

Instruction Manual

For Submitting Online Applications of
Need Based Academic Arrangement in Govt. Colleges of J&K
Academic Session 2025-26

On

<https://jkaa.directorcollegesjk.in/>

General Instructions Before Applying Online

1. Use a laptop or desktop computer to fill out the online form. Try to avoid submitting the form on a mobile phone or tablet.
2. Use an updated version of a browser like Google Chrome, Microsoft Edge or Mozilla Firefox.
3. You should have scanned copies of all the required documents in the correct file formats (jpg/png/pdf, as required). The documents should scanned such that all the details are clearly visible. The list of documents that you will require is given in Table-I hereinbelow.
4. Submission of any incorrect information as part of the application shall be the sole responsibility of the applicant.

Table-I: List of Documents

S/N	Document	Filetype	Size Limit
1	Photograph	JPG / PNG	300 KB
2.	Date of Birth Certificate (10 th Marks Card)	JPG / PNG	800 KB
3.	Aadhar Card	JPG / PNG	800 KB
4.	Domicile Certificate	JPG / PNG	800 KB
5.	Category/Disability Certificate (if applicable)	JPG / PNG	800 KB
6.	UG Marks Card	JPG / PNG	800 KB
7.	PG Marks Card	JPG / PNG	800 KB
8.	NET Certificate (if applicable)	JPG / PNG	800 KB
9.	SET/SLET Certificate (if applicable)	JPG / PNG	800 KB
10.	JRF Award Letter/Certificate (if applicable)	JPG / PNG	800 KB

11.	Ph.D Award Certificate (if applicable)	JPG / PNG/PDF	800 KB
12.	M.Phil Award Certificate (if applicable)	JPG / PNG/PDF	800 KB
13.	Experience Certificates	JPG / PNG	800 KB each
14.	Any Additional Documents	Multipage PDF	800 KB

Steps For Filling Candidate Application Form:

If you have already submitted an online application in 2024 via the respective portals of Nodal Principal Jammu and Nodal Principal Kashmir, then you are required to apply as an "Existing Candidate".

If you have not submitted any application in 2024 via the online portals of Nodal Principal Kashmir / Nodal Principal Jammu, then you must apply as a "Fresh Candidate".

The process for submitting applications is slightly different for "Existing Candidates" and "Fresh Candidates".

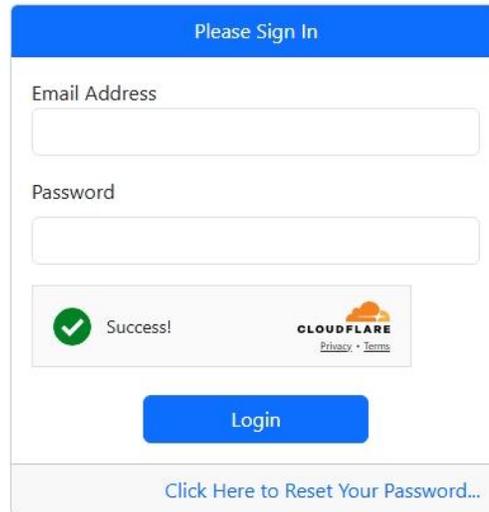
1. Applying as Existing Candidate

To apply as an existing candidate, use the email address and password you have used to submit your application on the Nodal Principal Kashmir / Nodal Principal Jammu portal last year.

Step 1: Visit the website <https://jkaa.directorcollegesjk.in/>

Step 2: Click on **Candidate Login** in the navbar at the top. This will open the login page

Candidate Login



Please Sign In

Email Address

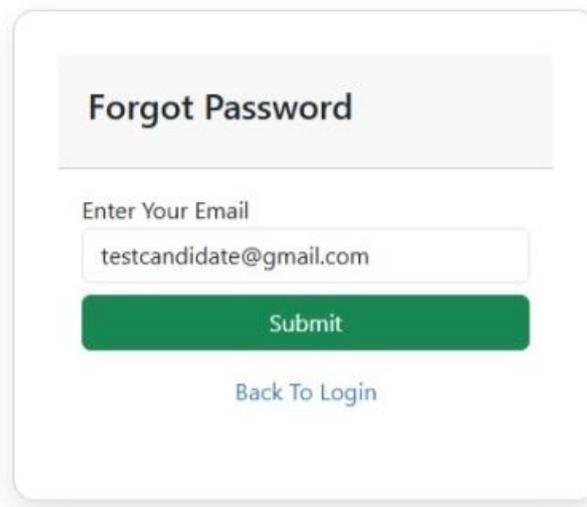
Password

Success!  [Privacy](#) • [Terms](#)

