



# **Raj NOC Management system (RajNOC)**

## **Rajasthan Medical Education Department**

### **User Manual for Applying the LOI for New Medical College/Institute**

#### **Introduction-**

The purpose of this document is to explain how a college/institute can complete the LOI application process to obtain NOC from the Department.

इस दस्तावेज़ का उद्देश्य यह बताना है कि कॉलेज/संस्थान विभाग से एनओसी प्राप्त करने के लिए LOI आवेदन प्रक्रिया को किस प्रकार पूरा कर सकता है।

1. The user has to visit <https://rajnoc.rajasthan.gov.in/>  
उपयोगकर्ताको Rajnoc.rajasthan.gov.in पर जाना होगा।



2. Colleges/Institutes can view all information related to the application submitted by their respective department by clicking on the department icon.  
कॉलेज/इंस्टिट्यूट अपने संबंधित विभाग द्वारा आवेदित आवेदन के सन्दर्भ में समस्त जानकारी विभाग के आइकन पर क्लिक करके देख सकते हैं।

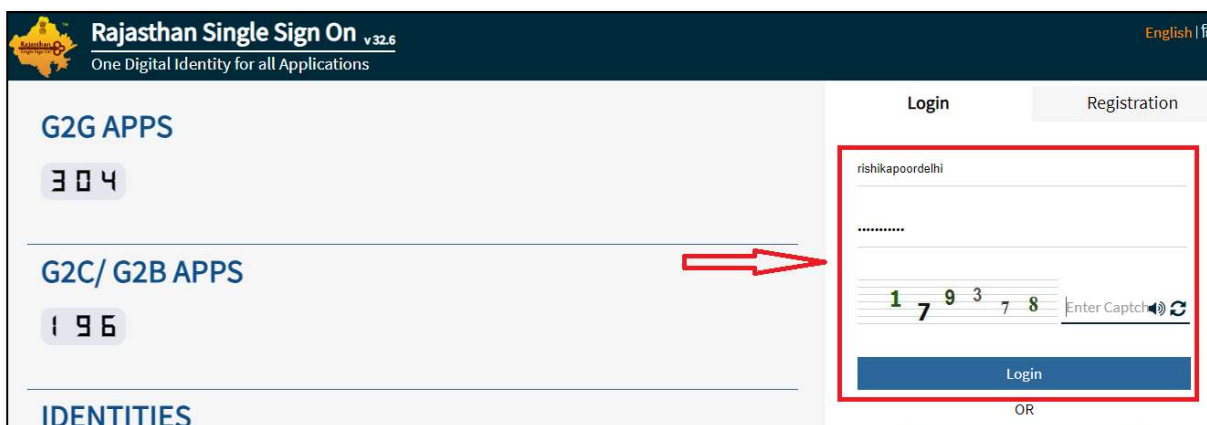


3. Select the department and click on SSO login.  
विभाग का चयन करें और SSO लॉगिन पर क्लिक करें।



4. Login page (<https://sso.rajasthan.gov.in/signin>)  
User enter valid SSO ID and Password, Capture Code.

उपयोगकर्ता वैध एसएसओ आईडी और पासवर्ड, कैप्चर कोड दर्ज करें।



5. User has to click on "RajNOC" icon.

उपयोगकर्ता "RajNOC" आइकन पर क्लिक करे।



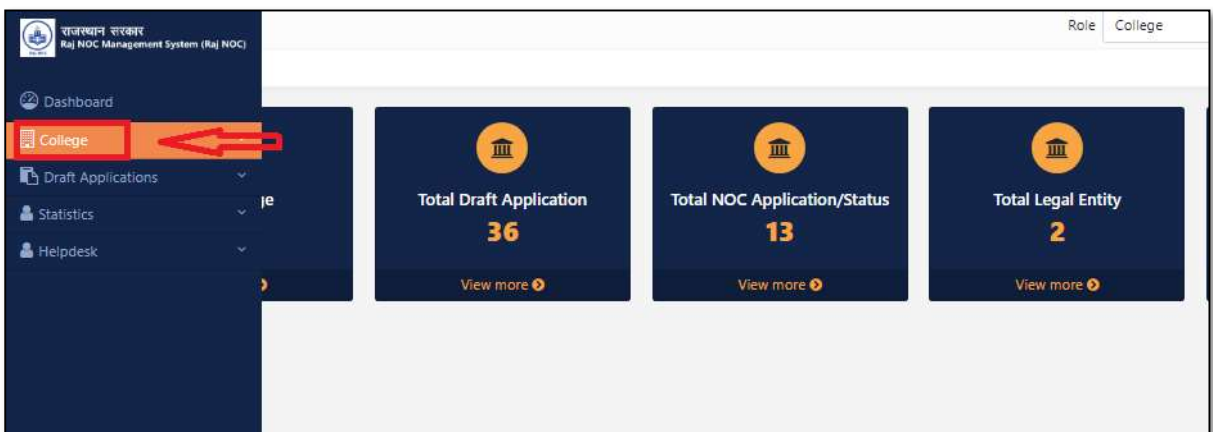
6. The dashboard will be shown as per given below screen-

डैशबोर्ड नीचे दी गई स्क्रीन के अनुसार दिखाया जाएगा-



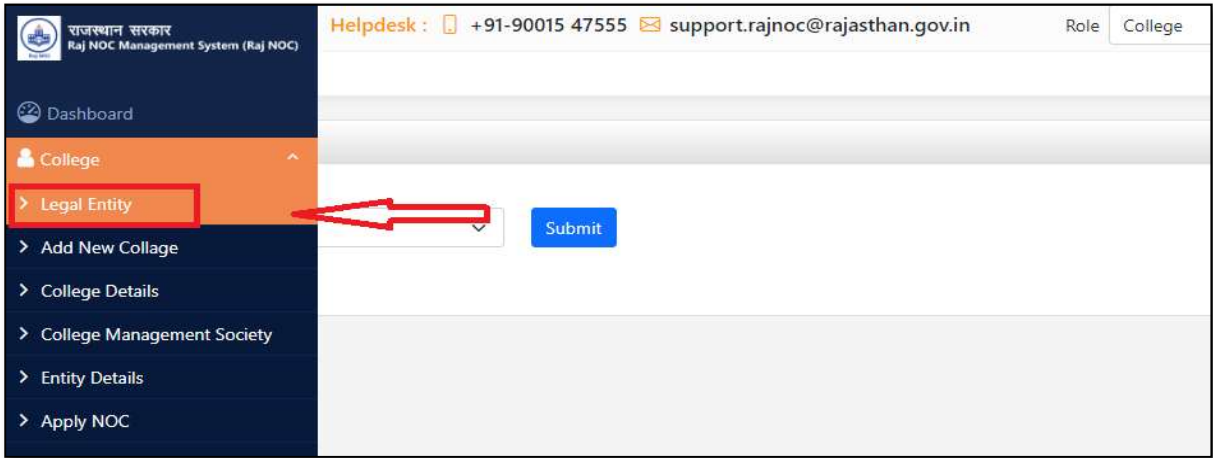
7. User has to click on "College" icon.

