

# <u>Help Manual</u>

## Important Instructions for Applicants Filling Online Registration Form

(Student enter the URL in the browser then a Login Page will be open, on the login page Student click on "New Registration" link. After click on New Registration, Registration form for AHDP Degree will be launched for Registration)

## Just Follow Easy 4 Steps to fill up Registration Form

**Note 1: -** Ensure that you have completed all the 4-Steps i.e. Step 1 to 4. No claim for registration in respect of incomplete Forms / Steps will be entertained.

**Note 2:** - All the details once submitted can't be changed later on. So, ensure you have filled up the correct and complete information.

## **Step-1) Personal Information**

1. The Registration Form must be filled by the applicant.

2. Enter **Applicant's Name**: Write the Applicant's full name in BLOCK LETTERS as given in the records of Secondary Education Board/University.

3. Enter **Father's Name:** Write the Father's full name in BLOCK LETTERS as given in the records of Secondary Education Board/University.

4. Enter **Mother's Name:** Write the Mother's full name in BLOCK LETTERS as given in the records of Secondary Education Board/University.

5. Enter **Guardian's Name:** Write the Guardian's full name in BLOCK LETTERS as given in the records of Secondary Education Board/University.

6. Select **Relation:** Write the applicant's relation with Mother and Father or Guardian.

7. Select **Gender** (Male/Female).

8. Select **Category:** Category once declared in the application can't be changed after submitting the application. The Candidature of such OBC candidates, who are covered under the Creamy Layer, will be considered only under the general category.

9. Select **Physical Handicap:** Select (Yes/No)

10. Enter **Date of Birth:** (Select date of birth as recorded in Secondary School Leaving Certificate or equivalent examination).

When student enter Date of Birth and click on Calculate button then the age of student will be calculated from Date of Birth to 31 Dec 2018.

#### 11. Enter **Telephone (With STD Code):**

- 12. Enter **Mobile No:** {SMS (if any) will be send to you on this number}
- 13. Enter **Email ID:** (Student will receive Student Id and Password on this email Id)
- 14. Select **Domicile of Rajasthan:** Select (Yes / No)
- 15. Enter Address: {Documents (if any) will be send to you on this address}
- 16. Enter **Pin Code:** Permanent Address Pin Code as given in the address above.
- 17. Enter **Password:** This password will be use when he/she login.
- 18. Enter **Confirm Password:** Write same password for confirmation.

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Registration for AHDP-2018				
Step[1/4] : Personal Information			Steps for Registration	1
Applicant's Name (विद्यार्थी का नाम)	AB	*	1. Personal Information	
Father's Name (पिता का नाम)	AMIT	•	2. Qualification Detail	
Mother's Name (माता का नाम)	AMIT		3. Photo / Signature Uploa	be
Guardian's Name (अभिभावक का नाम)	HH		4. Payment Detail	
Deletion (##P)			Downloads	
Relation (dev)	HH		Application Print	
Gender (लिंग)	Male  Female	2		2
Category (श्रेणी)	MBC (MOST BACKWARD CLASS)	*		1
Physically Handicap (विकलांग)	🔘 Yes 🖲 No			-
Date of Birth (जन्म दिनांक)	19/05/2001	8	AL PV	<i>y</i>
	Calculate (Till 31 DEC 2018)		× ····	
elephone No.(with STD Code) (टेलीफोन न.)		]		
Mobile No. (मोबाइल न.)	8560884087	*		
E Mail Address (इ-मेल पता)	amitsewag@gmail.com	*		
Domicile of Rajasthan (राजस्थान का मूल निवासी)	● Yes <sup>®</sup> No			
Address (पता)	cvas			
Pin Code (पिन कोड)	334001			
	SAVE			

After filling all the details, user click on "Register" button to submit the Personal Information..Now Student will redirect to Confirmation Page with details of his/her Registration No. and password .On successful completion of Registration process of the Student, he/she will receive an email with details of Student Id and Password..



Student enter the URL in the browser then a Login Page will be Displayed, then user enter the valid Registration ID & Password (He/She received through Email ID after the completion of Registration) and click on Login button, and then the **Personal information** page of **Rajasthan University of Veterinary and Animal Sciences, Bikaner will be displayed**. If he/she enters Invalid Student Name & Password, validation message will be show: - "Either you are not authorized User or entered Username/Password credentials are invalid !".





