



**Dr.Y.S.R UNIVERSITY OF HEALTH SCIENCES**

Government of Andhra Pradesh

# **User Manual For**

## **Dr. YSR UHS – Assistant Librarian Recruitment**

**Served By**

**APOnline**



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## 1 INTRODUCTION

Applications are invited online for recruitment to the post of Assistant Librarian (1 posts) in A.P.

### 1.1 OBJECTIVES

Pre-defined rules are set to recruit for these vacant positions. An online application is developed based on these rules to facilitate ease of application.

### 1.2 SCOPE

The scope of this document is to explain the process of Applicant registration, fee payment, print application and Edit application.

## 2 SOFTWARE AND TECHNOLOGIES

Table 1 : Software and Technologies

S.No.	Software	Version
1	.NET	Framework 4.6
2	SQL Server	19.0.1



### 3 PROCESS FLOW

- ❖ Registration & Fee Payment
- ❖ Fee Payment & Know Your Payment Status
- ❖ Fill Application
- ❖ Print Application
- ❖ Edit Application

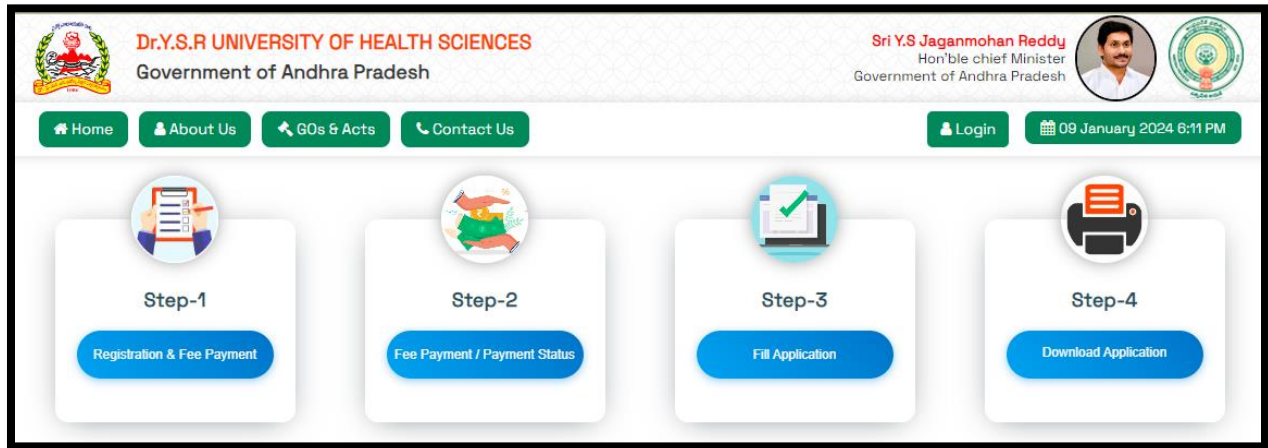


Figure 1: Home Page

#### 3.1A Registration:

Click on the 'Registration & Fee Payment' Step 1 tile to register for the AHA post, as shown in the screen below.

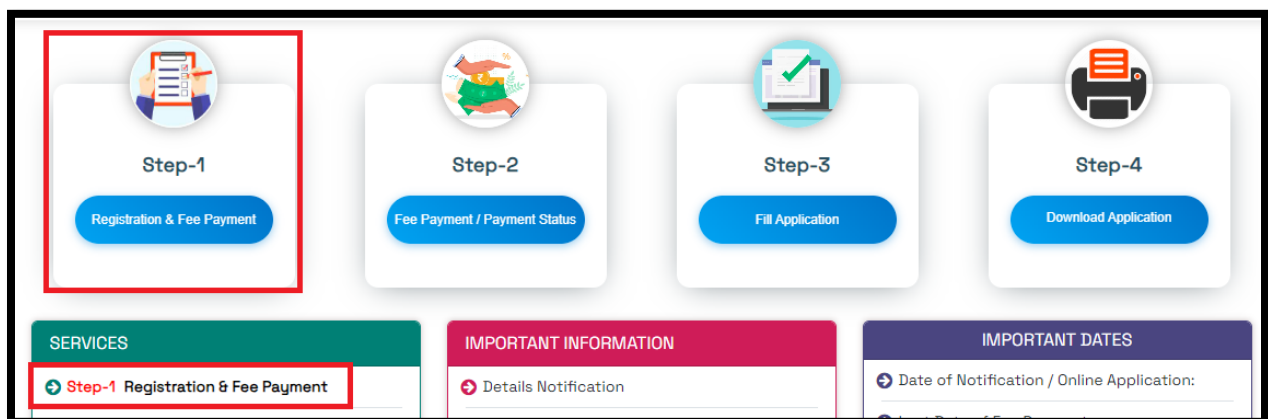


Figure 2: Registration & Fee Payment - Link

After clicking Registration & Fee Payment Tab, a registration webpage will be displayed as shown in the screen below.



