Release Date: 19th May, 2026

RAJASTHAN PUBLIC SERVICE COMMISSION AJMER

Guidelines for candidates regarding One Time Registration (OTR) based Online Application Submission process with other services (English Version)

About

The OTR based Online Application and other services have been described. Candidates are advised to read the document so that they don't face difficulty in applying for available services.

Table of Contents

S.no	Content	Page No
1	Registration or Login with SSO	2
2	One Time Registration (OTR)	4
	2.1 Aadhaar based creation	5
	2.2 JanAadhaar based creation (only for Rajasthan State)	5
	2.3 SSO Profile based creation	5-6
	2.4 Know Your Candidate (KYC)	6-8
	2.5 Steps for One Time Fee Payment	9
	2.6 OTR Updation	10-12
3	Steps to Apply Online	13-18
4	My applications	19
5	Edit Submitted Applications	21
6	Withdraw Application	22-24
7	View Exam District and Admit Card download	25-28
8	Payment for Offline Services	29-32
9	Steps to Submit Online Objections	33-36
10	Steps to submit Online Detailed Application Form	37-48

Note 1: Candidates are advised to carefully read the document available on the Commission's portal under the menu **Candidate Information** > **Important Downloads** > **Instructions for Applicants** regarding various rules before taking any action in connection with the online application.

Note 2: Candidates may also visit the Recruitment Portal's FAQ/User Manual section (**https://recruitment.rajasthan.gov.in/frequentlyaskedquestions**) for more information on OTR related services. Apart from this, candidates can email on **recruitmenthelpdesk@rajasthan.gov.in** for technical problems related to above services.

Note 3: Candidates can contact the Commission office during office hours for any kind of problem through the details mentioned in "**Contact Us**" section on official website **https://rpsc.rajasthan.gov.in**.

1. Registration or Login with SSO

Candidate needs to login into https://sso.rajasthan.gov.in for Applying Online. If a candidate is not registered on SSO, then he/she can click on "**Register**" button and choose available options. After registering, Candidate can enter their SSO ID and password to login and after login SSO dashboard will be displayed.

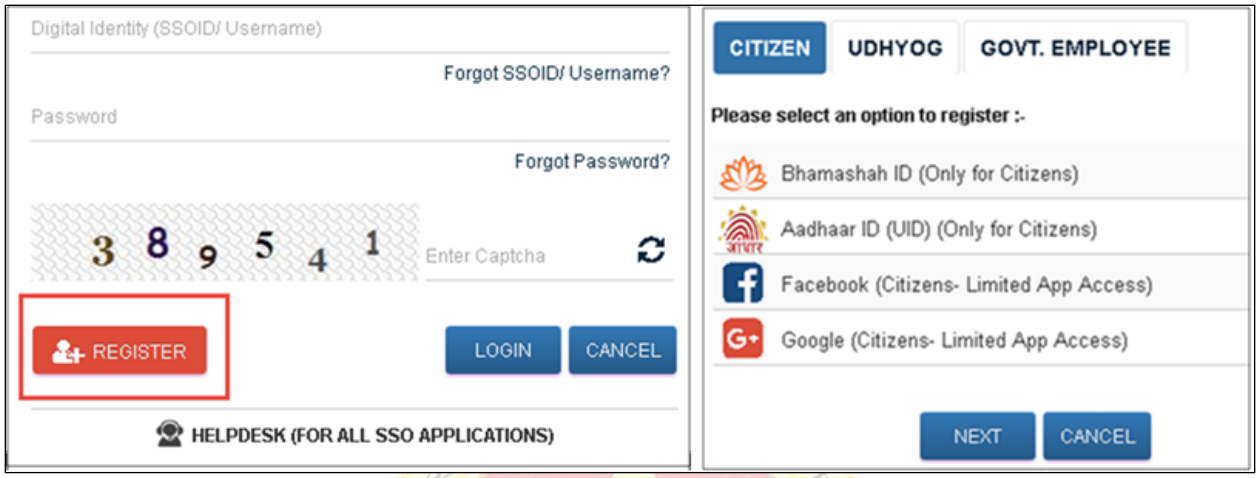


Figure 1: SSO Home Page with Register Option

Figure 2: SSO Dashboard

Under the SSO dashboard, the candidate can select the "**Recruitment Portal**" App (under G2C section). After clicking on this app, candidates will be redirected to the following screen (Dashboard).

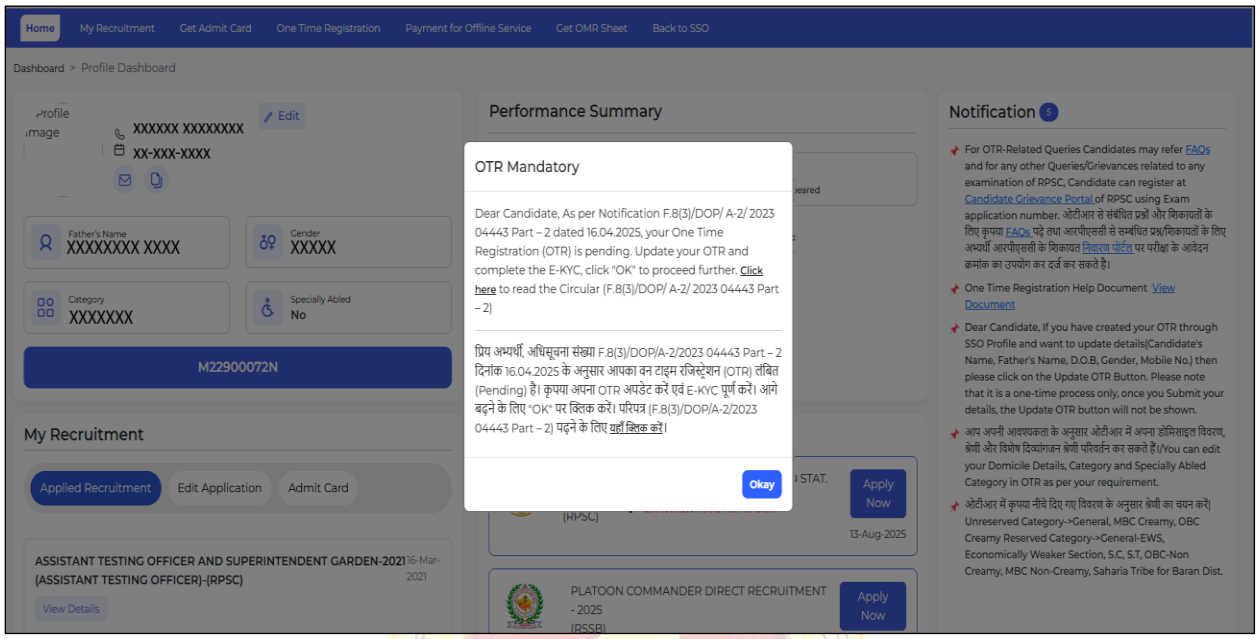


Figure 3: Recruitment Portal Dashboard

It is important to note that at present online applications are invited by the Commission only after One Time Registration (OTR) process. Before applying online, it is mandatory for the candidate to create an OTR profile. If a candidate tries to apply online for any advertisement without creating OTR profile, a popup message will be displayed as above. Candidate can click on **"Okay"** button to create OTR Profile.

2. One Time Registration (OTR)

Candidates can create their OTR profile though Three (03) major mediums:

1. Aadhaar
2. JanAadhaar (Only for Rajasthan Residents)
3. SSO profile (**Note: Candidates must mandatorily undergo 'Know Your Candidate (KYC)' process either through Aadhaar or JanAadhaar. Application can be submitted for any recruitment only after this.**)

The candidate may opt for "Are you resident of Rajasthan?" If opted yes, then candidate may select with the Verification Type Aadhaar/Jan-Aadhar/SSO profile. As per option selected in Verification Type, and detail filled in Aadhaar/Jan-Aadhar/SSO, the primary information Candidate's Name, Father's Name, Date of Birth, Gender is auto fetched.

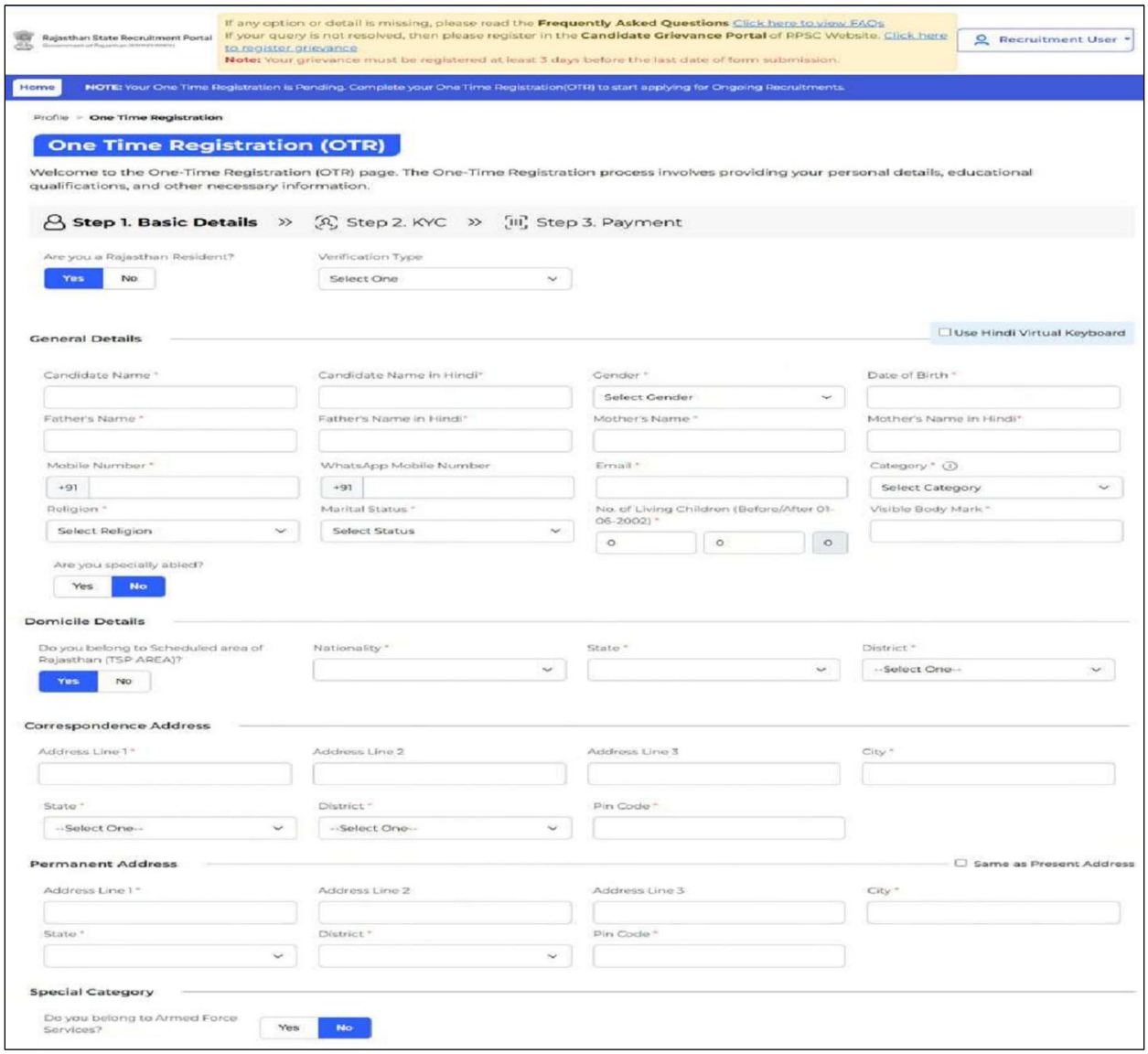


Figure 4: OTR Registration Page (Basic Detail)

2.1 Aadhaar based creation

Candidate may select as 'Aadhaar' as Verification Type, enter Aadhaar number and click on "**Send OTP**" button. After Successful verification of entered OTP, all details which includes candidate's name, DOB, Gender and Father's name (If available), will be directly fetched from Aadhaar and now candidate needs to select his category, marital status and specially abled category. Email ID will be fetched from SSO profile. After Entering details, click on **"Next"** button.

2.2 Jan Aadhaar based creation (only for Rajasthan State)

Candidate may select as 'Jan-Aadhaar' as Verification Type, enter Jan Aadhaar Number / Receipt Number and then by clicking on "**Fetch data**" button, a pop up will be opened to select member for which candidate need to create OTR profile.

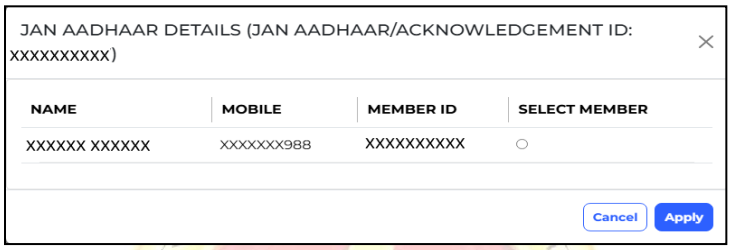


Figure 5: JanAadhaar Member Selection Popup

After selecting member, candidate need to click on "**Send OTP**" button. After entering OTP, all the details include candidate name, Date of birth, gender, father name, mobile number and Email (If updated on JanAadhaar) gets verified and will be directly fetched from JanAadhaar and then the candidate needs to select his category, marital status and specially abled category. Email will be fetched from SSO profile. After Entering details, click on **"Next"** button.

2.3 SSO profile based creation

By selecting this option, candidate's name, date of birth, gender, mobile number and email ID (if available on SSO profile) will be directly fetched from SSO profile. After that the candidate must select only father's name, category, marital status and disabled category. The email will be fetched from the SSO profile. After entering the details, click on the "Next" button.

Please note that if candidate has already created OTR with own Aadhaar / JanAadhaar on some other SSO ID and again tries to create new OTR profile from other SSO then screen with below mentioned details will be displayed after OTP verification.

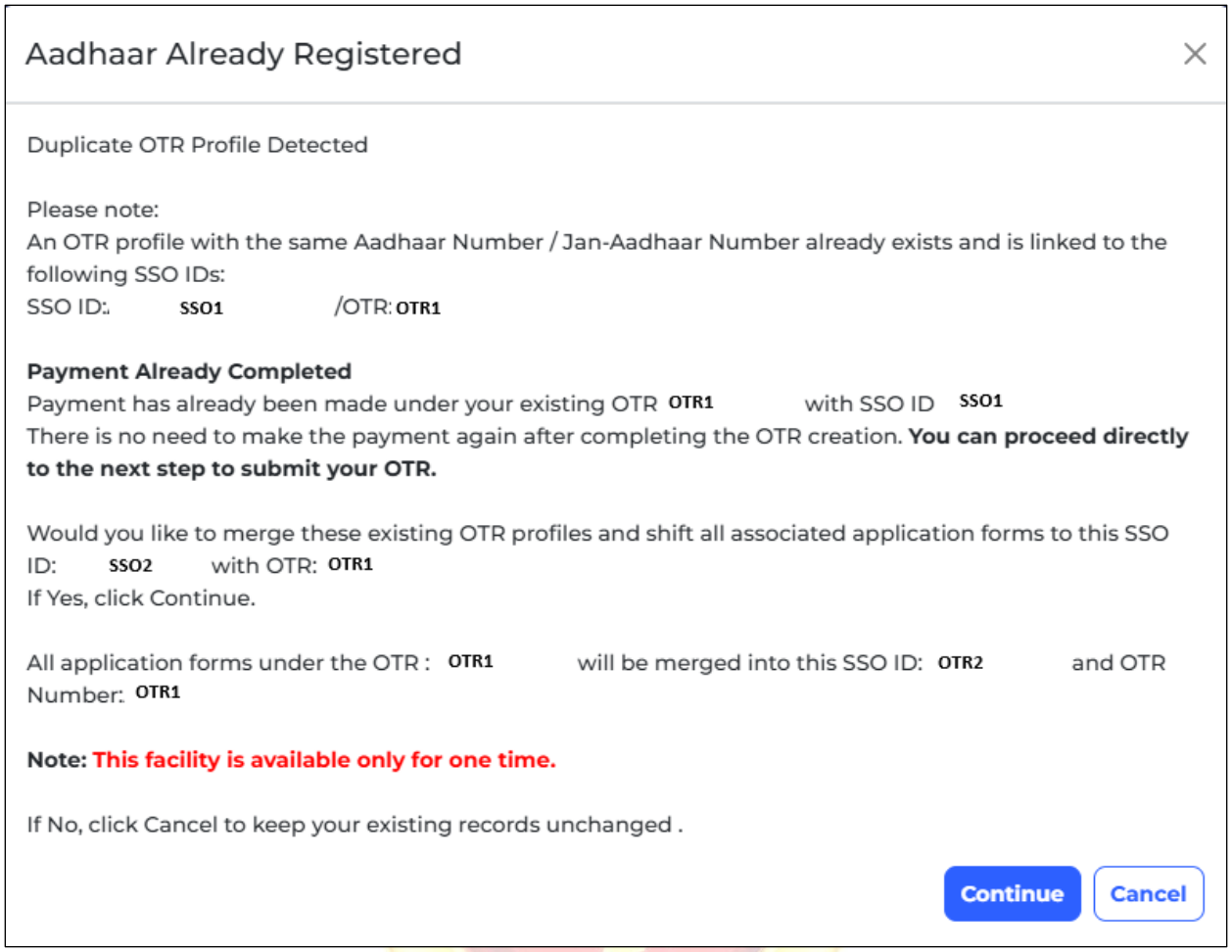


Figure 6: Merging case of Duplicate Profile

2.4 Know Your Candidate (KYC)

On KYC page, the candidate needs to capture & upload live photo, handwritten specimen, signature in Hindi/English, and lastly left-hand thumb impression. For the Candidates, who have made profile using SSO, it is **mandatory** to do KYC through Aadhar/Jan Aadhar. For the candidates who are already Rajasthan Govt. Employee can select Yes for "**Are you Rajasthan Govt. Employee**" option, followed by entering the employee ID and then clicking on "**Fetch**" button, But the candidate must choose manually the Rajasthan Govt. (**RG**) Employee in his/her application form separately. After this, click on **"Save and Next"** button for OTR preview and payment.

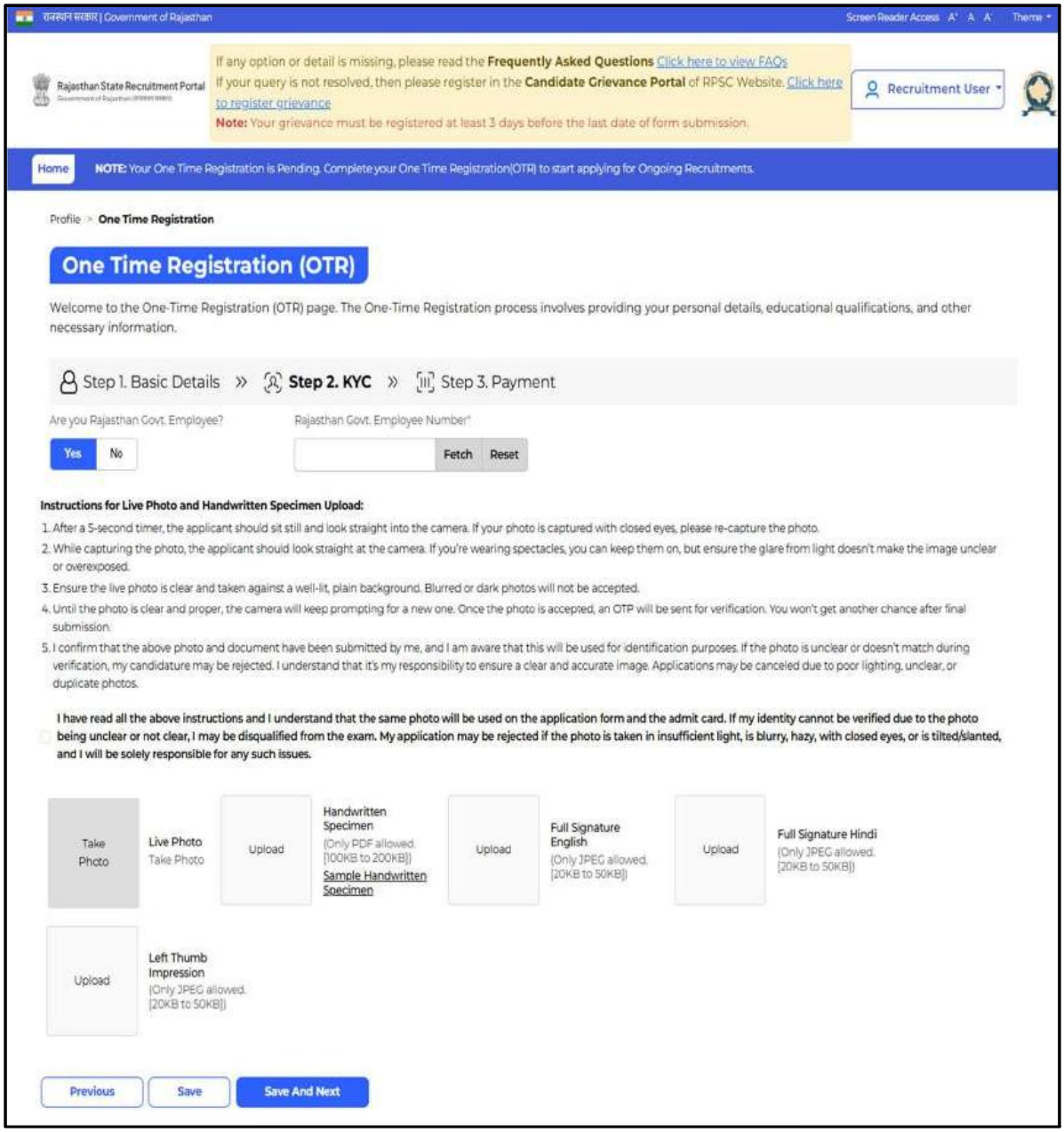


Figure 7: KYC Page

On Summary page, the Candidate needs to review its OTR then must make payment according to selected category.

