

USER MANUAL



कृषि विश्वविद्यालय, कोटा
AGRICULTURE UNIVERSITY, KOTA

Important Instructions for Applicant Filling Online Application Form of AU-Kota -2017

The candidate should read the User manual and detailed advertisement at <http://aukiiums.com/> of AU-Kota-2017 carefully before filling online application form. Then click on the candidate login link, a login page will be opened then click on “New Registration” link. Registration for AU-KOTA -2017 Form will be opened to be filled. Candidate should note down his/her User-ID/Registration No after payment.

Please Follow These Steps to fill up Application Form

Note 1: Ensure that you have completed all the Steps i.e. No claim for registration in respect of incomplete Forms / Steps will be entertained.

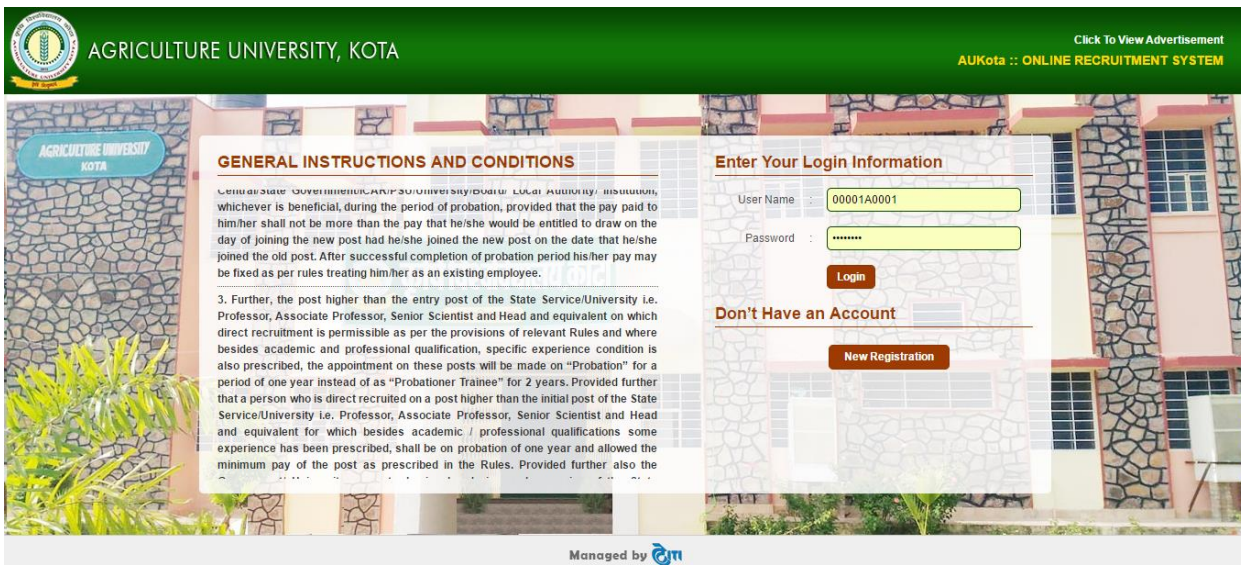
Note 2: All the details filled in the online application form cannot be changed after submission of application form so, ensure you have filled up the correct and complete information.

Note 3: Candidate need to pay the application fee through Electronic Payment Like- Debit card, Credit card & Net banking then candidate will get User ID & password to complete all steps for online application form.

How to generate USER ID & Password for New Users: From Home page of <http://aukiiums.com/> , click on **CLICK HERE** or **Candidate Login** link, then click on **New Registration Button**.

A new page will be displayed where candidate have to select/Fill all the mandatory fields. After clicking on **PAY** button you will be redirected to **PAYMENT SERVICE**.

After paying the required Amount **User ID (Registration No)** and **Password** will be generated.



