

One Time Registration based Online Application
Submission process help document with e-
Mitra/CSC kiosk and Online payment mechanism

1 Getting Started

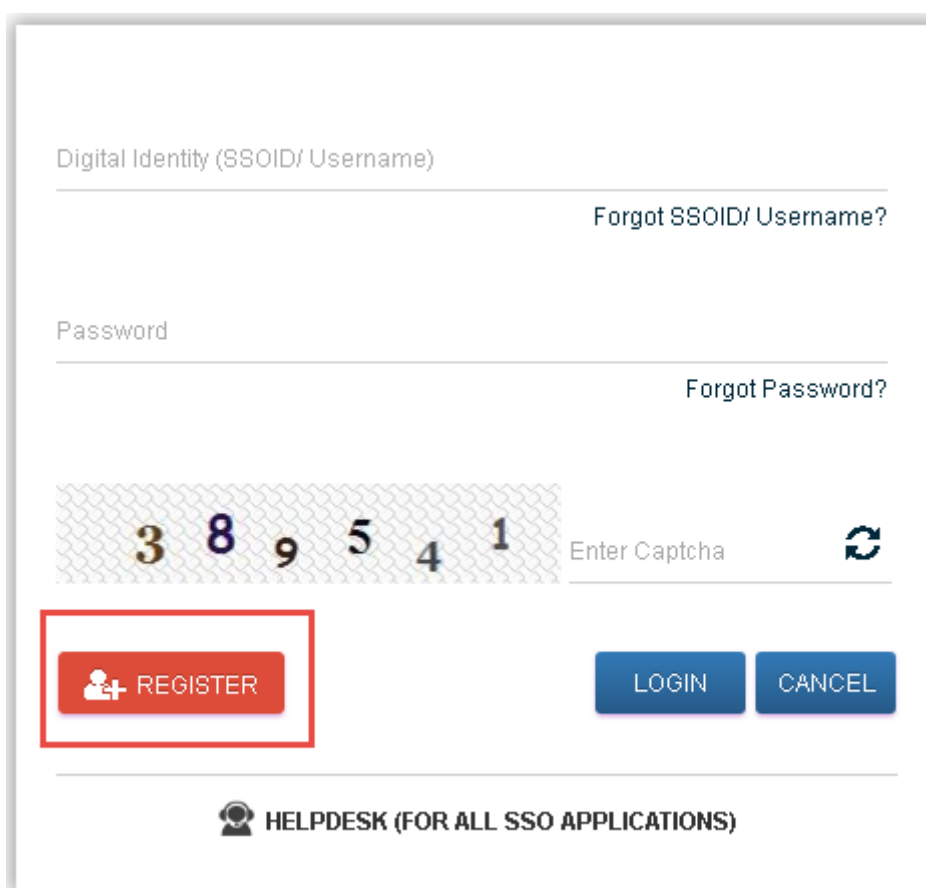
This section provides a general walkthrough of the application. The logical arrangement of the information shall enable the functional personnel to understand the sequence and flow of the system.

1.1 Accessing Application for the First Time

Link to the End to End exam application is: <<<http://sso.rajasthan.gov.in/signin/>>>


1.2 Not a Registered User


If a candidate is not registered on SSO, then firstly candidate has to register himself on SSO. When candidate clicks on "**Register**" button.



Digital Identity (SSOID/ Username) [Forgot SSOID/ Username?](#)

Password [Forgot Password?](#)

3 8 9 5 4 1 Enter Captcha 

 REGISTER LOGIN CANCEL


 **HELPDESK (FOR ALL SSO APPLICATIONS)**

Fig 1.1: Loginpage (Not a Registered User)

Candidate will be redirected to the SSO registration page.

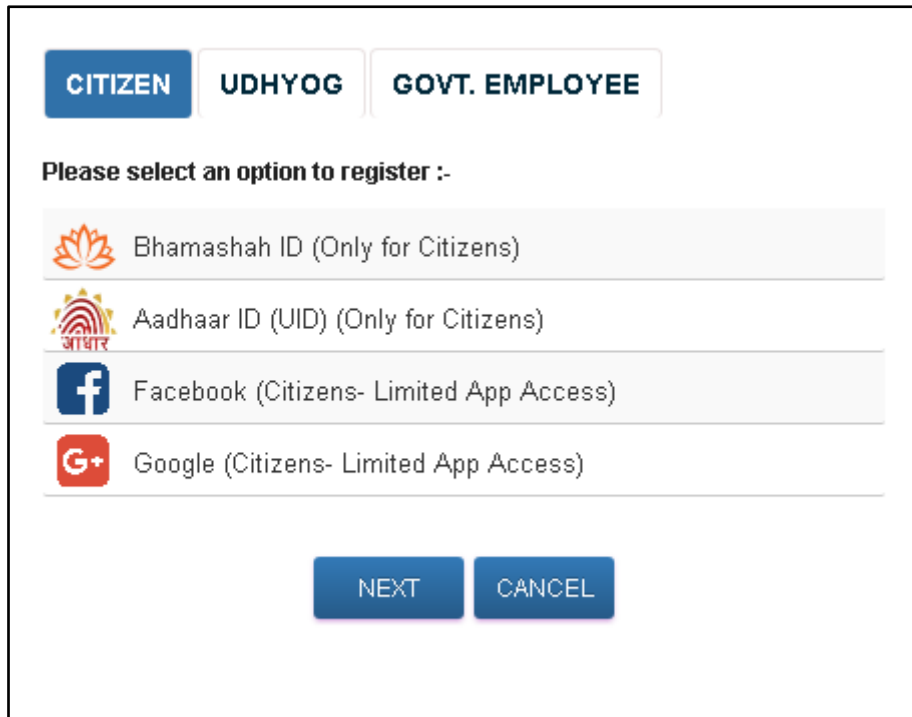
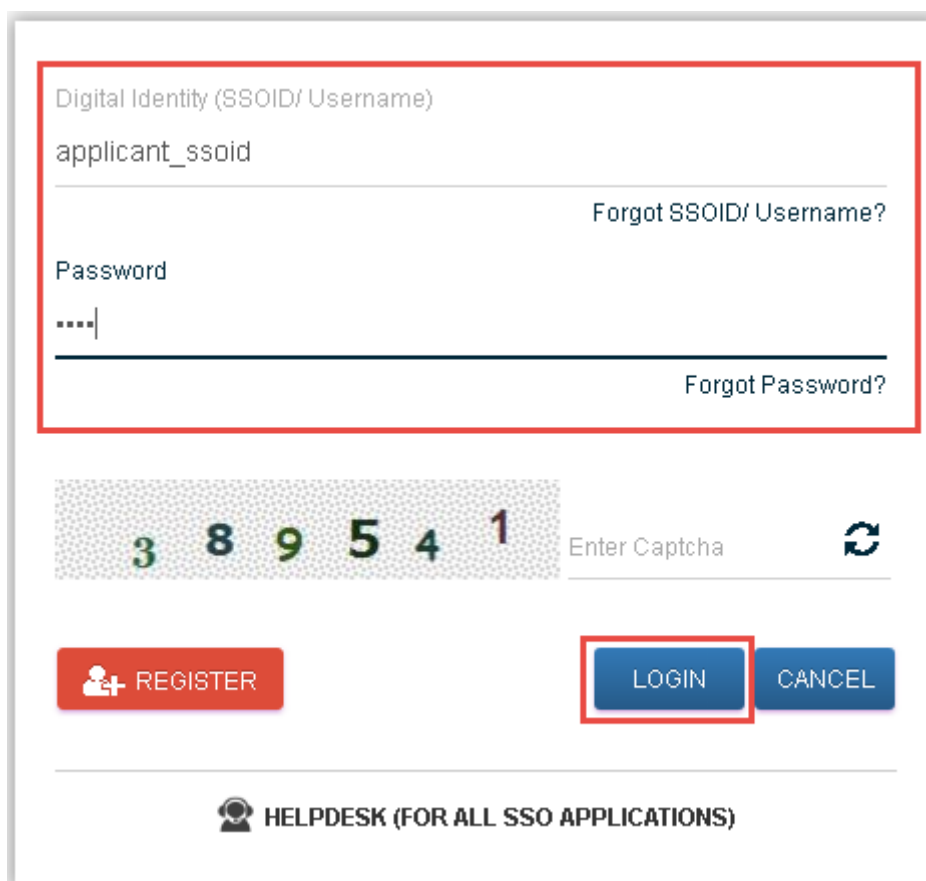
The image shows a registration interface with three tabs at the top: 'CITIZEN' (highlighted in blue), 'UDHYOG', and 'GOVT. EMPLOYEE'. Below the tabs, the text 'Please select an option to register :-' is displayed. There are four selection options, each with an icon and text: 1. Bhamashah ID (Only for Citizens) with an orange lotus icon. 2. Aadhaar ID (UID) (Only for Citizens) with the Aadhaar logo. 3. Facebook (Citizens- Limited App Access) with the Facebook 'f' logo. 4. Google (Citizens- Limited App Access) with the Google 'G+' logo. At the bottom of the form are two blue buttons: 'NEXT' and 'CANCEL'.

Fig 1.2: SSO Registration page

After registering at SSO, Candidate can enter the credentials at the login page from where candidate can log in to the application.

