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

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

This user manual explains the flow of NEET UG Admission form-2019 filling process for student. The student can fill the form either through by himself/herself by his/her SSO ID or visit to the nearest E-Mitra.

**Note**- While filling the form through e-mitra kiosk student don’t require SSO ID but filling the form itself require SSO ID mandatory.

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

1. SSO Login
2. Application Form Part-1
3. Counselling Fees Payment
4. Application Form Part-2
   a) Personal Details
   b) Address Details
   c) Educational Details
   d) Other Eligibility Criteria
   e) Document Upload
   f) Preview and Final submit Application form
II. SSO Login Flow

Student will fill his/her 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 Click on Registration if student don’t have SSO ID. The below steps details how to create SSO ID-

![SSO Login Flow](image)

**Step 2:** Student clicks on Registration button. Student can create its SSO id using its gmail/facebook/aadhar/twitter account.
Step 3 :-
  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
ii) 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
III. Application Form Part-1

i) Application form part-1 opens. Applicant enters his/her

- NEET UG Roll Number
- Date of Birth
- NEET Score
- NEET Percentile

Note- Applicant shall enter NEET Score and NEET Percentile as per NEET exam result 2019.
ii) Applicant click on Continue button. Application verifies the entered details of applicant and opens the Application Form-Part-1.
iii) Application opens the main Application form- Part-1.

iv) Application displays the following fields as per details filled by applicant during NEET examination form filling-
   - Candidate Name
   - Father Name
   - Mother Name

v) Applicant fills/selects the following details as-
   a) Gender
   b) Email Id
   c) Mobile
   d) Select Domicile State
   e) Whether he/she is Person with Disability
   f) Caste Category- Gen(UR)/ST/SC/OBC/MBC
   g) Sub-Category (if applicable in case of ST, OBC, MBC)
   h) Parent’s Family Annual Income
   i) EWS (if applicable)

vi) Selects the-
   - Result status- Passes/Failed/Supplementary
   - 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 **Continue** Button.

xi) Application asks Applicant to Save its Application form-Part-1 and if applicant confirms then application will take applicant to payment page of the application.

xii) If applicant does not want to continue then he/she clicks on Later button and its profile stays on that page.
<table>
<thead>
<tr>
<th>Candidate's NEET UG Roll No.</th>
<th>160016106</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate's NEET Score:</td>
<td>670</td>
</tr>
<tr>
<td>Candidate's Name:</td>
<td>VIRENDRA CHAUDHARY</td>
</tr>
<tr>
<td>Mother's Name:</td>
<td>PUSPA CHAUDHARY</td>
</tr>
<tr>
<td>Email ID:</td>
<td>ENTER EMAIL</td>
</tr>
<tr>
<td>Domicile State:</td>
<td>SELECT DOMECE STATE</td>
</tr>
<tr>
<td>Caste Category:</td>
<td>Select Caste Category</td>
</tr>
<tr>
<td>Candidate's Date of Birth:</td>
<td>21/02/2010</td>
</tr>
<tr>
<td>Candidate's NEET Percentile:</td>
<td>99.336403</td>
</tr>
<tr>
<td>Father's Name:</td>
<td>DHIRUBH CHAUDHARY</td>
</tr>
<tr>
<td>Gender:</td>
<td>Select Gender</td>
</tr>
<tr>
<td>Mobile:</td>
<td>ENTER MOBILE</td>
</tr>
<tr>
<td>Person with Disability (PwD):</td>
<td>Select Person with Disability (PwD)</td>
</tr>
<tr>
<td>Your family annual income:</td>
<td>Select Your family annual income</td>
</tr>
</tbody>
</table>

**10+2 or an equivalent Qualification Detail**

<table>
<thead>
<tr>
<th>Subject</th>
<th>%</th>
<th>Max. Marks</th>
<th>Marks Obtained</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>English %</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics %</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry %</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOLOGY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Continue button highlighted with arrow]
Confirm

Do you want to submit your application?

