

Student Manual

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.

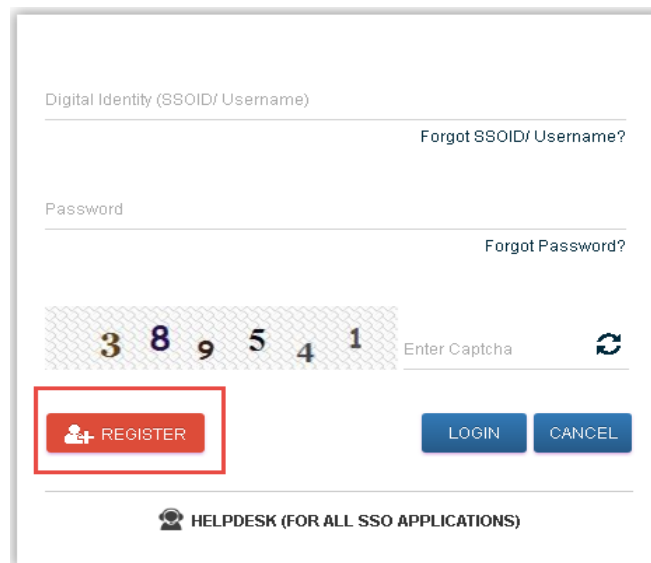
The screenshot shows a login form with the following elements: a text input field for 'Digital Identity (SSOID/ Username)' with a 'Forgot SSOID/ Username?' link; a text input field for 'Password' with a 'Forgot Password?' link; a CAPTCHA image showing the numbers 3, 8, 9, 5, 4, 1; a text input field for 'Enter Captcha'; a red-bordered button with a user icon and the text 'REGISTER'; a blue 'LOGIN' button; and a blue 'CANCEL' button. At the bottom, there is a 'HELPDESK (FOR ALL SSO APPLICATIONS)' link with a headset icon.

Fig 1.1: Login page (Not a Registered User)

Candidate will be redirected to the SSO registration page.


The screenshot shows the registration options page. At the top, there are three tabs: 'CITIZEN' (selected), 'UDHYOG', and 'GOVT. EMPLOYEE'. Below the tabs, it says 'Please select an option to register :-'. There are four registration options, each with an icon and text: 'Bhamashah ID (Only for Citizens)' with a lotus icon, 'Aadhaar ID (UID) (Only for Citizens)' with an Aadhaar icon, 'Facebook (Citizens- Limited App Access)' with a Facebook 'f' icon, and 'Google (Citizens- Limited App Access)' with a Google 'G+' icon. At the bottom, there 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:

Digital Identity (SSOID/ Username)
applicant_ssoid
Forgot SSOID/ Username?

Password

Forgot Password?

3 8 9 5 4 1 Enter Captcha

REGISTER LOGIN CANCEL

HELPPDESK (FOR ALL SSO APPLICATIONS)

Fig 2.1: Login with Candidate

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

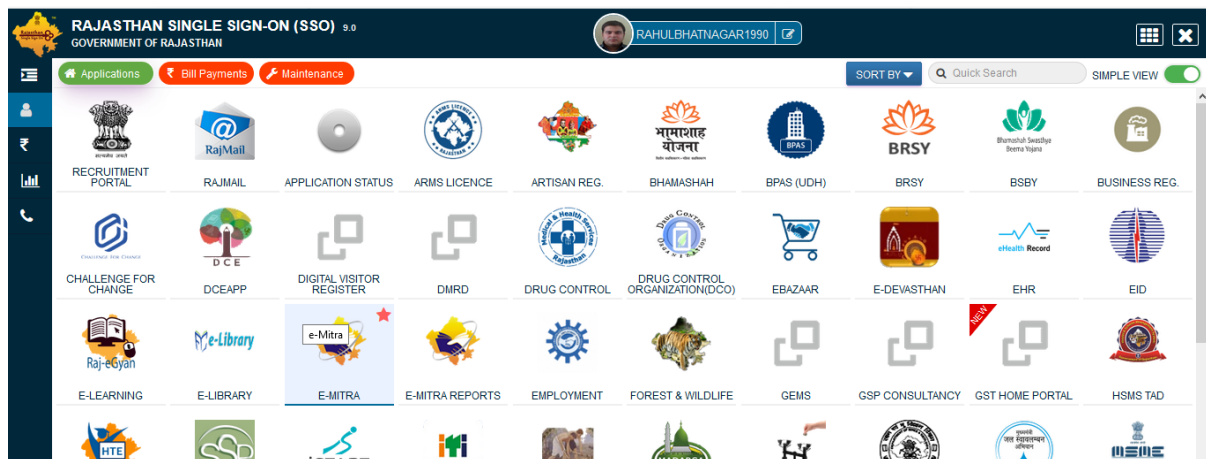


Fig 2.2: SSO Dashboard

Now Click on Recruitment Portal

2.1 Dashboard

After selecting Recruitment portal from above screen , Candidate Dashboard will be opened, as shown in the screenshot below. It displays three sections i.e. My Applications, Notifications and Ongoing Recruitments.