उपयोगकर्ता "कॉलेज" मेनू पर क्लिक करे।।



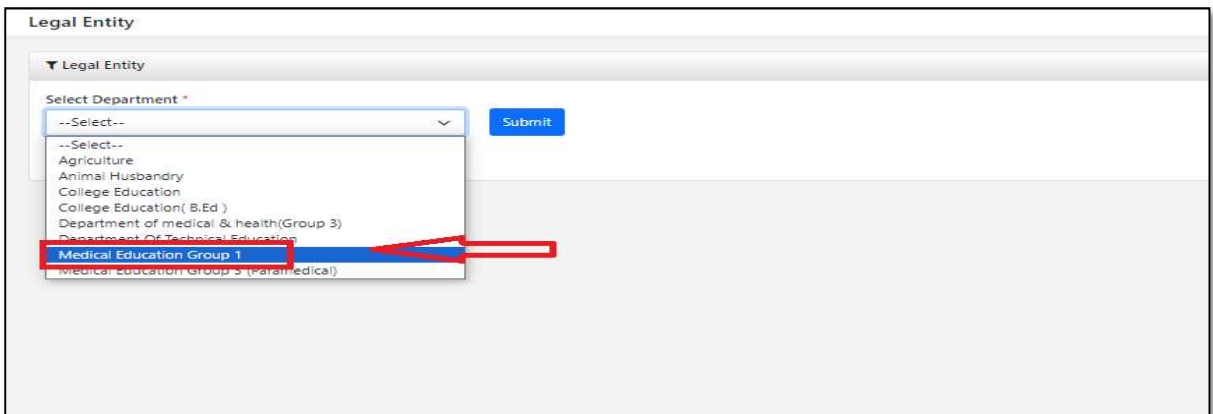
8. The user select the legal entity.

उपयोगकर्ता legal entity का चयन करे।



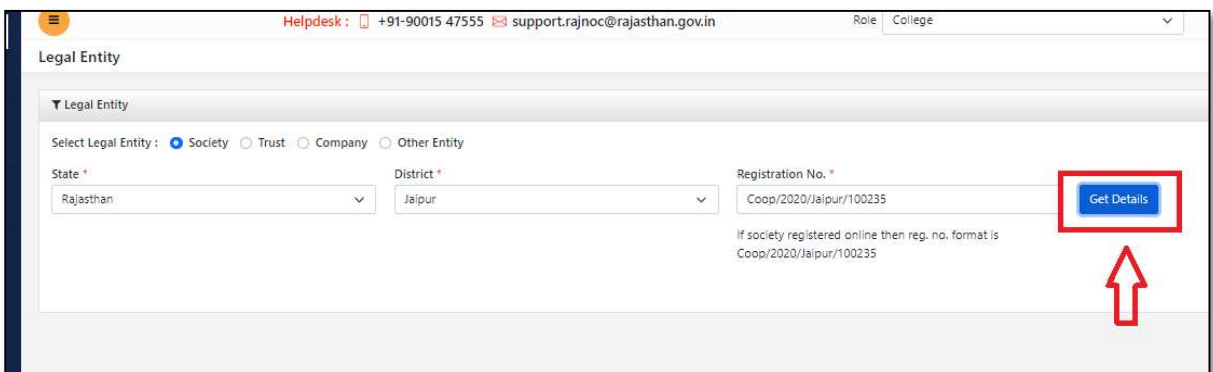
9. User will select his department to fill the legal entity and submit it.

उपयोगकर्ता legal entity भरने के लिए अपने विभाग का चयन करे और उसे सबमिट करे।



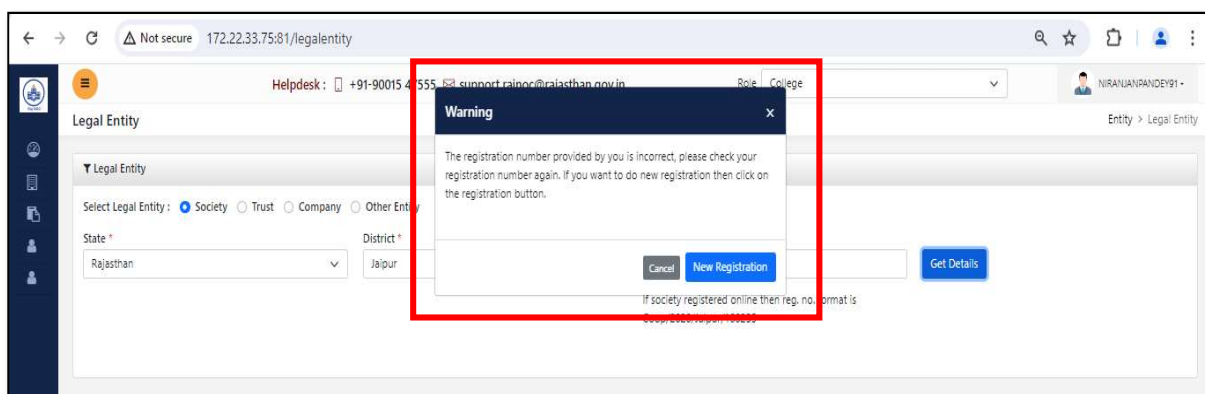
10. User has to select from the radio button such as "Society/Trust/Company/Other Entity" field and fill detail.

