

# RAJASTHAN UNIVERSITY OF HEALTH SCIENCES

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HELPPDESK [helpdeskpbbsnursing2020@ruhsraj.org](mailto:helpdeskpbbsnursing2020@ruhsraj.org)

## Instructions for filling on-line Application Form (Post Basic B.Sc. Nursing)

**Before filling the on-line application form, read the information booklet carefully. Also, first ensure your eligibility (educational qualification, age, experience 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 [helpdeskpbbsnursing2020@ruhsraj.org](mailto:helpdeskpbbsnursing2020@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 (not a PMC candidate) 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., Miss) and Write your name as it appears in your SSC/SSLC/ 10<sup>th</sup> class mark sheet.
2. Write father's name.
3. Write mother's name.
4. Select Gender
5. Select Your Category (Gen/SC/ST/ST–STA/OBC-NCL/MBC-NCL/EWS) (No change

of category will be permitted once submitted/confirmed in the on-line application form.)

6. Write Father's occupation
7. Select If Physically Handicapped(Specially Abled PwD ) (if applicable)
8. Select If you are Bonafide Resident of Rajasthan
9. Select Date of Birth
10. Select Nationality
11. If you are Rajasthan State Government Employee then Select Do you belong to In-Service
  - If YES then write Years of service in years, months and days
12. 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.
13. Write your cell number (without zero '0') compulsorily i.e. only 10 digit number.
14. Write STD code and your residence phone number, if available, otherwise leave blank.
15. Write your email ID (for example abcd@gmail.com)
16. 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. For 10 + 2 or an equivalent examination write the name of board (as appearing in the marksheet).  
Write the aggregate (all the subjects) marks obtained in 10+2 of senior secondary/higher secondary examination or an equivalent examination along with the Maximum Marks, Marks obtained, Division and Attempt.
2. For Secondary (10<sup>th</sup>) examination details write the name of board (as appearing in the marksheet).  
Write the aggregate (all the subjects) marks obtained in secondary examination (10<sup>th</sup>) along with the maximum marks.
3. Select your professional qualification: (a) Scheme-I (b) Scheme-II and (c) Scheme-III
4. Depending upon the scheme selected by you :
  - Write the marks obtained and number of attempts for each year. Be very careful and attentive while filling attempt columns.
  - 1<sup>st</sup> attempt mean your first main examination and therefore number of attempts shall be 1.
  - Select number of attempts (as 2, 3 etc.) in which you passed the B.Sc. Nursing
5. Write name of registration council where you are registered.
6. Write registration number for both Nurse as well as Midwife.
7. Information regarding conduct/character certificate :
  - Write last attended institute
  - Write Name & address of two responsible persons
  - Mention whether you have ever been penalized, removed or blacklisted, if yes then mention the section under which penalized and also mention the penalty.

### **Part – IV Experience Details**

1. If you have any experience then fill experience related details and click on 'Add' button.

2. Click on save and next

### **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 Submitted 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 the on-line application form:**

Application form Part VI

1. Scanned copy of your recent passport size colored photo (taken on or after 01-01-2018) 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) 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.

➤ A declaration will appear on the screen. 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 Post Basic B.Sc. Nursing 2020-21.

➤ **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. Date of Birth Certificate: 10<sup>th</sup> class mark sheet / certificate or any other equivalent certificate showing the date of birth
2. Mark sheet of secondary examination (10th class)
3. Mark sheet of 10+2 (senior school certificate examination) or its equivalent.
4. Mark sheet of all GNM examination as per the Scheme selected
5. R.N./R.M. certificate duly renewed.
6. Provisional certificate of Diploma in Nursing/ Diploma in Nursing & Midwifery.
7. Caste certificate (SC, ST, ST–STA, STA, Non creamy layer OBC,) issued by the competent authority, if applicable
8. Physical Disability certificate issued by competent authority, if applicable.
9. Domicile certificate by the competent authority, if applicable.
10. Certificate from DMHS, Jaipur in the enclosed prescribed form for in-Service candidates only.
11. Relieving order from the employer (applicable for in-service candidates) Paste your 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.
12. Experience certificate, if applicable
13. Any other relevant certificate(s)
14. Sign the declaration on the printout of the application form. It is a must at the time of joining the allotted college.
15. Put the thumb impressions at specified place.
16. 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 a query at [helpdeskpbbscnursing2020@ruhsraj.org](mailto:helpdeskpbbscnursing2020@ruhsraj.org)