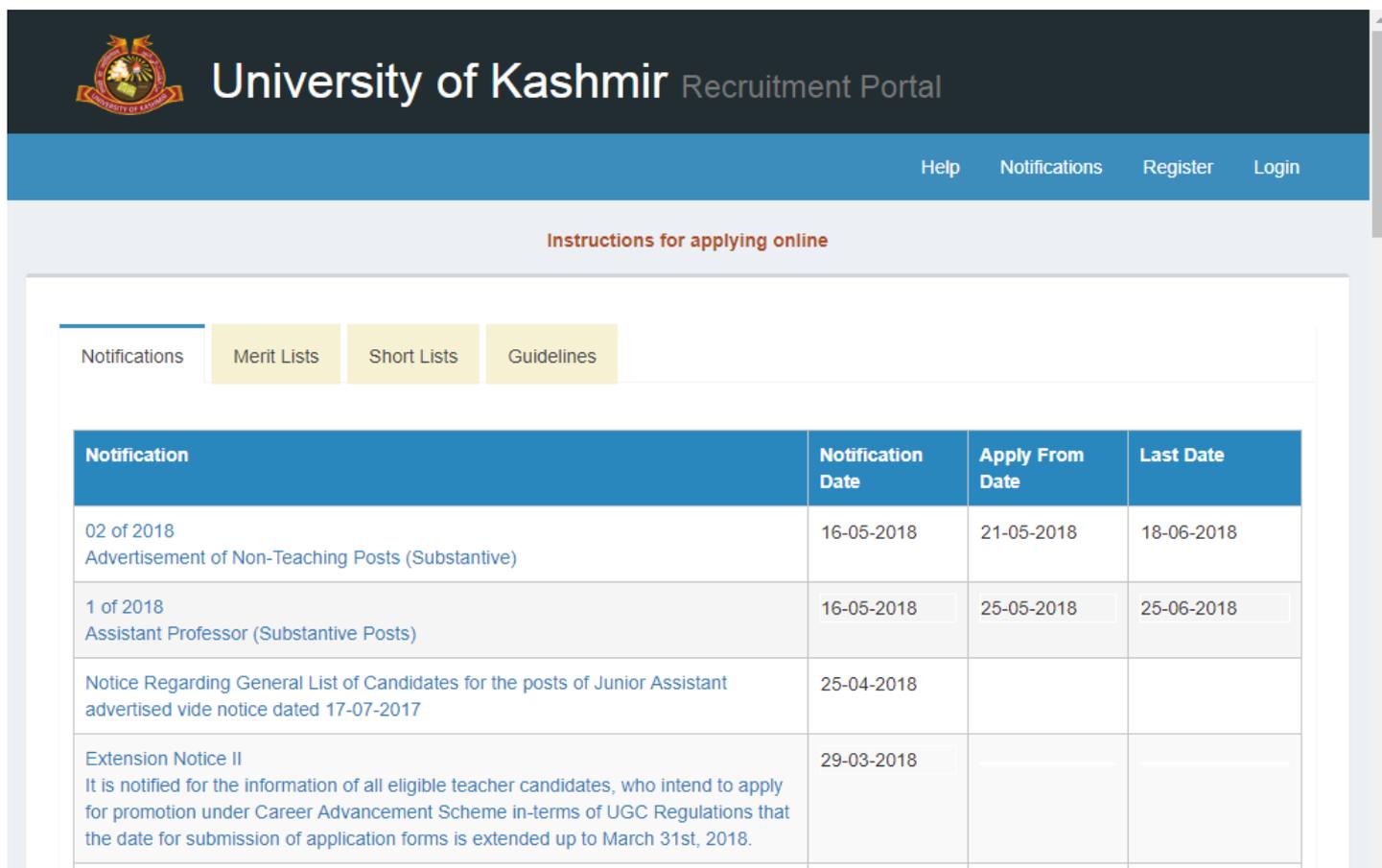


Please visit the following link for 'Instructions for applying online for CAS'
<http://kashmiruniversity.net/Recruitment/Files/OtherList/InstructionsforCAS.pdf>

Step -1

The following screen will display all the notifications along with notification date and more importantly the last date for the submission of application form. To view the details of the notification click on the respective notification. Various guidelines are put in 'Guideline' tab. You can also find sample form in there.



