Social Justice Management System

User Manual

For E-Mitra

Version (1.1)

Government of Rajasthan

Social Justice & Empowerment Department
SOCIAL JUSTICE MANAGEMENT SYSTEM

Introduction

SJMS is acronyms of “Social Justice Management System” which is specially designed and developed for “Social justice and Empowerment Department” Govt. of Rajasthan.

SJMS is a web based integrated system which combines the citizen and departmental user on a single platform.

The objective of this application is to provide End to End process and execution of various schemes. It is completely paperless process so there is no need to submit any hardcopies by the applicant to the concerned offices.

Once the application got submitted user can monitor the status of his/her application and also receives SMS time to time regarding progress/action taken over their application.

Currently following two schemes are integrated with E-Mitra and remaining schemes are in pipe-line:-

1. Admission process for Govt. and Aided Hostel
2. Admission Process for Residential school Scheme

So E-Mitra user can apply for above two schemes on the behalf of Citizen.
(Social Justice Management System)

For E-Mitra user

How to login on SJMS portal

Note - E-Mitra user must be sure that they have their own Aadhaar (UID) Number and registered mobile number to login on SJMS Portal through E-mitra.

To open the SJMS application type the URL [http://sjms.rajasthan.gov.in](http://sjms.rajasthan.gov.in) in Address bar and click on Enter button.

Login page will be displayed

There are three Login Types

I. SJMS (For Beneficiary, Departmental User And NGO user)
II. SSO (Departmental User)
III. E-Mitra (E-Mitra User)
- E-Mitra user have to select the radio Button “E-Mitra”.
- Enter 12 Digit Aadhaar Number.
- Click on “Generate OTP” Button
- One Time Password (OTP) will be sent to his/her registered mobile number.
• Enter OTP and click on “Verify OTP” Button to verify the authenticate the user.

• Enter E-Mitra User Id and Password which is provided by E-Mitra.
After successful login, E-Mitra Dashboard is displayed with the following three Menus:

1. Home
2. How to Apply
3. E-Mitra User

Home page have following three Sections-

**My Notification**- All applications which revert back due to objection by department are listed in this section, so user can resubmit the application with correction of objected particulars.

**My Applications**- All applications which has been submitted by E-Mitra are listed in this section, so they can see the status and take the print out by click on “View” link.

**My Grievance**- User can see the history of Grievances which was sent by him/her
How to Apply – This page is under construction right now, so this is kind request that please avoid this link for few days, however, you can find the “How to apply” link in view section of citizens.

E-Mitra User- E-Mitra user can add the new citizen in this menu and see the list of all citizen (beneficiary) for whom they have submitted application of various schemes of SJMS.
Check List for Add the New Citizen (Beneficiary)

1. Applicant's Age must be above 7 Years
2. Following documents will be required for applying for Admission in Hostels and Residential Schools so applicant keep ready all following documents while applying
   a. An E-Mail ID (Unique)
   b. Mobile Number (Unique)
   c. Aadhaar UID or Aadhaar (EID) receipt (in case of EID scanned copy is required to be uploaded)
   d. Bhamashah card number or Bhamashah Registration receipt (in case of Bhamashah Registration scanned copy is required to be uploaded).
   e. Domicile certificate of Rajasthan
   f. Mark sheet of last examination passed
   g. Caste certificate (For ST, SC, OBC and SBC)
   h. BPL Certificate (for BPL category)
   i. Disability Certificate (if Applicant is special Abled)
   j. Income certificate(For Non BPL)
   k. Death certificate of Father and Mother (If Student is orphans)
   l. Death Certificate of husband (if Student herself is widow)
   m. Abandoned certificate (If applicant is child of abandoned Woman)
   n. Disability Certificate (If Student is child of special Abled person)
   o. Death certificate of Father (In case Widow’s Child)
   p. Abandoned certificate (In case of Self Abandoned )
   q. Pashupalak Certificate (If Student’s caste Raika, Rewari,Devasi)
       Applicable in RREIS
   r. Bhikshavriti Certificate ( If Student’s family involve in Bikshavriti)
       Applicable in RREIS
3. Scanned copies of above document to be required for attachment as per above condition
4. Scan file should be uploaded in JPEG and pdf format only.
5. File size should be less than 200kb.
How to fill the Registration form

