



## RAJASTHAN UNIVERSITY OF HEALTH SCIENCES

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

क्रमांक: ( )नांमाकन / राज.स्वा.वि.वि. / 2015-16 / 9508

दिनांक 28 / 11 / 2016

### **GENERAL INSTRUCTION FOR FILLING THE ONLINE ENROLMENT/ELIGIBILITY FORM SESSION 2016-17**

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

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

#### **Important dates**

Start date for filling of on-line enrolment/eligibility form at RUHS website ruhsraj.net	01 <sup>st</sup> December 2016
Last date for verification, submitting and printing, the on-line enrolment/eligibility form at RUHS website	31 <sup>st</sup> December 2016 (Midnight)
Last date for submitting the Hard copy of on-line enrolment/eligibility form with relevant documents at RUHS.	15 <sup>th</sup> January 2017

The Process of filling the online enrolment/eligibility form will have following steps:-

- 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.- Preview of filled form consisting of above two steps.
- Step-4.- Printing of fee challan.
- Step-5.- Depositing of fee at E-Mitra.
- Step-6.- Payment validation by college.
- Step-7. Taking printout of online filled form and list.
- Step-8. submitting of hardcopy (Duly verified by the Principal) of enrolment/eligibility form with relevant documents with one set of photocopy, 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 (Step-1 to Step-6) so that S.No. of forms not change. (S.No. will be generate automatically)

**नोट :- पद संख्या 1 से 6 तक की प्रक्रिया पूर्ण करने के बाद सभी पूर्ण भरे आवेदन पत्रों को प्रिंट करने की सलाह दी जाती 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.
  2. Scanned copy of students Photograph 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/BMP 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 Matriculation, Senior Secondary, (BPL, Deaf, Dumb Certificate issue by the government/Competent authority (Where applicable) Degree etc.)

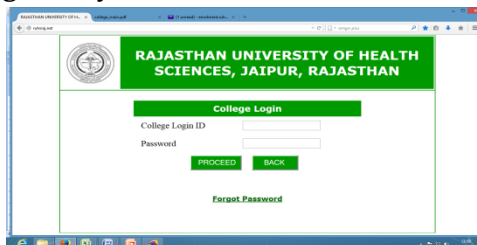
### **PROCEDURE/PROCESS**

**After clicking on “www.ruhsraj.net”, you will find the instructions for the college where you will find general instructions for submitting the enrolment/eligibility form  
Read these instructions carefully, and follow the instructions”.**

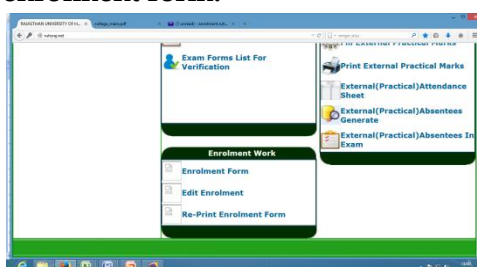
1. Click on “www.ruhsraj.net”, Go to the college login or college panel.



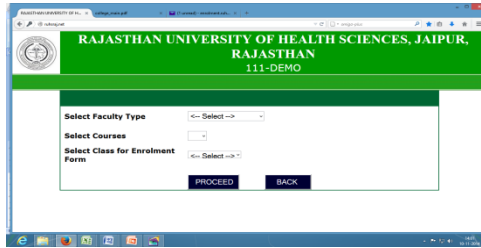
2. Enter your college login ID and password for open the enrolment/eligibility form gateway.



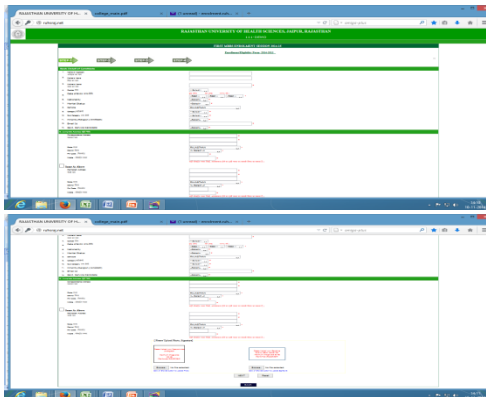
3. Go to the enrolment work panel & choose enrolment form for filling 1<sup>st</sup> time enrolment form.



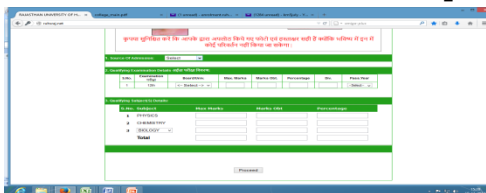
4. Select Faculty type, Courses, Class from drop down menu and Click on proceed button for filling the step by step enrolment/eligibility form.



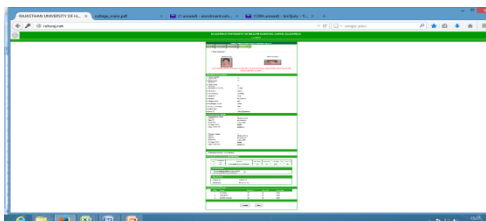
5. Fill the basic detail of the student and upload photograph and signature within the required specifications. Filling of star (\*) marked fields is mandatory. The online enrolment/eligibility form cannot be submitted unless the mandatory fields are filled.