University of Kashmir Recruitment Portal

Help Notifications Register Login

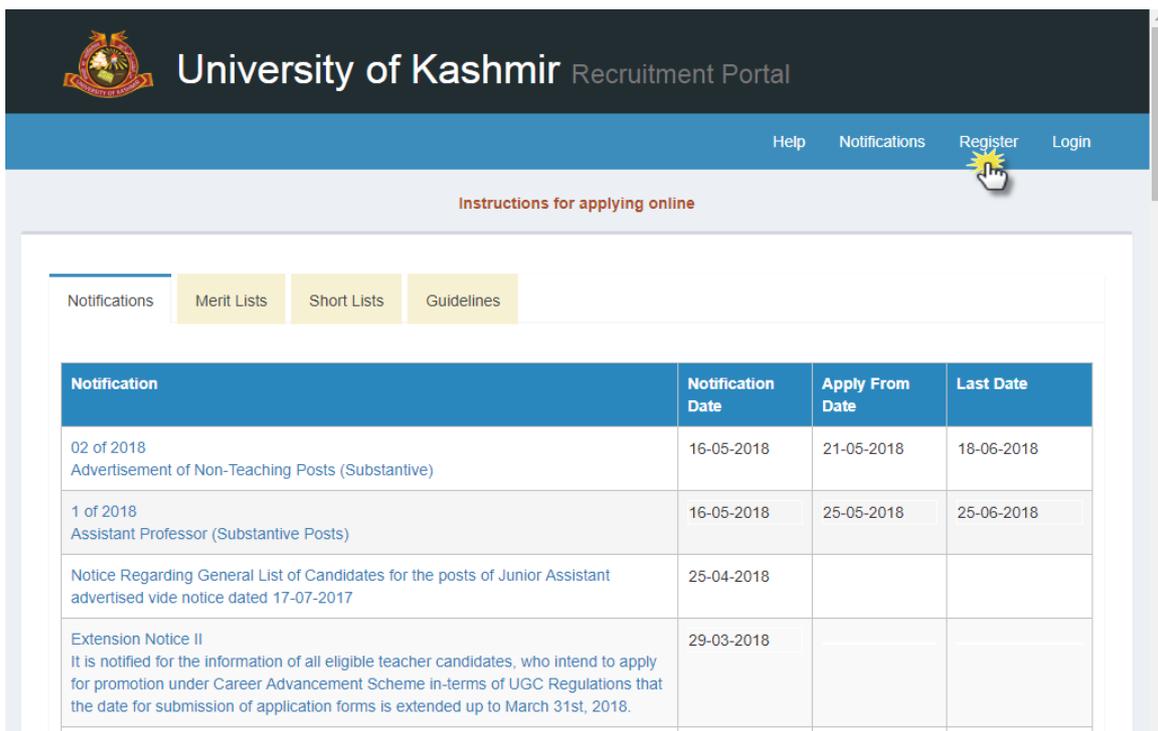
Instructions for applying online

Notifications Merit Lists Short Lists Guidelines

Notification	Notification Date	Apply From Date	Last Date
02 of 2018 Advertisement of Non-Teaching Posts (Substantive)	16-05-2018	21-05-2018	18-06-2018
1 of 2018 Assistant Professor (Substantive Posts)	16-05-2018	25-05-2018	25-06-2018
Notice Regarding General List of Candidates for the posts of Junior Assistant advertised vide notice dated 17-07-2017	25-04-2018		
Extension Notice II It is notified for the information of all eligible teacher candidates, who intend to apply for promotion under Career Advancement Scheme in-terms of UGC Regulations that the date for submission of application forms is extended up to March 31st, 2018.	29-03-2018		

Step -2

To apply for a post you need to create an account by clicking on "**REGISTER**" link (if you have already created an account on this portal skip this step and go to step 3).

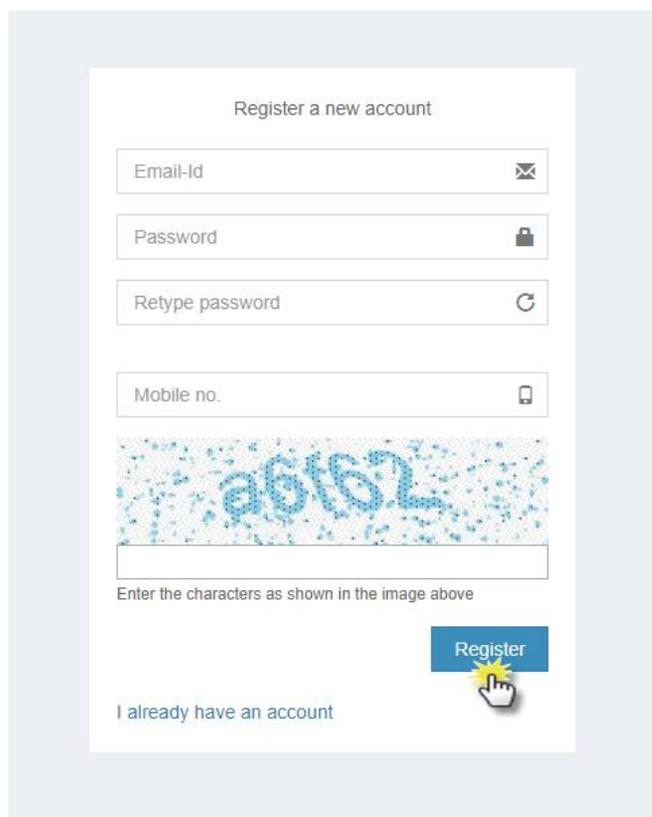


The screenshot shows the University of Kashmir Recruitment Portal. The header includes the university logo and the text "University of Kashmir Recruitment Portal". A navigation bar contains links for "Help", "Notifications", "Register", and "Login". The "Register" link is highlighted with a mouse cursor. Below the navigation bar, there is a section titled "Instructions for applying online". Underneath, there are tabs for "Notifications", "Merit Lists", "Short Lists", and "Guidelines". The "Notifications" tab is active, displaying a table of recent notifications.

Notification	Notification Date	Apply From Date	Last Date
02 of 2018 Advertisement of Non-Teaching Posts (Substantive)	16-05-2018	21-05-2018	18-06-2018
1 of 2018 Assistant Professor (Substantive Posts)	16-05-2018	25-05-2018	25-06-2018
Notice Regarding General List of Candidates for the posts of Junior Assistant advertised vide notice dated 17-07-2017	25-04-2018		
Extension Notice II It is notified for the information of all eligible teacher candidates, who intend to apply for promotion under Career Advancement Scheme in-terms of UGC Regulations that the date for submission of application forms is extended up to March 31st, 2018.	29-03-2018		

On clicking the register link, below shown screen will be displayed, enter the details using active email-id and mobile number and then click on the "**REGISTER**" button and your account will be created on this portal.

Note: Remember the email-id and password you provided while registration; you will need this for future logins into this portal.



The screenshot shows the "Register a new account" form. It includes the following fields and elements:

- Form title: "Register a new account"
- Input fields: "Email-Id" (with an envelope icon), "Password" (with a lock icon), "Retype password" (with a refresh icon), and "Mobile no." (with a mobile phone icon).
- Captcha: A blue and white patterned image with the characters "ab152" overlaid.
- Text below captcha: "Enter the characters as shown in the image above"
- Submit button: A blue button labeled "Register" with a mouse cursor pointing to it.
- Link: "I already have an account" located below the Register button.