- There are some validation checks and business rules implemented in this application so it is better to know about validation prior to filling the registration form.
- All (*) Mark in red color are sign of mandatory fields,
- All scan document should be uploaded in JPEG or PDF format
- File should be must be less than 200kb.
- Applicant name should be same as mentioned in His/her Aadhaar (UID)
- Login name may contain alphabets, numbers and must be unique.
- Email id and Mobile number should be unique
- Mobile Number should be 10 digits
- Date of birth should be above 7 Years from current date
- Aadhaar Number Must be in 12 digits
- Address type must be selected
- Father Name and Mother Name should be same as mentioned in document
- In case of Caste Category ST, SC, OBC, SBC, Caste certificate Details and scanned copy to be mandatory
- “BPL Status” Yes or No must be selected (in case of YES scanned copy and other details to be mandatory.
- “Physically Disabled” Yes or No must be selected (in case of YES scanned copy and other details to be mandatory.
- Declaration must be read carefully and checked before the final submission
- Captch image is case sensitive so fill carefully.
- Users are requested not to click on the same button repeatedly.
Applicant (Beneficiary) Registration Form

Basic Details

Full Name / पूरा नाम *
Pankaj Kumar Jangir
Login ID / माहिती नं. *
pankaj_jangir
Available
Email ID / ई-मेल *
pankaj.jangir@hotmail.com
Mobile Number / नंबर *
8889011363
Aadhaar Number / आधार नंबर *
844117351202
Aadhaar E&D 

Security Question 1 / सुरक्षा प्रश्न 1 *
Name your best friend? *
Security Answer 1 / सुरक्षा जवाब 1 *
Rohit
Security Question 2 / सुरक्षा प्रश्न 2 *
In which city were you born? *
Jaipur
Security Answer 2 / सुरक्षा जवाब 2 *
Date of Birth / जन्म तिथि *
21-Aug-1989
Bhimashah Type / भीमाशाह किर्कड़ *
Bhimashah Numbr / भीमाशाह नंबर *
1213121321
Bhimashah Receipt Number / भीमाशाह रिचेट नंबर *
Permanent Address / समावेश पता
Address 1 / पता 1 *
68
Address 2 / पता 2 *
Address 3 / पता 3 *
Post Office / स्टेटस जलापुर *
Jaipur

Address Type / पता प्रकार *
District / जिला *
Tehsil / तहसील *
Village / गाँव *
PIN Code / पीएन सिड *

Addressee / समावेशी पता
Address 1 / पता 1 *
Address 2 / पता 2 *
Address 3 / पता 3 *
Post Office / स्टेटस *
Jaipur

Additional Details / अतिरिक्त विवरण
Father Name / उमा का नाम *
Shyam Jangir
Mother Name / मां का नाम *
Sangee Devi
Spouse Name / पति का नाम *
Male
Caste Category / संतान क्रम *
OBC

Issuing District/किरकड़ जिला *
Jhunjhunun
Issuing Tehsil/तहसील *
Khetri
Issuing Date/संतान क्रम की तिथि *
26-Apr-2015

EPL Status / एपीएल रॉय *

Physically Disabled / शारीरिक अन्धकार *

Bank Details / बैंक विवरण
Bank Name / बैंक का नाम *
Select Bank Name
Account Number / सчालन नंबर *
Account Holder Name / भद्दल का नाम *

I hereby confirm that the information submitted here in this registration form is correct. I also hereby authorize the Social Justice Management System (MSS) to verify the information submitted and take any action as deemed fit.

Captcha Character *

Insert New Record
After filling the application, click on “Insert New Record” button.
A confirmation window will pop-up after clicking on OK button.
Registration form gets submitted.

After successful submission, the record is added to the grid.
Now the citizen is able to apply for the scheme by clicking on “Apply Scheme” link.
GOVERNMENT AND AIDED HOSTELS SCHEME

- Click on the “List of Schemes” present in the menu bar.
- Click on the “Government and Aided Hostels Scheme” (Present under the “Scheme Name” section) to view the eligibility criteria and description of the scheme.
- Click on the “Apply” button next to “Government and Aided Hostels Scheme” under the “Scheme Name” section to open the scheme application.
- Read the scheme details and click on “How to apply in Hostel” for guideline.

![Government and Aided Hostels Scheme Form](image)
Field Details of Hostel Application Form

**Applicant Photo** - Upload Passport Size Photograph (Size less then 200kb)

**Relation With Guardian** - Select Relation name from drop down.

**Guardian Name** - Enter guardian name.

**Previous Year Percentage** - Enter percentage of last year exam passed in (00.00) format.

**Special Category of Applicant** - Select category (Relevant document to be required)

**Distance of Hostel from Residence (Km.)** - Enter Distance in Km. (digits)

**Distance of Hostel from School/Institute (km)** - Enter Distance in Km (digits)

**District Name of Institute** - Select District name where your institute is reside.

**Institute Name Where Studying** – Enter Institute name where you studying

**School/Course Type** - Select Course type

**Study Class** - Enter studying class (If you are studying in school)

**University Name** - Select University Name (If you studying in College)

**Course Name** - Enter course name (If you studying in College)

**Caste Sub Category** - Select Cast Sub Category (If you belong to SC category)

**Hostel Name (Priority-1)** - Select hostel name where applicant want to submit their application

Were you last Year stayed in selected hostel and again want to apply in same hostel? - Yes / No
- After providing all the details, press “Save & Next” button.
- A pop-up window of confirmation message will open click OK to proceed.