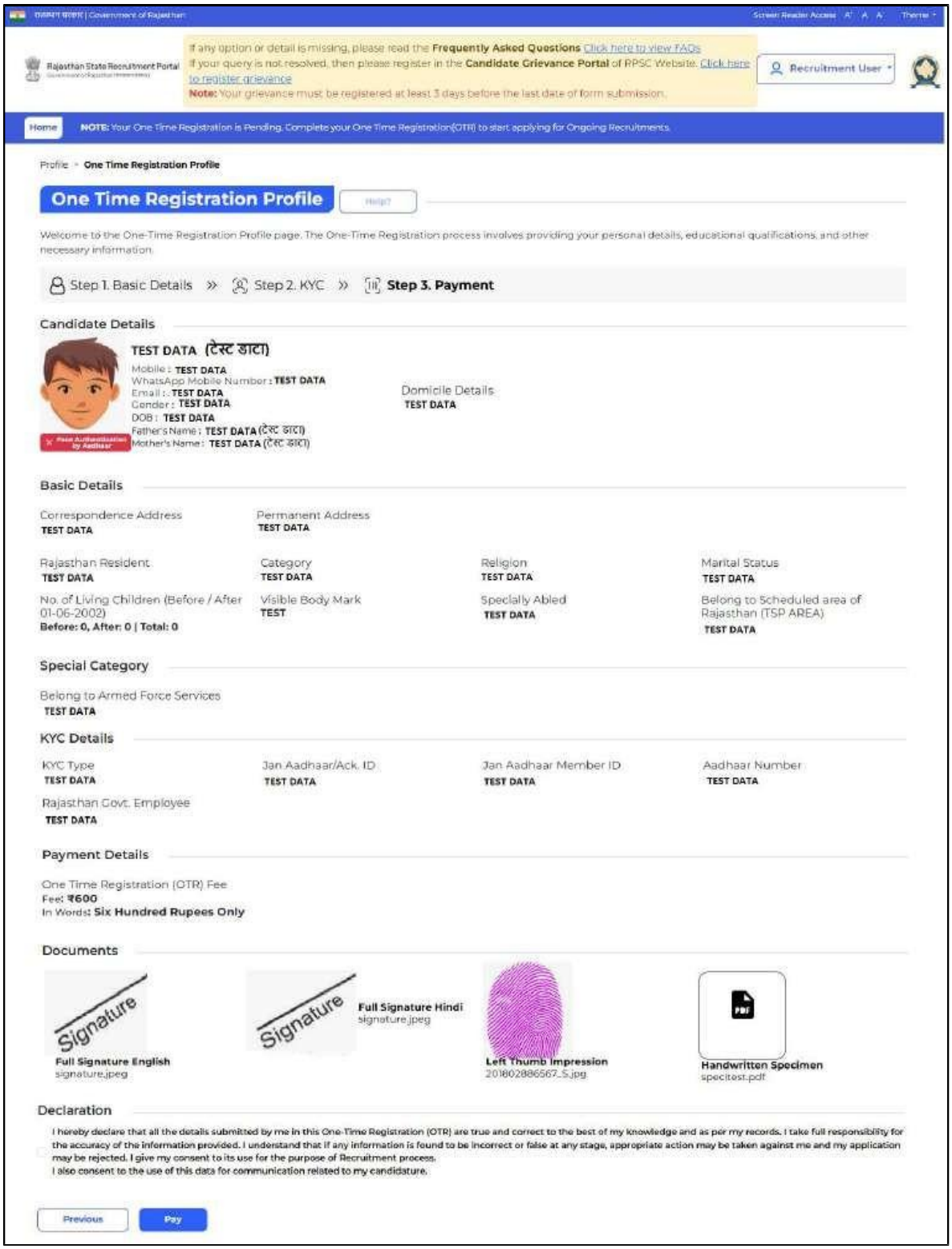


Figure 8: OTR Summary preview before payment

2.5 Steps for One Time Fee Payment

After this, Payment Gateway will appear where the Candidate/Emitra Kiosk can choose Bank/Wallet option and make payment. After making successful payment, the page will be redirected to Recruitment Portal Again. Now Candidate will see his/her OTR number. Now he/she can apply for any desired Application.

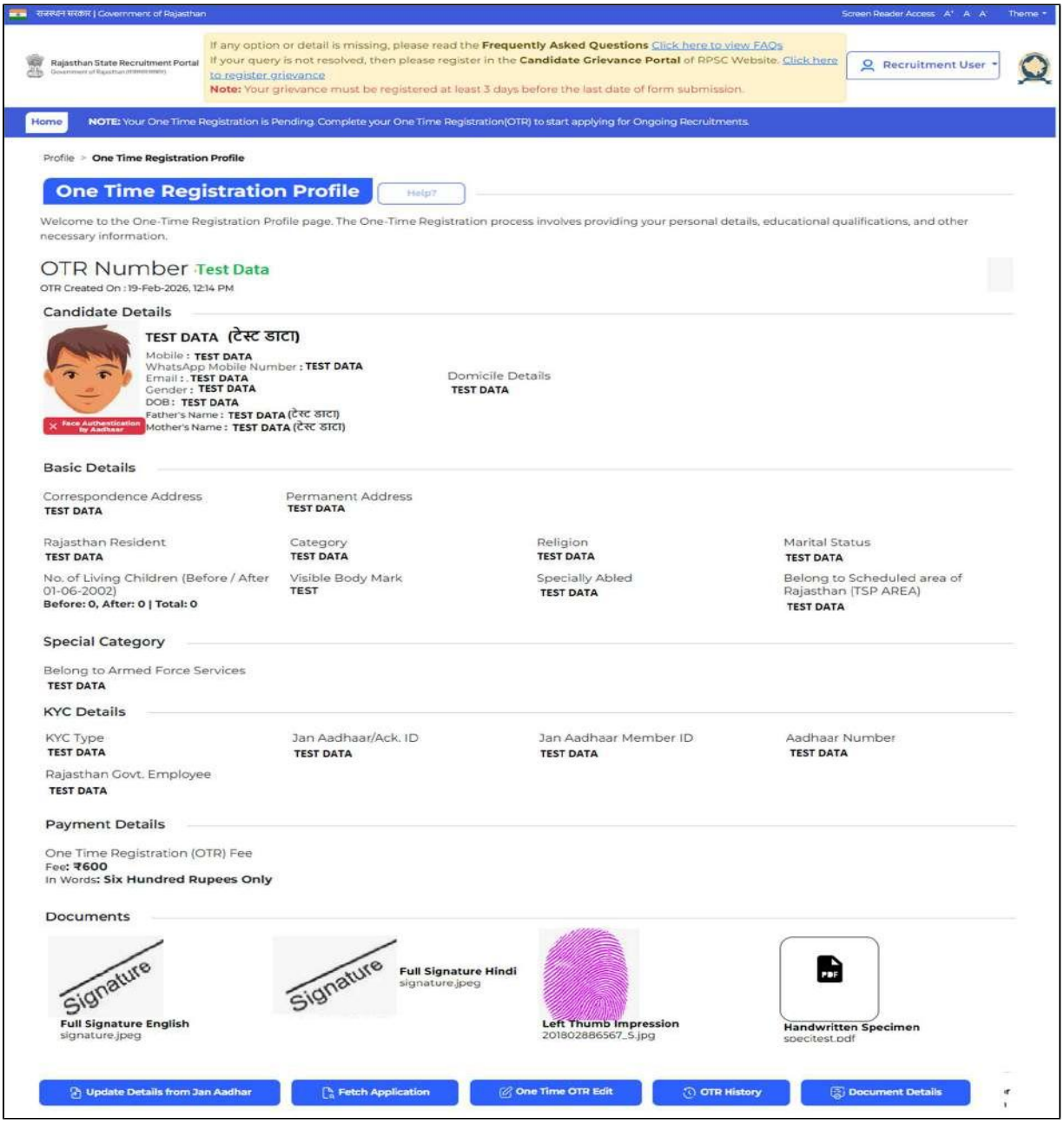


Figure 9: OTR Successful Profile Creation

2.6 OTR Updation

If the candidate feels that there is some discrepancy in his/her details, then restricted editing is allowed. For this, candidate can click on the "**Edit**" button or "**One Time Registration**" Link as shown below:

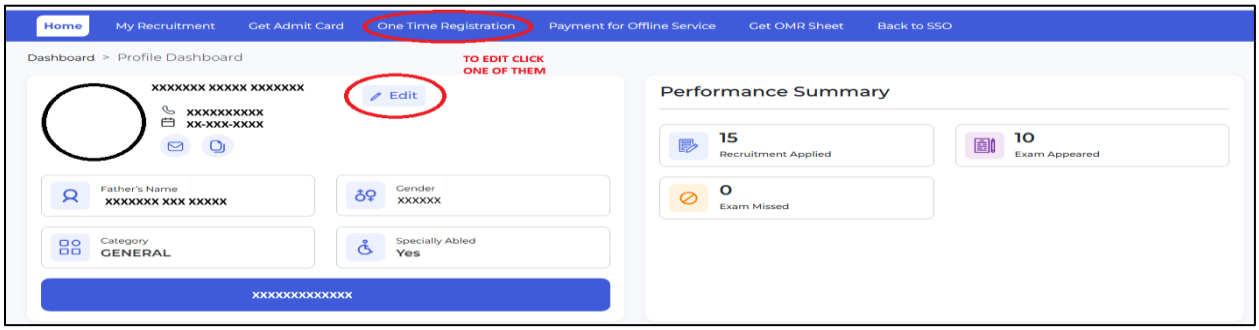


Figure 10: OTR Dashboard

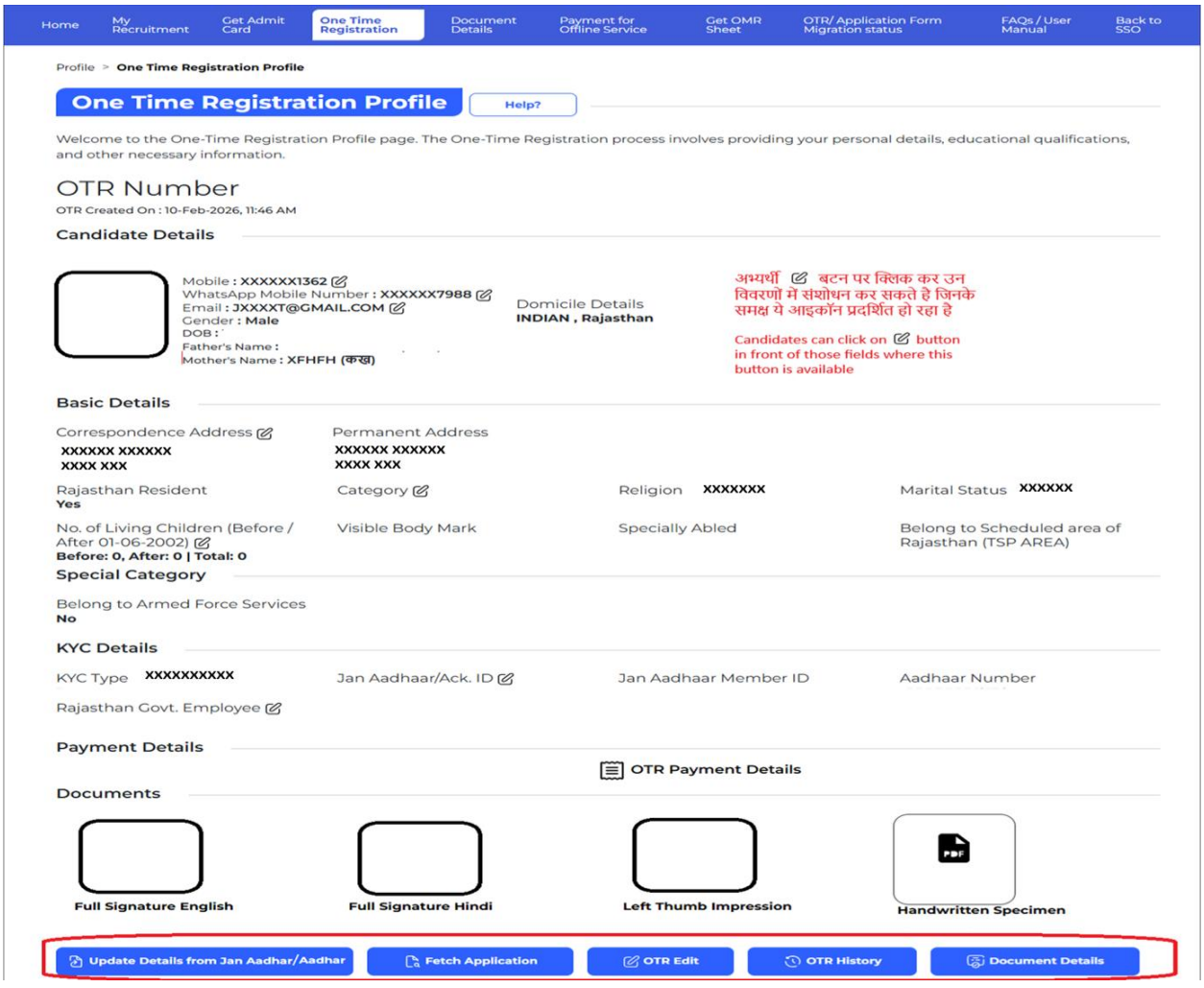


Figure 11: OTR Update details

Candidate can edit the those OTR fields number of times whose are depicted by a pencil icon (as depicted in above figure). Using the "**Update Details from Aadhaar/Jan-Aadhaar**" button (from which KYC was done), details like Candidate's Name, Father's Name (if available in Aadhaar case), Birthdate and Gender can be updated in OTR profile.

Using the "**One Time Edit**" button, Candidate can edit/update fields mentioned in the below image after Aadhaar based OTP authentication. Note that, these fields can only be updated **ONLY ONCE** without any fee. After consuming this one time edit service, if the candidate wants to re-update in the fields that are part of "One Time Update", then he/she has to pay fee.

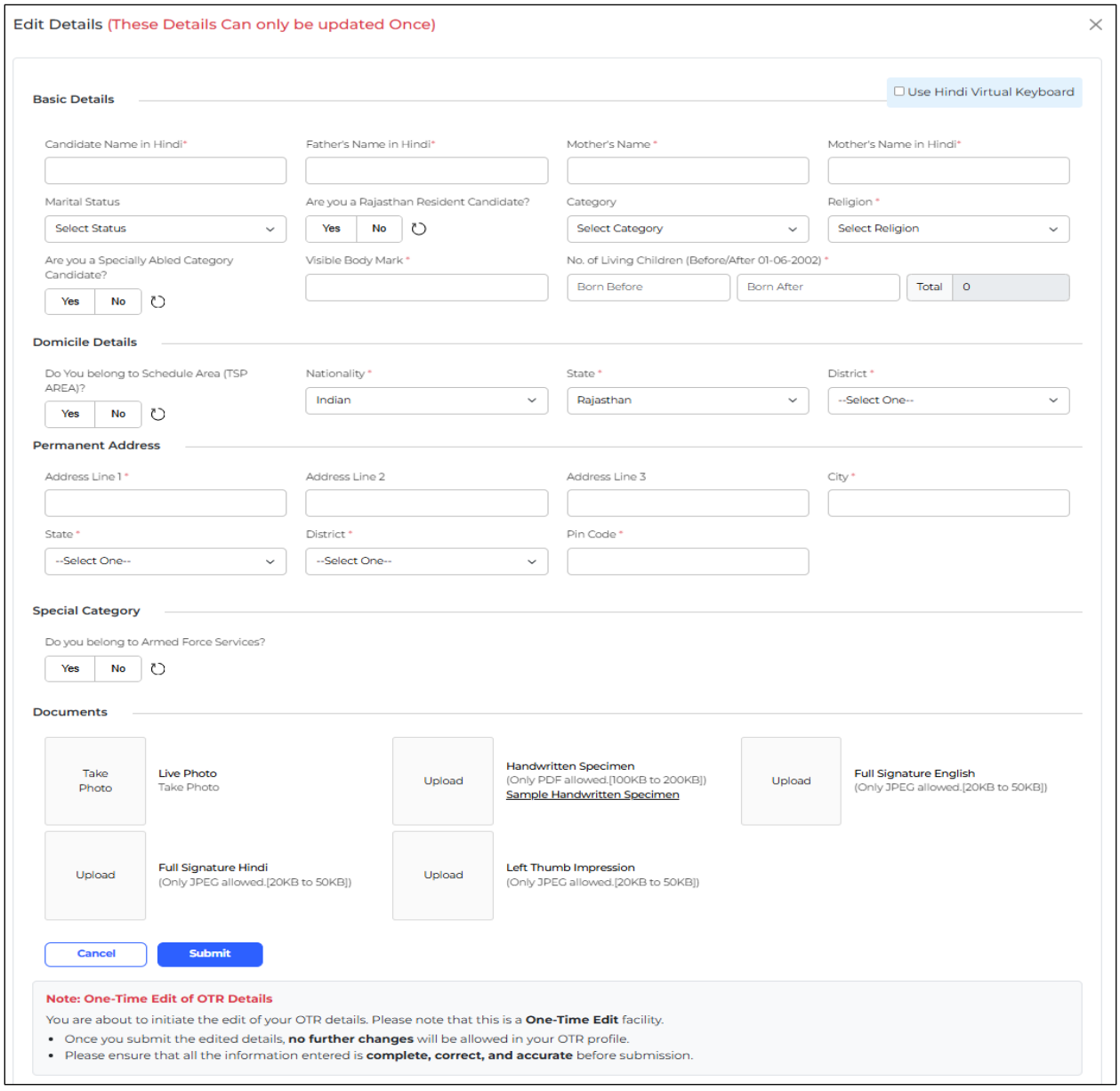


Figure 12: One Time Edit Dialog Box in OTR Edit

Using the "**Fetch Application**" button, candidate can transfer his/her application form(s) from her old/previous SSO ID to the current SSO ID.

Figure 13: Fetch Application Dialog Box in OTR Edit

Using the "**OTR Edit History**" button, candidate can track the OTR updation history he/she had made earlier.

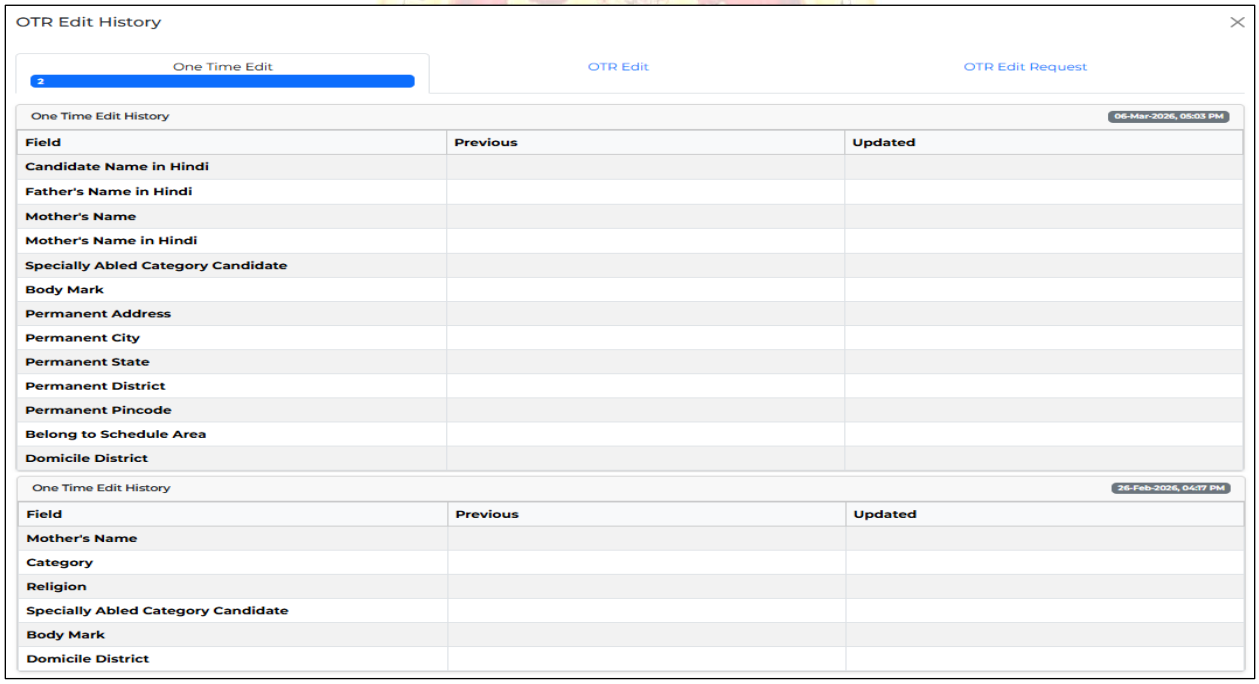


Figure 14: OTR Edit History Dialog Box in OTR Edit

Upon clicking on "**Document Details**" button, the candidate will be redirected to OTR Document details page, where he/she can fetch/upload documents using DigiLocker, Pehchaan, UDID and Emitra Services or can manually upload them.

3. Steps to Apply Online

The currently advertised vacancies will be displayed on the candidate's dashboard. On clicking the name of the advertisement, the detailed advertisement and the post details will be displayed.

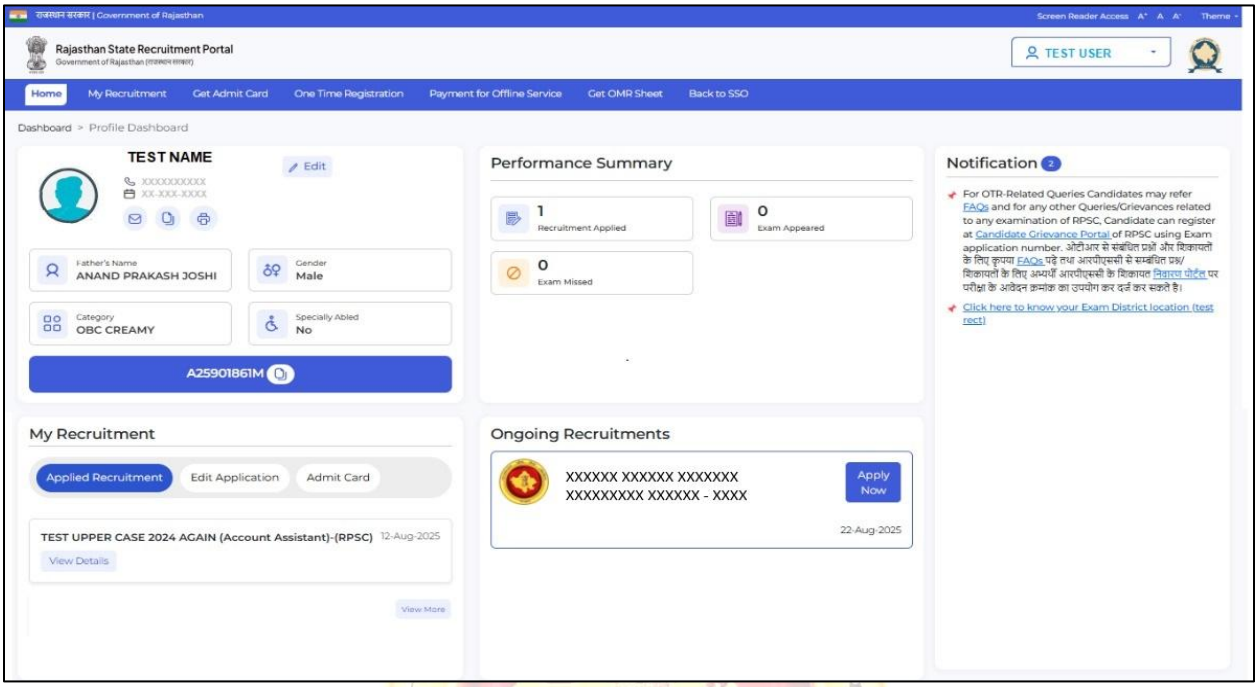


Figure 15: OTR Dashboard ongoing Recruitments

Before applying, the candidate must thoroughly go through the Recruitment Advertisement for Age, qualification and other details available on RPSC Portal (https://rpsc.rajasthan.gov.in/advertisements). The candidate may click on the "**Apply Now**" link given in front of the advertisement for which he wants to apply. After this, the candidate may select the post for which he/she wants to apply. Next, the candidate will be redirected to the Basic Details page. The entries in front of which (*) mark is mandatory.