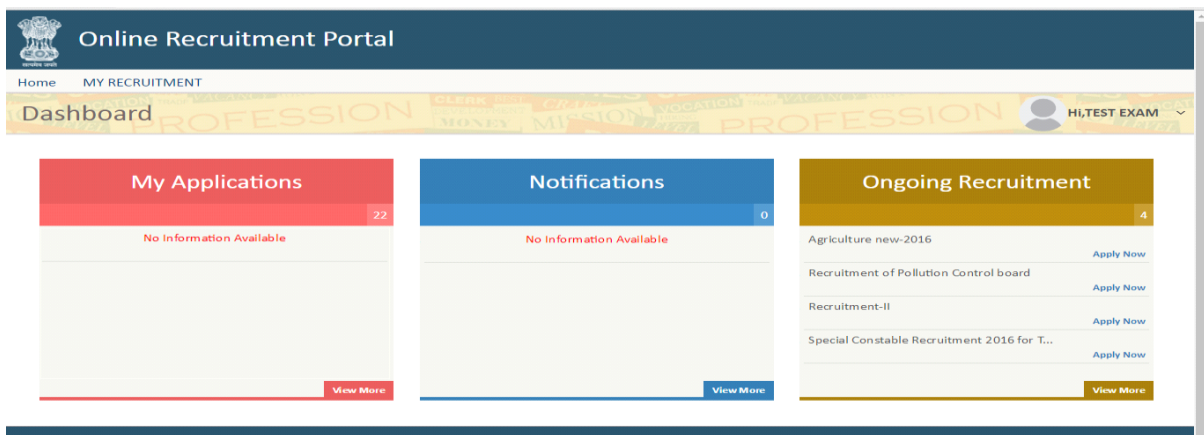


Fig 2.3: Candidate Dashboard

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.

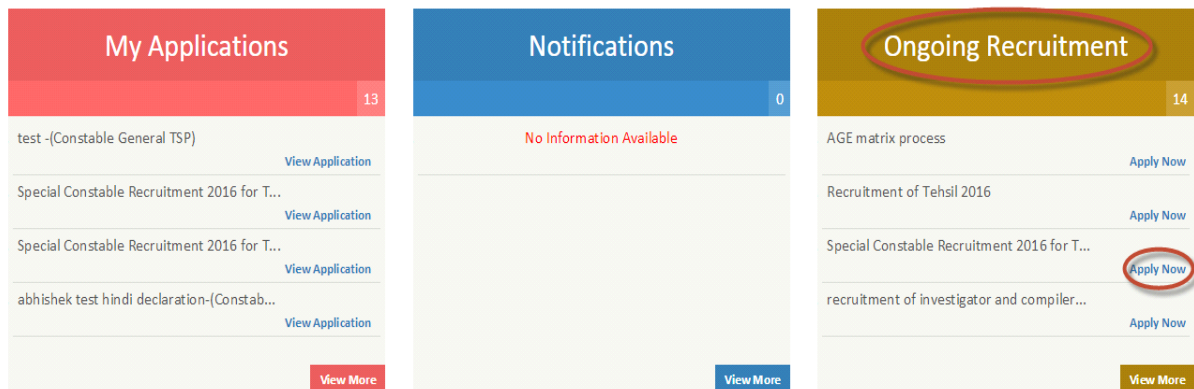


Fig 2.4: Ongoing recruitment


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:

Basic Details

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

Personal Details

**Online Recruitment Portal**

DES

[Home](#) [My Recruitment](#)

Application Form - Rajasthan Yuva Vikas Prerak Internship Program

Hi, RAHUL BHATNAGAR

Basic Details

Personal Details

Qualification & Experience

Identification & Enclosure

Domicile Details/अधिवस विवरण

Nationality/राष्ट्रियता*

Indian

Home State/गृह राज्य*

--Select One--

Home District/गृह जिला*

--Select One--

Home Block/गृह ब्लॉक

--Select One--

Tehsil/City/तहसील / सिटी

--Select One--

Village/गाँव

--Select One--

Settled in India from Other Country/पूर्व स्थापित*

--Select One--

From Which Country/किस देश से*

--Select One--

Character Verification/चरित्र सत्यापन

Criminal Record/आपराधिक रिकॉर्ड

Yes/No

No

Complete Details/पूर्ण विवरण

Bank Details

Bank Name/बैंक का नाम*

--Select One--

Bank Branch Name/बैंक शाखा का नाम*

Account Number/खाता संख्या*

IFSC Code/आई.एफ.एस.सी. कोड*

PAN Number/पैन नंबर

Reference Details (Give reference details of two responsible persons)

Reference Details 1

Name/नाम*

Address/पता*

Mobile/मोबाइल नंबर*

Email/ई-मेल*

Reference Details 2

Name/नाम*

Address/पता*

Mobile/मोबाइल नंबर*

Email/ई-मेल*

Back

Next

Fig 2.6: Personal Details

Candidate/Applicant has to fill his /her personal details in given columns. Form is divided into 4 sections **Domicile Details**, **Character Verification**, **Bank Details** and **Reference Details**. Candidate can select if he/she belongs to any special category. Candidate can select options in Additional Category. Candidate has to fill all mandatory sections as asked. Fields marked with asterisk (*) are the fields mandatory to fill.

