

Instructions to fill online application form for RUHS MO (Medical) Recruitment 2026

Online Registration | Detailed Application | Fee Payment and Final submission

1. Portal Process Overview

Process	Purpose	Key portal action
Candidate Registration	Creates the applicant account and completes the initial contact, identity, live photograph, security and recovery setup.	Home page > “Create your OTR ID” > “Create Account”
Detailed Application	Completes the candidate profile through Personal Details & Eligibility, Address, Education & Qualifications, Medical Council, Employment, References, Penalty & Legal, Document Upload and Preview & Declaration.	Candidate Sign In > Detailed Application > “Submit”
Online fee payment and final submission	Starts an application for a selected examination using the applicant’s portal profile and proceeds through application review, fee payment and final submission.	Exam to be applied > “Apply” > application stages > payment

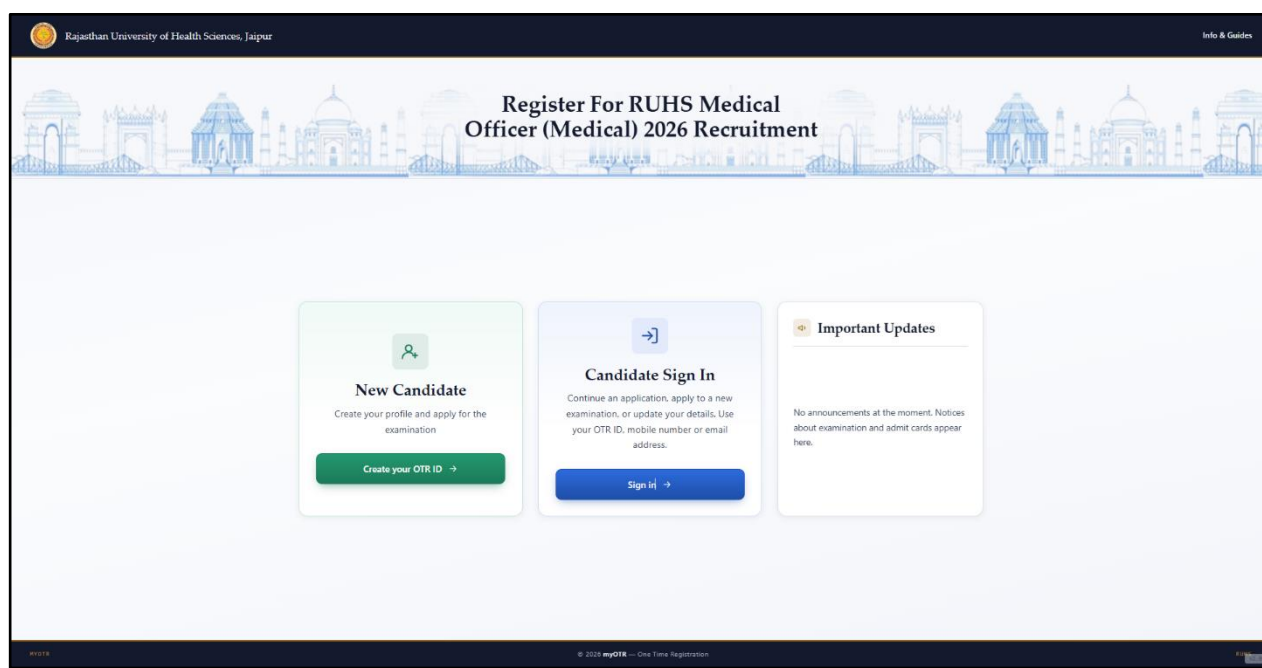


Figure 1-1. Candidate Portal home page

1.1 General Instructions for Registration

Applications can be submitted Online only:

Through RUHS Website for which candidate must have internet facility with online fee payment facility. (No manual/paper application will be entertained)

Procedure for Submitting Online Applications through <https://ruhsmomedical.com/>

- Candidate must have good internet facility with reasonable speed and online payment facility (Internet Banking / Debit Card / Credit Card/ UPI etc.).
- Candidate will have to visit RUHS Website, <https://ruhsmomedical.com/>
- Entries in the application form shall be required to be filled only in English.
- Before starting to fill up the on-line application form, keep at hand the following details/documents/ information with you as per the requirement prescribed as below:

- Personal details (Name, Father's Name, Mother's Name, Valid State Medical Council/ RMC / National Medical Commission Registration Details)
- Government approved ID proof (PAN Card, Voter ID, Passport, Driving License, Aadhar Card).
- Valid and Active Email ID.
- Valid and Active Mobile number for receiving SMSs.
- Educational qualification (10th, 12th, Graduation/Post graduation etc) details with percentages of the marks obtained.
- Digital copy of scanned photo, signature and Left & Right thumb impression with maximum **200 KB size and in JPEG or JPG format only**.
- A facility to take Print out of the complete Application Form.
- Online Payment facility (Internet Banking / Debit Card / Credit Card/ UPI etc.)
- Any other relevant documents.

v. Following **THREE** steps are to be followed to complete the application process:

The screenshot displays the 'Recruitment Examination Portal' interface. The main content area is titled 'Important - Please Read' and 'Medical Officer (Medical) Recruitment 2025'. It provides 'General Instructions for Registration' and lists three steps: 1. Online Registration, 2. Detailed Application, and 3. Online Fee Payment & Final Submission. It also includes a section for 'Important - registration and application editing' and '2025 eligibility verification'. At the bottom, there is a 'REQUIRED READING' section with links to 'Information Booklet - Medical Officer (Medical) Recruitment 2025' and 'Application & form - Medical Officer (Medical) Recruitment 2025'. A 'Download acknowledgment' section is also present at the bottom right.

