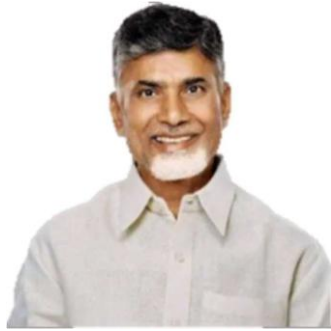


User Manual

For
**UNIVERSITIES FACULTY RECRUITMENT
2026-27**



SRI NARA CHANDRABABU NAIDU
Hon'ble Chief Minister



SRI NARA LOKESH
Hon'ble Human Resource
Development Minister

**Universities Faculty Recruitment
Government of Andhra Pradesh**

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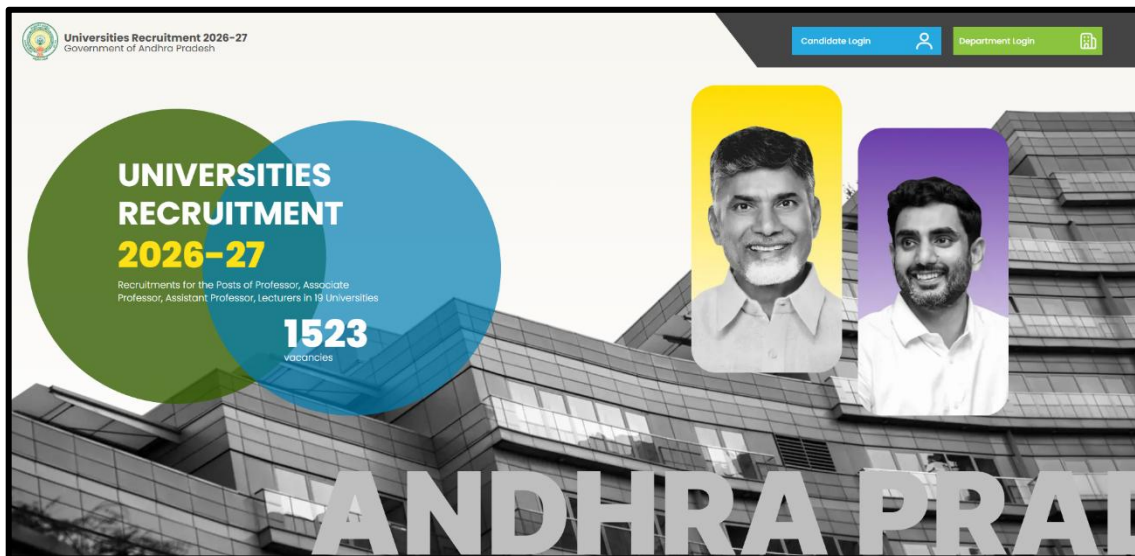
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1. Introduction

1.1. Access to Website:

To access the University's Faculty recruitment website, follow these simple steps:

- 1. Open a Web Browser:** Ensure Applicants are using a compatible and up-to-date web browser for the best experience. The website is optimized for modern browsers, including Google Chrome, Mozilla Firefox, and Microsoft Edge. Mobile-friendly support is also available for those accessing from a smartphone or tablet.
- 2. Enter the Website URL:** In the browser's address bar, type the official website URL: [<https://apuniversitiesrecruitment.apcfss.in>]. Click on **Registration** Form for candidate Registration.



2. Create an Account or Log In:

2.1. Registration Form

- Registration is a one-time process where Applicant provide all necessary details to build their profile. Applicants need to Enter the Personal Details in Registration Form for creating Candidate Login.
- Applicants Must select Nationality i.e., Indian or Overseas citizen of India. Based by Nationality selection provides all necessary details.
- If Aadhar registered mobile number is not available, request you to change at Aadhar Center and then proceed for registration.

UNIVERSITIES FACULTY RECRUITMENT – 2026

REGISTRATION FORM [Show User Manual](#)

Important Note:

- For Indian candidates, OTP will be sent to the Aadhaar-linked mobile number.
- Foreign candidates must register using a valid Indian mobile number, and OTP will be sent to the registered mobile number.

Personal Details

Nationality*
 Indian
 Overseas Citizen of India

Aadhaar No.*

Mobile No.*

Email*

I Hereby ,declare that all the above information is correct to the best of my knowledge.

Generate OTP

UNIVERSITIES FACULTY RECRUITMENT – 2026

REGISTRATION FORM [Show User Manual](#)

Important Note:

- For Indian candidates, OTP will be sent to the Aadhaar-linked mobile number.
- Foreign candidates must register using a valid Indian mobile number, and OTP will be sent to the registered mobile number.

Personal Details

Nationality*
 Indian
 Overseas Citizen of India

Country

Passport Id*

OCI Card No.*

Mobile No.*

Full Name (with surname)*

Date of Birth*

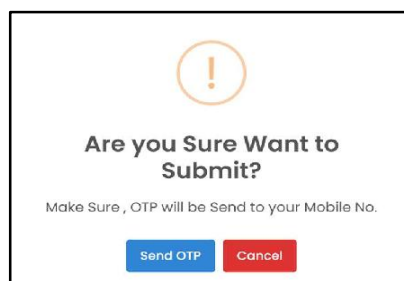
Gender*
 Male Female Transgender

Email*

I Hereby ,declare that all the above information is correct to the best of my knowledge.

