RAJASTHAN UNIVERSITY OF HEALTH SCIENCES

Kumbha Marg, Sector-18, Pratap Nagar, Tonk Road, Jaipur -302033
Phone: 0141 2795527 | **Website: www.ruhsraj.org**
helpline email: rcapharmacy2023@gmail.com

RAJASTHAN CENTRALIZED ADMISSIONS TO
PHARMACY DEGREE (B.PHARM) AND DIPLOMA (D.PHARM) COURSES 2023
(RCA Pharmacy 2023)

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 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, 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 **rcapharmacy2023@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., Username and Password carefully. Keep them safe with you for further processing. Don't disclose this information to anyone else.

Registration Part – I

A. Personal Details
1. Select appropriate salutation (Mr., Mrs., Miss) and write your name as it appears in your SSC/SSLC/ 10th class mark sheet.

2. Write father's name.

3. Write mother's name.

4. Present communication address/Correspondence Address:

Write the full present address along with city, pin code, district where the communication to you could be made. Select your State from the list given.

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

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

7. Write your email ID (for example abcd@gmail.com)

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 city, pin code. Select your state from the list given.

9. Select Date of Birth

10. Select Nationality

11. Select State of Domicile

12. Select Gender: Male/Female/Transgender

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

Select whether you belong to EWS. (Select only if you belong to General Category)

14. Select additional category (if any)- Specially abled person / Person with Disability (PwD)

B. Academic Details

1.   Class 10 +2 details
Select name of the Board / University (as appearing in the mark sheet), status of passing, year of passing, marks of physics, chemistry and biology/mathematics and English separately or percentage of marks obtained, if having CGPA in 10+2 examination and

2.   Class 10 details
Write name of the Board (as appearing in the mark sheet), year of passing, marks obtained or % of marks, if having CGPA

3.   Select latest (most recent) Board/University attended by you

A form Preview will be shown on submission. Check the same carefully. If you wish to make any changes you can make the changes by clicking on edit button. Once submitted, then no changes will be allowed.

Important: The screen is not your application form. Do not print the screen.

Click on **"Confirm and Submit"**

Your **Form No., Registration Password** and **Date of Birth** will be shown on the screen. Note it carefully and keep safe for further use. No separate email or SMS on mobile will be sent to any candidate.

Registration Part-II

A. Payment of application fee

Click on "Fill Application Part-II", enter the details asked (Your **Form No., Registration Password** and **Date of Birth**) and proceed to payment of application fee.

Either
Approach any e-Mitra kiosk / centre to pay the application fee.

OR
Click "Pay payment via internet Banking" if you wish to pay fee through Credit/Debit Card or Internet Banking.

B. Photo and Signature upload

On successful submission of payment, Login again through "Fill Application Part-II", to your application form.

Keep the following ready before you start filling of the on-line application form:

i. Scanned copy of your recent passport size colored photo and signature in the prescribed format (jpg or jpeg, size preferably upto maximum 100 KB)
ii. 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.

➢ **Documents uploading**
   ● Choose and upload the applicable documents (photograph, signature) one by one and check change in the status. Your photograph, signature will appear on screen, 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.

- After this, press "SUBMIT" button.

A declaration will appear on the screen. Check (tick) 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 Pharmacy course(s) I am applying for.

➢ **Print copy of the application form**

By clicking 'Print application form filled on-line' option, 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. Transaction document / payment proof
2. Date of Birth Certificate: 10th class mark sheet / certificate
3. Mark sheet of 10+2 (senior school certificate examination) or its equivalent
4. Copy of photo ID (driving license / PAN card / Voter ID / Govt. or PSU card / School ID card / 12th class examination admit card / Aadhar card)
5. 4 Passport size photo same as affixed on application form and also as uploaded
6. Domicile certificate of Rajasthan state, if applicable
7. Caste certificate, sub-category certificate, if applicable
8. PwD certificate, if applicable
9. EWS certificate, if applicable
10. Migration certificate, if applicable
11. Any other relevant certificate(s)

NOTE:

➢ Paste your unattested recent passport size colored 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.

➢ Sign the declaration on the printout of the application form. 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 one print copy of the application form (duly completed in all respects) at the time of reporting at the allotted college.

Help line: In case you face any difficulty in filling the on-line application form, you may send an email at **rcapharmacy2023@gmail.com**