Rajasthan Pharmacy Council, Jaipur

Automation of activities at RPC

Users Manual
for
Registered Pharmacists

Rajasthan Pharmacy Council, Jaipur

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Step 1: Pharmacist login

Visit RPC website: www.rajasthanpharmacycouncil.in

Select option: Apply on-line
                     or
                     Pharmacist login

Enter Pharmacist Registration number and Password.

You will enter into Pharmacist login.

If you are entering for the first time or if have lost / forgotten your password, you have to use the option:

Forgot/ Recover Password

Enter the following:

(All details must be same as available with RPC, as printed on your Registration Certificate).

Name

Pharmacist Registration Number

Date of Registration

Date of Birth

Mobile No. (without "0/zero"), to receive OTP (one time password)

Click on **Next**

You will receive OTP on your mobile

Enter this OTP in the space provided, click on **Submit**.

On entering correct OTP, you will receive password on your mobile.

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Important: Note down your password carefully. Keep it safe with you for future. Don't disclose it to anyone else. The Council will not be responsible for any consequences arising out of misuse of your password. It is your responsibility to maintain confidentiality of your password. Sharing of your password can result in its misuse by somebody else.

Step 2: Update Pharmacist details

After you login for the first time through Pharmacist login, it is mandatory to update pharmacist details first.

Later, whenever there is any change in your details, you can edit the same by clicking **Edit** in "Pharmacist Details" option.

Pharmacist details

Following details will appear by default and will be non-editable:

- Name
- Father's Name
- Permanent Address
- Date of Birth
- Nationality
- Gender
- Registration Qualification
- College Details

Update the following details:

Mother's name
Write name of your mother (without Smt / Mrs.).

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Address (Present, for communication)
Write House No., Street, Area, City.

Select State, District.

Write Pincode.

Domicile State
Select your domicile state.

Landline phone no.
Write STD code (without zero) and your landline phone number. Leave it blank if you don't have a landline number.

Cell no. (Mobile no.)
Write your cell number (without zero or +91).

Alternate Cell no. (Mobile no.)
Write your alternate cell number, if available (without zero or +91).

email ID
Write your email ID. Leave it blank, if you don't have your own email ID presently. However, it is advised that you create your own email ID.

Caste
Select caste (General, OBC, SBC, SC, ST).

Marital status
Select your marital status (Unmarried / married / widow / divorcee).

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Employment Status

Tick whether you are "Employed / Self employed" or "Unemployed".

(आप किसी भी क्षेत्र में कार्य कर रहे हों, Employment Details में उसका उल्लेख अवश्य करें)

If employed / self employed
Select employer type: Self / Other

Self: If you have your own business / shop etc.
Other: You are doing any job / service etc. at any company / shop / organization etc.

Write employer name and address.
Write your name if you are self employed.

Write drug license number of the employer, if applicable.

Select date of joining.

Write designation.

Write place of posting.

Scroll the screen from top to bottom to verify all the details your have filled. Edit, if required. Once you are sure that the details filled by you are correct, then click on **Update**

Apply on-line

You can apply for following processes, on-line:

1. Renewal / Restoration

2. Duplicate Registration Certificate

3. Change / Replace Registration Certificate

4. Add Qualification

5. Issue Good Standing Certificate

6. Change Registration Certificate (Tribunal to Council)

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To apply for any of the above processes on-line, follow the steps mentioned below **(common for all the above 6 processes)**:

1. Select appropriate process (that you wish to apply on-line).

2. Fill required information.

3. **Pay requisite fee (refer Payment mode below)**.

4. Print Application form and Affidavit (if applicable) from **Print / Download** section.

5. Send Application form and payment proof alongwith all requisite documents (as enlisted in application form printed) to RPC at the address mentioned below:

> The Registrar
> Rajasthan Pharmacy Council
> Near Sahkar Bhawan
> Government Dispensary Campus
> Sardar Patel Marg, Jaipur 302001

Payment mode

There are various modes available for making fee payment. These include: DD / Pay order / Bankers cheque / On-line payment.

Payment through DD / Pay order / Bankers cheque

If you wish to make payment through DD / Pay order / Bankers cheque amounting to **Rs. 1000/-**, prepare the same in favour of **"Registrar, Rajasthan Pharmacy Council"** payable at Jaipur.

Write your name and mobile number on the reverse of the DD / Pay order/ Bankers cheque.

(Remember, the DD / Pay order / Bankers cheque should be CTS 2010 only, not older than 1 month).