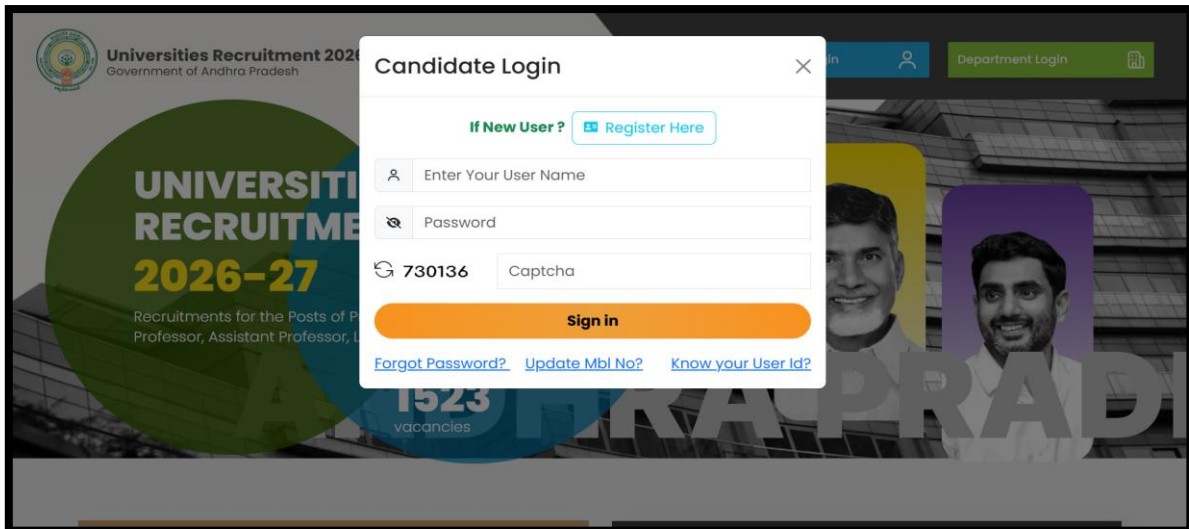
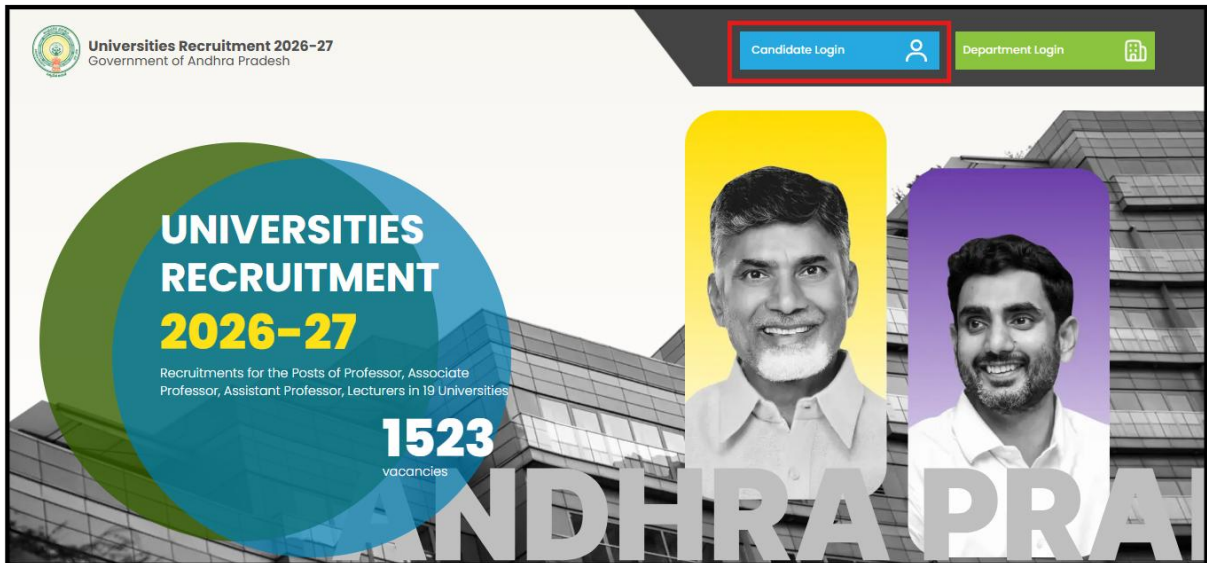
Generate OTP

- The applicant must accept the Disclaimer before proceeding with registration.
- After filling up the form, click on Generate OTP. OTP will be received to the mobile provided in the form. Click on Send OTP to enter the OTP received.
- Applicant will Receives User Name & Password to their Registered Mobile No.



2.2. Candidate Login

- The applicant should click on the Candidate Login option and enter the Username and Password that were sent to their registered mobile number during the registration process. After entering the credentials, the applicant must type the Captcha code displayed on the screen and then click on Sign In to access the account.