### Govt. & Aidc Hostel Application Form

<table>
<thead>
<tr>
<th>Applicant Name/आवेदक का नाम</th>
<th>Ankur Popy</th>
<th>Father Name/पिता का नाम</th>
<th>ndra kumar popy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email/ईमेल</td>
<td><a href="mailto:neger6flanam@gmail.com">neger6flanam@gmail.com</a></td>
<td>Mobile/मोबाइल</td>
<td>9628965783</td>
</tr>
<tr>
<td>Date of Birth/दिनांक</td>
<td>07 Jan 1985</td>
<td>Age/उम्र</td>
<td>30 Years</td>
</tr>
<tr>
<td>Gender/लिंग</td>
<td>Male</td>
<td>Spouse Name/पती या पत्नी का नाम</td>
<td></td>
</tr>
<tr>
<td>Religion/धर्म</td>
<td>Hindu</td>
<td>Category/श्रेणी</td>
<td>SC</td>
</tr>
<tr>
<td>Case/केस</td>
<td></td>
<td>Recipient of S.P.L. Schemes/स.प.ल. योजनाओं के विधायक</td>
<td>Not E.P.I. Member</td>
</tr>
<tr>
<td>Aadhaar Type / सामाजिक प्रमाण</td>
<td>Bhawranah Receipt Number</td>
<td>Bhawranah Receipt Number / ग्राम</td>
<td>12345678</td>
</tr>
<tr>
<td>Address Type / घर का प्रकार</td>
<td>Urban</td>
<td>Address Type / घर का प्रकार</td>
<td></td>
</tr>
<tr>
<td>Additional Details / अधिवृत्त जानकारी</td>
<td></td>
<td>Disability Type / विशेषज्ञता का प्रकार</td>
<td></td>
</tr>
<tr>
<td>Current Address /गृह में दहनी</td>
<td></td>
<td>Bhawranah Number / भवनाधारी</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address 1</th>
<th>d-192 sidhart nagar</th>
<th>Address 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 2</td>
<td></td>
<td>District / जिला</td>
<td>Jaipur</td>
</tr>
<tr>
<td>Pin Code / पिन कोड</td>
<td>302017</td>
<td>302017</td>
<td></td>
</tr>
<tr>
<td>City / शहर</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post Office / पोस्ट ऑफिस</td>
<td>mahilaya nagar</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Basic Details / भूमिक्षण विवरण

| *Relation With Guardian/आभारिक के साथ बंधन | Grandfather | *Guardian Name/ आभारिक का नाम | |
| --- | --- | --- | |
| *Previous Year Percentage/पिछले बार का प्रतिशत | 6 | |

| Special Category of Applicant/आवेदक की विशेष श्रेणी | Child of Widow |

### Additional Details / अतिरिक्त जानकारी

<table>
<thead>
<tr>
<th>*Distance of Hostel from Residence (Km.)/ दोघाय घर से दूरी (किमी.)</th>
<th>12</th>
<th>*Distance of Hostel from the nearest railway station (Km.)/ दोघाय विद्युलय से निकटतम रेल्वे स्टेशन से दूरी (किमी.)</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Institute Name Where Studying/शैक्षणिक स्थल का नाम</td>
<td>(निर्देश)</td>
<td>*School/Course/शैक्षणिक कोर्स</td>
<td></td>
</tr>
<tr>
<td>*Course Name/पाठ्यक्रम का नाम</td>
<td>(निर्देश)</td>
<td>*Hostel Name/Priority-1/भवनाधारी का नाम/प्राथमिक-1</td>
<td></td>
</tr>
<tr>
<td>Total Seats in Hostel Priority-1</td>
<td></td>
<td>Brag</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Hostel Name/Priority-1/भवनाधारी का नाम/प्राथमिक-1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>GOVT AMBEDKAR HOSTEL, LOONWA</td>
<td></td>
</tr>
</tbody>
</table>

**Message from Webpage:**

Are you sure to submit the application for admission in selected Hostel?

[OK] [Cancel]

Save & Next
Next page is of uploading required documents.

- Click on the “Choose File” button and select the file
- Click on the “upload” button (next to the file browser) to upload a file.
- After uploading all documents, Read the declaration and check if you agree.
- Click on the “submit” button for final submission of application.

Government and Aided Hostels

Please upload scanned copy of the required documents.
Click on the browse button next to the required document type and select the corresponding document. Then click on the Upload button to start upload of the documents.

Fields marked * are Mandatory.
Only .pdf, .jpg files are allowed.
Attachments more than 20 MB size are not allowed.

