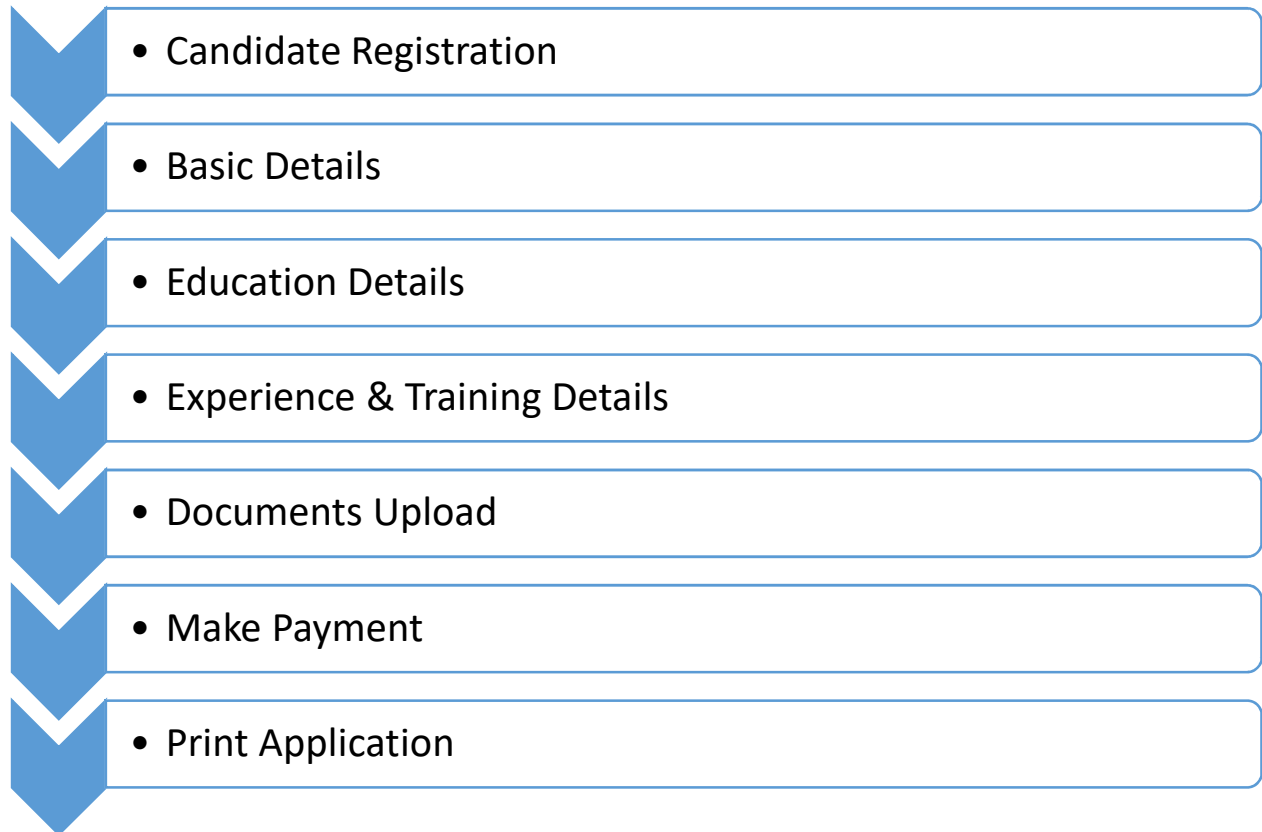




Online Recruitment Application - User Manual

Online Recruitment Application Flow





Online Recruitment Application - User Manual

1. Candidate Registration – Login :

- Click on **Register Now** for New Registration
- Click on **Candidate Login**, If already registered

Online Application for ITS Institute of Kidney Diseases and Research Center

The following steps are required to fill up the On-line application form:

- Applying for registration, you need to have a valid Email Address.
- After entering the required information in On-line form, submit the form by clicking on SUBMIT button.
- Mail containing application number and login ID information shall be forwarded to your registered email id.
- Login to URL through credentials provided in your registered email id.

Note: Please note down the application number carefully as you need to essentially mention it in all your future correspondence/queries related to your application form.

- Fill all the required fields in the registration form.
- Upload Passport size Photograph:- (ONLY JPG/PNG, Max 200 KB).
- After you click on **Preview & Submit** button, you will be redirected to **Preview Application page**.
- Once you click on **Submit Form** button after filling all required fields, your application form will get submitted.

Note: IMPORTANT. The candidates should note that after submitting on-line application form, no changes are allowed in any field at later stage.