उपयोगकर्ता को रेडियो बटन से "सोसायटी/ट्रस्ट/कंपनी/अन्य" फ़ील्ड का चयन करना होगा और विवरण भरना होगा।



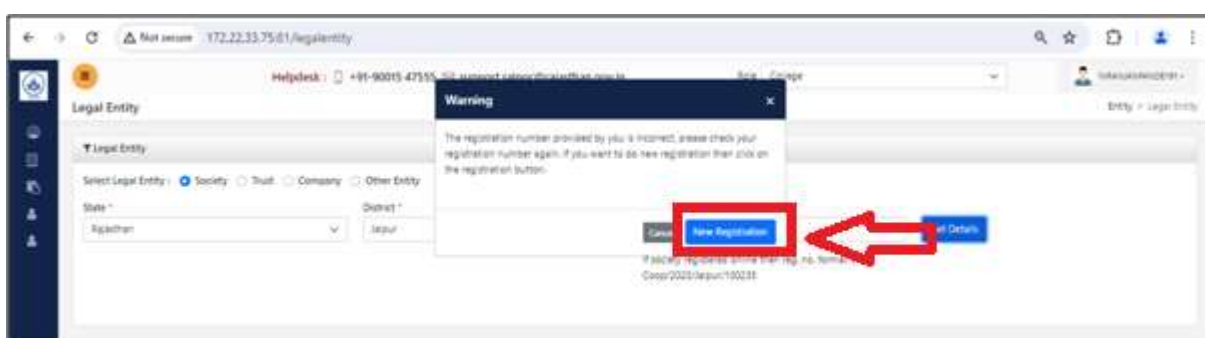
11. After clicking “Get Details”, system will check your Registration No. If the Registration No. is correct then Legal entity detail page will open but if there is any mistake in the Registration No. then a pop up will show.

“Get Details”पर क्लिक करने के बाद, सिस्टम आपके पंजीकरण नंबर की जांच करेगा। यदि पंजीकरण संख्या सही है तो कॉलेज विवरण पृष्ठ खुल जाएगा, लेकिन यदि पंजीकरण संख्या में कोई गलती है तो एक पॉप अप दिखाई देगा।



12. If there is any mistake in the registration number then user can update his legal entity by clicking on New Registration button.

यदि पंजीकरण संख्या में कोई गलती है तो उपयोगकर्ता “New Registration” बटनपर क्लिक करके अपनी legal entity को रजिस्टर करे।



13. Enter the registration number and President details of your respective legal entity. Click on “Get OTP” to receive OTP on the registered mobile number.

अपनी संबंधित legal entity का पंजीकरण नंबर और अध्यक्ष का विवरण दर्ज करें। पंजीकृत मोबाइल नंबर पर OTP प्राप्त करने के लिए “Get OTP” पर क्लिक करें।

