## **Advantages of Online form for CAS**

- 1. An applicant can preview the eligibility & score generated before submitting the form.
- 2. Information entered in DIQA profile can be imported to CAS form thus helping in filling of the form.
- 3. If for some reason CAS stage is not passed in current notification, the information entered is all preserved for next notification and applicant has to only update/add new information- no need to enter the whole form again. The information will be preserved till the CAS stage is passed.
- 4. The online CAS also helps is speedy processing of the CAS case by Recruitment & DIQA by providing automatic score generation, various reports, quick auditing, etc.

## Instructions for filling online form for CAS

- 1. If you have already created an account on University of Kashmir Online Recruitment Portal, then you can fill-in your CAS form through that account.
- 2. In case you are a new user, then you need to create an account on University of Kashmir Online Recruitment Portal at the link - <u>http://kashmiruniversity.net/Recruitment/Main/Register.aspx</u>

💩 University of Kash	mir Recruitment Portal					
			Help	Notifications	Register	Login
	Instructions for applying online					
	Register a new account					
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	Password	<b>a</b>				
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		14				
	Enter the characters as shown in the image above					
	Regi	ster				
	I already have an account					

**Note:** While creating the account please enter active Email-Id and Mobile-No, these will be used for future communications with you.

3. Once you create an account or login to an existing account you will land on 'Dashboard'. On Dashboard select the CAS Notification and 'Apply' against appropriate CAS Stage.

KU Recruitment							🚺 n@nz.com
n@nz.com MAIN NAVIGATION	• You can enter the details in n download the aplication. More in	nultiple sittings by logging-in using your email-id and password an portantly, only Submitted applications will be considered for short	nd continuing from wh listing. Also, make su	ere you last left re that you subm	However once you 'Submit' the application you it the application & pay the fee before expiry of th	would not be able to edit it afterwards, you can then or te last date of submission.	nly pay, view and
Dashboard							
🕒 Help	Please select notification below. CAS Jan-18 notification   Dated CAS notification	: 14-12-2017   Last Date: 31-05-2019					
	Post Code	Post Name				Misc Info	
	CAS-2	Assistant Professor Stage 1 to Satge 2					Apply
	CAS-3	Assistant Professor Stage 2 to Satge 3					Apply
	CAS-4	Assistant Professor Stage 3 to Associate Professor (Stage	4)				Apply
	CAS-5	Associate Professor (Stage 4) to Professor (Stage 5)					Apply
	Here you can pay, edit, view exis	sting applications					
	Notification No.		Last Date of Submission	Form No.	Status		

**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 view and download the application. More importantly, only Submitted applications will be considered. Also, make sure that you submit the application before expiry of the last date of submission.

4. Once you click on Apply, following screen will be displayed. Start with by first entering the values in Basic Information screen.

KU Recruitment	=	PostCode: CAS-2 FormNo: 8868	🕕 Applicants name 🛛 😋
Applicants name	Basic Info		Basic Information
MAIN NAVIGATION	Please enter below information		
Dashboard		CAS stage applied for 2 (Assistant Professor Stage 1 to Stage 2)	
⇔ Basic Information      ∨	Applying against: *	UGC Regulations 2018	•
Basic Info	Department / Centre / Campus:*		<b>T</b>
Qualification	Emp Code: *		
Experience     Other Details		*All dates should be in format (dd-emr-yyyy)	
Cat-A <	Date of direct appointment: *		
器 Cat-B 〈	Date of last promotion: (if applicable)		
)¤9 Finish <	Period of assessment: *	From:	
Help			
		To:	
	Confirmation of Service:*	No:	
		Date:	
	Present Designation: *	Designation	
		Pay Band:	

## Note:

- **1.** You can apply either against "UGC Regulations 2016 4th Amendment" or "UGC Regulations 2018" by selecting appropriate value in "Applying Against" dropdown.
- 5. After entering the information in Basic Information screen enter the information in rest of screens.

## Note:

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

KU Recruitment	=	PostCode: PGD-BC-1 FormNo: 88
m@m.com	Personal Details	
MAIN NAVIGATION	Please enter below information	
Dashboard		
℅ Basic Information ~	Full Name: *	
Personal Details	Father's Name: *	
Qualification     Experience     Other Details	Permanent Address: *	
🗞 Cat-II 🛛 🗸	Address for correspondence: *	
₩ Cat-III <		
lø≇ Finish ⊲	Pincode: *	
	Email: *	m@m.com

 In screens where information is to be entered in Grid, like in below screen, it is IMPORTANT that after entering / updating an information in a line, click corresponding <u>Save / Update</u> button before moving to next line.

