

JAGADGURU RAMANDACHARAYA RAJASTHAN SANSKRIT UNIVERSITY

Gram Madau, Post Bhankrota, Jaipur - 302026

Helpline Phone No.: 7425802521

Website: www.psst2017.in

PRE SHASTRI SHIKSHA SHASTRI TEST 2017 (PSSST - 2017)

INSTRUCTION TO FILL ONLINE APPLICATION FORM

Refer PSSST website (www.psst2017.in) for updated and relevant information.

IMPORTANT DATES / SCHEDULE

Availability of on-line application form at PSSST website	25.02.2017
Last date for depositing fess through bank challan	28.03.2017
Last date of filling On-line application form	03.04.2017
Printout of the filled application form	No need to send at JRRSU. To be kept safely with you.
Start date of downloading Examination Hall Ticket from PSSST website (www.psst2017.in)	10.04.2017
Date of Examination	23.04.2017
Declaration of Result	03.05.2017

APPLICATION FORM FEE

All candidates have to pay on-line application form fee of **Rs. 500/- (Rupees Five Hundred)** through bank challan at any branch of *Bank of Baroda*.

The on-line application form fee is non-refundable, non-transferable and non-adjustable. Any plea in this matter shall not be entertained.

APPLICATION PROCEDURE

Before filling the on-line application form, read the information booklet carefully. Ensure the eligibility and other requirements for admission as given in the 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 even if you come through the final stage of admission process or even at a later stage.

In case you have any difficulty while filling on-line application form, send email to Helpline at jrrsupst@gmail.com or *Call at 7425802521*.

INSTRUCTIONS FOR FILLING ON-LINE APPLICATION FORM

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.

There are two parts of the on-line application form.

Part I: Generation of bank challan

1. Write your name as appearing in your 10th class mark sheet.
2. Write father's name.
3. Write mother's name.
4. Select your date of birth as appearing in your 10th class mark sheet, **only from the calendar appearing on the screen.**
5. Select gender: Male/Female/Third Gender
6. Select any one category as applicable to you: General/SC/ST/OBC/SBC
7. Select sub-category:
Select Sub-category: Not applicable (tick if you do not belong to PH, WDP category)
PH (physically handicapped)
WDP (ward of defense personnel)
8. Select Type of PH: Orthopaedic / Blind / Deaf and Dump
(This option will only enables when you select PH (Physically Handicapped) option in your sub-category as stated on point no. 7)
9. Select Marital Status: Married/Unmarried/Widow/Divorcee/Parithaktya
10. Enter Name of Nominee
11. Select relationship with nominee: Son/Daughter/Father/Mother/Husband/Wife
12. Present communication address:

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

Select your State from the list given.

13. Write STD code and your residence phone number, if available, otherwise leave blank.
14. Write your phone number (with STD code).
15. Write your cell number (without zero '0') i.e. only 10 digit number.
16. Write your email ID where confirmation message of submission of your on-line application form could be received by you.

Check and verify the information filled by you before pressing the submit button.

(ऊपर भरी गयी सूचनाओं को सबमिट बटन दबाने से पूर्व जाँच ले, सबमिट बटन दबाने के पश्चात स्क्रीन पर प्रदर्शित यूजरनाम एवं पासवर्ड को सुरक्षित रखे भविष्य में लॉगिन करने के लिए इनका उपयोग होगा)

17. Press submit button.

Wherever any correction is required, the text on left hand side will appear in Red colour. Correct the same and then click on 'Submit' button.

A box will appear on the screen, Are you sure, all entries are correct: Ok / Cancel

If you find that any information filled by you is not correct you are required to click Cancel button, correct the information (including your date of birth) and press submit button.

When you find that all the information filled by you is correct, press Ok button.

After filling Part I of the application form, you will also get user ID and password. Use this user ID / Username and password for further steps.

18. **Note down the user ID** (your application form no. / username) **and password for further steps. On your registered mobile no. a SMS alert from XJRRSU will come with your username and password details.**

Move to home page and select the option "Print bank challan".
(ensure that printer is connected to the computer system)

Enter your user ID / Username and password to print bank challan.

A separate sheet giving your user ID and password alongwith the details filled by you will also be generated. Keep it safe.

19. Take this printout and deposit the on-line application form fee (Rs. 500/-) at any branch of **Bank of Baroda** and obtain the 'candidate copy' and 'JRRSU copy' of the bank challan duly entered with the Bank Transaction ID.

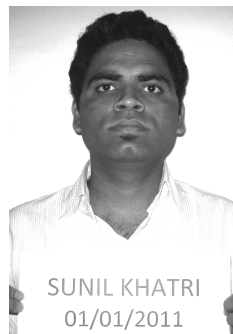
Ensure that Bank transaction ID is mentioned on all the three slips (by the branch of Bank of Baroda where you deposit the on-line application form fee).

Part - II

Scanned / digital copy of your recent passport size coloured photo and signature in the prescribed format (jpg or jpeg, maximum 30 KB) will be required for filling Part II of the on-line application form. Therefore keep ready the same before you start filling Part II of the on-line application form.

The photograph must be taken on or after 01-01-2015 along with the name of the candidate and date of taking the photograph. Photograph should not have cap or goggles. Candidates are advised to obtain about six copies of the photograph, as the identical photographs would be required at the time of admission.