6

Qualification/ Education details

Online Recruitment Portal

[Home](#)
[My Recruitment](#)

Application Form - Rajasthan Yuva Vikas Prerak Internship Program

Basic Details

Personal Details

Qualification & Experience

Identification & Enclosure

University/ Institute Details/विश्वविद्यालय / संस्थान विवरण

University/ Inst(for graduate course)/विश्वविद्यालय / संस्थान (ग्रेजुएट कोर्स)

--Select One--

University/ Inst(for Post graduate course)/विश्वविद्यालय / संस्थान (पोस्ट ग्रेजुएट कोर्स)

--Select One--

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	Duration (in months)/अवधि (महीनों में)	%/Grade /प्रतिशत / ग्रेड	Upload Max Document size should be 500 KB
1*	Secondary				--Select One--	--Select One--			Choose File
2*	Sr. Secondary XII				--Select One--	--Select One--			Choose File
3*	--Select One--				--Select One--	--Select One--			Choose File
4	--Select One--				--Select One--	--Select One--			Choose File
5	--Select One--				--Select One--	--Select One--			Choose File
6	--Select One--				--Select One--	--Select One--			Choose File

Publication & Research/प्रकाशन और अनुसंधान

Publication & Research

--Select One--

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/नियोक्ता का नाम	Type Of Employment/ रोजगार का प्रकार	Nature of duties performed/कर्तव्यों की प्रकृति	Designation/ पदनाम	Document Upload Max Document size should be 500 KB (Upload is mandatory if selected)
1	Working Experience	01-Jan-2018	01-May-2018	4		--Select One--			Choose File No file chosen
2	Working Experience					--Select One--			Choose File No file chosen
3	Working Experience					--Select One--			Choose File No file chosen

Total Experience (in month): 4

Back

Next

Fig 2.7: Qualification/ Education details

Candidate/Applicant has to fill education details as given in image 2.7. In rows with dropdown candidate has to select any one education which he/she has done and fill details accordingly. Candidate can add **debarred details** by selecting "Yes" if he/she had been debar from any examination . Candidate can fill if he/she has any working experience as given in image above. 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

Online Recruitment Portal

Home My Recruitment

Application Form - Rajasthan Yuva Vikas Prerak Internship Program

Hi, RAHUL BHATNAGAR

Basic Details Personal Details Qualification & Experience Identification & Enclosure

Photograph

*(Min Size:50 KB Max Size : 100 KB)

Choose File No file chosen

Signature

*(Min Size:20 KB Max Size : 50 KB)

Choose File No file chosen

Statement of Purpose (SOP)

*(Min Size:50 KB Max Size : 1000 KB)

Choose File No file chosen

Attachment of Undertaking

*(Min Size:50 KB Max Size : 1000 KB)

Choose File No file chosen

Body Mark

cheek

Back Next

Fig 2.8: Identification & Enclosure details

In this section candidate/applicant has to fill his/her photograph and signature for identification. 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 -




1. Recruitment Details											
Recruitment Name		Recruitment for Medical Teacher in Clinical and Non Clinical Branches									
Post Applied:		Medical Teachers Clinical and Non Clinical									
											
