

Important Instructions to fill the Application Form

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1. General Instructions

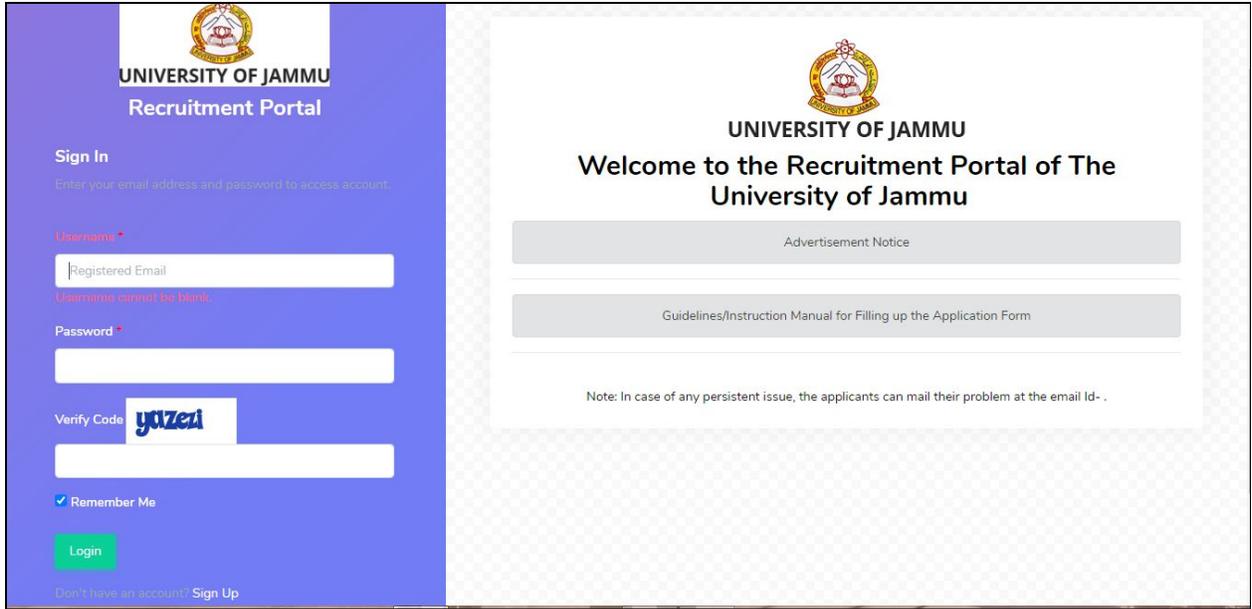
Scanned copies of following Documents (if applicable) to be kept ready while filling the form

- Photo (Passport Size Only) (Only jpg/jpeg/png files of maximum size 100 KB each are accepted)
- Signature (Only jpg/jpeg/png files of maximum size 100 KB each are accepted)
- Xth Certificate (indicating DOB) (Only jpg/jpeg/png/pdf files of minimum size of 100 KB and maximum size 500 KB each are accepted)
- Domicile Certificate (indicating J&K State)(if available) (Only jpg/jpeg/png/pdf files of minimum size of 100 KB and maximum size 500 KB each are accepted)
- PAN/Passport/DL/Aadhaar (ID Proof) (Only jpg/jpeg/png/pdf files of minimum size of 100 KB and maximum size 500 KB each are accepted)
- Category (OBC/SC/ST/EWS) Certificate (Only jpg/jpeg/png/pdf files of minimum size of 100 KB and maximum size 500 KB each are accepted)
- No Objection Certificate (Only jpg/jpeg/png/pdf files of minimum size of 100 KB and maximum size 500 KB each are accepted)
- All Educational Qualification Certificates (10th onwards)
- Experience certificate/appointment order with the pay scale (Only jpg/jpeg/png/pdf files of maximum size 500 KB each are accepted)
- Other Qualification Certificates

2. Registration Process

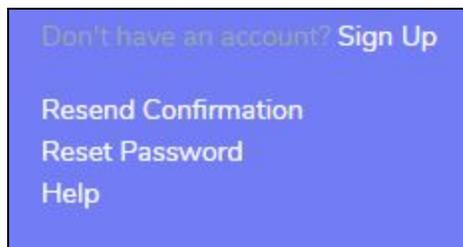
Steps For New Registration

Step 1: Open the Recruitment Portal.



Step 2: Read carefully the instructions to fill the application form given on the right side of the screen.

Step 3: If the applicant haven't already registered, he/she needs to **Sign Up**



Step 4: Fill the following fields in the Sign-Up form.



