RAJASTHAN UNIVERSITY OF HEALTH SCIENCES

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RAJASTHAN CENTRALIZED ADMISSIONS TO PHARMACY DEGREE (B.PHARM) AND DIPLOMA (D.PHARM) COURSES 2020 (RCA PHARMACY 2020)
Instructions for filling on-line Application Form

Before filling the on-line application form, read the information booklet carefully. Also, first ensure your eligibility (educational qualification, age etc.) and other requirements for admission as given in this booklet.

- You should be very careful in filling-up the on-line application form. If any lapse is detected during the scrutiny, your candidature will be rejected at any time of admission process or even at a later stage.
- In case a candidate fills two or more on-line application forms, the last filled and completed application form will be considered for further processing.

- In case you have any difficulty while filling on-line application form, send email to Helpline at **rcapharmacy2020@ruhsraj.org**

- The processing of application form is based on the information filled by the candidate.

- Any error committed intentionally or otherwise may result in cancellation of your candidature.

Important: Note down your Form No., Username and Password carefully. You will receive your username and password through E-mail at your registered e-mail id. Keep them safe with you for further processing. Don't disclose this information to anyone else.

Part – I Registration

- For New applicant Kindly Register first with email id for username and password.

- If you do not have an email ID - either create a new email ID of your own or write email ID of your relative who can inform you about the receipt. Do not write email ID of a cyber café etc

- After successful registration you will receive username and password in your registered email id. You can login using username and password & start filling Application Form.

Part – II Personal Details

1. Select appropriate salutation (Mr., Mrs. and Miss) and Write your name as it appears in your SSC/SSLC/ 10th class mark sheet.

2. Write father's name.
3. Write mother's name.
4. Select Gender: Male/Female
5. Select any one category as applicable to you: (General/SC/ST/ST-STA/OBC-NCL/OBC-CL/MBC-NCL/MBC-CL/EWS) (No change of category will be permitted once submitted/confirmed in the on-line application form.)
6. Select If Physically Handicapped(Specially Abled) (if applicable)
7. Select If you are Bonafide Resident of Rajasthan
8. Select Date of Birth
9. Select Nationality
10. Present communication address/Correspondence Address:
    Write the full present address along with city, pin code, district where the communication to you could be made. Select your State from the list given.
11. Write your cell number (without zero '0') compulsorily i.e. only 10 digit number.
12. Write STD code and your residence phone number, if available, otherwise leave blank.
13. Write your email ID (for example abcd@gmail.com)
14. Permanent address. : If your permanent address is same as present address, click on the check box, otherwise, write the full permanent address along with city, pin code. Select your state from the list given.

Part – III Academic Details

1. Write the name of board / university (as appearing in the mark sheet), name of degree, year of passing, major subjects, marks, division, status, percentage of marks obtained in 10+2 or an equivalent examination and 10th .
   (If grades are awarded, mark Yes under CGPA column and then write percentage after converting CGPA to equivalent percentage.)

Part – V Form Preview

A form Preview will be shown .If you want to make any changes you can make them by clicking on edit button. Once Submit then no changes will be allowed.

Important: The screen is not your application form. Do not print the screen

Part – VI Photo and Signature upload

Keep the following ready before you start filling of the on-line application form:
Application form Part VI

1. Scanned copy of your recent passport size colored photo and signature in the prescribed format (jpg or jpeg, size preferably upto maximum 100 KB)
2. Be very careful while scanning your signature. You should first put your signature in an area of about 2" × 1" on blank paper with a ball point pen. Scan this paper. Cut/ select only signature area (2" × 1") and save it as jpg or jpeg (do not upload your signature in A4 size format / full paper).
3. Do not make any mistake in uploading the above documents.
4. Click on Proceed to Payment page.
5. Select the option "Print e-Mitra Slip" **(ensure that printer is connected to the computer system)** or press "Click here to close the window" page if you wish to print it

at a later stage. "Print e- Mitra Slip"

6. Take the printout of e-Mitra Slip and deposit the on-line application form fee (as printed in your e-Mitra Slip + e-Mitra service charges, at any e-Mitra/CSC kiosk center authorized by the Government of Rajasthan. Or you can directly pay using the online payment option where you can use your debit card/Credit card/Net Banking.

7. On successful submission of payment Login again to your application Form, You will be redirected to Print Form Page. Take the final print out of your application form.

➢ **Documents uploading**

- Choose and upload the applicable documents (photograph, signature) one by one and check change in the status. Your photograph, signature and PG degree certificate will appear on screen and, if uploaded.

- If your photo/signature image is appearing small or is not visible then it means your photo/signature image file is not as per the prescribed format. Re-upload the same (both photo and signature file), if required.

- After this, press "SUBMIT" button.

A declaration will appear on the screen. Check (tick) on this Declaration: It is a must.

I have gone through and understood the Instructions containing the conditions governing the Allotment process. I shall abide by the applicable rules.

I am aware that during verification of documents at the time of reporting, if any discrepancy is detected including that in the original documents, then I may not be considered for allotment and liable for penal action.

I declare that I will not disclose or share the password with anybody. I understand that I am Solely responsible for safeguarding my password and the Pharmacy Admissions Board 2020 is not responsible for misuse of my password.

I have checked all the choices filled by me and the order of preference. I am aware that after Locking, I will not be allowed to make any modifications in choices filled by me.

➢ **Print copy of the application form**

By clicking 'Print application form filled on-line' option, print two copies of the application form (filled on-line) on A4 size paper and keep the same along with the following documents compulsorily with you:

1. Transaction document / payment proof
2. Date of Birth Certificate: 10th class mark sheet / certificate
3. Mark sheet of 10+2 (senior school certificate examination) or its equivalent
4. Copy of photo ID (driving license / PAN card / Voter ID / Govt. or PSU card / School ID card / 12th class examination admit card / Aadhar card)
5. 4 Passport size photo same as affixed on application form and also as uploaded
6. Domicile certificate of Rajasthan state, if applicable
7. Caste certificate, sub-category certificate, if applicable
8. PwD certificate, if applicable
9. Migration certificate, if applicable
10. Any other relevant certificate(s)

NOTE:

- Paste your unattested recent passport size colored photograph, at the space provided on the printout of application form. This photograph must be same as uploaded by you while filling the on-line application form.
- Sign the declaration on the printout of the application form. It is a must.
- Put the thumb impressions at specified place.
- Keep the completed application form for submission when required. You are not **required to send to RUHS the print copy of your application form filled on-line.**

You will be required to submit one print copy of the application form (duly completed in all respects) at the time of reporting at the allotted college.

Help line:

In case you face any difficulty in filling the on-line application form, you may send an email at **rcapharmacy2020@ruhsraj.org**