14. Enter the OTP for OTP verification and click on “Submit” button.

ओटीपी सत्यापन के लिए ओटीपी दर्ज करें और “Submit” बटन पर क्लिक करें।

15. After selecting the legal entity and clicking on Get Details, you will get a form in which you will fill the complete details of the society and attach all the required documents. In the add member detail, it’s mandatory to add the information of the President, Secretary and Treasurer. After that user will be click on the “Save and proceed To Add College Detail”

legal entity का चयन करके और विवरण प्राप्त करने पर आपको एक फॉर्म मिलेगा जिसमें आप सोसायटी का पूरा विवरण भरेंगे और सभी आवश्यक दस्तावेज संलग्न करें। सदस्य विवरण जोड़ने के लिए, अध्यक्ष, सचिव और कोषाध्यक्ष की जानकारी जोड़ना अनिवार्य है। उसके बाद उपयोगकर्ता “Save and proceed To Add College Detail” पर क्लिक करें।

Name *	Present Status *	State *
Nresh kumar	Active	Rajasthan
District *	Act (Which Act You Registered) *	Date Of Registration
Jaipur	Rajasthan Public Trust Act 1959	06-12-2023
Date of Election of Present Management Committee *	Registered Address *	Pincode *
10-12-2023	Baijatt.	546546
Other Institution run by the Society *	Women Member of Management Committee is more than 30% of Total Members *	Date of Election of Management Committee not more than 3 Year *
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Management Committee certified By Registrar *	PAN Number *	Other Entity Logo
<input checked="" type="radio"/> Yes <input type="radio"/> No	RTUKD2307T	Choose file 7444Screenshot_2023-03-05-15-39-39-62.jpg
Trustee Member Proof*	Pan Proof*	Registration Document*
Choose file 8228???????? (DEV IT).pdf	Choose file 8204???????? (DEV IT).pdf	Choose file 7094???????? (DEV IT).pdf
<a href="#">Download Annexure-6</a>		
<b>Add Member Details</b>		
Member Name *	Father's Name *	Date of Birth *
		dd-mm-yyyy
Mobile No. *	Post *	Aadhaar Number Of President *
	Chairman	

<a href="#">+ Add</a>	<a href="#">Reset</a>									
Sr. No.	Member Name	Father's Name	Date Of Birth	Mobile No.	Post	Aadhaar No	Member Photo	Member Sign	Aadhaar Document	Action
1	Ram	Raishjsa	03-12-2023	8989898989	Secretary	XXXXXXXX7878				
2	Shyam	SIHDFGF	05-12-2023	7878787878	Treasurer	XXXXXXXX9876				
<b>Institute Details</b>										
Institute Registration No. *	Institute Name *	Contact Person Name *								
Designation *	Contact Number *	State *								
		--Select State--								
<a href="#">+ Add</a>										
Sr. No.	Registration No.	Institute Name	Contact Person Name	Designation	Contact Number	State	Action			
1	76876uikjuy	uyiyuyiy7678	uyiyuyiyuyiy768768	ABHDG	9898989898	Rajasthan				
							<a href="#">Cancel</a>	<a href="#">Save &amp; Proceed To Add College Details</a>		

16. After completion of Legal Entity process, fill the details in College Details by selecting Department and College, then click on "Save & Proceed to Management Society".

Legal Entity प्रक्रिया पूरी होने के बाद, कॉलेज विवरण में विभाग और कॉलेज का चयन कर विवरण भरें, फिर "Save & Proceed to Management Society" पर क्लिक करें।



Helpdesk : +91-90015 47555 support.rajnoc@rajasthan.gov.in Role: College

College Details

Select Department \* Medical Education Group 1 Type of College \* Medical College Status \* New College Logo Choose file No File Chosen

Select College Type \* General Co-ed College Level \* UG College Code 54732 College Name in English \* Maharaja College

College Name in Hindi \* Maharaja College College Medium \* English University \* Jaipur National University, Jaipur

Address & Contact Detail

Division \* Jaipur Division District \* Jaipur Subdivision \* Jaipur(first) Tehsil \* Jaipur

Select Area \* Rural Urban City \* Jaipur Greater Parliament Area \* Jaipur Assembly Area \* Jhotwara

