#### **REGISTRATION GUIDE**

#### **Overview**

You can register for **DVET Recruitment 2022** at the official DVET website, <u>www.dvet.gov.in</u> between 08:00 pm on August 17<sup>th</sup>, 2022 and 11:59 pm on September 7<sup>th</sup>, 2022. The registration steps are as follows:

- Register to generate unique User ID and Password.
- Log in with the generated User ID and Password to fill in the Application form.
- Submit Application form after entering details and making online payment to complete the registration and application process.

During registration, the mobile number and email address provided by the candidates will be verified through an OTP sent to that mobile number and email address. **Once the OTP is verified**, the User ID and the Password will be sent on the registered email address and or on the registered mobile number to complete the registration process. Using these credentials, you can login as a Registered User to fill up the Application form. Applicants do not have to complete the application form in a single session. Applicants can save their current session and login later to complete their Application Form. This can be done multiple times.

Once the payment is made and the Application Form is submitted, applicants will not be allowed to make any changes. You can only view and print the Application Form after submitting the Application Form. Details are available on the Application submission page.

#### **Before You Register**

Kindly follow the instructions given below before you start registering for DVET RECRUITMENT 2022.

1. Check your eligibility for DVET RECRUITMENT 2022 by referring to the Eligibility document on the website.

2. Ensure that you have a valid and unique email address and mobile number. Please ensure that you retain this email address and mobile number until the **DVET Recruitment** process is completed as all official communications will be done using this email address and mobile number only.

3. "\*" (asterisk) indicates a mandatory field. The fields marked with this symbol must be filled in or you will not be allowed to submit your application for DVET RECRUITMENT 2022

Gather all the information you need for filling the form before registering. Candidates are encouraged to skim through all sections (i.e., Personal Details, Additional Details, Qualification Details, Experience, Post

Selection & Payment) to figure out the requirements during the application process. Scanned images of your passport size photo and signature are required for uploading. The photo should not be more than six months old and should have a white background. *Please carefully verify the accuracy and authenticity of the information submitted as part of DVET RECRUITMENT 2022 application form. For all subsequent recruitment processes, the information provided in this Application form will be taken as final and no request for change will be entertained at any future stage.* 

#### Step 1: Registration for User ID and Password

On the website, www.DVETindia.gov.in click the 'Register' button under New User Registration header to create your user profile. The Registration form window will open in your browser.

Note: The recommended browsers to fill the Application form are:

- Mozilla Firefox (version 85 to 102)
- Google Chrome (version 80 to 103)
- Microsoft Edge (version 80 to 103)

Registration Link - www.\_\_\_\_\_.com

The registration form to create your User Profile appears as shown below.

andidate First Name: *	Candidate Mic	ddle Name:		Candidate La	st Name: *
Candidate First Name	Candidate N	Viddle Name		Candidate	Last Name
Note: Please enter your name strictly as per your o don't have Last Name then you should fill yo	:ertificate/marksheet of I ur First Name as Last Na	Matriculation/10th/SSC without a me.	any saluta	ition(Dr., Mr., M	s., Mrs., Shri, Smt., Prof. etc.). If you
ave you ever changed Name?*	Date Of Birth:	*		Age as on 1	7.08.2022
Yes 🔿 No	dd/mm/yyy	dd/mm/yyyy		0 Years 0 Months 0 Days	
	Note: Please Matriculatio	enter your D.O.B strictly as per y n/10th certificate/SSC.	our		
iender: *	Mobile Numb	er: *		Confirm Mob	ile Number: *
Select Gender	+91	Mobile Number		+91	Confirm Mobile Number
mail Address: *	Confirm Emai	il Address: *		Matriculation	Roll Number: *
	Confirm Em	ail Address		Matriculati	on Roll Number

The entries on this form cannot be changed once submitted, hence, please ensure that you enter the required information correctly.

- Name of Candidate: This should be the same as it appears in 10th/SSC Certificate.
- Date of Birth: Use the calendar icon to select the correct date
- Email Address: Should be valid and unique. You will receive your User ID on this email address only.
- **Mobile Number:** Should be valid and unique. You will receive an OTP to verify your mobile number and your Password as an SMS on this number only.

