

[Help Document for One Time Registration](#)

For One Time Registration process candidate need to login on <https://sso.rajasthan.gov.in/signin> and enter their credentials and click on login button.



Fig1: SSO I.D Login

After login, candidate needs to click on Recruitment Portal which is present under G2C.



Fig 2: Recruitment Portal

After click on Recruitment Portal candidate redirected to below mention screen where Candidate may see dashboard with My Application, Notification and Ongoing Recruitment options, to create One Time Registration profile candidate click on One Time Registration button or click on update profile button. If candidate not create its OTR profile through mentioned options then on click on Apply Now button candidate will redirect to One Time Registration page.

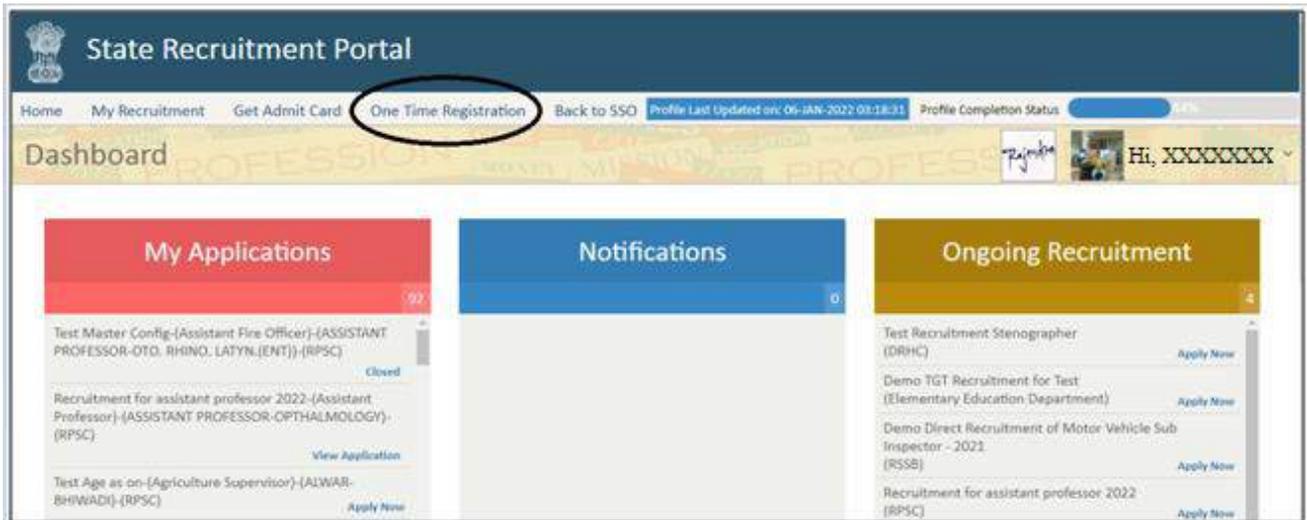


Fig 3: Recruitment Portal (Home)

Apply Now: On click on apply now button a pop up will be open with message “ **Please update details on One Time Registration page of recruitment portal profile**”, candidate need to click on okay button to proceed further.