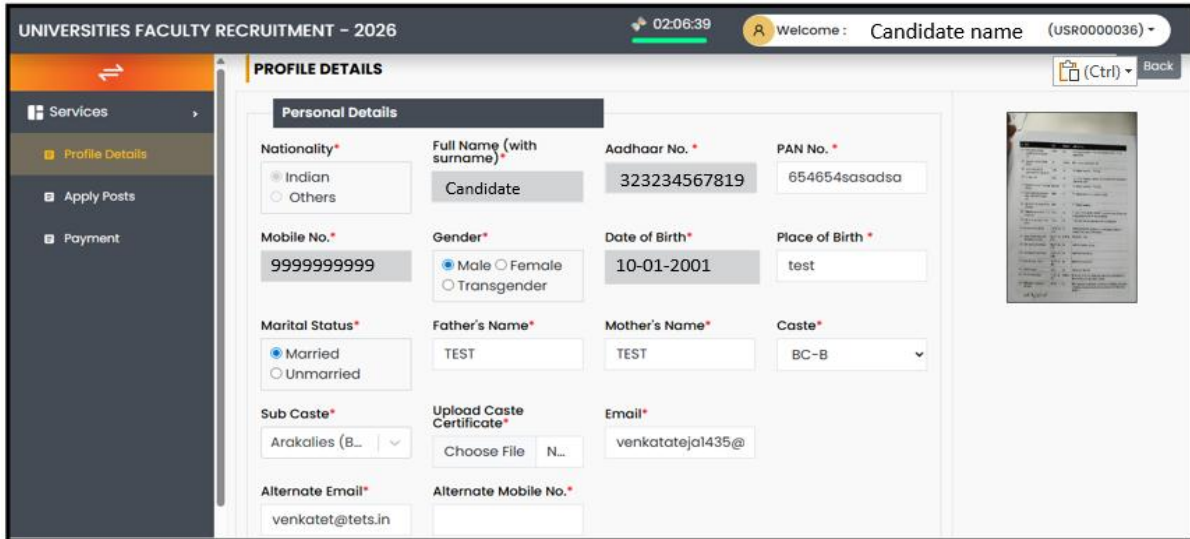
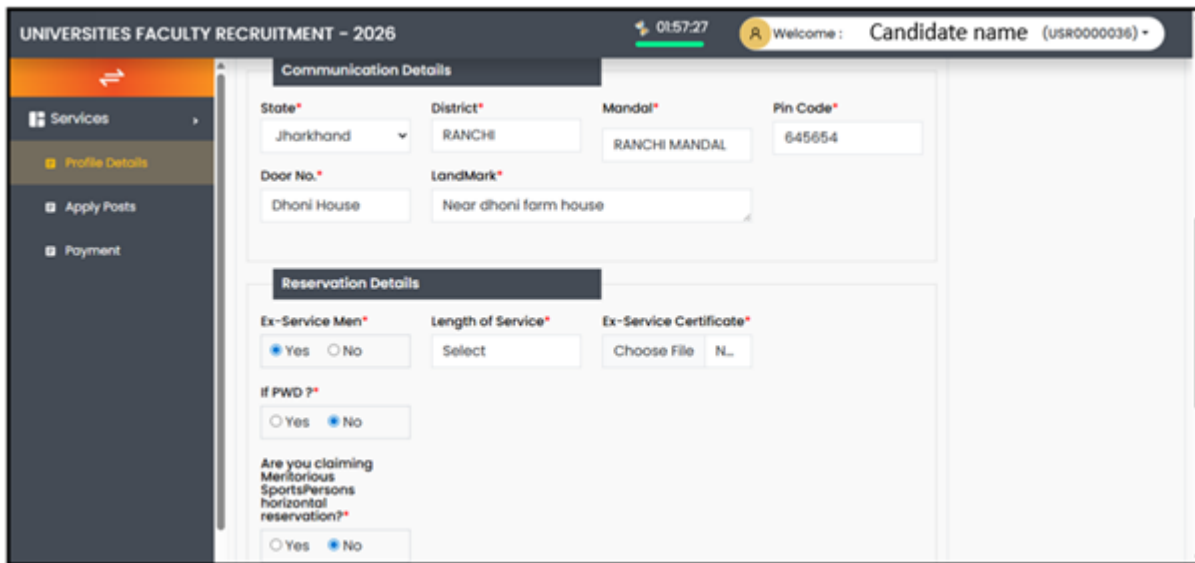
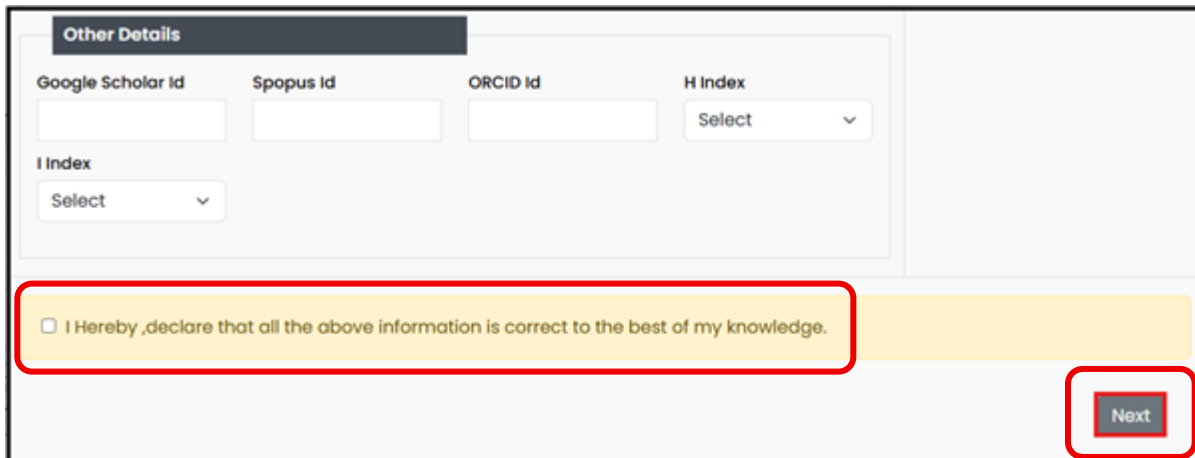


3. Navigation Tips:

3.1. Profile Details

- Applicants can view or edit their profile such as Personal details, Communication details, Reservation details & other details.
- If the applicant is Indian, the system will automatically display the Name, Aadhaar Number, Mobile Number, Date of Birth, and Photo based on the Aadhaar details provided during registration.

- If the applicant is an Overseas Citizen of India, the system will automatically

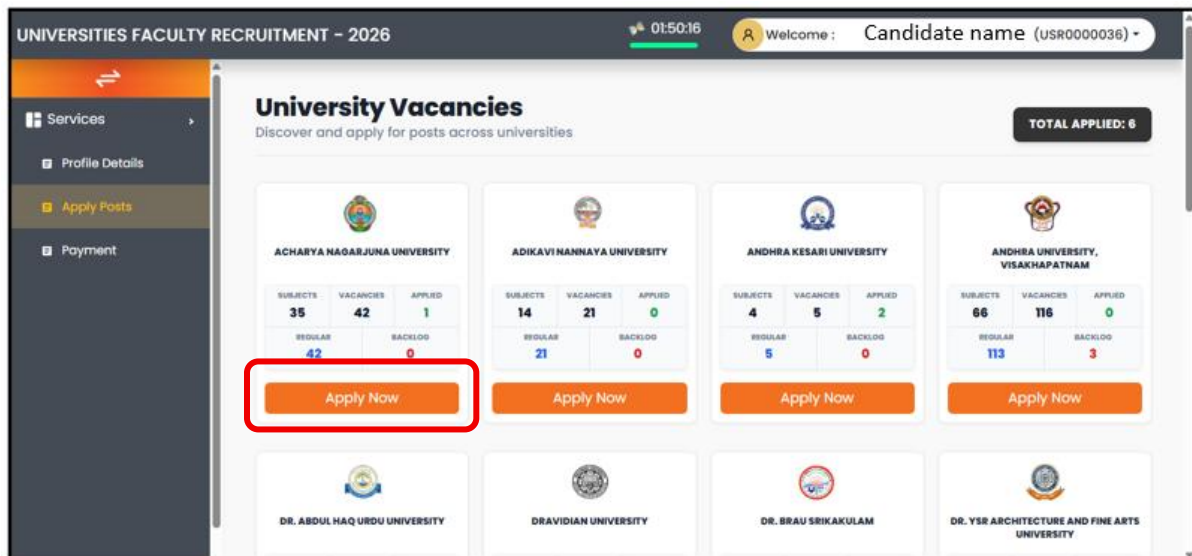
display the Name, Mobile Number, and Date of Birth provided during registration. The applicant's Photo must be uploaded separately in the profile.

- The applicant must accept the Declaration.

- Click Next to continue to the post application stage.

