



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

Government of Andhra Pradesh

**User Manual  
For  
Dr. YSR UHS – Junior Assistant  
Recruitment  
Served By**

**APOnline**



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## 1 INTRODUCTION

Applications are invited online for recruitment to the post of Junior Assistant Regular (20 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

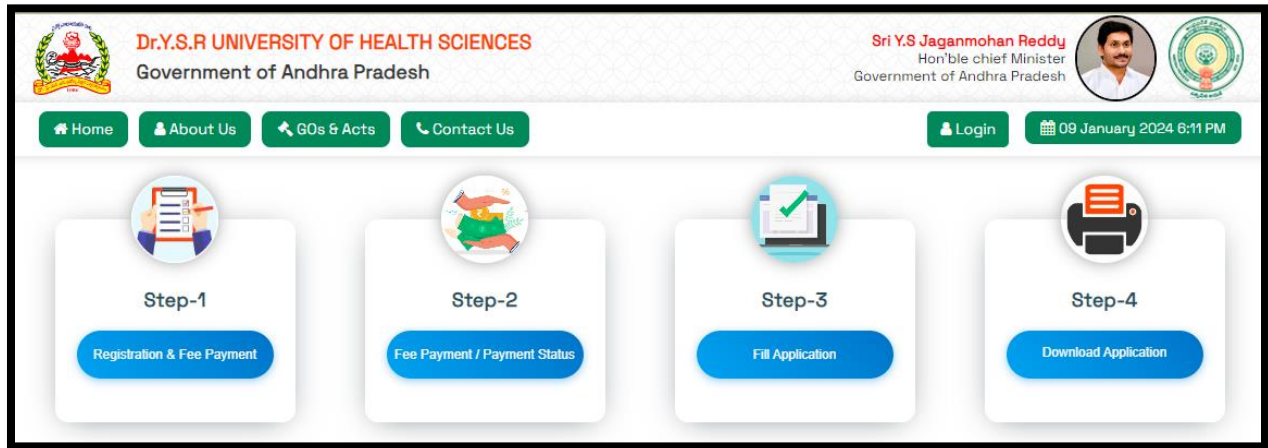


Figure 1: Home Page

#### 3.1A Registration:

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

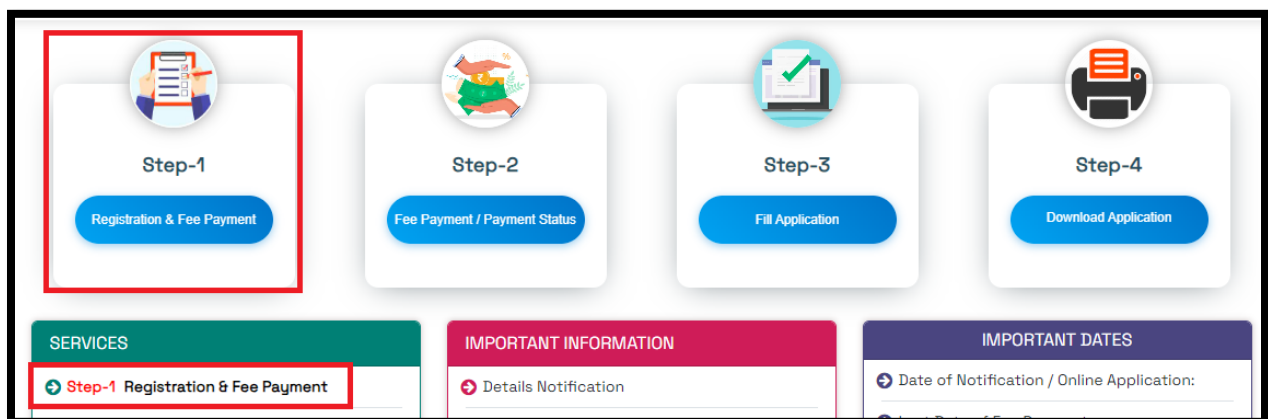


Figure 2: Registration & Fee Payment - Link

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



**REGISTRATION**

Applicant Name (as per SSC)*	Gender* --Select--	Aadhaar Number*
Mobile Number*	Email ID*	Social Status* --Select--
Do you have APPSC OTPR No?*	OTPR No*	Are you belongs 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.