Thanks for updating the details. *our application is saved as draft. Please click on the submit button to send it for approval.

Father's Death Certificate
Certificate / पत्रक िन के प्रमाण पत्र
Browse... Upload Sample/मूल नमूने

Previous Year Marks Sheet
Marks Sheet/पूर्व वर्ष का दर्जा पत्र
Browse... Upload Sample/मूल नमूने

Declaration
I solemnly declare and affirm that:

- All particulars filled in the above form by me are true to the best of my knowledge.
- Scanned copies of documents attached above are true and no alteration or forgery has been done in them.
- I fully understand if I lied or made false statement or have lied to mislead the Government in any way, Government is free to initiate criminal proceedings against me under section 177, 197, 198, 199, 200 and of Indian Penal Code whereby I may be imprisoned up to 3 Years on conviction.

By clicking the “Submit” button above, I understand that it is equivalent to signing the form.

Submit दस्तावेज का ऊपरी दूरी में हा जमानत और याचिका है कि यह अवधि को हस्ताक्षर करने के बाद है।
(Social Justice Management System)

- After Clicking on “Submit” button applicant can find unique application number which may use for further reference.

- After submission of the application, the user will get the notification in “My Applications section” present on the home page.

- Click on the “spectacles” image under “view “column to view/print the details of Submitted application.

- In this section, the user will get to know about his/her application status and can also view the application and its audit trail.
RREIS SCHEME

- Click on the “List of Schemes” present in the menu bar.
- Click on the “RREIS Scheme “present under the “Scheme Name” section to view the eligibility criteria and description of the scheme.
- Click on the “Apply” button next to “RREIS Scheme” in “Scheme Name” section to open the scheme application.
- Click on “How to apply in Schools” for read the user manual.
- Click on “Status of seats in RREIS” to see the status of vacant seats.
Field Details of RREIS Application Form

**Previous Year Percentage**- Enter percentage of last year exam passed in (00.00) format.

**Special Category of Applicant**- Select category (Relevant document to be required)

Caste Sub Category- Select Values (If applicant belongs to Raika Rewari, Devasi, Bikshavriti)

Special Category of Applicant- Select category (Relevant document to be required)

**Previous Year Percentage**- Enter percentage of last year exam passed in (00.00) format.

**Previous School Name**- Enter School Name where you last year studied

**Previous Class**- Select Previous Class from drop down

**Applied Class**- Select class in which want to admission

**School Name (Priority-1)**- Select School where applicant want to submit their Application

**School Name (Priority-2)**- Select School where applicant want to submit their Application

**School Name (Priority-3)**- Select School where applicant want to submit their Application
- After providing all the details, press “Save & Next” button.
- A pop-up window of confirmation message will open click OK to proceed.
Next page is of uploading required documents.

- Click on the “Choose File” button and select the file.
- Click on the “upload” button (next to the file) to upload a file.
- After uploading all the documents, read the declaration and click on check box if you agree.
- Click on “submit” button to finally submit the application.

Resident Schools RREIS

Please upload scanned copy of the required documents. Click on the browse button next to the required document type and select the corresponding document. Then click on the Upload button to start upload of the documents. Please Note: List of Documents required

1. Fields marked with * are mandatory
2. Only pdf, jpeg files are allowed
3. Attachments more than 100 KB size are not allowed

Thanks for updating the details. Your application is saved as draft. Please click on the submit button to send it for approval.

---

Father’s Abandon Certificate/पता भेजना जाने प्रमाण
Certificate / प्रमाणपत्र* Bird... Browse... Upload [Sample/प्रमाण पूर्णता पहचान] Photo.jpg

Previous Year Marksheet / पिछले वर्ष का रिजल्ट
MarkSheet/बोल रिजल्ट* Bird... Browse... Upload [Sample/प्रमाण पूर्णता पहचान] AnurG.jpg

---

Declaration

I Sincerely declare and affirm that:

- Particulars filled in the above form by me are true to the best of my knowledge.
- Furnished documents are scanned & attached above are true and no alteration or forgery has been done therein.
- I fully understand if I fail to declare or make false statement or have tried to mislead the Government in any way. Government is free to initiate criminal proceedings against me under section 177, 197, 199, 200 and 420 of Indian Penal Code whereby I may be imprisoned upto 3 Years on conviction.

By Clicking the “Submit” button above, I understand that it is equivalent to signing the form.

---

Submit button का उपयोग करते हुए मैं यह जनता और याददाश्त है कि मैं आवेदन को ई-वॉल्यूम करने के बाद जाता हूँ।

Agree ✅

---

20
• After the Submission an unique number application to be generated and Acknowledgement will be send to the user.

• After submission of application, user will get the notification in “My Applications section” which is presented on the home page.

• In this section, user can get to know about application status and can also view the application and its audit trail.