Figure 1-2. General Instructions for Registration

2. Candidate Registration Process

Candidate Registration is the initial account-creation process for a new applicant. The applicant enters personal and contact details, verifies the selected identity document, captures and verifies a live photograph, creates the account password and submits the registration to create the account used for the Candidate Portal.

Step-1 Open the Candidate Registration page

- Applicant should open the Candidate Portal home page and locate the “New Candidate” section.
- Applicant should click on “Create your OTR ID” to open the Candidate Registration page.

Step-2 Enter Personal Details

The Personal Details section instructs the applicant to enter identity details exactly as they appear on the identity document. Confirmation fields are provided for the principal identity details.

- Applicant should enter Full Name and re-enter the same in “Confirm Full Name”.
- Applicant should enter Father's Name and re-enter the same in “Confirm Father's Name”.
- Applicant should enter Mother's Name and re-enter the same in “Confirm Mother's Name”.

- Applicant should select Date of Birth and select the same date in “Confirm Date of Birth”.
- Applicant should select Gender and repeat the selection in “Confirm Gender”.

Step-3 Enter and verify Contact Details

- Applicant should enter the Mobile Number and click on “SEND OTP”.
- Applicant should complete the OTP verification for the Mobile Number as prompted by the portal.
- Applicant should enter the Email Address and click on “SEND OTP”.
- Applicant should complete the OTP verification for the Email Address as prompted by the portal.

Step-4 Complete Identity Verification

- Applicant should select the required Identity Document.
- Applicant should read and select the Aadhaar verification authorisation/consent where Aadhaar is selected.
- Applicant should enter the identity-document number in the field displayed for the selected document.
- Applicant should complete the OTP verification using the control displayed by the portal.

The portal states that after identity verification, the applicant's name, father's name and date of birth are locked for 15 minutes.

Candidate Registration

Create your One-Time Registration profile to apply for UPESSC recruitment exams.

1 Personal Details — 2 Contact Details — 3 Identity Verification — 4 Live Photo — 5 Security — ✓ Submit

1

PERSONAL DETAILS
Enter your details exactly as they appear on your identity document.

Full Name *

Confirm Full Name *

Father's Name *

Confirm Father's Name *

Mother's Name *

Confirm Mother's Name *

Date of Birth *

Confirm Date of Birth *

Gender *

Re-enter Gender *

2

CONTACT DETAILS
Verify your mobile number and email address — each must be confirmed with an OTP. Both are required before you can verify your identity document.

Mobile Number *

✓ Verified

[Change Mobile](#)

Email Address *

✓ Verified

[Change Email](#)

3

IDENTITY VERIFICATION
Verify your identity document. After verification, your name, father's name, date of birth, and gender will be locked for 15 minutes.

IDENTITY DOCUMENT *

PAN Number

✓ Verified

[Do you want to use a different / correct identity document?](#)

Identity verified — your details match your document.

Figure 2-1. Candidate Registration — completed stages

Step-5 Capture and verify Live Photograph

The Live Photograph stage is used to capture the applicant's current photograph during registration. The portal checks the captured image for liveness before accepting it. The verified photograph becomes the applicant photograph used by the portal.

Photograph capture rules

- Applicant should keep the camera at eye level.
- Applicant should use a plain, well-lit background and adequate lighting.
- Applicant should keep the face clearly visible and look straight at the camera.
- Applicant should not wear a cap, mask or dark glasses while capturing the photograph.
- Applicant should ensure that the face and both ears are visible.

Capture using the camera

- Applicant should click on “START CAMERA”.
- Applicant should position the face inside the face-alignment oval displayed by the portal.
- Applicant should click on “CAPTURE PHOTO” after the face is properly aligned.
- After capture, applicant should review the photograph. If another photograph is required, click on “Retake Photo”.
- Applicant should click on “Verify Live Photograph”. The portal performs the liveness check before accepting the photograph.

Capture using QR when the current device does not have a camera

- If the current device does not have a usable camera, applicant should click “Live QR (no camera?)” to display the QR code.
- Applicant should scan the displayed QR code using a mobile phone. The portal opens the live-photograph capture process on the phone.
- Applicant should capture and verify the live photograph on the phone. After the photograph passes verification, it appears automatically on the registration page.
- Applicant can click on “Hide QR” to close the QR option and return to camera capture on the current device.

Step-6 Set Account Security and create the account

- Applicant should create a Password according to the rules displayed by the portal.
- Applicant should re-enter the same password in “Confirm Password”.
- Applicant should answer the arithmetic question displayed under “HUMAN VERIFICATION”.
- Applicant should read and select the registration acknowledgement displayed at the bottom of the page.
- Applicant should click on “Create Account” after completing the required registration details.

4

LIVE PHOTOGRAPH *

Capture a live selfie using your camera. Use good lighting, keep your face clearly visible, and look straight at the camera. It is checked for liveness and becomes the photograph on your admit card.