Step -3

(If you just followed Step 2 then skip this step)

If you had already created an account on this portal, login into your account by clicking on the "**LOGIN**" link. On clicking the login link below shown screen will be displayed. Enter the registered email-id and password and click on login button. (See also the **note** at the end of this document)

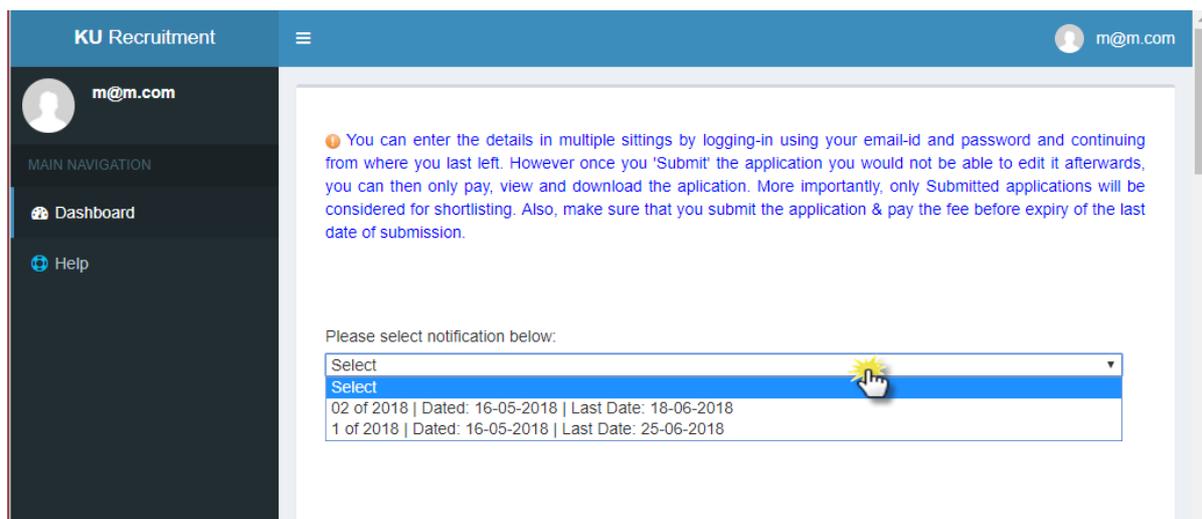


The screenshot shows a login form with the following elements:

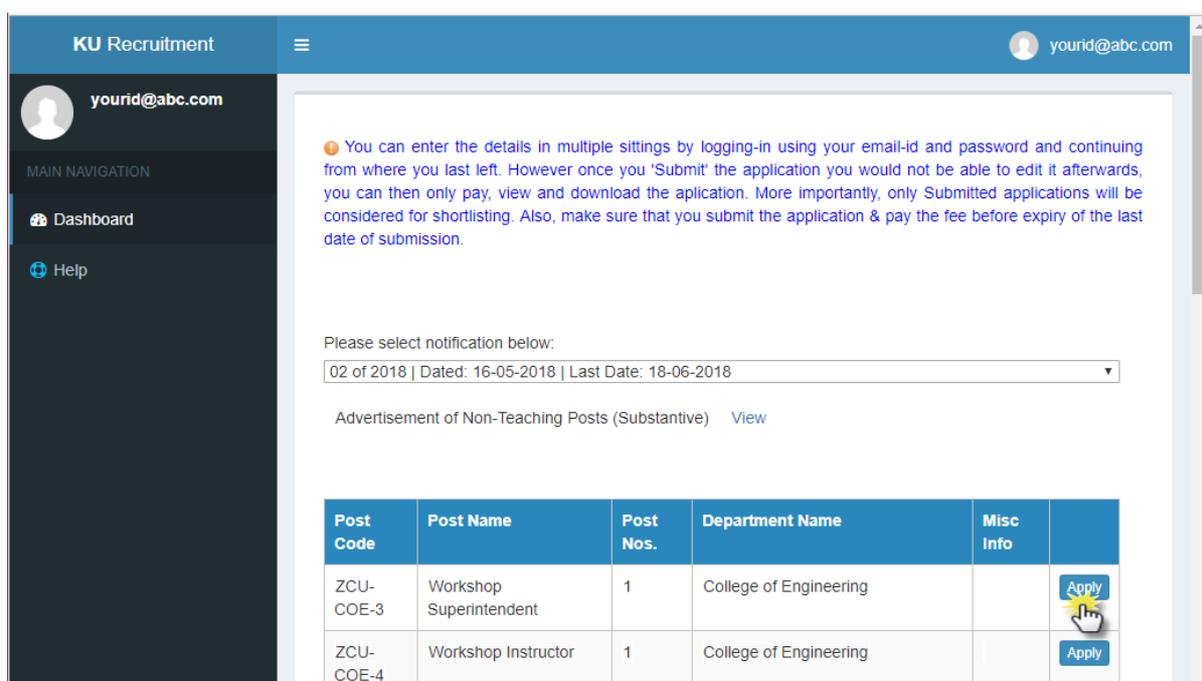
- Title: "Login to your account"
- Email input field: Contains "m@m.com" with an envelope icon on the right.
- Password input field: Contains seven dots with a lock icon on the right.
- Captcha image: A blue-tinted image with the number "55962" overlaid on a noisy background.
- Captcha input field: An empty text box below the image.
- Instruction: "Enter the characters as shown in the image above"
- Login button: A blue button labeled "Login" with a hand cursor icon pointing to it.
- Links: "I forgot my password" and "Register a new account" located at the bottom left.

Step -4

On successful registration / login, following screen will be displayed. The screen shows all the active notifications.

