

**Office of the Chairman,
NEET UG Medical & Dental Admission/Counseling Board-2018 and
Principal & Controller, SMS Medical College & Attached Hospitals, Jaipur
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www.rajugmedical2018.org | www.education.rajasthan.gov.in/medicaleducation

NEET UG (MEDICAL / DENTAL) ADMISSION / COUNSELING 2018 (MBBS, BDS)

INSTRUCTIONS FOR FILLING ON-LINE REGISTRATION FORM

Before filling the on-line registration form, read the information booklet and instructions for filling on-line registration form etc. very carefully.

First ensure your eligibility (educational qualification, age etc.) and other requirements for admission as given in the booklet etc.

You should be very careful in filling-up the on-line registration form. If any lapse is detected during the scrutiny, your candidature will be rejected at any time of admission process or even at a later stage.

In case you have any difficulty while filling on-line registration form, send email to Helpline at **rajugmedical2018@gmail.com** or contact at mobile no. 7733889594

The processing of registration form is based on the information filled by the candidate.

Any error committed intentionally or otherwise may result in cancellation of your candidature.

Important: Note down your Form No. and password carefully. Keep them safe with you for further processing. Don't disclose this information to anyone else.

Keep the following ready before you start filling Part 2 of the on-line registration form:

Mandatory documents uploading for all candidates

1. Scanned copy of your recent passport size coloured photo (taken on or after 01-01-2018) in the prescribed format (jpg or jpeg, size preferably upto maximum 40 KB)
2. Scanned copy of your signature in the prescribed format (jpg or jpeg, size preferably upto maximum 40 KB)
 - a. Be very careful while scanning your signature. You should first put your signature in an area of about 2" × 1" on blank paper with a ball point pen. Scan this paper. Cut/ select only signature area (2" × 1") and save it as jpg or jpeg (do not upload your signature in A4 size format / full paper).

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

3. Scanned copy of your ST-STA certificate (if applicable) in the applicable proforma and in format (jpg or jpeg, size preferably upto maximum 150 KB)
4. Scanned copy of your Defence/ Paramilitary personnel certificate (if applicable) in the applicable proforma (available at the website) and in format (jpg or jpeg, size preferably upto maximum 150 KB)
5. Scanned copy of PH category certificate (if applicable) in the applicable proforma (available at the website) and in format (jpg or jpeg, size preferably upto maximum 150 KB)

Do not make any mistake in uploading the above documents.

Steps for filling on-line registration form

Select the option: Registration Part 1.

Part 1

1. Select Payment Mode for Registration
 - a. Online (Debit card/Credit card/Internet banking/UPI)
or
 - b. e-Mitra Kiosk

2. If you select on-line mode of payment, you will be directed to Registration Part 1 screen.

Follow step nos. from 4 to 16.

3. If you select e-Mitra kiosk mode then Go to any e-Mitra kiosk. Select the service name as --

**e-Mitra sso>Services>Avail Service> Utility Services search>
Medical Education-MBBS/BDS admission 2018**

at any e-Mitra kiosk where you will be directed to Registration Part 1 screen.

Follow step nos. from 4 to 16.

Select your payment mode very carefully.

Changing the payment mode is not permissible after selection.

For example, once you select on-line mode, you will have to make payment through on-line mode only and you will not be permitted to make payment through e-Mitra Kiosk.

Similarly, once you select e-Mitra kiosk, you will have to make payment through the same e-Mitra kiosk only and you will not be permitted to make payment through on-line mode.

1. Enter your NEET Roll number.
2. Your Name as filled in NEET 2018 form appears on screen.
3. Enter name of Father.
4. Select Date of birth (as it appears in your 10th class mark sheet) – Day, Month and Year
5. Select any one category as applicable to you: GENERAL (UR) / SC / ST / ST - STA / OBC (creamy layer - CL)/ OBC (non creamy layer - NCL) / MBC (creamy layer - CL)/ MBC (non creamy layer - NCL).