2. Applicant's Details											
Candidate Name		NAME		Father's Name		FATHER NAME					
Gender		Female		Date of Birth		20-Sep-1990					
Category		GENERAL		Specially abled Category		Not Applicable					
Sub Specially abled Category		NA		Marital Status		Single					
Mobile No.		1234567890		Email		EMAIL@gmail.com					
Aadhaar Id		123456789123		PAN Number		ABCDE1234T					
Applying For		Assistant Professor-Anesthesia		Status of Service		Service					
Service Type		Private - Hospital									
Correspondence Address											
Address Line 1		ADDRESS		Address Line 2		ADDRESS					
Address Line 3		NA		State		Rajasthan					
District		JAIPUR		City/Village		CITY					
PinCode		123456		Phone No.		NA					
Permanent Address											
Address Line 1		ADDRESS		Address Line 2		ADDRESS					
Address Line 3		NA		State		Rajasthan					
District		JAIPUR		City/Village		CITY					
PinCode		123456		Phone No.		NA					
3. Personal Details											
Nationality		Indian		Home State		Rajasthan					
Home District		JAIPUR		Home Block		NA					
Tehsil/City		NA									
4. Education Qualification Details											
SN o.	Name of Exam	Subject Group	Name of Board/University /School	Roll No.	Year of Passing	Result	Percentage/Grade /CGPA	No. of Attempts	Name of Medical Council/Registration Number	Date of Registration	
1	Secondary	NA	Name of Board/University /School	123	2010	Percentage	89	NA	NA	NA	
2	Sr. Secondary XII	SUB GROUP	Name of Board/University /School	123	2012	Percentage	89	NA	NA	NA	
3	BDS	SUB GROUP	Name of Board/University /School	123	2014	Percentage	89	1	Name of Medical Council/Registration Number	01-Sep-2017	
4	DNB	SUB GROUP	Name of Board/University /School	123	2017	Pass	NA	0	Name of Medical Council/Registration Number	02-Sep-2017	
Debarred											
Has any Board/Public Service Commission Debarred you for use of unfair means etc in it's Competitive/Recruitment Exam?										No	
Name of Board/Commission		NA		Order Number		NA					
Order Date		NA		Name Of Exam		NA					
Exam Date		NA		Has the period of debar of expired ?		NA					
Period For Which debarred(in Months)											
From Date		NA		Period		NA		To Date		NA	
Publication & Research											
SNO.	Title	Name of Journal	Month & year of publication	Index as per MCI norms	Authorship (write whether you were First Author Or Corresponding Author)						
1	TITLE	NAME OF JOURNAL	06-Sep-2017	INDEX AS PER MCI NORMS	AUTHORSHIP						
2	NA	NA	NA	NA	NA						
3	NA	NA	NA	NA	NA						
4	NA	NA	NA	NA	NA						
5	NA	NA	NA	NA	NA						
6	NA	NA	NA	NA	NA						
7	NA	NA	NA	NA	NA						
8	NA	NA	NA	NA	NA						
Experience Details											
SNo -	Experience Type	From	To	Year of Service(in months.)	Name of Employer	Type Of Employment	Nature of duties performed	Designation			
1	Working Experience 1	NA	NA	0	NA	NA	NA	NA			
2	Working Experience 2	NA	NA	0	NA	NA	NA	NA			
3	Working Experience 3	NA	NA	0	NA	NA	NA	NA			
Total Experience(in months): 0											
5. District Preferences											
Non Tsp											
Preference 1			SIKAR			Preference 2			BARMER		
6. Fee Status											
Not Submitted Yet 											
7. Declaration											
<p>I hereby declare that all information made in this application are true, complete and correct to the best of my Knowledge and belief. In the event of my information being found false or incorrect or the ineligibility being detected before or after the Screening Test/Interview, action can be taken against me as per Law. I have read the provisions of the relevant rules and the Advertisement carefully and I hereby undertake to abide by them. I further declare that I fulfill all the conditions of eligibility regarding age limits, educational qualification and required experience etc. Prescribed for admission to the Screening Test/Interview.</p> <p>मैं यहाँ घोषित करता/करती हूँ कि इस आवेदन में किए गए सभी जानकारी मेरे ज्ञान और विश्वास के सर्वोत्तम और सही हैं। यदि मेरे द्वारा दी गई जानकारी झूठी या गलत पाई जाती है या स्क्रीनिंग टेस्ट / साक्षात्कार के पहले या बाद में पाई जाती है, तो कानून के अनुसार मेरे खिलाफ कार्रवाई की जा सकती है। मैंने संबंधित नियमों के प्रावधानों और विज्ञापन को ध्यानपूर्वक पढ़ लिया है और मैं उनके द्वारा पालन करने का कार्य करता/करती हूँ। मैं आगे यह घोषणा करता/करती हूँ कि मैं स्क्रीनिंग टेस्ट / इंटरव्यू में प्रवेश के लिए निर्धारित आयु सीमा, शैक्षिक योग्यता और आवश्यक अनुभव आदि के बारे में पात्रता की सभी शर्तों को पूरा करता/करती हूँ।</p>											
 NAME											
<input type="button" value="Update"/> <input type="button" value="Final Submit"/>											

Fig 2.9: Application Preview

Application preview form will have **Update** and **PAY FEES** 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 PAY FEES 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.

The screenshot displays the 'Online Recruitment Portal' dashboard for a user named RAHUL BHATNAGAR. The dashboard is divided into three main sections: 'My Applications', 'Notifications', and 'Ongoing Recruitment'. The 'My Applications' section (red header) shows 3 applications, including 'RAJASTHAN YUVA VIKAS PRERAK INTERNSHIP PROGRAM-2018-(Rajasthan Yuva Vikas Prerak Internship Program)-(DES)', 'Direct Recruitment Of Livestock Assistant Exam - 2018-(Livestock Assistant)-(RSMSSB)', and 'Application for Young Intern Program - 2017-(Young Interns Program)-(RSMSSB)'. Each application has an 'Apply Now' button. The 'Notifications' section (blue header) shows 0 notifications with the message 'No Information Available' and a 'View More' button. The 'Ongoing Recruitment' section (yellow header) shows 14 ongoing recruitments, including 'developer (BOR)', 'Recruitment for Fee (DOIT)', 'Edit Application - 1 (RTU)', 'Lecturer-SARANGI INSTRUMENT (RPSC)', and 'Rajasthan Primary and Upper Primary School Teacher (Level-1) Direct recruitment-2018'. Each recruitment has an 'Apply Now' button. The top navigation bar includes 'Home', 'My Recruitment', 'Profile Last Updated on: 10-MAY-2018 01:50:02', and 'Profile Completion Status 0%'. The user's name 'Hi, RAHUL BHATNAGAR' is displayed in the top right corner.

Fig 2.10: 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 the **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.