Live Photograph

Camera at eye level

Plain, well-lit background

No cap, mask, or dark glasses

Face and both ears visible



Align your face inside the oval

CAPTURE PHOTO

Verify Live Photograph

Live QR (no camera?)

4

LIVE PHOTOGRAPH *

Capture a live selfie using your camera. Use good lighting, keep your face clearly visible, and look straight at the camera. It is checked for liveness and becomes the photograph on your admit card.

Live Photograph

Camera at eye level

Plain, well-lit background

No cap, mask, or dark glasses

Face and both ears visible



Take your live photograph

You'll see a face-alignment oval on screen — position your face inside it and click Capture.

START CAMERA

Camera capture is locked while QR capture is open. Tap "Hide QR" to use the camera instead.

Verify Live Photograph

Hide QR

Keep my previous photograph

Your earlier verified photograph is still valid — capture a new one, or keep it.

No camera on this device? Scan this code with your phone to capture and verify your live photograph there. It will appear here automatically once it passes.



Expires in 3:43

Or open on your phone:

<https://apply-upesc.org/upesc/face-capture/535129c1a3d44a72a45b94f70677cc8>

Figure 2-2. Candidate Registration — Personal Details, Contact Details, Identity Verification, Live Photograph and Security

3. Candidate Sign In

Registered applicants use the Candidate Sign In page to access the Candidate Portal. The sign-in page accepts the OTR ID, mobile number or email address.

- Applicant should select “Use my password”.
- Applicant should enter the OTR ID, mobile number or email address in the displayed field.
- Applicant should enter the Password.
- Applicant should click on “Sign in”.

The screenshot shows the 'Candidate Sign In' page. At the top, the header reads 'Uttar Pradesh Education Service Selection Commission' with a logo on the left and 'Info & Guides Support' on the right. The main content area has a light blue background. In the center is a white sign-in form titled 'Candidate Sign In' with the instruction 'Use your OTR ID, mobile number or email address.' Below this are two buttons: 'Use my password' (selected) and 'Send me a code'. The form has two input fields: 'OTR ID, mobile number or email address' containing 'singh.nishant0901@gmail.com' and 'Password' containing '*****'. A 'Forgot password?' link is next to the password field. A red arrow points to the 'Sign in' button. Below the button is a link 'Not registered yet? Create your OTR ID'. At the bottom of the form, a small note states: 'No one from the Commission will ever ask for your password or your code.' The footer of the page shows '© 2017 myOTR — One Time Registration'.

Figure 3-1. Candidate Sign In page

4. One Time Registration (OTR) Profile

After sign-in, the portal presents a nine-step One Time Registration (OTR) profile. The OTR is the applicant's reusable profile containing personal details and eligibility, address, education and qualifications, medical council details, employment, references, penalty and legal declarations, document upload and preview/declaration.

4.1 OTR workflow

4.2 Step-1 — Personal Details & Eligibility

The Personal Details & Eligibility page is Step 01 of 09 of the OTR profile. It contains registration-sourced profile information, personal information, domicile/category eligibility and additional eligibility details.

Your Profile (From Registration)

The page displays the registration information carried into OTR, including Full Name, Father's Name, Mother's Name, Date of Birth, Gender, Verified Mobile Number, Verified Email Address and Live Photograph.

The portal states: "Registration details cannot be modified after Registration submission."

Personal Information

- Applicant should select Nationality.
- Applicant should select Mother Tongue.
- Applicant should select Religion.
- Applicant should enter Place of Birth.
- Applicant should enter Identification Mark.
- Applicant should select Marital Status.

STEP 01 OF 06

Personal Details

YOUR IDENTITY DETAILS

Full Name (as per 10th marksheet) NISHANT SINGH	Father's Name DHIRENDRA PRATAP SINGH
Mother's Name NIMMI SINGH	Date of Birth 01-11-1994
Gender MALE	

CONTACT DETAILS

Registered Mobile Number 9999999999	Registered Email SINGH.NISHANT0901@GMAIL.COM
Aadhaar-linked Mobile Number * 9999999999	Telephone Number (with STD Code) e.g. 0522-2466851

Must be a valid 10-digit mobile number starting with 6-9

Domicile, category and additional eligibility

- Applicant should select the response for Bonafide resident of Rajasthan.
- Applicant should select the response for Confirm Domicile of Rajasthan where displayed.
- Applicant should select Category and repeat the selection in Confirm Category.
- Where a category certificate is applicable, applicant should complete the certificate details displayed by the portal.
- Applicant should select whether the applicant is a Person with Benchmark Disability. Where applicable, applicant should complete Benchmark Disability Category, Disability Percentage, PwBD Certificate Number, Certificate Issue Date and Issuing Authority details.
- Applicant should select whether the applicant is an Ex-Serviceman. Where applicable, applicant should complete the service/discharge certificate, issuing authority, service period and rank/designation details displayed by the portal.
- Applicant should select the response for Practical knowledge of Hindi in Devanagari and Rajasthan culture.
- Applicant should enter the number of children born on or after 01-06-2002 in the displayed field.

Figure 4-1. OTR Step 01 of 09 — Personal Details & Eligibility

4.3 Step-2 — Address

The Address page is Step 02 of 09. It contains Correspondence Address and Permanent Address sections.

