

RAJASTHAN UNIVERSITY OF HEALTH SCIENCES

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RAJASTHAN CENTRALIZED ADMISSIONS TO PARAMEDICAL COURSES 2017 (RCA PMC 2017)

Instructions for filling on-line Application Form for PG Diploma in Perfusion Technology

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 for the same course, 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 rcapmc2017@gmail.com

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. and password carefully. You will receive your password through sms at your cell number. Keep them safe with you for further processing. Don't disclose this information to anyone else.

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

1. Scanned copy of your recent passport size coloured photo (taken on or after 01-01-2017) and signature in the prescribed format (jpg or jpeg, size preferably upto maximum 35 KB)

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).

2. Scanned copy of your e-Mitra payment proof (jpg or jpeg, size preferably upto maximum 150 KB)
3. Scanned copy of your SC/ST/ST-STA/OBC NCL certificate (if applicable) in the applicable proforma and in format (jpg or jpeg, size preferably upto maximum 150 KB)
4. Scanned copy of your PH/WDP certificate (if applicable) in the applicable proforma and in format (jpg or jpeg, size preferably upto maximum 150 KB)
5. Scanned copy of PH category certificate (if applicable) in the applicable proforma and in format (jpg or jpeg, size preferably upto maximum 150 KB)

Do not make any mistake in uploading the above documents.

Click the option - Fill application form Part I

Part – I

1. Select appropriate salutation 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. Present communication 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.

Write STD code and your residence phone number, if available, otherwise leave blank.

Write your cell number (without zero '0') compulsorily i.e. only 10 digit number.

Write your email ID (for example abcd@gmail.com) where confirmation message of submission of your on-line application form could be received by you.

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

5. 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.

6. Select your date of birth as it appears in your 10th class mark sheet.
7. Tick Nationality: Indian/ Other
8. Select domicile State.
9. Select gender: Male/Female
10. Select any one category as applicable to you: GENERAL (UR) / SC / ST / ST-STA / OBC (creamy layer)/ OBC (non creamy layer).
(No change of category will be permitted once submitted/confirmed in the on-line application form .
11. Select additional category (if applicable):
PH (physically handicapped)
WDP (ward of defense personnel)

If you have selected WDP category, select ;

- EXS1 Widows / wards of defence personnel killed in action
- EXS2 Wards of those disabled in action and boarded out from service/died while in service with death attributable to military service/ disabled in service and boarded out with disability attributable to military service
- EXS3 Widows / wards of Gallantry award winners
- EXS4 Widows / wards of Ex-servicemen
- Other

12. Select your service category:

- Non-Service
- In-service

Write total working experience as years, months and days as on the last date of submission of the on-line application form (if you belong to in-service category i.e minimum 3 years regular experience with Rajasthan State Government).

13. For UG examination

Select your qualifying UG degree from the list given.

- MBBS
- B.Sc (Biology)

Enter name of board / university

Tick your status: Passed/Supplementary/Result awaited

Select year of passing

Enter aggregate marks (all the subjects of all years) obtained and total maximum marks in respective column.

14. For 10 + 2 or an equivalent examination

Write the name of board (as appearing in the marksheet).

Select year of passing

If your 10+2 result is declared is on the basis of Grades, Select 'Yes' under the column 'Do you have Grade'; or If your 10+2 result is declared is on the basis of Marks, Select 'No' under the column 'Do you have Grade'.

If you have selected 'Yes' under Grade column, select your grades obtained in respective subjects.

If you have selected 'No' under Grade column, write maximum marks and marks obtained.

Enter aggregate marks obtained in the 10+2 or an equivalent examination and total maximum marks in respective column.

15. For Secondary (10th) examination details Write the name of board (as appearing in the marksheet).

If your 10 result is declared is on the basis of CGPA, Select 'Yes' under the column Do you have CGPA; or If your 10 result is declared is on the basis of Marks, Select No under the column Do you have CGPA.

Write the aggregate (all the subjects) marks obtained in secondary examination (10th) along with the maximum marks.

If marks are not awarded, write CGPA.

16. Check and verify the information filled by you before pressing the "Submit Details" button.
Important: This screen is not your application form. Do not print this screen. Your Part I of application form (that you have filled on-line) will be generated only after clicking on 'submit' button appearing below.
17. Press "**SUBMIT**" button.
Wherever any correction is required, a message for correction will appear. Correct the same by pressing "Edit" and then click on "Confirm and Continue" button.

Correct the same and then click on "Submit Details" button.
18. **Note down the user ID (your application form no.) and password for further steps.**

(You have to use this form no. and your password to login for remaining steps to complete the application form)
19. Make the application fee payment through e-Mitra and then complete Part II of the application form.

Part – II

20. To fill subsequent part (Part-II) of on-line application form, select "Fill Application Form Part II" option.
21. If the application fee payment made by you is successful, you will automatically be directed to document uploading part.
22. Documents uploading
Choose and upload the applicable documents (photograph, signature, PH/WDP certificate (if applicable), SC/ST/ST-STA/OBC NCL certificate (if applicable) file one by one and check change in the status. Your photograph and signature will appear on screen and a message will appear on screen about successful uploading of documents, 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.
23. Once you submit, the college(s) and course(s) choice filling form will appear on screen.

Important: The choice(s) filled by you are final. Therefore, fill your choices carefully.

Select the course and college combination in order of your preference (as your first choice/ option should be opted first).

You must choose minimum 1 choice/option.

Now, repeat the procedure to add more choices.

You may click 'delete' button, if you wish to delete a particular choice.

Check all the entries. If OK, click 'Save' button.

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

I do hereby declare that all the information given by me in support of my application is true, complete and correct to the best of my knowledge, is binding on me and nothing has been hidden by me. I shall not claim any change or alteration. If any of them is found to be incorrect or false, my candidature will be liable to be rejected and I shall be liable to any penal action and / or punishment as may be deemed fit by the RUHS.

I have gone through all the rules, information, instructions of the notification and I promise to abide by them.

I fulfill the prescribed eligibility criteria relating to educational qualification etc. for RCA PMC 2017.

25. **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. eMitra payment proof
2. Mark sheet(s) of qualifying examination/ UG Degree as applicable
3. Mark sheet of 10+2 (senior school certificate examination) or its equivalent .
4. Date of Birth Certificate: 10th class mark sheet / certificate or any other equivalent certificate showing the date of birth
5. Mark sheet of secondary examination (10th class)
6. Caste certificate (SC, ST, ST-STA, Non creamy layer OBC) issued by the competent authority, if applicable
7. Physical Disability certificate issued by competent authority, Certificate regarding ward of defense personnel, Certificate regarding Kashmiri Migrants, if applicable.
8. Domicile certificate by the competent authority, if applicable.
9. NOC from appointing authority by in-service candidates having minimum 3 years regular Govt. of Rajasthan service.
10. Experience certificate, if applicable
11. Any other relevant certificate(s)

Paste your unattested recent passport size coloured 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.

26. Sign the declaration on the printout of the application form. It is a must.
27. Put the thumb impressions at specified place.
28. 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 rcapmc2017@gmail.com

The jurisdiction for legal cases arising out of RCA PMC 2017 shall be limited to the competent courts at Jaipur only.

The University reserves the right to reject any application for proper reasons adduced therewith.