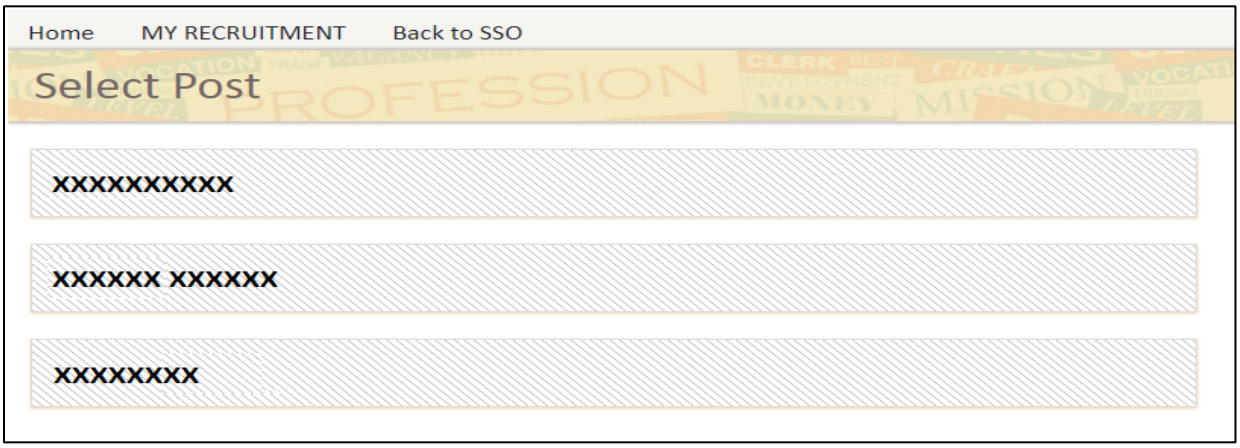


Figure 16: Post Selection Page

The following entries are displayed under the basic details page. It is worth mentioning here that the **candidate's basic fields (except PH Category) will appear as per the details mentioned in OTR profile and will be non-editable during filling application form**.

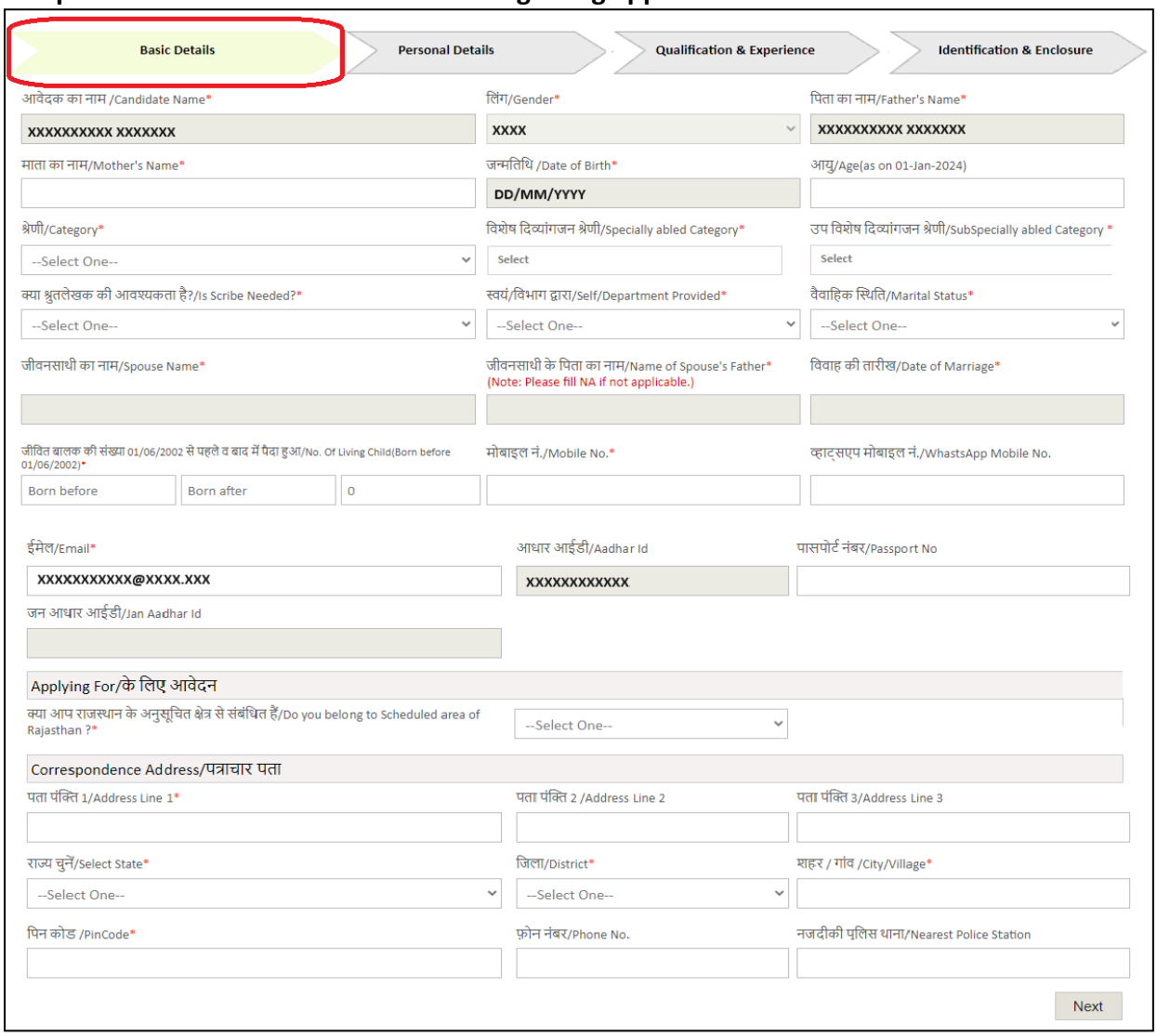


Figure 17: Basic Details page

After filling various fields and clicking on Next, a verification dialog box appears. Click on "**Proceed**" button if all the details have been verified. After clicking, a popup menu is displayed which asks for Mobile and Email confirmation.

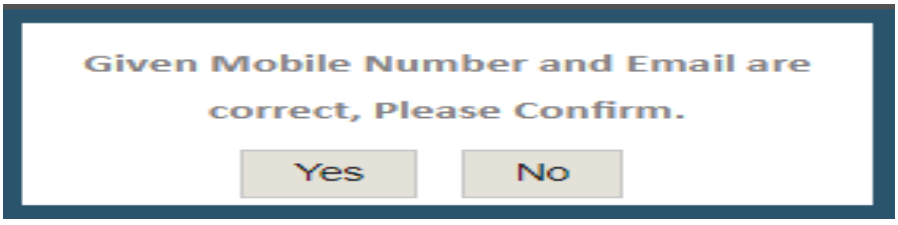


Figure 18: Verification Dialog Box

If "**Yes**" button is clicked, candidate will be redirected to Personal Details page. Personal details tab has fields as shown below. After entering the fields, Candidate can click on "**Next**" Button to move to the Qualification & Experience page.

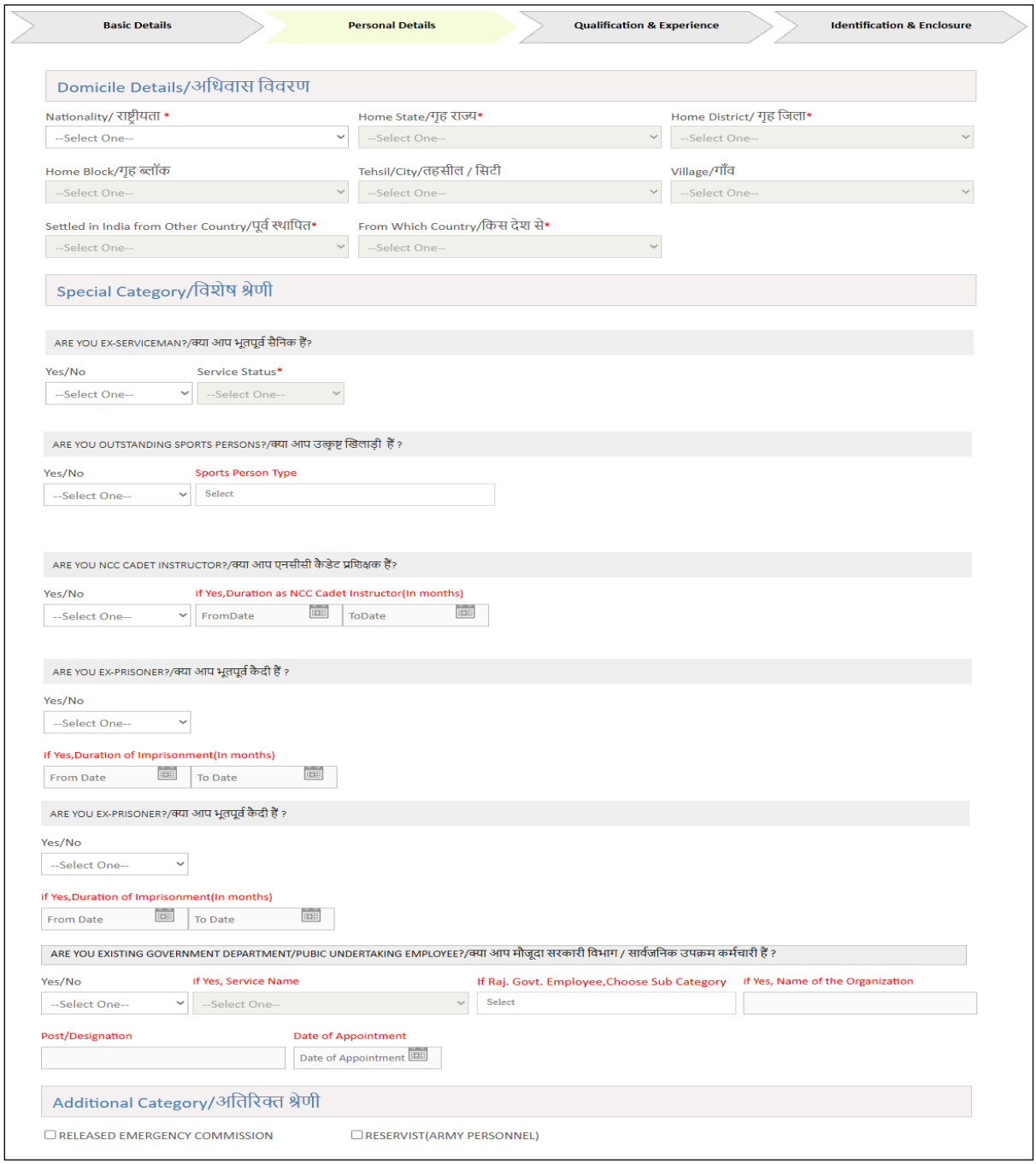


Figure 19: Personal Details page

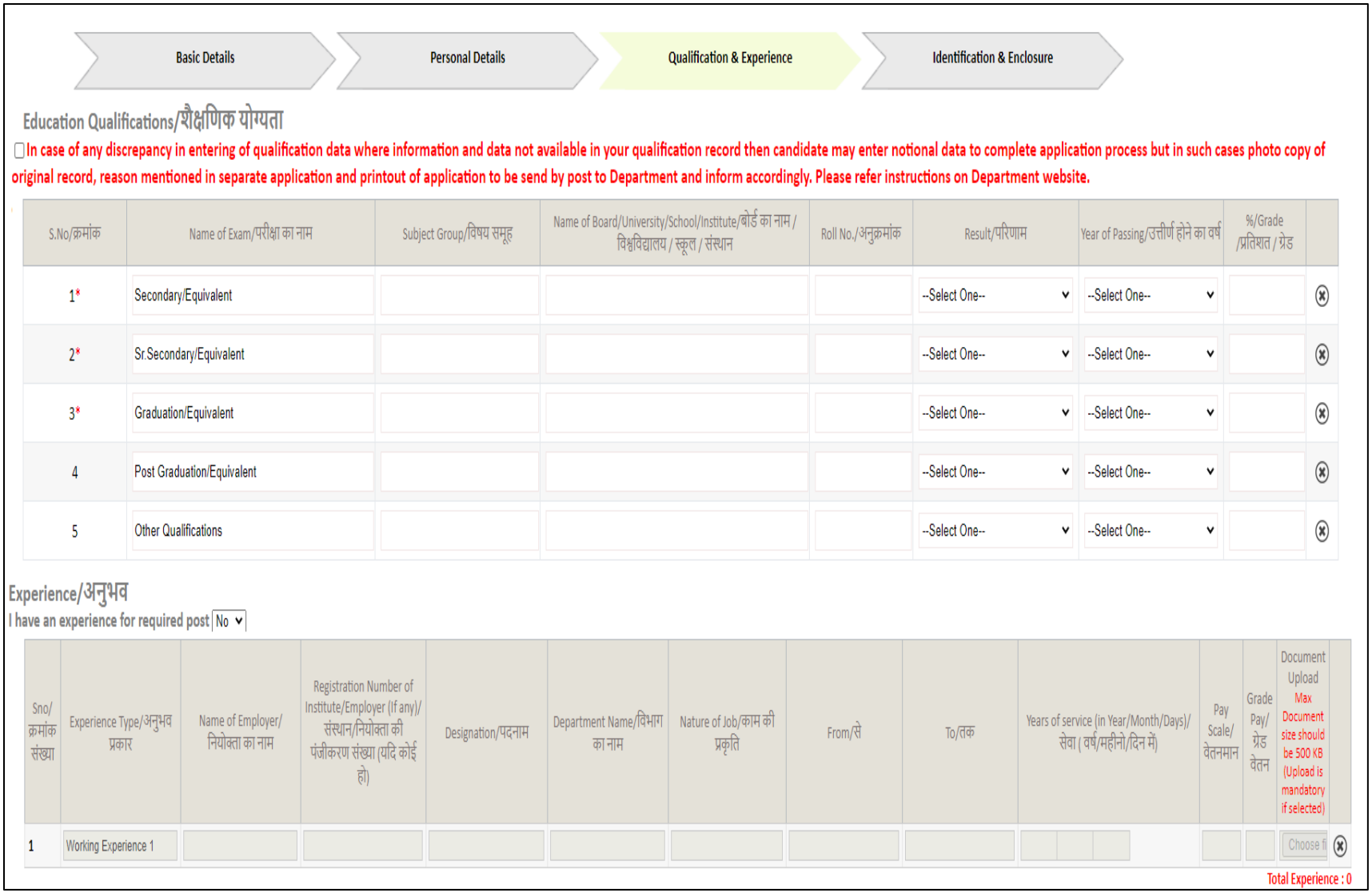


Figure 20: Qualification & Experience page

Education Qualification details page has the fields as per the Recruitment Advertisement. The Education details filled by the candidate in his/her OTR profile will be displayed here. After entering the above fields, candidate can proceed after OTP authentication on to "Identification & Enclosures" page by clicking on "**Next**" button.

Under the "Identification & Enclosures" page, the live photo taken, signature and left-hand thumb impression is to be uploaded by the candidate. If the candidate wants to make any changes in these, then he will first have to make changes in his OTR profile. After this, candidates can click on the "**Next**" button to preview their application or click on the "**Back**" button to go to any previous section.

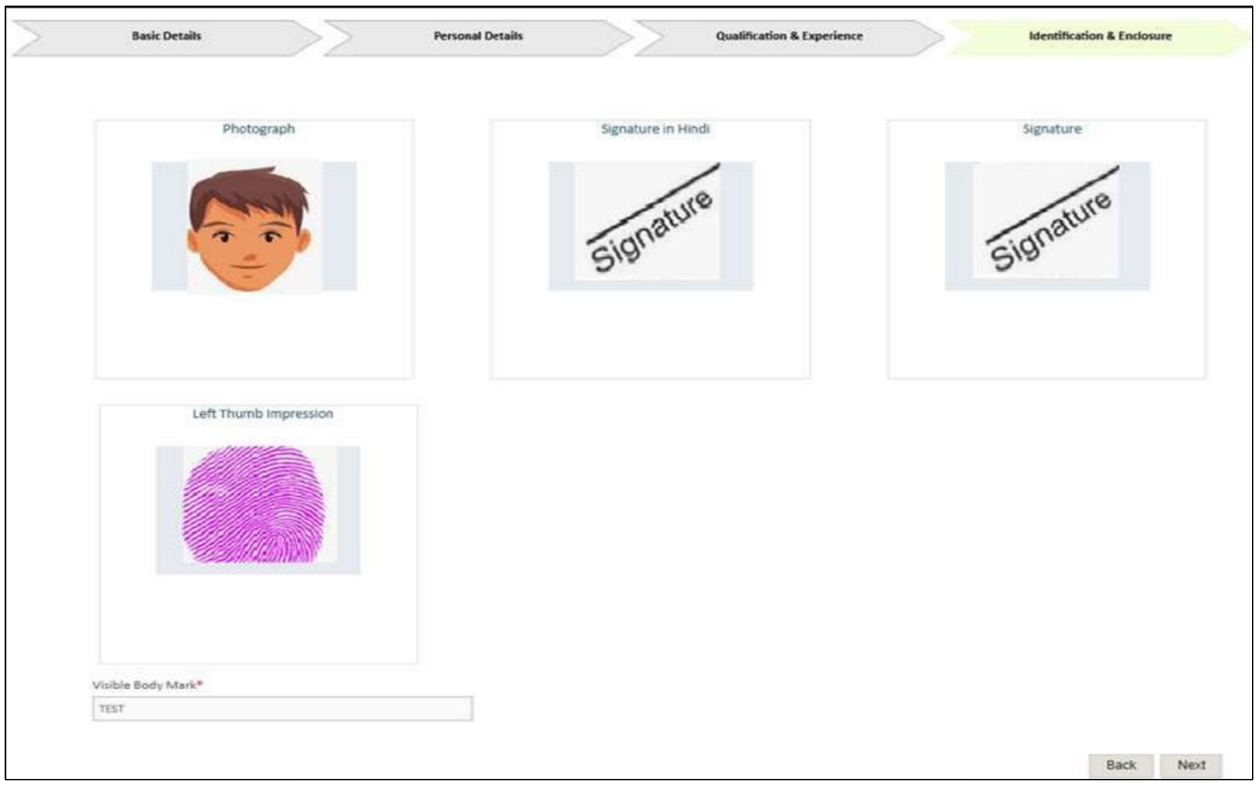
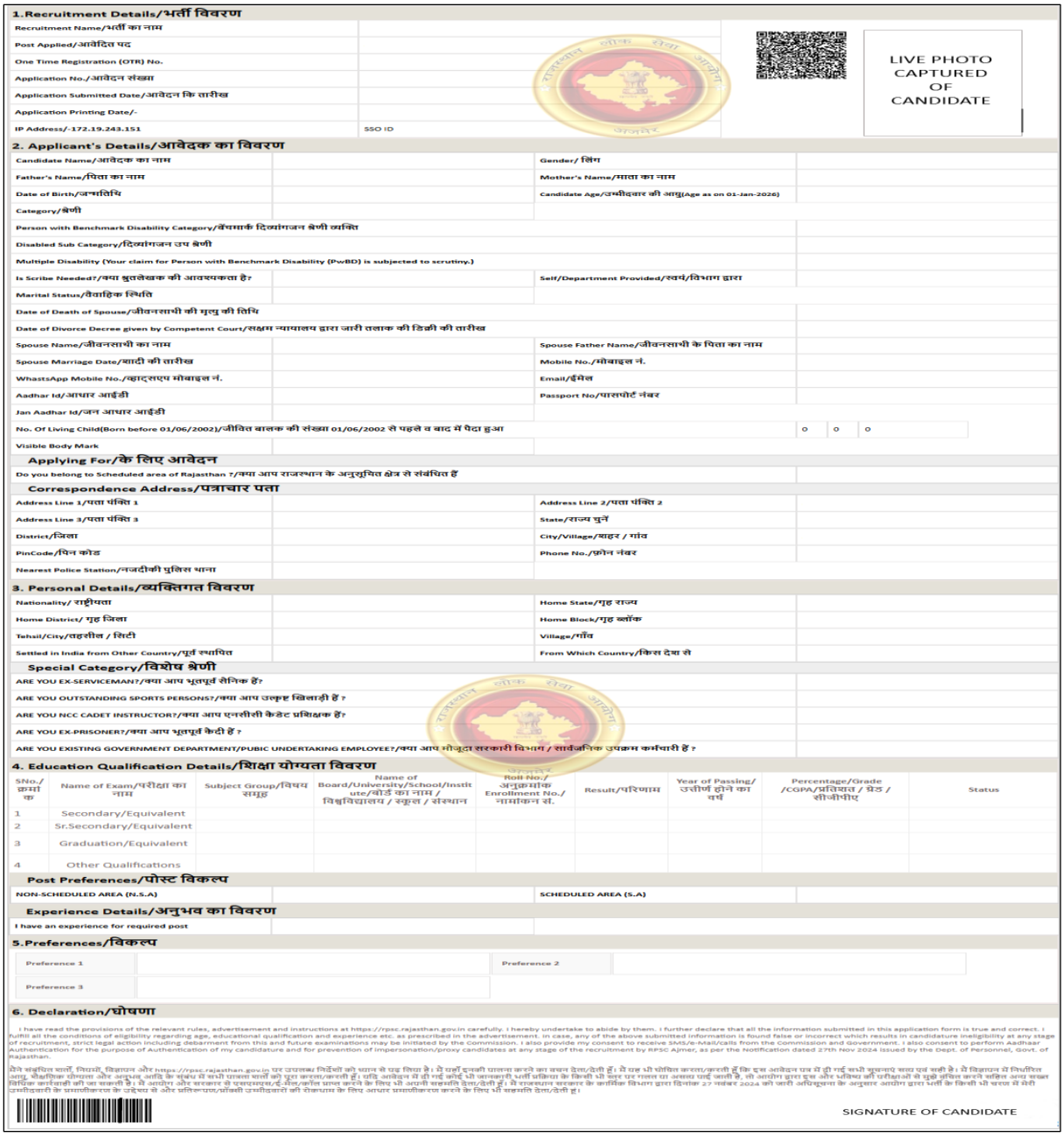


Figure 21: Identification & Enclosure details page

On the Application Preview Page, all the details filled by candidate are displayed. Candidate **MUST** ensure that all the details entered by them are correct. If candidate finds any details to be updated, then he/she can click on "**Update**" button and fill required details. For correction in any details which is being fetched from OTR, the candidate needs to update those in his/her OTR first. At the end of preview, a declaration is displayed, for which the candidate must tick and then proceed by clicking "**Final Submit**" button.



1.Recruitment Details/भर्ती विवरण

Recruitment Name/भर्ती का नाम	
Post Applied/आवेदित पद	
One Time Registration (OTR) No.	
Application No./आवेदन संख्या	
Application Submitted Date/आवेदन कि तारीख	
Application Printing Date/-	
IP Address/-172.19.243.151	SSO ID

LIVE PHOTO CAPTURED OF CANDIDATE

2. Applicant's Details/आवेदक का विवरण

Candidate Name/आवेदक का नाम		Gender/ लिंग	
Father's Name/पिता का नाम		Mother's Name/माता का नाम	
Date of Birth/जन्मतिथि		Candidate Age/उम्मीदवार की आयु(Age as on 01-Jan-2026)	
Category/श्रेणी			
Person with Benchmark Disability Category/बेंचमार्क दिव्यांगजन श्रेणी व्यक्ति			
Disabled Sub Category/दिव्यांगजन उप श्रेणी			
Multiple Disability (Your claim for Person with Benchmark Disability (PwBD) is subjected to scrutiny.)			
Is Scribe Needed?/क्या लुलेखक की आवश्यकता है?		Self/Department Provided/स्वयं/विभाग द्वारा	
Marital Status/वैवाहिक स्थिति			
Date of Death of Spouse/जीवनसाथी की मृत्यु की तिथि			
Date of Divorce Decree given by Competent Court/सक्षम न्यायालय द्वारा जारी तलाक की डिक्री की तारीख			
Spouse Name/जीवनसाथी का नाम		Spouse Father Name/जीवनसाथी के पिता का नाम	
Spouse Marriage Date/शादी की तारीख		Mobile No./मोबाइल नं.	
WhastsApp Mobile No./व्हाट्सएप मोबाइल नं.		Email/ईमेल	
Aadhar Id/आधार आईडी		Passport No/पासपोर्ट नंबर	
Jan Aadhar Id/जन आधार आईडी			
No. Of Living Child(Born before 01/06/2002)/जीवित बालक की संख्या 01/06/2002 से पहले व बाद में पैदा हुआ		o o o	
Visible Body Mark			

Applying For/के लिए आवेदन

Do you belong to Scheduled area of Rajasthan ?/क्या आप राजस्थान के अनुसूचित क्षेत्र से संबंधित हैं	

Correspondence Address/पत्राचार पता

Address Line 1/पता पंक्ति 1		Address Line 2/पता पंक्ति 2	
Address Line 3/पता पंक्ति 3		State/राज्य चुनें	
District/जिला		City/Village/शहर / गांव	
PinCode/पिन कोड		Phone No./फ़ोन नंबर	
Nearest Police Station/नजदीकी पुलिस थाना			

3. Personal Details/व्यक्तिगत विवरण

Nationality/ राष्ट्रीयता		Home State/गृह राज्य	
Home District/ गृह जिला		Home Block/गृह ब्लॉक	
Tehsil/City/तहसील / सिटी		Village/गाँव	
Settled in India from Other Country/पूर्व स्थापित		From Which Country/किस देश से	

Special Category/विशेष श्रेणी

ARE YOU EX-SERVICEMAN?/क्या आप भूतपूर्व सैनिक हैं?	
ARE YOU OUTSTANDING SPORTS PERSONS?/क्या आप उत्कृष्ट खिलाड़ी हैं ?	
ARE YOU NCC CADET INSTRUCTOR?/क्या आप एनसीसी के कैडेट प्रशिक्षक हैं?	
ARE YOU EX-PRISONER?/क्या आप भूतपूर्व कैदी हैं ?	
ARE YOU EXISTING GOVERNMENT DEPARTMENT/PUBIC UNDERTAKING EMPLOYEE?/क्या आप मौजूदा सरकारी विभाग / सार्वजनिक उपक्रम कर्मचारी हैं ?	

