



General Instruction For Filling Up JU CAS Application In Online Portal

1. Open the portal with link: <http://jucas.jdvu.ac.in:8000/> (*best viewed in Google Chrome*). Please use internet other than JU WI-FI. Kindly access the portal from desktop/laptop.
2. Sign up with Employee Id and the institute email (@jadavpuruniversity.in).
3. After signing up, an email notification with default password will be sent to your registered email address.
4. Login with the default password and reset your password.
5. Create a folder in your Google Drive and upload the necessary documents in the folder. The links of these files will be required for supporting documents. A guideline for the process is available in the portal.
6. Give Access (share the folder) to view uploaded Google Drive files for further consideration of Application.
7. Fill up the data on the portal for the fields as necessary and **Save** in each page.
8. Duly signed declaration/supporting documents for API Category-I and Category-II are to be uploaded as document link with detailed year-wise breakup of hours spent during the entire assessment period.
9. See the API Score Summary when data filling is completed to check the status.
10. Click **Proceed** button and generate the Forwarding letter from the portal.
11. Get the forwarding letter signed by your HoD/Director and upload the same in .jpg/png format.
12. Preview the complete application and click the **Confirm submission** button.
13. Click **Preview** on the dashboard to download the pdf of your application and submit it to the University authority through email (dyregistrar1@jadavpuruniversity.in).