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

Select date of issue of OBC NCL certificate, if you select OBC - NCL. Select/fill any additional options, if asked.

Select date of issue of MBC NCL certificate, if you select MBC - NCL.

6. Select whether you belong to PH category: Yes/No
7. Select whether belongs to Defence / Para-military: Yes/No

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

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

Defence

- | | |
|--------------|---|
| EXS1 | Widows/Wards of Defence Personnel killed in action. |
| EXS2a | Wards of those Disabled in action and boarded out from service |
| EXS2b | Widows/Wards of those defence personnel who died while in service with death attributable to military service |
| EXS4 | Wards of those Disabled in service and boarded out with disability attributable to military service. (Certificate Proforma 1 and 2A) |
| EXS5 | Wards of ex-service men and serving personnel who are in receipt of Gallantry Award. (Certificate Proforma 2C) |
| EXS6 | Wards of ex-service men. (Certificate Proforma 2B) |
| EXS7 | Wives of (i) defence personnel disabled in action and boarded out from service (ii) defence personnel disabled in service and boarded out with disability attributable to military services (iii) ex-servicemen and serving personnel who are in receipt of Gallantry Award |
| EXS8 | Wards of serving personnel |
| EXS9 | Wives of serving personnel |

OR

Para-military

- WPP 1** Widows/ Wards of defence personnel killed in action
WPP 2 Wards of personnel disabled in action and boarded out from service
WPP 3 Widows/ Wards of defence personnel who died while in service with death attributable to military services.
WPP 4 Wards of those disabled in service and boarded out with disability attributable to military services
WPP 5 Wards of Ex-servicemen and serving personnel who are in receipt of Gallantry Award
WPP 6 Wards of Ex-servicemen

8. Write your NEET 2018 marks.
9. Select percentage of marks obtained in Physics, Chemistry, Biology / Biotechnology (together) in 10+2 or an equivalent examination.
10. Enter email ID (for example abcd@gmail.com).

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

11. Select domicile State.
12. Select whether your family annual income is less than INR 2.5 lacs:
Yes/No
13. Select other eligibility criteria (any one)
- I. Natural father/Mother of the candidate has continuously resided in Rajasthan for period of last 10 years and the candidate has studied for at least 5 years during this period in a recognized educational institution in Rajasthan, or
 - II. All those students who are bonafide residents of Rajasthan but are studying in other states will also be eligible for the allotment process, or
 - III. The candidate is son/daughter of serving or retired (i) Employee of Government of Rajasthan (ii) Officer of All Indian Services borne on State Cadres of Rajasthan and has served for more than 3 years with State Government, or
 - IV. The candidate is son/daughter of serving or retired, permanent employee of Govt. Undertaking/ Corporation / Improvement Trust / Municipal Bodies / Council / Panchayat Samiti / Co-operative bodies, duly constituted by the Government of Rajasthan by an act of Law who has put in at least 3 years of service on the last date of submission of the on-line registration form in the year of admission, or
 - V. The candidate is son/daughter of serving/retired, permanent employee of any of the State University or Secondary Board of Education (Rajasthan) provided that employee has worked in Rajasthan for 3 years preceding the last date of submission of the on-line registration form, or
 - VI. Candidate is a natural son/daughter of a Serving/Retired permanent employee of Indian Defence and the employee is of Rajasthan origin irrespective of his place of posting. Provided that in case of Defence Personnel from Rajasthan origin, a certificate has to be submitted by them from the employer to the effect that his state of origin is Rajasthan at the time of his entry into service. Eligible candidates of this category shall be admitted as per laid down criteria of priority cum merit of the Rajasthan MBBS & BDS Admissions - 2018, or

