

**Govt. of Rajasthan
Office of the Chairman,
NEET UG Medical & Dental Admission/Counseling Board 2023
RUHS College of Dental Sciences (Govt. Dental College),
Subhash Nagar, Behind T.B. Hospital, Jaipur
Phone: 0141-2280090**

<https://medicaleducation.rajasthan.gov.in/me/#/home/dptHome> | www.rajugneet2023.com

NEET UG (MEDICAL/DENTAL) ADMISSION / COUNSELLING 2023 (MBBS, BDS)

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 information 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 you have any difficulty while filling on-line application form, send email to Helpline at **rajugneet2023@gmail.com** or contact at mobile no. 8955206046

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 2 of the on-line application form:

Mandatory documents uploading for all candidates

1. Scanned copy of your recent passport size coloured photo (taken on or after 01-01-2023) in the prescribed format (jpg or jpeg, size preferably upto maximum 40 KB)
2. Scanned copy of your 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).

Mandatory documents uploading for candidates based on selected category / sub-category / type)

3. Scanned copy of valid Caste certificate (if applicable) in the applicable proforma and in format (jpg or jpeg, size preferably upto maximum 150 KB)
4. Scanned copy of valid WDP/WPP certificate (if applicable) in the applicable proforma and in format (jpg or jpeg, size preferably upto maximum 150 KB)
5. Scanned copy of valid PwD (if applicable) in the applicable proforma and in format (jpg or jpeg, size preferably upto maximum 150 KB)
6. Scanned copy of valid EWS certificate (if applicable) in the applicable proforma and in format (jpg or jpeg, size preferably upto maximum 150 KB)
7. Proof regarding family annual income less than INR 2.5 lacs, if applicable (jpg or jpeg, size preferably upto maximum 150 KB)

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. Enter your NEET Roll number.
2. Select Date of birth (**as it appears in your 10th class mark sheet**) – Day, Month and Year
3. Enter marks obtained in NEET-2023
4. Select any one category as applicable to you: GENERAL (UR) / SC / ST / ST - STA / OBC (creamy layer - CL) / OBC (non creamy layer - NCL) / MBC (creamy layer - CL) / MBC (non creamy layer - NCL).

(No change of category will be permitted once submitted/confirmed in the on-line registration form.)

5. Click on “Validate”
6. Your Name, Father’s name and Mother’s name as filled in NEET 2023 form appear on screen.
7. Select whether you belong to EWS: Yes/No (as applicable)
8. Select whether you belong to PwD (Person with Disability): Yes/No

If you select PwD category as “Yes”, select name of issuing authority of PwD certificate
(as per MCI- refer annexure 1, 1A and related proforma as given in the information booklet)

9. Select whether you belong to Defence / Para-military: Yes/No

If you select Defence / Para-military category as Yes, select whether any member of your family has taken benefit of this scheme in admission to a course anywhere in India: Yes/No

If you select Defence / Para-military category as Yes, select;

Defence

EXS1	Widows/Wards of Defence Personnel killed in action.
EXS2	Wards of those Disabled in action and boarded out from service
EXS3	Widows/Wards of those defence personnel who died while in service with death attributable to military service
EXS4	Wards of those Disabled in service and boarded out with disability attributable to military service.
EXS5	Wards of ex-service men and serving personnel who are in receipt of Gallantry Award.
EXS6	Wards of ex-service men.
EXS7	Wives of (i) defence personnel disabled in action and boarded out from service (ii) defence personnel disabled in service and boarded out with disability attributable to military services (iii) ex-servicemen and serving personnel who are in receipt of Gallantry Award
EXS8	Wards of serving personnel
EXS9	Wives of serving personnel

OR

Para-military

WPP 1	Wards/ Widows /Wives of those Paramilitary personnel killed in action.
WPP 2	Wards/ Widows /Wives of those Paramilitary personnel permanently disabled in action and boarded out from service.
WPP 3	Wards of All serving and retired personnel

10. Select percentage of marks obtained in Physics, Chemistry, Biology / Biotechnology (together) in 10+2 or an equivalent examination.

(Calculate percentage using marks of only PCB subjects)

11. Select the statement:

“I have passed the qualifying examination (class 10+2) individually in Physics, Chemistry and Biology/Bio-technology (including practical tests) with prescribed percentage criteria and have also passed in the English subject as per the applicable eligibility criteria for admission to MBBS/BDS course.”