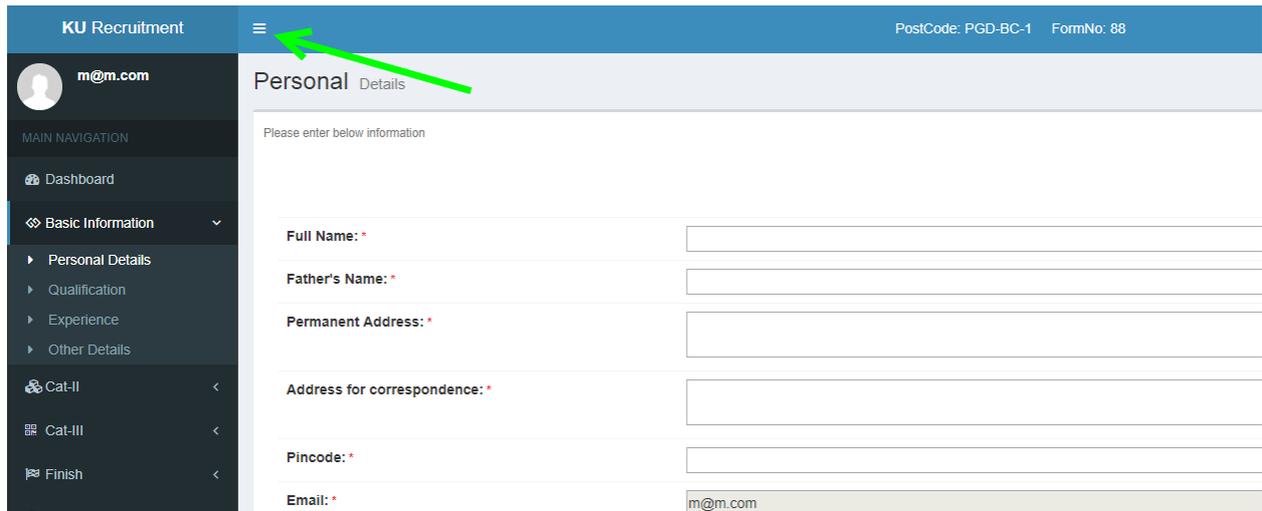


On selecting a particular notification, the post(s) will be displayed. Click on the "Apply" button against the post for which you want to apply.



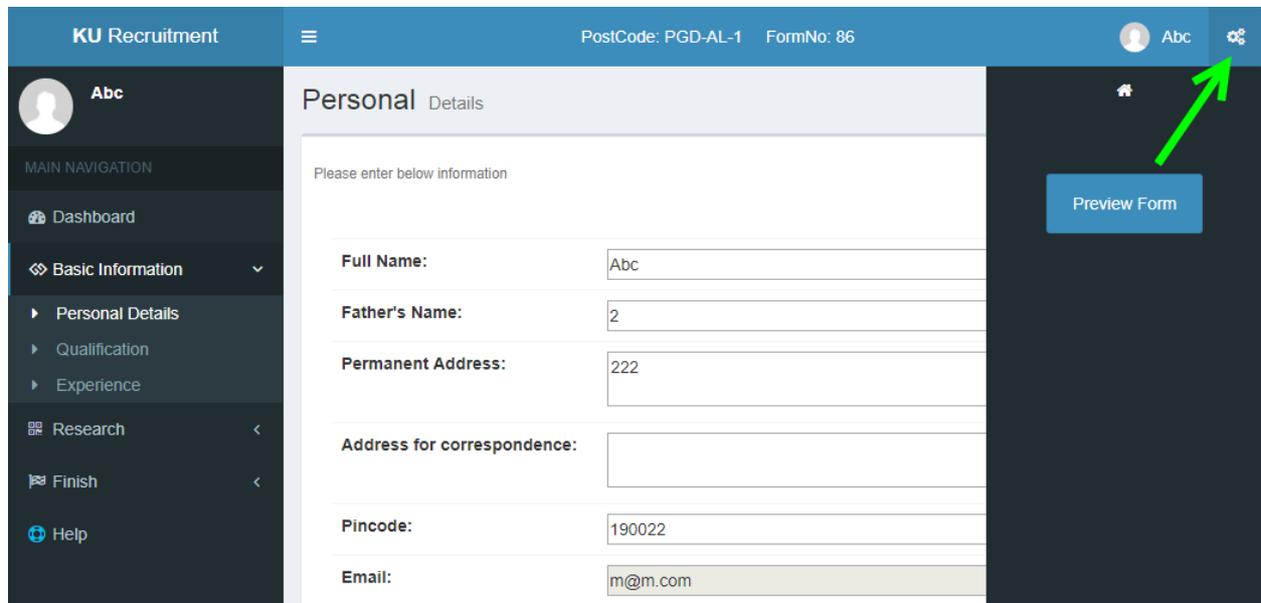
Note:

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



The screenshot shows the 'KU Recruitment' portal interface. The top header is blue and contains the text 'KU Recruitment' on the left, a hamburger menu icon in the center, and 'PostCode: PGD-BC-1 FormNo: 88' on the right. Below the header is a dark sidebar with a user profile icon and the email 'm@m.com'. The main content area is titled 'Personal Details' and contains a form with the following fields: Full Name, Father's Name, Permanent Address, Address for correspondence, Pincode, and Email. A green arrow points to the hamburger menu icon in the top left corner of the header.

2. You can preview the form any time by clicking on below shown button



The screenshot shows the 'KU Recruitment' portal interface. The top header is blue and contains the text 'KU Recruitment' on the left, a hamburger menu icon in the center, and 'PostCode: PGD-AL-1 FormNo: 86' on the right. Below the header is a dark sidebar with a user profile icon and the name 'Abc'. The main content area is titled 'Personal Details' and contains a form with the following fields: Full Name (filled with 'Abc'), Father's Name (filled with '2'), Permanent Address (filled with '222'), Address for correspondence, Pincode (filled with '190022'), and Email (filled with 'm@m.com'). A blue button labeled 'Preview Form' is located in the bottom right corner of the form area. A green arrow points to the settings gear icon in the top right corner of the header.

Step -5

On clicking on the apply button in Step - 4 below shown screen will be displayed. Enter the relevant details and upload the recent passport size photo and click on the "**Save Personal Details**" button.