2 Login with Candidate

When user enters the URL provided, following interface appears:



The login form is enclosed in a red border. It contains two main input fields: 'Digital Identity (SSOID/ Username)' with the placeholder text 'applicant_ssoid' and 'Password' with masked characters '....'. To the right of each input field is a link: 'Forgot SSOID/ Username?' and 'Forgot Password?'. Below the password field is a captcha image showing the numbers 3, 8, 9, 5, 4, 1. To the right of the captcha is the text 'Enter Captcha' and a refresh icon. At the bottom of the form are three buttons: a red 'REGISTER' button with a user icon, a blue 'LOGIN' button, and a blue 'CANCEL' button. Below the buttons is a link: 'HELPDESK (FOR ALL SSO APPLICATIONS)' with a headset icon.

Fig 2.1: Login with Candidate

Candidate will enter his SSO ID and password and will be redirected to the dashboard.

If candidate is an citizen user then he has to select citizen apps (G2C) from the side panel. If departmental user log in with its ssoid and password then also he has to select citizen apps (G2C) from the side panel. Then following screen will be displayed.

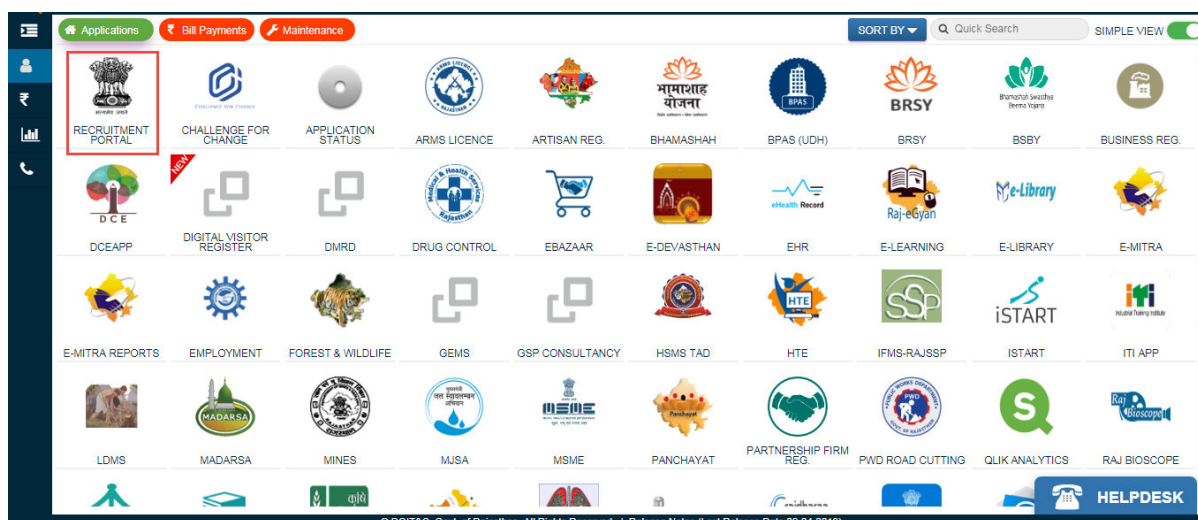


Fig 2.2: Login with Candidate

2.1 Dashboard

After logging in, Dashboard will be opened, as shown in the screenshot below. It displays three sections i.e. My Applications, Notifications and Ongoing Recruitments.

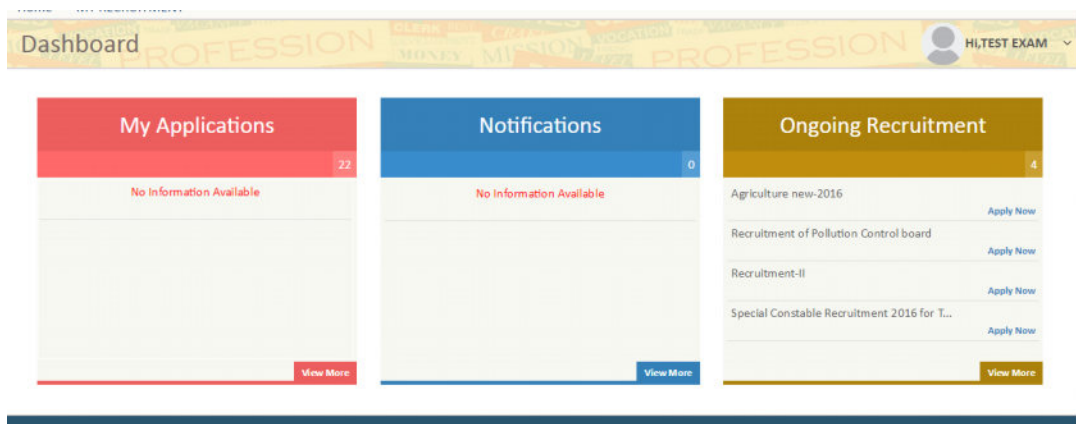


Fig 2.3: Candidate Dashboard

2.2 Ongoing Recruitment

Ongoing Recruitment section provides the details of current recruitments. User can also click on view more button to see the details of the Applied and All recruitments.

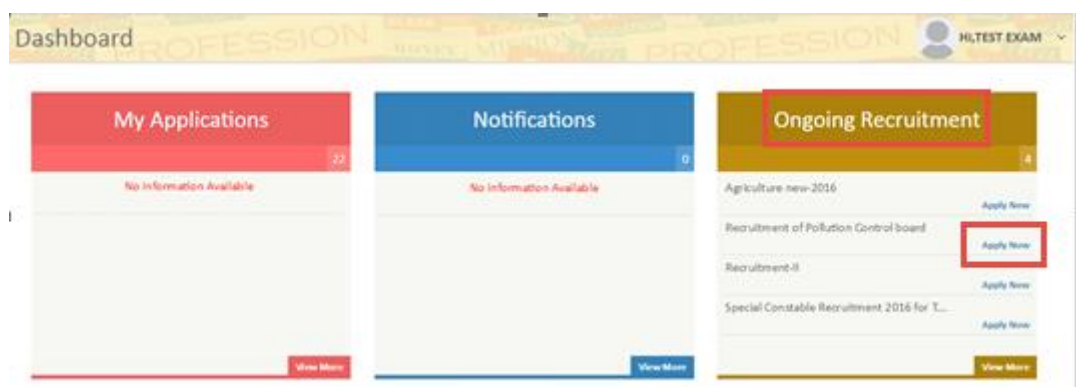
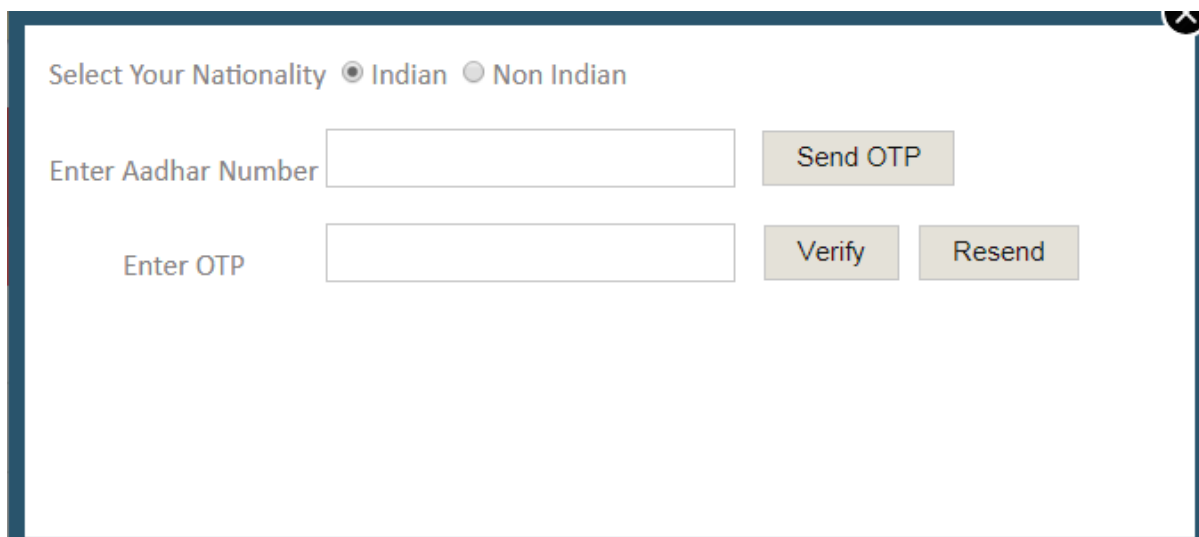


Fig 2.4: Ongoing recruitment

2.2.1 Apply Now

A candidate will apply For any Recruitment by clicking on **Apply now** link. Candidate will be redirected to a form having four sections which are as follows:

If candidate has not updated his profile then, a pop up will appear asking for Aadhar number for indian candidate and Passport number for Non-indian candidate. After verifying details with it, candidate can fill the application form for the selected recruitment. A popup screen will be displayed as :