4. Education Qualification Details/शिक्षा योग्यता विवरण

SNo./क्रमांक	Name of Exam/परीक्षा का नाम	Subject Group/विषय समूह	Name of Board/University/School/Institute/बोर्ड का नाम / विश्वविद्यालय / स्कूल / संस्थान	Roll No./अनुक्रमांक Enrollment No./नामांकन सं.	Result/परिणाम	Year of Passing/उत्तीर्ण होने का वर्ष	Percentage/Grade /CGPA/प्रतिशत / ग्रेड / सीजीपीए	Status
1	Secondary/Equivalent							
2	Sr.Secondary/Equivalent							
3	Graduation/Equivalent							
4	Other Qualifications							

Post Preferences/पोस्ट विकल्प

NON-SCHEDULED AREA (N.S.A)	SCHEDULED AREA (S.A)

Experience Details/अनुभव का विवरण

I have an experience for required post	

5.Preferences/विकल्प

Preference 1		Preference 2	
Preference 3			

6. Declaration/घोषणा

I have read the provisions of the relevant rules, advertisement and instructions at https://rpsc.rajasthan.gov.in carefully. I hereby undertake to abide by them. I further declare that all the information submitted in this application form is true and correct. I fulfil all the conditions of eligibility regarding age, educational qualification and experience etc. as prescribed in the advertisement. In case, any of the above submitted information is found false or incorrect which results in candidature ineligibility at any stage of recruitment, strict legal action including debarment from this and future examinations may be initiated by the Commission. I also provide my consent to receive SMS/e-Mail/calls from the Commission and Government. I also consent to perform Aadhaar Authentication for the purpose of Authentication of my candidature and for prevention of impersonation/proxy candidates at any stage of the recruitment by RPSC Ajmer, as per the Notification dated 27th Nov 2024 issued by the Dept. of Personnel, Govt. of Rajasthan.

मैंने संबंधित भर्ती, नियमों, विज्ञापन और https://rpsc.rajasthan.gov.in पर उपलब्ध निर्देशों को ध्यान से पढ़ लिया है। मैं यहाँ इनकी पालना करने का वचन देता/देती हूँ। मैं यह भी घोषित करता/करती हूँ कि इस आवेदन पत्र में दी गई सभी सूचनाएं सत्य एवं सही है। मैं विज्ञापन में निर्धारित आयु, शैक्षणिक योग्यता और अनुभव आदि के संबंध में सभी पात्रता शर्तों को पूरा करता/करती हूँ। यदि आवेदन में दी गई कोई भी जानकारी भर्ती प्रक्रिया के किसी भी स्तर पर गलत या असत्य पाई जाती है, तो आयोग द्वारा इस और भविष्य की परीक्षाओं से मुझे वंचित करने सहित अन्य सख्त विधिक कार्रवाही की जा सकती है। मैं आयोग और सरकार से एसएमएस/ई-मेल/कॉल प्राप्त करने के लिए भी अपनी सहमति देता/देती हूँ। मैं राजस्थान सरकार के कार्मिक विभाग द्वारा दिनांक 27 नवंबर 2024 को जारी अधिसूचना के अनुसार आयोग द्वारा भर्ती के किसी भी चरण में मेरी उम्मीदवारी के प्रमाणीकरण के उद्देश्य से और प्रतिरूपण/प्रॉक्सी उम्मीदवारों की रोकथाम के लिए आधार प्रमाणीकरण करने के लिए भी सहमति देता/देती हूं।

SIGNATURE OF CANDIDATE

Figure 22: Application Preview page

Special Note: Candidate must ensure that they have received the Application ID after submission of application form. Application ID ensures that your application has been successfully submitted to RPSC. In case Application ID is not received, then your application is NOT submitted to RPSC. Along with this, Candidates must maintain a soft copy of the application filled by them for future reference.

4. My applications

Candidates/kiosks can perform various tasks by clicking the "**My Recruitment**" link on the Recruitment Portal dashboard. Five tabs are displayed under this link, which are detailed below:

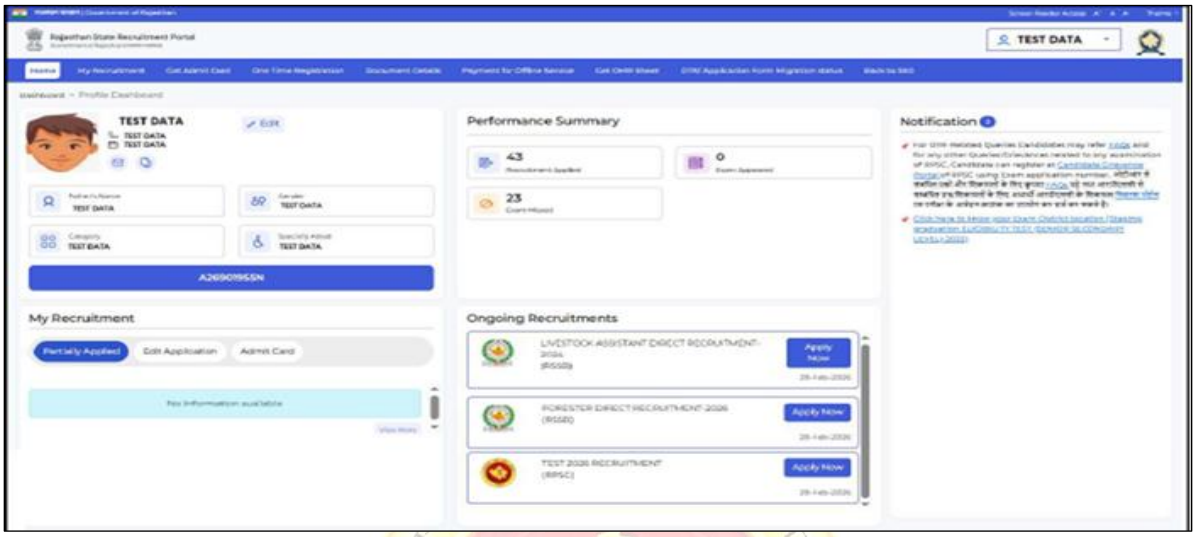


Figure 23: Recruitment Portal Dashboard for My applications

4.1 The "**Applied Recruitment**" tab has list of advertisements whom which the candidate has performed any action. Each of the applied recruitment the following buttons will be shown accordingly in a phased manner - Apply now, View Application, Closed, and Get Roll number. Candidate/Kiosk can click on "**Apply Now**" button (in case the form is partially filled) to complete their ongoing forms. If the Candidate has completed application (Application ID generated), then he/she can view their filled application form by clicking on "**View Application**" button. If the candidate fails to complete their partial filled applications before the last date of application as per advertisement, then "**Closed**" will be displayed in front of the Recruitments. Candidate can also **Edit/withdraw Application** their application form by clicking on **"Edit/ withdraw Application"** tab **(till last date if allowed as per rules)**. The whole process of Application Editing is explained in 5th and Application Withdrawal process is explained in 6th chapter.

4.2 When Admit card is released by the Commission, then candidates can View/Download their Admit Card details by clicking on "**Get Admit Card**" tab. The whole process of Admit card download has been explained in 7th chapter. After Examination, the "**Get Roll Number**" button is shown, from which candidate can view their Roll Number in case they forget it.

4.3 If the candidate wants to submit Objections on the Question Paper and Answer Key release by the Commission after the examination, then he/she can click on "**Question Objection**" tab. The whole process of Objections submission is explained in 9th chapter. Candidates can view filed Objection and Transaction related details by clicking on "**Filled Question Objection**" tab.

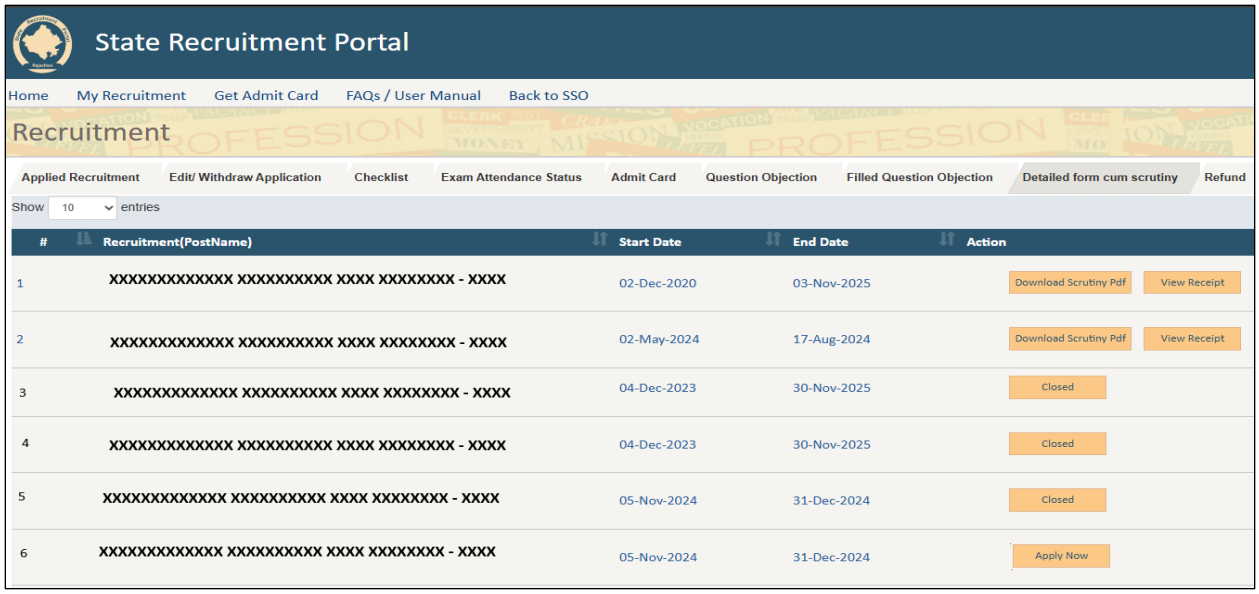


Figure 24: My Recruitment Page (Sample)

5. Edit Submitted Applications

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

After clicking on the "**My Recruitment**" button, candidates can click on the "**Edit/Withdraw Application**" tab, after which the list of various recruitments applied by the candidate will be displayed. Candidates can click on the "**Edit/Withdraw Application**" button related to the recruitment for which they want to make online changes.

Note: If "Closed" is displayed in the "Action" column in front of any recruitment, it proves that the online application was not filled completely by the candidate before the last date of application (Application ID not generated). Hence, they cannot make changes in their own application.

On Edit/Withdraw Application page, click on **"Edit/Withdraw Application"** button which redirect candidate to basic details of application where the details you submitted earlier will be displayed. Depending on the system configuration, certain fields may be editable while others remain locked. Review and update the editable fields, proceed through various sections just like explained in chapter 3.

Candidates are advised to carefully analyse 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. After satisfying completely, for paying Edit fee, click on "**Pay Fee**" button at the bottom of Preview Page.

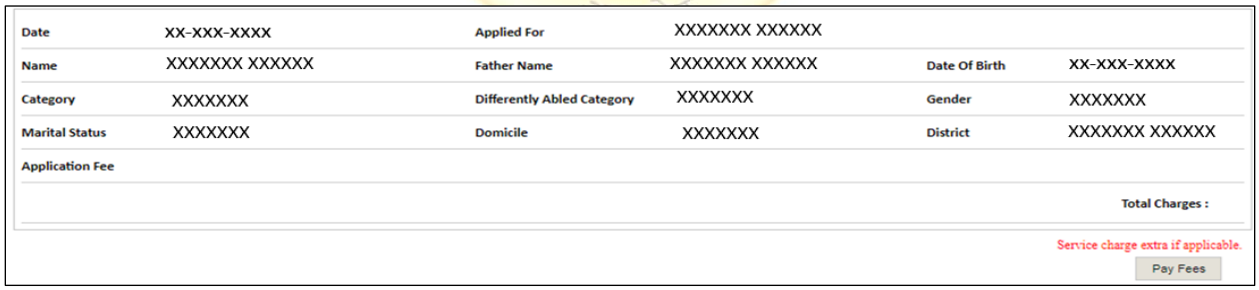


Figure 25: Payment Summary Screen

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.

6. Withdraw Application

If after filling the Application form, the candidate feels that for any reason, he/she is not eligible for the post applied for or won't be able to appear in the examination, then he/she can withdraw his/her application online (**OTP authentication based**) **within the period prescribed by the Commission** (Generally 60 days before the examination). For this, first the candidate should click on the "**My Recruitment**" link on the recruitment portal dashboard.

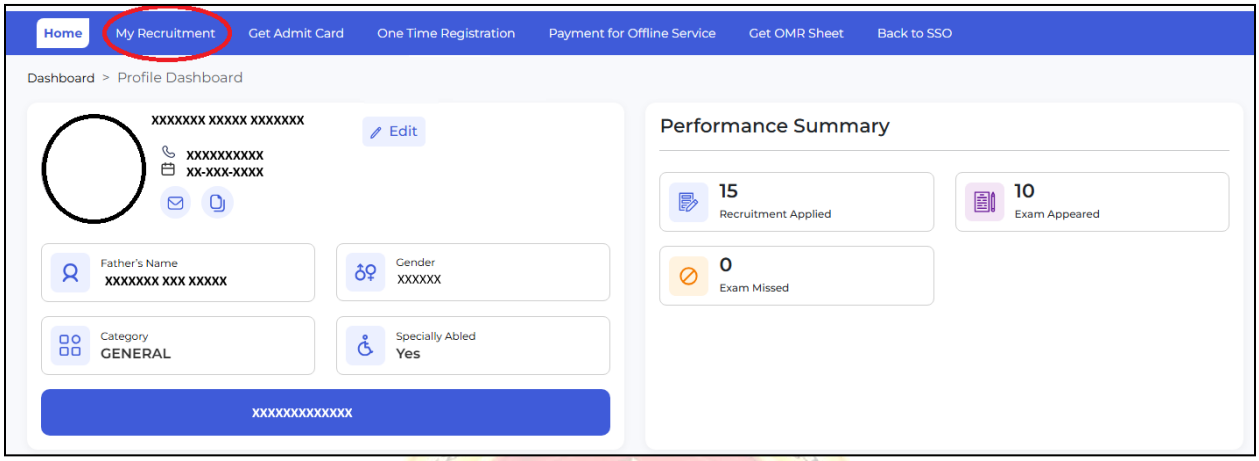


Figure 26: Recruitment Portal Dashboard

Under "**My Recruitment**" section, various actions performed by the candidate with respect to any Recruitment are displayed. Candidate may click on the tab "**Edit/Withdraw Application**" then after click on "**Withdraw Application**" button for the recruitment for which he/she wants to withdraw application.

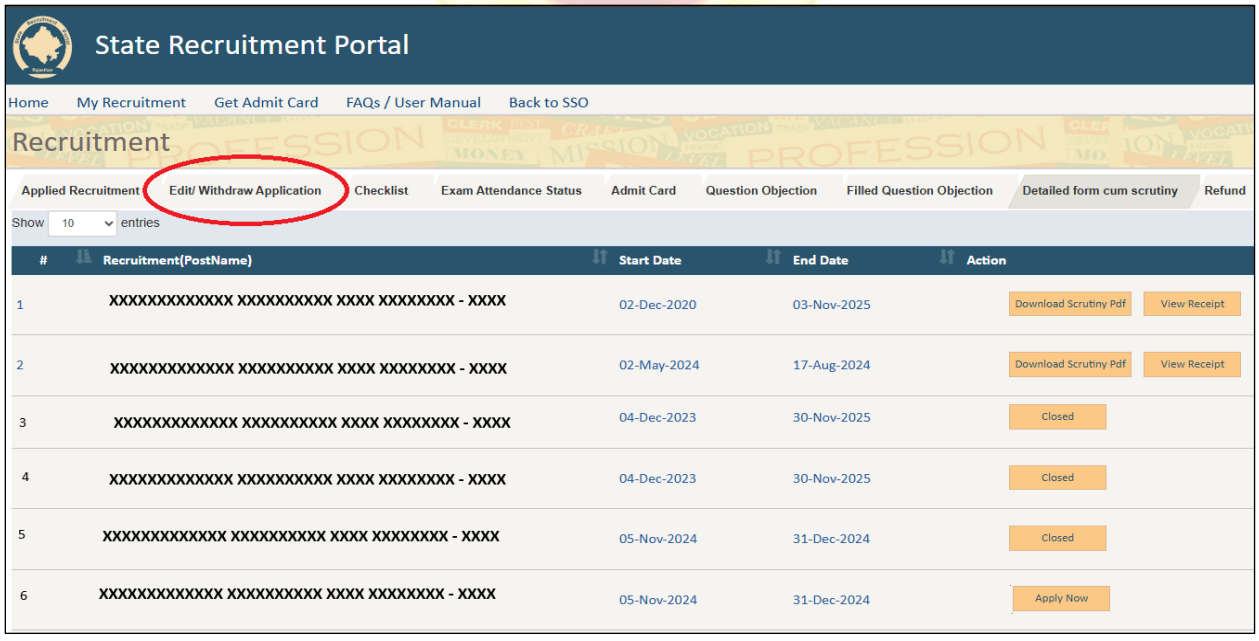


Figure 27: My Recruitment Section

After clicking on "Withdraw Application" button**,** click the "**Withdraw**" button. The system will display the basic details of your application for verification to **the candidate a**s **shown.** Candidate **MUST thoroughly** check **the** details **before proceeeding. After verifying all the details,** review them carefully before confirming. **Candidate may** click on **"Edit/Withdraw Application"** button in popup.

Figure 28: Withdraw Application Popup

After clicking on "**Withdraw Application**" button, another pop up (for OTP) will open. In this, Candidate must give consent on Withdraw Application Condition (as shown in figure below in **Red Colour**). Also, Candidate must Specify the Reason for Application Withdrawal. After Providing the above details, Candidate may click on "**Send OTP**" button.

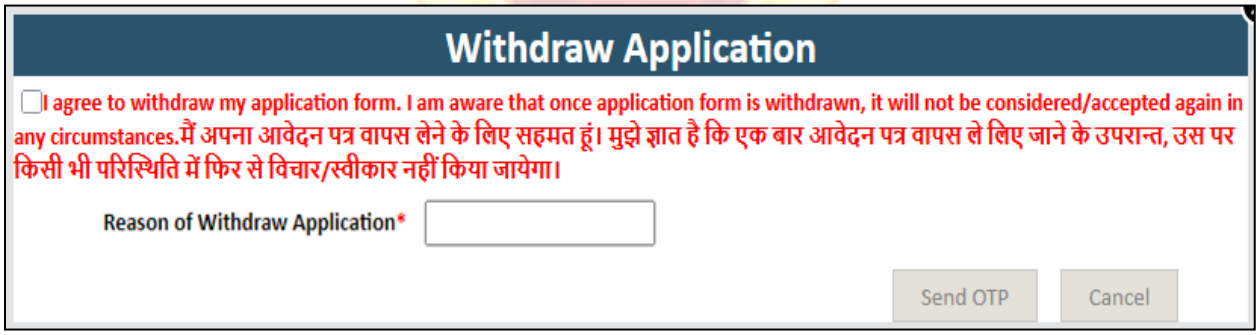


Figure 29: Send OTP Popup

After clicking on "**Send OTP**" button, Candidate must enter OTP received on his/her mobile in next popup displayed. After entering OTP, candidate may click on "**Submit**" button to withdraw his/her application.

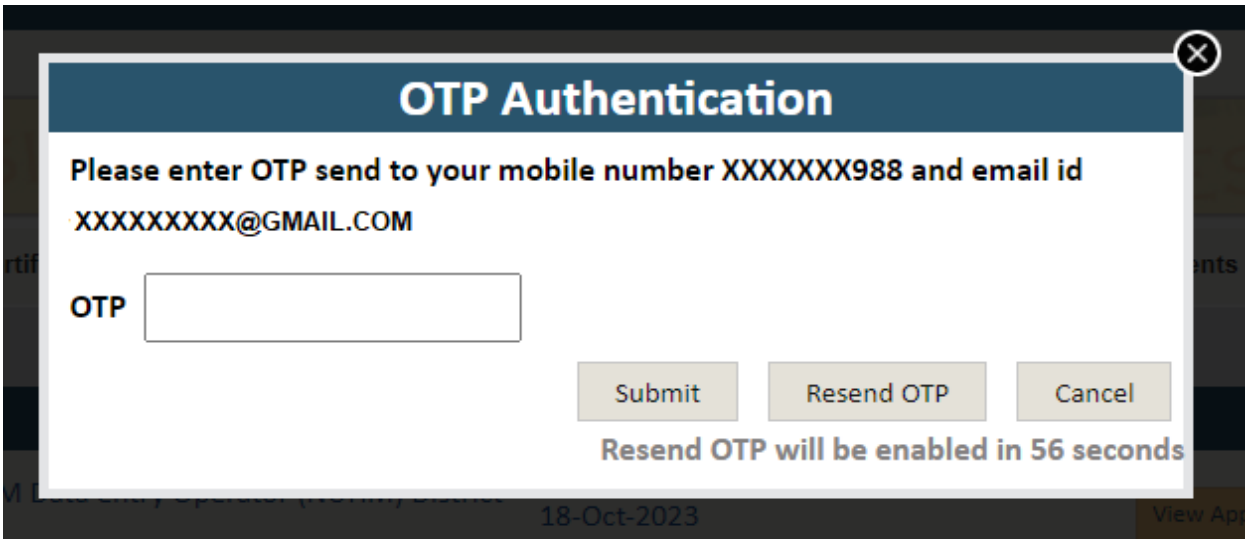


Figure 30: Verify OTP and Final Submit

After OTP verification, a confirmation message (as shown below) will be shown on screen. Also, an SMS will be received to the candidate's mobile regarding withdrawal of application.

