

RAJASTHAN UNIVERSITY OF HEALTH SCIENCES

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ADMISSIONS TO MASTER OF PUBLIC HEALTH (MPH) COURSE 2024-25

Instructions for filling on-line application form

Refer RUHS website (www.ruhsraj.org) for updated and relevant information.

Before filling the on-line application form, read the information booklet carefully. Also, first ensure your eligibility (educational qualification, age etc.) and other requirements for admission as given in this booklet.

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 the admission process or even at a later stage.

In case a candidate fills two or more on-line application forms, the last filled and completed application form will be considered for further processing.

The processing of application form is based on the information filled by the candidate.

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

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

Important: Note down your Form No. and password carefully. Keep them safe with you for further processing. Don't disclose this information to anyone else.

Keep the following ready before you start filling Part II of the on-line application form:

1. Scanned / digital copy of your recent passport size coloured photo (taken on or after 01-01-2024) and signature in the prescribed format (JPG or JPEG, maximum 60 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).

2. Scanned copy of paper showing bank payment transaction details of the application form fees, in format (jpg or jpeg size preferably upto maximum 300 KB)

3. Experience Certificate in prescribed proforma

Do not make any mistake in uploading the files / certificate.

Part-I

Press the link – Fill application form Part I

1. Select appropriate salutation and Write your name as it appears in your SSC / SSLC/ 10th class mark sheet.
2. Write father's name.
3. Write mother's name.

4. Present communication address:

Write the full present address (where the communication to you could be made) along with city, pin code.

Select your State and district from the list given.

Write STD code and your residence phone number (landline), if available, otherwise leave blank.

Write your mobile number (without zero '0') compulsorily i.e. only 10 digit number and also alternative mobile number.

Write your own email ID (for example abcd@gmail.com) where confirmation message of submission of your on-line application form could be received by you.

If you do not have an email ID - either create a new email ID of your own or write email ID of your relative (not a MPH applicant) who can inform you about the receipt. Do not write email ID of a cyber café etc.

5. Permanent address.
If your permanent address is same as your present address, click accordingly otherwise -

Write the full permanent address along with city, pin code.

Select your state and district from the list given.

6. Select your date of birth as it appears in your 10th class mark sheet.
7. Tick Nationality: Indian/ Other
8. Select your domicile State.
9. Select gender: Male/Female/Transgender

10. Select any one category as applicable to you: General / SC / ST / OBC (non creamy layer) / OBC (creamy layer) / MBC (non creamy layer) / MBC (creamy layer)
(No change of category will be permitted once submitted/confirmed in the on-line application form).

In case of selection - General, select EWS Yes / No.

11. Select additional category if you are PwD, otherwise leave blank.

12. For Secondary (10th) examination

Select the name of board (as appearing in the marksheet)

Enter division

Enter percent marks

Select year of passing

Enter subjects

Select number of attempts

13. For 10 + 2 or an equivalent examination

Select the name of board (as appearing in the marksheet)

Enter division

Enter percent marks

Select year of passing

Enter subjects

Select number of attempts

14. UG Degree details

Select your UG degree (any one):

Write the name (nomenclature) of the degree that you possess

Write name of university

Select result status

Write total percentage

Select no. of attempts

15. PG Degree details

Do you have post graduate qualification Yes / No

If Yes

Select your PG degree (any one):

Write the name (nomenclature) of the PG degree along with specialization that you possess

Write name of university

Select result status

Write total percentage

Select no. of attempts

16. In-service / Non-service information

Select whether you are an in-service candidate / non-service candidate

17. Sponsorship information

Select whether admission is sought on sponsored seat / Non-sponsored seat

18. Do you have minimum 3 years experience Yes / No

19. Particulars of employment / experience

Select Are you presently working: Yes / No

If yes

Write the Name and address of present employer

Write the Post held

Write Date of Joining

Enter details of previous experience / employment

Write the Name and address of present employer

Write the Post held

Write Date of joining

Write date of leaving

Continue adding more particulars of employment / experience, as required
(Continue adding the details for all your relevant employments).

20. Information regarding conduct / character

Write name of institute last studied

Write name, designation, address and mobile numbers and email ID of two responsible persons

21. Check and verify the information filled by you before pressing the “Submit Details” button.
Important: This screen is not your application form. Do not print this screen. Your Part I of application form (that you have filled on-line) will be generated only after clicking on ‘submit’ button appearing below.
22. Press “**SUBMIT**” button.
Wherever any correction is required, a message for correction will appear.

Correct the same and then click on “Submit Details” button.
23. **Note down the user ID** (your application form no.) **and auto-generated password and Date of Birth for further steps.**
(You have to use this form no., password and your date of birth to login for remaining steps to complete the application form)
24. Deposit non-refundable application fee of Rs. 5000/- (Rs. 2500 for SC, ST category of Rajasthan state) using the procedure mentioned in the on-line application form.

Part-II

25. To fill subsequent part (Part-II) of on-line application form, select “**Fill Application form Part II**” option.
26. Upload your recent passport size coloured photograph / signature / bank transaction details / certificate in prescribed proforma (if applicable), by selecting type of file one by one in the specified area.

Check each image uploaded by you.

After verifying correctness, press “**SUBMIT**” button.

If your photo/signature etc. image 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. Follow the same for other documents also.
27. A declaration will appear on the screen. Check (tick) on this Declaration: It is a must.

I hereby declare that all the information given by me in support of my application is true, complete and correct to the best of my knowledge and nothing has been hidden by me. If any of them is found to be incorrect or false, I shall be liable to any legal action and / or punishment as may be deemed fit by the RUHS.

I have gone through all the rules, information, instructions of the notification and I promise to abide by them.

I fulfill the prescribed eligibility criteria relating to age, educational qualification etc. for admission to MPH course.

28. Print copy of the application form

By clicking 'Print application form filled on-line' option, print two copies of the application form (filled on-line) on A4 size paper and keep the same along with the following documents compulsorily with you:

1. Application fee transaction proof
2. Mark sheet(s) of examinations passed (UG / PG Degree)
3. Mark sheet of 10+2 (senior school certificate examination) or its equivalent
4. Date of Birth Certificate: 10th class certificate or any other equivalent certificate showing the date of birth
5. Mark sheet of secondary examination (10th class)
6. Valid Caste certificate (SC, ST, OBC Non creamy layer, MBC Non creamy layer) issued by the competent authority, if applicable
7. PwD certificate issued by competent authority, if applicable
8. Valid EWS certificate, if applicable
9. Domicile certificate by the competent authority
10. Copy of photo ID (driving licence / PAN card / Voter ID / Aadhaar / Govt. or PSU card)
11. Certificate in prescribed proforma, if applicable
12. Any other relevant certificate(s) as required

Paste your unattested recent passport size coloured photograph, at the space provided on the printout of application form. This photograph must be same as uploaded by you while filling the on-line application form.

29. Sign the declaration on the printout of the application form. It is a must.

30. Put the thumb impressions at specified place.

31. Keep the completed application form for submission when required. If you are sponsored candidate, submit the application form as per the procedure specified in the information booklet.

Follow the remaining instructions as given in the information booklet or as may be given from time to time at the RUHS website.

Help line:

In case you face any difficulty in filling the on-line application form, you may send an email at ruhsmph2024@gmail.com

The jurisdiction for legal cases arising out of RUHS MPH Entrance Examination 2024 shall be limited to the competent courts only.

The University reserves the right to reject any application for proper reasons adduced therewith.