राजस्थान सरकार

राजस्थान जन आधार प्राधिकरण

योजना भवन, तृतीय तल, नॉर्थ ब्लॉक, तिलक मार्ग, जयपुर

Add Member :

Add Member is a core module of the Jan Aadhaar Application. It is used to onboard an individual in the Jan Aadhaar Family in Resident Data Repository. Process to get an individual enrolled in the Jan Aadhaar application have been described in detail hereunder.
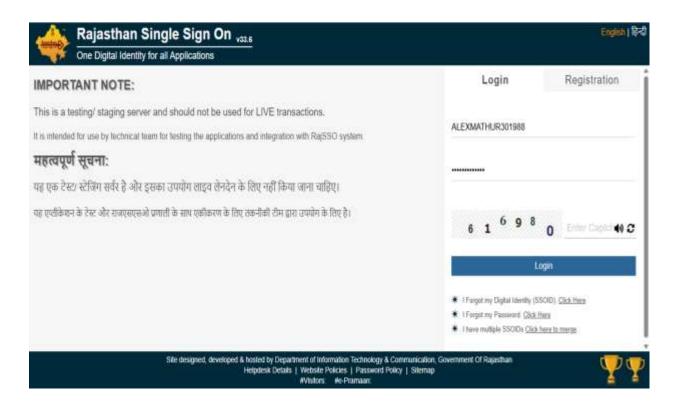
1. **Pre-requisite**

   - Only families already enrolled in Jan Aadhaar can add members

   - Copy of Aadhaar card members above 5 years age

   - Copy of Aadhaar or Birth Certificate of the Members below 5 years of age

   - Pass book of the head's bank account

   - Documents related to age/date of birth

   - Address document

   - Self-declaration for income

   - Color photo upload required for the members

   - If you are a small or marginal farmer then the land details should be entered.

   - Other documents- Documents supported by the given information, if required

     Document upload :
     - Document type .pdf only
     - Size less than 1MB
     - Photo type .jpg/.jpeg/.png
     - Size less than 50KB

   - All details are to be entered in both English and Hindi.

2. Enrollment Process for Citizen Users
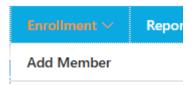
2.1 Login through SSO.

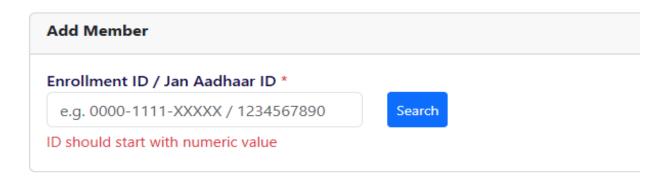2.2 Click on Jan Aadhaar under G2C

2.3 Click on Enrolment Menu

जन आधार
राजस्थान सरकार
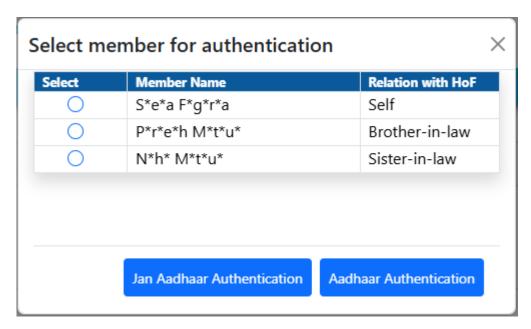
Welcome

🏠 Enrollment ⌄

2.4 Click on Add Member Option

Enrollment ⌄   Repor

Add Member

2.5 Search Jan Aadhaar Family

Enter Enrolment Id/Jan Aadhaar Id

Add Member

Enrollment ID / Jan Aadhaar ID *

e.g. 0000-1111-XXXXX / 1234567890   Search

ID should start with numeric value

Add Member

Enrollment ID / Jan Aadhaar ID *

8888-1113-86216   Search
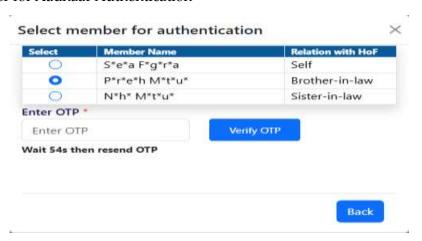
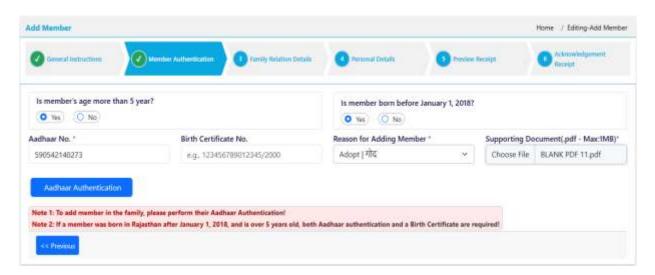Select Member for Aadhaar Authentication

Enter OTP and click on Verify OTP. Only more than 18yrs members are eligible for authentication. After successful authentication, Add Member process will be initiated.

