

Instruction for filling the On-line application form

GENERAL INSTRUCTIONS:

Applications can be submitted only Online Through RUHS Website for which candidate must have internet facility with online fee payment facility.

(No manual/ paper application will be entertained)

Procedure for Submitting Online Applications through RUHS Website:

- 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:
 - Registration details (Name, Father's Name, Mother's Name, RMC Registration Details)
 - Government approved ID proof (Voter ID/ Passport/ Driving Licence/ Aadhar Card/ PAN 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 KB - 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 "Teaching Faculty (Medical) Direct Recruitment Examination 2023" 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

RUHS Teaching Faculty(Medical) Direct Recruitment Examination 2023

Important Information


Please check the documents in General Links before filling the application form.
Read the below instructions carefully, before filling up the form:

1. The online application form filling will be in 3 stages –
 - a. Stage 1- Registration
 - b. Stage 2- Detailed Application form filling (Personal, Qualification, Employment, Responsible officer information, Document upload)
 - c. Stage3 – Online Fee Deposition.
2. Candidates will be eligible for issue of admit card only after completing all the above 3 stages of on-line application form, failing which his/her application form will be rejected.
3. **Offline Application and Fee will not be considered.**
4. Candidate should use Webcam enabled device/laptop/system for filling the application form

Activate Windows
Go to Settings to activate Windows

- e) Fill the required details in the “Registration Form” page, such as Candidate Name, DOB, Gender, Email and Mobile Number, Medical Council details. (Ref. Fig-02)

Fig-02



RAJASTHAN UNIVERSITY OF HEALTH SCIENCES
 Sector -18, Kumbha Marg, Pratap Nagar, Jaipur - 302033

RUHS Teaching Faculty(Medical) Direct Recruitment Examination 2023 Registration Form

LOGIN
 HOME

Instructions:

Note:
 Kindly use Edge Chromium or Mozilla Firefox (version 94 to 112) or Google Chrome (version 88 to 113) browser to fill in the Application Form.
 The Application Form is compatible with Android (version 4.0 and above) and iOS (version 9 and above)
 Fields marked with * are mandatory.

REGISTRATION

Register to get User ID and Password

First Name: *

Middle Name:

Last Name:

Note:
 Please enter your name strictly as per your certificate/marksheet of Matriculation/10th/SSC without any salutation(Dr., Mr., Ms., Mrs., Shri, Smt., Prof. etc.). If you don't have Last Name then you should fill your First Name as Last Name.

Have you ever changed Name? *
☐ Yes ☐ No

Date of Birth: *

Age as on 01.01.2024
 0 Years 0 Months 0 Days

Note: Please enter your D.O.B strictly as per your Matriculation/10th certificate/SSC.

Gender: *

Mobile Number: *

Confirm Mobile Number: *

Alternate Mobile Number:

Email Id: *

Confirm Email Id: *

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

Are you registered with RMC/Any Other State Medical Council/National Medical Commission?: *
☐ Yes ☐ No

Select your Registration Type *

Name of Council: *

RMC/Any Other State Medical Council/National Medical Commission Registration No. (PG): *

Date of Registration *

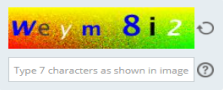
Valid upto/renewed upto *

GENERATE OTP

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 have read the Information Booklet, Arthana, Procedure to fill application form and other relevant information

☐ I Agree



Note: Captcha is case insensitive.

REVERIFY

Version 15.00.01

- 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 Number/Login 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 Registration Number/Login ID. Please keep these details for future reference as these details will be use throughout the recruitment process

Fig-03

Candidate Personal Details		
Application Status Registration	Registration Number	Full Name of the Applicant TEST TEST
Date of Birth 12/Mar/1981	Gender Female	Have you ever changed your name? No
Email Id	Mobile Number	Are you registered with RMC/Any Other State Medical Council/National Medical Commission ?: Yes
Select your Registration Type: Provisional	RMC/Any Other State Medical Council/National Medical Commission Registration No. (PG): 89778678	Date of Registration 14/08/2023 Valid upto/renewed upto 21/08/2023

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 have read the Information Booklet, Arthana, Procedure to fill application form and other relevant information