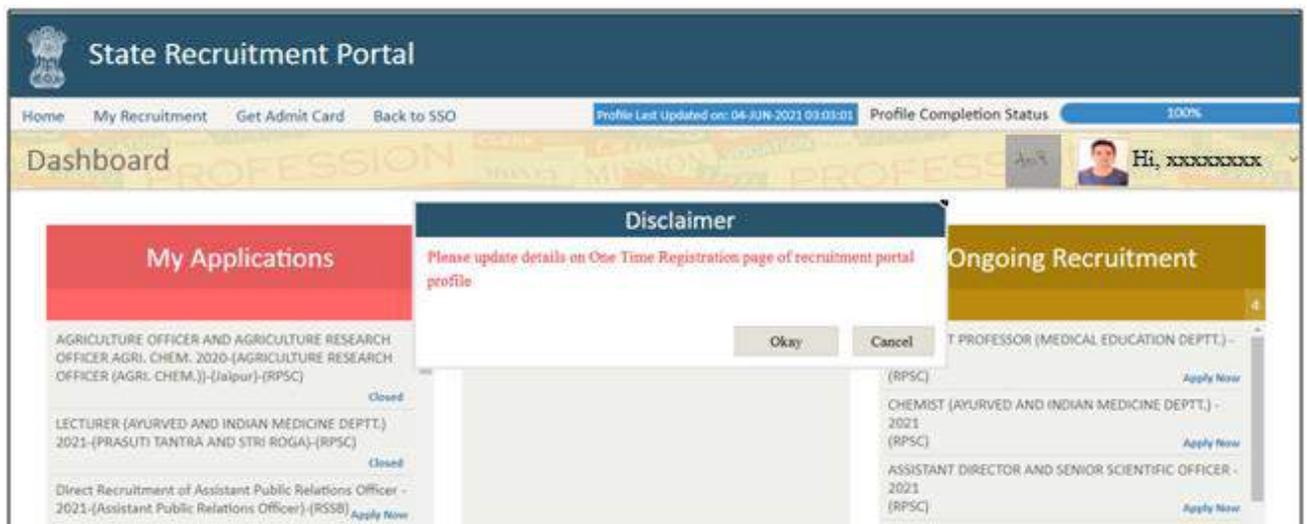


Fig 4: Pop Up

Please note that a pop up will be open for all candidate whose one time registration number is not generated, once one time registration number get generated, the candidate will be directly redirected to basic details page on click on Apply Now button.

One Time Registration (OTR): On one time registration page, candidate need to select Yes or No for Are you Rajasthan resident candidate, On the basis of candidate response two type of cases will occur

1. **If candidate select Yes for Are you Rajasthan resident candidate:** If candidate select Yes for Are you Rajasthan resident candidate then three cases will occur.
 - 1.1 **Candidates belongs to Rajasthan and have JanAadhar/Acknowledgement ID:** If candidate belongs to Rajasthan and have JanAadhar/Acknowledgement ID then on selecting Yes for “**Are you Rajasthan resident candidate**”, below mentioned screen will open.

Candidate just need to enter Janaadhar/Acknowledgement I.D and on click on fetch data button, a pop up will be open to select member for which candidate need to create OTR number and after selecting particular member I.D candidate need to click on send OTP button and as soon as OTP get verified all details which includes candidate name, Date of birth, gender, father name, mobile number and Email I.D(If updated on JanAadhar) will be directly fetched from Janaadhar I.D and candidate just need to click on verify OTR button to generate OTR number. Please note that if email ID not present on janaadhar than candidate need to enter the same and verify through OTP verification process.

Fig 5: Candidates belongs to Rajasthan and have JanAadhar/Acknowledgement ID

NAME	MOBILE	MEMBER ID	AADHAR ID	Select Member
XXXXXXXXXX	XXXXXXXX988	XXXXXXXXXXXX	XXXXXXXXXXXX625	<input type="radio"/>

Fig 6: Pop Up

1.2 Candidates belongs to Rajasthan and have Aadhar ID: If candidate belongs to Rajasthan and have Aadhar ID then on selecting Yes for “**Are you Rajasthan resident candidate**”, candidate need to click on check box showing message “**I don’t have Janaadhar/Acknowledgement I.D**” and below mentioned screen will open, candidate need to enter aadhar number and click on send OTP button and as soon as OTP get verified all details which includes candidate name, Date of birth, gender and father name(If available), will be directly fetched from Aadhar I.D and candidate just need to enter mobile number and email i.d and then click on verify OTR button to generate OTR number. Please note that before click on verify OTR candidate need to verify email ID through OTP verification process