2.6 General Instructions

2.7 Enroll through Aadhaar or Birth Certificate KYC

User need to enter Aadhaar No. and perform Aadhaar eKYC, in enrolment Name (English/Hindi), DOB, Gender & Photo will be fetched from Aadhaar.
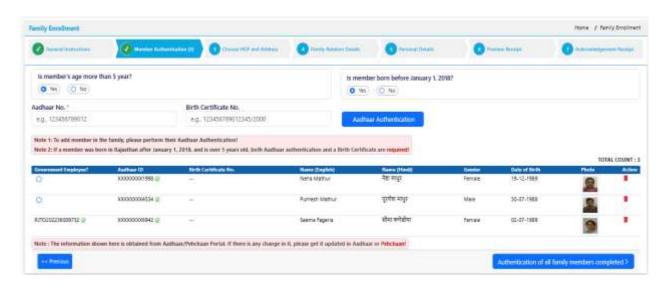
2.8 State Government Employee

If there is any state govt. employee, user need to select member, pop-up window will be open.

Member - (Seema Fageria | सीमा फगेडीया)   ×

Occupation *   Government Employee ID *
------Select------- ⌄   Please enter value   Search

------Select-------
State personnel | राज्य कर्मी

Select occupation as State Personnel and enter Govt. Employee Id. Click on Search button.

Employee Id will be verified with SIPF data.

Member - (Seema Fageria | सीमा फगेडीया)   ×

Occupation *   Government Employee ID *
State personnel | राज्य कर्मी ⌄   RJTO202236009732   Search
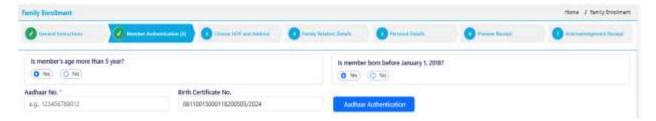
After verification with SIPF data, employee Id will be added against the selected member.

2.9 Parents Auth for Child less than 05 Years

If user want to add member below 5 Years need to enrol from Birth certificate number, and it will authenticate using Mother or Father aadhaar number registered with Birth certificate number.
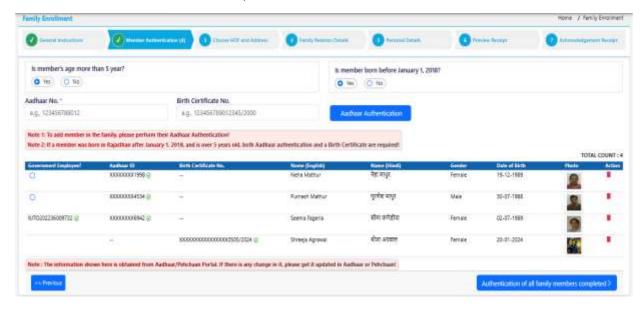

Select member for Aadhaar authentication
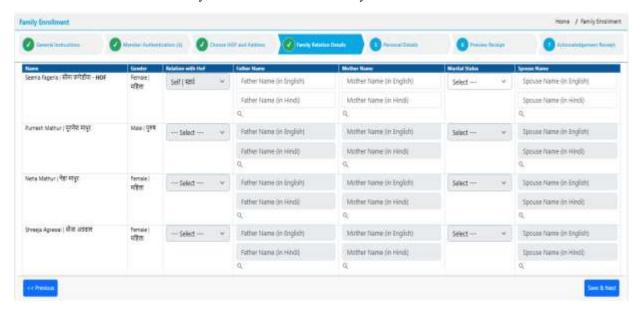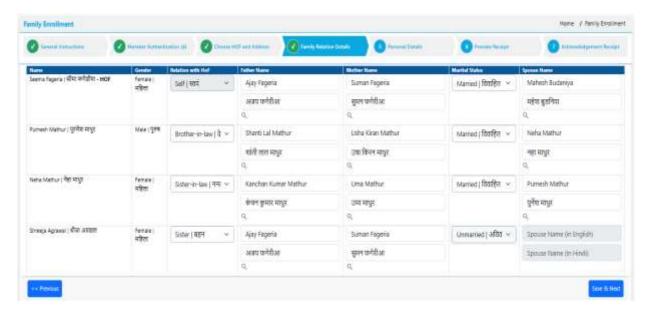

Proceed for Aadhaar Auth

After successful authentication, member will be added.