**REGISTRATION - ASSISTANT LIBRARIAN**

Applicant Name (as per SSC)*	Gender* --Select--	Aadhaar Number*
Mobile Number*	Email ID*	Social Status* --Select--
Do you have APPSC OTPR No?*	OTPR No*	Do you belong to Creamy Layer?*
Select	Select	Select
EWS*	Differently Abled (PH)*	Ex-Service Men*
Select	Select	Select
Are you a local of Andhra Pradesh*		
Select		

**Note :-** Ensure you review the notification before submitting.  
**Note :-** You cannot edit your submitted details once you have submitted them.

Enter OTP\*

**Generate OTP**

**Register**      **Back to Home**      **Clear**

Figure 3: Registration - Form

Applicant must fill all the provided fields.

After entering all the details, click on the 'Generate OTP' button. After clicking on the 'Generate OTP' button, OTP will be sent to your registered mobile number and email ID. Please enter the OTP in "Enter OTP" field and click the Register Button.

**NOTE:- Please review the details before submitting; No editing option will be available throughout the recruitment Process.**

After OTP authentication, Successful popup will be displayed. Click "OK" button.

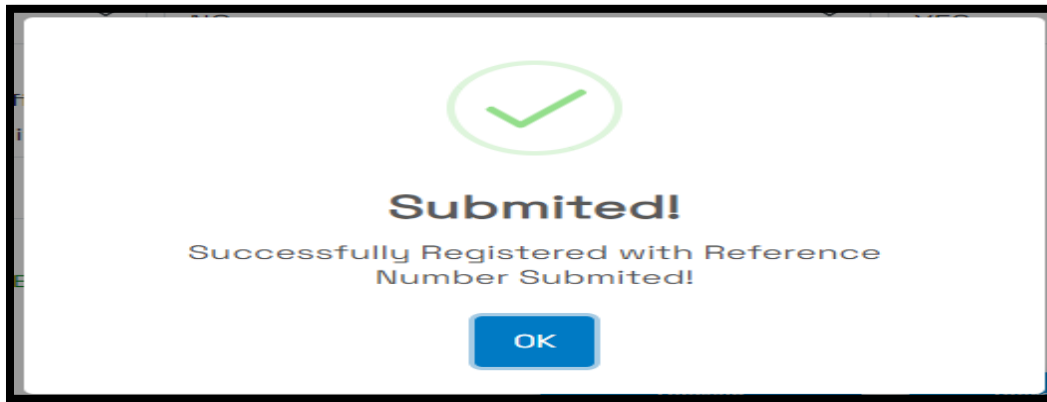


Figure 4: Registration – Registration Success Popup

After successful registration, Registration Number will be sent to the registered Mobile No & Email ID.

### 3.1B Fee Payment:

After successful registration, Screen is automatically redirected to the payment gateway screen.

Select the payment type, select the terms and conditions, and click the 'Pay Now' button. Afterward, the screen will be redirected to the bank page for completing the fee payment.

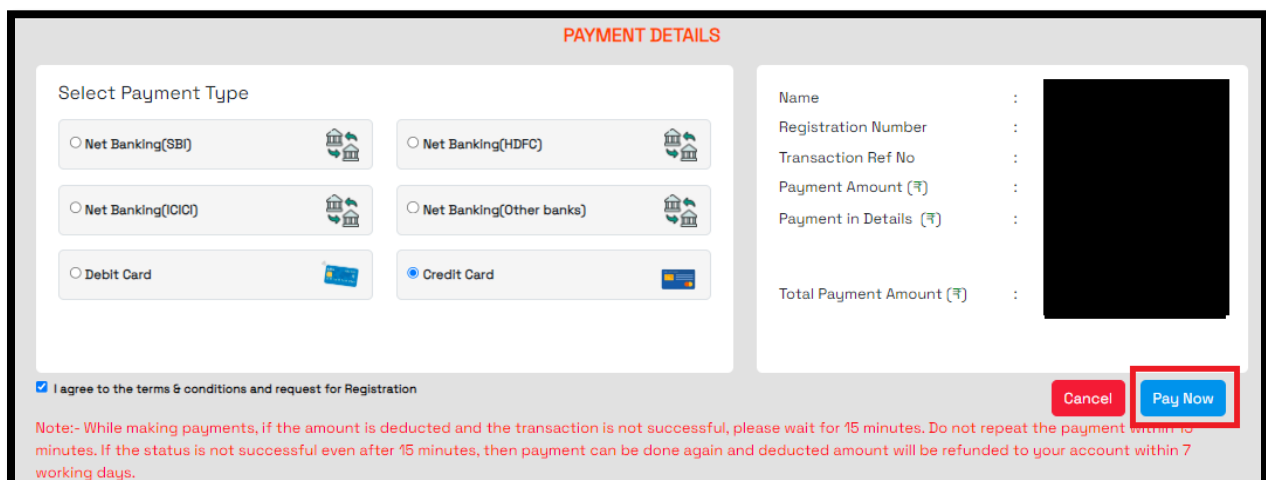


Figure 5: Fee Payment – Fee Payment

After payment successful, Payment Success popup will be displayed like below.