Correspondence Address

- Applicant should enter Address Line 1 (Correspondence).
- Applicant can enter Address Line 2 (Correspondence), where applicable.
- Applicant should select Country (Correspondence).
- Applicant should select State / UT (Correspondence).
- Applicant should select District (Correspondence).
- Applicant should enter City / Town / Village (Correspondence).
- Applicant should enter PIN / Postal Code (Correspondence).
- Applicant should select the option against “Permanent Address — Same as correspondence address?”.

Permanent Address

When the permanent address is not the same as the correspondence address, the portal displays separate permanent-address fields.

- Applicant should enter Address Line 1 and Address Line 2 for Permanent Address as applicable.
- Applicant should select Country (Permanent).
- Applicant should enter City / Town / Village (Permanent).
- Applicant should enter PIN / Postal Code (Permanent).
- Applicant should click on “Save & Continue” to proceed or “Back” to return to the previous page.

UPESSC One Time Registration Sign out

Address Line 1 *
1903 EMERALD GOLD SOCIETY

Address Line 2 *
NEAR GREEN BYPASS

Address Line 3 (Optional)
Landmark / Post Office

State *
Uttar Pradesh

District *
Lucknow

Pincode *
226020

CORRESPONDENCE ADDRESS

Same as permanent address? *
☒ Yes ☐ No

Address Line 1
1903 EMERALD GOLD SOCIETY

Address Line 2
NEAR GREEN BYPASS

Address Line 3 (Optional)
Landmark / Post Office

State
Uttar Pradesh

District
Lucknow

Pincode
226020

[Back](#) [Save & Continue](#)

Figure 4-2. OTR Step 02 of 09 — Address

4.4 Step-3 — Education & Qualifications

The Education & Qualifications page is Step 03 of 09. It contains Class 10 / Secondary, Class 12 / Senior Secondary, MBBS Details, Internship and Post Graduation information where applicable.

Class 10 / Secondary and Class 12 / Senior Secondary

- Applicant should select the Board.
- Applicant should enter the Certificate / Roll Number.
- Applicant should enter/select the Certificate Issue Month / Year.
- Applicant should select the Year of Passing.
- Applicant should select Marks Type.
- Applicant should enter Maximum Marks and Marks Obtained.

MBBS Details

The portal instructs the applicant to enter only MBBS details in the MBBS section. Internship details and internship duration should not be included because internship is captured separately.

- Applicant should select the Medical Graduate Type.

Foreign Graduate

- Applicant should enter the Country of Primary Medical Qualification.
- Applicant should select FMGE / Screening Test Status.
- Applicant should enter the FMGE Passing Certificate Number.
- Applicant should enter/select the FMGE Session / Passing Date.
- Applicant should enter the Medical College, University and Institution Location / Country.

- Applicant should enter the Foreign MBBS year details displayed by the portal, including marks, calculated percentage and number of attempts.
- Applicant should use “+ Add Another MBBS Year” where another MBBS year entry is required.

Indian Graduate

- Applicant should enter Medical College, University and College State.
- Applicant should complete the year/part-wise MBBS records displayed by the portal.
- For each displayed MBBS year/part, applicant should enter the corresponding marks, grading and attempt information.
- Applicant should review the Calculated total MBBS duration excluding internship displayed by the portal.

Internship

- Applicant should select Internship Status.
- When Internship Status is “Pursuing”, applicant should enter Internship Institution / Hospital, Internship Start Date and Expected Internship Completion Date.
- Applicant should acknowledge the Principal’s declaration requirement displayed by the portal where internship is being pursued.
- When Internship Status is “Completed”, applicant should enter Internship Institution / Hospital, Internship Start Date, Internship Completion Date and Internship Completion Certificate Number.

Post Graduation (if applicable)

- Applicant should select whether the applicant has a Post Graduate qualification.
- Where applicable, applicant should complete the Post Graduation details displayed by the portal.

STEP 03 OF 09

Education & Qualifications

CLASS 10 / SECONDARY

Board (Secondary) *	Certificate / Roll Number (Secondary) *	Certificate Issue Month / Year (Secondary) *
CBSE	45334235	03/2011
Year of Passing (Secondary) *	Marks Type (Secondary) *	Maximum Marks (Secondary) *
2011	Percentage	500
Marks Obtained (Secondary) *	Percentage (Secondary) *	
400	80	

CLASS 12 / SENIOR SECONDARY

Board (Senior Secondary) *	Certificate / Roll Number (Senior Secondary) *	Certificate Issue Month / Year (Senior Secondary) *
CBSE	23423123	03/2013
Year of Passing (Senior Secondary) *	Marks Type (Senior Secondary) *	Maximum Marks (Senior Secondary) *
2013	Percentage	500
Marks Obtained (Senior Secondary) *	Percentage (Senior Secondary) *	
400	80	

MBBS entry instruction
Enter only MBBS details in the section below. Do not include internship details or internship duration; internship is captured separately.

MBBS DETAILS

Medical Graduate Type *

Indian Graduate

Indian Graduate pathway
Enter the prescribed professional MBBS stages separately: 1st MBBS, 2nd MBBS, 3rd MBBS Part A and 3rd MBBS Part B. Duration and percentage are calculated automatically from the entered values.

