



RAJASTHAN UNIVERSITY OF HEALTH SCIENCES

Sector-18, Kumbha Marg, Pratap Nagar, Tonk Road, Jaipur-302033 (Raj.)

क्रमांक: ()नामांकन / राज.स्वा.वि.वि. / 2018-19 / 14478

दिनांक 28 NOV 2018

GENERAL INSTRUCTION FOR FILLING THE ONLINE ENROLMENT/ELIGIBILITY FORM SESSION 2018-19

The Colleges are advised to read and go through the Information Brochures (information booklets) of concern subjects carefully before filling-up the online enrolment/eligibility form.

First ensure students eligibility (educational qualification, age etc.) and other requirements for enrolment/eligibility form as given in the Information Brochures/boolets.

Important dates

Start date for filling of on-line Enrolment/Eligibility form at RUHS website www.ruhsraj.org	01 st December 2018
Last date for verification, submitting and printing, the on-line Enrolment/Eligibility form at RUHS website	31 st December 2018 (Midnight) 15th December 2018 (For B-Pharma & M.Pharma 1st Semester)
Last date for submitting the Hard copy of on-line Enrolment/Eligibility form with relevant documents at RUHS.	15 th January 2019 18th December 2018 (For B-Pharma & M.Pharma 1st Semester)

The Process to fill the online enrolment/eligibility form will have following steps:-

Process-1 Enrolment/Eligibility form filling

- Step-1. - Filling of Basic detail of student with uploading of photo and signature.
- Step-2. - Filling of source of admission and educational qualification of student.
- Step-3.- Uploading of documents i.e. Mark sheets, certificates etc. (Not Mandatory)

Process-2 Enrolment/Eligibility Online fee submission through Pay U

- Step-1.- showing list of Student Pending Enrolment Fees.
- Step-2.- Make online payment
- Step-3.- Showing of Enrolment Fee online Payment Details and taking printout of receipt .

Process-3 Enrolment/Eligibility form verification

- Step-1.- Select course and class for verification.
- Step-2.- Showing list of students for verification
- Step-3.- Verify the student eligibility for enrolment.

Process-4 Student Enrolment/Eligibility form , Payment Receipt Print and update Photo/Sign of candidate (If any wrong uploaded) (Final Process)

- Step-1.- Select course and class for printout.
- Step-2.- Click on Print receipt for printout of Payment receipt.
- Step-3. Click on Hyperlink of Update Photo and sign for update Photo/Sign of candidate. (If any wrong uploaded)
- Step-4.- Click on Printer image for printout of filled Enrolment/Eligibility Form.

Process-5 Take printout of annexure

Submitting of hardcopy (Duly verified by the Principal) of enrolment/eligibility form with relevant documents on or before of last date for submitting the Hard copy.

Note :- It is advised to take printout of all filled forms after completion of all activity (Process-1 to Process-3) so that S.No. of forms not change. (S.No. will be generate automatically)

नोट :- प्रक्रिया सोपान 1 से 3 तक की प्रक्रिया पूर्ण करने के बाद सभी पूर्ण भरे आवेदन पत्रों को प्रिंट करने की सलाह दी जाती है ताकि आवेदन पत्रों की क्रम संख्या परिवर्तित ना हो। (सभी आवेदन पत्रों पर आवेदन पत्र क्रम संख्या स्वतः प्रिंट होगी)

- **Pre-Requisites for Applying Online**
- Before applying online, college/candidate should have:
 1. Information Brochure/Information booklet.
 2. Scanned copy of students Photograph, signature, documents and ensuring that these are within the required specifications as given below:
 - (i) The scanned images of photographs and signature should be in JPG/JPEG format.
 - (ii) Size of the photo image must be greater than 15 KB and less than 100 KB.
 - (iii) Size of the signature image must be greater than 2 KB and less than 50 KB.
 - (iv) Image Dimension of photograph should be 3.5 cm (width(in pixles-132)) *4.5 cm(Height (in pixles-170)).
 - (v) Image Dimension of signature should be 3.5 cm(width (in pixles-132)) * 1.5 cm (Height (in pixles-56))
 3. Keep necessary details/documents ready (like Secondary, Senior Secondary, (BPL, Deaf, Dumb Certificate issue by the government/Competent authority (Where applicable) Degree etc.)

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ASSTT. REGISTRAR (Exam.)
Raj. University of Health Sciences
Jaipur

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