Login

[Click Here to Reset Your Password...](#)

Step 3: Click on the link at the bottom that says **"Click Here to Reset Your Password"**. This will load the following screen:



Forgot Password

Enter Your Email

Submit

[Back To Login](#)

Step 4: Enter the email address you have used to apply last year, and click on **"Submit"**. If the email address is recognized, you will get a message saying that password reset instructions have been sent to your email address.

Forgot Password

Enter Your Email

testcandidate@gmail.com

Submit

[Back To Login](#)

Password reset instructions have been sent to your email.

Step 5: Open the email you have received and click on the "Reset Password" button which will look like this:

J&K ACADEMIC ARRANGEMENT PORTAL

Password Reset

Hello,

You recently requested a password reset for your account on J&K ACADEMIC ARRANGEMENT PORTAL. Please use the following link to your password:

[Reset Password](#)

Please note that this link is valid for only 20 minutes for security purposes. If you did not request this change or no longer need to reset your password, please disregard this message.

Step 6: This will open the following page. Enter your new password and click "Reset Password":

Reset Password

New Password

*Password must be at least 8 characters long
*Contain atleast 1 capital letter
*1 special character from @\$?!.,/_

Confirm Password

[Reset Password](#)

Step 6: Now go to the "Candidate Login" page and login with your new password:

Candidate Login

Please Sign In

Email Address

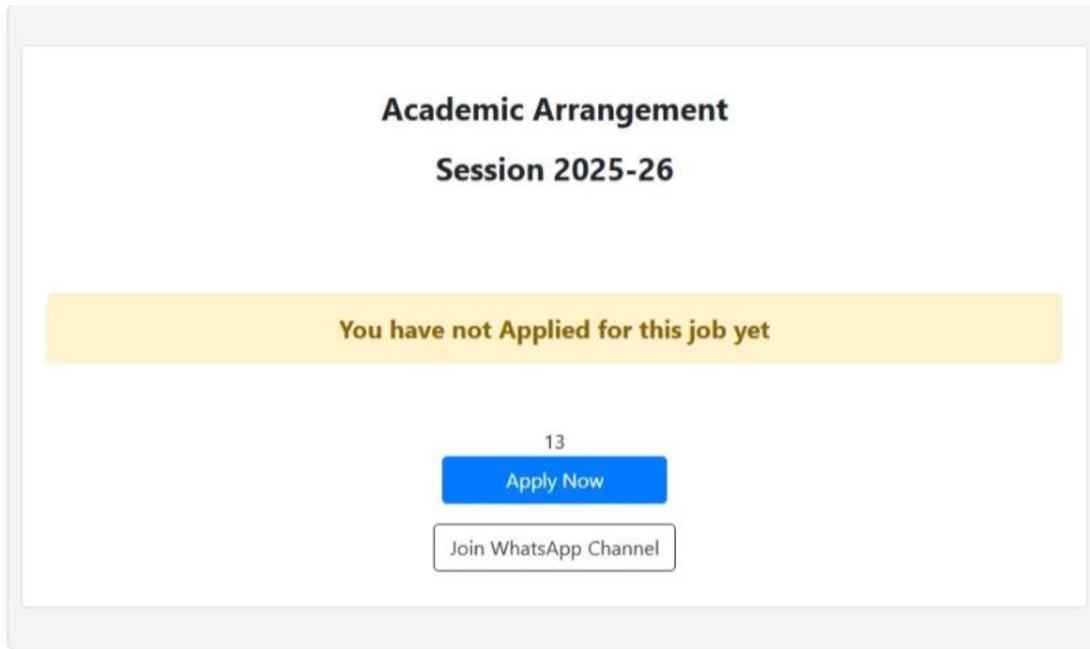
Password

 Success!  [Privacy](#) • [Terms](#)

