Instructions for Applicants

Important Note: - Candidate can edit online in their application form on those fields only for which RPSC has given permission at that time.

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1. SSO से लॉगिन/Login with SSO

अम्बार्रु स्वरूप के द्वारा भरे गए ऑनलाइन आवेदन में संशोधन करने के लिए एसएसओ पोर्टल (https://sso.rajasthan.gov.in) पर जाकर लॉगिन करें।
Candidate can edit Online their Application form filled by them, by visiting SSO Portal (https://sso.rajasthan.gov.in) and login there.

Candidates enter their SS OID, Password and Captcha here and click on login button

Figure 1: Login with SSO
Under the SSO Dashboard, Candidate can select the “Recruitment Portal” Application.

Figure 2: SSO Dashboard

After Login, click on Recruitment Portal.

Under the Recruitment Portal, Candidates can click on “My Recruitment” button.

Figure 3: Recruitment Portal Dashboard

Candidates can click on My Recruitment button.
2. ONLINE APPLICATION PROCESS/Steps for Application edit Online

“My Recruitment” button is clicked by the user to see their recruitment details. The “Edit Application” button is clicked by the user to edit their application. Once clicked, the user will see their recruitment details along with their end date and action column. The user can click on the corresponding “Edit Application” button to edit their application.

The note is: If the end date for Edit Application for any recruitment is crossed then action will be shown as “Closed” for such recruitment. Therefore, candidate will not able to do edit for such recruitment.

Figure 4: Edit Application

After clicking on corresponding “Edit Application” button, the Details that have been filled in the past by the candidates will appear here.
Figure 5: Basic Details

In Basic Details, Candidate can edit the fields he/she wants to. After making changes/no changes click on “Next” button to move to “Personal Details” section.
In Personal Details section, Candidate can edit the fields he/she wants to. After making changes/no changes click on “Next” button to move to “Qualification & Experience” section.
In Qualification & Experience Details, candidate can edit the fields he/she wants to. After making changes/no changes click on “Next” button to move to “Identification & Enclosures” section.
In Identification & Enclosures, candidate can edit the fields he/she wants to. After making changes/no changes click on “Next” candidates will be redirected to Application preview page. **Candidates are advised to carefully analyze the details; he/she has given in the Application form.** In case of any wrong/incomplete information, candidates can go the detail by clicking on “Update” button.
Figure 9: Application Preview Page

After satisfying completely, for paying Edit fee, click on “Pay Fee” button at the bottom of Preview Page.
After clicking on Pay Fee button, candidates will be redirected to the Payment page. Here candidates can give their Banking details and complete the transaction. After making payment, candidates will be redirected to Recruitment Portal. Candidates can save the Payment Reference Number for future reference.

“Pay Fee” बटन पर क्लिक करने पर अभ्यर्थी भुगतान संबंधी पृष्ठ पर अग्रेशित होंगे। अभ्यर्थी बैंक तथा अन्य संबंधित विवरण चुनने तथा भुगतान की कार्यवाही करने के पश्चात् पुनः रिक्रूटमेंट पोर्टल पर अग्रेशित होंगे। अभ्यर्थी अपने भुगतान के रेफरेंस नम्बर को भविष्य के लिए सेव करके रख लेंगे।
Figure 11: Payment Confirmation Page

Important Note – Candidates are advised to follow well, the ‘Instructions for Applicant’ document present under the Important Downloads Section regarding the rules for Online Edit in Application.

Note— अभ्यर्थी अंतर्निहित आवेदन संशोधन में किसी भी प्रकार की समस्या हेतु आयोग की वेबसाइट (https://rpsc.rajasthan.gov.in) पर “Contact Us” में उपलब्ध दूरभाष नंबर तथा फोर्मेलैंड ई—मेल द्वारा सम्पर्क कर सकते हैं। अभ्यर्थी तकनीकी समस्या हेतु recruitmenthelpdesk@rajasthan.gov.in पर ई—मेल कर सम्पर्क करें