UNIVERSITY OF JAMMU
Recruitment Portal

Sign Up

Don't have an account? Create your account. It takes less than a minute

Email *

Confirm Email *

Password (Minimum 6 characters) *

Confirm Password *

Mobile *

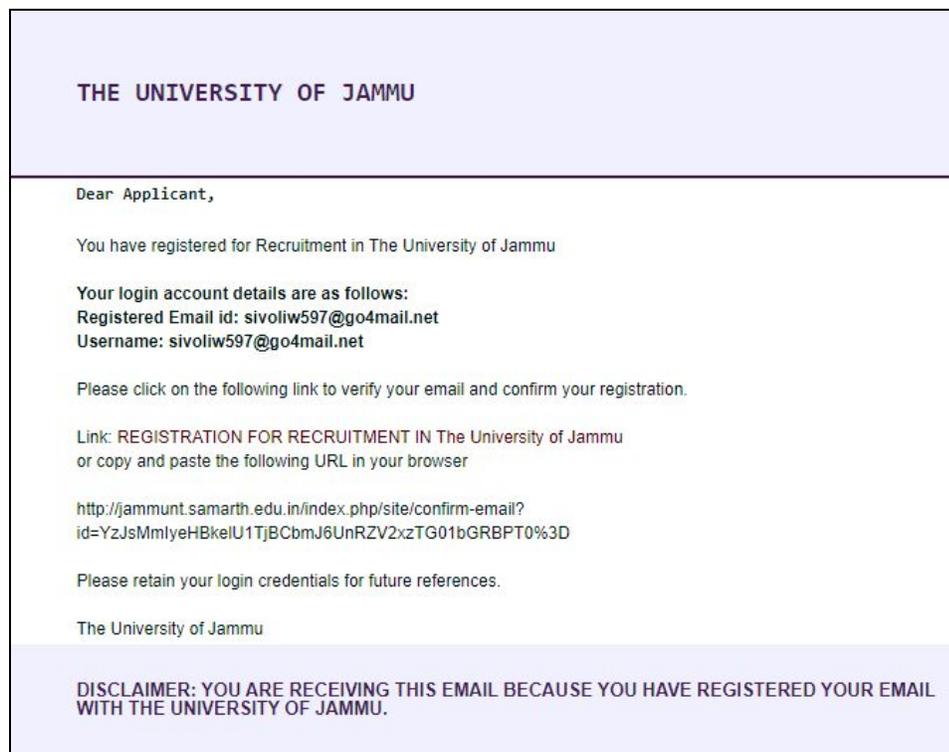
Verification Code (click to change) 

Signup

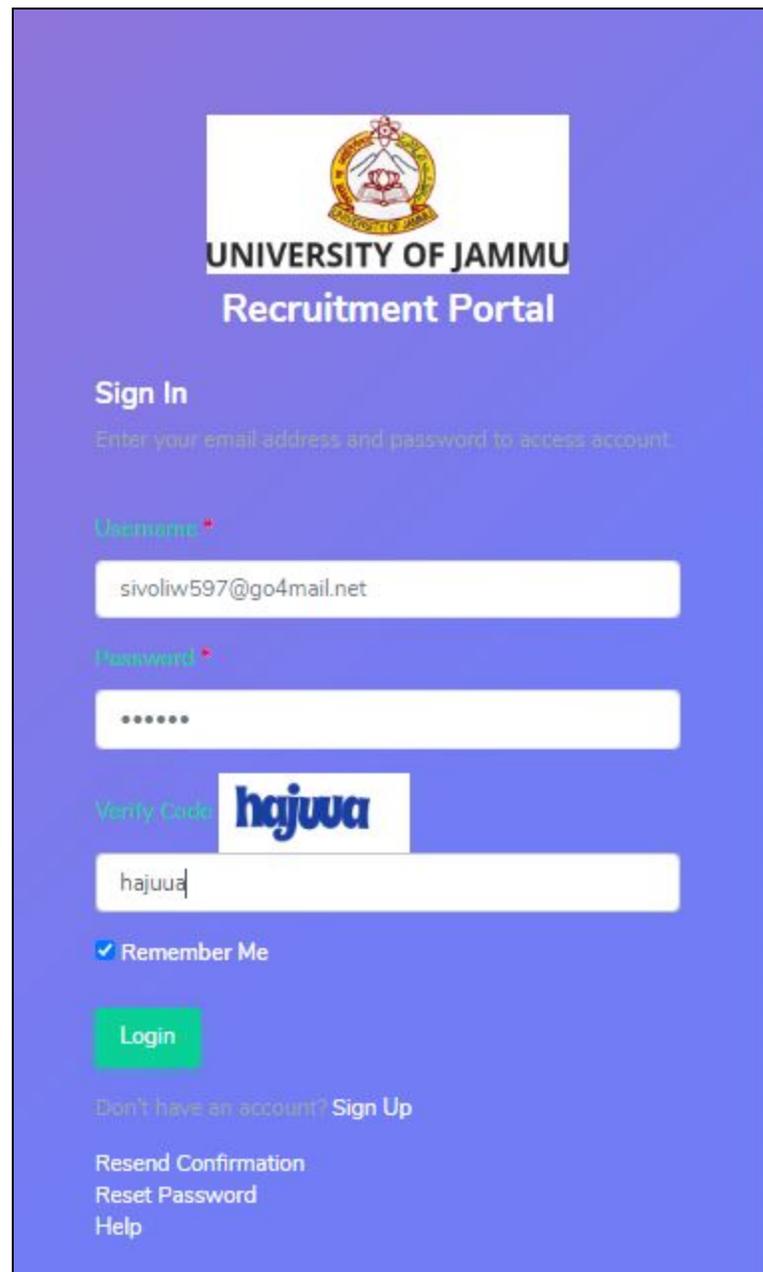
- **Applicant's Email Address:** Please enter your own active email address which is functional and of which you have access to it throughout the recruitment process. It will be used for all official communication.
- **Confirm Email:** Re-enter your email address.
- **Password (minimum 6 characters):** Please choose a password.
- **Confirm Password:** Enter your password again.
- **Mobile:** Please enter your phone number which is functional and of which you have access to it throughout the recruitment process. It will be used for all official communication
- **Re-Enter Mobile Number:** Enter your Phone number again.
- **Captcha Verification:** Type the text shown in the image. You can change the captcha by clicking on the image.