Select payment mode (DD / Pay order / Bankers cheque).

Click on **Proceed for payment.**

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Fill payment details (date and number). The amount will appear automatically.

Select name of the bank and write address.

Click on **Submit** option.

Payment through on-line mode

If you wish to make payment on-line, select the On-line payment option and complete the process using debit card / credit card / internet banking.

Renewal / Restoration

Select Renewal Period (in years - 1 / 2 / 3 / 4 / 5 years), you wish to renew for.

Click on **Calculate Fee**
Fee amount (as applicable) will be automatically calculated and displayed on screen.

Click on **Next**

Recheck all information filled by you. Edit the same (if required), by clicking **Edit**

If all entries are correct, click **Submit, Proceed for Payment**

Duplicate Registration Certificate

Fee amount (as applicable) will be displayed on screen.

Select Highest Qualification

Write name of School/ College

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Write name of Board/ University

Select mode: Regular/ Private

Select year of passing

Write Roll No.

In Pharmacist Details, If you have entered your employment status as Yes, then no further entries are required

In Pharmacist Details, If you have entered your employment status as No, then enter the following:

If you were employed earlier : Yes/ No

If No, no entries are required

If Yes, enter following details:

Name of earlier employer

Drug licence no. of earlier employer

Date of removal from earlier employer

Click on **Next**

Recheck all information filled by you. Edit the same (if required), by clicking **Edit**

If all entries are correct, click **Submit, Proceed for Payment**

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(You have to enclose Original full page of the State level news paper where following text has been published):

मेरा राजस्थान फार्मेसी काउन्सिल **/** ट्रिब्यूनल द्वारा जारी फार्मासिस्ट पंजीयन प्रमाण पत्र संख्या **#####**, जारी दिनांक —**/**—**/**— कहीं खो गया है, जो इस समय मैसर्स ———— ड्रग लाइसेंस संख्या **######** पर अंकित था **।** मिलने पर उक्त पते .... पर पहुंचाने का श्रम करें **।**

नाम एवं पता–...........

Change / Replace Registration Certificate

Fee amount (as applicable) will be displayed on screen.

Click **Proceed for Payment**

Add Qualification

Fee amount (as applicable) will be displayed on screen.

Select Course

Select College State

Select Institute
Institute detail as available from Pharmacy Council of India, will be displayed on screen

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Select University / Public Board

Enter Roll No. (of Final year)

Enter Enrollment No.

Select year of Admission and Passing

Click on **Next**

Recheck all information filled by you. Edit the same (if required), by clicking **Edit**

If all entries are correct, click **Submit, Proceed for Payment**

Upload scanned copy of documents as applicable and **Submit.**

Issue Good Standing Certificate

Fee amount (as applicable) will be displayed on screen.

Write Name of Board/ Authority, to be issued in favor of.

Write Address of Board/ Authority, to be issued in favor of.

Click on **Next**

Recheck all information filled by you. Edit the same (if required), by clicking **Edit**

If all entries are correct, click **Submit, Proceed for Payment**

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Change Registration Certificate (Tribunal to Council)

Fee amount (as applicable) will be displayed on screen.

Click **Proceed for Payment**

Home

Under this, following information as available with Rajasthan Pharmacy Council will be displayed on the screen:

- Name
- Father's Name
- Registration No.
- Date of Registration
- Renewed upto
- Registered u/s
- Registration Qualification
- Present Qualification

Pharmacist Details

Pharmacist details and Employment status will be displayed here. You can update the same by clicking **Edit**

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Print / Download

Following options are available for printing / downloading (as applicable):

- Renewal receipt (only, if renewed)
- Application forms
- Affidavits

Message

All messages and communications sent / made to you by Rajasthan Pharmacy Council are available here.

Change Password

You can change pharmacist login password through this option, any time. (Password is case sensitive).

Logout

Once your work is completed, click **Logout**

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Note: The message at your email address may reach in Spam / Junk mail box / folder. Therefore, check your Spam / Junk mail box / folder regularly. Also add this email ID by marking it as "Safe" / "Not Spam" so that you can receive future emails directly in your email in-box.

Important:
1. Keep checking for messages from RPC by visiting your Login Message Box/ email ID / cell phone.

2. Fee once paid to Rajasthan Pharmacy Council is neither refundable, nor transferable / adjustable under any circumstances. Any plea in this matter shall not be entertained. Therefore you are advised to first refer concerned user manual, fill the application form etc. very carefully and also deposit the fee only after carefully ensuring your requirement, before submitting / depositing.