Steps for Registration:

1. Select Post: Application form for the post once declared in the application cannot be changed later on.
2. Enter Candidate's full name in BLOCK LETTERS as given in the records of Board of Secondary Education.
3. Enter Father's full name in BLOCK LETTERS as given in the records of Board of Secondary Education.
4. Enter Date of Birth as recorded in Secondary School Certificate or equivalent examination.
5. Select Gender: Male/Female.
6. Select specially abled person: Yes / No.
7. Select Caste Category: UR/ Non Creamy Layer OBC, SBC/ SC/ST/OTHERS.
8. Enter Mobile No: {SMS (if any) will be sent to you on this number}.
9. Enter Email ID: {will be used for further information}.
10. Select Payment mode: Credit card/ Debit card/Net banking & amount will be displayed.
11. Click on "Pay" button to pay the amount.

enters Invalid User-ID/registration no. & Password, validation message will show:
“Username/Password Credentials are invalid!”

The screenshot displays a web portal interface. On the left, under the heading "GENERAL INSTRUCTIONS AND CONDITIONS (सामान्य निर्देश)", there are three numbered instructions regarding application fees, probationer trainee appointments, and candidates already in service. On the right, there is a login section titled "Enter Your Login Information" with input fields for "User Name" (containing "A000292807") and "Password" (masked with dots). Below these fields are "Login" and "New Registration" buttons. A link "Don't Have an Account" is also visible.

How To Apply for Non teaching or equivalent post: -

Step 1: Personal Information

1. The Registration/Application form must be filled by the applicant.
2. Enter Candidate's full name in BLOCK LETTERS as given in the records of Board of Secondary Education.
3. Enter Father's full name in BLOCK LETTERS as given in the records of Board of Secondary Education.
4. Enter Mother's full name in BLOCK LETTERS as given in the records of Board of Secondary Education.
5. Enter Date of Birth as recorded in Secondary School Certificate or equivalent examination.
6. Enter place of birth.
7. Select Sex (Gender): Male/ Female.
8. Select Marital Status: Single / Married.
9. Enter Name of Spouse (If Married).
10. Enter Number of Children (If any).
11. Select Nationality: Indian/ Other.
12. Enter Bonafide State (if any)
13. Select Religion: From List.

