

JULY 5, 2022



USER MANUAL FOR DUPLICATE MARKSHEET/PROVISIONAL CERTIFICATE

PROCESS DOCUMENT FOR STUDENT

REPRESENTED BY:
DEPARTMENT OF INFORMATION TECHNOLOGY & COMMUNICATION
JAIPUR

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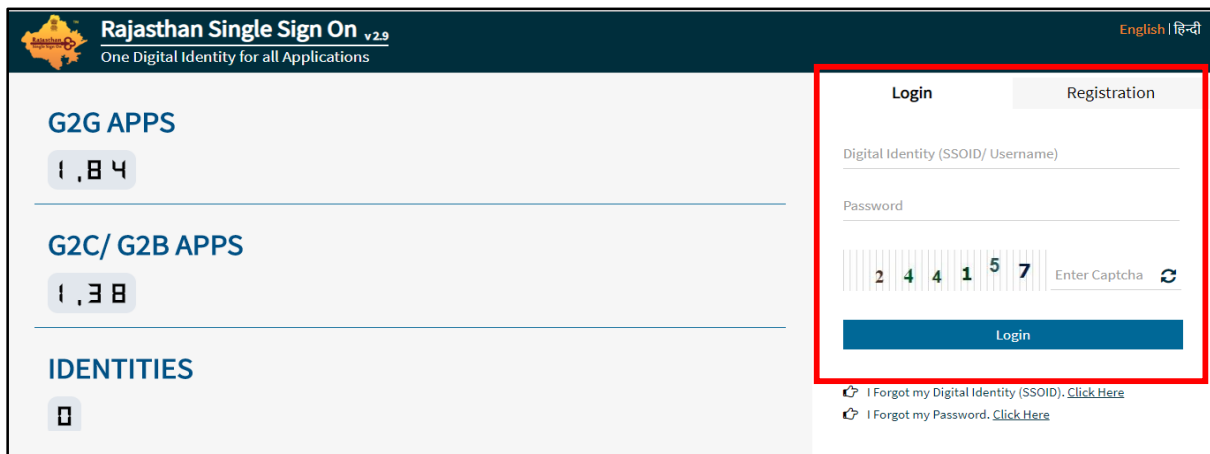
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Introduction:

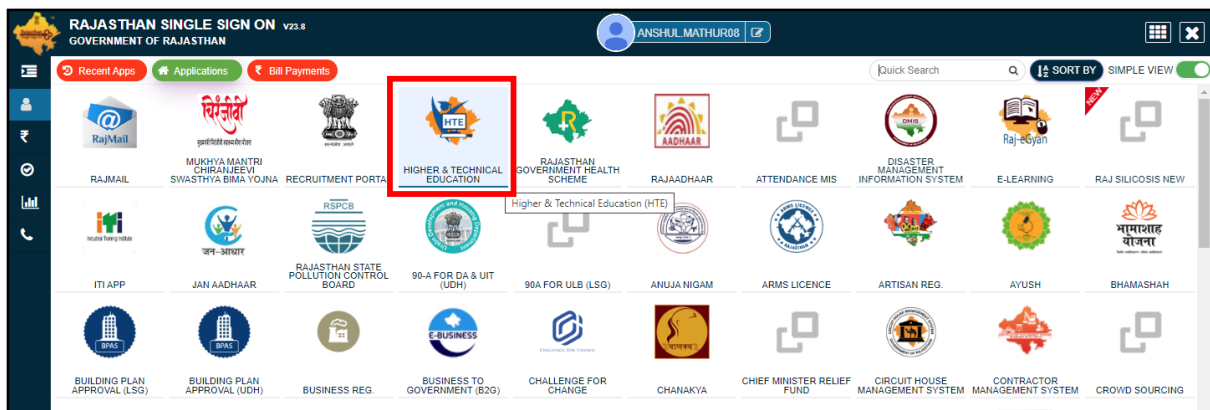
The objective of this document is to provide the process flow information that how a student can obtain a duplicate document (Mark sheet/Provisional Certificate).