Note:

1. You can enter the details in various sittings by logging into the portal using email-id and password provided while registration.
2. The screen below is of Assistant Professor Form, for Associate Professor / Professor Form the screen will appear somewhat different.



m@m.com

MAIN NAVIGATION

Dashboard

Basic Information

Personal Details

Qualification

Experience

Other Details

Cat-II

Cat-III

Finish

Help

Personal Details

Please enter below information

Full Name: *	<input type="text"/>
Father's Name: *	<input type="text"/>
Permanent Address: *	<input type="text"/>
Address for correspondence: *	<input type="text"/>
Pincode: *	<input type="text"/>
Email: *	<input type="text" value="m@m.com"/>
Telephone No:	<input type="text"/>
Fax No:	<input type="text"/>
Mobile No: *	<input type="text" value="1234567890"/>
Date of Birth: * (as per matriculation certificate)	<input type="text" value="dd-mm-yyyy"/>
Gender:	<input type="text" value="Male"/>
Marital Status:	<input type="text"/>
Photo: *	<div style="display: flex; align-items: center;"><input type="button" value="Choose File"/> No file chosen</div>

Save Personal Details



Step -6

To move to next screen click on "[Qualification](#)" link as shown below.

The screenshot displays the 'Personal Details' form in the KU Recruitment portal. The form is titled 'Personal Details' and includes a sub-header 'Details'. Below the title, there is a prompt: 'Please enter below information'. The form consists of several input fields, each with a red asterisk indicating a required field. The fields are: Full Name, Father's Name, Permanent Address, Address for correspondence, Pincode, Email (pre-filled with 'm@m.com'), Telephone No, Fax No, Mobile No (pre-filled with '1234567890'), and Date of Birth. A yellow starburst icon is placed over the 'Qualification' link in the left sidebar, which is part of the 'Basic Information' section.

On clicking on this link, below shown screen will be displayed. Enter relevant academic details under "Academic" section and click on the "[Save Academic Details](#)" button. Similarly enter details in other sections and save the details by clicking on respective save button.

Note:

1. If you want to clear the details click on the respective delete(**x**) button
2. You can enter the details in various sittings by logging into the portal using email-id and password provided while registration.
3. If your marks are in CGPA mode, convert it to corresponding percentage while filling in percentage column.

KU Recruitment PostCode: PGD-BO-2 FormNo: 102 m@m.com

Qualification Basic Information

Please enter qualifications

Academic *
Note: If your marks are in CGPA mode, convert it to corresponding percentage while filling in percentage column.

Examination Passed	Degree Title	Year Passed	Percentage	University / Board	Max Marks	Marks Obtained	
Matric	10th	2010	75	JKBOSE	500	375	✘
Higher Secondary	12th	2012	75	JKBOSE	500	375	✘
Bachelor's Degree	BCA	2015	75	UoK	500	375	✘
Master's Degree	MCA	2018	75	UoK	500	375	✘

[Save Academic Details](#)

Eligibility Tests

Eligibility Test	Date of passing	Certificate No.	Rank	Conducted By / Examination Body	
SET					
NET Only					
NET with JRF					

[Save Eligibility Test Details](#)

Research

Research Degree	Topic of research	Name of Guide	Date of enrollment	Date of award	University / Institution	
M.Phil.						
Ph.D.						
PDF						

[Save Research Details](#)

Step -7

To move to next screen click on "**Research Details**" link. Enter the relevant details (if any) and click on corresponding "**Save**" button as shown below.

KU Recruitment PostCode: PGD-AL-1 FormNo: 86 Abc

Project Research Experience Research

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

Please enter research experience in project(s)

Title of the project	Period From	Period To	Funding Agency	Amount Sanctioned	Role in project	
Project 1	01-08-2012	28-07-2016	Uok	10000	PI	Save

To update the existing information make the relevant changes and click on corresponding "Update" button as shown below. Similarly to delete the line entry, click on the corresponding delete (x) button.

Note: Make sure you click on update button of a line each time you make some changes to the line otherwise the changes made to this line will be lost if update/save button of some other line is clicked.

The screenshot displays the 'Project' section of the KU Recruitment system. The interface includes a top navigation bar with 'PostCode: PGD-AL-1' and 'FormNo: 86'. A left sidebar shows navigation options like 'Dashboard', 'Basic Information', 'Research', 'Projects', 'Journal', 'Chapter', 'Book', 'Finish', and 'Help'. The main content area shows a table for 'Project Research Experience' with the following data:

Title of the project	Period From	Period To	Funding Agency	Amount Sanctioned	Role in project		
Project 1	01-08-2012	28-07-2016	Uok	10000	PI	Update	×
						Save	

Similarly enter the relevant information (if any) in rest of the tabs.

Step -8

When done with entering the information click on "**Submit**" button under "**Finish**" tab, this will submit the application form.

Note:

1. You can enter the details in various sittings by logging into the portal using email-id and password provided while registration.
2. Make sure to submit the application before the last date of submission of form mentioned in respective notification.
3. Once the application is submitted you cannot **edit** the application after wards. So make sure before submitting the application all relevant details have been entered and are ok.