- Click On **Proceed to Payment** button to complete your payment (if applicable).
- If the payment of the fee is made through online (e-payment) and due to some difficulties the candidate is not sure whether the payment is processed or not, then please use login tab to enter in your login account and use **Check your previous transaction status** option to check whether your payment is successful or not.
- Download and Retain a copy of Online Application Form for future reference.

[Register Now](#)

- Go through the details and click on **Got it**

Privacy Notice

We respect your privacy and shall only collect and use as much personal information from you as is required to administer your account and provide the products and services you have requested from us. If we should require additional information from you, we shall collect and use the same only after getting your explicit consent. Please find the list of personal data we collect and the purposes thereof.

Personal Data	Purpose
Gender	To capture the gender of candidate
Mother's Name	Mother's Name will be captured to verify the documents uploaded
Father's Name	Father's Name will be captured to verify the documents uploaded
Email Id	To send application related communication
Mobile No	To send application related communication
Date of Birth	To check the applicants eligibility for the application
Applicant Name	Candidate Name will be captured to verify the documents uploaded

[Got It](#)



Online Recruitment Application - User Manual

➤ Select Post Applied for

In online form all the fields marked with red asterisk (*) are compulsory fields.

Post Applied for *

SELECT POST APPLIED FOR

- ADMINISTRATIVE ASSISTANT
- CHIEF ACCOUNT OFFICER
- NURSING SUPERINTENDENT
- DEPUTY NURSING SUPERINTENDENT
- ADMINISTRATIVE OFFICER
- ASSISTANT NURSING SUPERINTENDENT
- STAFF NURSE
- LABORATORY TECHNICIAN/ TECHNICIAN/ T.T. TECHNICIAN/ LAB TECHNICIAN/ KIDNEY ASST. LABORATORY TECHNICIAN/ ASST. TECHNICIAN
- DIALYSIS TECHNICIAN/ KIDNEY TECHNICIAN/ JR. KIDNEY TECHNICIAN
- DIALYSIS ASSISTANT TECHNICIAN
- X-RAY TECHNICIAN
- ASST. X-RAY TECHNICIAN
- SR. PHARMACIST/ PHARMACIST
- JR. PHARMACIST
- ACCOUNTANT
- OFFICE SUPERINTENDENT
- SR. CLERK
- JR. CLERK/ CLERK CUM TYPIST

Applicant Full Name *

Gender

Marital Status *

To which category do you belong *

Are you a physically Handicapped? *

Are you Ex-Serviceman? *

Date Of Birth *

Candidates Age/As on 01/02/2023) *

Email Address * [Enter Your E-mail Address which is current and active]

➤ Enter Applicant Full Name & Select Gender

In online form all the fields marked with red asterisk (*) are compulsory fields.

Post Applied for *

Personal Details

Applicant Full Name * [Note 1: Name as recorded in the Matriculation/Secondary Examination Certificate]
[Note 2: Please do not use any prefix such as Shri/Mr / Ms / Dr / Mrs. Etc.]

Gender Male Female

Marital Status *

To which category do you belong *

Are you a physically Handicapped? * Yes No

Are you Ex-Serviceman? * Yes No

Date Of Birth *

Candidates Age/As on 01/02/2023) *

Email Address * [Enter Your E-mail Address which is current and active]
[Please Note that All the communication from IKDRC will be made on this e-mail address only.]

Phone No * [Enter Your Mobile Number without 91 or +91 As: 9999968888]

➤ Select Marital Status

In online form all the fields marked with red asterisk (*) are compulsory fields.

Post Applied for *

Personal Details

Applicant Full Name * [Note 1: Name as recorded in the Matriculation/Secondary Examination Certificate]
[Note 2: Please do not use any prefix such as Shri/Mr / Ms / Dr / Mrs. Etc.]

Gender Male Female

Marital Status *

SELECT MARITAL STATUS

- MARRIED
- SINGLE
- DIVORCED
- WIDOW

To which category do you belong *

Are you a physically Handicapped? *

Are you Ex-Serviceman? *

Date Of Birth *

Candidates Age/As on 01/02/2023) *

Email Address * [Enter Your E-mail Address which is current and active]
[Please Note that All the communication from IKDRC will be made on this e-mail address only.]

Phone No * [Enter Your Mobile Number without 91 or +91 As: 9999968888]



Online Recruitment Application - User Manual

➤ Select Category

In online form all the fields marked with red asterisk (*) are compulsory fields.

Post Applied for * ADMINISTRATIVE ASSISTANT

Personal Details

Applicant Full Name * FIRST NAME [Note 1: Name as recorded in the Matriculation/Secondary Examination Certificate]
[Note 2: Please do not use any prefix such as Sir/ Mr / Ms / Dr / Mrs. Etc.]

