

# RAJASTHAN UNIVERSITY OF HEALTH SCIENCES

Kumbha Marg, Sector-18, Pratap Nagar, Tonk Road, Jaipur -302033  
Phone: 0141-2792644, 2795527 | Website: [www.ruhsraj.org](http://www.ruhsraj.org)

## RAJASTHAN CENTRALIZED ADMISSIONS TO M.SC. (MED) COURSES

### M.SC.(MED) ENTRANCE EXAMINATION 2020

#### INSTRUCTIONS FOR FILLING ON-LINE APPLICATION FORM

Refer RUHS website ([www.ruhsraj.org](http://www.ruhsraj.org)) for updated and relevant information.

**Before filling the on-line application form, read the information booklet carefully. Also, first ensure your eligibility (educational qualification, 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 the 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.

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.

Ensure that the form is complete in all respect. The incomplete form will not be entertained.

No correction will be allowed in the on-line application form once submitted.

Important: Note down your Form No. and password carefully. Keep them safe with you for further processing. Don't disclose this information to anyone else.

#### **Keep the following ready while filling the on-line application form:**

1. Scanned / digital copy of your recent passport size coloured photo (taken on or after 01-01-2020)
2. Scanned / digital copy of your signature in the prescribed format (JPG or JPEG, maximum 60 KB)

Be very careful while scanning your signature. You should first put your signature in an area of about 2" x 1" on blank paper with a ball point pen. Scan this paper. Cut / select only signature area (2" x 1") and save it as jpg or jpeg (do not upload your signature in A4 size format/ full paper).

3. Scanned copy of bank transaction details / receipt of payment towards application form fee

Do not make any mistake in uploading the above documents.

## Application form filling

1. Enter your email ID (for example [abcd@gmail.com](mailto:abcd@gmail.com)) where a message 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 an applicant) who can inform you about the receipt. **Do not write email ID of a cyber café etc.**

You will receive your user ID and password at this email ID. **Note down the user ID and password for further steps.**

Note: The RUHS will not be responsible for any consequences arising out of forgotten password / misuse of your password. It is your responsibility to maintain confidentiality of your password. Sharing of your password can result in its misuse by somebody else, leading to even exclusion of a genuine candidate from the admission process.

2. Now enter through Applicant Login. Enter payment reference no. as obtained from bank after payment of application fee. Select appropriate salutation and Write your name as it appears in your secondary school certificate.
3. Write father's name.
4. Write mother's name.
5. Select gender: Male/Female
6. Select any one category as applicable to you: SC / ST / ST-STA / OBC (creamy layer) / MBC (creamy layer)/ OBC (non creamy layer) / MBC (non creamy layer) / EWS / General (UR). (No change of category will be permitted once submitted/confirmed in the on-line application form) .
7. Write fathers occupation.
8. Select additional category: Yes / No  
PwD (specially abled)
9. Select your domicile State
10. Select your date of birth as it appears in your secondary school certificate.
11. Select Nationality: Indian/ Other
12. Do you belong to In-service (Rajasthan state govt. employee)? : Yes / No

If Yes then

Select Date of joining of un-interrupted Govt. of Rajasthan service

Select duration of un-interrupted Govt. of Rajasthan service (in years and months) (as on the last date of submission of on-line application form).

Write designation

Write name and city of hospital / institution where presently working

13. Present communication address (Address for correspondence):  
Write the full present address along with city, tehsil, pin code, and select state and district.

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.