Back Save & Exit Save & Continue

Figure 4-3. OTR Step 03 of 09 — Education & Qualifications

MBBS DETAILS		
Medical Graduate Type *		
Indian Graduate		
Indian Graduate pathway Enter the prescribed professional MBBS stages separately: 1st MBBS, 2nd MBBS, 3rd MBBS Part A and 3rd MBBS Part B. Duration and percentage are calculated automatically from the entered values.		
COLLEGE DETAILS		
Medical College *	University *	College State *
SRM MEDICAL COLLEGE	ANNA UNIVERSITY	CHENNAI
1st MBBS From (MM/YYYY) To (MM/YYYY) Calculated Duration 04/2014 04/2015 13 MONTHS Maximum Marks Marks Obtained Calculated Percentage 500 455 91 No. of Attempts 1		
2nd MBBS From (MM/YYYY) To (MM/YYYY) Calculated Duration 05/2015 05/2016 13 MONTHS Maximum Marks Marks Obtained Calculated Percentage 500 393 78.6 No. of Attempts 2		
3rd MBBS — Part 1 From (MM/YYYY) To (MM/YYYY) Calculated Duration 06/2016 06/2017 13 MONTHS Maximum Marks Marks Obtained Calculated Percentage 500 411 82.2 No. of Attempts 1		
3rd MBBS — Part 2 From (MM/YYYY) To (MM/YYYY) Calculated Duration 06/2017 06/2018 13 MONTHS Maximum Marks Marks Obtained Calculated Percentage 500 299 59.8 No. of Attempts 1		
Calculated total MBBS duration (excluding internship) 4 YEARS 4 MONTHS		
INTERNSHIP		
Internship Status *		
Completed		
Internship Institution / Hospital *	Internship Start Date *	Internship Completion Date *
SRM HOSPITAL	01/02/2018	01/08/2018
Internship Completion Certificate Number *		
3423JJ234		
POST GRADUATION (IF APPLICABLE)		
Do you have a Post-Graduate qualification? *		
No		

Figure 4-4. OTR Step 03 of 09 — Education & Qualifications continued

4.5 Step-4 — Medical Council

The Medical Council page is Step 04 of 09. The applicant provides Permanent Rajasthan Medical Council registration information, provisional Rajasthan Medical Council registration information, or other State Medical Council / NMC registration information according to the options selected.

Mandatory Rajasthan Medical Council Requirement

The portal displays a Mandatory Permanent Rajasthan Medical Council Registration Requirement message. It states that irrespective of the medical council currently selected, the candidate must possess a valid Permanent Rajasthan Medical Council (RMC) registration certificate issued on or before the date of examination. Where the Permanent RMC certificate is not available during the application window but is issued on or before the date of examination, it must be uploaded through the prescribed post-exam RMC upload facility within 2 days after completion of the examination.

- Applicant should read the message and click on “I Understand”.

Permanent Rajasthan State Medical Council registration certificate

- Applicant should select Yes or No against “Do you have permanent Rajasthan state medical council (RMC) registration certificate?”.
- If “Yes” is selected, applicant should enter Registration Number, Date of Registration and Valid Upto.
- If “No” is selected, the portal displays the Permanent RMC certificate notice and proceeds to the provisional RMC question.

Provisional Rajasthan State Medical Council registration certificate

- Applicant should select Yes or No against “Do you have provisional Rajasthan state medical council registration certificate?”.
- If “Yes” is selected, applicant should enter Provisional Registration Number and Date of Registration.

Other State Medical Council / NMC registration

- If the applicant does not have provisional RMC registration, applicant should select Yes or No against “Are you registered with any other State Medical Council / NMC?”.
- If “Yes” is selected, applicant should select the Registration Authority.
- If Registration Authority is “NMC”, applicant should enter Registration Number, Date of Registration and Valid Upto.
- If Registration Authority is State Medical Council, applicant should select the State and then enter Registration Number, Date of Registration and Valid Upto.

The screenshot displays the 'RUPES One Time Registration' portal at Step 04 of 09. The main heading is 'Medical Council'. A modal window titled 'Mandatory Rajasthan Medical Council Requirement' is centered on the screen. The modal contains the following text: 'Important eligibility requirement: Irrespective of the Medical Council currently selected, the candidate must possess a valid Rajasthan Medical Council (RMC) registration certificate issued on or before the date of examination. Where the valid RMC certificate is not available during the application window but is issued on or before the date of examination, it must be uploaded through the prescribed post-exam RMC upload facility within 2 days after the completion of the exam.' Below this text is a button labeled 'I Understand'. In the background, the registration form is visible, showing a sidebar with a profile picture of NISHANT SINGH and a list of sections: Personal Details & Eligibility (COMPLETE), ADDRESS (COMPLETE), Education & Qualifications (COMPLETE), Medical Council (IN PROGRESS), Employment (NOT STARTED), References (NOT STARTED), Privacy & Legal (NOT STARTED), Document Upload (NOT STARTED), and Preview & Declaration (NOT STARTED). The main content area has a question: '1. Do you have permanent Rajasthan state medical council (RMC) registration certificate? *' with a 'Select' dropdown menu. At the bottom of the form, there are buttons for 'Back', 'Save & Exit', and 'Save & Continue'.