Step 5: Click on Sign Up.

NOTE:- Your username will be instantly sent to you via email.



Step 6: After Successfully Registering in the Recruitment portal, the applicant needs to Sign-In into the portal.



The image shows a sign-in page for the University of Jammu Recruitment Portal. The page has a blue background. At the top center is the University of Jammu logo, which features a book and a lamp inside a circular emblem with the motto 'WISDOM BEGETS KNOWLEDGE'. Below the logo, the text 'UNIVERSITY OF JAMMU' and 'Recruitment Portal' is displayed in white. The main heading is 'Sign In', followed by the instruction 'Enter your email address and password to access account.' There are three input fields: 'Username' with the value 'sivoliw597@go4mail.net', 'Password' with six dots, and 'Verify Code' with the value 'hajuaa'. A 'Remember Me' checkbox is checked. A green 'Login' button is located below the input fields. At the bottom, there are links for 'Don't have an account? Sign Up', 'Resend Confirmation', 'Reset Password', and 'Help'.

UNIVERSITY OF JAMMU
Recruitment Portal

Sign In
Enter your email address and password to access account.

Username

Password

Verify Code **hajuaa**

Remember Me

Login

[Don't have an account? Sign Up](#)

[Resend Confirmation](#)
[Reset Password](#)
[Help](#)

- Fill in the login details then click on login.
- Then you will be directed to the Post Department Selection screen wherein you need to fill out the name of the post you are applying, department and select the advertisement accordingly.

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Important Information svollw597@go4mail.net

Post Department Selection

Post *
 Select Post
 Main Campus/Offsite Campuses *
 please first select post
 Advertisement No *
 Select

Category *
 Select
 Pwd *
 Select

I have read the advertisement and I fulfil the essential qualification prescribed for the post *

Check Vacancy

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NOTE

Only those departments will be shown whose vacancies are available according to the position and category you have selected.

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Post Department Selection

Post *
 Finance Officer
 Main Campus/Offsite Campuses *
 Academic Branch
 Advertisement No *
 NON-1

Category *
 Unreserved(UR)
 Pwd *
 Not Applicable

| Category | Vacancy |
|----------------|---------|
| Unreserved(UR) | 1 |

I have read the advertisement and I fulfil the essential qualification prescribed for the post *

Apply

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3. Tabs in Recruitment Portal

There are nine tabs in the recruitment portal.

- Personal Details
- Education
- Experience
- Research
- Miscellaneous
- NOC & Declaration
- Uploads
- Preview
- Submission

4. Personal Details

- Enter Name, Gender, Nationality, D.O.B, Father Name, Mother Name, Mobile No.
- Enter Correspondence and Permanent Address
- Save the Personal Details

1. Personal details Change Category

Salutation First Name Middle Name Last Name Gender

Nationality Date of Birth Marital Status PAN/Passport/DL/Aadhaar

Father's Name Mother's Name Country Code Mobile No.

Country Code Area Code Landline Phone No.

Address for Correspondence Same as correspondence address

Address Line 1 Address Line 1

Address Line 2 Address Line 2

Country State/UT Country State/UT

City Pin City Pin

- Once you click on save you will be directed to the summary page of personal details.

Saved successfully you can move to next section ×

1. Personal details Edit Details

- Check for any corrections. In case the details are incorrect, you can change the details by clicking on the edit button.
- After checking details click on 'Next Section'

5. Education

- The candidate will be asked his/her education details in which Matriculation and Intermediate details will be mandatory.

2.1 Schooling Details Edit

| Examination | Year of Passing | Main Subject | Grade/Marks | Percentage/Grade | School/College | Board/University |
|-----------------|-----------------|---------------------|-------------|------------------|----------------|------------------|
| 10th/SSC/Matric | Select | Enter subject names | Percer | | | |
| 12th/Diploma | Select | Enter subject names | Percer | | | |

Save & Add

- Candidates can also fill UG and PG and other qualification details, by clicking add, the candidate will be offered a form in which candidate has to fill the details of UG and the same procedure will be followed for adding PG details.

