



Guidelines for Online Recruitment System of Dr. Shakuntala Misra National Rehabilitation University, Lucknow

Step 1 – Register

- Open the official website of University (dsmru.up.nic.in) and click on **Online Recruitment System** link.
- Thereafter, Register yourself by entering Name of Candidate, Date of Birth, Category, Mobile Number, Email ID and Captcha in the respective fields and click on **Register** button.
- Entered Mobile No. will be verified through One Time Password thereafter. Once the verification is done, registration will be completed and Login Credentials will be sent on the registered Mobile No. and Email ID.

Step 2 – Login

- Enter your Registration No., Password and Captcha in the respective fields and click on **Login** button.
- *In case user forgets his/her password then click on **Forgot Password?** link and submit your Registration No. in the respective field. A Password Recovery Link will be sent on the Registered Email ID thereafter.*

Step 3 – Apply for the Vacancy

- After login, all current vacancies will be displayed on the dashboard. Click on **Apply Now** button of respective vacancy to proceed and fill the application form.
- Thereafter, applicant will have to submit following details in the respective sections:
 - **Personal Information**
 - Fill below mentioned details in the respective fields and then click on **Save and Next** button:
 - Advertisement Number
 - Applying for the Post of
 - Have you ever applied for the same position in the University before? If Yes, then fill:
 - Advertisement No. of that Vacancy
 - Copy of Fee Payment Receipt/DD of that Vacancy (File Format: JPEG/JPG; Max File Size: 100 KB)
 - Name of the Candidate
 - Father's/Husband's Name
 - Gender
 - Date of Birth



डॉ० शकुन्तला मिश्रा राष्ट्रीय पुनर्वास विश्वविद्यालय, लखनऊ
Dr. Shakuntala Misra National Rehabilitation University, Lucknow
(D.S.M.N.R.U.)

- Correspondence Address
 - Address
 - State
 - District
 - Pin Code
- Permanent Address
 - Address
 - State
 - District
 - Pin Code
- Contact and Other Details
 - Mobile No.
 - Email ID
 - Marital Status
 - Nationality
 - Domicile
 - Category
 - Sub-Category
 - Recognized as Sports person at which level?
 - Are you a laid-off employee? If yes, then fill its details
- After submission of Personal Information you will be redirected to Academic Qualification page.
- **Academic Qualification Details**
 - Fill below mentioned details in the respective fields and then click on **Save and Next** button:
 - Name of Examination i.e., High School or Equivalent, Intermediate or Equivalent, Graduation, Post-Graduation and Other
 - Name of the Board/Institution/University of all Examination(s)
 - Subject(s) of all Examination(s)
 - Passing Year(s) of all Examination(s)
 - Obtained Marks/CGPA of all Examination(s)
 - Division of all Examination(s)
 - After submission of Academic Qualification Details you will be redirected to Experience and Other Details page.
- **Experience and Other Details**
 - Fill below mentioned details in the respective fields and then click on **Save and Next** button:
 - Name of Department/Organization
 - Designation
 - Salary Per Month (INR)



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- Experience Period (From Date & To Date)
 - Nature of Work
- *Click on Add More button if you wish to add rows to enter more Experience related details.*
- *Experience Details should be in reverse chronological order, starting from the Current Employment.*
- After submission of Experience and Other Details you will be redirected to Upload Documents page.
- **Upload Documents**
- Upload below mentioned documents in the respective fields and then click on **Save and Next** button:

Upload below documents in JPEG/JPG format whose size should not exceed 100 KB each:

- Photograph
- Signature

Upload below documents in PDF format whose size should not exceed 2 MB each:

- Marksheet of High School (if applicable)
 - Marksheet of Intermediate (if applicable)
 - Degree of Graduation (if applicable)
 - Degree of Post-Graduation (if applicable)
 - Certificate/Degree/Diploma/Marksheet of Other Qualification (if applicable)
 - Caste Certificate
 - Domicile Certificate
 - Experience Certificate (if applicable)
 - Income Certificate (if applicable)
 - Any Other Relevant Document (if any)
- After uploading the above mentioned documents check the Declaration checkbox and click on **Save and Next** button. You will be redirected to Preview the Filled Application Form.

Step 4 – Preview the Filled Application Form

- Once you have submitted all the details and uploaded all the required documents, you will be redirected to preview the Filled Application Form.



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- Kindly review each and every detail submitted by you. Edit the required detail by clicking on **Edit** button and then click on **Final Submit** button. No changes will be allowed in the application form after final submission; hence, applicants are advised to edit the required details before final submission of form.

Step 5 – Online Payment of Application Fee

- After final submission of application form, you will be redirected to pay the Application Fee online.
- Click on **Proceed to Pay Online** button and pay the pre-defined fee through Debit Card/Credit Card/Net Banking/UPI.
- Once the payment is done, download the Fee Payment Receipt.

After Fee Payment, application will be forwarded to the Concerned Authority of the University for scrutiny and further processing. You will be notified through Email/SMS in case of any update. You can also track the status of your application through your Login.