

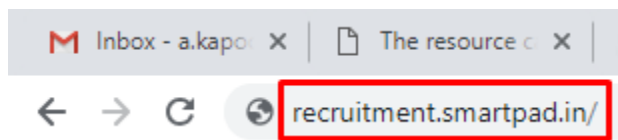
# INSTRUCTION MANUAL

## ONLINE APPLICATION FOR RECRUITMENT

### STEP-1: OPEN PORTAL ON GOOGLE CHROME/ MOZILLA FIREFOX

Applicant is required to open GRAU Recruitment Portal by using following link:

<http://recruitment.smartpad.in>



### STEP-2: CLICK ON "ONLINE APPLICATION" TAB IN MAIN MENU

Applicant has to click on **ONLINE APPLICATION** tab and then has to fill all the details in the registration form then click on **SUBMIT**.



Nationality	<input type="text" value="--Select --"/>
Passed Punjabi language upto Matriculation Standrad	<input type="text" value="--Select --"/>
Are you in Government Service?	<input type="text" value="--Select --"/>
If Yes, Have you Informed to your Department?	<input type="text" value="--Select --"/>
Ex Serviceman	<input type="text" value="--Select --"/>
Have you ever been disqualified by PPSC/UPSC/Any other State Public Service Commission/Govt.Deptt.?	<input type="text" value="--Select --"/>
Have You Convicted By Criminal Court?	<input type="text" value="--Select --"/>
Whether Any Criminal Case was ever registered against you?	<input type="text" value="--Select --"/>
Do you posses requisite qualification as per Advertisement?	<input type="text" value="--Select --"/>

Activate Windows  
Go to Settings to activate Windows

**Submit**

### STEP-3: LOGIN BY FILLING REFERENCE NUMBER AND PASSWORD.

#### Login For Registered Applicant

Please enter unique Application Reference Number and Password received on your registered mobile number via SMS For Login. Please wait for upto 15 minutes( ਕਿਰਪਾ ਕਰਕੇ ਆਪਣੇ ਰਜਿਸਟਰਡ ਮੋਬਾਈਲ ਨੰਬਰ ਤੇ ਐਸਐਮਐਸ ਦੁਆਰਾ ਪ੍ਰਾਪਤ ਕੀਤੀ ਗਈ ਅਰਜ਼ੀ ਲਈ ਅਰਜ਼ੀ ਦਾ ਸੰਦਰਭ ਨੰਬਰ ਅਤੇ ਪਾਸਵਰਡ ਦਾਖਲ ਕਰੋ. ਕਿਰਪਾ ਕਰਕੇ 15 ਮਿੰਟ ਤਕ ਉਡੀਕ ਕਰੋ).

Reference No.

Password

### STEP-4: UPLOAD SCANNED DOCUMENTS

After login the applicant has to upload all the scanned documents on this page. After uploading the scanned documents, applicant has to click on certify check box and then click on lock and proceed for payment for making online payment.

#### Upload Your Scanned Documents

(ALL other documents MUST be in a JPG/PNG/PDF format only)

Photo for Application form  
ਅਰਜ਼ੀ ਫਾਰਮ ਲਈ ਫੋਟੋ  
Allowed Size(500px\*500px)  
Allowed  
Format(JPG/PNG)only  
[Click Here For Example of Photo](#)

Uploaded Successfully....

Delete

Signature for Application form  
ਅਰਜ਼ੀ ਫਾਰਮ ਲਈ ਦਸਤਖਤ  
Allowed Size(500px\*200px)  
[Click Here For Example File](#)

Uploaded Successfully....

Delete

I certify that All Information is Correct to the best of my knowledge.

Activate Windows  
Go to Settings to activate Windows.

Payment Options : Cards (Credit/Debit)

**Cards**

Banks

UPI

Wallets

Credit / Debit Card Number

Expiry (MM/YY) CVV

Name on Card

Signup for PayUMoney

**Pay Now**

### STEP-5: PRINT FORM

After making the payment online, applicant can print his/her application form by clicking on the **PRINT FORM** tab.

Home Instruction Manual Upload Documents / Payment Edit Application **Print Form**

Welcome TESTTEST (Application Ref No: 4472268381 ) | Logout

1 2 3

SUBMIT APPLICATION UPLOAD DOCUMENT & PAYMENT INITIATED PAYMENT ACKNOWLEDGED