12. Enter email ID (for example abcd@gmail.com).

If you do not have an email ID - either create a new email ID of your own or write email ID of your relative (other than NEET candidate) who can inform you about any communication on this email ID. Do not write email ID of a cyber café etc.

13. Enter valid mobile number

14. Select domicile State.

15. Select whether your family annual income is less than INR 2.5 lacs:
Yes/No

(If you select "Yes", income proof upload is mandatory in part-2 of application.

Any Govt. approved proforma, as used for scholarship purpose or any other, may be used for upload)

16. Select other eligibility criteria (any one)

- I. Natural father/Mother of the candidate has continuously resided in Rajasthan for period of last 10 years and the candidate has studied for at least 5 years during this period in a recognized educational institution in Rajasthan, or
- II. All those students who are bonafide residents of Rajasthan but are studying in other states will also be eligible for the allotment process, or
- III. The candidate is son/daughter of serving or retired (i) Employee of Government of Rajasthan (ii) Officer of All Indian Services borne on State Cadres of Rajasthan and has served for more than 3 years with State Government, or
- IV. The candidate is son/daughter of serving or retired, permanent employee of Govt. Undertaking / Corporation / Improvement Trust / Municipal Bodies / Council / Panchayat Samiti / Co-operative bodies, duly constituted by the Government of Rajasthan by an act of Law who has put in at least 3 years of service on the last date of submission of the on-line application form in the year of admission, or
- V. The candidate is son/daughter of serving/retired, permanent employee of any of the State University or Secondary Board of Education (Rajasthan) provided that employee has worked in Rajasthan for 3 years preceding the last date of submission of the on-line application form, or
- VI. Candidate is a natural son/daughter of a Serving/Retired permanent employee of Indian Defense and the employee is of Rajasthan origin irrespective of his place of posting. Provided that in case of Defense Personnel from Rajasthan origin, a certificate (**certificate proforma – A**) has to be submitted by them from the employer to the effect that his state of origin is Rajasthan at the time of his entry into service. Eligible candidates of this category shall be admitted as per laid down criteria of priority cum merit of the Rajasthan MBBS & BDS Admissions 2023, or
- VII. Candidate is a natural son/daughter of a Serving permanent employee of Indian Defense and the employee is posted in Rajasthan (**certificate proforma – B**) at the time of last date of submission of the on- line application form for admission, or
- VIII. Candidate is a son/daughter of serving/Retired person of Para-Military Forces of India and the employee is of Rajasthan origin, irrespective of his place of posting. Provided that in case of Para-Military personal from the Rajasthan origin, a certificate (**certificate proforma – A**) has to be submitted by them from the employer to the effect that his state of origin is Rajasthan at the time of his entry into service, or
- IX. Candidate is a son/daughter of serving person of Para-Military Forces of India and the employee is posted in Rajasthan (**certificate proforma – B**) at the time of last date of submission of the on-line application form for admission, or
- X. Candidate is a son/daughter of a Judge of Rajasthan High Court subject to the condition that he/she submits an undertaking/affidavit stating that such benefit is not being claimed or availed by them in any other State, or

(candidates falling in above clauses I to X are eligible for all types of seats, i.e. State/Management/NRI)

XI. Other (for candidates who are not covered under the above clauses from I to X)

(candidates selecting clause XI "Other" are eligible to apply to participate but will be considered for allotment against vacant seats available after exhausting State Merit list during / after round 3).

(candidates selecting clause XI "Other" and having NRI eligibility will be considered for allotment against NRI seats in all rounds according to the applicable norms).

Please see the individual institution's website regarding fees and other formalities.

Click on Yes / No at the message

I have read all the above clauses from I to X very carefully and I confirm that I am not covered / I do not fall into any of the above clauses from I to X. Therefore, I am selecting this clause XI i.e. 'Other'

You will move forward if you select 'Yes'

If you select 'No' then you will be required to select any clause of eligibility criteria.

17.Press "Proceed".

18.Check entries made in preview. Click "Edit" if required, otherwise click on "Submit".

19.Make the application fee payment. Note down your Registration ID and password carefully.

Note: No separate email or SMS will be sent to you regarding Registration ID or Password. You can recover the same using the options available at website, whenever needed.

Print Application form Part 1 containing your basic information, application fee deposited, registration ID etc. Keep it safe for further use.

(You have to use this registration 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.

Now, complete Part 2 of the application form.