CONFIRM
IV. **Counselling Fees Payment**

i. If applicant wants to pay Fee through Online Payment gateway, he/she clicks on **Pay Now** button.

![Image of payment screen](image-url)
ii. If applicant selects the Payment Aggregator through which he/she wants to pay the counselling fees and click on **Proceed To Pay** button.

iii. Applicant clicks on Proceed button and selects the respective bank to pay the Counselling fees.
iv. If Applicant fees successfully submitted, then Application Form-Part-2 will open for applicant. 

*Note- Applicant can download its payment receipt after completion of Application Form-Part-2.*

v. If Applicant fees is not successfully submitted online, then Applicant can click on **Verify** button to verify its payment. If even after that payment is not verified, then applicant can pay its counselling fees again.
vi. Applicant can also pay his/her counselling fees through e-mitra kiosk.

vii. Applicant clicks on Download Challan and take that challan to e-mitra kiosk to pay his/her counselling fees.
NEET UG (MEDICAL/ DENTAL) ADMISSION / COUNSELLING 2019

You have submitted Application form-Part 1 successfully. Kindly pay Counselling fees with applicable service charges to move further to fill the Application form-Part-2. To Make Payment please click on Pay Now button or Download Challan and kindly visit your nearest emitra counter to pay the fee or in case your transaction got failed on Pay Now button, please click on Verify button.

Payable Amount is : 2,000 INR

Clickable Button
- Pay Now
- Download Challan

OFFICE OF THE CHAIRMAN, UG ADMISSION BOARD NEET 2019, JAIPUR
NEET UG (MEDICAL/ DENTAL) COUNSELLING 2019
APPLICATION FORM - PART 1

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICATION FORM ID</td>
<td>DME 19100001</td>
</tr>
<tr>
<td>NEET ROLL NO.</td>
<td>5199991306</td>
</tr>
<tr>
<td>NEET - SCORE</td>
<td>670</td>
</tr>
<tr>
<td>STUDENT’S NAME</td>
<td>VIRENDRA CHAUDHARY</td>
</tr>
<tr>
<td>FATHER’S NAME</td>
<td>BHAGIRATH CHAUDHARY</td>
</tr>
<tr>
<td>MOTHER’S NAME</td>
<td>PUSPA CHAUDHARY</td>
</tr>
<tr>
<td>DATE OF BIRTH</td>
<td>21/02/2000</td>
</tr>
<tr>
<td>GENDER</td>
<td>MALE</td>
</tr>
<tr>
<td>CASTE CATEGORY</td>
<td>General/UR</td>
</tr>
<tr>
<td>PERSON WITH DISABILITY (PwD)</td>
<td>No</td>
</tr>
<tr>
<td>EMAIL</td>
<td><a href="mailto:a@xxxxxxx.com">a@xxxxxxx.com</a></td>
</tr>
<tr>
<td>MOBILE</td>
<td>98xxxxxxxx99</td>
</tr>
<tr>
<td>DOMICILE STATE</td>
<td>RAJASTHAN</td>
</tr>
<tr>
<td>YOUR FAMILY ANNUAL INCOME</td>
<td>&gt; 1 INR 8 Lakhs</td>
</tr>
<tr>
<td>APPLICATION FEE</td>
<td>2,000 INR</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Application Form ID</th>
<th>19000001</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEET Roll No.</td>
<td>190000134</td>
</tr>
<tr>
<td>NEET Score</td>
<td>144</td>
</tr>
<tr>
<td>Student’s Name</td>
<td>Deepak Sharma</td>
</tr>
<tr>
<td>Father’s Name</td>
<td>Jagdish Sharma</td>
</tr>
<tr>
<td>Mother’s Name</td>
<td>Mathura Devi</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>08/03/2001</td>
</tr>
<tr>
<td>Gender</td>
<td>Male</td>
</tr>
<tr>
<td>Caste Category</td>
<td>Schedules Tribes(ST)</td>
</tr>
<tr>
<td>Caste Sub Category</td>
<td>ST-STA</td>
</tr>
<tr>
<td>Person With Disability (PwD)</td>
<td>Yes</td>
</tr>
<tr>
<td>Email</td>
<td>nxxxxxx.com</td>
</tr>
<tr>
<td>Mobile</td>
<td>03xxxxxx90</td>
</tr>
<tr>
<td>Domicile State</td>
<td>Rajasthan</td>
</tr>
<tr>
<td>Your Family Annual Income</td>
<td>&gt;= INR 2.5 lakhs and &lt; INR 8 lakhs</td>
</tr>
<tr>
<td>Application Fee</td>
<td>2,000 INR</td>
</tr>
</tbody>
</table>
V. Application Form-Part-2

