

RAJASTHAN UNIVERSITY OF HEALTH SCIENCES

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Website: www.ruhsraj.org

Medical Officer (Dental) Direct Recruitment Examination 2018 (113 posts) INSTRUCTIONS FOR FILLING ON-LINE APPLICATION FORM

ReferRUHSwebsite(www.ruhsraj.org)forupdatedandrelevantinformation.

Before filling the on-line application form, read the information booklet and instructions for filling on-line application 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 application form. If any lapse is detected during the scrutiny, your candidature will be rejected at any time of recruitment process or even at a later stage.

In case you have any difficulty while filling on-line application form, send email to Helpline at modental2018help@ruhsraj.org or contact at landline no. 0141 2795524 (between IST 10 am and 5 pm). The processing of application form is based on the information filled by the candidate.

No correction will be allowed in the on-line application form once submitted.

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

Important: Note down password carefully. Keep it safe with you for further processing. Don't disclose this information to anyone else.

Keep the following documents ready before you start filling the on-line application form:

Mandatory for all candidates

1. Scanned copy of your recent passport size colored photo (taken on or after 01-01-2018) (jpg or jpeg, size preferably up to maximum 50 KB)

The specifications of photograph are as below:

- Sized such that the head is between 1 inch and 1 3/8 inches (between 25 and 35 mm) from the bottom of the chin to the top of the head.
 - Taken in front of a plain white or off-white background
 - Taken in full-face view directly facing the camera
 - With a neutral facial expression and both eyes open
 - Taken in clothing that you normally wear on a daily basis:
 - Uniforms should not be worn in your photo, except religious clothing that is worn daily.
 - Do not wear a hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose. Your full face must be visible, and the head covering must not cast any shadows on your face.
 - Headphones, wireless hands-free devices or similar items are not acceptable in your photo.
 - If you normally wear prescription glasses, a hearing device or similar articles, they may be worn for your photo.
 - Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons (a medical certificate may be required)
 - Glare on glasses is not acceptable in your photo. Glare can be avoided with a slight downward tilt of the glasses or by removing the glasses or by turning off the camera flash.
2. Scanned copy of your signature in the prescribed format (jpg or jpeg, size preferably up to maximum 30 KB). 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).
 3. Scanned copy of your documents in the prescribed format (jpg or jpeg, size preferably between 100 KB to 500 KB). Be very careful while scanning your document.

Do not make any mistake in uploading the above documents.

4. Please make all necessary arrangement ready for online fee payment (Card / mobile etc.)

Steps for filling on-line application form

STEP-1

1. Select your salutation (initial).
2. Enter your Name (exact and complete name as it appears in your SSC/SSLC/ 10th class mark sheet), without salutation Dr. / Dr (Mrs.) / Dr. Miss etc.
3. Enter Father's name.
4. Enter Mother's name.
5. Select your gender.
6. Enter Date of Birth (in dd-mmm-yyyy format) as per matric certificate.
7. Select any one category as applicable to you: SC / ST / OBC (non creamy layer - NCL)/ OBC (creamy layer - CL) / MBC / GENERAL (UR).
8. Select relevant additional category, if any.
9. Select your Nationality.
10. Select state of domicile.
11. Select religion.
12. Select Identity proof and provide its detail.
13. Select your marital status: Unmarried / Married / Divorcee / Widow / Widower

If you are Married:

Write your Husband / wife name

Marriage registration number

(You will be required to produce your marriage registration certificate at the time of recruitment, if selected).

Also select the following details:

No. of children born and alive as on 01.06.2002

No. of children born and alive after 01.06.2002

Total alive children (as on date)

Note: If you do not have any child, select the number of children at all the three places as 0 (zero).

Remarks, if any, related to no. of children (e.g. twins etc.)

Is your spouse working as Doctor in Rajasthan State: Yes / No

If yes, write designation and place of posting

If you are Divorcee:

(You will be required to produce your Decree Number/certificate at the time of recruitment, if selected).

Also select the following details:

No. of children born and alive as on 01.06.2002

No. of children born and alive after 01.06.2002

Total alive children (as on date)

Note: If you do not have any child, select the number of children at all the three places as 0 (zero).