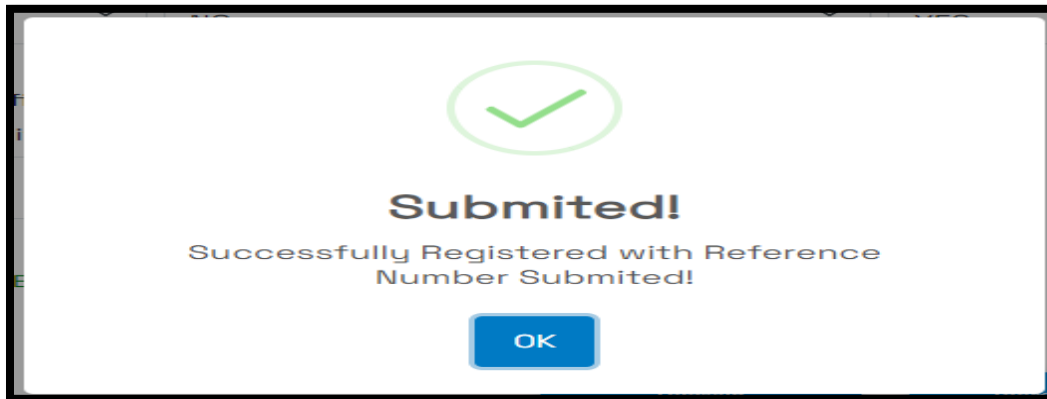


Figure 4: Registration – Registration Success Popup

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.