Format of Colour Photograph



23. To fill your application form on-line, select the option "candidate login"
24. Enter your user ID and password and press submit button.
22. **Select "fill on-line application form, Part II"**
23. Enter your valid bank transaction ID and date of deposit of on-line application form fee through bank challan at the bank. Select this date **only from the calendar appearing on the screen.**
24. Enter Your Bank Account Details (Account holder name, Bank name, Branch, Account No., IFSC code)

25. **Click on Submit button (Ensure that the entered bank transaction Id is correct, If you entered the wrong bank transaction id, you will not able to enter it again, and it will make your candidature cancelled.)**
26. Upload your recent passport size coloured photograph and signature in jpg, jpeg format (maximum size 30 kb) at correct specified place / area.

Note: Be very careful while scanning your photo and 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).

Also, do not make any mistake in uploading signature and photograph.

After uploading, once you press submit button, check that your Photograph and Signature are clearly visible on the screen.

If your photo/signature image is appearing small or is not visible then it means your photo/signature image file is not as per the prescribed format. Re-upload the same, if required.

If your photo/signature image that is appearing on screen is not correct then re-upload both photo as well as signature image.

If both photo and signature files are correct, tick the confirmation check box below your photograph on the screen, press submit button to proceed.

27. Click on Domicile State:
Select your domicile state from dropdown list
28. Minority:
Tick Yes / No
29. Type of Minority: Enter your caste i.e., Muslim, Jain etc., if you tick on "Yes" on above Point No. 28.
30. Belongs to Tribal Area: Yes / No
31. Enter Aadhar Number
32. **10+2 (Senior Secondary) Details**
Type of Senior Secondary: Varisth Upadhyay / Sr. Sec. (10+2) with Sanskrit / Equivalent
Status of Senior Secondary: Appearing / Passed
Subject1: Select from dropdown menu
Subject2: Select from dropdown menu
Subject3: Select from dropdown menu

Enter Name of Board
Enter Year of Passing
Enter Maximum Marks
Enter Marks Obtained

33. Select your Choice of Examination Centre:

Ajmer
Alwar
Banswara
Bharatpur
Bikaner
Dungarpur
Jaipur
Jodhpur
Kota
Sikar
Udaipur

34. Permanent address: Write the full permanent address along with city, pin code, district.

Select your State.

Important: This screen is not your application form. Do not print this screen. Your complete application form (that you have filled on-line) will be generated only after clicking on 'submit' button.

Wherever any correction is required, the text on left hand side will appear in Red colour. Correct the same and then click on 'Submit' button.

35. Once you submit, you can view the completed application form that you have filled on-line (to check correctness of the data filled).

If you find that any information filled is not correct, click **Back** button and click "Refill Part II of your on-line application form" option and make desired corrections and click on 'Submit' button.

When you find that all the information filled by you is correct you may opt for printing the application form by clicking Back button.

36. A declaration will appear on the screen. Check (tick) on this Declaration: It is a must.

I do 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, is binding on me and nothing has been hidden by me. I shall not claim any change or alteration. If any of them is found to be incorrect or false, my candidature will be liable to be rejected and I shall be liable to any penal action and / or punishment as may be deemed fit by the JRRSU.

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 educational qualification etc. for PSSST 2017.

Once you check on the declaration, Part II of your application form will become non-editable.

37. **Print copy of the application form**

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

- University copy of the bank challan (JRRSU copy) **original of Rs. 500/-**
- Mark sheet of secondary examination (10th class)
- Mark sheet of 10+2 (senior school certificate examination) or its equivalent
- Domicile certificate by the competent authority, if applicable
- Physical disability certificate issued by competent authority, Certificate regarding ward of defense personnel, Certificate regarding kashmiri migrants, if applicable
- Date of birth certificate: 10th class certificate and/or mark sheet of secondary or its equivalent
- Caste certificate (SC, ST, OBC, SBC) issued by the competent authority, if applicable

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.

Candidates will be required to submit one print copy of the application form (duly completed in all respects) at the time of reporting at the allotted college.

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

39. Keep the completed form for submission when required. **You are not required to send the print copy of your application form filled on-line to JRRSU.**

Help line:

In case you face any difficulty in filling the on-line application form, you may send an email at jrrsupsst@gmail.com or you can call on 7425802521.

The jurisdiction for legal cases arising out of PSSST 2017 shall be limited to the competent courts at Jaipur only.

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

ANTI RAGGING MEASURES

The apex court drew guidelines for the management of all educational institutions to follow. Among them:

Educational institutions should take anti-ragging measures right from the time of advertisement for admissions. The prospectus, the form for admission and/or any other literature issued to aspirants for admission must clearly mention that ragging is banned in the institution and anyone indulging in it is likely to be punished appropriately which may include expulsion from the institution, suspension from the institution or classes for a limited period or fine with a public apology.

The punishment may also take the shape of: (i) withholding scholarships or other benefits (ii) debarring from representation in events (iii) withholding results (iv) suspension or expulsion from hostel or mess. If there be any legislation governing ragging or any provisions in statute/ordinance, it should be brought to the notice of the students/parents seeking admissions. A printed leaflet detailing when and to whom a victim may turn for information, help and guidance for various purposes, keeping in view the needs of new entrants, along with their addresses and telephone numbers should be given to fresher at the time of admissions so that they need not to look to seniors for help in such matters.