Instructions for On-line Registration & Filling-up the Application

1. Instructions for On-line Registration

The faculty recruitment portal can be accessed by entering the following URL:

https://aurecruitment.annauniv.edu/mplan/

The candidate has to click on the 'New Registration' button in the window shown below:

The window as shown in the next page, will pop-up, after the candidate has clicked on the 'New Registration' button in the above window.
The candidate has to enter his/her valid personal e-mail address which will be used for all future correspondences. Hence, he/she has to be very careful while keying this in and once again he/she has to confirm his/her email address followed by the entry of the verification code (Captcha) and then click on the 'submit' button in the above window. Then, the following window, will pop-up.

Here, the applicant has to enter the One Time Password (OTP) which he/she would have received in the registered email account, followed by the entry of the verification code (Captcha) and then click on the 'submit' button shown in the above window. Then, the following window will pop-up as shown in the next page and the candidate has to enter his/her details as requested in this page.
<table>
<thead>
<tr>
<th><strong>New Registration</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of the Candidate</strong> <em>(Initials at the end)</em></td>
<td><strong>Prakash J</strong></td>
</tr>
<tr>
<td>Type names in the following format: First Name, Middle Name(s) and Surname. If space is insufficient, use initials for middle name(s). Do not use any titles, such as, Dr. Mr. / Mrs. / Shri./ Selvi /Smt. etc.</td>
<td></td>
</tr>
<tr>
<td><strong>Date of Birth</strong></td>
<td>Select the date, month and year from the calendar.</td>
</tr>
<tr>
<td><strong>Gender</strong></td>
<td>A drop-down menu will appear and the candidate should select one of the options</td>
</tr>
<tr>
<td></td>
<td>• Male</td>
</tr>
<tr>
<td></td>
<td>• Female</td>
</tr>
<tr>
<td></td>
<td>• Transgender</td>
</tr>
<tr>
<td><strong>Nationality</strong></td>
<td>Indian</td>
</tr>
<tr>
<td></td>
<td>• Only Indian Nationals can apply</td>
</tr>
<tr>
<td>Mobile Number</td>
<td>Enter your 10-digit mobile number on which you can be contacted. (It should be of 10 digits) (Don’t append 0 or +91 before your Number).</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Confirm Mobile Number</td>
<td>Once again enter your Mobile Number.</td>
</tr>
<tr>
<td>Email ID</td>
<td>The e-mail address mentioned at the time of registration will automatically appear against this text box.</td>
</tr>
<tr>
<td>Confirm Email ID</td>
<td>The same e-mail address will be shown here.</td>
</tr>
</tbody>
</table>
| Nativity | A drop-down menu will appear and the candidate should select one of the options that is applicable to him/her  
  - Other State  
  - Tamil Nadu |
| Community | If the candidate has chosen Tamil Nadu, then a drop-down menu will appear and the candidate should select one of the options that is applicable to him/her.  
  - SC  
  - ST  
  - SC(A)  
  - MBC/DNC  
  - BC  
  - BCM  
  - OC  
If the candidate has chosen other state, then irrespective of his/her community to which he/she belongs to, he/she will be considered under General Turn (GT) only. |
| Caste | The candidates belonging to BC, BCM, MBC/DNC, SC, SC(A), ST have to select the appropriate caste from the drop down menu. |
| User Name | It will be automatically generated from the e-mail address entered at the time of Registration against the field Email ID with the following prefix ‘rcau’ added to their Email ID.  
If the candidate has entered his/her email address as AbcD@gmail.com, then their user name will be  
  rcauAbcD  
against the username the candidate should not enter as  
  rcauAbcD@gmail.com |
| Password | Password must be min. 8 max. 12 characters and should have at least 1 Uppercase, 1 Lowercase, 1 Numeral, 1 Special Character  
  1. Minimum One Lower-case Character (a-z) and  
  2. Minimum one Upper-case Character (A-Z) and  
  3. Minimum One Numeral(0-9) and |
4. Minimum One Special Character and the valid special characters are
   @ # $ % ^ & + =

   Don't choose any other special characters

<table>
<thead>
<tr>
<th>Confirm Password</th>
<th>Once again enter the password</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ph.D. Completed <em>Only Ph.D. completed candidates can apply</em></td>
<td>A drop-down menu will appear and the candidate should select one of the options that is applicable to him/her</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

   If the candidate has defended his/her thesis on or before **27/11/2022**, then he/she will be permitted to e-file his//her application(s).

<table>
<thead>
<tr>
<th>Ph.D. Viva-Voce Date</th>
<th>Select the date, month and year from the calendar.</th>
</tr>
</thead>
</table>

   If the candidate has defended his/her thesis on or before **27/11/2022**, then he/she will be permitted to e-file his//her application(s).

After entering all the details, the candidate has to click on the ‘submit’ button in the above window. Then, the following message, will pop-up

- Login Registration is successful, Username and Password have been sent to your Registered Mail address
- The candidate has to click ‘ok’ button in the message window.
2. **Instructions for Filling-up the Application after Registration**

For **filling-up** the on-line application, the candidate has to access the URL

[https://aurecruitment.annauniv.edu/mplan/](https://aurecruitment.annauniv.edu/mplan/)

The applicant has to login to the faculty recruitment web-portal by providing his/her user name and the verification code (Captcha) and then click on the **submit button** in the above window. Then, the following window, will pop-up.

Here, the user name which was entered in the previous window will appear against the user name text box. Then, the candidate has to enter his/her password (which was created by the candidate at the time of registration) and the verification code (Captcha) and then click on the **submit** button in the above window. Then, the window shown in the next page, will pop-up.
Here, the applicant has to enter the One Time Password (OTP) which he/she would have received in the registered email account, followed by the entry of the verification code (Captcha) and then click on the ‘submit button’ shown in the above window.

After the Registration, the candidates have to click on ‘Proceed button’ to proceed further for furnishing all the details as shown below:

1. Personal Details
2. Basic Educational Qualifications
3. Higher Educational Qualifications
4. Post-Doctoral Research Work
5. Journal Publications
6. Conference Publications
7. Resource Person
8. Eligibility Test(s) Qualified
9. Books Authored / Edited
10. Awards Received
11. Research Fellowship
12. Membership in Professional Bodies
13. Overseas Visit(s)
14. Present Position
15. Experience
16. Research Guidance
17. Research Projects
18. Consultancy Projects
19. Patents
20. ICT Mediated Pedagogy
   - Innovative Pedagogy
   - New Curricula and Courses
   - MOOCs
• E-Content
21. Policy Documents Developed
22. References
23. Court Case(s)
24. Vigilance / Disciplinary Case(s)
25. Upload Documents
26. Selection of Post(s)
27. Declaration
28. Payment

**Note:** If the applicant wishes to apply for a few more positions after making payment for a few departments, they have to select the post(s) that they wish to apply again and then make necessary payment.

Note: For technical queries, the candidates are requested to send an email to annauniversityrecruitmentcell@gmail.com