City/Town/Village \* city Pincode \* 331803 Address Line 1 \* vaishali nagar Address Line 2 \* near police station

Website Link: College Mobile Number \* 9414416410 College Landline Number with std code Email \* sesomugriscollege@gmail.com

Contact Details

Name Of Person \* Designation \* Mobile Number \* Email Address \*

Sr.No.	Name Of Person	Designation	Mobile Number	Email Address	Action
1	swati gurjar	Assistant Professor	9460526314	swati@gmail.com	

Additional Contact Details

Designation \* Mobile Number \* Landline Number \*

Other Information

Proposed annual intake of students \* 50 Society Capital Assets \* 50 Society Income \* 50 Total Project Cost \* 100

Funding Sources \* Choose file E-Gras Fee Payment.pdf

**Save & Proceed To Management Society**

17. College/Institute should enter the details of all the members of their management committee. It is mandatory to have 15 members and 30% women. Enter the details and save them and then click on "proceed to LOI" button.

कॉलेज/इंस्टिट्यूट अपनी प्रबंधन समिति के समस्त सदस्यों का विवरण दर्ज करे। जिसमे 15 सदस्य एवं 30% महिलाएँ होना अनिवार्य हैं। विवरण दर्ज करके सेव करे और फिर "proceed to LOI" बटन पर क्लिक करे।

College Management Committee Details (\*) Fields is compulsory

Committee Member Detail

College \* Maharaja College Name of Person \* swati Profile Photo \* Choose file WhatsApp Image 2024-06-05 at 1.00.29 PM.jpeg

Designation \* Assistant Professor Occupation \* Educationist Does Management Committee Should have at least two educationists \* Yes No

Mobile No \* 9563524502 Email \* swati@gmail.com Gender \* Female

Father Name \* motilal Aadhaar Number \* 956352418574 Aadhaar Card \* Choose file letter to noc portal.pdf

Signature Document \* Choose file WhatsApp Image 2024-06-05 at 1.00.27 PM.jpeg PAN Number \* PAN Card \* Choose file No File Chosen

Is Primary  Is Authorized Education Proof \* Choose file letter to noc portal.pdf

Consent Letter \* Choose file Application.pdf

**Save** **Reset** **Proceed To LOI**

18. It is mandatory to have a primary member in the Management Society. The primary member can add authorized members as per his convenience.

Management Society में एक प्राथमिक सदस्य होना अनिवार्य है। प्राथमिक सदस्य अपनी सुविधानुसार अधिकृत सदस्यों को जोड़ सकता है।



Committee Member Detail

College \*  
Meera college

Name of Person \*  
swati

Profile Photo \*  
Choose file WhatsApp Image 2024-06-05 at 1.00.29 PM.jpeg

Designation \*  
Assistant Professor

Occupation \*  
Educationist

Mobile No \*  
9563524502

Email \*  
swati@gmail.com

Gender \*  
Female

Father Name \*  
motal

Aadhaar Number \*  
956352418102

Aadhaar Card \*  
Choose file HTE Attendance May 2024.pdf

Signature Document \*  
Choose file WhatsApp Image 2024-06-05 at 1.00.29 PM.jpeg

PAN Number  
PAN Card  
Choose file No File Chosen

Is Primary

Is Authorized

Education Proof \*  
Choose file DCE mobile application.pdf

Consent Letter \*  
Choose file DCE mobile application.pdf

Save Reset Proceed To Draft

19. Your application will be shown in the total college list, next to which the user should click on the "Apply LOI" button.