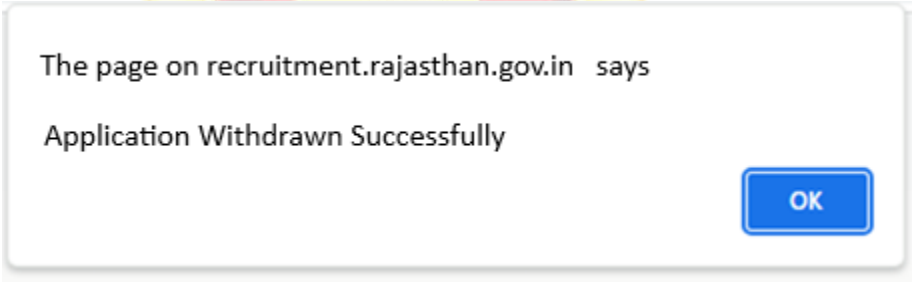


Figure 31: Application Withdraw success message

7. View Exam District and Admit Card download

In General, the Commission issues the exam district for any exam through a press note 07 days before the exam day and the admit card is issued 03 days before the exam day. Candidates can view the exam district issued by the Commission and download the admit card by clicking on the following link:

View Exam District: Candidates should first log in through SSO and go to the dashboard of the recruitment portal. The View Exam District link for the exam issued by the Commission will be displayed on the dashboard, as per the figure below click on it.

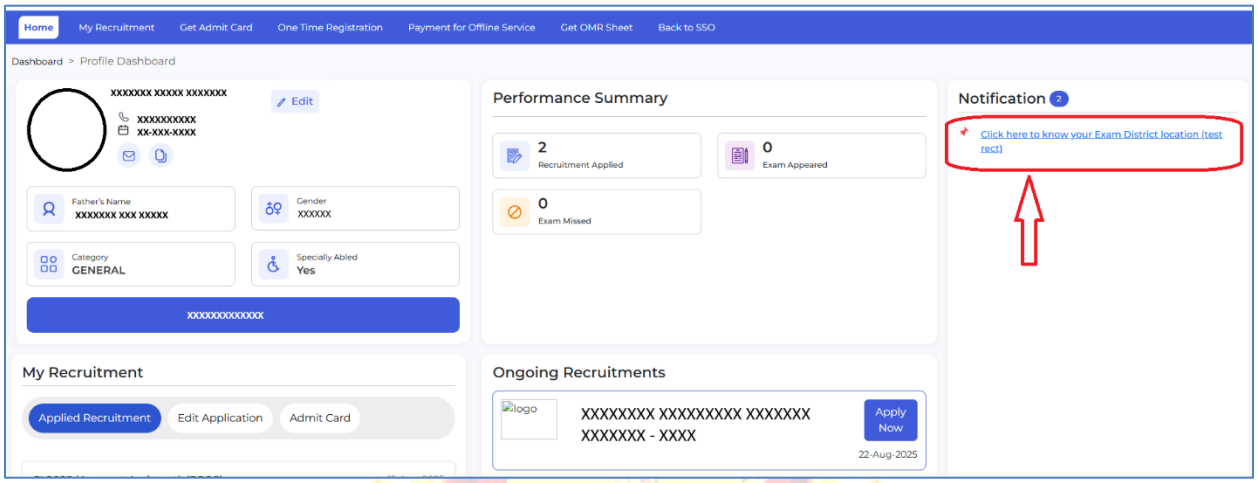


Figure 32: Link available for examination district view on Recruitment Portal Dashboard

After clicking on the above link, a page will be displayed for the candidate to enter the application number, date of birth and captcha. After entering all the entries, the candidate should click on the "**Submit**" button.

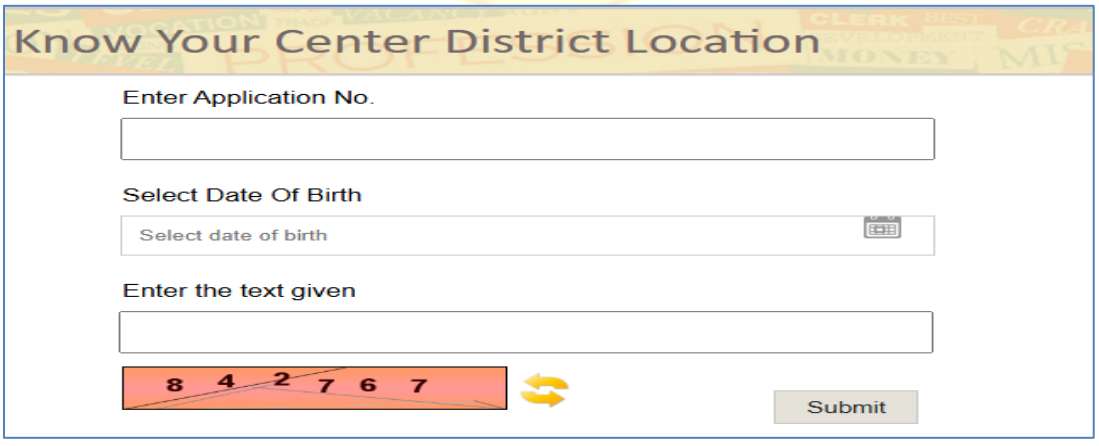


Figure 33: Details entry page for viewing exam district

Figure 34: Candidate's Exam District Details

Admit Card Download: Candidates can download the admit card issued by the Commission in two ways:

Through the Commission's portal: The admit card issued by the Commission will be displayed on the official website of the Commission with the link to the name of that examination, the candidate should click on it.

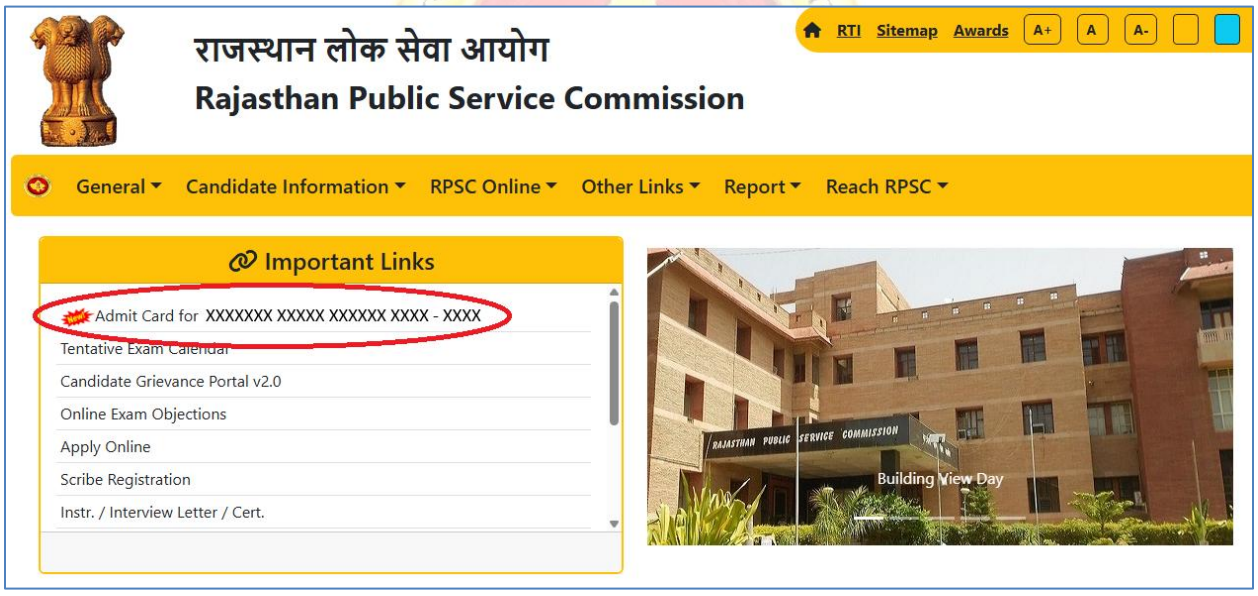


Figure 35: Admit Card link on RPSC website

After this, a button will again be displayed in front of the candidate with the name of that exam, by clicking on which the candidate will be forwarded to the recruitment portal.

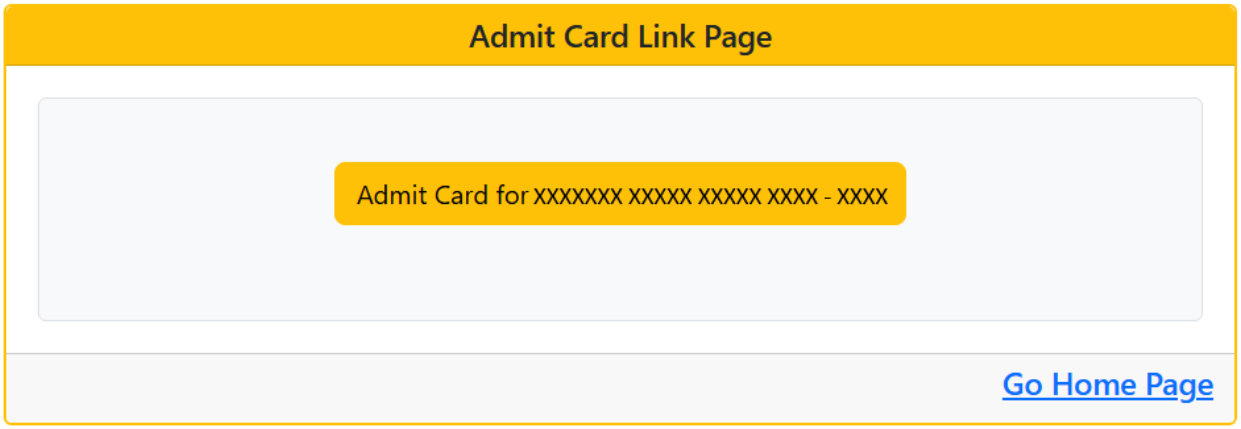


Figure 36: Button on the Commission's portal for forwarding to recruitment portal

Here the candidate should enter his/her examination type, application number, date of birth and captcha. In case all the entries are correct, the admit card will be displayed before the candidate which the candidate can download or take a clear printout as per the given instructions.

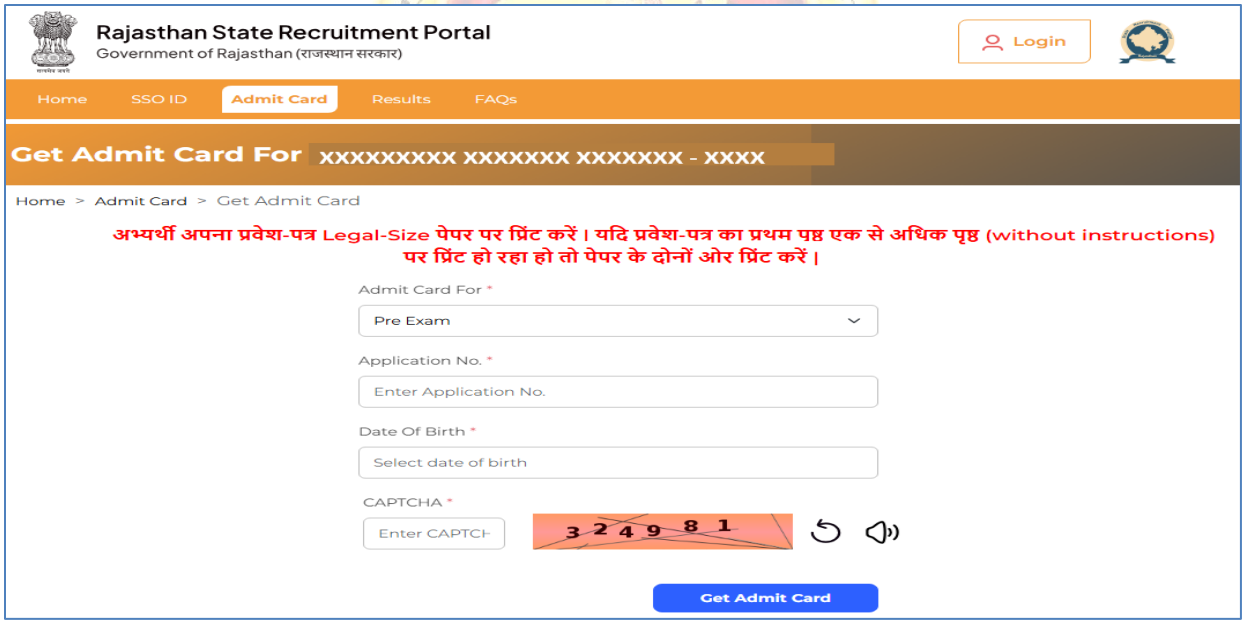


Figure 37: Details Entry Page to download Entry Card

Through Recruitment Portal: After logging in through SSO, candidates can click on the link "**Get Admit Card**" on the dashboard of Recruitment Portal.

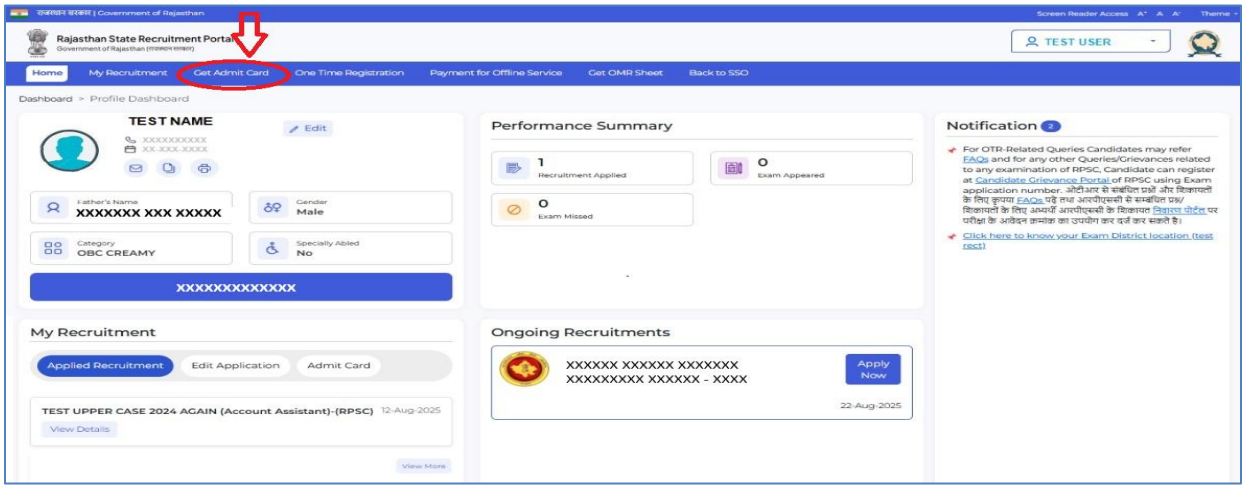


Figure 38: Link available on the dashboard of recruitment portal to download the admit card

On the next page, the candidate will see all the applications filled by him. The "**Get Admit Card**" button will be displayed against the examination for which the admit card has been issued by the Commission. By clicking on it, the candidate can download the admit card or take a clear printout as per the instructions.

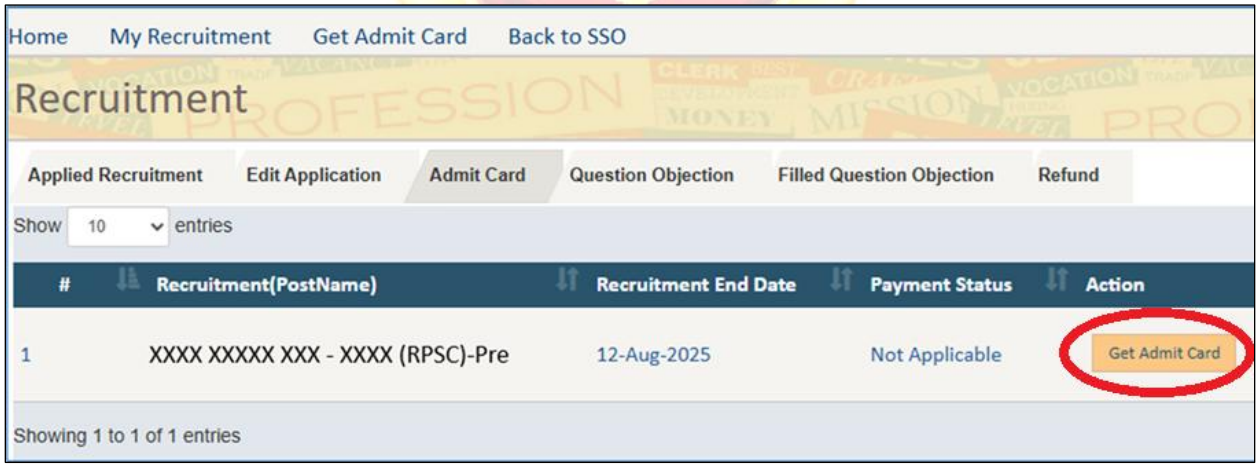


Figure 39: Link released on Admit Card tab to download admit card

8. Payment for Offline Services

The facility of making payment through Indian Postal Order (IPO) for availing various offline services of RPSC has been discontinued by the Commission. If the candidate wants to avail these services, then he/she will have to make online payment through the recruitment portal and attach the payment receipt along with his/her application. Currently the following services are available -

1. Edit Application Fee
2. Detailed cum Scrutiny Form Fee
3. Miscellaneous Fee

For this, first the candidate/Kiosk may click on the "**Payment for Offline Services**" link under the Recruitment Portal dashboard.

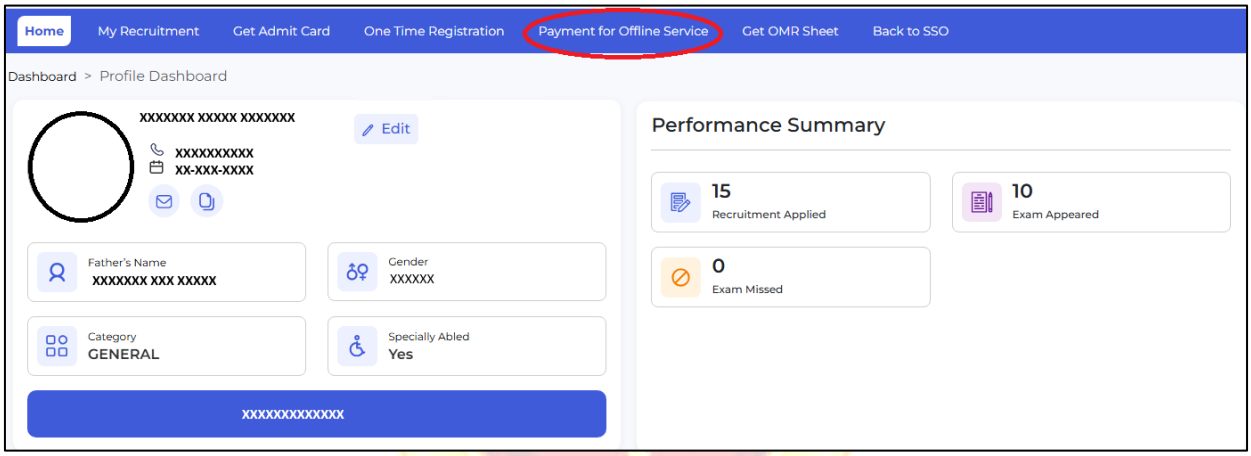


Figure 40 : Payment for Offline Service (For PG)

After clicking the link, the following page will be displayed. After that the candidate may select the name of offline service availing for, department name, recruitment examination name and post applied for. After filling the above entries, candidates may click on "**Pay Fee**" button.

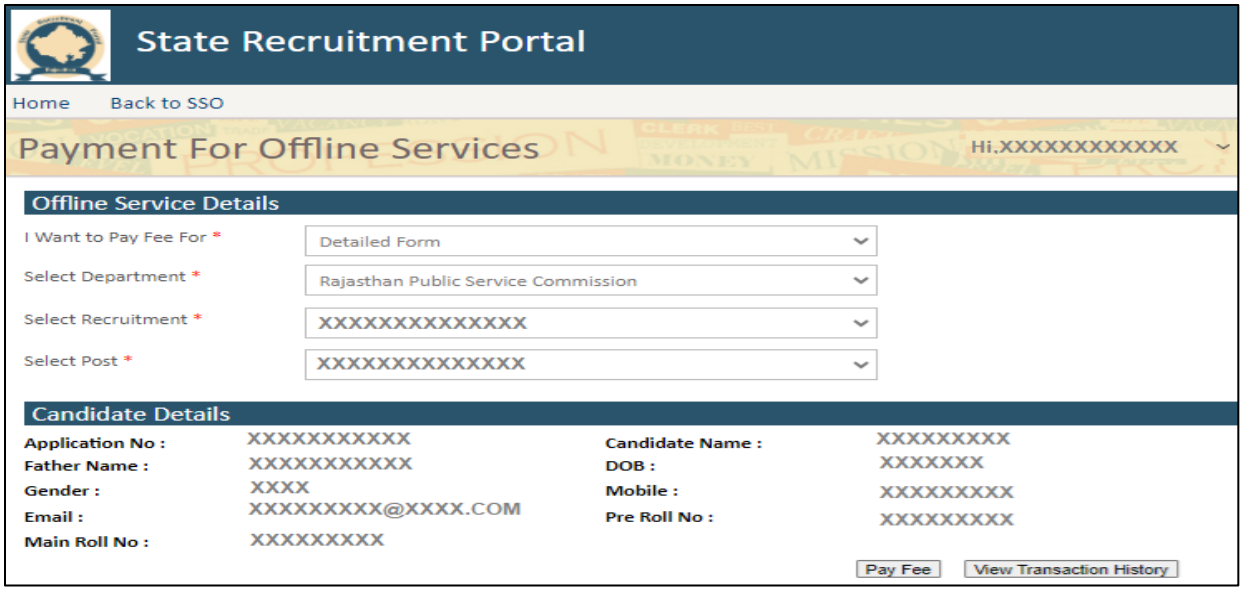


Figure 41: Pay Fee (ex. For Detailed Form Service)

If Miscellaneous Fee (Difference Fee) is selected by the candidate, the following page will be displayed in which the candidate will have to enter the payment amount.

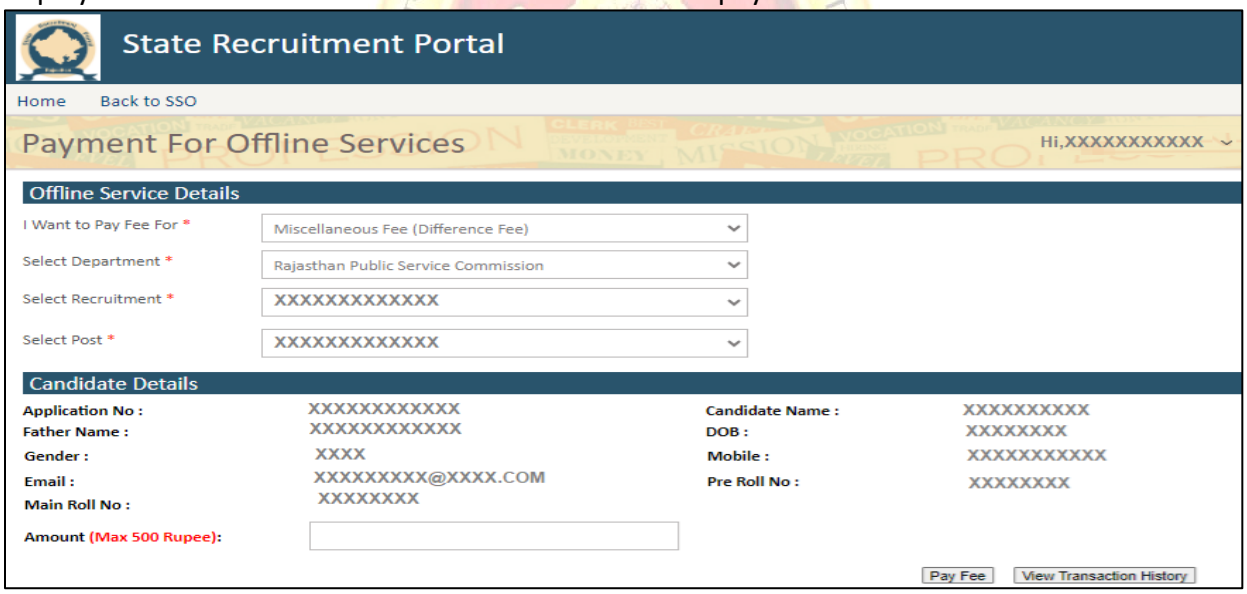


Figure 42: Pay Fee (ex. For Miscellaneous Service)

After clicking on "**Pay Fee**" button the following popup will be displayed in front of the candidate. The entries previously filled by the candidate will be displayed here which the candidate should check carefully. After verifying all the details, candidates can click on "**Pay Fee**" button in the popup.

