Help Manual

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

![Login Page](image1)

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

Now candidate select mode of payment and fill all necessary details and click pay now button.
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.