2.10 Family Relation Details

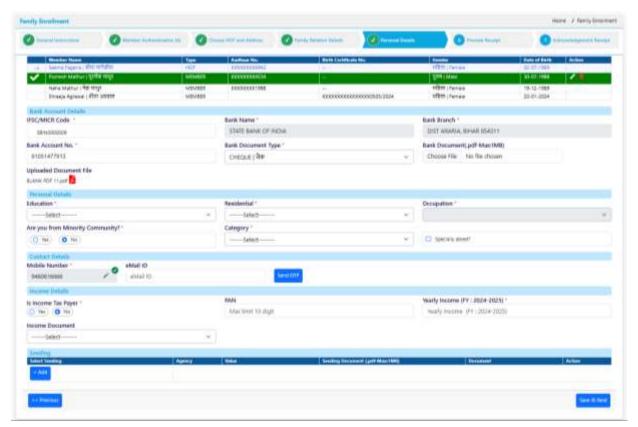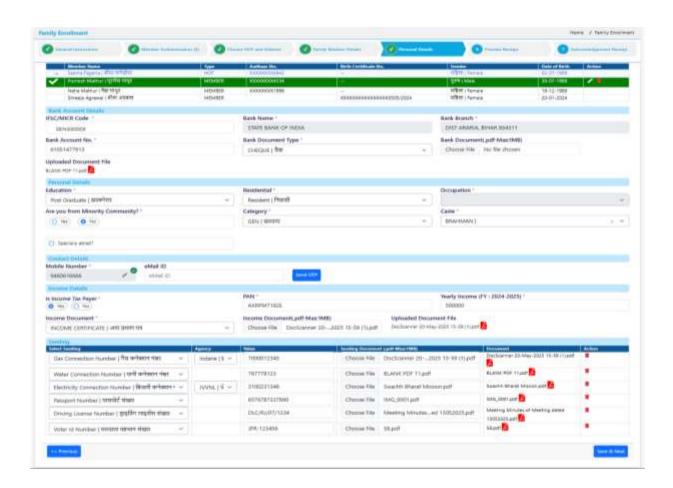User need to enter family relation details of newly added member/s.

Click on 'Save & Next' button.

2.11 Personal Details

User need to enter Personal Details of added member/s.

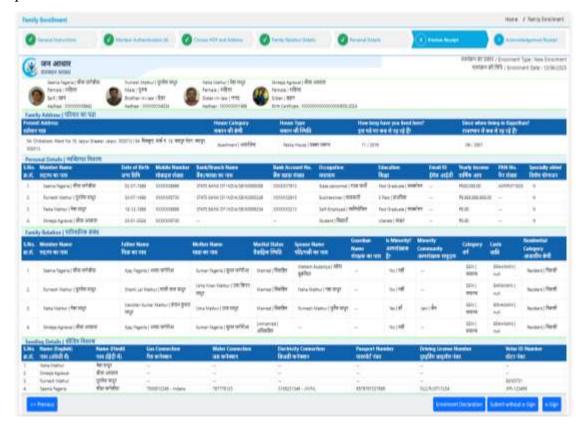2.12 Link UDID Certificate for Specially Abled Person

If added member having certificate of Specially Abled then need to click on checkbox and data will be fetch from UDID from member's Aadhaar and DOB registered in UDID

After entering details of added member/s, user need to click on 'Save & Next' button to save the data.

2.13 Preview

Details of all entered information will be displayed on the screen to user in form of preview.

User need to verify all details and can have information in printable format through Enrollment Declaration button.

After self-verifying the data, user need to e-Sign the application, after successful e-sign, application will be submitted and user can download the enrolment receipt.

After this process, application will be submitted to the First and Second Verifier user for verification.