Personal Information (व्यक्तिगत जानकारी)													
Application form for the post of (पद का नाम)	TECHNICAL ASSISTANT												
1. Name (नाम स्पष्ट शब्दों में)	Mr. SHUBHAM SINGH *												
2. Father's / Husband's Name (पिता / पति का नाम)	ANKIT SINGH *												
3. Mother's Name (माता का नाम)													
4. Date of Birth (जन्म तिथि)	01/10/1998 * Calculate Age as on 30 Nov 2017 Upload Proof at Step No 7 of Registration												
5. Age as on (30.11.2017) (दिनांक 30.11.2017 को आयु)	18 Year 8 Month 29 Day												
6. Place of Birth (जन्म स्थान)													
7. Sex (Male/Female) (लिंग / पुरुष / महिला)	<input checked="" type="radio"/> Male <input type="radio"/> Female												
8. Marital Status (वैवाहिक स्थिति)	<input checked="" type="radio"/> Single <input type="radio"/> Married												
9. Number of children (बच्चों की संख्या)	before 01.06.2002 (01.06.2002 के पहले बच्चों की संख्या) <input type="text"/> after 01.06.2002 (01.06.2002 के बाद बच्चों की संख्या) <input type="text"/>												
10. Name of Spouse (If married) यदि शादीशुदा है तो पति / पत्नी का नाम													
11. Nationality (राष्ट्रियता)	<input checked="" type="radio"/> Indian <input type="radio"/> Other Bonafide State (राज्य जिसके मूल निवासी है) <input type="text"/>												
12. Religion (धर्म)	-- Select Religion -- *												
13. Addresses: (पता)													
<table border="1"> <tr> <td>Address for communication (पत्र व्यवहार के लिये पता)</td> <td>Permanent address (स्थायी पता)</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Pin Code (पिन कोड) <input type="text"/></td> <td>Pin Code (पिन कोड) <input type="text"/></td> </tr> <tr> <td>Telephone No.: (टेलीफोन नंबर) <input type="text"/></td> <td>Telephone No.: (टेलीफोन नंबर) <input type="text"/></td> </tr> <tr> <td>Mobile No.: (मोबाइल नंबर) <input type="text"/></td> <td>Mobile No.: (मोबाइल नंबर) <input type="text"/></td> </tr> <tr> <td>Email ID: (ईमेल आईडी) shubhhcst.ee11@gmail.com</td> <td>Email ID: (ईमेल आईडी) <input type="text"/></td> </tr> </table>		Address for communication (पत्र व्यवहार के लिये पता)	Permanent address (स्थायी पता)	<input type="text"/>	<input type="text"/>	Pin Code (पिन कोड) <input type="text"/>	Pin Code (पिन कोड) <input type="text"/>	Telephone No.: (टेलीफोन नंबर) <input type="text"/>	Telephone No.: (टेलीफोन नंबर) <input type="text"/>	Mobile No.: (मोबाइल नंबर) <input type="text"/>	Mobile No.: (मोबाइल नंबर) <input type="text"/>	Email ID: (ईमेल आईडी) shubhhcst.ee11@gmail.com	Email ID: (ईमेल आईडी) <input type="text"/>
Address for communication (पत्र व्यवहार के लिये पता)	Permanent address (स्थायी पता)												
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Email ID: (ईमेल आईडी) shubhhcst.ee11@gmail.com	Email ID: (ईमेल आईडी) <input type="text"/>												
14. Categories: SC or ST or Non-Creamy layer OBC of Rajasthan or Specially abled person or Ex-Serviceman (If yes, mention category and attach a certificate from the competent authority.) अ.जा. / अ.ज.जा. / अ.पि.व. / विशेष योग्यजन, भूतपूर्व सैनिक, विधवा / परित्यक्ता ! (श्रेणी का नाम व उसका प्रमाण पत्र संलग्न करें) !													
Category (कैटेगरी)	UR / Creamy Layer O * Upload Proof at Step No 7 of Registration												
Specially abled person: (विशेष योग्यजन)	<input type="radio"/> Yes <input checked="" type="radio"/> No Upload Proof at Step No 7 of Registration												
<input type="button" value="SAVE"/>													
After pressing SAVE button click on NEXT button. सेव बटन दबाकर नेक्स्ट बटन पर क्लिक करें। <input type="button" value="NEXT >>"/>													

14. Enter Address for communication & Permanent address Like: Address, Pin Code, Telephone No., Mobile No. and Email ID.

15. Enter at least two references Like Name, Designation, Address, not related to you, but well acquainted with your academic performance and conduct.

After filling all the details then after pressing “Save” button click on “NEXT” button.

Steps 2: Qualification:-

18 a. Academic Background / Achievements / Contributions:-

1. Enter Candidate Academic and personal information– Board/University/Organization, Subject/ Specialization, Year of passing, Division/ Marks in percentage: According from List.

EDUCATIONAL QUALIFICATIONS / (शैक्षणिक योग्यताये)						
S.No. क्र.सं.	Examination/ Degree परीक्षा / डिग्री	Board/ University/ Organization बोर्ड / विश्वविद्यालय / संस्था	Subjects/ Specialization विषय / विशेषज्ञता	Year of Passing उत्तीर्ण करने का वर्ष	Marks in Percentage अंको का प्रतिशत	
1.	Secondary examination सेकेंडरी परीक्षा *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	↓
2.	Hr.Sec.(XI) / Sr.Secondary (XII or 10+2 level) examination or equivalent हायर सेकेंडरी (11 वी) सीनियर सेकेंडरी (12 वी या 10+2) परीक्षा एवं समकक्ष *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	↓
3.	Bachelor's degree स्नातक *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	↓
4.	Master's degree स्नातकोत्तर	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	↓
5.	Any Other अन्य	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	↓

[↓](#) Upload Proof at Step No 7 of Registration

<< PREVIOUS
SAVE After pressing SAVE button click on NEXT button.