2.2 Under-Graduation Details Add

| # | Degree Name | Main Subject | Grade/Marks | Percentage/Grade | Year | University/Institution | State/Union Territory | Country | Action |
|---|-------------|--------------|-------------|------------------|------|------------------------|-----------------------|---------|--------|
|---|-------------|--------------|-------------|------------------|------|------------------------|-----------------------|---------|--------|

2.3 Post-Graduation Details Add

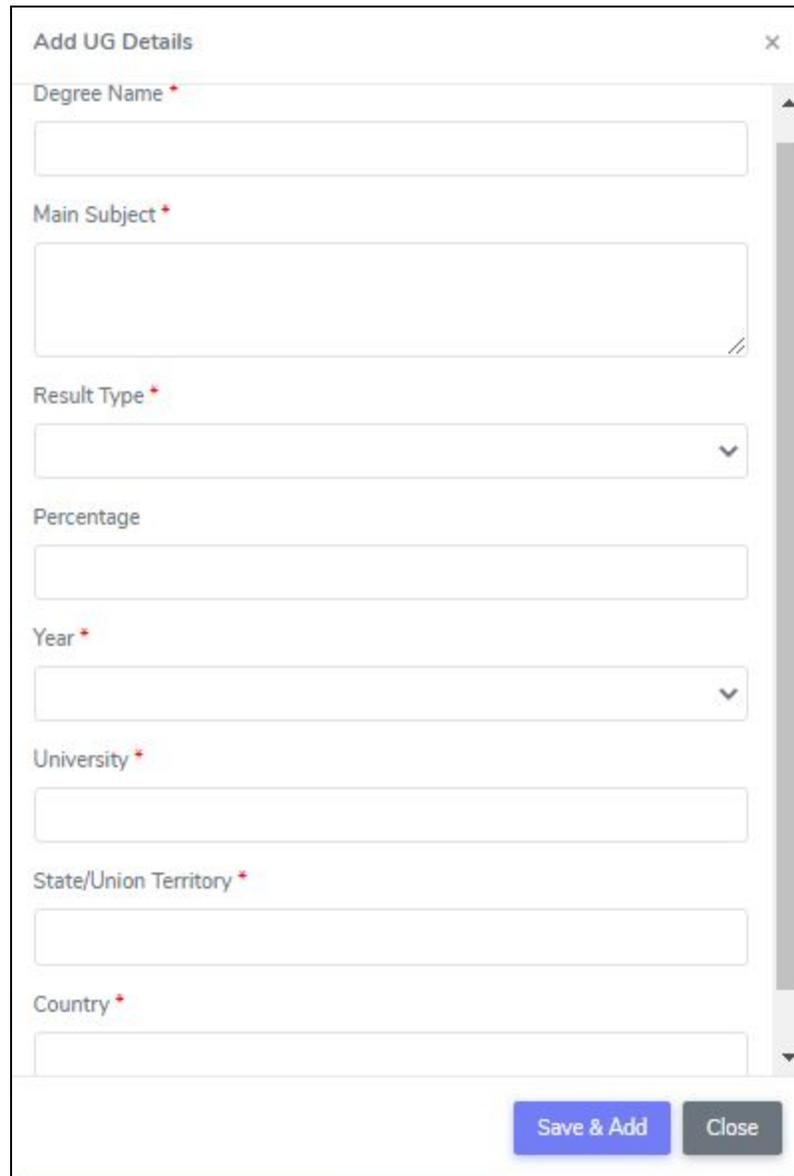
| # | Degree Name | Main Subject | Grade/Marks | Percentage/Grade | Year | University/Institution | State/Union Territory | Country | Action |
|---|-------------|--------------|-------------|------------------|------|------------------------|-----------------------|---------|--------|
|---|-------------|--------------|-------------|------------------|------|------------------------|-----------------------|---------|--------|

2.4 Other Qualifications Add

| # | Title | Date | Description | University/Institution | Action |
|---|-------|------|-------------|------------------------|--------|
|---|-------|------|-------------|------------------------|--------|

[php/site/index](#) Next Section

- Click on Add. A new window will appear, fill the details and click on 'Save & Add'.



The image shows a modal window titled "Add UG Details" with a close button (X) in the top right corner. The form contains the following fields:

- Degree Name ***: A text input field.
- Main Subject ***: A text input field.
- Result Type ***: A dropdown menu.
- Percentage**: A text input field.
- Year ***: A dropdown menu.
- University ***: A text input field.
- State/Union Territory ***: A text input field.
- Country ***: A text input field.

At the bottom right of the form, there are two buttons: "Save & Add" (highlighted in blue) and "Close" (grey).

6. Experience

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NAVIGATION

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3.1 Relevant Work Experience Add

| # | Type | Name of Organization | Designation | Pay Band and Grade Pay(6th CPC)/Equivalent | Pay Band and Grade Pay(7th CPC)/Equivalent | Status | From | To | Experience | Action |
|---|------|----------------------|-------------|--|--|--------|------|----|------------|--------|
|---|------|----------------------|-------------|--|--|--------|------|----|------------|--------|

3.2 Present Employment Details

Name of the Post *

Type of Post *

Date of Appointment *

Employer's Name *

Pay Band and Grade Pay(6th CPC)/Equivalent *

Pay Band and Grade Pay(7th CPC)/Equivalent *

Gross Emoluments *

Age of retirement in the Present Post *

Date of retirement in the Present Post *

Whether you are receiving any pension(In Case of Ex-Servicemen etc.) *

Save

- The candidate has to fill the relevant experience for the post he/she is applying for.

