RAJASTHAN UNIVERSITY OF HEALTH SCIENCES

Kumbha Marg, Sector-18, Pratap Nagar, Tonk Road, Jaipur -302033
Phone: 0141-2792644, 2795527 | **Website: www.ruhsraj.org**

RAJASTHAN CENTRALIZED ADMISSIONS TO BACHELOR OF PHYSIOTHERAPY COURSE-2017 (RCA BPT-2017)

INSTRUCTIONS FOR FILLING ON-LINE APPLICATION FORM

Before filling the on-line application form, read the information booklet and instructions for filling on-line application form etc. very carefully.

First ensure your eligibility (educational qualification, age etc.) and other requirements for admission as given in the booklet etc.

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 rcabpt2017@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. 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:

Mandatory for all candidates
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 40 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).

Do not make any mistake in uploading the above documents.

Steps for filling on-line application form

Select the option: Application Part 1.

Part 1

1. Select Salutation: Mr./ Mrs./Miss

    Enter your Name (exact and complete name as it appears in your SSC/SSLC/ 10th class mark sheet).

2. Enter name of Father.

3. Enter name of Mother.

4. Present address.

    Write the full present address along with pin code, city and state.

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

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

7. Write your email ID (for example abcd@gmail.com) where a communication, when sent, 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 RCA BPT-2017 candidate) who can inform you about the receipt. Do not write email ID of a cyber café etc.

8. Permanent address:
    If your permanent address is same as present address, click on the check box, otherwise, write the full permanent address along with pin code, city and state.

9. Enter Date of birth.

10. Select Nationality: Indian / Other

11. Select domicile State.

12. Select gender: Male/Female

13. Select any one category as applicable to you: GENRAL (UR) / SC / ST / ST-STA / OBC (creamy layer - CL)/ OBC (non creamy layer - NCL).
    (No change of category will be permitted once submitted/confirmed in the on-line information form.

14. Select additional category (as Yes or No):
    PH (physically handicapped)
    WDP (ward of defense personnel)

    If you have selected WDP category, select one of the following:
        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

15. Details of examinations passed

    A. For 10 + 2 or an equivalent examination
        I. Write the name of board (as appearing in the marksheet).
        II. Select your result status: Passed / Supplementary / Result awaited
        III. Year of passing
        IV. Select whether you have CGPA or Percentage in 10+2 exam
        V. Enter maximum marks and marks obtained in Physics, Chemistry, Biology in 10+2 or an equivalent examination.

        Enter % of result (after converting CGPA)

    B. For Secondary (10th) examination
        I. Write the name of board (as appearing in the marksheet).
        II. Year of passing
        III. Select percentage of total marks (aggregate, all the subjects) obtained in Class 10 examination.

        If you have Class 10 result as CGPA, enter % of result (after converting CGPA).

16. Press "Submit details".

17. Check entries made in preview. Click "Edit" if required, otherwise click on "Confirm and Continue".

18. Note down your application (registration) ID and password (DOB) carefully. Print Application form Part 1 containing your basic information, application fee to be deposited, application ID etc. Keep it safe for further use.

(You have to use this application ID and your password to login for remaining steps to complete the application form).

Note: The Admission Board 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.

19. By using / referring the Part I printout, deposit non-refundable application fee of Rs. 1500/- (Rs. 750 for SC, ST category of Rajasthan state) + applicable e-Mitra charges at any e-Mitra centre authorized by the Government of Rajasthan.

20. Make the application fee payment through e-Mitra (on-line or at an e-Mitra center) and then complete Part II of the application form.

After depositing the fee, click on Application Part 2 option and enter your Application (Registration) ID and password to login.

If the application fee payment made by you is successful, you will automatically be directed to document uploading part.

Part 2

Documents uploading
Choose and upload the applicable documents [photograph, signature, e-mitra payment proof file] one by one and check change in the status.

Image of your photograph, signature etc. 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.

Press "Submit".

Choice selection / filling
Choice filling will be active in due course, then you will be required to fill the course and college combination choices in order of your preference later.

Declaration
A declaration will appear on the screen. Press "I Accept" on this Declaration: It is a must.

Declaration

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 the BPT course I am applying for.

Print copy of the application form

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. e-Mitra payment proof
2. Date of Birth Certificate: 10th class mark sheet / certificate or any other equivalent certificate showing the date of birth
3. Mark sheet of 10+2 (senior school certificate examination) or its equivalent
4. Copy of photo ID (driving licence / PAN card / Voter ID / Govt. or PSU card / School ID card / 12th class examination admit card / Aadhar card)
5. Caste certificate, if applicable
6. Physical Disability certificate issued by competent authority, if applicable.
7. Certificate regarding ward of defense personnel, if applicable.
8. 4 Passport size photo same as affixed on application form and also as uploaded
9. Domicile certificate of Rajasthan state, if applicable
10. 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.

Complete declaration part and Sign the declaration on the printout of the application form and write Place and Date. 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 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.

Help line:

In case you have any difficulty while filling on-line application form, send email to Helpline at rcabpt2017@gmail.com

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