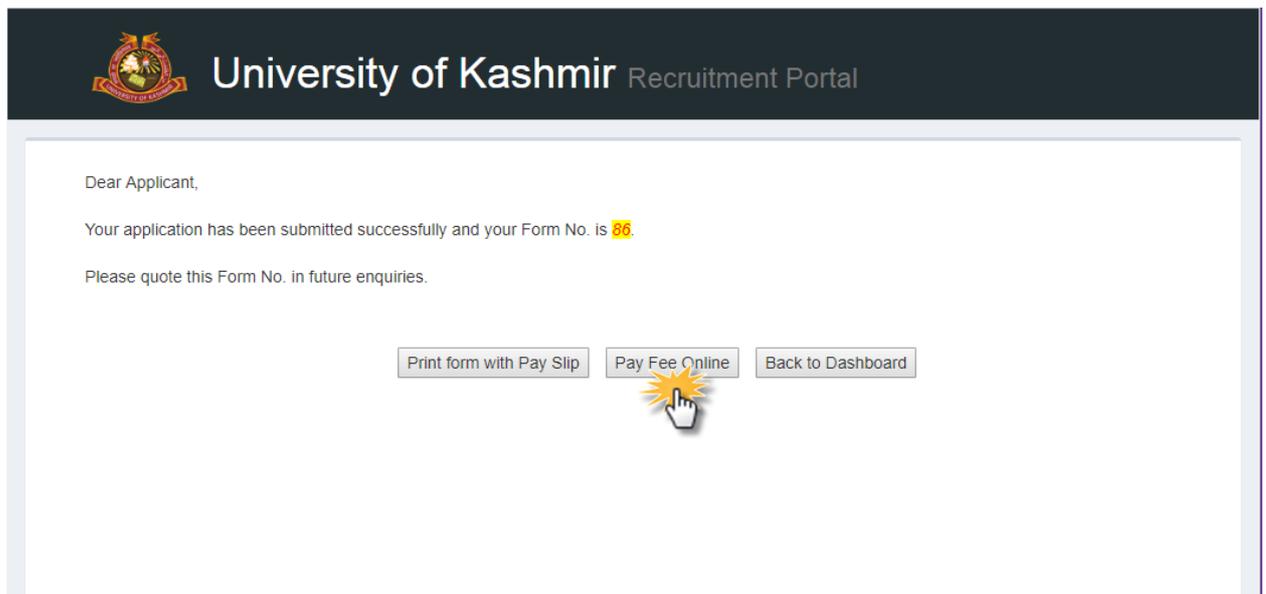
The screenshot displays the 'Submit / Preview form' page in the KU Recruitment portal. The page header includes 'KU Recruitment', 'PostCode: PGD-AL-1', 'FormNo: 86', and a user profile 'Abc'. The left sidebar shows navigation options: Dashboard, Basic Information, Research, Finish (selected), Preview / Submit form, and Help. The main content area is titled 'Submit / Preview form' and contains the following sections:

- Almost done**: A status indicator at the top of the form.
- Any other work relevant to the qualifications for the post applied for:**: A large text area for providing additional information.
- Already Employed ?:**: A section with a checkbox for 'Are you applying through proper channel?' and input fields for 'Employer name and address:', 'Pay Band:', 'Grade Pay:', and 'Gross Salary:'.
- Resume:**: A section with links for 'View Resume' and 'Remove Resume', and a file upload area with a 'Choose File' button and the text 'No file chosen'.

At the bottom of the form, there is a green 'Save' button. Below the form, there are two buttons: 'Submit' (orange) and 'Preview' (blue). A hand cursor is pointing at the 'Submit' button, indicating the next step in the process.

Step - 9

On submission you will land on Payment page as shown below. There you will find two options '**Print form with Pay Slip**' and '**Pay Fee Online**'. On clicking '**Print form with Pay Slip**' you will be able to download application form along with J&K Bank pay-in slip through which you can pay the fee at any of the branches of J&K Bank. If you want to pay using online option click on '**Pay Fee Online**', you will be redirected to payment gateway for payment, on successful payment you can then download filled application form by clicking on '**Print Application Form**'.



The screenshot displays the University of Kashmir Recruitment Portal. At the top left is the university's logo, and to its right is the text "University of Kashmir Recruitment Portal". The main content area contains the following text:

Dear Applicant,

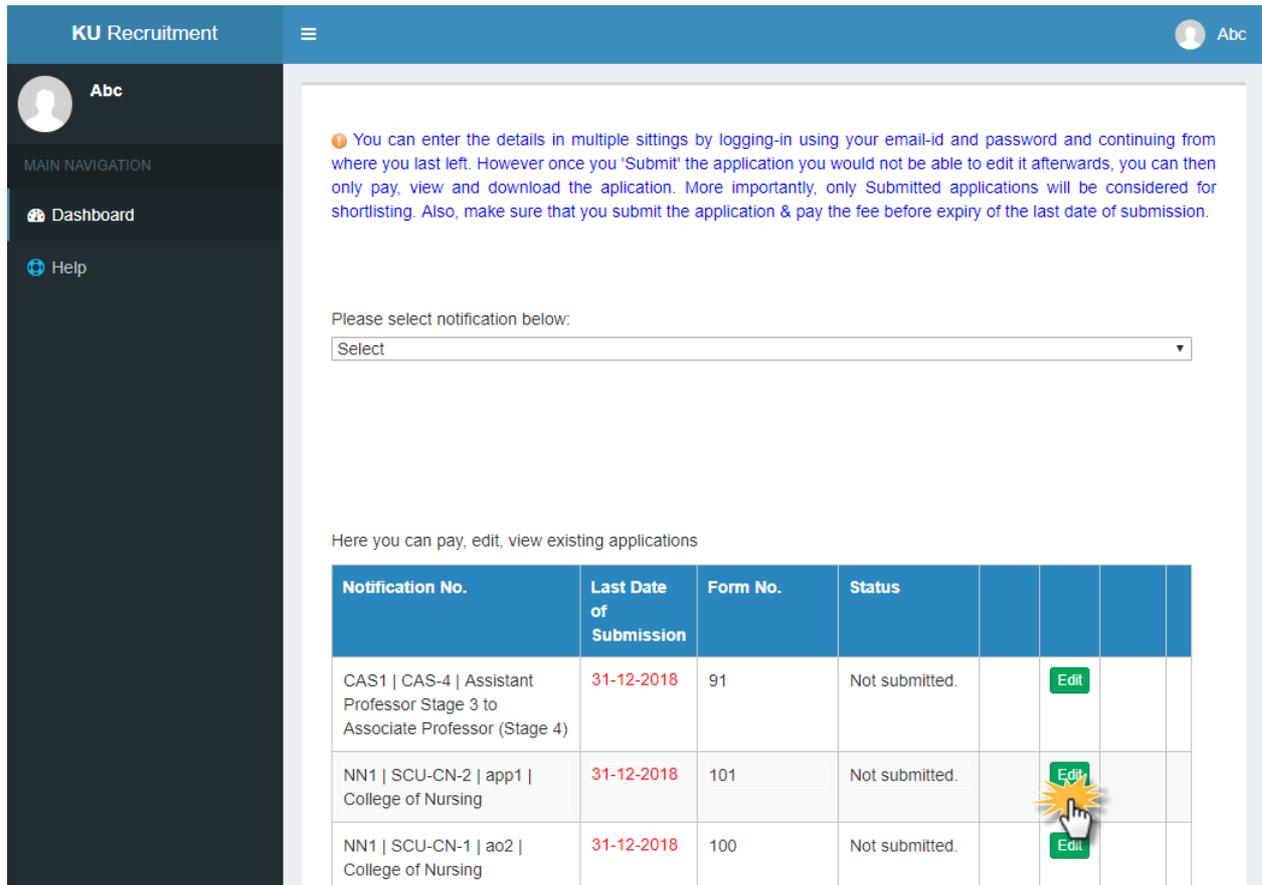
Your application has been submitted successfully and your Form No. is **86**.