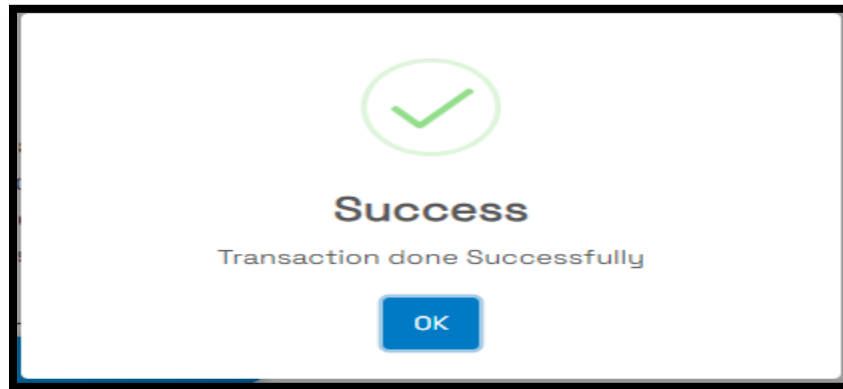


Figure 6: Fee Payment – Fee Payment success popup

Payment receipt will be displayed like below.

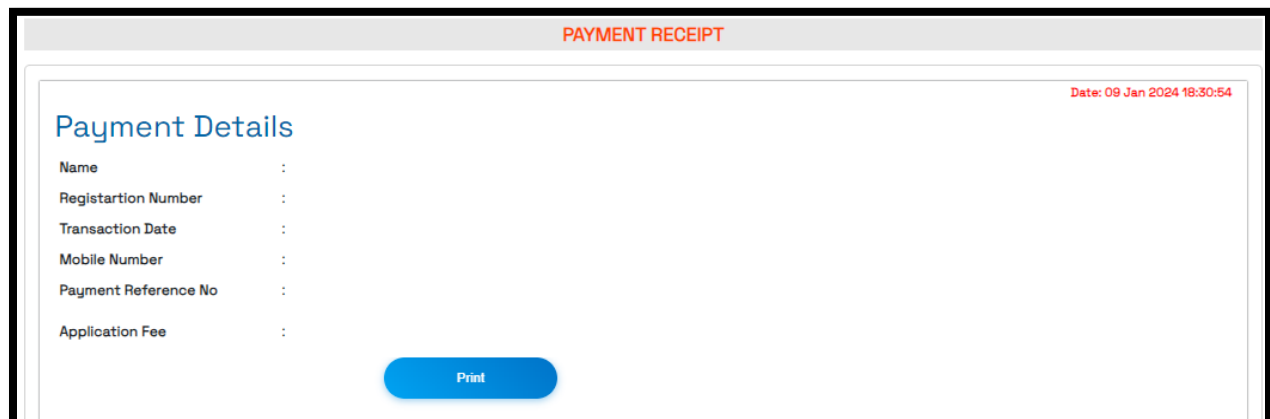


Figure 7: Fee Payment - Receipt

**Note:-** While making the payments, if the amount is deducted and the transaction is not successful, please wait for 15 minutes. Don't repeat the payment within 15 minutes. If the payment is not successful even after 15 minutes, then payment can be done again and deducted amount will be refunded to your account within 7 working days.

### 3.2 Fee Payment / Payment Status

If, for any reason, fee payment is not completed at the time of registration, the next fee payment option is available in the 'Fee Payment & Payment Status' Step 2 tile. Please click on the tile for fee payment, as shown below.

