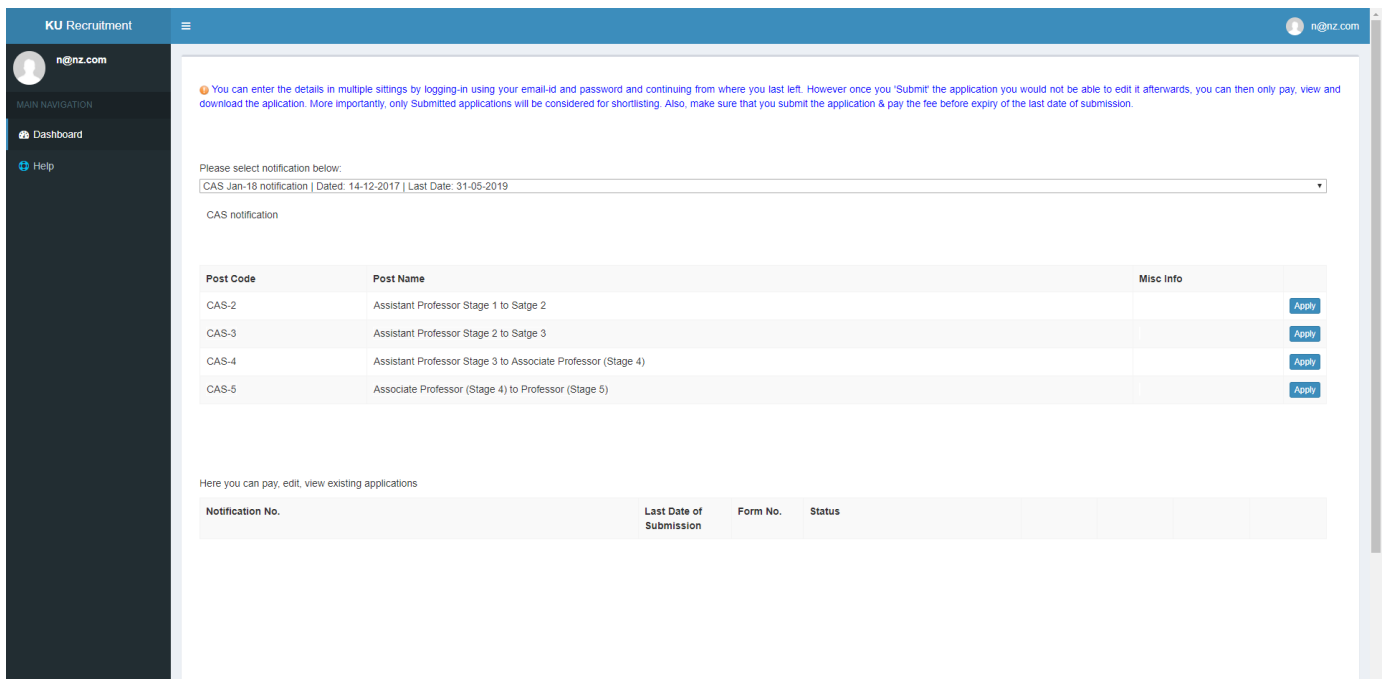
1. If you have already created an account on University of Kashmir Online Recruitment Portal, then you can fill-in your CAS form through that account.
2. In case you are a new user, then you need to create an account on University of Kashmir Online Recruitment Portal at the link - <http://kashmiruniversity.net/Recruitment/Main/Register.aspx>



The screenshot shows the 'University of Kashmir Recruitment Portal' website. The header includes the university logo and navigation links for 'Help', 'Notifications', 'Register', and 'Login'. The main content area is titled 'Instructions for applying online' and features a 'Register a new account' form. The form fields include: 'Email-id' (with an eye icon for visibility), 'Password' (with a lock icon), 'Retype password' (with a refresh icon), and 'Mobile no.' (with a mobile phone icon). Below these fields is a CAPTCHA image showing the characters '17d01'. A text prompt below the CAPTCHA reads 'Enter the characters as shown in the image above'. A blue 'Register' button is positioned at the bottom right of the form. At the bottom left of the form, there is a link that says 'I already have an account'.