Figure 4-5. OTR Step 04 of 09 — Mandatory Rajasthan Medical Council Requirement

RUHS One Time Registration Sign out

STEP 04 OF 09

Medical Council

1. Do you have permanent Rajasthan state medical council (RMC) registration certificate? *

Yes

Registration Number *

Date of Registration *

Day Month Year

Valid Upto

Day Month Year

Figure 4-6. OTR Step 04 of 09 — Permanent RMC certificate details

STEP 04 OF 09

Medical Council

1. Do you have permanent Rajasthan state medical council (RMC) registration certificate? *

No

Permanent RMC certificate not yet available
In case, permanent RMC registration certificate is not available at the time of filling the online application form, then it must be uploaded at the latest within 2 days after 13th Dec 2026. The date of issue of valid RMC registration certificate must have been issued on or before 13th Dec 2026.

2. Do you have provisional Rajasthan state medical council registration certificate? *

No

3. Are you registered with any other state medical council / NMC? *

Yes

Registration Authority *

NMC

Registration Number *

DSFAE13123

Date of Registration *

1 MAY 2025

Valid Upto

19 OCT 2028

Figure 4-7. OTR Step 04 of 09 — Other State Medical Council / NMC details

4.6 Step-5 — Employment

The Employment page is Step 05 of 09. It records State Service information, present employment information and the institute last attended.

- Applicant should select the response against “Have you ever rendered services in State Service?”.
- Applicant should select the response against “Are you presently working at any organisation?”.
- When present employment is selected, the portal displays a No Objection Certificate (NOC) requirement.
- Applicant should enter Current / Previous Organisation.
- Applicant should enter Designation.
- Applicant should enter/select From Date.
- Applicant should enter Institute Last Attended — Institute Name.
- Applicant should enter Institute Last Attended — City / State.
- Applicant should click on “Save & Continue” to proceed.

RUHS One Time Registration

STEP 04 OF 08

Employment

EMPLOYMENT DETAILS

Have you ever rendered services in State Service? *

Yes

Are you presently working at any organisation? *

Yes

No Objection Certificate (NOC) Requirement

As you have indicated that you are currently employed with an organisation, a valid No Objection Certificate (NOC) issued by your current employer will be required. The NOC must be uploaded in the Document Upload section of the application form.

Current / Previous Organisation

Designation

From Date

Day

Month

Year

INSTITUTE LAST ATTENDED

Institute Name *

SRM

City / State *

CHENNAI

Please fill carefully: Registration details are locked after final Submission. Before payment, application-stage particulars may be revisited and edited while the application window remains open. After successful payment/final submission, the application is locked.

Back

Save & Exit

Save & Continue

Figure 4-8. OTR Step 05 of 09 — Employment

4.7 Step-6 — References

The References page is Step 06 of 09. The portal requires details of two responsible officers for reference / verification.

First reference

- Applicant should enter Name.
- Applicant should enter Designation.
- Applicant should enter Address.
- Applicant should enter Mobile.

Second reference

- Applicant should enter Name.
- Applicant should enter Designation.
- Applicant should enter Address.
- Applicant should enter Mobile.

RUHS One Time Registration

STEP 06 OF 08

References

RESPONSIBLE OFFICER FOR REFERENCE / VERIFICATION — FIRST

Reference 1 — Name *

AKSHAY KUMAR

Reference 1 — Designation *

MO

Reference 1 — Address *

CHENNAI

Reference 1 — Mobile *

9899987793

RESPONSIBLE OFFICER FOR REFERENCE / VERIFICATION — SECOND

Reference 2 — Name *

RAHUL SINGH

Reference 2 — Designation *

MO

Reference 2 — Address *

CHENNAI

Reference 2 — Mobile *

9989873244

Please fill carefully: Registration details are locked after final Submission. Before payment, application-stage particulars may be revisited and edited while the application window remains open. After successful payment/final submission, the application is locked.

Back

Save & Exit

Save & Continue

Figure 4-9. OTR Step 06 of 09 — References

4.8 Step-7 — Penalty & Legal

The Penalty & Legal page is Step 07 of 09. It records the Penalty / Service Declaration and Legal Proceedings in India.

Penalty / Service Declaration

- Applicant should select Yes or No against whether the applicant has ever been penalized, removed or blacklisted by an employer, professional body or public authority.
- If “No” is selected, no additional penalty field is displayed.
- If “Yes” is selected, applicant should complete “Penalty / Removal / Blacklisting Details”.

The portal instructs the applicant to provide the authority, order/reference number, status of action/penalty and relevant date in the details.

Legal Proceedings in India

- Applicant should select Yes or No against whether the applicant has ever been a party to, or is currently involved in, any criminal, civil, regulatory, disciplinary or other legal proceeding/case before a court, tribunal, authority or law-enforcement agency in India.
- If “No” is selected, no additional legal proceeding fields are displayed.

- If “Yes” is selected, applicant should select Case / Proceeding Type and Current Status.
- Applicant should enter Case / Reference Number and Court / Tribunal / Authority.
- Applicant should enter/select Date of Institution / Filing and Date of Disposal / Conclusion, as applicable.
- Applicant should enter Relevant Legal Case Details.

The portal instructs the applicant to provide a concise factual description, including the nature of proceedings, current outcome/status and any operative order, if applicable.

Figure 4-10. OTR Step 07 of 09 — Penalty & Legal

4.9 Step-8 — Document Upload

The Document Upload page is Step 08 of 09. The page provides upload controls for valid Photo ID, core documents and conditional documents.

