

## **TOWN PLANNING DEPARTMENT**

Jawahar Lal Nehru Marg, Near JDA Building, Jaipur (Rajasthan) Pin: 302004

Website: <https://urban.rajasthan.gov.in/content/raj/udh/ctp/en/home.html>

**Post: Assistant Town Planner (Urgent Temporary Basis)**

### **INSTRUCTIONS FOR FILLING ON-LINE APPLICATION FORM**

**Refer UDHTPD website (<https://urban.rajasthan.gov.in/content/raj/udh/ctp/en/home.html>) for updated and relevant information.**

**Before filling the on-line application form, read the **advertisement, instructions and FAQ** for filling on-line application form etc. very carefully.**

**First ensure your eligibility (educational qualification, category, age, etc.) and other requirements for recruitment as given in the advertisement etc.**

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 at any time of recruitment process or even at a later stage.

In case you have any difficulty while filling on-line application form, send email to Helpline at **[udhtpdrecruithelp@gmail.com](mailto:udhtpdrecruithelp@gmail.com)**. 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.

**Important:** Note down password carefully. Keep it safe with you for further processing. Don't disclose this information to anyone else.

Keep the following documents ready before you start filling the on-line application form:

### **Mandatory for all candidates**

1. Scanned copy of your recent passport size colored photo (jpg or jpeg, size preferably up to maximum 50 KB) The specifications of photograph are as below:
  - Sized such that the head is between 1 inch and 1 3/8 inches (between 25 and 35 mm) from the bottom of the chin to the top of the head.
  - Taken in front of a plain white or off-white background
  - Taken in full-face view directly facing the camera
  - With a neutral facial expression and both eyes open
  - Taken in clothing that you normally wear on a daily basis:
    - Uniforms should not be worn in your photo, except religious clothing that is worn daily.
    - Do not wear a hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose. Your full face must be visible, and the head covering must not cast any shadows on your face.
    - Headphones, wireless hands-free devices or similar items are not acceptable in your photo.
    - If you normally wear prescription glasses, a hearing device or similar articles, they may be worn for your photo.
    - Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons (a medical certificate may be required)
    - Glare on glasses is not acceptable in your photo. Glare can be avoided with a slight downward tilt of the glasses or by removing the glasses or by turning off the camera flash.
  
2. Scanned copy of your signature in the prescribed format (jpg or jpeg, size preferably up to maximum 30 KB). Be very careful while scanning your 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).
  
3. Please make all necessary arrangement ready for online fee payment (Card / mobile etc.)

## Steps for filling on-line application form

### STEP-1

1. Select your salutation (initial).
2. Enter your Name (exact and complete name as it appears in your SSC/SSLC/ 10th class mark sheet), without salutation Mr./Mrs./ Miss./ Dr.
3. Enter Father's name.
4. Enter Mother's name.
5. Select your gender.
6. Enter Date of Birth (in dd-mm-yyyy format) as per matric certificate.
7. Select any one category as applicable to you:  
GENERAL (UR)/ BC-NCL/ SC/ ST/ MBC-NCL/ EWS.  
If you belongs to BC (Creamy Layer - CL) opt GENERAL category.
8. Select your family Annual Income less than 2.5 lacs? Yes/No
9. Whether you are (Specially Abeled) PwD: Yes/No.  
If Yes, Select below mentioned sub category.
  1. CP - Cerebral Palsy
  2. O.L.-One leg affected (R or L)
  3. B.L.-Both legs
  4. O.A.-One arm
10. Are you Ex-serviceman?: Yes/No. If Yes, Enter PPO No.
11. Are you Ex-prisoner? Yes/No. If Yes, Select Time of Prisonment in (Months).
12. Select your Nationality.
13. Select state of domicile.
14. Select religion.
15. Select Identity proof and provide its detail.
16. Select your marital status: Single / Married / Divorcee / Widow  
**If you are Married:**
  1. Total No. of alive Spouse(s):
  2. Enter Date of Marriage (DD-MM-YYY)
  3. Write your Husband / wife name
  4. Marriage registration number  
(You will be required to produce your marriage registration certificate at the time of recruitment/document verification, if selected).  
Also select the following details:
    5. No. of children born and alive as on 01.06.2002
    6. No. of children born and alive after 01.06.2002
    7. Total alive children (as on date)  
Note: If you do not have any child, select the number of children at all the three places as 0 (zero).
    8. Remarks, if any, related to no. of children (e.g. twins etc.)