3.2. Apply Posts

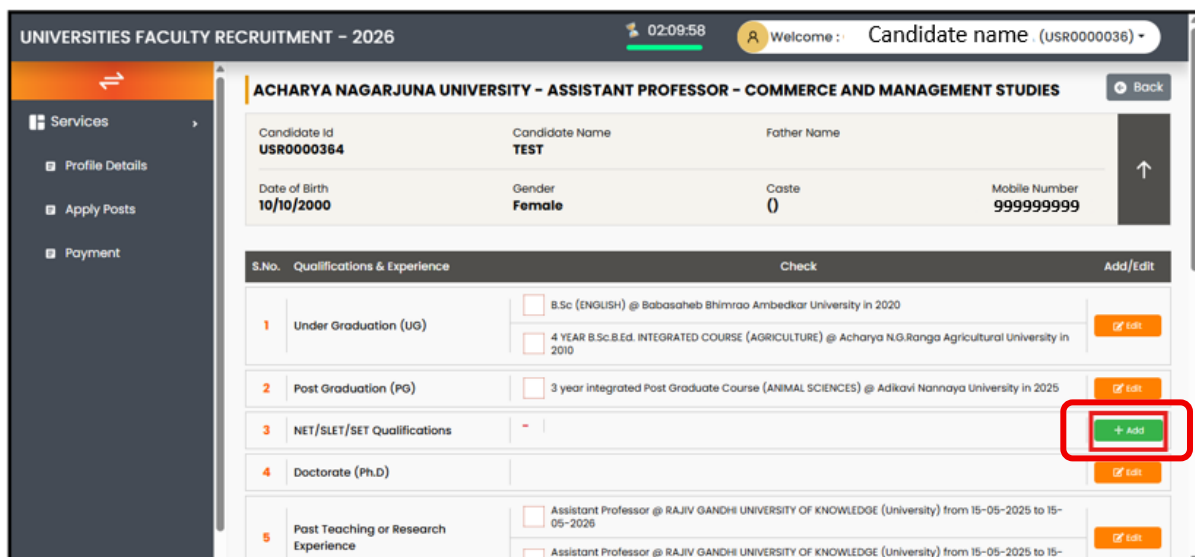
- After completing the Profile details and clicking on Next, the applicant can view and apply for University-specific vacancies.



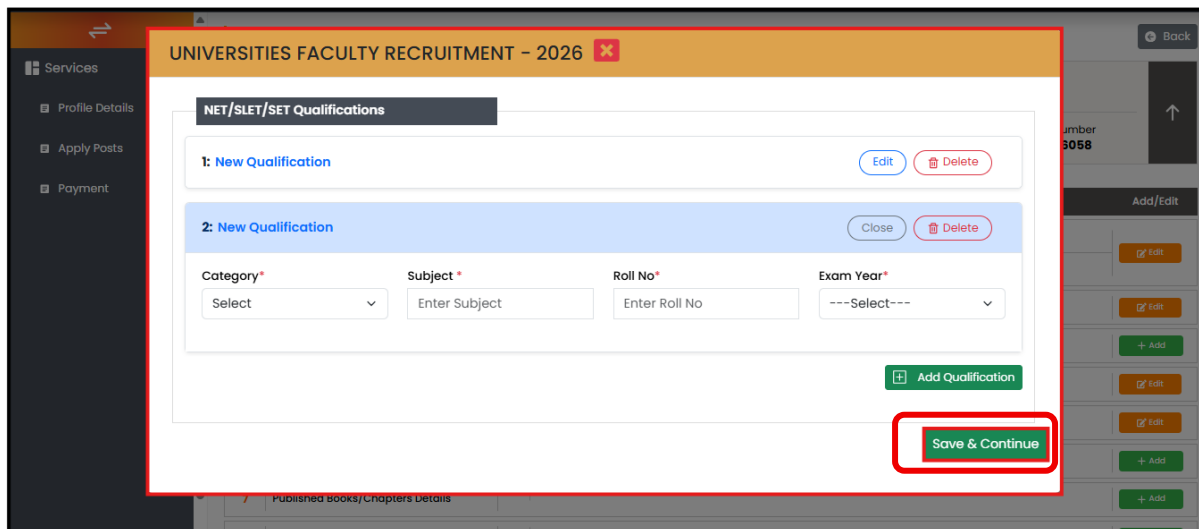
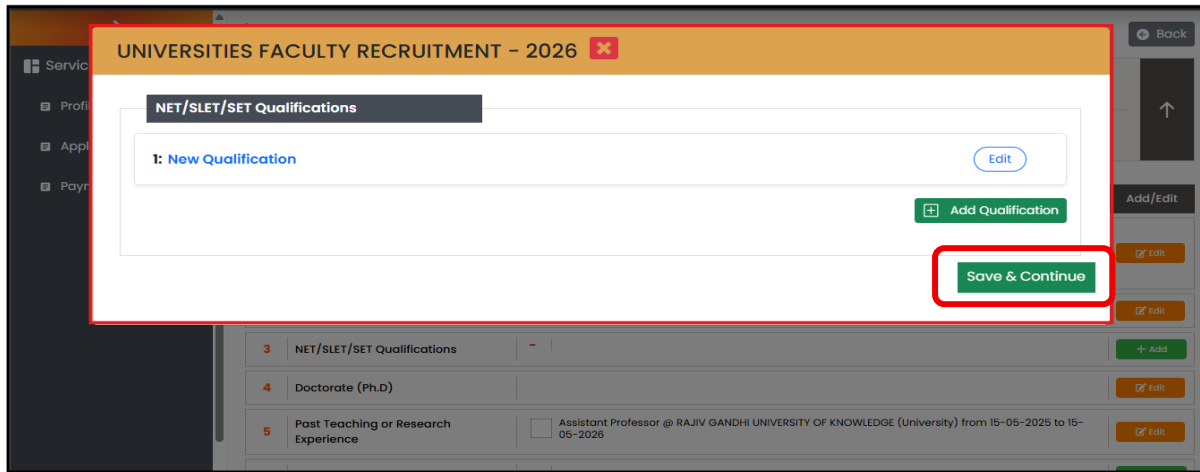
- Click on **Apply Now** for the University to which the applicant wishes to apply.
- Based on the selected University, the system will display the required qualifications, experience, and criteria. The applicant must select the options for which they are eligible and add or edit their details under the corresponding qualification.

3.2.1. Add Details

- To add Qualification details, click on the **Add** button against the Qualification section and enter details such as Category, Subject, Roll Number, and Exam Year.