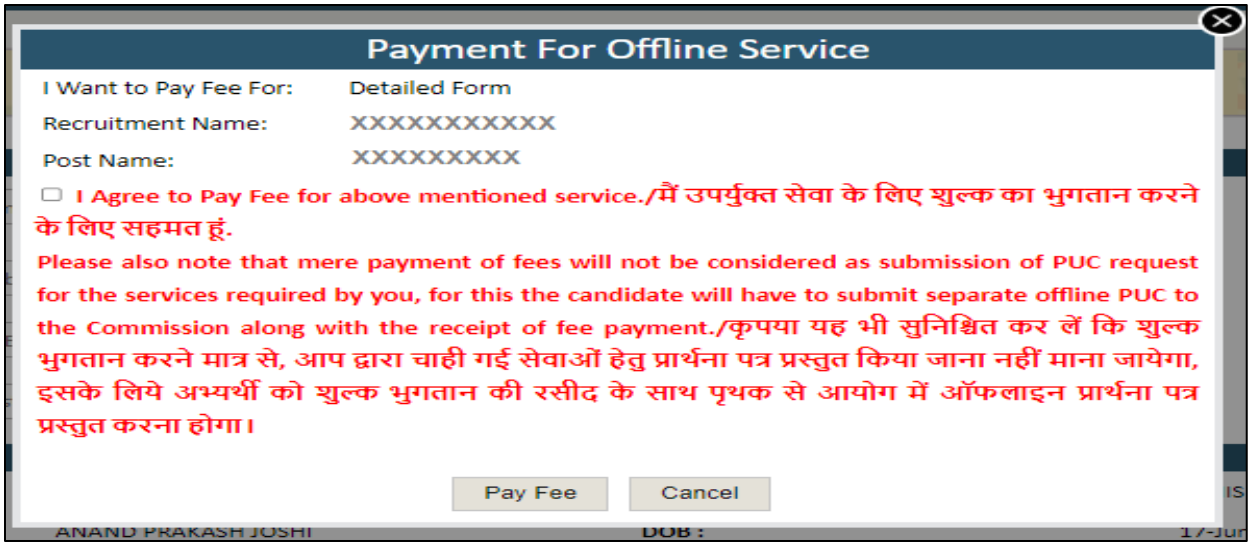


Figure 43: Confirm Popup for Detailed Form/ Edit form

After clicking on the "**Pay Fee**" button, the following screen will be displayed in front of the candidate. The basic details of the candidate and the entries entered earlier by him will be displayed here in the form of payment summary screen. After verifying all the details, candidates can click on "**Pay Fees**" button in the popup.

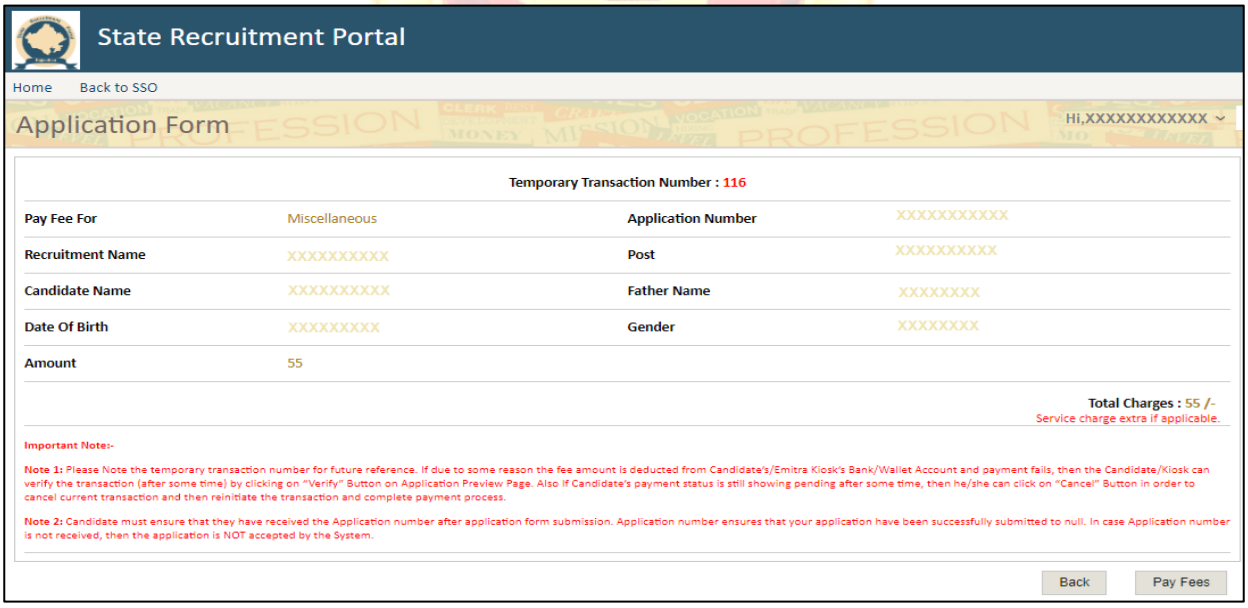
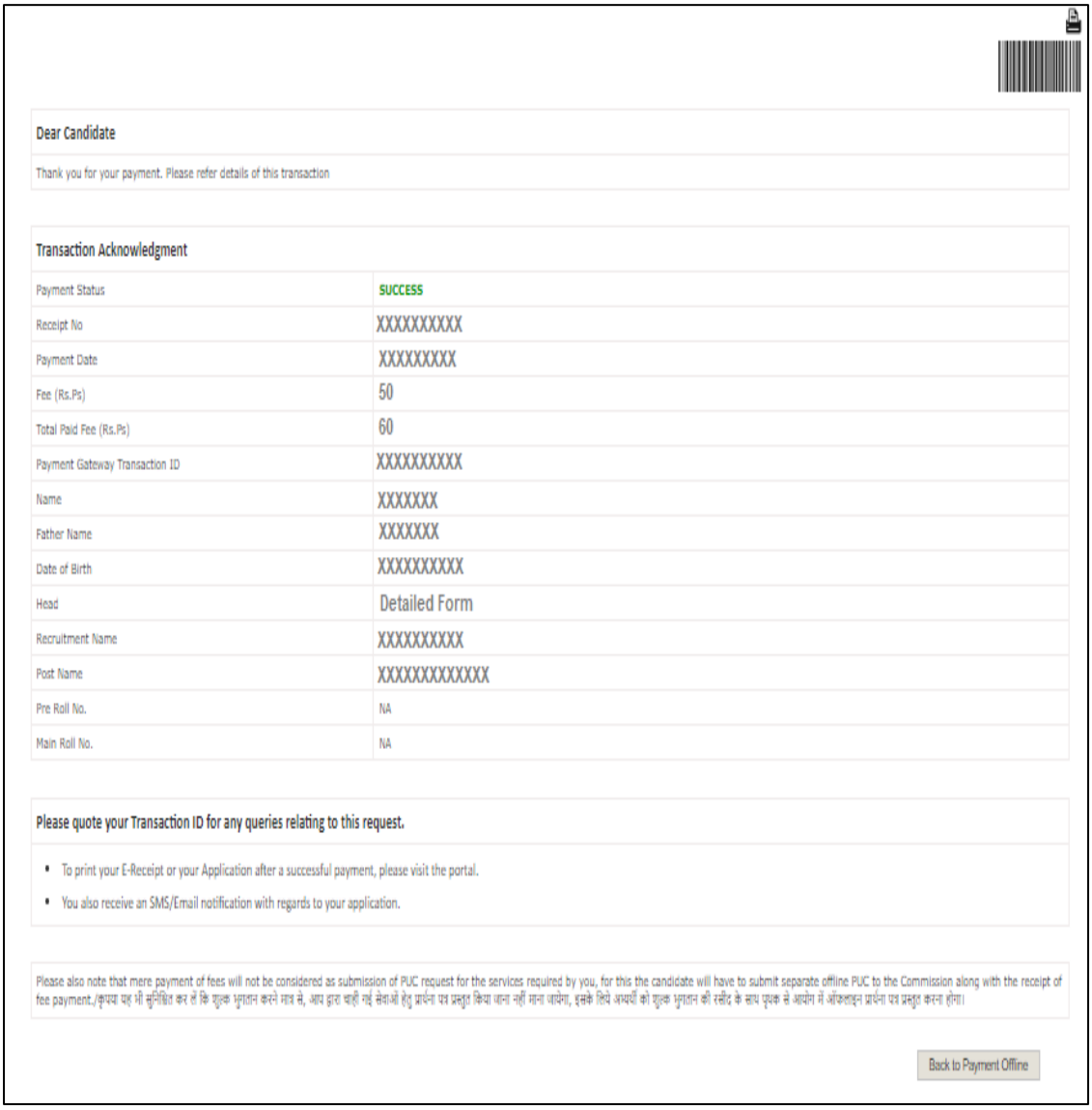


Figure 44 : Final Summary Screen Before Payment (For PG)

After this, Payment Gateway will appear where the Candidate/Emitra Kiosk can choose Bank/Wallet option and make payment. After making successful payment, the page will be redirected to Recruitment Portal Again and below mentioned is the receipt generated after successful transaction. Candidate can check transactions details by clicking on "**View Transaction History**" button.



Dear Candidate

Thank you for your payment. Please refer details of this transaction

Transaction Acknowledgment

Payment Status	SUCCESS
Receipt No	XXXXXXXXXX
Payment Date	XXXXXXXXX
Fee (Rs.Ps)	50
Total Paid Fee (Rs.Ps)	60
Payment Gateway Transaction ID	XXXXXXXXXX
Name	XXXXXXX
Father Name	XXXXXXX
Date of Birth	XXXXXXXXXX
Head	Detailed Form
Recruitment Name	XXXXXXXXXX
Post Name	XXXXXXXXXXXX
Pre Roll No.	NA
Main Roll No.	NA

Please quote your Transaction ID for any queries relating to this request.

- To print your E-Receipt or your Application after a successful payment, please visit the portal.
- You also receive an SMS/Email notification with regards to your application.

Please also note that mere payment of fees will not be considered as submission of PUC request for the services required by you, for this the candidate will have to submit separate offline PUC to the Commission along with the receipt of fee payment./कृपया यह भी सुनिश्चित कर लें कि शुल्क भुगतान करने मात्र से, आप द्वारा चाही गई सेवाओं हेतु प्रार्थना पत्र प्रस्तुत किया जाना नहीं माना जायेगा, इसके लिये अभ्यर्थी को शुल्क भुगतान की रसीद के साथ पृथक से आयोग में ऑफलाइन प्रार्थना पत्र प्रस्तुत करना होगा।

Back to Payment Offline

Figure 45: Receipt Screen After Successful payment (Attach this)

9. Steps to Submit Online Objections

The Commission generally invites objections for three days after any examination through a press note. Candidates can submit objections to the Commission's exam results as follows:

Under the Recruitment Portal Dashboard, click on "**My Recruitment**" button. After clicking on it, various options will be shown. Candidates can click on "**Question Objection**" option, after which a list of various recruitments filled by the candidates will be shown. If Objections are invited on any Recruitment, then Candidates can click on the corresponding "**Question Objection**" button of the Recruitment for which he/she wants to submit Online Objections.

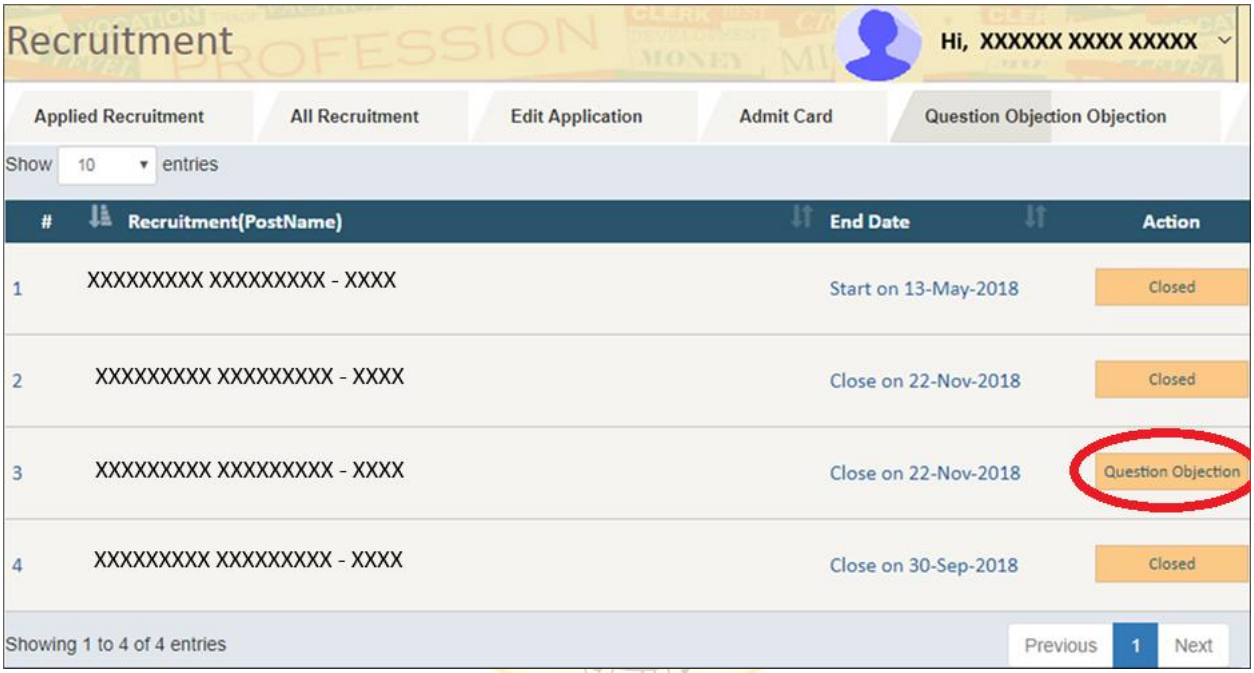


Figure 46: Question Objection Tab screen

After clicking on "**Question Objection**" button, various fields will be shown. Candidate needs to fill all required fields to apply online objections for question.

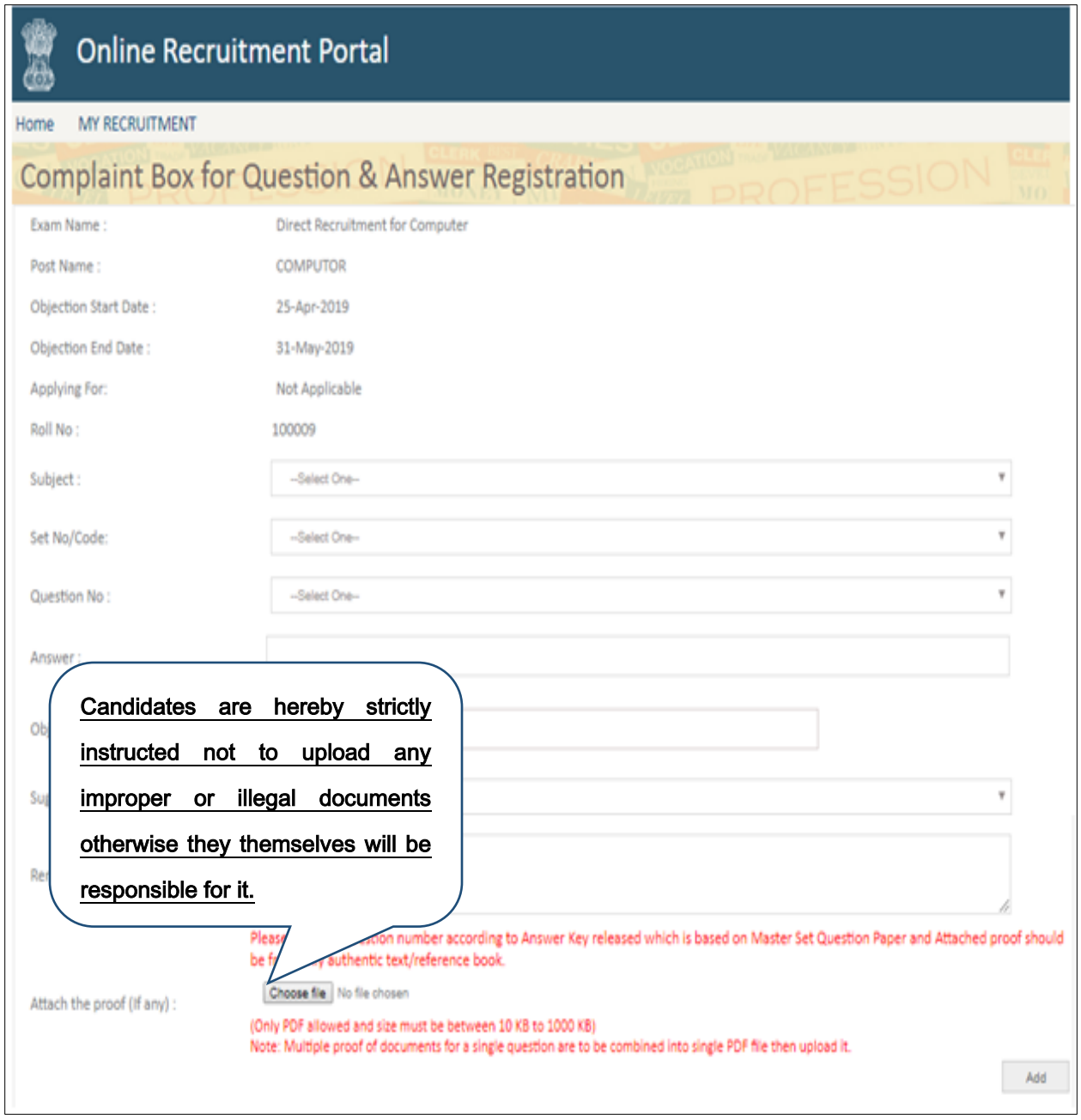


Figure 47: Objection main screen

After entering all the required details, click on the "**Add**" button. After clicking on the "**Add**" button, a table will be displayed in front of the candidate which will contain details of the objections filed by the candidate row wise. This row has not been permanently saved yet. If candidate wants to apply for another question objection, repeat this process otherwise validate the self-declaration check box and click on "**Save**" button.

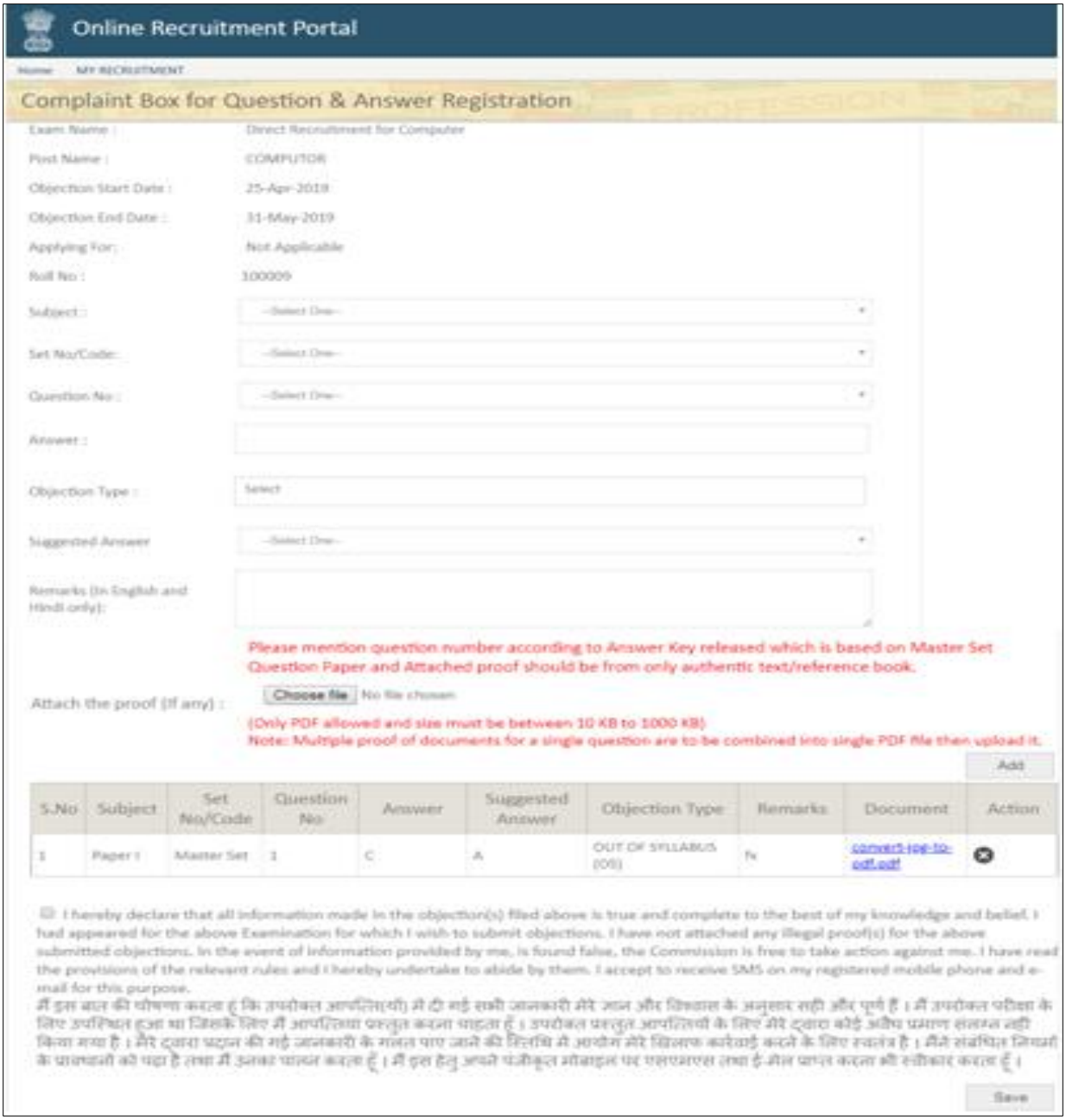


Figure 48: Screen after Entering a single Objection Details

After clicking on "**Save**" button, click on "**Pay Fees**" Button for payment. 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 successful payment, candidates will be redirected back to Recruitment Portal. Candidates can save the Reference Number for future reference.

