

# SRI KARAN NARENDRA AGRICULTURE UNIVERSITY, JOBNER

## PENSIONERS LIFE CERIFICATE PORTAL – MANUAL

<https://pensioners.sknau.ac.in>

### User Manual: Digital Life Certificate Portal

#### Sri Karan Narendra Agriculture University (SKNAU), Jobner

Welcome to the SKNAU Pensioner Portal. This guide will help you submit your Life Certificate from the comfort of your home using your mobile phone or computer.

#### What You Need Before Starting

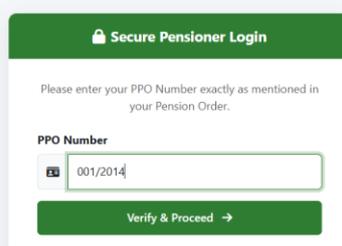
1. **PPO Number** (Pension Payment Order).
2. **Smartphone or Laptop** with a working camera and internet.
3. **GPS Location** enabled on your device.

#### Step 1: Login to the Portal

1. Open your web browser (Chrome is recommended) and visit the portal website.
2. Enter your **PPO Number** and select your **Date of Birth**.
3. Click "**Verify & Login**".
  - *First time users:* You will receive an **OTP** on your registered email/mobile to set a password.
  - *Returning users:* Enter your **Password** to log in.



**SRI KARAN NARENDRA AGRICULTURE UNIVERSITY, JOBNER**  
Pensioner Life Certificate Portal



The screenshot shows a login form titled "Secure Pensioner Login". It contains a text input field for the "PPO Number" with the value "001/2014" entered. Below the input field is a green button labeled "Verify & Proceed" with a right-pointing arrow.



**Secure Pensioner Login**

**One-Time Registration**

Pensioner Name  
VASU VADASSERIL RAGUNATHAN

Date of Birth \*  
dd-----yyyy

Used to verify your identity.

Email Address \*  
For OTP Verification

**Send Verification OTP**

[← Go Back](#)

© 2025 Sri Karan Narendra Agriculture University, Jobner (Jaipur).  
Portal Designed, Developed, Hosted and Managed by CIMCA, SKNU

## Step 2: Live Video Verification (KYC)

Once logged in, you will see the "Live Verification" card.

1. **Permissions:** Click "**Start Camera**". Your browser will ask for permission to access your Camera and Location. Click "**Allow**".
2. **Position Yourself:** Ensure your face is clearly visible in the video box. Do not wear a mask or dark sunglasses.
3. **Start Recording:** Click the red "**Record (15s)**" button.
4. **Action:**
  - Speak your **Name** clearly.
  - **Move slightly** (turn your head a little or blink) to prove you are live.
5. **Wait:** After 15 seconds, the video will automatically stop. Wait for the message "**Saving & Uploading...**".
6. Once successful, the page will refresh and unlock Step 2.

**Note:** If you see a "Motion Warning" (⚠️), it means you are too still. Please move your head slightly.

1 Video 2 PDF 3 Upload

**Live Verification**

● आवश्यक निर्देश (Instructions):

- कृपया कैमरा और लोकेशन (Camera & Location) की अनुमति दें।
- रिकॉर्डिंग के दौरान अपना नाम स्पष्ट रूप से बोलें।
- एक फोटो की तरह स्थिर न रहें, थोड़ा हिलें-डुलें (Move slightly) ताकि यह पता चले कि आप जीवित हैं।

Loading...  
GPS...

[Start Camera](#)

### Step 3: Download & Sign Document

Now that your video is saved, scroll down to "Final Steps".

1. Look for **Step 2: Get Document**.
2. Click the yellow button: "**Download PDF Bundle**".
3. A PDF file will download. **Print this page**.
4. **Sign** the document at the bottom where it says "Signature of Pensioner".
5. *Optional:* Get it countersigned by a Gazetted Officer if required by university rules (otherwise self-attest).



Live KYC   History   Profile

1 Video   2 PDF   3 Upload

**Final Steps** Re-Record Video

<p><b>Step 2: Get Document</b> Download, Print &amp; Sign.</p> <p style="text-align: center;"><a href="#">Download PDF Bundle</a></p>	<p><b>Step 3: Upload Signed Copy</b></p> <p>Choose File   No file chosen</p> <p style="text-align: center;"><a href="#">Submit</a></p>
-------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------

#### Step 4: Upload Final Copy

1. Take a clear **photo** of your signed document using your phone.
2. Go back to the portal dashboard.
3. Look for **Step 3: Upload Signed Copy**.
4. Click "**Choose File**" and select the photo/PDF of your signed form.
5. Click the green "**Submit**" button.

#### Step 5: Approval & Download

*You are done! Your application status will now show as "**Under Review**".*

1. The University Comptroller Office will check your Video and Document.
2. Once verified, you will receive an **Email Alert**.
3. Login to the portal again. You will see a green "**Application Approved!**" message.
4. Click "**Download Final Certificate**" to save your official Digital Life Certificate for the current year.

## ? Common Problems & Solutions

Problem	Solution
"Camera Error" / Black Screen	Check if you clicked "Allow" for camera permissions. Try using <b>Google Chrome</b> .
"Location Access Denied"	Turn on your phone's GPS location and reload the page.
"Upload Failed"	Your internet might be slow, or the file is too big. Try taking a photo with lower resolution.
Forgot Password?	Click "Forgot Password" on the login page to reset it via OTP.

---

 Need Help?

Contact the CIMCA/Comptroller Office:

- **Email:** [cimca@sknau.ac.in](mailto:cimca@sknau.ac.in), [comptroller@sknau.ac.in](mailto:comptroller@sknau.ac.in)
- **Phone:** 01425-254900 (10 AM - 5 PM)