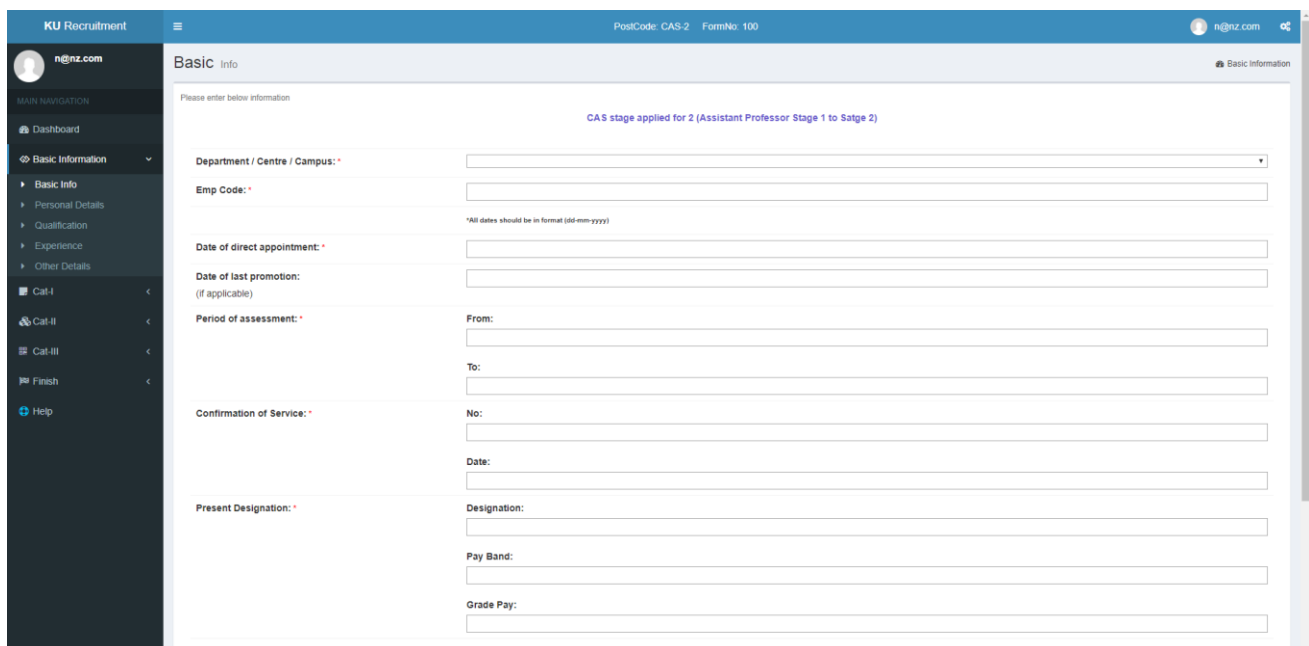
**Note:** While creating the account please enter active Email-Id and Mobile-No, these will be used for future communications with you.

- 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.



