**Directives to Register as an Examiner for Practical Examination/Viva**

**Step 1 – Register on the Portal**

* Navigate to the URL <https://exam.lkouniv.ac.in/apps/public/PracticalExaminer> or click on the link '**Examiner Registration**' under '**Examination**' menu, given on the official website of the University.
* Next, enter candidate's basic details such as Name, Mobile No., Email ID, Aadhaar No. and PAN.
* Thereafter, click on the **'Send OTP'** button to proceed.
* Subsequently, an OTP will be shared to the entered Mobile No./Email ID for verification. Fill the OTP in the respective field, and click the **Verify** button.
* After verification, authentication process will be completed, and candidate will be redirected to the next step.

*\*\* Click the* ***Resend OTP*** *button if no OTP is received.*

*\*\* Please note that no changes will be allowed in the submitted details after OTP verification. So be attentive while filling the information.*

**Step 2 – Fill details in 'Practical Examiner Registration Form'**

* After OTP verification, candidate will be redirected to the **'Practical Examiner Registration Form**' to submit following details:

***\*\*Note:-*** *Documents that are required in the form should be in PDF format whose size should not exceed 01 MB each.*

* **University Details**
* Service Status
* In Service (Permanent)
* In Service (Contractual)
* Retired
* University
* Lucknow University
* Name of College
* Date of Approval from University
* Upload Approval Letter
* Other
* University Name
* State
* District
* Date of Approval from University
* Upload Approval Letter
* **Personal Details**
* Father's Name
* Mother's Name
* State
* District
* **Bank Details**
* Bank Name
* Branch Name
* Bank Account No.
* IFSC
* Upload Six Months Bank Statement (Self Attested Copy)
* Upload Aadhaar Card
* Upload PAN Card
* Upload Passbook/Cancelled Cheque Copy
* **Working Experience**
* Total Working Experience (in years)
* Upload Experience Certificate

*In the event of multiple experience certificates, please scan all certificates, merge the scanned copies into a single PDF, and then upload it.*

* **Course/Paper for which Applying as an Examiner**
* Course
* Subject
* Paper

*To apply for multiple papers, please fill out the details in the fields mentioned above. Afterward, click the + button appearing next to the respective row. The filled details will be saved, and new vacant fields will appear for you to fill in the details for another paper.*

* After filling details in the above mentioned fields, read the declaration carefully and subsequently select its checkbox. Thereafter, click the **Save** button.
* Form will be submitted and forwarded to the relevant authority of College/University for further processing (Approval/Denial).

*\*\* Please be attentive while submitting the form. No changes will be allowed in the details after clicking the* ***Save*** *button.*

*\*\* After saving the form, a Unique Registration No. will be generated and appear on the screen. Candidates are advised to keep that Registration No. with them for future references.*

**Step 3 – Track the Registration Request**

* After submitting the request successfully, candidate can track the status of their request.
* Visit the link <https://exam.lkouniv.ac.in/apps/Account/PracticalExaminerLogin> and thereafter submit Registration No., Last 04 digits of Aadhaar No. and Last 04 characters of PAN in the respective fields. Next, click the **Login** button.
* Status of request will appear on the screen thereafter.