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 – Registered Candidates in Round-1 - NEET UG Admission-2019
## Contents

<table>
<thead>
<tr>
<th>Sections</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contents</td>
<td>3</td>
</tr>
<tr>
<td>I. Introduction</td>
<td>4</td>
</tr>
<tr>
<td>II. Access Choice form through SSO or website</td>
<td>5</td>
</tr>
<tr>
<td>1. SSO login</td>
<td>5</td>
</tr>
<tr>
<td>2. Through Website</td>
<td>8</td>
</tr>
<tr>
<td>III. Registration Fees Payment</td>
<td>10</td>
</tr>
<tr>
<td>IV. Choice Form Filling and Difference in Registration fee Payment</td>
<td>13</td>
</tr>
<tr>
<td>A. Payment of Difference in Registration Fees Amount</td>
<td>15</td>
</tr>
</tbody>
</table>
I. Introduction-

This user manual explains the flow of NEET UG Choice form-2019 filling process for registered applicants in Round-1. Applicants who have filled the Application form of NEET UG 2019 and filled choice form in Round 1 of NEET IG counselling, can update the choice form. The Applicant can update the form either through by himself/herself through earlier created SSO ID or access 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](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.

**Step 2 :-**

i) Go to URL [https://sso.rajasthan.gov.in/signin](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

---

Help line Number- 7568788892  
Helpline Email- neetugadmission@gmail.com
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 -

**Step 1:** 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.

ii) Applicant clicks on Choice form, the application shows following page for-

- Seat Allotted candidates who reported at college-
  a) If applicant has reported at allotted college and want to apply for upward movement then he/she to click on Yes option, other-wise No. When click on No the allotted seat would be retailed by the applicant. Applicant cannot make any further change in choice form.
b) The application displays following page. Applicant can change its choice form completely except the allotted seat to him/her.

c) Applicant can change the priority of its Choices by clicking on Increase/Decrease Priority button including allotted seat.

d) Applicant cannot delete its allotted seat choice.
• Seat allotted candidates but not reported or resigned candidates
  
a) Applicant who have filled choice form in Round 1 or allotted seat in Round1 but not reported or resigned from allotted seat of Round1, the previous filled choice form will be displayed. The applicant can change all its choice form options.
  
b) Applicant can change the priority of its Choices by clicking on Increase/Decrease Priority button.
  
c) Applicant can also delete selected choice.
IV. Pay Difference in Registration fee Payment

i. If Applicant want to changes its selected course(MBBS/BDS/Both), he/she can click on “You may change the course again anytime. Click Here” link.

![Image of choice form](image)

- Application displays the choice form main page where previously filled fees would be displayed in disabled manner.

Help line Number- 7568788892
Helpline Email- neetugadmission@gmail.com
iii. 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.

Note- In case of applicants who have reported at Allotted college, the allotted seat choice would not removed from the choice form. Remaining choice would be deleted.
### 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.

![Application Form](image)

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

ii. System displays following screen. Applicant pay its difference amount in Registration fees through Online Payment Gateway.
iii. Applicant clicks on Proceed button and selects the respective bank to pay the difference amount in Registration fees.

![Image of RPP payment screen]

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.