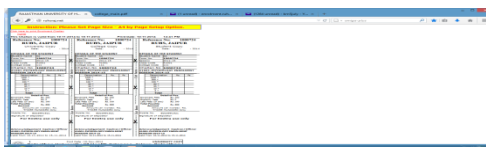
6. Fill the source of admission and qualifying details ensuring correct information.



7. View of filled enrolment form and submit



8. Take printout of fee payment challan and deposit the fee at e-mitra. The application fee once deposited is neither refundable, nor transferable and nor adjustable for future.



9. Validate the payment deposition.
10. Take printout of filled enrolment/eligibility and list for deposition at RUHS.

11. Before submitting the print-copy (computer generated) of the enrolment/eligibility form signed at the appropriate places by the candidate, College HOD/Principal; the College(s) should ensure that the following documents are attached with the enrolment/eligibility form with original documents (which will be returned after verification).

- a) Attested photocopy of the Matriculation Certificate (for Date of Birth).
- b) Attested photo-copy(ies) of the qualifying examination;
- c) Attested copy of experience certificate (if applicable)
- d) Attested certificate copy of In-service from DMHS/Principal of concerned Institution (if applicable)
- e) Original Migration certificate of the students, who passed qualifying examination other than Raj.board/RUHS/RNC.
- f) Attested document of registration in medical/Dental council (if applicable)
- g) Attested copy and original certificate, in case, candidate belongs to Scheduled Caste/Tribe category BPL Deaf and Dumb, SBC, OBC (of Rajasthan where applicable)/Serving Govt. employee/ University Employee/Ward/Spouse, if any concession is claimed as per course notification, otherwise he/she will be treated as a general category candidate.
- h) Fee paid proof.

Important to note:

- ia) If candidate passed qualifying examination from RUHS but enrolment no. issued before of 2006, he or she must be deposit original migration of earlier enrolled university i.e Rajasthan University etc.
- ib) If candidate has taken migration certificate from RUHS, he/she is not eligible to appear at any examination of the University unless the Enrolment Number of University is got revived by either returning the issued migration certificate or submitting a migration certificate from the University last attended by him/her. In case he/she appeared at an examination of this university without getting the enrolment number revived he/she will do so at his/her own risk and the examination will be liable to be cancelled.
- ii) In case any of the above document(s) is/are not attached the enrolment/eligibility form shall be cancelled automatically.
- iii) The enrolment/eligibility form (print copy) along with original documents must reach till 15/01/2016 in the enrolment office of the University as per enrolment schedule notified by the University. The University is not responsible for the postal delay.
- iv) **Submit the complete forms as per given check list.**

If at any stage, it is found that a non-eligible candidate is admitted to a course, then the enrolment of such candidate will be cancelled on such detection. A penal action may also be initiated against such candidates/Colleges.

# Check list

RAJASTHAN UNIVERSITY OF HEALTH SCIENCES			
ENROLMENT CHECK SHEET			
Name of College:-		Intake:-	
Session:-		No. of Enrolment forms:-	
Course:-		No. of Eligibility forms:-	
TO BE FILLED BY COLLEGE AND UNIVERSITY			
S.No	Check Points	By College	By University
1	<b>Check the presence/attachment of following documents</b>		
	INC/PCI/DCI/MCI Registration certificate for the running session (attested Photocopy)		
	RUHS affiliation certificate for the running session (attested Photocopy)		
	Federation allotment list with date of issue (where applicable)(Original Copy)		
	RUHS allotment list with date of issue (where applicable)(attested Photocopy)		
	If Seats filled by college own, than such type of university authority letter copy (where applicable)		
	All required original document with one set of photocopy (if Duplicate documents attached, provide Affidavit also )		
2	<b>Check the arrangements of forms &amp; documents</b>		
	Alphabetical orders of forms. Original documents arranged separately as serial numbers of forms (1, 2, 3 etc.). (Except migration and T.C.)		
	PG and super speciality courses forms arranged separately Session wise, course wise, faculty wise(i.e.- Degree (MD/MS), super speciality (DM/MCH), Diploma)		
	Marking of serial (1, 2, 3 etc.) number on each form as per enclosure list.		
	All form tagged by thread with attachment of photocopies of documents with original migration and T.C. (if applicable).		
	All forms and original documents arranged in one covered DAK PAD. Apex label on DAK PAD (mentioning, college name, session, course, no. of forms etc.)		
3	<b>Check the filling of forms</b>		
	Detail filled in given format		
	All required entries in forms, except enrolment no.		
	Eligibility form filled for the student of other than Raj board/RNC/Raj. University/RUHS		
	Form duly forwarded by college seal & signature with required qualification & percentage		
4	<b>Check the eligibility/equivalency</b>		
	No underage & over age student (where applicable)		
	Recognition of qualifying examination Board/University		
<b>Observations if any:-</b>			

College Academic Incharge

Seal & Signature of college Principal