Office of the Chairman
NEET UG Medical & Dental Admission/ Counselling Board-2019 And Principal & Controller, SMS Medical College & Attached Hospital, Jaipur

User Manual For Choice Form Filling- NEET UG Admission-2019
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I. **Introduction**-

This user manual explains the flow of NEET UG Choice form-2019 filling process for Applicant. Applicants who have filled the Application form of NEET UG 2019 and are eligible, can fill the choice form. The Applicant can fill the form either through by himself/herself through earlier created SSO ID or access [rajneetug2019.rajasthan.gov.in](http://rajneetug2019.rajasthan.gov.in) and click on “Fill Choice form” tab.

**Note**-

* a) *For choice form filling Applicant don’t require SSO id to fill the form.*

* b) *Applicant cannot access Choice form without paying his/her Registration Fees.*

This user manual covers the following key processes of Choice form filling. The applicant can prepare himself/herself before start form filling.

1. Access choice form through SSO or website
2. Registration Fees Payment
3. Choice form and Payment of difference in Registration fees amount
II. Access Choice form through SSO or website

1. SSO login-

Applicant will fill his/her choice form himself/herself through his/her SSO ID.

**Step 1 :-** Go to URL https://sso.rajasthan.gov.in/signin and enter previous created SSO id details and click on Login button.

Note- If Applicant forgot the SSO id password then he/she can click on “Forgot My Password” link to reset its password.

![SSO Login Screen](image)

**Step 2 :-**

i) Go to URL https://sso.rajasthan.gov.in/signin and Login with your SSO ID and Password. Following screen with the list of all the applications is displayed. Under Citizen tab, click on HTE icon
Following Screen with Organization and Application field is displayed and Select the values for both the Field as given below and Click on **Continue** button:-

a) Organization: - Directorate of Medical Education(DME)

b) Application: - NEET UG(Medical/dental) Admission 2019
2. Through Website -

Step1- Applicant visit rajneetug2019.rajasthan.gov.in and click on “Fill Choice Form” button.
Step-2 Applicant enters following details-

- Application form ID (starting from DME)
- Date of birth
- Registered mobile number mentioned in the Rajasthan NEET UG Counselling 2019
- Captcha Code

After filling all the above-mentioned details, Applicant click on Search button.

Application display the filled form by Applicant in Preview mode. Applicant click on Pay Registration Fees to submit its Registration Fees.

Note: Applicant cannot access Choice form without paying his/her Registration Fees except in BDS course where no registration fees is there.
III. Registration Fees Payment

i) Application displays the Preview Page of information filled by Applicant during Application form filling process.

Note - Applicant cannot access Choice form without paying his/her Registration Fees. (For BDS course, there is no Registration fees).

ii) Applicant click on Pay Registration Fees button. System displays the following page.
iii) On clicking on Pay Registration Fees, if Applicant has supplementary, then he/she has to fill his/her Passed details to access Choice form.

iv) Application displays following page.

v) Applicant can change the Passing year and % of marks (Aggregate Percentage), if required.

vi) Selects the-
   - Result status- Passed
   - Marks type- Percentage/CGPA
   - Number of attempts

vii) When applicant selects Marks Types as Percentage then applicant enters the maximum marks and marks obtained of English, Physics, Chemistry and Biology/Biotechnology. Applicant can select either Biology or Biotechnology.

viii) When applicant selects Marks Types as CGPA then applicant converts its CGPA into percentage and enters only percentage marks obtained in English, Physics, Chemistry and Biology/Biotechnology. Applicant can select either Biology or Biotechnology.

ix) Application auto populates Percentage in last column.

x) After all details applicant click on **Save and Continue** Button.
xii) Applicant can select Course either MBBS or BDS or Both and click on Save button

xiii) If Applicant select either MBBS or Both option, then system displays the applicable Registration fees.
xiv) If Applicant wants to fill Choice form only for Government college then he/she will click on “Pay Fee For Only Government College” button.
xv) If Applicant wants to fill Choice form only for Government and Private colleges then he/she will click on “Pay Fee For Only Government and Private Colleges” button.

xvi) System displays following screen. Applicant pay its applicable Registration fees through Online Payment Gateway.

Note- Applicant cannot pay its Registration fees through e-mitra kiosk.
xvii) Applicant clicks on Proceed button and selects the respective bank to pay the Registration fees.
xviii) On successful Payment, the application opens the Choice Form. Applicant can download the Registration Fee Receipt for its confirmation.

xix) If Applicant select BDS then no registration fees is there. Applicant can directly access the Choice form. Applicant select course as BDS and click on Save button.

xx) System opens the choice form for both Government and Private Colleges.
IV. Choice Form Filling and Difference in Registration fee Payment

i. Applicant select following fields-
   - Course Type- It would displayed as selected in previous page MBBS/BDS/Both
   - Name of College (Govt. or Private) - It would be displayed as Registration fees paid by Applicant in case of MBBS or Both course type
   - Seat Type- Applicant want to apply for what type of seats of the selected college- It can be Govt./Management/NRI

On selection of seat type, application displays the applicable fees details of that seat type.

ii. Applicant clicks on “Add Choice” button to add that college.
iii. Applicant can click on Fee Details link to few its fees details again.
iv. Applicant can change the priority of its Choices by clicking on Increase/Decrease Priority button.

v. Applicant can also delete selected choice.

vi. If Applicant to changes its selected course (MBBS/BDS/Both), he/she can click on “You may change the course again anytime. Click Here” link.
vii. Application displays the choice form main page where previously filled fees would be displayed in disabled manner.

viii. If Applicant changes its course then previously filled choice form will become empty and new choice form to be filled by Applicant. On selection of course, Applicant has to click on Save button to submit his/her selected course.
A. Payment of Difference in Registration Fees Amount

i. If Applicant has earlier paid applicable Registration fees only for Govt. colleges and now he/she want to apply for Private colleges as well. He/she can pay the difference amount and fill the choice form for Private and Government Colleges also.

Pay 90000 INR only

Note- Applicant cannot pay its Registration fees through e-mitra kiosk.

Help line Number- 7568788892   Helpline Email- neetugadmission@gmail.com
iii. Applicant clicks on Proceed button and selects the respective bank to pay the difference amount in Registration fees.

iv. On successful Payment, the application opens the Choice Form for Govt. as well as Private College. Applicant can download the Registration Fee Receipt with difference amount for its confirmation.

v. Applicant can change its choice form multiple times till the last date of choice form filling.

Note- Applicant has to fill choice form for consideration in Allotment.