[Login](#)

[Click Here to Reset Your Password...](#)

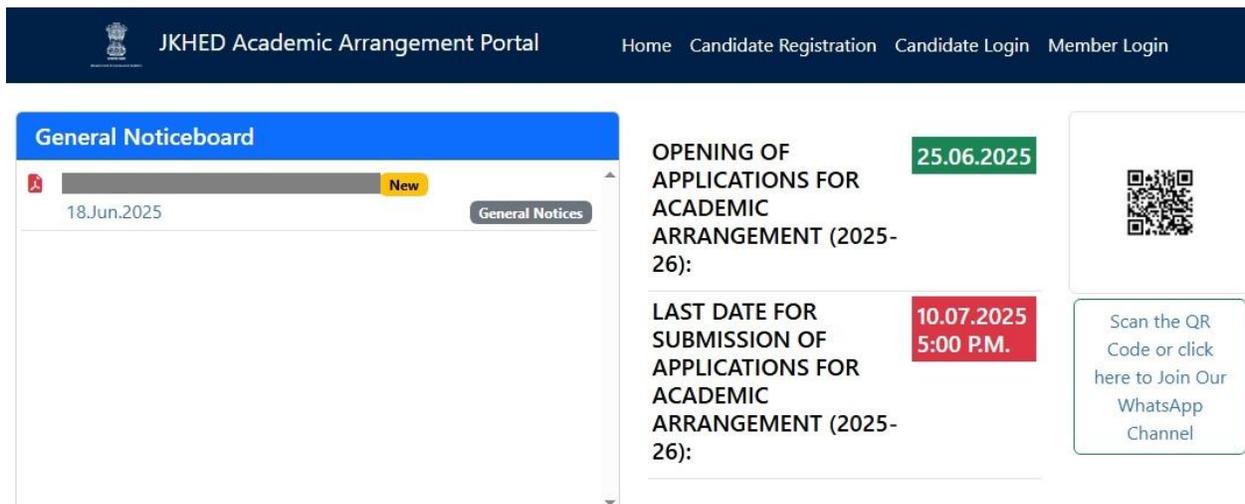
Step 8: After a successful login, you will see your dashboard. Click on **Apply Now** to initiate your application.



2. Applying as Fresh Candidate

If you have not submitted any application in 2024 via the online portals of Nodal Principal Kashmir / Nodal Principal Jammu, then you must apply as a "Fresh Candidate".

Step 1: Visit the website <https://jkaa.directorcollegesjk.in/>



Step 2: Click on **Candidate Registration** in the navbar at the top. This will open the registration page



Candidate Registration

First Name *

Last Name

Email *

Confirm Email *

Contact No. *

I'm not a robot 
reCAPTCHA
Privacy - Terms

[Register](#)

[Back To Login](#)

Step 3: Enter your details and click on "Register". You will receive an email on the mail id that you entered on this screen. If you don't seem to have received the email, make sure to check your SPAM folder and move the email out of the spam by clicking on "Not Spam". The email will contain your username and password which you can use to login to the site:

J&K ACADEMIC ARRANGEMENT PORTAL

Your Email/Password

Hello

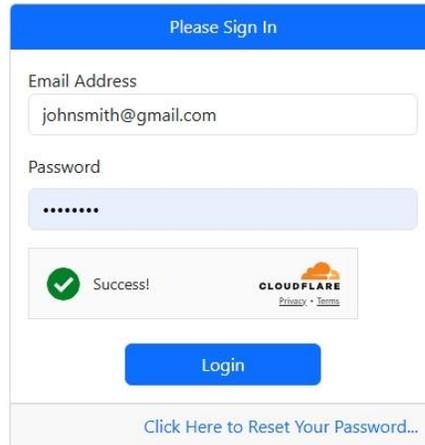
Thank you for registering on JK Academic Arrangement Portal.