**If you are Divorcee:**

(You will be required to produce your Decree Number/certificate at the time of Recruitment / document verification, if selected).

Marriage registration number: Fill your Decree Number in this column.

Also select the following details:

No. of children born and alive as on 01.06.2002

No. of children born and alive after 01.06.2002

Total alive children (as on date)

Note: If you do not have any child, select the number of children at all the three places as 0 (zero).

Remarks, if any, related to no. of children (e.g. twins etc.)

**If you are Widow**

(You will be required to produce Death certificate of your spouse at the time of recruitment/document verification, if selected).

Marriage registration number: Fill death certificate Number in this column.

Also select the following details:

No. of children born and alive as on 01.06.2002

No. of children born and alive after 01.06.2002

Total alive children (as on date)

Note: If you do not have any child, select the number of children at all the three places as 0 (zero).

Remarks, if any, related to no. of children (e.g. twins etc.)

18. Present communication address.

Write the full present address along with City/Tehsil, where the communication to you could be made.

Select your State, District from the list given. Enter your Pin code in given space. Write your cell number (without zero '0') compulsorily i.e. only 10 digit number.

19. Permanent address:

Write the full permanent address along with city. Select your State, District from the list given. Enter your Pin code in given space.

Write your cell number (without zero '0') compulsorily i.e. only 10 digit number.

**STEP – 2**

20. Provide your secondary or equivalent examination details i.e.

Enter Name of board, year of passing roll no., percentage and division.

Note: **Do you have CGPA Score? Please fill % of result after converting CGPA.**

21. Provide your higher secondary or equivalent examination details i.e.

Enter Name of board, year of passing roll no., percentage and division.

Note: **Do you have CGPA Score? Please fill % of result after converting CGPA.**

22. Choose Suitable Educational Eligibility Criteria (Please refer advertisement for more detail)

- a. **Degree in Civil Engineering with Master Degree in Planning**
- b. **Degree in Architecture**

Fill Detail of UG and PG degrees

Enter name of Degree,

Name of the University,

Year of passing,

Select Result,

Enter Roll no.,

Enter Percentage

Select Division.

Note: If a class/division not awarded, minimum 60% marks in aggregate shall be considered equivalent to first class/division. Do you have CGPA Score? Please fill % of result after converting CGPA.

### STEP - 3

21. Upload your recent passport size colored photograph /signature in jpg/ jpeg format by

selecting type of file one by one in the specified area. Your photograph and signature etc. will appear on screen and a message will appear on screen about successful uploading of documents. If your photo/signature image etc. is appearing small or is not visible then it means your photo/signature etc. image file is not as per the prescribed format. Re-upload the same.

**Note:** Please upload your Passport size photograph. Maximum Image Size 50KB; File Format JPG/JPEG only and Please upload your Signature done by a ball point Pen. Maximum Image Size 30KB; File Format JPG/JPEG only.

### STEP - 4

22. Application form preview

This is preview of your filled application form please check it carefully if there is any changes is required click on previous button and make necessary correction otherwise click on submit and proceed to pay button.

**Note: After submission of preview no editing is allowed”.**

## STEP - 5

23. Check details appearing on screen. If correct, click “**Proceed to Pay Online**” for online fee payment it will redirect you to payment gateway.
24. After successful online fee payment, Your application form will be submitted automatically. You will find a link to download or print your application form.

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**Note: This document is only for help to fill various fields in online application form. For educational eligibility, age, category, fee etc. please refer detailed advertisement.**