सेव बटन दबाकर नेक्स्ट बटन पर क्लिक करें ।
NEXT >>

Steps 3: Experience: - Each year of service spent.

1. Enter Experience Like: Post held, Organization, Pay Scale, Job type (adhoc or permanent), Period from and To ,Nature of work. User can add multiple rows for their experience.

19. Experience, if any (अनुभव, यदि हो तो)

S.No. क्र.सं.	Post held पद का नाम	Organization संस्था का नाम	Pay scale वेतनमान	Adhoc or Permanent अस्थायी या स्थायी	From कब से	To कब तक	Nature of work कार्य विवरण	Delete हटाना	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>	
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>	
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>	

Upload Proof at Step No 7 of Registration

After pressing SAVE button click on NEXT button.

सेव बटन दबाकर नेक्स्ट बटन पर क्लिक करें।

Steps 4: Other Information:-

22. Enter any other information required.

After filling all the details then after pressing “Save” button click on “NEXT” button.

Other Information (अन्य सूचना)

22. Any Other Information: (अन्य सूचना)

After pressing SAVE button click on NEXT button.

सेव बटन दबाकर नेक्स्ट बटन पर क्लिक करें!

Steps 5: Photo Upload:-

1. **Upload candidate’s photo:** Passport size color photograph. Candidate photograph should be 3.5 cm x 4.5 cm box.
2. **Upload candidate’s signature:** Signature image should be between 4.5 cm x 4.5 cm box.

Note: Image size of photo & signature should not be greater than 200 kb, each. And both fields are mandatory.

3. Click on “Upload” button to upload the photo/signature.



After filling all the details then after pressing “Upload” button click on “NEXT” button.

Upload Photo/Signature (फोटो अपलोड करें / हस्ताक्षर)

Photo Upload (फोटो अपलोड करें) : No file chosen
 [Photo (Passport) file size should not be more than 200 KB and supported file types are .jpg, .jpeg, .bmp, .gif and .png] [फोटो (पासपोर्ट) फ़ाइल का आकार 200 KB से अधिक नहीं होना चाहिए और समर्थित फ़ाइल प्रकार .jpg, .jpeg, .bmp, .gif और .png हैं]

Signature Upload (हस्ताक्षर अपलोड करें) : No file chosen
 [Signature size should not be more than 200 KB and supported file types are .jpg, .jpeg, .bmp, .gif and .png] [हस्ताक्षर का आकार 200 से अधिक केबी नहीं होना चाहिए और समर्थित फ़ाइल प्रकार .jpg, .jpeg, .bmp, .gif और .png हैं !]

Photo/Signature uploaded successfully!

Photo	Signature
	

After pressing UPLOAD button click on NEXT button. अपलोड बटन दबाकर नेक्स्ट बटन पर क्लिक करें !

Steps 6: Upload Attachments:-

1. Upload Attachment Like: Date of birth, Category, Specially abled person, Certificates, Degrees and Mark sheets of all qualifications. (Scan all documents in one file). Select attachment from your device and click on their respective **Upload** button for attachment to be uploaded.
2. Upload relative section from the list and upload the document: From List.

After filling all the mandatory details then after uploading,click on “NEXT” button.