i. After successful payment made by Applicant, application automatically opens the Application Form-Part-2.

1) Personal Details-

i. Application displays the following fields filled from previous Application form-Part-1-
   - NEET UG Roll No.
   - NEET Score
   - Candidate Student
   - Father Name
   - Mother Name
   - Date of Birth
   - Gender
   - Caste Category
   - Domicile
   - Person with Disability
   - NEET Percentile
   - Your Family Annual Income

ii. Applicant fills/selects following fields-
   - Salutation
   - Nationality
   - Whether Candidate belongs to WDP/WPP?
   - Do you want to claim NRI quota as per norms?

iii. Applicant click on Save and Continue button.
### Personal Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEET Roll No.*</td>
<td>513991150</td>
</tr>
<tr>
<td>NEET Score.*</td>
<td>673</td>
</tr>
<tr>
<td>Salutation.*</td>
<td>Select any of the options</td>
</tr>
<tr>
<td>Name of Student.*</td>
<td>VIJENDRA CHAUDHARY</td>
</tr>
<tr>
<td>Father Name.*</td>
<td>PRAGNATH CHAUDHARY</td>
</tr>
<tr>
<td>Mother Name.*</td>
<td>PUSPA CHAUDHARY</td>
</tr>
<tr>
<td>Date of Birth.*</td>
<td>21/05/2020</td>
</tr>
<tr>
<td>Gender.*</td>
<td>MALE</td>
</tr>
<tr>
<td>Caste Category.*</td>
<td>General (UR)</td>
</tr>
<tr>
<td>Domicile State.*</td>
<td>RAJASTHAN</td>
</tr>
<tr>
<td>Nationality.*</td>
<td>SELECT NATIONALITY</td>
</tr>
<tr>
<td>Person with Disability (PwD).*</td>
<td>No</td>
</tr>
<tr>
<td>Whether You belong to Defence/Para military?</td>
<td>Select Whether You belong to Defence/Para military?</td>
</tr>
<tr>
<td>NEET Percentile.*</td>
<td>99.566629</td>
</tr>
<tr>
<td>Your family annual income.*</td>
<td>&gt; 10 lakhs</td>
</tr>
<tr>
<td>Do you claim NRI Quota as per norm?*</td>
<td>Select Do you claim NRI Quota as per norm?</td>
</tr>
</tbody>
</table>

[Image of 'Save and Continue' button]
2) Address Details-

i. Applicant enters the Present address details.

ii. Applicant selects his/her State, District and enter Pincode.

iii. If Applicant Present Address is same as Communication Address then Applicant click on **Same as Present Address** Checkbox.

iv. Application displays Email id and Mobile number from application form-Part-1.

v. Applicant can enter Alternate mobile(Optional) and Phone no (Optional).

vi. Applicant clicks on **Save and Continue**.
3) Educational Qualification-

i. Applicant enters the Secondary or 10\textsuperscript{th} class details as- Name of Board and select passing year.

ii. Applicant enters the Higher Secondary or 12\textsuperscript{th} class details as- Name of Board, select passing year and total percentage marks obtained in 12\textsuperscript{th} class.

iii. Application displays the following fields form Application form-Part-1 and does not allow applicant to change it-
   - Result Status
   - Marks Type
   - No. of Attempts
   - Percentage marks of English, Physics, Chemistry, Biology/Biotechnology

iv. Applicant clicks on \textbf{Save and Continue}. 