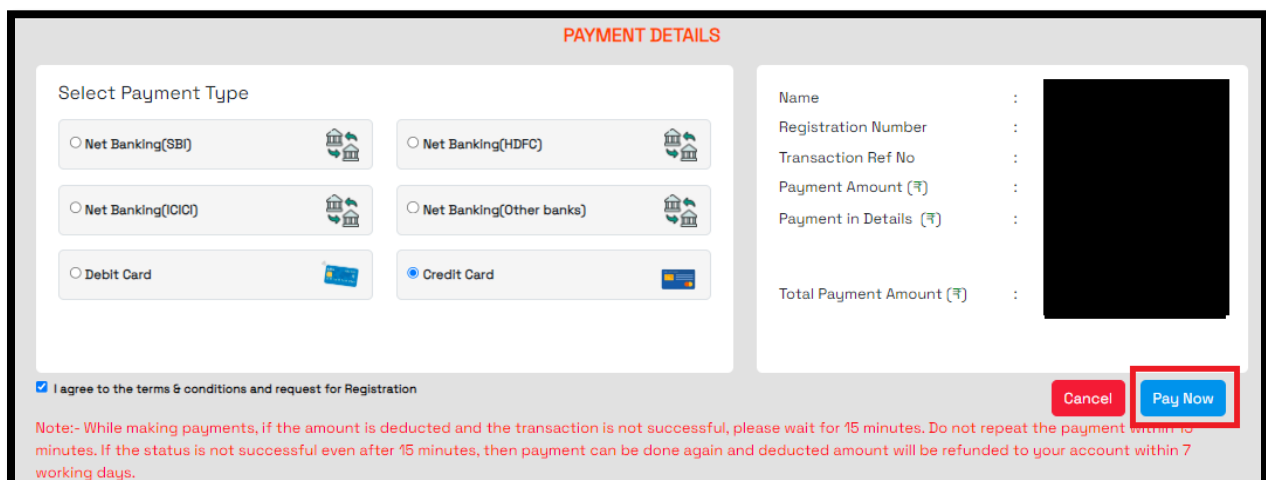


Figure 5: Fee Payment – Fee Payment

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

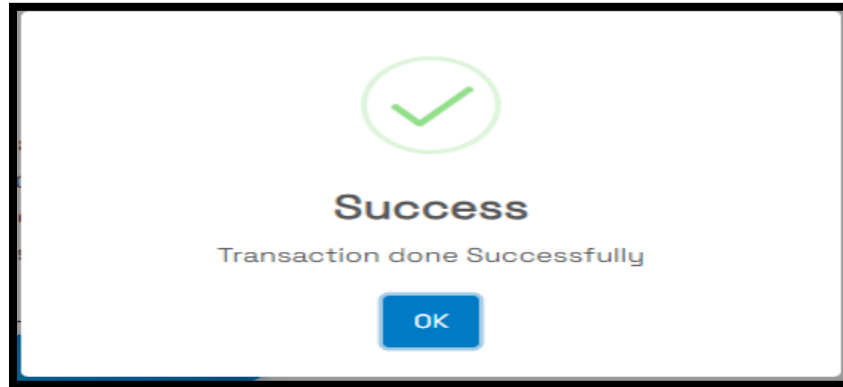


Figure 6: Fee Payment – Fee Payment success popup

Payment receipt will be displayed like below.

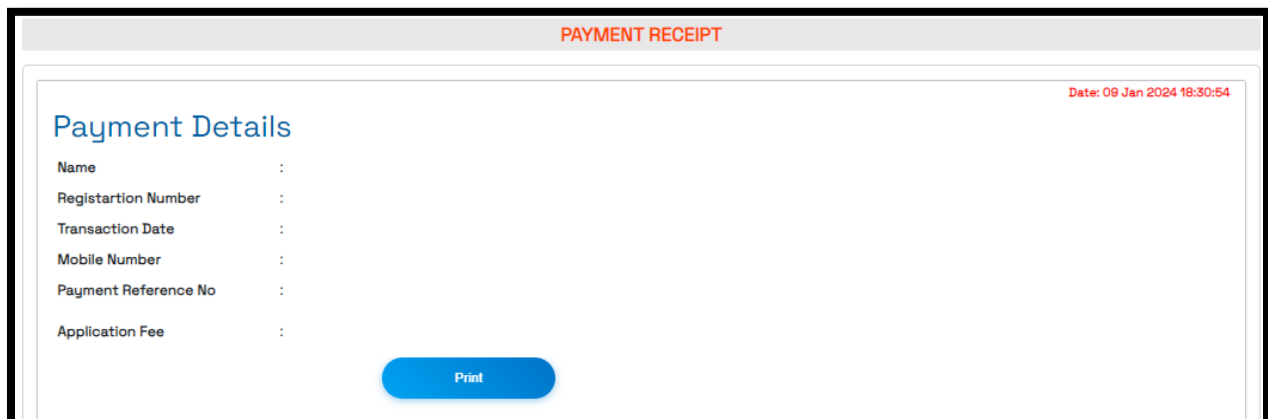


Figure 7: Fee Payment - Receipt

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.