**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.

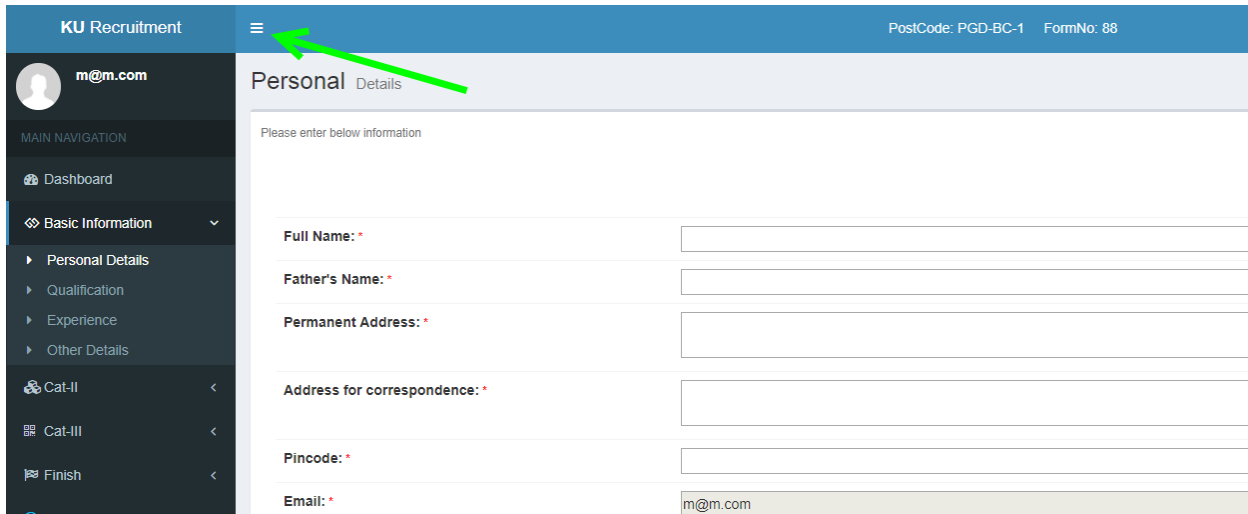
- Once you click on Apply, following screen will be displayed. Start with by first entering the values in Basic Information screen.



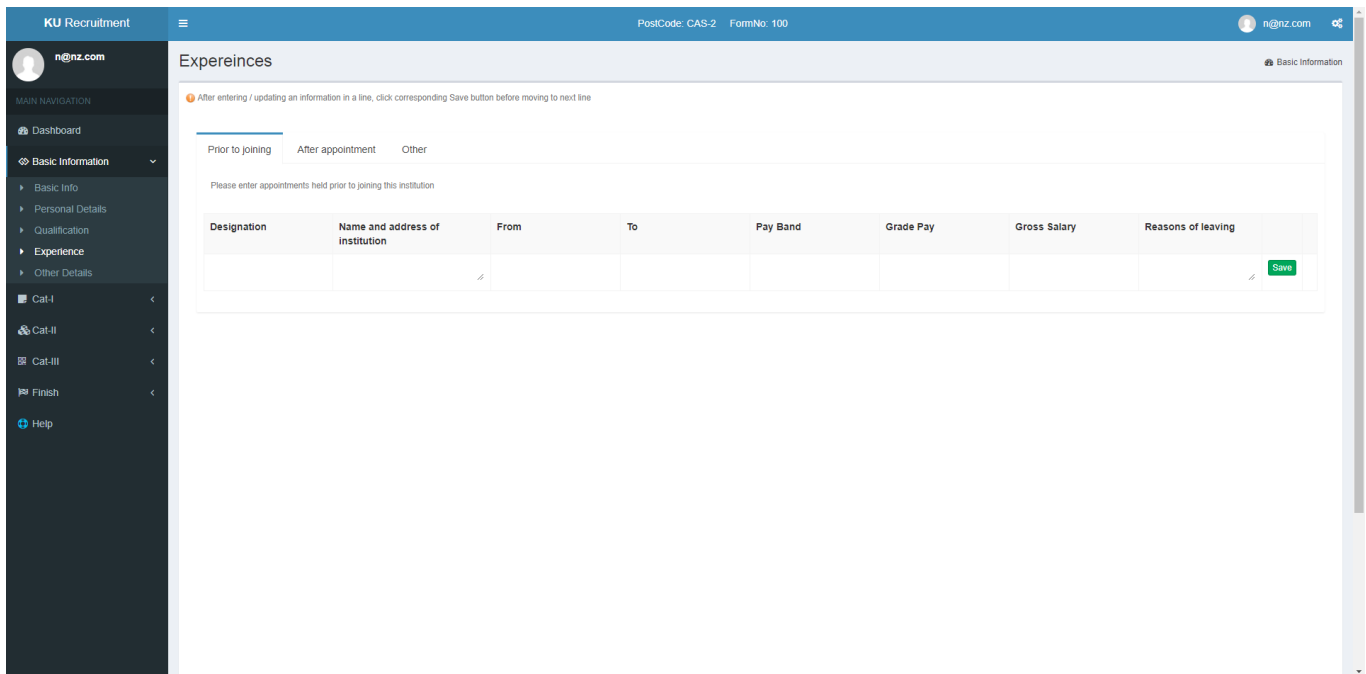
5. After entering the information in Basic Information screen enter the information in rest of screens.