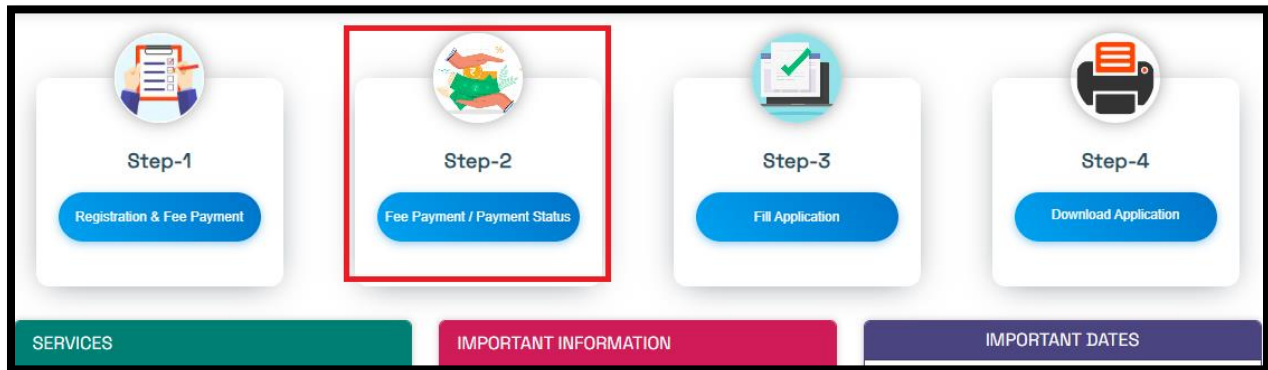


Figure 8: Fee Payment / Payment Status Link

Enter the Registration ID/Aadhaar Number, mobile number, and captcha, then click on the submit button, Screen will be redirected to payment page. Remaining process like above.

The screenshot shows a form titled 'FEE PAYMENT / PAYMENT STATUS - ASSISTANT LIBRARIAN'. It has three input fields: 'Registration No./Aadhaar No.', 'Mobile Number', and 'Enter Captcha'. The captcha image displays the number '27701'. A blue 'Get Details' button is located at the bottom right of the form.

Figure 9: Fee Payment / Payment Status – Get Details

If fee payment has already been made, the fee payment receipt will be displayed as shown below.

If fee payment has not been made, the page will redirect to the payment gateway screen.

The screenshot shows a 'FEE PAYMENT RECEIPT' page with the following details:

Applicant name :	Registration Number :
Mobile Number :	Gender :
Email :	Aadhaar number :
Payment Status :	Transaction Date :
Transaction Amount :	Transaction Number :
Payment Ref No :	Application Status : Payment Completed and Application Not Yet Submitted

Buttons: Print, Back to Home

Figure 10: Fee Payment / Payment Status – Payment Receipt





### 3.3 Fill Application

Click on the 'Fill Application' step 3 tile to submit the application, as shown on the screen below.

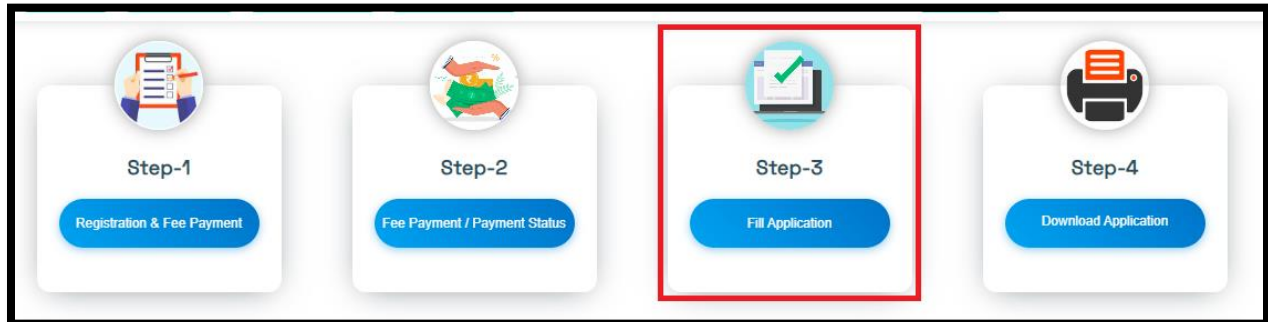


Figure 11: Fill Application – Link

Enter the Registration Number, Aadhaar Number and captcha, then click on the submit button.

Figure 12: Fill Application – Get Details

Already submitted registration details will be displayed in the 'Fill Application' section; you only need to submit the remaining details.

**Note:** Any physically handicapped (PH) applicant selecting 'Scribe Required' must pay the amount specified by the Exam Center Supervisor, and the final decision for allocating a scribe rests with the department.



**APPLICATION FORM FOR ASSISTANT LIBRARIAN POSITION**

**Personal Details :**

Registration Number UH4L03M604650	Applicant's Name (in pure ABC) [hkhghkjhk]	Gender Male
Andhra Number XXXXXXXXXX001	Mobile Number	Pin Code
Marital Status CC	Do you have APPSC ID Card? NO	SWC YES
Are Service Fees YES	DOB (Age : 21 Years & Above 32 Days) 19/05/1982	Father's Name satya
Mother's Name satya	Marital Status Married	Nationality Indian
Are you a Spouse of Person YES	Spouse Level University	

**Differently Abled (PH) Details :**

Differently Abled (PH) YES	Differently Abled (PH) Type Visually Handicapped	Differently Abled (PH) Percentages 60-70
Stipend Required Yes		