Fig 7: Candidates belongs to Rajasthan and have Aadhar ID

1.3 Candidates belongs to Rajasthan and don't have Janaadhar ID and Aadhar ID: If candidate belongs to Rajasthan and does not have Janaadhar ID and aadhar ID then on selecting Yes for “**Are you Rajasthan resident candidate**”, candidate need to click on check box showing message “**I don't have Janaadhar/Acknowledgement**” and “**I don't have Aadhar**” and finally below mentioned screen will open, and on mentioned page, candidate name, Date of birth, gender, mobile number and email ID(If available on SSO profile) will be directly fetched from SSO profile. Here candidate just need to fill father name, verify email I.D through OTP verification process and upload supporting documents as per requirement of OTR. Once the details have been submitted and verified by mobile OTP verification by candidate, the details will be not allow to edit any more. The documents are to be uploaded are Secondary or equivalent Certificate and one of the ID proof out of (Aadhar, Pan details, Driving License or Voter Id).

Fig 8: Candidates belongs to Rajasthan and don't have Janaadhar ID and Aadhar ID

2. If candidate select No for Are you Rajasthan resident candidate: If candidate select No for Are you Rajasthan resident candidate then two cases will occur.

2.1 Candidates not belong to Rajasthan and have Aadhar ID: If candidate have Aadhar ID then on selecting No for “**Are you Rajasthan resident candidate**”, below mentioned screen will open. Candidate need to enter aadhar number and click on send OTP button and as soon as OTP get verified all details which includes candidate name, Date of birth, gender and father name(If available), will be directly fetched from Aadhar I.D and candidate just need to enter mobile number and email i.d and then click on verify OTR button to generate OTR number. Please note that before click on verify OTR candidate need to verify email ID through OTP verification process.

The screenshot shows a web form titled "One Time Registration". At the top, there is a question: "Are You a Rajasthan Resident Candidate*" with radio buttons for "Yes" and "No". The "No" option is selected. Below this, there is a field for "Aadhar Number*" with a "Send OTP" button. A checkbox labeled "I don't have Aadhar" is present but unchecked. The form also includes fields for "Candidate Name*", "Date of Birth*", "Gender*" (with radio buttons for "Male", "Female", and "Others"), "Mobile Number*", and "Father Name*". At the bottom, there is an "Email*" field with a "Verify Email" button and a "Verify OTR" button.

Fig 9: Candidates not belongs to Rajasthan and have Aadhar ID

2.2 Candidates not belong to Rajasthan and don't have Aadhar ID: If candidate does not have Aadhar ID then on selecting No for “**Are you Rajasthan resident candidate**”, candidate need to click on check box showing message “**I don't have Aadhar**” and finally below mentioned screen will open and on mentioned page, candidate name, Date of birth, gender, mobile number and email ID(If available on SSO profile) will be directly fetched from SSO profile. Here candidate just need to fill father name, verify email I.D through OTP verification process and upload supporting documents as per requirement of OTR. Once the details have been submitted and verified by mobile OTP verification by candidate, the details will be not allow to edit any more. The documents are to be uploaded are Secondary or equivalent Certificate and one of the ID proof out of (Aadhar, Pan details, Driving License or Voter Id).

One Time Registration

Are You a Resident Resident Candidate?

No Yes

Can't View Details

(Please note that Candidate Name, Date of Birth, Gender, Email ID and Mobile Number has been auto-verified from GUP profile and other details have been submitted and verified by mobile OTP verification. Its update will be possible in future.)

Candidate Name* Gender* Male Female Other Father Name*

Date of Birth* Mobile Number* Email*

(Important Note: It is mandatory to fill required information and upload mark sheet/certificate of Secondary/Board exam. You are need to upload at least one document as ID proof for Candidate Name with photo. Father Name, Date of Birth and Gender/other info your registration process will not proceed for OTP.)