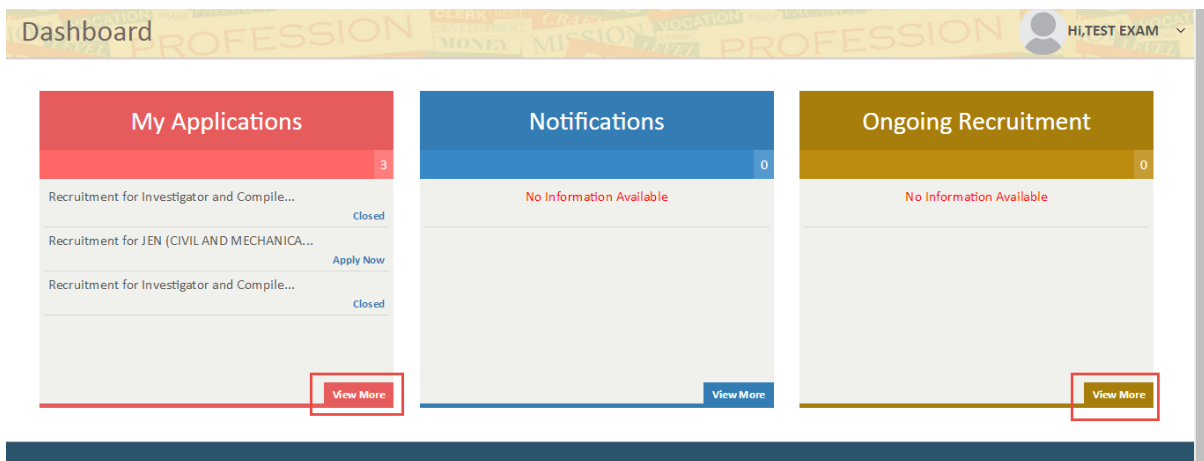


Fig 2.11: View More

2.4 My Recruitment

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

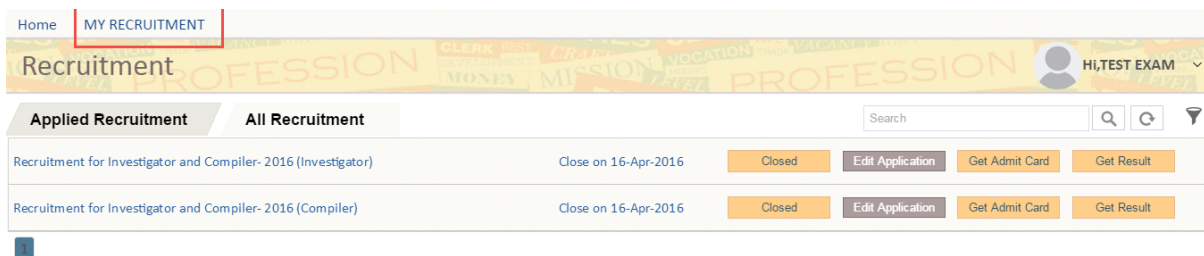


Fig 2.12: My Recruitment

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.

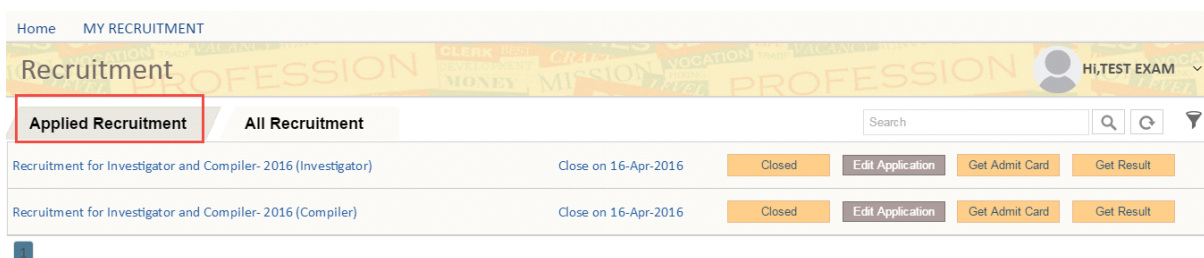


Fig 2.13: Applied Recruitment

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.

Home

MY RECRUITMENT

Recruitment

PROFESSION

CLERK

CRIMINAL

LOCATION

TRADE

TESTING

MONEY

MISSION

PROFESSION

Hi,TEST EXAM

Search

Applied Recruitment

All Recruitment

Recruitment for Investigator and Compiler- 2016

Close on 16-Apr-2016

Closed

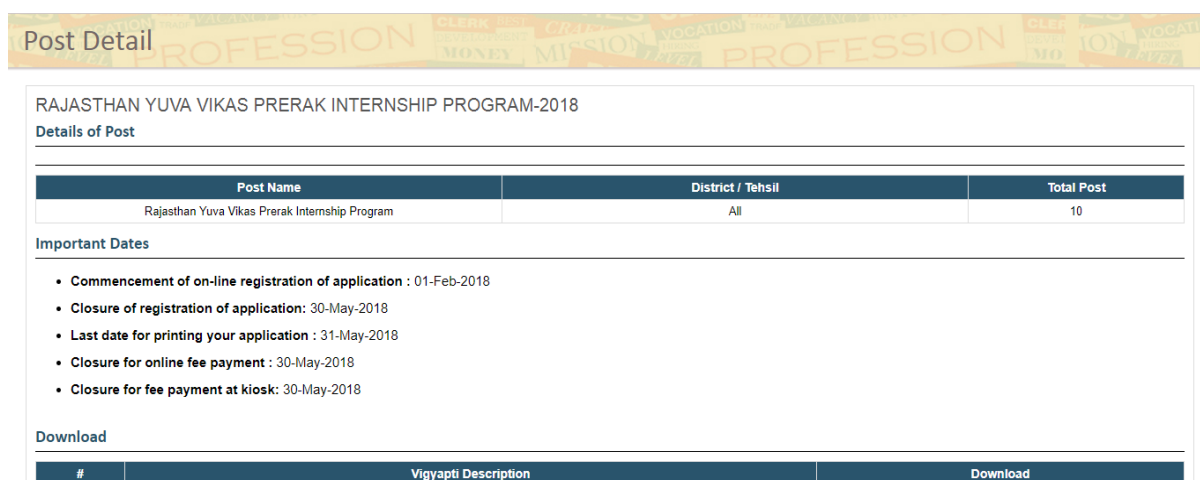
Special Constable Recruitment for TSP and Saharia-2016