Gender Male Female

Marital Status * SELECT MARITAL STATUS

To which category do you belong * SELECT TO WHICH CATEGORY

Are you a physically Handicapped? * Yes No

Are you Ex-Serviceman? * Yes No

Date Of Birth * [Date Picker]

Candidates Age(As on 01/02/2023) * [Age Field]

Email Address * EMAIL ADDRESS [Enter Your E-mail Address which is current and active]
[Please Note that All the communication from IKDRC will be made on this e-mail address only.]

Phone No * PHONE NO. [Enter Your Mobile Number without 91 or +91 As: 9999988888]

SELECT TO WHICH CATEGORY DO YOU BELONG:
GENERAL
SEBC
SC
ST
GENERAL(EWS)

Note: Required to upload documentary evidence for all category, except General

➤ Select & declare if applied with Physically Handicapped or Ex-Serviceman

In online form all the fields marked with red asterisk (*) are compulsory fields.

Post Applied for * ADMINISTRATIVE ASSISTANT

Personal Details

Applicant Full Name * FIRST NAME [Note 1: Name as recorded in the Matriculation/Secondary Examination Certificate]
[Note 2: Please do not use any prefix such as Sir/ Mr / Ms / Dr / Mrs. Etc.]

Gender Male Female

Marital Status * SELECT MARITAL STATUS

To which category do you belong * SELECT TO WHICH CATEGORY

Are you a physically Handicapped? * Yes No

Are you Ex-Serviceman? * Yes No

Date Of Birth * [Date Picker]

Candidates Age(As on 01/02/2023) * [Age Field]

Email Address * EMAIL ADDRESS [Enter Your E-mail Address which is current and active]
[Please Note that All the communication from IKDRC will be made on this e-mail address only.]

Phone No * PHONE NO. [Enter Your Mobile Number without 91 or +91 As: 9999988888]

Note: If yes, Required to upload documentary evidence/ proof of document

➤ Select Date of Birth

Are you a physically Handicapped? * Yes No

Are you Ex-Serviceman? * Yes No

Date Of Birth * [Date Picker]

Candidates Age(As on 01/02/2023) * [Age Field]

Email Address * EMAIL ADDRESS [Enter Your E-mail Address which is current and active]
[Please Note that All the communication from IKDRC will be made on this e-mail address only.]

Phone No * PHONE NO. [Enter Your Mobile Number without 91 or +91 As: 9999988888]

Note: Required to upload documentary evidence/ proof of document



Online Recruitment Application - User Manual

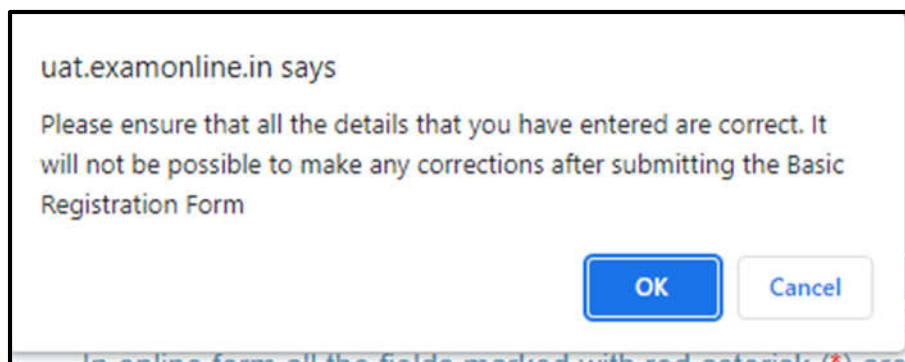
- Enter valid **Mobile Number & Email Address** for Authentication and all communication from IKDRC

Candidate Age(as on 01/02/2022):*

Email Address:* ABC@GMAIL.COM [Enter Your E-mail Address which is current and active]
[Please Note that All the communication from IKDRC will be made on this e-mail address only.]

Phone No.* 9485454545 [Enter Your Mobile Number without 01 or +91 As. 9990000000]

- After that Click on **Continue**
- Click on **OK** for further process of Registration
Please note that, the submitted details can't edit after submission



- Enter **OTP** for verification
Please note that, the OTP will be sent on given Email ID through the system. Subsequently, the Username and Password will be sent on same email id

Email Address:* ABC@GMAIL.COM [Enter Your E-mail Address which is current and active]
[Please Note that All the communication from IKDRC will be made on this e-mail address only.]