Process flow to obtain Duplicate Documents (Mark sheet/Provisional Certificate) by Student:

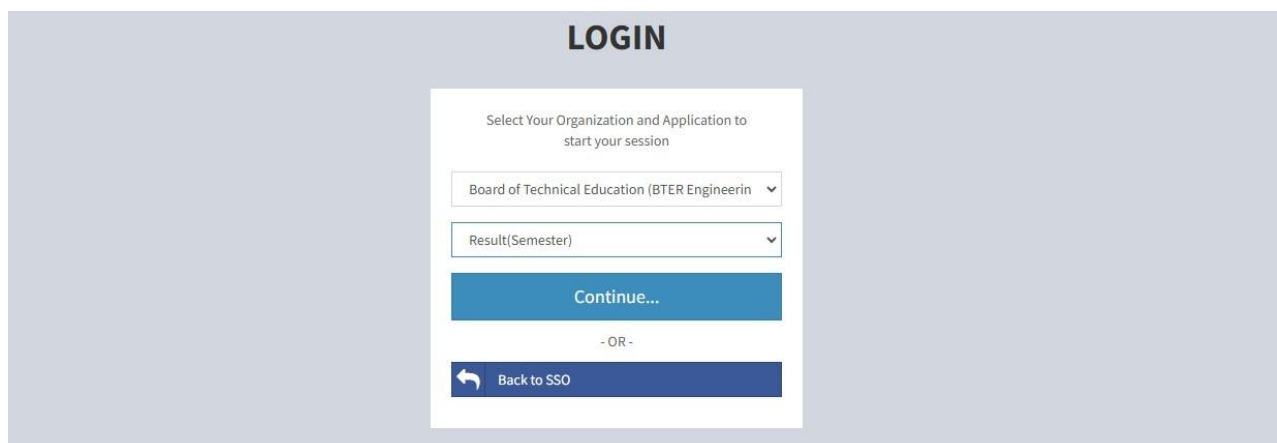
- SSO login page (<https://sso.rajasthan.gov.in/signin>) for the student.



- After successful login by the student, click on the "HIGHER & TECHNICAL EDUCATION" icon. This screen will be shown as:



- Student now select organization as BTR Engineering and Result(Semester) as application and click on "Continue" button.



- As shown below screen, the student selects the end term from the given drop down and fill enrolment number and date of birth and click on “Submit” button.

The screenshot shows the 'Duplicate Marksheet Request' form. The form is titled 'Duplicate Marksheet Request' and is located on the Board of Technical Education website. The form contains the following fields:

- End Term: * (Dropdown menu showing 'Nov,20')
- Enrollment No.: * (Text input field containing 'CE20200001/001')
- Date of Birth: * (Text input field containing '30/06/2003')
- Submit button

The form is highlighted with a red border. The website header includes the Board of Technical Education logo, the text 'Board of Technical Education Department of Technical Education Rajasthan, Jodhpur W-6 Residency Road, Jodhpur -342011', and a 'Back To SSO' link.

- Student enter your Aadhaar number as shown at the bottom of the screen and click on “Submit” button.

The screenshot shows the 'Verify Aadhar Number' form. The form is titled 'Verify Aadhar Number' and is located on the Board of Technical Education website. The form contains the following fields:

- Aadhar No.: * (Text input field containing '335248995401')
- Submit button

The form is highlighted with a red border. The website header includes the Board of Technical Education logo, the text 'Board of Technical Education Department of Technical Education Rajasthan, Jodhpur W-6 Residency Road, Jodhpur -342011', and a 'Back To SSO' link. The navigation bar includes 'Document Requested', 'New Document Request', 'Student', and 'Logout'.

- Student enter the OTP received on their mobile number in the given text field and click on “Submit” button.

The screenshot shows the 'Verify OTP' form. The form is titled 'Verify OTP' and is located on the Board of Technical Education website. The form contains the following fields:

- OTP: * (Text input field containing '7928')
- Submit button

The form is highlighted with a red border. Above the form, there is a green alert message: 'Alert! OTP has been sent to your mobile number!'. The website header includes the Board of Technical Education logo, the text 'Board of Technical Education Department of Technical Education Rajasthan, Jodhpur W-6 Residency Road, Jodhpur -342011', and a 'Back To SSO' link. The navigation bar includes 'Document Requested', 'New Document Request', 'Student', and 'Logout'.

- Student now select Nodal Center, Document Type and Semester by drop down and click on “Submit” button.

Board of Technical Education
Department of Technical Education Rajasthan, Jodhpur
W-6 Residency Road, Jodhpur -342011

Document Requested | New Document Request | Student | Back To SSO | Logout

Alert!
OTP has been verified successfully!

Make Request

Nodal Center: * 001-Govt. Polytechnic College, Ajmer

Document Type: * Mark Sheet

Semester: * 1st Semester

Submit

- Student now select the payment mode and click on “Pay Now” button.