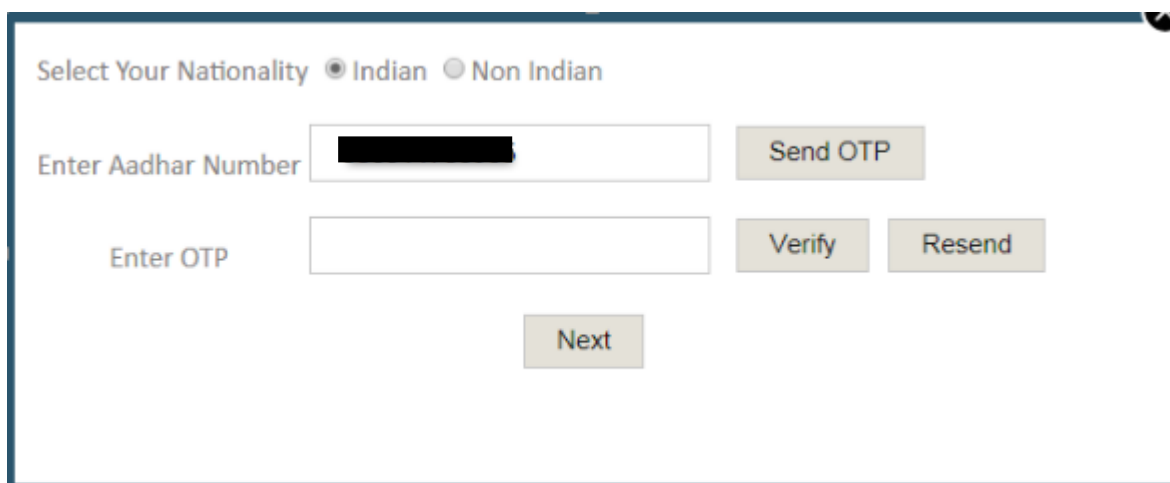
Select Your Nationality ☒ Indian ☐ Non Indian

Enter Aadhar Number

Enter OTP

Fig 2.5: Aadhar Pop up

Enter aadhar number of the candidate. Then click on Send OTP button. Enter the OTP and click on Verify button. Details will be fetched using the aadhar number. Then Click on the Next button.

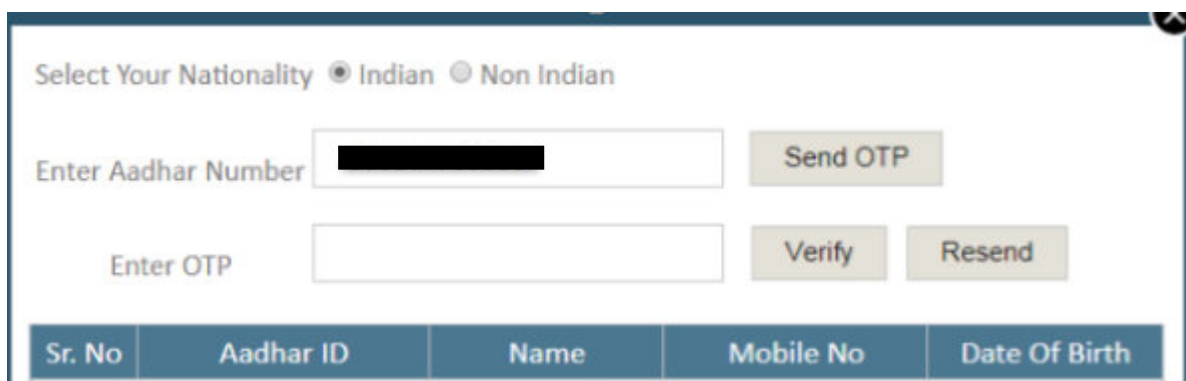


Select Your Nationality ☒ Indian ☐ Non Indian

Enter Aadhar Number

Enter OTP

Fig 2.6: Aadhar Pop up



Select Your Nationality ☒ Indian ☐ Non Indian

Enter Aadhar Number

Enter OTP

Sr. No	Aadhar ID	Name	Mobile No	Date Of Birth
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Fig 2.7: Aadhar Pop up fetched details

After clicking on Next button, candidate will be redirected to “Select Post” page.



Fig 2.8: Select Post

Then after selecting the postname, candidate is redirected to Basic details page of application form.

Basic Details

The various fields in Basic Details tab are shown below, the fields marked with asterisk (*) are mandatory.

Basic Details Personal Details Qualification & Experience Identification & Enclosure

Candidate Name/आवेदक का नाम * Father Name/पिता का नाम * Mother Name/माता का नाम *

Gender/ लिंग * Date of Birth/जन्मतिथि * Category/श्रेणी *

Specially abled Category/विशेष योग्यजन Religion/धर्म * Marital Status/वैवाहिक स्थिति *

Mobile/मोबाइल * Email/ईमेल *

Applying For

Applying for/के लिए आवेदन * Post Category/पोस्ट श्रेणी *

Correspondence Address

Address Line 1/पता पंक्ति 1 * Address Line 2/पता पंक्ति 2 * Address Line 3/पता पंक्ति 3

Select State/राज्य चुनें * District/जिला * City/Village/शहर / गांव *

PinCode/पिन कोड * Phone No./फोन नंबर

Permanent Address ☒ Same as above

Address Line 1/पता पंक्ति 1 * Address Line 2 /पता पंक्ति 2 * Address Line 3/पता पंक्ति 3

Select State/राज्य चुनें * District/जिला * City/Village/शहर / गांव *

PinCode/पिन कोड * Phone No./फोन

Next

Fig 2.9: Basic Details

Candidate is expected to fill these entries to update his form.

- **Candidate name-** Candidate/applicant has to enter his/ her name in this field.
- **Father's name-** Candidate/applicant has to enter his/ her father's name in this field.
- **Mother's name-** Candidate/applicant has to enter his/ her mother's name in this field.
- **Gender-** Candidate/applicant has to select the gender from the drop down.
- **Date of birth-** Candidate/applicant has to select his/her date of birth from the given calendar.
- **Category-** It can be selected from the given drop down.
- **Specially Abled Category** –It can be selected from the given drop down.

- **Sub Specially Abled Category** -It can be selected from the given drop down.
- **Marital Status**- Candidate has to select appropriate option from the dropdown.
- **Spouse Name** –Candidate has to enter spouse name.
- **Religion**- It can be selected by the given drop down.
- **E-mail**- Candidate enters his email id here.
- **Mobile**- Candidate/applicant has to enter his mobile number in this field.
- **Aadhar ID**-The Aadhar ID of the candidate/applicant is to be entered in this field.
- **Bhamashah ID** - The Bhamashah ID of the candidate/applicant is to be entered in this field.
- **Applying For**- Candidate has to select appropriate option from the dropdown
- **Permanent Address line 1**- Candidate/applicant has to enter his address in this field.
- **Permanent Address line 2**- Candidate/applicant has to enter his address in this field.
- **Permanent Address line 3**- Candidate/applicant has to enter his address in this field.
- **Select state**- Candidate/applicant has to select the state from the given drop down.
- **District**- Candidate/applicant has to select the district from the given drop down.
- **City/Village**- Candidate/applicant has to enter the city/village in this field.
- **Pin code**- Candidate/applicant has to enter the pin code in this field.
- **Phone number**- Candidate/applicant has to enter the phone number in this field.

Candidate can check the “Same as above”, if his correspondence address or permanent address are same after filling all the details.

Personal Details

After filling the above details, Candidate clicks on **Next** button, then he will be redirected to **Personal Details** tab.

The screenshot shows the 'Personal Details' tab selected in a four-step process: Basic Details, Personal Details, Qualification & Experience, and Identification & Enclosure. The 'Personal Details' section is divided into three main parts:

- Domicile Details:** Contains dropdown menus for Nationality, Home State, Home District, Tehsil/City, Village, and Settled in India from Other Country.
- Special Category:** A series of questions with 'Yes/No' options and corresponding text input fields for additional details like duration of imprisonment or PPO number.
- Additional Category:** A grid of checkboxes for various employment and service categories.

At the bottom right, there are 'Back' and 'Next' buttons.

Fig 2.10: Personal Details

Personal details tab has the following fields:

- **Nationality** - Candidate/applicant has to select the nationality from the given drop down.
- **Home state** - Candidate/applicant has to select his home state from the given drop down.
- **Home district** - Candidate/applicant can select the home district from the given drop down.
- **Tehsil/City** - Candidate/applicant has to select the Tehsil/City in this field.
- **Village**- Candidate/applicant has to enter the village in this field.
- **From Which Country**- Candidate/applicant has to select the fromWhich Country the given drop down.
- **Settled in India from Other Country**- Candidate/applicant has to select the Settled in India from Other Country from the given drop down.

Special Category

- **Ex- Serviceman**- Select if the candidate is Ex-serviceman or not. If yes then mention the PPO number in the specified field.

- **Are You Ex-prisoner** - Select if the candidate is Ex-serviceman or not. If yes then mention the month in the specified field.
- **Outstanding Sports Persons**- Select if the candidate is outstanding sports person or not, if yes then he has to select for national or international level.
- **Existing Department Employee**- Select if the candidate is existing department employee or not, if yes then candidate has to enter the department name.

Additional category

- **Panchayat Samiti/Zila Parishad State Pub. Undert. Employee:** Candidate /applicant have to check if candidate/applicant is employee of panchayat samiti/zila parishad
- **Repatriated from Pakistan during the 1971 Indo-Pak war:** Candidate /applicant has to check if candidate is repatriated from Pakistan during 1971 Indo Pak war
- **Ex-State Government Employee:** Candidate /applicant have to check if candidate is Ex-State Government Employee

After entering the above fields, user can go on Pervious tab by clicking on Back button. User can move on to next tab i.e. Qualification/Education tab by clicking on Next button.