**Permanent Address :**

State Andhra Pradesh	Dist No 525	Street/Village Name 525
District Eluru	Mandal Muzumala	Village/City text
Pincode 525215	Landmark @kulu	

Address for Communication same as Permanent address ?  
 Yes  No

**Address for Communication :**

State Andhra Pradesh	Dist No 525	Street/Village Name 525
District Eluru	Mandal Muzumala	Village/City text
Pincode 525215	Landmark @kulu	

**Local and Non-Local :**

**Local and Non-Local :**

Regular 
  Private 
  Applicant Migrated from Telangana

Class *	Academic Year *	State *	School Name *	Certificates Upload (.pdf <1MB only)	
IV Class	1990	Andhra Pradesh	abc	Choose File	No file chosen
V Class	1991	Andhra Pradesh	abc	Choose File	No file chosen
VI Class	1992	Andhra Pradesh	abc	Choose File	No file chosen
VII Class	1993	Andhra Pradesh	abc	Choose File	No file chosen
VIII Class	1994	Others	abc	Choose File	No file chosen
IX Class	1995	Others	abc	Choose File	No file chosen
X Class/Equivalent	1996	Others	abc	Choose File	No file chosen

Note:- Applicants who have not completed 4 classes in Andhra Pradesh are not eligible for this post



Note: If the applicant studied in a regular IV Class to X Class program, please select 'regular.' If the applicant studied in a private program, select 'private' or Migrated from Telangana and upload the residency certificate as per the notification guidelines. The applicant must be from Andhra Pradesh only.

Education Details :			
<b>X Class/Equivalent:</b>			
Studied Type * Studied			
Year of Passing * 1996	Month of passing * JAN	Type of Result * GPA	
Obtained Marks/GPA * 9	Percentage * 85.50		
<b>Inter/Equivalent :</b>			
Studied Type * Studied			
Year of Passing * 1997	Month of passing * JAN	Type of Course * Inter C.E.C	
Type of Result * GPA	Obtained Marks/GPA * 9	Percentage * 85.50	
<b>Degree in Library Science :</b>			
Year of Passing * 1998	Month of passing * JAN	Type of Course * Library Science	
University * Acharya Nagarjuna University Nagarjuna Nagar	Type of Result * GPA	Obtained Marks/GPA * 9	
Percentage * 85.50			
<b>PG Diploma in Computer Applications from any recognized University/Institution :</b>			
Year of Passing * 1995	Month of passing * JAN	Recognized University/Institution * Acharya Nagarjuna University Nagarjuna Nagar	

Note:-

**Educational Qualification**

1. Second class degree (55%) in library science from any recognized University.
2. PG Diploma in Computer Applications from any recognized University / institution.

**\*Experience Desirable:**

Experience of two years as librarian Assistant or equivalent in any academic Institution.



**Relaxation of Age Permissible in Category :**

Experience Type: Select      From Date:      To Date:      Add

Department:      Experience Letter (pdf -15MB only): Choose File No file chosen      Add

S.No	Experience Type	From Date	To Date	Experience	Department	Experience Letter	
1	Ex. Service men	01/05/2004	12/05/2004	OY OM 11D	test	View/Download	Delete

**Assistant Librarian or Equivalent Work Experience Details (Desirable) :**

From Date:      To Date:      University/Institution:      Add

Experience Letter (pdf -15MB only): Choose File No file chosen      Add

S.No	From Date	To Date	Experience	University/Institution	Experience Letter	
1	01/05/2004	12/05/2004	OY OM 11D	test	View/Download	Delete

**Uploads :**

Applicant Photo (JPG/JPEG -1024x Only) \*      View      Applicant Signature (JPG/JPEG -1024x Only) \*      View

Choose File No file chosen      View      Choose File No file chosen      View

X Class/Bachelors/ M.Com Certificate (PDF -15MB Only) \*      View      M.Com Certificate (PDF -15MB Only) \*      View

Choose File No file chosen      View      Choose File No file chosen      View

Degree in Library Science Certificate (PDF -15MB Only) \*      View      Applicant Postwar both sides (PDF -15MB Only) \*      View

Choose File No file chosen      View      Choose File No file chosen      View

Diploma in Hindi (PG) Certificate (PDF -15MB Only) \*      View      M.Phil Certificate (PDF -15MB Only) \*      View

Choose File No file chosen      View      Choose File No file chosen      View

Post-Graduate Certificate (PDF -15MB Only) \*      View

Choose File No file chosen      View

PG Diploma in Computer Applications from any recognized University/Institution Certificate (PDF -15MB Only) \*      View

Choose File No file chosen      View

\* I here by declare that all the entries/statements made in this application are true, complete and correct to the best of my knowledge and belief. I also declare that I fulfil all the eligibility conditions, notified for the post/s applied for. In the event of any information being found false or incorrect or ineligible being detected before or after the examination, the commission can take action against me as per the rules. In case it is detected that I have misled YSR University of Health Sciences on any issue, I will be solely responsible for all penal consequences thereof.