3.1 Relevant Work Experience Add

| # | Type | Name of Organization | Designation | Pay Band and Grade Pay(6th CPC)/Equivalent | Pay Band and Grade Pay(7th CPC)/Equivalent | Status | From | To | Experience | Action |
|---|------|----------------------|-------------|--|--|--------|------|----|------------|--------|
|---|------|----------------------|-------------|--|--|--------|------|----|------------|--------|

- Click on 'Add' to add experience.
- Duration will be auto-calculated when the candidate will fill the experience start and end date.

Add Relevant Experience ×

Type

Name of Organization *

Designation *

Pay Band and Grade Pay(6th CPC)/Equivalent *

Pay Band and Grade Pay(7th CPC)/Equivalent *

Status *

From *

- Applicant can add his present Employment Details

3.2 Present Employment Details

| | |
|--|--|
| Name of the Post * | Type of Post * |
| <input type="text"/> | <input type="text" value="Select"/> |
| Date of Appointment * | Employer's Name * |
| <input type="text" value="Select Date"/> | <input type="text"/> |
| Pay Band and Grade Pay(6th CPC)/Equivalent * | Pay Band and Grade Pay(7th CPC)/Equivalent * |
| <input type="text"/> | <input type="text"/> |
| Gross Emoluments * | Age of retirement in the Present Post * |
| <input type="text"/> | <input type="text"/> |
| Date of retirement in the Present Post * | Whether you are receiving any pension(In Case of Ex-Servicemen etc.) * |
| <input type="text" value="Select Date"/> | <input type="text" value="Select"/> |

7. Research

- In this tab applying candidates can fill their research work and research publications if any.
- This section is optional.

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Important Information sivofw597@gg4mail.net

NAVIGATION

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4.1 Research Papers / Review Articles / Conference Proceedings (In Related Areas Only) ,if any

| # | Publication Type | Title of the Paper | Journal Name/Page Numbers | ISSN/ ISBN No. | Refereed | Author | Year | Action |
|---|------------------|--------------------|---------------------------|----------------|----------|--------|------|--------|
| | | | | | | | | |

4.2 Research Publications - Books,Chapters, Edited work, Articles etc. (In Related Areas Only) , if any

| # | Publication Type | Title | ISSN/ ISBN No. | Refereed | Author/Co-Author | Publisher (city/country) | Year | Action |
|---|------------------|-------|----------------|----------|------------------|--------------------------|------|--------|
| | | | | | | | | |

4.3 Research Projects, if any

| # | Title | Major/Minor | Period (Months) | Total Grant/Funding received(Rs.) | Name of Sponsoring/ Funding Agency | Outcome of the Project | Action |
|---|-------|-------------|-----------------|-----------------------------------|------------------------------------|------------------------|--------|
| | | | | | | | |

8. Miscellaneous

- The information entered in this section will just be good to know information for the screening committee.
- This section has extra information about the candidate.

The screenshot shows the '5.1 Miscellaneous Information' section of the University of Jammu application form. On the left is a navigation menu with options: Home, Personal Details, Education, Experience, Research, Miscellaneous (highlighted), NOC & Declaration, Uploads, Preview, and Submission. The main content area contains two text input fields. The first field is labeled 'Time required for joining (in days) ? *' and is empty. The second field is labeled 'Kindly describe your contribution to institutions where you have worked (in about 500 words)' and features a rich text editor with a toolbar including File, Edit, View, Format, and various text formatting options. Below this is another text input field labeled 'What makes you suitable for the post you have applied? (500 words max.)' with a similar rich text editor. A word count indicator 'Words: 0' is visible at the bottom right of the second text editor.

- There are disclosures in this section.

The screenshot shows the 'Disclosure' section of the application form. It contains five questions, each with a radio button for 'No' and 'Yes':

- Have you been debarred or punished for adopting unfair means in any Examination by the Institution/Board/University? *
 No * Yes *
- Have you ever been involved in any administrative malpractice? *
 No * Yes *
- Have you ever been involved in any financial irregularity? *
 No * Yes *
- Were you ever discharged or dismissed from any previous employment? *
 No * Yes *
- Is there any pending or contemplated disciplinary proceedings against you? *
 No * Yes *

- If the candidate selects yes in any Disclosures, a text box appears wherein the candidate has to enter details of the disclosure.

Disclosure

Have you been debarred or punished for adopting unfair means in any Examination by the Institution/Board/University? *

No * Yes *

Punishment description (if yes, please specify)

File Edit View Format

Formats **B** / *I* [List of icons]

Words: 0

- Enter details of two referees familiar with your profile and professional contribution

Two Referees familiar with your profile and professional contribution

| S No. | Full Name | Institutional Affiliation | Designation | Address | Mobile / Phone No. | Email |
|-------|----------------------|---------------------------|----------------------|----------------------|----------------------|----------------------|
| 1. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

- Click on 'Submit'.

9. NOC & Declaration

6. No Objection Certificate

Please select the check box if NOC is not available (Advance Copy)

NOC Issuing Authority

Designation

Address

Place

Date

Select Date

Have you applied against same position earlier in this University?

Select

Declaration

I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information/statement/document is found to be incorrect/false, my candidature/appointment is liable to be cancelled and that I stand to be subjected to legal/disciplinary proceedings.

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- In this section, No Objection Certificate (NOC) is declared.