आपकी एप्लीकेशन टोटल कॉलेज लिस्ट में शो होगी जिसके आगे "Apply LOI" के बटन पर यूजर क्लिक करें।

Total College List

Action	ID	Name	Year	Roll No	College	Category	Status	Type
Action	16	advgf    NAresh kumar	2023-2024/4556	12642	LNC-1 College	College education	existing	General Co-ed
Action	17	advgf    NAresh kumar	2023-2024/4557	11232	Hindu College	College Education	Existing	General Co-ed
Action	18	advgf    NAresh kumar	2023-2024/4558	1299	Kirori Mai College	College Education	Existing	General Co-ed
Action	19	advgf    NAresh kumar	2023-2024/4559	4456	Samyak Shanti	Medical Education Group 3 (Paramedical)	Existing	General Co-ed
Action	20	advgf    NAresh kumar	2023-2024/4567	54732	Maharaja College	College Education	Existing	General Co-ed
Action	21	advgf    NAresh kumar	2023-2024/4571	45218	Maharani College	Animal Husbandry	Existing	General Co-ed
Action	22	advgf    NAresh kumar	2023-2024/4574	54732	Maharaja College	Animal Husbandry	New	General Co-ed
Action	23	advgf    NAresh kumar	2024-2025/4577	41365	Meera college	Animal Husbandry	New	General Co-ed
Action	24	advgf    NAresh kumar	2024-2025/4578	484545	Heritage College	Medical Education Group 3 (Paramedical)	Existing	General Co-ed
Action	25	advgf    NAresh kumar	2024-2025/4579	54732	Rajdeep Animal husbandry college	Animal Husbandry	New	General Co-ed
Action		advgf    NAresh kumar	2024-2025/4582	54732	Maharaja College	Medical Education Group 1	New	General Co-ed

Apply LOI

20. Fill the land details of the college/Institute, upload all required documents, click on "Save" and "Next" button.

कॉलेज/इंस्टिट्यूट के भूमि का विवरण भरकर सभी आवश्यक दस्तावेजों को डालकर "Save" करे और "Next" बटन पर क्लिक करें।

Maharaja College JAIPUR JDA AREA Owned PATTA

Is Your Land converted to Institution/Education \*  
Fully Converted

Detail of the Land (With Khasra No.): \*

Institutional: Area: 32415 Khasra No: 74851 Land Conversion Order No: 96521 Order Date: 05-01-2023 Land Conversion Document: Choose file 8220699\_2.pdf

Educational: Area: 0 Khasra No: Enter Khasra No Land Conversion Order No: Order Date: dd-mm-yyyy Land Conversion Document: Choose file No File Chosen

Name of Owner of Land \* swati gurjar Land Area (in Acre) \* 52415 Land Unit \* Hectare Land Title Certificate(Upload Only pdf) (Min.Size 100KB) (Max.Size 2MB) Choose file 8220699\_2.pdf

Other Land Document(Upload Only pdf) (Min.Size 100KB) (Max.Size 2MB) Choose file Application.pdf

Save Reset

Disclaimer:

Next >>

21. Enter the College/Institute Building details and attach required documents, if the college does not have a building then this filling is not necessary, user can go ahead and "Save" it and click on "Next" button.

कॉलेज/इंस्टिट्यूट भवन का विवरण दर्ज करके एवं आवश्यक दस्तावेज संलग्न करें, अगर कॉलेज के पास अभी बिल्डिंग नहीं है तो ये भरना आवश्यक नहीं है,उपयोगकर्ता इसे आगे "Save" करें और "Next" बटन पर क्लिक करें।

22. User should upload the document related to his/her College/Institute, save it and click on "Next" button.

उपयोगकर्ता अपने कॉलेज/संस्थान से संबंधित दस्तावेज को अपलोड करे "Save" करके, "Next" बटन पर क्लिक करे।

23. User can enter the details of hospital associated with their organization, if college doesn't have hospital then this need not be filled, user can go ahead and "Save" it and click on "Next" button.