Here are your account details:

Username:

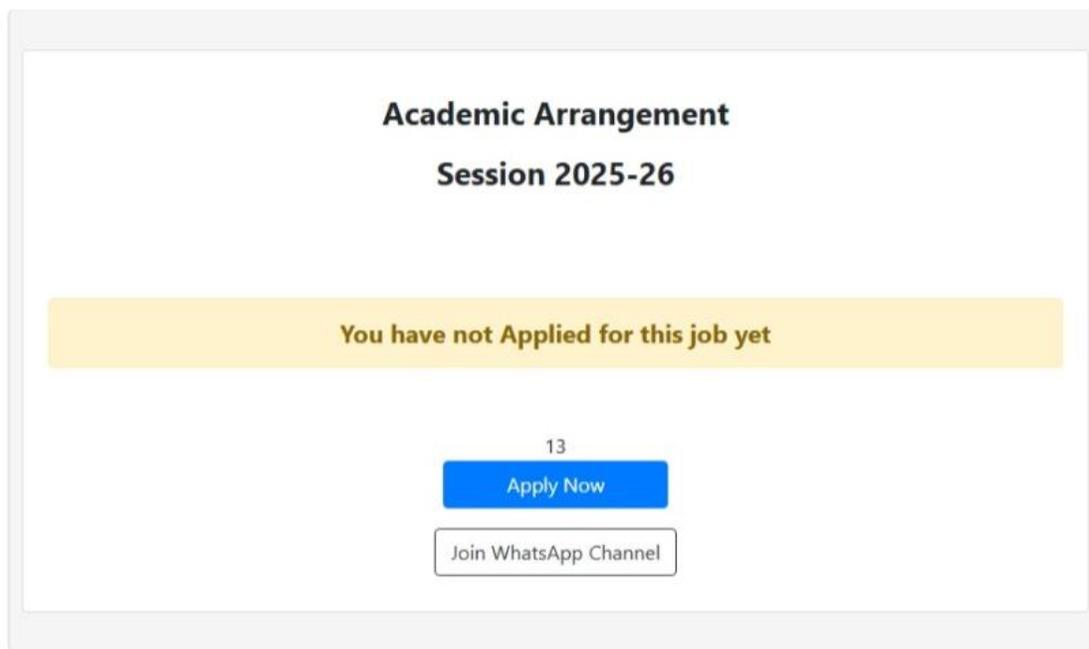
Step 4: Now go to the "Candidate Login" page and login with your new password:

Candidate Login



The screenshot shows a login form titled "Please Sign In". It contains two input fields: "Email Address" with the value "johnsmith@gmail.com" and "Password" with masked characters ".....". Below the password field is a success message: "Success!" with a green checkmark icon and the Cloudflare logo. At the bottom of the form is a blue "Login" button and a link that says "Click Here to Reset Your Password...".

Step 5: After a successful login, you will see your dashboard. Click on "Apply Now" to initiate your application.



The screenshot displays a dashboard for "Academic Arrangement Session 2025-26". A prominent yellow banner in the center reads "You have not Applied for this job yet". Below this banner, the number "13" is shown above a blue "Apply Now" button. At the bottom, there is a button labeled "Join WhatsApp Channel".

3. Filling and Submitting your Application Form:

After clicking on "Apply Now", fresh candidates will be able to enter all the details of their application whereas existing candidates will be able to review their existing details from the previous year's application and make additions or corrections where required:

Step 1: After clicking on Apply Now, you will have to select the division which you are applying for. Candidates can apply for "Kashmir Division", "Jammu Division" or for "Both Divisions". Select your division and click on **Save & Next**.

The screenshot shows the 'Academic Arrangement Portal' header with navigation links for 'Home', 'Support Center', and 'My Account'. The main content area is titled 'APPLY FOR JOB' with the instruction 'Fill all form field to go to next step'. A progress bar at the top shows 14% completion, with the first step, 'Select Division', highlighted in blue. Below the progress bar, a horizontal timeline lists seven steps: 'Select Division', 'Personal Info', 'Qualification', 'Experience', 'Upload Files', 'Form Preview', and 'Finish'. The 'Select Division' step is currently active. Below the timeline, the form title 'Select Division' is displayed on the left, and 'Step 1 - 7' is on the right. A dropdown menu is open, showing 'Kashmir' as the selected option. A 'Save & Next' button is located at the bottom right of the form area.