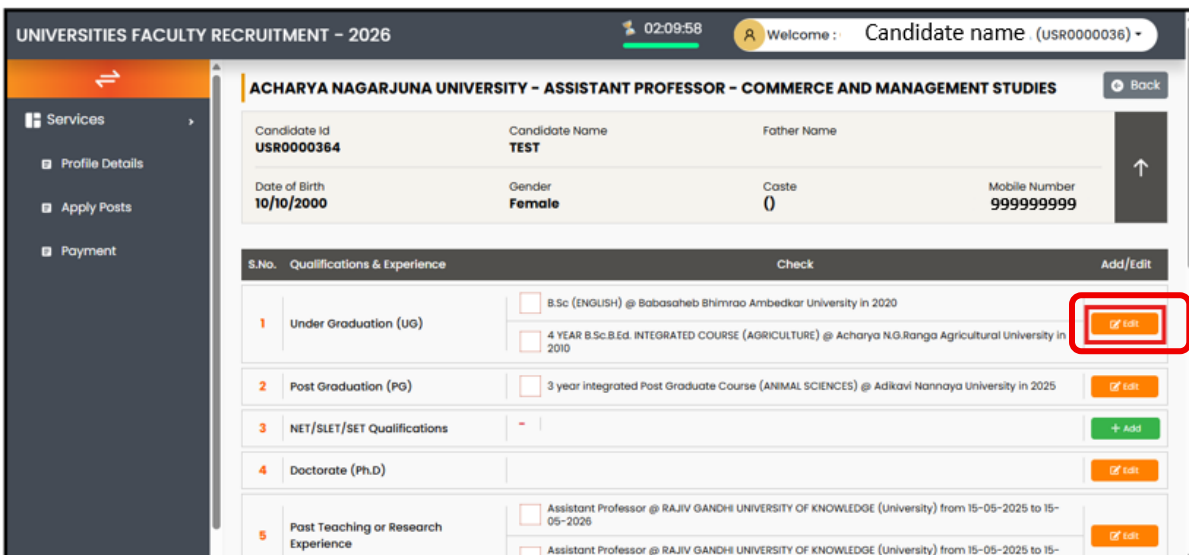


- If the applicant has multiple qualifications under the same category, they can click on Add Qualification again and enter the additional details.
- After providing the required details, click on Save & Continue.

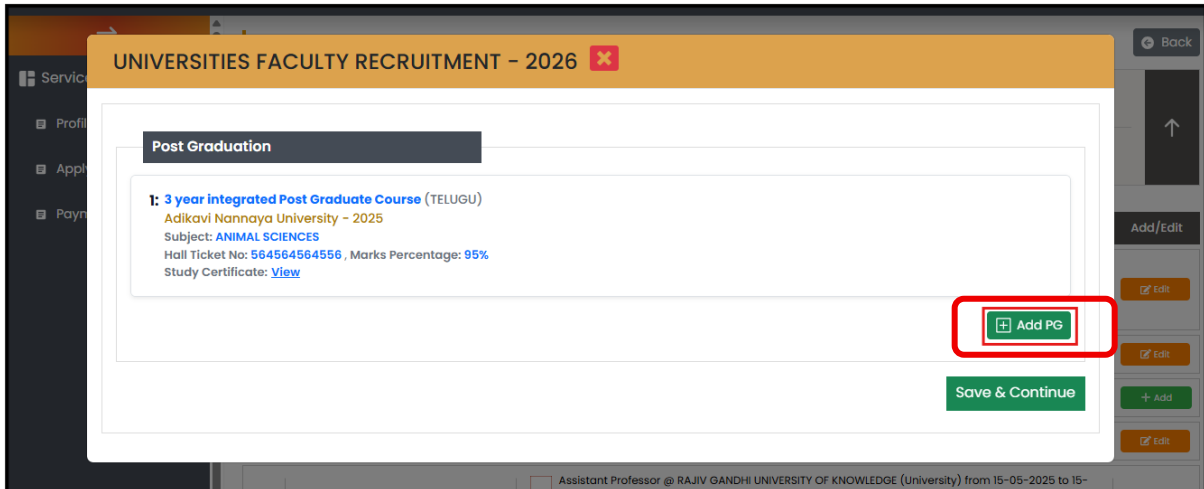


3.2.2. Edit Details

- The applicant can edit existing qualification details by clicking on the Edit button against the Qualification section.



- Enter details such as Program, University, Subject, Year of Passing, Medium, Hall Ticket Number, Percentage of Marks, and upload the Study Certificate.
- If the applicant has multiple qualifications under the same category, they can click on Add Qualification again and enter the additional details.
- After providing the required details, click on **Save & Continue**.