उपयोगकर्ता अपने संगठन से जुड़े अस्पताल का विवरण दर्ज करें ,अगर कॉलेज के पास अभी अस्पताल नहीं है तो ये भरना आवश्यक नहीं है,उपयोगकर्ता इसे आगे "Save" करें और "Next" बटन पर क्लिक करें।

24. After completing the application details in all the tabs, user should click on "Apply LOI" button.

उपयोगकर्ता एप्लीकेशन की डिटेल्स सारी टैब में कम्पलीट करने पर "Apply LOI" बटन पर क्लिक करे।

LOI Apply Entry (Maharaja College)

Application > App

Land Information Building Documents (If Building Exists) Required Document Hospital Details (If Hospital Exists)

Hospital Facility

Whether the institution is a parent hospital or not  
 Yes  No

Hospital Status  
 Own  Parental

Other Entity Detail

Name of Other Entity	NAresh kumar	Entity Type	Other Entity
Registration No	advgf	SSO ID	DKDEVIT23
District	Jaipur	ACT	Rajasthan Public Trust Act 1959
Status	Active	Date Of Registration	2023-12-06

Hospital Detail

Select Hospital Area \*

Hilly  Tribal  Other

25. On applying LOI, the user will get a pop up, click OK to proceed further.

उपयोगकर्ता को Apply LOI करने पर एक pop up मिलेगा जिसे "ok" करके आगे बढ़े।

Helpdesk : +91-90015 4

172.22.33.75:81 says

Are you sure you want to Apply LOI?

OK Cancel

LOI Apply Entry (Maharaja College)

Land Information Hospital Details (If Hospital Exists)

Hospital Facility

Whether the institution is a parent hospital or not  
 Yes  No

Hospital Status  
 Own  Parental

Other Entity Detail

Name of Other Entity	NAresh kumar	Entity Type	Other Entity
Registration No	advgf	SSO ID	DKDEVIT23
District	Jaipur	ACT	Rajasthan Public Trust Act 1959
Status	Active	Date Of Registration	2023-12-06

Hospital Detail

26. After filling the LOI application, the user will click on "LOI Payment" button.

उपयोगकर्ता LOI एप्लीकेशन भरने के बाद "LOI Payment" बटन पर click करेंगे।

Total College List

Search Here

Action	16	advgf    NAresh kumar	2023-2024/4550	12646	Hindu College	College Education	Ex		
Action	17	advgf    NAresh kumar	2023-2024/4557	11232	Hindu College	College Education	Ex		
Action	18	advgf    NAresh kumar	2023-2024/4558	1299	Kirori Mal College	College Education	Ex		
Action	19	advgf    NAresh kumar	2023-2024/4559	4456	Samyak Shanti	Medical Education Group 3 (Paramedical)	Ex		
Action	20	advgf    NAresh kumar	2023-2024/4567	54732	Maharaja College	College Education	Ex		
Action	21	advgf    NAresh kumar	2023-2024/4571	45218	Maharani College	Animal Husbandry	Ex		
Action	22	advgf    NAresh kumar	2023-2024/4574	54732	Maharaja College	Animal Husbandry	Ne		
Action	23	advgf    NAresh kumar	2024-2025/4577	41365	Meera college	Animal Husbandry	Ne		
Action	24	advgf    NAresh kumar	2024-2025/4578	454545	Heritage College	Medical Education Group 3 (Paramedical)	Ex		
Action	25	advgf    NAresh kumar	2024-2025/4579	54732	Rajdeep Animal husbandry college	Animal Husbandry	Ne		
Action	View LOI Application	LOI Payment	26	advgf    NAresh kumar	2024-2025/4582	54732	Maharaja College	Medical Education Group 1	Ne

27. On clicking the LOI Payment button the user will click on the “Make Payment” button on the window.

LOI Payment बटन पर click करने पर विंडो पर उपयोगकर्ता “Make Payment” बटन पर क्लिक करें।



28. User clicks on Make Payment and a pop up will show and click on “Submit button”.

उपयोगकर्ता मेक पेमेंट पर क्लिक करे और एक pop up शो होगा जिसमे “Submit button”पर क्लिक करें ।



Your LOI application has been successfully submitted.

आपका LOI आवेदन सफलतापूर्वक प्रस्तुत कर दिया गया है।