Step 2: On this screen, Select the Subject for which you are applying. Then enter your basic details and click on "Save & Next":

APPLY FOR JOB

Fill all form field to go to next step

Select Division Personal Info Qualification Experience Upload Files Form Preview Finish

29%

Personal InfoStep 2 - 7

User Profile

Apply for Subject: *

English

First Name + Middle Name:* **Last Name:**

John Smith

Parentage:* **Secondary Contact No(10 digits):***

Peter Smith 9596111111

Gender:* **Date of Birth:(dd-MM-yyyy)***

Male 18-06-1990

Category:* **Aadhar Number:***

ST 704562321749

Address:*

Lal Chowk, Srinagar

State/UT:* **District:***

Jammu and Kashmir Srinagar

Save & Next

Step 3: On the following screen, enter your Qualifications. You must enter your UG and PG marks details. You will also be able to enter SET/NET/NET+JRF/ M.Phil and Ph.D Details. Make sure you click on the "Save" buttons next to each section before clicking on "Save & Next":

APPLY FOR JOB

Fill all form field to go to next step

Select Division
Personal Info
Qualification
Experience
Upload Files
Form Preview
Finish

Qualification
Step 3 - 7

Qualifications

Graduation

Degree	Degree Title	Date Of Qualifying	Marks Obt / CGPA Obt	Max Marks / CGPA Scale	Marks (%)	College/University	Has Equivalence
Bachelors	B.Sc (Medic)	30-06	1253	1800	69.61111111	Amar Singh Cc	<input type="checkbox"/>

Masters

Degree	Degree Title	Date Of Qualifying	Marks Obt / CGPA Obt	Total Marks / CGPA Scale	Marks(%)	College/University	Has Equivalence
Masters	MA English	27-06	7.8	10	78.000	Kashmir Univer	<input type="checkbox"/>

Save UG/PG

Eligibility

Has SET/SLET
 Has NET
 Has NET with JRF

NET

Eligibility	Date Of Qualifying	Certificate No.	Subject	Conducted By	Action
NET	05-06-2017	UGC/2	English	UGC	

Save NET

NET with JRF

Eligibility	Date Of Qualifying	Certificate No.	Subject	Conducted By	Action
NET with JRF	12-06-2018	KK0800042	English	UGC	

Save NET/JRF

Research

Has Ph.D
 Has M.Phil

Ph.D

Research Degree	Research Topic	Date Of Enroll	Award Date	University/Institute	Action
Ph.D	My Research To	27-09-201	13-06-202	Delhi University	

Save Ph.D

Step 4: Next, enter your experience details in chronological order. For each experience period, enter the required details, upload a scanned copy of the experience certificate next to each claim, and then click on "Add" button. When you have added all experience certificates, click on "Save & Next" to advance to the next page:

APPLY FOR JOB

Fill all form field to go to next step



57%

Select DivisionPersonal InfoQualificationExperienceUpload FilesForm PreviewFinish

Experience

Step 4 - 7

Experience

From Date	To Date	Institution	AS	Days	Certificate	Action
10-03-2015	26-12-2015	Amar Singh College, Sgr.	Teaching Assistant	292		Delete
14-04-2016	19-10-2016	GCW, Gandhi Nagar Jammu	Teaching Assistant	189		Delete
17-03-2023	22-12-2023	GDC (Women), Nawakadal, Sgr.	Lecturer	281		Delete

From Date

To Date

Institute

AS

Certificate

Action

Previous Save & Next

Step 5: On the next screen, Upload your photograph, marks sheets, qualification certificates and other required documents. Then click on "Save & Next" to go to the Form Preview page:

APPLY FOR JOB

Fill all form field to go to next step

71%

Select DivisionPersonal InfoQualificationExperienceUpload FilesForm PreviewFinish

Upload FilesStep 5 - 7

Upload Files

Upload Profile Photo

Profile Picture

No file chosen

*Only Upload JPG/JPEG/PNG File
*File size should be up to 300KB.



