





राजस्थान सरकार



राजस्थान जन आधार प्राधिकरण

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

General Instructions for Jan Aadhaar Enrollment:-

- 1. Resident family of Rajasthan and state employees who are residents of outside the state.
- 2. Head of the family-
- A woman of 18 years or more
- In the absence of a woman of 18 years or more, a man of 21 years or more
- In the absence of both the above, the eldest person in age

Mandatory Documents:-

- 1. Copy of Aadhaar card of the head of the family and all other family members above 5 years age
- 2. Copy of Aadhaar or Birth Certificate of the Members below 5 years of age
- 3. Pass book of the head's bank account
- 4. Documents related to age/date of birth
- 5. Address document
- 6. Self-declaration for income
- 7. Color photo upload required for the head of the family and all the members
- 8. If you are a small or marginal farmer then the land details should be entered.
- 9. 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
- 10. All details are to be entered in both English and Hindi.

1.1 Login through SSO (Single Sign-on)



1.2 Go to e-Mitra Application

Select below mentioned option under eMitra application to avail Jan Aadhaar Services.

E-MItra→Services→Avail Services→Utility→Search 'Jan Aadhaar Enrollment' service.







1.3 Go to Enrollment Menu

Click on Family Enrollment option under Enrollment menu



1.4 General Instructions

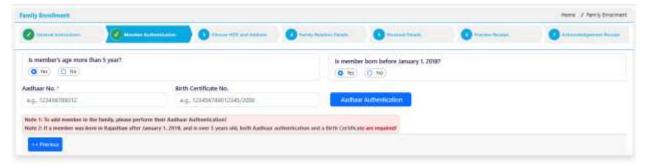
Select checkbox for all General Instruction and then click on 'Proceed Button'



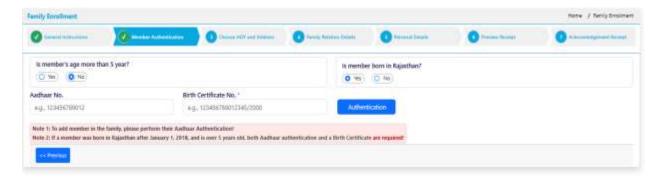
1.5 Enroll through Aadhaar or Birth Certificate

Citizen can enrol through Aadhaar or Birth Certificate No. with below conditions:

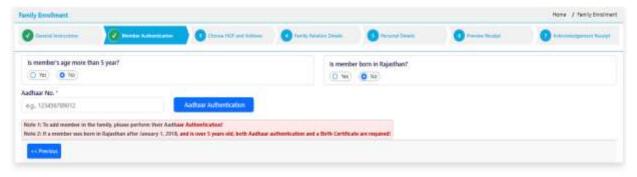
If member's age is more than 5 year and member born before January 1, 2018 then Aadhaar Number is mandatory.



If member's age is less than 5 years and born in Rajasthan, then Birth Certificate Number is mandatory.



If member's age is less than 5 Years and born outside Rajasthan then Aadhaar number is mandatory.

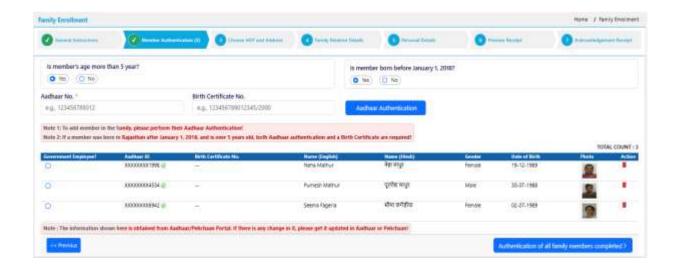


If member's age is more than 5 Years and member born after January 1, 2018 then Aadhaar number and Birth certificate number both are mandatory



1.6 Aadhaar eKYC

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



User can enrol all family members by Aadhaar authentication and birth certificate number.

After add all members click on 'Authentication of all family members completed' button.