Close on 31-Mar-2016

Closed

Fig 2.14: All Recruitment

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



Post Detail		
RAJASTHAN YUVA VIKAS PRERAK INTERNSHIP PROGRAM-2018		
Details of Post		
Post Name	District / Tehsil	Total Post
Rajasthan Yuva Vikas Prerak Internship Program	All	10
Important Dates		
<ul style="list-style-type: none">• Commencement of on-line registration of application : 01-Feb-2018• Closure of registration of application: 30-May-2018• Last date for printing your application : 31-May-2018• Closure for online fee payment : 30-May-2018• Closure for fee payment at kiosk: 30-May-2018		
Download		
#	Vigyapti Description	Download

Fig 2.15: 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.

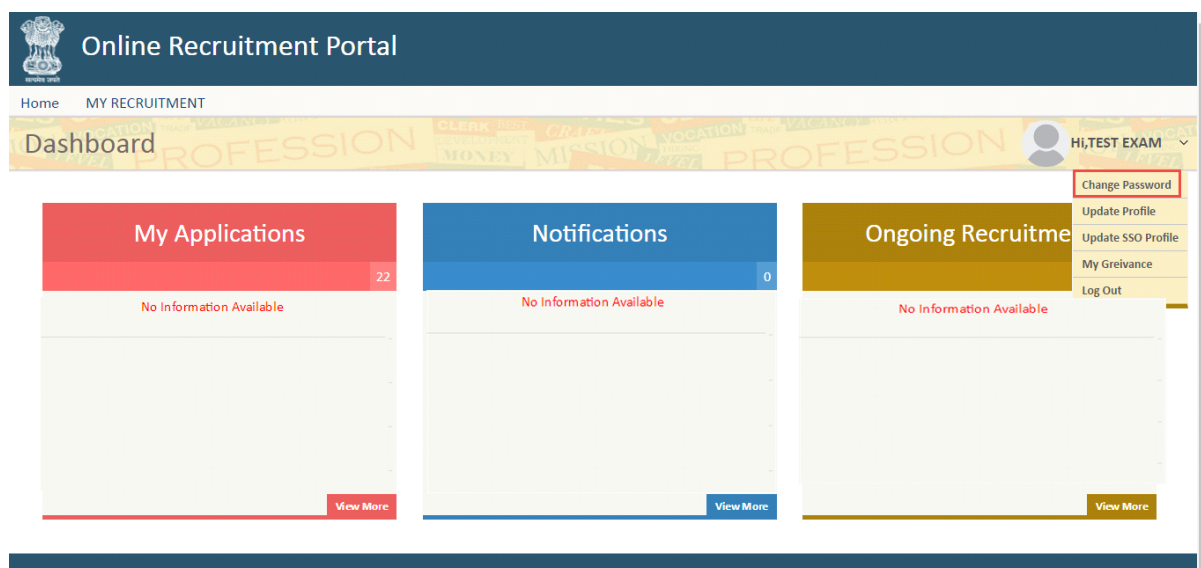


Fig 2.16: Change Password

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.

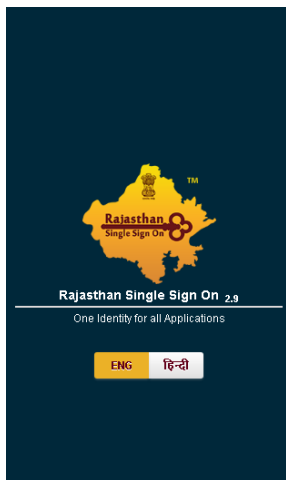


Fig 2.17: SSO portal

2.6 Update Profile

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

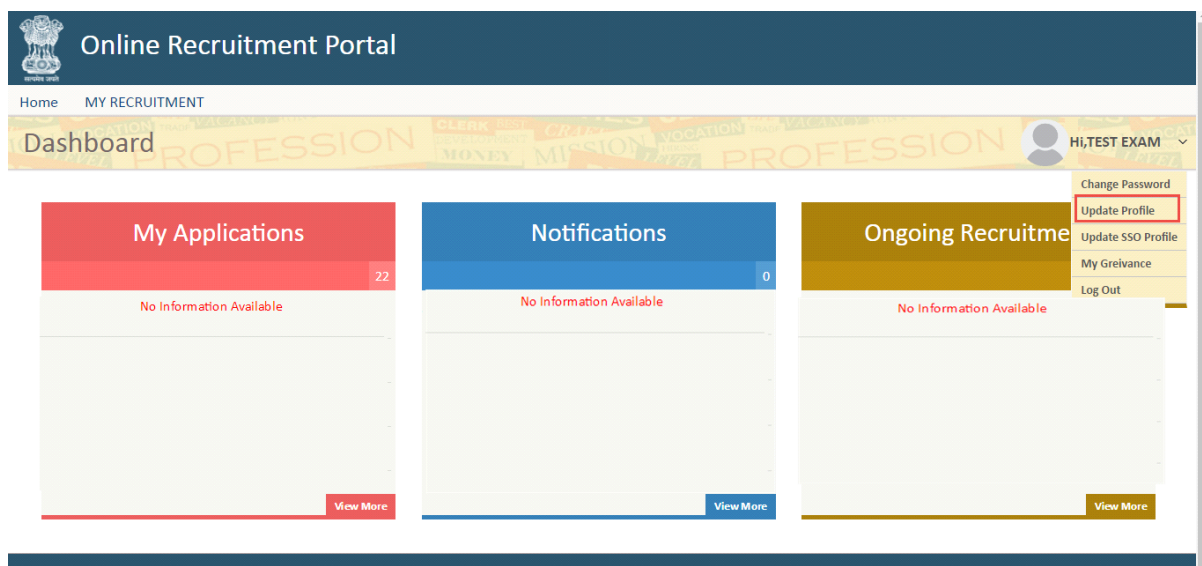


Fig 2.18: Update Profile

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.