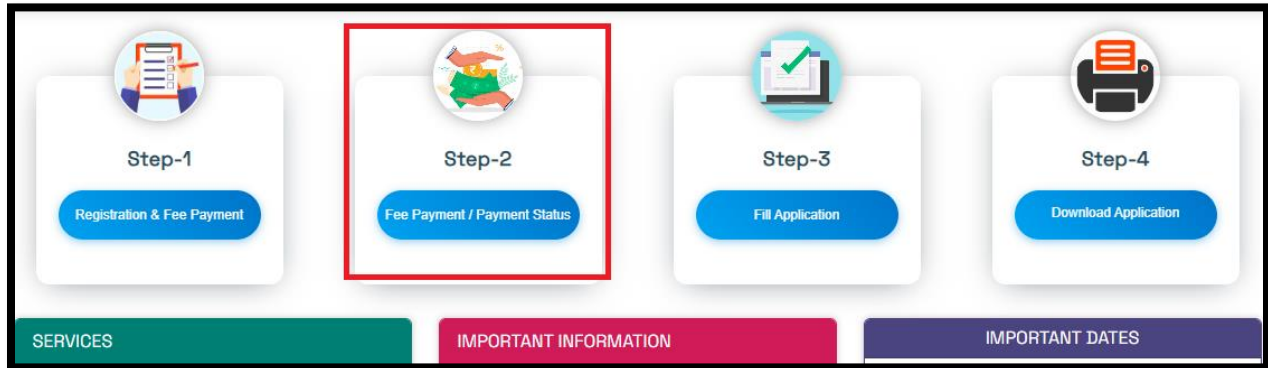


Figure 8: Fee Payment / Payment Status Link

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 form is titled 'KNOW YOUR STATUS'. It contains three input fields: 'Registration No./Aadhaar No. \*', 'Mobile Number \*', and 'Enter Captcha \*'. A captcha image displays the number '22830'. 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 form is titled 'FEE PAYMENT RECEIPT' and displays 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

At the bottom of the form are two buttons: 'Print' and '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.

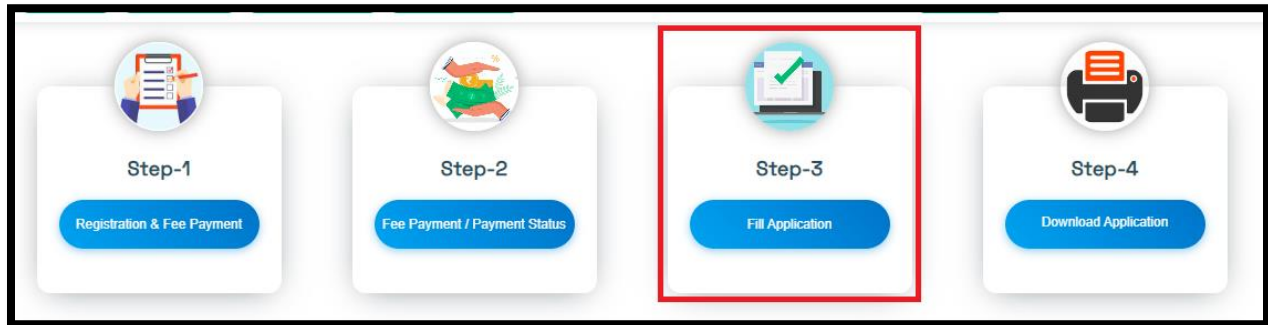


Figure 11: Fill Application – Link

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.



**APPLICATION FORM FOR JUNIOR ASSISTANT POSITION**

**Personal Details :**

Registration Number * UHR0109845610	Name (as per SSC) * [Redacted]	Gender * Male
Aadhaar Number * XXXXXXXX7734	Mobile Number * [Redacted]	Mail ID * [Redacted]
Social Status * BC-A	Do you have APPSC DTPR No? * NO	Are you belongs to Creamy Layer? * NO
Ex-Service Men * YES	DOB (Age : 36 Years 6 Months 0 Days) * 01/01/1987	Relationship Type * S/O
Relationship Name * venu	Marital Status * Married	Nationality * Indian
Meritorious Sports Person * YES	Sports Level * University	

**Differently Abled (PH) Details :**

Differently Abled (PH) * YES	Differently Abled (PH) Type * Visually Handicapped	Differently Abled (PH) Percentage * 10-20
Subscribe Required * No		

**Permanent Address :**

State * Andhra Pradesh	Door No * ilkhijhh	Street/Ward Name * hjkjhkjhkh
District * Anakapalli	Mandal * Anakapalli	Village/City * ljkjhkjhkh
Pincode * 587896	Landmark *	

Address for Communication same as Permanent address ? \*

Yes  No

**Address for Communication :**

State * Andhra Pradesh	Door No * ilkhijhh	Street/Ward Name * hjkjhkjhkh
District * Anakapalli	Mandal * Anakapalli	Village/City * ljkjhkjhkh
Pincode * 587896	Landmark *	

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.