1.7 State Government Employee

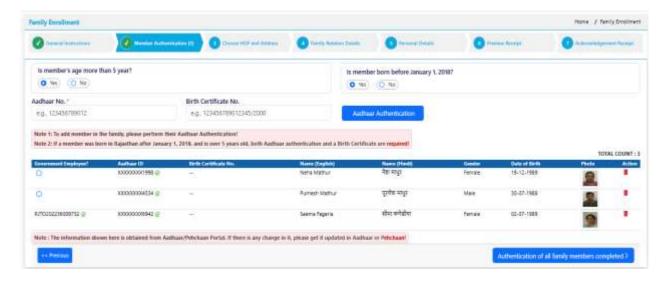
If there is any state govt. employee, user need to select member, pop-up window will be open.



Select occupation as State Personnel and enter Govt. Employee Id. Click on Search button. Employee Id will be verified with SIPF data.



After verification with SIPF data, employee Id will be added against the selected member.



1.8 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.



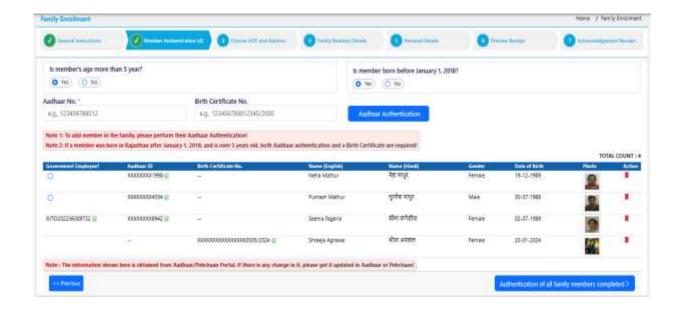
Select member for Aadhaar authentication



Proceed for Aadhaar Auth



After successful authentication, member will be added.



1.9 Choose HoF

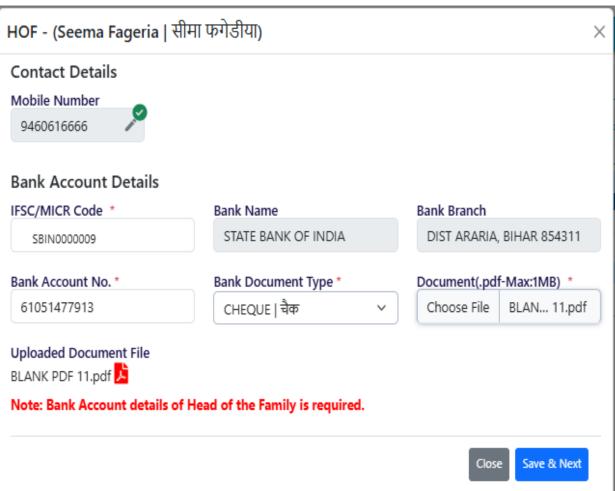
After completion of authentication of all members on next tab user need to select HOF from eligible members.



1.10HoF Bank Details

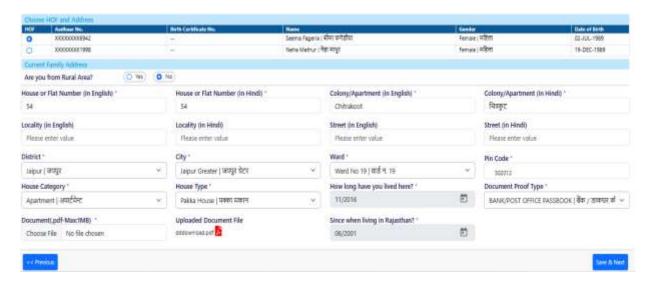
User need to enter bank details for selected HOF





1.11Family Address

After adding bank details user need to enter family address.