- VII. Candidate is a natural son/daughter of a Serving permanent employee of Indian Defense and the employee is posted in Rajasthan at the time of last date of submission of the on-line registration form for admission, or
- VIII. Candidate is a son/daughter of serving/Retired person of Para-Military Forces of India and the employee is of Rajasthan origin, irrespective of his place of posting. Provided that in case of Para-Military personal from the Rajasthan origin, a certificate **(certificate Proforma 3)** has to be submitted by them from the employer to the effect that his state of origin is Rajasthan at the time of his entry into service, or
- IX. Candidate is a son/daughter of serving person of Para-Military Forces of India and the employee is posted in Rajasthan at the time of last date of submission of the on-line registration form for admission **(certificate Proforma 4)**, or
- X. Candidate is a son/daughter of a Judge of Rajasthan High Court subject to the condition that he/she submits an undertaking/affidavit stating that such benefit is not being claimed or availed by them in any other State, or

(candidates falling in above clauses I to X are eligible for all types of seats)

- XI. None of the above (eligible for NRI quota seats only).

(candidates selecting clause XI "None of the above" will be considered ONLY for allotment against NRI quota seats). Please see the individual institution's proforma regarding fees and other eligibility criteria.

14. Press "Proceed".

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

16. Make the registration fee payment. Note down your Registration ID and password carefully.

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

Print Registration form Part 1 containing your basic information, registration fee deposited, registration ID etc. Keep it safe for further use. (You have to use this registration ID and your password to login for remaining steps to complete the registration form).

Note: The Admission Board will not be responsible for any consequences arising out of forgotten password / misuse of your password. It is your responsibility to maintain confidentiality of your password. Sharing of your password can result in its misuse by somebody else, leading to even exclusion of a genuine candidate from the admission process.

Now, complete Part 2 of the registration form.

Part 2

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

Basic details

1. Select appropriate salutation (Mr. / Miss / Mrs. / Ms.)
2. Your Name will appear on screen (as non-editable).
3. Your Date of birth will appear on screen (as non-editable).
4. Select state of birth
5. Select gender: Male / Female
6. Your Father name will appear on screen (as non-editable).
7. Write mother's name.
8. Present communication address.
Write the full present address along with city, district, state and pin code.
9. Permanent address:
If your permanent address is same as present address, click on the check box, otherwise, write the full permanent address along with city, district, state and pin code.
10. Write STD code and your residence phone number, if available, otherwise leave blank.
11. Write your cell number (without zero '0') compulsorily i.e. only 10 digit number.
12. Your email ID is displayed on screen.
13. Your domicile state is displayed on screen.

14. Select Nationality: Indian / Other.

15. In case of Other: Write address and contact details of parents and address of local guardian.

Press "**Save and Next**"

Educational details

- A. Secondary (10th) or equivalent examination
- I. Select the name of board (as appearing in the marksheet).
In case of other board: Write name of board
 - II. Select year of passing
 - III. Select percentage of total marks (aggregate, all the subjects) obtained in Class 10 examination.
- B. 10 + 2 or equivalent examination
- I. Select the name of board (as appearing in the marksheet).
In case of other board: Write name of board
 - II. Select your result status: Passed / Supplementary / Failed
 - III. Select year of passing
 - IV. Select no. of attempts for passing 10+2 or an equivalent examination: 1 or 2 or 3 or 4 or 5
 - V. Select third subject: Biology / Biotechnology
- VI-IX. Select percentage of marks obtained in Physics, Chemistry, Biology/ Biotechnology and English in 10+2 or an equivalent examination.
(e.g. if you have obtained 78.34% in Physics then first select 78 and then select 34; this will again appear on screen, verify and again enter correct percentage, if required)

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

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

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

Press "Save and Next".

Documents uploading

Choose and upload the applicable documents [photograph, signature, caste certificate (only for ST-STA), Defence/Para-military personnel certificate (if applicable), PH ertificate] one by one and check change in the status.

Image of your uploaded documents e.g. photograph, signature etc. will appear on screen and a message will appear on screen about successful uploading of documents, if uploaded.