**Local and Non-Local :**

Regular  Private

Class *	Academic Year *	State *	School Name *	Certificates Upload (.pdf <1MB only) *	
IV Class	Select	Select	School Name	Choose File	No file chosen
V Class	Select	Select	School Name	Choose File	No file chosen
VI Class	Select	Select	School Name	Choose File	No file chosen
VII Class	Select	Select	School Name	Choose File	No file chosen
VIII Class	Select	Select	School Name	Choose File	No file chosen
IX Class	Select	Select	School Name	Choose File	No file chosen
X Class/Equivalent	Select	Select	School Name	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' and upload the residency certificate as per the notification guidelines. The applicant must be from Andhra Pradesh only.

**Education Details :**

**X Class/Equivalent:**

Studied Type \*  
Select

Year of Passing \*  
Select

Month of passing \*  
Select

Type of Result \*  
Select

Maximum Marks \*  
Obtained Marks \*  
Percentage \*

**Inter/Equivalent :**

Studied Type \*  
Select

Year of Passing \*  
Select

Month of passing \*  
Select

Type of Course \*  
Select

Type of Result \*  
Select

Maximum Marks \*  
Obtained Marks \*  
Percentage \*

**Graduation / Equivalent Qualifications :**

Year of Passing \*  
Select

Month of passing \*  
Select

Type of Course \*  
Select

University \*  
Select

Type of Result \*  
Select

Obtained Marks \*  
Percentage \*

**Post Graduation/ Equivalent Qualifications :**

Studied Type \*  
Select

Year of Passing \*  
Select

Month of passing \*  
Select

Course Name \*

University \*  
Select

Type of Result \*  
Select

Maximum Marks \*

Obtained Marks \*  
Percentage \*



**Experience Details :**

Experience Type Select From Date To Date

Department Experience Letter (.pdf <1MB only) Choose File No file chosen Add

No Records Found

**Preferred Examination Centers Districts :**

Preference District 1 \* Select Preference District 2 \* Select Preference District 5 \* Select

**Uploads :**

Applicant Photo (JPG/JPEG <512KB Only) \* Choose File No file chosen Applicant Signature (JPG/JPEG <512KB Only) \* Choose File No file chosen

Graduation Certificate (PDF <1MB Only) \* Choose File No file chosen Applicant Aadhaar both sides (PDF <1MB Only) \* Choose File No file chosen

Social Status Certificate (PDF <1MB Only) \* Choose File No file chosen Differently Aabled (PH) Certificate (PDF <1MB Only) \* Choose File No file chosen

Sports Certificate (PDF <1MB Only) \* Choose File No file chosen Non-Creamy Layer Certificate (PDF <1MB Only) \* Choose File No file chosen

\* 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 fulfill all the eligibility conditions, notified for the post/s applied for. In the event of any information being found false or incorrect or ineligibility 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 Save Details

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 (If applicable)
- ✓ 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)
- ✓ Widows, Divorced women & women judicially separated from their husbands who are not remarried (If applicable)