If he/she forget the password then user clicks on "Forgot Password" link,then Forgot Password page will be launched, which contains User ID/Registration No, Date of Birth, Student fill all these details and click on "SUBMIT" to retrieve the Password on the registered phone number.

## Forgot Password

User ID / Registration No.	1	*
Date of Birth		
	SUBMIT RESET	
	Back to Login	

If user enter Valid User ID and Password and click on Login button he/she navigates the Home Page as below:-



Now Student can view the "About Us" (i.e. About University)

Student can change the password by clicking on "Change Password" link, View the Account (Personal Information) Filled by Student at the time of registration. User click on My account link to view the details of "Personal Information" page and can change the details as his/her

requirement by clicking on update button. After updating the Personal Information, User click on "Next Step" to navigate to the "Qualification Details "page.

#### **Step-2**) **Qualification Details**

#### 1. For Secondary Examination:-

- Enter **Board Name:** As given in the certificate of Secondary Examination.
- Enter **Qualified Year:** As given in the certificate of Secondary Examination.
- Enter **Qualified Month:** As given in the certificate of Secondary Examination.
- Enter **Subject:** like: Math, English, Physics, and Chemistry etc.
- Enter Maximum Marks: Total Marks of Examination.
- Enter **Obtained Marks:** Student will write their obtained marks out of total marks **of examination.**
- **Percentage** filled automatically on behalf of obtained marks and total marks

#### 2. For Senior Secondary Examination (10+2) / Equivalent:-

- Enter **Board Name:** As given in the certificate of Senior Secondary Examination.
- Enter **Qualified Year:** As given in the certificate of Senior Secondary Examination (Result Declared Month)
- Enter **Qualified Month:** As given in the certificate of Senior Secondary Examination (Result Declared Month)
- Select **Subject** like Science and agriculture using checkbox.
- Enter Maximum Marks: Total Marks of Examination.
- Enter **Obtained Marks:** Student will write their obtained marks out of total marks **of examination.**
- **Percentage** filled automatically on behalf of obtained marks and total marks

#### 1. College Preference Details:-

Student writes the College Preference (Either in all the colleges or selected colleges) according to his / her choice.

Note: - (Student write the preference against the given college only (i.e. 01, 02, 03, 05, 06 etc) in the 'Choice No.' text box).

After filling of all the qualification details ,user click on "**Submit**" button to submit the qualification details. After that student can click on "**Next Step**" button to navigate the "**Photo** / **Document Upload**" page and click on "**Previous Step**" button to navigate the "**qualification detail**" page.