\* The applicant He / She is of sound health, active habits and free from any bodily defect or infirmity rendering his / her unfit for such service.

\* The applicant He / She character and antecedents are such as to qualify his / her for such service.

\* The applicant He /She possesses the academic and other qualifications prescribed for the post.

\* The applicant He/ She is a citizen of India and Resident of Andhra Pradesh.

Preview      Submit      Clear      Back

Figure 13: Fill Application – Application Form

**Save Details:** - The 'Save Details' option is available for applicants to save their details at any time while filling out the application. It's important to note that selecting 'Save' does not submit the application. Applicants must complete filling in all the details and then submit the application.

**Preview:** - The details entered by the applicant will be displayed on the preview screen. Before submitting the application, the applicant must verify the entered details on the preview screen.

**Submit:-** After verifying all details, click the 'Submit' button.

**Clear:-** Already entered details will be cleared.



Check list of the documents to be uploaded.

- ✓ Applicant photo
- ✓ Applicant Signature
- ✓ Aadhar card (Both Sides)
- ✓ SSC certificate
- ✓ Inter Certificate
- ✓ Educational Qualification certificates
- ✓ Caste & Community certificate (If applicable)
- ✓ Study certificates (IV to X class) / Local status (Nativity) certificate
- ✓ Disability certificate (If applicable)
- ✓ Age relaxation support document (If applicable)
- ✓ Ex-servicemen certificate (If applicable)
- ✓ Meritorious Sports certificate (If applicable)
- ✓ Experience Certificate (If applicable)

### 3.4 Print application

Click on the 'Print Application Step 4' tile to print the application, as shown on the screen below.

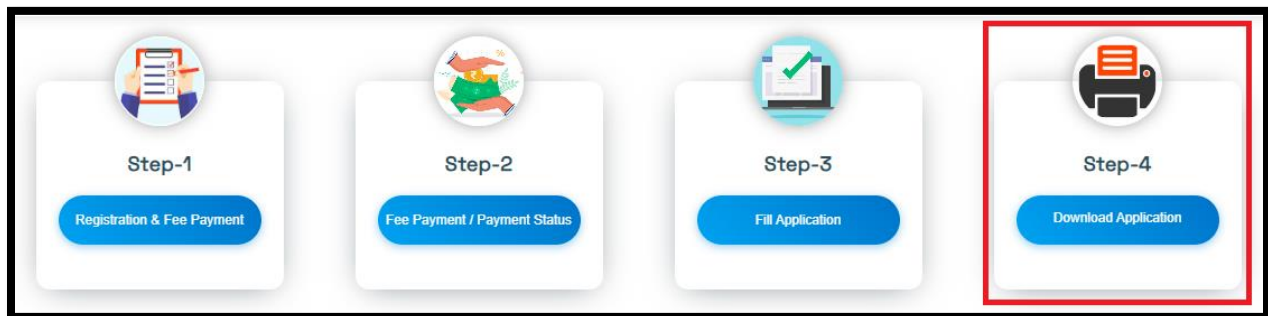


Figure 14: Print Application Link

Enter the Registration ID/Aadhaar Number, Mobile number, and captcha, then click on the submit button.

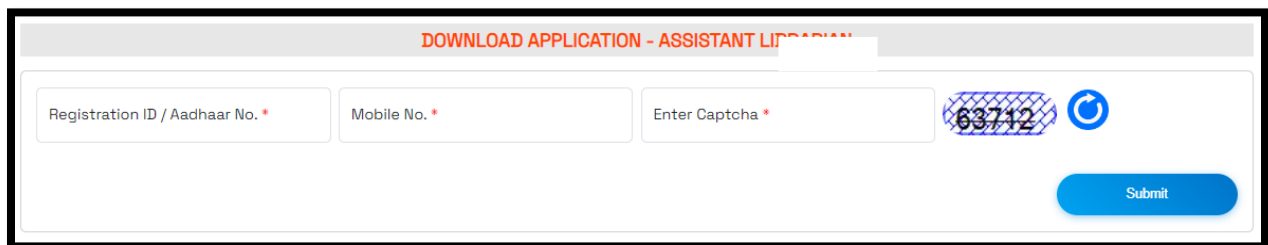


Figure 15: Print Application – Get Details



After clicking Submit button, Applicant can get print application form.

Print application page will be displayed as shown below.

Click on Print button for application print purposes or download and verify the details once again.