Qualification/ Education details

Basic Details
Personal Details
Qualification & Experience
Identification & Enclosure

Education Qualifications/शैक्षणिक योग्यता

S.No/क्रमांक	Name of Exam/परीक्षा का नाम	Subject Group/विषय समूह	Name of Board/University/School/बोर्ड का नाम / विश्वविद्यालय / स्कूल	Roll No./ अनुक्रमांक	Result/परिणाम	Year of Passing/उत्तीर्ण होने का वर्ष	%/Grade /प्रतिशत / ग्रेड	Upload Max Document size should be 3 MB
1	Secondary/Equivalent				--Select One--	--Select One--		Choose file
2	--Select One--				--Select One--	--Select One--		Choose file
3	--Select One--				--Select One--	--Select One--		Choose file

Debarred Details/बहिष्कृत करने का विवरण

Has any Board/Public Service Commission Debarred you for use of unfair means etc in It's Competitive/Recruitment Exam?/क्या किसी भी बोर्ड / लोक सेवा आयोग ने अनुचित साधन आदि के इस्तेमाल के लिए आप को प्रतियोगी परीक्षा से बाहर किया है ? ☐ Yes ☒ No

Name of Board/Commission/बोर्ड/आयोग

Order Date/आर्डर डेट

Exam Date/परीक्षा की तिथि

Order Number/आर्डर नंबर

Name Of Exam/परीक्षा का नाम

Period For Which debarred/अवधि

From Date

No. Of Months

To Date

Experience/अनुभव

Sno/ क्रमांक संख्या	Experience Type/ अनुभव प्रकार	From/से	To/तक	Years of service (in Months)/ सेवा के वर्ष (महीनों में)	Name of Employer/ नियोजक का नाम	Type Of Employment/ रोजगार का प्रकार	Pay Scale/ वेतनमान	Nature of duties performed/कृत्यों की प्रकृति	Designation/पदनाम	Document Upload Max Document size should be 1 MB (Upload is mandatory if selected)
1	Experience in relevant					--Select One--				Choose file No file chosen

Total Experience (in month): 0

Fig 2.11: Qualification/ Education details

Qualification/ Education details tab has the following fields:

- **Name of Exam**- Candidate/applicant has to enter the name of exam qualified.

- **Subject Group**- Candidate has to enter the subject group here.
- **Name of School/Board/University**-Candidate/applicant has to enter the name of board or university in this field.
- **Roll no.** - Candidate/applicant has to enter his roll number in this field.
- **Year of Passing**- Candidate/applicant has to select the year of passing from the drop down.
- **Result**- Candidate/applicant has to select the result from the given drop down, whether it is percentage or CGPA or awaited.
- **Grade/Percentage** - Candidate/applicant has to enter the grade/percentage in this field.
- **Upload**- Candidate/applicant can upload the desired file by using browse file option.

Candidate can add **debarred details** and **experience details** also. After entering the above fields, user can go on Previous tab by clicking on **Back** button. User can move on to next tab i.e. **Identification & Enclosure** tab by clicking on **Next** button.

Identification & Enclosure details

The screenshot shows the 'Identification & Enclosure' tab, which is highlighted in green. At the top, there are four tabs: 'Basic Details', 'Personal Details', 'Qualification & Experience', and 'Identification & Enclosure'. Below the tabs, there are three upload sections: 'Photograph', 'Signature', and 'Signature In Hindi'. Each section has a placeholder image and a file size requirement: '(Min Size:50 KB Max Size : 100 KB)' for Photograph, '(Min Size:20 KB Max Size : 50 KB)' for Signature, and '(Min Size:20 KB Max Size : 50 KB)' for Signature In Hindi. Below each placeholder is a 'Choose file' button and a 'No file chosen' status. At the bottom left, there is a 'Body Mark' text input field. At the bottom right, there are 'Back' and 'Next' buttons.

Fig 2.12:Identification & Enclosedetails

Identification & Enclosedetails tab has the following fields:

- **Upload Identification photographs/Certificates** - Candidate/applicant can upload his/her photographs/certificates in fields given future.
- **Body mark**- Candidate/applicant can enter the body mark in this field.

This section provide the facility to attach documents to the profile of the user. The attachments may include passport size photo, signature and scanned copy of other documents required for the profile.

After entering the above fields, user can go on Pervious tab by clicking on **Back** button. User will be directed to see the preview the application form by clicking on **next** button.


Application Preview :

Application Preview
ort

Please verify your filled details and click on submit button

1. Recruitment Details

Recruitment Name	JEN-Water Resource Department Non-SCH
Post Applied	JEN Non Scheduled Area



2. Applicant's Details

Candidate Name	Dinesh Soni	Father Name	Mr Soni
Mother Name	Mrs Soni	Gender	Male
Date of Birth	01-Jan-1975	Category	GENERAL- OBC - SBC(CREAMY)
Specially abled Category	Not Applicable	Religion	HINDU
Marital Status	Single	Spouse Name	NA
Marriage Reg. No	NA	Mobile	9413744859
Email	dinesh.soni@gmail.com	Aadhar Id	NA
Bhamashah	NA	No. Of Living Child(Born before 01/06/2002)	0 0 0

Applying For

Applying for	JEN Civil Degree
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Correspondance Address

Address Line 1	Bajrangpur	Address Line 2	Hanumangarh
Address Line 3	NA	State	Rajasthan
District	HANUMANGARH	City/Village	hanumangarh
PinCode	488898	Phone No.	NA

Permanent Address

Address Line 1	Bajrangpur	Address Line 2	Hanumangarh
Address Line 3	NA	State	Rajasthan
District	HANUMANGARH	City/Village	hanumangarh
PinCode	488898	Phone No.	NA

3. Personal Details

Nationality	Indian	Home State	Rajasthan
Home District	HANUMANGARH	Tehsil/City	Hanumangarh
Village	NA	Settled in India from Other Country	No
From Which Country	NA		

Special Category

Are You Ex-prisoner?	No	Time of Prisonment(In months)	NA
Are You Cade/I/NCC Instructor?	Yes	Duration (In months)	12
Are You Ex-Serviceman?	Yes	PPO Number	7539
Outstanding Sports Persons?	Yes	Sport Person Type	National
Existing Govt Dept/Public Undertaking Employee?	Yes	Department Name	enter department

Sports Person Details

National

Did you win a Medal in Any Tournament?"	Yes
Type of tournament ?	Team Player
Name of the Association / Federation ?	FIT
Year of Participation?	2011
Type of medal ?	Gold/Winner
Name of the Game ?	TT

4. Education Qualification Details

SNo.	Name of Exam	Name of Board/University/School	Roll No.	Year of Passing	Result	Percentage/Grade
1	Secondary	CBSE	1137859	2009	Percentage	91
2	BE/Btech	RTU	11EGIEC925	2015	Percentage	66.94

Debarred

Has any Board/Commision Debarred you for use of unfair means etc In It's Competitive/Recruitment Exam?	No
Name of Board/Commision	NA
Order Number	NA
Order Date	NA
Exam Date	NA
Period For Which debarred(In Months)	NA
Has the period of debar of expired ?	No

5. Fee Status

Not Submitted Yet	
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6. Declaration

I hereby declare that all information submitted in this application are true, complete and correct to the best of my knowledge and belief. In the event of my knowledge being found false or incorrect or ineligibility being detected before or after the JEN Direct Recruitment Competitive Examination, action can be taken against me by Zila Parishad/Department.

Dinesh Soni

Update
Final Submit

Fig 2.13: Application Preview

Application preview form will have **Update** and **Final Submit** button.

Update Button can be used by the Candidate to edit the application form details. After making all the changes, candidate can submit his application form by clicking on Final Submit button. Once the candidate clicks on Final Submit button, he can make no changes in the form and will only be directed to the Payment option.

2.3 My Applications

If the form is filled partially (fee is not submitted by the candidate), then his/her recruitment will appear in the section of **My Applications**. Candidate/applicant can fill the partially filled applications by clicking on **Apply now** button.

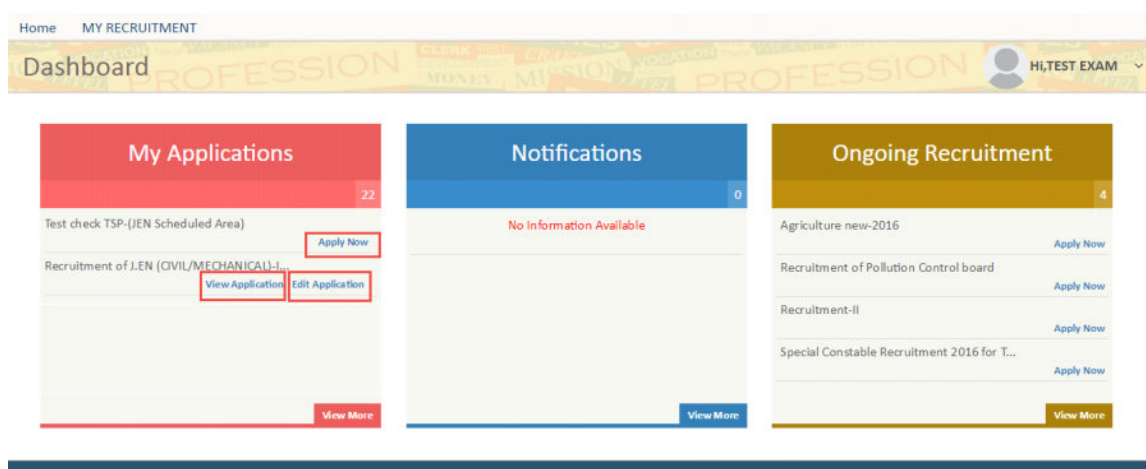


Fig 2.14: My Applications

After filling the form completely (including payment) from **Ongoing Application**, candidate can view his application form by clicking on **View application** in the section of **My Applications**. Candidate can also edit his application form by clicking on **Edit Application** in the section of **My Application**. **Edit Application** button will be displayed only if edit application settings will be configured for a particular recruitment.