- **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--
--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--
--Select One--

PinCode *
Phone

Save & Next

Fig 2.20: 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 ☐ Saharā ☒ 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 2.21: Domicile 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 from Which Country the given drop down.

Additional Details

> Additional Categories

<div>Specially Abled Category</div> <div> <input type="checkbox"/> Blindness/Low Vision <input type="checkbox"/> Hearing Impairment <input type="checkbox"/> Locomotor Disability/Cerebral Palsy <input checked="" type="checkbox"/> Not Applicable </div>	
<div>Are You Ex-Serviceman?</div> <div> Yes/No * <input type="text" value="No"/> <div>If Yes, PPO No.</div> </div>	
<div>Outstanding Sports Persons?</div> <div> Yes/No * <input type="text" value="No"/> <div>If Yes then select</div> <div>Select</div> </div>	
<div>Are you NCC Cadet instructor?</div> <div> Yes/No * <input type="text" value="No"/> <div>If Yes, Duration as NCC Cadet Instructor</div> <div>From Date To Date</div> </div>	
<div>Are You Ex-prisoner?</div> <div> Yes/No * <input type="text" value="Yes"/> <div>If Yes, Duration of Prisonment</div> <div>01-Aug-2010 01-Dec-2011</div> </div>	
<div>Existing State Govt. Employee (Substantive)?</div> <div> Yes/No * <input type="text" value="No"/> <div>If yes then enter the department</div> </div>	
<div> <input type="checkbox"/> Reservist(Army Personnel) <input type="checkbox"/> Panchayat Samiti/Zila Parishad State Pub. Undert. Employee <input type="checkbox"/> Released Emergency Commissioned Officer/ Short Service Commissioned Service </div>	
<div> <input type="checkbox"/> Temporary Govt. Employee <input type="checkbox"/> Retrenched Govt. Employee <input type="checkbox"/> Released Emergency Commissioned Officer/ Short Service Commissioned Service with Medal </div>	
<div>Save & Next</div>	

Fig 2.22 : 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.
- **Are You Cadet/NCC instructor?-** Candidate/applicant has to select if candidate is NCC Cadet Instructor or not, and if he select yes, then candidate has to mention the time spend as NCC cadet in months.
- 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

Add

Save & Next

Fig 2.23: Education Qualifications

- **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.
- **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							

Add

Save & Next

Fig 2.24: 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 auto filled 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.

Debarred 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 debarred (Months)*

From Date
No. of months
To Date

Save & Next

- **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 calendar.
- **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

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.

> Identification Details

Photograph

Choose File
No file chosen

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

Signature in Hindi

Choose File
No file chosen

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

Signature

Choose File
No file chosen

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

Aadhar Photo

Save & Next

Fig 2.25: Identification & Enclosure

- **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 will get fetched from aadhar when candidate/applicant fills Aadhar in personal details section and verifies it.

Enclosures Details

▼

Enclosures Details

Add

S.No	Type of Document	Document Name	Issue No.	Issue Date	Valid From	Valid
No Information Available						

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.

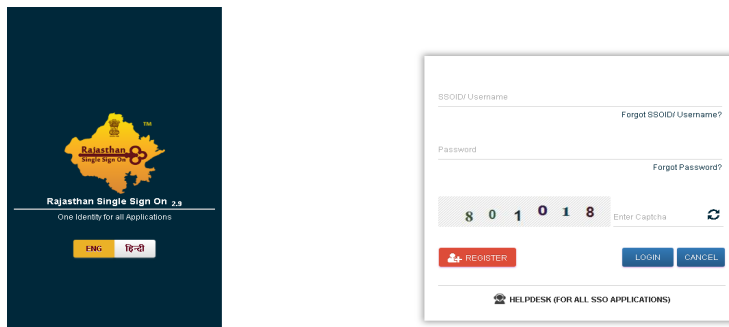
2.7 Update SSO Profile

When candidate clicks on update sso profile option given,

The screenshot shows the 'Online Recruitment Portal' dashboard. The user is logged in as 'HI, TEST EXAM'. The dashboard has three main sections: 'My Applications' (22 items), 'Notifications' (0 items), and 'Ongoing Recruitment' (0 items). Each section has a 'View More' button. On the right side, there is a user menu with options: 'Change Password', 'Update Profile', 'Update SSO Profile' (highlighted with a red box), 'My Grievance', and 'Log Out'.