Upload Attachment here

[Supported file types are .jpg, .jpeg, .pjpeg, .bmp, .gif, .png, .pdf, .xlsx, .xls, .doc and .docx]

S.No.	Attachment Name	Max Size	Attachment	File Name	Description	Action
1.	Age Proof *	1.00 MB	<input type="button" value="Choose file"/> No file chosen		<input type="text"/>	<input type="button" value="Upload File"/>
2.	Category Proof	1.00 MB	<input type="button" value="Choose file"/> No file chosen		<input type="text"/>	<input type="button" value="Upload File"/>
3.	Specially abled person	1.00 MB	<input type="button" value="Choose file"/> No file chosen		<input type="text"/>	<input type="button" value="Upload File"/>
4.	Certificates, Degrees and Marksheets of all qualifications. (Scan all documents in one file). *	10.00 MB	<input type="button" value="Choose file"/> No file chosen		<input type="text"/>	<input type="button" value="Upload File"/>
5.	Experience	4.00 MB	<input type="button" value="Choose file"/> No file chosen		<input type="text"/>	<input type="button" value="Upload File"/>
6.	Any Other	4.00 MB	<input type="button" value="Choose file"/> No file chosen		<input type="text"/>	<input type="button" value="Upload File"/>

<< PREVIOUS

After pressing UPLOAD button click on NEXT button.

NEXT >>

Steps 8: Declaration & Print:-

1. After reading the declaration select: I Agree.

After filling all the mandatory fields and clicking on submit button your application will be submitted.

Declaration (घोषणा)

I hereby declare that the information given by me in the application is true, complete and correct to the best of my knowledge and belief and nothing has been concealed or distorted. If at any time, I am found to have concealed / distorted any information or given any false statement, my application/ appointment shall liable to be summarily rejected/terminated without notice or compensation. The criminal case may be initiated against me under the relevant provision of Indian Penal Code and other laws as applicable.

मे शपथ पूर्वक घोषणा करता / करती हूँ कि मेरी जानकारी मे आवेदन पत्र मे दि गई जानकारी सही है तथा मेने कोई भी तथ्य छुपाया नहीं है ! यदि मेरे दुआरा दि गई जानकारी गलत पाई जाये तो मुझे घेपन के लिये अयोग्य कर दिया जावे तथा नियुक्ती देने के उपरांत भी यदी किसी भी अवस्था मी मेरे दुआर दि गई कोई भी जानकारी गलत पाई तो मेरी नियुक्ती रद्द कर दि जावे जिसके लिये मे जिम्मेदार रहूंगा / राहूंगी !

मे यह भी घोषणा करता / करती हूँ कि किसी भी न्यायिक प्रकरण या अनुशासनात्मक कार्यवाही मे मुझे दंडित नहीं किया गया है !

I Agree (मैं सहमत हूँ)

<< PREVIOUS

SUBMIT

2. Click on “Print” button and generate Printout.

Declaration (घोषणा)

I hereby declare that the information given by me in the application is true, complete and correct to the best of my knowledge and belief and nothing has been concealed or distorted. If at any time, I am found to have concealed / distorted any information or given any false statement, my application/ appointment shall liable to be summarily rejected/terminated without notice or compensation. The criminal case may be initiated against me under the relevant provision of Indian Panel Code and other laws as applicable.

मे शपथ पुर्वक घोषणा करता / करती हू कि मेरी जानकारी मे आवेदन पत्र मे दि गई जानकारी सही है तथा मैने कोई भी तथ्य छुपाया नहीं है ! यदी मेरे दुआरा दि गई जानकारी गलत पाई जाये तो मुझे चेयन के लिये अयोग्य कर दिया जावे तथा नियुक्ती देने के उपरांत भी यदी किसी भी अवस्था मी मेरे दुआर दि गई कोई भी जानकारी गलत पाई तो मेरी नियुक्ती रद्ध कर दि जावे जिसके लिये मे जिम्मेदार रहूंगा / रहूंगी !

मे यह भी घोषणा करता / करती हू कि किसी भी न्यायिक प्रकरण या अनुशासनात्मक कार्यवाही मे मुझे दंडित नहीं किया गया है !

I Agree (मैं सहमत हूँ)

<< PREVIOUS

PRINT

Application submitted successfully !