View Uploaded File

Upload Adhaar Card

Adhaar Card

No file chosen

*Only Upload JPG/PNG/JPEG File
*File size should be up to 800KB.



View Uploaded File

Step 6: On the next Screen, you will be able to see a preview of your completed form:

APPLY FOR JOB

Fill all form field to go to next step

Form Preview
Step 6 - 7

Academic Arrangements Form Preview

Form-No : 14801

Basic Info

First Name + Middle Name:

Last Name:

D.O.B:

Division : **Kashmir**

Parentage:

Gender:

Subject : **English**

Before final submission ensure that all the details are filled correctly in here and check your Generated Points. You can go back to the previous sections to make any corrections. Then tick the checkbox and click on "Proceed to Pay and Final Submit":

Fee Details

I hereby declare that the information given by me in this application is true and correct to the best of my knowledge and belief. In case any information given by me is found to be false or incorrect at any stage, my candidature shall be liable to rejection.

Home
Previous
Proceed To Pay & Final Submit

Step 7: On the next screen, you can tick the checkbox and click on "Proceed to Pay"

Payment Page

Full Name:	Application Form No:
<input type="text"/>	<input type="text"/>
Email:	Contact Number:
<input type="text"/>	<input type="text"/>
Application Date:	
18-06-2025	
Amount:	Payment Mode:
<input type="text"/>	Online

*Note: Payment once made will not be refunded.

I agree to the terms and conditions

Proceed To Pay

Step 8: This will take you to the payment gateway page where you can make the online payment of Rs. 100 for your application:

The screenshot shows the J&K Bank G20 payment gateway interface. On the left, there is a navigation menu with options: Credit Card (selected), Debit Card, Internet Banking, QR, LPI, and BHIM. The main content area is titled "Pay by Credit Card" and features logos for VISA, MasterCard, Debit Card, and RuPay. Below the logos, there are input fields for "Card Number" (with a "Show/Hide" icon), "Expiration Date" (split into "Month" and "Year" fields), and "CVV/CVC". A "Card Holder Name" field is also present. A prominent yellow "Make Payment" button is at the bottom, with a "Cancel" link next to it. On the right side, there is a "Merchant Name" section displaying "Principal Amar Singh College Srinagar" and a "Payment Amount" field. Below this is a "DIGITAL BANKING" section with various service icons like Cash Depositors, Credit Cards, Internet Banking, Mobile Banking, and Bill Desk. The BillDesk logo is visible at the bottom right of the page.

Step 9: Once payment is complete, you will see the payment confirmation page:

Payment Response

Payment Details

Application Form No:	[REDACTED]
Full Name:	[REDACTED]
Email:	[REDACTED]
Contact Number:	[REDACTED]
Transaction Id:	[REDACTED]
Amount:	[REDACTED]
Payment Date:	[REDACTED]
Payment Status:	Payment Successful

[Back](#)

Step 10: After the payment confirmation is received, which sometimes takes a while, the dashboard will show the application progressing into the next stage. :

Academic Arrangement

Session 2025-26

Submitted On: 18-07-2024
Application Form No: [REDACTED]

Application Submitted Fee Verified Clarification Stage Fee Verified

Degree	Tentative Generated Points	Tentative Scrutinized Points	Remarks	Tentative Scrutinized Points
UG	13.9222	13.9222		33.4222
PG	19.5	19.5		
NET	8	8		10
NET+JRF	10	10		

4. Clarifications Stage

Step 1: After payment, your form will be sent for scrutinization. During the scrutiny phase, clarifications may be raised against any field in the candidate's application. The applicants need to login and click on the "Clarification Requests" button to view and respond to the clarifications within the specified deadlines:

Jobs

Academic Arrangement for Kashmir Division Colleges for Lecturers, Teaching Assistants & Guest Faculty