**Note:**

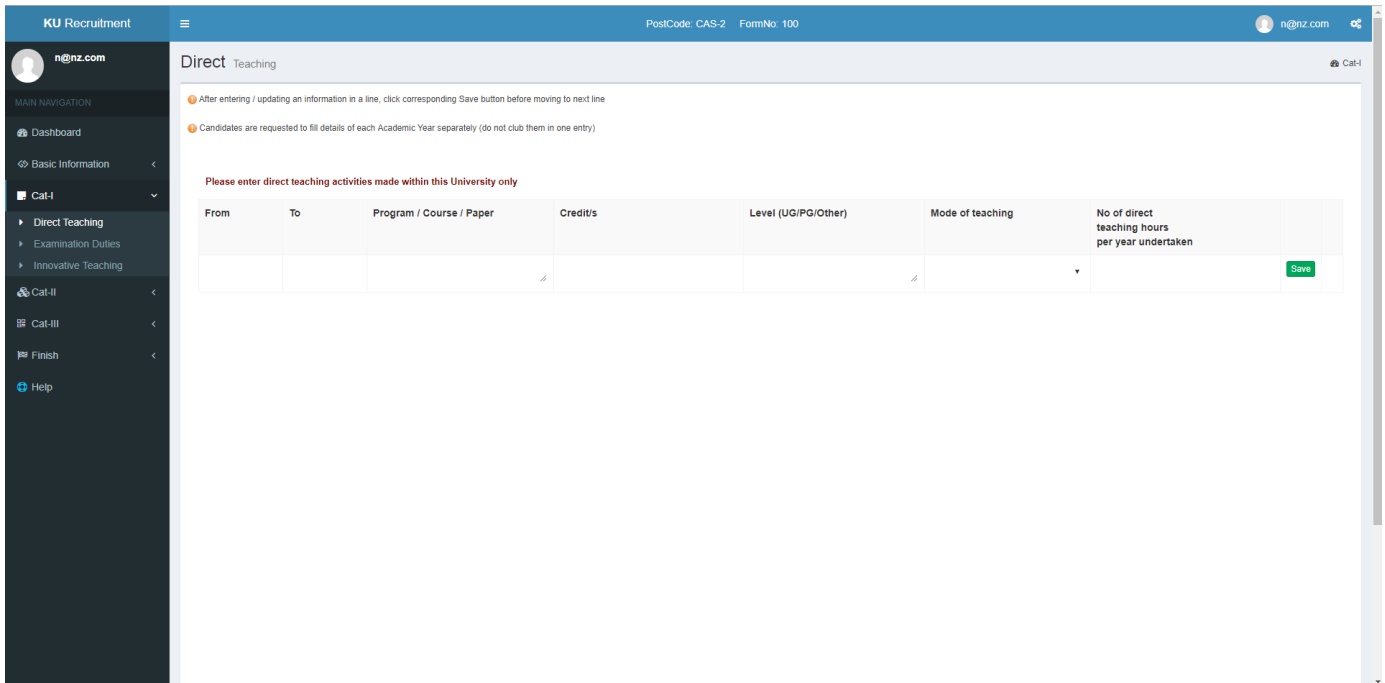
1. You can expand the working area by clicking on following button.



2. 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.

