

Instruction for filling the On-line application form

GENERAL INSTRUCTIONS:

Applications can be submitted only Online:

- A. Through RUHS Website for which candidate must have internet facility with online fee payment facility.

(No manual/ paper application will be entertained)

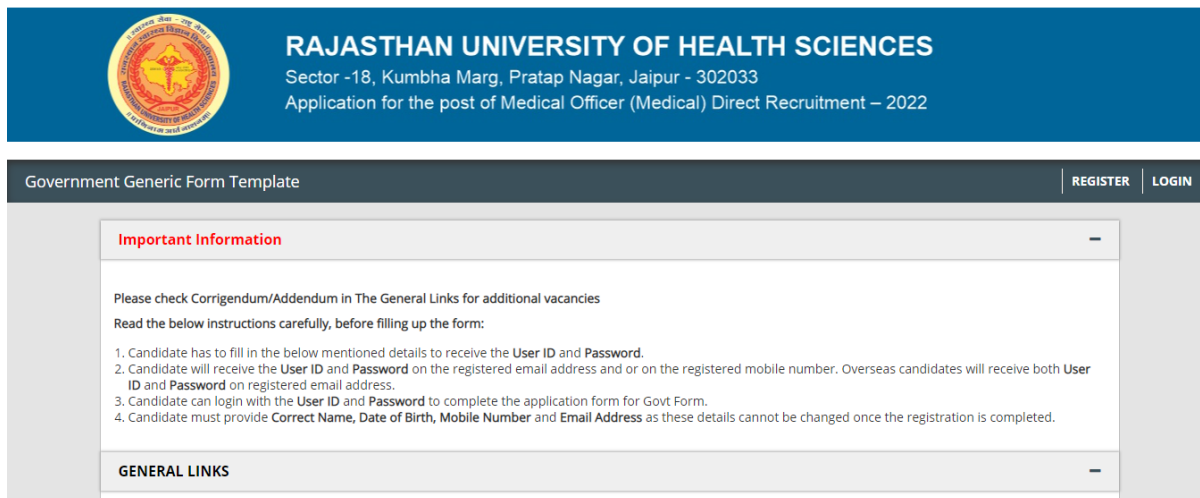
A. Procedure for Submitting Online Applications through RUHS Recruitment Portal:

- i. Candidate must have good internet facility with reasonable speed and online payment facility (Internet Banking / Debit Card / Credit Card etc.).
- ii. Candidate will have to visit RUHS Website, <https://www.ruhsraj.org/>
- iii. Entries in the application form shall be required to be filled only in English.
- iv. Before starting to fill up the on-line application form, keep at hand the following details/documents/information with you as per the requirement prescribed in the advertisement:
 - Personal details (Name, Father's Name, Mother's Name, RMC Registration Details)
 - Government approved ID proof (PAN Card, Voter ID, Passport, Driving Licence, Aadhar Card).
 - Valid and Active Email ID.
 - Valid and Active Mobile number for receiving SMSs.
 - Educational qualification details with percentages of the marks obtained.
 - Digital copy of scanned photo, signature and Left & Right thumb impression with maximum 50- 200 KB size and in JPEG or JPG format only, and for RMC Certification, Cast Certificate, PWD certificate, Ex-Serviceman Certificate, EWS certificate with maximum 50- 1 MB size and in PDF, JPEG or JPG format only
 - A facility to take Printout of the complete Application Form.
 - Online Payment facility (Internet Banking / Debit Card / Credit Card etc.)
- v. **Following Three steps are to be followed to complete the application process:**

STEP-1: REGISTRATION:

- a) Open RUHS Website, <https://www.ruhsraj.org/>
- b) Press on "**Medical Officer Direct Recruitment Examination 2022**" button.
- c) Read ARTHANA, Notification, Information Booklet, Instruction for filling the on-line application form, FAQs in General Links before applying.
- d) Check the Important Information and Click on the "REGISTER" button. (Registration is a onetime activity). This will open "Candidate Registration" page. (Ref. Fig-01)

Fig-01



RAJASTHAN UNIVERSITY OF HEALTH SCIENCES
Sector -18, Kumbha Marg, Pratap Nagar, Jaipur - 302033
Application for the post of Medical Officer (Medical) Direct Recruitment – 2022

Government Generic Form Template [REGISTER](#) [LOGIN](#)

Important Information

Please check Corrigendum/Addendum in The General Links for additional vacancies


Read the below instructions carefully, before filling up the form:

1. Candidate has to fill in the below mentioned details to receive the **User ID** and **Password**.
2. Candidate will receive the **User ID** and **Password** on the registered email address and or on the registered mobile number. Overseas candidates will receive both **User ID** and **Password** on registered email address.
3. Candidate can login with the **User ID** and **Password** to complete the application form for Govt Form.
4. Candidate must provide **Correct Name, Date of Birth, Mobile Number** and **Email Address** as these details cannot be changed once the registration is completed.