UNIVERSITIES FACULTY RECRUITMENT - 2026

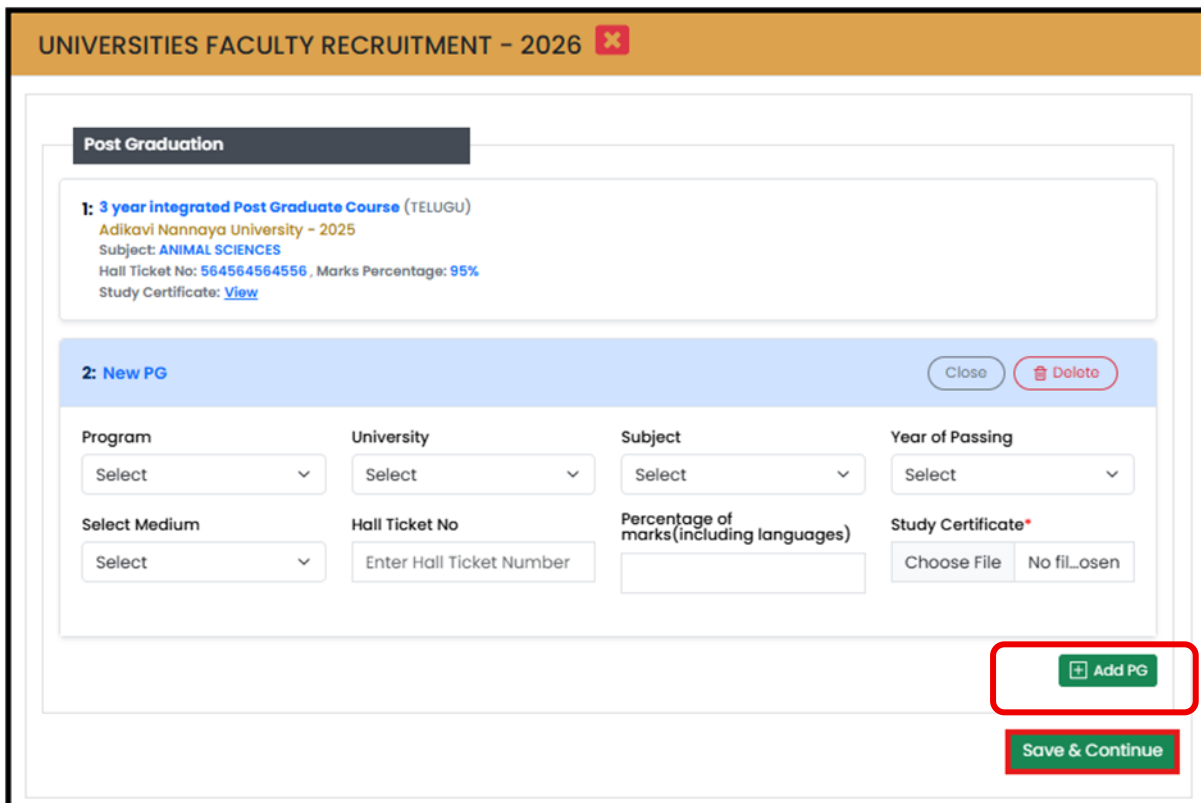
Post Graduation

1: 3 year Integrated Post Graduate Course (TELUGU)
 Adikavi Nannaya University - 2025
 Subject: ANIMAL SCIENCES
 Hall Ticket No: 564564564556, Marks Percentage: 95%
 Study Certificate: [View](#)

+ Add PG

Save & Continue

Assistant Professor @ RAJIV GANDHI UNIVERSITY OF KNOWLEDGE (University) from 15-05-2025 to 15-



UNIVERSITIES FACULTY RECRUITMENT - 2026

Post Graduation

1: 3 year Integrated Post Graduate Course (TELUGU)
 Adikavi Nannaya University - 2025
 Subject: ANIMAL SCIENCES
 Hall Ticket No: 564564564556, Marks Percentage: 95%
 Study Certificate: [View](#)

2: New PG Close Deloto

Program: Select
 University: Select
 Subject: Select
 Year of Passing: Select

Select Medium: Select
 Hall Ticket No: Enter Hall Ticket Number
 Percentage of marks (including languages):
 Study Certificate*: Choose File No fil_osen

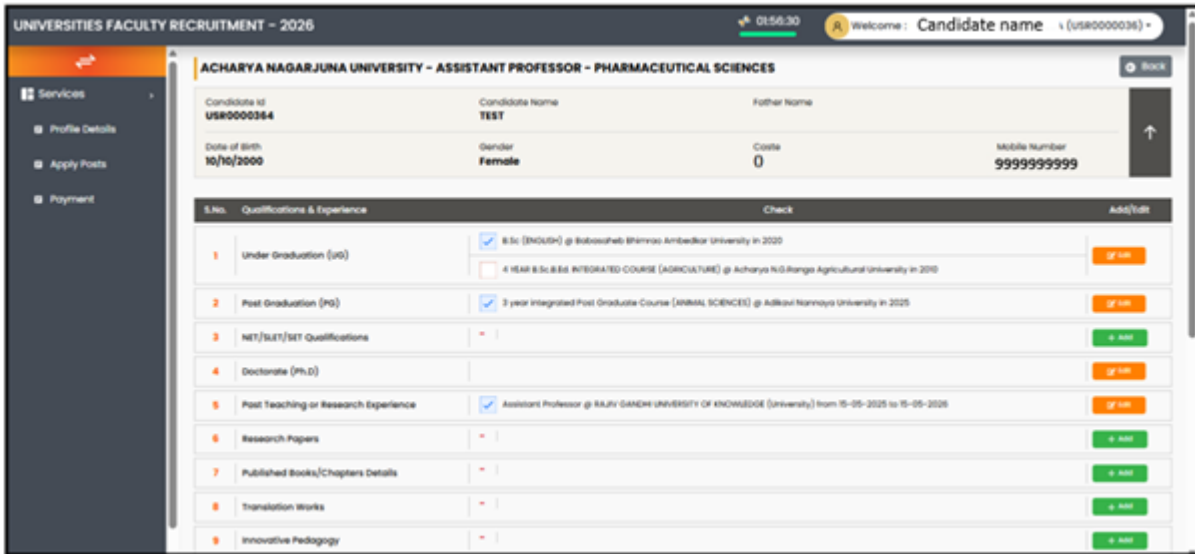
+ Add PG

Save & Continue

3.2.3. Confirm & Pay

- The applicant must select the options they are eligible for and check the corresponding box.
- The applicant can click the **Save** button to store the entered details.

- Once all required details are provided, the applicant can click **Confirm & Pay**.

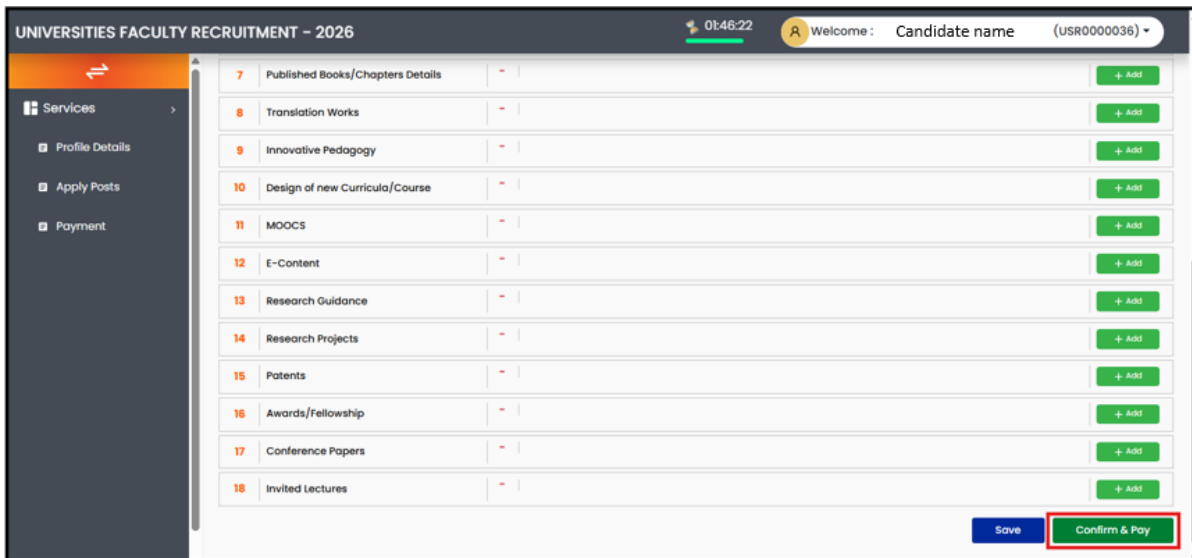


UNIVERSITIES FACULTY RECRUITMENT - 2026 | 01:55:30 | Welcome: Candidate name (USR000036)