View More:

When candidate clicks on View More link, Candidate will be directed to My Recruitment page.

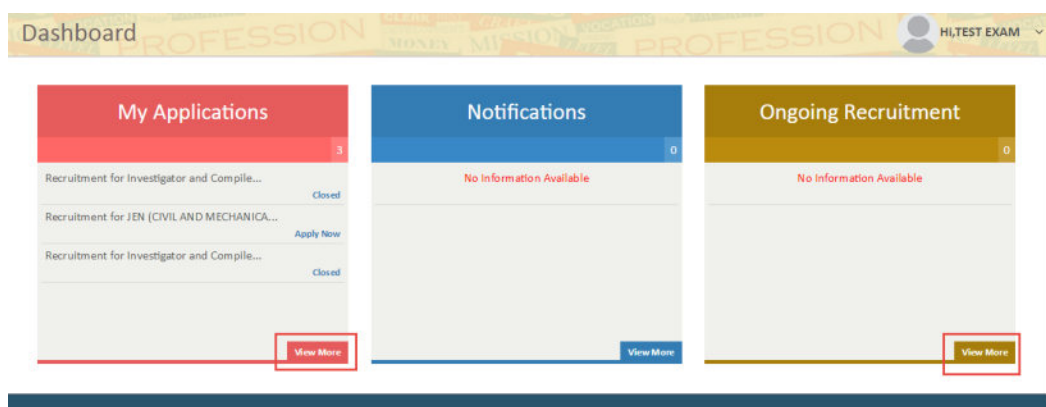


Fig 2.15: View More

2.4 My Recruitment

When Candidate clicks on my recruitment, following screen will be displayed:

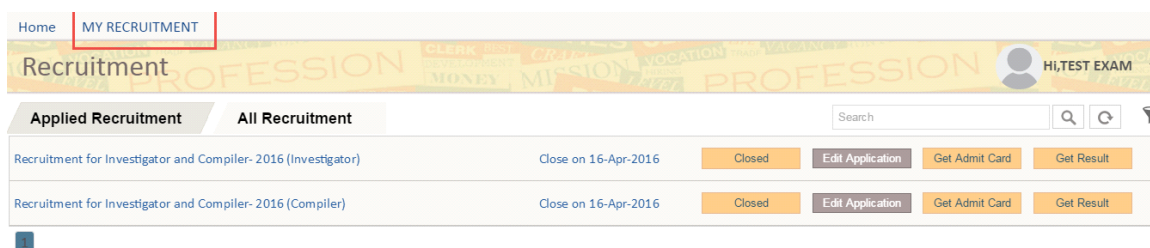


Fig 2.16: My Recruitment

My Recruitment link has following sections :

2.4.1 Applied Recruitment

In Applied Recruitment section, all those recruitments will be displayed for which candidate has been already applied for.



Fig 2.17: Applied Recruitment

Each applied recruitment, has following buttons:

- **Closed:** This button shows that the particular recruitment has been closed.
- **Edit Application :** This button will be displayed only if edit application settings will be configured for a particular recruitment. Candidate can edit the basic details, personal details, qualification details and identification details after clicking on the Edit Application button.
- **Get Admit Card :** Get Admit Card link provide the facility to search the admit card for a particular applicant with the combination input with respect to the submitted application. Candidate can download the admit card in PDF format or can print the admit card directly. The system will notify the applicant through SMS/ E-mail when the admit card has been uploaded. The notification will also have the reference of the application submitted by the applicant which includes the name of the recruitment campaign, post applied for, exam for which the admit card has been uploaded.
- **Get Result :** Once the exam has been successfully conducted, the answer sheet would be assessed according to the answer key and guidelines for marking uploaded by the departmental user. According to the assessment, each applicant shall be awarded with a result which may include status of qualification, marks obtained or rank obtained. The result of each applicant shall be provided in a scorecard.

2.4.2 All Recruitment

All the recruitments which are active and whose last date to apply is closed are shown in this section. It includes all the current, previous and ongoing recruitments.

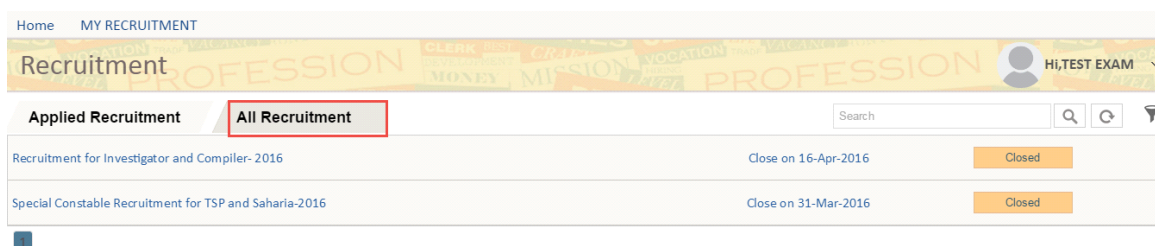


Fig 2.18: All Recruitment

When candidate clicks on particular recruitment, it will be directed to the following screen of post details.

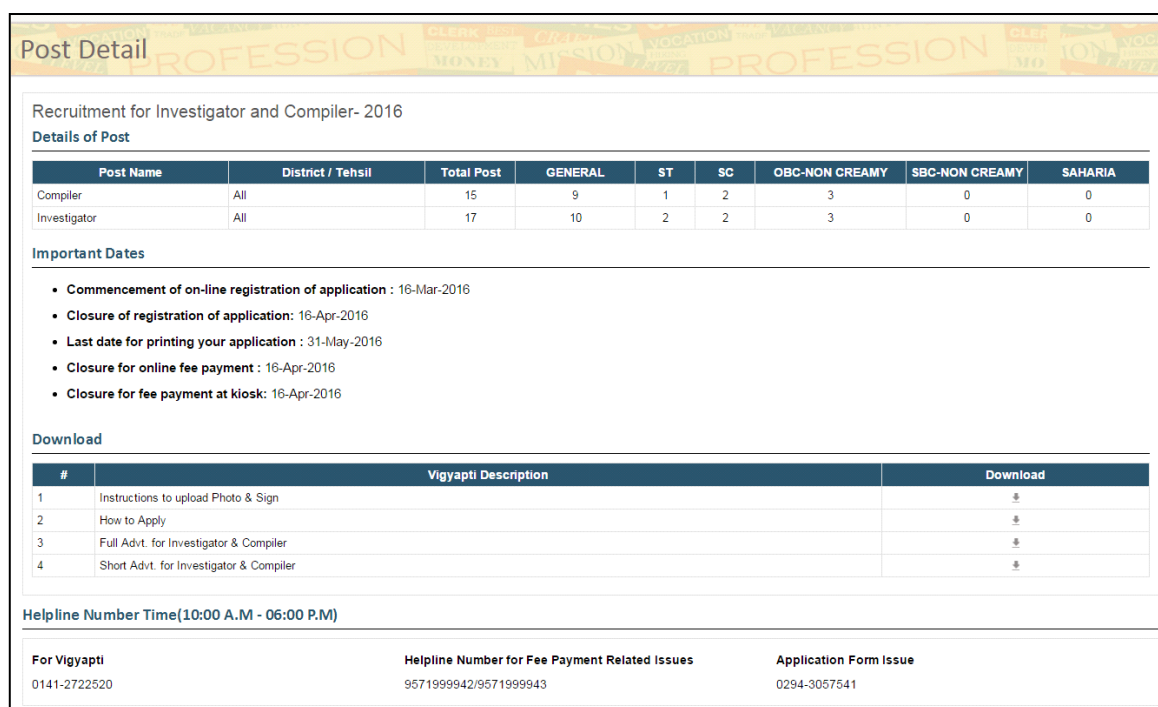


Fig 2.19: Post Detail

Post Details displays the following information:

- **Details of Post** : This section displays the post name, district for which the post is valid, total no. of posts and no. of posts according to category.
- **Important Dates** : This section displays the date of commencement of registration of application, date of closure of registration forms, last date for printing application form, date of closure for online fee payment and date of closure for fee payment at kiosk.
- **Download** : Candidate can download the instructions to upload photo and sign. It can also download how to apply instructions, Full and short advertisement for the recruitment.

- **Helpline Number Time** : In case of any query related to vigyapti, fee payment related issues and application form issues, Candidate can contact on the numbers displayed on the screen accordingly.

Features on the dashboard are explained in the following sections:

2.5 Change Password

The following screen shows the position of change password feature on candidate's dashboard.