Government of Rajasthan
Department of Information Technology & Communication

Merchant PRN : 2000120 | Emitra Receipt Number : 22000250921

Payment Options

Aggregator

Rajasthan Payment Platform

NEFT/RTGS

Transaction Summary

Bill Amount	200.00
Commission Amount	10.00
Other Charges	0.00
Total Amount	210.00

Click Here to cancel this transaction. | Your IP Address 10.68.181.250 has been stored for security reasons.

- Student now choose payment platform and click on “Proceed to Pay” button.

RPP
Rajasthan Payment Platform

Merchant: RPP Test Merchant EMITRA CLIENT | Merchant Transaction Id: 22000250921 | Amount to pay: INR 210

Aggregator

Pay using Aggregator

BILLDESK

Below charges will be applicable:
Credit Card : 1%
Debit Card : 1%
Net Banking : Free

Proceed to Pay

Click Here to cancel

Transaction Summary

RPP Txn Id	306035
Purpose	Aggregator Transaction
Base Amount	INR 210
RPP Charges	INR 0
Txn Amount	INR 210

User Details

Name	AARTIACHARYA
Email	khusalacharya909@gmail.com
Mobile	9414242423

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- Student now click on “Proceed” button.

RPP

Transaction Details

Transaction Id : 306035
 Pay To : RPP Test Merchant EMITRA CLIENT
 Amount : 210.00
 Purpose : Aggregator Transaction

User Info

User : AARTIACHARYA
 Email Id : khusalacharya909@gmail.com
 Mobile No. : 9414242423

Proceed Cancel

- Student now choose Bank from dropdown and click on “Make Payment” button for complete the payment process.

Internet Banking > Select your Bank

Popular Banks

All Banks

== Select your Bank ==

Make Payment

Merchant Name: EMITRA

Payment Amount: ₹ 210.00

BillDesk

- After successful payment, student will get notification of successful payment.

Board of Technical Education
 Department of Technical Education Rajasthan, Jodhpur
 W-6 Residency Road, Jodhpur -342011

Document Requested | New Document Request | Student | Back To SSO | Logout

✔ **Alert!**
Your Transaction has been verified

Student Name	Father Name	Receipt Number	Transaction ID.	Document Type	Request Status	Payment Status	Actions
AARTI ACHARYA	GAJANAND ACHARYA	22000250095	220000257922	Mark Sheet	Issued	Paid	Receipt
AARTI ACHARYA	GAJANAND ACHARYA	22000250096	220000257923	Mark Sheet	Issued	Paid	Receipt
AARTI ACHARYA	GAJANAND ACHARYA	22000250229	220000258056	Mark Sheet	Issued	Paid	Receipt
AARTI ACHARYA	GAJANAND ACHARYA	22000250710	220000258537	Mark Sheet	Issued	Paid	Receipt
AARTI ACHARYA	GAJANAND ACHARYA	22000250711	220000258538	Mark Sheet	Issued	Paid	Receipt
AARTI ACHARYA	GAJANAND ACHARYA			Mark Sheet	Pending	Failed	Verify Payment
AARTI ACHARYA	GAJANAND ACHARYA			Mark Sheet	Pending	Pending	Verify Payment
AARTI ACHARYA	GAJANAND ACHARYA			Mark Sheet	Pending	Pending	Verify Payment

- Student can be download Receipt and verify the payment for further process.

Board of Technical Education
Department of Technical Education Rajasthan, Jodhpur
W-6 Residency Road, Jodhpur -342011

Document Requested | New Document Request | Student | Back To SSO | Logout

✓ Alert!
Your Transaction has been verified

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AARTI ACHARYA	GAJANAND ACHARYA	22000250095	220000257922	Mark Sheet	Issued	Paid	Receipt
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AARTI ACHARYA	GAJANAND ACHARYA	22000250710	220000258537	Mark Sheet	Issued	Paid	Receipt
AARTI ACHARYA	GAJANAND ACHARYA	22000250711	220000258538	Mark Sheet	Issued	Paid	Receipt
AARTI ACHARYA	GAJANAND ACHARYA			Mark Sheet	Pending	Failed	Verify Payment
AARTI ACHARYA	GAJANAND ACHARYA			Mark Sheet	Pending	Pending	Verify Payment
AARTI ACHARYA	GAJANAND ACHARYA			Mark Sheet	Pending	Pending	Verify Payment