Please quote this Form No. in future enquiries.

Below the text are three buttons: "Print form with Pay Slip", "Pay Fee Online", and "Back to Dashboard". A mouse cursor is positioned over the "Pay Fee Online" button, which is highlighted with a yellow starburst effect.

NOTE

1. After logging into the portal, all the posts for which you have applied will be displayed on the dashboard. You can edit the form which you have not submitted yet and whose last date is yet to expire, by clicking on the "Edit" button as shown below.



KU Recruitment ABC

ABC

MAIN NAVIGATION

- Dashboard
- Help

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 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.

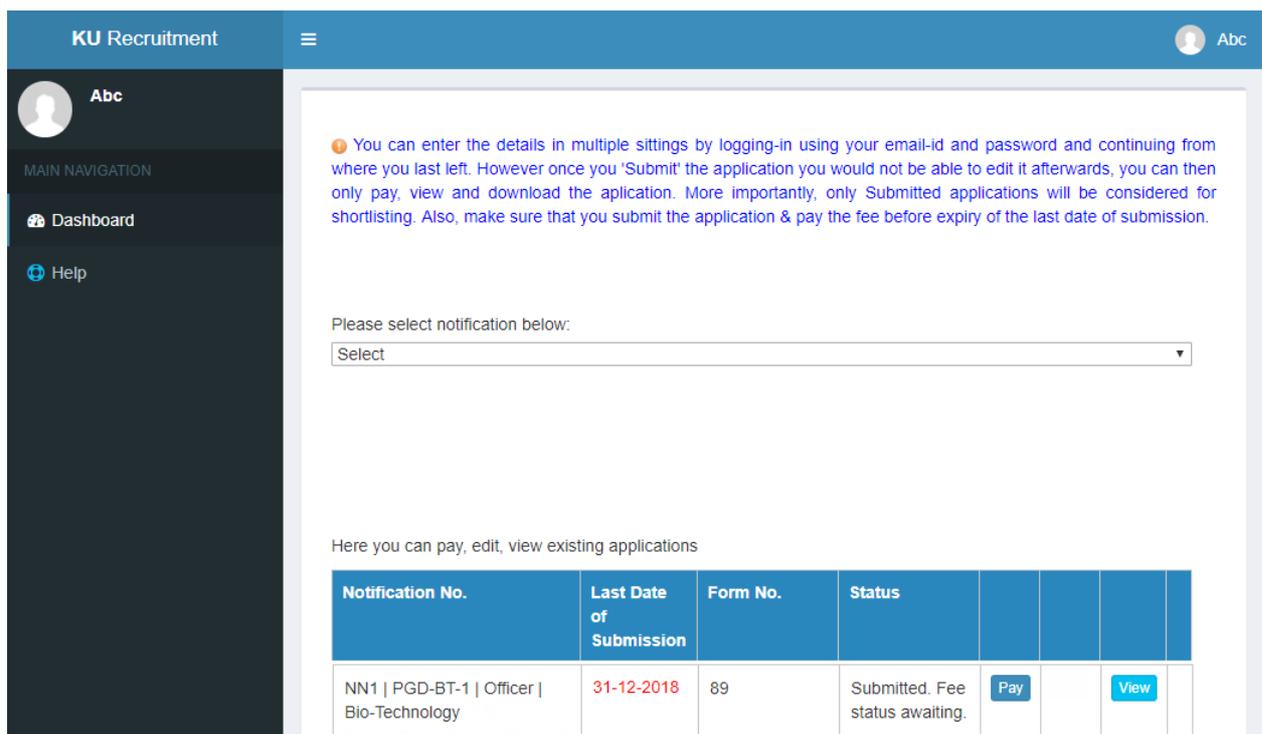
Please select notification below:

Select

Here you can pay, edit, view existing applications

Notification No.	Last Date of Submission	Form No.	Status				
CAS1 CAS-4 Assistant Professor Stage 3 to Associate Professor (Stage 4)	31-12-2018	91	Not submitted.	Edit			
NN1 SCU-CN-2 app1 College of Nursing	31-12-2018	101	Not submitted.	Edit			
NN1 SCU-CN-1 ao2 College of Nursing	31-12-2018	100	Not submitted.	Edit			

2. You can also see the status, download and pay fee of a form on the dashboard. The options will be displayed as per the status of the respective form.



KU Recruitment ABC

ABC

MAIN NAVIGATION

- Dashboard
- Help

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 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.