Note: - Candidates' Objection will be considered only if he/she has made successful payment for the Objections

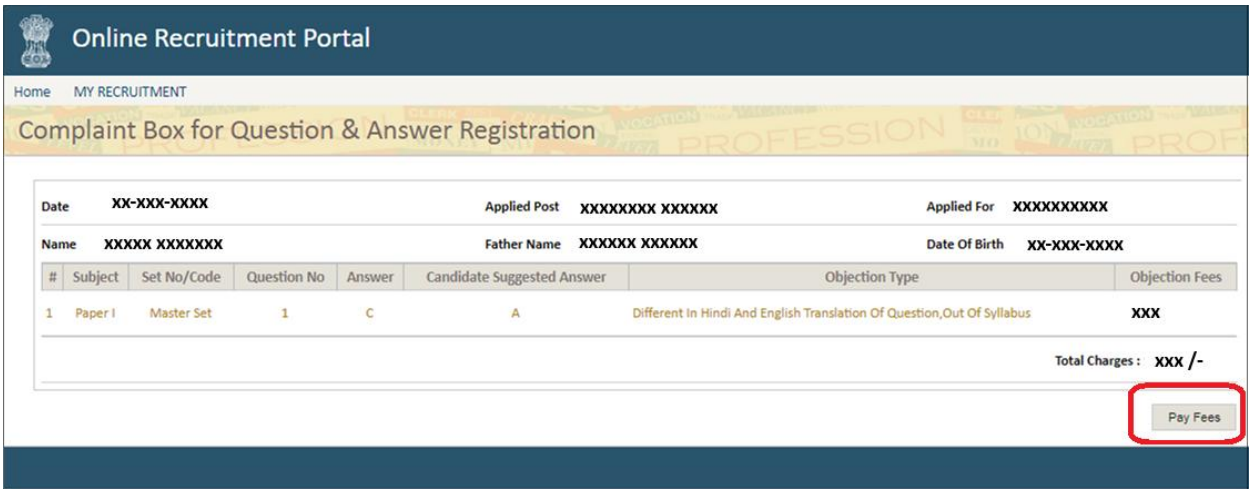


Figure 49: Before payment summary screen

Dear Candidate

Thank you for your payment. Please refer details of this transaction

Transaction Acknowledgment

Payment Status	**Success**
Objection No	OQ201900000175
Receipt No	19000225549
Payment Date	24-Jun-2019 12:43:27 PM
Objection Fees (Rs.Ps)	Rs. **XXX**
Payment Gateway Transaction ID	66461
Name	**xxxxxxx xxxxxxxxxx**
Father Name	**xxxxxxxx xxxxxxxxxx**
Recruitment Name	**xxxxxxx xxxxxxxxxx xxxxxxx xxxx**
Apply Post	**xxxxxxxxxxxxxxxxxx**
Apply For	**xxxxxxxxxxxxxxxxxx**

#	Subject	Set No/Code	Question No	Answer	Candidate Suggested Answer	Objection Type
1	xxxxxxxxxx xxxxxx	Master Set	XX	X	-	All Options Are Wrong

Please quote your Transaction ID for any queries relating to this request.

- To print your E-Receipt or your Application after a successful payment, please visit the portal.
- You also receive an SMS/Email notification with regards to your application.

Figure 50: Screen after Successful payment

10. Steps to Fill Online Detailed Application Form (DAF)

Under the Recruitment Portal Dashboard, Candidates can click on "**My Recruitment**" button as shown below:

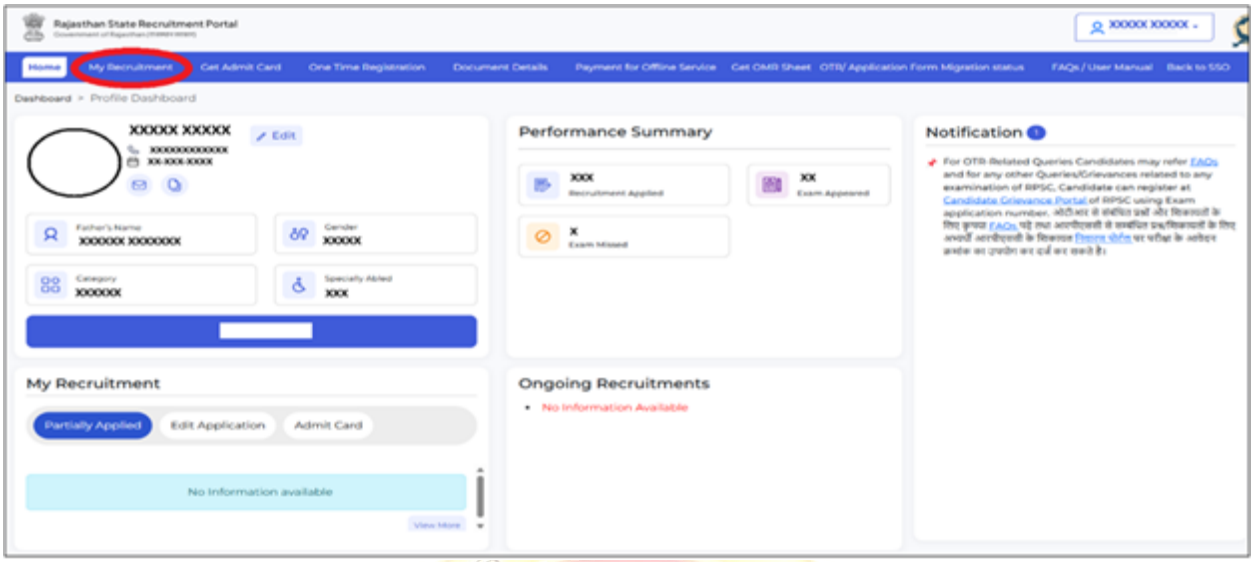


Figure 51: Recruitment Portal (Home)

My Recruitment: Candidate needs to click on my recruitment. Under "My recruitment" page, Candidate may click on "**Detailed Form cum scrutiny**" tab.

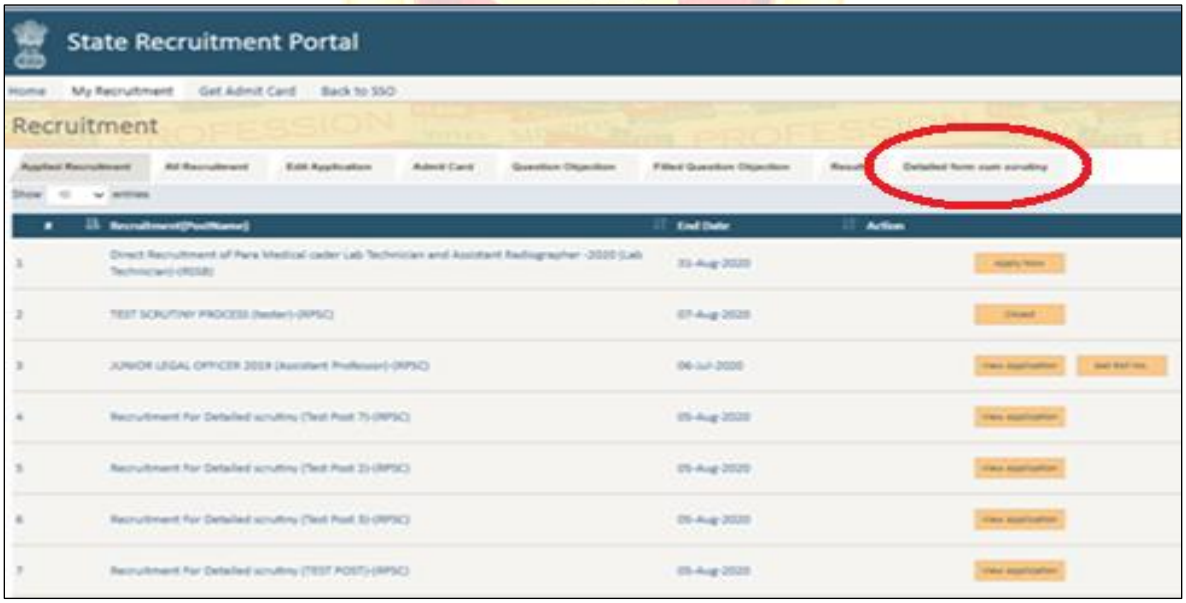


Figure 52: My Recruitment Page

Detailed Form cum Scrutiny: On click on detailed form cum scrutiny, below mention page will open with recruitment name, start date, End date and "**Apply Now**" button, candidate need to click on this button to fill detailed form.

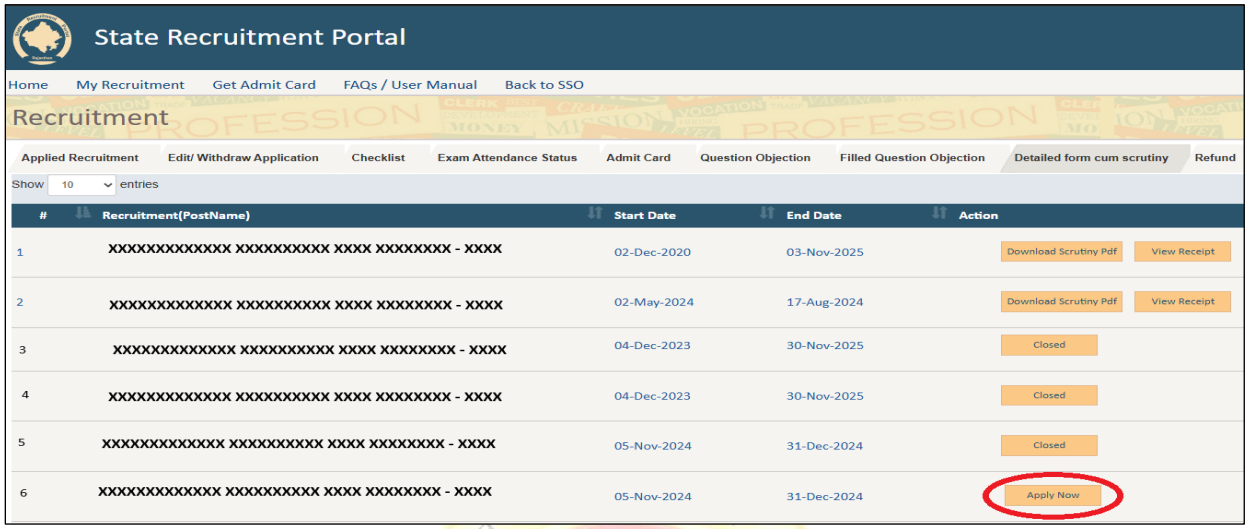


Figure 53: Detailed Form cum Scrutiny (Apply)

Apply Now: On click on apply now button two pop will be open. In first pop up two messages will be displayed, candidate need to read that instruction and click on check box button and then click on "**OK**" button. After clicking on "**OK**" button, again a pop up will be displayed with link mentioned on it, candidate need to click on link, which will redirect candidate to instructions page. Candidate needs to read all instructions related to filling of DAF and then click on "**OK**" button after click on check box.

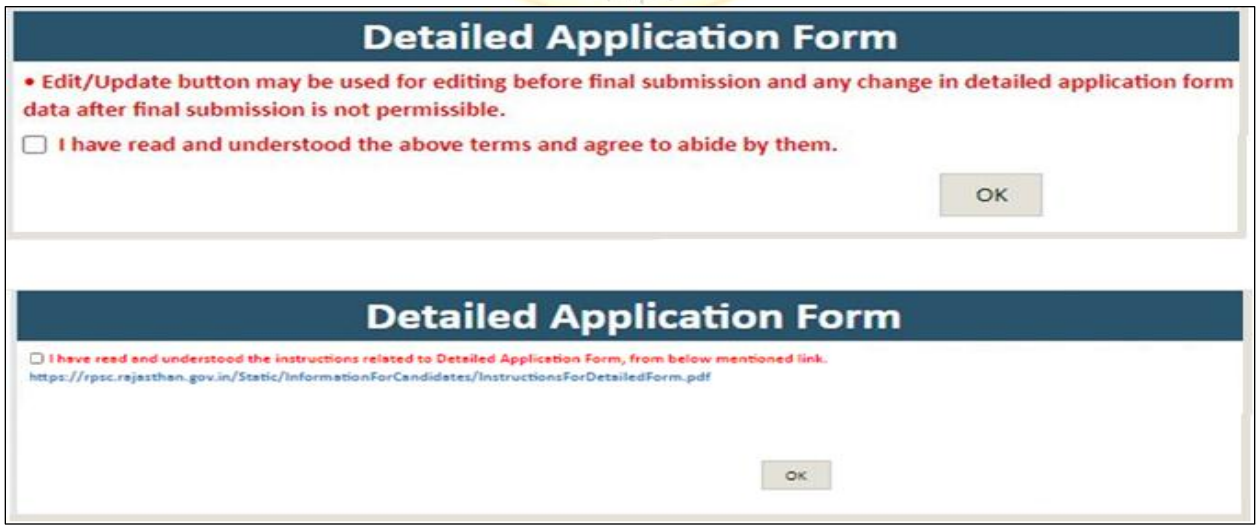


Figure 54: First and second popup

Basic Details: On basic details page all data are fetched from application form except "पद कोड/क्रम संख्या", "स्थाई पता" and "जन्म स्थान". Candidate can edit fields which are enable to edit which includes candidate's name (Hindi), Father name (Hindi), Mother name (Hindi), number of children with details etc. Rest other fields are disabled and candidate not able to edit them.

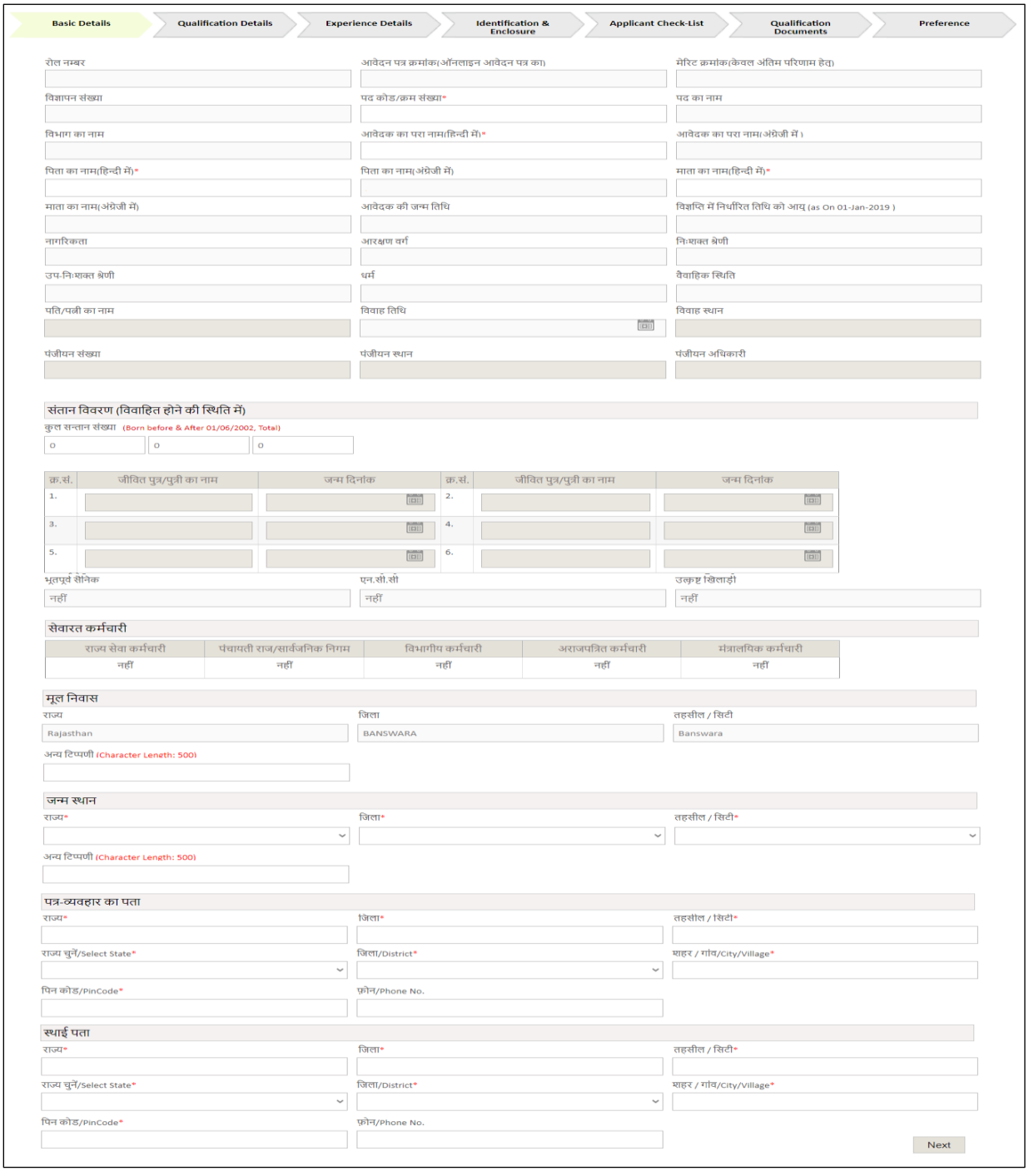


Figure 55: Basic Details Page of DAF

Qualification Details: On qualification details page candidate fill all their qualifications details and details which are filled by candidate at the time of filling of application form (Which includes secondary and senior secondary details) are predefined on this page. To fill details on this page candidate needs to click on check box button to enable any fields. Under "शिक्षा सम्बन्धी प्रमाण पत्र" candidate need to click on check box button and enter name of the degree according to field and click on sample button to download document for the same.

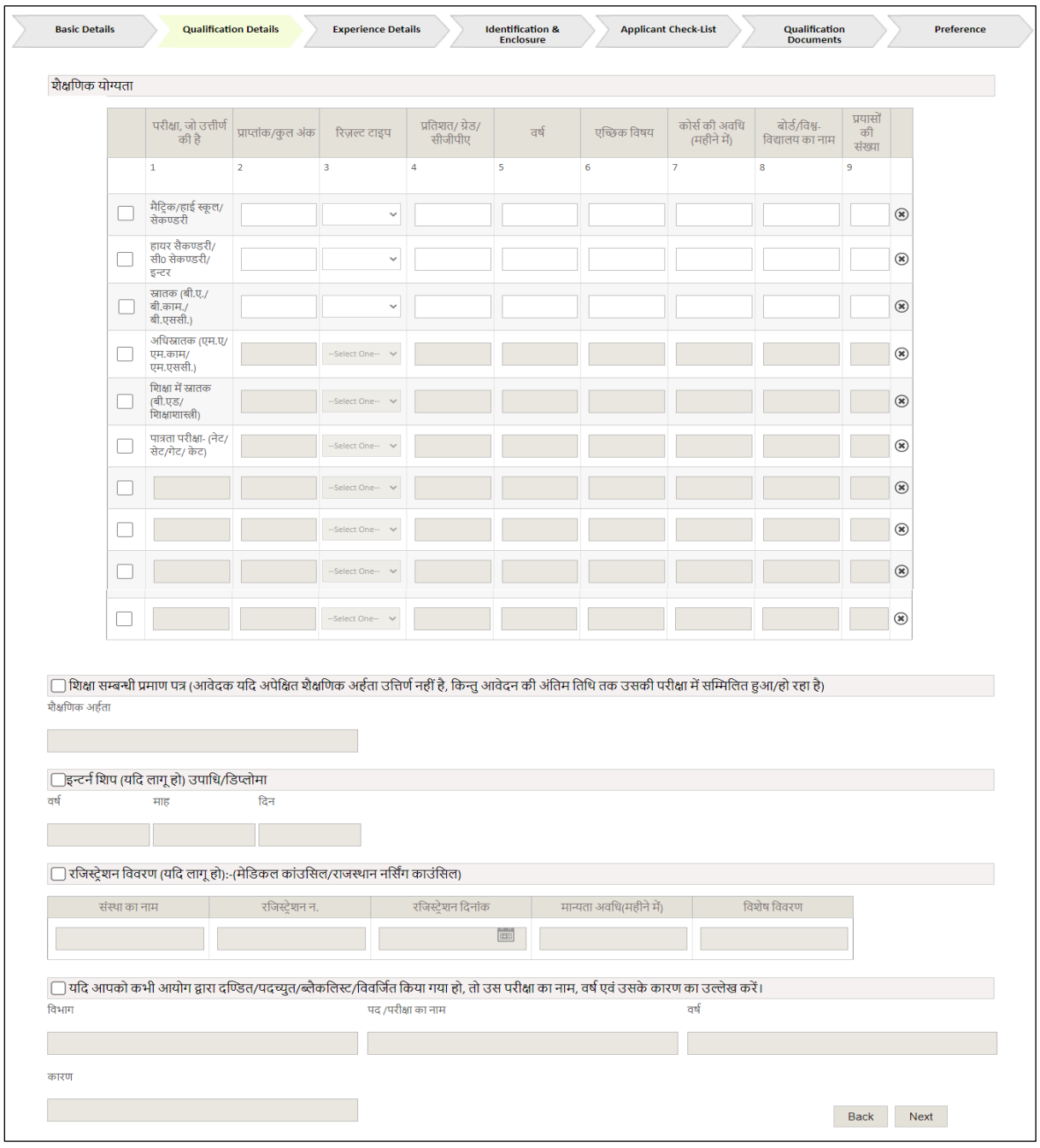


Figure 56: Qualification Details Page in DAF

Experience Details: On experience details page candidate fill all their experience details. In experience details if candidate wants to add more details, then candidate click on add button after filling all required details. To fill rest fields on this page, candidate needs to click on check box button to enable particular fields.

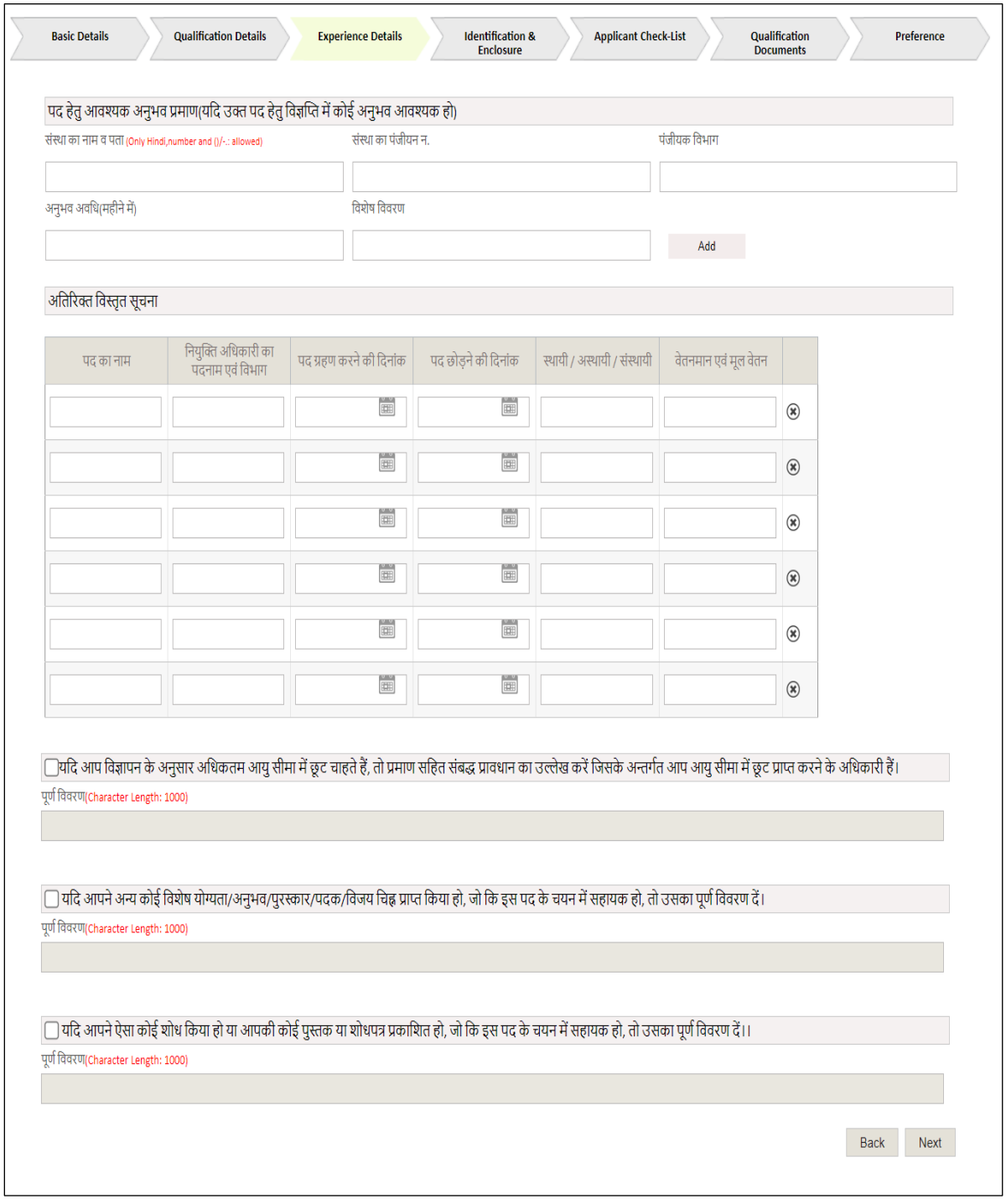


Figure 57: Experience Details Page in DAF

Identification & Enclosure: On "Identification & Enclosure" page, the candidate needs to capture his/her live photo and upload signature.