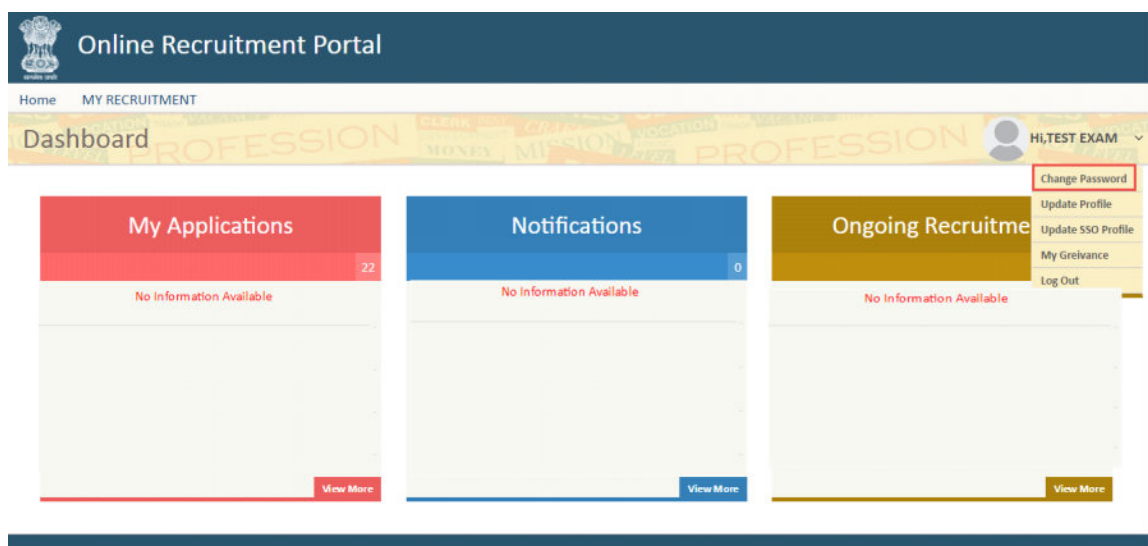


Fig 2.20: Change Password

If user wishes to change his password, then it can be done by change password section. When candidate clicks on the change password option given, following SSO interface is displayed.

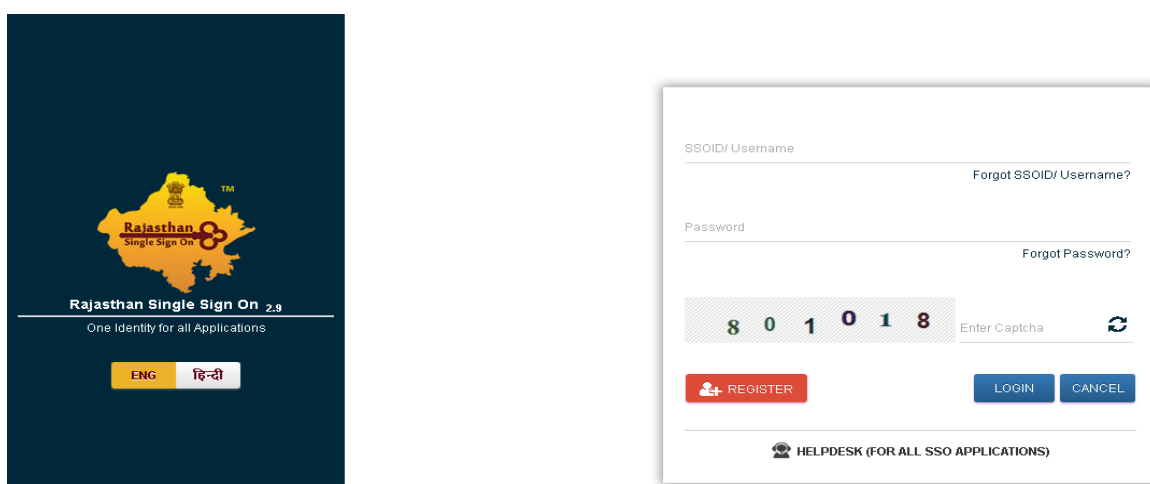


Fig 2.21: SSO portal

2.6 Update Profile

The following screen shows the position of Update Profile feature on candidate's dashboard.

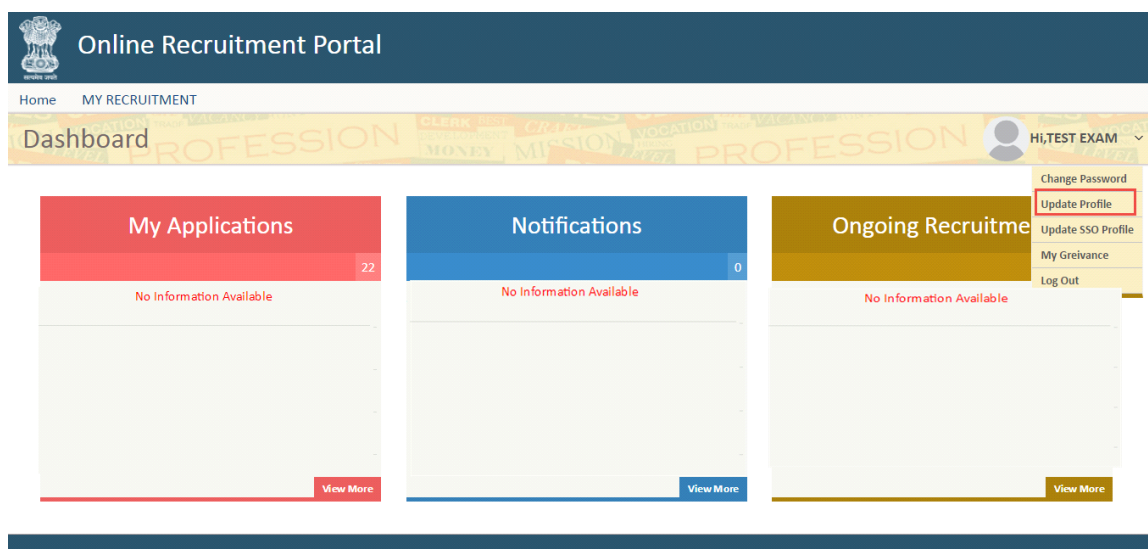


Fig 2.22: Update Profile

When candidate clicks on the Update Profile option given, Update Profile form is displayed. The form has following sections.

Recruitment portal maintain a separate profile for each user registered in the system. The profile of the registered candidate have different sections including the personal details, qualification details, Work experience details, Identification details etc.

Personal Details

In the Update profile sections, some details are already filled by the details registered in the SSO profile. The various fields are shown below, the fields marked with asterisk (*) are mandatory.

Personal Details

Nationality
Indian

Do you have Bhamashah ID issued by Govt. Of Rajasthan
☒ Yes ☐ No

Enter Bhamashah ID/ Bhamashah Enrolment ID

Bhamashah Member ID

Aadhar Number

Enter OTP

Candidate Name* Candidate Name Hindi Father Name*

Father Name Hindi Mother Name* Mother Name Hindi

Date of Birth*
 01-Jun-1980

Spouse Name*

No. of Living Child* (Born before)

Body Mark*

See Annexure 'A' for More Details

Accept

Save & Next

Fig 2.23: Personal Details

Candidate is expected to fill these entries to update his form.

- **Nationality**- Candidate/Applicant has to select his/her nationality.
- **Bhamashah ID**-Candidate/Applicant has to Yes/No for Bhamashah ID. Then Candidate/Applicant has to fill Bhamashah ID in given field and Click on **Fetch Data** so that details from bhamashah could get fetched to profile.
- **Aadhar ID**-If Candidate /Applicant has Aadhar details in Bhamashah ID then it will get fetched to profile and candidate/applicant does not has to fill it otherwise candidate has to fill Aadhar ID in given field and details would get fetched to profile after verifying it from OTP.

- **Candidate name-** Candidate/applicant has to enter his/ her name in this field.
- **Candidate name in Hindi-**Candidate/applicant has to enter his/ her name in this field in Hindi.
- **Father's name-** Candidate/applicant has to enter his/ her father's name in this field.
- **Father's name in Hindi-**Candidate/applicant has to enter his/ her father's name in this field in Hindi.
- **Mother's name-** Candidate/applicant has to enter his/ her mother's name in this field.
- **Mother's name in Hindi-**Candidate/applicant has to enter his/ her mother's name in this field in Hindi.
- **Gender-** Candidate/applicant has to select the gender from the drop down.
- **Date of birth-** Candidate/applicant has to select his/her date of birth from the given calendar.
- **Marital Status** — It can be selected from the given drop down.
- **Spouse Name-** Candidate/applicant has to enter his/her name in given field.
- **Spouse Name in Hindi-** Candidate/applicant has to enter his/her name in given field in Hindi.
- **Marriage Registration Number-** Candidate/applicant has to enter his/her marriage registration number in given field.
- **No. of Living Children-**Candidate/applicant has enter the number of his/her living children.
- **Category-** It can be selected from the given drop down.
- **Religion-** It can be selected by the given drop down.

