

**Office of the Chairman, Nursing Counseling Board 2021,  
RUHS College of Dental Sciences, Jaipur**

**Rajasthan Centralized Admissions to Nursing Courses 2021  
(RCA Nursing 2021)  
Post Basic B.Sc Nursing, B.Sc Nursing**

**Choice filling Guidelines for those candidates  
who appeared in the respective Nursing entrance exam. 2021  
for Post Basic B.Sc Nursing, B.Sc Nursing**

**Tentative schedule for first counseling / allotment**

Publishing of provisional merit list and tentative seat matrix at the website	16.03.2022
Depositing of counseling fee (Rs. 550/-) on-line at the RUHS website	16.03.2022 to 24.03.2022, 5.00 pm
Choice filling of the colleges and courses, on-line, at the RUHS website	16.03.2022 to 24.03.2022, 5.00 pm
Publishing of allotment information at the website	To be announced later
Printing of allotment letter and Reporting by candidates at the allotted college for deposition of Registration (application) form alongwith all relevant documents and prescribed fees	To be announced later

**Important: Last date to fill choices of course and colleges: 24.03.2022 (5.00 pm)**

Before filling the choices on-line, read the instructions for choice filling and Tentative Seat Matrix 2021 etc. very carefully.

If you do not fill and add your choice(s) till 24.03.2022, 5.00 p.m., you will loose the chance of participation in the allotment process.

The Nursing Admissions / Counseling Board 2021 will not be responsible for any consequences arising out of forgotten password / misuse of your password. It is your responsibility to maintain confidentiality of your password. Sharing of your password can result in its misuse by somebody else, leading to even exclusion of a genuine candidate from the allotment process.

## Steps

1. Enter your application form number.
2. Enter your registration password (issued to you at the time of filling your application form)
3. Select your Date of birth.
4. If you have changed your mobile number, edit the same.
5. Click on Submit Details.

### Counseling fee deposition

Deposit non-refundable counseling fee of Rs. 550/- by selecting any one of the available payment options:

through eMitra kiosk

or

through credit/debit card or internet banking

### Add preferences / choices

Select the college in order of your preference.

(You must choose minimum 1 choice/option. You may choose as many choices / options as you wish. There is no restriction for filling maximum number of choices. If you do not fill any choice, you will not be considered for the allotment process).

Now, click on 'Add Preference' button.

You may click 'delete' button, if you wish to delete a particular choice already added.

### Modify your filled choices

You may change your order of preference by deleting choice(s) and then adding the fresh choices. You can use this option as many times as you wish before auto-locking.

You can also interchange two choices directly by giving first choice no. (source) and second choice no. (destination) e.g. choice no. 2 to choice no. 5.

Press - Click here if you wish to freeze your choices.

You can modify / change your choices multiple times before 5.00 pm (24.03.2022) after which all choices filled by you will be automatically locked. After auto-locking, you will not be allowed to make any modifications in choices filled by you. Therefore you are advised to fill and save your choices very carefully.

## **Declaration**

A declaration will appear on the screen. Confirm on this Declaration: It is a must.

Declaration

I have gone through and understood the Instructions containing the conditions governing the allotment process. I shall abide by the applicable rules.

I am aware that during verification of documents at the time of reporting, if any discrepancy is detected including that in the original documents, then I may not be considered for allotment and liable for penal action.

I declare that I will not disclose or share the password with anybody. I understand that I am solely responsible for safeguarding my password and the Nursing Admissions Board is not responsible for misuse of my password.

I have checked all the choices filled by me and the order of preference. I am aware that after auto-locking on 24.03.2022, 5.00 pm, I will not be allowed to make any modifications in choices filled by me.

Click on "Confirm the declaration"

## **Print copy of the choices filled alongwith application form**

After 6.00 pm on 24.03.2022, you can print the choices filled by you alongwith the application form, by using the option 'Print final form'.

Print the same and and Sign the declaration on the printout of the application form. It is a must.