DOWNLOAD APPLICATION - ASSISTANT LIBRARIAN

**Personal Details :**

Registration No. :	Applicant Name :
Gender :	Author Number :
Mobile Number :	DOB :
Social Status :	DOB :
Do you have APPSC OTRP No? :	Mother's Name :
Do you belong to Creamy Layer? :	Nationality :
Are you Ex-Service Man :	Sports Level :
Father's Name :	
Marital Status :	

**Differently Abled (PH) Details :**

Differently Abled (PH) :  Yes

Differently Abled (PH) Type :  Visually Handicapped

Differently Abled (PH) Percentage :  50-70

Scitex Required :  Yes

**Address :**

**Permanent Address :**

State : Andhra Pradesh	Door No. : 100
Street/Ward Name : 100	District : Guntur
Mandal : Munimuru	Village/City : text
Pincode : 520115	Landmark : kuru

Address for Communication same as Permanent address :  Yes

**Address for Communication :**

State : Andhra Pradesh	Door No. : 100
Street/Ward Name : 100	District : Guntur
Mandal : Munimuru	Village/City : text
Pincode : 520115	Landmark : kuru

**Local & Non Local Details :**

Studied Type :  Regular

S.No.	Class	Academic Year	State	School Name	Uploads for Certificate
1	V Class	1990	Andhra Pradesh	abc	Not uploaded
2	V Class	1991	Andhra Pradesh	abc	Not uploaded
3	VI Class	1992	Andhra Pradesh	abc	Not uploaded
4	VI Class	1993	Andhra Pradesh	abc	Not uploaded
5	VII Class	1994	Others	abc	Not uploaded
6	IX Class	1995	Others	abc	Not uploaded
7	X Class/Equivalent	1996	Others	abc	Not uploaded

**Education Details :**

**X Class/Equivalent :**

Studied Type :  Studied

Year of Passing : 1997

Type of Result : GPA

Percentage : 85.50

Month of Passing : January

Obtained Marks/GPA : 0

**Inter/Equivalent :**

Studied Type :  Studied

Year of Passing : 1997

Month of Passing : January

Type of Course : Inter D.C.D

Type of Result : GPA

Obtained Marks/GPA : 0

Percentage : 85.50

**Degree in Library Science :**

Year of Passing : 1999

Month of Passing : January

Type of Course : Library Science

University : Acharya Nagarjuna University Nalgonda Nagar

Type of Result : GPA

Obtained Marks/GPA : 0

Percentage : 85.50

**PQ Diploma in Computer Applications from any recognized University/Institution :**

Year of Passing : 1999

Month of Passing : January

Recognized University/Institution : Acharya Nagarjuna University Nalgonda Nagar

**Relaxation of Age Permissible in Category :**

S.No.	Experience Type	From Date	To Date	Experience	Department	Experience Letter
1	Ex. Service men	01/03/2004	15/03/2004	0Y 0M 11D	Text	Uploaded

**Assistant Librarian or Equivalent Work Experience Details (Deletable) :**

S.No.	From Date	To Date	Experience	University/Institution	Experience Letter
1	01/03/2004	15/03/2004	0Y 0M 11D	Text	Uploaded

**Documents :**

Type of Upload	Uploaded Status
Applicant Photo	Uploaded
Applicant Signature	Uploaded
10th/Equivalent Certificate	Uploaded
Inter Certificate	Uploaded
Degree in Library Science Certificate	Uploaded
PQ Diploma in Computer Applications from any recognized University/Institution Certificate	Uploaded
Applicant Author (Both Sides)	Uploaded
DWS Certificate	Uploaded
Differently Abled (PH) Certificate	Uploaded
Sports Level Certificate	Uploaded

Print Download

Figure 16: Print Application – Details



### 3.5 Edit Application

If applicant entered any details are wrong/incorrect, Edit or Update option available.

Click on the EDIT/UPDATE' link to update correct details, as shown on the screen below.