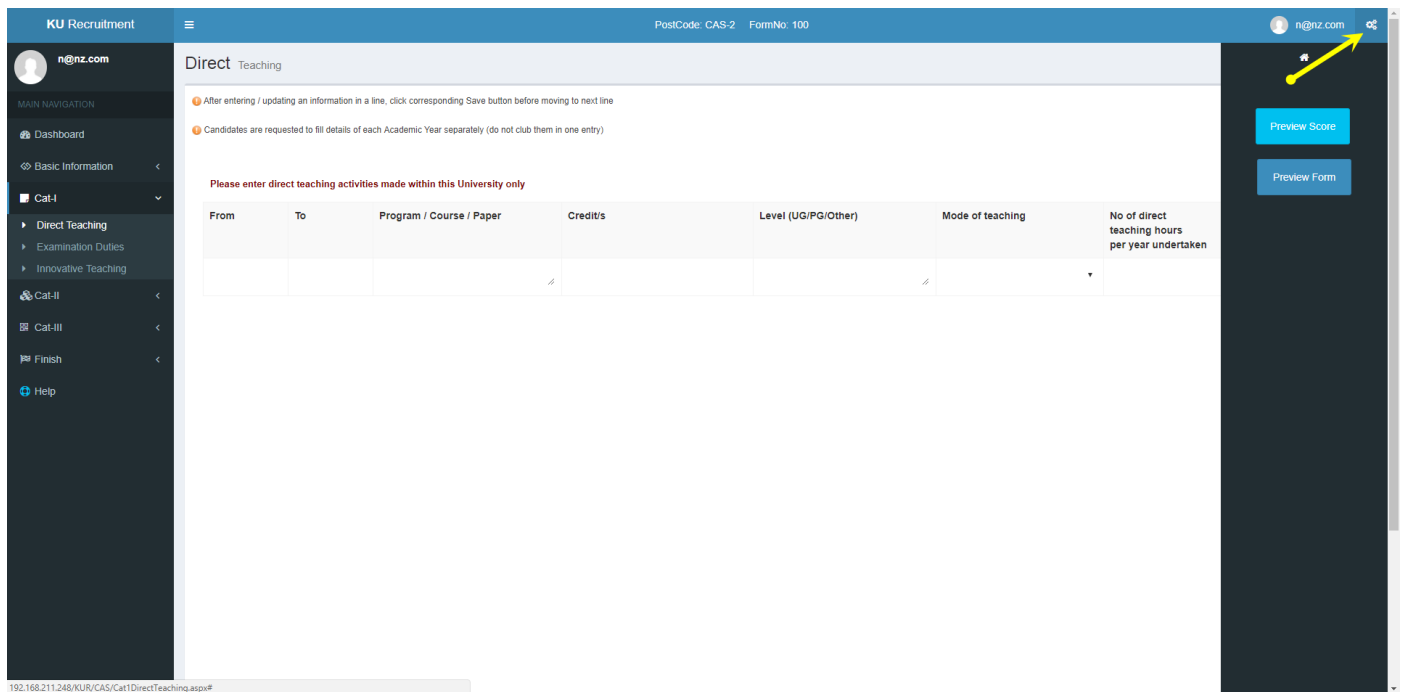


3. In **Cat-I** section, please enter the information for each academic year separately. Information of multiple academic years must not be clubbed into single entry.