## NEET UG (MEDICAL / DENTAL) ADMISSION / COUNSELLING 2019

Please note that all fields marked with an asterisk (*) are required.

### Personal Details
- **Name of the applicant**
- **Father's Name**
- **Mother's Name**
- **Date of Birth**
- **Gender**
- **Hemoglobin Level**
- **Handwriting**

### Address Details
- **Hemoglobin Level**
- **Handwriting**
- **Address**
- **City**
- **Pin Code**

### Educational Qualification

#### Secondary (10th) or an Equivalent Examination
- **Name of Board**
- **Passing Year**

#### 10+2 or an Equivalent Examination
- **Name of Board**
- **Passing Year**
- **% of Marks**

### Document Upload
- **Documents Required**
- **Upload Documents**

### Preview & Lock and Submit

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**Save and Continue**

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### Helpline Information

- **Help line Number**: 7568788892
- **Helpline Email**: neetugadmission@gmail.com
4) **Other Eligibility Criteria**-

i. Applicant selects the applicable Other Eligibility Criteria.

ii. Applicant can select either I-X or XI as per his/her applicability. Applicant can select more than one criteria from I-X as applicable.

iii. Applicant clicks on **Save and Continue**.
5) Document Upload-

i. Applicant uploads the following documents-
   - Photograph(image file of minimum 20 kb and maximum 50 kb size)
   - Signature(image file of minimum 20 kb and maximum 50 kb size)
   - Xth marksheet(image/PDF file of minimum 100 kb and maximum 150 kb size)
   - XII marksheet(image/PDF file of minimum 100 kb and maximum 150 kb size)

ii. Applicant shall have to upload other documents like Person with Disability certificate, WDP/WPP, ST-A certificate as applicable.

iii. Applicant clicks on **Save and Continue**.
6) Preview and Lock & Submit-

i. Applicant verifies its information once again in Preview tab. If he/she wants to make any changes in Application form-Part-2, he/she can make changes before final locking their form.

ii. Applicant reads the declaration carefully and selects the declaration and clicks on Final Lock & Submit button.
**OFFICE OF THE CHAIRMAN,**
**NEET UG MEDICAL & DENTAL ADMISSION/COUNSELING BOARD-2019**
**AND PRINCIPAL & CONTROLLER, SMS MEDICAL COLLEGE & ATTACHED**
**HOSPITALS, JAIPUR**

**NEET UG MEDICAL/ DENTAL ADMISSION/ COUNSELLING 2019**

**Help line Number** - 7568788892

**Helpline Email** - neetugadmission@gmail.com

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**Personal Details**

- **NAME:** Mr. Virendra Choudhary
- **DATE OF BIRTH:** 28.02.2006
- **GENDER:** Male
- **FATHER'S NAME:** Himanshu Choudhary
- **MOTHER'S NAME:** Pushpa Choudhary
- **PRESENT ADDRESS:** YUGMA BHARAN IT BUILDING C BLOCK Thaik Hanum
- **PERMANENT ADDRESS:** Jodhpur
- **PHONENO:** 9261201151
- **MOBILE NUMBER:** 9900000084
- **EMAIL ID:** ajayxxxxxx.com

**Educational Details**

<table>
<thead>
<tr>
<th>NAME OF BOARD</th>
<th>RAJKASTHAN BOARD OF SECONDARY EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEAR OF PASSING</td>
<td>2017</td>
</tr>
</tbody>
</table>

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**OTHER ELIGIBILITY CRITERIA**

1. The candidate must have passed the 12th or equivalent examination from the RAJKASTHAN BOARD OF SECONDARY EDUCATION in 2017 with 80% marks in Physics, 70% in Chemistry, 50% in English and 80% in Biology.

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**Final Lock & Submit**
iv. Applicant can download its counselling fee receipt from **Download PDF** button.