**OTP:** To complete the registration process, generate the OTP by clicking on Generate OTP button. You will be redirected to CAPTCHA to fill and submit. To verify the mobile number, enter the OTP received and click on "Validate the OTP" tab. After validation, you will be able to submit the registration form and Candidate will receive the User ID and Password on the registered email address and or on the registered mobile number.

#### САРТСНА

The CAPTCHA box (as displayed) is a special set of characters displayed on the screen. You will have to retype the characters displayed in the box provided. If you have trouble reading the characters, click the 'Get new image' link to refresh the letters.

	Captcha Authentication
	Note : Please enter the image text in the textbox provided and click on Submit to get OTP.
Declaration	6       k       r       9         Type 7 characters as shown in image       Image: Coordinate State
Declaration	
I hereby declare that the above information is important information on my registered detail read and understood all the instructions specie I Agree	true to the best of my knowledge. I am aware that Directorate of Vocational Education and Training will be sending s. I agree that I have referred the advertisement and ensured my eligibility before applying. Also, I agree that I have fied in the advertisement and agree to abide by the same.
	22ZSWNa. Type7 characters as shown in image ⑦
	Note: Captcha is case insensitive.
	SUBMIT

By selecting the 'I Agree' checkbox in the *Declaration* section, you are committing to be honest and fair in all your actions and that the information provided in the DVET RECRUITMENT 2022 Registration Form is correct and true. Providing wrong information can lead to cancellation of your right to appear in the examination or to be considered for the admission process as mandated by the appropriate authority. It is mandatory to agree to the contents in the Declaration to proceed to *submit* the form.

#### **Confirmation of Registration**

Within minutes of submitting the Registration Form, you will receive your Login Details on the registered email address from the Administrator with the subject line **DVET RECRUITMENT 2022 Successful Registration**. Ensure that you check your mailbox immediately. If you do not receive the email within a reasonable period, please check your spam folder.

You will also receive the Login Details as an SMS on the registered mobile number. Using these credentials, you may proceed to complete your application for **DVET RECRUITMENT 2022** by clicking on the link given in the email. You may also login from the DVET Website.

After Successful Registration your registration details will be shown, you can directly click on **"Go To Application"** to fill the application form or can login again with provided User ID & Password.

APPLICANT DETAILS		_	
Candidate Personal Details			
Application Status	Application Number	Candi	date's Name
Registration	0000055	TEST 1	EST
Date of Birth	Age as on 17.08.2022	Gend	er
01/Aug/2004	18 YEARS 0 MONTHS 16 DAYS	Male	
Have you ever changed your nam	Email ID	Mobil	e Number
e?			
No			

This marks the completion of **Step 1** of the Registration Process.

#### **Step 2: Login to DVET Website**

Using the system generated User ID and Password that you have received at the completion of Step 1 above, you can login as a "Registered Candidate" on the website and fill the Application Form for **DVET RECRUITMENT 2022.** 

 Registration Link - www.\_\_\_\_\_.com

 Login Link - www.\_\_\_\_\_.com

In future, if you forget your User ID/Password, click the *Forgot User ID/Password* button on the *Registered Candidate login* window. The User ID/Password will be sent to your registered email address, and not on the registered mobile number.

USER ID: *	Application Form
Enter User <mark>I</mark> D	
PASSWORD: *	
Enter Password	۲
UZ 42 Y Type 7 characters as show	] a € n in image ⑦

After login to the website, you will be redirected to the Applicant Details page. The Applicant's personal details will be displayed on this page. Next to Personal Details, a link "Go to Application Form" is available. Click this link to go to the application page.

#### **Step 3: Fill Application Form**

The Application Form is categorized into the following 4 sections:

- Personal Details
- Additional Details
- Qualification & Experience
- Document upload & Payment

Once you login kindly click on **"Go To Application"**, Application page will open , fill you basic details & proceed further

PERSONAL DETAILS ADDITIONAL DETAILS	QUALIFICATION & EXPERIENCE DOCUMENT & PAYMENT	
Candidate Personal Details		-
Application Number: * 0000055 Applicant Full Name: * TEST TEST		
Date Of Birth: * 01/08/2004 Have you ever changed Name?* Yes  No	Age as on 17.08.2022 18 Years 0 Months 16 Days	Gender: * Male
Mother's Name: *	Father's Name: *	Mobile Number: *
Mother's Name	Father's Name	91
Email Address: *	Marital Status *	
	Marital Status -	