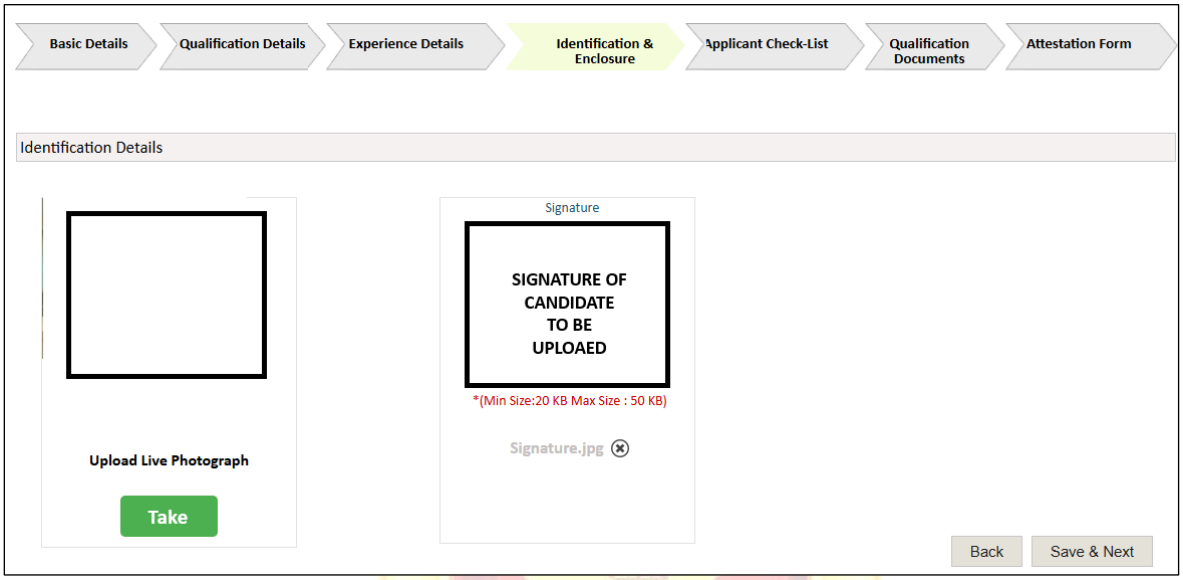


Figure 58: Identification & Enclosure page in DAF

Applicant Check-List: On Applicant Check-List page candidate select particular check box and radio button according to their requirement and also enter his/her age. Candidate can click on "**Clear**" button to de-select all radio button of particular section.

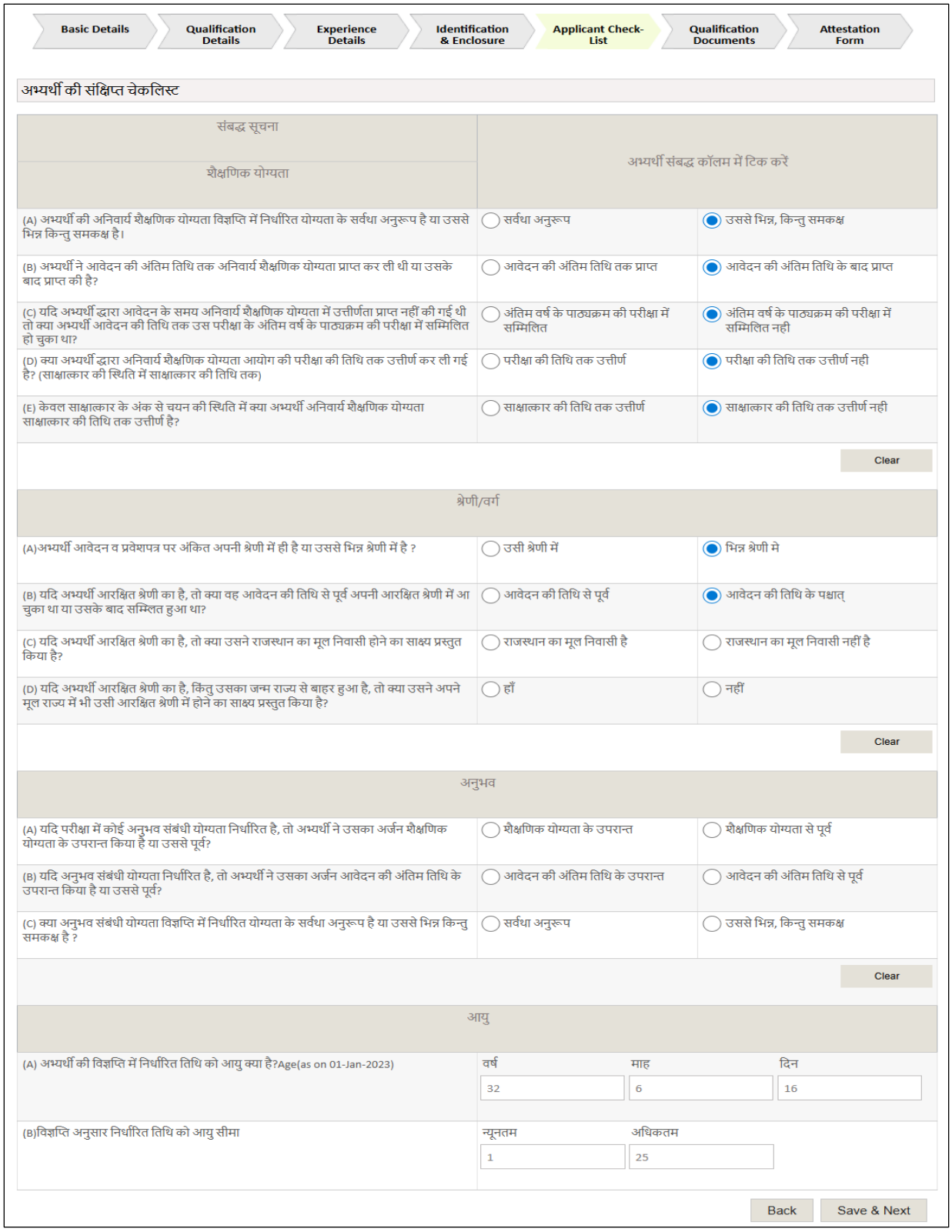


Figure 59: Applicant Check-List Page in DAF

Qualification Documents: On Qualification Documents page candidate can upload their required documents by entering their issue number and issue date**.** All documents are non-mandatory.

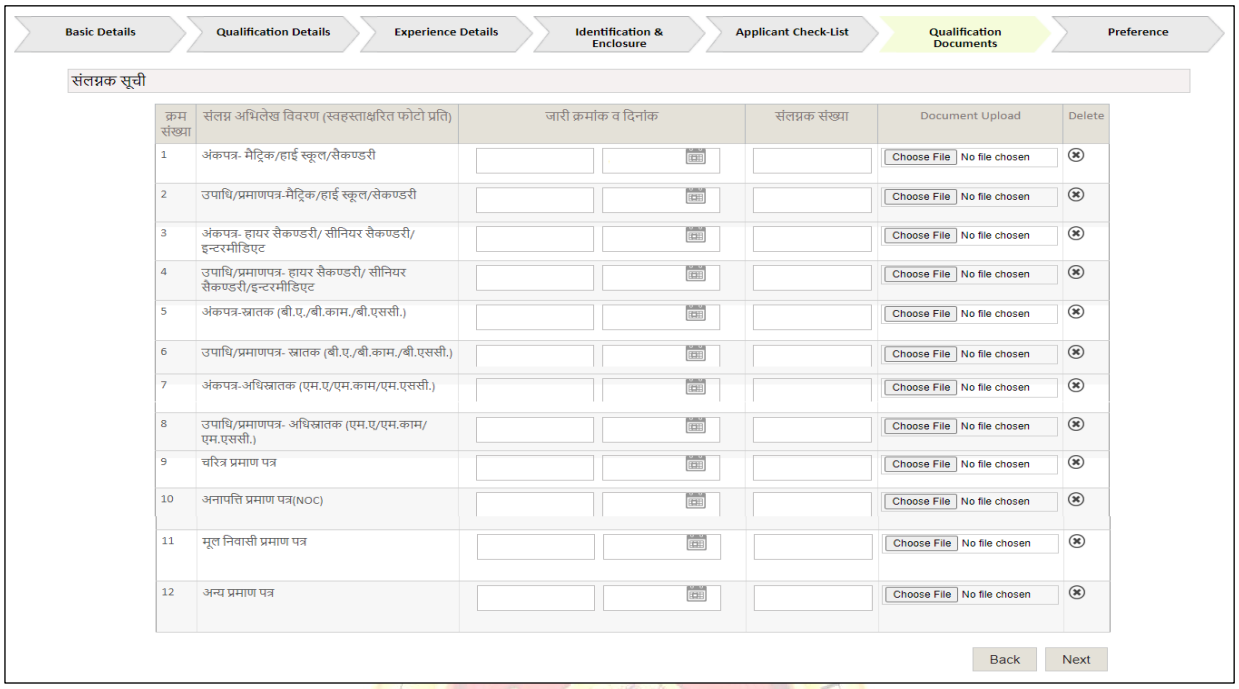


Figure 60: Qualification Documents Page in DAF

Note: While uploading educational/training documents online, ensure that all such documents which have more than one page are uploaded by creating a single integrated file (combine multiple documents in a single PDF).

Preference (If Applicable for any recruitment): On Preference page candidate provide preference by entering preference value against particular department. Candidate need to give preference to department uniquely that is no preference should be repeated for particular section with correct order.

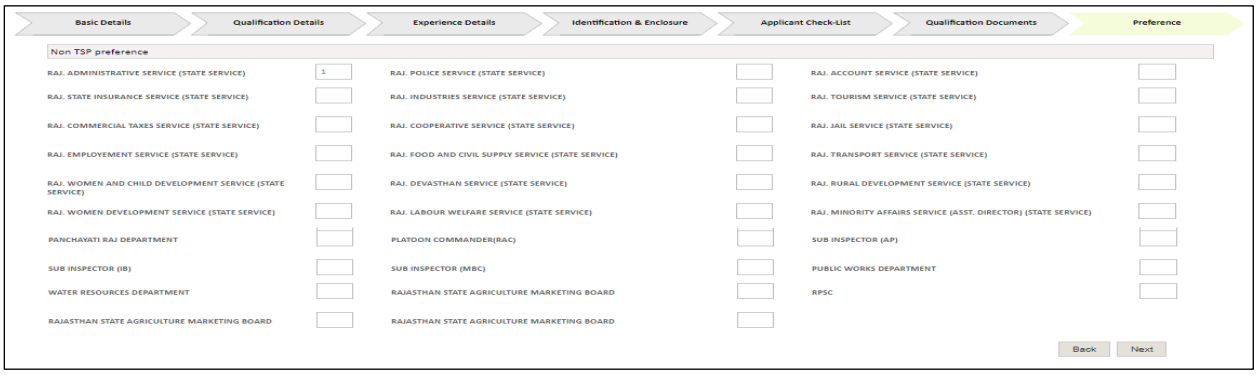


Figure 61: Preference Page in DAF (if applicable)

Attestation Details Page: On this page, the candidate has to enter his entire background details for Police Verification Purpose like School & College details, previously recruited details, Criminal and pending court cases related questions, Family details, Identity and Domicile details as shown in below picture:

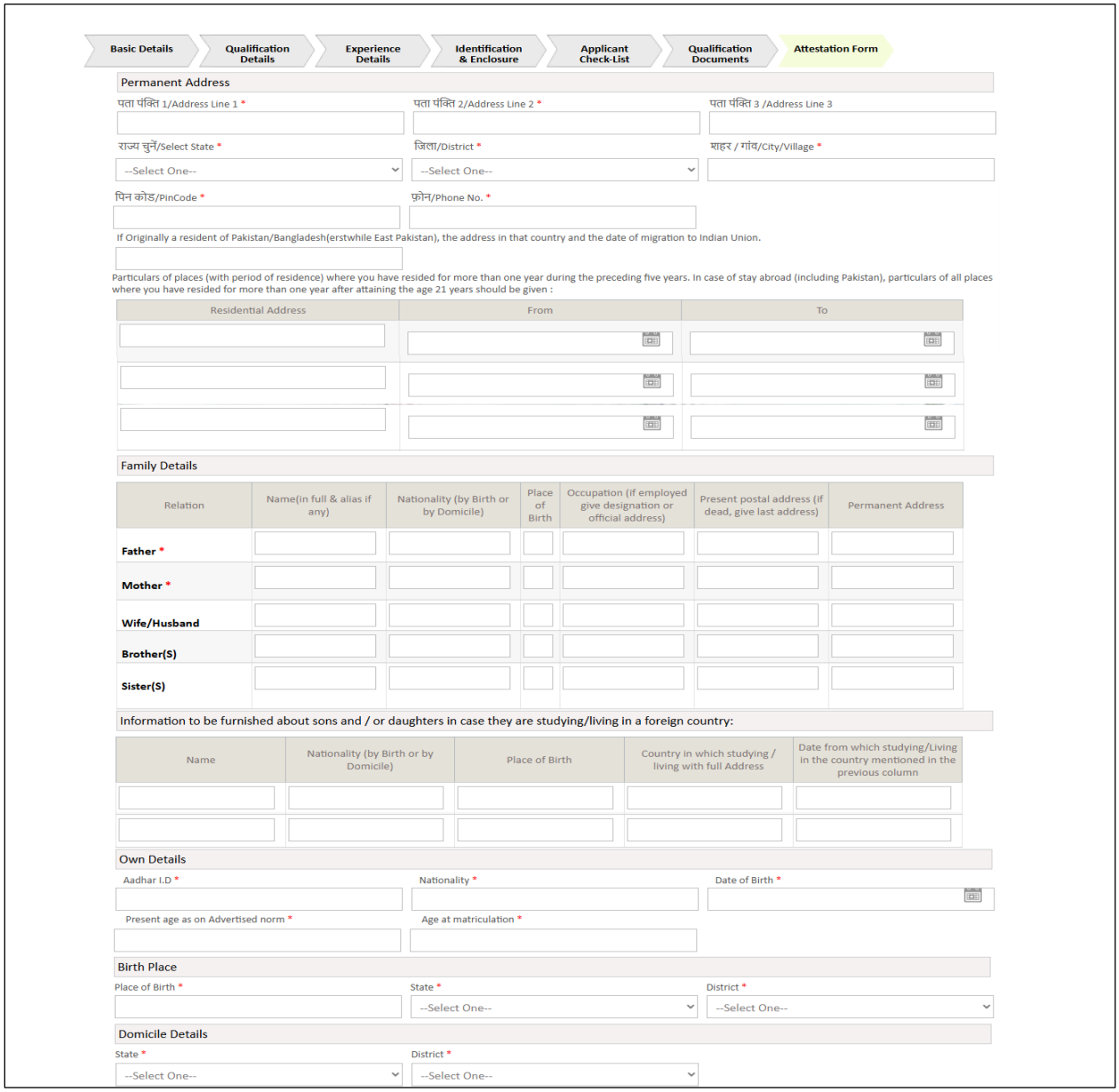


Figure 62: Attestation Details Page in DAF

Application Preview: An application preview will be open on click on next button. The preview of application contains all filled details. At the end of preview page two button will be available one is final submit and other is update button. Candidate can update their application on click on update button. After clicking on the "**Final Submit**" button, candidate can't update their detailed

form. Once candidate click on final submit button, a pay fee button will be generated and this button will redirect candidate to payment gateway page. And after payment a PDF will generate for candidate which he/ she can download on click on "**Download Scrutiny PDF**" button.

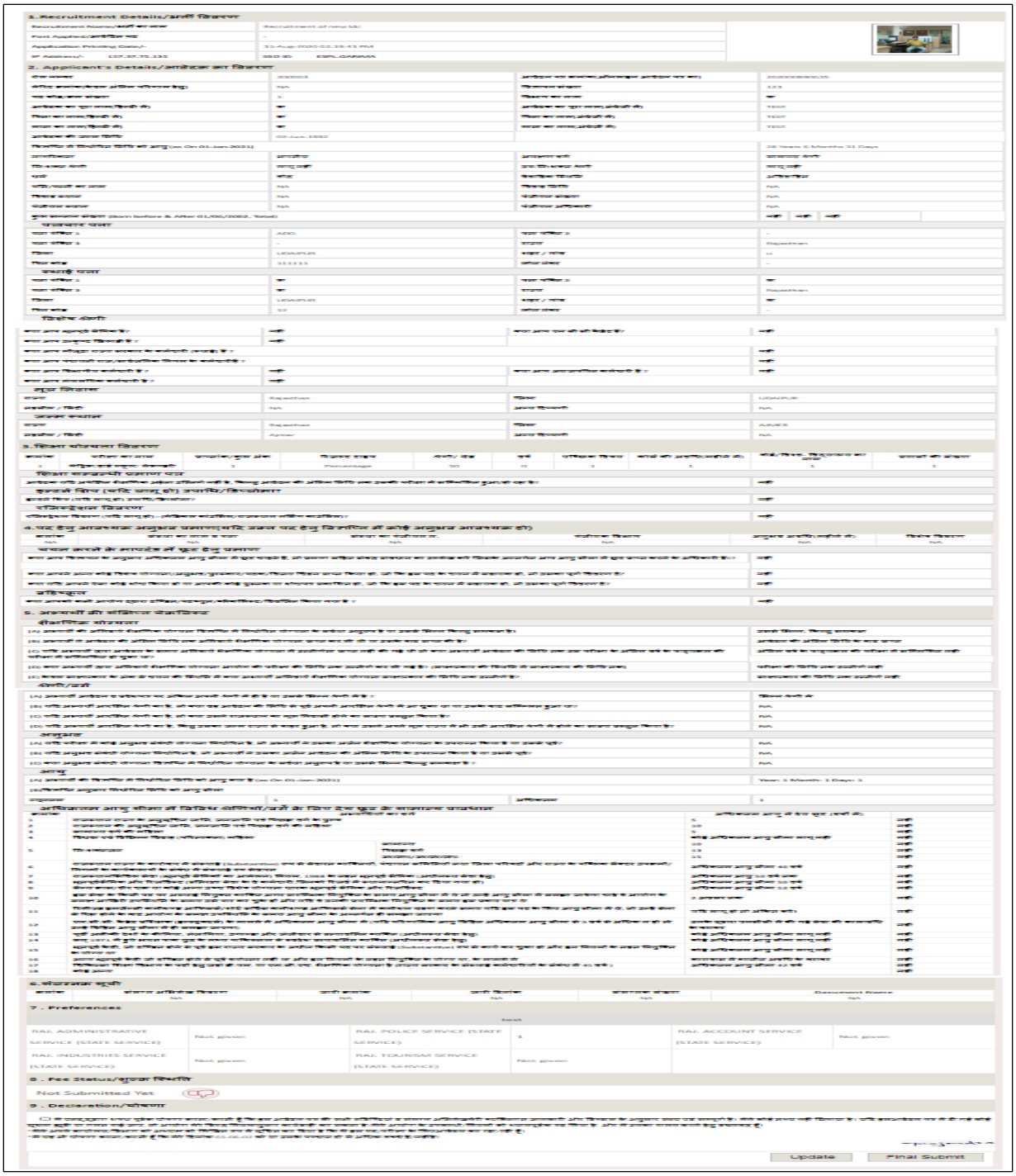


Figure 63: Detailed Application cum Scrutiny preview page

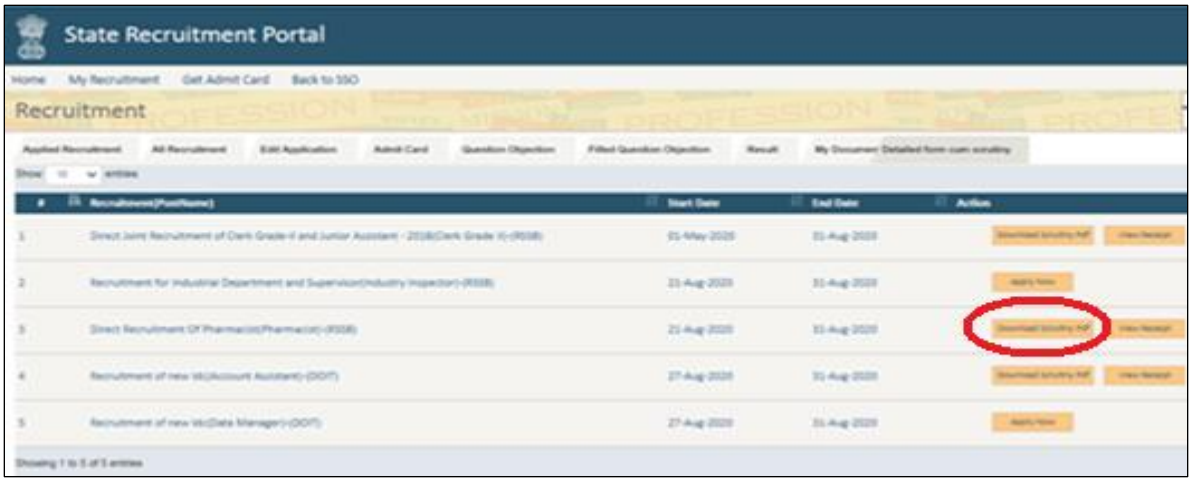


Figure 64: Download Scrutiny PDF

Special Note: In case the payment amount is deducted from the bank account/wallet of the candidate/e-Mitra Kiosk and the payment process fails due to any reason, then in such a situation the candidate/e-Mitra Kiosk can check the payment status by clicking on the "Verify" button on the application preview page.

Process To fill Offline Detailed Application Form:

If the Candidate is directed to download and fill the Detailed-cum- Scrutiny form in Offline mode, then the candidate can download the offline form available on the RPSC Official Portal link (https://rpsc.rajasthan.gov.in/downloads) and then under the "General Information" section, click on the link name "**Instructions for Applicants (Online Application, Rules, Online Objection, Detailed Form, etc.**)" and download the latest version of pdf and take the printout from page number 50 till end of the document and then fill this form. For payment purpose, the candidate can refer Chapter 8 "**Payment for Offline Services**", pay ₹ 50 fee and attach the fee receipt with the Detailed Application form cum Scrutiny and submit all documents offline at RPSC office.