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isited 🧧 Getting Started 🜐 Welcome to RAJUVAS 🧕	RAJUVAS:Log	gin Infor 🜐 IUMS 🌀 Google			
College Choice Details (कॉलेज पसंद वरीयता) * For	Fee Structur	e Click here			
College Name & Code	Choice No.	College Name & Code	Choice No.		
COLLEGE OF VETERINARY & ANIMAL SCIENCES,BIKANER (01)	1	M.D.M. ANIMAL HUSBANDRY COLLEGE, KESHAVPURA CHAURAHA, KOTA (39)	2		
CHAUDHARY CHARAN SINGH COLLEGE OF ANIMAL HUSBANDRY, MIA, ALWAR (02)		PASHUDHAN SAHAYAK PRASHIKSHAN SANSTHAN, MANGROL ROAD, BARAN, KOTA (40)			
DEEN BHANDU SIKSHAN SANSTHAN, KHERLI GANJ, ALWAR (03)	7	SARVODAYA ANIMAL HUSBANDRY SCHOOL, BUNDI, DISTT-KOTA (41)	3		
SATI JABDE VETERINARY COMPOUNDER TRAINING INSTITUTE, TATARPUR, ALWAR (04)		ANIMAL HUSBANDRY MAHAVIDHALAYA (MANOHAR BAL MANDIR SAMITI), SRI-GANGANAGAR (42)			
SIR CHHOTU RAM L.S.A. TRAINING INSTITUTE, FATEHPUR SIKRI ROAD, BHARATPUR (05)	4	ALLIANCE SHIKSHAN EVAM ANUSANDHAN SANSTHAN, GOKULPURA, SIKAR (44)			
SHRI SANT RAM DAS TYAGI LIVESTOCK ASSISTANT TRAINING INSTITUTE, DEEG, BHARATPUR (06)		RAJASTHAN COLLEGE OF ANIMAL HUSBANDRY, NAWALGARH ROAD, SIKAR (45)	5		
SHRI ABHAY ANIMAL HUSBANDRY COLLEGE, BIKANER (07)		DEV PASHUDHAN SAHAYAK PRASHIKSAN MAHAVIDYALAYA, CIVIL LINES, TONK (46)	6		
SHRI KRISHAN LIVESTOCK ASSISTANT TRAINING COLLEGE, MADAN VIHAR, VALLABH GARDEN,SHIVBARI, BIKANER (08)		GOVT. ANIMAL HUSBANDRY TRAINING INSTITUTE, CHAITAK CIRCLE, UDAIPUR (47)			
MAA KARNI PASHUDHAN SAHAYAK TRAINING COLLEGE, BIKANER (09)	8	COLLEGE OF VETERINARY AND ANIMAL SCIENCE NAVANIA, VALLABHNAGAR, UDAIPUR (48)			
CHOUDHARY COLLEGE OF ANIMAL HUSBANDRY, SADULPUR, CHURU (10)	9	POST GRADUATE INSTITUTE OF VETERINARY EDUCATION AND RESEARCH (PGIVER), JAMDOLI, JAIPUR (49)	10		
SWAMI LALTANAND PASHU PALAN VIDYALAYA, DAUSA (11)	11	LIVE STOCK RESEARCH STATION, NOHAR, HANUMANGARH (50)	12		
CHAMAN COLLEGE OF ANIMAL HUSBANDRY, BANDIKUI, DAUSA (12)		(AHDP) LIVESTOCK RESEARCH STATION, CHANDAN, JAISALMER (51)			
M.B.VAGAD PASHUDHAN SAHAYAK TRAINING CENTER, DUNGARPUR (13)		PRAKASH INSTITUTE OF VETERINARY SCIENCE & ANIMAL HUSBANDRY, ONDELA ROAD, DHOLPUR (52)	13		
SWAMI SHIKSHA SAMITI PASHUDHAN SAHAYAK PRASHIKSHAN COLLEGE, HANUMANGARH TOWN (14)		SHREE JI ANIMAL HUSBANDRY TRAINING INSTITUTE, NATHUWAS, NATHDWARA (53)	14		
SARDAR BALLABHBHAI PATEL ANIMAL HUSBANDRY COLLEGE, P.OBHADRA, HANUMANGARTH (15)	15	NAGFANI INSTITUTE OF ANIMAL HUSBANDRY, KHERWARA, UDAIPUR (54)	16		
APEX INSTITUTE OF MANAGEMENT & SCIENCE, TONK ROAD, JAIPUR (16)	17	R.N. LIVESTOCK DIPLOMA COLLEGE, BAWARLA, JODHPUR (55)	18		
B.B.M.S. ANIMAL HUSBANDRY COLLEGE, RAMGARH ROAD, JAIPUR (17)	19	CAMBRIDGE NURSING INSTITUTE OF VETERINARY SCIENCE, BALDEV NAGAR, BARMER (56)			
LIBERTY LIVESTOCK ASSISTANT TRAINING INSTITUTE, AJMER ROAD, JAIPUR (18)	20	ADARSH LSA TRAINING INSTITUTE, KATRA-NADBAI, BHARATPUR (57)			
RAJEEV GANDHI MEMORIAL COLLEGE OF ANIMAL HUSBANDRY, NEW SANGANER ROAD, JAIPUR (19)		MARWAR INSTITUTE OF VETERINARY SCIENCE, TIRUPUTI NAGAR, BANAD ROAD, JODHPUR. (58)			

### Step-3) Photo / Document Upload

- 1. **Upload Candidate's Photo:-** Candidate Photo Should be 3.5cm \* 4.5cm OR 99px X 128px
- 2. **Upload Candidate's Signature:-** Signature Image Should be 4.5cm \* 4.5cm OR 128px X 128px

Note: - (Image size should not be greater than 2 MB)

After selecting photo / Signature click on "Upload" button to upload the photo / signature details. After that student can click on "Next Step" button to navigate to the "Payment Details" page and click on "Previous Step" button to navigate the "Photo signature upload" page.



#### Step-4) Do the Payment to Bank and fill Payment Details

Note: - Applicant must write these details carefully and correctly.

#### How to make payment

1. **Print Challan:** Print the Challan Form (When user click on "Print" link then three copies of Challan will be open in pdf format).

