Online Recruitment Application System

maharecruitment.mahaonline.gov.in

Online Application System
User Manual
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One Time Profile Creation process for New User
Checklist for New User

User – Checklist

Below is the checklist for candidate who wants to apply for Advertisements comes under Maharecruitment application and approach to Maha-E-Seva Kendra for the first time.

A) Mobile No:

Valid mobile no is required for registration of user in the system.

B) Email ID:

Valid Email ID is required for registration of user in the system.

C) Documents: (Photograph & Signature)

Scanned copy of photograph in JPEG/JPG format Max size 50kb
(Dimensions: breadth 3.5 cms * height 4.5 cms)

Scanned copy of signature in JPEG/JPG format Max size 50kb
(Dimensions: breadth 3.5 cms * height 1.5 cms)

Make sure that Mobile Number and Email id should not registered on same website.
Steps : Application Process

1. New User Registration / Create User Account (1st time user)

2. Profile Creation (One time activity)

3. How to apply...? - Application Submission

4. Payment of Application Fees
New User Registration / Create User Account (1\textsuperscript{st} time user)

- Open Internet Browser (Google Chrome / Mozilla Firefox / Internet Explorer version 9 or higher)
- Go to address bar and type the URL: \texttt{maharecruitment.mahaonline.gov.in} and press Enter to open Online Application System.
1. New User Registration / Create User Account (1\textsuperscript{st} time user) cont...

- Click on **New User Registration** button as highlighted below
New User Registration / Create User Account (1st time user) cont...

- Fill all mandatory information (marked with *) and click on Create User button as highlighted below.
After clicking on **Create User** button, if all input is proper then system will show below message. Then click on **OK**.

Candidate should note **User name** and **Password** using which user is created in the Online Application System application.

**This user name and password can be used for multiple Offices which comes under Online Application System Portal.**
2 Profile Creation (One time activity)

- Login into system with **Registered User Name and Password**. Home page will get open as shown below. It will display four tabs HOME, PROFILE CREATION, MY ACCOUNT, HELP and Advertisement list.
2 Profile Creation (One time activity) cont...

- **Profile Creation** is one time activity, if candidate has already created his/her profile then directly move on step 3

- Click on **Profile Creation** button as highlighted below to fill candidate’s information.
Profile Creation (One time activity) cont...

- **Profile is divided in 6 Steps** as highlighted below. Fill data and click on **SAVE** button to save filled data and to go to **Next Profile Step**. Initially Profile Status will be **InComplete**.

- **Step 1 – Personal Information**: This step captures candidate's personal information like Full name, Date of Birth, Nationality etc.
2 Profile Creation (One time activity) cont...

- Click on **SAVE** button to save filled data in personal detail as shown below.

![Caste / Category Details](image)

- Click on **OK** button to proceed further & to go to next step.

![Personal Details Saved Successfully](image)
**Step 2 – Address Information:** Click on Step 2. This step captures candidate's address information like Current Address details as well as Permanent Address details.

- Click on **SAVE** button after filling all details.
Step 3 – Other Information: Click on Step 3. This step captures candidate's information like Ex-Serviceman, Govt employee, Sports person, Land affected, Project affected. Physical details like Height (in cms), Weight (in kgs), Chest inflated/deflated (in cms).

Click on SAVE button after filling all details.
Profile Creation (One time activity) cont...

- **Step 4 – Qualification Information**: Click on Step 4. This step captures candidate's Qualification details. Candidate should enter all qualifications achieved in details like (SSC, HSC, Graduation, Post graduation etc)

- Click on **ADD** button after filling all details to add details. Multiple entries can be done.
After click on **ADD** button, data will get added in table as shown below. This data can be edited by click on **EDIT** button and can be deleted by click on **DELETE** button.

Click on **SAVE** button after adding all details to save all filled details.
Step 5 – Experience Information: Click on Step 5. This step captures candidate's Experience details. Candidate should enter all Professional Experience in details.

Click on ADD button after filling all details to add details. Multiple entries can be done.
After click on **ADD** button, data will get added in table as shown below. This data can be edited by click on **EDIT** button and can be deleted by click on **DELETE** button.

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Employment (Present/Past)</th>
<th>Organisation / Department</th>
<th>Is Office/Institution owned by Govt. of Maharashtra?</th>
<th>Designation</th>
<th>Nature Of Post</th>
<th>Nature Of Appointment</th>
<th>Full Time/Other</th>
<th>Pay Scale</th>
<th>Grade Pay</th>
<th>Basic Pay</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Present</td>
<td>test</td>
<td>No</td>
<td>test</td>
<td>Administrative</td>
<td>Permanent</td>
<td></td>
<td>4500</td>
<td>5000.00</td>
<td>4000.00</td>
<td>1</td>
</tr>
</tbody>
</table>

Click on **SAVE** button after adding all details.
Step 6 – Upload Photo/Signature: Click on Step 6. This step captures candidate's Photo and Signature.