6. No Objection Certificate

Please select the check box if NOC is not available (Advance Copy)

Name of Head of Institution

Designation

Address

Place

Date

Select Date

- Enter the details of the Declaration which are, Name of Head of Institution, Designation, Address, Place, and Date
- If you are currently not working or if you do not have a No Objection Certificate (NOC), then click on the checkbox provided.

6. No Objection Certificate

Please select the check box if NOC is not available (Advance Copy)

Have you applied against same position earlier in this University?

Yes

Please select Advertisement No.

Select

Declaration

I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information/statement/document is found to be incorrect/false, my candidature/appointment is liable to be cancelled and that I stand to be subjected to legal/disciplinary proceedings.

Save Cancel

- Give your response whether you have applied against same position earlier in this University or not.
- If Yes, then select the Advertisement No. given in the dropdown option.

10. Uploads

Note : Relevant document supporting all section are compulsory

7.1 Personal Upload

Photo (Passport Size Only) (Only jpg/jpeg/png files of maximum size 100 KB each are accepted) [Select file](#)

Signature (Only jpg/jpeg/png files of maximum size 100 KB each are accepted) [Select file](#)

Xth Certificate (indicating DOB) (Only jpg/jpeg/png/pdf files of minimum size 100 KB and maximum size 500KB each are accepted) [Select file](#)

Domicile Certificate (indicating J&K State) (Only jpg/jpeg/png/pdf files of minimum size 100 KB and maximum size 500 KB each are accepted) [Select file](#)

PAN/Passport/DL/Aadhaar (ID Proof) (Only jpg/jpeg/png/bdf files of minimum size 100 KB and maximum size of 500 KB each are accepted) [Select file](#)

7.2 Academic Upload (Only jpg/jpeg/png/bdf files of maximum size 500 KB each are accepted)

XIIIth Certificate [Select file](#)

Graduation Final Marks Card [Select file](#)

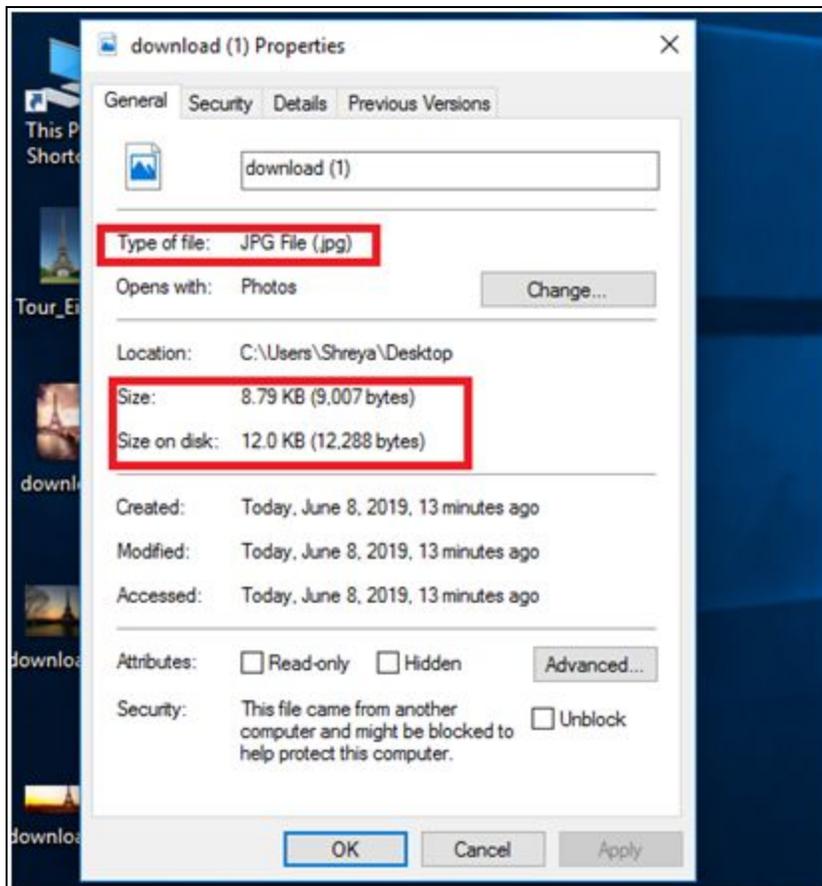
Graduation Degree [Select file](#)

PG Final Marks Card [Select file](#)

PG Degree [Select file](#)

- Upload Photo, signature and X/XII Certificate (Indicating DOB) and PwD (Persons with Disabilities) Certificate in this section.

- Only file type jpg/jpeg/png/pdf files are accepted.
- You can check the size of the image and the type of file in the properties section of the file. For this right-click on the file and select properties.



- Click on Select file to upload the file.
- Click on the 'Start Upload' button to finish the upload.

| | |
|----------------------------|-------------------------------|
| Photo (Passport Size Only) | + Select file |
| Signature | + Select file |

- Click on the 'Start Upload' button to finish the upload.