Version 15.00.01

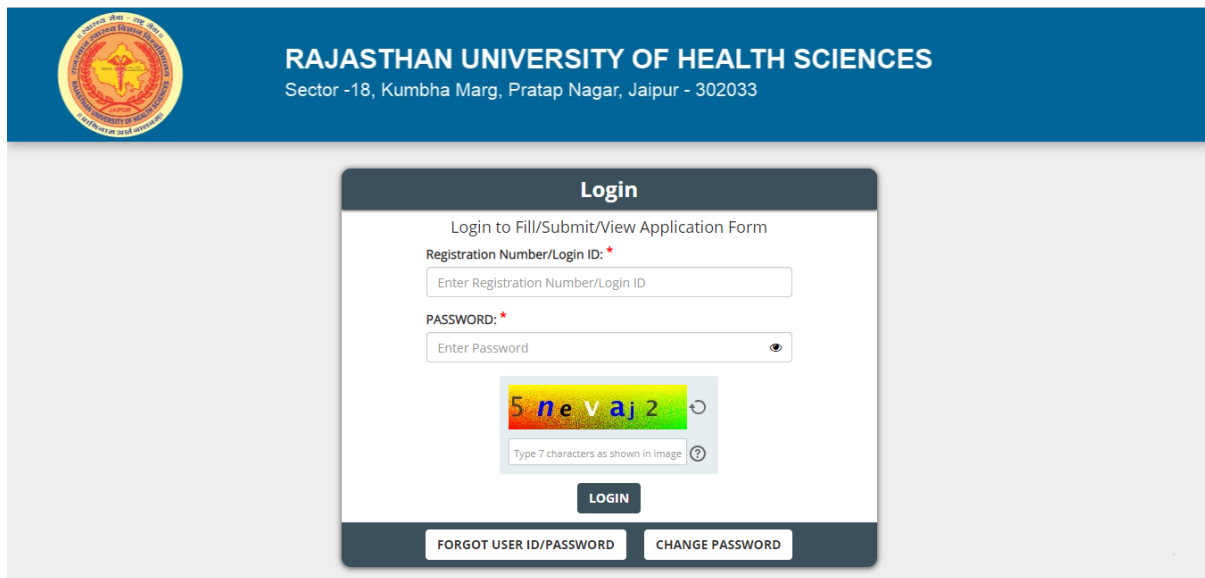
- h) You will need these registration details to complete STEP-2 and STEP-3 either now or later before the last day of submission of application form and application fee.

STEP-2: Application Form

- a. You may go to RUHS Website homepage, <https://www.ruhsraj.org/>, and click on Teaching Faculty (Medical) Direct Recruitment Examination 2023 button.

- b. Click Login Button and enter your Registration Details, i.e., Registration/User ID and Password (Ref. Fig-04(a)) which will open the Registered Details on Application Details Page and Apply Post Page of the Application Form.

Fig-04(a)



RAJASTHAN UNIVERSITY OF HEALTH SCIENCES
Sector -18, Kumbha Marg, Pratap Nagar, Jaipur - 302033

Login

Login to Fill/Submit/View Application Form

Registration Number/Login ID: *

Enter Registration Number/Login ID

PASSWORD: *

Enter Password

5 ne v aj 2

Type 7 characters as shown in image

LOGIN

[FORGOT USER ID/PASSWORD](#) [CHANGE PASSWORD](#)

- c. Note: If you wish to complete your application later, you can leave the page. You can fill the second stage of the Application form later, on or before the Last Date of Submission of Application form and Fee, by going to the RUHS Website again and logging in by clicking on Already Registered/Login Candidate using your Registration Number/Login ID and Password.
- d. Click on “Click Here to apply for New Subject” on “Apply Subject Tab” for applying for the subject.(Fig-04(b))

Fig-04 (b)



RAJASTHAN UNIVERSITY OF HEALTH SCIENCES
Sector -18, Kumbha Marg, Pratap Nagar, Jaipur - 302033

RUHS Teaching Faculty(Medical) Direct Recruitment Examination 2023

[PRINT](#) [LOGOUT](#)

[APPLICANT DETAILS](#) [APPLY SUBJECT](#)

APPLY SUBJECT

Your Selection

[Click Here to apply for New Subject](#) [Click to Refresh](#)

- e. 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” (Ref. Fig-05(a)). Candidates should take utmost care while furnishing these details.

Fig-05(a)

The screenshot displays the application form for the RUHS Teaching Faculty (Medical) Direct Recruitment Examination 2023. The header features the university's logo and name, along with its address: Sector -18, Kumbha Marg, Pratap Nagar, Jaipur - 302033. Below the header, the title of the application form is shown. A 'CLOSE' button is located in the top right corner. The main content area is titled 'Instructions:' and contains a 'Note' about browser compatibility (Edge Chromium, Mozilla Firefox, Google Chrome, or Microsoft Edge) and a list of instructions for filling the form. At the bottom, there is a navigation bar with five tabs: 'PERSONAL DETAILS', 'ADDITIONAL DETAILS', 'COMMUNICATION DETAILS', 'QUALIFICATION & EXPERIENCE', and 'DOCUMENT & PAYMENT'. The 'PERSONAL DETAILS' tab is currently selected.

