

RAJASTHAN UNIVERSITY OF HEALTH SCIENCES

Kumbha Marg, Sector-18, Pratap Nagar, Tonk Road, Jaipur -302033
Phone: 0141-2795527, 2795550 | Website: www.ruhsraj.org

DRUG CONTROL OFFICER RECRUITMENT EXAMINATION 2018 (50 POSTS)

Instructions for filling on-line application form

Refer RUHS website (<http://recruitment.ruhsraj.org.in/dco>) for updated and relevant information.

Before filling the on-line application form, read the information booklet carefully. Also, first ensure your eligibility (educational qualification, age etc.) and other requirements for recruitment as given in the information booklet.

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

In case a candidate fills two or more on-line application forms, the last filled and completed application form will be considered for further processing.

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.

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

Pre requisite:

Note: For Documents uploading please keep in mind that Photo and Sign in jpeg/jpg format rest documents in pdf format should be ready before filling form.

1. Photo and Sign in jpg/jpeg format.
2. Photo ID (driving licence / PAN card / Voter ID / Aadhaar / Govt. or PSU card) in pdf format
3. Date of Birth Certificate: 10th class certificate or any other equivalent certificate showing the date of birth in pdf format
4. Marks sheets/degree /provisional certificate of qualifying examinations, training certificate(if any) in pdf format
5. Caste certificate (SC, ST, Non creamy layer OBC, Non creamy layer MBC) issued by the competent authority in pdf format, if applicable
6. LD/Physical Disability (PH) certificate issued by competent authority in pdf format, if applicable
7. Ex-serviceman certificate issued by competent authority in pdf format, if applicable
8. Marriage Certificate in pdf format, if applicable

9. Widow, divorcee certificate in pdf format, if applicable
10. Domicile certificate by the competent authority in pdf format, if applicable
11. Experience certificate(s) in pdf format, if applicable

New Applicant Registration:

Have you applied earlier as per notification no.806 dated 26th August 2013 of RUHS: YES / NO

If yes fill the following details:

Name, Father's Name, Mother's Name, Date of Birth and Email id (Password will be sent on your email id.)

If No:

Provide your E-mail Id and click on register. (Password will be sent on your email id.)

Check your email id and login using user name and password.

Personal Details of Applicant

1. Select appropriate salutation and Write your name as it appears in your SSC / SSLC/ 10th class mark sheet.
2. Write father's name.
3. Write mother's name.
4. Select gender: Male/Female
5. Select any one category as applicable to you: SC / ST / OBC (creamy layer) / OBC (non creamy layer) / General/ MBC.
(No change of category will be permitted once submitted/confirmed in the on-line application form).
6. Select your marital status: Unmarried / Married / Divorcee / Widow / Widower.
7. Write Decree no. if marital status is divorcee.
8. Write Husband/Wife Name if marital status is married / divorcee / widow / widower.
9. Write Marriage Registration No if marital status is married.
(You will be required to produce your marriage registration certificate at the time of recruitment, if selected).
10. Select No. of Living Children if marital status is married.
11. Select your Date of Birth.
12. Select Ex-serviceman- YES/NO.
13. Write PPO No. if Ex-serviceman is YES.
14. Select Specially Abled – YES/NO.
15. Select Bonafide Resident of Rajasthan YES/NO.
16. Select State if Bonafide Resident of Rajasthan is NO.
17. Select Nationality INDIAN/OTHER.
18. Select Nationality NEPAL/BHUTAN/MIGRATED if Nationality is OTHER.
19. Correspondence Address of Candidate:
Write the full present address along with city, tehsil where the communication to you could be made.
Select your State from the list given.
Select your District from the list given.
Write pin code.

Write your mobile number (without zero '0') compulsorily i.e. only 10 digit number.
Write STD code and your residence phone number, if available, otherwise leave blank.
Write your email ID (for example abcd@gmail.com) where confirmation message of submission of your on-line application form could be received by you.

20. Correspondence Address same as Permanent Address ? if NO.
Permanent address.
Write the full permanent address along with city, pin code.
Select your state from the list given.
Write your district.
Write Pin Code.
21. Select knowledge of Hindi language in Devnagri script (lipi) (read,write & speak)*: Yes / No

Academic Qualification:

22. For Secondary (10th) and Higher Secondary (12th) examination:
Write the name of board (as appearing in the mark sheet)
Select year of passing
Enter roll no, max marks and marks obtained.
If you have CGPA, then fill marks according to your transcript issued by your university.
23. Graduation details:
Select degree subject
Enter name of degree
Enter the name of board/university (as appearing in the mark sheet/ certificate)
Enter passing year, roll no, max marks and marks obtained.
24. If taken any additional training: (Select Yes/No)
If yes, enter particulars related to training (training name, from and to date, remarks)
25. Are you a post graduate in Pharmacy (Yes/ No)
26. Do you have a Ph.D Degree (Yes / No)
27. Council Registration Details for Rajasthan Pharmacy Council (RPC)
28. Are you registered in Rajasthan Pharmacy Council: Yes/No
29. If yes, enter registration number, registration date and validity.

Experience Details:

30. Experience details if any:
Write the Name of the organization/ Employer
Write address of organization
Select from and to date
Write the Post held
31. Once submitted a Preview will be shown of the form. If the candidate finds the entries correct then he/she can confirm and proceed further for documents upload. Note: Once the Candidate confirms he/she cannot edit in the form, so make sure to edit anything before confirmation only

32. Upload all the relevant document in proper size and format.
33. Please click on "Proceed to Pay" to make payment online.
34. If Ex applicant(Candidate have applied earlier as per notification no.806 dated 26th August 2013 of RUHS) then click on 'Proceed for Printout' and submit your form and take final print out.
35. After successful transaction, you can download your filled application form.