GENERAL LINKS

- e) Fill the required details in the “Registration Form” page, such as Candidate Name, Father’s Name, Mother’s Name, Email and Mobile Number, RMC details. (Ref. Fig-02)

Fig-02


RAJASTHAN UNIVERSITY OF HEALTH SCIENCES
 Sector -18, Kumbha Marg, Pratap Nagar, Jaipur - 302033
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RUHS Recruitment Form
LOGIN HERE

Instructions :

Note:
 Kindly use Google Chrome (version 68 to 91)/ Mozilla Firefox (version 71 to 89)/ Edge Chromium (version 66 to 89)/ Safari (iOS Version 13 & above) browser to fill in the Application Form.
 Kindly clear your browser history/cache before filling the Checklist
 Fields marked with * are mandatory.
 Read the below instructions carefully, before filling the Checklist:

1. Click on Register and enter your data in the online registration form.
2. Click on the "I Agree" button to accept the Terms.
3. Fill in the details requested on the page displayed.
4. Now click on "Submit" to register.
5. After successful registration, you will get an email containing your User ID and password. Use this User ID for logging in to fill the application form.
6. Candidate must provide **Correct Name, Mobile Number and Email Address** as these details cannot be changed once the registration is complete.
7. Please reach out to the below Helpdesk for your queries :-
 Helpdesk Number :+91 9986638753

REGISTRATION FORM FOR RUHS

Register to get User ID and Password

Applicant First Name : * <input type="text" value="CANDIDATE FIRST NAME"/>	Applicant Middle Name : <input type="text" value="CANDIDATE MIDDLE NAME"/>	Applicant Surname : * <input type="text" value="CANDIDATE LAST NAME"/>
Father's Name : * <input type="text" value="FATHER'S NAME"/>	Mother's Name : * <input type="text" value="MOTHER'S NAME"/>	
Mobile No : * <input type="text" value="Mobile No"/>	Confirm Mobile No : * <input type="text" value="Confirm Mobile No"/>	Email ID : * <input type="text" value="Email ID"/>
Confirm Email ID : * <input type="text" value="Confirm Email ID"/>		

Note:
 Please enter your active Mobile No. and Email ID. Candidate should use the same mobile number during the entire process of this recruitment.


Are you a registered with RMC ? : * <input type="radio"/> Yes <input type="radio"/> No	Select your Registration Type * <input type="text" value="Please select your Registration Type"/>	RMC Registration No. (MBBS) : * <input type="text" value="RMC REGISTRATION NO. (MBBS)"/>
Date of Registration <input type="text" value="dd/mm/yyyy"/>	Valid upto/renewed upto <input type="text" value="dd/mm/yyyy"/>	If you have passed PG * <input type="text" value="Please select if you have passed PG"/>

Are you registered with RMC for MD/MS/Other *

Declaration

I hereby declare that the above information given by me is true, complete and correct to the best of my knowledge and I shall be responsible if any of them is found incorrect or false.

☐ I Agree



Note: Captcha is case insensitive.

- f) Check these details carefully because you will not be permitted to change these basic details in this application later and then press the SUBMIT button.
- g) Upon successful submission, you will be shown the Registration Details Page. You may note down the details such as Registration details (Registration ID and Password), this will also be sent on your registered e-mail ID given at the time of Registration. (Ref. Fig-03). Registration Details will be use as Login ID. Please keep these details for future reference as these details will be use throughout the recruitment process