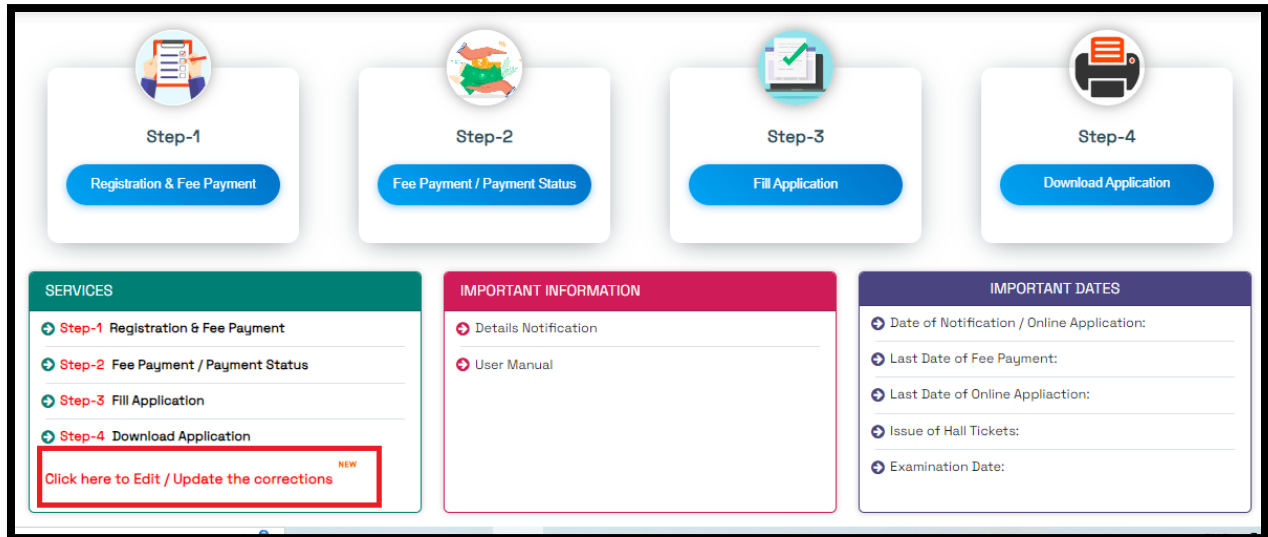


Figure 17: Edit Print Application – Link

Enter the Registration Number, Aadhaar Number and captcha, then click on the “Get Details” button, Screen will be redirected to payment page. After Fee Payment, again click on Edit or Update link.

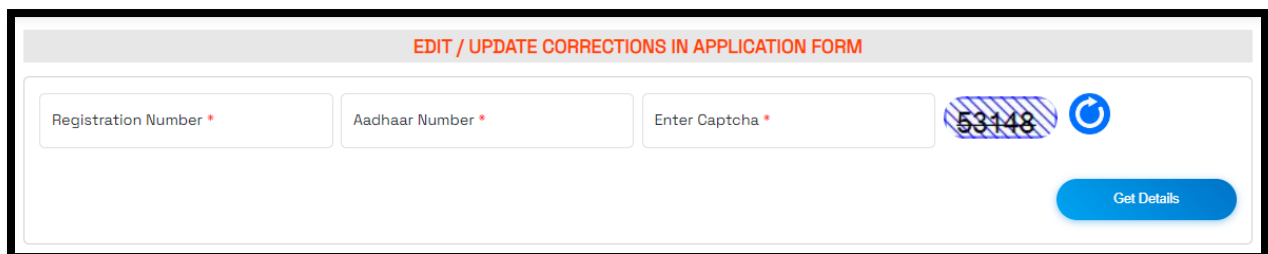


Figure 18: Edit Print Application – Get Details

Applicants must pay a fee to edit the application details; however, they can edit all details except registration information.

Click the "OK" button and proceed to pay the application editing fee. After making the payment, click the same link to edit the application details and update correct details.

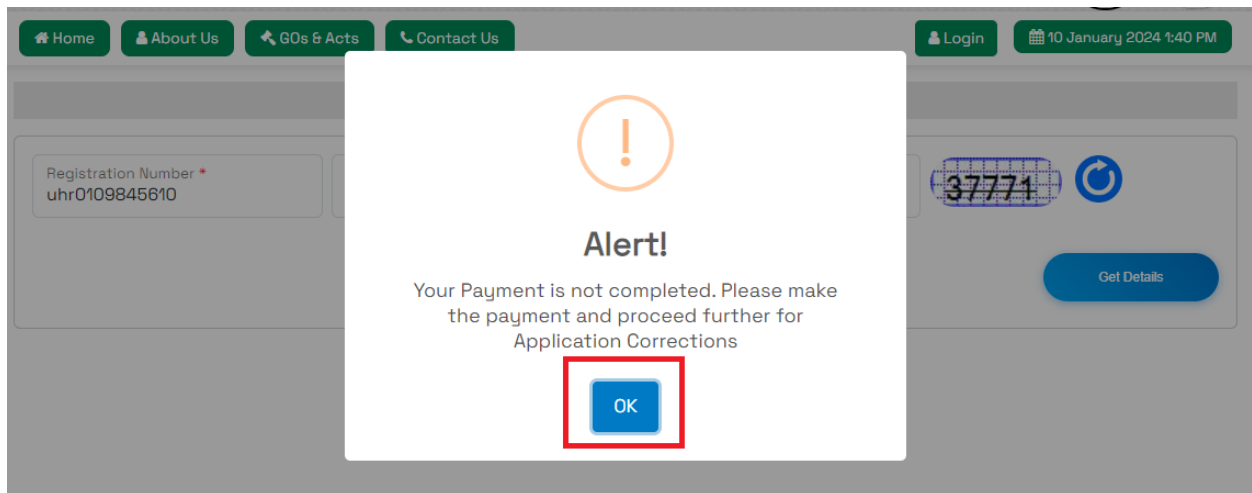


Figure 19: Edit Print Application – Payment Alert