Remarks, if any, related to no. of children (e.g. twins etc.)

Is your spouse working as Doctor in Rajasthan State: select No

If you are Widow / Widower

(You will be required to produce Death certificate of your spouse at the time of recruitment, if selected).

Also select the following details:

No. of children born and alive as on 01.06.2002

No. of children born and alive after 01.06.2002

Total alive children (as on date)

Note: If you do not have any child, select the number of children at all the three places as 0 (zero).

Remarks, if any, related to no. of children (e.g. twins etc.)

Is your spouse working as Doctor in Rajasthan State: select No

14. Present communication address.

Write the full present address along with City/Tehsil, where the communication to you could be made.

Select your State, District from the list given. Enter your Pin code in given space .

Write your cell number (without zero -0ø) compulsorily i.e. only 10 digit number.

15. Permanent address:

write the full permanent address along with city. Select your State, District from the list given. Enter your Pin code in given space.

Write your cell number (without zero -0ø) compulsorily i.e. only 10 digit number.

STEP – 2

16. Do you have knowledge of Hindi language in Devnagri script (lipi) and can read, write and speak Hindi: Select Yes / No

17. Provide your secondary and higher secondary or equivalent examination details i.e. board name, passing year, duration and number of attempts.

18. UG degree details (BDS)

Select duration of degree course

Enter year wise, percentage, year of passing the examination, duration (in years), and number of attempts, subjects and name of university.

19. PG degree details

PG degree (MDS or other): Yes / No

If Yes: Select your PG degree: MDS / Other

If you select -Otherø then write name of the degree and also write your PG degree specialization

If you select -MDSø then write your PG degree specialization

select, whether recognized by DCI, year of passing the examination, duration (in years), number of attempts and enter name of university.

20. Internship details

Write place of your internship

Select date of starting internship

Have you completed your internship Yes / No

If Yes

Select date of completion of internship

If No

Undertake to complete your internship on or before the day of examination

I Will be completing my internship by 18-May-2018: select **Yes**

STEP - 3

21. Rajasthan Dental Council (RDC) Registration details (BDS)

Are you registered with RDC (BDS): Yes / No

If Yes

Enter RDC Registration no. (BDS)

Select date of Registration

Select registration type (BDS): whether Permanent / Temporary

Select valid upto / renewed upto date

Rajasthan Dental Council (RDC) Registration details (MDS / Other) if you have passed PG

Are you registered with RDC for MDS / Other: Yes / No

If Yes

RDC Registration no. (MDS / other)

Select date of registration

Select valid upto / renewed upto date

STEP - 4

22. Employment details

Have you ever rendered services in State Service or presently working (Yes /No):

If yes, then write

Appointing authority and department details (M&H,
UTB, NRHM etc.)

Designation

Select date of joining

Click on continuing the service presently or

Select date of leaving

Select type of service: Contract / Fixed / Regular

Write Remarks, if any

If No, then select

Are you presently working at any organization: Yes / No

If yes, then

Write name and address of organization

Write designation Select date of joining Write Remarks, if any

(You will be required to submit N.O.C from present employer at the time of recruitment procedure).

STEP - 5

23. Information regarding conduct / character certificate:

Write name of institute last attended

24. Responsible officer

Write name, designation, address and mobile number of two responsible officers

Whether you have ever been penalized, removed or blacklisted, if yes then mention the section under which penalized and also mention the penalty: Yes/No

If it is yes, enter mention the section under which penalized and also mention the penalty.

STEP - 6

25. Upload your recent passport size colored photograph /signature in jpg/ jpeg format by selecting type of file one by one in the specified area.

Your photograph and signature etc. will appear on screen and a message will appear on screen about successful uploading of documents.

26. If your photo/signature image etc. is appearing small or is not visible then it means your photo/signature etc. image file is not as per the prescribed format. Re-upload the same.

STEP- 7

27. Select document type and file of respective document and click on upload document.

After successful uploading of a document continue this process for next document.

Note: All uploaded documents are listed on your screen.

STEP - 8

28. Check details appearing on screen. If correct, press "Proceed to Pay" for online fee payment. It will redirect you to payment gateway.

29. After successful online fee payment, Your application form will be submitted automatically. You will find a link to download or print your application form.