Phone No.* 9485454545 [Enter Your Mobile Number without 01 or +91 As. 9990000000]

OTP: OTP ON EMAIL [OTP has been sent to your E-mail (abc@gmail.com) valid for 10 minutes]

- After click **Continue** button
- Review the submitted details and click on **Save and Continue**

Age as on 01/08/2023* 18 YEAR(S) 0 MONTH(S) 13 DAY(S)

Email Address:* [] [Enter Your E-mail Address which is current and active]
[Please Note that All the communication from IMU will be made on this e-mail address only.]

Mobile No.* [] [Enter Your Mobile Number without 91 or +91 As. 9999988888]



Online Recruitment Application - User Manual

2. Basic Details :

- Enter **Present & Permanent Address** detail

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- Click on **Save and Continue**

3. Education Details :

- Select **Examination** & fill other details of Graduation as well as Post Graduation

In online form all the fields marked with red asterisk (*) are compulsory fields.

Form saved successfully!

Did you passed 10th/12th with Computer Subject? Yes No

Highest Qualification passed	Board/University/Institution	Stream/Subject	Year Of Passing	Division	Maximum Marks	Obtained Mar
12th/Diploma	ASDASO	ASD	2016	FIRST	1100	200
BASIC B.SC.(NURSING)	ASD	ASDA	2006	FIRST	2000	200
POST GRADUATION	NAME OF THE BOARD	SUBJECT	SELECT	SELECT DIVISION	MAXIMUM MARKS	OBTAINED MARKS

Note: Education Qualification details are mandatory based on post minimum requirement



Online Recruitment Application - User Manual

- Upload proof of document only in PDF format for each educational details

Division	Maximum Marks	Obtained Marks	Percentage	Attempts	Marsheet
ST	1100	200	18.18	1	Choose File No file chosen 1211Upload Marsheet16814553614427079973.pdf
ST	2000	200	10.00	1	Choose File No file chosen GraduationUpload Marsheet16814554110737079973.pdf

- Select declaration of **CCC+ Certification** status

I Passed the Examination of CCC of DOEACC or of the equivalent level examination determined by the State Government from time to time.

I will pass the Examination of CCC of DOEACC or of the equivalent level examination determined by the State Government prior to date of appointment.

Note: If select Passed Examination than required to upload documentary evidence

- Select the **Language Proficiency** of Read, Write & Speak

Language	English	Hindi	Gujarati
Read	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Fill details of Medical Council registration for UG/ PG, if required

Degree	Registration No	Date	Name of Council
UG	ASDSA	05/04/2023	ASDSAD
PG	REGISTRATIONNO	DATE	NAME OF COUNCIL

- Click on **Save and Continue**

[← Back](#) [✓ Save and Continue](#)



Online Recruitment Application - User Manual

4. Experience Details :

- Select and Declare the Minimum Experience required for respective posts
- Enter the Experience details including subject. if subject are not applicable than select Not Applicable
- Fill other details of Current and past posting with duration, if more than one please click add more button
- Kindly upload Experience Certificate in PDF format as a proof of document

The screenshot shows the 'Experience Details' section of the application form. It includes a navigation bar with steps: Registration info, Basic Details, Educational Details, Experience Details (active), and Documents Upload. A message states 'Form saved successfully!!'. Below this is a question: 'Do you have three Years Experience in Professor?' with 'Yes' and 'No' radio buttons. The main table has columns: Post Held, Name of Institution, Subject, From (Date), To (Date), and Experience Certificate. The Experience Certificate column contains a 'Choose File' button (no file chosen), an 'UPLOAD' button, and a note 'May be provided at the time of Interview'. An 'Add More' button is at the bottom right. A 'Total Experience' summary row is at the bottom.

Training Details :

- Enter the Training details
- Fill other details of training, if more than one please click add more button
- Kindly upload Training Certificate in PDF format as a proof of document

The screenshot shows the 'Training Details' section of the application form. It includes a table with columns: Post Held, Institution/ Organisation Body, Name of Institution /Organisation, From, To, and Training Certificate. The Training Certificate column contains a 'Choose File' button (no file chosen), an 'UPLOAD' button with '(ONLY PDF, MAXIMUM 1 MB)' text, and an 'Add More' button. A 'Total Training' summary row is at the bottom.

- Click on **Save and Continue**

The screenshot shows the bottom navigation bar with two buttons: 'Back' and 'Save and Continue'.