Upload format and size requirements

- Photograph, Candidate Signature, Left Thumb Impression and Right Thumb Impression should be uploaded in JPEG/JPG format with allowed size 50 KB to 200 KB per file.
- All other documents, including marksheets and certificates, should be uploaded in PDF format with maximum size 2 MB per file.
- For each upload category, applicant should combine all related pages/documents into one merged file before uploading.
- For the MBBS upload, applicant should merge all semester/year-wise marksheets along with the MBBS degree/certificate into the single MBBS Marksheet(s) and Degree Certificate upload.

Valid Photo ID

- Applicant should select Photo ID Type.
- Applicant should enter Photo ID Number.
- Applicant should upload the selected Photo ID.

Core Documents

- Applicant should upload Class 10 Marksheet / Certificate.
- Applicant should upload Class 12 Marksheet / Certificate.
- Applicant should upload Merged MBBS Marksheet(s) and Degree Certificate.
- Applicant should upload MBBS Attempt Certificate.
- Applicant should upload Candidate Signature.
- Applicant should upload Left Thumb Impression.
- Applicant should upload Right Thumb Impression.
- Applicant should upload Passport-size Photograph.

Conditional Documents

- Where applicable, applicant should upload Marriage Registration Certificate.
- Where applicable, applicant should upload FMGE Passing Certificate.
- Where applicable, applicant should upload Internship Completion Certificate.
- Where applicable, applicant should upload Rajasthan Medical Council Registration Certificate.

After upload, the page displays “UPLOADED”, “View” and “Replace” options against uploaded documents.

STEP 08 OF 09

Document Upload

Upload format & size requirements
1. **Photograph, Candidate Signature, Left Thumb Impression and Right Thumb Impression:** Format: **JPEG/JPG** | Allowed size: **50 KB–200 KB**
2. **All Other Documents** (including marksheets and certificates): Format: **PDF** | Allowed size: **Maximum 2 MB (2048 KB) per file**
Merge all related pages into **one consolidated PDF** before uploading.

Upload preparation instruction
For each upload category, combine all related pages/documents into one merged file before uploading. For the MBBS upload, merge all semester/year-wise marksheets along with the MBBS degree/certificate into the single MBBS Marksheet(s) and Degree Certificate upload.

VALID PHOTO ID

Photo ID Type *
PAN Card

Photo ID Number *
FAMPS6678H

Upload Selected Photo ID *
fee-receipt.pdf - 90 KB - uploaded 12 Sept 2026

UPLOADED View Replace

Select the Photo ID type and enter its number to enable upload.

CORE DOCUMENTS

Class 10 Marksheet / Certificate *
fee-receipt.pdf - 90 KB - uploaded 12 Sept 2026

UPLOADED View Replace

Class 12 Marksheet / Certificate *
fee-receipt.pdf - 90 KB - uploaded 12 Sept 2026

UPLOADED View Replace

Merged MBBS Marksheet(s) and Degree Certificate *
fee-receipt.pdf - 90 KB - uploaded 12 Sept 2026

UPLOADED View Replace

MBBS Attempt Certificate *
fee-receipt.pdf - 90 KB - uploaded 12 Sept 2026

UPLOADED View Replace

Candidate Signature *
CAMERA-38-ALARM-5,1772294418401-1-1_38.jpg - 71 KB - uploaded 12 Sept 2026

UPLOADED View Replace

Left Thumb Impression *
CAMERA-38-ALARM-5,1772294418401-1-1_38.jpg - 71 KB - uploaded 12 Sept 2026

UPLOADED View Replace

Right Thumb Impression *
CAMERA-13-ALARM-1,1772293153601-1-1_13.jpg - 141 KB - uploaded 12 Sept 2026

UPLOADED View Replace

Passport-size Photograph *
My_Dashboard_UIESSC_1.png - 186 KB - uploaded 12 Sept 2026

UPLOADED View Replace

CONDITIONAL DOCUMENTS

Marriage Registration Certificate *
fee-receipt.pdf - 90 KB - uploaded 12 Sept 2026

UPLOADED View Replace

FMGE Passing Certificate *
fee-receipt.pdf - 90 KB - uploaded 12 Sept 2026

UPLOADED View Replace

Internship Completion Certificate *
fee-receipt.pdf - 90 KB - uploaded 12 Sept 2026

UPLOADED View Replace

Rajasthan Medical Council Registration Certificate *
fee-receipt.pdf - 90 KB - uploaded 12 Sept 2026

UPLOADED View Replace

Figure 4-11. OTR Step 08 of 09 — Document Upload

4.10 Step-9 — Preview & Declaration

The Preview & Declaration page is Step 09 of 09. It displays the complete OTR details before final submission.

- Applicant should review Personal Details & Eligibility.
- Applicant should review Address.
- Applicant should review Education & Qualifications.
- Applicant should review Medical Council details.
- Applicant should review Employment.
- Applicant should review References.
- Applicant should review Penalty & Legal.
- Applicant should review the uploaded documents.
- Applicant can use the displayed “Edit” option to return to the relevant section and change details before submission.
- Applicant can use the “Print” option on the preview page.

- Applicant should read and select the Declaration displayed on the page.
- Applicant should click on “Submit OTR” after completing the final review and declaration.

STEP 07 OF 08

Document Upload

Upload format & size requirements

Scanned passport-size photograph, candidate signature, left thumb impression and right thumb impression: JPEG/JPG only, between 50 KB and 200 KB per file — a file under 50 KB is refused, so scan at a higher DPI or in colour if yours is too small. Every other document, including all marksheets and certificates: PDF only, maximum 2 MB (2048 KB) per file. For each upload category, merge all related pages into one consolidated file before uploading.

