Instructions For Using Online SSO Portal

How to Apply - Process

1. Candidates must have valid SSO credentials (ID and password) to apply for the post. If candidate does not have the same, he/she can register himself/ herself on
   https://sso.rajasthan.gov.in/signin
2. Candidates can apply directly through online mode by sitting at their home/ cyber café, with the computer connected with internet.
3. Candidates can also apply for the post through various **emitra kiosks(Rajasthan State)**, where candidate has to pay requisite emitra services charges for filling of the application.
4. Candidates must carry their scanned photo image and signature image in soft format, which shall be used while filling the application
   a. Photo size should be between: 50 KB to 100 KB
   b. Signature file size should be between: 20 KB to 50 KB
5. Candidates should also attach/ upload requisite documents while applying for the post, if asked by department.
6. Provide correct personal email ID and mobile number while filling the form.

Application Process Flow - Online mode:

1. Recruitment Application shall be available in Single Sign On (SSO) system of Government of Rajasthan.
2. Candidates who already possess their respective SSO login ID and Password, shall be able to login in SSO
   (URL: https://sso.rajasthan.gov.in/signin).
3. Candidates who do not possess SSO login ID and Password shall have to register themselves on above mentioned URL. (Click on **Registration** button to register yourself).
4. Once Candidate logins in SSO, they shall be able to see link with name "Recruitment Portal"

5. Candidate shall be redirected to Recruitment portal login page (Candidate Dashboard).
6. Candidate shall be able to see respective recruitment under **Ongoing Recruitment** tab, from where he/she can apply for the post.
7. Candidate shall fill the complete Application form as given and finally shall pay the required fee.
8. Application/ Examination Fee can be paid online (through net banking/ debit card or credit card etc.)

9. This is to be noted that, Application shall only be completed only when candidate's unique application Number is generated after paying the fee.
10. Candidates are required to take print out of the application form, this is to be kept by candidate himself.
11. Candidate shall be able to see his application form, admit card etc. in his login under recruitment portal anytime.

Application Process Flow - Through emitra kiosk

1. Candidate can go to nearest emitra centers to get his application filled.
2. Emitra center shall fill the form on candidate's behalf. Candidate shall pay prescribed Application fee (as asked by department) and emitra services charges (as applicable) for filling of the application.
3. Candidates shall get print out of application form, which shall have application Number mentioned on it.

Note:

1. Please fill in correct information whiling filling the form, your form may get rejected if any information is found to be incorrect or partially filled.
2. Application form once submitted, shall not be edited. Make sure you are filling correct and complete information while filling the form.
3. Make sure Application form is generated and application number is printed on the form. Application number on form indicated that your form is filled and fee is submitted.

Helpdesk Contact Details

In case of any problem while filling up the online application form on SSO Portal, the applicant may contact helpdesk.

Helpdesk mail id : recruitmenthelpdesk@rajasthan.gov.in

Helpdesk contact Numbers : 9352323625/7340557555 (Time :- 10:00am to 6:00pm, Monday - Saturday)