KU Recruitment	=				PostCode: CAS-2 For	mNo: 100				🚺 n@nz.com	<
n@nz.com	Ex	pereinces								Basic Inform	atio
MAIN NAVIGATION	0	After entering / updating an informa	tion in a line, click corresponding Save butt	on before moving to next line							
Dashboard											
		Prior to joining After a	ppointment Other								
		Please enter appointments held	prior to joining this institution								
Qualification     Experience		Designation	Name and address of institution	From	То	Pay Band	Grade Pay	Gross Salary	Reasons of leaving	9	
			4							Save	
Cat-I <											
🗞 Cat-II <											
躍 Cat-III く											
)≊ Finish <											
🔁 Help											

**3.** In **Cat-I** section, please enter the information for each academic year separately. Information of multiple academic years must not be clubbed into single entry.

KU Recruitment	≡			Po:	stCode: CAS-2 FormNo: 100			🕕 n@nz.com 🛛 😋
n@nz.com	Direct Teaching	g						🙆 Cat-I
MAIN NAVIGATION	O After entering / upd	lating an information in a	a line, click corresponding Save button befor	e moving to next line				
8 Dashboard	Oandidates are required to the second sec	quested to fill details of e	ach Academic Year separately (do not club	them in one entry)				
↔ Basic Information <								
Cat-I ~	Please enter di	rect teaching activit	es made within this University only					
Direct Teaching	From	10	Program / Course / Paper	Credit/s	Level (UG/PG/Other)	Mode of teaching	teaching hours	
Innovative Teaching							, per year ander ander	Save
💑 Cat-II 🛛 🗸				<i>h</i>		ē		
踞 Cat-III 〈								
j≋≇ Finish <								
Help								

6. While filling in form you can preview your eligibility status and score based on the information entered so far in side bar on the right of screen, you can also preview the score in 'Finish' screen, by clicking 'Preview Score' button.

You can preview the form as well by clicking 'Preview Form' button

KU Recruitment	=			PostCode: CAS-2	FormNo: 100			🕕 n@nz.com 🛛 📽 🏅
n@nz.com	Direct Teaching	g						•
MAIN NAVIGATION	\rm O After entering / upd	lating an information in a	line, click corresponding Save button before mov	ing to next line				
8 Dashboard	\rm Q Candidates are req	uested to fill details of e	ach Academic Year separately (do not club them i	n one entry)				Preview Score
Sasic Information <								Preview Form
🚽 Cat-I 🗸 🗸	Please enter di	rect teaching activiti	es made within this University only					
Direct Teaching     Examination Duties	From	То	Program / Course / Paper	Credit/s	Level (UG/PG/Other)	Mode of teaching	No of direct teaching hours per year undertaken	
Innovative Teaching						•		
🗞 Cat-II <								
₩ Cat-III <								
)¤≇ Finish <								
🔁 Help								
192.168.211.248/KUR/CAS/Cat1DirectTeach	hing.aspx#							

**Note:** The 'Preview Score' report is tentative report and does not reflect the final score / eligibility. If you feel score / eligibility should be different please contact Recruitment Section at earliest.

7. You can import data like Journals, Projects, Research Guidance, **etc**. from your DIQA profile. This will save you time in filling the form. 'Import from DIQA' link will be displayed where the data can be imported from DIQA.

On clicking the link, DIQA login screen will be displayed, please enter your DIQA credentials, you will need to do it once only. On successful login a grid with respective DIQA records will be displayed, select the records you want to import and then click 'Import selected record(s)' button. After you are done with import close the dialog by clicking on 'Done' button (not by 'Close' button).

KU Recruitment	PestCode: CAS-2 FormNo: 100  Cournal Please enter published papers in journals Add New Journal			🕕 n@nz.com 📽			
n@nz.com	Journal			🚯 Cat-III			
MAIN NAVIGATION							
a Dashboard	Please enter published papers in journals						Import from DIOA
Basic Information <	Add New Journal						import nom black
∎ Cat-I <							
🗞 Cat-II <	Title Year Published	Name of Journal	Publisher	ISSNNo	Impact Factor	Total Authors	
i Cat-III ∽	No Records Found						
▶ Journal							
Book     Drojects							
Research Guidance							
<ul> <li>Awards</li> </ul>							
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		Refresher Course	Theme	Organized By	01-12-2017 00:00:00	31-12-2017 00:00:00	Local	
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**Note:** Before importing the records, you will be prompted that you agree that 'You will verify the details of all the imported records'. That implies you will have to verify the details of each record that has been imported from DIQA.

8. Once you are done with entering all the information you can submit the 'Form' by clicking on 'Submit' button on 'Finish' screen.

**Note:** You have to submit the Form before last date of submission, otherwise Form will not be considered.

- 9. In case you did not pass the CAS Stage for some reason in the current notification; while applying against next notification later, the details you had entered for previous notification will be there until you pass the CAS stage and you do not have to enter the whole of information all again. Only the updated and new information will need to be entered.
- 10. For queries / help / reporting a bug regarding online recruitment portal contact 'recsupport@uok.edu.in'. For other CAS related queries contact recruitment office.