VALID PHOTO ID

Photo ID Type *

Photo ID Number *

Upload Selected Photo ID *
PDF - 49 KB - uploaded 09 Sept 2026

■ UPLOADED View [Replace](#)

Select the Photo ID type and enter its number to enable upload.

Upload preparation instruction

For each upload category, combine all related pages/documents into one merged file before uploading. For the MBBS upload, merge all semester/year-wise marksheets along with the MBBS degree/certificate into the single MBBS Marksheet(s) and Degree Certificate upload.

CORE DOCUMENTS

Class 10 Marksheet / Certificate *	PDF - 49 KB - uploaded 09 Sept 2026	■ UPLOADED View Replace
Class 12 Marksheet / Certificate *	PDF - 49 KB - uploaded 09 Sept 2026	■ UPLOADED View Replace
Merged MBBS Marksheet(s) and Degree Certificate *	PDF - 49 KB - uploaded 09 Sept 2026	■ UPLOADED View Replace
MBBS Attempt Certificate *	PDF - 49 KB - uploaded 09 Sept 2026	■ UPLOADED View Replace
Candidate Signature *	JPEG - 58 KB - uploaded 09 Sept 2026	■ UPLOADED View Replace
Left Thumb Impression *	JPEG - 53 KB - uploaded 09 Sept 2026	■ UPLOADED View Replace
Right Thumb Impression *	PNG - 81 KB - uploaded 09 Sept 2026	■ UPLOADED View Replace
Passport-size Photograph *	JPEG - 52 KB - uploaded 09 Sept 2026	■ UPLOADED View Replace

CONDITIONAL DOCUMENTS

Marriage Registration Certificate *	PDF - 49 KB - uploaded 09 Sept 2026	■ UPLOADED View Replace
Internship Completion Certificate *	PDF - 49 KB - uploaded 09 Sept 2026	■ UPLOADED View Replace

Please fill carefully: Registration details are locked after final Submission. Before payment, application-stage particulars may be revisited and edited while the application window remains open. After successful payment/final submission, the application is locked.

Figure 4-12. OTR Step 09 of 09 — Preview & Declaration

Review & Payment

- Applicant should review the complete application preview before proceeding to payment.
- Applicant should review Registration, Personal Details & Eligibility, Address, Education & Qualifications, Medical Council, Employment, References, Penalty & Legal and Document Upload sections.
- Applicant should select the Final declaration after verifying that the information and supporting documents are true, complete and correct.
- Applicant should select the Review acknowledgement after reviewing the application preview and supporting documents.

- Applicant should review the Examination Fee and payment terms displayed by the portal.
- Applicant should proceed to payment only after verifying all details.

The payment page displays Amount Payable, Application Number, Examination, Status, payment gateway and secure payment action.

- Applicant should verify the Application Number and Examination displayed on the payment page.
- Applicant should review the Amount Payable displayed by the portal.
- Applicant should click on the secure Pay button displayed on the page.

The portal states that the bank's secure page opens in a separate tab and that the application page tracks the payment and confirms it automatically.

If the amount is debited but not reflected on the portal, the payment page instructs the applicant to wait for automatic reconciliation before trying again.

- After successful payment and final submission, applicant is redirected to the Dashboard.

Documents to be uploaded at the time of filling the online application form:

- Valid Photo ID (PAN Card / Aadhaar Card / Driving License / Voter ID / Passport etc.)
- Valid EWS Certificate issued by competent authority, *if applicable*
- Valid Caste Certificate issued by competent authority, *if applicable*
- Valid PwD Certificate issued by competent authority, *if applicable*
- Valid Ex-Serviceman Certificate issued by competent authority, *if applicable*
- Valid Permanent / Provisional State / Rajasthan State Medical Council Registration Certificate, as selected by the applicant
- Marriage Certificate/Widow/Separated/Divorced document , *if applicable*
- UG Marksheet and UG Degree
- Scanned UG Attempt Certificate
- Scanned Internship Completion Certificate, if internship is completed
In case the internship is still ongoing, the applicant should upload the required internship undertaking / certificate from the Principal or Head of Institution, as applicable.
- PG Marksheet and Degree, *if applicable*
- Scanned copy of Signature of the Candidate
- Scanned copy of Right Thumb Impression
- Scanned copy of Left Thumb Impression
- Photograph upload / capture requirement is divided into two parts:
 - (a) Scanned copy of Passport Size Photograph
 - (b) Live Captured Photo through Web Camera

* In case Permanent RMC (Rajasthan Medical Council) Registration Certificate is not available at the time of filling the online application form, then it must be uploaded within 2 days after the date of examination. The date of issue of Permanent RMC (Rajasthan Medical Council) Registration Certificate must be on or before the date of examination.

Correction in the Filled application Form:

- **Corrections/editing, if any, in the Stage-1 (Registration) of online filled application form, cannot be done after submission of Stage-1 (Registration) online application form.**
- **Application details in stage-2 can be edited until online fee payment.**
- **After submission of stage-2 (detailed application form), take print out of filled form and check all filled details carefully and then proceed for stage-3 (online fee payment and final submission) as no corrections/editing will be allowed after fee payment and final submission of online application form.**