Communication Details

> Communication Details

Mobile*

Email*

Alternative Email

Permanent Address Details

Permanent Address Line 1*

Permanent Address Line 2

Permanent Address Line 3

City/Village/Post*

Select State*

Select District*

--Select One--

--Select One--

PinCode*

Phone

☒ Same As Above

Correspondence Address Details

Correspondence Address Line 1*

Correspondence Address Line 2

Correspondence Address Line 3

City/Village/Post*

Select State*

Select District*

--Select One--

--Select One--

PinCode*

Phone

Save & Next

Fig 2.24: Communication Details

- **Permanent Address line 1-** Candidate/applicant has to enter his address in this field.
- **Permanent Address line 2-** Candidate/applicant has to enter his address in this field.
- **Permanent Address line 3-** Candidate/applicant has to enter his address in this field.
- **City/Village/Post-** Candidate/applicant has to enter the city/village in this field.
- **Select state-** Candidate/applicant has to select the state from the given drop down.
- **District-** Candidate/applicant has to select the district from the given drop down.
- **Pincode-** Candidate/applicant has to enter the pin code in this field.
- **Phone number-** Candidate/applicant has to enter the phone number in this field.

Candidate can check the “Same as above”, if his correspondence address or permanent address are same after filling all the details.

Domicile Details

> Domicile Details

Do You Belong to

☐ TSP Area

☐ Saharia

☒ None

Nationality*

Home State*

Home District*

Indian

Rajasthan

UDAIPUR

Tehsil/City

Village

Settled in India from Other Country*

Select One

Select One

No

From Which Country

Select One

Save & Next

Fig 2.25Domicile Details

- **Nationality** - Candidate/applicant has to select the nationality from the given drop down.
- **Home state** - Candidate/applicant has to select his home state from the given drop down.
- **Home district** - Candidate/applicant can select the home district from the given drop down.
- **Tehsil/City** - Candidate/applicant has to select the Tehsil/City in this field.
- **Settled in India from Other Country-** Candidate/applicant has to select the Settled in India from Other Country from the given drop down.
- **From Which Country-** Candidate/applicant has to select the fromWhich Country the given drop down.

Additional Details

> Additional Categories

Specially Abled Category

Are You Ex-Serviceman?

Outstanding Sports Persons?

Are you NCC Cadet instructor?

Are You Ex-prisoner?

Existing State Govt. Employee (Substantive)?

☐ Blindness/Low Vision
☐ Locomotor Disability/Cerebral Palsy
 Yes/No *

☐ Hearing Impairment
☒ Not Applicable
 If Yes, PPO No.

☐ Reservist (Army Personnel)

☐ Temporary Govt. Employee

☐ Panchayat Samiti/Zila Parishad State Pub. Undert. Employee

☐ Retrenched Govt. Employee

☐ Released Emergency Commissioned Officer/ Short Service Commissioned Service

☐ Released Emergency Commissioned Officer/ Short Service Commissioned Service with Medal

Fig 2.26 : Additional Category

- **Specially Abled Category**-Candidate has to select if he/she belongs to any of PH category in dropdown or not. If he/she are not physically handicapped then they can select **Not Applicable**.
- **Ex- Serviceman**- Select if the candidate is Ex-serviceman or not. If yes then mention the PPO number in the specified field.
- **Are You Ex-prisoner** - Select if the candidate is Ex-serviceman or not. If yes then mention the month in the specified field.
- **Outstanding Sports Persons**- Select if the candidate is outstanding sports person or not, if yes then he has to select for national or international level.
- **Existing Department Employee**- Select if the candidate is existing department employee or not, if yes then candidate has to enter the department name.

Candidate/Applicant can select additional categories given below above options if they belong to them.

Education Qualifications

> Education Qualification Details

S.No	Qualification Group	Type	Name of Exam	Subject Group	Subject Details	Name of Board University	Roll No.	Year of Passing	Duration
1	Degree	Graduate Level	Bachelor of Audiology and Speech Language Pathology(BASLP)	Arabic	Arabic Language	test	547647	2009	1

Fig 2.27: Education Qualifications

Login with Candidate

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- **Name of Exam-** Candidate/applicant has to enter the name of exam qualified.
- **Name of School/Board/University-** Candidate/applicant has to enter the name of board or university in this field.
- **Subject Group-** Candidate has to enter subject group.
- **Roll no. -** Candidate/applicant has to enter his roll number in this field.
- **Year of Passing-** Candidate/applicant has to select the year of passing from the drop down.
- **Result-** Candidate/applicant has to select the result from the given drop down, whether it is percentage or CGPA or awaited.
- **Grade/Percentage -** Candidate/applicant has to enter the grade/percentage in this field.
- **Upload-** Candidate/applicant can upload the desired file by using browse file option. Candidate can add more qualification by clicking on "+".

Experience Details

Experience Details

S.No	Experience Type	Experience Name	From Date	To Date	Service Duration	Name of Employer/Org	Pay
Total Service Duration : 0 Month and 0 Days							
No Information Available							

Save & Next

Fig 2.28: Experience Details

- **Experience Type-** Candidate/applicant has to enter the type of experience he/she had.
- **Experience Name-** Candidate/applicant has to enter his/her experience name.
- **From Date and To Date -** Candidate/applicant has to select start date and end date of service in this field.
- **Service Duration-** This field will be autofilled upon entering from date and to date.
- **Name of Employer-** Candidate/applicant has to enter the name of organization he/she had worked for.
- **Type of employment-** Candidate/applicant has to select the type of employment in this field.
- **Designation-** Candidate/applicant has to enter his/her designation.

Debbared Details

> Debarred Details

Has any Board/Public Service Commission Debarred you for use of unfair means etc in it's Competitive/Recruitment Exam? ☐ Yes ☒ No

Name of Board/Commission* Order Number* Order Date*

Name of Exam* Exam Date* Period for which debbarred (Months)*

From Date No. of months To Date

Save & Next

Fig 2.29: Debarred Details

- **Name of Board/Commission**-Candidate/Applicant has to enter the board name in given field.
- **Order Number**-Candidate/Applicant has to enter order number in given field.
- **Order Date**-Candidate/Applicant can select order date from given calander.
- **Name of Exam**-Candidate/Applicant has to enter Exam name in given field.
- **Exam Date**--Candidate/Applicant can select exam date from given calendar
- **Period for which debarred**-Candidate/Applicant has to select date from which he/she was debar and number of months. To date will get auto calculated according to from date and number of months.

Identification & Enclosure

> Identification Details

Photograph

Signature in Hindi

Signature

Aadhar Photo

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

File Size should be between 50-100 KB (Only jpg allowed)

File Size should be between 20-50 KB (Only jpg allowed)

File Size should be between 20-50 KB (Only jpg allowed)

File Size should be between 20-50 KB (Only jpg allowed)

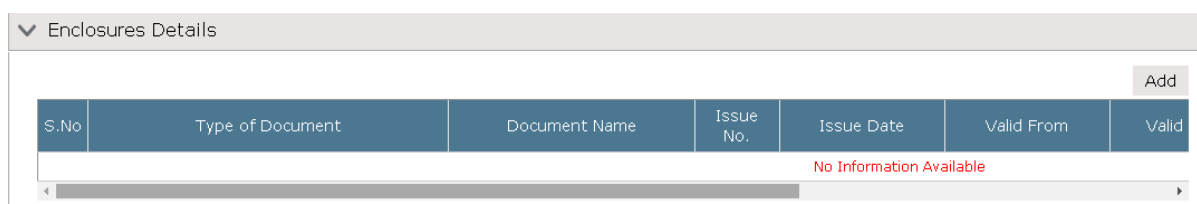
Save & Next

Fig 2.30: Identification details

This section provide the facility to attach documents to the profile of the user. The attachments may include passport size photo, signature and scanned copy of other documents required for the profile.

- **Photographs** - Candidate/applicant can upload his/her photographs in fields given.
- **Signature in Hindi**- Candidate/applicant can upload his/her signature in hindi in fields given.
- **Signature**-Candidate/applicant can upload his/her signature in fields given.
- **Aadhar Photo**-Candidate/applicant's aadhar photo fill get fetched from aadhar when candidate/applicant fill fill Aadhar in personal detals section and verify it.

Enclosures Details



S.No	Type of Document	Document Name	Issue No.	Issue Date	Valid From	Valid
------	------------------	---------------	-----------	------------	------------	-------

No Information Available

Fig 2.31: Enclosure details

Candidate can add Documents in enclosure details.

- **Type of Document:** Candidate selects the type of document here.
- **Document Name:** Candidate selects the document name from the dropdown.
- **Issue No.:** Candidate has to enter the issue no. here.
- **Issue Date:** Candidate has to select the issuing date of the document.
- **Valid From and Valid Date:** Candidate has to select valid from and valid date of the document.

After filling details of this section, candidate will click on the **Save** button, the form will be saved.