If your photo/signature image is appearing small or is not visible then it means your photo/signature image file is not as per the prescribed format. Re-upload the same (both photo and signature file), if required.

After this, press "Save and Next".

Choice selection / filling

Do you want to opt for NRI seats also, alongwith other seats, Select Yes / No

To fill choices, select the course and college combination in order of your preference.

You must choose minimum 1 choice/option. You may choose as many choices / options as you wish. There is no restriction for filling maximum number of choices.

Now, click on 'Add Choice' button.

Check all the entries. If Ok, click 'Save' button.

It is essential to save your choices by pressing the 'Save' button. If you do not press save button your choices will not be saved resulting in your exclusion from further processing.

You may click 'reset' button, if you wish to fill the choices afresh.

Click 'logout' button. A message will appear at the time of logout: Are you sure, you have saved your choices by pressing the 'Save'?

Modify / Delete your filled choices: You may change your order of preference by deleting choice(s) and then adding the fresh choices. You can use this option as many times as you wish before clicking "Save and Next".

You can also **move / toggle / delete** any choice. For this, select the particular choice and use "Move up / Move down / Delete" option.

Click 'Save newly added' button after each modification.

You can also remove newly added choices by clicking "Reset newly added".

You can also remove all choices by clicking "Reset all choices".

Click "Save and Next".

Declaration

A declaration will appear on the screen. Press "I Accept" on this Declaration: It is a must.

Declaration

I do hereby declare that all the information given by me in support of my application for registration is true, complete and correct to the best of my knowledge, is binding on me and nothing has been hidden by me. I shall not claim any change or alteration. If any of them is found to be incorrect or false, my candidature will be liable to be rejected and I shall be liable to any penal action and / or punishment as may be deemed fit by the UG Admission Board.

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

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

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

Preview

You can preview the relevant details filled by you.

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

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

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

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

Printing of final registration form (with choices filled by you) will start on 28.06.2018.

After **Final Submit** also, you can edit your details in Part 2 and the choices filled till 27.06.2018 (11.45 pm).

Print copy of the registration form

Print two copies of the registration form (filled on-line) on A4 size paper and keep the same along with the following documents compulsorily with you:

1. NEET 2018 Score Card
2. Allotment Letter
3. Mark sheet of 10+2 (senior school certificate examination) or its equivalent
4. Date of Birth Certificate: 10th class mark sheet / certificate or any other equivalent certificate showing the date of birth
5. Mark sheet of secondary examination (10th class)
6. All mark sheets of Class 11 and Class 12 if passed in more than one attempt
7. Certificate/ Document providing your eligibility as selected by you at the time of filling on-line registration form- (I to XI) - as given under serial 3 in the information booklet
8. Copy of photo ID (driving licence / PAN card / Voter ID / Govt. or PSU card / School ID card / 12th class examination admit card / Aadhaar card)
9. Valid Caste certificate, sub-category certificate, if applicable
10. Domicile certificate, if applicable
11. 4 Passport size photo same as affixed on registration form
12. PH certificate, if applicable
13. WDP / WPP certificates, if applicable
14. Bond as per the applicable Proforma
15. Any other relevant certificate(s)

Paste your unattested recent passport size coloured photograph, at the space provided on the printout of registration form. This photograph must be same as uploaded by you while filling the on-line registration form.

Complete declaration part and Sign the declaration on the printout of the registration form and write Place and Date. It is a must.

Put the thumb impressions at specified place.

Keep the completed registration form for submission when required. You are not required to send to UG Admission Board the print copy of your registration form filled on-line. You will be required to submit it before the Board at the time of counselling (duly completed in all respects), failing which your candidature shall be rejected / you will be disqualified without any further correspondence.

Help line

In case you have any difficulty while filling on-line registration form, send email to Helpline at **rajugmedical2018@gmail.com** or contact at mobile no. **7733889594**

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

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