7.1 Please upload your Passport size Photo and Signature (Only jpg/jpeg/png files of size 20-100 KB each are accepted)

| | | | | |
|-----------------------------------|-------------------------------|-------|------------------------------|------------------------|
| Photo (Passport Size Only) | + Select file | 2.jpg | Start Upload | Cancel |
| Signature | + Select file | | | |
| XXXI Certificate (Indicating DOB) | + Select file | | | |
| PwD Certificate | + Select file | | | |

[Click here](#)

- Ensure that you upload the correct file in the respective section.

11. Preview

- The preview will contain all the details filled by the candidate and only be visible when all the mandatory details will be filled.
- In this section, we can see the overview of the filled details and if finds any ambiguity in the details filled by him can correct by going back to that section.
- The candidate will not be able to submit a form unless he uploads all the documents with respect to each entry he has made in the relevant tab or education section along with photo and signature.
- Once all the information is entered, the candidate will be able to see the Submit button and then-candidate can see the payment options.



UNIVERSITY OF JAMMU

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Personal details

| | |
|--|--|
| Candidate's Name | Mr. King Singh |
| Father's Name | KD Singh |
| Mother's Name | ABC |
| Age (as on 2019-12-05) | 49 years, 11 months, 02 days |
| Date of Birth | 03-01-1970 |
| Nationality | Indian |
| Gender | Male |
| Category | Unreserved(UR) |
| PWD Category | Not Applicable |
| PAN/Passport/DL/Aadhaar | 528740963123 |
| Marital Status | Married |
| Phone No | |
| Mobile No | 91 9797558535 |
| Address for Correspondence | Permanent Address |
| Jammu Jammu Jammu, Jammu and Kashmir | Jammu Jammu Jammu, Jammu and Kashmir |

Declaration

I declare that the statements made in this Application Form are correct and true and also complete to the best of my knowledge and belief. I am aware that if at any stage it is found that the statements made are not true or are incomplete/misleading, my candidature is liable to be cancelled

I agree to the above terms

[Next Section](#)

12. Submission

- In this section candidates can proceed to payment options if applicable.
- No change/modification will be allowed, once payment is done.

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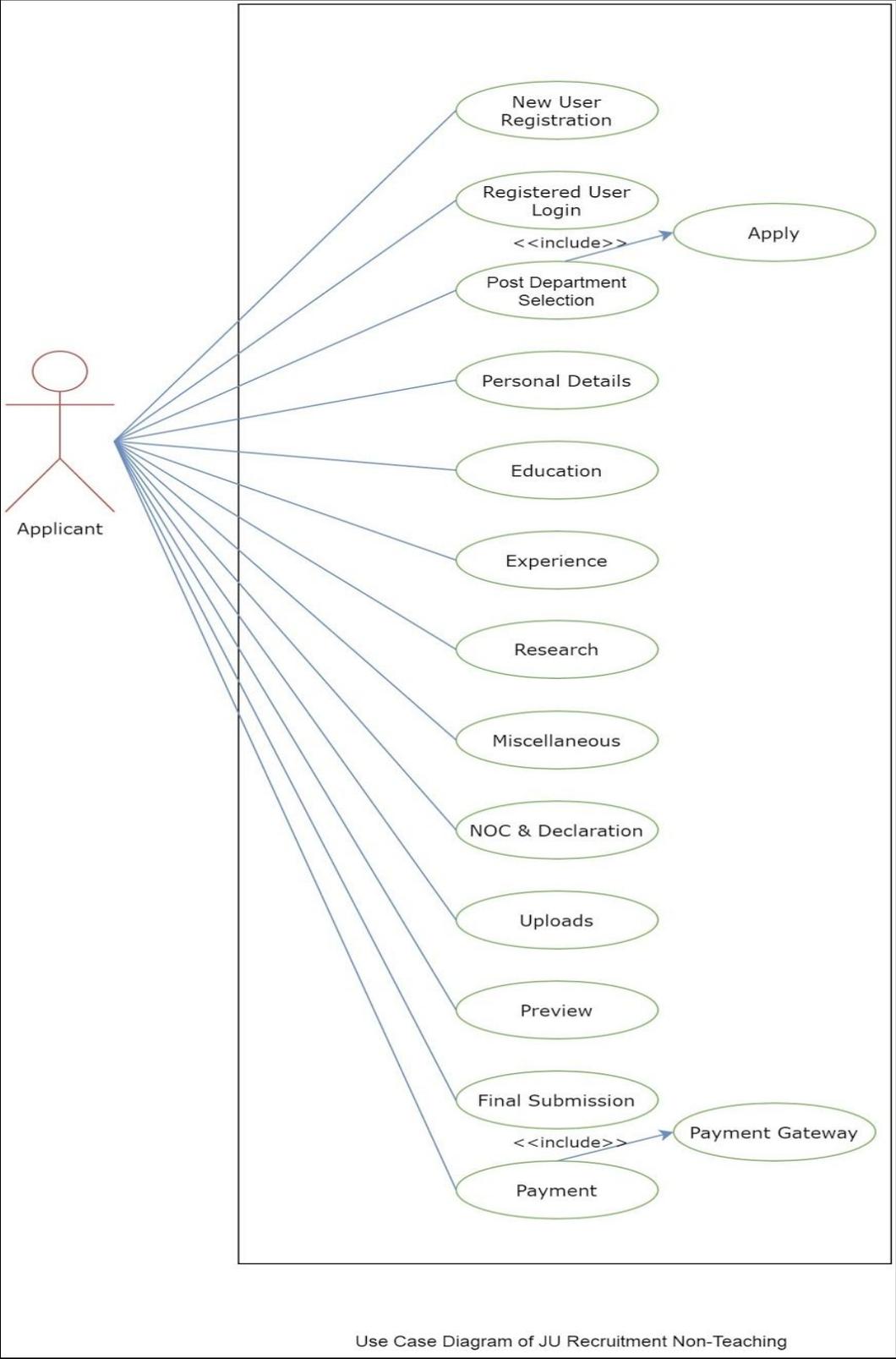
Proceed For Payment

