User Manual for Online Exam Form Filling System

Introduction

Welcome to the Janardan Rai Nagar Rajasthan Vidyapeeth Online Exam Form Filling System. This guide will help you navigate the process step-by-step to ensure successful completion and submission of your exam form.

Link to the Portal

Visit the online exam form portal at: https://jrnrvu.edu.in/examform

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Step-by-Step Guide

Step 1: User Registration and Login

1. **New Registration**:

   o If you are a new user, click on the "New Registration" link available on the login page.

   o Provide your details including Aadhar number and ABC ID to register.

   o Once registration is complete, return to the login page.

2. **Login**:

   o Use your registered Aadhar number and ABC ID to log in.

Step 2: Fill Your Profile

1. After logging in, navigate to the "Student Profile" section.

2. Complete the following details in your profile:

   o **Class X Details**: Enter course, board name, year of passing, roll no, subjects, total marks obtained and result.

   o **Class XII Details**: Provide the same details as above for your Class XII.

   o **Graduation Details (if applicable)**: Enter your degree,, university name, and year of passing, roll no, subjects, total marks obtained and result.

   o **Post-Graduation Details (if applicable)**: Provide similar details for PG qualifications.

   o **Diploma Details (if applicable)**: Enter information about any diploma you have completed.

Ensure all details are accurate and click "Save" to update your profile.

Step 3: Fill the Exam Form

1. Navigate to the "Exam Form" section.

2. Select your college, course and semester.

3. Select Papers / Due papers

4. Enter the required details and ensure accuracy.

5. Submit the exam form.

Step 4: Fee Payment

1. After submitting the exam form, the system will move automatically for fee submission.

2. Click on the link and follow the instructions to pay the fee online.

3. Ensure that the payment is successful and note the transaction ID for future reference.

4. Print the challan

Step 5: Print and Submit the Exam Form

1. Go back to the portal: https://jrnrvu.edu.in/examform.

2. Log in using your credentials.

3. Click on the "Print Exam Form" link.

4. Print the exam form and attach the following documents:

   o Class X marksheet and certificate.

   o Class XII marksheet and certificate.

   o Graduation and/or Post-Graduation certificates (if applicable).

   o Payment receipt

   o Fee Challan

   o Any relevant diploma certificates (if applicable).

5. Submit the printed form along with the documents to your respective college.

Important Notes

- Ensure that all details are accurate before submission.

- Keep a copy of the payment receipt and exam form for your records.

- Submission of the exam form and documents to your college is mandatory to complete the process.

- Fee once deposited will not be refunded under any circumstances.

For further assistance, please contact the university support team or visit the administration office.