14. Permanent address.  
(If your permanent address is same as your present address, click on the Check Box)
- Write the full permanent address along with city, pin code.
- Select your state and district from the list given.
15. Details of matric/ high school/secondary examination  
Enter name of board, year of passing the examination, roll no., maximum marks, marks obtained (% of marks will be calculated automatically), division, duration of course, subjects, select no. of attempts.
16. Details of 10+2 / senior secondary/ inter / higher secondary examination  
Enter name of board, year of passing the examination, roll no., maximum marks, marks obtained (% of marks will be calculated automatically), division, duration of course, subjects, select no. of attempts.
17. Details of professional qualification  
Marks Obtained in MBBS/BDS/B.Sc. (biology)/B.Sc. (biotechnology)/B.Sc. (microbiology)/B.V.Sc. and AH
- Select educational qualification and duration of course
- Enter name of board, month/year of passing the examination, roll no., maximum marks, marks obtained (% of marks will be calculated automatically), select no. of attempts.
18. Select result status of final year: Appeared/ Passed/ Supplementary
19. Select Paper Group for the entrance examination:  
MBBS / BDS / B.Sc (biology)/B.Sc. (biotechnology)/ B.Sc. (microbiology) B.V. Sc. And AH
20. Information regarding conduct/ character  
Write Name and address of two responsible officers.
- Whether you have ever been penalized, removed or blacklisted? Yes / No  
If yes, then mention the section under which penalized and also mention the penalty
21. 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 have never been penalized, removed or black-listed.
- I fulfill the prescribed eligibility criteria relating to educational qualification etc. for the course(s) I am applying for.
- I also declare that my candidature and eligibility is subject to verification of all documents by concerned department.
22. Check and verify the information filled by you before pressing the “Confirm and Next” button.  
**Important: This screen is not your application form. Do not print this screen. Your application form (that you have filled on-line) will be generated only after clicking on ‘confirm and next’ button.**
- If any correction is required, press Edit button. Correct the same and then click on “confirm and next” button.
23. Documents uploading  
Choose and upload the applicable documents (photograph, signature, etc. file one by one and check change in the status. Your photograph and signature etc. will appear on screen when successful uploading of documents.
- Check each image uploaded by you.
- If your photo/signature etc. is appearing small or is not visible then it means your photo/signature etc. image file is not as per the prescribed format. Re-upload the same.

**24. Print copy of the application form**

By clicking 'Print application form filled on-line' option, print and preserve 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. Printout of on-line Application form, duly completed (along with signature and date under declaration)
2. Date of birth proof - Certificate of matriculation (Class 10) examination / an equivalent proof of date of birth
3. Mark sheet of 10+2 (senior school certificate examination) or its equivalent
4. Degree / provisional certificate of MBBS / BDS / BSc / BVSc AH examination
5. Copy of photo ID (driving license / PAN card / Voter ID / Aadhaar / Govt. or PSU card)
6. 4 Passport size photographs (same as affixed on application form)
7. Domicile certificate of Rajasthan state, if applicable
8. Caste certificate, sub-category certificate, if applicable
9. Physical Disability certificate issued by competent authority, if applicable.
10. Certificate of In-service from DMHS/ concerned authority, if applicable
11. Copy of the service recruitment order and any other relevant certificate(s), if applicable
12. Final year marks sheets of graduation examination
13. Attempt certificate of graduation examination
14. Document of registration in concerned council (if applicable)
15. 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.

25. Sign the declaration on the printout of the application form. It is a must.
26. Put the thumb impressions at specified place.
27. **Submission of application form by Non-service candidates:** 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 this print copy of the application form (duly completed in all respects) at the time of counseling, failing which your candidature shall be rejected / you will be disqualified without any further correspondence.

**Submission of application form by In-service candidates:** Submit your completed application form through D.M.H.S./ concerned college as applicable, at the address mentioned below, on or before 16.07.2021 in person or send it by post so as to reach the RUHS (Entrance cell) on or before 16.07.2021 failing which your candidature shall automatically stand cancelled.

To  
The Convener, MSc Med Entrance Examination 2020  
Entrance Cell  
**Rajasthan University of Health Sciences**  
Kumbha Marg, Sector-18, Pratap Nagar, Tonk Road, Jaipur -302033

Follow the remaining instructions as given in the information booklet or as may be given from time to time at the RUHS website.

The jurisdiction for legal cases arising out of M.Sc. Med Entrance Examination 2020 shall be limited to the competent courts at Jaipur only.

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

**Help line: In case you face any difficulty in filling the on-line application form, you may send an email at [mscmed2020@ruhsraj.org](mailto:mscmed2020@ruhsraj.org)**