After filling basic details, kindly enter Domicile, Category & Nationality Details then enter you correspondence & permanent address details & click on "Save & Next"

Domicile, Nationality & Category Details			
Nationality*	Are you domicile of Maharashtra State? <sup>*</sup> Yes No		Other Domicile State *
Domicile Certificate Issuing Authority: *	Domicile Certificate Issue Date: *		Domicile Certificate Serial No.: *
Domicile Certificate Issuing Authority	dd/mm/yyyy	<b> </b>	Domicile Certificate Serial No
Caste Category*	Caste Certificate Issue Date: *		Caste Certificate Serial No.: *
Reservation Category -	dd/mm/yyyy	8	Category Certificate Serial No
Correspondence Address			
Address Line 1 *	Address Line 2		Country *
Address Line 1	Address Line 2		Select Country -
State/U.T *	District *		City/Village*
Select State -	Select District.	•	City/Village
Pincode/Postal Code * PIN Code Is Permanent Address Same as Correspondence addre Ves O No	555? *		
Permanent Address			
Address Line 1*	Address Line 2		Country*
Address Line 1	Address Line 2		Select Country -
State	District*		City/Village*
Select State -	Select District.	-	City/Village
Pincode/Postal Code*			
PIN Code			

#### On "Additional Details" Page kindly enter if you are eligible for any Parallel Reservation

PERSONAL DETAILS	ADDITIONAL DETAILS	QUALIFICATION & EXPERIENCE	DOCUMENT & PAYMENT	
Ex Servicemen Det	ails			-
Are you an Ex Servicem O Yes O No	en?*			
Sports Person Deta	ails			-
Are you a Sportsperson O Yes O No	?*			
Are you Physically	Handicapped / Divyan	g? Details		-
Are you PwBD i.e. Perso Ves No	on with Benchmark Disabili	ties with at least 40% disability?*		
Government Empl	oyee Details			-
Are you an employee of Yes No	f State Govt./Central Govt/C	Dther State Govt. ?*		
Other Details				-
Are you Project Affecter Yes No Are you Earthquake Aff Yes No	i?* ected?*			

Then enter your Identification Details if any & Enter you Government's Photo ID Proof Details

Identification Details		
Mark of Visible Identification		
NA		
Note: Minimum one Identity Proof is mandal	ory. Please enter valid ID card details. This ID (Original II	) Proof) will be required at all the stages of recruitment.
Do you have Pan Card?*	Pan Card Number : *	Name on Pan Card: *
● Yes () No	FGSDFG6757	TEST
Do you have Driving License?*		
Do you have Voter ld?* 〇 Yes ) No		
Do you have Passport?*		
🔿 Yes 💿 No		
I am voluntarily submitting my i	dentity proof to establish my identity.	
	BACK SAVE & NEX	r in the second s

On "Qualification & Experience" Page kindly enter your Graduation Details / Trade Certificate as per the post requirement in the advertisement.

PERSONAL DETAILS ADDITIONAL DE	TAILS QUALIFICATION & EXPERIENCE	DOCUMENT & PAYMENT	
Matriculation (10th) Details			-
Hame of the Passing Board* Name of the Passing Board Marks Obtained Marks Obtained	School/ Institute Name * Name of School Maximum Marks Maximum Marks	Percentage/Grade of Percentage of Mark Percentage of Mark Year of Passing * Year of Passing	Marks/CGPA * s/CGPA/Grade •
Intermediate (12th) Details			-
lave you done 12th?*			
lave you done 12th? <sup>★</sup> ) Yes ○ No Qualification Details			-
Have you done 12th?*			-
Have you done 12th?* Yes No Qualification Details Sr No. 1 Select Graduation Details *	Institute passed from *	Month and Year of Passing : *	-
Have you done 12th?* Oregination Details  Sr No. 1  Select Graduation Details *  Stream •	Institute passed from *	Month and Year of Passing : *	-
Have you done 12th?* Yes No Qualification Details Sr No. 1 Select Graduation Details * Stream • Percentage of Marks/Grade of Marks/C	Institute passed from * Institute passed from SPA * Marks Obtained	Month and Year of Passing : * mm/yyyy Maximum Marks	-