Part 2

After depositing the application fee, login to Application Part 2 by entering your Registration ID and password.

Basic details

1. Select appropriate salutation (Mr. / Miss / Mrs. / Ms.)
2. Your Name will appear on screen (as non-editable).
3. Your Date of birth will appear on screen (as non-editable).
4. Select state of birth
5. Select gender: Male/Female/Other
6. Your Father name will appear on screen (as non-editable).
7. Write mother's name.
8. Present communication address.
Write the full present address along with city, district, state and pin code.
9. 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, district, state and pin code.

10. Write STD code and your residence phone number, if available, otherwise leave blank.
11. Write your cell number (without zero '0') compulsorily i.e. only 10 digit number.
12. Your email ID is displayed on screen.
13. Your domicile state is displayed on screen.
14. Write your 12 digit Aadhar no. (without space)
15. Select Nationality: Indian / Other.
16. In case of Other: Write address and contact details of parents and address of local guardian.

Press "**Save and Next**"

Educational details

- A. Secondary (10th) or equivalent examination
 - I. Select the name of board (as appearing in the marksheet).
In case of other board: Write name of board
 - II. Select year of passing
 - III. Select percentage of total marks (aggregate, all the subjects) obtained in Class 10 examination.
- B. 10 + 2 or equivalent examination
 - I. Select the name of board (as appearing in the marksheet).
In case of other board: Write name of board
 - II. Select your result status: Passed/ Supplementary/ Failed
 - III. Select year of passing
 - IV. Select no. of attempts for passing 10+2 or an equivalent examination: 1 or 2 or 3 or 4 or 5

V. Select third subject: Biology / Biotechnology

VI-IX. Select percentage of marks obtained in Physics, Chemistry, Biology/ Biotechnology and English in 10+2 or an equivalent examination.

(e.g. if you have obtained 78.34% in Physics then first select 78 and then select 34; this will again appear on screen, verify and again enter correct percentage, if required)

Note: Candidates with only Biotechnology subject- Not eligible for BDS course.

C. Enter name and place of college / school last attended.

D. Select course you wish to apply: MBBS only / BDS only / Both MBBS and BDS

Press "Save and Next".

NRI seat option

Do you wish to opt for NRI seat also (along with other seats) - Yes/No

Documents uploading

Choose and upload the applicable documents one by one and check change in the status.

Image of your uploaded documents e.g. 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.

After this, press "Save and Next".

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 for registration 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 UG Admission Board.

I have gone through all the rules, information booklet, instructions for filling on-line registration form, college information sheet, notification(s), fee structure etc. and I promise to abide by them.

I fulfill the prescribed eligibility criteria relating to educational qualification etc. for the course(s) I am applying for.

I hereby agree, if admitted, to abide by the rules and regulations in force at the college or those that may hereafter be made for administration of the college and I undertake that so long as I am a student of the college, I will do nothing either inside or outside the college that will interfere with its orderly working and discipline.

Preview

You can preview the relevant details filled by you.

"Check and Verify" the information filled by you before pressing the **"Final Submit"**.

So, check these details very carefully. Press "Back" if you wish to make any correction.

If you are sure that all entries are correct, Press **"Final Submit"**.

Important: This screen is not your application form. Do not print this screen. Your application form (that you have filled on-line) will be generated only after clicking on "Final Submit" appearing below.

After **Final Submit** also, you can edit your details in Part 2 till Last date and time of application as per notification.

Printing of final application form will start after last date (Keep visiting website for update).

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 documents listed in the information booklet.

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 UG Admission Board the print copy of your application form filled on-line. You will be required to submit it before the Board at the time of counseling (duly completed in all respects), 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 and registration, send email to Helpline at **rajugneet2023@gmail.com** or contact at mobile no. **8955206046**

The jurisdiction for legal cases arising out of these UG admissions shall be limited to the competent courts at Jaipur only.

The UG Admission Board reserves the right to reject any application for proper reasons adduced therewith.

Format for grievance on helpline email:

(Always mail from your registered email ID as filled during application)

Name of candidate:

NEET roll no:

Application ID:

Wrong entry:

Correct entry:

Also attach following documents:

1. NEET scorecard
2. Application print (Part-1 and 2, if completed)
3. Aadhar card
4. Class X marksheet (in case of DOB issue)
5. Valid caste certificate, in case of any caste related entry issue
6. Handwritten, signed application for correction/grievance, as applicable
7. Any other relevant document as proof of entry to be corrected