| | |
|-------------------|-------------------------|
| Applicant Name | King Singh |
| Post | Finance Officer |
| Department | 20000031Academic Branch |
| Advertisement No. | NON-1 |
| Email Address: | sivoliw597@go4mail.net |
| Reference Number: | BSJNS5 |
| Category: | Unreserved(JR) |
| Applied for: | Unreserved(JR) |
| Payment of: | ██████████ |

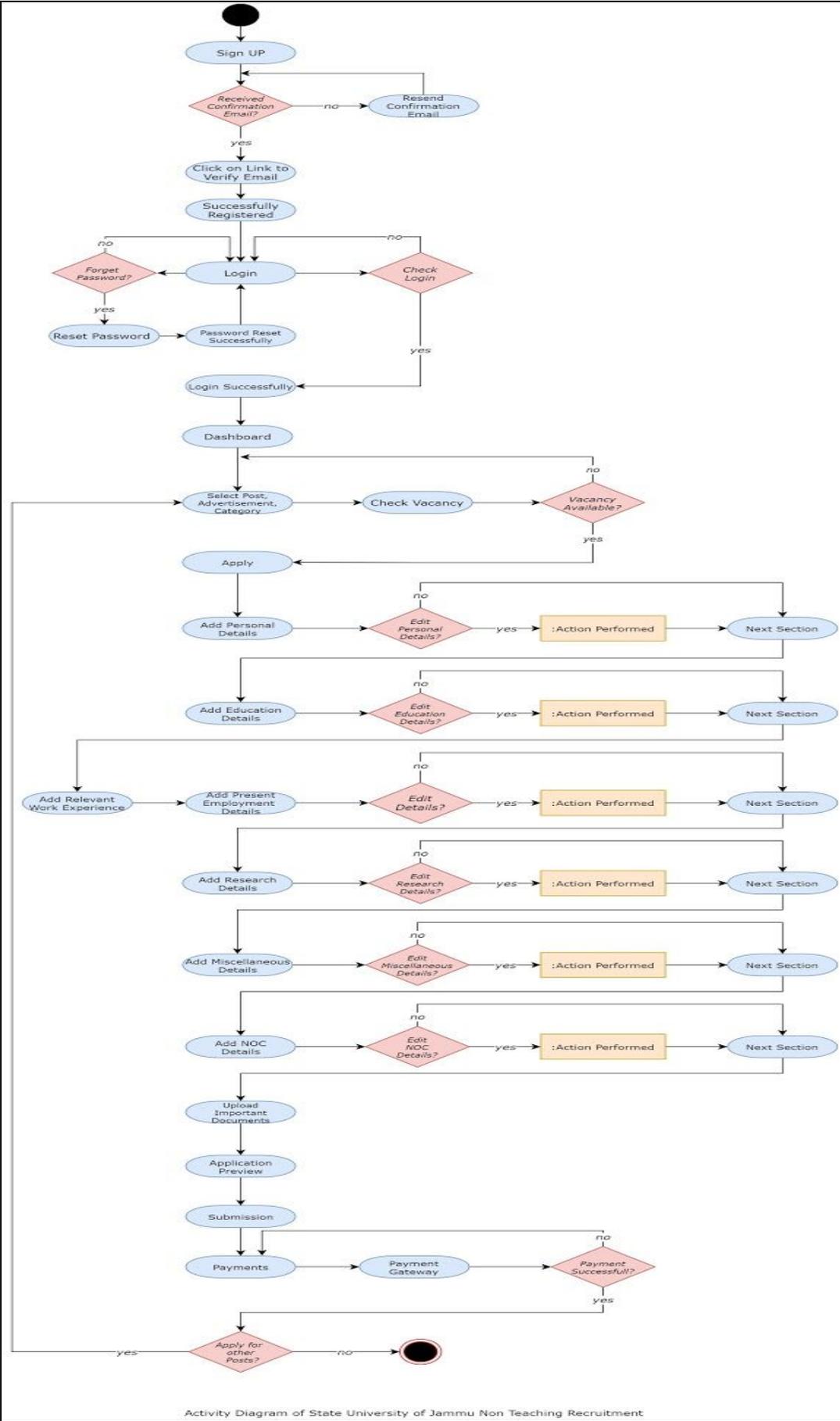
No change/modification will be allowed in the application form, once payment is done!

[Dashboard](#)

13. Use Case Diagram



14. Activity Diagram



Activity Diagram of State University of Jammu Non Teaching Recruitment