Fig 2.25: Update SSO Profile

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



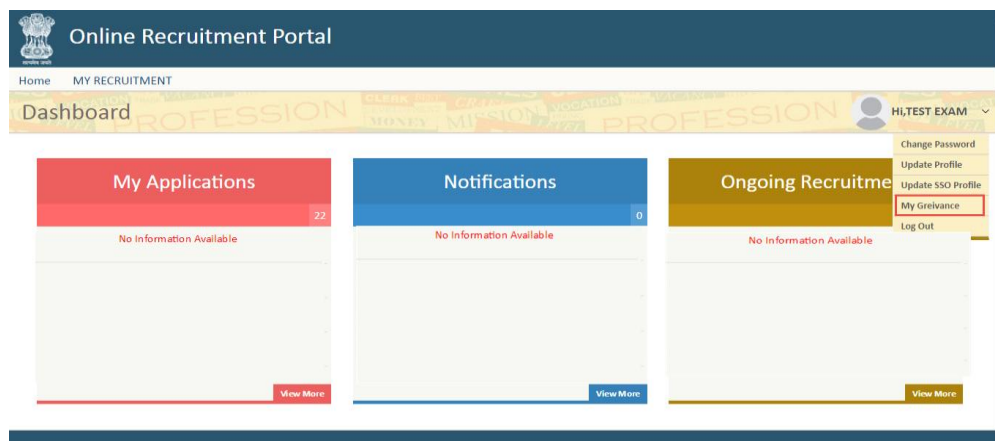
The image shows the Rajasthan Single Sign On 2.0 logo on the left, which includes the text "Rajasthan Single Sign On 2.0" and "One Identity for all Applications". On the right is the SSO login form. It has fields for "SSOID/Username" and "Password", each with a "Forgot SSOID/Username?" and "Forgot Password?" link. Below these fields is a CAPTCHA area with the text "8 0 1 0 1 8" and "Enter Captcha". At the bottom are buttons for "REGISTER", "LOGIN", and "CANCEL". A link for "HELPDESK (FOR ALL SSO APPLICATIONS)" is at the very bottom.

Fig 2.26: 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.



The image shows the "Online Recruitment Portal" dashboard. The header includes the portal name and navigation links for "Home" and "MY RECRUITMENT". The main area is divided into three columns: "My Applications" (22 items), "Notifications" (0 items), and "Ongoing Recruitment". Each column has a "View More" button. On the right side, there is a user profile section for "HI, TEST EXAM" with a dropdown menu containing links for "Change Password", "Update Profile", "Update SSO Profile", "My Grievance" (highlighted with a red box), and "Log Out".

Fig 2.27: 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.



The image shows the "Rajasthan Sampark" portal. The header includes the portal name and navigation links for "Home", "About Sampark", "Help", "Feedback", "Gallery", and "Contact Us". The main area features a large banner with the text "आपका स्वागत है | WELCOME" and a list of services. Below the banner is a section titled "GRIEVANCES REDRESSAL SYSTEM" with three buttons: "LODGE YOUR GRIEVANCE", "VIEW GRIEVANCE STATUS", and "SEND REMINDER". A toll-free number "1800-180-6127" is displayed prominently.

Fig 2.28: 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.

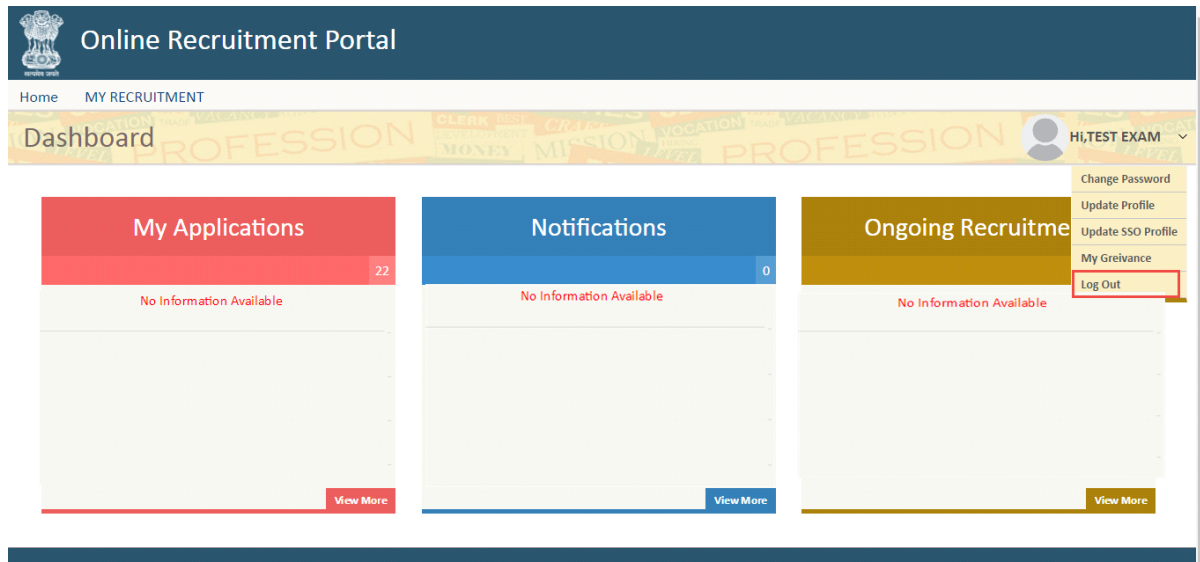


Fig 2.16: Log Out

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