

www.education.rajasthan.gov.in/medicaleducation
www.rajmedicoallotments.com

**Instructions for filling the application form
for
M.D./M.S./D.M./M.Ch (for compliance of service bond) candidate's allotment
to Serve State Govt. for applicable duration**

Application steps

Important: If you do not complete application form filling within time, you will lose the chance of participation in the allotment process.

The processing of Application form is based on the information filled by the candidate. Any error committed intentionally or otherwise may result in cancellation of your candidature.

Keep the following ready before you start registration process:

1. Scanned copy of your recent passport size coloured photo 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)

Be very careful while scanning your signature. You should first put your signature in an area of about 2" x 1" on blank paper with a ball point pen. Scan this paper. Cut/ select only signature area (2" x 1") and save it as jpg or jpeg (do not upload your signature in A4 size format / full paper).

3. Scanned copy of NEET certificate, caste certificate, PwD certificate, EWS certificate, attempt certificate of UG and PG, UG marksheets/degree, PG marksheets/degree, marriage certificate, etc. (as applicable)

4. Scanned copy of latest RMC/MC registration of MBBS/MD/MS

5. Scanned copy of Proof of Spouse Service (A letter from the employer of the spouse, specifying his/her place of posting and the date of his/her posting), NEET Score Sheet of Spouse (NEET 2021 batch) etc. (as applicable)

Do not make any mistake in uploading the above.

New Registration

Details must be same as filled in NEET PG / NEET SS

1. Read declaration carefully and proceed, if you agree with the same.
2. Select Speciality: Broad Speciality/ Super Speciality
3. Enter NEET PG / NEET SS Qualifying Year
4. PG Allotment through: Center / State
5. Enter your NEET PG / NEET SS Roll No.
6. Enter NEET PG / NEET SS score
7. Enter the Score on which admission was given to you
(after adding bonus marks, if any)
8. Write your Name.
(Do not write Dr. / Mr. / Miss / Mrs. etc. before your name)
9. Write your Father's Name.
10. Write your Mother's Name.
11. Select Date of Birth.
12. On successful validation, Select Domicile State: Rajasthan / Other
13. Select any one category as applicable to you: General / SC / ST / OBC CL (creamy layer) / OBC NCL (non creamy layer) / MBC CL (creamy layer) / MBC NCL (non creamy layer).

Enter additional information, if required.

Economically weaker section details [for General candidates]
Do you belong to Economically weaker section as per the norms
Select - Yes / No

No change of category will be permitted once submitted/confirmed in the on-line application form / registration form.
14. Select Person with Disability (PwD): Yes / No
15. Write your email ID.

16. Write your Cell no.
17. Set your password as per the applicable criteria
18. Confirm the password set by you
19. Press **SUBMIT** button.

Again check / confirm / verify the information filled by you before pressing the **SUBMIT** button.

Click **Reset** button if any correction is required. Correct the same and then click on **SUBMIT** button.

20. On submission, a new state Allotments Application ID shall appear on your screen. **Note down the same.** Keep it safe for use at subsequent stages. No separate email/SMS will be sent for confirmation of registration.

Now you have to login directly with this Registration ID/Application ID and password for completion of Application form at the website www.rajmedicoallotments.com using the option **Application Form Filling**.

Application Form Filling

1. Click on "Candidate Login" option.
2. Enter your New Registration ID and Password.
3. Click on **Login** option.
4. Your Registration ID and Name etc. will appear on screen.

Basic details

1. Select salutation: Dr. / Mr. / Miss / Mrs. / Ms.
2. Your Name and Date of birth will appear on screen.
3. Select gender: Male/Female
4. Your Father's name and Mother's name will appear on screen.

5. Present Communication Address:

Write the full address along with city.

Select District and write pin code
where the communication to you could be made.

6. Permanent Address:

If permanent address is same as present communication address, tick on the box provided. Otherwise, complete the details as required.