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

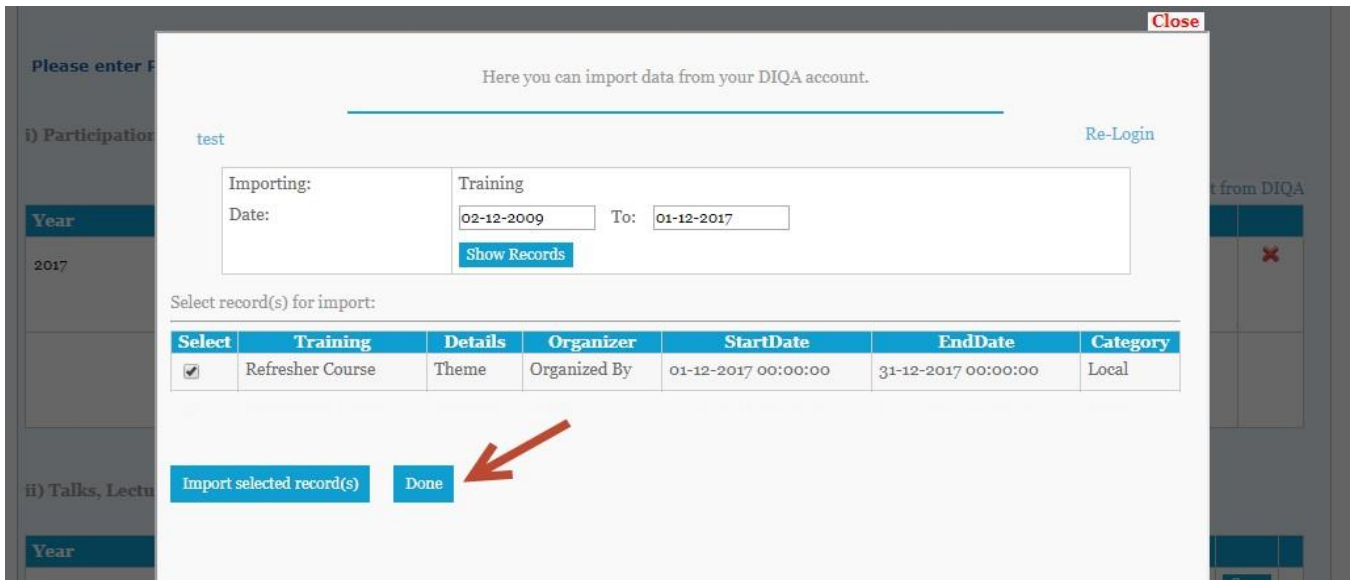
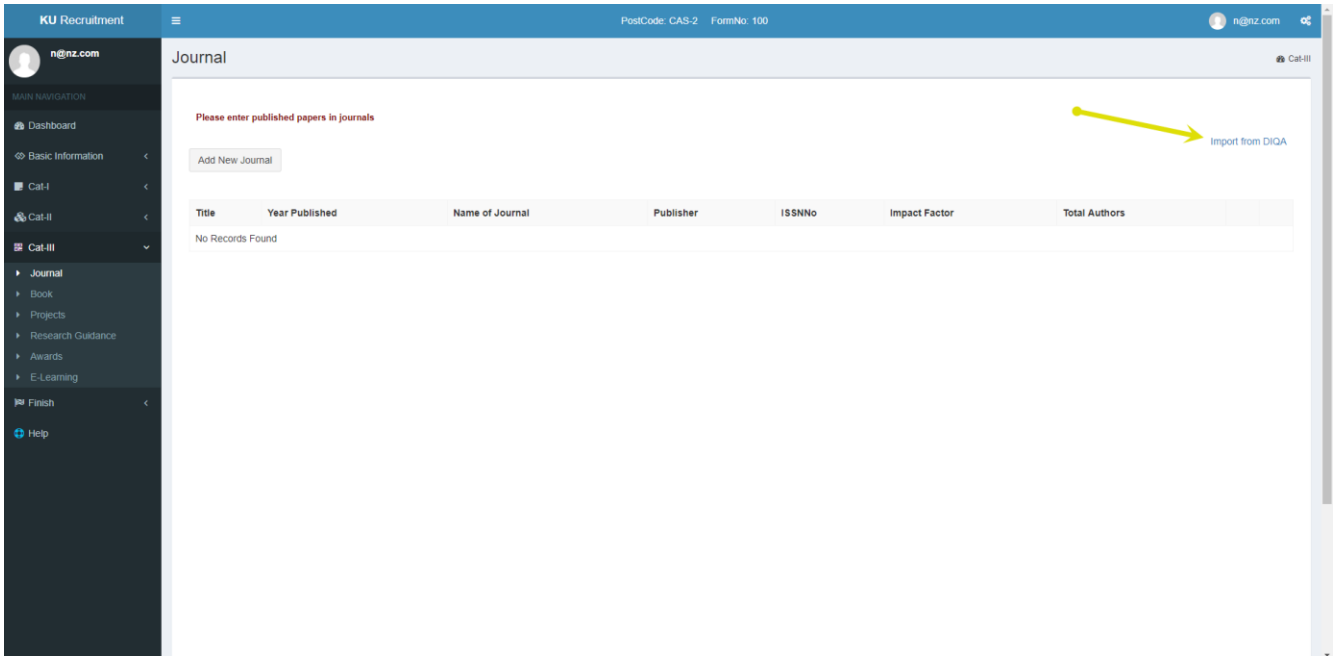
You can preview the form as well by clicking 'Preview Form' button



**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).



**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.