Submitted On: 10-05-2024
Application Form No: 70

Application Submitted Fee Verified Clarification Stage Application Verified

Degree	Tentative Generated Points	Tentative Scrutinized Points	Remarks	Tentative Scrutinized Points
UG	18,5454	0	Marks certificatenot clear	25
PG	25	25		
test	0.010958904109589	0	mismatch with college remarks	0
Tentative Scrutinized Points				25

View Form Clarification Requests

Step 2: Respond to the clarifications as requested and within the stipulated deadline:

Job Title	Clarification Date	Message	Response	File	Action
Academic Arrangement for Kashmir Division Colleges for Lecturers, Teaching Assistants & Guest Faculty	<p>Date Requested: 06/07/2024 11:24:14</p> <p>Clarification Deadline: 08/07/2024 11:24:14</p>	UG: Marks certificatenot clear, test: mismatch with college remarks, Eligible For: 1, 1. Marks Certificate for Graduation not clear. Please re-upload 2. Please review the dates given in Experience certificate for Degree College Magam, mismatch with data provided by college. Re-upload certificate.		<p>Choose File No file...osen</p> <p><small>*Only Upload JPG/PDF File</small></p> <p><small>*File size should be up to 2MB.</small></p>	Submit Response

Clarification History

Job Title	Date Requested	Clarification Deadline	Clarification Message	Clarification Response	Responded	Response Date	Clarification File
Academic Arrangement for Kashmir Division Colleges for Lecturers, Teaching Assistants & Guest Faculty	06/07/2024 11:24:14	08/07/2024 11:24:14	1. Marks Certificate for Graduation not clear. Please re-upload 2. Please review the dates given in Experience certificate for Degree College Magam, mismatch with data provided by college. Re-upload certificate.		False		

A similar Verification request is also raised at the time of issuance of tentative merit list and the candidates can choose to respond to the verification request that time if they are not satisfied with the tentative merit list.

5. Preferences Filling Stage

In the next stage the candidates will be able to select their college preferences as per the division and subject they have applied for. The opening and closing dates for the preference filling stage will be notified on the online portal and the candidates are advised to regularly keep logging in to their accounts so that they do not miss the preference filling stage:

J&K Academic Arrangement Portal Dashboard testcandidate ▾

College Preferences Selection

[Click for Instructions](#)

Applying for Subject: **English**
You have selected 3 preferences. Please choose 68 more colleges and then click on 'Final Submit'

[Final Submit](#)

Available Colleges:

Type to search...	
Amar Singh College, Sgr.	Add
Sri Pratap College, Sgr.	Add
GDC (Women) M. A. Road, Sgr.	Add
GDC Bemina	Add
Govt College of Education, M. A. Road, Sgr.	Add
GDC (Women), Nawakadal, Sgr.	Add

Your Preferences:

Sri Pratap College, Sgr.	Move ↑	Move ↓	✕
GDC for Boys Anantnag	Move ↑	Move ↓	✕
Govt College of Education, M. A. Road, Sgr.	Move ↑	Move ↓	✕

[Add Remaining Colleges Randomly](#)

Candidates must specify their preferences with the first preference at the top and the last preference at the bottom. Candidates who applied for both jammu and kashmir divisions will have to submit preferences for colleges of both divisions here.

Support / Grievance Center

In case any candidate has any query or grievance, they should submit the same using the Support Centre Link given on the portal homepage.

[Raise Grievance](#)

Enter Grievance ID to track

[Track Grievance](#)

Grievance History

Grievance Id	Nature Of Concern	Subject	Description	Created Date	Status	Response
No grievances yet						

Grievance Form

Name

Email

Nature Of Concern

Subject

Description

Existing Grievance ID (optional)

Attachments (optional) No file chosen

*Only Upload .jpg File
*File size should be up to 2MB

Enter Grievance ID to track

[Track Grievance](#)

Grievance History

Whatsapp Channel

For more updates, you can also join the Official WhatsApp channel of Nodal Principals Jammu and Kashmir Division Colleges by clicking on the following link or scanning the below-given QR code:

<https://whatsapp.com/channel/0029VaeRkbLD38CUXNWA81T>



WNA