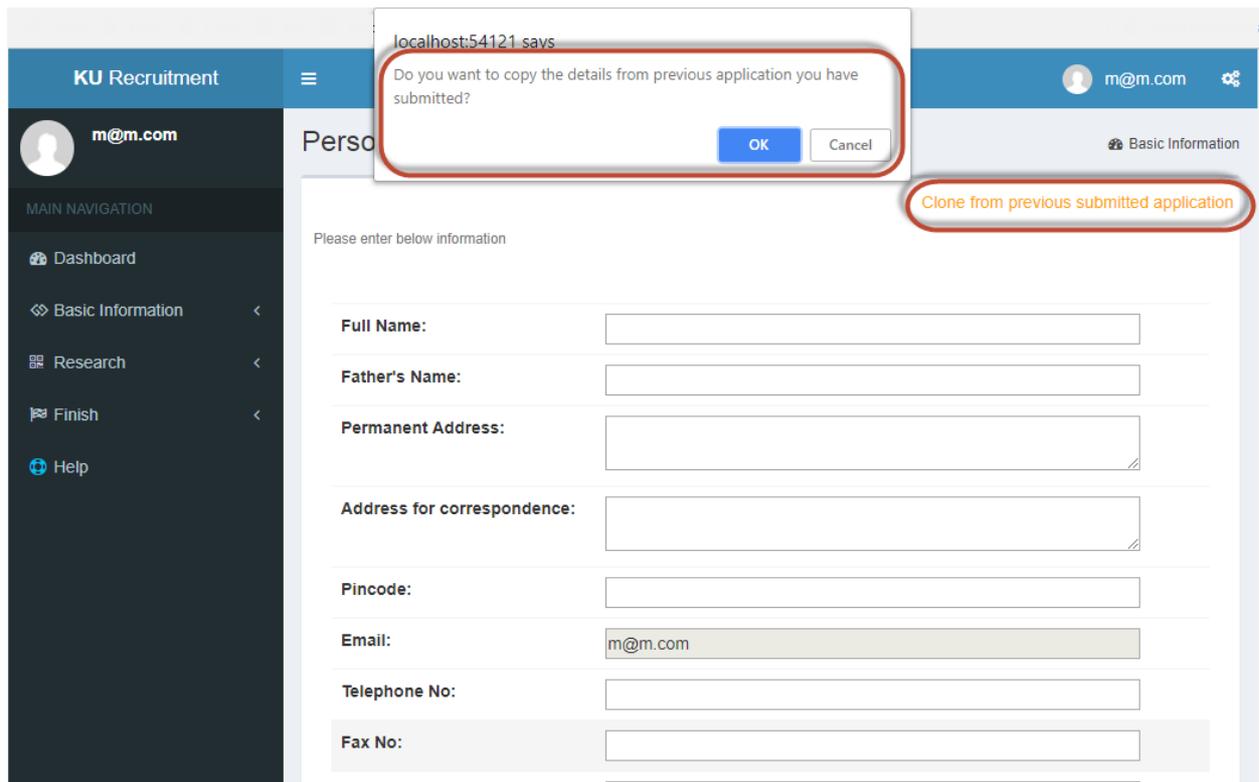
Please select notification below:

Select

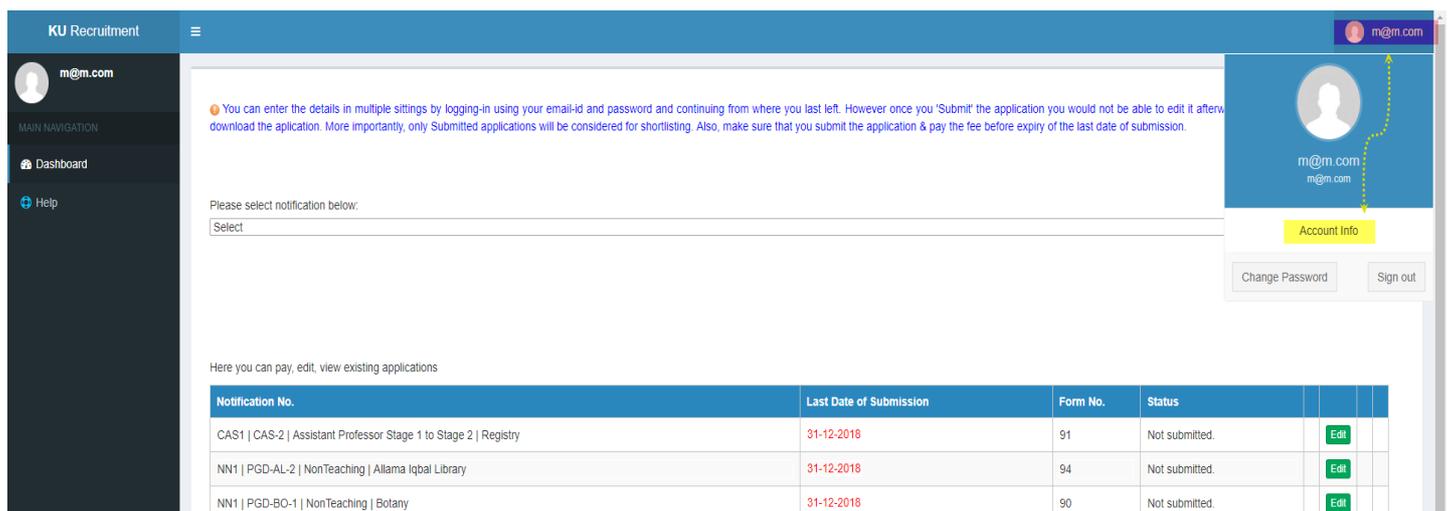
Here you can pay, edit, view existing applications

Notification No.	Last Date of Submission	Form No.	Status				
NN1 PGD-BT-1 Officer Bio-Technology	31-12-2018	89	Submitted. Fee status awaiting.	Pay		View	

- If you are applying for the same type but different post again you can **copy/clone** the details of your previously filled-in form **in case you have submitted the form**. This will save your time of filling the same information again.



- For Associate Professor / Professor Form the screen will appear different from the ones displayed in this pdf.
- If you want to change the Email-ID and Mobile-No associated with your account or with un-submitted applications, you can do that in Account Info page.



Your Account Info

Login-ID

m@m.com



Mobile-No

1234567890



Enter the characters as shown in the image above

Update Account Info

Close