Fig-03

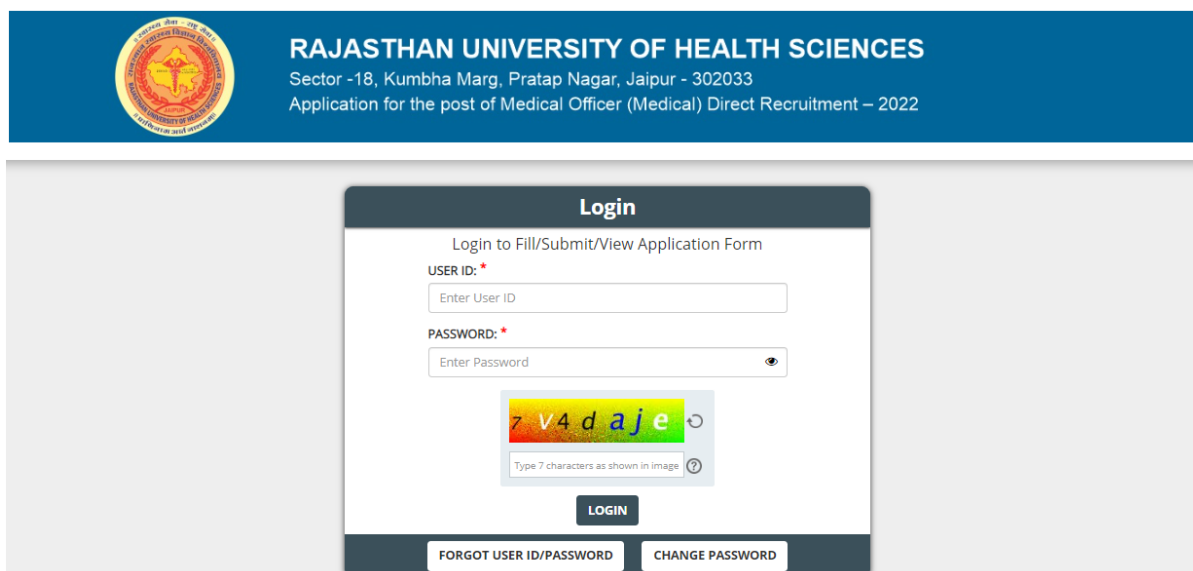
RAJASTHAN UNIVERSITY OF HEALTH SCIENCES		
Sector -18, Kumbha Marg, Pratap Nagar, Jaipur - 302033		
Application for the post of Medical Officer (Medical) Direct Recruitment – 2022		
GO TO APPLICATION LOGOUT		
APPLICATION DETAILS		
Personal Details		
Registration Number 10000009	Candidate Full Name TEST TEST	
Father's Name TEST	Mother's Name TEST	Are you a registered with RMC : Yes
Select your Registration Type: Permanent	RMC Registration No. (MBBS) : 34535645	Date of Registration 12/10/2022
Valid upto/renewed upto 12/10/2022	If you have passed PG No	Are you registered with RMC for MD/MS/Other No

- h) You will need these registration details to complete STEP-2 and STEP-3 either now or later before the last day of submission of application form and application fee.

STEP-2: Application Form


- You may go to RUHS Website homepage, <https://www.ruhsraj.org/>, and click on **Medical Officer Direct Recruitment Examination 2022** button.
- Click Login Button and enter your Registration Details, i.e., Registration/User ID and Password (Ref. Fig-04) which will open the Personal Details page of the Application Form.

Fig-04



- c. Note: If you wish to complete your application later, you can leave the page. You can fill the second page of the Application later, on or before the Last Date of Submission of Application, by going to the RUHS Website again and logging in as Already Registered/Login Candidate using your Registration/User ID and Password.
- d. Fill details in, “Personal Details, Qualification Details, Employment Details, Information Details Tabs” - Fill up all the required information and upload documents in, “Document Upload and Payment Tab”. Candidates should take utmost care while furnishing these details.
- e. After completing the details in the each tab, please click on “Save and Next” Button to save your filled details and go to next tab then click on “Submit” button on “Document Upload and Payment Tab” to move on to Fee deposition Page. (Ref. Fig-05)

Fig-05



RAJASTHAN UNIVERSITY OF HEALTH SCIENCES
 Sector -18, Kumbha Marg, Pratap Nagar, Jaipur - 302033
 Application for the post of Medical Officer (Medical) Direct Recruitment – 2022

[LOGOUT](#)

[PERSONAL DETAILS](#)
[QUALIFICATION DETAILS](#)
[EMPLOYMENT DETAILS](#)
[INFORMATION DETAILS](#)
[DOCUMENT UPLOAD AND PAYMENT](#)

Document Upload

Upload your recent passport size color photograph* [CLICK HERE TO UPLOAD](#) Uploaded

Upload your scanned signature* [CLICK HERE TO UPLOAD](#) Uploaded

Upload your Scanned Left Thumb Impression with Blue Ink* [CLICK HERE TO UPLOAD](#) Uploaded

Upload your Scanned Right Thumb Impression with Blue Ink* [CLICK HERE TO UPLOAD](#) Uploaded

Upload your Scanned RMC registration certificate (Provisional/Permanent)* [CLICK HERE TO UPLOAD](#) Uploaded

Upload your Scanned Caste Certificate* [CLICK HERE TO UPLOAD](#)

Upload your Scanned PWD Certificate* [CLICK HERE TO UPLOAD](#) Uploaded

Payment Details

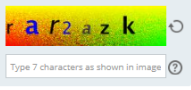
Candidate's Name : TEST ONE TEST

Applicable Registration Fee (Rs) : 2500

Declaration

☐ I have previewed the Application Form by clicking on the Preview Application Button and confirm that all the data reflecting in the Preview are correct.