2.7 Update SSO Profile

When candidate clicks on update sso profile option given,

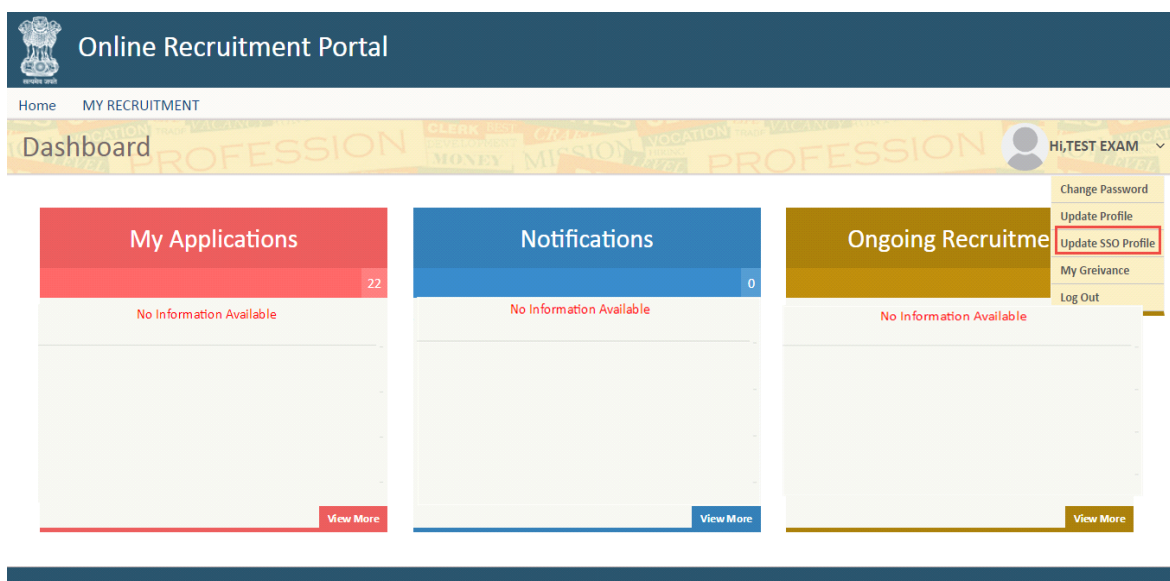


Fig 2.32: Update SSO Profile

Following SSO interface is displayed to update candidate's registered SSO profile.

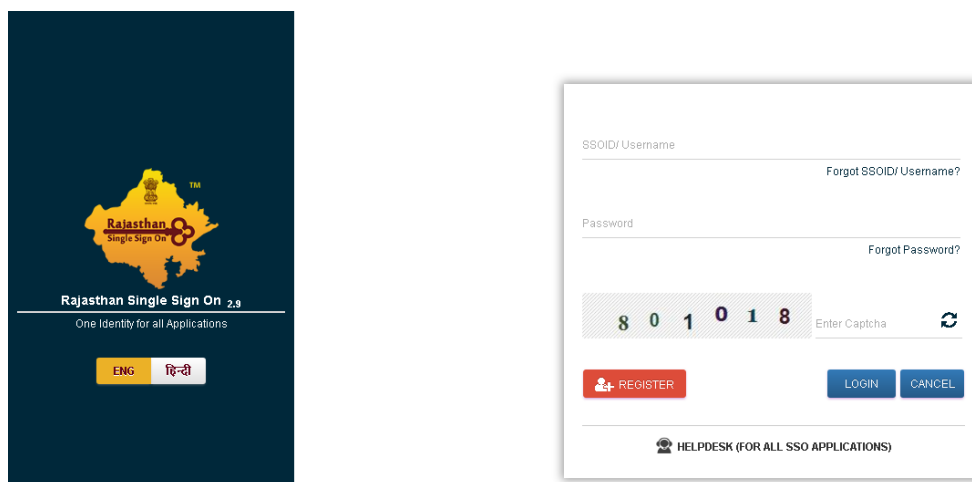


Fig 2.33: SSO Portal

Update SSO profile link will be redirected to the SSO portal, here user will change his profile using SSO credentials.

2.8 My Grievance

The following screen shows the position of Grievance feature on candidate's dashboard.

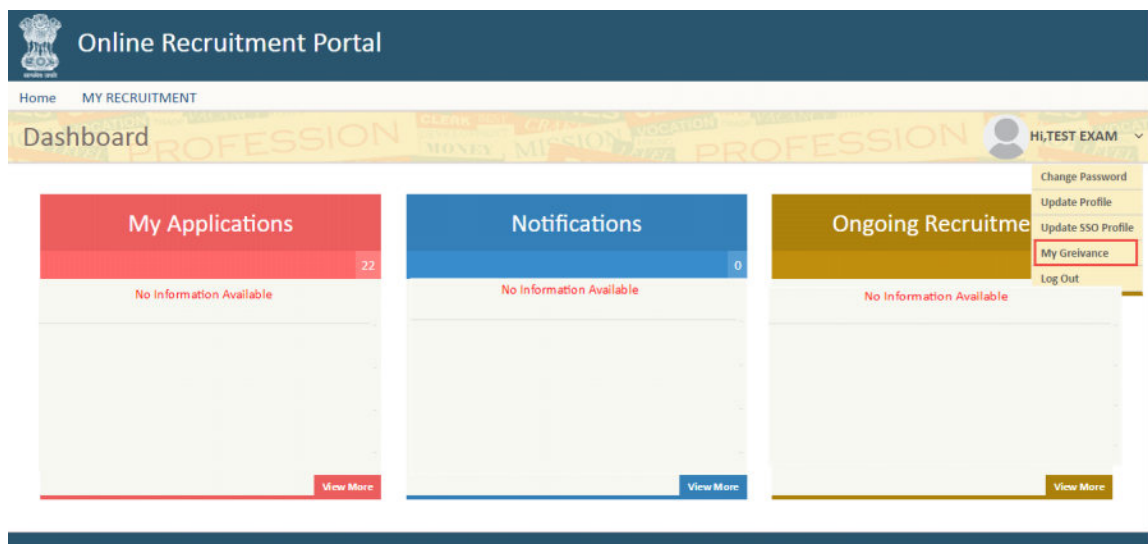


Fig 2.34: My Grievance

Candidate will be redirected to the Rajasthan sampark portal. This link will handle the procedure of handling the creation of a grievance for any of the recruitment exam.



Fig 2.35:Rajasthan Sampark Portal

Sampark portal have separate category for the grievance of the recruitment campaign/examination. The complete process of registering the grievance to processing it will be handled by the Sampark Portal.

2.9 Log Out

Logout option is provided on the dashboard as shown in the below image.

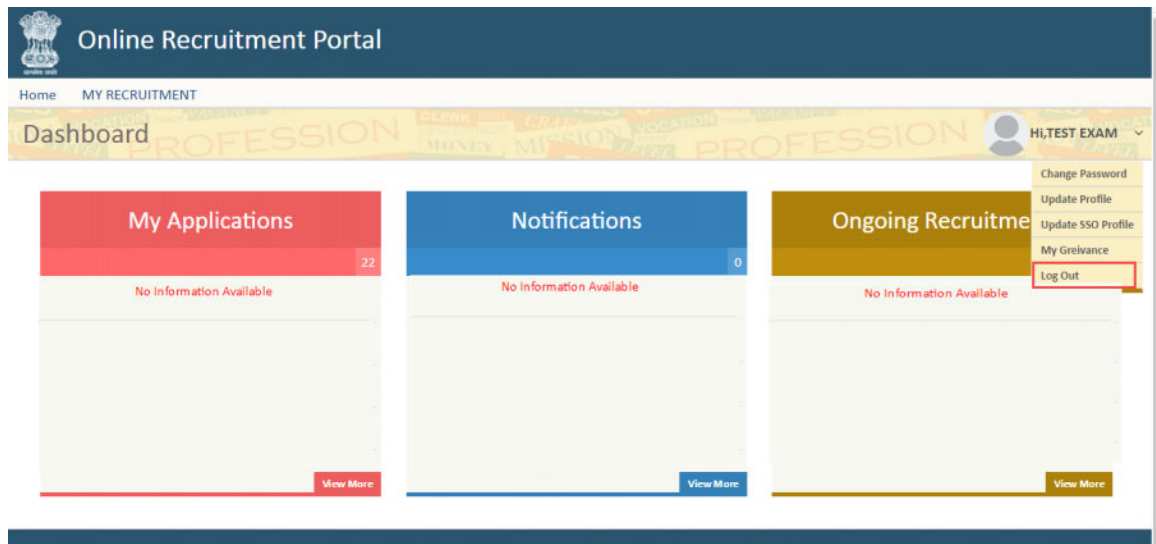


Fig 2.36: Log Out

Click on the highlighted link to log out of the application. User will be directed to the login screen of the portal.

Annexure 'A'

Some Important words with instructions on how to type them on Hindi Keyboard

क	ा		का
क	ि /ी		कि/की
क	ु/ू		कु/कू
क	े/ै		के/कै
क	ो/ौ		को/कौ
क	ॉ	ा	काँ
क	्	र	क्र
क	्	ष	क्ष
क	्	र	क्(आधा अक्षर)
र	्	क	र्क
त	्	र	त्र
द	्	द	द्द
द	्	ध	द्ध

द	्	म	द्म
ज	्	ञ	ज्ञ
द	्	र	द्र
क	ृ		कृ

उदाहरण :-

प्रेक्षा - प + ् + र + े + क + ् + ष + ा
 पूर्वा - प + ूर् + र + ् + व + ा
 विद्या - व + ि + द + ् + य + ा
 स्वरा - स + ् + व + र + ा
 पद्मा - प + द + ् + म + ा
 देवेन्द्र - द + े + व + े + न + ् + द + ् + र
 कृष्णा - क + ृ + ष + ् + ण + ा +

नोट:- अभ्यर्थी को उपरोक्त मात्राओं में यदि कोई मात्रा कीबोर्ड पर नहीं मिले तो, इस हेतु वे अपने ब्राउज़र की हिस्ट्री डिलीट कर पुनः प्रयास करें।