Document Type* Name of Board* Roll No*

Year of Passing* Document ID* Proof Submitted For*

Upload Document*

Please upload documents upto 500K only, file allowed

Qualification Details*

Name of Exam	Name of Board	Roll No	Year of Passing	View Marksheet	Action
MCC/10/1982	CBSE	123	2018	View Marksheet	<input type="button" value="X"/>

Document Details

#	Document Type	Document ID	Proof Submitted For	View Document	Action
1	Letter	1	Candidate Name, Father Name, Date of Birth, Gender	View Document	<input type="button" value="X"/>

Fig 10: Candidates not belongs to Rajasthan and don't have Aadhar ID

Verify OTP: On all above mentioned cases on click on **verify OTR button** below mentioned pop up will be opened, where candidate need to give confirmation on Fetched/filled detailed by click on final submit button which in turn lead to Mobile OTP verification window (Second Pop-up).

OTP Authentication

Candidate Name: XXXXXXXXXXXXXXXX

Father Name: XXXXXXXXXXXXXXXX

Gender: XXXXXXXXX

Date of Birth: XXXXXXXXXXXXXXXX

(Please note that above mentioned details will be non editable in One Time Registration /Application Form after OTP verification)

Fig 11: First POP UP

OTP Authentication

Please enter OTP send to your mobile number XXXXXXXX988

OTP

Fig 12: Second POP UP

One Time Registration Number: Once the OTP gets verified another pop up will be opened with One Time Registration (OTR) number. Candidate may need to note down this OTR number for further reference and now candidate can apply for any recruitment as per their requirements.

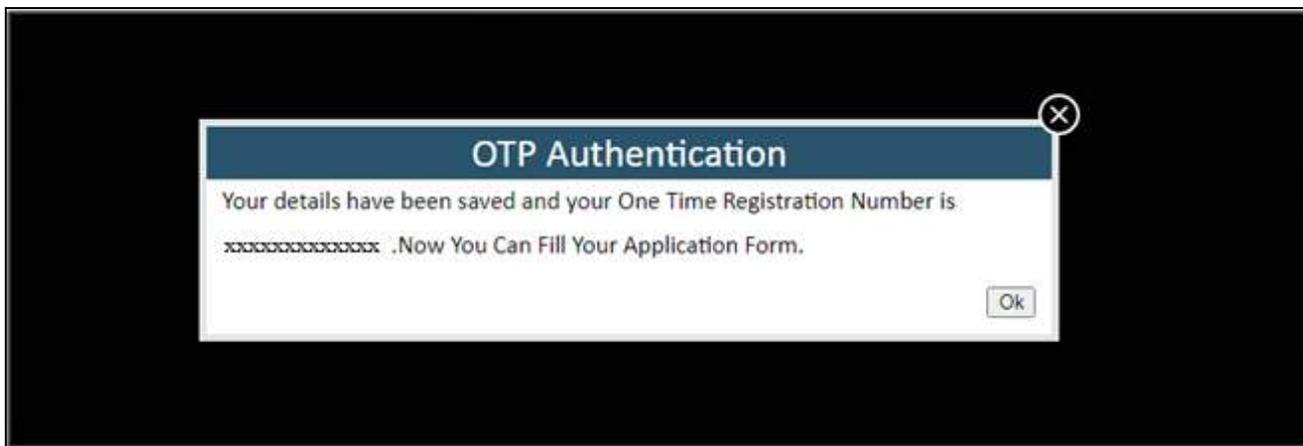


Fig 13: One Time Registration Number

Please note that if candidate try to create profile with same details by another SSO Id then after OTP verification below mentioned screen will be open with below mentioned details.