- I 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 and nothing has been hidden by me. If any of them is found to be incorrect or false, I shall be liable to any legal action and / or termination from the services as may be deemed fit by the appointing authority.
- I have knowledge of Hindi language in devnagri script (Ipi) and I can Write, Read and Speak Hindi.
- I have gone through all the rules, instructions etc. and I promise to abide by them.
- I fulfill the prescribed eligibility criteria relating to age, educational qualification etc. for recruitment for the post I am applying for.
- I agree to abide by the rules and regulations governing the recruitment of medical officer and as contained in the Rajasthan Medical Rules 1963. I understand that if selected, my selection will be provisional and if at any stage, I am found ineligible, it will automatically stand cancelled.
- I hereby agree to submit my original relevant documents and the requisite BOND based on my qualification at the time of joining.



Note: Captcha is case insensitive.

[BACK](#)
[PREVIEW](#)
[SUBMIT](#)

STEP 3: PAYMENT DETAILS

- a) After clicking on submit button you will be redirected to Payment page, where You will get an option to make payment. You can select it and make payment through Internet Banking/ Debit Card/ Credit Card etc.
- b) You have to select your mode of payment, i.e., through Internet Banking/ Debit Card/ Credit Card etc. and once the prescribed fee is paid you will be re-directed to Application Form with confirmation of payment of application fee. This page will contain complete details of your Application Form along with payment details. You will also get confirmation of acceptance of the application form on your registered mobile number and/or e-mail ID.
- c) You may take print out of the Application Form by clicking on **Print button** or using **ctr+p button** on the top of page on Applicant Details Tab (Ref Fig-06)




RAJASTHAN UNIVERSITY OF HEALTH SCIENCES

Sector -18, Kumbha Marg, Pratap Nagar, Jaipur - 302033
Application for the post of Medical Officer (Medical) Direct Recruitment - 2022

LOGOUT

APPLICATION DETAILS

Personal Details

	Registration Number 0000000	Candidate Full Name TEST ONE TEST
Father's Name TEST	Mother's Name TEST	Are you a registered with RMC ? Yes
Select your Registration Type: Permanent	RMC Registration No. (MBBS) : 11111111111111	Date of Registration 07/10/2022
Valid upto/renewed upto 11/10/2022	If you have passed PG No	Are you registered with RMC for MD/MS/Other Yes

Other Personal Details

Mobile No 9887404125	Email ID saketnenu10@gmail.com	
ID Proof Passport	ID No. OU8985F8P8P8P8	Domicile RAJASTHAN
Gender Female	Religion HINDU	Marital Status Unmarried
Husband Name TEST	Marriage Registration No. 798789102576507	No of Children born and alive as on 01.06.2002 2
No of Children born and alive after 01.06.2002 0	Total No. of Children (as on Date) 2	Remarks (if any, related to no. of children) NA

Category Details

Category
SC

Additional Category Details

Whether you are PwD ? Yes	Type of Disability OA	Whether you are an Ex-Serviceman ? Yes
Date of Birth (DD-MM-YYYY) 17/Nov/2004		

Correspondence Address

Address Line 1 TEST	Address Line 2 TEST	Country India
State Rajasthan	District Jaipur	City/Town/Village JAIPUR
Pincode/Postal Code 302017	Is Permanent Address Same as Correspondence address? Yes	

Permanent Address

Address Line 1 TEST	Address Line 2 TEST	Country India
State Rajasthan	District Jaipur	City/Town/Village JAIPUR
Pincode/Postal Code 302017		

Matric/High School Details

Knowledge of Hindi Language in Devnagri Script (Hpi) and can read, write, and speak Hindi: No	Name of Board test	Year of Passing 2020
Duration of Course(Year): 1	Duration of Course(Month/Year): Year	No. of Attempts 1

10+2 or equivalent examination Details

Name of Board test	Year of Passing 2021	Duration of Course(Year): Year
Duration of Course(Month/Year): Months	No. of Attempts 1	

UG Details

Sr. No.	Name of the Board	% of Marks	Year of Passing	Duration of Course	Subject	University
1	TEST	77	2020	2	HASD	HHO

PG Details

Do you have PG Degree (MD/MS/Other) ?
No

Internship Details

Place of Internship: TEST	Date of Starting Internship: 04/10/2022	Have you completed your Internship ? No
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Employment Details

Have you ever rendered services in State Service or Presently Working ?
Yes

Institute Details

Name of Institute last attended:
TEST

First Officer Details

Name: TEST	Designation: TEST	Address: TEST
Mobile No: 9878910678		

Second Officer Details

Name: TEST	Designation: TEST	Address: TEST
Mobile No: 7777777777		

Document Upload Details



Document	View / Download
To view your Scanned Left Thumb Impression with Blue Ink	Click here.
To view your Scanned Left Thumb Impression with Blue Ink	Click here.
To view your Scanned RMC registration certificate (Provisional/Permanent)	Click here.

- d) In case you forget to take print out of your submitted application, you can login again in Portal and login again with same process and and take print out as per mention in above point “c” .