User Manual for Student
First Year Engineering Admission (2020-21)

Helpline numbers:+91 9079711411, 0291-2649439
Helpline email id- gpc.jodhpur2020@gmail.com
Contents

I. Introduction ............................................................................................................................................... 3
II. SSO Login Flow ...................................................................................................................................... 3
III. Application Flow ................................................................................................................................... 7
   a) Registration Page- .............................................................................................................................. 7
   b) Application form- .................................................................................................................................. 7
      1. Qualification Details .......................................................................................................................... 7
      2. Personal Details ................................................................................................................................... 8
      3. Address Details .................................................................................................................................. 9
      4. Other Details .................................................................................................................................... 10
      5. Bank Detail ....................................................................................................................................... 11
      6. Documents ....................................................................................................................................... 11
      7. E-mitra- Pay Fee ................................................................................................................................. 15
         a) First Option-e-mitra Kiosk- ............................................................................................................... 15
         b) Second Option-Online Payment- .................................................................................................... 15
I. Introduction
This user manual explains the flow of DTE- First Year Admission form filling process for student. The student can fill the form either through by himself/herself by his/her SSO ID or visit to the nearest E-Mitra.
Note- While filling the form through e-mitra kiosk student don’t require SSO ID but filling the form itself require SSO ID mandatory.

II. SSO Login Flow

Flow 1 :- Student will fill his/her form himself/herself through his/her SSO ID.

Step 1 :- Go to URL [https://sso.rajasthan.gov.in/signin](https://sso.rajasthan.gov.in/signin) and Click on Registration if student don’t have SSO ID. The below steps details how to create SSO ID-
Step 2: Student clicks on Registration button. Student can create its SSO id using its gmail/facebook/aadhar/twitter account.

Step 3:–  
   i) Go to URL https://sso.rajasthan.gov.in/signin and Login with your SSO ID and Password.
ii) Following screen with the list of all the applications is displayed. Click on HTE icon

![HTE Icon]

iii) Following Screen with Organization and Application field is displayed and Select the values for both the Field as given below and Click on Continue :-

a) Organization: - Department of Technical Education (DTE)

b) Application: - DTE Admission 2018-19

![Login Screen]

iv) Select as applicant and click on Register
v) Select engineering – Engineering First Year and click on Register/login
III. Application Flow

a) Registration Page-
   i. System will redirect the user to Registration Page. Applicant fill all the mandatory fields carefully and click on “Submit” button. The details submitted here will not be changed in the main admission form.
   ii. Click on confirm button
   iii. The applicant receives a SMS which contains a Unique reference number. The Unique reference number can be used for future reference.

b) Application form-
   1. Qualification Details
      i. Applicant fills the 10th qualification details and Supplementary (if any) details and click on “Save & Continue” button.
      ii. System moves on “Personal Detail” tab.
2. Personal Details
   i. The following details are pre-populated from the registration form-
      - Name (in English)
      - Father Name (in English)
      - Mother Name (in English)
      - Mobile Number
      - DoB
      - Gender
      - Email
      - Category A

      **Applicant cannot make any change in the above-mentioned details.**

   ii. The applicant fills remaining mandatory details and click on “Save & Continue” button.

   iii. System auto moves on Address details tab.
3. Address Details

i. Applicant fills the permanent address details.

ii. If applicant’s correspondence address is same as permanent address then applicant click on check box “Use correspondence address as permanent address”.

iii. If correspondence address is different than permanent address then applicant fills the correspondence address.

iv. Applicant click on “Save & Continue” button to move to next tab of other detail.
4. Other Details
i. Applicant fills the mandatory fields of “Other detail” tab and click on “Save & Continue” button.
ii. System auto moves on “Bank Detail” tab.
5. Bank Detail
i. Applicant fills the bank details and click on “Save & Continue” button.
ii. System auto moves on “Documents” tab.

![Bank Details Form](image)

6. Documents
i. Applicant uploads the scanned copy of photo, signature and supporting documents as per size mentioned in the application.
ii. The photo and signature should be of size between 20 kb and 50 kb. The file type is jpeg/png/tif.
iii. The supporting documents should be of size between 100 kb and 150 kb. The file type is pdf/jpeg/png/tif.
iv. Applicant click on Save & Continue.
7. Option Form
Here Applicant fills all details of option form it may be more than one. Type of College, District, Name of college and branch.
After filling option form, form will look like this, and then click on Save and continue

8. Preview tab

i. Applicant can see preview all the information details if some details want to change they can but after click on final lock submit student cannot change any details
ii. Before click on “Final lock & Submit” button first click on check button.

iii. Click on lock and submit
7. E-mitra- Pay Fee

i. Applicant click on “Pay Now” button for fee submission.

![Pay Now button](image)

<table>
<thead>
<tr>
<th>DTE ENGINEERING ONLINE ADMISSION:: 2018-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please pay the Application form fee for proceeding in the application status.</td>
</tr>
</tbody>
</table>

![Download Challan and Kindly visit your nearest e-mitra counter to pay the fee](image)

ii. For Admission form Fee Payment, applicant have two option to deposit the Admission Fee :-

a) **First Option-e-mitra Kiosk-**
   Applicant download the challan and visit the nearest E-Mitra Kiosk to pay the lateral admission form fees. Applicant click on “Download Challan and Kindly visit your nearest e-mitra counter to pay the fee” button and download the challan and take challan to e-mitra kiosk to pay the lateral admission form fee.

b) **Second Option-Online Payment-**
   i. Applicant click on “Make Payment” button and make online payment.
ii. System displays the following screen. Applicant click on “Proceed” button to make online fee payment.

iii. Select Pay Using Aggregator, and then click on Proceed to pay

iv. When user click to proceed, then transaction details to showing , click on proceed
v. Applicant selects the bank and pays the fees.
vi. After successful payment, a SMS will be received by applicant which contains “application number” of the applicant. This application number can be used for future tracking of applicant’s admission status.

Select bank and click on make payment