### 3.4 Print application

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

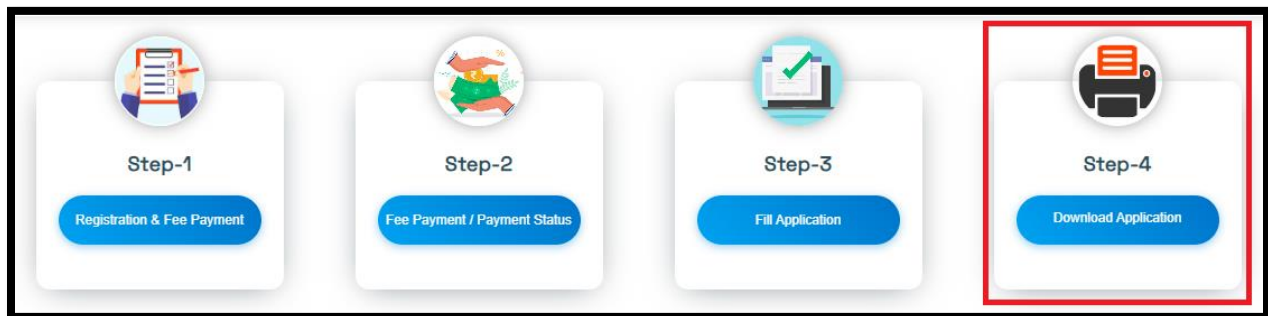


Figure 14: Print Application Link

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

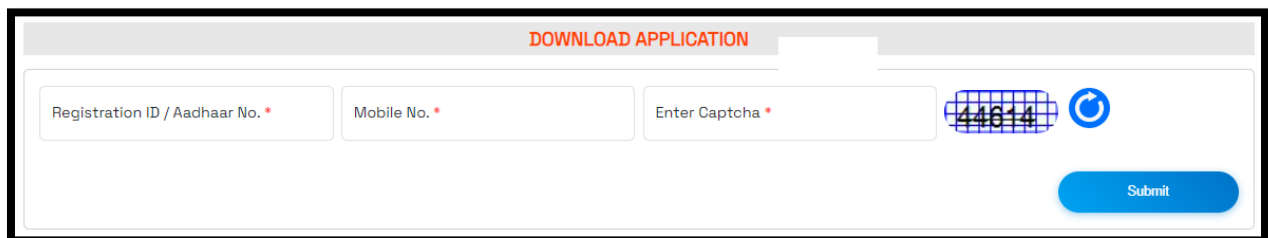


Figure 15: Print Application – Get Details



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.

The screenshot displays the 'Download Application' form with the following sections:

- Personal Details:** Fields for Name, Date of Birth, Gender, Religion, Marital Status, Nationality, and Address.
- Professional Details:** Fields for Designation, Department, and Organization.
- Address:** Fields for Home Address and Address for Communication.
- Education Details:** Multiple sections for School, Intermediate, and Post-Graduation, including fields for Year of Passing, Month of Passing, Type of Result, Percentage, and University.
- Experience Details:** A table with columns: S.No, Name, From-To, To Date, Experience, Department, and Experience Letter.
- Examination Center Preferences:** Fields for Preference District 1 and Preference District 2.
- Documents:** A table with columns: Type of Document and Upload Document.

At the bottom of the form, there are two buttons: 'Print' and 'Download', both highlighted with a red box.

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.