ACHARYA NAGARJUNA UNIVERSITY - ASSISTANT PROFESSOR - PHARMACEUTICAL SCIENCES

Candidate ID: USR0000364 | Candidate Name: TEST | Father Name: |
 Date of Birth: 10/10/2000 | Gender: Female | Caste: 0 | Mobile Number: 9999999999

S.No.	Qualifications & Experience	Check	Add/Edit
1	Under Graduation (UG)	<input checked="" type="checkbox"/> B.Sc (BIOLOGY) @ Babasaheb Bhambasa Ambedkar University in 2020 <input type="checkbox"/> 4 YEAR B.Sc B.Ed INTEGRATED COURSE (AGRICULTURE) @ Acharya N.G.Ranga Agricultural University in 2010	+ Add
2	Post Graduation (PG)	<input checked="" type="checkbox"/> 3 year Integrated Post Graduate Course (MBA/AL SCIENCES) @ Adikavi Nannaya University in 2025	+ Add
3	NET/SET/STET Qualifications	-	+ Add
4	Doctorate (Ph.D)	-	+ Add
5	Post Teaching or Research Experience	<input checked="" type="checkbox"/> Assistant Professor @ RAJIV GANDHI UNIVERSITY OF KNOWLEDGE (University) from 15-05-2025 to 15-05-2026	+ Add
6	Research Papers	-	+ Add
7	Published Books/Chapters Details	-	+ Add
8	Translation Works	-	+ Add
9	Innovative Pedagogy	-	+ Add



UNIVERSITIES FACULTY RECRUITMENT - 2026 | 01:46:22 | Welcome: Candidate name (USR000036)

7	Published Books/Chapters Details	-	+ Add
8	Translation Works	-	+ Add
9	Innovative Pedagogy	-	+ Add
10	Design of new Curricula/Course	-	+ Add
11	MOOCs	-	+ Add
12	E-Content	-	+ Add
13	Research Guidance	-	+ Add
14	Research Projects	-	+ Add
15	Patents	-	+ Add
16	Awards/Fellowship	-	+ Add
17	Conference Papers	-	+ Add
18	Invited Lectures	-	+ Add

Save **Confirm & Pay**

ACHARYA NAGARJUNA UNIVERSITY - Assistant Professor - Pharmaceutical Sciences

ACHARYA NAGARJUNA UNIVERSITY - Assistant Professor

PERSONAL INFORMATION

Name	TEST		No Photo	
Father	-			
DOB	10/10/2000			
Mobile	9999999999			
Aadhaar No			ID: USR0000364	
Category	-	PAN	-	

Under Graduation (UG)

Course	University	Subject	Medium	2nd Language	Hall Ticket No	Year of Passing	Percentage of marks(including languages)
B.Sc	Babasaheb Bhimrao Ambedkar University	ENGLISH	URDU	ORIYA	45454545	2020	59%

Post Graduation (PG)

Program	University	Subject	Year of Passing	Medium	Hall Ticket No	Percentage of marks(including languages)
3 year Integrated Post Graduate Course	Adikavi Nannaya University	ANIMAL SCIENCES	2025	TELUGU	564564564556	99%

Post Teaching or Research Experience

Name of Institution	Type of Institution	Whether Institution is UGC-recognised under Section 2(f) and 12(B)	Position / Cadre	Type of Appointment	Whether Appointed through Open All-India / State-Level Advertisement / University Level	Start Date	End Date	Whether Time Spent on M.Phil. / Ph.D. is Being Counted
RAJIV GANDHI UNIVERSITY OF KNOWLEDGE	University	No	Assistant Professor	Tenure	-	15-05-2025	15-05-2026	No

[Edit Details](#) [Confirm & Submit](#)

- A preview of the application will be displayed. The applicant must review it and then click on **Confirm & Pay**.
- The applicant will be redirected to the payment page to complete the transaction.

ANDHRA PRADESH CENTRE FOR FINANCIAL SYSTEMS & SERVICES

Payment Methods


- Credit / Debit Cards >
- Net Banking >
- UPI logo >

Merchant Name
ANDHRA PRADESH CENTRE FOR FINANCIAL SYSTEMS & SERVICES

Order Id
USR0000036_2934998

Payment Amount ₹1

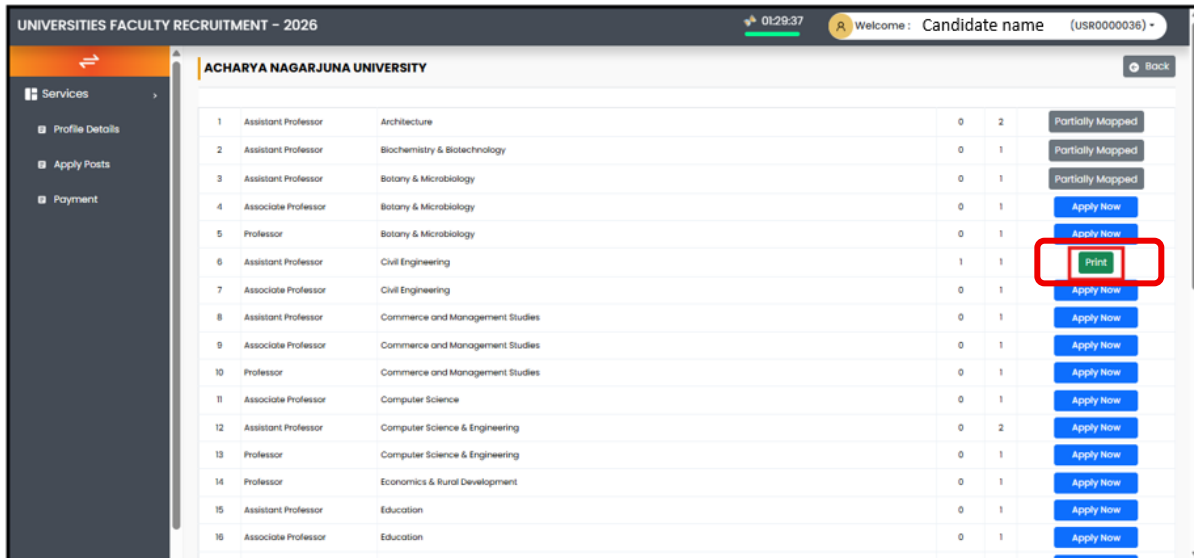
Scan the QR using any BHIM UPI App



QR Code will expire in 04:45 mins

BillDesk
Privacy Policy | Terms & Conditions

- After successful payment, the applicant can take a printout for the post they applied to.