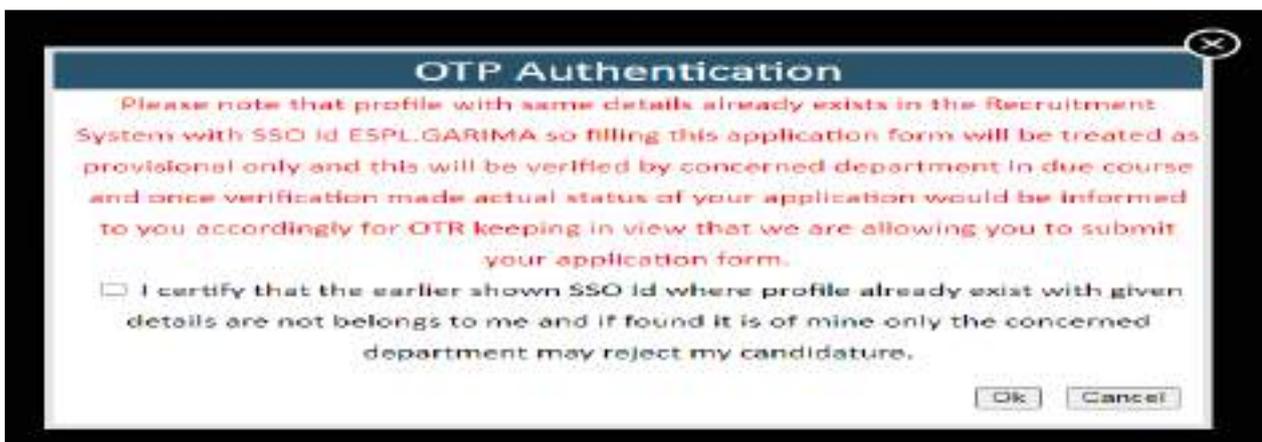


Fig 14: One Time Registration Number(Duplicate Profile)

If candidate assume he/she is different from mentioned SSO profile then he/she should click on check box button to giving its confirmation that he not belongs to existing profile and click on OK button to generate OTR number as shown below mentioned screen or if he/she click on cancel then he./she may use the shown SSO Id to get in for filling up application form as he/she already having OTR number which will also available in he SSO ID login.

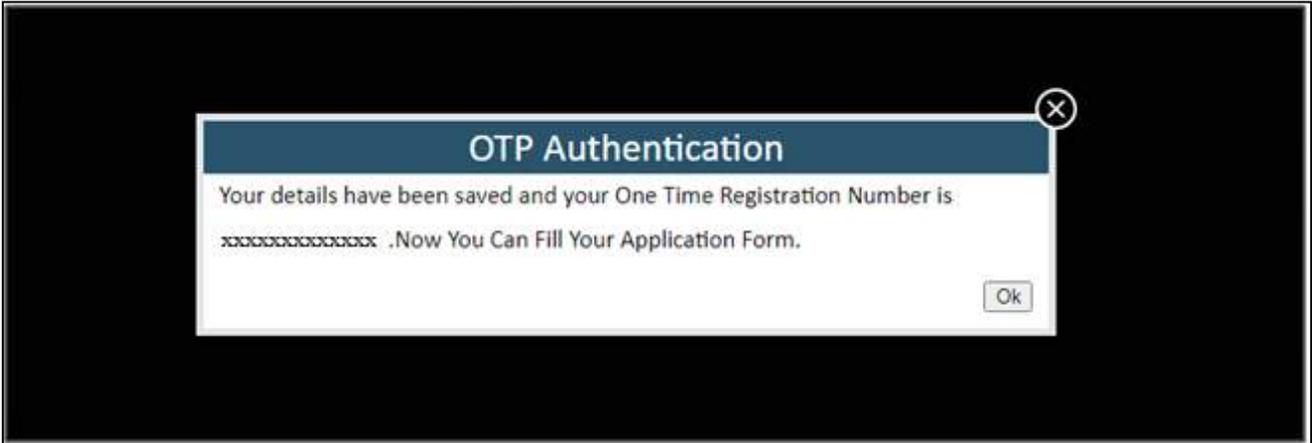


Fig 15: One Time Registration Number

Rest of application filling process is as earlier and on final submission he/she details(Fields that are present on recruitment portal profile) will be updated in profile so next time he/she not required to fill all details and just pay fee and submit application.