Online Recruitment Application - User Manual

5. Documents Upload :

- Upload all the relevant documents as per the given file size limitation

The screenshot shows a web interface for document upload. On the left is a navigation menu with options: Home, My Application, Free Application, Make Payment, Change Password, and Log Out. The main area contains several document upload fields, each with a 'Choose File' button and an 'UPLOAD' button. The fields include:

- Photo: (Only jpg/png, Max 1 MB, Dimension: Min 100px; Max 300px)
- Signature: (Only jpg/png, Max 1 MB, Dimension: Min 100px; Max 130px)
- Gujarat Nursing/ Pharmacy Council Registration Certificate: (ONLY PDF, MAXIMUM 1 MB)
- Birth Date Certificate/School Leaving Certificate/ Passers/ 10th 5th- Marksheet or Certificate showing Date of Birth: (ONLY PDF, MAXIMUM 1 MB)
- Gazette Certificate (in case name change): (ONLY PDF, MAXIMUM 1 MB)
- Caste Certificate: (ONLY PDF, MAXIMUM 1 MB)
- Disability Certificate: (ONLY PDF, MAXIMUM 1 MB)
- Ex-Service Man Service Man Certificate: (ONLY PDF, MAXIMUM 1 MB)

- Click on **Preview & Submit** button for Preview Application

This screenshot shows a button labeled 'Preview & Submit' with a checkmark icon, and a 'Back' button with a left arrow icon.

- Click **Submit Form** button for final submission of application or click edit if required

This screenshot shows a warning message in red text: "Please ensure to check the details no request for edit will be allowed after the proceed button is clicked." Below the message are two buttons: 'Submit Form' with a checkmark icon and 'Click here for editing the form' with a left arrow icon.

6. Payment Process :

- After Final Submission of application click **Make Payment** button for payment process

The screenshot shows the 'Online Payment Request' page. At the top right, there is a 'Status: Submitted' button. The page title is 'Online Payment Request'. Below the title is a table with payment details:

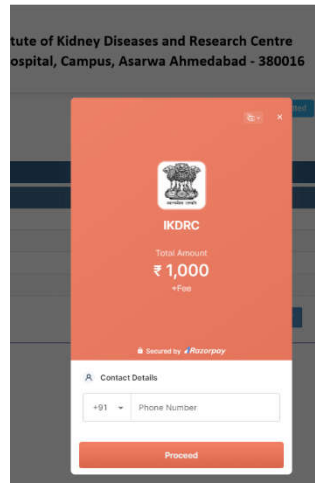
GMERS - PAYMENT	
Payment Details	
Application Form Number:	7015708
Name:	TST
EmailId:	GPARTH10@GMAIL.COM
Fee Amount:	₹ 1000.00

 At the bottom of the table is a 'MAKE PAYMENT' button. On the left side, there is a navigation menu with options: Home, My Application, Print Application, Make Payment, Change Password, and Log Out.

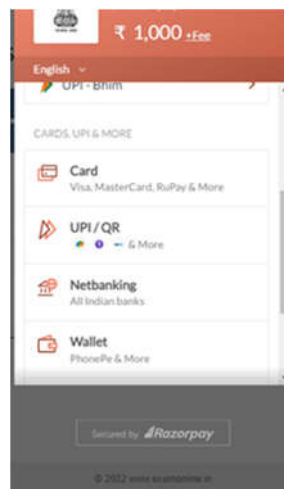


Online Recruitment Application - User Manual

- Enter details and click **Proceed** button for payment gateway



- Select Payment option Credit Card/ Debit Card/ UPI/ Wallet/ Others





Online Recruitment Application - User Manual

- After completion of payment process please take printout of submitted Application and check payment status

The screenshot displays the 'Review Registration Form' page. The header includes the institute's name and logo, along with the 75th anniversary logo of India. A green 'Status: Submitted' button is visible. The left sidebar contains navigation options: Home, My Application, Print Application, Make Payment, Change Password, and Log Out. The main content area shows the following details:

Application ID : 7077031
Application Name : ASDA
Application Status : Paid (Your application form has been submitted)
Application Name : IKDC|INSTITUTE OF KIDNEY DISEASES AND RESEARCH CENTRE

Personal Details			
Post Applied For	Professor	Applying Subject	Nephrology
Mobile No	9729789946	Email Address	PARTH@NICODE.IN
Are you physically Handicapped Details?	Yes	To which category do you belong	SEBC
Gender	Female		
Date of Birth	01/03/2005 18 YEAR(S) 0 MONTH(S) 18 DAY(S)		
Correspondence Address		Permanent Address	
asdas		asdas	
asdas		asdas	
asd ANDAMAN AND NICOBAR 454546		asd ANDAMAN AND NICOBAR 454546	
Present Job Details			
Present Job	Govt. Ad-Hoc	Working Institute	B. J. Medical college, Ahmedabad

Helpdesk for Technical Support Details:

- Call : +91-9310611990 / +91-8595750947
- Email : support@registernow.in

End