PURSONAL DETAILS ADDITIONAL	DETAILS QUALIFICATION & EXPERI	ENCE DOCUMENT & PAYMENT		
Certificate Details				-
Have you completed SSC with Maths & subject?	Science			
Certificate No. 1				-
Select Certificate DetailsSelect	Select Trade Details	• Is •		
	appropriate trade (Fresher) National Trade Certificate in appropriate opriate trade Trade Certificate awarded by SCVT in ap	trade		-
Trade Certificate awarded by SCV Note: If you do not have Start Date & End training was completed. Click on "+" to fill the experience de Use "Add New Experience" and "Del Max 4 Experience's can be added us	T in appropriate trade Date on your Training Certificate, then so tails. ete Last Experience" options to add/rem ing "Add New Experience" option.	elect 1st Date of the month in which training st	tarted & Last date of the mon	th in which
Experience No. 1				-
Training or Experience Training or Experience	Name of the Organisation*	Post held/Course*	Start date* dd/mm/yyyy	M
dd/mm/yyyy	0 Years 0 Months 0 Days			
Add New Experience Total Work Experience: 0 Years 0	X Delete last Experience Months 0 Days			
	ВАСК	SAVE & NEXT		

After entering Graduation/Certificate details kindly enter required Training / Experience details.

Once you enter Graduation & Experience details, all the Eligible Post will be shown.

Sr.No	Eligible Posts			
1	Cosmetalogy			
I agree that I would only be eligible for given above posts based on my Qualification.				
🗹 l ag	ree that I would only be eligible for given above posts based on my Qualification.			
✓ Laş	ree that I would only be eligible for given above posts based on my Qualification.			

On the "Document & Payment" Page upload all the Mandatory Documents as

PERSONAL DETAILS ADDITIONAL DETAILS QUALIFICATION & EXPERIENCE DOCUMENT	& PAYMENT
Documents Upload	-
Upload your Domicile Certificate:* () Note : Document size 100 kb -2 mb	CLICK HERE TO UPLOAD
Upload your ID Proof Documents* () Note : Document size 100 kb - 2 mb	CLICK HERE TO UPLOAD
Upload your 10th Class Marksheet:*  O Note : Document size 100 kb -2 mb	CLICK HERE TO UPLOAD
Upload your Degree Certificate:* () Note : Document size 100 kb -2 mb	CLICK HERE TO UPLOAD
Upload your Trade Certificate:*  O Note : Document size 100 kb -2 mb	CLICK HERE TO UPLOAD
Upload the scanned copy of the recent passport size photo.:* $oldsymbol{0}$	CLICK HERE TO UPLOAD
<mark>Note:</mark> Passport size photograph (4.5 cm length x 3.5 cm width) in colour photograph. Max File Size - 80-200	ЭКВ
Upload your scanned signature:*	CLICK HERE TO UPLOAD

Select all check box for declaration, enter the Captha & proceed for Payment by clicking on "Submit Button"

Payment Details	-
Candidate's Name : Applicable Registration Fee (Rs) : Note: Payment Details: 1. You can make payment after uploading required documents and successfully submitting the application. 2. Keep a copy of the e-receipt generated post payment for future reference.	
Declaration	
<ul> <li>I hereby declare and confirm that all entries made by me in DVET Application Form are correct and true to the best of my knowledge. I undertake that in case any information furnished by me is found to be false or incomplete or any material information is found to be concealed by me, my candidature may be cancelled and I understand that no claim, whatsoever shall be entertained in this regard afterwards.</li> <li>I undertake that I shall not canvass for my Candidature/Selection in any form.</li> <li>I declare that I fulfill all the conditions of eligibility regarding nationality, age limits, educational qualifications etc. as prescribed.</li> <li>I am in possession of all the certificates / documents in support of my claim made above in the application form.</li> <li>I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand the in the event of my information being found false or incorrect at any stage, my candidature / appointment shall be liable to cancellation / termination without notice or and liable for legal action.</li> <li>I Agree.</li> </ul>	at
2 L x 2 W 3 4 Type 2 characters as shown in image Note: Capticha Is case Insensitive.	
BACK PREVIEW SUBMIT	