Click on **Browse** button to select image to upload.
2 Profile Creation (One time activity) cont...

- It will open a window to select scanned photo/signature as shown below.
- Select appropriate image file and click on **OPEN** button.
After selecting both images (Photograph/Signature), it will display both images.

Click on **SAVE** button to save selected Photograph and Signature.
2. Profile Creation (One time activity) cont...

- After filling entire profile information and click on **SAVE** button the status of profile will change to **Complete**.

- Now candidate can apply to Advertisement for which He / She is eligible in this system.

- **Note**: Candidate can registered once and can update his profile number of times.
Application submission process for New User and Existing User
How to Apply – Application Submission cont...

- After Successful login, Home page will be displayed as below. It will display list of **Active Advertisements** (advertisements are in active state) and **Archived Advertisements** (Last date over advertisements).

- Click on any one Name of Office for which candidate wants to apply From **Active Advertisements** list to VIEW Or APPLY for the specified Office.
Once you click on Office name, it will show all the active exams of that particular Office name with “Click here to apply” link. Below image is displaying all active exams for Directorate of Government Printing And Stationary.
All available exams will be displayed as below.

To apply for any advertisement, click on “Click Here to Apply”.

Online Application System - User Manual
On click of “Click Here to Apply”, if all criteria of advertisement are matching with candidate's profile filled in system then the application form will be open as below or else candidate has to update his/her profile if he/she does not fit into the criteria of advertisement.

- Application form will fetch candidate's all required information from candidate's profile.
How to Apply – Application Submission cont...

- Check all information displayed in application form. Fill all questions asked (if any), select Post preference (if any).

- After checking all information from application form, click on Submit button to submit the form.

- After application submission, candidate has to pay application fees in My Account.
On click of **Submit** button and Successful application submission, it will display message with Transaction Id as highlighted below.

Click on **OK** to proceed Further.
Application submission process gets completed after successful fees payment
4 Payment of Application Fees

- After successful Application submission, candidate should go to My Account as shown below.
- Click on My Account button.
**Payment of Application Fees cont...**

- **My Account**: This page will display **View Profile, Update Profile and Print Profile** under **My Profile** heading as well as **Direct Recruitment** under **My Application** heading.

- Click on **Direct Recruitment** link.

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**Online Application System - User Manual**
On selection of Exam Year and name of Office, Exam name, all applied application list will be displayed as shown below. If Application Status of selected advertisement is Unpaid then link for payment will be displayed as shown below.

To pay the fees, click on **Pay Now** button.
Payment of Application Fees cont...

- On selection of Exam Year and name of Office, Exam name, all applied application list will be displayed as shown below. If Application Status of selected advertisement is Unpaid then link for payment will be displayed as shown below.

- To pay the fees, click on **Pay Now** button.
On click of **Pay Now**, it will ask to select Mode of Payment,

Candidate can pay fees using Two options:

- **Online Payment**
- **Bank Challan**
Payment of Application Fees cont...

- **Online Payment**: If candidate selects Online Payment mode then system will redirect candidate to Payment Gateway to proceed the Online Payment Process.

- Candidate can Pay the fees using Debit Card, Credit Card, Online Banking.
4 **Payment of Application Fees cont...**

- **Bank Challan (SBI)**: If candidate selects Payment mode as Bank Challan then system will display Bank Challan as shown below.

- Candidate should take print out of the Challan and after **2-3 hrs**, pay the fees in nearest SBI branch.

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![Bank Challan Image](image-url)
Payment of Application Fees cont...

- After successful payment, Payment status of Examination will get change to **Paid**.
- In case of SBI Bank Challan, 48 hrs time is required to get status updated as **Paid**.

- **Status Paid** indicates the Completion of Application Submission process.
Complete Application Submission Process
Completion of all below steps successfully completes the Application Submission Process.

1. New User Registration / Create User Account (1st time user)
2. Profile Creation (One time activity)
3. How to apply...? - Application Submission
4. Payment of Application Fees
Use of My Account

- In My Account, candidate can **View / Edit / Print** his/her own profile.

- My Account options: View Application, Select Center, Cancel Application, Receipt, Hall Ticket, Interview, Physical Test, Recommendation Letter.

- Select Examination and click on above button to view.

![Online Application System - User Manual](image)
Cancel Application

- Login into system with **Registered User Name and Password**. Go to "My Account" link.

- Select the **Year, Client Name and Post name**.

- Select Examination and click on Cancel Application.

- For cancelling application Candidate has to specify valid reason.
Rules to Cancel Application

- Candidate can cancel His/Her application after successful submission of Application (including fees).

- Application can be cancelled on Internet at this website till last date of Application submission.

- No refund in Application cancellation.
Thank You...!!!
&
Wish you best of luck for your exam...!!!