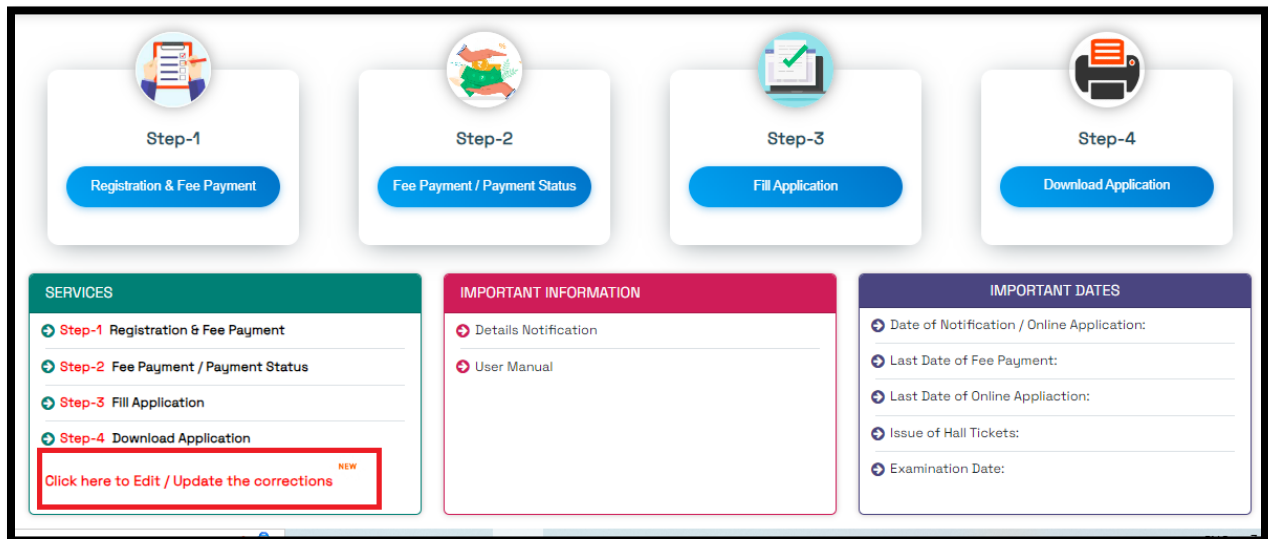


Figure 17: Edit Print Application – Link

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.

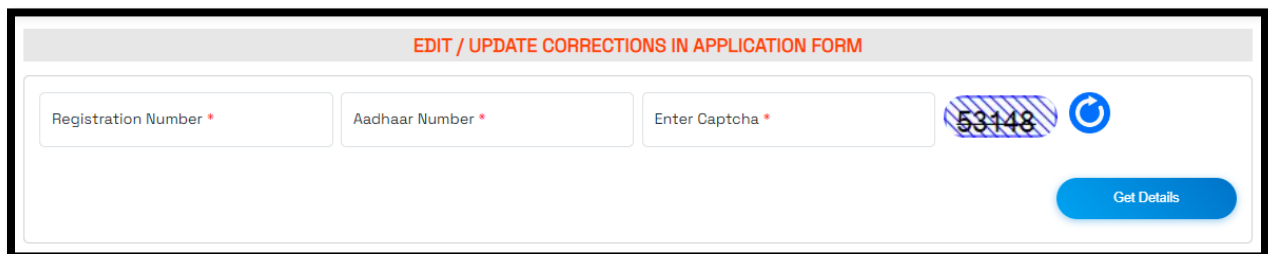


Figure 18: Edit Print Application – Get Details

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.

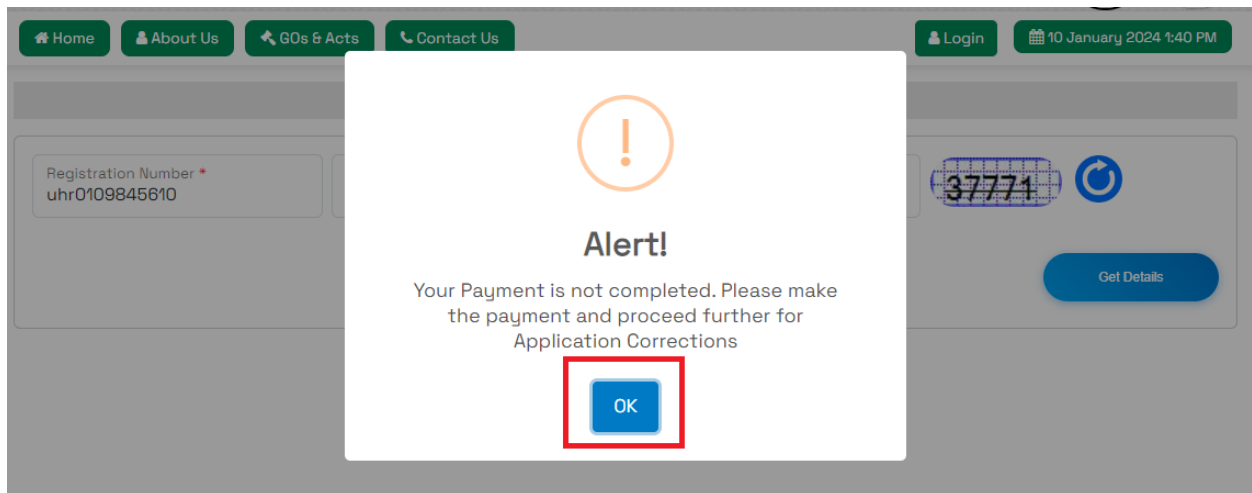


Figure 19: Edit Print Application – Payment Alert