RAJASTHAN UNIVERSITY OF HEALTH SCIENCES
Sector -18, Kumbha Marg, Pratap Nagar, Jaipur - 302033

RUHS Teaching Faculty(Medical) Direct Recruitment Examination 2023 Application Form

Instructions:

Note:
Kindly use Edge Chromium or Mozilla Firefox (version 94 to 112) or Google Chrome (version 88 to 113) or Microsoft Edge(version 88 to 113) browser to fill in the Application Form.

The Application Form is compatible with Android (version 4.0 and above) and IOS (version 9 and above)

Fields marked with * are mandatory.


Read the below instructions carefully, before filling the form:

1. Fill the required details and click on SAVE & NEXT button to proceed on next tab.
2. Click on SUBMIT on Document and Payment tab to proceed for payment.
3. Please read all the documents in GENERAL LINKS on Index/Home Page carefully before filling the Application form.
4. Please take printout of completed application form for your future reference.

PERSONAL DETAILS | ADDITIONAL DETAILS | COMMUNICATION DETAILS | QUALIFICATION & EXPERIENCE | DOCUMENT & PAYMENT

- f. 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.

Fig-05(b)



RAJASTHAN UNIVERSITY OF HEALTH SCIENCES
 Sector -18, Kumbha Marg, Pratap Nagar, Jaipur - 302033

RUHS Teaching Faculty(Medical) Direct Recruitment Examination 2023 Application Form
 CLOSE

Instructions:

Note:
 Kindly use Edge Chromium or Mozilla Firefox (version 94 to 112) or Google Chrome (version 88 to 113) or Microsoft Edge(version 88 to 113) browser to fill in the Application Form.
 The Application Form is compatible with Android (version 4.0 and above) and iOS (version 9 and above)
 Fields marked with * are mandatory.
 Read the below instructions carefully, before filling the form:
 1. Fill the required details and click on SAVE & NEXT button to proceed on next tab.
 2. Click on SUBMIT on Document and Payment tab to proceed for payment.
 3. Please read all the documents in GENERAL LINKS on Index/Home Page carefully before filling the Application form.
 4. Please take printout of completed application form for your future reference.

PERSONAL DETAILS ADDITIONAL DETAILS COMMUNICATION DETAILS QUALIFICATION & EXPERIENCE **DOCUMENT & PAYMENT**

Documents Upload

Upload the scanned copy of the recent passport size photo *	CLICK HERE TO UPLOAD
Upload your scanned signature *	CLICK HERE TO UPLOAD
Upload your Scanned Left Thumb Impression with Blue Ink *	CLICK HERE TO UPLOAD
Upload your Scanned Right Thumb Impression with Blue Ink *	CLICK HERE TO UPLOAD
Upload your Scanned Photo ID Proof*	CLICK HERE TO UPLOAD
Upload you Scanned RMC/Any Other State Medical Council/National Medical CommissionI registration certificate*	CLICK HERE TO UPLOAD
Upload your Scanned Provisional Certificate/Degree of MBBS *	CLICK HERE TO UPLOAD
Upload your Scanned Final year MBBS Marksheet*	CLICK HERE TO UPLOAD
Upload your Scanned Provisional Certificate/Degree of MD/MS/DNB of PG *	CLICK HERE TO UPLOAD
Upload your Scanned DNB Equivalence Certificate *	CLICK HERE TO UPLOAD
Upload your Scanned Provisional Certificate/Degree of DM/MCH/DNB-SS *	CLICK HERE TO UPLOAD
Upload your Caste Certificate:*	CLICK HERE TO UPLOAD
Upload your Scanned State Domicile Certificate *	CLICK HERE TO UPLOAD

Payment Details

Candidate's Name : TEST TEST
 Applicable Registration Fee (Rs) : 5000

Note:
 For more details on applicable registration fee, please refer to the FAQs/Registration Guide provided on Govt Form website.

Payment Mode

Choose your Payment Mode *
☐ Online

Declaration

☐ 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 hereby declare that I possess the prescribed qualifications and experience laid down by NMC, as also mentioned in the information booklet and if found ineligible, my application shall be rejected.
☐ Same but mention "RUHS service rules (appointment and promotion 2020)"
☐ I agree to produce my original relevant documents whenever desired by RUHS authorities for document verification/ joining.
☐ I Agree

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