7. Write residence phone no. along with STD code.

8. Your cell number / mobile number entered at the time of registration will appear on screen.

9. Write your alternate cell number / mobile number.

10. Your email ID and domicile state will appear on screen.

11. Select Nationality: Indian / Other (Write nationality if selected "Other")

12. Press **Save and Next** to proceed.

Qualification Details

MBBS Examination:

1. Select name of country from where you have passed MBBS course
2. Select name of state from where you have passed MBBS course
3. Select name of university
4. Write name of college from where you have passed MBBS course
5. Select name of district from where you have passed MBBS course
6. Write name of city from where you have passed MBBS course
7. No of attempt(s) in final MBBS
8. Enter final MBBS marks

Speciality details:

9. Select Speciality: Broad Speciality / Super Speciality

10. In case you select Broad Speciality,

Select Branch, NEET PG Qualifying year, Status of PG Examination, Month and Year of Passing, No. of attempts, RUHS roll no. and total marks obtained in PG out of 800

11. In case you select Super Speciality,

Fill Broad speciality details-

Select Branch, NEET PG Qualifying year, Status of PG Examination, Month and Year of Passing, No. of attempts

If you did not pass broad speciality subject (PG) from RUHS then Enter Zero under RUHS roll no. and also enter Zero under total marks obtained in PG out of 800.

Fill Super speciality details-

Select Course, Branch, NEET SS Qualifying year, Status of Super Speciality Examination, Month and Year of Passing

12. Select college from where you have passed MD/MS/DM/MCh or are presently studying in MD/MS/DM/MCh course

Service details:

13. Are you a Rajasthan Govt. employee? Yes / No

14. Enter Designation

15. Enter Name of employer

16. Enter Place of present posting

17. Enter District of present posting

18. Enter Date of Joining on present post

Spousal Details

Select your Marital Status - **Married / Unmarried**

In case "**Unmarried**" is selected, you exit this option and fall under *Category 3*.

Spousal preference

In case "**Married**" is selected, then select, whether you wish to opt for spousal preference (spouse-based SR allotment) and wish to be posted in the same city or a nearby city as that of spouse's workplace? - **Yes/No**

If "**No**", you exit this option and fall under *Category 3*.

If "**Yes**" (you fall under *Category 1 or 2*), enter name of spouse and select service type (Government/ Non-government/Not in-service)

If you select "**Government/ Non-government**"

(you fall under *Category 1*)

Select type of appointment (Permanent / Temporary / Contractual / UTB / Other), date of appointment, designation, service place etc.

If you select "**Not in-service**"

Is spouse (NEET 2021 Batch) also filling the application form and the choices form - **Yes/No**

If **Yes** is selected (you fall under *Category 2*) - fill his/ her details related to his/ her application

If **No** is selected (you fall under *Category 3*)

Upload Documents

Choose file and upload file - the applicable documents (photograph, signature etc.) file - one by one and check change in the status. Your photograph and signature will appear on screen and a message will appear on screen about successful uploading of documents, when uploaded.

Upload latest RMC/MC registration certificate of MBBS/MD/MS.

Also upload EWS certificate, PwD Certificate, caste certificate, marriage certificate, as applicable.

Also upload any other specific document, as asked, such as Proof of Spouse Service (A letter from the employer of the spouse, specifying his/her place of posting and the date of his/her posting), NEET Score Sheet of Spouse (NEET 2021 batch) etc.

After uploading all the requisite documents, press **Save and Next** button.

Declaration

Click on I accept: It is a must.

I declare that the above entries in the Application Form have been filled up by me personally and the entries made are correct to the best of my knowledge and belief. I agree that if any statement / information is found to be false then the Board shall have the right to take legal action against me for submitting false information and my candidature to the Post shall automatically stand cancelled.

I have gone through all the rules, information, instructions, notification etc. and I promise to abide by them.

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

Press "**I accept**" to proceed.

The information filled by you will appear on screen. Check and confirm / verify the information filled by you before pressing the **Final Submit** button.

Click **Back** button if any correction is required. Correct the same and then click on 'Submit' button.

Note: Once you **Final Submit** your application form, your application form will become non-editable.

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

Choice filling

After submitting the application form, Choice filling option gets activated. Complete and submit the same.

Print copy of the application form and choices filled

Print will be enabled after last date of application form/filling the choices.

Print two copies of the same (filled on-line) on A4 size paper and keep the same along with all the relevant documents compulsorily with you.

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

Sign on the printout of the application form. It is a must. Write Place and Date.

Keep with you the completed application form for submission when required.

You are not required to send the print copy of your application form filled on-line.

You will be required to submit one print copy of the application form (duly completed in all respects) only at the time of reporting at the allotted place of posting.

Helpline

In case you face any difficulty in filling the on-line application form and choice filling form etc., you may send an email at the Helpline ID **rajmedicoallotments2025@gmail.com**