

# All India Council for Technical Education

(Under Ministry of HRD, GOI)



User Manual  
For  
Registration of Candidates – Deemed to be University

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## Step 1: Registration

Click on **Login/Register** Button and Navigate to **Register** tab.

Login **Register** ×

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### Enter details for Registration

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Full Name (as per University)	Full Name
Aadhar Card Number	Aadhar Card Number
Passport Number	Passport Number
Date of Birth	dd-mm-yyyy
Mobile Number	Mobile Number
Email Id	Email Id
Password	Password
Confirm Password	Confirm Password

CANCEL **REGISTER**

Fill all the Required Fields (Aadhar Number or Passport Number is required) and Click on Register button.

## Step 2: Verification

### 2.1 Mobile Number Verification

-On Successful Registration, you will be getting a OTP on your registered Mobile Number for verification. If not, you can get OTP again by clicking on “Resend OTP” and then verify.

-You can update mobile details using “Mobile Details Update” tab.

### 2.2 Email Verification

-On Successful Registration, you will be getting an Email with Candidate Id on your registered Email Id for verification. If not, you can get Email again by clicking on “Resend Email” and then verify.

-You can update Email details using “Email Details Update” tab.

The screenshot displays two verification screens. The top screen is titled "Mobile Number Verification" and features a tabbed interface with "Mobile Verification" selected. It contains a form with two input fields: "Registered Mobile Number" (with a masked value) and "Enter One Time Password". Below these fields are two red buttons: "RESEND OTP" on the left and "VERIFY" on the right. The bottom screen is titled "Email Verification" and features a tabbed interface with "Email Verification" selected. It contains a form with two input fields: "Registered Email" (with a masked value) and "Enter Candidate Id" (with the placeholder text "Candidate Id sent on Registered Email Id"). Below these fields are two red buttons: "RESEND EMAIL" on the left and "VERIFY" on the right. A watermark "Activate Go to Settings" is visible in the bottom right corner of the email verification screen.

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### Step 3: Basic Details

- Fill all the required fields in basic details tab and click on “Save” button to save the details.
- You will get an error message “Fill all required fields” if you missed out any required details.

**Application Form**

Basic Details

University Details

Attachments

#### Basic Details

Fields with \* are mandatory

Candidate Id* <input type="text"/>	Full Name (as per University)* <input type="text"/>
Father Name* <input type="text"/>	Mother Name* <input type="text"/>
Date of Birth* <input type="text" value="1993-09-07"/>	Aadhar No* <input type="text"/>
Mobile No ✓* <input type="text"/>	Alternate Mobile No <input type="text"/>
Email Id ✓* <input type="text"/>	Alternative Email Id <input type="text"/>
Gender* <input type="text" value="--Select Gender--"/>	Category* <input type="text" value="--Select Category--"/>

#### Permanent Residential Address

Address\*

State:

District:

City\*

Pincode\*

#### Correspondance Address

Is Both Address Same?  Yes  No

Address\*

State:

District:

City\*

Pincode\*

## Step 4: College Details

- Fill all the required fields of Diploma(1),UG(2),PG(3) in university details tab and click on “**Save**” button to save the details.
- You will get an error message “Fill all required fields” if you missed out any required details.

**Application Form**

Basic Details

University Details

Attachments

### University Details

Fields with \* are mandatory

Enter the details of Degree/ Diploma which you have completed through any of the Listed 4 Deemed Universities \*

**Diploma Details (1)**

Have you done Diploma from any of the 4 listed universities?  Yes  No

University Name\* --Select University Name--

University Enrollment/Registration Number\* Diploma Enrollment/Registration Number

Specialization\* Diploma Specialization

Year of Enrollment\* --Select Year of Enrollment--

Year of Passing\* --Select Year of Passing--

**Under Graduation Details (2)**

**Post Graduation Details (3)**

SAVE

## Step 5: Attachments

- Profile Photo, Signature, Aadhar Card/Passport, 10th Class Certificate is Mandatory.
- Diploma Certificate and Diploma Final Year Marksheet is Mandatory if you have completed diploma through any of the Listed Deemed Universities .
- UG Graduation Degree and Under Graduate Final Year Marksheet is Mandatory if you have completed UG through any of the Listed Deemed Universities.
- PG Graduation Degree and Post Graduate Final Year Marksheet is Mandatory if you have completed PG through any of the Listed Deemed Universities.
- Click on **+** symbol to open the attachment modal.
- Select the Attachment Name and upload the documents.
- Repeat the Process for uploading all required documents.

The screenshot shows a web application interface for uploading attachments. A modal window titled "Attachments" is open, displaying a form to select a file for uploading. The form includes a dropdown menu for "Attachment Name\*" with "Profile Picture" selected, a "File" input field with a "BROWSE" button, and "CANCEL" and "UPLOAD" buttons at the bottom.

The background page shows the "Attachments" section of the application. It includes a list of required attachments and a table for uploaded attachment details.

**Kindly upload following attachments**

1. Profile Photo (Mandatory)\*
2. Signature (Mandatory)\*
3. Aadhar card (Mandatory)\*
4. Diploma Certificate (if applicable)
5. Under Graduation Degree (if applicable)
6. Post Graduation Degree (if applicable)
7. 10th Class Certificate
8. Under Graduation Final Year Marksheet (if applicable)
9. Post Graduation Final Year Marksheet (if applicable)
10. Diploma Final Year Marksheet (if applicable)

**Uploaded Attachment Details**

#	Attachment Name	Upload/Modified Date	Download	Delete
No Attachments Details Found				

I hereby declare that the details provided are correct

**SUBMIT APPLICATION**

- You can download/delete the uploaded documents and can replace again.

**Application Form**

- Basic Details
- University Details
- Attachments

### Attachment Details

Kindly upload following attachments

1. Profile Photo (Mandatory)\*
2. Signature (Mandatory)\*
3. Aadhar card (Mandatory)\*
4. Diploma Certificate (if applicable)
5. Under Graduation Degree (if applicable)
6. Post Graduation Degree (if applicable)
7. 10th Class Certificate
8. Under Graduation Final Year Marksheet (if applicable)
9. Post Graduation Final Year Marksheet (if applicable)
10. Diploma Final Year Marksheet (if applicable)

Uploaded Attachment Details+

#	Attachment Name	Upload/Modified Date	Download	Delete
#1	Profile Picture	2017-12-02 13:43:30	<a href="#">↓</a>	<a href="#">🗑</a>

I hereby declare that the details provided are correct

SUBMIT APPLICATION



## Step 6: Submit Application

- Once all three tabs details are filled and saved. You can submit the application by confirming the declaration and clicking on “Submit Application” button.

Application Form

Basic Details

University Details

**Attachments**

### Attachment Details

Kindly upload following attachments

1. Profile Photo (Mandatory)
2. Signature (Mandatory)
3. Aadhar card (Mandatory)
4. Diploma Certificate (if applicable)
5. Under Graduation Degree (if applicable)
6. Post Graduation Degree (if applicable)
7. 10th Class Certificate
8. Under Graduation Final Year Marksheet (if applicable)
9. Post Graduation Final Year Marksheet (if applicable)
10. Diploma Final Year Marksheet (if applicable)

Uploaded Attachment Details

#	Attachment Name	Upload/Modified Date	Download	Delete
#1	Profile Picture	2017-12-02 13:43:30		

I hereby declare that the details provided are correct

**SUBMIT APPLICATION**