

# RAJASTHAN UNIVERSITY OF HEALTH SCIENCES

Kumbha Marg, Sector-18, Pratap Nagar, Tonk Road, Jaipur -302033

Phone: 0141-2792644, 2795527 | Website: [www.ruhsraj.org](http://www.ruhsraj.org)

## RAJASTHAN CENTRALIZED ADMISSIONS TO PARAMEDICAL COURSES 2017 (RCA PMC 2017)

### INSTRUCTIONS FOR CHOICE FILLING

(FOR THOSE CANDIDATES WHO APPEARED IN THE PARAMEDICAL ENTRANCE EXAM.)

**Last date to fill choices of course and colleges: 19.08.2017 (5.00 pm)**

**Important: If you do not fill and save your choice(s) till 19.08.2017, 5.00 p.m., you will loose the chance of participation in the allotment process.**

The Paramedical Courses Admissions / Counselling Board 2017 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 allotment process.

**Before filling the choices on-line, refer the seat matrix, the instructions etc. very carefully.**

#### **Steps**

1. Enter your application form number.
2. Enter your registration password (issued to you at the time of filling your application form)
3. Select your Date of birth.
4. Complete part-2 of your application form, if not completed earlier.
5. If you have changed your mobile number, edit the same.
6. Click on course choice(s) being opted (Select any one of three)

**UG courses:** B.R.T. / B.P.O. / B.Oph.T / B.Sc. (MLT)

**Diploma courses:** DMLT / DEC / DRT / D.Opht / DCIT / DDT (Dialysis Tech.) / DOPTT (Operation Theatre Tech.)

**Either UG or Diploma courses (if willing to fill choices for both the courses)**

7. Click on Submit Details.
8. Edit by clicking on Edit Details, if required. Otherwise click on **Submit and continue.**

**Choice selection / filling**

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. If you do not fill any choice, you will not be considered for the allotment process).

Now, click on 'Add Choice' button.

You may click 'delete' button, if you wish to delete a particular choice.

**Modify 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 locking.

You can also interchange two choices directly by giving first choice no. (source) and second choice no. (destination) e.g. choice no. 2 to choice no. 5.

Click on Confirm and Continue to submit and lock your choices.

Choices once locked can't be unlocked and can not be modified. Therefore you are advised to fill and lock your choices very carefully.

**In case you fail to lock choices, all choices filled by you will be automatically locked at 5:00 p.m. of the last date of locking.**

Enter the password to confirm the locking of choices filled by you.

Click 'Lock' button.

**Declaration**

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

Declaration

I have gone through and understood the Instructions containing the conditions governing the allotment process. I shall abide by the applicable rules.

I am aware that during verification of documents at the time of reporting, if any discrepancy is detected including that in the original documents, then I may not be considered for allotment and liable for penal action.

I declare that I will not disclose or share the password with anybody. I understand that I am solely responsible for safeguarding my password and the Paramedical Admissions Board 2017 is not responsible for misuse of my password.

I have checked all the choices filled by me and the order of preference. I am aware that after locking, I will not be allowed to make any modifications in choices filled by me.

Check on 'I Agree'.

**Print copy of the application form with choices filled**

Once you press 'Lock' button (or after auto-locking), you can print the choices filled by you by using the option 'Print application form'.

Print two copies of the form on A4 size paper and keep the same with you.

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