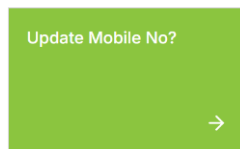


3.3. Change Mobile Number

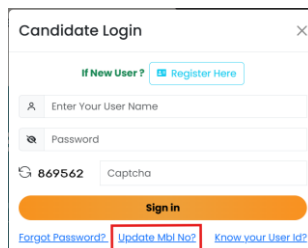
If the applicant mobile is different from the Aadhar registered mobile, then you need to follow the below steps:

Applicants can change their mobile details at two locations:

1. **Home Page:** To the bottom of the home page, applicant can view the below icon. Click on the icon.



2. **Login:** When applicant click on the Candidate login, "Update mobile" option will be visible. Click on the option.



Candidate Login

If New User? [Register Here](#)

Enter Your User Name

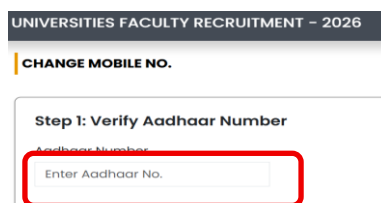
Password

869562 Captcha

Sign in

[Forgot Password?](#) [Update Mbl No?](#) [Know your User Id?](#)

3. Enter applicant Aadhar:



UNIVERSITIES FACULTY RECRUITMENT – 2026

CHANGE MOBILE NO.

Step 1: Verify Aadhaar Number

Aadhaar Number

Enter Aadhaar No.

4. Enter OTP Aadhar:

UNIVERSITIES FACULTY RECRUITMENT - 2026

CHANGE MOBILE NO.

Step 1: Verify Aadhaar Number

Aadhaar Number

5. Enter OTP Aadhar:

UNIVERSITIES FACULTY RECRUITMENT - 2026

CHANGE MOBILE NO.

Step 1: Verify Aadhaar Number

Aadhaar Number
 OTP sent to your Aadhaar-linked mobile.
 You can request a new OTP only after 1 minute of the previous request.

Time Remaining: 2:56


6. Enter new mobile number further communication:

UNIVERSITIES FACULTY RECRUITMENT - 2026

CHANGE MOBILE NO.

Step 2: Update New Mobile Number

7. Enter OTP received on new mobile number:



OTP will be Send to xxxxxx

UNIVERSITIES FACULTY RECRUITMENT - 2026

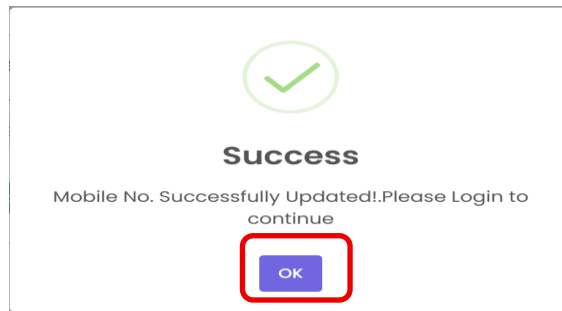
CHANGE MOBILE NO.

Step 2: Update New Mobile Number

Enter New Mobile Number RE-Enter Mobile Number OTP sent to vvvvvv
 You can request a new OTP only after 1 minute of the previous request.

Time Remaining: 2:56

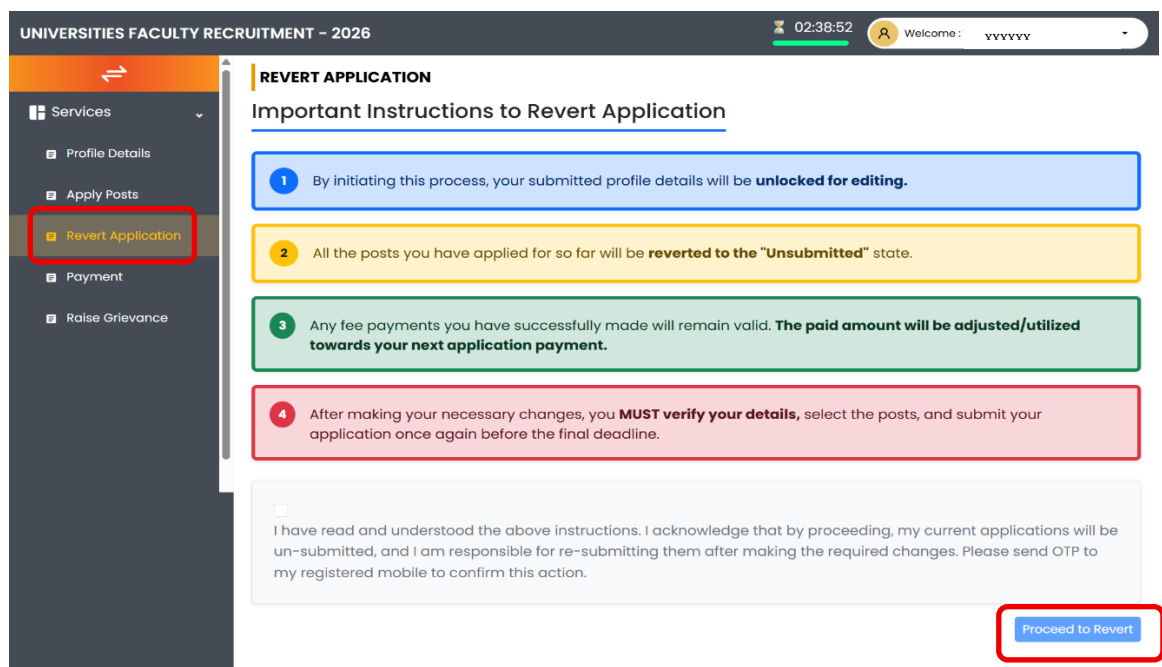
8. After successful updating, applicant will receive confirm on the screen, click "Ok" to continue forward.



3.4. Revert Application

By proceeding with the “*Revert Application*” process, the previously filled and submitted application details may be cleared/reset based on the changes made by the applicant. OTP verification to the registered mobile number/email may be required to confirm the revert request.

Note: Once the revert request is submitted, the previously submitted application data cannot be restored automatically. Applicants are advised to proceed carefully before confirming the request.



3.5. Raise Grievance

If you require any Administrative or Technical assistance regarding the recruitment process, you may raise grievance through the available grievance options provided in the portal.