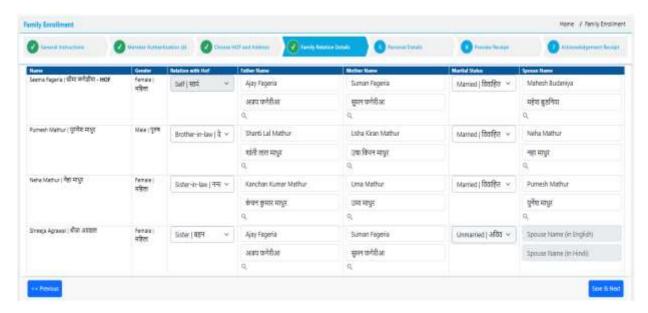


Click on Save and Next button.

1.12Family Relation Details

User need to enter family relation details of all registered members.

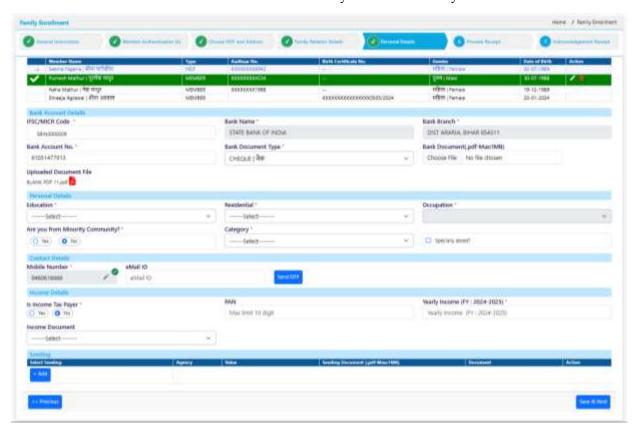


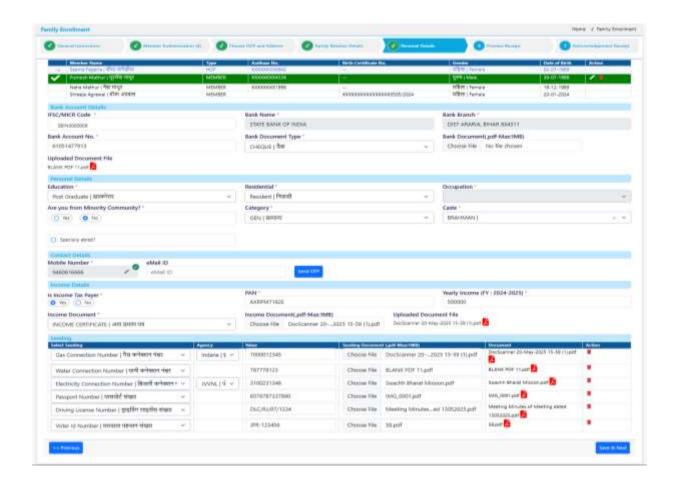


Click on 'Save & Next' button.

1.13 Personal Details

User need to enter Personal Details of all family members one by one.





1.14Link UDID Certificate for Specially Abled Person

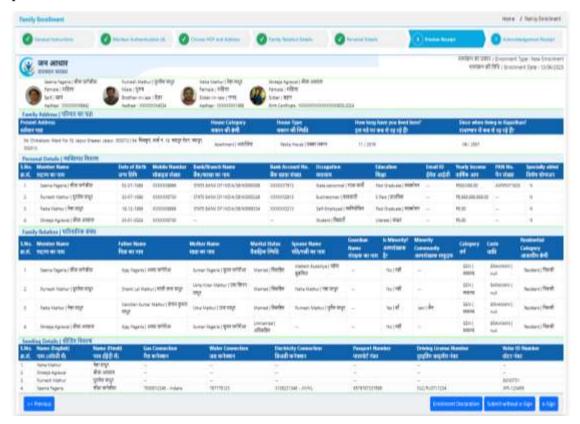
If any member having certificate of Specially Abled then need to click on checkbox and data will be fetch from UDID from member's Aadhaar and DOB registered in UDID



After entering details of all family members, user need to click on 'Save & Next' button to save the data.

1.15Preview

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 completion of Jan Aadhaar enrolment, two-level verification is done as per requirement and after successful verification the 10-digit Jan Aadhaar family ID are issued.