2. Go to (ICICI) nearby bank branch and **tell the bank staff to enter following details to their computer record** after taking the payment against Application-cum-Registration Fees.

- Challan Number (Mentioned on Challan Form)
- Applicant Name (Mentioned on Challan Form)
- 3. Bank Staff will write **Bank Transaction ID**, **Branch Code and Deposition Date** on all the three copies of Challan form. Ensure that information must be written by bank staff on all the three Challan copies.
- 4. Banker retains **Bank Copy** of Challan Form and Give **Student and University Copy** of Challan Form.

#### How to fill payment details

- 5. Come back to website and as you have already created an Account with RAJUVAS (No need to create account again). So, "**Login**" with **Email ID** and **Password** to your online application (Do not fill new registration details), click on payment detail page
- 6. Fill the webpage fields of
  - Application Fees:
  - Bank Transaction ID:
  - Fee Deposit Date:
  - Branch Code:

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$\Theta$	राजस्थान पशुचिकित्सा और Rajasthan University of Veter	पशु विज्ञान विश्वविद्यालय, बीकानेर rinary and Animal Sciences, Bikaner	Welcome, AB (Al	HDP1810	124)
। प्रमुधार जिल्द सर्वलोको प्रकार	raų,		Warning:- Please do not use m	ultiple T	abs !
# Home	e 🔺 My Account 🔍 Change Passv	rord		🕞 Logou	nt
Regi	istration for AHDP-2018				
Ste	p[4/4] : Payment Detail		Steps for Registration		
	Payment Mode	🍥 Challan 🖲 Credit Card / Net Banking / Debit Card	1. Personal Information		
	Application Fee	1550.00	2. Qualification Detail		
	Print Challan	E Print Branches of ICICI Bank	3. Photo / Signature Upload		
	Bank Transaction ID	trt252557	4. Payment Detail		
	Fee Deposit Date	€ 01/09/2018	Downloads		
	Branch Code	6667 *	Application Print		
	Print Application Detail	SAVE A Print	We are tracking your IP Address For securit	y ressons	
		Managed by 🥘			
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## Make payment through Credit Card / Net Banking / Debit Card

Select 'Debit Card / Net Banking / Credit Card' radio button, 'Application Fee' text box will be auto filled, now click on 'Pay' button to make the payment.

Registration for AHDP-2017	
Step[4/4] : Payment Detail	
NOTE : Have you verified the application, after s Payment Mode Application Fee	ubmit the application you cannot change the data. Challan  Credit Card / Net Banking / Debit Card 1.00 PAY RESET

Now candidate can choose the option to make payment like: Net Banking

RAJUVAS Bikaner				Reference No : 21874 Amount : 1.00
	CARDS	0 NET BANKING	CASH CARD/WALLET	
	Pay using 🗤 🛶 🛶			
	For Maestro cards, please enter Expl	ry Date and CVV no. if available or else igno	re and proceed.	
		● Credit card ◎ Debit card		
	Select Credit Card Option	:Select		
		PAY NOW	V	
		Cancel		
		D MasterCard. SecureCode.	Powered by paynimo	
	Your transaction is processed through a secure 2 your following details have been logged.	048 bit https internet connection based on sect	ure socket layer technology. For security purposes,	
	IP address 171.61.165.42 and access time Fri Oct 0	16 18:12:51 IST 2017.		
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Now candidate select mode of payment and fill all necessary details and click pay now button.

unt (in Rs.)	1250.00	
unt (in Rs.)	1250.00	
unt (in Rs.)	1250.00	
unt (in Rs.)	1250.00	
	1200.00	
saction Fee (in Rs.)	12.0	
rice Tax (in Rs.)	1.48	
I Amount (in Rs.)	1263.48	
Confirm	Back	
	Amount (in Rs.)	Amount (in Rs.) 1263.48 Confirm Back

Now candidate can click on 'Confirm' button to confirm the payment.

**Note:** - Verify Application Form before submit, Once submitted the Application Form he/she can't update their Application Form later on. So, ensure you have filled up the correct and complete information.

After successful payment of the fees against the Registration ,a link of "**Print Application Detail**" will start displaying then user click on "**Print**" link a "**Registration Details Report**" (In pdf format) will be open, which contains all the details of Personal Information, Qualification Details, Candidate's Photo and Candidate's Signature etc.